



**DEPARTMENT OF THE NAVY**  
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WASHINGTON DC 20350-3000

MCO 4600.7A  
I&L (LPD)  
12 OCT 2021

MARINE CORPS ORDER 4600.7A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS PASSENGER TRANSPORTATION PROGRAM

Ref: (a) The Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees  
(b) DoD 4515.13-R "Air Transportation Eligibility," November 1994  
(c) DoD 4500.9-R, "Defense Transportation Regulation," Part I (Passenger Movement), May 2016  
(d) MCO 4650.39A  
(e) MCO 4600.40B  
(f) DoD Directive 4500.54E, DoD Foreign Clearance Program, December 28, 2009, Incorporating Ch-1, May 24, 2017  
(g) DoD Bus Agreement, Number 5, February 19, 2020  
(h) 5 U.S.C. 552a  
(i) SECNAVINST 5211.5F  
(j) SECNAV M-5210.1 CH-1  
(k) Marine Corps Total Force System Automated Pay Systems Manual May 05, 2012 266/12  
(l) Marine Corps Travel Instruction Manual, December 10, 2012 698/12  
(m) MCO 5210.11f

Encl: (1) Marine Corps Passenger Transportation Program

1. Situation. This Order contains significant changes to existing policies and procedures regarding the execution of the Marine Corps Passenger Transportation Program. This Order is in accordance with references (a) through (m).

2. Cancellation. MCO 4600.7 and MCO 4650.30K

3. Mission. Publish revised policies and procedures for the transportation of Marine Corps sponsored personnel.

4. Execution

a. Commander's Intent and Concert of Operations

(1) Commander's Intent. This Order will be used to establish, manage and evaluate the Marine Corps Passenger Transportation Program for Marine Corps sponsored personnel.

(2) Concept of Operations. Marine Corps sponsored personnel will be counseled regarding their maximum authorized travel entitlements provided in this Order.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

b. Subordinate Element Tasks

(1) Deputy Commandant for Installations and Logistics

(a) Develop and issue policy guidance for the establishment, management and evaluation of the passenger transportation program per references (a) through (m).

(b) Coordinate with the Office of the Deputy Assistant Secretary of Defense for Logistics, U.S. Transportation Command (USTRANSCOM), the Defense Travel Management Office (DTMO), Air Mobility Command (AMC) and the military services regarding policy changes and clarification for the continued development of the passenger transportation program.

(c) Coordinate with Deputy Commandant for Manpower and Reserve Affairs (DC, M&RA) and Deputy Commandant for Programs and Resources (DC, P&R) regarding policy changes to this Order.

(2) Installation Commanders and Activities with a Distribution Management Office (DMO) Assigned

(a) Ensure DMO is staffed, equipped, managed and evaluated to effectively execute the Marine Corps Passenger Transportation Program.

(b) Ensure that all personnel executing Marine Corps funded travel adhere to the guidance contained herein.

c. Coordinating Instructions. The guidance within this Order will be disseminated to all personnel whose duties involve the counseling, management and/or evaluation of the Marine Corps Passenger Transportation Program.

5. Administration and Logistics

a. This Order will be made available to all passenger transportation activities via the Marine Corps Publications Electronic Library at: <http://www.marines.mil/News/Publications/ELECTRONICLIBRARY.aspx>.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a) and implemented per SECNAVINST 5211.5F.

c. Records Management. Records created as a result of this directive shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 CH-1 to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information->

Management/Approved%20Record%20Schedules/Forms/AllItems.aspx. Refer to MCO 5210.11F for Marine Corps records management policy and procedures.

d. Recommendations. Recommendations concerning the contents of this Order are welcomed and may be forwarded to Installations and Logistics (I&L) Logistics Distribution Policy Branch (LPD) at USMCPASSENGERTRAVEL@usmc.mil

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective the date signed.

A handwritten signature in black ink, appearing to read "E. D. Banta", is written over a horizontal line.

E. D. BANTA  
Deputy Commandant  
Installations and Logistics

Distribution: PCN 10205860000

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## CHAPTER 1

### Other than Economy/Coach Class Travel

1. General. To provide policy, guidance and reporting instructions regarding Premium Class Travel (PCT) for all Marine Corps personnel, employees and their families executing Marine Corps funded travel.
2. Background. It is Department of Defense (DoD) policy that all official travel by Premium Class (i.e., first class and business class) transportation be approved by designated senior officials. It is also government policy that coach (i.e., economy) class accommodations shall be used for all modes of official government travel to include Permanent Change of Station (PCS), Temporary Additional Duty (TAD) travel, COT leave, Emergency Leave, Rest and Recuperation (R&R) leave, Funded Environmental and Morale Leave (FEML), Renewal Agreement Travel (RAT), Personnel Evacuations and flights, to include those in excess of 14 hours. PCT accommodations are the exception and will only be authorized for those situations set forth in reference (a) only when fully justified and properly documented, and only when authorized by the appropriate PCT approval authority.
3. Definitions
  - a. First-class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed "first-class" by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach offered by passenger rail carriers.
  - b. Business-Class. Other than least expensive unrestricted economy/coach accommodations offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than economy-/coach and lower than first-class for cost and amenities (e.g., business class). This accommodation class is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, or ship. It is also a service class offered on Amtrak Acela/Metro-liner extra fare train service.
  - c. Economy/Coach-Class. The basic least expensive unrestricted accommodations class offered by commercial airlines, passenger rail carriers, passenger ships that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline, passenger rail carrier, or passenger ship offers only one accommodations class and that class is sold as economy/coach (i.e., some airlines, passenger rail carrier, or passenger ships only offer true business-class/true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.
  - d. Restricted Fare. Discounted fare available only during certain periods and under specific conditions. It is only used when in the Government's best interest.

#### 4. Policies

a. The CMC has been designated as the Marine Corps approval authority. CMC has subsequently delegated approval authority to the Assistant Commandant of the Marine Corps, the Director of Marine Corps Staff and the DC, M&RA.

b. All PCT accommodations must be made and authorized in advance of the actual travel, unless extenuating circumstances or emergency circumstances make advance authorizations impossible. Failure to adhere to the advance notification or proper documentation procedures may result in the traveler being personally responsible for the cost of the travel in excess of the coach class fare. Official requests for authorization /approval of PCT must be submitted along with command endorsement (signed by a general officer or equivalent) to DC M&RA, Code MPO, i.e., CMC (MPO). CMC (MPO) will staff the request to the PCT approval authority. Completed, signed and dated requests can be scanned and submitted to CMC (MPO) via e-mail if necessary for time sensitive requests.

c. Blanket justifications and authorizations for the use of PCT are prohibited.

d. These policies apply to all Marine Corps personnel, civilian employees and their families, regardless of grade, billet, or circumstances when traveling under U.S. Marine Corps sponsorship and funding.

e. TAD travel on flights in excess of 14 hours, in and of itself, is not justification for approval of PCT. PCT is the exception, not the rule, for flights over 14 hours. Such flights may be authorized PCT only if fully justified and properly documented. The TAD purpose must be so unexpected and urgent it cannot be delayed or postponed, and a rest period cannot be scheduled en route or at the TAD site before beginning work. The 14-hour flight time criterion is restricted to TAD travel only and may not be used to justify PCT accommodations for PCS, COT leave, Emergency Leave, R&R, FEML, Personnel Evacuation, or any other type of travel.

f. When an airline, railway or other commercial conveyance has only two classes of service, the higher class of service, regardless of the term used, is considered first class (may be business class IAW reference (a), paragraph 3520(A)-6), and therefore must be approved by the appropriate authority.

Note: When a business/first-class airfare costs less than the least expensive unrestricted economy/coach class airfare, no authorization/approval is required.

g. When multiple personnel travel together, PCT for each traveler must be justified and authorized separately. The authorization of one member to travel via premium class accommodations does not automatically authorize PCT for any other member accompanying them. Instead, the travelers may be authorized different accommodations on the same flight or may be required to travel via different flights.

h. For round-trip travel, PCT for each portion of the travel (i.e., travel to and travel from the destination), must be justified and authorized separately. In other words, authorization of PCT to a destination does not automatically authorize PCT on the return trip. Therefore, such requests will include copies of the proposed flight itineraries to and from the destination and copies of the traveler's work schedule at the destination and

upon their return. Further, such requests shall include separate costs of the fares for coach class and for the premium class accommodations, both to and from the destination.

i. The reason/justification for PCT with the travel purpose of "Special Mission Travel", aka, "Required by the Mission for Selected Personnel" (reference (a), 3520-C (Item 5), and Appendix "H"), only applies to travel in connection with Federal advisory committees, Special high level invited guests, and U.S. Armed Forces attachés accompanying foreign government ministers traveling to the U.S. to consult with U.S. Federal government officials. Therefore the term "mission" for this PCT purpose is separate and distinct from the use of "mission" as an entity for any other purpose. Further, for DoD personnel, the only approval authority for PCT with the purpose of "Special Mission Travel" is the Executive Secretary, Office of the Secretary of Defense.

j. PCT may be authorized/approved by the premium class authorizing official due to medical reasons only if competent medical authority certifies sufficient justification of disability or other special medical need exists and that medical condition necessitates (for a specific time period) the travel upgrade. It is DoD and Marine Corps policy that PCT, due to a disability or other special medical need, be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach class seats, etc.). The condition must be certified by competent medical authority (e.g., a licensed medical practitioner) and authorized by the premium-class Approving Official (AO) in advance of travel. Requests for PCT due to special medical needs MUST include a doctor's statement to support this. The statement must describe the traveler's special medical need/condition and the relationship to the requested accommodation (e.g., business-class accommodations). The statement must explain why other options (e.g., bulkhead seating, aisle seating, two, adjacent coach-class seats) would not meet the traveler's special medical need/condition. The statement must be consistent with what is entered into the decision support tool as explained further in the following paragraph.

## 5. Guidance for Requests

a. The premium class travel checklists are located at <https://www.defensetravel.dod.mil/Docs/AP-PCT-01.pdf>. Requestor MUST clearly denote the actual flight(s), legs and costs for PCT, whether the flights and costs are one-way or round-trip, etc. Only those portions of the travel that are PCT are included in the request. Requests must include a completed Decision Support Tool/Checklist. The decision tool is completed by the requestor by circling the appropriate answers, i.e., yes or no.

b. All requests for PCT, along with the required documentation, must be submitted to CMC (MPO) at least two weeks in advance of the proposed travel to allow sufficient time to staff and reply to the request, and for the traveler to make final travel arrangements.

c. Documentation for requests will include the basic request with all required data elements, a completed decision support tool/checklist, a copy of the traveler's proposed flight itinerary, a copy of the traveler's work schedule (if applicable), and any documentation or information to support the request.

d. Requests will be for only those portions of the travel in which PCT is being requested. Requests shall include the cost of the fare for coach class and for the PCT.

6. Guidance for Reports

a. Reference (a) provides comprehensive data collection, retention, and reporting requirements.

b. The DTMO created a web-based application to report all approved premium class travel that allows automatic consolidation at each successive command level and replaces the requirement for manual consolidation. The application is accessed via the DTMO website. CMC (MPO) will ensure all approved premium class travel are entered into this application within five (5) business days of approval.

## Chapter 2

### Group Travel

1. General. To provide policy and guidance regarding group movements when Marine Corps funded travel is executed.

2. Group Movement Definition. A movement of two (2) or more official members traveling as a group, under the same order (either PCS or TAD) for which transportation is government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order. Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.

3. Individual Reservations. Booking individual reservations in order to bypass group booking procedures for a group movement of 10 or more members is in violation of airline tariffs and is not permitted under any circumstances.

#### 4. When Transportation Mode is Air

a. See reference (c), Part 1, Chapter 103 for DoD procedures when the mode of transportation is air.

b. Marine Corps DMOs have the authority to route any size group that does not require a full plane load charter.

c. A movement of less than ten members traveling as a group falls under the U.S. General Services Administration (GSA) Airline City Pair Program contract. It is a mandatory requirement to use the GSA Airline City Pair Program to arrange travel for these movements.

d. A group movement of ten or more members falls under the Military Air Transportation Agreement (MATA) and is a non-mandatory user of the GSA Airline City Pair Program. For group movements of ten or more members, but less than a full plane load, transportation will be arranged through either the Travel Management Company (TMC) or by utilizing USTRANSCOM GOPAX. When the TMC is utilized, the TMC must contact the respective airline group booking office. The Marine Corps shall consider both options prior to selecting the overall best value to the government. For short-fused requests (i.e., less than 72 hours), both options shall be considered only when feasible. Only those working at the Installation Transportation Office (ITO) will have GOPAX accounts, and assigned an ITO role, unless the DMO has given his/her MEF counterpart designation as Transportation Agent to assist the Transportation Officer in his/her duties. Currently, an interface does not exist between the Defense Travel System (DTS) and GOPAX.

e. In accordance with reference (c), Part 1, Chapter 103, A(4), TOs have the authority, with the concurrence of their respective DoD component, to route any size group, except for those groups requiring the purchase of a full plane charter. An international full planeload charter must first go to the TO's Service Special Assignment Airlift Mission validator. A group-move requiring full plane charter will be arranged through the USTRANSCOM Deployment Distribution Operations Center (DDOC).

f. Commercial Air reservations shall not be made as a backup to government air as specified in reference (c), chapter 102, paragraph (b).

Under the GSA Airline City Pair Program agreement and the MATA, airlines may impose group travel cancellation penalties for late passenger cancellations and no-shows. Conditions and penalty fees that may be imposed can be found in the MATA. Accordingly, Marine Corps Units/Commands will be held financially responsible in those instances where the Dual Commitment policy is violated and industry loses potential revenue as a result of late cancellations or no-shows.

g. Group travel flight arrangements will be charged to the DMO managed Centrally Billed Account (CBA) to preclude individuals from obtaining reimbursement on their Individually Billed Accounts (IBA).

5. When Transportation Mode is Surface

a. See reference (c), Part 1, Chapter 104 for DoD procedures when the mode of transportation is bus.

b. Air is the preferred mode of travel in most cases unless the order issuing authority specifies otherwise in writing on the orders.

c. The Military Bus Program ensures that commercial bus, van and limousine companies offering charter service provide safe vehicles that consistently meet DoD standards of service. Over 500 carriers participate in the program, offering ground transportation to individual and group DoD passengers, including military movement solicitations and recruit travel.

d. The DTMO manages the DoD Bus Program through an agreement, reference (g), with carriers that establish the specific terms, conditions and standards that must be met when providing transportation for DoD passengers.

e. The DMO will submit a Request for Service to the carrier or the carrier's representative for each group of passengers through GOPAX. DTMO will assist with scheduled service that cannot be arranged through GOPAX and with program related issues. If GOPAX is out of service, the DMO must solicit a minimum of three carriers (if available) and the carrier offering the best value service must be selected. Once GOPAX is operational, the DMO will insert the movement in GOPAX.

f. A Rate and Service Proposal is the carrier's response to the DMO's Request for Service and must be submitted through GOPAX. Rate and Service Proposals must be accurate, complete, and received by the DMO prior to the date/time deadline established by the Request for Service.

g. The DMO will select and award the carrier or carriers whose offers provides the best value.

h. Marine Corps DMOs have the authority to arrange chartered bus service for any number of passengers.

i. DMOs shall ensure the following applies:

(1) Award contracts to the carrier offering the best value service.

(2) Ensure only DoD-approved carriers are used when arranging transportation for DoD personnel.

(3) Inspect buses prior to passenger transport.

(4) Ensure that the Group Leader will complete the DTMO Bus Movement Standards of Service and Inspection Checklist (DTMO-BUS-01) for each charter prior to service initiating (Reference i).

(5) Forward completed DTMO-BUS-01 forms by the 3<sup>rd</sup> of each month to HQMC (LPD-2) at: USMCPASSENGERTRAVEL@usmc.mil.

(6) Report any unsatisfactory performance or payment problems in writing to the HQMC (LPD) e-mail. Payment procedures are outlined in reference (c), Chapter 104. The preferred method is the use of a CBA, and payment is required to be remitted to the awarded bus company within 7 days of the receipt of their invoice/bill.

j. See reference (c), Part 1, Chapter 105 for DoD procedures when the mode of transportation is rail.

k. When rail is the selected mode of travel, all routings will be done by the DMO. Rail service will be provided only when it meets mission requirements and is the most cost effective mode taking into consideration best value such as travel time, per diem, and miscellaneous expenses. DMOs have the option of requesting assistance from USTRANSCOM DDOC or overseas agency.

l. See reference (c), Part 1, Chapter 106 for procedures when the mode of transportation is rental car.

m. When a rental car is authorized on the orders, ridesharing should be considered to the maximum extent possible.

### Chapter 3

#### Uniformed Service Meal Tickets/Checks

1. General. The purpose of this chapter is to provide Marine Corps policy concerning the issuance, use and disposal of meal tickets/checks. Meal tickets/checks are not used frequently but when needed, these policies apply to ensure proper accountability is achieved and maintained.

#### 2. Meal Tickets

a. Follow the guidelines in reference (c), Part 1, Appendix M, when issuing meal tickets (DD Form 652).

b. Original Marine Corps travel orders will be endorsed to show serial numbers of meal tickets issued, types, and number of meals (for example, one lunch and one dinner) and the total maximum value of meal tickets.

c. Meal Tickets are accountable forms. Therefore, DMOs and travelers alike must safeguard them at all times. Marines who have been issued meal tickets are responsible for using and handling them properly. Each person having custody of meal tickets will be held accountable and will be charged with any costs paid by the Government by reason of improper use resulting from fault or negligence. Meal tickets shall be kept under lock and key. Adequate safeguards shall be maintained in order to localize responsibility.

d. Meal tickets are used by all authorized users under reference (a) provisions with the exception of recruits assigned to the Military Entrance Processing Stations (MEPS) under the command of the United States (US) Military Entrance Processing Command.

e. Issue meal tickets in quantities only to cover periods of official travel. Do not issue meal tickets to cover a period of authorized leave when travel orders provide for a delay en route.

f. Marines must return all unused tickets/checks to the Issuer. The Issuer must submit a detailed report of lost or stolen meal tickets to the Commanding General, TVCB, 814 Radford Boulevard, Suite 20262, Albany GA 31704-0262, including the serial numbers of the missing meal tickets and the circumstances under which the loss occurred.

g. Under no circumstances shall meal tickets which have previously been reported lost or stolen and subsequently recovered be issued for procurement of meals. Recovered meal tickets shall be marked "canceled" and forwarded promptly to the Transportation Voucher Certification Branch (TVCB) with the appropriate explanation.

h. In those instances when the meal ticket is cancelled in preparation, the original meal ticket may be destroyed. The memorandum copy shall be endorsed "canceled in preparation" prior to filing; other copies may be destroyed.

i. Meal ticket issuing office shall write "cancelled" or "void" across the face of the original meal tickets that are unused, damaged, or cancelled for any reason.

j. The Commanding General, TVCB in Albany, GA, is responsible for the procuring and stocking of an adequate supply of these forms for Marine Corps use and for maintaining appropriate accountability and disposition records pertaining to the Marine Corps meal ticket stock.

3. Meal Checks

a. Follow the guidelines in reference (c), Part 1, Appendix M, when issuing meal checks.

b. Meal checks will be issued only by a MEPS TA or alternate to DoD and U.S. Department of Homeland Security (DHS) Coast Guard recruits traveling under provisions of reference (a). This includes Marine Corps and Marine Corps Reserve recruits.

c. Meal checks are used by DoD and DHS (e.g., Coast Guard) recruits while in transit from the MEPS to the Service training centers.

## CHAPTER 4

### Defense Travel System

1. General. The purpose of this chapter is to provide additional guidance to the DMO community concerning the DTS.

2. Background. Reference (d) provides policy, guidance, and procedures for the operation of the DTS.

#### 3. Official TAD Travel

a. DMO personnel shall be inserted into all official transoceanic DTS authorization routing lists when the organization is serviced by a Marine Corps DMO; this does not include routing lists for vouchers or travel within the Continental United States (CONUS).

b. DMO personnel will advise the AO in those instances where the DTS authorization clearly violates reference (a), DoD and/or Marine Corps travel policies and procedures.

c. Official review for routine travel of DTS authorizations will be conducted within 3-5 business days of receipt. For emergency leave reviewed within one (1) calendar day of receipt in the DMO queue due to the time sensitive nature of travel. DMO personnel will document any recommendations they make to the AO and also the final decision made. DMO personnel will inform appropriate commands of AO's that habitually ignore recommendations without sufficient justification or where there are indications of waste, fraud, or abuse. The DMO will collect and maintain data received to assist Commands in holding AOs financially liable for bad decisions/actions when warranted and as associated with their liability.

d. DMO personnel will not return any authorization to the traveler within the DTS but instead make any necessary comments (e.g., wrong method of payment selected) to the AO. See reference (e) for applicable policies, procedures and personnel exemptions concerning the Government Travel Charge Card (GTCC) Program.

e. See reference (c), Part 1, Chapter 103 for the order of precedence for passenger airlift. If Air Mobility Command Patriot Express (AMC-PE) is available and meets mission requirements for Outside Continental United States (OCONUS) TAD travel, it must be used. Currently, there is not an interface between the United States Air Force Global Air Transportation Execution System (GATES) and the DTS. Therefore, DMO personnel are required to make the proper reservation in GATES and must also ensure a proper Customer Identification Code (CIC) is used. The complete 15 character SDN created from the Standard Accounting Budgeting and Reporting System (SABRS) will be used in the Customer CIC position when making reservations in GATES for both PCS and TAD travel.

f. See reference (c) for guidance concerning unused commercial airline tickets. DMOs must instruct all military and civilian personnel to return both fully unused and partially unused airline tickets, to include unused electronic ticket itineraries, to their TMC for a refund.

g. See reference (a), paragraph 033401, regarding personal emergencies for members on TAD or Away from Homeport to determine entitlements.

h. See reference (a), paragraph 033402, which covers emergency travel and transportation of an employee due to illness, injury or a personal emergency situation while TAD, to determine allowances.

i. Chapter 5 of this MCO contains the Marine Corps Standard Operating Procedures for DMO managed CBAs and reconciliation thereof.

j. All Marine Corps installations that have more than one airport in their vicinity should draft written policy identifying the authorized servicing airport for their travelers to use.

k. See governing DoD travel regulations concerning any type of travel not covered herein.

l. DMOs will coordinate with their DTS Lead Defense Travel Administrator (LDTA) to conduct an annual review of the Routing List Report for accuracy. The LDTA will provide the DMOs the list to review. DMOs must respond with changes no later than five business days, if there are no changes a response is required back to the LDTA. LDTAs will update the routing list if there are changes within one business day.

#### 4. Leave in Conjunction With Official (LICWO) Travel

a. When air is the approved mode of transportation, the TMC shall issue the official ticket from/to authorized locations prior to entertaining any LICWO travel request. Once the official ticket has been issued, the traveler has the option of using the TMC for their leisure travel needs. LICWO travel will be processed in the following manner for both TAD and PCS travel alike:

b. When the government's contracted TMC is used for leisure travel: The TMC, upon the traveler's request, shall exchange the traveler's official ticket, paid for by either an IBA or CBA, for a leisure ticket incorporating the official value therein. The traveler shall pay any additional money due at the time of the ticket exchange. If the form of payment used for the official ticket was a CBA, the traveler shall be required to sign a document acknowledging their responsibility to turn back into the government any official value which was applied to their leisure ticket if the official trip is cancelled for any reason. The DMO shall use the signed document as a tracking tool and shall notify their local disbursing/finance office after 30 days should a pay adjustment authorization (i.e., DD Form 139) become necessary. Electronic sweeps by the TMC will capture unused leisure tickets where official value is incorporated therein, and if a traveler does not turn the official value back into the government after 30 days a pay adjustment authorization may be initiated.

(1) In cases where the cost of the official ticket is less than the LICWO ticket, the TMC will issue the official ticket. The traveler may apply/exchange the official ticket with the same carrier or a carrier that has an agreement with the issuing carrier for a LICWO ticket. The official ticket amount may be applied to the LICWO ticket. The traveler will be required to pay any additional cost with cash, check or personal credit card.

(2) In cases where the cost of the official ticket is more than the LICWO ticket, the TMC will issue the official ticket. The traveler may apply/exchange the official ticket with the same carrier or a carrier that has an agreement with the issuing carrier for the LICWO ticket. The official

ticket amount may be applied to the LICWO ticket. If the traveler used an IBA to purchase the official ticket, the traveler will receive a credit on their GTCC from the issuing carrier for the difference in fares. The traveler should request a new receipt for the lower cost and must adjust the fare cost when making the claim for reimbursement within the travel system used. If the traveler is using a CBA, the CBA will receive a credit for the exchanged fare from the issuing carrier for the difference in fares.

c. When the government's contracted TMC is not used for leisure travel: If the official ticket issued by the TMC was purchased with a CBA, and the ticket exchange is made directly with the airline (if that is possible), the traveler is still liable for any official value which was applied to their leisure ticket should the official trip be cancelled for any reason. Electronic sweeps by the TMC will capture unused leisure tickets where official value is incorporated therein, and if a member does not turn the official value back into the government after 30 days, a pay adjustment authorization may be initiated.

d. For service members who currently rate but have not yet executed COT/IPCOT Incentive Leave travel as defined in reference (a), taking CONUS leave in conjunction with official travel from the OCONUS location will render the leave incentive completed. The leave incentive is not considered executed for family members, unless they travel within CONUS as well.

e. Travel expenses associated with LICWO travel will not be placed on a GTCC, IBA or CBA, and travelers must use their personal credit card at their own risk. If the official travel is cancelled, i.e., there is no reimbursement for the official cost of the government/official ticket charged against the IBA/CBA or rescheduled for a later date, there is no entitlement/reimbursement for the LICWO ticket to be changed or rescheduled.

#### 5. Quality Assurance Evaluator (QAE) Reporting Program

a. To assist the Contracting Officer Representative in verifying the TMC contractor performs the technical requirements of the contract in accordance with the contract terms, conditions and specifications, an appointment of a local QAE is required. Someone from each respective Marine Corps DMO will be appointed. Marine DMOs will appoint a QAE in writing and ensure the QAE is properly trained IAW DTMO standards prior to the appointment.

b. DMOs must closely coordinate with the local LDTA, Organizational Defense Travel Administrator and Comptrollers to ensure all issues, to include system related issues which create cumbersome workarounds for other communities, are captured on the quarterly QAE report. A copy of this report must be submitted to CMC (LPD-2) via email at: USMCPASSENGERTRAVEL@usmc.mil by the first day of the month of the following quarter. LPD-2 will serve as the QAE for the Marine Corps and is now the only entity submitting any type of Passenger travel related reports formerly submitted by the DMO's directly to DTMO.

## CHAPTER 5

### Centrally Billed Accounts

1. General. The purpose of this chapter is to provide additional guidance to the DMO community concerning the reconciliation of CBA and DMO APC CBA responsibilities. CBAs are issued to the local DMO for the funding of travelers that are not eligible or do not possess a GTCC. Travelers should have a CBA Request Letter attached within DTS with justification and signature from both the unit's APC and Commanding Officer on why the CBA is being requested vice a GTCC. This must be in accordance with reference (e), "Personnel Exemptions" list, on when a traveler may utilize the CBA account.

2. Background. CBA reconciliations are centralized at HQMC (LPD) for all DMO CBA accounts to increase accountability, reduce Prompt Payment Act violations and maximize available rebates from the CBA Credit Card Vendor (CCV). The DMO will retain all APC responsibilities. It is DoD and Marine Corps policy to charge all TAD travel to an IBA. The following types of travel are exempt from the requirement to use an IBA:

- a. IBA non-cardholders who are exempt as outlined in reference (e)
- b. Charter Buses
- c. Group Travel when transportation is provided by the Government

3. Roles and Responsibilities. The roles and responsibilities set forth in this instruction are as follows:

a. Distribution Management Office

(1) To provide the correct Line of Accounting/Standard Document Number (LOA/SDN) to the TMC. Refer to reference (d), Chapter 8, for an LOA translation key.

(2) To provide the bus CBA reconciliation data to LPD no later than five (5) business days following the cycle date of the CBA. Due to the entire manual process of bus CBAs, the DMO has the option to deliver the monthly CBA file to LPD either by:

- (a) Excel Bus CBA template distributed by LPD.
- (b) Bus text payment file.

(3) To provide orders and any other requested information to LPD, TVCB or DFAS. DMO personnel must upload all the requested orders into their respective "Voucher" folder found on the Marine Corps Financial Management Operations Support (MCFMOS) SharePoint site not to exceed two (2) business days following the request by LPD, TVCB or DFAS. The name of the file containing the orders must mirror the subject line of the email containing the payment file submission. For example, if the email subject line says "H-Hall DMO (DTS) 20140623-20140723", then that must also be the name of the file which contains all of the requested orders that the DMO uploads into their respective voucher folder found on the MCFMOS SharePoint site.

Note: Travel Authorizations that contain a zero fill for the SDN for the travel accounting appropriation is unacceptable. The unintentional

consequence of the aforementioned action may be Prompt Payment Act (PPA) interest penalties accrued by the Command for late CBA payment file submissions as well as CBA delinquencies, CBA account suspension and lost rebate earnings for the Marine Corps. DMOs are required to keep the CMC (LPD) abreast of personnel changes so that personnel can be added/deleted with MCFMOS SharePoint access.

(4) DMOs are responsible for keeping their Agency Organization Program Coordinator contacts listings up-to-date in the CCV system.

(5) Reference (e), Appendix C, paragraph 4 requires a DD Form 577 to be used to appoint CBA Approving/Certifying Officials and alternates.

(6) Reference (e), Appendix C, identifies the roles and responsibilities of a CBA APC.

(7) Reference (e) identifies the monthly CBA reporting requirements for CBA APCs. APCs are expected to run these reports after the completion of all accounts cycles and take corrective action as necessary to maintain proper program management:

(a) Declined Authorization Report

(b) Delinquency Report

(c) DoD Travel CBA Aging Analysis

b. Travel Management Company (TMC)

(1) The key role of the TMC in the reconciliation process is to capture the correct LOA/SDN from the travel orders when ticketing.

(2) Perform back-office reconciliation and provide all required reports to LPD.

(3) Provide an electronic matched, unmatched and bank file to LPD.

(4) Provide LPD with any necessary assistance to ensure timely reconciliation.

c. Headquarters Marine Corps (LPD)

(1) LPD will be primarily responsible for timely reconciliation of all DMO CBAs.

(2) Download CBA files from the TMC, create and review payment files, and forward all files for pre-validation.

(3) Coordinate with the DMO's to ensure all required orders are received that did not pass pre-validation.

(4) Correct payment files and submit to TVCB within specified timeframes.

(5) Ensure all supporting documentation is uploaded to the DFAS SP and/or submitted to both DFAS and TVCB.

d. Marine Corps Payroll Reconciliation Team (MCPRT)

(1) MCPRT Pre-validates all payment files and provides a report of potential unmatched disbursements (UMD).

(2) MCPRT Provides LPD with exception reporting as a result of pre-validation reviews to include the following reports:

(a) CBA payment file with updated LOA/SDN elements.

(b) Errors Report.

(c) Required Orders Report.

e. Transportation Voucher Certification Branch (TVCB)

(1) Validates and submits all final payment files to DFAS.

(2) Provides payment details to both LPD and DMO.

f. Defense Transportation Management Office. In February of 2006, the DTMO was established as the single focal point for commercial travel within the DoD. Therefore, they are responsible for the development and management of the DoD CBA reconciliation tool(s).

4. Line of Accounting/Standard Document Number (LOA/SDN). The most important element to ensure a successful reconciliation is the LOA/SDN. It is imperative that the correct LOA/SDN is captured by the TMC prior to ticketing. The DMO has the responsibility and must ensure a correct and legible LOA/SDN for each ticket generated is provided to the TMC. In order to prevent input errors all DMO personnel must be proficient in reading and translating LOA/SDN's. The DMO should also ensure the TMC understands the concept of reading an LOA/SDN, this will further assist in eliminating input errors. To assist the DMO with providing the correct LOA/SDN's to the TMC, the following delivery options are provided:

a. Traditional Orders/Basic Orders. These orders can usually be translated as written.

(1) Provide a copy of orders with the LOA/SDN highlighted. The DMO must ensure orders are legible.

(2) An in house form may be created as a measure to ensure the LOA/SDN is legible when submitting orders to the TMC. However, there is a risk of transposing incorrect information.

(3) All DMOs are encouraged to gain access to DTMS to access Basic Orders to assist in cases when the Basic Orders provided are not legible.

b. Defense Travel System (DTS) Orders. DTS orders are written in a script to satisfy an electronic transfer, so translation is necessary to ensure proper input.

(1) Provide a copy of orders with the LOA/SDN handwritten, normally at the bottom of the page. The DMO must ensure orders and handwriting are legible.

(2) An in house form may be created as a measure to ensure the LOA/SDN is legible when submitting orders to the TMC. However, there is a risk of transposing incorrect information.

(3) Validate the following when translating DTS orders for the TMC:

(a) The cost code is NOT mandatory. If it is not stated on the orders, it should be zeroed out. Do NOT create a cost code.

(b) If there is a single symbol (^) after the 2D in the DTS LOA it will be followed by the 12-digit cost code. Although cost codes often consist of generic characters such as "COSTCODE1234" it is to be translated as written and not zeroed out.

(c) If there is a double symbol (^^) after the 2D in the DTS LOA this means no cost code exists and it should be zeroed out. Do NOT create the cost code.

(d) The SDN for Marine Corps Orders can normally be found in block 12 marked, "CIC". For Navy Orders, construct SDN's by combining the letter after the (2D^) (usually R, V or N) with the (5) numbers that follow to create the Reporting Unit Code (RUC), then FY, TO, and last (5) digits of the TON (Block 22). (Example: R0938411TO12345). For all other services the CIC in Block 12 will be used.

(e) A large percentage of potential UMDs are due to simple typographical errors such as "O" for "0" and "I" for "1" or vice versa. Also, ensure the fiscal year for the LOA/SDN is the same. The TMC should carefully proofread the LOA/SDN before printing the ticket, especially when using quick keys.

5. CBA Reconciliation Process. To address the historical challenges with CBA reconciliations, the following elements are defined and process requirements established. This process requires continuous collaboration between TMCs, DMOs, TVCB and LPD.

a. TMC Files. To ensure the information contained in TMC files remains secure, LPD will download the files at the end of the billing period from the TMC secured website. After logging into the TMC secured website, LPD will download the billing files required for reconciliation. These files are the result of the TMC back office reconciliation with the Credit Card Vendor electronic invoice. A brief description of each file is as follows:

(1) Government Charge Card Recon Report. A detailed report of all debit and credit transactions for the billing period to include unmatched transactions provides a summary which includes total amount reconciled and amount of any discrepancies.

(2) Match File. Contains all transactions matched during reconciliation, this file is required for upload in the reconciliation tool.

(3) Bank File. The bank file is an electronic version of the monthly invoice and contains the exact information found in the Credit Card Vendor paper statement. This file is required for upload in the reconciliation tool.

(4) Unmatched File. Contains all transactions the TMC could not validate during their back-office reconciliation.

b. Credit Card Vendor Statement. The CCV statements (i.e., electronic and paper) are needed to upload files into the DTMO's CBA reconciliation module. The preferred method is for LPD to access the electronic copy to expedite the CBA reconciliation process. DMOs may access monthly statements on the Credit Card Vendor website for their own edification.

c. Reconciliation Tool. The CBA reconciliation tool will be used by LPD personnel on a monthly basis to ensure correct and prompt payments are received by CCV. DMO personnel, although not responsible for uploading and reconciling the files in the tool, have access to view their CBA invoices as a reference. Detailed instructions of all functions can be found in the CBA Traditional (non-DTS) Reconciliation Tool User Instructions Guide located within the help link in the tool.

(1) To ensure proper reconciliation using the tool, all functions should be performed in the following order:

- (a) Enter invoice set up information.
- (b) Upload the match and bank file.
- (c) Resolve all unmatched transactions, the file cannot be exported until accomplished.
- (d) Correct all LOA/SDNs from the match file.
- (e) Combine all transactions with the same LOA/SDN under one group. This will create one LOA/SDN during export and reduce DFAS processing fees.
- (f) Export payment file and save.

d. Time Line. There are many different billing cycle dates for CBA accounts, which are determined when a particular account is established. Regardless of this date, the timeline for reconciliation never changes. As a rule, payment must be received within 30 days from receipt of the TMC files and the Credit Card Vendor monthly statement, whichever is received last. HQMC (LPD) has established a baseline target of 20 days to maximize rebate earning for the USMC; however, payments should be made as soon as possible. Payments received more than 30 days from the receipt date will incur PPA interest and will come out of the Marine Corps budget. The delivery method for the TMC files and the Credit Card Vendor statement is by website. Both are normally available within three days of the billing closing date. This may vary between TMCs, but it should never exceed five (5) business days. Note that all Bus CBAs have a deliverable timeline by the DMOs of five (5) business days following the billing closing date as referenced in Section 3a(2). The timeline for all remaining CBA reconciliation is as follows:

(1) TMC (5 days). During this period, the TMC performs back office reconciliation and forwards needed files to LPD for certification.

(2) LPD (2 days). It is important that LPD start the certification process immediately upon receipt of files. This will help prevent unnecessary interest penalties should problems arise (e.g., web site, files,

etc.). This will also help to alleviate any unnecessary disruption to the timeline.

(3) MCPRT (1 day). MCPRT pre-validates all CBA payment files and provides reports back to LPD within one (1) business day for further processing and resolution of exceptions identified in required order reports; further coordination with DMOs may be needed for orders based on these reports.

(4) DMOs (2 days). After the first CBA pre-validation run occurs, LPD will send the Required Orders list to the DMO for action. DMO personnel are required to pull the requested orders and provide back to LPD (or post to their respective DFAS SharePoint folder) not to exceed two (2) business days.

(5) TVCB (10 days). TVCB validates the bill and arranges for payment through DFAS. The payment date is normally seven calendar days from when it was submitted to DFAS. Therefore, TVCB has only three (3) days to set up the payment to avoid penalties.

#### 6. Pre-Validation and Certification Process (MCPRT)

a. LPD will send the exported payment file, developed using the CBA reconciliation tool to TVCB in the following format:

Date received from the TMC: YYYY.MM.DD  
Date certified by the DMO: YYYY.MM.DD  
Amount certified for payment: \$000,000.00  
Close-out date of invoice: YYYY.MM.DD  
Reporting Unit Code (RUC):  
Certifying Official:  
Corporate Account #: XXXXXXXXXXXXXXXXXXXX  
Transaction Account #: XXXXXXXXXXXXXXXXXXXX  
Date to pay: YYYY.MM.DD  
Date CCV invoice received: YYYY.MM.DD

b. LPD will review the payment file to ensure the format is correct, all fields are completed, LOA/SDN's are consolidated, and to correct obvious discrepancies. The payment information will be documented and tracked by entering into the CBA log.

c. LPD will forward the payment file to MCPRT to pre-validate the LOA/SDNs. The turnaround time for this process is normally 1-2 days. The process identifies SDNs "not found" and corrects the LOA for SDNs found. A spreadsheet with the pre-validation results will be returned to LPD for corrective action.

d. LPD will require DMOs to provide a copy of orders for these records not found in order to correct discrepancies identified during the pre-validation. After corrections are completed, LPD will return the payment file to MCPRT for a second pre-validation run.

Note: Other service LOA/SDNs and de-obligated orders will not validate through SABRS, a copy of the orders are required to be submitted with the payment file in these cases.

e. After receipt of the second pre-validation run from MCPRT, the payment file and required orders are sent to TVCB for payment setup.

f. Upon completion, TVCB will inform DFAS of the payment amount which has been certified/validated along with the requested payment date.

g. DFAS executes payment based on information received from TVCB.

7. Voucher Process for Deceased Travelers. If CBA was used as a method of payment for DTS airline reservations, a voucher must be processed in DTS removing all reimbursable expenses and submitting a voucher for only the CBA ticket. See reference (l). If there are only reimbursable expenses these vouchers are not settled in DTS. See reference (k) for the settlement process.

## CHAPTER 6

### Circuitous Travel and TMC/U.S. Carrier Mandate

1. Purpose. Inform travelers, Commanders, Installation Personnel Administration Centers, and Distribution Management offices of the policies and regulations regarding the use of Foreign Flag carriers and Circuitous Travel.

2. Definition. Circuitous Travel is defined as travel by a route or mode other than the one that would normally be prescribed by a TO between the locations listed in travel orders. For the purposes of this chapter, Circuitous Travel is only for transoceanic travel.

3. General. Members/civilian employees and their accompanying Command Sponsored dependents may be authorized Circuitous Travel in connection with PCS travel to, from, and between overseas areas. Dependents may travel independent of their sponsor. Designated officials are required to approve/disapprove any request for Circuitous Travel. The Marine Corps approval authority for transoceanic Circuitous Travel is Headquarters United States Marine Corps, Manpower Management Integration Branch (MMIB-3). Self-procurement of official travel is not allowed. It is mandatory policy that all Uniformed Services and DoD civilian travelers use an available DTMO contracted TMC, or a GSA contracted Traffic Management Center (when a DTMO contracted TMC is not available) for all official transportation requirements. The official ticket will be purchased on the GTCC and then the ticket may be exchanged for a ticket incorporating the personal travel. The traveler assumes responsibility for all costs exceeding those of the normally prescribed route. See reference (a). The approval authority for Circuitous Travel must review applications on an individual basis. The applicant must understand and accept responsibility for complying with all applicable regulatory guidance.

4. Actions. It is imperative that all travelers and those involved in ticketing, authorization, and travel familiarize themselves with the provisions covering the proper handling of transoceanic travel. DMOs must route all official passenger travelers in accordance with reference(c).

a. Uniformed Service Members, DoD Civilian Employees, and dependents are required to use available U.S. Certificated carriers for all commercial air transportation in conjunction with official travel.

b. Travelers are required to use their designated TMC or the local DMO when making arrangements for official travel.

c. Arrangements for official PCS travel must be completed through the DMO/TMC at least 90 days prior to detaching. In those cases where Basic Orders are issued within the 90 day threshold, those members have ten working days from the date of issuance to arrange for official travel.

d. All travelers, regardless of origin/destination, requesting to conduct their official PCS transoceanic travel via Circuitous Travel must submit a request to CMC (MMIB) with sufficient time to process approval determination prior to the commencing of such travel. The TMC is prohibited from finalizing any arrangements for official travel that is not in accordance with reference (a) and varies from the normal direct routing from one Permanent Duty Station (PDS) to another without approval from CMC (MMIB).

e. Requests for authorization to execute transoceanic travel via Circuitous Travel routing will be submitted, by the admin section processing the traveler's orders via Automatic Message Handling System (AMHS) Message, AA form, or Standard Naval letter from the member or the Command. It must include an AMC statement of non-availability provided by the DMO, documentation supporting negative critical impact if applicable, and copy of PCS orders. For a complete listing of routes serviced by AMC, see the GATES.

f. If a traveler is approved by CMC (MMIB) for circuitous transoceanic travel, the following statement of understanding (SOU) will be included on the detaching endorsement: Transoceanic Circuitous Travel has been authorized by CMC (MMIB) to be reimbursed (when applicable) not to exceed the cost of directed travel in conjunction with my PCS orders. I understand that I must use an available TMC and/or the local DMO when making arrangements for official travel portions of Circuitous Travel. The DMO/TMC will ensure that an available U.S. Certificated carrier is used if available. Also, I understand that if I fail to use an available U.S. Certificated carrier I will not be reimbursed for the cost of the carrier ticket(s).

g. Disbursing/finance office will not reimburse any transportation expenses related to any leg of travel involving transoceanic Circuitous Travel without the MMIB approval message/letter and the required SOU on the detaching endorsement. Reimbursement is limited to the YCA fare for reimbursement and no reimbursement if LICWO was executed in accordance with policy herein.

h. Commands/Units are expected to take appropriate administrative/disciplinary action when a member, civilian employee, and/or an Approving Official willfully violates regulations concerning the mandatory TMC usage. Every effort to inform travelers of regulatory requirements will be made in order to reduce the potential financial hardships incurred when travelers erroneously perform transoceanic travel on a foreign flag carrier.

## 5. Mixed Mode

a. Use of Commercial Air when airline ticket exchange is not allowed and PCS mixed-mode travel is involved. TMC will issue the official tickets from the old PDS to the new PDS. Service member will be informed of the requirement to turn in any unused airline tickets to the TMC when they arrive at their new PDS.

(1) Reference (a), paragraph 5016, the Service member's total reimbursement for Privately Owned Conveyance and personally procured commercial travel may be no more than the Monetary Allowance in Lieu of Transportation (MALT) payable for the entire ordered travel distance for the allowable travel time, less the cost of any GOV'T procured transportation used for a portion of the journey.

(2) A Government Constructed Cost (GCC) letter will be issued by Passenger Travel Office for PCS mixed-mode travel and a copy of that GCC letter will be retained by the origin DMO/TMC (even though official tickets are being issued/provided).

(3) Service member is personally and financially responsible for paying for the cost of driving a Privately Owned Vehicle (POV) and for airfare to Aerial Port of Embarkation (APOE) if they chose to execute mixed-

mode travel and ticket exchange is not allowed. Further, Service member will not be reimbursed for the POS transaction fees when the official unused airline tickets are processed for refund upon reaching the new PDS, and form of payment is an IBA, since those are a direct result of a circuitous route.

b. When a car ferry is used, a traveler/dependent traveling by POV partly by road and partly by car ferry (circuitously/indirectly or otherwise), is authorized the allowances found in reference (a), paragraph 020211.

## Chapter 7

### Port Call Procedures

1. Purpose. To establish procedures for obtaining transportation arrangements or authority to procure commercial transportation through local carrier agents for Marine Corps-sponsored passenger travel proceeding between CONUS and overseas areas (including Hawaii and Alaska) and within and between overseas areas.

2. Change Notation. This chapter replaces MCO 4650.30K and contains a significant number of changes to port call procedures and should be completely reviewed.

3. Applicability. These procedures apply to the movement of individuals and groups of Marine Corps military personnel, civilian employees, and dependents traveling incident to official orders or travel authorizations, including, but not limited to, PCS, COT, RAT, IPCOT, TAD, separation and retirement, invitational travel (other than space-available), and travel of dependents to homes of selection upon death of members. These procedures do not apply to the following:

a. Unit-type movements under special prearranged transportation (i.e., Special Assignment Airlift Mission).

b. Personnel directed to travel via U.S. Government assets (e.g., fleet/amphibious ships) or organic airlift.

#### 4. Definitions

a. Port Call. A directive containing instructions on transoceanic travel arrangements. The port call shall include the following:

(1) Flight or sailing assignment, including departure terminal, scheduled departure time and date, arrival time and date, reporting time and place, flight number, and carrier.

(2) Authority to use commercial air transportation, to be arranged and procured locally.

(3) Transportation instructions for onward travel from the overseas arrival port to the destination.

(4) Transportation documents and travel instructions.

b. CONUS. The 48 Contiguous States and the District of Columbia. This does not include Alaska and Hawaii.

c. Detaching Activity. The Marine Corps activity on whose rolls the individual is administratively carried, regardless of the activity where duty is being performed.

d. Close-Blood/Affinitive Relative. A permanent member of, and a resident in the household of a military member, a DoD civilian employee, or an American Red Cross employee, who is dependent on the sponsor for a home. When a dependent loses identity as "a dependent", such as attaining the age

of 21 years, he or she shall be considered a close blood or affinitive relative if the provisions of this definition are met.

e. Passenger Reservation Centers (PRC's). The AMC activities responsible for arranging and confirming transportation on AMC channel flights.

f. Distribution Management Office (DMO). Those activities designated by the Services to submit passenger reservation requests/port call requests received from detaching activities to AMC PRC's.

g. Category A Transportation. Category A transportation is AMC-procured one-way traffic moved in less than planeload lots by regularly scheduled air carriers over their international commercial routes. The cost to AMC is at the applicable international tariff rate. The cost to the user is at the AMC tariff rate.

h. Category B Transportation. Category B transportation is AMC-procured chartered (full planeload) commercial air service which is assigned AMC flight numbers and operated as channel air lift.

i. Category M Transportation. Category M transportation is AMC-procured transportation on military aircraft configured to accommodate passengers.

## 5. General Information

a. Pre-travel Requirements. The procedures contained in this Order direct that all pre-travel requirements, such as obtaining "no-fee" passports (unless fee/tourist passport is authorized), visas, and immunizations, be completed and a port call obtained prior to detachment. Travel orders/authorizations or endorsements shall direct personnel to report for transoceanic transportation in accordance with the instructions and information contained in the port call.

b. Transoceanic Reservations. Port call procedures require actions necessary for making timely transportation arrangements. Therefore, activity commanders are encouraged to assign the responsibility of creating and submitting port calls to the local Installation Personnel Administration Center, while the responsibility of making reservations and ticketing will fall on the Distribution Management Officer and supporting Travel Management Company. Those personnel whose assigned duties include creating, processing, making and ticketing reservations should comply with the provisions of this Order and other applicable Marine Corps directives pertaining to arranging and furnishing transoceanic transportation.

c. Mode of Transportation. For transoceanic travel, the primary mode of transportation is via AMC airlift. Where AMC airlift is not available, commercial air will be procured through the TMC utilizing GSA contract city-pair fares.

d. Timely Submission of Port Call Requests. Arrangements for official travel must be completed through the DMO/TMC at least 90 days prior to detaching. In those cases where the web-orders are issued past the ninety (90) day threshold, those members have ten (10) working days from the date of issuance to arrange for official travel. See Chapter 6 for Circuitous Travel requests.

e. Responsibility for Determining Availability of Government Transportation. The DMO is responsible for determining the availability of Government transportation and for authorizing commercial transportation for transoceanic travel. Government transportation is directed, where available, unless otherwise specified. Government transportation is considered to be available unless otherwise determined by the Passenger Control Point (PCP). Unless travel by commercial air is mission essential, and directed in travel orders, activities will not furnish personnel commercial air transportation arrangements for overseas travel without prior authorization from the DMO. Unit commanders are given the flexibility framework to approve the use of commercial air transportation as an exception to the Exceptions to Policy (ETP) for AMC-PE when appropriate. However, the AMC-PE should always be considered as the first choice and be used to the maximum extent possible.

f. Requirements for Requesting Exception to Policy (ETP) for Air Mobility Command Patriot Express (AMC-PE) channel mission flights. ETPs will be made on a case-by-case basis. If the commander determines the AMC-PE does not meet mission requirements, the Marine may submit an official ETP written request, with command endorsement, to the servicing Travel Management Company (via the Distribution Management Office) to arrange commercial transportation. Unit commanders, at the O5 and above level, in the Marine's losing (detaching) chain of command are now authorized to approve an ETP for the Marine to fly commercial air (US Flag carrier when available) with the family based on a determination of a negative critical mission impact. In this assessment, commanders at a minimum should consider conditions such as:

- (1) Traveler availability dates
- (2) Traveler report no later than date
- (3) Seating availability on the AMC-PE
- (4) Length of journey
- (5) Routing implications of using commercial air transportation rather than the AMC-PE
- (6) Gaining unit requirements such as upcoming deployments or other key command sponsored events
- (7) Academic enrollment or completion for school age-dependents (i.e., K-12)
- (8) The Marine, his/her family members or pet(s) cannot be accommodated on the same AMC-PE flight.
- (9) Marines must be informed that they are personally responsible for any pet travel costs related to PCS travel and will not be reimbursed. All ETP to DMO's must be tracked and reported to HQMC (LPD) not later than the tenth calendar day of the new quarter using the format in Appendix C. This includes all TAD travel. Local procedures shall require organizations to check AMC availability through their DMO prior to booking commercial transportation in the DTS.

g. Cancellation or Modification of Port Call. Upon receipt of cancellation or modification of travel orders, the order writing activity must notify the appropriate DMO immediately. The failure to cancel port

calls will result in the passenger being reported by AMC as a "no-show." No shows in most cases are unnecessary, and DMOs/IPACs should maintain open lines of communication where there is a change in scheduled AMC travel. DMO shall maintain records of all cancellations or modifications of port calls.

h. Tracer Action. When an activity submits an inquiry (encrypted e-mail tracer) to a DMO concerning the status of a port call request, the passenger's name (exactly as shown on the port call request), EDIPI/DoD ID destination, and month of travel must be provided.

i. Adjustment of Planned Detachment Date. Transportation may not always be available on the date(s) requested. It may be necessary for the DMO to schedule departures slightly earlier or later than the travel performance period shown in the port call request. When such a change is made, it may be necessary for the detaching activity, upon receipt of port call confirmation, to adjust the planned detachment date accordingly. However, the individual must travel during the scheduled month of rotation.

## 6. Transportation of Dependents

a. Concurrent Travel. If concurrent travel of dependents is authorized to the overseas duty station, the following actions are required:

(1) Eligibility of Dependents to Travel at Government Expense. Ensure that the Marine/Civilian employee is eligible for transportation of dependents at Government expense and qualifies for "command sponsorship" of dependents. If the Marine does not have sufficient obligated service to complete the "accompanied by dependents" tour and will not agree to extend or reenlist to obtain the necessary obligation, the Marine will not be detached without the approval of the CMC (MM), unless he/she elects an unaccompanied tour.

(2) Close-Blood/Affinitive Relatives. Close-blood/affinitive relatives of a member (i.e., Uniformed or Civilian Marine) assigned to an accompanied-by-dependents tour may accompany the member and the member's bona fide dependents on a "space-available" basis when overseas travel is performed on AMC flights. As an option to space-available transportation, the sponsor may arrange space-required cash reimbursable (transportation at personal expense) transportation for close-blood/affinitive relatives. When the sponsor elects the space-required option, the cost of transportation must be paid prior to submitting a port call request. The cost of transportation will be at the AMC tariff rate and will be collected by the disbursing/finance office through the use of a Cash Collection Voucher prepared by the Distribution Management Officer. In isolated locations where there is not a Marine Corps disbursing/finance office nearby, the Cash Collection Voucher will be sent to the servicing Marine Corps disbursing/finance office.

(3) Port Call for Close-Blood/Affinitive Relatives. A single port call request may be submitted to arrange transportation for the member (i.e., Uniformed or Civilian Marine), bona fide dependents, and the close-blood/affinitive relatives. If the sponsor delays making a decision on the space-required option until arrival at the AMC terminal, payment will be made to AMC terminal personnel who will then make reservations for the relatives. Since such relatives do not meet the criteria for dependency, they cannot be furnished transportation at Government expense. To use transportation provisions for close-blood/affinitive relatives, previously cited, travel

must be performed at the same time as the sponsor and/or the sponsor's bona fide dependents and is permitted for only the transoceanic portion of the journey. Normal space-available transportation procedures will apply.

b. Entry Approval/Area Clearance. If required, request approval for dependents (and close-blood/affinitive relatives, if applicable) to enter the overseas area.

c. Application for Transportation for Dependents. Ensure that the DD Form 884 (Application for Transportation for Dependents) is completed and submitted to the DMO with the port call request. This action should not be delayed. Processing of dependents must begin promptly to ensure concurrent travel arrangements. Identify any close-blood/affinitive relatives on the DD Form 884 if the sponsor has elected the space-required cash reimbursable option. Do not enter close-blood/affinitive relatives on DD Form 884 if the sponsor has elected the space-available option or will delay the decision on the space required cash reimbursable option until he/she arrives at the AMC terminal.

d. Passports. Ensure that "no fee" passports (unless fee/ tourist passport authorized) are promptly applied for and acquired, regardless of the type of passports currently held.

e. Immunizations. Ensure that dependents have received the necessary immunizations and hold proper records of such immunizations, or of an exception to this policy as granted by the Chief, Bureau of Medicine and Surgery IAW BUMEDINST 6230.15B.

f. Pregnancy. Ensure that all pregnant dependents have a certificate signed by a doctor or medical officer attesting to the duration/period of pregnancy. Pregnant women up to the 34th week of gestation may be accepted for AMC transportation unless travel by air is medically prohibited.

g. Early Arrival of Dependents at Port of Embarkation. Ensure that the Marine (member and civilian employee) understands that dependents should not proceed to the port of embarkation until authorized by the DMO. In order to preclude financial and personal hardship, authority to report to the port of embarkation is not given until overseas transportation arrangements have been finalized.

h. Unaccompanied Dependents. The provisions of paragraphs 6a (1) and 6b through g, preceding, also are applicable for travel of unaccompanied dependents.

i. Member's Remaining Tour of Duty. Where a member is assigned to an accompanied tour, ensure that the member will have a minimum of 12 months remaining on the overseas tour upon arrival of the dependents at the duty station.

j. Denial of Entry Approval/Area Clearance. Where the member precedes dependents to an overseas area pending entry approval, ensure that entry approval has been granted prior to submitting a port call request for dependents. For some overseas assignments, entry approval will not be granted for dependents until the member (civilian employee) has arrived on station. This procedure is followed because of limited housing in some areas.

k. Port Call Documentation for Dependents. The following documents shall accompany the port call request:

(1) Area clearance authorizations from the overseas commander.

(2) DD Form 884. In all cases, when the member precedes the dependents to the overseas duty station, the Marine's and/or Civilian Marine's Location Tour Date and rotation tour date (RTD) shall be annotated on the DD Form 884. In cases where the Marine has reported to the new overseas duty station prior to submission of a port call request for dependents, the DD Form 884 and supporting documents shall be forwarded via the chain of command for written verification that the dependents qualify for "command sponsorship". If a travel allowance exists from other than the old duty station, the commanding officer shall identify the place or circumstances establishing such an allowance.

(3) A copy of the applicable PCS orders.

l. Student Dependents. Student dependents traveling under-funded orders require the same documentation as dependent travel.

#### 7. Requesting Port Calls

a. Request Format. For travel from CONUS to overseas areas, port call requests shall be submitted to DMO in the format outlined in the appendices. However, if desired a locally designed format may be used by overseas commands to meet specific requirements. All items shown on the port call request format must be completed and accurate information furnished. Where items are not applicable to the traveler, enter "N/A." Except as indicated below, a separate request must be submitted for each person traveling under individual orders. A single request may be submitted when mission needs dictate that two or more persons must travel together on the same flight (inspection/maintenance survey teams, athletic teams, etc.). A single request must be submitted for each member traveling with dependents.

b. Lead-time and Communications for Requesting Port Call. When submitting port call requests to the DMO, the requests may be submitted by e-mail, facsimile, or courier, whenever practicable. A port call request will be submitted immediately upon receipt of orders directing overseas travel. Although the AMC PRC's will normally begin accepting reservation requests from DMO 90 days prior to the movement month, activities may submit requests to PCPs more than 90 days prior to the movement month. Requests submitted less than 45 days prior to the detachment date will be subject to quality surveillance action by DMO if the date of the orders indicates sufficient lead time was available to permit submission of a timely port call request. Where travel orders are received that require detachment less than 45 days after receipt of orders and the PCP is at another location, the port call request may be submitted by facsimile or e-mail. Where the detaching activity is collocated with the DMO, requests may be submitted by either e-mail, facsimile or courier.

c. Submission of Port Call Request. Request will be submitted as follows:

(1) Detaching Activity/IPAC at Same Location as the DMO. Port call requests will be submitted to the DMO when the detaching activity is collocated.

(2) Detaching Activity in CONUS not collocated with DMO will submit port call requests as follows:

(a) Recruiters assigned to the Western Recruiting Region will request port calls through MCRD, San Diego DMO.

(b) Recruiters assigned to the Eastern Recruiting Region will request port calls through Marine Corps Air Station (MCAS), Beaufort DMO.

(c) Inspector/Instructor Staffs and Reserve units will request port calls from the Marine Forces Reserve DMO in New Orleans.

(d) Marine Barracks personnel in CONUS will request port calls from their host activity. If port call capabilities do not exist at the host installation, contact LPD-2 for assistance.

d. Locations Not Serviced by AMC. Activities located in areas not served by AMC or located in areas which are inaccessible to AMC aerial ports are authorized to procure commercial air transportation. When commercial air is used, GSA city pair fares should be used to the maximum extent available. Reference (c), Part I, Appendix "O" contains a partial listing of the locations which AMC channel airlift services. For a complete listing, please check GATES. Self-procurement is not authorized and any charges for travel should be placed on the GTCC. In those rare instances where a TMC is not available or the policy concerning TMC usage is willfully violated, DMO can assist disbursing/finance office with the Government Constructed Cost (GCC) for reimbursement purposes. Instances when reimbursement cannot be allowed can be found in reference (a).

#### 8. Responsibility of the DMO

a. Obtaining Port Calls. Submit all port call request into GATES via the passenger reservation module in order to obtain the transoceanic transportation arrangement. The complete 15 character SDN created from the Standard Accounting Budgeting and Reporting System (SABRS) will be used in the CIC position when making reservations in GATES for both PCS and TAD travel. GATES will provide confirmation and or a non-availability notification within 72hrs of request.

b. Units or Groups (Less than a Planeload). Submit a port call request via GATES under group movement or travel team integrity procedures. Upon receipt of confirmation via GATES, submit a request to the TMC for requested onward transportation.

c. Reply to Port Call Request. When the transoceanic transportation arrangements are completed, immediately reply to the port call requestor. An advanced notification of arrival message will be prepared by the Administrative Section of Entry Level Schools for graduates of those schools being port called to an overseas command. Replies to port call requests will include, but will not be limited to, the following:

(1) The flight number or ship name, departure date, reporting time and place, destination terminal, connecting flight information, where applicable, and other instructions, as appropriate. The reporting time identified to the requesting activity will be the same as shown on the GATES confirmation.

(2) Air Movement Designator.

(3) Instructions on providing transportation procurement documents.

d. Confirming Port Calls for Unaccompanied Dependents. When confirming port calls for dependents whose sponsor has preceded them to the overseas duty station, include transportation procurement document if dependents are not located in the vicinity of a military installation.

e. Quality Control by the DMO. The DMO shall:

(1) Establish and maintain a quality control program for identifying errors/violations committed by base and tenant commands in the following areas:

(a) Submitting all port call requests identifying all transoceanic travel requirements within GATES (timely submission by the detaching activity/unit, providing all required data).

(b) Submitting application for passports, where required.

(c) Obtaining authorization from the DMO for use of commercial air for transoceanic travel, unless directed in travel orders.

(d) Failing to notify DMO when traveler's orders are canceled or modified.

(2) Initiate appropriate correspondence to the port call requesting activity/unit, identifying errors or violations and requesting corrective actions.

#### 9. Responsibility of Detaching Activity

a. Immediate Action. Upon receipt of orders or a transfer directive containing an assignment involving international or transoceanic travel, the detaching activity shall take the following actions:

(1) Submit Port Call Request. Port call requests involving PCS travel for passengers with pets will require a 21-day travel performance period (TPP) and passengers without pets a 14-day TPP. The prescribed TPPs are necessary to provide DMO sufficient latitude for selecting flights for PCS travel with or without pets aboard the same aircraft. When selecting a TPP, ensure the travel period is restricted to the month the member is scheduled to rotate. Overseas commands will ensure that the travel performance period selected will not require the member to travel after the RTD or End of Active Service (EAS) date.

(2) Providing Advance Port Call Notification to Overseas Gaining Commands. CONUS Detaching activities are responsible for providing overseas gaining commands port call information on incoming PCS personnel. Information on incoming personnel must be provided to the gaining commands well in advance of the scheduled arrival of personnel. Timely notification will enable the gaining commands to arrange billeting and local transportation to the duty station, where necessary. Therefore, port call information shall be forwarded/transmitted to gaining commands not later than two weeks after receipt of flight confirmations from the AMC PRC. Where AMC

is not available, detaching activity will provide notification, including information on connecting commercial air arrangements from the AMC APOE to destination airport. When it is necessary to cancel or modify port calls after the overseas commands have been furnished flight information, the detaching activity will notify gaining commands of the changes. However, if the gaining commands can be furnished new flight data prior to the date the members were initially scheduled to arrive, it will not be necessary to provide cancellation notifications for passengers who will be rebooked.

(3) Apply for Passports. Ensure that no-fee passports (unless fee/tourist passport authorized) are promptly applied for and acquired, regardless of the type passports currently held.

(4) Determine Member's Physical Qualifications for Duty Overseas. Ensure compliance with the requirement for physical examination prior to detachment.

(5) Actions Necessary for Dependents' Travel. Where transoceanic travel of dependents at Government expense is authorized, detaching commands will ensure all requirements are met.

(6) Immunizations. Ensure that all required immunizations are completed prior to detachment.

b. Pre-detachment Briefing. Detaching activities will establish and maintain local implementing procedures to ensure that each traveler is briefed prior to departure on the following areas:

(1) Conduct While in Travel Status. Brief the traveler on standards of appearance, conduct, and decorum while in a travel status.

(2) Uniforms and Baggage. Normally, all Marines (to include civilian Marines) traveling to an overseas location via Government controlled or commercial aircraft are instructed to report to the aerial port/intermediate reporting activity in appropriate civilian attire unless otherwise directed. All personnel rotating overseas will carry as accompanied baggage their minimum uniform requirements, to include government or military owned accountable Organizational Clothing and Individual Clothing for civilian personnel, and ship the remaining uniforms as unaccompanied baggage.

(3) Contraband. Ensure that Marines are aware of prohibitions on transporting explosive, dangerous drugs, and other contraband aboard Government-controlled or commercial aircraft.

(4) Transportation Arrangements. Counsel the traveler on transportation arrangements by using the port call confirmation. Ensure that the traveler is advised of assistance available at the DMO and/or the TMC for arranging transportation while in a leave status and en route to the port of embarkation.

(5) Reporting Instructions. Do not include instructions for the traveler to report to the AMC terminal without designating the complete flight information contained in the port call confirmation. Instruct the traveler to report to the departure terminal on the date and at the time indicated by the port call confirmation. Late arrival or failure to report for flight may result in the Marine Corps being penalized or billed for costs incurred by AMC as a result of the traveler's failure to use the seat.

c. Upon Detachment. Prior to detachment, ensure that the following actions have been taken:

(1) Endorsement of Orders by Detaching Activity. Identify in the travel orders or endorsement the instructions received in response to the port call request. In addition, the following will be identified in the travel orders or endorsement thereto:

- (a) The passenger transportation procurement documents, by number.
- (b) Name of the carrier and flight number or name of the ship.
- (c) Name and location of the departure terminal.
- (d) Time and date the passenger must report to the departure terminal.
- (e) Customer identification code (CIC).
- (f) Destination terminal.
- (g) Arrival date and time.
- (h) Connecting point(s), where applicable.
- (i) Estimated cost of transportation.

(2) Mandatory Statement to be Included in Orders or Endorsements. The following statement for failure to comply with port call instructions will be included in all PCS orders or endorsements: "This port call constitutes a modification to your travel orders. Failure to comply with port call instructions, except for emergencies or situations beyond your control, is considered as refusal to execute travel orders and may subject you to disciplinary action. If your orders are canceled or modified while you are in a leave status, or other circumstances beyond your control prevent you from reporting for your scheduled flight, immediately call the DMO and advise them of the necessity to cancel or modify port call confirmation, flight number, date, airport/terminal of departure, destination, and desired new port call date, as applicable. Ensure these orders are in your possession when making telephone calls to the DMO Office in order to answer questions pertaining to them."

(3) Excess Baggage. When travel via air is contemplated, include the amount of excess baggage authorized annotated on the travel authorization.

(4) Transportation Documents. Ensure that travelers have been provided the necessary transportation procurement documents, such as, AMC confirmation endorsement and commercial ticket with itinerary. The requirement that detaching activities ensure travelers have been issued transportation procurement documents prior to detachment is not satisfied by an instruction written into the travel orders or endorsement requiring the traveler to obtain them. The determination of issuance of transportation documents prior to detachment is part of the checkout procedure and must be complied with.

d. Advance Notification on Commercial Air Arrangements. The detaching activity is responsible for providing overseas gaining commands notifications on commercial air when directed in travel orders. This includes commercial air requirements from the AMC Aerial Port of Debarkation (APOD) to the final destination.

10. Aerial Port of Embarkation/Debarkation (APOE/APOD) Selection

a. Applicability. These APOE/APOD selection procedures apply to Marine Corps personnel traveling under PCS order between CONUS and overseas via AMC Category A, B, or M service. These procedures do not apply to members returning to CONUS for separation from the service. Such personnel will be transferred (W95) to the nearest Marine Corps activity in CONUS for separation in accordance with current procedures.

b. CONUS Outbound Selection. Generally, port calls are arranged from the CONUS APOE cost effective/nearest the permanent duty station. The basic entitlement for travel would be from the old permanent duty station to the MOST cost effective nearest APOE. Options involving other entitlements or circumstances are as follows:

(1) TAD Travel in Connection With PCS. Port call from the APOE cost effective/nearest the TAD location. The travel allowance, monetary allowance in lieu of transportation (MALT) plus per diem or transportation in kind plus per diem, as applicable, would be from the old duty station to the TAD point and then to the APOE cost effective/nearest the TAD location.

(2) POV Shipment in Conjunction with PCS Travel. Port call requirement starts from the APOE that is most cost effective/nearest to the authorized Vehicle Processing Center (VPC). The authorized VPC can be either the primary VPC nearest the old duty station or any VPC in the direction of the new permanent duty station, therefore the member (to include Civilian Marine) rates an allowance from the old duty station to the approved VPC and then to the APOE.

(3) Alternate APOE for Personal Travel Circumstances. Where the member's (to include Civilian Marine) personal travel circumstances warrant use of an alternate APOE, the Commanding Officer may authorize use of an alternate APOE when travel to the APOE will be in the direction of the new duty station. Travel is considered to be in the direction of the new duty station when the APOE is intermediate to the new duty station.

c. CONUS Inbound APOD Selection. When other travel entitlements (pick up shipped POV, TAD or other circumstances (leave)) are not involved, port calls are arranged to the CONUS APOD cost effective/nearest the new permanent duty station. The basic entitlement for travel and reimbursement would be from the APOD to the new permanent duty station. Options involving other entitlements or circumstances are as follows:

(1) TAD Travel in Connection With PCS. Port call the member (i.e., Uniformed or Civilian Marine) to the APOE which is most cost advantageous to the government. The member accrues an allowance, MALT plus per diem or transportation in kind plus per diem, as applicable, from the APOE to the TAD point and then to the new duty station.

(2) POV Shipment in Conjunction with PCS Travel. Port call the member (i.e., Uniformed or Civilian Marine) to the APOE which is most cost

advantageous to the government. The authorized pickup point can be either that nearest to the new duty station or any port in the same direction of PCS travel. If POV pickup is concurrent with PCS travel, the member's allowance would be from the APOE to the new duty station via the POV pickup point.

(3) Alternate APOE for Personal Travel Circumstances. Where the member's (i.e., Uniformed or Civilian Marine) personal travel circumstances warrant use of an alternate APOE, the member's Commanding Officer may authorize use of an alternate APOE when travel from the APOE will be in the direction of the new duty station. Travel is considered to be in the direction of the new duty station when the alternate APOE is intermediate to the new duty station.

d. Endorsement for Alternate APOE/APOD Selection. When a member (i.e., Uniformed or Civilian Marine) selects an alternate aerial port, the travel orders must be endorsed to indicate when the alternate port selection was for personal convenience. The APOE/APOD selected must be consistent with the guidelines contained in paragraphs 10b (3) and 10c (3), preceding. In such cases, travel orders or endorsement thereto will include the following statement: "You selected (enter aerial port) as an alternate aerial port for personal convenience. Your MALT plus per diem reimbursement is from (enter old duty station to alternate APOE or alternate APOD to new duty station, as applicable)."

#### 11. Special Procedures

a. Graduates of Entry Level Skill Qualifications Training. For Marine Corps Schools collocated with CONUS PCP. Port call requests for graduates of entry level Marines will be submitted to the DMO. Close liaison will be maintained between the school and the DMO to ensure port calls are arranged in advance of detachment.

b. Leave Travel in Connection With Consecutive Overseas Assignments. The detaching overseas activity will submit a timely port call request 90 days prior to the date of detachment to the responsible DMO to obtain transportation. Where the member (civilian employees, RAT) is assigned from an unaccompanied overseas tour to an accompanied overseas tour, and dependents were retained in CONUS, the port call request should include dependents if concurrent travel is authorized and entry approval (where applicable) has been granted. Supporting documents for dependents shall be submitted as prescribed by paragraphs 6k and 6l preceding.

c. Transportation in Connection With TAD in CONUS. Where personnel (military and civilian) stationed overseas are directed to perform TAD at a CONUS activity which is collocated with a DMO, a port call request is not necessary, however, the TAD order must contain all necessary information to facilitate overseas travel. If the TAD completion date is not known prior to the traveler's departure for CONUS, direct the traveler to the TAD host activity's DMO to obtain return transportation as soon as the TAD completion date is determined. Full compliance with these instructions will reduce the requirement for use of more costly commercial air as well as prevent delay at the AMC departure terminal while awaiting flight assignment.

d. Transportation in Connection With Emergency Leave. The following guidelines apply to emergency leave travel:

(1) Individuals authorized transportation at Government expense will be issued funded TAD orders in connection with emergency leave travel.

(2) Advance reservations for the transoceanic portion of the travel on AMC airlift will be made via GATES. Where travel by commercial air is involved, advance reservation shall be made through the TMC. Maximum effort should be made to avoid travelers reporting to AMC terminals without flight confirmations. However, when advance AMC or commercial arrangements cannot be completed without undue delay to the traveler, the PCP shall authorize the requesting activity to direct the traveler to the appropriate AMC aerial port for assistance in obtaining transportation. AMC airlift shall be used except when it is not reasonably available. Members and command sponsored dependents traveling by AMC may use the APOD/APOE nearest the location of the emergency. The above also applies to members/civilian employees (to include dependents) eligible for funded travel from CONUS to overseas in connection with emergency leave/family emergency.

e. Ordinary Leave Extensions. When personnel are traveling from CONUS to overseas with authorized delay en route, instructions included in orders or endorsement thereto shall require the Marines to contact the gaining command.

12. Supervision of Personnel on Air Mobility Command (AMC) Flights. When executing group travel, a commissioned or noncommissioned officer shall be designated troop commander and shall maintain necessary control over enlisted personnel in such matters as personal appearance, conduct, decorum, and discipline while the troops are in the AMC system. The commander shall be identified to the senior AMC passenger service representative on duty at the time personnel are reporting for air transportation at the APOE and also to the senior cabin attendant crew member immediately prior to boarding the aircraft.

13. Pet Transportation

a. The transportation of pets at government expense is not authorized except incident to an evacuation from a foreign permanent duty station location. Pet shipment on AMC flights is limited to two pets per family in PCS status only. The traveler is responsible for all expenses related to the pet shipment and must comply with the carrier regulations. Reimbursement for shipping a pet is not authorized.

b. The member may be reimbursed up to \$550 for mandatory pet quarantine incident to PCS. Also, the traveler must ensure all general entry and health requirements are met prior to pet shipment. The DMO/TMC must assist with scheduling pets on AMC airlift. The combined weight of pet and container up to 150 pounds must be charged as excess checked baggage. The average cost of excess baggage is \$116 and varies depending on the fiscal year. AMC restricts weight for pets with kennels (container) up to 150 pounds. If pet spaces are unavailable or the pet exceeds weight restrictions (to include kennel/container), the traveler is solely responsible for shipping the pet with a commercial airline carrier. Non-availability of AMC pet space is not grounds for members to deviate from the DoD order of precedence outlined in reference (c), Part I, Chapter 103, paragraph A2. Pets are defined as cats or dogs only in reference (c), Part 1, Chapter 103, paragraph J1(A)9.

c. For civilian personnel, a pet quarantine charge that is part of a routine pet care expense is a Miscellaneous Expense Allowance (MEA)

reimbursable cost IAW reference (a), paragraph 5766. Government funded pet transportation is not authorized. Pet transportation is not a separately reimbursable expense but can be claimed under MEA IAW reference (a), paragraph 5818.

14. Military Working Dog (MWD) (Also referred to as a Federal Service Dog)

a. Any canine bred, procured or acquired to meet DoD component requirements to support operations in the protection of installations, resources, and personnel, to include explosive and illegal narcotic detection capabilities, patrol, tracking, or other requirements prescribed by the DoD component or non-DoD Services.

b. The K9 is considered "Government Equipment" for the purpose of the reimbursement of expenses that are incurred by the MWD handler while performing official travel as indicated in reference (a).

c. A MWD is not considered a pet.

d. The United States Air Force (USAF) is the Executive Agent for the MWD program under DoDD 5200.31E. See AFI 23-126\_IP (DoD Military Working Dog Program). This instruction does not supersede the JTR.

15. Military Working Dog (MWD) Expenses. Travel and transportation expenses related to a MWD are reimbursable expenses, limited to the following:

a. Transportation costs, to include tariffs either as cargo, or when traveling in the cabin with the handler.

b. Kennel handling fees at an air terminal or place of lodging.

c. Lodging fees ICW the MWD, and/or

d. Cleaning fees ICW commercial rental vehicle transportation for the MWD.

16. Military Working Dog (MWD) Expenses Not Reimbursable. MWD expenses not reimbursable under travel, but could be considered mission expenses include, but are not limited to:

a. Dog Food

b. Leashes

c. Kennels (damage/replacement)

d. Veterinary services

17. Permanent Change of Station (PCS) Approval Authority. CMC (MMIB-3) is the approval authority for all PCS related travel. Distribution Management Office personnel facilitate after-hour requests when the destination changes or there is an increase in costs above what was initially approved.

## Chapter 8

### Secure Flight Program

1. Purpose. DoD policy requires passengers undergo mandatory passenger identity screening prior to boarding aircraft. DoD PSA will screen passengers against US Government watch lists, including the No-Fly list, by using the DHS, Transportation Security Administration (TSA) Secure Flight Program (49 CFR, Part 1560). Detailed background information on the TSA Secure Flight Program is at <http://www.gpo.gov/fdsys/pkg/FR-2008-10-28/html/E8-25432.htm>. For purposes of this chapter, PSA refers to DoD personnel performing passenger manifesting operations.

#### 2. Execution

a. Passengers requiring identity screening: all Space-A passengers on DoD-owned and DoD-controlled aircraft; and Space-required (non-Active Duty) passengers manifested in GATES. GATES space required screening includes non-active duty passengers traveling on domestic flights, international flights departing the US or arriving in the US from any place outside the US. United States means the continental United States, Alaska, Hawaii, Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands (beginning November 28, 2009), and the Virgin Islands of the United States.

b. Passenger identity screening is in addition to the physical and baggage security screening. Passengers who are not cleared to travel through the passenger identity screening process will be denied boarding privileges. The passenger identity screening process with TSA includes an automatic notification to appropriate federal investigative agencies when a watch list match occurs. No action is required by the PSA regarding investigative agency notification. PSAs must keep passenger screening results within strict need-to-know channels and limit the use of the passenger's name and personally identifiable information.

3. Applicability. These procedures apply to all DoD Components that manifest passengers identified in Paragraph 2.b. traveling on DoD-owned and DoD-contracted aircraft. The following are TSA-approved airline designations:

- a. USTRANSCOM/AMC: MC
- b. Department of the Army: 50T
- c. Department of the Navy: J2T
- d. Department of the Air Force (excludes AMC flights): J1C
- e. U.S. Marine Corps: Z7B

#### 4. Passenger Identity Screening Security Director/Manager(s)

a. USTRANSCOM/AMC and each Service will designate a Passenger Identity Screening Security Director available 24 hours a day, 7 days a week, for receiving telephone calls from the TSA Secure Flight Operations Center (SOC). The Passenger Identity Screening Security Director may be an organization (versus an individual) such as a DoD Component operations center, but they must be familiar with the passenger identity screening process. The TSA SOC

may contact the Passenger Identity Screening Security Director when: (1) The PSA has not contacted TSA SOC to resolve an inhibited passenger status within 60 minutes of the scheduled aircraft departure; A previously cleared passenger is matched to a watch list after aircraft departure; and a no fly match has occurred during resolution with the PSA.

b. USTRANSCOM/AMC and each Service will also designate a Passenger Identity Screening Security Manager(s), by name, to coordinate and manage Secure Flight issues with TSA. This manager(s) is responsible for working with TSA to establish a TSA Secure Flight implementation plan, coordinating with passenger manifesting locations to manage the list of authorized users, coordinating testing and training, and addressing TSA Secure Flight issues.

5. Transportation Security Agency (TSA) Secure Flight Procedures. Used for Space-A and space-required (non-Active Duty) passengers manifested in the GATES PSAs using GATES will conduct passenger identity screening for Space-A and space-required (non-Active Duty) by connecting to the DHS Router.

NOTE: The GATES/DHS Router connection also includes admissibility screening prescribed in reference (c), Part V, Chapters 502 and 508.

a. Mandatory data elements include full last name, middle name (if available), first name, gender, and date of birth. Additional information may be required based on individual travel circumstances (i.e., redress number).

b. Automated screening of pre-booked passengers will occur 72 hours and again at 24 hours prior to departure. Space-A sign up. Visa and Redress Number fields are optional at the time of Space-A sign up.

c. Mark Present. All TSA Secure Flight data is required before a passenger can be "Mark Present." Passengers with incomplete Secure Flight entries are not eligible for the Space-A call (Passenger Selection).

d. Passenger Selection. Upon selection, GATES will transmit data to Secure Flight to initiate passenger identity screening. Secure Flight will match passengers to all relevant watch lists and send a status back to GATES for each passenger.

e. TSA Secure Flight results are displayed on the GATES Check In screen. Passengers in either an INHIBITED or Pending status may not be checked in. Follow Encounter Management procedures described in paragraph 4.f. below. Passenger groups that include a passenger in one of these statuses will not be able to be checked in. However, cleared group members may be checked in individually.

f. Encounter Management Procedures for Passenger INHIBITED or Not Cleared to Fly. When passengers are identified as INHIBITED by TSA, GATES will display Call TSA pop-up window. For encounter management procedures for resolution, annotate as follows: (1) TSA Phone Cleared. When TSA SOC provides verbal resolution clearing a passenger to travel, PSA will use the TSA Phone Cleared button on the pop-up in GATES and normal passenger check in processes may continue.

g. Deny Travel. When directed by the TSA SOC to deny passenger travel, the PSA will use the Deny Travel button on the active pop-up window to proceed with denial of air transportation. PSAs will print resolution

process sheet from Redress Documentation button and provide the passenger the DHS Traveler Redress Inquiry Program (TRIP) handout. Under no circumstance will the passenger be provided with the contact information for the TSA SOC. If the traveler asks why they were denied travel or requests additional information, individual PSAs will employ the following language when communicating with a traveler:

"Sir/Ma'am, AMC cannot authorize your travel at this time and this issue must be resolved before you are granted travel abroad. In order to resolve this issue, you will have to provide additional information to the Department of Homeland Security. Here is a document, which includes basic information about how to submit an inquiry. You can also log into DHS's interactive website at [www.dhs.gov/dhs-trip](http://www.dhs.gov/dhs-trip)."

h. In the event passenger identity screening cannot be accomplished by any means, check in and/or boarding of all unscreened Space-A passengers will be denied. Notify AMC Secure Flight Manager (HQ AMC Passenger Policy Branch, email [ORG.AMCA4-71@us.af.mil](mailto:ORG.AMCA4-71@us.af.mil), 618-229-4593 or DSN: 779-4593 and provide all relevant details describing why the screening was not accomplished and all mitigating actions taken.

6. Transportation Security Agency Secure Flight Unsolicited INHIBITED Responses. The following procedures apply when TSA Secure Flight returns an INHIBITED response on a passenger(s) after Check In and/or when aircraft has departed:

a. Upon receipt of an unsolicited INHIBITED response prior to aircraft departure, the passenger should be removed from the sterile area. PSA will take appropriate actions as directed by TSA SOC.

b. When an originating aerial port receives an unsolicited INHIBITED response after aircraft departure, the Air Terminal Operations Center will immediately notify the next down-line station of all relevant passenger data and TSA Operation Center instructions to ensure appropriate actions are taken upon arrival.

c. In any event that an individual is not cleared to board a flight at overseas locations that is returning to the US, the PSA will also refer traveler to the closest US Embassy for travel support.

d. TSA SOC may opt to call AMC Passenger Identity Screening Security Director (618th AOC (TACC)/XOZ) for situational awareness and information regarding INHIBITED passengers on AMC missions.

e. The AMC Passenger Identity Screening Security Director carries authority to order removal of any passenger(s) identified as INHIBITED and is authorized operational control over delayed boarding of passengers and aircraft departure as required.

7. Transportation Security Agency eSecure Flight Procedures. Used for Space-A passengers manifested outside of the GATES:

a. PSAs at non-GATES manifesting locations will conduct passenger identity screening for Space-A passengers by connecting to TSA's eSecure Flight web browser.

NOTE: The TSA eSecure Flight web browser connection does not include admissibility screening. PSAs must continue to use CBP's Advance Passenger Information System (APIS) or electronic Advance Passenger Information System (eAPIS) as prescribed in reference (c), Part V, Chapters 502 and 508.

b. PSAs will request an eSecure Flight account from their respective Passenger Identity Screening Security Manager. The Passenger Identity Screening Security Manager will coordinate with the TSA who in turn will establish an eSecure Flight training account for the PSA.

c. Once mandatory training is completed the TSA establishes the eSecure Flight production account and the PSA may begin using the eSecure Flight web browser to screen Space-A passengers.

d. PSAs will create Passenger Lists (Pax List) using the TSA spreadsheet template available from the eSecure Flight web browser. Complete the following steps to obtain and save TSA's reusable Passenger Data Template:

- (1) On the main page, users will see four options with icons
- (2) Click Upload Data icon once logged in
- (3) Navigate to Passenger Data and Gate Pass Upload screen
- (4) Top right corner of screen, click and save Download Passenger Data Template.

e. Required Passenger List Information. The eSecure Flight passenger identity screening process requires the following information:

- (1) Flight segment information will include (all mandatory unless indicated otherwise):
  - (2) Flight number (Up to eight digits in length)
  - (3) Departure airport (International Air Transportation Association [IATA] three-letter code)
  - (4) Departure date (yyyy-mm-dd)
  - (5) Departure time (24 hour clock) (Date and time entered in the local airport's time. For airports without a code, date and time should be submitted in Greenwich Mean Time [GMT].)
  - (6) Arrival airport (IATA three-letter code)
  - (7) Arrival date (yyyy-mm-dd)
  - (8) Arrival time (24 hour clock (Date and time entered in the local airport's time. For airports without a code, date and time will be submitted in GMT.)
  - (9) Overflight (flights that overfly the continental US): Leave blank, not applicable to DoD.

f. Passenger Data will include\*:

- (1) Last name (mandatory)
- (2) First name (mandatory)
- (3) Middle (mandatory if available)
- (4) Gender (mandatory, only M (male) or F (female) are accepted)
- (5) Date of Birth (DOB) (mandatory) (yyyy-mm-dd)
- (6) ID document type
- (7) ID Document Expiry (yyyy-mm-dd)
- (8) Redress number (if available and provided by the passenger)
- (9) Verified Indicator (Verify passenger ID and indicate Yes)

NOTE: \*Passport data is mandatory if provided by the passenger.

g. PSAs will complete the Pax List at the time Space-A passenger selection is done. It is important during the Space-A passenger selection process to verify passenger identity information including Name, DOB, and Gender. After the Pax List is created, the PSA may upload the Pax List spreadsheet directly to the eSecure Flight web browser. In lieu of uploading the Pax List spreadsheet, the PSA may manually enter Pax List information directly to the web browser.

h. PSAs will submit the Pax List through the eSecure Flight web browser prior to boarding passengers on the aircraft.

i. Once the Pax List is submitted through the eSecure Flight web browser, the TSA passenger identity screening occurs. The identity screening rapidly produces results indicating whether each passenger is Cleared or Not Cleared to board the aircraft. A passenger is cleared if eSecure Flight returns a response of CLEARED, KNOWN, or SELECTEE. A passenger is Not Cleared if eSecure Flight returns a response of INHIBITED.

j. If the results indicate the passenger is cleared, then he/she can board the aircraft. If the results indicate the passenger is INHIBITED, then the passenger may not board the aircraft.

NOTE: Submitting subsequent changes to the verified passenger's full name, DOB, or gender should not occur. Resubmitting verified data resets the passenger to a Not Cleared to Fly status, which forces Secure Flight to restart the Resolution process and can lead to passenger delay.

k. Encounter Management Procedures for a Passenger INHIBITED or Not Cleared to Fly. When result indicates the passenger is INHIBITED, the passenger may not board the aircraft, and the PSA will immediately telephone the TSA SOC. The TSA SOC contact information will be provided during eSecure Flight training.

(1) The TSA SOC will guide the PSA through the process to resolve or confirm a passenger's Not Cleared to fly travel status. In most cases, this

call may result in resolution of the INHIBITED status and the passenger may board the aircraft.

(2) If during this resolution process the TSA SOC does not clear the passenger for travel, the PSA will convey to the individual that they are Not Authorized to Travel and provide the TSA contact information for the DHS Traveler Redress Inquiry Program (<http://www.dhs.gov/dhs-trip>). Under no circumstance will the passenger be provided the contact information for the TSA SOC. If the traveler asks why they were denied travel or requests additional information, recommend individual PSAs employ the following language when communicating with a traveler: "Sir/Ma'am, we cannot authorize your travel at this time and this issue must be resolved before you are granted travel aboard any aircraft. In order to resolve the issue, you will have to provide additional information to the Department of Homeland Security. Information on how to submit an inquiry to DHS can be found at DHS's interactive website at [www.dhs.gov/dhs-trip](http://www.dhs.gov/dhs-trip)."

(3) The TSA SOC may also call the Passenger Identity Screening Security Director for situational awareness and information regarding INHIBITED results.

(4) In the event a US citizen in a foreign location is not cleared to board a flight bound for the US, the PSA should refer the traveler to the closest US Embassy or Consulate for assistance.

8. TSA, AMC, and Military Service Training Guidance. TSA will provide detailed Secure Flight Program procedures during implementation training. Additionally, AMC and each Service may prescribe additional passenger identity screening training procedures.

9. Passenger Identity Screening Reporting Procedures. The TSA will report passenger identity screening metrics to the Executive Agent, DoD Customs and Border Clearance Program (USTRANSCOM) for dissemination to Service HQ, AMC, and Deputy Assistant Secretary of Defense-Transportation Policy. Passenger Identity Screening Reporting includes:

- a. Number of flights
- b. Number of passengers screened
- c. Number of passengers denied boarding

10. Administration and logistics

a. The following locations are designated as primary (i.e., supporting) locations relative to processing space-available passengers under the eSecure flight program: MCAS Cherry Point, MCAS Miramar, MCAS Hawaii and MCAS Futenma.

Note: MCAS Iwakuni is also a primary location for processing Marine Corps space-available passengers but since they are also designated as an AMC/GATES location, they will process space available passengers per AMC guidance under Secure Flight rather than the eSecure Flight program.

b. The following locations are designated as secondary (i.e., supported) locations relative to processing space- available passengers under the

eSecure Flight program: MCAS Beaufort, MCAS New River, MCAS Camp Pendleton, MCAGCC 29 Palms, MCAS Yuma and MCAF Quantico.

c. MCAS Cherry Point will process their own space-available passengers in addition to those space-available passengers located at MCAS Beaufort, MCAS New River and MCAF Quantico. MCAS Miramar will process their own space-available passengers in addition to those space-available passengers located at MCAS Yuma, MCAGCC 29 Palms and MCAS Camp Pendleton. MCAS Hawaii and MCAS Futenma will process their own space-available passengers utilizing the eSecure system.

d. MCAS Beaufort, MCAS New River, MCAS Camp Pendleton, MCAGCC 29 Palms, MCAS Yuma and MCAF Quantico will provide the support MCAS with all required information needed to properly screen space-available passengers utilizing TSA's spreadsheet (template) available from the eSecure Flight web browser.

APPENDIX A

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SAMPLE OF AUTOMATED PORT CALL REQUEST

**PORT CALL REQUEST**

**MILITARY MEMBER INFORMATION:**

NAME	EDIPI	RANK	MOS	DOB
Smith, Jared A	1111111111	Sgt	0321	19930109

Present Duty Station	PEBD	EAS	LOCATION TOUR DATE	ROTATION TOUR DATE
Camp Lejeune, North Carolina	N/A	20220307	N/A	N/A

**FLIGHT INFORMATION:**

ANTICIPATED DETACH DATE	REQUESTED FLIGHT DATE	DATE AVAILABLE	MANDATORY DEPARTURE DATE
20181214	20190105	20181227	20190110

SEATS	PRIORITY	TRAVEL TYPE	EXCESS BAGGAGE	WEIGHT (LBS)	AREA CLEARANCE
3	SPACE-R	EA	Yes	120	No

DEPARTURE LOCATION	ARRIVAL LOCATION
Abbeville, Alabama	Okinawa Island, Japan
Commercial travel is requested from leave location of Abbeville, Alabama to the APOE.	

**MEMBER'S LEAVE INFORMATION:**

LEAVE ADDRESS	LEAVE PHONE
123 Main Street, Abbeville, Alabama 12345	8164587412

**DEPENDENT TRAVEL INFORMATION:**

NAME	RELATIONSHIP	DOB	PASSPORT #
Fake A. Spouse	Spouse	19941225	123456789
First B. Son	Legitimate Son	20181001	

**PET INFORMATION:**

TYPE	BREED	GENDER	AGE	PET/CAGE WEIGHT	CAGE SIZE
Dog	Lab	Male	8	150	Small
Cat	Persian	Female	5	20	Small

**REMARKS:**

Fake A. Spouse is pregnant, due date 20190919. Fake A. Spouse is a foreign national of CANADA.
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**DETACHING UNIT CONTACT INFORMATION:**

ADMIN OFFICE	PHONE
The IPAC	(888) 456-7890

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APPENDIX B

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PORT CALL PREPARATION INSTRUCTIONS

Item

No.

Instructions

1. Military Member Information:

- a. Full Name
- b. EDIPI Number
- c. Title/Rank
- d. MOS
- e. DOB
- f. Present Duty Station
- g. PEBD
- h. EAS
- i. Location Tour Date
- j. Rotation Tour Date

2. Enter Flight Information:

- a. Anticipated Detachment Date
- b. Requested Flight Date
- c. Date Available
- d. Mandatory Departure Date
- e. Number Seats
- f. Priority (Space Required)
- g. Travel Type (Active Duty, Dependents)
- h. Excess Baggage
- i. Weight (lbs)
- j. Area Clearance
- k. Departure and Arrival Location
- l. Enter Requested Commercial Travel as may be desired to APOE.

3. Enter Member's Leave Information: (Address and Phone #)
4. Enter Dependent Travel Information: (Name, Relationship, DOB and Passport#)
5. Enter Pet Information: (Type, Breed, Gender, Age, Pet Cage weight and Cage measurement)
  - a. Type
  - b. Breed
  - c. Gender
  - d. Age
  - e. Pet/Cage Weight
  - f. Cage Size
6. Remarks free text: (i.e. pregnant spouse, spouse is a foreign national, dependents traveling separately etc....)
7. Enter Detaching Unit Information: (Admin Office and Phone).

NOTE: All of the items listed on the port call must be completed. When items are not applicable, complete the items by entering "N/A" in the appropriate columns. Port call requests shall show the item numbers but need not show the titles.

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APPENDIX C

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EXCEPTION TO POLICY ON USING AIR MOBILITY COMMAND PATRIOT EXPRESS CHANNEL  
MISSION FLIGHTS REPORT FORMAT

AMC-PE WAIVER REQUEST FLIGHTS LOG PER QTR								
COUNT	LAST, FIRST NAME	DATE ORDERS ISSUED	PORTCALL WINDOW	DATE REQUESTED	WAIVER JUSTIFICATION	WAIVER APPROVALY/N	# DEP	# PETS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								

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APPENDIX D

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GLOSSARY OF ACRONYMS AND ABBREVIATIONS

AMC	Air Mobility Command
AMC-PE	Air Mobility Command - Patriot Express
AMHS	Automatic Message Handling System
AO	Approving Official
APOD	Aerial Port of Debarkation
APOE	Aerial Port of Embarkation
CBA	Centrally Billed Accounts
CCV	Credit Card Vendor
CIC	Customer Identification Code
CONUS	Continental United States
DC, M&RA	Deputy Commandant, Manpower and Reserve Affairs
DC, P&R	Deputy Commandant, Programs and Resources
DDOC	Deployment Distribution Operations Center
DHS	Department of Homeland Security
DMO	Distribution Management Office
DoD	Department of Defense
DTMO	Defense Travel Management Office
DTS	Defense Travel System
EAS	End of Active Service
ETP	Exception to Policy
FEML	Funded Environmental and Morale Leave
GATES	Global Air Transportation Execution System
GCC	Government Constructed Cost
GOPAX	Group Passenger Travel
GSA	General Services Administration
GTCC	Government Travel Charge Card

HQMC	Headquarters Marine Corps
IBA	Individually Billed Accounts
ITO	Installation Transportation Office
LDTA	Lead Defense Travel Administrator
LICWO	Leave in Conjunction with Official
LOA	Line of Accounting
LPD	Logistics Distribution Branch
MALT	Monetary Allowance in Lieu of Transportation
MATA	Military Air Transportation Agreement
MCAS	Marine Corps Air Station
MCFMOS	Marine Corps Financial Management Operations Support
MCPRT	Marine Corps Payroll Reconciliation Team
MEA	Miscellaneous Expense Allowance
MEPS	Military Entrance Processing Stations
MMIB	Manpower Management Integration Branch
MWD	Military Working Dog
OCONUS	Outside Continental United States
PCP	Passenger Control Point
PCS	Permanent Change of Station
PCT	Premium Class Travel
PDS	Permanent Duty Station
POV	Privately Owned Vehicle
PPA	Prompt Payment Act
PRC	Passenger Reservation Centers
QAE	Quality Assurance Evaluator
RAT	Renewal Agreement Travel
R&R	Rest and Recuperation
RTD	Rotation Tour Date

RUC	Reporting Unit Code
SABRS	Standard Accounting, Budgeting, and Reporting System
SDN	Standard Document Number
SOU	Statement of Understanding
TA	Travel Administrator
TAD	Temporary Additional Duty
TMC	Travel Management Company
TPP	Travel Performance Period
TVCB	Transportation Voucher Certification Branch
UMD	Unmatched Disbursements
USTRANSCOM	United States Transportation Command
VPC	Vehicle Processing Center