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OPR: HQ AMC/FMPF (MSgt John Smith)

Certified by: HQ AMC/FMPF
(Colonel Patricia McDaniel)

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AFI 65-103, 23 February 2001, is supplemented as follows: (This supplement does not apply to Air National Guard or US Air Force Reserve units.) The OPR for this supplement is AMC/FMPF (MSgt John Smith).

SUMMARY OF REVISIONS

Added clarification on the use of AMC 41, para 1.2.24.3

1.2.24.1. (Added) . Orders issuing and approving officials will determine whether vicinity travel (see Joint Federal Travel Regulation (JFTR, Vol 1, paragraphs U3505 and U4105H, JFTR, Vol 2, para C5005, and SAFBI 65-201, Vicinity Travel by Privately Owned Vehicle) or a TDY order is more appropriate. For vicinity travel, the traveler prepares a SF 1164, **Claim for Reimbursement of Expenditures on Official Business**, or SF 1034, **Public Voucher for Purchases and Services Other than Personal**, for reimbursement of a registration fee.

1.2.24.2. (Added) . Don't publish TDY orders for maintenance personnel for local area flights. For one-time only flights, use a letter to authorize mission-essential ground personnel (MEGP) for the flight. (See applicable 11-series publications.)

1.2.24.3. (Added) . AMC aircrew members may use a properly-funded AMC Form 41, **Flight Authorization**, instead of DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**, to claim TDY payments incident to routine missions for per diem only. No special authorizations (i.e., rental car) is authorized on AMC Form 41. The approving official can authorize special authorization by signing the DD Form 1351-2 (**Travel Voucher**). Use DD Form 1610 for tactical deployments, mobility exercises, long-term TDY, or any TDY which supports other than a routine flight mission.

1.2.24.3.1. (Added) . **Instructions for Preparation of DD Form 1610 Items 10a/10b:** AMC aircrew members must also comply with travel dates when utilizing AMC Form 41.

2.3.1. Authority to approve blanket TDY orders for military and civilian employees is delegated to individuals in the positions below. This authority will not be redelegated. Individuals will show approval by signing item 18 of DD Form 1610.

2.3.1.1. (Added) (For AMC Headquarters only) CCE/CVE/DS and directors/deputies of directorates.

2.3.1.2. (Added) (15AF and 21 AF) commander, vice commander, and director of staff.

2.3.1.3. (Added) (Air Refueling Wings, USAF Airlift Center, or USAF Medical Center) commander and vice commander.

2.3.1.4. (Added) Commander and deputy commander of a group.

4.3.2. Authority to approve invitational travel orders (ITO) is delegated to commanders, vice commanders, or chiefs of directorates for numbered air forces, services, wings, groups, medical centers, or Air Mobility Warfare Center.

EXCEPTION (Added) (applicable to court-martial convening authorities): All court-martial convening authorities are delegated authority to approve ITOs for investigations at a trial or for deposition and for administrative elimination actions. One copy of each ITO published that authorized military air travel in accordance with DOD 4515.13-R, Air Transportation Eligibility, will be sent to HQ AMC/DOJP. ITOs that require a Mission Observer (MO) or Mission Essential Ground Personnel (MEGP) should be coordinated through HQ AMC/DOJA.

GARY W. MINOR, Colonel, USAF
Deputy Comptroller