



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-4
500 ARMY PENTAGON
WASHINGTON, DC 20310-0500

02 OCT 2015

DALO-SI

MEMORANDUM FOR ALL TRANSPORTATION OFFICES

SUBJECT: Army Policy for use of the Patriot Express (PE) for Overseas Permanent Change of Station (PCS) and Temporary Duty (TDY) Travel

1. Reference, Defense Transportation Regulation (DTR) 4500.9-R, Part I, Passenger Movement.
2. DTR 4500.9-R states that, unless there is a documented negative critical mission impact to justify nonuse, travelers must use PE for travel outside the Continental United States. DoD passengers on PCS and TDY orders will be routed on PE in accordance with the DTR routing guide located at Appendix O, DTR 4500.9-R. Once PE service is confirmed, the Transportation Office (TO) will arrange commercial scheduled air service to connect with the Air Mobility Command (AMC) flight.
3. AMC seat reservations on PE passenger charters are normally available 90 days prior to departure. TOs will make reservations directly in the Global Air Transportation Execution System (GATES). If seats are available on a PE mission, the AMC reservation will be confirmed immediately and GATES will display flight information and email flight information to the TOs. TOs will be notified of any changes to the original flight information by e-mail and are responsible for notifying the passenger.
4. If seats are not immediately available on the requested AMC channel, the TO will place the request into a hold status (either directly into GATES or by contacting AMC Passenger Operations) for up to 72 hours. AMC will respond with a confirmation or an AMC non-availability response; if AMC does not provide a response within 72 hours, TOs are authorized to book commercial air. If AMC is not used, the passenger record in the commercial airline reservation system will be annotated with the appropriate non-use code. (See DTR 4500.9-R, Appendix G for list of codes).
5. TOs must ensure that language is included in all travelers' port call package that addresses AMC no shows and informs the travelers of their responsibility to notify the TO or the AMC departure passenger terminal if they are unable to make their scheduled PE flight. (See DTR 4500.9-R, Figure-103-3, for sample language).

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6. When PE reservations are no longer needed or do not support mission requirements and commercial flights are used, the TO will ensure GATES reservations are cancelled to avoid double bookings and no shows at the AMC terminal.

7. Point of contact for this action is Ms. Carmen Montanez at (703) 614-1037, or e-mail: carmen.c.montanez.civ@mail.mil



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