

SUBJ: 1 JAN 00 IMPLEMENTATION PROCEDURES FOR INTERNATIONAL SPACE REQUIRED TRAVEL ON DOD AIRCRAFT FOR RESERVE INACTIVE DUTY TRAINING.

1. PUBLIC LAW 106-65 WAS RECENTLY ENACTED UNDER THE DOD AUTHORIZATION ACT. IT ALLOWS SPACE REQUIRED TRAVEL ON DOD AIRCRAFT FOR MEMBERS OF RESERVE COMPONENTS OF THE ARMED FORCES FOR ATTENDANCE AT INACTIVE DUTY TRAINING (IDT) ASSEMBLIES OUTSIDE THE CONTIGUOUS STATES FROM AND TO THE MEMBER'S HOME AND THE PLACE OF SUCH TRAINING. THIS CHANGE WILL BE INCORPORATED IN THE NEXT UPDATE OF DOD 4515.13-R. IN THE INTERIM, THIS IMPLEMENTATION PROCEDURAL MESSAGE, ALONG WITH INSTRUCTIONS IN DOD 4515.13-R, CHAPTER 2, PARAGRAPH B, WILL SERVE AS AUTHORITY TO IMPLEMENT THIS CHANGE.

2. REQUEST ADUSD (TP) AMEND DOD 4515.13-R, CHAPTER 2, SECTION A, PARAGRAPH 1, AND CHAPTER 2, SECTION B, PARAGRAPH 1B, WITH THE FOLLOWING VERBIAGE: (SECTION A, PARAGRAPH 1) ADD TO LAST SENTENCE: "OR IN THE CASE OF MEMBERS OF THE RESERVE COMPONENTS OF THE ARMED FORCES TRAVELING TO/FROM OCONUS LOCATIONS ON INACTIVE DUTY FOR TRAINING (IDT), A STATEMENT CITING THAT TRAVEL IS NONCHARGEABLE." (SECTION B, PARAGRAPH 1B) ADD AS LAST SENTENCE, "TRAVEL TO/FROM OCONUS ON IDT IS NONCHARGEABLE."

3. RESERVE AFFAIRS PROPOSED PROCEDURES TO DISSEMINATE TO UNITS: THIS SPACE REQUIRED TRAVEL IS FOR MEMBERS OF RESERVE COMPONENTS OF THE ARMED FORCES FOR ATTENDANCE AT IDT ASSEMBLIES OUTSIDE THE CONTIGUOUS STATES ON DOD AIRCRAFT FROM AND TO MEMBER'S HOME AND PLACE OF SUCH TRAINING. TRAINING AT AN AUTHORIZED LOCATION OTHER THAN THE MEMBER'S NORMAL UNIT TRAINING LOCATION IS INCLUDED. THIS TRAVEL ELIGIBILITY WILL BE NONCHARGEABLE AND WILL NOT BE USED IN CONJUNCTION WITH MAN-DAYS AND ANNUAL TOURS.

A. ENSURE DATES AND LOCATION OF TRAINING ARE AUTHORIZED IN WRITING.

B. IDENTIFY ALL ACCEPTABLE IDT FORMS WHICH MAY BE USED TO AUTHORIZE TRAINING. REITERATE THAT THE TRAVEL AUTHORIZATIONS (AS LISTED IN PARAGRAPH 4.C. BELOW) DO NOT REPRESENT NORMAL OFFICIAL TRAVEL ORDERS.

C. SINCE THE IDT TRAINING AUTHORIZATION IS BEING USED AS THE TRAVEL AUTHORIZATION, WE HIGHLY RECOMMEND THE FOLLOWING STATEMENT BE ADDED TO THE FORMS: "THIS FORM AUTHORIZES

OFFICIAL MILITARY TRAVEL ON DOD AIRCRAFT TO INACTIVE DUTY TRAINING. ALL CHARGES ABOVE AND BEYOND THE TARIFF RATE ARE THE RESPONSIBILITY OF THE MEMBER."

D. EMPHASIZE TO MEMBER THAT HE/SHE WILL BE REQUIRED TO PAY HEAD TAX, FEDERAL INSPECTION SERVICE (FIS) FEES, MEAL CHARGES, AND EXCESS BAGGAGE FEES AT THE AIR TERMINAL, PRIOR TO DEPARTURE. E. RESERVE MEMBERS MAY BOOK THEIR SEAT NOT MORE THAN 30 DAYS IN ADVANCE WITH A PASSENGER RESERVATION CENTER (SEE PARAGRAPH 4.A).

F. COMMUNICATE THAT MEMBERS WHO DO NOT PRE-BOOK THEIR SEATS WILL BE PROCESSED AT THE AIR TERMINAL AS THE LAST OF THE DUTY STAND-BY PASSENGERS AND WILL NOT DISPLACE REVENUE-GENERATING PASSENGERS.

G. INFORM MEMBERS IF THEY ARE NOT SELECTED FOR A FLIGHT, THE GSACONTRACT CITY PAIR PROGRAM IS AN OPTION, AT THEIR EXPENSE. THEY SHOULD CONTACT THE LOCAL TRANSPORTATION OFFICE FOR ASSISTANCE.

NOTE: MEMBER MUST USE A GOVERNMENT-SPONSORED TRAVEL CARD TO TAKE ADVANTAGE OF GSA CITY PAIR FARES. APPROVAL TO USE GSA CITY PAIR FARES MUST BE DESIGNATED IN WRITING BY THE UNIT/SQUADRON COMMANDER AND KEPT ON FILE AT THE LOCAL UNIT LEVEL. H. RESERVE AFFAIRS MANPOWER AND PERSONNEL POC IS COL JAMES SCOTT OR MR. WAYNE SPRUELL, OASD/RA(MP), DSN 223-7490.

4. PASSENGER TERMINALS, PASSENGER RESERVATION CENTERS (PRCS), AND DOD TRANSPORTATION OFFICE PROCEDURES:

A. PASSENGER TERMINAL PROCESSING PERSONNEL WILL PROCESS PASSENGERS USING NORMAL PROCEDURES AS SPECIFIED IN AMCI 24-101, VOL 14, SECTION C. THE PRCS OR DOD TRANSPORTATION OFFICES WILL BOOK THESE PASSENGERS NO EARLIER THAN 30 DAYS PRIOR TO THE IDT. RESERVE MEMBERS MAY CALL PASSENGER RESERVATION CENTERS DIRECTLY TO BOOK A SEAT. PRCS CONTACTS: WITHIN CONUS: 1-800-851-3144, DSN 576-4901, OR COMMERCIAL AT (618) 256-4901. OUTSIDE CONUS: EUCOM, DSN 330-7251/7252/7253, COMMERCIAL AT 011-49-69-69-7251. PACOM: HICKAM AFB, DSN 449-9973/4/5, COMMERCIAL AT (808) 449-9973/4/5; YOKOTA AB, DSN 225-9711/9912, COMMERCIAL AT 011-81-311-755-9711/9912.

B. USE TYPE TRAVEL CODE "NR" AND TRAVEL PRIORITY "4".

C. THE RESERVE MEMBER MUST PROVIDE WRITTEN AUTHORIZATION FOR TRAVEL. EXAMPLES OF WRITTEN TRAVEL AUTHORIZATIONS ARE AF FORM 40 OR 40A, ARCOM FORM 140-1R, CGD2 FORM D2-001, NAVRES 1570/22. OTHER FORMAL DOCUMENTS AUTHORIZING TRAVEL TO INACTIVE DUTY TRAINING MAY BE ACCEPTED. TRAVEL AUTHORIZATIONS MUST BE SIGNED BY AN APPROVING AUTHORITY OTHER THAN THE TRAVELER. ADDITIONALLY, THE TRAVELER MUST HAVE ID CARDS AND ALL OTHER APPLICABLE TRAVEL DOCUMENTS REQUIRED BY THE FOREIGN CLEARANCE GUIDE (I.E., PASSPORTS, VISAS, COUNTRY CLEARANCE, ETC.). TRAVEL AUTHORIZATIONS LISTED ABOVE DO NOT REPRESENT OFFICIAL TRAVEL ORDERS.

D. AIR TERMINALS WILL PROCESS RESERVISTS WHO ARE NOT PRE-BOOKED AS DUTY STANDBY, BEHIND ALL PRIORITY 4 PASSENGERS, IAW DOD 4500.9-R APPENDIX G.D.(1). PASSENGER RESERVATION CENTERS NORMALLY STOP TAKING RESERVATIONS 24 HOURS PRIOR TO FLIGHT DEPARTURE.

E. PASSENGER TERMINAL PROCESSING PERSONNEL WILL COLLECT APPLICABLE HEAD TAX, FIS FEES, MEAL CHARGES, AND EXCESS BAGGAGE FEES. EXCESS BAGGAGE MUST BE APPROVED AND ANNOTATED ON THE TRAVEL AUTHORIZATION. ALL CHARGES ABOVE AND BEYOND THE TARIFF RATE ARE THE RESPONSIBILITY OF THE MEMBER.

F. WHEN MEMBER IS CHOSEN FOR A FLIGHT, THE FOLLOWING CICS WILL BE USED FOR TRACKING PURPOSES: (NOTE: THE CIC WILL NOT BE ON THE TRAVEL AUTHORIZATION.)

ARMY RESERVE	2ARE000000000000
COAST GUARD RESERVE	GCGU000000000000
MARINE RESERVE	6MRE000000000000
NAVY RESERVE	3NRE000000000000
AIR FORCE GUARD	4AFG000000000000
ARMY GUARD	2AGU000000000000
AIR FORCE RESERVE	4AFR000000000000

G. IF THE MEMBER IS NOT SELECTED FOR A FLIGHT, EXPLAIN THE GSACONTRACT CITY PAIR PROGRAM IS AN OPTION, AT THE TRAVELER'S EXPENSE, AND REFER MEMBER TO THE TRANSPORTATION OFFICE.

5. ANY QUESTIONS CONCERNING THE PROCESSING OF PASSENGERS SHALL BE DIRECTED TO HQ AMC/DONP. POC FOR PASSENGER SERVICE RELATED MATTERS IS CAPT PURTEE, DSN 576-4592, COMMERCIAL(618) 256-4592 (FAX 6474), EMAIL: CHARLENE.PURTEE@SCOTT.AF.MIL.

6. THIS CHANGE WILL BE EFFECTIVE 1 JAN 00. THIS MESSAGE IS AN HQ AMC/DO//FM, USTRANSCOM/J4, OASD/RA(MP), ADUSD(TP) COORDINATED MESSAGE. OVERALL POC IS PATTI HUTT, USTRANSCOM/TCJ4-LTP, DSN 576-1985, COMMERCIAL (618)256-1985 (FAX 8574), EMAIL: PATRICIA.HUTT@HQ.TRANSCOM.MIL.

AIG 11812 TAKE FOR INFO ONLYREF: USCINCTRANS SCOTT AFB IL TCJ3/J4 MESSAGE, 231700Z DEC 99, 1 JAN 00

IMPLEMENTATION PROCEDURES FOR INTERNATIONAL SPACE REQUIRED TRAVEL ON DOD AIRCRAFT FOR RESERVE INACTIVE DUTY TRAINING.

SUBJ: IMPLEMENTATION ANNOUNCEMENT FOR EXPANDED SPACE REQUIRED TRAVEL ON DOD AIRCRAFT FOR ARMED FORCES RESERVE INACTIVE DUTY TRAINING (IDT).

1. REFERENCE ABOVE ANNOUNCED THE EXPANSION OF SPACE REQUIRED TRAVEL ON DOD AIRCRAFT FOR RESERVE MEMBERS OF THE ARMED FORCES. THE PURPOSE OF THIS MESSAGE IS TO ANNOUNCE RECENT LEGISLATION HAS EXPANDED IDT TRAVEL OPTIONS. THE EXPANSION REMOVES THE RESTRICTION OF TRAVEL DIRECTION AS STATED IN REFERENCE AND AUTHORIZES OCONUS TRAVEL FOR IDT IN EITHER DIRECTION TO AND FROM MEMBER'S HOME (OCONUS-CONUS/CONUS-OCONUS/OCONUS-OCONUS). RESERVE MEMBERS MAY TRAVEL TO A PLACE OTHER THAN THE PLACE OF THEIR UNIT TRAINING ASSEMBLY IF PERFORMING IDT TRAINING IN ANOTHER AUTHORIZED LOCATION. 2. THIS CHANGE WILL BE INCORPORATED IN THE NEXT UPDATE OF DOD 4515.13-R (AIR TRANSPORTATION ELIGIBILITY). IN THE INTERIM, THIS IMPLEMENTATION MESSAGE AND REFERENCE, ALONG WITH INSTRUCTIONS IN DOD 4515.13-R, CHAPTER 2, PARAGRAPH B, WILL SERVE AS AUTHORITY TO IMPLEMENT THIS CHANGE.

3. ANY QUESTIONS CONCERNING THE PROCESSING OF PASSENGERS SHALL BE DIRECTED TO HQ AMC/DONP. POC FOR PASSENGER SERVICE-RELATED MATTERS IS MS. CINDY ROTHENBACH, DSN 779-4592, COMMERCIAL (618) 229-4592.

4. THIS CHANGE IS EFFECTIVE IMMEDIATELY. THIS MESSAGE IS A HQ AMC/DON, OASD(MP), ADUSD(TP), USTRANSCOM TCJA/TCJ4-

LTCOORDINATED MESSAGE. USTRANSCOM/TCJ4-LT POC IS MS. PATTI
HUTT, DSN 779-1985, COMMERCIAL (618) 229-1985.