

**Army Regulation 55–46**

**Transportation and Travel**

# **Travel Overseas**

**Headquarters  
Department of the Army  
Washington, DC  
15 October 2020**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 55–46

Travel Overseas

This regulation is certified current as of 15 October 2020. Aside from the following administrative changes, no other changes were made to certify the currency of this regulation—

- o Updates boilerplate statements (title page).
- o Adds records management requirement (para 1–5).
- o Updates references and abbreviations (app A and glossary).

This major revision, dated 14 June 2017—

- o Updates requirements for unaccompanied minors on Air Mobility Command aircraft (para 1–14*b*).
- o Changes the restriction for pregnant travelers (paras 1–14*c*(1) and (2)).
- o Updates medical screening authority (para 1–15*a*).
- o Updates medical documentation requirements (para 1–15*b*).
- o Adds medical requirements for Soldiers and Families for overseas assignments (para 2–2).
- o Updates designated place moves for Soldiers assigned to a dependent-restricted tour (para 2–7).
- o Updates passport and visa applications process by the installation passport office (para 2–17).
- o Cancels DA Form 4600 (Travelope) (formerly para 3–3).
- o Expands subsequent-sponsorship policies for Family members (para 5–4).
- o Removes list of responsible installations, and provides the U.S. Army Installation Management Command’s website list of military installations (para 5–8).
- o Removes listing of international airports authorized for Soldiers to travel in or out of the continental United States, on emergency leave travel orders (formerly app E).

Effective 14 July 2017

## Transportation and Travel Travel Overseas

By Order of the Secretary of the Army:

**JAMES C. MCCONVILLE**  
General, United States Army  
Chief of Staff

Official:

  
**KATHLEEN S. MILLER**  
Administrative Assistant  
to the Secretary of the Army

**History.** This regulation is certified current on 15 October 2020. Aside from the changes listed on the summary of change page, no other changes were made to certify the currency of this publication.

**Summary.** This regulation implements the entitlements to travel overseas prescribed in the Joint Travel Regulation. In addition, this regulation implements policy in Department of Defense Directive 4500.54E.

**Applicability.** This regulation applies to the Regular Army, Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws and regulations. The proponent may delegate this approval authority, in writing, to a division chief with the proponent agency or its direct reporting unit or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see appendix D).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–PR), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publication and Blank Forms) directly to Commander, U.S. Army Human Resources Command (AHRC–PLB), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5401.

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

### Contents (Listed by paragraph and page number)

#### Chapter 1 Introduction, page 1

##### Section I

Overview, page 1

Purpose • 1–1, page 1

References and forms • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

Responsibilities • 1–4, page 1

Records management (recordkeeping) requirements • 1–5, page 1

##### Section II

Responsibilities, page 1

Deputy Chief of Staff, G–1 • 1–6, page 1

Deputy Chief of Staff, G–4 • 1–7, page 1

Assistant Chief of Staff for Installation Management • 1–8, page 1

The Commanding General, Surface Deployment and Distribution Command • 1–9, page 5

\*This regulation supersedes AR 55–46, dated 20 June 1994.

## **Contents—Continued**

Commanders of Army commands, Army service component commands, and direct reporting units • 1–10, *page 5*

### *Section III*

*Requirements for Entitlement to Transportation, page 5*

Military Personnel • 1–11, *page 5*

Civilian personnel • 1–12, *page 5*

Service requirements • 1–13, *page 5*

Family members of Soldiers not entitled to transportation, or who enter the command without proper endorsement • 1–14, *page 6*

Soldiers who acquire Family members after assignment overseas • 1–15, *page 7*

Restrictions • 1–16, *page 9*

Medical documentation requirements • 1–17, *page 9*

Transportation for close blood and affinitive relatives • 1–18, *page 9*

## **Chapter 2**

**Permanent Duty Assignment Overseas, page 9**

Providers for briefing • 2–1, *page 9*

Exceptional Family Member Program and medical, educational, and dental care • 2–2, *page 9*

Eligibility for transportation of Family members at Government expense • 2–3, *page 10*

Family separation allowance • 2–4, *page 12*

Selection of tour • 2–5, *page 12*

Selection of “accompanied” tour • 2–6, *page 12*

Selection of “unaccompanied” tour • 2–7, *page 13*

Designated place moves for Soldiers assigned to a dependent-restricted tour • 2–8, *page 13*

Designated place moves for Soldiers serving an “unaccompanied” tour • 2–9, *page 14*

Change of tour from “accompanied” to “unaccompanied” • 2–10, *page 14*

Change of tour from “unaccompanied” to “accompanied” • 2–11, *page 15*

Application for concurrent travel • 2–12, *page 15*

Designated place moves for nonconcurrent travel decision • 2–13, *page 15*

Sponsors with insufficient remaining service to qualify for overseas movement of Family members • 2–14, *page 16*

Restrictions on travel of infants, unaccompanied children, and pregnant women • 2–15, *page 16*

Medical documentation requirements • 2–16, *page 16*

Passports and visas • 2–17, *page 16*

Naturalization of foreign national Family members • 2–18, *page 16*

Notification of change of address • 2–19, *page 17*

Reporting at terminals • 2–20, *page 17*

## **Chapter 3**

**Port Calls, page 17**

Policy • 3–1, *page 17*

Requesting port calls • 3–2, *page 17*

Cancellations • 3–3, *page 17*

## **Chapter 4**

**Dependent Student Travel, page 17**

Student travel policy • 4–1, *page 17*

Eligibility, entitlements, and restrictions • 4–2, *page 18*

Application, processing, and travel arrangements • 4–3, *page 20*

Statements of nonavailability • 4–4, *page 25*

Lost, stolen, or destroyed tickets • 4–5, *page 26*

Required travel documents • 4–6, *page 26*

Travel security • 4–7, *page 27*

Funding • 4–8, *page 27*

Reporting • 4–9, *page 27*

Student Travel Operations Center • 4–10, *page 27*

## **Contents—Continued**

### **Chapter 5**

#### **Family Member Travel, page 27**

##### *Section I*

*Travel to Overseas Locations and Subsequent Sponsorship, page 27*

Possible events • 5–1, *page 27*

In contingency alerts • 5–2, *page 27*

Family members acquired after the effective date of orders and desiring travel to the overseas location • 5–3, *page 28*

Subsequent sponsorship • 5–4, *page 29*

Family members who travel to the overseas location at personal expense while the Soldiers is serving an unaccompanied tour • 5–5, *page 29*

Family members who travel to the overseas location at personal expense while Soldier is serving an accompanied tour • 5–6, *page 29*

##### *Section II*

*Movement Within and Between Overseas Commands, page 29*

Movement within overseas commands or designated place • 5–7, *page 29*

Movement between overseas commands or designated place • 5–8, *page 30*

##### *Section III*

*Return from the Overseas Command, page 30*

Early return of Family members due to official situations • 5–9, *page 30*

Early return of dependents due to personal situations • 5–10, *page 31*

Return of Family members under the Missing Persons Act, or upon death of the sponsor • 5–11, *page 31*

Return travel of Family members of Soldiers separated from the Army or relieved from active duty • 5–12, *page 32*

### **Chapter 6**

#### **Escort Entitlements, page 34**

Authorization • 6–1, *page 34*

Soldiers as escort • 6–2, *page 34*

Escort travel by a sole-parent Soldier or dual military couples • 6–3, *page 34*

Transportation incident to evacuation of Family members • 6–4, *page 34*

Escort travel of dependents when Soldier dies, is declared missing, or is injured • 6–5, *page 34*

Travel • 6–6, *page 35*

Approval and funding • 6–7, *page 35*

### **Chapter 7**

#### **Emergency Leave Travel, page 36**

Approval • 7–1, *page 36*

Travel for close-blood or affinitive relatives • 7–2, *page 41*

Travel authorizations or orders • 7–3, *page 41*

### **Chapter 8**

#### **Temporary Duty Travel Overseas, page 42**

Basis activity • 8–1, *page 42*

Eligibility • 8–2, *page 42*

Policy • 8–3, *page 42*

Supporting activities • 8–4, *page 42*

Processing requests • 8–5, *page 43*

Clearance and briefing requirements • 8–6, *page 43*

Passports and visa requirements • 8–7, *page 44*

## **Appendixes**

**A.** References, *page 45*

**B.** Delegation of Approval Authority, *page 48*

## Contents—Continued

C. Travel Authorizations, *page 49*

D. Internal Control Evaluation, *page 54*

### Table List

Table 7-1: Emergency leave travel entitlements when the Soldier's permanent duty station is in the continental United States, *page 40*

Table 7-2: Emergency leave travel entitlements when the Soldier's permanent duty station is the outside the continental United States and the Soldier is accompanied by command-sponsored Family members, *page 41*

Table B-1: Delegation of approval authority, *page 48*

### Figure List

Figure 1-1: An authorization for an individual to travel at Government expense, pursuant to the Missing Persons Act or upon death of sponsor, *page 4*

Figure 1-2: A space-available order for an acquired Family member or close relative, *page 8*

Figure 2-1: Guide sheet for Soldiers going on overseas assignment where concurrent Family member travel is authorized, *page 12*

Figure 2-1: Guide sheet for Soldiers going on overseas assignment where concurrent Family member travel is authorized—continued, *page 12*

Figure 2-2: Guide sheet for Soldiers traveling unaccompanied, *page 13*

Figure 4-1: A space-available travel order for a student, *page 20*

Figure 4-2: Dependent student travel guide sheet, *page 22*

Figure 4-3: A space-required travel order for a college student, page one, *page 25*

Figure 4-3: A space-required travel order for a college student—continued, *page 25*

Figure 4-4: Dependent student travel memo, authorizing transportation reimbursement, *page 26*

Figure 5-1: Examples of how to calculate the effective date of permanent change of station orders, *page 28*

Figure 5-2: A Government-paid, overseas travel authorization following an Army separation or relief from active duty, *page 33*

Figure 6-1: An order for a Servicemember to travel as an escort for military dependents, *page 35*

Figure 7-1: A travel order for dependents traveling without a sponsor, for emergencies, *page 37*

Figure 7-2: An authorization for emergency-leave dependent travel overseas, page one, *page 39*

Figure 7-2: An authorization for emergency-leave dependent travel overseas—continued, *page 39*

Figure 7-3: An emergency-leave travel order for a Soldier, *page 40*

Figure C-1: Overseas Family travel authorization for concurrent travel, *page 50*

Figure C-2: Overseas command Family travel authorization for deferred travel, *page 51*

Figure C-3: Disapproval notice of overseas Family travel, *page 52*

Figure C-4: A travel authorization order for dependents to return to the continental United States, *page 53*

### Glossary

## **Chapter 1**

### **Introduction**

#### **Section I**

##### **Overview**

##### **1–1. Purpose**

This regulation establishes policies and prescribes procedures for moving Soldiers and their Family members overseas. It also governs the preparation for and travel (transportation at Government expense or on a space-available basis) to, from, or between overseas areas, of Soldiers and their Family members entitled or authorized to travel by law, regulation, or departmental policy. The Joint Travel Regulation (JTR) takes precedence over any inconsistent provision within this regulation.

##### **1–2. References and forms**

See appendix A.

##### **1–3. Explanation of abbreviations and terms**

See the glossary.

##### **1–4. Responsibilities**

Responsibilities are located in section II of this chapter.

##### **1–5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

#### **Section II**

##### **Responsibilities**

##### **1–6. Deputy Chief of Staff, G–1**

The DCS, G–1 will—

- a.* Develop policies pertaining to administrative processes for moving Soldiers and Family members.
- b.* Represent the Army on the Per Diem, Travel and Transportation Allowance Committee.
- c.* Coordinate to ensure continuity in program administration within the uniformed Services.
- d.* Act as the final approval authority for the Secretary of the Army for personnel travel policy issues, as outlined in appendix B.
- e.* On behalf of the DCS, G–1, the Commanding General (CG), U.S. Army Human Resources Command (HRC) will—
  - (1) Serve as the Army program manager for all aspects of the Army Dependent Student Travel Program.
  - (2) Provide emergency assistance to students through the toll free number and the HRC Service Center.
  - (3) Establish reporting requirements, as needed, for Army command (ACOM), Army service component command (ASCC), and direct reporting unit (DRU) commanders.
  - (4) Approve personnel travel issues as outlined in appendix B.

##### **1–7. Deputy Chief of Staff, G–4**

The DCS, G–4 will develop the policies and procedures for travel to and from the continental United States (CONUS) and between areas outside CONUS (OCONUS) for all Army-sponsored passengers.

##### **1–8. Deputy Chief of Staff, G–9**

The DCS, G–9 will, through the CG, U.S. Army Installation Management Command (IMCOM)—

- a.* Ensure that CONUS installation commanders will—

- (1) Determine on a case-by-case basis whether travel of Family members is authorized as outlined in this regulation.
  - (2) Verify the dependency of Family members shown on DA Form 4787 (Reassignment Processing) by using available documents in the Soldier's Army Military Human Resource Records, and resolve any discrepancies that may exist (for example, wards with limited privileges and custody issues). Forward the request for record updates regarding dependency of Family Members to DCS, G-1 (DAPE-PRC), 300 Army Pentagon, Washington, DC 20310-0300.
  - (3) Brief personnel pursuant to paragraph 2-1 of this regulation.
  - (4) Furnish the guide sheet at figure 2-1 to personnel authorized concurrent Family member travel. For unaccompanied personnel who are not authorized concurrent travel, have selected an unaccompanied tour, or who are assigned to a dependent restricted area, furnish the guide sheet at figure 2-2.
  - (5) Expeditiously provide available overseas command general information to individuals concerned.
  - (6) Issue DD Form 1056 (Authorization to Apply for a "No Fee" Passport and/or Request for Visa) and DOS Form DSP-11 (Passport Application) pursuant to DoD Manual O-1000.21, to Family members of military personnel approved for Family travel, who are eligible for and desire Government transportation. Forms will be issued at the time of initial processing of application for concurrent travel. This includes close blood and affinitive relatives who are permanent members of the household, whenever this authorization would not violate international agreements between the United States and the country concerned. Passport and visa applications are processed by installation passport offices, which are generally operated by IMCOM Military Personnel Division, or Army Materiel Command, Logistical Centers (Transportation Offices).
  - (7) Ensure that the traveler possesses required passports and visas before issuing tickets.
  - (8) Approve deferred travel of Family members to overseas areas when insufficient time remains for processing passport or concurrent travel applications. Insufficient time is defined as that period when the sponsor has less than 30 days remaining between the date of receipt of orders and availability date, or reporting date, at the transportation area. The overseas commander will be advised of this approval. Exceptions should be coordinated with the gaining ACOM, ASCC, or DRU.
  - (9) Issue a deferred authorization when the overseas commander indicates housing will be available between 61 and 140 days, or approve nonconcurrent travel when housing is unavailable for 140 days (for U.S. Army Europe only, deferred travel is between 31 and 140 days).
  - (10) Disapprove applications for concurrent travel when the sponsor does not qualify for transportation of Family members, in accordance with chapter 2 of this regulation.
  - (11) Disapprove applications for concurrent travel of Family members when medical clearance has been denied by the overseas command.
  - (12) Administer appropriate immunizations for overseas travel, as required by AR 40-562.
  - (13) Issue the travel authorizations and perform processing for Family members residing in an overseas area when the sponsor is stationed in the United States. The Installation Transportation Office (ITO) will determine the place from which transportation at Government expense is authorized and will clearly state that place in the travel authorization.
  - (14) Approve or disapprove applications for movement of Family members to a designated place in CONUS, Alaska, Hawaii, Puerto Rico, or a territory or possession of the United States in accordance with chapter 2 of this regulation.
  - (15) Issue authorizations for travel of Family members under Title 10, United States Code, Chapter 76, in figure 1-1.
  - (16) Require Soldiers (except general officers) who are assigned to an area where application for concurrent travel is authorized to elect to serve either the "accompanied" tour or the "unaccompanied" tour prior to departing from CONUS.
  - (17) Obtain statements from Soldiers who desire to serve the "unaccompanied" tour.
  - (18) Approve concurrent travel for Soldiers and Family members to an overseas area, in accordance with AR 600-8-11 (except for Soldiers with Family members in the Exceptional Family Member Program (EFMP)).
  - (19) Prepare original or amended orders that include the Soldier's selected tour request for accompanied/unaccompanied.
  - (20) Establish a central-port call office to support all international passenger movements originating from the installation's geographical area of responsibility.
  - (21) Follow the travel requirements for relevant countries, which are listed in the Department of Defense (DoD) Foreign Clearance Guide (FCG) at <https://www.fcg.pentagon.mil/>.
- b. Ensure OCONUS installation commanders who are responsible for Family member travel to their area will—



- (1) Verify dependency of Family members shown on DA Form 4787 (Reassignment Processing), when a Soldier is traveling to another overseas command.
- (2) Complete counseling and processing for Soldiers who are traveling within, or to, an overseas command.
- (3) When a Soldier is not assigned in a dependent restricted area, determine command sponsorship eligibility, and authorize entry and command sponsorship of Family members into the overseas command.
- (4) Issue travel authorizations for Family members entering the overseas command.
- (5) Furnish to the “losing” command an estimated forecast of delay for the travel of Family members.
- (6) Forward command brochures and general area information to installation commanders for transmittal to individuals traveling to their commands, or make information available online.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

*Office Symbol*

MEMORANDUM FOR: *(See Distribution)*

SUBJECT: Overseas Travel at Government Expense Pursuant to the *(Missing Persons Act, or upon death of sponsor - Sponsor's Last Name, First Name, MI)*

1. Individuals listed are authorized transportation at government expense from *(authorized origin) to (authorized destination)*.
2. Name, rank, and unit of sponsor: *(Last name, first name, MI, rank, and complete mailing address)*.
3. Availability date: *(MM/DD/YY)*.
4. Authority: *(JTR)*.
5. Name, relationship, date of birth, and passport number of authorized travelers: *(Last name, first name, MI, relationship to sponsor, MM/DD/YY, PP#)*.
6. If applicable/authorized: State authorization IAW the JTR for shipment of household goods. For POV also see the JTR.
7. Accounting classification: MDC
8. Baggage: Include baggage limitation

*(Signature block)*

DISTRIBUTION:

Individual concerned - 35 copies

Figure 1-1. An authorization for an individual to travel at Government expense, pursuant to the Missing Persons Act or upon death of sponsor

### **1–9. The Commanding General, Surface Deployment and Distribution Command**

The CG, SDDC, through the CG, U.S. Army Materiel Command will—

- a.* Monitor and provide guidance for port call effectiveness.
- b.* Develop standardized routing guides for the movement of DoD passengers worldwide.

### **1–10. Commanders of Army commands, Army service component commands, and direct reporting units**

Commanders of ACOMs, ASCCs, and DRUs will—

- a.* Monitor all Family member travel programs within their commands or administrative jurisdictions.
- b.* Ensure eligibility requirements are met by dependent students using the Dependent Student Travel Program and issue travel orders. Delegation for this responsibility below ACOM, ASCC, and DRU level is not authorized without written prior approval from HRC (AHRC–PLB). The DCS, G–1 (DAPE–PR) is the approval authority for a request for change of delegating authority.
- c.* Establish a primary and alternate program administrator for the Dependent Student Travel Program and furnish his or her name, address, phone number, and message address to the Commander, HRC (AHRC–PLB), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5401.
- d.* Provide statistical data on the Dependent Student Travel Program, as required by HRC.
- e.* Establish awareness of public programs for student travel to ensure that sponsors understand the entitlement eligibility criteria. Encourage sponsors to apply early for the movement of their dependent students.
- f.* Verify that the Soldier meets the command sponsorship requirements.
- g.* Be the final approval authority for requests for command sponsorship that do not require an exception to policy and do not require EFMP clearance. See section II of the glossary for an explanation of EFMP.
- h.* Ensure the procedures provided in AR 608–75 are implemented immediately upon notification of an overseas assignment for the Soldier to request Family travel and command sponsorship.

## **Section III**

### **Requirements for Entitlement to Transportation**

#### **1–11. Military Personnel**

In accordance with the JTR, commanders may authorize Family members to accompany or join their military sponsor overseas at Government expense when the sponsor fulfills the requirements listed below, or if the sponsor exercises the appropriate option provided in paragraph 1–13 of this regulation. This is after it is determined that concurrent travel will be approved or the waiting period for housing is known. The sponsor will—

- a.* Have a sufficient remaining service obligation to complete the overseas tour prescribed for accompanied personnel in the area to which assigned, except as determined by the Secretary of the Army (for example, medical officers in certain shortage specialties are authorized to serve 2–year accompanied tours in long tour areas).
- b.* Have a minimum of 12 months service remaining on his or her overseas tour after the arrival of Family members. Remaining overseas time may be waived by the ACOM, ASCC, or DRU.
- c.* Contact MPD for a levy briefing, which discusses EFMP screening procedures for that particular installation. See DoDI 1315.19 and AR 608–75.

#### **1–12. Civilian personnel**

For entitlements to transportation for civilian personnel, see the JTR. Procedures for command sponsorship must meet DoDI 1315.19 requirements and also those requirements published in AR 608–75.

#### **1–13. Service requirements**

Military sponsors who do not meet the service obligation requirements needed to serve the “accompanied” tour length may overcome this disqualification by taking an appropriate action indicated below. However, any foreign service tour extension of 6 months or longer will require new medical and educational screening and processing of dependents, to ensure any required services will continue to be available.

- a.* Officers who have an established date of separation must apply for, and obtain approval of, an extension of active duty.
- b.* Enlisted Soldiers must take appropriate action as authorized by AR 601–280.
- c.* When there is less than 12 months remaining on the sponsor's overseas tour, the sponsor must request a foreign service tour extension pursuant to AR 614–30.

#### **1–14. Family members of Soldiers not entitled to transportation, or who enter the command without proper endorsement**

*a.* Commanders will discourage Soldiers from moving noncommand-sponsored Family members overseas, at their own expense, to reside in the vicinity of the Soldier's duty station.

(1) Family members not entitled to transportation at Government expense will not travel to the overseas location on a space-required or space-available basis. Additionally, if Family members are not command-sponsored, their return travel will be at personal expense.

(2) The Department of the Army (DA) cannot preclude Family members from traveling at their own expense and residing in the vicinity of a Soldier's duty station OCONUS. All concerned must recognize that a Soldier's Family members have the same travel rights as any other non-DoD sponsored travelers. However, commanders may not deny military Family members, solely on the basis of a noncommand sponsored status, medical service as provided by law or regulation, or Post Exchange and commissary privileges where these facilities are available to "command-sponsored" Family members. However, Post Exchange and commissary privileges may be denied or limited because of international agreements or, in individual cases, because these privileges have been abused (for example, by sales or gifts of purchases to individuals or groups not entitled to these privileges).

(3) If Family members enter the area without command sponsorship and reside in the vicinity of a Soldier's duty station, the appropriate commander may, upon the Soldier's request and after a reasonable period of time, recognize them as "command-sponsored" Family members. The commander will require the Soldier to complete an "accompanied" tour or have at least 12 months remaining on the accompanied tour length after their arrival, whichever is longer (refer to AR 614–30 for tour requirements). Soldiers must have a sufficient remaining service obligation to complete the prescribed tour. It is the commander's prerogative to determine the "reasonable period of time." Subsequent departure of Family members will not be cause for a Soldier to revert to the unaccompanied-tour status. Overseas commanders will not "command-sponsor" Family members present in the vicinity of their overseas duty station unless the station is within an area where an "accompanied" tour is authorized (see JTR).

(4) If Family members are recognized as "command-sponsored," the Soldier is entitled to station allowances at the "with dependents" rate. Commanders may also authorize Soldiers to mess separately.

(5) Return transportation from a Soldier's OCONUS station to the United States for noncommand-sponsored Family members is the financial responsibility of the Soldier or the Family members. It is expected that, in some cases, Soldiers will have insufficient funds to defray the cost of commercial transportation for their Family members at the time of their reassignment, resulting in the stranding of their Family members in the overseas area. Major overseas commanders are authorized to approve space-available travel, as an exception to policy, in extenuating cases where national embarrassment may result from stranding Family members in foreign countries. This authorization should be administered only after all other methods of returning the Family members are exhausted (for example, obtaining emergency loans). Note. Family members acquired by a Soldier while serving on an overseas tour, who are citizens of that foreign country, cannot be considered as stranded in that country.

*b.* Major overseas commanders may approve space-available travel for Family members acquired in an overseas area during the course of a Soldier's tour of duty there (if not otherwise entitled to transportation at Government expense), provided command regulations pertaining to their acquisition were followed. Additionally, foreign nationals must complete the requirements of the U.S. Immigration and Naturalization Service for entry into the United States. Space available transportation by Air Mobility Command (AMC) aircraft is authorized to the appropriate CONUS aerial port of debarkation (APOD) in conjunction with the Soldier's permanent change of station (PCS) from the overseas command. When possible, families will travel with their sponsor, but only when space is available. Family members will be permitted to travel unaccompanied following departure of their sponsor if they cannot be accommodated on the same flight. Since space available travel is not a travel entitlement, Soldiers should be advised that approval for this type of travel does not guarantee that space will be available at the time travel is desired and that, if a Family member does not want to wait until space becomes available, travel must be by commercial means at personal expense and is nonreimbursable.

*c.* The provisions of paragraphs 1–14a(2) through 1–14a(5) and 1–14b, above, will be applied when Family members are acquired by marriage, or otherwise, in overseas areas with the following exceptions—

(1) When Soldiers stationed in Alaska, Hawaii, Puerto Rico, or a U.S. territory or possession acquire Family members who are bona fide residents of such commonwealth, territory, possession, or State, or are officials or other employees of the United States and stationed in Alaska, Hawaii, Puerto Rico, or a U.S. territory or possession, the provisions of paragraph 1–14a(3), above, will not apply. If otherwise entitled, these personnel are authorized station allowances with Family members and transportation of Family members at Government expense incident to their next PCS, without being required to serve the tour prescribed for Soldiers with Family members or to have at least 12 months remaining on the overseas tour after their acquisition.

(2) Soldiers who acquire Family members in an overseas area, (except as noted in para 1–14c(1), will not be authorized station allowances as Soldiers with Family members, or transoceanic or overseas land transportation of Family members at Government expense incident to their next PCS unless they meet tour length requirements and obtain command sponsorship. Soldiers who acquire Family members overseas and who are not eligible for transoceanic or overseas land transportation, but are otherwise eligible for transportation of Family members, will be entitled only to travel allowances for land transportation from point of entry into the United States to the Soldier's next permanent duty station (PDS) (for example, travel from OCONUS to the APOD in CONUS is at the Soldier's expense).

#### **1–15. Soldiers who acquire Family members after assignment overseas**

a. Soldiers who acquire Family members, to include newly born or adopted children, after the effective date of PCS orders may be provided transportation for their Family members on a space-available basis to accompany or join them at the overseas duty location. This can be done if all of these three requirements are met—

- (1) The overseas commander grants approval for entry of Family members into the command.
- (2) Family members will be command sponsored.
- (3) Family members intend to establish a residence.

b. Applications for this travel will be submitted to overseas commanders pursuant to the requirements in chapter 2. Sponsors will be required to serve the tour prescribed for Soldiers with Family members (accompanied) or to have at least 12 months remaining on the accompanied tour length after arrival of their Family members, whichever is longer (refer to AR 614–30 for tour requirements). Soldiers who do not have a sufficient remaining service obligation to complete this requirement must qualify by taking the appropriate action, prescribed in paragraph 1–11 of this regulation, prior to authorization of space available travel for those Family members.

c. Dependent children born after the effective date of PCS orders will travel to the new station at Government expense when the travel of the mother to the new station at Government expense was precluded due to—

- (1) The mother's pregnancy or other medical reasons as certified by a medical doctor.
- (2) Official reasons (for example, awaiting completion of school for other children in the Family).

d. Dependent children who do not meet the conditions for space-required travel will travel on a space-available basis. Sponsors will follow the same procedures for space-available travel that apply to close blood and affinitive relatives. Family members traveling space-available should be counseled on expenditures during potential lengthy delays at ports of embarkation (for example, billeting and food costs). See figure 1–2, below, for format of space-available travel orders.

e. Family members who join their sponsor at the overseas duty station under the procedures and conditions in paragraph 1–15a through 1–15d, above, and obtain command sponsorship, upon the sponsor's subsequent PCS, will be entitled to transportation at Government expense to the sponsor's next PDS.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

MEMORANDUM FOR: *(See Distribution)*

SUBJECT: Travel Authorization for Space Available Travel of Acquired Family Member (or close blood and affinitive relatives) (Sponsor's Last Name, First Name, MI)

1. Individuals listed are authorized to proceed to aerial port of embarkation not earlier than reporting time, where their names will be entered on the space available (category 3) for transportation to aerial port of debarkation, in accordance with DoDI 4515.13.
2. All travel expenses incurred will be borne by the individual. Soldier has been briefed on potential financial hardship that may be experienced while awaiting space available travel. Travel to be completed by *(Date) (60 days after availability date)*.
3. Name, relationship, DOB, and passport # of traveler: *(Last name, first name, MI, relationship to the traveler, MM/DD/YY, PP#.)*
4. Destination and availability date: *(Country and MM/DD/YY.)*
5. NAME, RANK and unit sponsor: *(Last name, first name, rank, complete mailing address.)*
6. Travelers must have in their possession a valid passport with visa, if required, current immunization record, and sufficient funds to cover all expenses while awaiting transportation. Weapons will not be transported incident to travel.
7. Traveler has the option to utilize space required transportation on a cash reimbursable basis to AMC at the U.S. Government Rate Tariff (AFR 76-11). Shipment of accompanied baggage is limited to two pieces. Each bag is limited to 70 pounds not to exceed 62 inches in total dimension. One piece of carry-on luggage is authorized, not to exceed 45 inches.
8. POC, office, and telephone number.

*(Signature block)*

DISTRIBUTION:

Individual concerned - 15 copies  
Soldier's servicing MPD - 2 copies  
Aerial Port of Embarkation - 2 copies

Figure 1-2. A space-available order for an acquired Family member or close relative

## **1–16. Restrictions**

Restrictions on travel of infants, unaccompanied children, and pregnant women (as referred to in DoDI 4515.13 and the JTR) are as follows—

*a. Infants.* Infant Family members less than 6 weeks old will not be authorized to travel on AMC aircraft unless considered medically sound and so certified by a responsible medical officer or civilian physician. The written certification must accompany the infant.

*b. Unaccompanied Family members.* Children older than 6 weeks and under the age of 12 will not be authorized to travel on AMC aircraft unless accompanied by a parent or responsible adult, defined as a Family member or other person who possesses a common access card (CAC), is at least 18 years of age, and is designated by the parent or a competent authority.

*c. Pregnancy.*

(1) Pregnant women who are under 34 weeks' gestation will be permitted to travel by military aircraft, unless this mode of travel is medically contraindicated.

(2) Whenever possible in cases of pregnancy, Family members will be moved prior to the pregnant woman reaching 34 weeks' gestation.

(3) Women who are less than 6 weeks postpartum may be accepted for air transportation if considered medically sound and so certified by a medical officer or civilian physician. The written certification must accompany the passenger.

(4) When, due to factors outside the control of the Soldier or his Family members, movement cannot be accomplished prior to the pregnant woman's 34 weeks' gestation of pregnancy and a request for deferment under the provisions of AR 614–30 is disapproved, the application will be considered as “concurrent travel applied for and disapproved.”

(5) Pregnant command-sponsored dependents in the process of PCS to a remote overseas location without appropriate medical care must delay travel until after delivery. After delivery, both the mother and infant are required to complete the Family member travel screening process prior to joining the Service member overseas.

## **1–17. Medical documentation requirements**

*a.* All Family members must complete screening in accordance with AR 608–75 and must receive required immunizations in accordance with AR 40–562.

*b.* If a medical or educational condition is identified during the Family member travel screening process, or the Soldier is already enrolled in the EFMP, Family members will not be allowed to travel until medical and educational clearance is obtained from the overseas commander. See AR 614–30 and AR 608–75.

## **1–18. Transportation for close blood and affinitive relatives**

*a.* A sponsor's close blood and affinitive relatives, who are permanent members of a sponsor's household and are dependent upon the sponsor for a home, may be furnished transportation to the new duty station overseas on a space-available basis. This authorization does not include wards. The sponsor must be otherwise entitled to transportation of bona fide Family members at Government expense. Travel must be performed at the same time as the travel of the sponsor or his or her Family members. This travel is permitted for only the transoceanic portion of the journey. See figure 1–2, above, for a sample space-available travel order. DoDI 4515.13 governs use of space-available travel.

*b.* Advance return of noncommand-sponsored Family members of a Family unit will not be authorized (see JTR).

## **Chapter 2**

### **Permanent Duty Assignment Overseas**

#### **2–1. Providers for briefing**

Losing installation commanders, CONUS and OCONUS, will brief Soldiers with Family members concerning matters in this chapter. This briefing is provided or coordinated by the installation office that is delegated this task, upon a Soldier's assignment to a PDS in an overseas area.

#### **2–2. Exceptional Family Member Program and medical, educational, and dental care**

Medical care in military medical facilities is authorized for Family members, but is subject to the availability of adequate staff and facilities. In many overseas areas, adequate military or civilian medical care is not available for health conditions Family members may have. Local conditions, such as climate, altitude, and lack of educational facilities, may affect Family members who require special accommodations. Therefore, the importance of attention to medical,

educational, and dental problems of Family members before they leave the home station will be emphasized in accordance with AR 608–75. It is imperative that Soldiers and Family members contact the local medical Family Member Travel screening office immediately upon notification of an overseas assignment in order to obtain proper instructions and initiate the screening. Once the screening has been completed, it will be processed to the gaining overseas command for review and coordination, in accordance with AR 608–75 and DoDI 1315.19. However, if a Family member is put into the EFMP prior to receipt of overseas orders, that is a different scenario than if the identification is made after the orders are issued. See AR 608–75.

### **2–3. Eligibility for transportation of Family members at Government expense**

The installation command briefs Soldiers with Family members regarding eligibility of their Family members for transportation at Government expense.

*a.* Soldiers who are eligible for and desire concurrent travel of their Family members will be briefed regarding the appropriate method, time, and place for submitting their applications. At the time of briefing, sponsors who are assigned to an area where application for concurrent travel—categories 1 and 2—is authorized will be furnished a DD Form 1056, if necessary; DA Form 4787, DA Form 5888 (Family Member Deployment Screening) as in accordance with AR 608–75; Department of State Form DSP–11; and current pamphlets concerning overseas areas (see figs 2–1 and 2–2 for guide sheets).

*b.* Soldiers who are not eligible for transportation of Family members overseas at Government expense will be advised regarding designated place moves.

*c.* General officers will be processed by procedures outlined by Headquarters, Department of the Army (HQDA) (DACS–GOM).



### INFORMATION

The following guide sheet should be furnished to Soldiers assigned to overseas areas where concurrent travel is authorized.

1. Have you submitted the required forms for movement of Family members overseas?
2. Do you have sufficient time remaining in your current enlistment to satisfy overseas service requirements for eligibility for Family member travel? If not, do you know that you will be required to overcome this disqualification, in order to be eligible for transportation of your Family members overseas at Government expense?
3. Do you have information on housing conditions in the overseas area of your assignment? If not, recommend you write to the overseas commander concerned.
4. Will the restrictions imposed on travel of infants and/or a pregnant Family member prevent travel of your Family members on AMC?
5. If you have relatives living in the country to which you are being assigned, have you furnished their name, relationship, and address to permit your Family members to reside with relatives pending availability of housing? Do you know that for sergeant first class and below, you must send a letter to the overseas commander stating that they are willing and able to provide adequate housing until Government housing is available?
6. If you have any alien Family members, do you know what procedures to follow to expedite their naturalization?
7. Have you and your Family members applied for passports, as required?
8. Have your Family members obtained necessary immunizations?
9. Do you know that any delay on your part in submitting applications for Family travel and passports, which results in a delay in processing your Family travel, might preclude traveling concurrently with your Family?
10. Do you know that you are not to report to the Army terminal with your Family members before you receive a port call?
11. Have you furnished a firm leave address and phone number at, or through, which you and your Family members may be reached at all times if you are delayed en route?
12. If you have elected to delay travel of your Family members for personal reasons, have you been informed that movement to a designated place is at personal expense?

**Figure 2-1. Guide sheet for Soldiers going on overseas assignment where concurrent Family member travel is authorized**

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13. Do you know that when you accept economy accommodations and subsequently decline acceptance of local economy quarters following arrival overseas, temporary lodging allowance may be denied?

14. Do you know that if your orders are canceled or your reporting date is amended, you should notify this activity and forward a copy of orders to this office?

15. Have you been briefed on your flight information and where to pick up tickets?

16. Have you been briefed on uniform requirements for a military flight, if applicable?

17. If applicable, have leave en route and/or alternate aerial-port-of-embarkation (APOE) plans been discussed?

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**Figure 2–1. Guide sheet for Soldiers going on overseas assignment where concurrent Family member travel is authorized— continued**

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## **2–4. Family separation allowance**

*a.* Soldiers who are eligible for transportation of Family members at Government expense will be advised as shown below. When an eligible Soldier is assigned to a PDS OCONUS where—

- (1) Family members are restricted from the area. The Soldier may be entitled to the Family separation allowance.
- (2) Application for concurrent travel—categories 1 and 2—is approved, the Soldier will not be entitled to the Family separation allowance, except as indicated below.

- (a)* Family does not travel with the Soldier and the Family is delayed for more than 30 days; and

- (b)* The delay is caused by the Government.

- (3) The Soldier is authorized deferred travel (up to 140 days) after application of concurrent travel, the Soldier is entitled to Family separation allowance, if otherwise qualified. Upon approval for Family members to enter the command, the Family separation allowance will not exceed 60 days from date of approval, unless the delay was caused by the Government.

- (4) The Soldier is denied concurrent travel, the Soldier may be entitled to the Family separation allowance. Soldiers who later request and obtain approval for Family members to enter the command will receive the Family separation allowance not to exceed 60 days from the date of approval, unless the delay was caused by the Government.

*b.* If Family members are not authorized to travel overseas with their sponsors concurrently but travel later on a nonconcurrent basis, any deferment of travel by the Family members for personal reasons could result in loss of the Family separation allowance for the period involved.

## **2–5. Selection of tour**

After the briefing, each Soldier assigned to an area where application is authorized for concurrent travel—categories 1 and 2—will be advised that he or she will be required to elect to serve either the “accompanied” tour or the “unaccompanied” tour. This must be done prior to departure from CONUS or the losing overseas command. If for any reason the Soldier does not elect to serve the “accompanied” or “unaccompanied” tour prior to departure, the Soldier, as far as entitlement to the Family separation allowance is concerned, will be considered as serving the “accompanied” tour (see figs 2–1 and 2–2 for guide sheets).

## **2–6. Selection of “accompanied” tour**

Soldiers selecting the “accompanied” tour will be advised that—

- a. A Soldier must apply promptly for concurrent travel to be eligible for payment of the Family separation allowance.
- b. The gaining overseas command is the sole authority for approval and disapproval of any request for Family travel.

## **2-7. Selection of "unaccompanied" tour**

Soldiers electing the "unaccompanied" tour will be advised—

- a. They will be required to sign a statement to that effect.
- b. The PCS or amendatory orders will contain the statement "Travel of your Family members to overseas duty station is not authorized at Government expense during this tour."
- c. They will be entitled to the Family separation allowance.
- d. They will be entitled to transportation of Family members to a designated place in accordance with paragraph 2-8 of this regulation. Soldiers are authorized only one move at Government expense for the current PCS. Family members will not be entitled to another move from the designated place until the Soldier completes a PCS from the overseas location or serves an in-place consecutive overseas tour (IPCOT).

### **INFORMATION**

The following guide sheet should be furnished to Soldiers who travel unaccompanied:

1. Have you been briefed on type of clothing authorized on your flight?
2. Do you know the air carrier's baggage policy?
3. Have you been given your flight information (including APOE)?
4. Have you been briefed on where you should pick up tickets?
5. If applicable, has leave en route and/or alternate APOE plans been discussed?
6. Have you furnished a leave address and phone number where you may be contacted in case of emergency?
7. Do you know that if your orders are canceled or your reporting date is amended, you should notify this activity and forward a copy of orders to this office?

**Figure 2-2. Guide sheet for Soldiers traveling unaccompanied**

## **2-8. Designated place moves for Soldiers assigned to a dependent-restricted tour**

a. When a Soldier is assigned to a dependent-restricted tour, the travel and transportation allowances for travel of Family members are authorized from the old PDS to a designated place as follows—

- (1) Any place in CONUS the Soldier designates.
- (2) Alaska, Hawaii, Puerto Rico, or any territory or possession of the United States, if authorized or approved by the Soldier's losing installation commander. (This may not be delegated further.) When approving OCONUS moves to Alaska, Hawaii, Puerto Rico, or any territory or possession of the United States, commanders are responsible for ensuring that—
  - (a) The designated location is the Soldier's and or dependent's home of record; or
  - (b) The designated location is the Soldier's and or dependent's residency for tax purposes; or
  - (c) The Soldier and or dependents have a Family support network in the area of the designated location;
  - (d) The Soldier and or dependents have appropriate medical and educational services available in the designated area as the Family cannot move until the Soldier is permanently assigned to the next duty station.

(e) The Soldier has taken into consideration all financial aspects of this move to ensure that he is not putting himself in jeopardy. Consideration will be on a case-by-case basis before Government funds will be used to move a Family OCONUS.

(3) To the member's next PDS, provided the member is to serve an accompanied tour at that PDS, in accordance with JTR.

(4) Any other place OCONUS authorized by the Secretary of the Army.

b. Requests for movement of Family members to OCONUS locations other than Hawaii, Alaska, Puerto Rico, or territories or possessions should be forwarded to Commander, HRC (AHRC-PLB), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5401. Requests must be forwarded through the appropriate chain of command through ACOM, ASCC, or DRU level for approval through the Secretarial Process.

c. ACOM, ASCC, or DRU will ensure all appropriate documentation is attached, including the ACOM's endorsement with reasons why a request should be approved or disapproved. The ACOM, ASCC, or DRU will review each case for justification and supporting documentation and will forward it through DCS, G-1 (DAPE-PRC) to the Secretary of the Army for approval or disapproval. At a minimum, the justification must meet the criteria listed in paragraph 2-8a(2). Additionally, provide specific location of designated location, Family status to include EFMP, a local Family in the area of the designated location, the country's security and threat status, statement by the Soldier acknowledging Status of Forces Agreement protection will not be provided to the Family, as well as limited access to U.S. facilities, the acknowledgement of additional tax burden for properties moved to the proposed location, and that limited medical may be available.

d. Requests for designated place moves to the same country to which the Soldier is assigned will not be authorized except for extremely warranting cases.

## **2-9. Designated place moves for Soldiers serving an "unaccompanied" tour**

a. Soldiers who elect to serve an "unaccompanied" tour may choose to leave their Family members at their current location. Alternatively, Soldiers are authorized to move Family members to a designated place other than the new PDS. However, reimbursement is limited to the cost of the move from the old PDS to the new PDS. The designated place may be—

(1) Any place in CONUS the Soldier designates.

(2) The place OCONUS to which PCS orders state that the Soldier is scheduled to be assigned to serve an accompanied tour immediately after completing the unaccompanied tour. The Soldier must have sufficient obligated military service to complete the unaccompanied tour and the subsequent accompanied tour. The Soldier must also obtain command sponsorship from the overseas commander. Consideration will be on a case-by-case basis before Government funds will be used to move a Family OCONUS.

(3) Alaska, Hawaii, Puerto Rico, or any territory or possession of the United States if approved by the installation commander. (This may not be further delegated.) Consideration will be on a case-by-case basis before Government funds will be used to move a Family OCONUS. When approving moves to Alaska, Hawaii, Puerto Rico, or any territory or possession of the United States, commanders are responsible for ensuring—

(a) The designated location is the Soldier's and/or dependent's home of record; or

(b) The designated location is the Soldier's and/or Family member's residency for tax purposes; or

(c) The Soldier and or Family members have a Family support network in the area of the designated location; and

(d) The Soldier has taken into consideration all financial aspects of this move.

b. Family members cannot be moved again at Government expense until subsequent PCS orders are issued or the Soldier serves an IPCOT. A Soldier moving Family members to a designated place may move them to the overseas PDS at personal expense, if this is desired. If Family members become command sponsored there, they may be moved at Government expense when subsequent PCS orders are issued.

c. The Soldier's orders will include the statement, "Travel of your Family members to your overseas duty station at Government expense is not authorized during this tour. You are authorized to make a designated place move to (authorized place)."

## **2-10. Change of tour from "accompanied" to "unaccompanied"**

a. *Family members remain at old permanent duty station.* A Soldier on an "accompanied" tour, whose Family members do not join the Soldier overseas, may have the tour converted (not prorated) to an "unaccompanied" tour. The request must be made within 12 months after arrival in a long tour area or 6 months in a short tour area. For requests submitted after the above time limits, tours will be prorated according to AR 614-30.

b. *Family members join sponsor at new permanent duty station but depart early.* Normally, the sponsor's tour length will not change when Family members depart the overseas command early. However, when Family members

are moved to a safe haven or designated place under the JTR, the overseas ACOM, ASCC, or DRU commander may change the “accompanied” tour to an “unaccompanied” tour and adjust the Soldier’s date eligible for return from overseas in accordance with AR 614–30. Soldiers whose Family members join the sponsor overseas, but return early for other official or personal reasons in accordance with the JTR, may request through Commander, U.S. Human Resources Command, (AHRC–EPO–P), Fort Knox, KY 40122–5303, to prorate the “accompanied” tour.

## **2–11. Change of tour from “unaccompanied” to “accompanied”**

a. When a Soldier who has elected to serve the “unaccompanied” tour decides, after arrival at the PDS overseas, that he or she desires to serve the “accompanied” tour, a request for entry of Family members into the overseas command, as an exception to policy, must be processed in accordance with AR 614–30. The Soldier must still meet service requirements to serve the “accompanied” tour as prescribed in paragraph 1–13 of this regulation. However, Soldiers who already moved Family members to a designated place at Government expense are not authorized a second move at Government expense, unless the Soldier obtains an approved IPCOT.

b. Family members who travel to the overseas PDS at personal expense will follow the provisions of paragraph 1–12 of this regulation.

## **2–12. Application for concurrent travel**

a. Application for concurrent travel should be submitted immediately upon receipt of orders or overseas movement alert. When time permits, sponsors will apply for concurrent travel in sufficient time to permit receipt of the application in the overseas command at least 90 days prior to the sponsor’s availability or reporting date at the transportation area. Any delays incident to late applications, when not completely justified, will not serve to delay the sponsor’s compliance with the original availability or reporting date specified in the sponsor’s orders.

b. The DD Form 1056 issued prior to the approval of concurrent travel is for the purpose of expediting processing should concurrent travel be approved. Approval of this form will not be construed as approval for concurrent travel.

c. The overseas commander will approve concurrent travel when the Family members can be accommodated within 60 days after the sponsor’s arrival in the overseas command. The same application (DA Form 4787) will be used by the overseas commander to approve or disapprove deferred travel. Deferred travel normally will be approved when the Family members can be accommodated within 61–140 days after the sponsor’s arrival in the overseas command (for U.S. Army Europe only, deferred travel is between 31 and 140 days).

d. Soldiers authorized deferred travel for Family members are not entitled to move the Family to a designated place. Any travel of Family members while in the deferred-travel status is at personal expense.

e. In the absence of other limiting factors (for example, lack of EFMP requirements dealing with special medical or educational needs), concurrent travel may be authorized on the basis of temporary accommodations being available at a relative’s residence in the overseas area. The temporary residence must meet all command housing requirements. Officers (to include commissioned and warrant) and senior noncommissioned officers will execute a written statement that the relative’s quarters meet the overseas command’s housing standards. All other Soldiers will furnish the relative’s address and the relative must send a letter to the overseas commander stating willingness and ability to provide adequate housing until Government housing is available. The Family members will reside at this location until economical or Government quarters become available. Soldiers will be counseled regarding—

(1) The possible punitive action which can result from the deliberate falsification of any information provided under provisions of this paragraph.

(2) The sponsor’s responsibility to seek suitable quarters upon notification of approval for Family travel.

(3) The lack of warehouse facilities to store household goods (HHG) overseas while awaiting housing.

f. When the overseas command has indicated that housing will be available within 60 days after arrival in the overseas command, the Soldier’s orders will state, “Concurrent travel of your Family members is authorized from (authorized origin) to the overseas command (authorized destination).”

g. When automatic concurrent travel is not authorized and housing will be available between 61 and 140 days after arrival in the overseas command, the Soldier’s orders will state, “Deferred travel of your Family members to your overseas location is approved. Any travel of your Family members to another location will be at personal expense.” (U.S. Army Europe only, deferred travel is between 31 and 140 days)

## **2–13. Designated place moves for nonconcurrent travel decision**

a. Family members who have been denied concurrent travel and whose anticipated travel to the Soldier’s overseas duty station will be greater than 20 weeks are authorized to perform a designated place move in CONUS. The installation commander may also authorize movement to Hawaii, Alaska, Puerto Rico or a territory or possession of the United States, provided the following conditions exist—

- (1) The sponsor was a legal resident of that State, commonwealth, territory, or possession, before entering active duty; or
  - (2) The sponsor is presently a legal resident of that place; and
  - (3) The move does not exceed the entitlement from the old PDS to the designated place.
- b. If, at a later date, the Soldier is entitled to travel and transportation allowances for Family members to the overseas PDS, the Family members may travel from the designated place to the overseas command provided—
- (1) The Family members are command sponsored.
  - (2) The Soldier has at least 12 months remaining on the overseas tour on the date the Family members are scheduled to arrive there.
- c. When concurrent or deferred travel is not authorized and housing will not be available within 140 days after arrival in the overseas command, the Soldier's orders will state, "Your Family members are authorized nonconcurrent travel. You are authorized to make a designated place move to (authorized place)."

#### **2-14. Sponsors with insufficient remaining service to qualify for overseas movement of Family members**

Sponsors who do not meet the service requirements of paragraph 1-13 of this regulation will be counseled regarding the provisions pertaining to options available to them to qualify for overseas movement of Family members. If they decline to acquire sufficient service to qualify for overseas movement of Family members, they will still be required to elect the "unaccompanied" tour in order to be eligible for payment of Family separation allowance.

#### **2-15. Restrictions on travel of infants, unaccompanied children, and pregnant women**

Counseling will be furnished regarding the information in paragraph 1-16 of this regulation.

#### **2-16. Medical documentation requirements**

Counseling will be furnished regarding the information in paragraph 1-17 of this regulation.

#### **2-17. Passports and visas**

a. The Department of State (DOS) delivers all passports for official travel to the Logistics Services Washington, DoD Passport and Visa Office, 9301 Chapek Road, Bldg. 1485, Fort Belvoir, VA 22060, which then obtains any required visas. Passports and visas of individuals traveling on Government transportation are forwarded to the appropriate passport agent for delivery to the traveler. Passports and visas of Family members who have been authorized to travel overseas at Government expense, but who have elected to travel commercially at their own expense, are forwarded directly to the Family members.

b. Family member travel is delayed frequently because of passport processing time. Therefore, Family member applications for passports should be completed immediately after Family travel has been approved, the orders and the DD Form 1056 have been received, and there are at least 60 days or more before the availability date. If not readily available, all necessary documents required to support the passport application should be obtained as expeditiously as possible.

c. Information pertaining to processing passports and visas is located in DoD Manual O-1000.21. Non U.S.-citizen Family members are not eligible to obtain and use U.S. passports, in accordance with Section 2(a), Part 51, Title 22 Code of Federal regulations.

#### **2-18. Naturalization of foreign national Family members**

a. Sections 1430 and 1433, Title 8, United States Code, waives the residence requirements for foreign national spouses and adopted children who are authorized to accompany U.S. citizens who are regularly stationed abroad or are being reassigned overseas. However, these individuals must be lawfully admitted for permanent residence and meet all other requirements for naturalization. Aside from all other benefits of citizenship, departure from and reentry into the United States is easier as a citizen than as a foreign national.

b. All sponsors with foreign national Family members should obtain information on procedures for naturalization of those Family members to avert unnecessary delay in the overseas movement of sponsors because of a Family member's citizenship problems.

c. All sponsors with foreign national Family members concerned will be advised of the advantages of naturalization of their Family members as well as of the disadvantages inherent in failure to obtain their naturalization. Sponsors will be encouraged to take any required actions immediately through the Department of Homeland Security.

## **2–19. Notification of change of address**

The sponsor or Family members must notify the installation responsible for issuing travel authorizations of all changes of address or telephone numbers to facilitate the dispatch and receipt of the port call.

## **2–20. Reporting at terminals**

Under no circumstances will Family members proceed to the terminal prior to receipt of a port call and the date specified in the port call.

# **Chapter 3**

## **Port Calls**

### **3–1. Policy**

a. The AMC supports Army travelers on military airlift through the Passenger Reservation System. To maximize the use of AMC-controlled and AMC-contracted air travel, the recommended availability window for travelers is 7 to 10 days. However, the need exists to balance movement requirements between the capabilities of the AMC airlift system and the travelers' considerations.

b. The recommended window may be narrowed to address extenuating circumstances (for example, to prevent "hold overs" at training bases, or to respond to true personal emergencies). The window should only be expanded to meet specific service requirements or with the consent of the traveler.

c. Travelers will be advised promptly of port call arrangements so that they are provided the maximum opportunity to plan their leave and personal travel. Port call requests normally will not be allowed to remain in a "hold" status longer than 72 hours (3 working days).

d. A central port call office will issue port calls in support of its installation and the areas within its geographical responsibility.

### **3–2. Requesting port calls**

a. *Soldiers authorized concurrent travel.* Soldiers who receive concurrent travel will request port calls through the losing installation. Family members who are not co-located with the Soldier will request port calls through the installation responsible for the area where the Family members are located. Soldiers and Family members serviced by a different branch of Service will be required to show proof of approval for Family travel to the servicing installation.

b. *Soldiers authorized deferred or nonconcurrent travel.* Soldiers who receive deferred travel will request port calls through the Soldier's losing installation. Upon receipt of the Family member's travel authorization to travel overseas, Family members will request a port call through the installation responsible for the area where the Family members are located. Soldiers who have Family members located OCONUS, without a military installation nearby will request a port call from the Soldiers' supporting installation.

c. *Soldiers shipping a privately owned vehicle at Government expense.* SDDC vehicle processing centers are not open to receive or release privately owned vehicles (POVs) on weekends or Federal holidays.

### **3–3. Cancellations**

a. *Cancellation for convenience of the Government.* Family members whose travel is canceled for the convenience of the Government while they are en route to, or at the terminal, will be furnished transportation from the place they received the cancellation to the installation which authorized transportation to the terminal.

b. *Cancellation for personal reasons.* Family members who cancel their travel for personal reasons, while en route to or after arrival at the terminal, will not be furnished transportation at Government expense to their home or place of selection.

# **Chapter 4**

## **Dependent Student Travel**

### **4–1. Student travel policy**

This section provides policies and functions governing the Dependent Student Travel Program in accordance with JTR.

## 4-2. Eligibility, entitlements, and restrictions

a. *Eligibility.* To be eligible to participate in the Dependent Student Travel Program, the conditions below must exist.

- (1) The sponsor must be—
  - (a) Permanently stationed OCONUS.
  - (b) Accompanied by command-sponsored Family members (unless the only Family members are in the category of Family members described in 4-2a(2), below). See paragraph 4-2c(4), below, for custody issues.
- (2) The student must be—
  - (a) An unmarried dependent child under 23 years old (see JTR). (Travel must be performed prior to the 23<sup>rd</sup> birthday.)
  - (b) Attending or will be attending a school in the United States to obtain a secondary (grades 9–12) or undergraduate college education.
  - (c) Enrolled in a full-time course of study or program. Full-time is defined as 12 semester hours or the equivalent. Students who will be attending school must be within 90 days of their school start date and his or her sponsor must provide a letter of acceptance from the school.

- (3) School factors.
  - (a) If the student is or will be attending a secondary school (see JTR), a certificate of nonavailability from the Department of Defense Dependents Schools (DoDDS) must be provided to the approval authority stating the child is not eligible to attend DoDDS other than on a 7-day-a-week basis.
  - (b) An undergraduate school must be an accredited institution (see JTR) that offers courses leading to undergraduate degrees. The school can be a public or private school and a 2-year community or 4-year college or university located in the United States.

### b. Entitlements.

- (1) *Entitlement.* The Soldier is entitled to one Government funded round trip per fiscal year (1 October to 30 September) for his or her dependent student between the student's school and the sponsor's duty station or other such location to meet the Family for vacation, not to exceed the cost to the PDS.
- (2) *Transportation.* Transportation not used during a fiscal year does not carry over to the next fiscal year. Use of the entitlement is determined by the dates of travel, not the date of the orders authorizing travel.
- (3) *Unaccompanied baggage.* A maximum of 350 pounds of unaccompanied baggage (UB) may be transported in connection with dependent student travel. Baggage may only be shipped when the transportation is provided by or reimbursed by the Government and may not be shipped independent of travel (for example, UB must be shipped within 60 days of the travel date).

### c. Restrictions.

- (1) *Accompanied baggage.* Students are limited to two pieces of checked baggage. Each bag is limited to 70 pounds and may not exceed 62 inches in total dimension. Carry-on luggage is limited to one piece not to exceed 45 inches, and must fit under the passenger seat of the aircraft.
- (2) *Separation from school.* Dependent students who graduate, quit, or are otherwise separated from their school must travel within 30 days following their separation to qualify for movement under the Dependent Student Travel Program. Only under extenuating circumstances, such as illness or hospitalization, will a student be authorized to travel outside the 30 days.
- (3) *Initial permanent change of station move, or initial student travel.* Students who are under 23 years of age will perform their initial travel to the overseas area using the member's PCS entitlement unless the member demonstrates that excess costs would result. If, by using the PCS entitlement, the member would incur excess costs, the member has the option to use the student dependent entitlement for the first leg of the trip versus the PCS entitlement (only one entitlement may be used, not both). Travel performed on the sponsor's PCS orders is chargeable to the sponsor's movement designator code and not to the student travel fund code. Travel under the PCS orders allows travel not to exceed the cost between the sponsor's old duty location, or the last authorized designated place, and the sponsor's new duty station. Students who use the PCS entitlement to the sponsor's overseas duty station and attain the age of 23, while the sponsor is serving overseas, are entitled to return transportation at Government expense upon the sponsor's subsequent PCS.
- (4) *Custody.* A student who has reached the age of majority (normally 18) and is no longer the subject of a custody order, may be authorized funded student travel under the provisions above if the student otherwise meets the definition of "dependent" prescribed in JTR.
- (5) *Pets cannot be shipped under the Dependent Student Travel Program.* Student travelers who want to ship pets at personal expense must make appropriate arrangements directly with a commercial airline. Dependent students are not eligible to move pets by way of SDDC.



(6) *Early return of dependents.* Students who are returned to the United States by the overseas command for any reason using the early return of dependent provision (JTR) are not entitled to dependent student travel. Command-sponsored dependents that return to the United States using this provision is not authorized any further travel between the United States and the overseas area at Government expense. This includes the use of the Dependent Student Travel Program and space available transportation under DoDI 4515.13.

(7) *Cadets and midshipmen.* Cadets and midshipmen attending a Service academy (for example, West Point, Naval Academy, and so forth) are not authorized to travel under the Dependent Student Travel Program. However, cadets and midshipmen are eligible for space available transportation, while in a leave status, from the CONUS aerial port of embarkation (APOE) to the overseas APOD and return (DoDI 4515.13).

(8) *Students attending accredited vocational or trade school.* Sponsors with students attending an accredited vocational or trade school are eligible for travel under the funded Dependent Student Travel Program. The vocational or trade school must meet the accreditation standards to allow the students to be eligible for one round trip annually from the CONUS APOE to the overseas APOD using space available transportation. (See DoDI 4515.13.) The servicing personnel office will publish a space-available student travel order in accordance with figure 4-1, below, which is provided directly to the student or sponsor.

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FM COMMAND ISSUING ORDERS  
TO SOLDIER'S SERVICING MPD  
INFO CDRHRC//AHRC-PLP//

UNCLAS

SUBJ:ORDER FOR SPACE A STUDENT TRAVEL- **LAST NAME OF STUDENT, FIRST NAME.**

1. THIS MESSAGE CONSTITUTES STUDENT TRAVEL ORDER NUMBER ISSUED BY  
**COMMAND ISSUING HEADQUARTERS, OFFICE SYMBOL, APO, DATE.**

2. NAME OF STUDENT: **FIRST NAME, MI, LAST NAME**, DOB: MM/DD/YY

3. NAME AND LOCATION OF EDUCATIONAL INSTITUTE STUDENT ATTENDS:  
EDUCATIONAL INSTITUTE NAME, CITY, STATE, and ZIP.

4. SPONSOR'S RANK, NAME: **RANK, FIRST NAME, MI, LAST NAME**

SPONSOR'S UNIT OF ASSIGNMENT: **UNIT ADDRESS, APO**

LOCATION: **CITY, COUNTRY WHERE SOLDIER IS PHYSICALLY LOCATED**

5. **(ONE WAY OR ROUND TRIP)** SPACE AVAILABLE TRANSPORTATION IS AUTHORIZED  
BETWEEN **THE AERIAL PORT OF EMBARKATION (APOE) TO THE AERIAL PORT OF  
DEBARKATION (APOD).**

6. ORDERS ARE EFFECTIVE 60 DAYS FROM THE DATE OF ISSUE.

7. SPECIAL INSTRUCTIONS FOR THE STUDENT TRAVELER:

A. YOU ARE AUTHORIZED ONE ROUND TRIP PER FISCAL YEAR (1 OCT-30 SEPT).  
TRAVEL IS AUTHORIZED ON AMC SPACE AVAILABLE BETWEEN THE CONUS APOE AND  
OCONUS APOD.

B. YOU MUST HAVE IN YOUR POSSESSION A VALID ID CARD AND A PASSPORT WITH  
VISA, IF REQUIRED. ALL EXPENSES INCURRED AS A RESULT OF THIS TRAVEL WILL NOT  
BE REIMBURSED BY THE GOVERNMENT.

C. CONTACT AMC FOR INFORMATION ON SPACE AVAILABLE TRAVEL (NEAREST  
TERMINAL, FLIGHT INFORMATION). BALTIMORE WASHINGTON INTERNATIONAL (BWI)  
GATEWAY AT COMMERCIAL 410-918-6900, DSN 243-6900 OR  
WEBSITE [HTTP://WWW.BWIAIRPORT.COM/EN](http://WWW.BWIAIRPORT.COM/EN). SEATTLE-TACOMA (SEATAC) GATEWAY  
AT 253-982-0555, DSN 382-0555 OR WEBSITE- [SEATTLE.GATEWAY@US.AF.MIL](mailto:SEATTLE.GATEWAY@US.AF.MIL)

8. ORDER SERVES AS AUTHORIZATION FOR TRAVEL AND MUST BE CARRIED BY YOU  
THE STUDENT TRAVELER.

9. CONTACT THE HUMAN RESOURCE SERVICE CENTER TOLL-FREE FOR EMERGENCIES  
AT 1-888-276-9472.

Figure 4–1. A space-available travel order for a student

#### 4–3. Application, processing, and travel arrangements

##### a. Application.

(1) Sponsors apply for student travel according to procedures prescribed by the Soldier's supporting ACOM, ASCC, or DRU; for example, "directly to the ACOM, ASCC, or DRU headquarters or through a local Personnel Service Center." However, applications should be submitted no later than 60 days prior to the student's desired travel time. The sponsor is responsible for providing detailed student information required on the student travel order. The sponsor must identify any special transportation requirements of the traveler, such as handicaps that should be considered when arranging travel.

(2) The ACOM, ASCC, or DRU ensures that the—

- (a) Sponsor qualifies for travel of his or her dependent.
  - (b) Student is eligible for the program.
  - (c) School qualifies for the program.
  - (d) Personnel processing office maintains a file for each sponsor who applies for the program for the duration of the overseas tour. The file will contain copies of orders, a counseling guide sheet, and other administrative data.
  - (e) Student has the appropriate documents required to travel to the overseas station; for example, passport and visa.
- b. Processing.*
- (1) The ACOM, ASCC, or DRU personnel processing office ensures that the sponsor is informed of the following:
    - (a) Subject matters in the sample guide sheet at figure 4–2.

The Dependent Student Travel Guide sheet is provided for the personnel office as a guide to ensure that sponsors have been briefed on the requirements for the student travel program.

#### TOPIC

1. Written verification that the Family member is a full-time secondary student, or full-time student pursuing an undergraduate degree at an approved and accredited college or university in the United States.
2. Verification of sponsor/student eligibility for travel:
  - a. Sponsor is on an accompanied tour with dependents residing in or near the command. (Sole parents required to be serving the “accompanied tour.”)
  - b. Sponsor’s initial PCS entitlement should be used for the first leg of travel or if excess costs would occur, student travel orders can be issued (not both).
  - c. Verification that student is under 23 years of age and unmarried.
3. Provide:
  - a. Student’s date of birth and relationship to sponsor.
  - b. Complete name and location of college or university.
  - c. Sponsor’s name, rank, Social Security number and complete name of unit of assignment to include APO.
  - d. Confirmed port call dates for the student.
  - e. Confirmed dates of last travel performed under the Student Travel Program.
4. Sponsor has been briefed and understands:
  - a. Student is authorized one round trip per fiscal year (based on date of travel, not orders).
  - b. If student is using PCS entitlement, travel costs will not exceed the cost between the old PDS and new PDS.
  - c. Sponsor is responsible for notifying student of flight arrangements and mailing any necessary tickets and orders.
  - d. The sponsor’s local TO must check for availability of AMC prior to issuing a statement of nonavailability of AMC and arranging commercial air travel.
  - e. Sponsor is responsible for missed pickup charges if student is not available for an unaccompanied baggage pickup.
  - f. Reimbursement for travel with a statement of nonavailability from the ITO will not exceed the cost the Government would have paid to procure the same travel.
  - g. Reimbursement is not authorized for—
    - (1) Travel prior to issuance of orders.
    - (2) Commercial air travel without a statement of nonavailability of AMC flight from the ITO.
    - (3) Travel on foreign flag carriers except under the provisions of JTR.

**Figure 4–2. Dependent student travel guide sheet**

(b) Transoceanic travel will be on a space required basis by AMC when available within 4–3b(1)(c), below. When AMC is not available, Government-procured commercial transportation may be authorized.

(c) The availability window (1–day window for travel when visiting the sponsor for 30 days or less, and a 3–day window for visits over 30 days) which will be used for the period of travel.

(d) Statements of nonavailability of AMC airlift will be issued only when AMC does not service the destination country or when the transportation authority has determined that AMC is not considered reasonably available. Where

the student's destination is not served by AMC, the ACOM, ASCC, or DRU may issue travel orders authorizing commercial travel.

(e) Sponsors will not be reimbursed for personally procured transportation without a properly issued statement of nonavailability or if travel is performed prior to the issuance of orders.

(2) The ACOMs, ASCCCs, and DRUs will verify eligibility and publish required travel orders. See figure 4–3, below, for a sample space-required travel order; see figure 4–1, above, for a sample space-available travel order. The ACOM, ASCCCs, or DRUs will transmit the order to the sponsor and the Student Travel Operations Center (AHRC–PLB). The sponsor ensures that copies are provided to the student.

01 020000Z AUG 13 UUUU

FM COMMAND ISSUING ORDERS  
TO SPONSOR'S SERVICING MPD  
INFO CDRHRC//AHRC-PLB//

UNCLAS

SUBJ:ORDER FOR SPACE REQUIRED STUDENT TRAVEL- **SOLDIER'S LAST NAME, FIRST NAME, MI.**

1. THIS MESSAGE CONSTITUTES STUDENT TRAVEL ORDER **NUMBER** ISSUED BY **COMMAND ISSUING HEADQUARTERS, OFFICE SYMBOL, APO, DATE.**

2. NAME OF STUDENT: **FIRST NAME, MI, LAST NAME DOB: MM/DD/YY**

3. NAME AND LOCATION OF COLLEGE/UNIVERSITY STUDENT ATTENDS:  
**COLLEGE/UNIVERSITY NAME, CITY, STATE, ZIP.**

4. STUDENT ADDRESS: **INCLUDE ADDRESS FOR UNACCOMPANIED BAGGAGE SHIPMENT PICKUP.**

TELEPHONE- PHONE NO. **WHERE STUDENT IS MOST AVAILABLE**

5. SPONSOR'S RANK, NAME: **RANK, FIRST NAME, MI, LAST NAME**

SPONSOR'S UNIT OF ASSIGNMENT: **UNIT ADDRESS,**

APO LOCATION: **CITY, COUNTRY WHERE SOLDIER IS PHYSICALLY LOCATED**

**6. (ONE WAY OR ROUND TRIP)**

TRANSPORTATION IS AUTHORIZED BETWEEN **CITY, COUNTRY TO CITY, COUNTRY.**

**ORIGIN AND DESTINATION MUST BE SPECIFICALLY STATED.**

7. REQUESTED PORT CALL DATE(S): **MM/DD/YY AND MM/DD/YY**

**8. FUND CITE: SELF-EXPLANATORY**

EOR CODE: **XXXX (EOR-ELEMENT OF RESOURCE, 21P3-AMC, 21P4-GTR.**

**USE 21P3 IF UNKNOWN).**

**ESTIMATED EXPENDITURE: PROJECTED EXPENDITURE FOR INDIVIDUAL'S TRAVEL**

CIC: (SEE DFAS-IN MANUAL 37-100)

9. SPECIAL REQUIREMENTS: **ANY SPECIAL TRAVEL REQUIREMENTS THAT THE STUDENT TRAVELER MAY HAVE, MUST BE STATED IN THIS PARAGRAPH.**

10. SPECIAL INSTRUCTIONS FOR THE STUDENT TRAVELER:

A. YOUR SPONSOR IS RESPONSIBLE FOR ARRANGING TRANSPORTATION THROUGH HIS/HER LOCAL TRANSPORTATION OFFICE OR OBTAINING A STATEMENT OF NONAVAILABILITY. IF YOU PERSONALLY OBTAIN A TICKET FROM ANY OTHER SOURCE, YOU WILL NOT BE REIMBURSED UNLESS YOU HAVE A PRE-AUTHORIZED STATEMENT OF NONAVAILABILITY OF AMC TRAVEL FROM THE ITO OFFICE.

B. YOU ARE ENTITLED TO ONE ROUND TRIP PER FISCAL YEAR (1 OCT-30 SEPT). TRAVEL IS AUTHORIZED BETWEEN YOUR SCHOOL AND YOUR SPONSOR'S DUTY STATION.

C. YOU MUST HAVE IN YOUR POSSESSION A VALID ID CARD AND A PASSPORT WITH VISA, IF REQUIRED.

D. YOUR UNACCOMPANIED BAGGAGE SHIPMENT ALLOWANCE IS 350 POUNDS. ACCOMPANIED BAGGAGE IS LIMITED TO TWO PIECES, EACH PIECE NOT TO EXCEED 62 INCHES IN TOTAL DIMENSION, OR 70 POUNDS WEIGHT. AN ADDITIONAL PIECE OF CARRY-ON LUGGAGE MAY NOT EXCEED 45 INCHES AND MUST FIT UNDER THE PASSENGER SEAT OF THE AIRCRAFT.

Figure 4-3. A space-required travel order for a college student, page one

E. YOUR LAST STUDENT TRAVEL WAS PERFORMED ON **MM/DD/YY (OR N/A)**  
**CITY, COUNTRY TO CITY, COUNTRY.**  
THIS TRAVEL CONSTITUTED THE APPLICABLE **SEGMENT OF YOUR ROUND TRIP**  
ENTITLEMENT.

F. **IF APPLICABLE**, TRAVEL IS BEING PERFORMED WITHIN 30 DAYS OF STUDENT  
GRADUATING, COMPLETING, OR QUITTING SCHOOL.

11. THIS ORDER SERVES AS AUTHORIZATION FOR TRAVEL AND MUST BE CARRIED BY  
YOU THE STUDENT TRAVELER.

12. FOR EMERGENCIES, CONTACT THE HUMAN RESOURCE SERVICE CENTER TOLL-FREE  
AT 1-888-276-9472 OR DSN 983-9500.

Figure 4–3. A space-required travel order for a college student—continued

*c. Travel arrangements and port call procedures.*

(1) *Arranging port call.* Upon receipt of orders, sponsors will take the orders and the student's desired itinerary to the ITO. The ITO will issue port call to the student, based on the availability date provided by the sponsor. The student must fly on AMC, provided the following criteria are met—

(a) The flight is within the availability window.

(b) The student avoids an overnight layover.

(c) The flight connects with necessary commercial flights within 6 hours.

(d) Students are not required to change airports (for example, a student requiring a connecting commercial flight from Frankfurt International should not arrive in the country at Ramstein on an AMC flight).

(2) *Category Y flights.* For students booked on category Y flights, the ITO issues the sponsor the necessary travel documents with the itinerary. The sponsor mails the travel documents to the student. For students booked on category B flights, the ITO gives the sponsor a flight confirmation and the itinerary. The sponsor informs the student of the flight information, mails a copy of the orders to the student, and tells the student to report to the appropriate military terminal with a copy of the travel orders, identification card, and passport or visa (if applicable). Students must check in at the appropriate flight counter a minimum of 2 hours before departure and should request to interline baggage.

(3) *Commercial air.* If AMC is not available, the ITO—

(a) Maintains the "Y" card for nonuse of AMC. The "Y" card is an advice card from AMC that indicates nonavailability of AMC service during the travel period requested.

(b) Issues a statement of nonavailability to the sponsor or books the travel on the most cost-effective route between the school and the sponsor's PDS.

(c) Issues tickets directly to the sponsor if pre-paid tickets are not arranged for pickup at the airline reservation counter.

(4) *Unaccompanied baggage.* Students will coordinate UB shipments with military installations located within 25 miles of the student's school. For students located more than 25 miles from a military installation, the sponsor's ITO will arrange for pickup of UB with DD Form 1299 (Application for Shipment and/or Storage of Personal Property). In either situation, the ITO must have a copy of the orders to arrange the shipment. If the carrier attempts pickup and the student is not present to release the baggage, the sponsor may be charged for the attempted pickup. Explosives, flammable, alcohol, and drugs are prohibited from being packed in UB.

#### 4–4. Statements of nonavailability

The servicing transportation office issues the statement of nonavailability of an AMC flight for travel which they coordinate. ACOMs, ASCCCs, and DRUs are responsible for establishing reimbursement procedures for those sponsors using commercial air for all or part of student travel. A copy of the travel order and statement of nonavailability must be submitted with any travel claim. Reimbursement is not authorized if the student travels prior to the issuance of travel orders. Foreign flag service may only be authorized in accordance with JTR. Reimbursement for commercial



air will not exceed the cost of the ticket between the student's school and the sponsor's PDS or the cost that the Government could have procured the ticket, whichever is less. See figure 4–4, below, for a sample statement of nonavailability.


	<b>DEPARTMENT OF THE ARMY</b> ORGANIZATIONAL NAME/TITLE STANDARDIZED STREET ADDRESS CITY, STATE, AND ZIP + 4 CODE
<b>OFFICE SYMBOL</b>	<b>(Date)</b>
<b>MEMORANDUM FOR (Dependent Student's Sponsor)</b>	
<b>SUBJECT: Dependent Student Travel – Statement of Nonavailability of SDDC airlift for Student (Last Name, First Name, Middle Initial)</b>	
<p>1. This memorandum constitutes a statement of nonavailability of SDDC airlift for the dependent student travel of <b>(student's last name, first name, MI) (issuing headquarters, orders number)</b> from student's school to sponsor's PDS (or other authorized location, see paragraph 4–2(b) item 1).</p> <p>2. Reimbursement for personally procured transportation is authorized per JTR. Reimbursement is limited to the actual cost of transportation or the amount the Government would have spent, for the available transportation between the student's school in the U.S. and the sponsor's PDS, whichever is less</p> <p>3. Point of contact for this action is <b>(headquarters issuing orders authority or the sponsor's transportation office, DSN or commercial telephone number.)</b></p>	
<b>(Signature block of servicing transportation office)</b>	

Figure 4–4. Dependent student travel memo, authorizing transportation reimbursement

#### 4–5. Lost, stolen, or destroyed tickets

a. Students should immediately notify their sponsor or the ITO when tickets are lost, stolen, or destroyed. Duplicate transportation can only be provided by the Government on a cost charge basis when requested by the sponsor in accordance with JTR.

b. The student traveler can use personal funds to purchase a replacement ticket, not to exceed the original cost of the authorized ticket. The sponsor is responsible for contacting the servicing transportation office, or airline, that provided the tickets, to file a request for reimbursement.

#### 4–6. Required travel documents

Students must have the following documents in their possession and ensure these items are not packed in suitcases or UB—

a. Passport and visa (if required by DoD FCG).



- b.* Dependent identification card.
- c.* Travel orders.
- d.* Tickets (if required).

#### **4–7. Travel security**

Sponsors should check on the current threat level for travel areas and advise students, if applicable. At a minimum, students should adhere to the following travel security measures—

- a.* Wear nondescript clothing.
- b.* Ensure that baggage does not reflect any affiliation with the DoD or U.S. Army.
- c.* Limit the number of documents which indicate a connection with a military sponsor.
- d.* Proceed directly to secure areas to await the flight.
- e.* Avoid discussion of their sponsor's military association with anyone.
- f.* Blend in with other passengers.

#### **4–8. Funding**

ACOMs, ASCCs, or DRUs will fund student travel.

#### **4–9. Reporting**

ACOMs, ASCCs, and DRUs will forward a quarterly summary of student travel no later than the 20<sup>th</sup> day after the end of each quarter for the fiscal year; for example, the first quarter report is due 20 January, and so on. The report will include the number of students who traveled one way or round trip; traveled by way of AMC or commercial; and total funds expended for the quarter. (Requirement Control Symbol exempt: AR 335–15.)

#### **4–10. Student Travel Operations Center**

The Student Travel Operations Center is operated by the U.S. Army Human Resources Command, G–3 Policy and Programs Branch. The following information is provided to assist students with emergencies, en route, on travel status—

- a.* Telephone numbers: 1–888–276–9472 (toll-free) or Defense Switched Network (DSN) 983–9500.
- b.* Mailing address: Commander, U.S. Army Human Resources Command (AHRC–PLB), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5401.

### **Chapter 5**

## **Family Member Travel**

### **Section I**

#### **Travel to Overseas Locations and Subsequent Sponsorship**

##### **5–1. Possible events**

Policies and procedures in this chapter address events that may occur once Family members have left the losing installation and are en route overseas. Soldiers who have departed from the losing unit and are still under the command and control of the losing unit. The HRC Army Travelers' Assistance Center (ATAC), provides emergency administrative and logistical support to Soldiers in transit. Additionally, Family members who are affected by official situations that arise while en route to the overseas location will abide by stop movement messages, travel advisories, and other official directives when issued by a competent authority. Family members should contact the ATAC, or the losing installation, for further information.

##### **5–2. In contingency alerts**

Certain procedures are involved for movement of Family members when a Soldier is alerted for, or moves to, another overseas area under contingency or other operations of unknown duration.

- a.* When Family members have left the port of embarkation, they will complete their travel to their overseas destination. When they arrive at the overseas destination, the overseas commander will determine (based on the circumstances in individual cases) whether they will remain at the overseas station or be returned under the provisions of the JTR.
- b.* Family members who are being processed for overseas movement, including those who have been issued port calls and who may have reached the port of embarkation, will continue their processing for movement unless the

overseas commander or other competent authority (for example, DOS, Secretary of Defense, and so on) directs that their travel be canceled or suspended. Unless otherwise directed, movement of Family members will continue during the period their sponsor is in an alert phase at the overseas PDS. If the sponsor receives a deployment or movement order that may result in a PCS; or, if it is anticipated that the sponsor will be absent from the PDS for a prolonged period, overseas commanders are authorized to cancel or suspend the Family travel to the overseas area. Family members, who choose to remain in CONUS in the deferred status, although the overseas commander has not amended the Family travel, will continue to do so at personal expense.

### **5–3. Family members acquired after the effective date of orders and desiring travel to the overseas location**

a. Soldiers who acquire Family members after the “effective date of orders” (see glossary) are not entitled to transportation at Government expense. They are, however, eligible for space-available transportation to the overseas location (DoDI 4515.13). Upon approval from the overseas command for command sponsorship of the Family members, the Soldier’s overseas command will issue the space-available travel authorization in accordance with figure 1–2 of this regulation. See figure 5–1 for examples of calculating the effective date of PCS orders.

#### **Example 1:**

Soldier is ordered to PCS with a report date of 10 June. The Soldier travels by POV and is authorized 7 days travel time. Soldier gets married on 5 June en route to new PDS.

Authorized and actual reporting date, 10 June  
Less 7 days travel time actually used, 3 June  
Add 1 day, 4 June  
Effective date of PCS order, 4 June

The Soldier acquired a Family member (married) after the effective date of the PCS order and is not entitled to transportation of Family members at Government expense, but may be authorized space-available transportation once command sponsorship is approved by the overseas command.

#### **Example 2:**

Soldier is ordered to PCS with a report date of 10 June. The Soldier travels by air and reports 1 day early. Soldier gets married on 7 June prior to departing for new PDS.

Authorized reporting date, 10 June  
Actual reporting date, 9 June  
Less 1 day travel time, 8 June  
Add 1 day, 9 June  
Effective date of PCS order, 9 June

The Soldier acquired a Family member (married) before the effective date of the PCS order and is entitled to transportation of the Family member at Government expense, once all required documentation is approved in the overseas command, per chapter 2 and 3 of this regulation.

**Figure 5–1. Examples of how to calculate the effective date of permanent change of station orders**

b. The Soldier and Family members are responsible for all expenses incurred while awaiting space-available transportation (that is, travel to APOE, food, and lodging). Space-available passengers should be aware of potential lengthy waits at APOEs. These lengthy periods could cause personal financial hardships. When families must use space-available travel, Soldiers and the chain of command should ensure sufficient funds are available through loans, grants,

and so forth. Alternatively, acquired Family members may travel space required on a cash-reimbursable basis, if they meet the requirements in accordance with DoDI 4515.13.

#### **5-4. Subsequent sponsorship**

##### *a. Birth.*

(1) Children born to a command-sponsored spouse are command sponsored at birth.

(2) For children born to a noncommand-sponsored individual, the Soldier must meet the tour requirements and, if applicable, custody requirements before the Soldier may apply for command sponsorship of the child. The tour requirement will not be waived.

*b. Adoption.* Soldiers may apply for command sponsorship of Family members they adopt while stationed abroad. Soldiers must meet tour requirements; however the requirement to have 12 months remaining in the overseas command after the date of adoption does not apply.

*c. Dual military couples.* Dual military couples who acquire a Family member and who do not already have command-sponsored Family members must apply for command sponsorship. Soldiers will be advised of the tour length requirement for command sponsorship. Dual Military Soldiers who do not meet the tour length requirement on the date of birth, adoption, or other action that results in acquiring a Family member must wait to request command sponsorship until the Soldier meets the tour length requirement, in accordance with AR 614-30.

*d. Separation of one-half of a dual military couple.* When a dual military couple is stationed overseas and one Soldier separates from the Service at the overseas location, the Soldier remaining on active duty must request command sponsorship for the separating Soldier as an acquired Family member. The Soldier remaining on active duty must meet tour length requirements and, if applicable, be approved through the EFMP screening process to qualify for command sponsorship.

*e. Marriage to foreign nationals.* A Soldier who marries a foreign national while stationed overseas may request command sponsorship, providing the Soldier meets tour requirements. The Soldier must have at least 12 months remaining on his or her overseas tour as of the date that the Family member arrives, or the effective date of command sponsorship approval, whichever is later.

*f. Single Soldier pregnancy.* Single Soldiers who are without Family members and become pregnant while serving on an overseas tour or are pregnant on arrival at the overseas command must meet the tour requirement to be eligible for command sponsorship. Pregnant Soldiers on orders to overseas command should commit to a full command-sponsored tour, before moving overseas. Pregnant Soldiers who do not extend their overseas tour to meet the requirement will not be authorized command sponsorship. The tour requirement will not be waived.

#### **5-5. Family members who travel to the overseas location at personal expense while the Soldiers is serving an unaccompanied tour**

A Soldier whose noncommand-sponsored Family members travel overseas at personal expense while serving an unaccompanied tour, or a Soldier who acquires dependents overseas and, for either case, subsequently obtains command sponsorship, is entitled to overseas station allowances at the “with dependents” rate on the date of approval of command sponsorship. Additionally, the Family is entitled to travel at Government expense from the overseas station on the Soldier’s next PCS. Travel expenses incurred while traveling to the overseas location are not reimbursable.

#### **5-6. Family members who travel to the overseas location at personal expense while Soldier is serving an accompanied tour**

The overseas command must issue travel authorizations prior to Family members’ travel at Government expense. If not authorized reimbursement for travel of Family members, upon approval of command sponsorship, the Soldier may be entitled to overseas station allowances at the “with dependents” rate and be entitled to Family travel at Government expense from the overseas station on the Soldier’s next PCS.

## **Section II**

### **Movement Within and Between Overseas Commands**

#### **5-7. Movement within overseas commands or designated place**

*a.* Family members whose sponsor is making a PCS within an overseas command is the responsibility of the overseas commander. When Soldiers, accompanied by command-sponsored Family members, are moved involuntarily from one overseas location to another because of base closure or similar action, transportation of Family members at

Government expense and command sponsorship at the new location will be authorized, provided Family members are authorized at the new location.

*b.* Soldiers whose new duty station does not authorize Family members are authorized a designated place move, in accordance with paragraph 2–7 of this regulation.

## **5–8. Movement between overseas commands or designated place**

*a. Processing.* Movement of Family members between overseas commands is the joint responsibility of the overseas commanders concerned. However, the losing command will initiate all processing actions for the Soldier.

*b. Accompanied-to-accompanied tour.* Soldiers required to serve the accompanied tour when reassigned PCS or selected for an IPCOT will be given the opportunity to relocate their Family members and HHG to their new duty station, provided Family members are authorized at the new duty station. Soldiers being reassigned PCS on a consecutive overseas tour (COT) under this option must be given concurrent travel.

*c. Accompanied-to-unaccompanied tour.* If the Soldier elects to serve the “unaccompanied” tour upon an approved IPCOT, or PCS, Family members can be moved to a designated place in accordance with paragraph 2–8 of this regulation.

*d. Unaccompanied-to-accompanied tour.* Soldiers who served an overseas tour without Family members and then elect to serve an “accompanied” COT are authorized movement of Family members at Government expense, provided Family members are authorized at the new duty station. Travel and transportation will not exceed the cost from the authorized designated place, or from the place the Government last moved the Family members, to the new overseas duty station. Soldiers will request a Family travel decision from the gaining command following the Family Travel screening process in accordance with AR 608–75.

*e. In-place consecutive overseas tours.* Soldiers who complete their initial overseas tour and agree to serve another complete tour at the same location, may elect to serve the tour unaccompanied or accompanied, provided Family members are authorized at the duty station (see subparas 5–8*b* and 5–8*d*, above, for each type of tour). Soldiers who wish to bring Family members into the command will request a Family travel decision from the overseas command.

*f. Follow-on assignments.* Soldiers who receive orders to a follow-on assignment during an unaccompanied tour are authorized travel and transportation allowances for the Family members to the locale of the follow-on assignment in CONUS. However, if the follow-on assignment is OCONUS, the Family members must obtain command sponsorship from the overseas command. The Soldier may ship his or her POV to the overseas location, if authorized for the particular location, and may place all, or part, of the HHG in nontemporary storage.

*g. Family members reside in the continental United States, Soldier serves a consecutive overseas tour or in-place consecutive overseas tour.* Soldiers who serve an accompanied tour, COT, or IPCOT are entitled to travel and transportation of the Family members from the previous designated place, or from the place the Government last moved the Family members, to the new PDS or to the current PDS in the case of an IPCOT. When Family members are authorized travel to the Soldier’s overseas duty station, the Army installation in whose area the Family members are residing will process necessary documents (such as passports) for Family travel to the overseas duty station. The nearest military installation will process documents for shipment of personal property. A list of military installations is available at: [www.imcom.army.mil/about/garrisons.regions.aspx](http://www.imcom.army.mil/about/garrisons.regions.aspx), choose “Transportation Office (locator map)” under “Useful Tools” at [www.imcom.army.mil/about/garrisons.regions.aspx](http://www.imcom.army.mil/about/garrisons.regions.aspx).

*h. Family members reside in an OCONUS location other than the Soldier’s losing duty station, Soldier serves a consecutive overseas tour, or Soldier serves an in-place consecutive overseas tour.* Soldiers who serve an accompanied tour COT or IPCOT are entitled to travel and transportation of the Family members from the previous designated place, or from the place the Government last moved the Family members, to the new PDS or to the current PDS in the case of an IPCOT. The closest Army installation will process documents for Family members residing OCONUS. At locations where an Army installation is not nearby, the Soldier’s current overseas command will process necessary documents.

## **Section III**

### **Return from the Overseas Command**

## **5–9. Early return of Family members due to official situations**

*a.* Command-sponsored Family members who reside overseas may be returned early to CONUS at Government expense under the provisions of the JTR. Return travel of Family members to the overseas command at Government expense is not authorized except for Family members who returned early under JTR.

b. Soldiers whose Family members return to CONUS in accordance with JTR, may not be further moved at Government expense until the Soldier is ordered on PCS from the overseas PDS or serves an IPCOT. However, if the Family members return to the overseas location at personal expense, they are entitled to travel and transportation allowances at Government expense from the PDS on the subsequent PCS, provided the Soldier—

(1) Obtains command sponsorship.  
(2) Has at least 12 months remaining on station after the arrival of dependents or approval of command sponsorship, whichever is later.

c. Soldiers who return Family members early from the overseas station will complete the prescribed accompanied tour.

#### **5–10. Early return of dependents due to personal situations**

a. ACOMs, ASCCCs, or DRUs may authorize the early return of command-sponsored dependents to a designated place in CONUS for extreme situations that have developed after arrival at the overseas PDS. ACOMs, ASCCCs, or DRUs may delegate approval authority to installation commanders in the grade of colonel, in accordance with JTR. If the dependents are foreign nationals, they may be authorized travel to a place in the spouse's country of origin. This authority will not be further delegated and will be a last resort when personal situations cannot be resolved overseas. The approval authority for early return of dependents (ERD) should consider recommendations from applicable religious advisors; mental health agencies; financial management counselors; or medical or educational experts, as applicable or appropriate. It is the command's responsibility to ensure that a formal revocation of Command Sponsorship of the dependents is documented as part of the ERD orders' preparation process. Any documentation that supports the ERD movement will be retained in the local command that approved the movement for a period of 6 years.

b. Dependents who return under this provision are no longer entitled to dependent student travel to the sponsor's overseas location during the current tour.

c. Soldiers who return dependents to the overseas location at personal expense and obtain command sponsorship (a requirement for command sponsorship to be granted the Soldier must have at least 12 months remaining on station after the arrival of dependents or approval of command sponsorship, whichever is later) are entitled to travel and transportation allowances at Government expense from the PDS on the subsequent PCS.

#### **5–11. Return of Family members under the Missing Persons Act, or upon death of the sponsor**

a. *Who is involved.* This paragraph applies to Family members (without regard to command sponsorship) of a Soldier entitled to basic pay who is—

(1) Officially reported as dead.  
(2) Injured or ill and the anticipated period of hospitalization or treatment is expected to be prolonged as shown by a statement of the commanding officer at the receiving hospital.

(3) Absent for a period of more than 29 days in a missing status.

b. *Family member.* The term "Family member," as used in this paragraph, is the same as the term "dependent" as defined in appendix A, of the JTR. In addition, when a Soldier entitled to basic pay dies while on active duty OCONUS, the term also includes an unmarried child who was transported at Government expense to such Soldier's PDS, incident to the Soldier assignment and became 21 years of age while the Soldier was serving at that station.

c. *Entitlement.* Transportation of Family members is authorized to the Soldier's home of record, to the residence of the Soldier's Family members, or to such other location as authorized by the installation commander. Transportation may only be authorized or approved when a reasonable relationship exists between the condition and circumstances of the Family members and the destination to which transportation is requested.

(1) Family members must complete travel to their final home within 1 year from the date of the official status, or within 1 year after the Soldier dies while entitled to basic pay. Requests for extension of a time limitation to permit travel will be sent to the supporting ACOM, ASCC, or DRU for final decision. No transportation is authorized under the provisions of this paragraph when travel is delayed until after receipt of official notice that the Soldier has returned to an active status.

(2) Family members who are residing OCONUS at the time the Soldier stationed OCONUS dies, may be transported to an interim location approved by the installation commander subject to limitations in paragraph 5–10c, above. The Family members may reside at the interim location pending a decision on where to exercise the entitlement to a final home at Government expense. However, the final move must be exercised within the 1-year time limit.

d. *Subsequent entitlement.* Family members may be moved again at Government expense when—

(1) Official notice is received that the Soldier's status has changed from one to another of those listed in paragraph 5–11a, above.

(2) The Soldier has been officially reported as absent for a period of more than 1 year in a missing status and the installation commander determines that the circumstances in the case justify an additional move.

(3) The casualty status of the Soldier is terminated.

*e. Authorization.* Family members who meet the criteria for travel under this paragraph, will apply to the nearest military installation for support. See figure 1–1 of this regulation for required personal data needed and sample travel authorization.

## **5–12. Return travel of Family members of Soldiers separated from the Army or relieved from active duty**

*a. When applicable.* The JTR's travel entitlement applies to Soldiers on active duty who are separated from the Army or relieved from active duty under conditions other than those outlined in 5–12a(1) through 5–12a(4), below.

(1) Duty station erroneously designated as "home of record."

(2) Separation from the Service or relief from active duty to continue in a Service.

(3) Separation from the Service or relief from active duty upon expiration of enlistment or prescribed term of service.

(4) Relief from active duty for Soldiers of the Reserve components called (or ordered) to active duty for less than 20 weeks.

*b. Entitlement.* Soldiers described in paragraph 5–12a, above, are entitled to travel and transportation allowances for travel of Family members, not to exceed the entitlement from the last PDS or place to which Family members were last transported at Government expense to the place which the Soldier elects to receive travel allowances (see JTR).

*c. Authorization.* Family members who meet the criteria for travel under this paragraph, will apply to the nearest military installation for support. (See figure 5–2, below, for personal data needed and sample travel authorization.)



DEPARTMENT OF THE ARMY  
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*Office Symbol*

*date*

Orders Number

MEMORANDUM FOR: *(See Distribution)*

SUBJECT: Overseas Travel at Government Expense Pursuant to *(Separation from the Army)* or *(Relief from Active Duty—Sponsor's Last Name, First Name, MI)*.

1. Individuals listed are authorized transportation at Government expense from *(authorized origin)* to *(authorized destination)*.
2. Name, rank, and unit of sponsor: *(Last name, first name, MI, rank, and complete mailing address)*.
3. Availability date: *(MM/DD/YY)*.
4. Authority: *(JTR)*.
5. Name, relationship, date of birth, and passport number of authorized travelers: *(Last name, first name, MI, relationship to sponsor, MM/DD/YY, PP#0000000)*.
6. If applicable/authorized: State authorization IAW the JTR for shipment of household goods. For POV also see the JTR.
7. Accounting classification: MDC
8. Baggage: Include baggage limitation.

*(Signature Block)*

DISTRIBUTION:

Individual concerned - 35 copies

Figure 5–2. A Government-paid, overseas travel authorization following an Army separation or relief from active duty

## Chapter 6

### Escort Entitlements

#### 6–1. Authorization

*a.* An escort is a Soldier or other person who travels with a minor, incapacitated or patient Family member, to and from a medical facility or PDS. After arrival, the escort's duty is finished. An attendant is a Soldier or other person who assists or replaces a medical person who provides the patient medical or nursing service en route to or at the patient's bedside in the medical facility. Escort travel at Government expense may be authorized for specific situations requiring a nonmedical attendant. When a Soldier is authorized to travel as an escort, reimbursement may only be for the Soldier's travel and transportation expenses, not another person's. All Soldiers or designated escorts, if authorized, must have orders issued by a competent authority prior to initiating travel. Travel will be on a space-required basis on AMC or Military Sealift Command (MSC) transportation when available, if not available, the ITO will issue a statement of nonavailability of AMC transportation to the Soldier before commercial travel will be used. Reimbursement of commercial transportation is in accordance with JTR.

*b.* Soldiers exercising a Family care plan and who opt to return Family members to CONUS will do so at personal expense unless noncombatant evacuation operations are implemented or provisions below are met authorizing an escort at Government expense.

#### 6–2. Soldiers as escort

*a. Soldier is stationed outside the continental United States.* When a Family member is authorized transportation to or from a medical facility for required medical attention which is not available locally, the Soldier or another person may travel to attend a Family member, in accordance with paragraph 6–1*a* and the JTR.

*b. Soldier is stationed in continental United States.* When a Family member is transferred in a patient status on medical travel orders in CONUS from one medical facility to another medical facility and return for required medical attention which is not available locally, the Soldier may travel as an escort in accordance with paragraph 6–1*a* and the JTR.

#### 6–3. Escort travel by a sole-parent Soldier or dual military couples

*a. Deferred or nonconcurrent travel status.* When a Family member of a sole-parent Soldier or dual military couple was not authorized to travel concurrently with the Soldier to the new duty station, the sole-parent Soldier or one parent of a dual military couple, but not another person, may travel as an escort when travel to the new duty station is authorized for the Family member (under JTR). Dual military couples need not be serving a joint domicile tour. Round trip travel is authorized for the Soldier to return for the Family member and escort the Family member to the new duty station. However, escort travel will not be approved for Soldiers whose Family members are over 18 years of age and were denied concurrent travel, unless the Family member is medically unable to travel unaccompanied. Travel will be on a space-required basis on AMC or MSC transportation when available. If the transportation is not available, a statement of nonavailability from the ITO must be issued to the Soldier prior to arranging commercial transportation (see JTR for reimbursement).

*b. Transportation under unusual or emergency circumstances.* When a Family member is authorized transportation in accordance with JTR (for example, advance return of dependents), the sole-parent Soldier or one parent of a dual military couple, but not another person, may travel as an escort to the authorized destination of the Family member (who is not over 18 years of age, unless medically unable to travel alone) and return to the PDS (see JTR). Travel will be on a space-required basis on AMC or MSC transportation when available. If not available, the ITO will issue a statement of nonavailability of AMC transportation to the Soldier prior to arranging commercial transportation.

#### 6–4. Transportation incident to evacuation of Family members

See the JTR.

#### 6–5. Escort travel of dependents when Soldier dies, is declared missing, or is injured

When a Soldier is reported officially as dead, injured, ill, or absent for more than 29 days, as classified in JTR, and Family members are entitled to travel and transportation allowances, a Soldier or another designee may be authorized to escort the Family members.



## 6-6. Travel

a. The orders issuing authority will authorize per diem only for the amount of time that the member is in a travel status (under JTR). Additional time taken by the member will be charged as ordinary leave to the member (JTR).

b. AMC or MSC transportation will be used on a space-required basis as the directed mode for such travel when available. Travel must be arranged through an ITO. Soldiers who personally obtain a ticket from any other source, will not be reimbursed for the cost of the ticket that exceeds the cost that would have been incurred by the Government if AMC or MSC transportation were unavailable.

## 6-7. Approval and funding

a. Soldiers or other authorized escorts must have orders issued by the competent authority. Authorization will be in standard orders format or may be transmitted electronically. See figure 6-1, below, for a sample travel order.

01 020000Z AUG 13 UUUU  
FM OVERSEAS COMMAND  
TO SOLDIER'S SERVICING MPD  
INFO CONUS INSTALLATION

UNCLAS  
SUBJ: ORDER for member to travel as Escort for Military Dependent, Last Name, First Name

1. THIS MESSAGE CONSTITUTES TRAVEL ORDER **NUMBER** ISSUED BY **COMMAND**  
**ISSUING HEADQUARTERS, OFFICE SYMBOL, APO, DATE** WHICH AUTHORIZES THE  
FOLLOWING INDIVIDUAL TO ESCORT LISTED DEPENDENT(S) TO THE LOCATION  
BELOW.
2. NAME OF DEPENDENT(S) TO BE ESCORTED: FIRST NAME, MI, LAST NAME DOB: DD  
MM YY PASSPORT NUMBER: PP#.
3. ROUND TRIP TRANSPORTATION IS AUTHORIZED BETWEEN: **OVERSEAS LOCATION**  
**AND LOCATION IN CONUS.**
4. AUTHORITY: **JTR**
5. FUND CITE:
  - A. TRAVEL: **COMPLETE TRAVEL FIND CITE FROM UNIT AUTHORIZING TRAVEL.**
  - B. PER DIEM: **COMPLETE PER DIEM FUND CITE FROM UNIT AUTHORIZING TRAVEL.**
6. FOR INDIVIDUAL TRAVELER:
  - A. AMC OR MSC TRANSPORTATION WILL BE USED ON A SPACE REQUIRED BASIS AS  
THE DIRECTED MODE WHEN AVAILABLE FOR SUCH TRAVEL.
  - B. TRAVEL MUST BE ARRANGED THROUGH YOUR INSTALLATION TRANSPORTATION  
OFFICE. IF YOU PERSONALLY OBTAIN A TICKET FROM ANY OTHER SOURCE, YOU  
WILL NOT BE REIMBURSED FOR THE COST OF THE TICKET.
  - C. TRAVEL AND PER DIEM WILL BE LIMITED TO \_\_\_\_\_ **NUMBER OF DAYS.**  
ADDITIONAL TIME TAKEN WILL BE CHARGED AS ORDINARY LEAVE.
  - D. YOU MUST HAVE IN YOUR POSSESSION A VALID ID CARD AND A PASSPORT WITH  
VISA, IF REQUIRED.
7. **POC, NAME, PHONE NUMBER.**

Figure 6-1. An order for a Servicemember to travel as an escort for military dependents

b. Travel of escorts or attendants under this chapter will be authorized only when the order-issuing authority has determined that travel by the Family member(s) is necessary and that the Family member(s) is incapable of traveling

because of age, physical or mental incapacity, or other extraordinary circumstances that require that the Family member(s) be accompanied by an escort or nonmedical attendants.

c. ACOM, ASCCCs, and DRUs will fund escort travel as temporary duty. Nonmedical attendants will receive fund cite per AR 40–400.

## **Chapter 7**

### **Emergency Leave Travel**

#### **7–1. Approval**

a. The guidelines for approval of emergency leave for Soldiers are addressed in AR 600–8–10. Approval of emergency leave is a prerequisite to any emergency leave travel by a Soldier. Commanders are encouraged to be familiar with the requirements to authorize or approve emergency leave and establish unit procedures to process emergency leave requests. Soldiers and Family members must have a travel authorization prior to commencing travel at Government expense. Travel orders will include the authorized origin and destination for the travel.

b. Travel entitlements for Soldiers (under JTR) are based on their—

- (1) PDS.
- (2) Location when notified of emergency.
- (3) Domicile (Domicile is only a factor if the member is stationed in CONUS).
- (4) Emergency leave site.
- (5) Commander's authorization for their travel.

c. Travel entitlements for Family members (under JTR) are based on the following—

- (1) Sponsor's domicile (domicile is only a factor if the member is stationed in CONUS).
- (2) Family members' current location.
- (3) Command sponsorship status (if overseas).
- (4) Commander's authorization for Family members to travel.

d. Although a Soldier may be authorized emergency leave, commanders should consider the type of emergency situation prior to authorizing travel for Family members to accompany the Soldier. Commanders should determine the utility of the presence of the Family members, based on the circumstances requiring emergency leave for the Soldier. For example, the death of the Soldier's parent may warrant the presence of the Soldier's Family. However, it may not be appropriate to allow Family members to travel to an emergency leave site if the Soldier's presence is required because of a disaster, such as a hurricane or tornado.

e. Travel entitlements for Soldiers and Family members may differ. Soldiers and Family members must travel with separate travel authorizations to identify entitlements and, in certain situations, allow Family members to travel without the sponsor (see JTR). Travel authorizations will be issued as shown in appendix C of this regulation. (See figs 7–1 or 7–2 for Family members and 7–3 for Soldiers.)



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MEMORANDUM FOR: *(See Distribution)*

SUBJECT: Overseas Travel Authorization for Dependents on Emergency Leave Traveling without the Sponsor

1. Individuals listed are authorized transportation at government expense from (authorized international airport) to (authorized destination international airport).
2. Name, rank, SSN, and unit assignment of sponsor
3. Name, relationship, date of birth, and passport number of authorized travelers
4. Effective date/availability date
5. Authority: DoDI 4515.13 and the JTR.
6. This order is valid for round trip transportation for a period of 90 days from the effective date stated in paragraph 4 above. If the emergency situation still exists after 90 days, it is the responsibility of the Soldier or spouse to advise the orders-issuing authority and provide Red Cross verification of the continued need for the presence of the Family member(s). After the 90-day period, this order is invalid without an amendment.
7. Accounting classification:
8. Special instructions: Traveler(s) must have ID card, passport and visa *(if required)*, current immunization record country clearance *(if required)*, and sufficient funds to cover all expenses while awaiting transportation. Traveler(s) must travel on a U.S. Flag Carrier or have a statement of nonavailability from the ITO office, authorizing travel on a foreign flag carrier.

*(Signature block)*

DISTRIBUTION:

Family - 25  
Soldier's Unit - 5

Figure 7-1. A travel order for dependents traveling without a sponsor, for emergencies



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*Office Symbol*

MEMORANDUM FOR: *(See Distribution)*

SUBJECT: Authorization for Emergency Leave Dependent Travel Space Available Travel Overseas

1. On or after availability date indicated below, Family member(s) listed below is (are) authorized to proceed to *(Name of Aerial Port)*, reporting to the Passenger Service Counter where the following names will be entered on the space available list (category 1) for transportation to an oversea port of debarkation serving *(final destination)*, in accordance with JTR and DOD 4515.13R.
2. Travel authorized will be in accordance with existing laws and regulations. All travel expenses incurred will be borne by the traveler(s). Traveler has been briefed on potential financial hardship that may be experienced while awaiting space available travel. Round trip travel to be completed by: *(Date —90 days after avail date)*
- 3 Name and DOB of Family members: *(Last name, first name, MI, and MM/DD/YY)*.
4. Family members address: *(Mailing address including street address, city, state, and zip code)*.
5. Destination and availability date: *(Country and MM/DD/YY)*.
6. Name of sponsor, grade, unit of assignment, and location: *(Last name, first name, MI, grade, SSN, unit, and city and country)*.
7. Traveler has the option use AMC space required transportation on a cash reimbursable basis at the Government Rate Tariff (AFR 76-11).

Figure 7-2. An authorization for emergency-leave dependent travel overseas, page one

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8. Traveler must have in his/her possession a valid passport with visa, if required, current immunization record, and sufficient funds to cover all expenses while awaiting transportation.

9. Baggage is limited to:  
Authority line:

*(Signature block)*

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Individual concerned - 15 copies

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Figure 7–2. An authorization for emergency-leave dependent travel overseas—continued

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*(Enter order number)*  
*Date*

*(Enter standard name line)*

*You are authorized emergency travel as indicated.*

SUBJECT: Emergency Leave Travel Order for Soldier

Use Orders Format 342 in AR 600-8-105

NOTES: Do not use Format 342 if DA Form 31 will be used as an order, per AR 600-8-10, Chapter 6.

1. Authority for a Soldier's commercial air emergency leave travel is in the Joint Travel Regulation.
2. For space required only travel, when the Soldier's emergency leave status does not authorize commercial travel, consult DoDI 4515.13.
3. For space available travel on Air Force AMC airlift, see DoDI 4515.13.

**Figure 7–3. An emergency-leave travel order for a Soldier**

*f.* Although Soldiers may be entitled to travel as outlined in tables 7–1 and 7–2, below, Soldiers and Family members must have proper documentation and meet requirements as listed in the DoD Foreign Clearance Guide as applicable.

**Table 7–1**  
**Emergency leave travel entitlements when the Soldier's permanent duty station is in the continental United States**

When the Soldier's domicile is:	And the emergency leave site is:	Then the Soldier's travel entitlement is:	And the dependent's travel entitlement is:
In CONUS	OCNUS	AMC space-required only. Commercial travel is not authorized. The authority is DoDI 4515.13, paragraph 3-3a(2).	AMC space-available, category 1 only. The authority is DoDI 4515.131.
(Not applicable)	CONUS	AMC space-available only. The authority is DoDI 4515.13.	Are not authorized AMC space-available travel within CONUS.

**Table 7–1****Emergency leave travel entitlements when the Soldier's permanent duty station is in the continental United States—Continued**

<b>OCONUS</b>	<b>OCONUS</b>	Funded commercial air or AMC space-required travel. From: the international airport nearest the PDS or location at the time notified of the emergency. To: the international airport in Alaska, Hawaii, Puerto Rico, or U.S. possession, or an international airport outside of the United States when authorized by the leave approval authority. The authority is JTR.	Funded travel, the same as the sponsor's. The authority is JTR <sup>2</sup> .
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Notes:

<sup>1</sup> Separate travel orders will be published for the Soldier and Family members. Soldier will be issued a travel order authorizing AMC space-required travel, to include fund cite and country indicator code. Family members will be issued a travel authorization for AMC space-available travel, category 1. See figure 7–2, above. Do not combine AMC space-available and AMC space-required travel on one order.

<sup>2</sup> See JTR for definition of a “dependent” (same as “Family member”). Family members are not required to accompany the sponsor. If the Family members travel without the sponsor, figure 7–1, above, for sample travel authorization.

**Table 7–2****Emergency leave travel entitlements when the Soldier's permanent duty station is the outside the continental United States and the Soldier is accompanied by command-sponsored Family members**

<b>When the emergency leave site is:</b>	<b>Then the Soldier's travel entitlement is:</b>	<b>And the Family member's travel entitlement is:</b>
<b>CONUS</b>	Funded commercial air or AMC space-required travel. From: the international airport nearest the PDS or location at the time notified of the emergency. To: the closest international airport in CONUS to which a scheduled flight is available. The authority is JTR <sup>1</sup> .	Funded travel, same as the sponsor's <sup>1</sup> . The authority is JTR.
<b>OCONUS</b>	Funded commercial air or AMC space-required travel. From: the international airport nearest the PDS or location at the time notified of the emergency. To: the international airport in Alaska, Hawaii, Puerto Rico, or U.S. possession, or an international airport outside of the U.S. when authorized by the leave approval authority. The authority is JTR.	Funded travel, the same as the sponsor's <sup>2</sup> . The authority is JTR.

Notes:

<sup>1</sup> AMC flights need not be direct nonstop. Use of AMC flights that have stops within CONUS are authorized. Travel to the emergency leave site from the closest international airport in CONUS will be at the Family member's expense.

<sup>2</sup> If sponsor and/or Family members must transit CONUS to reach the emergency leave location outside CONUS, travel across CONUS will be at Government expense.

**7–2. Travel for close-blood or affinitive relatives**

a. Close-blood or affinitive relatives who are permanent members of the Soldier's household and dependent upon the Soldier, are authorized space required transportation on a cash reimbursable basis, as provided in DoDI 4515.13, provided the—

- (1) Soldier's legal dependents are authorized transportation at Government expense.
- (2) Travel is performed within 30 days of the travel of the sponsor, or of his or her Family members.
- (3) Travel is only for the transoceanic portion of the journey.

b. Space-available travel is not authorized for close-blood or affinitive relatives in conjunction with the sponsor's emergency leave. It may only be authorized during a PCS move.

**7–3. Travel authorizations or orders**

The Soldier's parent unit is responsible for issuing emergency leave orders and applicable travel authorizations. However, Soldiers who are notified of an emergency at an ordinary leave site (when different from the emergency leave site), away from the PDS, should request support from the nearest military installation. The nearest military installation can issue the orders after verifying entitlements and obtaining a fund cite from the parent unit. For Family members

who are not collocated with the sponsor, travel authorizations will be sent to the military installation nearest the Family members. See the list of figures in the table of contents for where appropriate sample travel authorization are located.

## **Chapter 8**

### **Temporary Duty Travel Overseas**

#### **8–1. Basis activity**

*a.* This chapter outlines policy governing OCONUS temporary duty (TDY) travel, implements policy and prescribes the use of DoDD 4500.54E, which authorizes the FCG (available at <https://www.fcg.pentagon.mil/fcg.cfm>). It sets forth procedures and requirements for obtaining theater, country, and special area clearances including travel between overseas commands and permissive TDY travel OCONUS.

*b.* The FCG is recognized by DoD as the sole prescribing authority for travel clearance and identification requirements for U.S. military and DoD Civilians to enter foreign countries on official business. The FCG sets forth special travel areas, foreign country entrance requirements, OCONUS commander's requirements within their area of command, and procedures to obtain permission to visit an area OCONUS.

*c.* All requests for OCONUS TDY travel overseas will be processed according to the FCG.

#### **8–2. Eligibility**

*a.* This chapter concerns—

(1) All DA military and Civilian personnel, including members of the Army National Guard, Army National Guard of the United States, and United States Army Reserve.

(2) Non-DA personnel traveling under Army sponsorship, except members of Congress.

*b.* This chapter does not apply to—

(1) Travel of personnel in troop movements.

(2) Intra-theater troop movements.

(3) Travel by personnel in unified or overseas commands to units of those commands.

(4) Aircrew personnel when performing aircrew duties only.

(5) Travel by a commander or field command personnel to units under their command.

(6) Travel by personnel of international staffs or organizations within their assigned areas of responsibility.

(7) Travel for investigations, inspections, surveys, and special inquiries by the U.S. Army Inspector General.

*c.* Some categories of OCONUS TDY travel do not require theater or area clearance. These categories are listed in the FCG under the country or countries being visited.

#### **8–3. Policy**

It is Army policy that—

*a.* The number of visits and visitors to overseas areas will be kept to a minimum.

*b.* Visits will be made only when business cannot be carried out by other means.

*c.* Visits will be arranged with a minimum requirement on equipment, facilities, time, and services of installations and personnel being visited.

*d.* Trips to the same general area and in the same general period will be consolidated.

*e.* Length of visits will be kept short.

*f.* Maximum use of AMC flights will be made when flights meet mission requirements.

#### **8–4. Supporting activities**

Army commanders and Army staff agency heads and organization heads, or their designated representatives at the two-star level, will—

*a.* Ensure clearances for all personnel are obtained for travel sponsored by that command or agency. This includes personnel from other commands or agencies attached in support of the mission.

*b.* Appoint one travel clearance manager within their command or staff to be responsible for ensuring compliance with the specific clearance requirements outlined in the FCG, including those contained in the FCG's General Information Booklet. Travel clearance managers will not be appointed below the major subordinate command (ASCC two-star or equivalent) level. Travel clearance managers will—

(1) Obtain and keep the current DoD FCG.

(2) Ensure that personnel applying for OCONUS travel meet all clearance requirements of the FCG, Army regulations that apply, and local policies.



- (3) Maintain copies of all correspondence pertaining to individual and group travel clearances.
- (4) Inform the travel approval official of any restrictions or additional requirements (such as immunization, passport, visa, and clothing requirements as outlined in the FCG) for travel and clearances.
- (5) Forward to the travel approval official responses to travel clearance requests.
- c. Appoint travel approval officials within their command or staff to screen travel requests.
  - (1) Request "special area" clearance concurrently with country and theater clearances.
  - (2) Screen requests in accordance with policy in paragraph 8-3.
  - (3) Ensure sufficient funds are available for travel prior to approval.
  - (4) Ensure approved travel clearances have been obtained prior to the commencement of travel.
  - (5) Ensure that travelers apply for passports and visas (as required) immediately. Information regarding the requirements for passports and visas can be obtained from the travel clearance manager. Submission for passports and visas should not be delayed pending final travel clearance approval.

## **8-5. Processing requests**

- a. Establish time frames for the submission of travel requests. These time frames will allow sufficient time for processing the travel request with the OCONUS agency according to the time frames established in the FCG for that country.
- b. Travel approval authorities submit requests for OCONUS travel to the travel clearance manager. Requests will contain the following:
  - (1) Countries to be visited.
  - (2) Full name, grade, position title, passport number (if available), social security number, organization, and security clearance of visitors.
  - (3) Specific purpose of visit to include briefings requested and offered and subjects to be discussed.
  - (4) Date and nature of invitations on which visit is based, if appropriate.
  - (5) Proposed itinerary, including estimated times and dates of arrival and departure and transportation mode to each place.
  - (6) Alternate visit dates if visit cannot be accommodated at preferred time.
  - (7) Name, grade, and position title of key personnel to be visited.
  - (8) Logistical and administrative support required, including billeting and ground and air transportation.
  - (9) Statement of availability of funds.
  - (10) Implications if travel is not approved.
  - (11) Statement of whether classified information will be disclosed and to whom. If disclosure to foreign nationals is involved, include the security classification of information and authority for disclosure.
  - (12) Name and DSN and commercial phone numbers of travel approval authority submitting request.
- c. Inform the travel approval official of the requirements for passports and visas (as applicable) at the time of submission of the travel clearance request from the travel approval official.
- d. Forward requests for travel clearances to the applicable country in accordance with the procedures outlined in the FCG for that country. Requests will be submitted within the time frame outlined in the FCG for that country.
- e. Inform the approval official of the response for travel clearance.

## **8-6. Clearance and briefing requirements**

- a. Theater or country clearance is required for any TDY OCONUS except for travelers listed in paragraph 8-6j, below, or if specifically excluded by the FCG.
- b. If travel requires clearances with the DOS or the Office of the Under Secretary of Defense for Policy (OUSD(P)), obtain these clearances before requesting theater or area clearance.
- c. If travel is to a "special area" as indicated in the FCG, travel clearance managers will concurrently request DOS clearance through the OUSD(P) which must notify the approval official or traveler, through appropriate channels, when DOS clearance has been obtained.
- d. Detailed foreign travel itineraries of DoD Civilian officials appointed by the President, members of the Joint Chiefs of Staff, and the Vice Chairman of the Joint Chiefs of Staff, will be classified as CONFIDENTIAL with declassification upon trip completion. Only the composite itinerary that contains the overall schedule, including arrival and departure times and places, is classified when associated with the official. Necessary coordination and administrative arrangements to develop and execute the elements of the itinerary may be handled on an unclassified basis.
- e. The DOS must be notified, through OUSD(P), when travel will involve—
  - (1) Contacts or meetings with foreign government officials or industry representatives when foreign policy will be discussed with these individuals.

- (2) Meetings with information media personnel when matters affecting foreign policy will be discussed.
- (3) Briefings or logistical support from U.S. Embassy or consular personnel.
- f.* Visits by personnel of U.S. noncryptologic organizations to U.S. cryptologic overseas activities must be coordinated in advance with the Director, National Security Agency or his or her designated area or command representative. This does not apply to visits to U.S. cryptologic activities involving purely interdepartmental matters of a particular Service.
- g.* When travel of persons will involve the disclosure or presentation of classified information or export-controlled unclassified technical data, justification for the travel must include a statement that the appropriate disclosure authorization has been approved to comply with DoDD 5230.11, DoDD C-5230.23, DoDI 2040.2, or DoDI 5230.09, and AR 380-10.
- h.* If the traveler must carry classified material, he or she will also state that they are aware of requirements to protect classified information as outlined in DoD 5200.1-R and AR 380-5. If the traveler is expected to have access to foreign government classified information, additional certification may be required by the FCG.
- i.* Theater clearance requests for visits to nuclear weapon storage sites shall be processed as required by applicable Unified Command directives.
- j.* All proposed visits to overseas areas, other than those to U.S. possessions, by DoD Civilian officials appointed by the President, members of the Joint Chiefs of Staff, and the Vice Chairman of the Joint Chiefs of Staff, will be cleared with the Executive Secretary of the Department of Defense, through the OUSD(P), before plans or arrangements are communicated abroad.
- k.* In cases where clearances may not be required and the traveler will visit a host-government activity or contractor facility where classified information might be discussed, the personnel clearance provisions of the FCG and related host-government security requirements will be complied with. If the FCG is not clear in this respect, the travel clearance manager will contact the applicable U.S. Defense Attaché Office (DAO) or Offices of Defense Cooperation (ODC) for additional information on host-government requirements.
- l.* Security managers and special security officers will provide a pre-travel security brief in accordance with AR 381-12, if travelers will—
  - (1) Travel in or through countries whose interests are opposed to those of the United States.
  - (2) Attend international professional meetings where representatives of countries having interests opposed to those of the United States will take part.
- m.* Travelers will also be briefed by their command or agency force protection officer in accordance with AR 525-13, concerning both the threat posed to their safety and the precautions that should be taken to minimize their vulnerability when traveling to or through countries which are listed as high physical threat countries in the latest DA Force Protection Travel Advisory message from DCS, G-3/5/7.
- n.* Additional requirements (when applicable) for travel by senior officials are contained in the FCG under the country.

## **8-7. Passports and visa requirements**

- a.* The FCG lists passport and visa requirements. Passports and visas will be processed according to DoD Manual O-1000.21. The DoD Directive provides guidance for administration of passport and passport agent services. It also provides guidance on the preparation of required documents for the acquisition and control of no-fee passport and/or visas necessary for official travel. DD Form 1056 (Authorization to Apply for a “No-Fee” Passport and/or Request for Visa) is provided for all the DoD components.
- b.* Passport applications should not be delayed pending formal approval of travel clearances. Website: <https://travel.state.gov/content/passports/en/passports.html>.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

Army publications are available at <https://www.armypubs.army.mil> and Department of Defense publications are available at <https://www.esd.whs.mil/dd/>.

##### **AR 600–8–11**

Reassignment (Cited in para 1–8a(18).)

##### **AR 614–30**

Overseas Service (Cited in para 1–13c.)

##### **JTR**

Joint Travel Regulations (Cited in para 1–1.) (Available at <https://www.defensetravel.dod.mil/site/travelreg.cfm>.)

#### **Section II**

##### **Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this regulation.

##### **AFR 76–11**

Military Airlift (Available at <https://www.document-center.com/>.)

##### **AR 11–2**

Managers' Internal Control Program

##### **AR 25–30**

Army Publishing Program

##### **AR 25–98**

Information Management Control Requirements Program

##### **AR 335–15**

Management Information Control System

##### **AR 40–562**

Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases

##### **AR 380–5**

Army Information Security Program

##### **AR 380–10**

Foreign Disclosure and Contacts with Foreign Representatives

##### **AR 381–12**

Threat Awareness and Reporting Program

##### **AR 525–13**

Antiterrorism

##### **AR 600–8–10**

Leaves and Passes

##### **AR 600–8–105**

Military Orders

##### **AR 601–280**

Army Retention Program

##### **AR 608–1**

Army Community Service

**AR 608–75**

Exceptional Family Member Program

**DA Pam 25–403**

Guide to Recordkeeping in the Army

**DFAS Manual 37–100**

The Army Management Structure (<https://www.asafm.army.mil/>.)

**DoD FCG**

Electronic Foreign Clearance Guide (Available at [www.fcg.pentagon.mil/fcg.cfm](http://www.fcg.pentagon.mil/fcg.cfm).)

**DoD Manual O–1000.21**

Passport and Passport Agent Services

**DoD 5200.01**

DOD Information Security Program: Overview, Classification, and Declassification

**DoDD 4500.54E**

DOD Foreign Clearance Program (FCP)

**DoDD 5230.11**

Disclosure of Classified Military Information to Foreign Governments and International Organizations

**DoDI 5230.9**

Clearance of DOD Information for Public Release

**DoDI 1315.19**

The Exceptional Family Member Program (EFMP)

**DoDI 2040.02**

International Transfers of Technology, Articles, and Services

**DoDI 4515.13**

Air Transportation Eligibility

**Federal Aviation Administration’s Advisory Circular No: 150/5000–16**

Announcement of Availability of the Guide for Private Flyers (Available at [www.faa.gov/](http://www.faa.gov/).)

**22 CFR 51.2(a)**

Passports Issued to Nationals Only

**8 USC 1430, 1433**

The Immigration and Nationality Act

**10 USC Chapter 76**

Missing Persons Act

**Section III****Prescribed Forms**

This section contains no entries.

**Section IV****Referenced Forms**

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate website (<https://www.armypubs.army.mil>) and DD forms are available on the Office of the Secretary of Defense website (<https://www.esd.whs.mil/dd/>).

**DA Form 11–2**

Internal Control Evaluation Certification

**DA Form 31**

Request Authority for Leave

**DA Form 2028**

Recommended Changes to Publication and Blank Forms

**DA Form 4787**

Reassignment Processing

**DA Form 5888**

Family Member Deployment Screening Sheet

**DD Form 1056**

Authorization to Apply for a "No Fee" Passport and/or Request for Visa

**DD Form 1299**

Application for Shipment and/or Storage of Personal Property

**DOS Form DSP-11**

United States Department of State Application for Passport/Regulation

**DSP-11**

Application for U.S. Passport or Registration

## Appendix B

### Delegation of Approval Authority

#### B–1. Top delegation

Major Army commanders and Army Staff agency heads, or their designated representatives, at the colonel (O–6) level, hold approval authority. Normally, the travel approval official is the approving official in the Defense Travel System.

#### B–2. Lower delegation

Further delegation of approval authority below the colonel (O–6) level is not authorized. See table B–1 for travel situations and the leaders who have the authority to approve requests.

**Table B–1**  
**Delegation of approval authority**

Subject	Authority
Approval for first-class air travel	DCS, G–4
Dependent travel in conjunction with indeterminate TDY	DCS, G–4
Member travel: Home of selection (1-year limit) extension, for hospitalization	DCS, G–1 <sup>1</sup>
Member travel: Home of selection (1-year limit), for education	DCS, G–1 <sup>1</sup>
Member travel: Home of selection (1-year limit), for other cases	DCS, G–1 <sup>1</sup>
Travel of certain dependents when not residing with Soldier	HRC (AHRC–PLB)
Dependent travel from other-than-old PDS to other-than-new PDS	Installation commander (COL)
Designated place move: “unaccompanied” tour (AK, HI, P.R., or U.S. territory or possession)	Installation commander (COL)
Designated place move: “dependent-restricted” tour (HI, AK, P.R., or U.S. territory or possession)	Installation commander (COL)
Designated place move: “dependent-restricted” tour (OCONUS other than HI, AK, P.R., or U.S. territory or possession)	ASA <sup>1</sup>
COT leave: Soldier destination	Installation commander (LTC)
COT leave: Family member destination	DCS, G–1
Emergency leave destination (OCONUS)	Commander (LTC)
Convalescent leave location	Commander (LTC)
Soldiers receiving non-federally sponsored honor awards	ACOM

Note <sup>1</sup>: Forward all requests for DCS, G–1 and ASA with chain of command endorsements through HRC (AHRC–PLB).

## **Appendix C**

### **Travel Authorizations**

#### **C–1. Sample documents**

This appendix contains four sample travel authorizations not shown in the chapters. Figure C–1 is a sample authorization showing a Family traveling overseas concurrently. Figure C–2 shows a deferred travel for a Family. Figure C–3 shows that Family travel is disapproved due to lack of housing. Figure C–4 is a two-page order for space-required student travel.

#### **C–2. Paper orders**

Commands electing not to transmit orders by electronic means will format the text of the sample message in a memorandum format, with letterhead from the issuing headquarters.

01 020000Z FEB 13 UUUU

FM OVERSEAS FAMILY TRAVEL AUTHORITY  
TO SOLDIER'S SERVICING MPD OR AS DIRECTED ON DA 4787  
INFO SOLDIER'S GAINING UNIT OVERSEAS

UNCLAS

SUBJ: FAMILY TRAVEL- SOLDIER'S LAST NAME, FIRST NAME, MI, RANK  
REF: APPROPRIATE REGULATION

**SOLDIER'S ORDER NUMBER, IF APPLICABLE**

1. THIS MESSAGE CONSTITUTES TRAVEL ORDER NUMBER ISSUED BY **COMMAND ISSUING HEADQUARTERS, OFFICE SYMBOL, HOUSING CONTROL NUMBER.**
2. CONCURRENT TRAVEL FOR FAMILY MEMBERS FROM **AUTHORIZED LOCATION TO SOLDIER'S NEXT DUTY STATION** IS APPROVED, PROVIDED YOU HAVE SUFFICIENT REMAINING SERVICE TO COMPLETE THE OVERSEAS TOUR PRIOR TO DEPARTURE FROM YOUR INSTALLATION. **GOVERNMENT OR ECONOMY** HOUSING IS PROJECTED TO BE AVAILABLE IN  
**ENTER DAYS OR WEEKS**
3. **IF APPLICABLE, INCLUDE:** ENROLLMENT IN THE EXCEPTIONAL FAMILY PROGRAM DOES NOT, IN ITSELF, QUALIFY YOU FOR SPECIAL HOUSING CONSIDERATION. YOU MAY SUBMIT A REQUEST FOR EXCEPTION TO ROUTINE HOUSING ASSIGNMENT TO YOUR COMMUNITY HOUSING OFFICE UPON ARRIVAL.
4. SOLDIER ASSIGNED: **UNIT OF ASSIGNMENT**
5. AVAILABILITY DATE: **MM/DD/YY**
6. **IF APPLICABLE:** IT HAS BEEN DETERMINED THAT SPECIAL MEDICAL AND/OR EDUCATIONAL CARE IS AVAILABLE IN OR NEAR THE SOLDIER'S AREA OF ASSIGNMENT. INCLUDE IN THE PCS ORDER "ASSIGNMENT INVOLVES EXCEPTIONAL FAMILY MEMBER", SOLDIER WILL NOT BE DIVERTED OR REASSIGNED WITHOUT APPROVAL FROM CDR (COMMAND).
7. IF YOU OBTAIN PRIVATE RENTAL HOUSING AFTER ARRIVING IN **OVERSEAS COMMAND** YOU WILL NOT BE ASSIGNED GOVERNMENT-CONTROLLED HOUSING FOR ONE YEAR FROM THE DAY THEY SIGN A LEASE (EXCEPT ALASKA & HAWAII)
8. YOU MUST NOTIFY GAINING UNIT WHEN PORT CALL IS RECEIVED.
9. YOU ARE AUTHORIZED TO SHIP **FULL OR LIMITED** JTR WEIGHT ALLOWANCE TO COUNTRY, UP TO THE WEIGHT ALLOWANCES PRESCRIBED IN THE JTR. **INCLUDE APPLICABLE INFORMATION ON FURNITURE SUPPORT IN THE OVERSEAS COMMAND.**
10. NONTEMPORARY STORAGE OF HOUSEHOLD GOODS OUTSIDE CONUS AT GOVERNMENT EXPENSE IS NOT AUTHORIZED. ENSURE PROJECTED QUARTERS (GOVERNMENT OR PRIVATE RENTAL) WILL HAVE SUFFICIENT ROOM TO USE OR STORE ALL HHD SHIPPED.
11. SOLDIER'S ADDRESS: **STREET, CITY, STATE, ZIP**

Figure C-1. Overseas Family travel authorization for concurrent travel



01 020000Z MAR 13 UUUU

FM OVERSEAS COMMAND FAMILY TRAVEL AUTHORITY  
TO SOLDIER'S SERVICING MPD  
INFO SOLDIER'S GAINING UNIT OVERSEAS

UNCLAS

SUBJ: FAMILY TRAVEL- **SOLDIER'S LAST NAME, FIRST NAME, MI, RANK**

REF: **APPROPRIATE REGULATION**

**SOLDIER'S ORDER NUMBER, IF APPLICABLE**

1. THIS MESSAGE CONSTITUTES TRAVEL ORDER **NUMBER** ISSUED BY **COMMAND ISSUING HEADQUARTERS, OFFICE SYMBOL, HOUSING CONTROL NUMBER**.
2. DEFERRED TRAVEL TO **INDICATE ECONOMY OR GOVERNMENT** HOUSING IS APPROVED PROVIDED SOLDIER HAS SUFFICIENT REMAINING SERVICE TO COMPLETE THE OVERSEAS TOUR PRIOR TO DEPARTURE FROM YOUR INSTALLATION. INDICATE ECONOMY OR GOVERNMENT HOUSING IS PROJECTED TO BE AVAILABLE IN **ENTER DAYS OR WEEKS**.
3. UNDER NO CIRCUMSTANCES ARE YOU AUTHORIZED TO RELOCATE FAMILY AT GOVERNMENT EXPENSE TO ANOTHER RESIDENCE PRIOR TO THE FAMILY DEPARTING FOR THIS COMMAND, REPEAT, ANY MOVEMENT OF FAMILY MEMBERS TO ANOTHER LOCATION IS AT PERSONAL EXPENSE. IF THE SOLDIER IS AN AIT STUDENT, INCLUDE WHERE THE FAMILY MEMBERS ARE AUTHORIZED TO TRAVEL FROM.
4. **IF APPLICABLE, INCLUDE:** ENROLLMENT IN THE EXCEPTIONAL FAMILY PROGRAM DOES NOT, IN ITSELF, QUALIFY YOU FOR SPECIAL HOUSING CONSIDERATION. YOU MAY SUBMIT A REQUEST FOR EXCEPTION TO ROUTINE HOUSING ASSIGNMENT TO YOUR COMMUNITY HOUSING OFFICE UPON ARRIVAL. IF THE SOLDIER IS AN AIT STUDENT, INCLUDE WHERE FAMILY MEMBERS ARE AUTHORIZED TO TRAVEL FROM.
5. SOLDIER ASSIGNED: **UNIT OF ASSIGNMENT**
6. AVAILABILITY DATE: **MM/DD/YY**
7. **IF APPLICABLE:** THE APPROPRIATE OFFICIALS HAVE DETERMINED THAT SPECIAL MEDICAL AND OR EDUCATIONAL CARE IS AVAILABLE IN OR NEAR THE SOLDIER'S AREA OF ASSIGNMENT. INCLUDE IN THEIR ORDERS, "ASSIGNMENT INVOLVES EXCEPTIONAL FAMILY MEMBER", SOLDIER WILL NOT BE DIVERTED OR REASSIGNED WITHOUT APPROVAL FROM CDR, (COMMAND).
8. IF YOU OBTAIN PRIVATE RENTAL HOUSING AFTER ARRIVING IN **OVERSEAS COMMAND** YOU WILL NOT BE ASSIGNED GOVERNMENT-CONTROLLED HOUSING FOR ONE YEAR FROM THE DAY THEY SIGN A LEASE (EXCEPT ALASKA & HAWAII)
9. YOU ARE AUTHORIZED TO SHIP **FULL OR LIMITED** JTR WEIGHT ALLOWANCE TO COUNTRY, UP TO THE WEIGHT ALLOWANCES PRESCRIBED IN THE JTR. **INCLUDE APPLICABLE INFORMATION ON FURNITURE SUPPORT IN THE OVERSEAS COMMAND.**
10. NONTEMPORARY STORAGE OF HOUSEHOLD GOODS OUTSIDE CONUS AT GOVERNMENT EXPENSE IS NOT AUTHORIZED. ENSURE PROJECTED QUARTERS (GOVERNMENT OR PRIVATE RENTAL) WILL HAVE SUFFICIENT ROOM TO USE OR STORE ALL HHD SHIPPED.
11. SOLDIER'S ADDRESS: **STREET, CITY, STATE, ZIP**

Figure C-2. Overseas command Family travel authorization for deferred travel

01 02 0000Z MAR 13 UUUU

FM OVERSEAS FAMILY TRAVEL AUTHORITY  
TO SOLDIER'S SERVICING MPD

INFO SOLDIER'S GAINING UNIT OVERSEAS

UNCLAS

SUBJ: FAMILY TRAVEL- SOLDIER'S LAST NAME, FIRST NAME, MI, RANK

REF: APPROPRIATE REGULATION

**SOLDIER'S ORDER NUMBER, IF APPLICABLE**

1. THIS MESSAGE CONSTITUTES TRAVEL ORDER NUMBER ISSUED BY **COMMAND ISSUING HEADQUARTERS, OFFICE SYMBOL, HOUSING CONTROL NUMBER.**
2. FAMILY TRAVEL DISAPPROVED BECAUSE OF NONAVAILABILITY OF GOVERNMENT OR PRIVATE RENTAL HOUSING.
3. SOLDIER SHOULD NOT ELECT AN "UNACCOMPANIED" TOUR UNLESS ABSOLUTELY CERTAIN FAMILY TRAVEL TO THE MEMBER'S OVERSEAS PDS WILL NOT BE DESIRED AT A LATER DATE. IF YOU SERVE AN "UNACCOMPANIED" TOUR YOU MUST HAVE AN APPROVED IPCOT OR COT IF YOU LATER REQUEST TO MOVE YOUR FAMILY OVERSEAS AFTER FAMILY MOVED TO A DESIGNATED PLACE.
4. BASED ON DISAPPROVED TRAVEL, YOU ARE AUTHORIZED TO RELOCATE FAMILY MEMBERS AND HOUSEHOLD GOODS TO A DESIGNATED PLACE IAW JTR.
5. SOLDIER ASSIGNED: **UNIT OF ASSIGNMENT**
6. AVAILABILITY DATE: **MM/DD/YY**
7. SOLDIER MUST NOTIFY GAINING UNIT WHEN PORT CALL IS RECEIVED.
8. CONTACT YOUR INSTALLATION TRANSPORTATION OFFICE TO ARRANGE SHIPMENT OF HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE TO THE MEMBER'S PDS OVERSEAS AND THE FAMILY MEMBER'S DESIGNATED PLACE, IF APPLICABLE. **INCLUDE APPLICABLE INFORMATION ON FURNITURE SUPPORT IN THE OVERSEAS COMMAND.**
9. NONTEMPORARY STORAGE OF HOUSEHOLD GOODS OUTSIDE CONUS AT GOVERNMENT EXPENSE IS NOT AUTHORIZED.
10. SOLDIER'S ADDRESS: **STREET, CITY, STATE, ZIP**

Figure C-3. Disapproval notice of overseas Family travel

01 020000Z AUG 13 UUUU  
FM OVERSEAS COMMAND  
TO SOLDIER'S SERVICING MPD  
INFO APPROVAL AUTHORITY FOR ADVANCE RETURN

UNCLAS

**SUBJ:** TRAVEL AUTHORIZATION FOR RETURN OF DEPENDENTS TO CONUS (ADVANCE RETURN)

1. THIS MESSAGE CONSTITUTES TRAVEL ORDER **NUMBER** ISSUED BY **COMMAND ISSUING HEADQUARTERS, OFFICE SYMBOL, APO, DATE.**
2. FAMILY MEMBERS NAME, DOB RELATIONSHIP, PASSPORT#: **LAST NAME, FIRST NAME, MM/DD/YY, SELF-EXPLANATORY, PP#0000000.**
3. FAMILY MEMBERS OF: **LAST NAME, FIRST NAME, MI, RANK, UNIT.**
4. CURRENT LOCATION OF FAMILY AND HOUSEHOLD GOODS: **CITY, COUNTRY.**
5. AUTHORITY: **JTR**
6. MDC: **XXXX**
7. CIC: **XXXX**
8. FINAL DESTINATION OF FAMILY MEMBER(S), HHG, AND POV ARE: **CITY, AND STATE.**
9. FOR THE INDIVIDUAL:
  - A. REPORT TO: **AS INDICATED BY PORTCALL INSTRUCTIONS.**
  - B. YOU ARE AUTHORIZED SHIPMENT OF HOUSEHOLD GOODS AND A POV (**IF APPLICABLE PER JTR.** IF YOU PLAN TO SHIP PERSONAL PROPERTY AT GOVERNMENT EXPENSE, CONTACT YOUR TRANSPORTATION OFFICE AT YOUR DUTY STATION. COMMERCIAL TRAVEL IS AUTHORIZED. FAMILY MEMBER(S) MUST TRAVEL BY U.S. FLAG CARRIER, IF AVAILABLE, AND REIMBURSEMENT WILL NOT EXCEED THE CURRENT AMC TARIFF RATE, SEE JTR CONTACT YOUR ITO OFFICE TO ARRANGE TRAVEL OF FAMILY MEMBERS.
  - C. FAMILY MEMBER(S) IS/ARE AUTHORIZED TO CHECK TWO PIECES OF BAGGAGE, NOT TO EXCEED 62 LINEAR INCHES AND 70 POUNDS. ONE CARRY-ON PIECE IS AUTHORIZED, NOT TO EXCEED 45 LINEAR INCHES. ALL OTHER EXPENSES INCURRED AS A RESULT OF THIS TRAVEL WILL BE AT THE SOLDIER'S OWN EXPENSE.
  - D. TRAVELER MUST HAVE IN HIS/HER POSSESSION A VALID PASSPORT WITH VISA, IF REQUIRED, CURRENT IMMUNIZATION RECORD, AND SUFFICIENT FUNDS FOR INCIDENTAL EXPENSES.

Figure C-4. A travel authorization order for dependents to return to the continental United States

## **Appendix D**

### **Internal Control Evaluation**

#### **D–1. Function**

The function covered by this evaluation is clearance requirements and procedures for official TDY travel OCONUS.

#### **D–2. Purpose**

The purpose of this evaluation is to assist ACOMs, ASCCCs, DRUs, division, and installation OCONUS TDY travel clearance managers in evaluating their key internal controls. It is not intended to cover all controls.

#### **D–3. Instructions**

Answers must be based on the actual testing of key internal controls (for example document analysis, direct observation, interviewing, sampling, simulation, and others). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key internal controls must be formally evaluated at least once a year. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification). Evaluation test questions are outlined in paragraph D–4 and are intended as a starting point for each applicable level of internal control evaluation.

#### **D–4. Test questions**

- a.* Are requests for OCONUS TDY travel screened in accordance with DoDD 4500.54E, to determine whether an overseas travel clearance is required or not required?
- b.* Are country, area, and theater clearance requests prepared and sent to the appropriate overseas command for approval, at least 30 days prior to a projected OCONUS TDY travel date?
- c.* Do travel clearance managers immediately notify the OUSD(P), when their traveler's itinerary involves contacts or meetings with foreign government officials to discuss matters of foreign policy or if the traveler(s) require briefings and/or support from U.S. Embassy or consular personnel?
- d.* If an OCONUS TDY traveler will be traveling to, or through, high-physical-threat countries listed in the latest DA Force Protection Travel Advisory message from the HQDA, Office of the DCS, G–3/5/7, has the traveler received a pre-travel security briefing from the command security manager?

#### **D–5. Supersession**

This evaluation replaces the evaluation for AR 1–40, which covered clearance requirements and procedures for official TDY travel OCONUS, before it was superseded by AR 55–46.

#### **D–6. Comments**

Help make this a better tool for evaluating internal controls. Submit comments to Commander, U.S. Human Resources Command (AHRC–PLB), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5102.

## **Glossary**

### **Section I**

#### **Abbreviations**

**ACOM**

Army command

**AMC**

Air Mobility Command

**APOD**

aerial port of debarkation

**APOE**

aerial port of embarkation

**ASA**

Assistant Secretary of the Army

**ASCC**

Army service component command

**ATAC**

Army Travelers Assistance Center

**CG**

commanding general

**CONUS**

continental United States

**COT**

consecutive overseas tour

**DA**

Department of the Army

**DAO**

Defense Attache Office

**DCS, G-1**

Deputy Chief of Staff, G-1

**DCS, G-4**

Deputy Chief of Staff, G-4

**DCS, G-3/5/7**

Deputy Chief of Staff, G-3/5/7

**DCS, G-9**

Deputy Chief of Staff, G-9

**DoD**

Department of Defense

**DoDDS**

Department of Defense Dependents Schools

**DOS**

Department of State

**DRU**

direct reporting unit

**DSN**

Defense Switched Network

**DTS**

Defense Travel System

**EFMP**

Exceptional Family Member Program

**ERD**

early return of dependents

**FCG**

Foreign Clearance Guide

**HHG**

household goods

**HQDA**

Headquarters, Department of the Army

**HRC**

U.S. Army Human Resources Command

**IMCOM**

U.S. Installation Management Command

**IPCOT**

in place consecutive overseas tour

**ITO**

installation transportation office

**JTR**

Joint Travel Regulations

**MAAG**

military assistance advisory group

**MSC**

Military Sealift Command

**OCONUS**

outside the continental United States

**ODC**

Offices of Defense Cooperation

**OUSDP**

Office of the Under Secretary of Defense for Policy

**PCS**

permanent change of station

**PDS**

permanent duty station

**POV**

privately owned vehicle

**SDDC**

Surface Deployment and Distribution Command

**TDY**

temporary duty

**UB**

unaccompanied baggage

## **Section II**

### **Terms**

For terms used in this regulation, the definitions in JTR apply, unless otherwise stated.

#### **Accompanied tour length**

The longest tour length prescribed according to DoDD 1315.7 for a specific overseas area or duty station where command-sponsored dependents are authorized. Also referred to as the accompanied-by-dependents tour length. Updated listing is located in JTR at the “Per Diem, Travel and Transportation Allowance Committee” website at <http://perdiem.hqda.pentagon.mil>.

#### **Accredited institution**

A school recognized by the Secretary of Education and listed in the “Directory of Post Secondary Institutions,” Volume I (4 year) and Volume II (2 year), published by the Center for Education Statistics.

#### **Acquired dependent (same as acquired Family member)**

A Soldier’s Family member acquired through marriage, adoption, or other action during the course of a Soldier’s current tour of assigned duty. The term does not include persons dependent on the Soldier or children born of a marriage that existed prior to commencement of the Soldier’s current overseas tour.

#### **Aerial port of debarkation**

The destination of overseas airlift missions.

#### **Aerial port of embarkation**

The origin of overseas airlift missions.

#### **Air Mobility Command**

As referred to in this regulation, the former Military Airlift Command.

#### **Availability window**

A period of time during which AMC is given first opportunity to provide airlift for travel of Army-sponsored travelers. The period of time may differ based on the type of travel. For example, for dependent student travelers, a 1-day window will be used for students visiting the sponsor for 30 days or less. A 3-day window will be used for students visiting the sponsor for more than 30 days.

#### **Category I travel**

Under DoDI 4515.13, eligible space-available travelers are placed in one of six categories (Category I – Category VI) based on the traveler’s status and circumstance, as specified in Table 3 of DoDI 4515.13. Once accepted for movement, a space-available passenger will not be bumped by another space-available passenger, regardless of category.

#### **Close blood and affinitive relatives**

A permanent member of, and a resident in, a Soldier’s household who is dependent on the sponsor for a home. This definition does not apply to a legal dependent who does not reside with the Soldier. However, when a dependent loses identity as a dependent, such as attaining the age of 21 when the dependent does not qualify for dependent student travel under paragraph 4–2, he or she will be considered a close blood or affinitive relative if the provisions of this definition are met.

#### **Command-sponsored dependents (same as command-sponsored Family member)**

Family member(s) residing with the Soldier at a location OCONUS, where the “accompanied tour” is authorized and the Soldier is authorized to serve that tour, and where the Family members meet the following conditions—

- a. The Family member is entitled to travel to the Soldier’s duty station at Government expense incident to the PCS orders.
- b. The Family member is authorized by the appropriate authority to be at the Soldier’s duty station.
- c. As a result of their residence in the vicinity of the Soldier’s duty station, the Family member(s) entitle the Soldier to station allowances at the with-dependents rate.

#### **Commercial air**

Airline service which is not chartered, contracted, or operated by the SDDC.

#### **Concurrent travel**

- a. *Category 1.* Automatic concurrent travel can be authorized by losing installation, except for Soldiers in the Exceptional Family Members Program.
- b. *Category 2.* DA Form 4787 must be sent to overseas commander for approval.

**Consecutive overseas tour**

The PCS reassignment of a Soldier from one overseas PDS to another overseas PDS, regardless of whether it is within the same country or intertheater. Completion of the initial overseas tour is not essential. (Exception to the PCS requirement is when the Soldier serves an IPCOT.)

**Continental United States (CONUS)**

The 48 contiguous States and the District of Columbia.

**Country clearance**

Clearance granted by the foreign authorities (through American embassies, DAO, ODC, the military assistance advisory group (MAAG), and others) for official travel to that country.

**Dependent (same as Family member)**

See the definition of dependent in the JTR.

**Dependent restricted tour**

An overseas PDS with an established tour that does not permit command-sponsored Family members.

**Dependent Student Travel Program**

Travel authorized for a dependent student when a member is permanently stationed OCONUS and accompanied by a command sponsored dependent in the member's PDS vicinity. This includes unmarried dependents who are under 23 years old and full-time students attending a school in the United States to obtain a secondary, undergraduate, or graduate degree (pursued on a full-time basis at an accredited institution). Student is authorized one annual round trip for each dependent student at any time within a fiscal year (1 Oct to 30 Sep) between the member's OCONUS PDS and the dependent student's school in the United States. AR 55–46 and the JTRs contain details on restrictions that apply to this travel.

**Designated location**

An authorized location in the United States, Alaska, Hawaii, the Commonwealth of Puerto Rico, or a possession or territory of the United States named by the Soldier as the place where the Soldier's Family members will establish a residence until further Government transportation of Family members is authorized. OCONUS-designated locations must be authorized as specified by chapter 2 of this regulation.

**Domicile**

For the purposes of emergency leave travel, domicile is the Soldier's official "home of record," place the Soldier entered active duty, or the Soldier's permanent legal residence. The Soldier has the option to select his or her domicile based on official documentation.

**Effective date of PCS orders**

For Soldiers being separated or retired (not including reservists being separated and recalled retired Soldiers who continue in an active status during the time allowed for return travel home) the date for determining entitlement to travel and transportation allowances (authorized weight of HHG, eligibility for travel of Family members, and so on) is the last day of active duty (JTR). For other Soldiers, it is the date a Soldier is required to begin travel from the old PDS, the Soldier's home or place from which called (or ordered) to active duty, the last TDY station, or the designated place, whichever applies, in order to arrive at the new PDS, home, or place from which called (or ordered) to active duty, on the date authorized by the mode of transportation authorized and or used.

**Exceptional Family Member Program**

The EFMP is a mandatory Department of Defense enrollment program that works with other military and civilian agencies to provide comprehensive and coordinated community support, housing, educational, medical, and personnel services worldwide to U.S. military Families with special needs. Service members on active duty enroll in the program when they have a Family member with a physical, developmental, or emotional or mental disorder requiring specialized services, so their needs can be considered in the military personnel assignment process.

**Family member**

For the purpose of travel authorizations in this regulation (unless otherwise stated), the definition of Family member is the same as "dependent" defined by JTR.

**Flight categories (military airlift)**

- a. *Category B.* Movement of passengers in planeload lots on U.S. commercial aircraft chartered by SDDC.
- b. *Category M.* Movement of passengers on military aircraft, normally operating between military air terminals.



c. *Category Y*. Movement of passengers in less than planeload lots on U.S. flag carriers' scheduled commercial flights (for example, seats procured by SDDC).

d. *Category Z*. Movement of passengers on U.S. flag carriers' regularly scheduled commercial flights (economy class) performed under category Z tariff rates.

**Foreign flag service**

Any non-United States flag/certified carrier.

**Full-time student**

A student who attends undergraduate school a minimum of 12 equivalent semester hours, or meets the minimum requirements of the school to maintain a full-time status.

**Home of record (Joint Travel Regulations)**

The place recorded as the home of the Soldier when commissioned, appointed, enlisted, inducted, or ordered into the relevant tour or active duty. The place recorded as the home of record of the Soldier when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted, or ordered into the relevant tour of active duty unless there is a break in service of more than 1 full day. Only if a break in service exceeds 1 full day, can the home of record be changed by the Soldier. Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service was not in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the Soldier's convenience. An officer who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted Soldier and erroneously designated the place where then serving as the home may be paid allowances to the home of record in the enlistment papers upon subsequent separation from the Service or release from active duty, provided the Soldier certifies he or she erroneously designated a duty station or a nearby place as the home at time of commission, whereas the home was in fact the place shown in the enlistment papers.

**In-place consecutive overseas tour**

When, upon completion of his or her initial overseas tour, to include voluntary extensions, the Soldier serves another complete tour at the same duty station. No PCS movement is involved.

**Installation commander**

See JTR for definition of an "installation."

**International airport**

Designated U.S. International Airports are listed in appendix 1 of the Federal Aviation Administration's Advisory Circular No:150/5000-16, which maybe periodically updated.

([http://www.faa.gov/airports/resources/advisory\\_circulars/index.cfm/go/document.list](http://www.faa.gov/airports/resources/advisory_circulars/index.cfm/go/document.list))

**Military Assistance Advisory Group**

A Joint Service group, normally under the military commander of a unified command and representing the Secretary of Defense, which primarily administers the U.S. military assistance planning and programming in the host country.

**Noncommand-sponsored dependent (Family member)**

Family member(s) residing with the Soldier at a location OCONUS, where the "accompanied" tour may or may not be authorized for the Soldier. These Family members are not entitled to travel to and from the Soldier's overseas duty station at Government expense, nor is the Soldier entitled to station allowances at the "with dependents" rate. This Family member may either be an "acquired dependent" or may enter the command without endorsement of the appropriate authority.

**Nonconcurrent travel**

Family member travel performed from a designated place or PDS within 140 days after the Soldier's arrival in the oversea area.

**Official travel**

Authorized travel and assignment solely in connection with business of the DoD or the Government. See JTR, chapter 2.

**Oversea ACOM, ASCCC, or DRU commander**

The senior Army commander in each oversea command.

**Passport**

Internationally recognized travel document issued under the authority of the Secretary of State attesting to the identity and nationality of the bearer. A passport indicates that its bearer is entitled to receive the protection and assistance of the diplomatic and consular offices of their country while abroad. In essence, it is a request on the part of the issuing government that officials of foreign governments permit the bearer to travel or sojourn in their territories and afford them lawful aid and protection. A passport does not constitute authority to enter any country; however, many countries have procedures which permit U.S. citizens to enter their territory without further documentation upon presentation of a U.S. passport.

**Personnel clearances**

One or more of the three types of clearance—special area, country, and theater—required for personnel travel into a country.

**Port call**

Official notification or instructions which require a Soldier or dependents to report for transoceanic transportation. The port call designates the aerial or sea port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the required reporting time and date, and provides such other instructions as are relevant to the transportation arrangements made on behalf of the traveler(s).

**Soldier**

All U.S. Army personnel: Active Component, USAR, ARNGUS, NG.

**Special area clearance**

Clearance granted by the DOS and the Under Secretary of Defense for Policy (through SECDEF/USDP: ADMIN and Service headquarters/agencies) for official travel to countries designated as “Special Areas” by the DOS.

**Sponsor**

A Soldier responsible for his or her Family members or close blood or affinitive relatives.

**Statement of nonavailability**

A statement from the ITO office authorizing a sponsor to personally procure commercial transportation, in the event SDDC transportation is not available or in the event a U.S. Flag carrier is not available.

**Theater clearance**

Clearance granted by the unified command (through component commanders or other designated authority) for official travel to military installations (headquarters and subordinate elements) within the geographical area of responsibility (theater) of the unified command.

**Travel approval official or travel approval authority**

Major Army commanders and Army Staff agency heads, or their designated representatives, at the colonel (O–6) level. Normally, the travel approval official is the approving official in the Defense Travel System (DTS). Further delegation of approval authority below the colonel (O–6) level is not authorized.

**Travel authorization**

A written instrument issued or approved by the Secretary of the Army, or such person(s) to whom authority has been delegated or redelegated to issue travel orders, directing a Soldier or group of Soldier (and/or Soldier’s Family members) to travel between designated points.

**Travel clearance function**

The process of determining the requirements for OCONUS travel, as set forth in the DoD FCG (DoDD 4500.54E); Army regulations; and ACOM, ASCCC, DRU, and local policies; and ensuring the applicants for OCONUS travel meet those requirements. The function is performed by travel clearance managers.

**Travel clearance manager**

An individual appointed on orders to perform the travel clearance function of OCONUS TDY travel. (See chap 8.)

**Unaccompanied baggage**

Baggage which can be shipped in conjunction with the traveler to the authorized destination, but will not accompany the traveler.

**Unaccompanied tour**

The tour length that is authorized at a specific overseas area or duty station for Soldiers who are not accompanied by command-sponsored Family members.

**Unified command**

A command with a broad continuing mission under a single commander and composed of significant assigned components of two or more Services, and which is established and so designated by the President, through the Secretary of Defense, or when so authorized by the Joint Chiefs of Staff, by a commander of an existing unified command established by the President.

**United States**

The 50 states and the District of Columbia.

**Ward**

A person placed by authority of law under the temporary care of a guardian.

**With dependents tour**

See “accompanied tour” length as defined above.



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