

**Military Publications  
TRAVEL ORDERS**

**1. Purpose**

The purpose of this memorandum is to prescribe responsibilities, policies, and procedures to prepare and issue Temporary Duty (TDY) travel orders, Blanket Travel Orders and Invitational Travel Orders.

**2. Required References**

AR 55-355	(Defense Traffic Management Regulation). Cited in paragraph 4c.
AR 310-10	(Military Orders). Cited in paragraphs 3a(6) and 5c.
FORSCOM Memorandum 380-5	(Information Security Program). Cited in paragraph 5d.
Unnumbered	(DOD Joint Federal Travel Regulation). Cited in paragraphs 3a(6), 4d, 4e, 4n, and 5c.

**3. Responsibilities**

a. Chiefs of joint and special staff agencies will —

(1) Develop a temporary duty travel program each fiscal year.

(2) Set up files and records to manage temporary duty travel.

(3) Establish controls to comply with travel regulations and local policies.

(4) List consolidated blanket travel order requirements on HQ FORSCOM Form 302 (Blanket Travel Orders (BTO) Requirements for Fiscal Year) and submit annually, not later than 15 August, to Director of Resource Management (FCJ8-PBH). HQ FORSCOM Form 302 can be ordered from the Publications Stockroom at Fort Gillem on a DA Form 17 (Requisition for Publications and Blank Forms). A sample form is at figure 1.

(5) Review blanket travel order requirements at least semiannually to ensure operational needs are not exceeded and send results of the review to Director of Resource Management (FCJ8-PBH) in the format at figures 2 and 3.

(6) Ensure designated person(s) prepares DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) IAW AR 310-10, appendix B, figure 2-2, and DOD JFTR, volume II, paragraph C3150, part D. Ensure DD Form 1610 for OCONUS travel reflects that required briefings were given to the travelers before processing and authenticating travel orders.

(7) When possible, pool rental cars at the travel site if more than one headquarters staff agency sends a representative. Annotate DD Form 1610 showing primary and alternate drivers.

(8) Send DD Form 577 (Signature Card) through FCJ8-PBH to Finance and Accounting, building 181, ATTN: DFAS-IN/EM-FE-FPT. DD Form 577 must list individuals authorized to approve TDY orders.

(9) Ensure all OCONUS travelers receive a terrorist threat and personal security measures briefing prior to travel.

b. The Director of Resource Management (FCJ8-PBH) or his authorized representative will —

(1) Issue administrative procedures to implement the TDY program.

(2) Process and authenticate TDY travel orders.

(3) Consolidate and forward BTO requirements to the Chief of Staff for approval.

(4) Be the final checkpoint to ensure that DD Forms 1610 for OCONUS travel reflect that required briefings were given to the travelers before processing and authenticating travel orders.

c. The J2 will —

(1) Provide all OCONUS travelers a terrorism threat and personal security measures briefing prior to travel.

(2) Indicate on the applicable DD Form 1610 that required briefing was given to OCONUS travelers.

**4. Policies**

a. BTOs will be held to an absolute minimum, used only when travel frequency justifies use or urgency of mission will not permit normal processing. Generally, if an individual travels at least three times a month, BTOs are appropriate.

b. Military and civilian travelers will use available government quarters or obtain a statement of nonavailability from an existing local billeting office.

c. Staff agency chiefs or designated representatives may authorize exceptions. The statement "Use of Government quarters at the temporary duty station or delay point would adversely affect the performance of the assigned mission" will then be part of the travel order.

d. DD Form 1610 for civilian travelers under official travel orders will include the statement "Privileges will be available under DOD JFTR, Volume II, paragraph C1051 (use of Government quarters, food service, exchanges, and recreational facilities owned, operated, or under the jurisdiction of the Department of Defense."

e. Orders will not include special authorizations such as excess baggage, automobile rental, or extra fare transportation, unless the mission dictates such need. When a rental car is authorized, Item 16 of DD Form 1610 will read as follows: "Hire of special conveyance is authorized under the provisions of DOD JFTR volume I, paragraph U3415, for military and DOD JFTR, volume II, paragraph C2101, for civilian personnel. Motor vehicle rental will be made IAW AR 55-355 and Military Traffic Management Regulation (MTMR), chapter 316."

f. Personnel authorized to rent cars for official TDY should book their reservations through the Scheduled Airline Ticket Office (SATO). The SATO deals only with car rental companies that participate in the U.S. Government Car Rental Agreement sponsored by MTMC. This agreement requires car rental companies to include collision damage waiver insurance protection within the daily rental car rates. This insurance coverage affords additional protection from financial loss to the traveler and the U.S. Government at no additional cost. MTMC agreements take precedence over AFEES contracts in

## FORSCOM Memorandum 310-10

instances where rental car companies participate in both. Travelers will not be reimbursed for purchasing extra collision insurance in connection with renting an automobile in the U.S., Puerto Rico, and the territories and possessions of the U.S. when the purchase of such insurance is optional and fee for such insurance is not included in the rental fee. Only the least expensive rental vehicle will be reserved through SATO, unless written justification for an upgraded vehicle is on file and annotated in block 16 of DD Form 1610. The size of the vehicle will be determined by the number of estimated travelers. The criteria for selecting the size of rental vehicle is as follows: compact for one to two travelers, midsize for three travelers, and full size for four or more travelers.

g. When commercial air is checked as authorized on DD Form 1610 (block 12) and signed by the approving official, it is fully reimbursable regardless of whether a specific dollar amount was annotated in the accounting citation (block 19). The annotated costs in block 19 are merely the best estimates based on the anticipated travel plan. The appropriately checked blocks and clarifying comments by the approving official are the overall authority to incur costs to accomplish the mission. Travelers will be provided an airline ticket when it has been authorized on the DD Form 1610. The lack of a specific dollar amount for air fare does not invalidate the government's obligation to pay for costs incurred in completing the mission.

h. Item 13, DD Form 1610. When a reduced rate is prescribed, check the lower block and enter the reduced rate. Any expenses under contract will be stipulated and detailed clearly; e.g., some training entails less per diem rate since meals and lodging are covered under contract.

i. Item 16, DD Form 1610, will include the following: "If all or part of this travel is by commercial air, tourist class will be utilized when it meets the mission requirements."

j. Registration fees can be authorized in Item 16 of DD Form 1610 if appropriate to include Army commands, agencies, and activities for Army sponsored meetings, conferences, and seminars. The fee can be assessed to cover the cost of guest speakers and administrative fees (*i.e.*, books, pamphlets, certificates and supplies), but not solely for the purpose of providing meals and subsistence (*i.e.*, coffee, donuts, and beverages). If meals and quarters are included in the registration fee, they must be itemized on their receipt of payment so that the inclusion of quarters and/or meal expense in the registration fee may not be used to circumvent per diem allowance legal maximums. Conference planners should make all efforts to contract for conference materials, supplies, and administrative services as well as meals and quarters. Therefore, a separate registration fee should be necessary only in the rarest of cases. If meals are included as part of registration fee, it will be indicated.

k. Use of a Privately Owned Vehicle (POV) in and around TDY point will be authorized in Item 16 of DD Form 1610 if costs are reimbursable.

l. Use of a taxi between places of lodging, business, and where meals are procured, when suitable meals and/or lodging are not available at the place of business, will be authorized in Item 16 of DD Form 1610 if costs are reimbursable.

m. Request for orders for travelers whose TDY station is the Pentagon, Washington, DC, will include the following: "Traveler is to contact the FORSCOM Liaison Officer,

Room 2B725, or call local 697-2552, upon arrival at the Pentagon and just before departure."

n. Wearing military uniform is encouraged during official travel within CONUS on public transportation except when unusually long travel times are involved.

o. Orders for military personnel entering the Republic of Panama will read as follows: "In accordance with paragraph 5(a) of Article XVII of the agreement in implementation of Article IV of the Panama Canal Treaty of 1977, the above named individual(s), member(s) of the Forces, is exempt from customs inspections upon entering or departing from the Republic of Panama when traveling on official orders." DOD civilians are not exempt from Republic of Panama customs inspections.

p. Request for orders will list the military installation(s) to be visited; cities will not be listed in the itinerary unless the visit will be in the city or civilian locality.

q. Invitational travel may only be authorized for non-Federal Government employees or members of the Army component acting in a capacity directly related to official Army activities. BTO or ITO are not authorized for government/civilian contractors.

r. North Atlantic Treaty Organization (NATO) travel orders are required for U.S. military personnel directed to travel to or through Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Turkey, or United Kingdom. NATO travel orders will not be issued to civilian personnel. The orders clerk, FCJ8-PBH, will issue NATO travel order and give one copy to the traveler.

s. The Disbursing Station Serial Number (DSSN: 5073) will be cited in Item 19, DD Form 1610, separate from accounting/funding citations.

t. Military and civilian personnel traveling OCONUS, regardless of travel status, will be briefed by the Counterintelligence and Security Division, FCJ2-CI, on the terrorist threat and personal security measures prior to travel.

u. Travelers to the National Capitol Region (NCR) must contact the Lodging Success Center (LSC) at 1-800-821-6559 prior to making lodging reservations. While using the Center, reservation service is voluntary, the requirement to first call the Center is mandatory. The following statement is required in Item 16 for travel to the NCR (except 1-day trips): "Travelers to the NCR must contact the Lodging Success Center before making lodging arrangements. Call 1-800-821-6559." Travelers should get a call-in number from the LSC. Travel voucher approving officials should ensure that the call-in number is annotated in the upper right hand corner of the DD Form 1610 attached to the settlement claim (DD Form 1351-2). Managers must ensure their travelers adhere to all mandatory requirements.

v. When travel requirements permit, use of contract carriers is mandatory, except under those conditions published in the Federal Travel Directory. These exceptions are further clarified as follows:

(1) When travel on the contract carrier lengthens or delays the travel by 2 hours or more, non-contract service can be used when available and is compatible with travel requirements. Guidance contained herewith will serve as justification for deviation from contract service. Travelers are not required to submit further documentation or alternate itineraries.

(2) Maximum use of discount/super saver/restricted fares offered to the general public is directed, when resulting in lower trip costs, even in those circumstances where contract service is available to meet mission requirements. Penalties incurred as a result of necessary changes are reimbursable. Commercial Travel Services Office managers will be instructed to provide lowest fare searching. Travelers will be advised of travel options and together with the Installation Transportation Officer, develop the lowest cost itinerary meeting travel needs.

(3) When the traveler requests a non-contract carrier and contract service is available for the required departure/arrival, the Installation Transportation Officer will require supporting documentation [except as noted in paragraph 4v(1)]. Those travelers unable to justify deviation from contract service will be denied ticketing on the non-contract carrier.

(4) Discount Government fares shall only be used when other low fare options are exhausted and full coach fare is the only remaining choice.

**5. Procedures to process DD Form 1610**

a. Chiefs of joint and special staff agencies or their designated representatives will initiate requests for military and civilian personnel TDY.

b. Agency chiefs will send request for TDY orders (to include amendments, revocations, or rescissions) to the Director of Resource Management, ATTN: FCJ8-PBH. Attach three copies of original orders to amendments, revocations, or rescissions.

c. Specific instructions to prepare DD Form 1610 for military personnel are in AR 310-10, figure 2-2; for civilian personnel, DOD JFTR, volume II, chapter 3, part D.

(1) Unconsolidated Activities. The initiator completes Items 1 through 13 and Items 16 through 18 (see AR 310-10, app B, for remarks in Item 16). The staff agency chief or authorized representative signs Item 18. The initiator's fund certifying official uses the HQ FORSCOM Fund Control and Automated TDA Systems (FCATS) to complete Items 14 and 19 on a diskette. Diskette is forwarded with a signed transmittal letter to FCJ8-PBH for completion/authentication (Items 20 through 22). Each orders approving official is responsible for ensuring required information is included on DD Form 1610 prior to delivery to FCJ8-PBH.

(2) Consolidated Activities. The initiator completes Items 1 through 13 and Items 16 through 18. Travel order must be forwarded to FCJ8-PBH for completion/authentication (Items 14-15 and Items 19-22). Air fare

should be penciled in at the extreme top of the order. The staff agency chief or authorized representative signs Item 18. Each orders approving official is responsible for ensuring required information is included on DD Form 1610 prior to delivery to FCJ8-PBH.

d. Designation as an authorized courier of classified information cannot be made on the DD Form 1610. For handcarry of classified information within CONUS, a separate appointment memorandum (as described in FORSCOM Memorandum 380-5, app C, dated 1 May 1992) must be signed by the activity security manager. Prior to signing an appointment for handcarry of classified information OCONUS on commercial airlines, the activity security manager must obtain approval from the FORSCOM J2 (FCJ2-CIM).

e. A 48-hour turn around is required by FCJ8-PBH for processing travel orders. Orders requiring immediate attention will be held to an absolute minimum.

**6. Procedures to process Invitational Travel Orders (ITO)**

a. Chiefs of joint and special staff agencies forward ITO request on HQ FORSCOM Form 1035-E (Invitational Travel Order) to the Director of Resource Management, FCJ8-PBH, to include name, SSN, and address of traveler, period of travel, purpose, place(s), number of days, mode of transportation, and fund citation.

b. The Director of Resource Management (FCJ8-PBH) publishes, authenticates, and distributes ITOs.

(FCAG-IS)

FOR THE COMMANDER:

OFFICIAL:

C. G. MARSH  
Major General, USA  
Chief of Staff



ALEXANDER J. FOX  
Colonel, USA  
Director, Command, Control,

Communications and Computers, J6

**DISTRIBUTION** is Special for HQ FORSCOM.

**Copies furnished:**

HQ FORSCOM (FCJ6-OAP) (record set)

BLANKET TRAVEL ORDERS (BTO) REQUIREMENTS FOR FISCAL YEAR (FORSCOM Memo 310-10)			
AGENCY FCAG		DATE 5 Jan 92	
<i>Travel missions for the following occur frequently enough to justify BTO and are considered so urgent that time would not permit the normal processing of a TDY request.</i>			
GRADE/NAME	POSITION	NO TRIPS LAST FY	JUSTIFICATION
MAJ Ted Reilly	BRAC Research Chief	35	To visit FORSCOM activities throughout the command and to attend conferences at HQDA and other headquarters.
SFC Slyvester Taylor	Postal Inspections NCO	24	Visits and inspects FORSCOM postal activities and operations.
TOTAL NUMBER REQUIRED		2	
TYPED NAME AND GRADE OF AGENCY CHIEF ROGER D. BOATWRIGHT, COL, USA, AG		SIGNATURE	

REPLACES AFAG FORM 673, 1 NOV 82

HQ FORSCOM Form 302, 1 Feb 85

11X8 1/2

Figure 1. Sample completed HQ FORSCOM Form 302.

Office Symbol (*Marks Number*)

Date

MEMORANDUM FOR J8, ATTN: FCJ8-PBH

SUBJECT: Semi-annual Review of Blanket Travel Orders (BTOs)

1. ( ) Review of BTO in effect within this agency has been completed and all BTO remain valid. The names of personnel who require BTO and the average number of trips taken each month are listed on the enclosure.
2. ( ) Review of all BTO in effect within this agency has been completed. Enclosure 2 is a request for revocation for those which are no longer valid. The names of personnel who require BTO and the average number of trips taken each month are listed on enclosure 1.
3. ( ) Other. (*Provide any comments pertaining to amendment, deletion, etc., as appropriate.*)

\_\_\_ Encls

SIGNATURE BLOCK

Figure 2. Sample memorandum for reviewing BTO requirements.

**Semi-annual Review of BTO Checklist**

<b>Name of Traveler</b>	<b>Days</b>	<b>Dates of Travel</b>	<b>Site of Visit</b>	<b>Estimated Cost</b>
Doe, John	4	28 Feb-3 Mar	Fort Bragg	\$264.00
Doe, Mary	5	1-5 Jun	Fort Drum	\$294.50

Figure 3. Sample checklist for reviewing BTO requirements.