

WARRIOR CARE AND TRANSITION PROGRAM

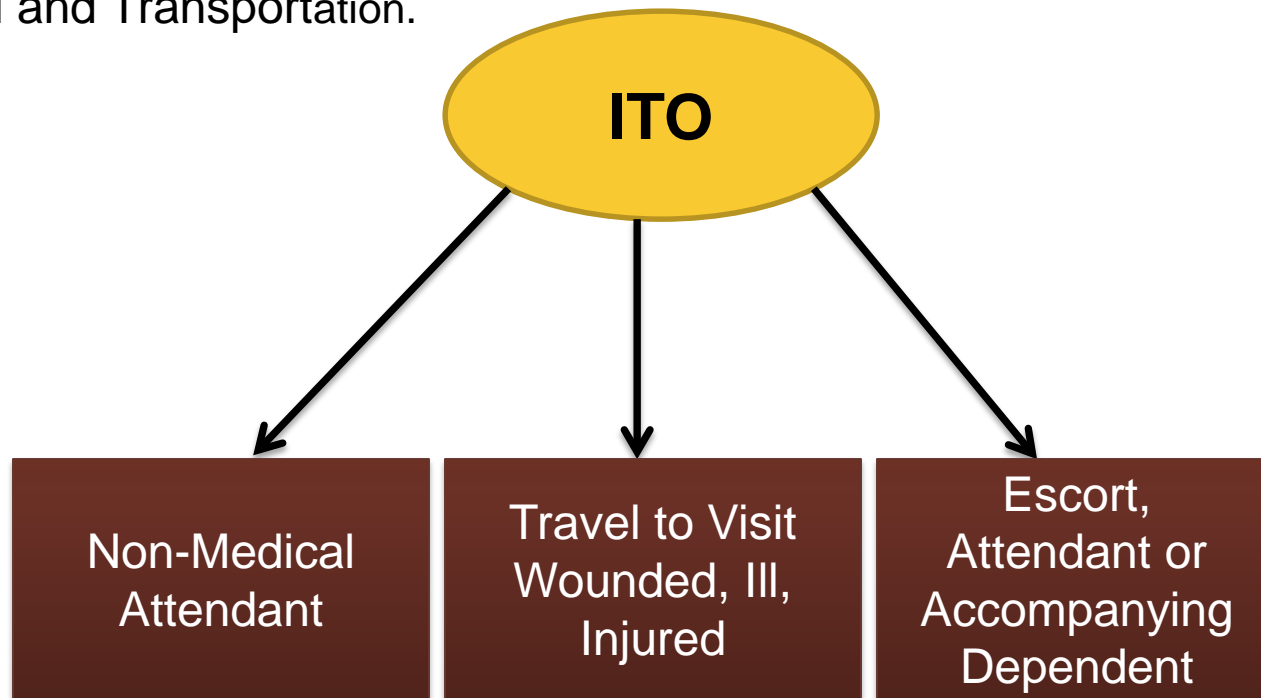
Invitational Travel Orders (ITO) Matrix

"The views, opinions and findings contained in this report are those of the author(s) and should not be construed as an official Department of the Army position, policy or decision, unless so designated by other official documentation."



Definitions:

Invitational Travel Orders (ITOs): Invitational travel orders (ITOs) outline the benefits and entitlements that a person receives while performing a specific duty. The entitlements and benefits are based upon the Joint Federal Travel Regulation (JFTR), Chapter 7 Special Circumstances Travel and Transportation.



Non-Medical Attendant (NMA):

A person selected by an eligible Soldier, and approved by the Soldier's attending physician **and the Military Treatment Facility (MTF)** Commander. The NMA will contribute to the healing and recovery of the Soldier. This individual is placed on military orders which provide certain benefits to the individual.

To be eligible for NMA a Soldier must be found to be “**seriously ill, injured, or wounded**” (SI); or “**very seriously ill, injured or wounded**” (VSI) by their attending physician (as designated on form DA 2984); and due to the illness, injury, or wounds, needs continuing outpatient treatment. Length of Time for NMA orders is up to **180** days for VSI members and up to **90** days for SI members.

Note: Cadets/midshipmen are not eligible for non-medical attendant allowances.



Travel of an Escort, an Attendant or an Accompanying Dependent:

General Authority:

Escort/attendant travel is authorized only when the Authorizing/Order Issuing Official (AO) determined that dependent travel is necessary and that the dependent is incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstance.

Escort:

1. Any Person who, IAW a travel order (or Invitational Travel Authorization (ITA) for a person not a service member or a government employee), accompanies a dependent between authorized locations, when competent authority has authorized the dependent's travel, and the dependent is incapable of traveling alone.
2. The Members Commanding officer or the AO may appoint an escort

Attendant:

1. Any person who accompanies a dependent authorized to travel to or from a medical treatment facility for required medical attention that is not locally available
2. An "attendant" takes care of and wait upon the dependent patient in response to the patients needs.
3. An attendant duties may include traveling with the patient and attending to the patients needs at the destination medical facility

Travel to Visit a Wounded/III Member:

Ordinarily, not more than three designated individuals to visit one of the following:

1. Active Duty Members (included a RC Soldiers on Active duty orders)
 - a. VSI/SI Soldiers
 - b. Hospitalized as Result of Combat Wounded or Injury
2. RC Member Entitled to Disability Pay and Allowances
3. Member Retired due to Wounded, Illness or Injury

Trips Authorized:

Each designated individual may be provided one round trip between the home and the medical facility location in any 60 day period. However, not more than a total of 3 roundtrips may be provided in any 60- day period. The number of round trips in any 60 day period is reduced by the number of Non-Medical Attendant authorized during this time.

Note: Cadets/midshipmen are not eligible for non-medical attendant allowances.

Invitational Travel Order (ITO)

Entitlements/Benefits /Admin Issues	Non-Medical Attendant	Travel of an Escort/Attendant	Travel to visit a Wounded/III Member	Remarks
Transportation	Y	Y	Y	One or a combination of these transportation in kind can be use (Commercial Travel or POV) to and from the Home of Record and the Hospital
Per Diem	Y	N	Y	Per Diem allowances covers lodging, meals and incidentals
TDY Travel	Y	Y	Y	One round trip from the Home of record to the hospital the Soldier is receiving care
Health Care	Y	N	N	If Non-DEERS eligible, the NMA is entitled to evaluation and care on a space available basis
# of Individuals on Orders	1 (but up to 3 with ETP)	1	3	
COMPO 1/2/3	Y	Y	Y	All Active Duty, Reserve and National Guard members can qualify for ITOs
VSI or SI	Y	NA	*Y/N	Injuries from theater (authorized) Only illness categorized as VSI/SI
Length of Orders	VSI-180 Days SI 90 Days	NA	Up to 60 Days at a time	
Orders Production Authority	WTU	WTU	HRC (Casualty and Mortuary Affairs Branch)	



Commander's Responsibilities

Ensure cadre and Soldiers are educated on ITOs

Supervising all staff to ensure ITOs are processed within a timely manner

Set expectations and processing timeline

Appoint competent and responsible escort for the Soldier

References:

Joint Federal Travel Regulations (JFTR) Chapter 7, Special Circumstances Travel and Transportation:

Non-Medical Attendant: Chap 7 para U7220

Travel of an Escort or an Attendant: Chap 7 para U7110

Travel to Visit a Wounded/III Member: Chap 7 Para U7270

AR 600-8-1 Army Casualty Program, Chapter 7, Transportation and Travel Orders for Family Members of Very Seriously Wounded, Injured, or III and Seriously Wounded Injured, or III Soldiers