



DoD INSTRUCTION 4515.13

AIR TRANSPORTATION ELIGIBILITY

Originating Component: Office of the Under Secretary of Defense for Acquisition, Technology, and Logistics

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Approved by: Frank Kendall, Under Secretary of Defense for Acquisition, Technology, and Logistics

Purpose: This issuance:

- In accordance with the authority in DoD Directive (DoDD) 5134.01, implements policies for the eligibility of passengers, cargo, and human remains for transportation on DoD aircraft.
- Prescribes policies and assigns responsibilities for the transportation of DoD-sponsored passengers, cargo, and human remains in accordance with DoDD 4500.09E, DoDD 4500.56, and DoD Instruction (DoDI) 4500.57.
- Establishes and prescribes implementing policies for the space-available travel program.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This issuance:

a. Applies to:

(1) OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff (CJCS), the Combatant Commands (CCMDs), the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

(2) The Commissioned Corps of the Public Health Service, under agreement with the Department of Health and Human Services, and the Commissioned Corps of the National Oceanic and Atmospheric Administration, under agreement with the Department of Commerce.

b. Does **not** apply to:

(1) The eligibility of passengers, cargo, and human remains for transportation on rotary wing, tilt rotary wing, or Presidential aircraft.

(2) DoD personnel traveling on foreign military aircraft. Refer to DoDD 5030.61, “DoD Airworthiness Policy.”

c. If this issuance conflicts with the Joint Travel Regulations (JTR), the JTR, as applicable, takes precedence.

1.2. SCOPE. Specific policies for operational support airlift (OSA) are located in DoDI 4500.43. Policies on the use of government aircraft and air travel are located in DoDD 4500.56. Policies on administrative use of motor vehicles are located in DoDI 4500.36. Policies on air passenger management and safety and quality control of civil air carriers are located in DoDI 4500.53. In addition, the issuance concerns:

a. All civil aircraft chartered by or on behalf of the DoD to provide passenger transportation, when the DoD is responsible for manifesting passengers.

b. DoD aircraft operated in a common-user airlift service, to include U.S. Air Force Air Mobility Command (AMC) organic aircraft; OSA; theater-assigned organic aircraft; and other Service-owned aircraft when operated under a common-user role.

c. Any DoD aircraft when one or more passengers are civilians (including DoD and non-DoD civilian employees, couriers, travelers on public affairs events, dependents, contractors, and retirees) who are not part of the crew or on board the aircraft for operational support purposes.

1.3. POLICY. It is DoD policy that:

a. DoD transportation resources will be used only to accomplish DoD and approved interagency missions. In accordance with DoDD 4500.09E, commercial transportation resources will be used to the maximum extent practicable, provided requirements for security, communications, and schedules can be satisfied.

b. Transportation of passengers, cargo, and human remains on DoD aircraft will comply with applicable laws and regulations.

c. Passengers traveling on DoD-owned and contracted aircraft will be screened before boarding the aircraft in compliance with U.S. entry and exit requirements specified in Defense Transportation Regulation (DTR) 4500.9-R. Individuals not cleared to travel will not board the aircraft.

d. In accordance with the policies in DoDD 4500.09E and Section 41113 of Title 49, United States Code (U.S.C.), passenger manifesting systems and procedures must collect certain identifying information, including the emergency contact information called for in Part 243 of Title 14, Code of Federal Regulations (CFR). DTR 4500.9-R contains specific passenger manifesting systems information and data collection requirements.

e. All personnel must ensure that the policies and procedures in this issuance are implemented to protect the privacy of individuals in the collection, use, maintenance, and dissemination of personally identifiable information. All records containing personally identifiable information gathered from individuals using the Defense Transportation System will be maintained by manifesting systems and storage programs, and will be accounted for in a Privacy Act system of records, pursuant to Section 552a of Title 5, U.S.C. and DoD 5400.11-R.

f. Passengers on DoD or DoD-contracted aircraft may be denied boarding or transportation if they are unruly; under the influence of alcohol or narcotics or other drugs that may create a hazard to the safety of the aircraft or passengers; or a disruptive influence.

g. DoD aircrew and passenger terminal personnel will make every effort to assist passengers with disabilities.

h. Aircraft not designed or normally configured for passenger (non-aircrew personnel) transportation will not be used for passenger travel. Exceptions to this policy are passengers who originate and terminate in the same airfield for the purpose of an orientation flight prescribed in Section 8 of this issuance and non-aircrew personnel assigned to perform duties on a particular aircraft.

i. DoD-funded air transportation will not be used for the movement of goods donated to the DoD. Exceptions include cargo moved consistent with Sections 401, 402, and 404 of Title 10, U.S.C. and as otherwise noted in Section 12 of this issuance.

j. Transportation and reimbursement requests for transportation provided to other executive agencies of the U.S. Government (USG) will be provided in accordance with Section 1535 of Title 31, U.S.C. and DoD 7000.14-R.

k. Space-available passenger transportation will be extended to:

(1) Uniformed services members and their dependents as an avenue of relief from the demands of duty and prolonged service.

(2) Retired uniformed services members and their families in recognition of their career of duty and eligibility for recall to active duty.

(3) Other designated individuals, on a limited basis, for their direct service to uniformed services members and their families.

l. Prior to travel aboard aircraft operated by an activity not financed through the Transportation Working Capital Fund (TWCF), DD Form 1381, "Air Transportation Agreement" will be executed by non-DoD personnel traveling pursuant to the guidelines contained in this issuance when their flight originates in a foreign country. Sponsors will execute DD Form 1381 for minor dependents or individuals incapable of signing for themselves. North Atlantic Treaty Organization personnel traveling in performance of official duties are exempt from this requirement. An electronic version of the form is available on the DoD Form Management Program website at <http://www.dtic.mil/whs/directives>.

m. Congressional and public affairs transportation may be provided in accordance with DoDD 4515.12 and DoDI 5122.08.

SECTION 2: RESPONSIBILITIES

2.1. ASSISTANT SECRETARY OF DEFENSE FOR LOGISTICS AND MATERIEL READINESS. Under the authority, direction, and control of the Under Secretary of Defense for Acquisition, Technology, and Logistics and in accordance with DoDD 5134.12, the Assistant Secretary of Defense for Logistics and Materiel Readiness:

- a. Develops policies and prescribes guidance for the transportation of passengers, cargo, and human remains on DoD aircraft.
- b. Communicates with other USG agencies and industry officials on processes and procedures for the use of DoD aircraft.

2.2. ASSISTANT TO THE SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS (ATSD(PA)). The ATSD(PA):

- a. In accordance with DoDI 5122.08, approves transportation for public affairs purposes aboard DoD aircraft arranged by any DoD Component or at the request of another federal department, agency, or foreign government.
- b. Reviews and authorizes requests for non-local public affairs travel.

2.3. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE (USD(C)/CFO). The Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense develops and maintains financial management procedures for billing and reimbursement for transportation services.

2.4. ASSISTANT SECRETARY OF DEFENSE FOR SPECIAL OPERATIONS/LOW-INTENSITY CONFLICT. Under the authority, direction, and control of the Under Secretary of Defense for Policy and in accordance with DoDD 5100.46, the Assistant Secretary of Defense for Low-Intensity Conflict coordinates with the (CJCS on transportation requirements for foreign disaster relief and humanitarian assistance.

2.5. EXECUTIVE SECRETARY OF THE DEPARTMENT OF DEFENSE. The Executive Secretary of the DoD approves transportation of:

- a. Foreign officials invited by officials of the OSD, the Defense Agencies, or the DoD Field Activities.
- b. Official travel for individuals of the OSD organizations.
- c. Official and unofficial travel for individuals and family members of the OSD organizations administratively supported by OSD.

- d. All other requests as delegated by the Secretary of Defense.

2.6. DOD COMPONENT HEADS. The DoD Component heads:

- a. Ensure that DoD Component publications, memoranda, and concept plans are in full compliance with this issuance and with the procedures in DTR 4500.9-R, DoDD 4500.09E, DoDD 4500.56, and DoDI 4500.57.
- b. Establish procedures for the transportation of passengers, cargo, and human remains on DoD aircraft under their control, which are consistent with this issuance and the procedures in DTR 4500.9-R, DoDD 4500.56, and DoDI 4500.57.
- c. Ensure that their Component commanders (CDRs) and personnel at all levels prevent the misuse of DoD airlift assets as well as the perception of their misuse.

2.7. SECRETARY OF THE AIR FORCE. In addition to the responsibilities in Paragraph 2.6, the Secretary of the Air Force is responsible for all matters pertaining to special airlift mission aircraft assigned to the 89th Airlift Wing.

2.8. SECRETARY OF THE NAVY. In addition to the responsibilities in Paragraph 2.6, the Secretary of the Navy sponsors transportation requirements of the United States Coast Guard (USCG) when USCG units are assigned to the Department of the Navy.

2.9. COMBATANT COMMANDERS (CCDRS). In addition to the responsibilities in Paragraph 2.6., within their areas of responsibility (AORs), the CCDRs:

- a. Establish procedures and approve transportation of non-DoD personnel on DoD aircraft under their control and when the CCDRs determine travel is in the best interests of their commands and the DoD.
- b. Approve use of DoD aircraft under their control by individuals other than news media representatives for non-local travel for public affairs purposes. This authority may be further delegated, in writing, not below the two-star or civilian-equivalent level within their commands.
- c. Approve requests for transportation in support of counterdrug operations for law enforcement agency personnel, in accordance with CJCS Instruction 3710.01B.
- d. Publish guidance, in accordance with DoDI 1327.06, regarding the availability and authorization to use space-available and environmental morale leave (EML). Guidance must be consistent with this issuance.

2.10. COMMANDER, UNITED STATES TRANSPORTATION COMMAND (CDRUSTRANSCOM). In addition to the responsibilities in Paragraphs 2.6. and 2.9. and in accordance with DoDD 5158.04, the CDRUSTRANSCOM:

- a. Accepts passengers, cargo, and human remains for transportation as authorized in this issuance and DoDD 4500.54E.
- b. Updates and maintains DTR 4500.9-R to include guidance and instructions to support policies and procedures in this issuance for the transportation of passengers, cargo, and human remains.
- c. Provides users of the Defense Transportation System with rates for the transportation of passengers, cargo, and human remains covered by this issuance.
- d. Annually collects and provides the Deputy Assistant Secretary of Defense for Transportation Policy space-available movement data, including the number of passengers moved from AMC passenger terminals.

SECTION 3: SPACE-REQUIRED PASSENGER TRANSPORTATION

3.1. GENERAL. The passengers listed in this section are eligible for space-required transportation on DoD aircraft under the conditions cited. Passenger service personnel will deny transportation when an order or authorization for movement is neither authorized by this issuance nor approved according to the policies in this issuance. The requirement to wear uniforms by uniformed services members on active duty and members of the Reserve Components (RC) not on active duty is governed by the regulations of the Military Department concerned and DoDD 4500.54E. When civilian clothing is worn, it should be accepted attire in the overseas country of departure, transit, or destination.

a. Pregnant Passengers. Pregnant women may be transported through 34 weeks of gestation unless medically inadvisable. Women fewer than 6 weeks postpartum and infants under 6 weeks old may be accepted for transportation if considered medically sound and so certified in writing by a responsible medical officer or civilian physician. In an evacuation authorizing space-required travel (e.g., the ordered or authorized departure of noncombatants), pregnant women beyond the 34th week of gestation may be accepted for air transportation if considered medically sound and certified in writing by a responsible medical officer or civilian physician.

b. Disabled Passengers. Every effort will be made to transport passengers with disabilities who are otherwise eligible to travel. Passenger service personnel and aircraft crewmembers will provide assistance in boarding, seating, and deplaning a disabled passenger. The chief of the passenger travel section or the aircraft CDR may disapprove transportation if there is an unacceptable risk to the safety or health of the disabled passenger, other passengers, or crew, or if operational necessity, equipment, or manpower limitations preclude accepting a disabled passenger, service animal, or mobility assistance device. The aircraft CDR is the final approval authority on all matters relating to flight safety.

3.2. FIREARMS AND AMMUNITION. DTR 4500.9-R contains procedures for transporting firearms and small arms ammunition on DoD aircraft.

3.3. BAGGAGE ALLOWANCES.

a. Checked Baggage Allowance. Passengers are authorized two pieces of checked baggage. Each passenger also may hand-carry one article (e.g., small luggage, garment bags, backpack) and one personal item (e.g., cosmetic case, purse, small boxes, packages) for storage in the passenger cabin area. Checked baggage may not exceed 62 linear inches (length plus width plus height) or 70 pounds for each piece. Carry-on baggage must fit under the seat and may not exceed 45 linear inches. Any duffel bag, sea bag, B-4 bag, flyers kit bag, or diver's traveling bag that exceeds 62 linear inches but does not exceed 100 pounds may be substituted for one of the checked baggage items.

b. Authorized Excess Baggage Allowance. When authorized by Military Service regulations, an individual's orders may include an excess baggage allowance, stated by number of pieces and not by weight. To determine the number of pieces necessary, use an estimate of 70 pounds for each piece of baggage and round to the next highest whole piece to determine the number of pieces necessary. For example, if 100-pounds excess is needed, then two pieces of excess baggage are authorized.

c. Unauthorized Excess Baggage. Baggage that exceeds the normal allowance without proper authorization may be accepted for shipment at the discretion of a passenger service representative, subject to the capacity of the mission to support excess baggage. When baggage in excess of that capacity is refused for transportation, the owner is responsible for disposition of unauthorized baggage not accepted for shipment.

d. Excess Baggage Fees. Excess baggage fees will not be charged for space-required passengers traveling on DoD organic airlift when authorized by contingency, exercise, or deployment orders. Unauthorized excess baggage will not displace space-required passengers or cargo. Excess baggage fees may be levied if the traveler connects with commercial aircraft.

e. Baggage Allowance Restriction. To maximize seat availability, terminal personnel may further restrict passenger baggage allowances.

3.4. TRANSPORTATION OF MINORS. Except as noted in this issuance, minors must be accompanied by a parent or legal guardian at all times when traveling on DoD aircraft. A power of attorney or other non-judicial document which has not been issued or approved by a court will not be accepted as proof of legal guardianship or responsibility for a minor, except as noted in Paragraph 3.4.a.

a. A document signed by a court or a notarized power of attorney that is signed by one or both of the child's parents that designate an individual as having responsibility for the minor is acceptable during the ordered departure of noncombatants from a foreign area.

b. Minors between the ages of 10 and 18 years old as of the date of travel will be accepted for unaccompanied space-required travel on Air Mobility Command Patriot Express missions performed by DoD chartered aircraft, if they meet the criteria in Volume 14 of AMC Instruction 24-101. The minor must be accompanied to the AMC terminal or gateway by a parent, legal guardian, or responsible adult who will remain with the child until departure and provide evidence that the child will be met at the airport of arrival by a parent, legal guardian, or responsible adult. Minors under the age of 10 are not permitted to travel unaccompanied.

(1) The air carrier contractor is responsible for the care of unaccompanied minors during the flight, including any technical stops and any delay which occurs after boarding.

(2) The air carrier contractor will accept unaccompanied minors only for travel on non-stop or direct flights (i.e., a flight that makes a stop without a plane change). No unaccompanied minors will be permitted to travel on flights scheduled to remain overnight at any en-route location.

3.5. EMERGENCY LEAVE TRAVEL. Emergency leave travelers may receive options depending on their entitlements or privileges contained in the JTR or this issuance, including:

- a. Government-funded transportation on DoD aircraft.
- b. Government-funded commercial transportation when DoD aircraft are not reasonably available.
- c. Member-funded (space-required) transportation on DoD aircraft or commercial aircraft when there is no entitlement for government-funded travel in the JTR.
- d. Space-available unfunded travel aboard DoD aircraft.

3.6. ELIGIBLE SPACE-REQUIRED PASSENGERS. The following individuals are eligible for space required transportation on DoD aircraft in accordance with this issuance and the JTR. Unless otherwise stated, transportation on aircraft funded by the TWCF is chargeable to the DoD Component concerned at the USG DoD tariff rate.

a. Uniformed Services Members.

- (1) Service members on active duty traveling under official permanent change of station (PCS), temporary duty (TDY), or temporary additional duty (TAD) orders.
- (2) Uniformed services members on funded emergency leave pursuant to DoDI 1327.06 and the leave regulations of their respective Departments. In these instances, government-funded round-trip travel is permitted in accordance with Table 2.
- (3) RC Service members, when traveling to perform inactive duty for training or active duty for training, with or without pay.
- (4) Uniformed services members traveling with leave taken between consecutive assignments outside the continental United States (OCONUS), in accordance with the JTR.
- (5) Active duty uniformed services members on rest and recuperation or liberty pass, in accordance with DoDI 1327.06.
- (6) Uniformed services members and their dependents on funded environmental morale leave (FEML).

b. Civilian Employees of DoD Components.

- (1) Civilian employees traveling under official PCS, TDY, or TAD orders or on rest and recuperation or FEML travel.
- (2) U.S. citizen civilian employees traveling under a family emergency, as determined by the respective Military Service and the JTR. Round-trip travel is permitted in accordance with Table 1 of this issuance. When funded transportation is not authorized, individuals may travel

space-required at personal expense on DoD aircraft or space-available in accordance with Table 2 of this issuance.

(3) Civilian employees who have defaulted on their transportation agreement and command-sponsored dependents, but only when commercial transportation is unavailable. Travel orders will require the employee to pay the transportation costs before travel at the USG non-DoD tariff rate. Such costs may be reimbursed in cash.

c. Command-Sponsored Dependents of Uniformed Services Members and DoD Civilian Employees.

(1) Dependents, as defined in the JTR, traveling under official PCS orders.

(2) Dependents issued official travel orders under conditions for which the sponsor could receive emergency leave. Round-trip travel, accompanied or unaccompanied, is permitted in accordance with Table 2. Transportation costs for travel on aircraft operated by an activity financed through the TWCF are normally chargeable to appropriated funds from the sponsor's unit. When funded transportation is not authorized, the sponsor may have their dependents travel space-required at personal expense. In accordance with Table 3, space available travel may also be used.

(3) Dependents accompanying their sponsors on approved circuitous travel. All costs in excess of the authorized government-furnished transportation will be paid by the sponsor. Travel on aircraft provided by an activity financed through the TWCF is chargeable to the sponsor.

(4) Dependents acquired after the effective date of PCS orders, which at the time of PCS were not entitled to transportation at government expense. Dependents are authorized to join their sponsors at their OCONUS permanent duty station (PDS) via space-required transportation at personal expense, accompanied or unaccompanied, when no commercial transportation is available. Transportation is limited to travel from the aerial port of embarkation (APOE) in the continental United States (CONUS), Alaska, or Hawaii to the aerial port of debarkation (APOD) serving the sponsor's OCONUS PDS. The OCONUS CCDR must approve entrance of these dependents before travel. Travel on aircraft provided by an activity financed through the TWCF is chargeable to the sponsor. In accordance with Table 3, space available travel may also be used.

(5) Dependents stationed OCONUS. This includes unmarried dependents who are under 23 years old and full-time students attending a school in the United States to obtain a secondary, undergraduate, graduate (pursued on a full-time basis at an accredited institution), or vocational education (pursued on a full-time basis at a post-secondary vocational institution). The JTR contain details on restrictions that apply to this travel.

(6) Accompanied or unaccompanied dependents of uniformed services members or DoD civilian employees traveling under FEML orders in accordance with the JTR.

(7) Dependents of uniformed services members or DoD civilian employees traveling in connection with leave taken between consecutive OCONUS assignments, in accordance with the JTR.

(8) Dependents of uniformed services members and DoD civilians authorized to be evacuated by a competent authority in accordance with the JTR.

(9) Dependents of uniformed services members and DoD civilian employees stationed OCONUS participating in inter-scholastic activities when payment for transportation is authorized in accordance with DoDD 1342.20.

d. Non-command-sponsored Dependents. The traveler will reimburse transportation costs. A space-available travel option for the following individuals is authorized in accordance with Table 3 of this issuance.

(1) Dependents of uniformed services members, when issued official travel orders under conditions for which the sponsor could obtain emergency leave. The individual may elect to travel space-required at personal expense on DoD aircraft. One-way travel, accompanied or unaccompanied, is permitted in accordance with Table 2.

(2) Dependents of uniformed services members acquired during the course of a member's current tour of duty who are otherwise not entitled to transportation at government expense and are in an OCONUS area, in accordance with the JTR. If the sponsor complies with Military Service or CCMD regulations relating to the dependent's acquisition and meets all requirements of the U.S. Immigration and Customs Enforcement for the dependent's entry into the United States, the dependent is eligible for space-required transportation at personal expense from the OCONUS APOE to an APOD in the CONUS, Alaska, or Hawaii, in conjunction with the member's PCS from the OCONUS area.

(3) Dependents who are permanent members of the household of uniformed services members or DoD civilian employees may be provided space required transportation between CONUS and OCONUS areas or between OCONUS areas at the expense of the sponsor or dependent, if travel is within 30 days of the sponsor's PCS travel.

e. Dependents Accompanying DoD Personnel on Official Business. A dependent spouse normally is not permitted to accompany a DoD sponsor traveling on official business. However, flag officers and those CDRs specified in Section 12 of this issuance may approve a dependent spouse's travel on a case-by-case basis, in accordance with DoDD 4500.56. Travel is allowed on a non-interference basis only and must be supported with an invitational travel authorization (ITA). Blanket ITAs for this type of travel are prohibited.

f. Employees and Dependents of Nonappropriated Fund (NAF) Activities. Space-required transportation is chargeable at the USG non-DoD tariff rate for the following NAF activities, officials, or employees:

(1) NAF officials or employees traveling on official orders.

(2) NAF officials or employees and their sponsored dependents, when issued official travel orders under conditions for which emergency leave could be granted to a uniformed services member. If NAF-funded travel is not authorized, the NAF employee and dependent(s) may elect to travel space-required at personal expense or space-available in accordance with Table 3 of this issuance.

(3) Non-U.S. citizen employees of NAF activities, when transportation is in the OCONUS area and is the responsibility of the USG in accordance with the terms of the employment contract.

(4) NAF officials, employees, and dependents stationed OCONUS and individuals authorized space-required transportation, when a competent authority has authorized evacuation of NAF officials, employees, or dependents.

g. Employees and Dependents of Other USG Agencies. Space-required transportation is chargeable:

(1) To the sponsoring DoD Component at the USG DoD tariff rate for employees of other USG agencies when traveling for or in the interests of the DoD and when approved in accordance with Section 12 of this issuance.

(2) To the concerned USG agency at the USG non-DoD tariff rate for:

(a) U.S. citizens that are USG employees assigned to a post or country that has been designated a hostile area for family visitation. Travel must be authorized by the chief of the diplomatic mission to which the employee is attached. If not attached to a diplomatic mission, the employee must receive travel authorization from the head of the OCONUS office of the USG agency or office to which the employee is attached or other competent agency authority. Posts designated for family visitation travel will be notified by a Department of State (DOS) message. Round-trip travel is authorized from the employee's PDS to the family's residence.

(b) U.S. citizens who are USG employees and their dependents stationed OCONUS when traveling for emergency visitation in instances of serious illness or death of a member of an employee's or dependent's immediate family. The chief of the diplomatic mission to which the employee is attached must authorize the round-trip travel from the employee's residence to the emergency destination. If the employee is not attached to a diplomatic mission, the head of the OCONUS office of the USG agency or office to which the employee is attached or other agency authority must authorize the travel.

(c) Dependents of U.S. citizen DOS or Peace Corps employees located OCONUS, either at post or away from post, traveling for emergency visitation in instances of serious illness or death of a member of an employee's or dependent's immediate family. The chief of the diplomatic mission or head of an OCONUS U.S. Agency for International Development (USAID) establishment or their designees, or the Director of Personnel, Peace Corps (for Peace Corps staff personnel) must authorize the travel. Round-trip travel, accompanied or unaccompanied, is authorized from the dependent's residence to the emergency destination.

(d) U.S. DOS-identified diplomatic passport couriers, when carrying DOS courier letters.

h. Nonprofit Service Organizations. Transportation services for nonprofit service organizations are limited to personnel of the American Red Cross (ARC), United Services Organization (USO), the United Seamen's Service (USS), recognized scouting organizations, and as indicated in Paragraphs 3.6.h.(1)–(7) of this issuance. Transportation is reimbursable at

the USG non-DoD rate. Transportation in circumstances other than those specified in Paragraphs 3.6.h.(1) through (7) may be authorized in accordance with a memorandum of understanding (MOU) or memorandum of agreement (MOA) between the DoD and the service organization. The MOU or MOA should be referenced to determine when transportation is authorized and the appropriate tariff rate, if reimbursement is required. This does not include travel in CONUS.

(1) ARC full-time paid employees traveling under official PCS, TDY, or TAD orders and assigned to support Military Services OCONUS.

(2) ARC full-time paid employees and their dependents accompanying Service personnel OCONUS, when issued official travel orders under conditions similar to the circumstances for which emergency leave could be granted a Service member. Round-trip travel is permitted in accordance with Table 2.

(3) The USO National Executive Director, other USO national headquarters staff personnel, USO facility directors, and executive directors and assistant executive directors of OCONUS USO facilities, when the travel provides a direct service to the Military Services and is at the invitation of the OCONUS Ccdr.

(4) Employees of the USS, when travel provides a direct service to the Military Service concerned.

(5) Professional scout leaders (full time staff and executives) stationed OCONUS with the approval of the DoD and the executives of the national headquarters of the scouting organizations, when the travel provides direct scouting support to DoD personnel and their dependents stationed OCONUS.

(6) Scouting organization officials, employees, and dependents stationed OCONUS, when evacuation has been authorized.

(7) Dependents of paid employees of the ARC assigned to Military Services OCONUS, when evacuation of dependents has been authorized.

i. Invited Travelers. The concerned DoD Component head must approve any traveler not meeting the criteria permitting the issuance of ITAs and not otherwise eligible for transportation.

j. Foreign Government and International Organization Travelers. Section 9 of this issuance addresses the eligibility of passengers from foreign governments and international organizations.

k. Contractor Personnel. DoD contractor employees may be provided DoD-funded transportation when there is a contractual requirement for the DoD to provide transportation services.

(1) Contractor personnel providing services under a contract with the DoD will receive a letter of authorization (LOA) for DoD-funded transportation from their contracting officer or his or her representative, pursuant to DoDI 3020.41. ITAs may not be issued for contractor

employees. A sample LOA is contained in the Defense Federal Acquisition Regulations Supplement Procedures, Guidance, and Information (DFARS PGI). The LOA must contain a statement that commercial transportation is not available, obtainable, or capable of meeting the transportation requirement.

(a) The LOA will include the prime contract number, sub-contract number, emergency contact phone number, and DoD appropriation or DoD customer identification code (CIC) to be charged for services when travel is chargeable to the DoD. Transportation is chargeable at the USG DoD tariff rate.

(b) When the contractor will reimburse the travel, the LOA will include the contractor's complete billing address and point of contact (POC). Contractors may obtain accounts for passenger travel and cargo movements at contractor expense by contacting Headquarters, AMC, Financial Management and Comptroller by e-mail at AMC.FMFA.TWCF@us.af.mil. Transportation is reimbursable at the USG non-DoD tariff rate.

(2) Specified employees of U.S. educational institutions under contract to the DoD who provide direct educational services for military personnel stationed OCONUS are authorized transportation when the DoD Component concerned provides funding and the required LOA. The dependents of such employees may be included in the LOA if the contract provides for such travel. Eligibility is limited to travel to, from, and between the OCONUS areas.

(3) DoD contractor personnel stationed OCONUS whose travel from the CONUS, Alaska, or Hawaii to the OCONUS duty assignment, when issued an LOA for which emergency leave could be granted to a Service member. Space-required, round-trip travel aboard DoD aircraft is authorized in accordance with Table 2, except for personal services contracts. Transportation is chargeable to the contractor or traveler at the non-USG DoD tariff rate.

I. Educators not Affiliated with the DoD Education Activity Prescribed in DoDD 1342.20 and not on a Personal Services Contract in the DFARS PGI. These travelers will reimburse transportation costs at the non-USG DoD tariff rate:

(1) Educators traveling OCONUS under a DoD contract, provided travel is from the CONUS, Alaska, or Hawaii, and travel orders are issued under conditions for which emergency leave could be granted a Service member. Traveler-funded, space-required, round-trip travel aboard DoD aircraft is authorized in accordance with Table 2.

(2) Educators provided an ITA by the appropriate DoD Component. A complete and correct billing address and POC must be included in the ITA.

(3) Personnel employed by schools in Puerto Rico, Guam, American Samoa, and the Northern Marianas and their dependents, when traveling between the CONUS, Alaska, or Hawaii and OCONUS on orders authorized by the OCONUS CDR.

(4) Personnel connected with national accrediting associations for secondary schools and colleges, when traveling on orders authorized by a DoD Component.

m. Athletes and Entertainers. Traveling Service member athletes, coaches, and officials must be issued travel orders by the appropriate DoD Component. Invited athletes and entertainers will travel on ITAs issued by the appropriate DoD Component. ITAs must include a complete billing address and POC for the following individuals:

(1) Service member coaches, officials, and athletes participating in sports clinics, intramural games, or contests sponsored by a DoD Component.

(2) Service member athletes and athletic teams (including coaches) traveling to train for or participate in international competitions in amateur sports and qualifying events, preparatory competition for those games, or any other international competition in amateur sports when the Secretary of State, in accordance with Section 717 of Title 10, U.S.C., determines that participation in international sports will serve the interests of the United States.

(3) Service member entertainers participating in shows, contests, or events organized and sponsored by a DoD Component.

(4) Entertainers traveling OCONUS on ITAs issued by the Department of the Air Force, Armed Forces Entertainment Office, or under the sponsorship of a contract with a morale, welfare, and recreation organization. Commercial transportation must be unavailable or unsuitable.

(5) Entertainers contracted locally in OCONUS areas traveling for DoD personnel entertainment on ITAs issued by the OCONUS CDR or delegated coordinators of the entertainment program.

n. Civil Air Patrol (CAP). Transportation costs are reimbursable by the sponsoring DoD Component for:

(1) Senior and cadet members of the CAP on aircraft when performing official CAP duties or when supporting a CAP operational mission authorized by or at the request of the U.S. Air Force. Travel is authorized in the CONUS, Alaska, Hawaii, and Puerto Rico.

(2) Participants in a U.S. Air Force and CAP-approved Aerospace Education Workshop field trip scheduled as part of the approved curriculum.

o. Reserve Officer Training Corps (ROTC).

(1) ROTC students of the Army, Navy, and Air Force at field training or the Naval ROTC summer training programs and competitions, on approval of the field training CDR.

(2) ROTC students of the Army, Navy, and Air Force during the school year. Travel must have the prior approval of the appropriate authority of the Military Department concerned. Students must be enrolled and actively participating in formal ROTC and academic training during the school term in which travel occurs, and the flight must be in connection with this training. Students must travel in uniform.

(3) Civilian officials of an educational institution that offers ROTC. Travel is to visit military installations for orientation in connection with ROTC activities. Prior approval of the Military Department is required.

p. Junior Reserve Officers Training Corps (JROTC). Pursuant to Section 2031 of Title 10, U.S.C., and to the extent considered appropriate by the Secretary of the Military Department concerned, transportation may be provided to support JROTC programs. Students must be enrolled and participating in the JROTC program during the school term in which travel occurs, and the flight must be in connection with the training. Students must travel in uniform.

q. International ROTC Programs. Travel requests for international ROTC programs must be approved by the DoD Component concerned.

r. Naval Sea Cadets. As approved by the Secretary of the Navy, transportation may be provided to support the United States Naval Sea Cadets Corps (USNSCC). Travel is authorized in the CONUS, Alaska, Hawaii, and Puerto Rico. Participants in the USNSCC are authorized travel for the purpose of Sea Cadet orientation training and return. Students will have adult chaperones and be enrolled and participating in the Sea Cadets program during the school term in which travel occurs and the flight must be in connection with the training. Students must travel in uniform.

s. National Guard Youth Challenge Program Participants. In accordance with Section 509 of Title 32, U.S.C., participants in congressionally-sanctioned, DoD-approved National Guard Youth Challenge Programs may be provided transportation on DoD aircraft for travel to and from a program site and to a program activity.

t. Persons Transported Under the Authority of the Military Extraterritorial Jurisdiction Act. Personnel accompanying DoD forces OCONUS—including civilian personnel, dependents of military and civilian personnel, and contractor personnel and their dependents—may be transported, along with authorized escorts, under the authority of Sections 3261 through 3267 of Title 18, U.S.C., as implemented by DoDI 5525.11. Depending on the category of personnel being transported, official orders, ITAs, or LOAs may be used as the transportation authorization.

u. Other Individuals Not Affiliated With the DoD. Individuals who are not otherwise eligible for transportation in accordance with this section may be authorized space-required transportation in the following circumstances:

(1) **Designated Individuals of Seriously Ill or Injured Uniformed Services Members.** These individuals are issued travel orders in accordance with the JTR. Not more than three designated individuals (without regard to relationship or command sponsorship) of a uniformed services member who is seriously ill or seriously injured and hospitalized either in the CONUS or OCONUS may be authorized to travel. Round-trip, government-funded transportation is authorized between the residence of the designated individuals and the location of the medical facility in which the member is hospitalized. The attending physician or surgeon and the CDR or head of the military medical facility exercising control over the member's care must determine, in writing, that the presence of an individual(s) is necessary for the member's health and welfare.

(2) **Family Members of Seriously Ill or Injured DoD Civilian Employees.** In accordance with the JTR, two family members (without regard to command sponsorship) of a DoD civilian employee who is seriously ill or seriously injured and hospitalized either in the CONUS or OCONUS may be authorized to travel. Individuals traveling to or from an OCONUS location may travel on any CONUS leg segment (i.e., on a flight with en-route stops) when no change of aircraft or mission number is required.

(3) **Designated Individuals and Non-medical Attendants of Seriously Wounded, Ill, or Injured Uniformed Services Members.** Individuals are issued travel orders by the sponsoring organization in accordance with the JTR.

(4) **Relatives, Family Members, Attendants, and Escorts Attending a Funeral of a Deceased Service Member.** Individuals are issued orders in accordance with the JTR.

(5) **Individuals Authorized to Attend a Yellow Ribbon Reintegration Program.** Individuals are issued orders in accordance with the JTR.

(6) **Media Representatives Sponsored or Approved by the DoD.** See Section 8 of this issuance for additional information.

(7) **Members of the Clergy or Ministry Attending Meetings Dealing with Religious Matters that are Sponsored or Approved by a DoD Component.** Transportation is chargeable at the USG non-DoD tariff rate.

(8) **Individuals in Support of the U.S. Antarctic and Arctic Ice Cap Programs.** When sponsored by a DoD Component or the National Science Foundation and directly related to the programs, transportation costs are reimbursable at the USG DoD tariff rate in Antarctica, and at the USG non-DoD tariff rate in the Arctic.

(9) **Individuals Residing OCONUS to Travel to the CONUS, Alaska, or Hawaii for Introduction into the Military Services.** Transportation is chargeable at the USG DoD tariff rate and includes returning OCONUS if found unqualified for induction on arriving in the CONUS, Alaska, or Hawaii.

(10) **State National Guard Officials.** When travel is for official duty connected with National Guard activities, travel may be in and between the CONUS, Puerto Rico, Guam, the Virgin Islands, or the States of Alaska and Hawaii only. Officials may include the State governors, lieutenant governors, adjutants general, and assistant adjutants general for such travel.

(11) **Certain State, County, Municipal, or Private Company Employees Who Perform a Service in Direct Support of the National Guard Mission in the States and Territories.** Travel must be for an official purpose and authorized in advance by the Chief, National Guard Bureau (NGB) or other authorized official. Travel may be in and between the CONUS, Puerto Rico, Guam, the Virgin Islands, or the States of Alaska and Hawaii only.

(12) **Spouses of a State Governor, Lieutenant Governor, or Adjutant General When Travel is for Official Duty Connected with National Guard Activities.** Travel may be in and between the CONUS, Puerto Rico, the Virgin Islands, or the States of Alaska and Hawaii. The

traveler must be accompanied by the official, and there must be an official function in which the spouse is actually to participate in an official capacity or the travel must be deemed in the interest of the National Guard. State governors or lieutenant governors will sign the approvals personally on a case-by-case basis.

3.7. DOCUMENTATION REQUIREMENTS.

a. All passengers must have in their possession a travel order or similar authorization issued by an appropriate authority and an official identification card issued by a DoD Component, federal, State, or local government authority. Additionally, overseas travelers must carry documents required by this issuance, Volume 14 of AMC Instruction 24-101, and the JTR, such as passports, immunization records, and visas. With the exception of emergency transportation or medical evacuation, passengers lacking proper identification and other documents may be denied transportation.

b. For billing purposes, travel authorizations will include either the appropriation chargeable and the CIC, or the name and address of a specific organization or individual responsible for payment. One copy must be provided to the passenger service personnel.

c. Passengers who are employees of other Federal Government agencies must have the identification and other documents required in Paragraphs 3.7.a. and 3.7.b. and documentation that their travel aboard DoD aircraft has been approved, unless specifically authorized otherwise by this issuance.

d. Passengers traveling on ITAs as authorized by the JTR will have the ITA in their possession. Unless specifically authorized in this issuance, an ITA does not negate approval requirements for transportation on DoD aircraft in accordance with Section 12 of this issuance.

e. All other travelers will have the identification and other documents required in Paragraphs 3.7.a. and 3.7.b. and documentation showing their travel on DoD aircraft has been approved.

3.8. PRIORITY OF MOVEMENT. Priority of movement for space-required passengers on channel missions is prescribed by Joint Publication 4-01.

a. Priority 1. Personnel with an acute emergency that requires they be moved before everyone else and not delayed for any reason; medical evacuees; or individuals returning to the United States or its possessions on emergency leave.

b. Priority 2. Personnel who have an urgent deadline to accomplish an essential mission at the destination; are destined for units or activities required to be in place to meet an emergency and whose travel is more urgent than travel under Priorities 3 and 4; on TDY; or on PCS orders to a mobile or moving final duty assignment.

c. Priority 3. Personnel who are traveling to accomplish an important mission; returning to duty station from emergency leave; traveling as inductees from military entrance processing

stations to reception stations and training centers; on PCS orders to fixed or stationary final duty assignment of duty station; or returning to duty from routine TDY or TAD.

d. Priority 4. Personnel who are not otherwise eligible for movement in Priorities 1-3; dependents; personnel of non-DoD activities; or recruits traveling from home to military entrance processing stations.

3.9. TRAVEL ENTITLEMENTS FOR EMERGENCIES. Tables 1 and 2 provide the guidance for emergency leave travel. Table 1 provides the alpha numeric codes used to indicate travel entitlements in Table 2. Table 2 provides a reference for choosing emergency leave travel options. The “*Entitlement or Privilege*” column in Table 2 indicates which alpha numeric entitlement code to use. Entitlements are round-trip unless otherwise specified. Consult the JTR for further details regarding transportation entitlements.

Table 1. Travel Entitlement for Emergencies Codes

Alpha	Entitlement
a	Government-funded travel on DoD aircraft.
b	Government-funded commercial travel.
c	Traveler-funded (space-required) travel on DoD aircraft.
d	Space-available travel aboard DoD aircraft.
Numeric	
1	Stationed means serving on permanent duty or assigned to a ship.
2	Travel in or transit of the CONUS to reach an emergency destination located OCONUS.
3	Travel in the CONUS to reach a CONUS destination.
4	Member’s home of record, place from which called (or ordered) to active duty, place of first entitlement, or place of permanent legal residence.
5	Individuals traveling to or from an OCONUS location may travel on any CONUS leg segment (i.e., on a flight with en-route stops) when no change of aircraft or mission is involved. Otherwise, CONUS travel is not authorized.
6	Government-funded, round-trip travel between CONUS locations if a member is TDY or TAD from the PDS or assigned to a ship that is away from its CONUS homeport when the emergency situation occurs.

Table 2. Travel Entitlements for Emergencies

Item	The Traveler	Circumstance	Entitlement or Privilege	Remarks
1	A uniformed services member.	The uniformed services member is stationed OCONUS and the emergency destination is OCONUS or in the CONUS.	a2, b2	Government-funded transportation from the international airport nearest the member's location when notified or the member's PDS.
2	A uniformed services member.	The uniformed services member is stationed (1) in the CONUS, his or her domicile (4) is OCONUS, and the emergency destination is OCONUS.	a2, b2	Government-funded transportation from the international airport nearest member's location when notified or the member's PDS.
3	A uniformed services member.	The uniformed services member is stationed in the CONUS and the emergency destination is in the CONUS.	b6	
4	A uniformed services member.	The uniformed services member is seriously ill or seriously injured and hospitalized either in the CONUS or OCONUS.	a2,3 b2,3	Transportation is authorized for only three family members between the residence of the family members and the location of the medical facility in which the member is hospitalized. Certification by the primary care provider or other competent medical authority that the presence of the family members is necessary for the health and welfare of the member is required.
5	A uniformed services member's command-sponsored dependent	The dependent resides OCONUS and the emergency destination is OCONUS or the CONUS.	a2 b2	Government-funded transportation from the international airport nearest member's or dependent's location when notified, member's PDS, or dependent's other OCONUS residence when member is entitled to a station allowance on dependent's behalf.
6	A uniformed services member's dependent.	The dependent resides in the CONUS, the member's domicile is OCONUS, and the emergency destination is OCONUS.	a2 b2	Government-funded transportation from the international airport nearest member's or dependent's location when notified or member's PDS.

Table 2. Travel Entitlements for Emergencies, Continued

Item	The Traveler	Circumstance	Entitlement or Privilege	Remarks
7	A uniformed services member's dependent.	The dependent resides in the CONUS, the member's domicile is not OCONUS, and the emergency destination is OCONUS.	c2 d5	
8	A uniformed services member's non command-sponsored dependent.	The dependent resides OCONUS with the sponsor, and the emergency destination is OCONUS or CONUS.	c	Transportation is authorized one way to the emergency destination. Government-funded return travel on DoD aircraft is not authorized.
9	A U.S. citizen civilian DoD employee.	The employee is stationed OCONUS and the emergency destination is OCONUS or in the CONUS.	a5 b5	
10	A U.S. citizen civilian DoD employee's command-sponsored dependent.	The dependent resides with the employee who is stationed OCONUS and the emergency destination is OCONUS or in the CONUS.	a5 b5	
11	A U.S. citizen civilian DoD employee's family (without regard to command sponsorship).	The U.S. citizen DoD employee is seriously ill or seriously injured and hospitalized either in the CONUS or OCONUS.	a5 b5	Transportation is authorized for no more than two family members between the residence of the family members and the location of the medical facility in which the member is hospitalized. Certification that the presence of the family members is necessary for the health and welfare of the employee is required. Commercial options must be unavailable.
12	An ARC full-time employee.	The individual is serving with a DoD Component OCONUS and the emergency destination is OCONUS or in the CONUS.	c d5	
13	An ARC full-time employee's command-sponsored dependent	The sponsor is serving with a DoD Component overseas and the emergency destination is OCONUS or in the CONUS.	c d5	

Table 2. Travel Entitlements for Emergencies, Continued

Item	The Traveler	Circumstance	Entitlement or Privilege	Remarks
13	A U.S. citizen civilian NAF activity employee.	The individual is stationed OCONUS and his or her travel to the PDS was incident to a PCS at NAF expense, and the emergency destination is OCONUS or in the CONUS.	c d5	
14	A U.S. citizen NAF-activity employee's command-sponsored dependent.	The individual resides OCONUS with the sponsor, whose travel to the PDS was incident to a PCS at NAF expense, and the emergency destination is OCONUS or in the CONUS.	c d5	
15	Contractor personnel who are civilian employees of commercial concerns under contract to the DoD.	The individual is stationed OCONUS and his or her travel from the CONUS, Alaska, or Hawaii to the duty assignment was at DoD expense, and the emergency destination is OCONUS or in the CONUS.	c5	Commercial options must be unavailable.
16	An educator or national educational accrediting association employee.	The individual is stationed or traveling OCONUS, his or her travel from the CONUS, Alaska, or Hawaii was at DoD expense, and the emergency destination is OCONUS or in the CONUS.	c5	Commercial options must be unavailable.
17	A U.S. citizen, foreign service employee (except contract employees) of the DOS, USAID, and Peace Corps.	The individual is stationed OCONUS and the emergency destination is OCONUS or in the CONUS.	a2,3 b2,3, c5	Authorization by specified officials in each federal agency is required.
18	Dependents of	The individual is located	a2,3,	Authorization by specified officials in

Table 2. Travel Entitlements for Emergencies, Continued

Item	The Traveler	Circumstance	Entitlement or Privilege	Remarks
	U.S. citizen, foreign service employees (except contract employees) of the DOS, USAID, and Peace Corps.	OCONUS either at post or away from post, and the emergency destination is OCONUS or in the CONUS.	b2,3	each federal agency is required. Transportation may be accompanied or unaccompanied.

SECTION 4: SPACE-AVAILABLE PASSENGER TRANSPORTATION

4.1. GENERAL. The passengers listed in this section are eligible for space-available transportation on DoD aircraft under the conditions cited. Space-available passenger transportation, using surplus aircraft capacity, is permitted, provided all space-required passengers and cargo have been accommodated. Space-available transportation is allowed on a non-interference basis only. DoD aircraft, including training missions, will not be scheduled or sized to accommodate the movement of passengers on a space-available basis. Space-available transportation will not be used for personal gain or for a business enterprise. No additional funds may be used or flight hours performed to provide transportation under the space-available travel program. The following guidance applies to all space-available passengers traveling on DoD aircraft:

a. Reservations. There is no guarantee of transportation and reservations will not be accepted or made for any space-available traveler. The DoD is not obligated to continue an individual's travel or return the individual to the point of origin or any other point. Travelers should have sufficient personal funds to pay for commercial transportation, lodging, and other expenses if space-available transportation is not available. All associated expenses are the responsibility of the traveler.

b. Impartiality. Transportation opportunities will be provided on an equitable basis without regard to rank or grade, military or civilian, or branch of uniformed service. No distinction is made between members retired from the RC and members retired from active duty. Space-available seats may not be reserved or blocked for use at en-route stops along mission routes. Individuals traveling to or from an OCONUS location may travel on any CONUS leg segment (i.e., on a flight with en-route stops) only when there is no change of aircraft or mission number.

c. Uniforms. The requirement to wear uniforms by uniformed services members on active duty and members of the RC not on active duty is governed by the regulations of the Military Department concerned and DoDD 4500.54E. When civilian clothing is worn, it should not conflict with accepted attire in the overseas country of departure, transit, or destination.

d. Joint Spouse Service. A joint spouse Service member (active or retired) parent or step-parent, with the documentation cited in this section, may accompany their dependent children, regardless of which parent is designated as the sponsor in the Defense Enrollment Eligibility Reporting System.

e. Categories. Eligible space-available travelers are placed in one of six categories (Category I – Category VI) based on the traveler's status and circumstance, as specified in Table 3. Once accepted for movement, a space-available passenger will not be bumped by another space-available passenger, regardless of category.

f. Priority of Movement. On a case-by-case basis, the local installation CDR may change the priority of movement of any space-available traveler for emergency or humanitarian reasons when the circumstances fully support such an exception. When a movement priority is changed, the passenger will be moved no higher than the bottom of the Category I space-available list.

The installation CDR may delegate the authority to make such changes to no lower than the chief of the passenger terminal or equivalent. Where AMC units are tenants, the senior AMC authority will advise the installation CDR of this authority and offer technical assistance. The upgrade will be effective from the passenger's originating and transit locations to the emergency location. This upgrade may not be used for the passenger's return travel.

g. Pregnant Passengers. Pregnant women up to the 34th week of gestation may be transported unless medically inadvisable. Women less than 6 weeks postpartum and infants under 6 weeks old may be accepted for transportation if considered medically sound and so certified in writing by a responsible medical officer or civilian physician. In an evacuation authorizing space-required travel (e.g., the ordered or authorized departure of noncombatants), pregnant women beyond the 34th week of gestation may be accepted for air transportation if considered medically sound and certified in writing by a responsible medical officer or civilian physician.

h. Disabled Passengers. Passenger service personnel and aircraft crewmembers will provide assistance in boarding, seating, and deplaning a disabled passenger. Transportation may be disapproved by the chief of the passenger travel section or the aircraft CDR if there is an unacceptable risk to the safety or health of the disabled passenger or other passengers or crew, or if operational necessity, equipment, or manpower limitations preclude accepting a disabled passenger, service animal, or mobility assistance device. The aircraft CDR is the final approval authority on all matters relating to flight safety.

i. Forms. Members of the RC traveling space-available must have a completed DD Form 1853, "Verification of Reserve Status for Travel Eligibility." An electronic version of the form is available on the DoD Form Management Program website at <http://www.dtic.mil/whs/directives>.

4.2. BAGGAGE ALLOWANCES.

a. Checked Baggage Allowance. Passengers are authorized two pieces of checked baggage. Each passenger also is permitted to hand-carry one article (e.g., small luggage, garment bag, backpack) and one personal item (e.g., cosmetic case, purse, small box, package) for storage in the passenger cabin area. Checked baggage may not exceed 62 linear inches (length plus width plus height) or 70 pounds for each piece. Carry-on baggage must fit under the seat and may not exceed 45 linear inches (length plus width plus height).

b. Baggage Allowance Restriction. To maximize seat availability, terminal personnel may further restrict passenger baggage allowances. Excess baggage is not authorized for space-available passengers.

4.3. TRANSPORTATION OF MINORS. Minors must be accompanied by a parent or legal guardian at all times when traveling in a space-available status on DoD aircraft. A power of attorney or other non-judicial document that has not been issued or approved by a court transferring legal responsibility for the minor will not be accepted to satisfy this requirement,

except as noted in Section 3 of this issuance or for the ordered departure of noncombatants from a foreign area.

4.4. LEAVE OR PASS STATUS AND WOUNDED WARRIOR TRAVEL.

a. Uniformed services members must be in a valid leave, pass, or non-duty status pursuant to DoDI 1327.06 to register for travel and remain in such status for the entire period of travel. Service members may travel using their military identification card and verbal verification when on pass status. If passengers subsequently present leave orders, they must re-sign up with a new effective date and time consistent with their leave forms. Service members in appellate leave status are not granted space-available travel privileges.

b. DoD civilian employees, when given any of the space-available privileges listed in Table 3, must be in a leave or non-duty (i.e., weekend or holiday) status to register for space-available travel. If in non-duty status, leave must be approved for the first normal working day following the non-duty period. Employees will be on leave status while awaiting travel and for the entire period of travel.

c. Service members on active duty who have been injured in a combat zone and are receiving treatment at a medical treatment facility or in a wounded warrior program may be offered excess seats on any DoD OSA aircraft supporting DoD senior officials' travel. Senior officials are encouraged to make seats available; however, mission impact, the need for classified communications, and privacy concerns may be considered in determining whether to make excess seats available. Wounded warriors must be ambulatory and require no in-flight medical treatment. Allocation of seats is at the discretion of the senior traveler.

4.5. TRAVEL IN CONJUNCTION WITH SPACE-REQUIRED TRAVEL. Transportation from a PDS to a TDY location must be on a space-required basis. Space-available transportation may be used from the TDY location as long as space-available transportation does not substitute for any transportation authorization when travelers have a space-required entitlement. Dependents may not use space-available transportation to accompany their sponsors on space-required transportation unless traveling space-available pursuant to established unaccompanied programs. Sponsors accompanying their dependents must be traveling in the same status (either space-required or space-available) as the dependents.

4.6. TRAVEL TO RESTRICTED, ALL OTHERS, AND UNACCOMPANIED TOUR AREAS.

a. Non-command sponsored dependents of active duty uniformed services members serving unaccompanied PCS OCONUS may use space-available transportation to and from the member's approved overseas tour location, as approved by the installation CDR concerned (or as delegated, no lower than unit CDR). Dependents may not use space-available transportation to accompany their sponsors on space-required transportation or to travel to or from a sponsor's restricted or all other (unaccompanied) tour location unless traveling in accordance with non-command sponsored programs. The uniformed services member must obtain prior written

approval for non-command sponsored dependent travel from the installation or unit CDR concerned. This documentation will be presented to passenger terminal personnel, stay in the dependent's possession during travel, and remain valid for one round-trip to the sponsor's PCS duty location.

b. Approval letters will include, at a minimum: the sponsor's name and rank, approved unaccompanied PCS location, sponsor's contact information (on and off-duty), dependent names and current residence information, timeframe for which the letter is valid, and length of stay authorized. An example approval letter may be found at: <http://www.amc.af.mil/amctravel/>.

4.7. REGISTERS AND SIGN-UP PROCEDURES.

a. Each installation from which space-available transportation is offered will establish a single space-available register. All passengers accepted for airlift from that location must have been selected from the register's roll. Maintenance of the register is the responsibility of the AMC passenger activity, where established. The register will be automated, if the capability exists. Where no AMC passenger activity is established, it will be the responsibility of the installation CDR to designate the organization responsible for maintaining the space-available register.

b. To compete for space-available travel, eligible personnel must present all required documentation and sign up on the space-available roster either in person or remotely, where such capability exists. The United States Transportation Command (USTRANSCOM) and other DoD Components will provide procedures for using remote sign up services.

c. The original date and time of sign-up will be documented and remain with the traveler until movement to their declared final destination is complete, their leave terminates, or a maximum of 60 days has passed, whichever occurs first. The CDR may further restrict this time limit for assigned personnel. Those registered are not required to accept any seat offered and failure to accept an offered seat will not jeopardize a passenger's position on the space-available register. Passengers dropped from the register may sign up again in their respective categories and will be provided a new date and time of sign-up.

d. Instances of unacceptable passenger conduct or behavior that warrant consideration for removal of Space-A privileges will be processed in accordance with Volume 14 of AMC Instruction 24-101.

4.8. DOCUMENTATION REQUIREMENTS AND ELIGIBILITY. The traveler must possess a valid form of a USG identification card during travel. DoD identification card descriptions and their corresponding eligible population categories are defined in Volume 1 of DoD Manual 1000.13. All passengers must have in their possession an official identification card issued by an authorized DoD Component or federal, State, or local government authority. Overseas travelers must have in their possession documents required by Section 4 of this issuance, DoDI 1327.06, and DoDD 4500.54E (e.g., passports, immunization records, and visas). Specific required documentation must be presented to the passenger terminal personnel or other appropriate authority when requested, and includes the following:

a. Uniformed services members on active duty (including National Guard and RC on active duty in excess of 30 days or active Guard Reserve), U.S. Public Health Service nurses, National Oceanic and Atmospheric Administration Commissioned Officer Corps officers, and cadets and midshipmen of the U.S. Military Academies must have:

(1) A common access card (CAC).

(2) A valid leave authorization or other documentation required by the Military Service.

(3) A DD Form 1173, "Uniformed Services Identification and Privilege Card," for any dependents accompanying the member.

b. RC members on active duty for 30 days or fewer (includes National Guard and RC members) must have:

(1) A CAC or DD Form 2S (RES), "Armed Forces of the United States - Geneva Conventions Identification Card (Reserve) (Green)."

(2) Orders placing the Reservist on active duty.

c. Retired uniformed services members must have:

(1) A DD Form 2S (RET), "United States Uniformed Services Identification Card (Retired) (Blue)."

(2) A DD Form 1173 for any dependents accompanying the sponsor.

d. Authorized RC members (including the remainder of the Ready Reserve not accounted for in Sections 4.8.a. and 4.8.b., as well as the Standby Reserve standby active status list) must have:

(1) A CAC.

(2) A DD Form 1853.

e. Retired Reservists under the age of 60, but entitled to retired pay at age 60 ("gray area retirees") must have a DD Form 2S (RESRET), "United States Uniformed Services Identification Card (Reserve) (Retired)." A notice of retirement eligibility is not required.

f. Dual-uniformed services members with dependent children, when the non-sponsor military parent or step-parent accompanies his or her dependent minor children on DoD aircraft, must have:

(1) A CAC.

(2) A valid DD Form 1173.

(3) Written approval from the dependent children's sponsor, as identified in the Defense Enrollment Eligibility Reporting System.

(a) Only original signed and notarized approval letters will be accepted. This documentation will be presented to air terminal personnel and will be in the non-sponsor parent or step-parent's possession during all segments of space-available travel. This documentation is valid for 180 days from date of signature.

(b) Approval letters will include, at a minimum: sponsor's name, rank, contact address and phone number; non-sponsor parent or step-parent's name and rank; and dependent children's names and relationship to non-sponsor parent or step parent. An example approval letter may be found at: <http://www.amc.af.mil/amctravel/>.

g. ROTC members, nuclear power officer candidates (NUPOCs), and Civil Engineer Corps (CEC) members must have a DD Form 1853.

h. Foreign exchange service officers, as defined in DoDD 5230.20, must have:

(1) A CAC.

(2) A valid leave authorization.

i. Dependents of foreign exchange service officers must have a DD Form 1173.

j. Dependents of uniformed services members who are under the age of 10 and traveling without a DD Form 1173 must travel with the sponsor or eligible parent.

k. EML travelers must have:

(1) A CAC.

(2) A valid EML authorization.

(3) A DD Form 1173 for any dependents accompanying the uniformed services member.

l. American Samoan veterans are authorized space-available travel between American Samoa and Hawaii, in accordance with section 2641a of Title 10, U.S.C., when transportation is required for hospital care. The veteran must reside in American Samoa, and an official of the Department of Veterans Affairs (VA) must determine the need for hospital care from VA facilities in Hawaii. The veteran must possess a letter from the VA indicating he or she resides in American Samoa and must travel to Hawaii to receive hospital care, along with the dates the care will be provided. Dependent travel is not authorized.

m. Retirees residing in or located in a Commonwealth or U.S. possession and referred by a military or civilian primary care provider located in that Commonwealth or possession to a specialty care provider for services to be provided outside of that Commonwealth or possession will be provided space-available travel for health care services. The member may be accompanied by a dependent, as determined by the primary care provider and stated in the referral for medical services. Transportation is authorized between the Commonwealth or possession and the specialty care provider. The priority status will be the same category as that of an unaccompanied dependent over the age of 18 traveling on environmental and morale leave.

In the event of the death of the Service member, the dependent who accompanied the member to obtain the health care is authorized Category VI space-available travel in accordance with Table 3 to return to their point of origin.

n. Medal of Honor recipients and dependents of Medal of Honor recipients, when accompanied by their sponsor, must have a DD Form 1173.

o. Personnel assigned to Diego Garcia must be in one of these two categories:

(1) Third country national (TCN) direct hire employees. Round-trip, space-available transportation is authorized to and from Diego Garcia and the nearest intermediate destination served by commercial aircraft. TCN employees must present a CAC and valid leave documents to support the transportation request.

(2) Military personnel and civilian employees of the Ministry of Defence of the United Kingdom (UK) permanently assigned to Diego Garcia. Space-available transportation is authorized to and from Diego Garcia. Passengers must present proof that they are assigned to Diego Garcia permanently, are in a leave, pass, or liberty status, and are authorized to travel space-available. Documentation must include POC information for the passenger unit of assignment. Passengers also must present photo identification consisting of a UK Ministry of Defense identification card or valid UK passport.

p. Guantanamo Bay, Cuba special category residents and other approved travelers must have a government-issued identification card and travel approval documentation. This transportation will not be used in lieu of authorized space-required travel.

(1) Special category residents, as designated under the provisions of Public Law 109-163, are permitted round-trip space available travel on DoD aircraft between Guantanamo Bay and the nearest intermediate destination serviced by scheduled commercial airlines.

(2) When scheduled commercial transportation is not reasonably available to meet the traveler's needs and travel is approved by the Commander, Naval Base, Guantanamo Bay, round-trip space-available travel is permitted between Guantanamo Bay and the nearest intermediate destination. Leave or travel approval documentation will include a statement that scheduled commercial transportation was not reasonably available. Eligible travelers include:

(a) DoD civilians (including NAF) and their dependents (other than EML).

(b) USG agency employees and their dependents.

(c) U.S. citizen DoD contractor personnel and their dependents.

(d) TCN direct hire employees.

(e) U.S citizens, when the visit has been approved by the Commander, Naval Base, Guantanamo Bay.

q. Individuals not included in the preceding categories may be eligible for space-available transportation pursuant to an international agreement, acquisition and cross-servicing agreement (ACSA), cooperative military airlift agreement (CMAA), or MOU or MOA between the DoD and another entity or certain employees of the ARC, USO, and USS when they provide direct support to the DoD. In these cases, eligibility limitations and documentation requirements must be specified in the agreement or arrangement.

4.9. DEPENDENT TRAVEL. Except where specifically noted in Section 3 of this issuance, dependents may travel space-available only when accompanied by their sponsors.

a. Command-sponsored Dependent Travel.

(1) Travel is authorized pursuant to Table 3. Travelers are responsible for obtaining all country, theater, and border clearance documentation and having the necessary funds when traveling between theaters.

(2) A sponsor must obtain verification of command sponsorship in the form of a verification letter signed and dated by their current section or unit CDR. Each letter is valid for one round trip from the sponsor's OCONUS PDS. The letter must state the sponsor's name, rank, and unit of assignment, unit contact phone number, and dependent name(s). A verification letter example may be found at: <http://www.amc.af.mil/amctravel/>.

(3) Travelers must present a copy of the verification letter to the servicing air passenger terminal for movement and maintain a copy of the letter during travel.

(4) Travelers may sign up for space-available travel on or after the date the verification letter is signed by the unit CDR; however, travelers will be removed from the space-available roster upon expiration of travel authorization or after 60 days, whichever occurs first.

(5) Passenger service agents will accept only verification letters signed by CDRs or acting CDRs, or orders signed by "By Direction" authority in the case of the Navy and Marine Corps. Squadron section CDRs assigned to headquarters may sign verification letters for those sponsors assigned to headquarters billets.

b. Dependents of Deployed Active Duty Uniformed Services Members.

(1) Dependents 18 years of age or older of deployed active duty uniformed services members are eligible to travel unaccompanied when the deployment orders indicate the deployment is for 30 consecutive days or more. Dependents are authorized to travel for the duration of the sponsor's deployment. There is no limit on the number of trips. Dependents may sign up for travel no earlier than 10 days before the sponsor's deployment and are eligible to commence travel effective on the first day of the sponsor's deployment.

(2) Eligible dependents must present to air terminal personnel a verification letter signed by the member's CDR verifying the member's length of deployment. The verification letter must remain in the dependent's possession during travel. A sample verification letter may be found at: <http://www.amc.af.mil/amctravel/>.

c. Unfunded Emergency Travel of Dependents Stationed in the CONUS. When funded emergency travel is not authorized for unaccompanied dependents stationed in the CONUS traveling OCONUS, travel may be authorized pursuant to Table 3. The sponsor must obtain verification in the form of a letter signed by the CDR or acting CDR, or orders signed by “By Direction” authority in the case of the Navy and Marine Corps. Squadron CDRs assigned to headquarters may sign verification letters for those sponsors assigned to headquarters billets.

4.10. UNFUNDED EML TRAVEL.

a. The CCDR or designee may designate authorized EML duty locations and destinations in their AOR. Dependents under 18 years of age traveling under EML orders must be accompanied by an EML-eligible parent or legal guardian who is traveling in an EML status. Dependents 18 years of age or older may travel unaccompanied.

b. Unfunded EML travelers may travel in Category II status to only one EML destination for each set of EML orders. This does not preclude several approved destinations being included in a single set of EML orders, as long as procedures are in effect to ensure that the individual is provided Category II status only for travel to and from the first authorized EML destination actually reached. Subsequent space-available travel (e.g., from the EML destination to a third location and return, or from the third location to another EML location) may be provided only in Category III status.

4.11. ELIGIBLE SPACE-AVAILABLE TRAVELERS, PRIORITIES, AND APPROVED GEOGRAPHICAL TRAVEL SEGMENTS. The following traveler categories and geographical travel segments are used in Table 3.

a. Item. A sequential numbering system for reference purposes only; has no impact on priority of travel within that category.

b. Category. The category of travel as specified in Section 4.1.e. of this issuance.

c. Traveler’s Status and Situation. Lists specific travelers and the conditions under which space-available travel may be authorized.

d. Approved Geographical Travel Segments. Lists the origin and destination combinations.

- (1) C-C is CONUS to CONUS.
- (2) O-O is OCONUS to OCONUS.
- (3) C-O is CONUS to OCONUS.
- (4) O-C is OCONUS to CONUS.

e. Example. A “yes” in the column headed by one of these abbreviations indicates that travel is authorized in that particular geographical travel segment for the particular type of traveler cited in that item number, and subject to any limitations cited. Lack of a “yes” indicates travel is not authorized in that particular geographical travel segment. “Uniformed services” and “uniformed services members,” as used in the chart, refer to active duty uniformed services members (Category VI), unless otherwise specified.

Table 3. Eligible Space-Available Travelers, Priorities, and Approved Geographical Travel Segments

Category I - Emergency Leave Unfunded Travel. Transportation by the most expeditious routing only for bona fide immediate family emergencies, as determined by DoDI 1327.06 and Military Service regulations. This travel privilege will not be used in lieu of funded travel entitlements.				
Item	Traveler’s Status and Circumstance	C-C	O-O	C-O / O-C
1	Wounded Warriors traveling on leave will be offered seats on OSA aircraft on a space-available basis before any other potential space-available passenger.	yes	yes	yes
2	Immediate family members of Wounded Warriors who possess a valid DoD identification card when accompanying Wounded Warriors to their destination on OSA aircraft.	yes	yes	yes
3	Uniformed services members with emergency status indicated in leave orders.	yes		
4	Dependents of members of the uniformed services when accompanied by their sponsors and traveling in Category I status.	yes		
5	Unaccompanied dependents of members of the uniformed services who are assigned and domiciled in the CONUS.			yes
6	Non-command-sponsored dependents of members of the uniformed services, residing OCONUS with the sponsor; one-way only to emergency destination.		yes	C-O: no O-C: yes
7	(1) Command-sponsored dependents of members of the uniformed Services; (2) DoD civilians and their command-sponsored dependents; (3) ARC full-time, paid personnel serving with a DoD Component OCONUS; (4) NAF personnel whose travel from the CONUS, Alaska, or Hawaii was incident to a PCS assignment at NAF expense.		yes	Yes
8	Dependents of retired uniformed services members who die OCONUS are authorized travel from OCONUS to the CONUS, and OCONUS to OCONUS to accompany the remains of the deceased member. Return travel is authorized if accomplished within 1 year of arrival. The dependent will present to air terminal personnel documentation certified by DoD mortuary affairs offices. The documentation must be in the dependent’s possession during travel.		yes	yes

Table 3. Eligible Space-Available Travelers, Priorities, and Approved Geographical Travel Segments, Continued

Category II – Accompanied EML.				
9	Sponsors in an EML status and their dependents traveling with them, also in an EML status. Sponsors include: (1) uniformed services members; (2) U.S. citizen civilian employees of the Military Services who are eligible for government-funded transportation to the United States at tour completion (including NAF employees); (3) ARC full-time, paid personnel on duty with a DoD Component OCONUS; (4) USO professional staff personnel on duty with the uniformed services; (5) DoD Education Activity teachers during the school year and during employer-approved training during recess periods.		yes	yes
Category III - Ordinary Leave, Relatives, House Hunting Permissive TDY, Medal of Honor Holders, and Foreign Military.				
10	Uniformed services members in ordinary leave or pass status.	yes	yes	yes
11	Uniformed services members traveling under permissive TDY orders for house hunting incident to a pending PCS.	yes	yes	yes
12	Relatives who are permanent members of the household and dependent upon a Military Service member, a DoD civilian employee, or an ARC employee serving with a DoD Component OCONUS, when the sponsor is authorized transportation of dependents at government expense. Travel must be in accordance with the sponsor or sponsor's dependents' PCS move.		yes	C-O only
13	Dependent spouses of military personnel officially reported in a missing status. Dependents and accompanying dependent children and parents, when traveling for humanitarian reasons and on approval on a case-by-case basis by the Chief of the Military Department or designated representative. Travelers will present approval document from the Service concerned.	yes	yes	yes
14	Dependents of a uniformed services member when accompanied by their sponsor in ordinary leave or pass status.	yes	yes	yes
15	Dependents when accompanying a uniformed services member traveling under permissive TDY orders for house hunting incident to a pending PCS.	yes	yes	yes

Table 3. Eligible Space-Available Travelers, Priorities, and Approved Geographical Travel Segments, Continued

16	Medal of Honor recipients and their accompanying dependents. Except for active duty, traveler will present a copy of the Medal of Honor award certificate.	yes	yes	yes
17	Command-sponsored dependents of uniformed services members accompanying their sponsors on approved circuitous travel. CDRs authorized to publish circuitous travel orders for members under current policy of their uniformed service, where extenuating circumstances prevail, may approve requests for travel of their dependents within and between OCONUS areas and the CONUS incident to approved circuitous travel of the member.		yes	yes
18	Civilian U.S. Military Service patients who have recovered after treatment in medical facilities and their accompanying nonmedical attendants. Travel is permitted by the most expeditious routing to return the recovered patient and nonmedical attendant to their OCONUS post of assignment. (During the death or extended hospitalization of the patient, the nonmedical attendant retains the space-available travel authority to return to the patient's OCONUS post of assignment).		yes	C-O: yes O-C: no
19	Foreign cadets and midshipmen attending U.S. Service academies in a leave status. Foreign cadets' and midshipmen's native countries must be identified in the leave authorization.			yes
20	Foreign exchange service members on permanent duty with the DoD, when in a leave status.	yes	yes	yes
21	Dependents of foreign exchange service members on permanent duty with the DoD, when accompanying their sponsors.	yes	yes	yes
22	Unaccompanied dependents of deployed active duty uniformed services members when the deployment exceeds 365 consecutive days (passenger will be at the bottom of Category III).	yes	yes	yes
23	Military personnel and civilian employees of the Ministry of Defence of the UK permanently assigned to Diego Garcia.		yes	
Category IV - Unaccompanied EML.				
24	Unaccompanied dependents traveling under the EML Program.		yes	yes
25	DoD Education Activity teachers and their dependents (accompanied or unaccompanied) traveling during the summer under the EML Program.		yes	yes
26	Unaccompanied dependents of deployed active duty	yes	yes	yes

Table 3. Eligible Space-Available Travelers, Priorities, and Approved Geographical Travel Segments, Continued

	uniformed services members when the deployment is for at least 30 consecutive days.			
27	Uniformed services member retirees residing in commonwealths and U.S. possessions traveling to obtain certain health care services (medical or dental) and one dependent of the individual, if needed to accompany the individual.		yes	yes
28	Diego Garcia TCN direct hire employees. Transportation is to and from the nearest intermediate destination serviced by commercial aircraft.		yes	
Category V - Permissive TDY (Non-House Hunting), Students, Dependents, Post Deployment/Mobilization Respite Absence, and Others.				
29	Military personnel traveling on permissive TDY orders other than for house hunting.	yes	yes	yes
30	Authorized dependents who are in-residence college students attending an OCONUS branch of an American (i.e., U.S.) university located in the same OCONUS area in which they reside, command-sponsored, stationed OCONUS with their sponsor, who is: (1) a member of the uniformed services; (2) a U.S. citizen civilian employee of the DoD (paid from either appropriated funds or NAF); or (3) an ARC full-time, paid employee serving with the DoD. Unaccompanied travel is permitted from the OCONUS military passenger terminal nearest the sponsor's PDS to the OCONUS military passenger terminal nearest the university during school breaks. Return travel is authorized. Students must present written authorization from the sponsor's approving authority. Only one round trip each year is authorized and unused trips may not be accumulated from school year to school year.		yes	
31	Dependents, command-sponsored, stationed OCONUS with their sponsor, who is: (1) a uniformed services member; (2) a U.S. citizen civilian employee of the DoD (paid from either appropriated funds or NAF); or (3) an ARC full-time, paid employee serving with the DoD. Unaccompanied travel is permitted to and from the nearest OCONUS military academy testing site to take scheduled entrance examinations for entry into any of the U.S. Military Service Academies.		yes	
32	Dependents of active duty U.S. military personnel stationed OCONUS who, at the time of PCS, were not entitled to transportation at government expense. Travel is to accompany or join their sponsor at his or her duty station.			C-O: yes O-C: no

Table 3. Eligible Space-Available Travelers, Priorities, and Approved Geographical Travel Segments, Continued

	Travel may be unaccompanied and is limited to travel from the APOE in the CONUS, Alaska, or Hawaii to the OCONUS APOD serving the sponsor's duty station.			
33	Non-command sponsored dependents, acquired in an OCONUS area during a military member's current tour of assigned duty, not otherwise entitled to transportation at government expense. Command regulations pertaining to the acquisition of dependents must be followed. Travel must be with the member's PCS, may be unaccompanied, and is limited to travel from the OCONUS APOE to the APOD in the CONUS, Alaska, or Hawaii. Member's PCS orders are required for travel.			C-O: no O-C: yes
34	Unaccompanied spouses of uniformed services members stationed in OCONUS areas in response to written requests from school officials or when deemed essential, authorized, and directed in writing by the sponsor's CDR for personal consultation on matters about the needs of dependent members attending school at an OCONUS location away from the uniformed services member's PDS.		yes	
35	Command-sponsored dependents of uniformed services members, unaccompanied, who are stationed OCONUS. Travel restrictions may apply to certain OCONUS destinations as determined by the CCDR. Documentation signed by the sponsor's CDR verifying command sponsorship will be presented to air terminal personnel, and be in the dependent's possession during travel. Dependents under 18 years of age must be accompanied by an eligible parent or legal guardian.		yes	yes
36	Non-command sponsored dependents of Active Duty personnel on a remote PCS tour. Approval must be granted in advance by the member's CDR. A copy of the written approval must be presented to the air terminal personnel.		yes	yes
37	Service members and their dependents traveling on post deployment/mobilization respite absence.	yes	yes	yes
Category VI – Retired, Dependents, Reserve, ROTC, NUPOC and Civil Engineer Corps (CEC) members.				
38	Retired uniformed services members.	yes	yes	yes
39	Dependents of retired uniformed services members when accompanying their sponsors.	yes	yes	yes
40	Dependents, command-sponsored, stationed OCONUS with their sponsor, who is: (1) a uniformed services member; (2) a U.S. citizen civilian employee of the DoD (paid from either appropriated funds or NAF); or (3) an ARC full-time,		yes	yes

Table 3. Eligible Space-Available Travelers, Priorities, and Approved Geographical Travel Segments, Continued

	paid employee serving with the DoD. Unaccompanied travel is permitted to the United States for enlisting in one of the Military Services when local enlistment in the OCONUS area is not authorized. If an applicant for military service is rejected, return travel to the OCONUS area may be provided under this eligibility.			
41	Authorized RC members and authorized RC members entitled to retired pay at age 60 (i.e., “gray area retirees”) traveling in the CONUS or directly between the CONUS and Alaska, Hawaii, Puerto Rico, the U.S. Virgin Islands, Guam, and American Samoa (Guam and American Samoa travelers may transit Hawaii or Alaska); or traveling within Alaska, Hawaii, Puerto Rico or the U.S. Virgin Islands.	yes		
42	NUPOC, CEC, and ROTC students of the Army, Navy, or Air Force receiving financial assistance or enrolled in advanced training, in uniform, during authorized absences from the school. Travel is authorized within and between the CONUS, Alaska, Hawaii, and the U.S. territories.	yes		
43	Newly-commissioned ROTC officers who are awaiting the call to extended active duty. Travel is authorized within and between the CONUS, Alaska, Hawaii, and the U.S. territories.	yes		
44	American Samoa veterans residing in America Samoa traveling to and from Hawaii for hospital care from the VA facility in Hawaii.		To and from Hawaii only	
45	Dependent who accompanied a Service member while the Service member obtained health care services and subsequently died.		yes	yes
46	Employees of the ARC, USO, and USS when providing direct support to the U.S. Military Services.			yes
47	Special Category Residents (Cuban exiles)		To and from Cuba only	
48	Individuals at Guantanamo Bay, Cuba, as identified in Section 4.8.p. of this issuance. Such passengers will be at the bottom of the Category VI sign-up register.		To and from and Cuba only	

SECTION 5: PATIENT MOVEMENT (PM)

5.1. GENERAL. DoDIs 5154.06 and 6000.11 identify categories of patients eligible for PM and define the conditions necessary to provide PM. DoDI 6000.11 also identifies conditions under which costs for PM services provided to DoD healthcare beneficiaries, other USG agencies, private individuals or organizations, foreign countries, or foreign nationals by the USTRANSCOM are reimbursable to the DoD. USTRANSCOM will establish the procedures and approval authorities for regulated PM as part of its responsibilities for global patient regulating.

5.2. PM ELIGIBILITY.

a. PM. As defined in DoDI 6000.11, patients may be provided PM within the CONUS, to the CONUS from an OCONUS area, and between or in OCONUS areas for inpatient or outpatient treatment for which PM to obtain further medical treatment is required by a competent medical authority. Specific authorizations for movement in PM status are based on those specified for each category of DoD health beneficiary listed in DoDI 6000.11. PM transportation charges will conform to DoD reimbursement policies and third-party billing procedures.

b. Recovered Patients. Recovered patients and their dependents may be authorized PM within the CONUS, from the CONUS to an OCONUS area, and in OCONUS areas for return travel to their duty stations when certified by a competent medical authority. Specific authorizations for areas of travel authorized in PM recovered patient status are based on those specified for each category of DoD health beneficiary.

5.3. NONMEDICAL ATTENDANTS.

a. When a competent medical authority determines that a family member's presence is necessary to a patient's health and welfare, one adult member of the immediate family of a patient provided PM also may be provided PM as a nonmedical attendant authorized to accompany the patient. If an immediate family member is not available, another adult may accompany the patient in nonmedical attendant status when the competent medical authority determines a need.

b. Nonmedical attendants are issued travel orders authorizing the same category of movement as the patient. Payment due the government for PM that may apply to the patient also will be applied to the nonmedical attendant. The orders should clearly provide all known reimbursable items, costs, and corresponding accounting data to facilitate processing by the responsible finance activity.

c. A nonmedical attendant whose status is lost due to the death, extended medical care of the patient, or other circumstances certified by a competent medical authority may be provided space-required movement on DoD aircraft to the destination nearest to his or her home.

5.4. OTHER GOVERNMENT-SPONSORED PATIENTS.

a. A government employee classified by competent medical authority as a patient and requiring PM is authorized government transportation entitlements, in accordance with the JTR. PM may be provided from OCONUS to a CONUS hospital or between medical facilities OCONUS or in the CONUS. Transportation is chargeable to the employee's agency at the USG non-DoD tariff rate.

b. DoD civilian employees who become ill or injured while deployed in support of U.S. military forces engaged in hostilities are eligible for medical evacuation at no cost to the civilian employee and at the same level and scope provided to military personnel. The same system used to track active duty patients through the Military Health System will be used to track DoD civilian employees injured in theater while deployed in support of a contingency, in accordance with DoDD 1404.10.

c. Contingency contractor personnel who support the Military Services in contingency operations or other military operations may be provided with PM in emergencies where loss of life, limb, or eyesight could occur. The contract and medical authorities must specifically authorize medical or dental care beyond this standard. All costs associated with treatment and transportation of contingency contractor personnel to a selected civilian facility will be the responsibility of the contingency contractor personnel, their employer, or their health insurance provider. The DFARS PGI provides further guidance on the transportation of contractor personnel.

5.5. PATIENTS OF OTHER USG AGENCIES. Individuals sponsored by a USG agency, when classified as PM patients by a medical authority, may be provided PM. Specific authorizations for PM patients who are beneficiaries of other USG agencies are based on those specified for each category of DoD health employees listed in DoDI 1300.18. The sponsoring agency will reimburse the DoD at the USG non-DoD rate.

SECTION 6: CARGO TRANSPORTATION ELIGIBILITY

6.1. GENERAL. The following categories of cargo are eligible for transportation on DoD aircraft under the conditions cited in this issuance, DTR 4500.9-R, and DoDI 4500.57:

- a. DoD-owned or sponsored cargo.
- b. U.S. military mail and mail sent from or addressed to any Military Service post office.
- c. Defense courier cargo.
- d. Cargo of other USG agencies approved for transportation under the provisions contained in this issuance, in accordance with Section 4642 of Title 10, U.S.C.
- e. Cargo of DoD NAF activities such as religious and morale, welfare, and recreation agencies. Transportation costs are funded by the shipping or sponsoring organization.
- f. Cargo of the ARC, USO, or USS, in accordance with DTR 4500.9-R and DoDD 1000.26E, and under the terms of agreements between the DoD and these organizations.
- g. Cargo of foreign governments and international organizations transported pursuant to Section 9 or approved pursuant to Section 12 of this issuance.
- h. Humanitarian cargo transported under the authority contained in Sections 402 and 2561 of Title 10, U.S.C. and similar programs.
- i. Cargo of DoD contractors when such transportation is specified in the contract.
- j. All other cargo when authorized by the Secretary of Defense, or designee, or other approval authority identified in Section 12 of this issuance or DoDI 4500.57.

6.2. CARGO PREPARATION REQUIREMENTS. All cargo offered for air transportation must meet the packing, marking, labeling, and documentation requirements outlined in DTR 4500.9-R.

6.3. REIMBURSABLE TRANSPORTATION. Documentation must provide for payment by citing the applicable transportation account code (TAC) or indicating the name and address of the entity or individual responsible for payment. In accordance with Section 1535 of Title 31, U.S.C., USG agencies requesting reimbursable transportation must certify that funds are available for payment of the services.

SECTION 7: TRANSPORTATION OF HUMAN REMAINS

7.1. ELIGIBILITY. Transportation on DoD aircraft of human remains of the individuals listed in this section is authorized in accordance with DoDD 1300.22E, subject to the conditions and limitations described in DTR 4500.9-R and Sections 1481-1490 of Title 10, U.S.C.:

- a. Service members.
- b. RC members.
- c. DoD civilian employees serving with the Military Departments.
- d. Dependents of DoD Component members.
- e. Retired Service members and dependents.
- f. Other U.S. citizen, USG employees, to include contractor employees and their dependents, when authorized in accordance with Section 1486 of Title 10, U.S.C. or DoDI 3020.41.
- g. Prisoners of war and interned enemy detainees.
- h. Foreign nationals in accordance with Section 9 of this issuance.

7.2. ESCORTS AND HONOR GUARDS. Escorts and honor guards traveling with the remains are considered space-required passengers. DoDI 1300.18 provides additional information on the transportation of human remains and escorts.

SECTION 8: ORIENTATION FLIGHTS AND PUBLIC AFFAIRS TRANSPORTATION

8.1. ORIENTATION FLIGHTS.

a. In accordance with DoDI 5122.08, DoDD 5100.46, and DoDD 5410.18, orientation flights further the understanding of particular programs concerning the DoD's roles and missions. The approval authority for orientation flights is at the discretion of the Military Departments, but may be no lower than the installation CDR, except as outlined in Paragraph 8.2 of this issuance. Passengers under 18 years of age must have written parental approval before the scheduled flights.

b. Orientation flights will be local area flights that begin and return to the point of origin or a point nearby, and will not be conducted to provide transportation. Conducting an orientation flight on which a record attempt will be made, or which is the first flight of an aircraft just accepted into the inventory, or on any other flight of a similar or special nature where the safety of the aircraft, persons on board the aircraft, or persons on the ground may be endangered for any reason, are prohibited.

c. Orientation flights may be provided to support:

(1) Military Service members and civilian employees of the DoD Components.

(2) ROTC program members, cadets, designated applicants to the ROTC programs, and civilian officials of educational institutions offering ROTC. JROTC students who are members of an organized JROTC activity and key civilian officials directly involved in the JROTC programs.

(3) CAP cadets and individuals when authorized by the CAP, National CDR.

(4) Air Force and Navy Aerospace Education Workshop participants.

(5) USNSCC cadets in connection with USNSCC activities approved by the Chief of Naval Personnel.

(6) Boy Scouts of America members and accompanying adult leaders when participating in DoD-approved activities. Minors must possess a completed parent or guardian consent form.

(7) Federal Aviation Administration (FAA) personnel when:

(a) Engaged in flight-checking local military air traffic control procedures and facilities, navigational aids, communications, approach, and similar DoD procedures.

(b) Examining rated aircrew personnel of the Military Departments for civil pilot, navigator, or engineer certificates or ratings.

(c) Participating in approved military familiarization flights under existing arrangements between the Military Department concerned and the FAA, if seating position permits direct monitoring of aircrew duties.

(d) Participating in the FAA Aviation Career Education Camp Program.

(8) U.S. ambassadors or their senior deputies within overseas theaters, when invited by the CCDR or Military Department component CDR to take an orientation flight and when the CCDR determines that the orientation flight is primarily in support of the DoD mission.

(9) Federal government officials, foreign officials, and members of Congress and their staffs.

(10) Youth in congressionally-sanctioned, DoD-approved youth programs. Program participants may take part in no more than one orientation flight. Parental or guardian permission is required.

8.2. PUBLIC AFFAIRS TRANSPORTATION. Public affairs transportation may be performed in accordance with DoDIs 5122.08, 5410.16, and 5410.19 and DoDD 5100.46.

a. Public affairs transportation differs from the orientation flights described in Section 8.1. of this issuance.

b. The ATSD(PA), or his or her delegated representative in accordance with DoDI 5122.08, is the approval authority for the following public affairs travel:

(1) Transportation in accordance with Paragraph 2.2 of this issuance.

(2) Guests of the Secretary of Defense participating in the Senior Leadership Engagement Program, in accordance with DoDI 5410.19.

(3) Non-local public affairs travel, except that, pursuant to DoDI 5122.08, the CJCS and the Secretaries of the Military Departments also have such authority; in addition, CCDRS have such authority for non-local public affairs travel pertinent to their command responsibility to and from their AORs.

(4) Transportation of entertainment media personnel during production of a project that has DoD support, as outlined in a signed production assistance agreement pursuant to DoDI 5410.16.

(5) All inter-theater public affairs travel, except that, pursuant to DoDI 5122.08, CCDRS may also authorize inter-theater travel from the nation where their headquarters is located to their AOR if the headquarters is located outside the AOR.

c. Unless ATSD(PA) approval is required per DoDI 5122.08, the Offices of Public Affairs for each Military Department and the Office of Information, Department of the Navy, are authorized to monitor, control, and approve public affairs transportation by their respective units for the following:

(1) State and local government and local community leaders participating in community relations programs, media tours of military installations, or conferences in which a DoD Component is either a sponsor or a participant.

(2) Representatives of information media individually or in groups in connection with assignments to cover military events, press tours, visits to military installations, military exercises, or military operations.

SECTION 9: SUPPORT TO FOREIGN GOVERNMENTS AND INTERNATIONAL ORGANIZATIONS

9.1. GENERAL. Transportation provided to foreign governments and international organizations must be authorized in advance of movement. It is the responsibility of the organization sponsoring the passenger, cargo, or human remains to provide evidence that transportation on DoD aircraft is authorized and meets the conditions outlined in this issuance. CCDRs or their designated authorities are limited to approvals within their AOR, unless otherwise stated in this issuance, DoDD 4500.56, or DoDI 4500.57.

9.2. ELIGIBILITY. Eligible categories of passengers, cargo, and human remains include:

a. Those with transportation authorized pursuant to the terms of an international agreement or arrangement, including:

(1) ACSAs concluded pursuant to DoDD 2010.9. Traffic sponsored by a department or ministry of defense of a foreign government or international organization with which the DoD has an ACSA are eligible for space-required or opportune transportation on aircraft in accordance with the terms of those agreements. Travel is reimbursable to the DoD at the USG DoD tariff rate unless another rate is specified in the travel authorization, and will be for the official business of the department or ministry of defense of the foreign government or international organization.

(2) CMAAs concluded in accordance with Section 2350c of Title 10, U.S.C. Transportation is reimbursable at the USG DoD tariff rate unless otherwise specified in the travel authorization.

(3) Other duly-concluded international agreements or arrangements. Such agreements and arrangements are often temporary, limited in scope, and governed by the terms of the specific agreement or arrangement.

b. Transportation authorized under a foreign military sales case, as described in Section 2751 of Title 22, U.S.C. Transportation is normally reimbursable by the foreign government or international organization at the non-USG DoD tariff rate.

c. Transportation authorized in accordance with Section 2151 of Title 22, U.S.C. and Section 2321h(b)(2)(A) of Title 22, U.S.C., as amended by Public Law 113-296, when transportation is for official purposes and is the responsibility of the DoD under the Foreign Military Financing Program or the Military Assistance Program (i.e., Grant Aid). When transportation is provided on TWCF-funded aircraft, transportation is reimbursable at the USG non-DoD tariff rate and chargeable to the fund cite in the documents authorizing transportation. If the supported foreign government elects to defray the cost of transportation in lieu of funding by the USG, the foreign government will be charged the USG non-DoD tariff rate with billing on a direct basis.

d. Foreign exchange personnel when transportation is directed by the DoD Component to which the individual is assigned. Transportation is reimbursable at the USG DoD tariff rate.

e. Foreign students participating in DoD professional military education programs, when travel on DoD aircraft is part of or required by the program curriculum. Transportation is reimbursable at the USG DoD tariff rate.

f. Canadian Forces personnel assigned to the North American Aerospace Defense Command when performing North American Aerospace Defense Command duties. Transportation in accordance with this Paragraph is on a noninterference basis on already-scheduled DoD aircraft. When travel is on non-TWCF-funded aircraft, transportation is non-reimbursable. When travel is on TWCF-funded aircraft, transportation will be authorized and reimbursed in accordance with procedures specified in the U.S.-Canada ACSA and related arrangements.

g. Foreign national personnel assigned to the North Atlantic Treaty Organization, including its subordinate units, when performing North Atlantic Treaty Organization duties. Transportation under this paragraph is on a noninterference basis on already-scheduled DoD aircraft. When travel is on TWCF-funded aircraft, transportation will be authorized and reimbursed in accordance with procedures specified in the U.S.-Canada ACSA and related arrangements.

h. Other foreign passengers, cargo, and human remains, when authorized in accordance with Section 12 of this issuance.

9.3. TRANSPORTATION IN SUPPORT OF EXERCISES. Transportation is authorized for passengers and cargo of the armed forces of a foreign government or international organization participating in exercises that include combined operations and are sponsored or directed by the CJCS, CCDR, Military Service component CDRs of the CCDR, or Military Department. Transportation within the exercise area is authorized on a non-reimbursable basis. Transportation to or from the exercise area or on logistics support flights within the exercise area is not authorized unless approved under Section 9.2 of this issuance.

9.4. TRANSPORTATION AUTHORIZATION DOCUMENTATION.

a. Documents authorizing transportation on DoD aircraft pursuant to this section will be published or endorsed by a DoD Component, refer to the specific agreement, arrangement, program, or other authority under which transportation is authorized, and state whether transportation is reimbursable or non-reimbursable.

b. When transportation is reimbursable by a foreign government, international organization, or DoD Component, the documents authorizing transportation will include the major accounting classification code (also referred to as “expenditure account chargeable”), complete billing address, or, in the case of transportation authorized under an ACSA that is to be accomplished in whole or in part on TWCF-funded aircraft, the USTRANSCOM-assigned CIC or TAC. Requests for non-reimbursable transportation must be approved in accordance with Section 12 of this issuance.

c. Where no DoD Component head is available to issue or endorse transportation authorizations, the senior U.S. military officer may approve the issuance of such authorizations, provided they comply with the policies and procedures in this section.

SECTION 10: SERVICE ANIMALS, PETS, AND OTHER ANIMALS

10.1. SERVICE ANIMALS. A service animal, as defined in the Glossary, is permitted to accompany a passenger with a disability within the cabin on DoD aircraft. Commercial aircraft chartered by the DoD, or on behalf of the DoD, may be subject to the provisions of Part 382 of Title 14, CFR relating to service animals. Other DoD aircraft may accommodate service animals subject to reasonable limitations required by the configuration of the aircraft or operational necessity.

a. Transportation of a service animal in the cabin or cargo hold is authorized without charge when accompanying a passenger who is otherwise authorized transportation under this issuance. DoD personnel will make every effort to ensure individuals with disabilities are not separated from their service animals. An animal's weight and size, as well as USG and foreign country restrictions, may limit the transport of a service animal within the cabin or cargo hold. Certain unusual service animals pose unavoidable safety or public health concerns and will not be transported (e.g., livestock, snakes, other reptiles, ferrets, rodents, and spiders).

b. Proper sanitation is the responsibility of the traveler and must be maintained at all times. Passenger service terminal personnel and aircrew members are not required to provide care or food for a service animal or provide a special location for the animal's hygiene needs.

c. Transportation of service animals is subject to country quarantine procedures. When it is necessary to detain a service animal pending a determination of admissibility, the traveler will provide detention facilities that are satisfactory to the quarantine officer. The passenger will bear the expense of such detention, including necessary examinations, vaccinations, and other expenses incurred due to the service animal accompanying the traveler.

d. A service animal may be removed from the premises if the handler cannot control the animal or the animal poses a threat to the health or safety of passenger service personnel, the aircraft crew, or other travelers.

10.2. EMOTIONAL SUPPORT SERVICE ANIMALS.

a. A passenger must provide proper documentation in order to travel with an animal that is used as an emotional support or psychiatric service animal. The documentation may be no older than 1 year from the date of the passenger's scheduled initial flight and must be on the letterhead of a licensed mental health professional (e.g., a psychiatrist, psychologist, or licensed clinical social worker), stating:

(1) The passenger has a mental or emotional disability recognized in the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders."

(2) The passenger needs the emotional support or psychiatric service animal as an accommodation for air travel or for activity at the passenger's destination.

(3) The individual providing the assessment is a licensed mental health professional and the passenger is under his or her professional care.

(4) The date and type of the mental health professional's license and the State or other jurisdiction in which it was issued.

10.3. PETS. Pets are dogs and cats only. Other animals, such as horses, fish, birds, and rodents, are excluded as pets under this authority because of their size, exotic nature, shipping restrictions, host nation restrictions, and special handling difficulties.

a. Passengers traveling under PCS orders may be allowed to ship their pets at their own expense, and are limited to a maximum of two pets for each family. Pet movement aboard DoD organic aircraft is authorized for PCS moves only when such aircraft provide the only service to a location. Passengers traveling in a space-available status are not permitted to ship pets.

b. In the event of an evacuation or ordered or authorized departure of noncombatants from a PDS located in a foreign area in accordance with DoDD 3025.14, a uniformed services member or authorized DoD civilian employee is permitted transportation for up to two household pets to and from the safe haven location to a designated place. The member must have owned the pets at the evacuated foreign PDS. For an evacuation or authorized departure from a PDS located in Alaska or Hawaii, the uniformed services member is authorized transportation for up to two household pets that the member owned at the PDS.

c. The owner of the pet is responsible for the preparation and care of the animal and for all documentation, immunization, and border clearance requirements, including quarantine. The owner will provide a pet shipment container of sufficient size to allow the animal to stand up, turn around, and lie down with normal posture and body movements.

10.4. OTHER ANIMALS. Other animals owned by the DoD, such as military working dogs, will be moved aboard DoD aircraft as cargo. Their movement is not restricted by this issuance, provided that such transportation does not pose safety or health risks to the aircraft, crew, or passengers. Animals will be housed, caged, and shipped in a humane fashion consistent with law and accepted commercial industry standards.

SECTION 11: REIMBURSEMENT AND BILLING

11.1. GENERAL.

a. The Secretary of Defense, the Secretaries of the Military Departments, the Chief, NGB, and the CCDRs may authorize and fund the transportation of DoD passengers, cargo, and human remains on missions financed through the TWCF.

b. The sponsoring organization will issue travel orders, ITAs, and other travel authorizations or approval documentation and include either the appropriation chargeable and the CIC or the name and address of a specific organization or individual responsible for payment. Reimbursement is required for transportation on aircraft operated by an activity financed through the TWCF. Airlift provided by an activity through TWCF will be reimbursed by the sponsoring DoD Component or agency. Reimbursement may be required for other transportation aboard DoD aircraft in accordance with DoDI 4500.57. For billing purposes, passengers must provide one copy of the travel authorization to the passenger services personnel.

c. The DoD Component sponsoring the movement is responsible for preparing all documentation necessary to effect transportation, which includes providing the TAC, CIC, billing address, and other information necessary for reimbursement purposes. Airlift rates are located at http://www.transcom.mil/doing_business.cfm.

d. The CDRUSTRANSCOM is authorized to approve transportation on missions financed through TWCF for eligible cargo and personnel necessary to support airlift operations.

11.2. CATEGORIES OF TRAFFIC.

a. DoD Traffic. Traffic belonging to or sponsored by the DoD Components, as authorized by the Secretary of Defense or designee, the Secretaries of the Military Departments or designees, or the CCDRs or designees, as being primarily for official business or of official concern to the DoD.

(1) Where transportation is provided by USTRANSCOM, airlift users or their Military Services will pay for the services rendered. The sole exception is an order from the CJCS to USTRANSCOM requiring transportation when no Military Service is a participant (e.g., unreimbursed efforts in support of the North Atlantic Treaty Organization).

(2) Special reimbursement rules apply to any contingency operation designated by the Secretary of Defense as a “National Contingency Operation” pursuant to Section 127a of Title 10, U.S.C. These rules are issued separately in conjunction with any designation by the Secretary of Defense in accordance with the provisions of that section.

b. Non-DoD USG Traffic. Non-DoD USG traffic consists of passengers, cargo, or human remains belonging to or sponsored by other USG Executive Departments or agencies when authorized pursuant to this issuance. This type of traffic is paid for by the Executive Department

or agency involved. The Executive Department or agency requesting transportation must provide complete billing information, including a fund citation for direct billing purposes.

c. Non-USG Traffic. Non-USG traffic consists of passengers, cargo, and human remains belonging to or sponsored by a non-USG entity that has been authorized transportation pursuant to this issuance. When the authorization to transport non-USG traffic indicates that transportation is to be provided on a reimbursable basis, the individual or organization receiving the transportation must provide complete billing information, if such information is not provided in the authorization. This includes the name, address, and contact information of an individual responsible for the passenger or cargo, as well as a billing address.

11.3. REIMBURSEMENT.

a. As a general rule, the transportation of passengers, cargo, or human remains on missions financed through the TWCF is reimbursable. DTR 4500.9-R and DoD 7000.14-R prescribe tariff and billing procedures in such circumstances. When transportation is on a mission financed by the TWCF, approval actions and travel orders must specify the organization, entity, or individual responsible for paying for transportation.

(1) When transportation is on a mission financed by the TWCF and provided at no cost or on a non-reimbursable basis to a non-DoD customer pursuant to a statute, international agreement, or exception to policy granted under this issuance, approval actions and orders must specify the sponsoring DoD Component responsible for reimbursement to the TWCF.

(2) When transportation of DoD passengers and cargo on a mission is financed by the TWCF in support of operations designated by the Secretary of Defense pursuant to Section 127a of Title 10, U.S.C., special rules for billing and reimbursement will be provided separately, in conjunction with the designation.

(3) Non-reimbursable transportation of DoD traffic on TWCF-funded missions engaged in aircraft positioning or depositioning activities, as defined in Volume 14 of AMC Instruction 24-101, must be approved by CDRUSTRANSCOM.

(4) Unless approved by CDRUSTRANSCOM, USTRANSCOM-assigned aircraft and USTRANSCOM-gained Air Force Reserve Component aircraft flying missions not financed by TWCF may not be used to transport DoD cargo or passengers on a non-reimbursable basis outside the CONUS.

b. The transportation of DoD passengers and cargo on missions not financed by the TWCF generally are not reimbursable by the DoD requestor. The transportation of non-DoD passengers and cargo on such missions may or may not be reimbursable, depending on the terms of the governing statute or international agreement. Consult DoDI 4500.57 and the relevant statute or international agreement to determine whether reimbursement is required, which tariff to charge, and any other restrictions or limitations that may apply.

(1) When aircraft are departing or returning to the CONUS, missions not financed by the TWCF should offer their unused aircraft capacity to USTRANSCOM for mission requirements financed by the TWCF.

(2) When engaged in positioning, depositioning, or training missions within the CONUS, DoD aircraft may be used for the transportation of DoD passengers and cargo to the extent authorized by DoDD 4500.56 and DoDI 4500.57.

11.4. TARIFFS.

a. The USG DoD rate tariff will apply to:

(1) Traffic authorized by Section 11.2.a. of this issuance.

(2) Traffic authorized by an ACSA, CMAA, or similar international agreement, unless otherwise specified in the authorizing documents.

(3) USCG traffic, when in support of USCG units attached to the DoD Components and sponsored by the Department of the Navy.

(4) Contractor personnel, cargo, and human remains when a responsible authority specifies that transportation will be furnished at DoD expense and the authorizing documents include a DoD CIC, TAC, or line of accounting chargeable for the transportation.

(5) Traffic authorized under Section 2649 of Title 10, U.S.C. when on TWCF aircraft.

(6) Non-DoD traffic when authorized at the DoD rate tariff in accordance with Section 2642 of Title 10, U.S.C.

b. The USG non-DoD rate tariff will apply to:

(1) Traffic authorized by Section 11.2.b. of this issuance and transportation provided pursuant to Section 1535 of Title 31, U.S.C.

(2) Activities and agencies in the USG that will make payments from appropriations, including foreign military financing furnished in accordance with Section 2221 of Title 22, U.S.C.

(3) Trainees and students of eligible foreign countries who elect to reimburse a portion of the costs incurred which are otherwise chargeable to military appropriations made in implementation of Title 22, U.S.C.

(4) Treaties or other international agreements or arrangements which specifically provide for such transportation at the USG non-DoD rate tariff.

(5) Traffic of activities under the jurisdiction of a DoD Component funded with NAF.

c. Non-USG rate tariff will be charged for the following traffic:

- (1) Traffic authorized by Section 11.2.c. of this issuance.
- (2) Traffic of activities and agencies in the Federal Government (including any personnel of the DoD) when provided unauthorized air transportation.
- (3) Any agency or person outside the Federal Government, such as foreign military sales transactions pursuant to DoDD 2010.9 and State and local government agencies, private parties, and any others not covered in this section.
- (4) Contractor personnel, when a responsible DoD authority either specifies that transportation will be furnished at the contractor's expense or fails to provide a DoD TAC, CIC, or line of accounting chargeable for the transportation.
- (5) Traffic authorized under Section 2649(a) of Title 10, U.S.C. The actual rate for this traffic may be adjusted to comply with the statutory requirement that the customer be charged no less than the rate charged by commercial entities for the same kinds of service. In the case of an emergency, disaster response, or the provision of humanitarian assistance, the customer should be charged no more than the cost of providing the transportation.

SECTION 12: APPROVAL AUTHORITIES

12.1. GENERAL. This section contains approval authorities for passengers, cargo, and human remains movements not included in DoDI 4500.57 or otherwise contained in this issuance.

a. Approval authorities cited in this section cannot be delegated unless specified by “or designee” in Table 4. Delegations of authority must be made in writing and specify the period of the delegation and the specific areas to which the delegation applies. Unless otherwise stated, delegations of authority may not be delegated below the two-star or equivalent civilian level.

b. CCDRs may delegate approval authority to authorize sub-unified and theater special operations CDRs to approve transportation of foreign nationals in the grades of O-6 and below, and civilian equivalents, on DoD-owned or -controlled aircraft. This authority is valid when such CDRs are in a CCDR’s AOR, and when the CDR has determined that such travel is in the primary interest of the DoD.

c. No commitment for airlift transportation will be made before obtaining approval.

d. When approval for non-interference movement of passengers or cargo is granted, such transportation will not displace space-required passengers or cargo.

e. The DoD Component approving the transportation of senior foreign government officials, such as a head of state, prime minister, or ministerial personnel, must notify the DoD Executive Secretary at least 72 hours before the scheduled travel.

12.2. APPROVING AUTHORITY ACTIONS. Organizations requesting transportation under this section must request transportation from the approval authority at Table 4. Non-DoD federal agency heads must endorse transportation requests. The approval authorities must consider all aspects of the transportation request. All requests must include:

a. Purpose for the transportation being requested.

b. Justification explaining why the transportation is in the best interest of the DoD or of the DoD Component concerned. Non-DoD federal agencies requesting DoD transportation must provide a justification explaining why DoD airlift is required and in the best interest of the USG.

c. The cost of commercial airlift and a statement explaining why commercial transportation resources are not available or, if available, cannot meet the mission requirement. Cost alone is insufficient justification for not using commercial transportation service.

d. The estimated cost of DoD airlift by aircraft type.

e. A statement that the requested transportation is on a space-required or a non-interference basis and whether it will be provided on a reimbursable or non-reimbursable basis to the organization or individual receiving the transportation.

(1) When transportation is reimbursable by the organization or individual receiving the transportation, the request must include the appropriation, account chargeable, or name and address of the organization or individual responsible for payment.

(2) If the transportation is to be provided on a non-reimbursable basis to the organization or individual, the request must include a justification explaining why the transportation will not be reimbursed.

12.3. APPROVAL AUTHORITIES. Table 4 outlines transportation approval authorities and the types of transportation each may approve. The sequential numbering in the item column of Table 4 is for reference purposes only; it has no impact on priority of travel within that category.

Table 4. Approval Authorities

Item	Approval Authorities
Secretary of Defense, Deputy Secretary of Defense or Department of Defense Executive Secretary	
1	Passenger, cargo, and human remains airlift requirements necessary to execute the responsibilities in Title 10, U.S.C. This includes White House Support Missions, foreign nationals, and other federal executive, judicial, or legislative departments or agencies and non-governmental directed missions not otherwise addressed in DoDD 4500.56, DoDI 4500.57, or this issuance. Transportation to support drug law enforcement activities from funded DoD counter-drug appropriations; transportation in support of foreign and U.S. disaster relief and humanitarian assistance activities; transportation to support responses to civil emergencies; hostage repatriation; and support to civilian law enforcement agencies.
DoD Executive Secretary	
2	Foreign officials invited by OSD, the Defense Agencies, or the DoD Field Activities, as authorized by DoDI 7250.13.
3	Official travel for individuals of the OSD organizations; the Deputy Secretary of Defense; the Under Secretaries of Defense; the Deputy Chief Management Officer of the Department of Defense; the General Counsel of the Department of Defense; the Assistant Secretaries of Defense; the Assistants to the Secretary of Defense; the OSD Directors, and equivalents, who report directly to the Secretary or the Deputy Secretary of Defense; the IG DoD; and other staff offices within OSD established by law or the Secretary of Defense to assist in carrying out assigned responsibilities.
4	Official and unofficial travel for individuals and family members of the OSD organizations administratively supported by OSD.
5	All other requests as delegated by the Secretary of Defense.

Table 4. Approval Authorities, Continued

Item	Approval Authorities
Under Secretary of Defense for Policy	
6	USG and foreign national passengers, cargo, and human remains, to include other federal executive, judicial, or legislative departments or agencies when the transportation is primarily in the interest of DoD. Travel may be approved on a reimbursable basis in accordance with Section 1535 of Title 31, U.S.C. or other appropriate statutory authority. Unless otherwise authorized by law, non-reimbursable travel may be approved only on a noninterference basis on already-scheduled DoD aircraft. Such approvals are limited to a case-by-case basis only and will not be on a recurring basis.
ATSD(PA)	
7	Public affairs travel for news media, entertainment media personnel, and other public activities in accordance with DoDIs 5122.08, 5410.16, and 5410.19, respectively.
Deputy Assistant Secretary of Defense for Transportation Policy	
8	U.S. federal agencies and State government agencies cargo and cargo couriers when transportation is reimbursable pursuant to Section 1535 of Title 31, U.S.C.
Secretaries of the Military Departments, Chairman and Vice Chairman of the Joint Chiefs of Staff, the Chiefs of Staff of the Army and Air Force, the Chief of Naval Operations, and the Commandant of the Marine Corps, Chief, NGB, or designee	
9	Passengers, cargo, and human remains requirements necessary to execute the responsibilities of the approving DoD Component and in the interest of the DoD. This includes foreign nationals, and other federal departments or agencies and non-governmental directed missions. Travel may be approved on a reimbursable basis in accordance with Section 1535 of Title 31, U.S.C. or other appropriate statutory authority. Unless otherwise authorized by law, non-reimbursable travel may be approved only on a noninterference basis on already-scheduled DoD aircraft. Such approvals are limited to a case-by-case basis only and will not be on a recurring basis.
10	Family members of personnel assigned to the Military Department, Joint Staff, and NGB, in accordance with DoDD 4500.56.
11	Foreign officials invited by the Military Department, CJCS, and, NGB, as authorized by DoDI 7250.13.
12	Invited members of Congress, dependents of members of Congress, and employees of Congress when traveling in the 50 States and U.S. territories.
13	Secretarial designee health care beneficiaries, including authorized attendants and escorts, in accordance with DoDI 6000.11.
14	Donated property, including gift items intended for distribution to DoD personnel, which are accepted by the Military Department or Joint Staff and transported at the expense of the Military Department, Joint Staff, or NGB.
Secretary of the Air Force or designee	

Table 4. Approval Authorities, Continued

Item	Approval Authorities
15	Non-DoD passengers conducting familiarization or hurricane analysis missions in support of the National Hurricane Operations Plan. Transportation may be provided on a non-interference basis on previously-scheduled missions. Authority may be delegated to a level not lower than the CDR of a U.S. Air Force major command.
CJCS or designee	
16	Students attending Defense colleges sponsored by the CJCS, including the National Defense and Inter-American Defense Colleges.
17	Foreign nationals, non-DoD federal agency personnel and cargo in support of Joint Chiefs of Staff-sponsored exercises.
CCDRs^{1 2 3} or designee	
18	Passengers, cargo, and human remains airlift requirements necessary to execute the responsibilities of the CCDR concerned and in the interest of the DoD, in accordance with Title 10, U.S.C. This includes foreign nationals, and other federal departments or agencies and non-governmental-directed missions not otherwise addressed in DoDD 4500.56, DoDI 4500.57, or this issuance. Travel may be approved on a reimbursable basis in accordance with Section 1535 of Title 31, U.S.C., or other appropriate statutory authority. Unless otherwise authorized by law, non-reimbursable travel may be approved only on a noninterference basis on previously-scheduled DoD aircraft. Such approvals are limited to a case-by-case basis only and will not be on a recurring basis.
19	Transportation is authorized for passengers and cargo of the armed forces of a foreign government or international organization participating in exercises that include combined operations and are sponsored or directed by the CJCS, CCDR, Military Service component CDRs of the CCDR, or Military Department. Transportation within the exercise area is authorized on a non-reimbursable basis. Transportation to or from the exercise area or on logistics support flights within the exercise area is not authorized unless approved under Section 9.2 of this issuance.
20	U.S. ambassadors and support staff invited by the CCDR when travel is primarily in the official interest of the CCDR and in furtherance of the DoD mission. Travel may be approved on a non-reimbursable basis.
21	Foreign officials on approved DoD-sponsored visits in accordance with DoDI 7250.13.
22	Passengers and cargo of the USO, ARC, and USS, including gifts intended for distribution to members of the Military Departments, subject to the conditions and

1. This authority may be delegated, in writing, though not below the two-star or civilian equivalent level.

2. Transportation across CCMD OCONUS geographic boundaries requires advance approval with the transiting geographic CDR(s) or designees. For Public Affairs purposes reference DoDI 5122.08.

3. Authority under Items 18 through 22 is limited to aircraft assigned or allocated to the CCMD.

Table 4. Approval Authorities, Continued

Item	Approval Authorities
	limitations described in DTR 4500.9-R and any applicable MOU or MOA.
23	Foreign government officials, when requested by the U.S. ambassador or Chief of U.S. mission, following a determination by the Secretary of State that such transportation is warranted for security or medical reasons. Reimbursement in accordance with Section 1535 of Title 31, U.S.C. is required unless the Secretary of Defense directs otherwise.
24	Donated property, including items intended for distribution to DoD personnel, accepted by a CCMD and transported at the expense of the CCMD.
25	Humanitarian relief supplies meeting the requirements of Section 402 of Title 10, U.S.C. and transported on non-TWCF aircraft assigned or allocated to the CCMD, when such supplies are not shipped under the Denton Amendment Program managed by the Defense Security Cooperation Agency.
26	Family member travel on a mission non-interference basis and supported with ITAs.
27	Space-available transportation of non-command sponsored dependents.
Commander, United States Transportation Command, or designee	
28	USG passengers and cargo, when commercial transportation is nonexistent or severely constrained, such as during national emergencies, strikes, and disruptions of public transportation capabilities. Approvals must be within the scope of authority of DoDD 5158.04.
29	DoD passengers and cargo that are primarily in the interest of the USTRANSCOM mission.
30	Foreign officials on an approved DoD-sponsored visit, in accordance with DoDI 7250.13, when travel is on a TWCF-funded mission and not otherwise authorized.
31	Humanitarian relief supplies meeting the requirements of Section 402 of Title 10 U.S.C. and transported on aircraft assigned or allocated to USTRANSCOM when such supplies are not shipped under the formal Denton program managed by the Defense Security Cooperation Agency. Transportation of such supplies requires advance coordination with the receiving geographic CCDR. Shipments will be processed in accordance with the procedures detailed in DTR 4500.9-R.
32	Transportation provided under the authority of Section 2649 of Title 10, U.S.C., on aircraft assigned or allocated to USTRANSCOM or TWCF-funded missions.
33	Passengers and cargo supporting DoD-related investigations conducted by the National Transportation Safety Board.
34	Non-reimbursable, noninterference transportation of DoD passengers and cargo which are engaged in positioning or depositioning activities.

Table 4. Approval Authorities, Continued

Item	Approval Authorities
Defense Attachés (DATTs) and Chiefs of Military Missions⁴	
35	U.S. ambassadors (or in their absence, the Deputy Chief of Mission or charge d'affaires) and members of their staffs designated by the ambassador, Deputy Chief of Mission, or charge conducting official USG business.
36	Foreign nationals, when transportation is in support of official DoD mission requirements.
37	Spouses of personnel assigned to the DATT, military mission, and U.S. diplomatic mission or foreign nationals. Spouse travel must be approved on a case-by-case basis only. The spouse must accompany the sponsor traveling on official business and the spouse's presence must be required for accomplishment of official business. Travel is on a non-interference basis.
Base and Installation CDRs	
38	Individuals who are in immediate danger of loss of life, limb, or sight. Approval is limited to aircraft assigned to the base or installation.
39	Individuals and equipment (including search dogs) engaged in search and rescue operations. Approval is limited to aircraft assigned to the base or installation.
40	Orientation flights continuous with the local flying area and terminating at the point of origin. Approval is limited to aircraft assigned to the installation and approval authority must be no lower than the installation CDR.

⁴ DATTs and Chiefs of Military Missions' approval authorities are limited to transportation on aircraft assigned to the DATT or military mission when the primary purpose of the transportation is for the official business of the DATT.

GLOSSARY

G.1. ACRONYMS.

ACSA	acquisition and cross-servicing agreement
AMC	Air Mobility Command
AOR	area of responsibility
APOD	aerial port of debarkation
APOE	aerial port of embarkation
ARC	American Red Cross
ATSD(PA)	Assistant to the Secretary of Defense for Public Affairs
CAC	common access card
CAP	Civil Air Patrol
CCDR	Combatant Commander
CCMD	Combatant Command
CDR	commander
CDRUSTRANSCOM	Commander, United States Transportation Command
CEC	Civil Engineer Corps
CFR	Code of Federal Regulations
CJCS	Chairman of the Joint Chiefs of Staff
CIC	customer identification code
CMAA	cooperative military airlift agreement
CONUS	continental United States
DATT	defense attaché
DFARS PGI	Defense Federal Acquisition Regulations Supplement Procedures, Guidance, and Information
DoDD	DoD Directive
DoDI	DoD Instruction
DOS	Department of State
DTR	Defense Transportation Regulation
EML	environmental morale leave
FAA	Federal Aviation Administration
FEML	funded environmental morale leave
ITA	invitational travel authorization
JROTC	Junior Reserve Officer Training Corps
JTR	Joint Travel Regulations
LOA	letter of authorization
MOA	memorandum of agreement

MOU	memorandum of understanding
NAF	nonappropriated fund
NGB	National Guard Bureau
NUPOC	nuclear power officer candidate
OCONUS	outside the continental United States
OSA	operational support airlift
PCS	permanent change of station
PDS	permanent duty station
PM	patient movement
POC	point of contact
R&R	rest and recuperation
RC	Reserve Components
ROTC	Reserve Officer Training Corps
TAC	transportation account code
TAD	temporary additional duty
TCN	third country national
TDY	temporary duty
TWCF	Transportation Working Capital Fund
UK	United Kingdom
USAID	U.S. Agency for International Development
U.S.C.	United States Code
USCG	United States Coast Guard
USG	U.S. Government
USNSCC	U.S. Naval Sea Cadet Corps
USO	United Services Organization
USS	United Seamen's Service
USTRANSCOM	United States Transportation Command
VA	Department of Veterans Affairs

G.2. DEFINITIONS. Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

channel mission. Airlift mission that operates on an established schedule and route.

circuitous travel. Travel by a route other than the one that ordinarily would be prescribed by a transportation officer between the places involved.

Denton Amendment. Information and instructions for shipping cargo under the Denton Amendment can be found at: <https://hatransportation.ohasis.org>.

dependent. Defined in Appendix A of the JTR.

DoD aircraft. For the purposes of determining air transportation eligibility in accordance with this issuance, DoDD 4500.09E, and DoDD 4500.56, any aircraft owned, controlled, leased, chartered, rented, or hired as part of a contract by any DoD Component. These aircraft include, but are not limited to, common user aircraft, executive aircraft, OSA aircraft, special air mission aircraft, and aircraft assigned to the National Guard. It also includes aircraft belonging to or controlled by a foreign military or international organization when the DoD has purchased, or otherwise arranged for, capacity on the aircraft for DoD use. Eligible passengers, cargo, and human remains transported on DoD aircraft include:

DoD personnel and other individuals specified in this issuance.

DoD property, including articles owned, leased, rented, or otherwise controlled by or consigned to the care of a DoD Component.

DoD contractor employees and property when there is a contractual requirement for the DoD to provide transportation services.

Human remains, as specified in this issuance.

Other USG and non-USG personnel and cargo when the request for transportation is approved in accordance with this issuance or DoDI 4500.57.

FEML. A program offered to all active duty military personnel, all DoD civilians with travel agreements, command sponsored dependents, and those categories of personnel who are designated by the CCDRs. This benefit allows travelers to travel in a duty status and utilize either scheduled commercial or military aircraft to a designated or authorized EML destination.

individual. Under the Privacy Act, an individual is defined as a U.S. citizen or an alien lawfully admitted for permanent residence

invited travelers. Non-USG individuals who qualify for DoD-funded transportation and are issued ITAs in accordance with the JTR.

local flight. A continuous flight performed in the local flying area that terminates at the point of origin.

local travel. Defined in DoDI 5122.08.

National Guard Youth Challenge Programs. Programs established by the Secretary of Defense using the National Guard to conduct civilian youth opportunities normally consisting of at least a 22-week residential program and a 12-month post-residential mentoring period.

non-interference. The transportation of passengers or cargo on DoD aircraft that does not displace official DoD cargo or passengers or otherwise act to restrict or impede in any way the performance of a DoD mission.

non-local travel. Defined in DoDI 5122.08.

personally identifiable information. Defined in DoDD 5400.11.

public affairs orientation flights. Continuous flights in DoD aircraft performed within the local flying area and terminating at the point of origin or within proximity to the point of origin.

public affairs transportation. Transportation of individuals, groups, or materiel undertaken as a result of a request to or an invitation from, and authorized by, an approving authority in the interest of adding to the public understanding of DoD activities. It includes transportation involving individuals or cargo, military or civilian, government or non-government, U.S., and foreign requests. Transportation may be local or nonlocal, point-to-point, or public affairs orientation flights that are performed in a local flying area and terminate at the point of origin or in proximity to the point of origin.

scouting organizations. Defined in Section 621 of Title 32, CFR.

space-required. Funded mission essential traffic.

service animals. Working animals individually trained to perform specific tasks for people with disabilities, such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks.

Service component command. Defined in Joint Publication 1-02.

space-available transportation. Authority granted to the Secretary of Defense to allow space on DoD assets to be used for the transportation of personnel after space-required passengers and cargo have been accommodated.

standby active status list. A listing for members in the Standby Reserve who have a remaining Military Service obligation, a temporary hardship, a key employee designation, or another cogent reason that prevents participation in training on a regular basis.

uniformed services members. Defined in Section 101 of Title 10, U.S.C.

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⁵ Available at: <https://dap.dau.mil/Pages/Default.aspx>

⁶ Available at: <http://www.transcom.mil/dtr/part-i/>

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