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UNITED STATES AIR FORCES IN EUROPE

USAFE INSTRUCTION 24-101

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Transportation

SPECIAL PASSENGER TRAVEL GUIDE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air force Policy Directive (AFPD) 24-1, Personnel Movement. It prescribes policy and procedures for processing special travel requests to Headquarters United States Air Forces in Europe (HQ USAFE). It includes procedures for invitational travel authorizations, unofficial travel, transportation exceptions to policy, and premium-class travel requests. This instruction applies to USAFE personnel theater-wide. It does not apply to the Air National Guard (ANG) or the Air Force Reserve Command (AFRC). Submit changes using AF Form 847, **Recommendation for Change of Publication,** to the Directorate of Logistics Distribution Branch (HQ USAFE/A4RD), Unit 3050, APO AE 09094-0105. This publication requires the collection and or maintenance of information protected by the Privacy Act (PA) of 1974. The authorities to collect and or maintain the records prescribed in this publication are 10 U.S.C. 8013 and Executive Order 9397. Forms affected by the PA have an appropriate PA statement. System of records notice F033 AF D Automated Data Orders Generation applies. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, Management of Records and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at:

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Section A—General Information and Responsibilities

1. Preface. The use of government funds and military airlift for passenger travel must be highly scrutinized and properly authorized. Funded travel for non-Department of Defense (DOD) personnel and premium-class travel for military members are highly visible and demand careful attention. This instruction outlines the processes that USAFE units must follow to ensure proper application of transportation regulations.

2. Responsibilities

2.1. **Commander, USAFE (HQ USAFE/CC):**

2.1.1. Approves transportation exceptions to policy according to DOD 4515.13-R, *Air Transportation Eligibility.*

2.1.2. Approves Military Airlift (MilAir) requests when exception to policy approval authority is HQ USAFE/CC or higher.

2.1.3. Delegates MilAir/Operational Support Airlift (OSA) approval authority to Vice Commander (HQ USAFE/CV) for official passenger movement requests for major command (MAJCOM), Numbered Air Force (NAF), and subordinate wing travelers according to DODD 4500.56, *DOD Policy on the Use of Government Aircraft and Air Travel,* paragraph E2.4.4.3.

2.1.4. Endorses requests (CV in CC's absence) for exceptions to policy requiring higher headquarters (HHQ) approval according to AFI 24-101, *Passenger Movement,* paragraph 1.8.2.

2.1.5. Endorses requests for first-class travel accommodations requiring Secretary of the Air Force (SecAF) approval according to AFI 24-101 paragraph 1.8.3.

2.1.6. Authorizes and approves (CV in CC's absence) business-class travel requests for USAFE personnel according to AFI 24-101, paragraph 1.8.4.

2.1.7. Self-approves spouse travel and approves spouse travel for HQ USAFE/CV according to AFI 24-101 paragraph 2.8.6.

2.1.8. Delegates Invitational Travel Authorization (ITA) approval authority to HQ USAFE/CV, Commander 3rd Air Forces (3 AF/CC), Commander 16th Air Forces (16 AF/CC), and USAFE wing commanders according to AFI 24-101 paragraph 3.20, when the funding and purpose of the travel falls within the scope of their command. This delegation excludes family member ITA approval authority.

2.2. **Vice Commander, USAFE (HQ USAFE/CV):**

2.2.1. Approves family member ITAs for USAFE personnel (except HQ USAFE/CC and HQ USAFE/CV) according to AFI 24-101 paragraph 2.8.6.

2.2.2. Approves unofficial family member travel according to DOD 4515.13-R paragraph C10.12.

2.2.3. Authorizes MilAir/OSA for official passenger movement requests for MAJCOM, NAF, and subordinate wing travelers according to this instruction paragraph 2.1.3.

2.2.4. Approves ITAs according to this instruction (paragraph **2.1.8.**).

2.3. **Directorate of Staff, Protocol (HQ USAFE/DSP):**

2.3.1. Staffs spouse and family member travel requests when travel is associated with a HQ USAFE/CC hosted conference in accordance with AFI 24-101 paragraph 2.8.6.

2.4. **Staff Judge Advocate (HQ USAFE/JA):**

2.4.1. Provides legal guidance and coordination on the application of transportation regulations in respect to passenger travel.

2.5. **Surgeon General (HQ USAFE/SG):**

2.5.1. Provides medical guidance and coordination on the application of transportation regulations in respect to passenger travel for medical considerations.

2.6. **Directorate of Logistics, Distribution Branch (HQ USAFE/A4RD):**

2.6.1. Implements the policy contained in this publication.

2.6.2. Provides guidance and coordination on the application of transportation regulations in respect to passenger travel.

2.6.3. Staffs transportation exception to policy requests from outside HQ USAFE.

2.6.4. Staffs family member travel requests from outside HQ USAFE.

2.6.5. Staffs and maintains documentation on all USAFE premium-class air accommodation requests.

2.6.6. HQ USAFE/A4RD will not be the action officer (AO) for travel requests in order to prevent a conflict of interest when coordinating requests.

2.6.7. Provides special passenger travel training to USAFE and NAF travel staffs.

2.7. **The 3rd Air Forces Commander (3 AF/CC):**

2.7.1. Approves ITAs according to this instruction (paragraph **2.1.8.**) when the funding and purpose of the travel falls within the scope of the 3 Air Force command.

2.8. **The 16th Air Forces Commander (16 AF/CC)/Commander, Air Forces Southern Europe (COMAIRSOUTH):**

2.8.1. Approves own spouse's travel when traveling as COMAIRSOUTH and the travel is supporting the National interests of the United States at functions transcending the interests of the United States Air Force or DoD according to AFI 24-101 paragraph 2.8.7.

2.8.2. When traveling as the 16 AF/CC, the USAFE/CC or USAFE/CV must approve family member travel according to AFI 24-101 paragraph 2.8.8.

2.8.3. Approves ITAs according to this instruction (paragraph **2.1.8.**) when the funding and purpose of the travel falls within the scope of the 16 AF command.

2.9. **USAFE Wing Commanders (WG/CC):**

2.9.1. Approve ITAs according to this instruction (paragraph **2.1.8.**) when the funding and purpose of the travel falls within the scope of their command.

Section B—Invitational Travel Authorizations (ITA)

3. General. Invitational travel is official travel primarily involving non-DOD personnel.

3.1. **Eligibility.** Individuals can be placed on ITAs when they meet the conditions of the Joint Travel Regulation (JTR) Appendix E. Spouse and family member ITA travel is a unique category and is defined in this regulation (**Section C**).

3.2. **Approval Authority.** Approval authorities are defined in this instruction paragraph **2.**

4. ITA Requests. The requesting organization is responsible for compiling the entire travel request package. When the requesting agency is a HQ USAFE unit, the unit's AO is responsible for staffing the request for approval. The package must include:

4.1. **Staff Summary Sheet.** For HQ USAFE units, all documents, to include the travel request, ITA and DD Form 2768, **Military Air Passenger and Cargo Request** (if necessary), and the pertinent travel regulation excerpt must be attached to an electronic staff summary sheet (**Attachment 3**).

4.2. **ITA Request.** The format for the ITA request is at **Attachment 4**. The request must reference and quote the instruction and paragraph that supports the travel. It is extremely important that a strong justification be provided. A finalized itinerary is not necessary. Requests from the HQ USAFE/CC will be a Memorandum for Record and will be signed by the HQ USAFE/CC. Requests from HQ USAFE staff will be signed by the director or deputy director. Wing level units should identify the requesting authority for wing level ITAs.

4.3. **ITA.** The format for the ITA is located at **Attachment 5**. The requesting unit will draft the ITA. The signature block is based on the authorizing official as stated in **Table A2.1.** approval authority. The sponsoring unit is required to provide funding for travel unless arranged otherwise. The fund-cite information must be provided. This ensures that commercial transportation can be provided if non-reimbursable MilAir is unexpectedly cancelled.

4.4. **DD Form 2768.** If OSA will be used for the travel, a DD Form 2768 must be completed. Reference the HQ USAFE OSA Guide for instructions to complete this form.

4.5. **Legal Coordination.** Questionable or precedent setting requests must include a statement of coordination from the requestor's legal organization. This would be the WG/JA if wing level, NAF/JA if the NAF level, or Military Law Division (HQ USAFE/JAM) if HQ USAFE level.

5. Routing Procedures:

5.1. HQ USAFE units requesting ITAs will appoint an AO who will staff ITA requests. Requests will be staffed to HQ USAFE/A4, HQ USAFE/JA and the Director of Staff (HQ USAFE/DS) for coordination, then to HQ USAFE/CV for signature.

5.2. HQ USAFE/A4RD will staff ITA requests originating outside HQ USAFE. Requests will be routed from HQ USAFE/A4 to HQ USAFE/JA and HQ USAFE/DS for coordination, then to HQ USAFE/CV for signature.

5.3. Wing and NAF units should coordinate requests from the requesting organization to the unit JA and establish staffing procedures for WG/CC or NAF/CC approval.

6. Timelines. HQ USAFE ITA requests must be received for coordination by HQ USAFE/A4RD not later than 30 duty days prior to travel and by HQ USAFE/DS not later than 20 duty days prior to travel. Wing and NAF level units should set internal suspenses to ensure the ITA is approved prior to travel.

7. Package Dissemination. When the package has been approved or disapproved, the appropriate administrative support staff must forward package to the AO for execution. The AO is responsible for package distribution. HQ USAFE Air Mobility Operations Control Center (**HQ USAFE/AMOCC**) must be provided with a copy of the ITA if travel will be via OSA. Copies of HQ USAFE approved packages must be provided to HQ USAFE/A4RD.

8. Documentation. Copies of approved ITAs must be maintained by the approving official until 6 years and 3 months past the date of travel according to Air Force RDS Table 65-21, Rule 16.

Section C—Family Member Invitational Travel Authorization

9. General. Spouse and family member travel is a highly visible and sensitive area. It requires judicious application and a thorough review at each level of command. Requests that do not meet the eligibility requirements of AFI 24-101 require a higher degree of scrutiny. Per diem is not normally authorized for family members. MilAir travel must be on a mission non-interference basis. Spouse and family member eligibility for travel is defined by AFI 24-101 paragraph 2.8.

9.1. **Eligibility.** Individuals can be placed on ITAs when they meet the conditions of the Joint Travel Regulations (JTR) Appendix E and AFI 24-101.

9.2. **Approval Authority.** Approval authorities are defined in this instruction (paragraph **2.**)

10. Family Member ITA Requests. The requesting organization is responsible for compiling the entire travel request package. When the requesting agency is a HQ USAFE unit, the unit's AO is responsible for staffing the request for approval. The package must include:

10.1. **Staff Summary Sheet.** All documents, to include the ITA request, ITA and DD Form 2768 (if necessary), and the pertinent travel regulation excerpt must be attached to an electronic staff summary sheet (**Attachment 3**).

10.2. **Family Member ITA Request.** The format for a family member request is at (**Attachment 6**) The request must reference and quote the instruction and paragraph that supports the travel. It is extremely important that a strong justification be provided. A finalized itinerary is not necessary. Requests from HQ USAFE/CC will be a Memorandum for Record and will be signed by HQ USAFE/CC. Requests from HQ USAFE staff will be signed by the director or deputy director. Requests from a NAF will be signed by the NAF/CC (CV in CC's absence). Requests from wings will be signed by the WG/CC (CV in CC's absence) and endorsed by the NAF/CC (CV in CC's absence) then forwarded to the HQ USAFE point of contact (POC) per **Table A2.1.**

10.3. **Family Member ITA.** The ITA for family members is located at **Attachment 7**. The requesting unit will draft the ITA. The signature block is based on the authorizing official as stated in **Table A2.1.** approval authority. The sponsor's unit is required to provide funding for travel unless arranged otherwise. The fund-cite information must be provided. This ensures that commercial transportation can be provided if non-reimbursable MilAir is unexpectedly cancelled.

10.4. **DD Form 2768.** If OSA will be used for the travel, a DD Form 2768 must be completed. Reference the HQ USAFE OSA Guide for instructions to complete this form. The authorizing official is the same as the ITA authorizing official.

10.5. **Legal Coordination.** Questionable or unusual requests must include an attached statement of coordination from the requestor's legal organization. This would be the NAF/JA if the NAF is the requester or HQ USAFE/JAM if HQ USAFE Staff is the requestor.

11. Routing Procedures:

11.1. HQ USAFE/DSP is the POC for spouse travel for HQ USAFE/CC hosted conferences. Travel request packages will be created in conjunction with the host directorate AO and staffed by HQ USAFE/DSP. Wings and NAFs are required to submit names, social security numbers (SSNs), and fund-cite information for potential spouse attendees to HQ USAFE/DSP. HQ USAFE/DSP will create the request letter with all spouse names. HQ USAFE/DSP will forward the package to HQ USAFE/DS for coordination, then to HQ USAFE/CV for signature.

11.2. HQ USAFE units appointed as a host directorate for USAFE events (e.g. Squadron Commander Orientation Conference, Award Ceremonies, etc.) will appoint an AO who will staff ITA requests. Wings and NAFs are required to submit names, SSNs, and fund-cite information for potential spouse attendees to the AO. The AO will create the request letter with all spouse names. The host directorate will forward the package to HQ USAFE/A4 and HQ USAFE/DS for coordination, then to HQ USAFE/CV for signature. Travel for awards ceremonies will also be coordinated through the USAFE Command Chief (HQ USAFE/CCC).

11.3. HQ USAFE units requesting family member ITAs will appoint an AO who will staff ITA requests. Requests that clearly meet the conditions established in AFI 24-101 will be staffed to HQ USAFE/A4 and USAFE/DS for coordination, then to USAFE/CV for signature. Questionable or precedent setting requests must also be coordinated through HQ USAFE/JA.

11.4. USAFE/CCA will internally coordinate USAFE/CC's spouse ITAs.

11.5. HQ USAFE/A4RD will staff other family member ITA requests originating outside HQ USAFE. Requests that clearly meet the conditions established in AFI 24-101 will be routed from HQ USAFE/A4 to USAFE/DS for coordination, then to USAFE/CV for signature. Travel for awards ceremonies will also be coordinated through USAFE/CCC. Questionable or precedent setting requests must also be coordinated with HQ USAFE/JA.

12. Timelines. Requests for family member ITAs covered under this regulation (paragraphs **11.1.** and **11.2.**) must be received by the HQ USAFE POC not later than 30 duty days prior to travel. The package must be received by HQ USAFE/DS not later than 20 duty days prior to travel. Spouse ITA requests can be staffed before the spouse confirms attendance. Do not delay the package to await confirmation. If the spouse decides not to attend, the order will be cancelled. All other family member requests must be received by HQ USAFE/A4RD, either for coordination or action, not later than 15 duty days prior to travel and by HQ USAFE/DS not later than 10 duty days prior to travel.

13. Package Dissemination. When the package has been approved or disapproved by HQ USAFE/CC or CV, HQ USAFE/DS will forward package to the AO for execution. The AO is responsible for package

distribution. HQ USAFE/AMOCC must be provided with a copy of the family member ITA if travel will be via OSA. Copies of the entire package must be provided to HQ USAFE/A4RD.

14. Documentation. Copies of approved ITAs must be maintained by the approving official until 6 years and 3 months past the date of travel according to Air Force RDS Table 65-21, Rule 16.

Section D—Family Member Unofficial Travel

15. General. Family members may be granted unofficial travel at personal expense to accompany senior DOD personnel on official business.

15.1. **Eligibility.** A family member may be authorized unofficial travel when they meet the requirements of DOD 4515.13-R paragraph C10.12.

15.2. **Approval Authority.** Authorities are defined in this instruction (**paragraph 2.**).

16. Unofficial Travel Requests. The requesting organization is responsible for compiling the entire travel request package. When the requesting agency is a HQ USAFE unit, the AO is responsible for staffing the request for approval. The package must include:

16.1. **Staff Summary Sheet.** All documents, to include the unofficial travel request and commercial air quote, and the pertinent travel regulation excerpt must be attached to an electronic staff summary sheet (**Attachment 3**).

16.2. **Unofficial Spouse and Family Member Travel Request.** The format for the unofficial travel request is located at **Attachment 8**. The request must reference the instruction and paragraph that supports the travel. This can be found in DOD 4515.13-R paragraph C10.12. Requests from HQ USAFE staff must be signed by the director or deputy director. Requests from a NAF must be signed by the NAF/CC (CV in CC's absence). Requests from wings must be signed by the WG/CC (CV in CC's absence) and endorsed by the NAF/CC (CV in CC's absence) then forwarded to HQ USAFE/A4RD.

16.3. **Commercial Air Quote.** According to DOD 4515.13-R paragraph C10.12, a price quote for commercial air transport must be provided when the spouse or family member travel is unofficial. This quote must be for the full commercial coach class fare rate at the exact dates and similar times that the actual travel will occur. It must also include all taxes and fees for the travel. Quotes from any carrier available to the general public are acceptable, provided they meet the above criteria. The sponsor must attach a check made payable to the Treasurer of the United States in the quoted amount and a copy of the quote to the sponsor's travel voucher upon completion of the trip.

17. Routing Procedures.

17.1. HQ USAFE units requesting unofficial family member travel will appoint an AO who will staff the requests. Requests will be staffed to HQ USAFE/A4, HQ USAFE/JA and the HQ USAFE/DS for coordination, then to HQ USAFE/CV for signature.

17.2. HQ USAFE/A4RD will staff unofficial family member requests originating outside HQ USAFE. Requests will be routed from HQ USAFE/A4 to HQ USAFE/JA and HQ USAFE/DS for coordination, then to HQ USAFE/CV for signature.

18. Timelines. Requests for unofficial travel must be received by HQ USAFE/A4RD for coordination not later than 15 duty days prior to travel. The requests must be received by HQ USAFE/DS not later than 10 duty days prior to travel.

19. Package Dissemination. When the package has been approved or disapproved, USAFE/DS will forward package to the AO for action and distribution. HQ USAFE/AMOCC must be provided with a copy of the unofficial travel approval when travel is on OSA. A copy of the entire package must be provided to HQ USAFE/A4RD.

20. Documentation. Copies of approved unofficial travel must be maintained by the sponsor's approving official until 6 years and 3 months past the date of travel according to Air Force RDS Table 65-21, Rule 16.

Section E—Transportation Exceptions to Policy

21. General. Occasionally, there are requirements for transportation exceptions to policy (ETP) for MilAir travel of non-DOD members, members of Congress, Ambassadors, Foreign Nationals, and other categories of traffic not normally eligible in DOD 4515.13-R. Requests for transportation ETPs must be closely scrutinized to ensure proper MilAir approvals are attained and documented. Consideration should be made to the availability of MilAir. If MilAir support is lost, commercial air is not authorized to be funded under an ETP.

22. Eligibility. Eligibility for ETP travel is defined by DOD 4515.13-R Chapter 10.

23. ETP Travel. The requesting organization is responsible for compiling the entire travel request package. When the requesting agency is a HQ USAFE unit, the units' AO is responsible for staffing the request for approval. The package must include:

23.1. **Staff Summary Sheet.** All required documents, to include the ETP Travel Request, DD Form 2768, legal coordination and pertinent regulations must be attached to an electronic staff summary sheet (**Attachment 3**).

23.2. **ETP Travel Request.** Units must use the format at **Attachment 9** for the ETP request. The request must reference and quote the instruction and paragraph that supports the travel. It is extremely important that a strong justification is provided. A finalized itinerary is not necessary. If the MilAir travel is reimbursable, include the fund-cite to be charged for the travel. Travel at the request of HQ USAFE/CC will be a memorandum for record and will be signed by HQ USAFE/CC. Requests from HQ USAFE units must be signed by the directorate or deputy. Requests from a NAF or NAF wing must be signed by the NAF/CC (CV in CC's absence) and then forwarded to HQ USAFE/A4RD.

23.3. **DD Form 2768.** If OSA will be used for the travel, the DD Form 2768 must be completed. Reference the HQ USAFE OSA Guide for instructions to complete this form. The justification provided in the ETP request must also be included on the DD Form 2768. HQ USAFE/CC is the approval authority for the DD Form 2768 when there is an ETP traveler on the passenger list.

23.4. **Legal Coordination.** All ETP requests must include an attached statement of coordination from the requestor's legal organization. This would be the NAF/JA if the NAF is the requestor or HQ USAFE/JAM if HQ USAFE Staff is the requestor.

24. Routing procedures.

24.1. HQ USAFE units requesting ETPs will appoint an AO who will staff the ETP request. Requests will be staffed to HQ USAFE/A4, HQ USAFE/JA and HQ USAFE/DS for coordination, then to HQ USAFE/CV for signature.

24.2. HQ USAFE/A4RD will staff ITA requests from outside HQ USAFE. Requests will be routed from HQ USAFE/A4 to HQ USAFE/JA and HQ USAFE/DS for coordination, then to HQ USAFE/CC for signature.

25. Package Dissemination. When the package has been approved or disapproved, HQ USAFE/DS will forward package to the AO for action and distribution. HQ USAFE/AMOCC must be provided with a copy of the ETP approval when travel is on OSA. A copy of the entire package must be provided to HQ USAFE/A4RD.

26. Timelines. Requests for a transportation ETP with HQ USAFE/CC approval authority must be received by HQ USAFE/A4RD not later than 30 duty days prior to the travel. HQ USAFE/DS must receive the package not later than 20 duty days prior to travel. Requests that require a higher signatory must be received by HQ USAFE/A4RD not later than 30 duty days prior to travel, by HQ USAFE/DS not later than 25 duty days prior to travel and by HQ USAF/ILG not later than 20 duty days prior to travel.

27. Documentation. Copies of approved ETPs must be maintained by HQ USAFE/A4RD until 2 years past the date of travel according to Air Force RDS Table 24-10, Rule 8.

Section F—Premium-Class Air Accommodations

28. General. Premium-class air accommodations may be authorized on an exception basis only.

29. Eligibility. Eligibility for premium-class travel is defined in AFI 24-101 paragraph 2.7.

30. First-Class Travel Requests. First-class travel requests must meet the requirements in the Joint Federal Travel Regulation (JFTR) or JTR. Only the Secretary of the Air Force or Undersecretary of the Air Force (SAF/US) can approve first-class air accommodations. Requests from HQ USAFE units must be endorsed by HQ USAFE/CC.

30.1. **Staff Summary Sheet.** The requestor must send all necessary documents, to include the premium-class travel request (**Attachment 11**), legal coordination, the authorization letter (**Attachment 12**) and the pertinent travel regulation excerpt (**Attachment 1**) in the form of an electronic staff summary sheet (**Attachment 3**) to HQ USAFE/A4RD. If the justification is for a medical condition a letter signed by a competent medical authority must be included. **NOTE:** A letter signed by a competent medical authority does not guarantee approval.

30.2. **Routing procedures.** The staff summary sheet with attachments must be sent to HQ USAFE/A4RD. HQ USAFE/A4RD will staff the package to HQ USAFE/A4, HQ USAFE/SG (if medically related), HQ USAFE/JA (if not medically related), HQ USAFE/DS and HQ USAFE/CV for coordination, and then to HQ USAFE/CC for endorsement. HQ USAFE/CCE must forward the package to HQ USAF/ILG. Upon approval or disapproval, the final package will be sent to HQ USAFE/A4RD.

30.3. **Timelines.** Requests for first-class travel must be received by HQ USAFE/A4RD NLT 30 duty days prior to the travel. HQ USAFE/DS must receive the package NLT 25 duty days prior to travel. Requests that require SAF/US signature must be received HQ USAF/ILG NLT 20 duty days prior to travel.

31. Business-Class Travel Requests. The travel request will be prepared by the requesting organization. The request must reference the applicable travel regulation and conditions which make business-class travel necessary. It is important that a strong justification is provided. Requests from HQ USAFE units must be signed by the directorate or deputy. Requests from a NAF or NAF wing must be signed by the NAF/CC (CV in CC's absence).

31.1. **Staff Summary Sheet.** The requestor must send all necessary documents, to include the Premium-Class Travel Request (**Attachment 11**), legal coordination, the authorization letter (**Attachment 12**) and the pertinent travel regulation (**Attachment 1**) in the form of an electronic staff summary sheet (**Attachment 3**) to HQ USAFE/A4RD. If the justification is for a medical condition a letter signed by a competent medical authority must be included. **NOTE:** A letter signed by a competent medical authority does not guarantee approval.

31.2. **Routing procedures.** The staff summary sheet with attachments must be sent to HQ USAFE/A4RD. HQ USAFE/A4RD will staff the package to HQ USAFE/A4, HQ USAFE/SG (if medical related), HQ USAFE/JA (if not medical related), HQ USAFE/DS and HQ USAFE/CV for coordination, and then to HQ USAFE/CC for approval. The completed package will be sent to HQ USAFE/A4RD. HQ USAFE/A4RD will send a copy to HQ USAF/ILGT.

31.3. **Timelines.** Requests for business-class travel must be received by HQ USAFE/A4RD not later than 15 duty days prior to the travel. HQ USAFE/DS must receive the package not later than 10 duty days prior to travel.

32. Documentation. Copies of approved premium-class travel must be maintained by HQ USAFE/A4RD until 2 years past the date of travel according to Air Force RDS Table 24-10, Rule 8.

32.1. **Forms Adopted.** DD 1131 **Cash Collection Voucher,** DD Form 2768, **Military Air Passenger and Cargo Request.**

ROBERT H. FOGLESONG, General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

A1.1. The following is a list of sources for this instruction. The memorandums and orders can be found on the HQ USAFE/A4RD website.

References

JFTR/JTR Appendix E, Part I, *Invitational Travel Authorizations*

DOD 4500.43, *Operational Support Airlift*

DOD 4500.56, *DOD Policy on the Use of Government Aircraft and Air Travel*

DOD 4515.13-R, *Air Transportation Eligibility*

DOD 7000.14-R, *DOD Financial Management Regulation*

AFPD 24-1, *Personnel Movement*

AFI 24-101, *Passenger Movement*

AFMAN 37-123, *Management of Records*

HQ USAFE Operational Support Airlift User Guide. Contact HQ USAFE/AMOCC for this guide or see their website at **https://amocc.ramstein.af.mil/offices/xoos/**

Deputy Secretary of Defense Memorandum, Subject: Travel By Family Members, 15 Mar 2002

Secretary of the Air Force Order Number 625.1, Subject: Delegation of Authority for Air Force Spouse Travel, 21 February 2002

Air Force Chief of Staff Memorandum, Subject: Delegation of Authority for Spouse/Family member Funded Travel, 7 March 2002

Commander United States European Command (USEUCOM) Memorandum, Requests for U.S. Military Airlift (MilAir) and Accompanying Spouse Travel by U.S. Military Officers Serving in North Atlantic Treaty Organization (NATO) Positions, 19 July 2002

Abbreviations and Acronyms

3 AF/CC—3rd Air Forces Commander

16 AF/CC—16th Air Forces Commander

A4RD—Distribution Branch

AFPD—Air Force Policy Directive

AO—Action Officer

CCC—Command Chief

CIC—Customer Identification Code

COMAIRSOUTH—Commander, Air Forces Southern Europe

DOD—Department of Defense

DS—Director of Staff

DSN—Defense Switched Network

DSP—Directorate of Staff, Protocol

ETP—Exception to Policy

HHQ—Higher Headquarters

HQ USAFE—Headquarters United States Air Forces in Europe

ITA—Invitational Travel Authorization

JA—Staff Judge Advocate

JFTR—Joint Federal Travel Regulations

JTR—Joint Travel Regulations

MAJCOM—Major Command

MilAir—Military Airlift

NAF—Numbered Air Force

NATO—North Atlantic Treaty Organization

OSA—Operational Support Airlift

PA—Privacy Act

POC—Point of Contact

RDS—Records Disposition Schedule

SAF/US—Undersecretary of the Air Force

SG—Surgeon General

SSN—Social Security Number

USAFE/CC—Commander, USAFE

USAFE/CV—Vice Commander, USAFE

USEUCOM—United States European Command

Attachment 2

TRAVEL REQUEST SUMMARY

A2.1. This table summarizes types of travel requests, suspenses, required documents, requesting and approving authorities for special travel requests. This table is not the authority for travel. The appropriate travel regulations should always be reference to ensure accurate processing and authorities.

Table A2.1. Travel Request Summary.

Type of Travel	Passenger Type	Suspense to HQ USAFE POC	Suspense to USAFE/DS	Documents Required	Requesting Authority	HQ USAFE Coordination Required	Approval Authority
Invitational Travel Authorization	University Official, Industry Representative, lecturer, etc.	30 duty days prior to travel to A4RD NAF and Wing establish internal suspense	20 duty days prior to travel NAF and Wing establish internal suspense	SSS, Travel Request, ITA, MilAir Request (if applicable)	When USAFE/ CV is approval authority: HQ USAFE Directorate	When USAFE/ CV is Approval Authority: A4, JA, DS	USAFE/CV, NAF/CC, or WG/CC: Scope determines authority
Spouse/Family Member Official Travel	Spouse/Family Member	15 duty days prior to travel to A4RD	10 duty days prior to travel	SSS, Travel Request, ITA, MilAir Request (if applicable)	NAF/CC or HQ USAFE Directorate	A4, DS, JA if questionable CCC if award	USAFE/CV
Spouse/Family Member Official Travel in this regulation paragraph 11.1. and 11.2.	Spouse/Family Member	30 duty days prior to travel to DSP or AO	20 duty days prior to travel	SSS, Travel Request, ITA, MilAir Request (if applicable)	NAF/CC or HQ USAFE Directorate	DSP, DS, JA if questionable CCC if award	USAFE/CV
Spouse/Family Member Unofficial Travel	Spouse/Family Member	15 duty days prior to travel to A4RD	10 duty days prior to travel	SSS, Travel Request, MilAir Request, Commercial Air Quote	NAF/CC or HQ USAFE Directorate	A4, JA, DS	USAFE/CV
Transportation Exception to Policy	Foreign Nationals, Ambassadors and Senior Deputies	30 duty days prior to travel to A4RD	20 duty days prior to travel	SSS, Travel Request, MilAir Request, ETP Approval Letter	NAF/CC or HQ USAFE Directorate	A4, JA, DS, CV	USAFE/CC
Transportation Exception to Travel Policy	All other personnel deemed to be in the interest of the DOD	30 duty days prior to travel to A4RD	25 duty days prior to travel. 20 duty days prior to HQ USAF	SSS, Travel Request, Mil Air Request	NAF/CC or HQ USAFE Directorate	A4, JA, DS, CV CC Endorses	AF/CV
First-Class Air Accommodations	Active Duty AF	30 duty days prior to travel to A4RD	25 duty days prior to travel. 20 duty days prior to HQ USAF	SSS, Travel Request, Medical Letter (if applicable)	NAF/CC or HQ USAFE Directorate	A4, JA, DS, CV If Medical: A4, SG, DS, CV CC Endorses	SAF/US
Business Class Air Accommodations	Active Duty AF	15 duty days prior to travel to A4RD	10 duty days prior to travel	SSS, Travel Request, Medical Letter (if applicable), Authorization for PC travel	NAF/CC or HQ USAFE Directorate	A4, JA or SG, DS If Medical: A4, SG, DS, CV	USAFE/CV in USAFE/CC's absence

Attachment 3

ELECTRONIC STAFF SUMMARY SHEET

A3.1. This figure provides the format for an electric staff summary sheet for travel requests submitted to HQ USAFE for approval.

A3.2. Complete the staff summary sheet electronically in Microsoft™ Outlook. All documents referenced in text should be annotated with the appropriate tab reference.

Figure A3.1. Sample Electric Staff Summary Sheet.

(Select the correct coordinating and approving officials based on guidance in this instruction)
A4 COORD
JA COORD
SG COORD
DS COORD
CV *(COORD or SIGN)*
CC SIGN *(if necessary)*

----------STAFF SUMMARY SHEET
AO: *(Rank, Last Name), (Office Symbol), (DSN)*
SUSPENSE: *(Set suspense 5 duty days prior to travel)*
COORDINATION:

SUBJECT: *(Type of request, Rank and Name of traveler)*

1. PURPOSE: Request *(USAFE/CC or USAFE/CV)* authorize *(insert summarized statement on travel) (notes tabs for signature).*

2. DISCUSSION: *(Insert summary of travel, to include sponsor, travelers, dates, and destination). (Insert summarized purpose of travel). (Insert statement referring to regulation which supports this travel). (State the date the request was received).*

3. Our POC is *(insert Rank Name, DSN).*

4. RECOMMENDATION: *(HQ USAFE/CC or HQ USAFE/CV)* sign *(list documents for signature and respective tabs).*

(Releaser's Signature Block)

(#) Tabs *(list only those that apply - Documents for signature will always be first, request letters will be next, then coordination support, last will always be the regulation references)*
1. Invitational Travel Authorization
2. Authorization Letter for Premium Class Travel
3. DD Form 2768, Military Air Passenger and Cargo Request
4. *(Select one: Spouse Travel Request/Exception to Policy/Premium Class Travel Request,etc.)*
5. Medical Consideration Letter
6. Commercial Air Quote
7. Legal Coordination
8. JTR, JFTR, DOD and or AFI Reference Excerpts

----- Tab 1, Invitational Travel Authorization
(insert attachment)

----- Tab 2, DD Form 2768, Military Air Passenger and Cargo Request
(insert attachment)etc…

Attachment 4

INVITATIONAL TRAVEL AUTHORIZATION REQUEST

A4.1. This figure provides the format to request an ITA.

Figure A4.1. Sample Invitational Travel Authorization Request.

MEMORANDUM FOR *(Select one: HQ USAFE/CV, NAF/CC or WG/CC)*
Unit XXXX Box X
APO AE XXXXX-XXXX

FROM: *Office*
Unit XXXX Box X
APO AE XXXXX-XXXX

SUBJECT: Invitational Travel Authorization (ITA) Request, *(Insert name of traveler)*

1. Respectfully request your consideration of an ITA for *(state military airlift and or commercial airlift)* for the individuals listed below. The following information is provided for your review.

a. Name; rank or rank equivalent; position (duty title) of travelers *(list all)*:
b. Sponsor rank, name, base and unit assigned:
c. Purpose of trip:
d. Explanation of why travel is in the best interest of the Air Force:
e. This travel is in accordance with *(insert regulation paragraphs and text)*.
f. The transportation will be *(select one: "space required [reimbursable]," noninterference [reimbursable]" or noninterference [non-reimbursable])*. The estimated cost of travel is *(insert cost estimate)*. If reimbursable, transportation will be funded by: *(insert office symbol of unit)*.
g. If travel will be via MilAir, explain why commercial air transportation could not meet mission requirements:
h. Precedents: *(Insert examples of similar travel that has previously been approved. Include dates, names, and the purpose of travel.)*
i. Travel dates, origin, destination, itinerary, events, and other significant participants:

2. *(If MilAir state the following: I certify MilAir was scheduled for an official purpose)*. This travel Order entitles the above individuals to *(Select transportation expenses or transportation expenses and per diem. Non-reimbursable travelers are not entitled to per-diem.)*

3. Direct any questions to *(POC name and phone number)*

Requesting authority Signature Block

Attachments:
1. Invitational Travel Authorization
2. DD Form 2768, Military Air Passenger and Cargo Request *(if necessary)*

cc:
HQ USAFE/A4RD *(if approval authority is USAFE/CV)*

Attachment 5

INVITATIONAL TRAVEL AUTHORIZATION

A5.1. This figure provides the format for an Invitational Travel Authorization.

Figure A5.1. Sample Invitational Travel Authorization.

USAFE Letterhead

SPECIAL ORDER *(filled in by orders issuing office after signature is received)*

TRAVEL ORDER NUMBER *(filled in by orders issuing office after signature is received)*

The following *(individual/individuals) (is/are)* invited to travel via *(select military airlift and/or commercial airlift)* during the period of *(dates of travel)* from *(origin) to (destination)* and return.

(Rank or Rank Equivalent, Name, SSN: XXX-XX-XXXX, or Passport Number: XXXXXXXXX,

Travel is for the purpose of *(insert purpose)*. Travel is in the primary interest of the Department of Defense, and is within the limitations imposed by *(insert regulation number and paragraph number)*.

Travel by military aircraft or commercial carrier (air, rail, or bus) is authorized. The transportation will be *(select one: "space required [reimbursable]," noninterference [reimbursable]" or noninterference [non-reimbursable])*. The estimated cost of travel is *(insert cost estimate)*. The use of the Commercial Travel Office is mandatory. The traveler is not a Government-sponsored contractor-issued travel card holder. Transportation expenses are billable to: *(Unit fund cite and CIC)*.

Approval Authority Signature Block

DISTRIBUTION
5 – Traveler
2 - *(Insert Travel Planners Office Symbol)*
1 - *(Insert Orders Issuing Authority Office Symbol)*
1 - *(Insert HQ USAFE/A4RD if approval authority is USAFE/CV)*
1 - USAFE/AMOCC *(if travel is via OSA)*

Personal information is protected by the Privacy Act (PA) of 1974. Authorities to collect and/or maintain the records prescribed in this publication are: **AUTHORITY:** 10 U.S.C. 8013 and Executive Order 9397; **PURPOSE:** Collect information to generate travel authorizations; **ROUTINE USES:** This information is not disclosed outside DoD; **DISCLOSURE:** Voluntary. Failure to disclose this information would preclude travel of the individual.

Attachment 6

FAMILY MEMBER TRAVEL REQUEST

A6.1. This figure provides the format to request an ITA for a spouse or family member.

Figure A6.1. Sample Spouse and Family Member Travel Request.

MEMORANDUM FOR HQ USAFE/CV
Unit 3050 Box 1
APO AE 09094-0501

FROM: *Office*
Unit XXXX Box X
APO AE XXXXX-XXXX

SUBJECT: Spouse or Family Member Official Travel Request, *(Insert name of traveler)*

1. Respectfully request your consideration of official travel for *(name of spouse/family member)*. The following information is provided for your review.
a. Spouse or family member name; relationship to sponsor:
b. Sponsor rank, name, base and unit assigned:
c. Purpose of trip, destination, and inclusive dates of travel:
d. Explain the official role of the spouse or family member and why travel is in the best interest of the Air Force:
e. This travel is in accordance with *(insert regulation paragraphs and text)*.
f. The estimated cost of travel is *(insert cost estimate)*. Transportation will be funded by: *(insert office symbol of unit)*.
g. If travel will be via MilAir, explain why commercial air transportation cannot meet mission requirements:
h. Previous spouse or family member travel in the past 24 months or since sponsor assumed current position: *(whichever is shorter, include dates and locations)*.
2. *(If MilAir state the following: I certify MilAir was scheduled for an official purpose; this non-interference use does not require a larger aircraft than needed for the official purpose; official travelers are not displaced; and it results in negligible additional cost to the government.)* This travel will be on a non-reimbursable basis. I understand that this travel order will entitle the family member to transportation expenses only. It does not entitle them to per diem or other expense allowances.
3. Direct any questions to *(POC name and phone number)*.

WG/CC Signature Block

Attachments:
1. Invitational Travel Authorization
2. DD Form 2768, Military Air Passenger and Cargo Request

1st Ind, xx NAF/CC
TO: HQ USAFE/CV
Recommend approval/disapproval

NAF/CC Signature Block

cc:
HQ USAFE/A4RD

Attachment 7

FAMILY MEMBER INVITATIONAL TRAVEL AUTHORIZATION

A7.1. This figure provides the format for a Family Member Invitational Travel Authorization.

Figure A7.1. Sample Family Member Invitational Travel Authorization.

USAFE Letterhead

SPECIAL ORDER

TRAVEL ORDER NUMBER

The following *(individual/individuals) (is/are)* invited to travel via *(select military airlift and/or commercial airlift)* during the period of *(dates of travel)* from *(origin) to (destination)* and return.

(Rank or Rank Equivalent, Name, SSN: XXX-XX-XXXX, or Passport Number: XXXXXXXXX)

Travel is for the purpose of *(insert purpose)*. Travel is in the primary interest of the Department of Defense, and is within the limitations imposed by *(insert regulation number and paragraph number)*.

This order authorizes the *(dependant/dependents)* to accompany the sponsor to attend an official function. It does not entitle the *(dependent/dependents)* to per diem or other expense allowances. If the dependent does not desire to bear these expenses, this order will be canceled. Travel by military aircraft or commercial carrier (air, rail, or bus) is authorized. The transportation will be *(select one: "space required [reimbursable]," or "noninterference [reimbursable]")*. The estimated cost of travel is *(insert cost estimate)*. The use of the Commercial Travel Office is mandatory. Transportation expenses are billable to: *(Unit fund cite and CIC)*.

USAFE/CV Signature Block

DISTRIBUTION
5 - Member
2 - *(Insert Travel Planners Office Symbol)*
1 - *(Insert Orders Issuing Authority Office Symbol)*
1 - HQ USAFE/A4RD
1 - USAFE/AMOCC *(if travel is via OSA)*

Personal information is protected by the Privacy Act (PA) of 1974. Authorities to collect and/or maintain the records prescribed in this publication are: **AUTHORITY:** 10 U.S.C. 8013 and Executive Order 9397; **PURPOSE:** Collect information to generate travel authorizations; **ROUTINE USES:** This information is not disclosed outside DoD; **DISCLOSURE:** Voluntary. Failure to disclose this information would preclude travel of the individual.

Attachment 8

UNOFFICIAL FAMILY MEMBER TRAVEL REQUEST

A8.1. This figure provides the format to request unofficial travel for a spouse or family member.

Figure A8.1. Sample Unofficial Family Member Travel Request.

MEMORANDUM FOR HQ USAFE/CV
Unit 3050 Box 1
APO AE 09094-0501

FROM: *Office*
Unit XXXX Box X
APO AE XXXXX-XXXX

SUBJECT: Family Member Unofficial Travel Request, *(Insert name of traveler)*

1. Respectfully request consideration for approval of the following *(spouse and/or family member)* unofficial travel request. The following information is provided for your review.
a. Spouse and/or family member name(s):
b. Sponsor name, rank, base, and unit assigned:
c. Purpose of sponsor's trip, destination, and inclusive dates of travel:
NOTE: travel dates must not be earlier than 10 duty days after submitting this request)
2. I certify MilAir was scheduled for an official purpose; this noninterference use does not require a larger aircraft than needed for the official purpose; official travelers are not displaced; it results in negligible additional cost to the Government; and the Government will be reimbursed at the full coach fare. A personal check made payable to the Treasurer of the United States, a printout that reflects the full coach fare, and a DD Form 1131, Cash Collection Voucher, will be attached to my travel voucher.
3. Direct any questions to *(POC name and phone number)*.

Sponsor's signature block

Attachments:
1. DD Form 2768, Military Air Passenger and Cargo Request
2. Commercial fare quote

1st Ind, xx WG/CC
TO: NAF/CC
Recommend approval/disapproval

WG/CC Signature Block

2nd Ind, xx NAF/CC
TO: HQ USAFE/CV
Recommend approval/disapproval

NAF/CC Signature Block

Approved/Disapproved

USAFE/CV Signature Block

cc:
HQ USAFE/A4RD

Attachment 9

TRANSPORTATION EXCEPTION TO POLICY REQUEST

A9.1. This figure provides the format to request a transportation exception to policy.

Figure A9.1. Sample Transportation Exception to Policy Request.

MEMORANDUM FOR HQ USAFE/CC
Unit 3050 Box 1
APO AE 09094-0501

FROM: *Office*
Unit XXXX Box X
APO AE XXXXX-XXXX

SUBJECT: Transportation Exception to Policy Request, *(Insert name of traveler)*

1. Respectfully request your consideration of a transportation exception to policy for military airlift for the individual(s) listed below. The following information is provided for your review.
a. Name; rank or rank equivalent; position (duty title) of travelers:
b. Sponsor rank, name, base and unit assigned:
c. Purpose of trip:
d. Explanation of why travel is in the best interest of the Air Force:
e. This travel is in accordance with *(insert regulation paragraphs and text)*.
f. The transportation will be *(select one: "space required [reimbursable],"noninterference [reimbursable]" or noninterference [non-reimbursable])*. If reimbursable, transportation will be funded by: *(insert office symbol of unit)* fund cite: *(insert fund-cite)* CIC: *(insert CIC)*.
g. Explanation of why commercial air transportation could not meet mission requirements:
Precedents: *(Insert examples of similar travel that has previously been approved. Include dates, names, and the purpose of travel.)*
i. Travel dates, origin, destination, itinerary, events, and other significant participants:
2. I certify MilAir was scheduled for an official purpose. This travel order entitles the above individuals to MilAir transportation expenses only. It does not entitle the individual(s) to per diem.
3. Direct any questions to *(POC name and phone number)*.

WG/CC Signature Block

Attachments:
1. Exception to Policy Approval Letter
2. DD Form 2768, Military Air Passenger and Cargo Request *(if travel will be via OSA)*

1st Ind, xx NAF/CC
TO: HQ USAFE/CC
Recommend approval/disapproval

NAF/CC Signature Block

cc:
HQ USAFE/A4RD

Attachment 10

TRANSPORTATION EXCEPTION TO POLICY APPROVAL LETTER

A10.1. This figure provides the format for a transportation exception to policy approval letter. If HQ USAFE/CC is the requestor, then this document will be a memorandum for record.

Figure A10.1. Sample Exception to Policy Approval Letter.

USAFE Letterhead

MEMORANDUM FOR *(Requesting Unit/CC)*

FROM: HQ USAFE/CC

SUBJECT: Transportation Exception to Policy Approval

1. Your request dated *(insert date of request)* for a transportation exception to policy for the below individual(s) dated is approved.

(Rank or Rank Equivalent, Full Name, SSN: XXX-XX-XXXX, or Passport Number: XXXXXXXX,)

2. Cite this memorandum and *(insert supporting regulations and paragraph numbers)* as travel authority. The request letter must be attached for individual(s) to travel.

3. Please direct any questions to *(insert POC name and DSN phone number)*.

USAFE/CC signature block

DISTRIBUTION
1- Traveler(s)
2 - *(Insert Travel Planners Office Symbol)*
1 - HQ USAFE/A4RD
1 - HQ USAFE/AMOCC *(if travel will be via OSA)*

Personal information is protected by the Privacy Act (PA) of 1974. Authorities to collect and/or maintain the records prescribed in this publication are: **AUTHORITY:** 10 U.S.C. 8013 and Executive Order 9397; **PURPOSE:** Collect information to generate travel authorizations; **ROUTINE USES:** This information is not disclosed outside DoD; **DISCLOSURE:** Voluntary. Failure to disclose this information would preclude travel of the individual.

Attachment 11

PREMIUM-CLASS TRAVEL REQUEST

A11.1. This figure provides the format for a premium-class travel request.

Figure A11.1. Sample Premium-Class Travel Request.

MEMORANDUM FOR HQ USAFE/CC *(if business-class)*; SecAF *(if first-class)*
Unit 3050 Box 1
APO AE 09094-0501

FROM: (*Office*
Unit XXXX Box X
APO AE XXXXX-XXXX)

SUBJECT: Premium-Class Travel Request, *(Insert name of traveler)*

1. Respectfully request consideration for approval of *(First-Class or Business-Class)* travel accommodations for *(Rank, First and Last Name)*. The following information is provided for your review.
2. *(Rank, Last Name)* will be traveling because *(insert travel purpose)*. *(He/She)* will be traveling from *(origin)* to *(destination)*. The duration of the air travel will be *(insert flying hours)*. The detailed itinerary is listed below: *(include date/time, arrive/depart, location)*.
3. *(Rank, Last Name)* requires *(First-Class or Business-Class)* travel accommodations because *(insert justification--be extremely specific)*. *(If the request is because the individual must perform a full day of duty upon arrival at destination, state why it is not feasible for the individual to travel a day early to rest.)*
4. This travel is in accordance with *(insert AFI, JTR, or JFTR paragraph number and text of reference)*.
5. The cost of *(First-Class or Business-Class)* is *(insert cost)* on *(insert airline)*. The per diem savings are *(insert cost if applicable)*. The difference between the cost of the premium class ticket and coach fare ticket is *(insert cost)*.
6. Questions regarding this travel should be directed to *(insert rank/name of POC)* at DSN: *(insert DSN)*.

WG/CC signature block *(if business-class)*
USAFE/CC signature block *(if first-class)*

Attachment
1. Medical Consideration Letter *(if applicable)*

1st Ind, xx NAF/CC
TO: HQ USAFE/CC *(if first-class)* or HQ USAFE/CV *(if business-class)*
Recommend approval/disapproval
NAF/CC Signature Block

cc:
HQ USAF/ILG
HQ USAFE/A4RD

Attachment 12

AUTHORIZATION LETTER FOR PREMIUM-CLASS TRAVEL

A12.1. This figure provides the format for the authorization for premium-class travel.

Figure A12.1. Sample Authorization for Premium-Class Travel.

USAFE Letterhead

MEMORANDUM FOR *(Requesting Unit/CC)*
(Requesting Unit/TMO)

FROM: HQ USAFE/CV

SUBJECT: Business-Class Travel for *(insert Rank, Last Name)*

1. Your request for business-class travel for *(Rank, First and Last Name)* dated *(insert date of request)* is approved.

2. Please direct any questions to *(insert POC name and DSN phone number)*.

USAFE/CV signature block

DISTRIBUTION
1 - Member
1 - *(Insert Unit Traffic Management Office Symbol)*
1 - HQ USAFE/A4RD
1 - HQ SAF/ILGT