



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

MCO 4600.7  
LPD  
17 Sep 2013

MARINE CORPS ORDER 4600.7

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS PASSENGER TRANSPORTATION PROGRAM

Ref: (a) Joint Federal Travel Regulations, Volume 1 (JFTR)  
Uniformed Service Members  
(b) Joint Travel Regulations, Volume 2 (JTR)  
(c) DOD 4500-9R  
(d) MCO 4650.39  
(e) MCO 4600.40B  
(f) Foreign Clearance Guide (FCG)  
(g) SECNAV M-5210.1

Encl: (1) Marine Corps Passenger Transportation Program Guide

1. Situation. This Order contains substantial and comprehensive changes to existing policies and procedures regarding the execution of the Marine Corps Passenger Transportation Program.

2. Cancellation. MCO P4600.7C W/CH 1-8.

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

4. Execution

a. Commander's Intent and Concept of Operations

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

(2) Concept of Operations. Marine Corps sponsored personnel will be counseled regarding their maximum authorized travel entitlements provided in this Order and per references (a) and (b). References (a) through (f) contain travel and transportation entitlements, allowances and procedures.

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

b. Subordinate Element Missions

(1) Deputy Commandant for Installations and Logistics  
(DC, I&L)

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

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

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

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

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

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

c. Coordinating Instructions

(1) Recommendations concerning this Order may be forwarded to Headquarters Marine Corps (HQMC), Logistics Distribution Policy Branch (LPD) via the appropriate chain-of-command.

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

SEP 17 2013

5. Administration and Logistics

a. Records Management. Records created as a result of this Order shall be managed according to the National Archives and Records Administration approved dispositions per reference (g) to ensure proper maintenance, use, accountability and preservation regardless of format or medium.

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

6. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force and effective the date signed. This Order has been reviewed by the Per Diem, Travel and Transportation Allowance Committee staff as in accordance with DoDD 5154.29, dated 9 March 1993, as PDTATAC Case RR13021.

b. Signal. Ensure widest dissemination of the contents of this Order.



W. M. FAULKNER  
Deputy Commandant for  
Installations and Logistics

Distribution: PCN 10205860000

RECORD OF CHANGES

Log completed change action as indicated.

| Change Number | Date of Change | Date Entered | Signature of Person Incorporated Change |
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CHAPTER 1

Other Than Economy/Coach Class Travel

1. General. To provide policy, guidance and reporting instructions regarding Premium Class Travel (PCT) for all Marine Corps personnel, employees and their families executing Marine Corps funded travel.

2. Background. It is Department of Defense (DOD) policy that all official travel by Premium Class (i.e., first class and business class) transportation be approved by designated senior officials. It is also government policy that coach (i.e., economy) class accommodations shall be used for all modes of official government travel to include Permanent Change of Station (PCS), Temporary Duty (TDY) travel (for the purposes of this MCO TDY travel is synonymous with Temporary Additional Duty (TAD) travel), Consecutive Overseas Tour (COT) leave, Emergency Leave, Rest and Recuperation (R&R) leave, Funded Environmental and Morale Leave (FEMLE), Renewal Agreement Travel (RAT), Personnel Evacuations and flights in excess of 14 hours. Premium Class Travel (PCT) accommodations are the exception and will only be authorized for those situations set forth in references (a) and (b), only when fully justified and properly documented, and only when authorized by the appropriate PCT approval authority.

3. Definitions

a. First-class. Generally, the highest accommodations class offered by commercial airlines, passenger rail carriers, and passenger ships for cost and amenities and termed "first-class" by the airlines/train/ships and in reservations systems. Includes suites offered by commercial ships, and includes bedrooms, roomettes, club service, parlor car, or any other accommodations other than least expensive unrestricted economy/coach offered by passenger rail carriers.

b. Business-Class. Other than least expensive unrestricted economy/ coach accommodations offered by commercial airlines, passenger rail carriers, and passenger ships that is higher than economy-/coach and lower than first-class for cost and amenities (e.g., business class). This accommodation class is generally referred to as "business, business elite, business first, world business, connoisseur, or envoy" depending on the airline, passenger rail carrier, or ship. It is also a service class offered on Amtrak Acela/Metro-liner extra fare train service.

c. Economy/Coach-Class. The basic least expensive unrestricted accommodations class offered by commercial airlines, passenger rail carriers, passenger ships that includes a service level available to all passengers regardless of the fare paid. The term applies when an airline, passenger rail carrier, or passenger ship offers only one accommodations class and that class is sold as economy/coach (i.e., some airlines, passenger rail carrier, or passenger ships only offer true business-class/true first-class and are not to be mistaken for this one accommodations class). The term also includes tourist-class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.

d. Restricted Fare. Discounted fare available only during certain periods and under specific conditions. It is only used when in the Government's best interest.

#### 4. Policies

a. The Commandant of the Marine Corps (CMC) has been designated as the Marine Corps approval authority for all PCT. CMC has subsequently delegated approval authority to the Assistant Commandant of the Marine Corps (ACMC), the Director of Marine Corps Staff (DMCS) and the Deputy Commandant (DC), Manpower and Reserve Affairs (M&RA).

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

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

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

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

f. When an airline, railway or other commercial conveyance has only two classes of service, the higher class of service, regardless of the term used, is considered first class (may be business class IAW JFTR, par. U3520-A6 and par. C3520-A6), and therefore must be approved by the appropriate authority.

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

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

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

i. The reason/justification for PCT with the travel purpose of "Special Mission Travel", aka, "Required by the Mission for Selected Personnel" (JFTR par. U3510-A/par. C3510-A and par. U3520-C (item 5)/par. C3520-C(item 5)), only applies to travel in connection with Federal advisory committees, Special high level invited guests, and U.S. Armed Forces attachés accompanying foreign government ministers traveling to the U.S. to consult with U.S. Federal government officials. Therefore the term "mission" for this PCT purpose is separate and distinct from the use of "mission" as an entity for any other purpose. Further, for DOD personnel, the only approval authority for PCT with the purpose of "Special Mission Travel" is the Executive Secretary, Office of the Secretary of Defense (OSD).

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

## 5. Guidance for Requests

a. The premium class travel checklists are located at <https://www.defensetravel.dod.mil/site/premium.cfm>. Requests MUST clearly denote the actual flight(s), legs and costs for PCT, whether the flights and costs are one-way or round-trip, etc. Only those portions of the travel that are PCT are included in the request. Requests must include a completed Decision Support Tool/Checklist. See JFTR/JTR, Appendix H, Part II, Section C for guidance concerning First Class accommodations. See JFTR/JTR, Appendix H, Part III, Section B for Business Class accommodations. The decision tool is completed by the requestor by circling the appropriate answers, i.e., yes or no.

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

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

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

## 6. Guidance for Reports

a. References (a) and (b) provide comprehensive data collection, retention, and reporting requirements.

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

## Chapter 2

### Group Travel

1. General. To provide policy and guidance regarding group movements when Marine Corps funded travel is executed.
2. Group Movement Definition. A movement of two (2) or more official members traveling as a group, under the same order (either PCS or TAD) for which transportation is government-owned/procured from the same origin to the same destination. Movement could include locations en route as specified on the order. Members, traveling together under an order directing no/limited reimbursement, may travel between any points en route, provided that the order specifically indicates the points between which the status applies.
3. Individual Reservations. Booking individual reservations in order to by-pass group booking procedures is in violation of airline tariffs and is not permitted under any circumstances.
4. When Transportation Mode is Air
  - a. See reference (c), Part 1, Chapter 103 for DOD procedures when the mode of transportation is air.
  - b. Marine Corps DMOs have the authority to route any size group that does not require a full plane load charter.
  - c. A movement of less than ten members traveling as a group falls under the U.S. General Services Administration (GSA) Airline City Pair Program contract. It is a mandatory requirement to use the GSA Airline City Pair Program to arrange travel for these movements.
  - d. A group movement of ten or more members falls under the Military Air Transportation Agreement (MATA) and is a non-mandatory user of the GSA Airline City Pair Program. For group movements of ten or more members, but less than a full plane load, transportation will be arranged through either the Commercial Travel Office (CTO) or by utilizing USTRANSCOM Groups Operational Passenger System (GOPAX). When the CTO is utilized, the CTO must contact the respective airline group booking office. The Marine Corps shall consider both options prior to selecting the overall best value to the government. For short-fused requests (i.e., less than 72 hours), both options shall be considered only when feasible. Currently, an interface does not exist between the Defense Travel System (DTS) and GOPAX.

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

f. Commercial Air reservations shall not be made as a backup to government air as specified in reference (c), chapter 102, paragraph (b). Under the GSA Airline City Pair Program agreement and the Military Air Transportation Agreement (MATA), airlines may impose group travel cancellation penalties for late passenger cancellations and no-shows. Conditions and penalty fees that may be imposed can be found in the MATA. Accordingly, Marine Corps Units/Commands will be held financially responsible in those instances where the Dual Commitment policy is violated and industry loses potential revenue as a result of late cancellations or no-shows.

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

#### 5. When Transportation Mode is Surface

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

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

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

d. The Defense Travel Management Office manages the program through an agreement with carriers that establishes the specific terms, conditions and standards that must be met when providing transportation for DOD passengers. Transportation Coordinators and individuals arranging DOD-sponsored passenger travel must use the DOD approved carrier list to arrange for transportation within their routing authority or have the option of using the Groups Operational Passenger System (GOPAX) at the following link: <https://eta.sddc.army.mil/ETASSOPortal/default.aspx>

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

f. DMOs shall ensure carriers submit bids in writing before acceptance. The following applies:

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

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

(3) Forward completed DD Form 1341s after all movements via fax to the DTMO at (703) 696-7878 or e-mail to: [milbus@dtmo.pentagon.mil](mailto:milbus@dtmo.pentagon.mil).

(4) Report all locally arranged moves to the DTMO for inspection purposes via e-mail to: [milbus@dtmo.pentagon.mil](mailto:milbus@dtmo.pentagon.mil).

(5) Inspect buses prior to passenger transport.

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

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

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

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

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

### Chapter 3

#### Uniformed Service Meal Tickets/Checks

1. General. The purpose of this chapter is to provide Marine Corps policy concerning the issuance, use and disposal of meal tickets/checks.

2. Meal Tickets

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

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

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

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

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

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

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

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

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

j. TVCD is responsible for the procuring and stocking of an adequate supply of these forms for Marine Corps use and for maintaining appropriate accountability and disposition records pertaining to the Marine Corps meal ticket stock.

### 3. Meal Checks

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

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

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

CHAPTER 4

Defense Travel System

1. General. The purpose of this chapter is to provide additional guidance to the DMO community concerning the Defense Travel System (DTS).

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

3. Official Temporary Additional Duty (TAD) Travel

a. DMO personnel shall be inserted into all official DTS authorization routing lists when the organization is serviced by a Marine Corps DMO; this does not include routing lists for vouchers.

b. DMO personnel will advise the AO in those instances where the DTS authorization clearly violates the Joint Federal Travel Regulations (JFTR), Joint Travel Regulations (JTR), Department of Defense (DOD) and/or Marine Corps travel policies and procedures.

c. As official reviewers for DTS authorizations, DMO personnel will document any recommendations they make to the AO and also the final decision made. DMO personnel will inform appropriate commands of AO's that habitually ignore recommendations without sufficient justification and there are indications of waste, fraud, or abuse. The DMO will collect and maintain data received to assist Commands in holding AOs financially liable for bad decisions/actions when warranted and as associated with their liability.

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

e. See reference (c), Part 1, Chapter 103 for the order of precedence for passenger airlift. If Air Mobility Command (AMC) Patriot Express (PE) is available and meets mission requirements for Outside Contiguous United States (OCONUS) TAD travel, it must be used. Currently, there is not an interface between the United States Air Force Global Air Transportation Execution System (GATES) and the DTS. Therefore, DMO personnel are required to make the proper reservation in GATES and must also ensure a proper Customer Identification Code (CIC) is used.

f. DC, P&R provides up-to-date guidance concerning the construction and use of Customer Identification Codes applicable to Marine Corps funded TAD travel via AMC Service for those instances where a CIC is not found on the DTS authorization.

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

h. See reference (a), paragraph U7206, regarding personal emergencies for members on TAD or Away from Homeport to determine entitlements.

i. See reference (b), Chapter 7, Part H, which covers emergency travel and transportation of an employee due to illness, injury or a personal emergency situation while TAD, to determine allowances.

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

k. DMOs in multiple airport locations, should assist their respective command with written policy concerning which airport should be used after considering the most cost effective routing and transportation means (to include not only airfares, but also transportation to and from airports). Otherwise, a traveler may select whichever airport best suits their needs. See reference (a), Chapter U2155 and reference (b), Chapter C2155 for further clarification.

l. See governing DOD travel regulations concerning any type of travel not covered herein.

4. Leave in Conjunction With Official (LICWO) Travel. Expenses associated with LICWO travel will not be placed on a GTCC, IBA or CBA, and is used at a travelers/cardholder's own risk. If the official travel is cancelled (i.e., there is no reimbursement for the official cost of the government/official ticket charged against the IBA/CBA) or rescheduled for a later date, there is no entitlement/reimbursement for the LICWO ticket to be changed or rescheduled. LICWO cases will be applied in the following manner:

a. When air is the approved mode of transportation for Temporary Additional Duty (TAD) travel, the Commercial Travel Office (CTO) shall issue the official ticket from/to authorized locations prior to entertaining any LICWO travel request. Once the official ticket has been issued, the traveler has the option of using the CTO for their leisure travel needs.

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

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

(2) In cases where the cost of the official ticket is more than the LICWO ticket, the CTO will issue the official ticket. The traveler may apply/exchange the official ticket with the same carrier or a carrier that has an agreement with the issuing carrier for the LICWO ticket. The official ticket amount may be applied to the LICWO ticket. If the traveler used an IBA to purchase the official ticket, the traveler will receive a credit on their GTCC from the issuing carrier for the difference in fares. The traveler should request a new receipt for the lower cost and must adjust the fare cost when making the claim for reimbursement within the travel system used. If the traveler is using a CBA, the CBA will receive a credit for the exchanged fare from the issuing carrier for the difference in fares.

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

CHAPTER 5

Centrally Billed Accounts

1. General. The purpose of this chapter is to provide additional guidance to the DMO community concerning the reconciliation of Centrally Billed Accounts (CBA).
2. Background. It is DOD policy to charge all Temporary Additional Duty (TAD) travel to Individually Billed Accounts (IBA). All IBA non-cardholders, Permanent Change of Station (PCS) travel and Charter Buses are directed to utilize a CBA for payment.
3. History. Since the introduction of third party billing, Centrally Billed Account (CBA) reconciliation has continuously been a challenge. It has cost millions of dollars in interest fees, DFAS processing fees, and excessive man hours due to an ineffective automated and standardized process. The current process outlined in this order was created in coordination with all pertinent agencies to ensure an accurate reconciliation of CBAs.
4. Roles and Responsibilities. The roles and responsibilities set forth in this instruction are as follows:
  - a. Distribution Management Office (DMO)
    - (1) The key role of the DMO in the reconciliation process is to provide the correct Line Of Accounting/Standard Document Number (LOA/SDN) to the CTO. Refer to reference (d) for an LOA translation key.
    - (2) Perform timely (See paragraph (6) below for definition of timely) reconciliation for all CBAs.
    - (3) Submit certified payment files to HQMC (LPD-2) for payment.
    - (4) Provide orders and any other requested information to LPD, TVCD or DFAS.
  - b. Commercial Travel Office (CTO)
    - (1) The key role of the CTO in the reconciliation process is to capture the correct LOA/SDN.
    - (2) Perform back-office reconciliation and provide all required reports to the DMO.

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

(4) Provide the DMO any necessary assistance to ensure timely reconciliation.

c. Headquarters Marine Corps (LPD-2)

(1) LPD-2 will provide all necessary guidance to ensure timely reconciliation of CBAs.

(2) Review and forward all payment files to DFAS for pre-validation.

(3) Correct payment files and submit to TVCD within specified timeframes.

(4) Ensure all supporting documentation is submitted to both DFAS and TVCD.

d. Defense and Finance Accounting (DFAS)

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

(2) Provides LPD-2 with updated information regarding LOA/SDNs.

e. Transportation Voucher Certification Division (TVCD)

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

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

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

5. Line of Accounting/Standard Document Number (LOA/SDN). The most important element to ensure a successful reconciliation is the LOA/SDN. It is imperative that the correct LOA/SDN is captured by the CTO prior to ticketing. The DMO has the responsibility and must ensure a correct and legible LOA/SDN for each ticket generated is provided to the CTO.

In order to prevent input errors all DMO personnel must be proficient in reading and translating LOA/SDN's. The DMO should also ensure the CTO understands the concept of reading an LOA/SDN, this will further assist in eliminating input errors. To assist the DMO with providing the correct LOA/SDN's to the CTO, the following delivery options are provided:

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

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

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

(3) All DMOs are encouraged to gain MOL web order access to assist in cases when the web orders provided are not legible.

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

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

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

(3) Consider the following when translating DTS orders for the CTO:

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

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

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

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

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

6. CBA Reconciliation Process. To address the historical challenges with CBA reconciliations, the following elements are defined and process requirements established. This reconciliation process requires continuous collaboration between CTOs, DMOs, TVCD and LPD-2. The use of the Defense Travel Management Office (DTMO) reconciliation tool is mandated for all Marine Corps DMO's (See paragraph 6.c.). Instructions for the tool are located on the DTMO website.

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

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

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

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

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

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

c. Reconciliation Tool. The CBA reconciliation tool will be used by DMO personnel on a monthly basis to ensure correct and prompt payments are received by Citibank. Detailed instructions of all functions can be found in the CBA Traditional (non-DTS) Reconciliation Tool User Instructions located on the DTMO website.

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

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

d. Time Line. There are many different billing closing dates for CBA accounts, which are determined by the date when a particular account is opened. Regardless of this date, the timeline for reconciliation never changes. As a rule, payment must be received within 30 days from receipt of the CTO files and the Credit Card Vendor monthly statement, whichever is received last. However, payments should be made as soon as possible. The delivery method for the CTO files and the Credit Card Vendor statement is by website. Both are normally available within three days of the billing closing date. This may vary between CTO's, but it should never exceed seven days. The timeline for CBA reconciliation is as follows:

(1) CTO (3 days). During this period, the CTO performs back office reconciliation and forwards needed files to DMO for certification.

(2) DMO (7 days). It is important that DMOs start the certification process immediately upon receipt of files. This will help prevent unnecessary interest penalties should problems arise (e.g., web site, files, etc.). This will also help to alleviate any unnecessary disruption to the timeline. After CBA files are reconciled, they will be forwarded to HQMC (LPD-2) for review.

Note: Credit Card Vendor statements are mailed for each account to the DMO and can take up to two weeks to receive. The date downloaded should be annotated when certifying unless the mailed invoice arrives first.

(3) HQMC/LPD-2 (10 days). During this period, the files are reviewed, pre-validated twice, and orders are requested to correct payment files. Once all discrepancies, mis-matches and variances have been corrected, the payment file is then sent to TVCD for payment. It is imperative the DMOs respond with requested orders ASAP in order to maintain the 30 day payment timeline.

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

## 7. Pre-Validation and Certification Process

a. The DMO will send the exported payment file, developed using the CBA reconciliation tool, to LPD-2 in the following format:

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

b. LPD-2 will review the payment file to ensure the format is correct, all fields are completed, LOA/SDN's are consolidated, and to correct obvious discrepancies. The payment information will be documented and tracked by entering into the CBA log.

c. LPD-2 will forward the payment file to Marine Corps Financial Management Operations Support (MCFMOS) DFAS to pre-validate the LOA/SDNs. The turnaround time for this process is normally 1-2 days. The process identifies SDNs "not found" and corrects the LOA for SDNs found. A spreadsheet with the pre-validation results will be returned to LPD-2 for corrective action.

d. LPD-2 will require DMOs to provide a copy of orders for these records not found in order to correct discrepancies identified during the pre-validation. After corrections are completed, LPD will return the payment file to MCFMOS for a second run.

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

e. After receipt of the second run from MCFMOS, the payment file and required orders are sent to TVCD for payment setup.

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

g. DFAS executes payment based off the information received from TVCD.

## CHAPTER 6

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

1. Purpose. To inform travelers, Commanders, Installation Personnel Administration Centers, and Distribution Management offices of the policies and regulations regarding the use of Foreign Flag carriers and Circuitous Travel.
2. Definition. Circuitous travel is defined as travel by a route or mode other than the one that would normally be prescribed by a Transportation Officer (TO) between the locations listed in travel orders.
3. General. Members/civilian employees and their accompanying Command Sponsored dependents may be authorized circuitous travel in connection with PCS travel to, from, and between overseas areas. Dependents may travel independent of their sponsor. Designated officials are required to approve/disapprove any request for circuitous travel. The Marine Corps approval authority for circuitous travel is Headquarters United States Marine Corps, Manpower Management Integration and Administration (MMIA). Self-procurement of official travel is not allowed. It is mandatory policy that all Uniformed Services and DoD civilian travelers use an available DTMO contracted CTO, or a GSA contracted Traffic Management Center (when a DTMO contracted CTO is not available) for all official transportation requirements. The official ticket will be purchased on the Government Travel Charge Card (GTCC) and then the ticket may be exchanged for a ticket incorporating the personal travel. The traveler assumes responsibility for all costs exceeding those of the normally prescribed route. The approval authority for circuitous travel must review applications on an individual basis. The applicant must understand and accept responsibility for complying with all applicable regulatory guidance.
4. Actions. It is imperative that all travelers and those involved in ticketing, authorization, and travel familiarize themselves with the provisions covering the proper handling of transoceanic travel. DMOs must route all official passenger travelers in accordance with reference(c).
  - a. Uniformed Service Members, DOD Civilian Employees, and dependents are required to use available U.S. Certificated carriers for all commercial air transportation in conjunction with official travel.
  - b. Travelers are required to use their designated CTO or the local DMO when making arrangements for official travel.

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

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

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

f. If a traveler is approved by CMC (MMIA) for circuitous travel, the following statement of understanding (SOU) will be included on the detaching endorsement:

Circuitous travel has been authorized by CMC (MMIA) to be reimbursed (when applicable) not to exceed the cost of directed travel in conjunction with my Permanent Change of Station orders. I understand that I must use an available CTO and/or the local DMO when making arrangements for official travel portions of circuitous travel. The DMO/CTO will ensure that an available U.S. Certificated carrier is used if available. Also, I understand that if I fail to use an available U.S. Certificated carrier I will not be reimbursed for the cost of the carrier ticket(s).

g. Disbursing will not reimburse any transportation expenses related to any leg of travel involving circuitous travel without the MMIA approval message/letter and the required SOU on the detaching endorsement.

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

## Chapter 7

### Port Call Procedures

1. Purpose. To establish procedures for obtaining transportation arrangements or authority to procure commercial transportation through local carrier agents for Marine Corps-sponsored passenger travel proceeding between CONUS and overseas areas (including Hawaii and Alaska) and within and between overseas areas.
2. Change Notation. This chapter replaces MCO 4650.30K and contains a significant number of changes to port call procedures and should be completely reviewed.
3. Applicability. These procedures apply to the movement of individuals and groups of Marine Corps military personnel, civilian employees, and dependents traveling incident to official orders or travel authorizations, including, but not limited to, permanent change of station (PCS), consecutive overseas tour (COT), Renewal Agreement Travel (RAT), in-place consecutive overseas tour (IPCOT), Temporary Additional Duty (TAD), separation and retirement, invitational travel (other than space-available), and travel of dependents to homes of selection upon death of members. These procedures do not apply to the following:
  - a. Unit-type movements under special prearranged transportation (i.e., special assignment airlift mission).
  - b. Personnel directed to travel via U.S. Government assets (e.g., fleet/amphibious ships) or organic airlift.
4. Definitions
  - a. Port Call. A directive containing instructions on transoceanic travel arrangements. The port call shall include the following:
    - (1) Flight or sailing assignment, including departure terminal, scheduled departure time and date, arrival time and date, reporting time and place, flight number, and carrier.
    - (2) Authority to use commercial air transportation, to be arranged and procured locally.
    - (3) Transportation instructions for onward travel from the overseas arrival port to the destination.

(4) Transportation documents and travel instructions.

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

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

d. Close-Blood/Affinitive Relative. A permanent member of, and a resident in the household of a military member, a DOD civilian employee, or an American Red Cross employee, who is dependent on the sponsor for a home. When a dependent loses identity as "a dependent", such as attaining the age of 21 years, he or she shall be considered a close blood or affinitive relative if the provisions of this definition are met.

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

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

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

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

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

5. General Information

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

b. Centralized Control of Requests for Overseas Passenger Reservations. These port call procedures require actions necessary for making timely transportation arrangements. Therefore, activity commanders will consider assigning the function of requesting port calls to the local activity Distribution Management Officer. This practice will enhance centralized control as well as uniform and timely port call request action. Local activity commanders will require that all personnel whose assigned duties include arranging port calls and issuing passenger transportation procurement documents become thoroughly familiar and fully comply with the provision of this Order and other applicable Marine Corps directives pertaining to arranging and furnishing transoceanic transportation.

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

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

e. Responsibility for Determining Availability of Government Transportation. The DMO is responsible for determining the availability of Government transportation and for authorizing commercial transportation for transoceanic travel. Government transportation is directed, where available, unless otherwise specified. Government transportation is considered to be available unless otherwise determined by the Passenger Control Point (PCP). Unless travel by commercial air is mission essential, and directed in travel orders, activities will not furnish personnel commercial air transportation arrangements for overseas travel without prior authorization from the DMO. This includes all TAD travel. Local procedures shall require organizations to check AMC availability through their DMO prior to booking commercial transportation in the Defense Travel System (DTS).

f. Cancellation or Modification of Port Call. Upon receipt of cancellation or modification of travel orders, the order writing activity will notify the appropriate DMO immediately of any action required to modify or cancel port call arrangements. Notifying the DMO of changes effecting port calls is mandatory. DMO will not await official notification from requesting activities before taking action on cancellation. The failure to cancel port calls will result in the passenger being reported by AMC as a "no-show." DMO shall maintain records of all cancellations or modifications of port calls.

g. Tracer Action. When an activity submits an inquiry (encrypted e-mail tracer) to a DMO concerning the status of a port call request, the passenger's name (exactly as shown on the port call request), last four of social security number (SSN), destination, and month of travel must be provided.

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

6. Transportation of Dependents

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

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

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

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

only the transoceanic portion of the journey. Normal space-available transportation procedures will apply.

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

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

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

e. Immunizations. Ensure that dependents have received the necessary immunizations and hold proper records of such immunizations.

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

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

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

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

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

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

(1) Area clearance authorizations from the overseas commander.

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

(3) A copy of the applicable PCS orders.

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

7. Requesting Port Calls

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

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

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

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

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

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

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

(c) Inspector/Instructor (I&I) Staffs and Reserve units will request port calls from the 4th Marine Division DMO in New Orleans.

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

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

#### 8. Responsibility of the DMO

a. Obtaining Port Calls. Submit the port call request via GATES to obtain the transoceanic transportation arrangement.

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

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

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

(2) Air Movement Designator (AMD).

(3) Instructions on providing transportation procurement documents.

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

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

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

(a) Submitting port call requests (timely submission by the detaching activity/unit, providing all required data).

(b) Submitting application for passports, where required.

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

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

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

9. Responsibility of Detaching Activity

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

(1) Submit Port Call Request. Port call requests involving PCS travel will contain a 14-day travel performance period (period of time between the day the traveler is available to travel and the day that traveler must depart) unless manpower requirements dictate a shorter travel period. A 14-day travel performance period is necessary to provide DMO sufficient latitude for selecting flights for PCS travel. When selecting a travel performance period, ensure the travel period is restricted to the month the member is scheduled to rotate. Overseas commands will ensure that the travel performance period selected will not require the member to travel after the RTD or End of Active Service (EAS) date.

(2) Providing Advance Port Call Notification to Overseas Gaining Commands. CONUS Detaching activities are responsible for providing overseas gaining commands port call information on incoming PCS personnel. Information on incoming personnel must be provided to the gaining commands well in advance of the scheduled arrival of personnel. Timely notification will enable the gaining commands to arrange billeting and local transportation to the duty station, where necessary. Therefore, port call information shall be forwarded/transmitted to gaining commands not later than two weeks after receipt of flight confirmations from the AMC PRC. Where AMC is not available, detaching activity will provide notification, including information on connecting commercial air arrangements from the AMC Aerial Port Of Embarkation (APOE) to destination airport. When it is necessary to cancel or modify port calls after the overseas commands have been furnished flight information, the detaching activity will notify gaining commands of the changes. However, if the gaining commands can be furnished new flight data prior to the date the members were initially scheduled to arrive, it will not be necessary to provide cancellation notifications for passengers who will be rebooked.

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

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

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

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

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

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

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

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

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

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

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

(1) Endorsement of Orders by Detaching Activity.

Identify in the travel orders or endorsement the instructions received in response to the port call request. In addition, the following will be identified in the travel orders or endorsement thereto:

(a) The passenger transportation procurement documents, by number.

(b) Name of the carrier and flight number or name of the ship.

(c) Name and location of the departure terminal.

(d) Time and date the passenger must report to the departure terminal.

(e) Customer identification code (CIC).

(f) Destination terminal.

(g) Arrival date and time.

(h) Connecting point(s), where applicable.

(i) Estimated cost of transportation.

(2) Mandatory Statement to be Included in Orders or Endorsements. The following statement for failure to comply with port call instructions will be included in all PCS orders or endorsements:

This port call constitutes a modification to your travel orders. Failure to comply with port call instructions, except for emergencies or situations beyond your control, is considered as refusal to execute travel orders and may subject you to

disciplinary action. If your orders are canceled or modified while you are in a leave status, or other circumstances beyond your control prevent you from reporting for your scheduled flight, call the detaching command (show the appropriate telephone number) and advise of the necessity to cancel or modify port call. Identify your port call confirmation, including the flight number, date, airport/terminal of departure, destination, and desired new port call date, as applicable.

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

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

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

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

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

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

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

(2) Privately Owned Vehicle (POV) Shipment in Conjunction With PCS Travel. Port call from APOE cost effective/nearest to the authorized POV delivery point (VPC). The authorized POV delivery point can be either the primary POV delivery point (VPC) nearest the old duty station or any POV delivery point (VPC) in the direction of the new permanent duty station. If the delivery of POV is concurrent with the execution of PCS orders, the member (to include Civilian Marine) rates an allowance from the old duty station to the POV delivery point and then to the APOE.

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

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

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

(2) POV Shipment in Conjunction With PCS Travel. Port call the member (i.e., Uniformed or Civilian Marine) to the APOE which is most cost advantageous to the government. The authorized pickup point can be either that nearest to the new duty station or any port in the same direction of PCS travel. If POV pickup is concurrent with PCS travel, the member's allowance would be from the APOE to the new duty station via the POV pickup point.

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

d. Endorsement for Alternate APOE/APOD Selection. When a member (i.e., Uniformed or Civilian Marine) selects an alternate aerial port, the travel orders must be endorsed to indicate when the alternate port selection was for personal convenience. The APOE/APOD selected must be consistent with the guidelines contained in paragraphs 10b (3) and 10c (3), preceding. In such cases, travel orders or endorsement thereto will include the following statement:

You selected (enter aerial port) as an alternate aerial port for personal convenience. Your MALT plus per diem reimbursement is from (enter old duty station to alternate APOE or alternate APOD to new duty station, as applicable).

## 11. Special Procedures

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

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

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

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

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

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

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

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

13. Pet Transportation

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

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

c. For civilian personnel, a pet quarantine charge that is part of a routine pet care expense is an MEA reimbursable cost IAW paragraphs C5310-D7 and D8 of reference (b). Government funded pet transportation is not authorized. Pet transportation is not a separately reimbursable expense but can be claimed under MEA IAW paragraph C5310-D8 of reference (b).

14. PCS Approval authority. DMOs are the approval authority for all PCS related travel. This includes after-hour requests when the destination changes, travel is not supported by orders, or there is an increase in costs above what was initially approved.

APPENDIX A

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SAMPLE PORT CALL REQUEST  
(RESERVATIONS AND OVERSEAS TRANSPORTATION ARRANGEMENTS)  
FORM FOR PERMANENT CHANGE OF STATION,  
TEMPORARY ADDITIONAL DUTY, AND DEPENDENTS' TRAVEL

From: (Activity Requesting Port Call)  
To: (Servicing Passenger Control Point)

Subj: REQUEST FOR PORT CALL

1. In accordance with the reference, overseas transportation arrangements are requested as follows:

| <u>Item No.</u> | <u>Item Title</u>                |
|-----------------|----------------------------------|
| 1               | Full Name                        |
| 2               | Sex                              |
| 3               | Grade/Title, SSN and MOS         |
| 4               | Seats Required                   |
| 5               | Special Passenger Category       |
| 6               | Account Handling                 |
| 7               | Excess Baggage                   |
| 8               | Transportation Movement Priority |
| 9               | Type Travel                      |
| 10              | Availability Date                |
| 11              | Availability Date Code           |
| 12              | Mandatory Departure Date         |
| 13              | Origin Station                   |

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- 14 Availability Point
- 15 Overseas Destination
- 16 Authority for Movement
- 17 Anticipated Leave Dates
- 18 Anticipated Detachment Date
- 19 Leave Address
- 20 Telephone Number
- 21 TAD Location
- 22 TAD Dates
- 23 Names/Grades/SSN's/MOS's of Additional Passengers
- 24 Names, Relationship, and Dates of Birth of Children (Dep Travel)
- 25 Expiration of Active Service (EAS)
- 26 Pay Entry Base Date (PEBD)
- 27 Expected Delivery Date
- 28 Country of Citizenship (foreign national)
- 29 Dependents' Area Clearance
- 30 Sponsor's LTD and RTD
- 31 Passport Information
- 32 Monitored Command Code (MCC) Number and Reporting Unit Code (RUC)
- 33 QSN

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34 Remarks

SIGNATURE

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(Requesting Activity)

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APPENDIX B

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PORT CALL PREPARATION INSTRUCTIONS

| <u>Item No.</u> | <u>Instructions</u>   |
|-----------------|---|
| 1               | Complete the last name, first name, and middle initial. If it is a no-name request, enter "No-Name Request", enter "No-Name Request", and enter not applicable (N/A) in items 2, 3, and 18 through 31.  |
| 2               | Enter the sex of the person listed in item 1 (M for Male, F for Female).  |
| 3               | Enter the grade/title (e.g., Cpl, PFC, Mr., Mrs., etc.), SSN  |
| 4               | Enter the total number of seats required by this request.   |
| 5               | If the request contains a passenger(s) who falls within the following categories, enter the letter as indicated; otherwise, enter N/A:<br><br>A - Civilians and/or dependents (not otherwise described).<br><br>B - Civilian or military dependents who are close-blood/affinitive relatives.<br><br>C - Armed escort(s).<br><br>U - Unarmed escort (s).<br><br>W - Passenger (other than a prisoner) escorted by armed or unarmed escort.<br><br>X - Armed escort accompanying special shipment being moved on same aircraft.<br><br>T - Member who joined the Armed Forces in an overseas area and is on initial assignment to CONUS (optional code). |

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- H - Foreign national.
- J - School teacher.
- K - School Key official.
- M - Retiree.
- N - Individual who is separating.
- P - Prisoners.
- R - Prisoner escort.
- S - Board actions.

6 If the request contains a passenger(s) who will move under a special funding arrangement (reimbursing MAC), enter the appropriate code, as follows; otherwise, leave blank:

A - Passenger who does not have CIC assigned, and passenger will reimburse AMC (at on a credit basis).

C - Passenger who does not have CIC assigned, and passenger will reimburse AMC on a cash basis.

G - Passenger who does not have CIC assigned, and his sponsor will reimburse AMC on a credit basis.

J - Passenger who does not have CIC assigned, and passenger will reimburse AMC on cash basis.

7 Indicate in pounds the amount of excess baggage authorized (over and above the normal baggage allowance). If no Excess baggage is authorized, enter N/A.

8 Enter the priority specified in the orders. If no priority is specified, enter N/A.

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9 Enter the code to correspond with the type of travel, as indicated.

DU - Dependents not accompanied by military sponsor.

PT - Military personnel in TAD status.

CT - Civilian personnel in TAD status.

OA - Military officer personnel in PCS status, accompanied by dependents.

EA - Military enlisted personnel in PCS status, accompanied by dependents.

CC - Civilian personnel in PCS status, accompanied by dependents.

PU - Military personnel in PCS status, not accompanied by dependents.

CU - Civilian personnel in PCS status, not accompanied by dependents.

CD - Dependents not accompanied by civilian sponsor.

CR - Close-blood/affinitive relatives (space-available) accompanying the sponsor and/or the sponsor's bona fide dependents incident to the sponsor's PCS orders.

RB - Close-blood/affinitive relatives (cash reimbursable space-required) accompanying the sponsor and/or the sponsor's bona fide dependents incident to the sponsor's PCS orders.

EL - Emergency leave, military.

RS - Reemployment leave, civilian.

RA - Family Emergency, command sponsored dependents and dependents in CONUS eligible to travel to members overseas domicile. Refer to JTR, chapter 7, Part G.

DS - Dependent students.

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- 10 Enter the date on which the passenger can be available at the aerial port of embarkation (APOE).
- 11 Enter the availability date code as follows:
  - A - The date in item 10 is desired but the traveler could depart no later than the date indicated in item 12.
  - B - The traveler must depart the POE between the dates indicated in items 10 and 12.
  - C - The traveler may be port-called on the availability date or first available transportation after the availability date.
- 12 Enter the date the passenger must depart the APOE in order to meet a "by date" specified in the orders. If no "by date" is specified in the orders, enter N/A.
- 13 Enter the name of the military or civilian airfield closest to the permanent or TAD station from which the traveler is beginning the trip.
- 14 Enter the name of the military or civilian airfield closest to the place where the traveler will be ready to start overseas travel after completion of leave, CONUS TAD, etc.
- 15 When applicable, enter the name of the command and MCC to which assigned or reporting to (e.g., Third Marine Division (MCC 124); First Marine Aircraft Wing (MCC 145); etc.).
- 16 Enter the Marine Corps directive which authorizes the movement.
- 17 If leave is anticipated after departure from the detaching command, indicate the dates. If no leave will be taken, enter N/A.
- 18 Enter the anticipated date of departure from the detaching command.
- 19 Enter the complete leave address (including ZIP code) of the traveler.

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- 20 Enter the leave telephone number and area code.
- 21 Enter the specific unit and location of TAD en route, as applicable. If none, enter N/A.
- 22 Enter the dates of TAD en route, as applicable. If none, enter N/A.
- 23 Enter the names, grades, SSN's, and MOS's of additional passengers, other than dependents, included in this request; otherwise, enter N/A.
- 24 Enter the name of the spouse and names and dates of birth of dependent children included in the request. (Enter the names, relationships, and ages (if children) of close-blood/affinitive relatives traveling with the sponsor and/or the sponsor's bona fide dependents, where applicable, and the sponsor has elected space-required cash reimbursable travel for the relatives) if none, enter N/A.
- 25 Enter the EAS where dependents are involved; otherwise, enter N/A.
- 26 Enter the PEBD, where dependents are involved; otherwise, enter N/A.
- 27 This is for dependent moves only. If the wife is pregnant, enter the expected delivery date; otherwise, enter N/A.
- 28 If traveler is a foreign national, enter country of citizenship.
- 29 Enter yes, no, or N/A, as applicable, to indicate whether the dependent's (and accompanying close-blood/affinitive relative, when applicable) area clearance has been granted.
- 30 Enter the sponsor's LTD and RTD (dependent moves only); otherwise, enter N/A.
- 31 Enter yes, no, or N/A, as applicable, to indicate whether passports have been applied for. If yes, enter the date and place here applied. Refer to the current edition of MCO 5512.4.

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- 32 Enter the MCC number and RUC of the command submitting the port call request.
- 33 Enter the QSN for all personnel with the grade of lance corporal and below; otherwise, enter N/A.
- 34 Enter any additional information bearing on this enter N/A.

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

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