BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING COMMAND

AETC INSTRUCTION 24-101

8 NOVEMBER 2001

Transportation and Traffic Management

TRANSPORTATION OF PERSONNEL (RECRUITING SERVICE)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at: **http://afpubs.hq.af.mil.**

OPR: HQ AETC/LGTT (M. Hall)
Supersedes AETCI 24-101, 30 August 1996

Certified by: HQ AETC/LGT (Col W. Brisco)
Pages: 91
Distribution: F

This instruction implements AFI 24-101, *Passenger Movement,* and AFPD 24-1, *Personnel Movement.* It provides a single source of guidance for United States Air Force Recruiting Service (USAFRS) personnel who are tasked with the responsibility of providing military personnel, formal military personnel, and applicants with transportation at government expense. It provides for the appointment of transportation officers (TO) and transportation agents (TA) in USAFRS and outlines their responsibilities regarding the procurement, preparation, issuance, and control of SF 1169, **U.S. Government Transportation Request (GTR).** This instruction does not apply to US Air Force Reserve or Air National Guard units or members. See **Attachment 1** for a glossary of references, abbreviations, and acronyms used in this publication.

NOTE: Symbols of Headquarters Air Education and Training Command (HQ AETC) staff offices of primary responsibility (OPR) for paragraphs not pertaining to or involving transportation matters appear in parentheses after the numbers of each paragraph, and the indicated OPRs are responsible for input and accuracy.

SUMMARY OF REVISIONS

This revision incorporates interim change (IC) 2001-1, which changes the disposition instructions for transportation records (paragraph **6.6.3.**); deletes USMEPCOM Form 704, which has been rescinded (paragraphs **7.2.** and **7.2.2.**, ***NOTE***); and updates references. See the last attachment of this publication (IC 2001-1) for the complete IC. A (|) indicates revision from the previous edition.

Chapter 1—TRANSPORTATION OFFICERS AND AGENTS **6**

1.1. Appointment and Responsibilities of Transportation Officers (TO): 6

1.2. Appointment of Transportation Agents (TA): 6

1.3. Signature on GTRs. 7

1.4. Cargo Movement. 7

1.5. (RSS) Staff Assistance Visits (SAV): 7

Chapter 2—ENTITLEMENT TO TRANSPORTATION 8

2.1. Entitlements. 8

2.2. Applicants Rejected or Ordered Home to Await Further Orders. 8

2.3. Travel to First Duty Station Upon Enlistment. 8

2.4. (RSS and RSSF) Fund Citations. 8

2.5. (RSSF) Reimbursement to Applicants: 8

Table 2.1. Applicant Travel. 9

Table 2.2. Travel of Enlistees and Other Personnel. 10

Chapter 3—ROUTING AND ACCOMMODATIONS 13

3.1. Authority to Provide Routing. 13

3.2. Selecting Mode of Transportation. 13

3.3. Class of Service and Accommodations. 13

3.4. Charter Service. 13

Table 3.1. Routing Authority. 13

Table 3.2. Class of Service and Accommodations. 14

Chapter 4—USE OF SF 1169, U.S. GOVERNMENT TRANSPORTATION REQUEST (GTR) 16

4.1. General. 16

4.2. TO Responsibility. 16

4.3. Method of Preparation. 16

4.4. Group Travel. 16

4.5. Correct Entries for the GTR (SF 1169). 16

4.6. When GTRs Are Not Issued. 16

Table 4.1. Instructions for Preparing SF 1169 (Front). (see note 1) 17

Figure 4.1. Sample SF 1169, U.S. Government Transportation Request (Front). 19

Figure 4.2. Sample SF 1169, U. S. Government Transportation Request (Back). (Numbers in parentheses refer to corresponding items in **Table 4.2.**) 19

Table 4.2. Instructions for Preparing SF 1169 (Back). (see note) 20

4.7. Instructions to Travelers. 21

4.8. Procedures for Furnishing Transportation to Personnel Without Funds. 21

Figure 4.3. Sample AF Form 74, Communication Status Notice/Request. 23

Table 4.3. Distribution of GTRs. 25

4.9. Instructions for Preparing and Distributing DD Form 139, Pay Adjustment Authorization: 26

Figure 4.4. Sample DD Form 139, Pay Adjustment Authorization. 27

4.10. Lost, Stolen, or Destroyed GTRs or Tickets Purchased with GTRs: 29

Figure 4.5. Sample SF 1170, Redemption of Unused Tickets. (Numbers in parentheses refer to corresponding items in **Table 4.4.**) 31

Table 4.4. Instructions for Preparing SF 1170. 31

4.11. Recovery of Lost or Stolen GTRs or Tickets: 32

Figure 4.6. Sample DD Form 730, Receipt for Unused Transportation Requests and/or Tickets, Including Unused Meal Tickets. 33

Table 4.5. Instructions for Preparing DD Form 730. (see note) 34

4.12. Return of Unused GTRs: 35

4.13. Spoiled or Canceled GTRs. 36

4.14. GTRs Provided to Applicants and DEP Enlistees Who Do Not Use Travel as Intended: 36

Figure 4.7. Sample Memorandum to the Traveler (if One-Way Travel Was Provided). 37

Figure 4.8. Sample Memorandum to the Traveler (if Round-Trip Travel Was Provided). 38

Figure 4.9. Sample Memorandum to the Recruiter (if One-Way Travel Was Provided). 39

Figure 4.10. Sample Memorandum to the Recruiter (if Round-Trip Travel Was Provided). 40

4.15. Applications for Special Routing: 41

Chapter 5—BULK PURCHASE OF TICKETS **43**

5.1. General. 43

5.2. Bulk Purchase by GTR. 43

5.3. Preparing a GTR for Bulk Purchase. 44

5.4. Disposing of Unused and Expired Bulk Purchase Tickets Procured with a GTR: 44

Figure 5.1. Sample Bulk Purchase GTR. 45

Table 5.1. Instructions for Preparing a Bulk Purchase GTR. (see note) 45

5.5. (RSSL) Accounting for Bulk Purchase Tickets and Tokens Purchased with a GTR: 46

Figure 5.2. Sample AETC Form 1336, Record of Bulk Ticket Purchases. (Numbers in parentheses refer to corresponding items in **Table 5.2.**) 47

Table 5.2. Instructions for Preparing AETC Form 1336. 48

5.6. Special Exemptions for Bulk Purchase of Tickets with a GTR. 49
Figure 5.3. Format for Exemption Request. 50
5.7. (RSSL) Using a Government Credit Card to Bulk Purchase Tickets Through TRANSCOR Inc.: 50
Figure 5.4. Sample AETC Form 1338, Record of Bulk Purchase Ticket Orders. 53
Figure 5.5. Sample Consolidated File Folder. 54
5.8. (RSSL) Disposing of Unused, Unexpired, or Expired Tickets Purchased Through TRANSCOR Inc. with a Government Credit Card: 54
Figure 5.6. Sample AETC Form 1337, Record of Returned Tickets for Credit. 56
5.9. Lost, Stolen, or Destroyed Tickets Purchased Through TRANSCOR Inc.: 57
5.10. Recovery of Lost, Stolen, or Destroyed Tickets Purchased Through TRANSCOR Inc.: 58
5.11. Return of Unused Tickets by the Traveler. 59
5.12. Commercial Carrier Tickets Provided to Applicants and DEP Enlistees Who Do Not Use Travel as Intended. 59
Figure 5.7. Sample Memorandum to the Traveler (if a One-Way Ticket Was Provided). 60
Figure 5.8. Sample Memorandum to the Recruiter (if a One-Way Ticket Was Provided). 61

Chapter 6—CONTROL PROCEDURES, TRANSPORTATION RECORDS, AND REPORTS 62
6.1. Safeguarding GTRs and Tickets. 62
6.2. Transferring GTRs. 62
6.3. Maintaining Transportation Records at Squadrons: 62
Figure 6.1. Sample AF Form 213, Receipt for Accountable Form. 63
Figure 6.2. Sample AF Form 1332, Government Transportation Request and Meal Ticket Register. 64
Table 6.1. Instructions for Completing AF Form 1332 (for GTRs only). 65
6.4. Maintaining Transportation Records at Recruiting Offices and MEPS Liaison Offices. 65
6.5. Auditing Transportation Records: 66
6.6. Disposing of Transportation Records: 67
Figure 6.3. Format for a Summary Audit Report. 68
Figure 6.4. Format for GTR (SF 1169) Discrepancies. 70
Figure 6.5. Format for AETC Form 1336 Discrepancies. 71
6.7. (RSSL) Transportation Surveys. 72

Chapter 7—CONTROL AND DISPOSITION OF US MILITARY ENLISTMENT PROCESSING COMMAND (USMEPCOM) MEAL AND LODGING RECORDS 73

7.1. (RSSL) General: 73

7.2. (RSSL) Preparation of USMEPCOM Forms 727 (series), and 728, Applicant Meal/Lodging Authorization and Receipt Voucher: 73

7.3. (RSSL/RSO) MEPS Audit Procedures for Certification of USMEPCOM Invoice. . 73

Figure 7.1. Sample USMEPCOM Form 727 (Copy 1), Processing List (PL). 75

Table 7.1. Instructions for Completing USMEPCOM Form 727 (Copy 1). 76

Figure 7.2. Sample USMEPCOM Form 727 (Copy 2), Lodging Authorization and Receipt Voucher. 77

Figure 7.3. Sample USMEPCOM Form 727 (Copy 3), Supper Meal Authorization and Receipt Voucher. 78

Figure 7.4. Sample USMEPCOM Form 727 (Copy 4), Breakfast Meal Authorization and Receipt Voucher. 79

Figure 7.5. Sample USMEPCOM Form 727 (Copy 5), Dinner (Lunch) Meal Authorization and Receipt Voucher. 80

Figure 7.6. Sample USMEPCOM Form 728, Applicant Meal/Lodging Authorization and Receipt Voucher for Late Arrival Add-Ons. 81

Figure 7.7. Sample USMEPCOM Form 926E, Invoice and Certificate of Performance for Meals & Lodging. 83

Chapter 8—TRAINING REQUIREMENTS 84

8.1. (RSSL) General. 84

8.2. (RSSL) Initial Training. 84

8.3. (RSSL) Documentation. 84

8.4. (RSSL) Group Responsibilities. 84

8.5. (RSSL) Squadron Responsibilities: 84

8.6. Forms Prescribed. 85

8.7. Forms Adopted. 85

Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION 86

Attachment 2—DOD ACTIVITY ADDRESS CODES (DODAAC) ASSIGNED TO RECRUITING SERVICE 88

Attachment 3—IC 2001-1 89

CHAPTER 1

TRANSPORTATION OFFICERS AND AGENTS

1.1. Appointment and Responsibilities of Transportation Officers (TO):

1.1.1. Each squadron commander appoints the support flight commander as the TO. A copy of the appointment memorandum is maintained in the transportation file. Upon reassignment, each TO clears the transportation file as part of his or her final squadron outprocessing.

1.1.2. TOs are responsible for:

1.1.2.1. Performing as official liaison between passengers and commercial passenger carriers serving the activity.

1.1.2.2. Maintaining control over, safeguarding, accounting for, and properly issuing SF 1169, **US Government Transportation Request (GTR),** and carriers' tokens and tickets.

1.1.2.3. Obtaining service and furnishing travel information for persons traveling on official business.

1.1.2.4. Preparing and submitting reports required by higher authority.

1.1.2.5. Ensuring proper use and disposition of GTRs, carriers' tokens and tickets, and related documents by transportation agents (TA).

1.1.3. Squadron commanders replace the TO before the TO transfers. The departing TO prepares, in triplicate, AF Form 213, **Receipt for Accountable Form,** transferring accountability of all blank GTRs on hand in the squadron to the new TO. The departing TO distributes AF Form 213 as follows:

1.1.3.1. Forwards the original to the publications distribution office (PDO) that supplies the GTRs.

1.1.3.2. Retains the duplicate.

1.1.3.3. Gives the triplicate to the new TO for retention.

1.2. Appointment of Transportation Agents (TA):

1.2.1. The squadron TO appoints recruiters, flight supervisors, and squadron support personnel who have a requirement to issue GTRs or commercial carrier tickets and tokens as TAs. Copies of appointment memorandums are maintained at the squadron headquarters. TAs may sign and issue GTRs and related documents as agents of the TO. Reaccomplish the memorandum in its entirety, as necessary, to maintain accountability of agents.

1.2.2. TAs are limited to the authority in the appointment memorandum. Appoint TAs for the TO by name; for example, "TSgt Frank Jones (230-26-8533) is appointed transportation agent for Capt John J. Smith (245-30-6609), Transportation Officer, 349 RSC, 369 RCG, for the purpose of signing and issuing bulk purchase tickets, GTRs, and related documents."

1.2.2.1. By special reference in the appointment memorandum, delegate liaison noncommissioned officer (LNCO) the authority to audit and sign USMEPCOM Form 926 (or 926E) **Invoice and Certificate of Performance for Meals and Lodgings.**

1.2.2.2. Also by special reference, designate logistic NCOs' authority to receipt for accountable forms from the organizational customer account representative (CAR) in the name and account of the TO.

1.2.3. TOs must ensure TAs are trained according to **Chapter 8** of this publication.

1.2.4. Upon reassignment of a TA, the TO ensures the TA returns all unused accountable transportation documents for control and redistribution.

1.3. Signature on GTRs. All GTRs are issued in the name of the TO. Place "TA for TO" after the signature of the TA.

1.4. Cargo Movement. TOs or TAs do not arrange for the movement of military cargo or household goods with commercial carriers. Ask the support base traffic management office (TMO) to provide this service.

1.5. (RSS) Staff Assistance Visits (SAV):

1.5.1. The group logistics staff makes SAVs to squadrons as requested or when necessary to ensure compliance with this instruction.

1.5.2. The squadron logistics staff makes annual SAVs in the traffic management area to each recruiting office and military entrance processing station (MEPS) having GTRs or bulk purchase tickets.

1.5.3. The group or squadron staff documents SAVs.

CHAPTER 2

ENTITLEMENT TO TRANSPORTATION

2.1. Entitlements. The Joint Federal Travel Regulation (JFTR), Volume 1, establishes the criteria for travel and per diem entitlements. Normally, applicants are entitled to transportation between their residence and the mobile examination testing (MET) site or MEPS. Issue GTRs according to **Table 2.1.** and **Table 2.2.**

2.2. Applicants Rejected or Ordered Home to Await Further Orders. Applicants rejected or ordered home to await further orders are entitled to transportation and meals. Normally, this is arranged by the MEPS LNCO, but when MEPS personnel provide this service for the Air Force as a matter of convenience or courtesy, do not change local policy. The MEPS LNCO sends a copy of GTR bulk purchase logs to the squadron TO when service is provided by MEPS. Rejected applicants also include those who were mentally, physically, and morally qualified but, through no fault of their own, did not complete enlistment because of the Air Force's inability to process them into a required Air Force specialty code (AFSC).

2.3. Travel to First Duty Station Upon Enlistment. The MEPS TO is responsible for furnishing transportation and meals to enlistees for travel to their first duty station. Route enlistees from the MEPS to the Lackland Training Center (LTC), Lackland AFB TX, in accordance with the passenger standing route orders (PSRO) issued by the Military Traffic Management Command (MTMC). The PSROs are established from applications received from the MEPS. The primary factor is the time the passenger is available to travel. The PSROs issued by MTMC designate the origin, destination, mode of transportation, carriers, schedules to be used, and any special instructions.

2.4. (RSS and RSSF) Fund Citations. The support flight commander provides the LNCO and TAs the necessary fund citations at the beginning of each fiscal year. The support flight commander ensures sufficient funds are available prior to authorizing purchase of transportation documents citing operations and maintenance (O&M) funds. The LNCO informs the MEPS TO of the new fund citations and ensures the fund citations are properly cited on GTRs.

2.5. (RSSF) Reimbursement to Applicants:

2.5.1. If GTRs are not available for travel authorized in **Table 2.1.** and the applicant uses personal funds to complete the travel, TOs or TAs assist the applicant in filing a reimbursement claim upon travel completion for the following items:

2.5.1.1. Travel and transportation allowances for a permanent change of station (PCS) according to JFTR, Volume 1, Chapter 5, part B, and Chapter 7, part B.

2.5.1.2. Necessary items of expense authorized under JFTR, Volume 1, paragraph U4530, relating to entry fees, boarding taxes, or similar fees.

2.5.2. TOs or TAs prepare a certificate to substantiate the applicant's claim for reimbursement. The certificate will include the following:

Table 2.1. Applicant Travel.

RULE	A	B	C	D
		then issue ticket or GTR for travel to the nearest MEPS		**and use applicant travel funds**
	If applicant is	**one way**	**round trip**	
1	nonprior service (NPS) enlistment	yes (see note 1)	yes (see note 2)	yes
2	NPS and Officer Training School (OTS) Delayed Enlistment Program (DEP) (see note 3)	yes	no	yes
3	prior service (PS)	yes	yes (see note 2)	no (see note 4)
4	OTS	yes	yes (see note 2)	yes
5	medical service officer (see note 2)	no	yes	yes
6	other (see note 5)	no	no	no

NOTES:

1. Applicants for immediate enlistment are normally entitled to only one GTR or ticket to the MEPS. However, there are situations where a second GTR or ticket may have to be issued; for example, applicants who qualify after previous rejection for remedial medical defects or applicants accepted but not sworn in because of shipping limitations.

2. Furnish round-trip transportation when it is known in advance that the individual will not enlist in DEP and will make a return trip. Provide such transportation to applicants sent to MET sites. The responsible recruiting squadron commander decides how to process certain OTS candidates (technical and engineer fields only) and Air Force medical service officer applicants (that is, Medical Corps [MC], Dental Corps [DC], Nurse [NC], Biomedical Science Corps [BSC], and Medical Service Corps [MSC] applicants). If transportation is not available or is unacceptable, authorize the allowances prescribed in JFTR, Volume 1, paragraphs U4145 and U7025-B. Approval for payment of authorized travel and transportation allowances is certified by the responsible squadron commander on DD Form 1351, **Travel Voucher**, item IV, or DD Form 1351-2, item 27.

3. Issue applicants for the DEP only one-way transportation to the MEPS. If found qualified at the MEPS, they are entitled and issued extended active duty orders authorizing transportation home and back to the MEPS for entrance on extended active duty. The MEPS LNCO is normally responsible for arranging GTRs and tickets required for round-trip travel of DEP enlistees; but when MEPS personnel provide this service for the Air Force as a matter of convenience or courtesy, do not change local policy. These personnel are not applicants after enlistment in the Air Force Reserve; they are reservists traveling on orders that indicate the fund citation for use on GTRs.

4. Use the Air Force open-allotment fund cite.

5. Personnel in some functions (for example, chaplain, legal) and units (for example, Air Force Reserve Officers Training Corps [AFROTC] and US Air Force Academy [USAFA]) are needed by the Air Force, but are not recruited by Recruiting Service. Refer to AETCI 36-2002, *Recruiting Procedures for the Air Force,* for information on applicants in these categories.

2.5.2.1. Applicant's name and address.

2.5.2.2. Dates applicant was required to travel.

2.5.2.3. Express purpose of travel.

2.5.2.4. Complete explanation of why transportation documents (GTRs, bus tickets, etc.) were not available for issue to the applicant.

2.5.2.5. Squadron commander's signature.

2.5.3. TOs or TAs prepare the claim on DD Form 1351-2, **Travel Voucher or Subvoucher,** and submit it to the host base's financial service officer (FSO), travel pay section (FMFT), for applicant travel reimbursement. Prepare the voucher in the same manner as for a member on active duty (include complete itinerary) except as follows:

2.5.3.1. In the travel orders section, enter "AF applicant, see commander's certificate attached."

2.5.3.2. In the grade/rank section, enter "JFTR, Volume 1, paragraph U7025," for enlistment and flight training applicants. Otherwise, leave blank.

2.5.3.3. The accounting classification is the fund citation for applicant travel as provided by the support flight commander.

2.5.4. Make every effort to provide applicants with transportation documents to avoid reimbursement claims.

2.5.5. Reimbursement of Air Force applicants at San Juan, Puerto Rico, is in accordance with the host-tenant support agreement with Patrick AFB FL.

Table 2.2. Travel of Enlistees and Other Personnel.

RULE	A	B	C	D	E
		then issue GTR to the destination in his or her special orders		**and use funds cited**	**and use bulk purchase tickets**
	If traveler is	**one way**	**round trip**	**in special orders**	**(see Chapter 5)**
1	DEP enlistee	yes (from home to MEPS) (see note 1)	yes (from MEPS to home and return) (see note 2)	yes	yes (see note 1)
2	nurse (officer)	yes	no	yes	no
3	medical specialist (officer)	yes	no	yes	no

RULE	A	B	C	D	E
		then issue GTR to the destination in his or her special orders		**and use funds cited**	**and use bulk purchase tickets**
	If traveler is	**one way**	**round trip**	**in special orders**	**(see Chapter 5)**
4	Judge Advocate (officer)	yes	no	yes	no
5	Recruiting Service member (in connection with TDY travel only)	yes	Yes (see note 3)	yes	no
6	other military member	yes (see note 4)	no	yes	no
7	DOD civilian	yes (see note 4)	no	yes	no
8	military member on leave with insufficient funds	yes (see note 5)	no	yes	no
9	military member who lost GTRs or tickets	no(see note 6)	no	no	no
10	absentee, deserter	(see para **4.8.8.**)	no	(see para **4.8.8.**)	no
11	military dependent	no (see note 7)	no	no	no

NOTES:

1. Do not furnish DEP enlistees tickets purchased with applicant travel funds. Make a separate bulk purchase for DEP enlistees according to **Chapter 5**. Use Air Force PCS fund citation, and maintain a separate AETC Form 1336, **Record of Bulk Ticket Purchase.**
2. The MEPS LNCO is responsible for issuing GTRs required for round-trip travel of DEP enlistees. However, if MEPS personnel provide this service for the Air Force as a matter of convenience or courtesy, make no change in local policy (see **Table 2.1.**, rule 2 and note 3). When the average DEP enlistment time exceeds 90 days, one-way tickets should be used instead of round-trip tickets.
3. Furnish round-trip transportation only when it is known in advance that military air transportation is not available for the return trip.
4. Furnish transportation to other military personnel and DoD civilians traveling on orders only as a last resort. The exceptions to this rule are military personnel placed on temporary disability retired list (TDRL) requiring transportation to an Air Force medical center. By special orders, advise these personnel they may obtain a GTR and transportation from a recruiting office. In all other cases, refer personnel to the nearest military installation for assistance.
5. If the person cannot get to the nearest military installation, follow procedures in **Chapter 3** and paragraph **4.8.**

6. If the person is an applicant or cannot get to the nearest military installation, follow procedures in paragraph **4.10.** or **5.9.**, as applicable.
7. Refer these travelers to the nearest military installation for assistance.

CHAPTER 3

ROUTING AND ACCOMMODATIONS

3.1. Authority to Provide Routing. See Table 3.1.

3.2. Selecting Mode of Transportation. Select the mode of transportation based on service and economy. For short daytime trips, applicants will use bus or rail coach when available and adequate. Transport applicants by air only when other service is not available or the service available from other carriers requires excessive travel time or departs or arrives at an unreasonable hour (between 2400 and 0600).

3.3. Class of Service and Accommodations. See Table 3.2.

3.4. Charter Service. All requirements for chartered service will be requested through the host base TMO.

Table 3.1. Routing Authority.

RULE	A	B	C	D
	When one-way highway mileage is	**and the mode of travel is**	**and the number of passengers traveling at the same time is**	**then authority to provide routing is the**
1	450 miles or less	bus or rail	any number	local transportation officer or agent.
2		scheduled air service	20 or less	
3			21 or more	Military Traffic Management Command (MTMC). (see note)
4		charter air	any number	
5	over 450 miles	all modes	21 or more	
6		air, bus, or rail	20 or less	local transportation officer or agent.
7	any distance	charter air taxi service	any number of prisoners and guards, human remains with or without escorts, and honor guard details or 20 or less of any other category	
8			21 or more of any other category not listed above	MTMC. (see note)

NOTE: See paragraph 4.15. for instructions on applying to MTMC for group routing.

Table 3.2. Class of Service and Accommodations.

RULE	A	B	C	D	E
			then class of service and accommodation is		
	If category of traveler is	and travel is during	bus	rail	air
1	applicant and DEP enlistee	day	(see note 1)	(see note 1)	(see note 1)
2		night	(see note 2)	(see note 2)	(see note 2)
3	military or civilian traveling on orders and cost-charge travelers (see note 3)	day	coach. (see note 4)	least costly. (see note 5)	least costly. (see note 6)
4		night	(see note 4)	(see note 2)	least costly. (see note 6)

NOTES:

1. Applicants, rejected applicants, registrants, rejected registrants, members discharged because of fraudulent enlistments, applicants for flight training, members discharged under other than honorable conditions, and discharged and (or) paroled prisoners are entitled to day travel accommodations as follows: the lowest cost rail accommodations available, bus transportation, or air coach class, whichever is more advantageous because of service and (or) economy and sound traffic judgment.

2. When overnight travel is involved, the lowest rate first-class rail accommodations will be used in the following order: slumber coach, roomette, bedroom. If the journey involves overnight travel of only one night, no sleeping accommodations are available, and official requirements preclude rescheduling of travel, the TO or TA may furnish coach service if a reclining seat is available and the total travel time (including supplemental transportation) does not exceed 24 hours. If a slumber coach or roomette is not available and a confirmed higher rate accommodation must be furnished, make the following entry on the reverse side of the GTR: "Roomette not available, lowest rate enclosed accommodations available furnished." When confirmed reservations cannot be made at the time the GTR is issued for roomette accommodations, make the following entries on the reverse side of the GTR: "Roomette accommodations will be used if available. If not, the lowest rate first-class accommodation will be used. (Type of accommodation) was the lowest rate accommodation available from (origin) to (destination) at the time the reservations were confirmed." Tell the traveler to fill in the blanks prior to exchanging the GTR for tickets.

3. Since cost-charge transportation is usually deducted from the member's travel or pay account, use the least expensive means of transportation the traveler will accept that enables him or her to arrive at the duty station on time.

4. Commercial bus travel may be furnished for travel that normally can be completed between 0600 and 2400.

5. Rail accommodations for day travel will be the least costly service that meets the traveler's mission requirements. It is usually not necessary to reserve coach seat accommodations for trips of less than 4 hours, but the TO or TA should consider making advance reservations to ensure the

passenger is provided a seat when traveling over heavily traveled routes. Parlor car accommodations (a higher class than coach) on conventional trains may be used for trips of more than 4 hours. Use of Amtrak Metroliner is limited to coach class service; reserved parlor car Metroclub accommodations may be used only when coach class service is unavailable to meet mission requirements.

6. First class air service is not authorized unless:

   a. The orders show approval of the Under Secretary of the Air Force. Approval authority may not be redelegated. In this case, annotate the Carrier and Class of Service block "first class" and the Special Accommodations and Requirements block "First class service authorized by SO number _____ dated _____ issued by (the unit publishing the order)."

   b. The two points are served only by first class accommodations. In this case, annotate the Carrier and Class of Service block "first class" and the Special Accommodations and Requirement Block "First class issued. Only first class available between authorized origin and destination points." (This does not apply to routes where both first and coach class service is offered, but coach class is sold out.). NOTE: If additional space is required for the statements in a or b above, continue on reverse of the GTR in the Services Required (Continued) block.

CHAPTER 4

USE OF SF 1169, U.S. GOVERNMENT TRANSPORTATION REQUEST (GTR)

4.1. General. GTRs are issued only by properly appointed TOs and TAs to individuals authorized transportation under **Table 2.1.** and **Table 2.2.** An SF 1169 (GTR) is the only form used to request transportation from commercial carriers except when bulk purchasing tickets (see **Chapter 5**).

4.2. TO Responsibility. The TO in whose name the GTR is issued is accountable for any excess or unauthorized transportation charges resulting from the TO's or TA's failure to follow the procedures in this instruction. Entries on GTRs must be correct in every detail to prevent any doubt as to what service is authorized and what appropriation is being charged. Ensure GTR audit training is conducted during flight training and squadron management meetings. Document this training on AF Form 623a, **On-The-Job Training Record - Continuation Sheet.**

4.3. Method of Preparation. Make entries by typewriter, pen, or indelible pencil. Do not use an ordinary lead pencil. Avoid alterations and erasures; but, when necessary, validate the change by having the issuing TO or TA initial next to the alteration. A traveler or carrier's agent is forbidden to make changes. The traveler or carrier may make annotations on the reverse of the GTR.

4.4. Group Travel. Treat several applicants traveling to the same destination at the same time as a group, and secure their reservations for movement as a group. Appoint one person in charge, and issue the GTR in his or her name. This procedure saves time and effort on preparing individual GTRs. According to **Chapter 5**, bulk purchase tickets may also be used for groups of applicants or DEP enlistees.

4.5. Correct Entries for the GTR (SF 1169). Samples of a completed GTR and instructions for preparing a GTR (front and back) are in **Figure 4.1.** and **Figure 4.2.**, respectively. When a space is not required for the service being procured, draw a horizontal line through the unused space. Also, when the space available on the front of the GTR is inadequate for all the necessary information, use the space on the reverse. Make all entries on the original (blue) copy and remaining copies.

NOTE: For instructions on preparing a bulk purchase GTR, see paragraph **5.3.**, **Figure 5.1.**, and **Table 5.1.**

4.6. When GTRs Are Not Issued. Do not issue GTRs:

4.6.1. For other than officially authorized travel.

4.6.2. To cover travel already performed.

4.6.3. To duplicate GTRs previously issued except to provide transportation to a person who has lost a ticket. Issue an additional GTR on a cost-charge basis (see paragraph **4.8.**).

4.6.4. To allow a traveler to choose between modes of transportation to the same point.

4.6.5. For procurement of an airport limousine, commercial rental or drive-yourself services, and (or) intracity or taxicab services (except when purchased in bulk quantities under **Chapter 5**).

Table 4.1. Instructions for Preparing SF 1169 (Front). (see note 1)

LINE	A	B	C
	Item number (see Figure 4.1.)	**Entry (for applicants)**	**Entry (for other travelers)**
1	(1) (see note 2)	Defense Finance and Accounting Service - Indianapolis Center, Transportation Operations (DFAS-I-THA), Indianapolis IN 46249-0611 (if not preprinted).	Same as for applicants except cost-charge GTRs issued for members of other branches of service (see paragraph **4.8.**).
2	(2) (see note 2)	The DoD activity address code (DODAAC) unit issuing the GTR; for example, FY 1036. (The DODAAC codes assigned to Air Force Recruiting Service activities are listed in **Attachment 2**.)	
3	(3)	The applicable appropriation citation provided by the squadron financial analyst.	The appropriate fund citation from special orders.
4	(4)	Leave blank.	The special order number, issue date, and headquarters (for cost-charge travel, see paragraph **4.8.**).
5	(5) (see note 2)	The recruiting squadron (number) and location of squadron headquarters. If the GTR is preprocessed, do not enter date of issue. Instead, enter the date when the GTR is given to traveler or used for bulk purchase.	
6	(6)	Signed in ink or indelible pencil by the TO or TA. Press hard enough to make legible signature on remaining copies. Rubber stamp signatures are prohibited. When signed by the TA, annotate TA for TO next to the signature.	
7	(7) (see note 2)	TO's (typed or stamped) name, grade, title, and branch of service.	
8	(8)	The name of the traveler or person in charge of group. Indicate category of applicant; for example, NPS, DEP, PS, OTS.	Name and grade of the traveler.
9	(9)	No (for an individual traveler).	
10		The number of additional persons in the group for group travel. List these persons by name on the back of all copies of the GTR. If additional space is required, continue the list of names on a separate sheet of plain paper, and attach it to all copies of the GTR.	
11		For bulk purchase, see **Table 5.1.**	
12	(10) (see note 2)	NA (this block does not apply to Recruiting Service because movement of dependents is a function of host base activities).	
13	(11)	Special accommodations such as rail, slumber coach, roomette, bedroom, etc. Leave blank if none are required. (See **Table 5.1.** for bulk purchases.)	
14	(12)	The name of the carrier that will honor the GTR.	

LINE	A	B	C
	Item number (see Figure 4.1.)	**Entry (for applicants)**	**Entry (for other travelers)**
15	(13)	NO except when GTR is issued for authorized round-trip transportation. In that case, enter YES in front of the city where return travel commences.	
16	(14)	In the FROM box, the name of the city and state or point from which transportation or accommodations are to be furnished. In the TO boxes, the cities and states or points to which such services are to be furnished. Use city or airport codes for air travel when known. Otherwise, use the city and Postal Service style of two-letter state abbreviation. For example, for a round trip authorized from Duluth to Gulfport and return, show DLH to GPT to DLH (city or airport codes) or show Duluth MN to Gulfport MS to Duluth MN (Postal Service style). Place horizontal slashes (// - //) in the space after the last point of transportation.	
17	(15)	In the applicable box, enter the initials or code name of each carrier and the name or officially identified code for the class of service authorized between each listed city or point. For air travel, show standard class, coach economy class, thrift economy class, charter, etc. For rail travel, show first class, second class, coach class, etc. For bus travel, show first class, second class, coach class, etc.	
18	(16)	NONE in the weight and pieces columns. (Applicants are not authorized excess baggage.)	The exact weight or number of pieces of excess baggage authorized by the special order to be transported for each leg of the trip. When the exact by the special order weight or number of pieces is unknown, show the maximum excess baggage authorized. If not authorized, enter NONE in the weight and pieces columns opposite the city or point entered in the TO box. On a GTR issued to procure excess baggage only, complete the GTR outlined above, but enter EXCESS BAGGAGE ONLY in the Special Accom-modations and Requirements block (11).
19	(17)	On copy three only, the cost of travel in the For Carrier Use Only (Agents Value) block.	

NOTES:

1. For bulk purchase of GTRs, see **Table 5.1.** and **Figure 5.1.**
2. Complete in advance at squadron headquarters (before GTR is issued to the TA).

Figure 4.1. Sample SF 1169, U.S. Government Transportation Request (Front).

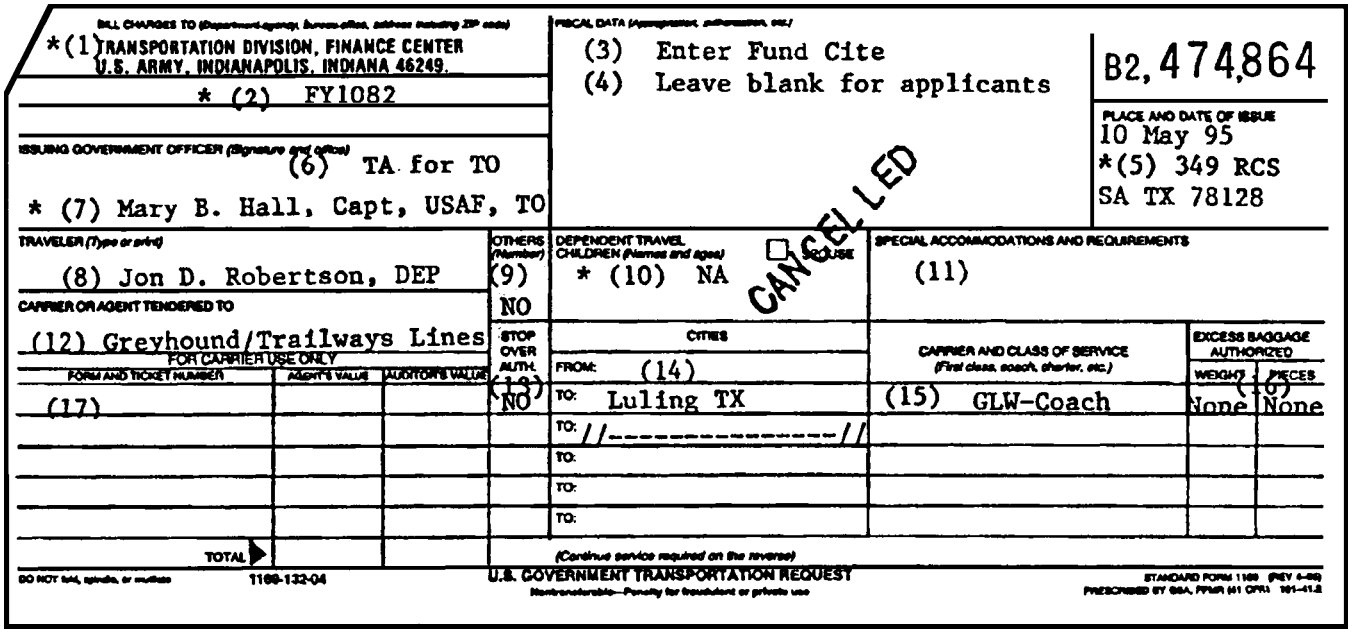


Figure 4.2. Sample SF 1169, U. S. Government Transportation Request (Back). (Numbers in parentheses refer to corresponding items in Table 4.2.)

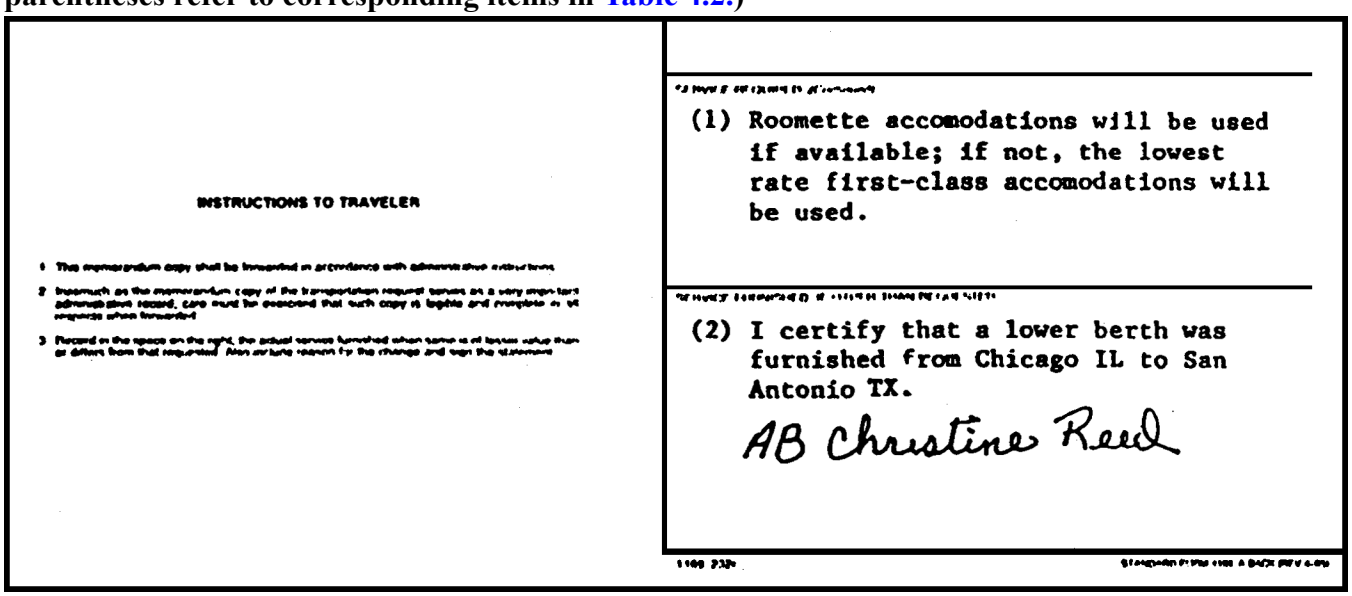


Table 4.2. Instructions for Preparing SF 1169 (Back). (see note)

LINE	A	B	C
	Item number (see Figure 4.2)	**Entry (for applicants)**	**Entry (for other travelers)**
1	(1)	Continue information pertaining to item numbers (11), (13), and (14) of **Table 4.1.** On the third copy of the GTR, enter the actual date travel is to be accomplished. If desired, the travel date may be entered in the For Carriers Use Only block on the front of copy three. If applicable, list the names of group travelers (according to **Table 4.1.**, item number (9), column B).	Same as for applicants. When applicable include information from **Table 4.1.**, item number (15), column B.
2	(2)	Traveler's certification as to the accommodations provided if different from that requested. Such certification requires traveler's signature.	Same as for applicants.

NOTE: Be sure to reverse all carbons before making entries on back of GTR.

4.6.6. For transportation costing less than $50, unless there is no other way to buy the service.

4.6.7. To pay toll road or bridge charges.

4.6.8. For personal convenience to include additional cost of unauthorized services or to obtain transportation services exceeding those authorized by this instruction, such as extra fare service or accommodations, stopovers that increase the charges, and higher priced indirect routing. When the traveler wants such unauthorized services, he or she pays the additional cost (including federal transportation tax) in cash to the carrier at the time the GTR is exchanged for tickets.

4.6.9. For any portion of a trip where government transportation is used.

4.6.10. For procurement of air, bus, and rail passenger transportation services from travel agencies not under DoD or GSA contract.

4.6.11. To furnish transportation incident to nomination and admission to service academies to:

4.6.11.1. Members on active duty for the purpose of competing for congressional nominations.

4.6.11.2. Members of the Reserves not on active duty or civilians for any examinations preparatory to admission.

4.6.12. To furnish transportation to members of the armed forces, DoD civilian employees, and direct appointees who do not have competent travel orders.

4.6.13. To furnish transportation to civilian applicants for direct appointments (commissions) before their acceptance for service and the issuance of travel orders.

4.6.14. To furnish convenience transportation to applicants, such as for return from vacation points to enlist or to furnish circuitous routing or transportation over excessive distance for applicants induced to enlist from an area outside the recruiter's normal territory.

4.6.15. To applicants for enlistment in the active Reserves. (Coordinate with Reserve recruiters for transportation arrangements for their applicants.)

4.6.16. For procurement of transportation for pets.

4.6.17. For procurement of service via AMTRAK when the value of tickets is less than $100, except when purchased in bulk quantities (see **Chapter 5**).

4.7. Instructions to Travelers. TOs or TAs must tell the traveler:

4.7.1. Not to present his or her GTR to any agency other than the initial carrier named on the face of the GTR.

4.7.2. To return all unused GTRs, tickets, or portions of tickets to the issuing TO or TA.

4.7.3. Not to attempt to use a GTR for unauthorized services.

4.7.4. To certify the accommodations received on the reverse side of the GTR in the **Service Furnished If Other Than Requested** block, if the accommodations are different than those requested on the front of the GTR.

4.7.5. He or she is responsible for the custody of GTRs, tickets, or other transportation documents and failure to safeguard them may result in the traveler's personal liability if the documents are used by unauthorized individuals.

4.7.6. To immediately report the loss or theft of a GTR or tickets to the TO or TA who provided the GTR.

4.8. Procedures for Furnishing Transportation to Personnel Without Funds. Recruiting offices are authorized to issue cost-charge GTRs to members of the armed forces who are without funds and are returning to their permanent duty station (see **Table 3.2.**, rules 3 and 4). If the Air Force recruiting office is collocated or within close proximity of a recruiting facility of another branch of service, members from other branches of service should be referred to their own branch of the service.

4.8.1. For Air Force members traveling on TDY or PCS orders (including delay en route):

4.8.1.1. Use the fund citation on the special orders. Also, enter "cost charge entered" in the space provided for the fund citation.

4.8.1.2. Do not prepare DD Form 139, **Pay Adjustment Authorization.**

4.8.1.3. Prepare a memorandum notice to the traveler's servicing FSO travel section (FMFT) in four copies. The memorandum will explain reason for issuance of GTRs and contain the traveler's name and social security number (SSN), serial numbers of GTRs issued, points of travel, mode of travel, fund citation, and value of GTRs issued. Within 24 hours, send the original copy of the memorandum notice, one copy of the member's special order, and a preaddressed (with squadron's address) AF Form 74, **Communication Status Notice/Request,** to the member's servicing FSO (see **Figure 4.3.**). Give the second copy of the notice and the GTR to the traveler with instructions to present the notice to FSO when filing the travel voucher. Keep the third copy; and send the fourth copy to the squadron TO, who maintains it in the suspense file pending receipt of AF Form 74 from the receiving FSO. The squadron TO initiates follow-up action if the AF Form 74 is not received within 30 days.

4.8.2. For Air Force members traveling on ordinary leave without TDY or PCS orders:

4.8.2.1. Contact squadron headquarters and request special orders be issued to the member according to AFI 33-328, *Administrative Orders.* After orders are issued, the squadron TO telephonically provides the TA with the special orders number, date issued, and fund citation. The TO sends one copy of the special orders to the TA no later than the following workday.

4.8.2.2. Use one of the following fund citations: officer, 57*3500 32* P510 503725; or enlisted, 57*3500 32* P530 503725. (In place of the asterisk, enter the last digit of the current fiscal year.) Also enter "cost charge entered" in the space provided for the fund citation.

4.8.2.3. Do not issue DD Form 139 or a memorandum notice. The fund citation automatically tells Defense Finance and Accounting Service (DFAS), Denver CO, to charge the cost of the GTR to the member.

4.8.3. For Army members on TDY or PCS orders:

4.8.3.1. Use the fund citation on the special orders, and enter "cost charge entered" in the space provided for the fund citation. When Department of the Army special orders direct a PCS movement chargeable to appropriation "Military Personnel, Army," with fiscal station S99-999, enter the four-character movement designator code (MDC) shown in the special orders instead of the fund citation. In all other cases, enter the complete fund citation shown on the special orders.

4.8.3.2. Prepare and distribute DD Form 139 according to paragraph **4.9.**

4.8.4. For Navy members on TDY or PCS orders:

4.8.4.1. Use the fund citation on the special orders, and enter "checkage requested" in the same space provided for the fund citation.

4.8.4.2. Change the preprinted name and address in the **Bill Charges To** block (top left corner of GTR) to Defense Finance & Accounting Office, (GTR/GTA Branch - ISBBE), P.O. Box 8309, Norfolk VA 23503-0309.

Figure 4.3. Sample AF Form 74, Communication Status Notice/Request.

AF RECRUITING OFFICE
1234 S. 16th Street
Omaha, NE 68102

343 RCS/RSSL
116 42nd Street
Omaha, NE 68131

REFERENCE [ ] YOUR [XX] OUR COMMUNICATION, DESCRIBED AS:
DD Form 139, 22 Mar 91, SSgt Stephanie C. Barnes, 123-45-6789

	REQUEST STATUS
XX	IT WAS RECEIVED ON: Date
	YOU MAY EXPECT A REPLY ABOUT:
	NEGATIVE REPLY/REPORT
	WE REFERRED YOUR INQUIRY TO:

REMARKS
Request acknowledgement of receipt.

PHONE 210-666-1234
DATE 22 Apr 96

SIGNATURE/ORGANIZATION/INSTALLATION
SSgt John A. Doe 43GA Omaha, NE

AF Form 74, OCT 89 COMMUNICATION STATUS NOTICE/REQUEST

PREVIOUS EDITION WILL BE USED

4.8.4.3. Prepare and distribute DD Form 139 according to paragraph **4.9.**

4.8.5. For Marine Corps members on TDY or PCS orders:

4.8.5.1. Use the fund citation on the special orders, and enter "checkage requested" in the space provided for the fund citation.

4.8.5.2. Change the preprinted name and address in the **Bill Charges To** block (top left corner of GTR) to Commanding General Marine Corps, Logistics Base (Code 470), 814 Radford Blvd, Albany GA 31704-1128.

4.8.5.3. Prepare and distribute DD Form 139 according to paragraph **4.9.**

4.8.6. For Coast Guard members on TDY or PCS orders:

4.8.6.1. Use the fund citation on the special orders, and enter "checkage requested" in the same space provided for the fund cite.

4.8.6.2. Change the preprinted name and address in the **Bill Charges To** block (top left center of GTR) to U.S. Coast Guard Finance Center, 1403-A Kristina Way, Chesapeake, VA 23326-5000.

4.8.6.3. On the original copy of the member's special orders, enter the serial number of the GTR issued, points between which the GTR was issued, and amount.

4.8.6.4. Prepare and distribute DD Form 139 according to paragraph **4.9.**

4.8.7. For military members (other than Air Force) traveling on ordinary leave without TDY or PCS orders:

4.8.7.1. The TA contacts squadron headquarters and requests special orders be issued to the member according to AFI 33-328. Do not issue a GTR until the special orders are received. Advise members who will exceed their leave status while awaiting issuance of a GTR to request an extension of leave from their home unit.

4.8.7.2. For members of the Navy, Marine Corps, and Coast Guard, change the **Bill Charges To** block of the GTR as shown in paragraphs **4.8.4.2.**, **4.8.5.2.**, and **4.8.6.2.**, respectively.

4.8.7.3. Use the following fund citations:

4.8.7.3.1. For Army members: 21*2010 01-401 P1491 S99999. (In place of the asterisk, enter the last digit of the current fiscal year.) Also, enter "cost charge entered" in the space for the fund citation.

4.8.7.3.2. For Navy members: 17*1453.2202 011 12600 0 000022 21 000000 000000071131. (In place of the asterisk, enter the last digit of the current fiscal year.) Also, enter "checkage requested" in the space for the fund citation.

4.8.7.3.3. For Marine Corps members: officers, 17*1105.2701 011 12690 000027 21 000000 000000071110; enlisted, 17*1105.2701 011 12690 000027 21 000000 000000071130. (In place of the asterisk, enter the last digit of the current fiscal year.) Also, enter "checkage requested" in the space for the fund citation.

4.8.7.3.4. For Coast Guard members: 69X0201 for officers and enlisted personnel. (Do not replace the X.) Also, enter "checkage requested" in the space for the fund citation.

4.8.7.4. Prepare and distribute DD Form 139 according to paragraph **4.9.**

4.8.8. For absentees or deserters, refer to AETCI 36-2002, *Recruiting Procedures for the Air Force.* Prior to issuing a cost-charge GTR, the recruiter advises the squadron TO of the requirement. The squadron TO telephones the AWOL individual's home unit to inform that the individual is in custody and to obtain disposition instructions. If the home unit commander determines the individual must be escorted back to the home installation, the TO turns the individual over to the local authorities pending arrival of the escort. Regardless of whether the individual is to be escorted or not, the TO issues the special orders to return the deserter or absentee. If the home unit is other than Air Force, the TO obtains the correct fund citation, issues special orders according to AFI 33-328, and telephones the TA to provide the special orders number, date issued, and fund citation. The TO sends one copy of the orders to the TA by the next workday.

4.8.8.1. For Air Force members, prepare the GTR and use the same fund citation as shown in paragraph **4.8.2.2.** Do not issue DD Form 139 or a memorandum notice. The fund citation automatically tells DFAS to charge the cost of the GTR against the member. Distribute the GTR according to **Table 4.3.**

Table 4.3. Distribution of GTRs.

LINE	A	B
	Copy of GTR	**Distribution**
1	Original SF 1169 (blue card)	Give to the traveler, and counsel him or her according to paragraph **4.7.** (For bulk purchase, the TA exchanges the GTR for tickets.)
2	SF 1169B (tissue)	Within 72 hours after issuance, send to the squadron TO with memorandum copy. If the individual is on orders, attach one copy of the orders to the tissue copy and one copy of the orders to the memorandum copy. (No orders are required for DEP enlistees.) The squadron TO files the tissue copy and distributes the memorandum copy according to lines 4 through 10 of this table.
3	SF 1169C (tissue)	For applicants or DEP enlistees, retain in the TA's file. For all other travelers, furnish this copy to the traveler, and tell him or her to file it with his or her travel voucher. Also, obtain three copies of the traveler's orders. Annotate one copy of the orders with the GTR number and date issued, and file it in the TA's transitory file. Send the other two copies of the orders to the squadron TO as discussed in line 2.
4	SF 1169-A (buff memorandum card copy) (see note)	For applicants, send to the host base FSO.
5		For DEP enlistees, dispose of as ordinary trash.
6		For group and squadron personnel, send with one copy of each special order to the appropriate group or squadron for submission to the FSO.
7		For Army and Marine cost-charge travelers, send with DD Form 139 (see paragraph **4.9.**).

LINE	A	B
	Copy of GTR	**Distribution**
8		For Air Force cost-charge travelers, send with one copy of the applicable orders to the FSO of the station that issues the orders.
9		For Navy and Coast Guard cost-charge travelers, send with one copy of the applicable orders to the address shown in paragraphs **4.8.4.2.** and **4.8.6.2.**, respectively.
10		For other personnel traveling on orders, send with one copy of orders to the FSO of the station that issued the orders.

NOTE: The squadron TO makes distribution.

4.8.8.2. For Army, Navy, Marine Corps, and Coast Guard members:

4.8.8.2.1. Use the fund citation obtained by the squadron TO from the home unit, and prepare the GTR as shown in paragraphs **4.8.7.2.** and **4.8.7.3.**

4.8.8.2.2. Prepare and distribute DD Form 139 according to paragraph **4.9.**

4.8.8.3. For all members, the recruiter maintains the GTR file copy in a suspense file until receipt of the special orders. He or she initiates follow-up action with the squadron TO if the special orders have not been received within 5 workdays after issuance of the GTR.

4.9. Instructions for Preparing and Distributing DD Form 139, Pay Adjustment Authorization:

4.9.1. Preparation Instructions. Prepare DD Form 139 as indicated below.

Figure 4.4. Sample DD Form 139, Pay Adjustment Authorization.

PAY ADJUSTMENT AUTHORIZATION,

NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.

MEMBER (Last name) (First) (Middle)	SSAN	GRADE/RANK/RATE	BRANCH OF SERVICE	DATE
(1) Smith, Joseph M.	(2) 458-23-4568	(3) E-5	(4) US Army	(5) 14 Mar 95

PAY GRADE NO.	LAST PAY RECORD EXAMINED (If applicable)	AMOUNT	APPROPRIATION DATA
(6)	(7)	(8) $38.00	(9)

FROM
(10) 349 RCS/49AE
555 E Street East
Omaha, NE 68131

NAME OF ACCOUNTABLE D. O.
(11)

SYMBOL NO.
(12)

G. A. O. EXCEPTION CODE
(13)

TO
(14) DFAS
Indianapolis Center, Dept 20
Indianapolis IN 46249-0001

YOU ARE HEREBY AUTHORIZED TO
(15)
[X] CHARGE [ ] CREDIT
THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE

EXPLANATION AND/OR REASON FOR ADJUSTMENT
(16)

Member reported to this activity on ordinary leave with insufficient funds to report to proper duty station. Per SO # A-2345, 12 Mar 95, HQ USAF, Ft Leonard Wood, MO 65473, the following was provided:

TR# V3,659,897 was issued for bus travel from Grand Island NE to Waynesville MO
Est Cost: $38.00

This is to certify that I have not collected, nor will I request, local payment for the purpose of traveling from Grand Island NE to Waynesville MO on 12 Mar 95. I am without funds and hereby authorize the cost of travel issued in my behalf be charged to my pay account as prescribed in paragraph U7400, JFTR.

John M. Rogers, SSG, U.S. Army
HHC, 1st Bn, 2d Bde
Fort Leonard Wood MO 65473-5000

The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.

FROM
(17)

CERTIFYING OFFICER (name rank/grade, and signature)
(18)
JOE W. HIPP, COL, USAF, TO

CERTIFICATE

I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D. O.'s signature and symbol number.)

TO
(19)

TYPED NAME AND GRADE OF D. O.

D. O. SYMBOL NO.

DATE

SIGNATURE

DD FORM 1 MAY 53 139 EDITION OF THIS FORM NOT HAVING SSAN IS OBSOLETE AFTER 30 JUN 69

Form approved by Comp. Gen., U.S. April 23, 1953

NOTE: The item numbers listed below correspond to those shown on the sample DD Form 139 (**Figure 4.4.**).

(1) through (4) Self-explanatory.

(5) Enter date report is prepared.

(6) Leave blank.

(7) Leave blank.

(8) Enter the total cost of travel.

(9) Enter the fund citation from the special orders. (See paragraph **4.8.7.** for members on ordinary leave without special orders.)

(10) Enter the complete address of the squadron and the office number issuing the GTR.

(11) through (13) Leave blank.

(14) Depending on branch of service, enter the applicable address as follows:

For the Army, DFAS, Indianapolis Center, Dept 20, Indianapolis IN 46249-0001.

For the Navy, DFAS, Norfolk VA 23511-5000, or the closest personnel support activity detachment disbursing office.

For the Marine Corps, DFAS, Kansas City MO 64197-0001.

For the Coast Guard, the authorized certifying officer at the station having custody of the member's account or pay records.

(15) Enter an X in the Charge block.

(16) The information in this block may be entered in paragraph form. Enter a statement indicating the member's travel status (AWOL, PCS without funds, on leave without funds, etc.). List each GTR (including mode of travel, origin, destination, and costs), tickets or tokens issued and cost, orders number, issuing HQ, and date. Also, enter any information that may be helpful to the paying officer.

For Army members, add the following statement: "This is to certify that I am without funds and hereby authorize the cost of travel issued in my behalf, from (origin) to (destination) on (date), be charged to my pay account as prescribed in JFTR, Volume 1, paragraph U7400." Type member's signature block beneath the statement and have the member sign it.

For Navy members, add the following statement: "I acknowledge receipt of the cost-charge GTR and voluntarily agree to repay as a one-time checkage."

For Marine Corps members, enter the member's reporting unit or reporting unit code.

(17) May be left blank.

(18) Enter the name, rank or grade, and signature of the TO or TA issuing the report.

(19) Completed by the paying office.

4.9.2. Distribution Instructions:

4.9.2.1. For Army members, prepare a transmittal memorandum in triplicate. Number each transmittal memorandum sequentially beginning with number 1 each fiscal year, and include the member's last name, last four SSAN digits, and dollar value of each GTR issued. Send the original and one copy of the transmittal memorandum, the original DD Form 139, and a copy of each GTR to the appropriate address as shown in paragraph **4.9.1.**, item (14). Give a copy of the DD Form 139 to the member and send a copy of the form and transmittal memorandum to the squadron TO. The TO maintains the documents in suspense pending the return of the duplicate copy of the transmittal memorandum from DFAS as acknowledgment of document receipt.

4.9.2.2. For Navy members, send the original DD Form 139 and two copies to the appropriate address as shown in paragraph **4.9.1.**, item (14). Enclose an AF Form 74 prepared as shown in **Figure 4.3.** Give a copy of the DD Form 139 to the member and send a copy to the squadron TO who maintains it in suspense pending return of the AF Form 74 as acknowledgment of document receipt.

4.9.2.3. For Marine members, send the original DD Form 139 and two copies to the appropriate address shown in paragraph **4.9.1.**, item (14). Enclose an AF Form 74 prepared and shown in **Figure 4.3.** Send one copy of the DD Form 139 along with a copy of each GTR to the Commanding General Marine Corps, Logistics Base (Code 470), 814 Radford Blvd, Albany GA 31704-1128. Give a copy of the DD Form 139 to the member and send a copy to the squadron TO who maintains it in suspense pending return of the AF Form 74 as acknowledgment of document receipt.

4.9.2.4. For Coast Guard members, send the original DD Form 139 and one copy to the appropriate address shown in paragraph **4.9.1.**, item (14). Enclose an AF Form 74 prepared as shown in **Figure 4.3.** Give a copy of the DD Form 139 to the member and send a copy to the squadron TO who maintains it in suspense pending return of the AF Form 74 as acknowledgment of document receipt.

4.9.3. Follow-up Action by the Squadron TO. If receipt of the DD Form 139 is not acknowledged within 30 days, send a follow-up copy of the transmittal memorandum or AF Form 74, as appropriate, along with a copy of the DD Form 139 to the original addressee.

4.10. Lost, Stolen, or Destroyed GTRs or Tickets Purchased with GTRs:

NOTE: See paragraph **5.9.** for procedures on lost, stolen, or destroyed tickets purchased through TRANSCOR Inc.

4.10.1. GTRs or Tickets Lost While in the Custody of the TO or TA. If the lost, stolen, or destroyed document had been partially or fully completed with the point of origin, carrier, or type service, the TO or TA should immediately notify the designated carrier or other local carriers of the loss or theft. The TO or TA then sends a report by fax to DFAS-Indianapolis IN, DSN: 699-2678, or memorandum to: Transportation Payment, DFAS-IN, 8899 East 56th Street, Indianapolis IN 46249-0601. The memorandum must contain:

4.10.1.1. The payee's name (if applicable).

4.10.1.2. The serial number of the missing GTRs or the GTR numbers the missing tickets were purchased with.

4.10.1.3. A statement concerning loss or theft.

4.10.2. GTRs or Tickets Lost While in the Custody of the Traveler:

4.10.2.1. The traveler must immediately notify the designated carrier and issuing TMO, TO, or TA and complete a lost ticket refund application (if applicable) and any report required by the local carrier.

4.10.2.1.1. Applicants who lost GTRs or tickets must use their personal funds to purchase another ticket. If an applicant has no funds, transport him or her by government vehicle (if possible), but do not furnish another ticket or issue another GTR. Issuing cost-charge GTRs to applicants is not permitted. Warn applicants to safeguard GTRs and tickets in their possession.

4.10.2.1.2. Encourage DEP enlistees who lose GTRs or tickets to purchase another ticket (with their own funds) or be transported by government vehicle (if possible). When necessary, however, a second GTR or ticket may be issued. If a second GTR or ticket is issued, the TA sends a memorandum to LTC/FMFT, Lackland AFB TX 78236-5000, providing the individual's name and SSN, GTR or ticket number and cost, and a statement of the circumstances surrounding the loss of the GTR or ticket. Advise enlistees they will be required to fill out a travel voucher upon notification from the accounting and finance office (FSO) at Lackland and will be required to reimburse the government at that time.

4.10.2.1.3. Military personnel on orders should use personal funds to purchase another ticket with the same mode of transportation and route as specified on the original GTR. Advise them to obtain a separate receipt from the carrier and apply for reimbursement upon return to their home station. If the traveler is without funds, provide a cost-charge GTR according to paragraph **4.8.**

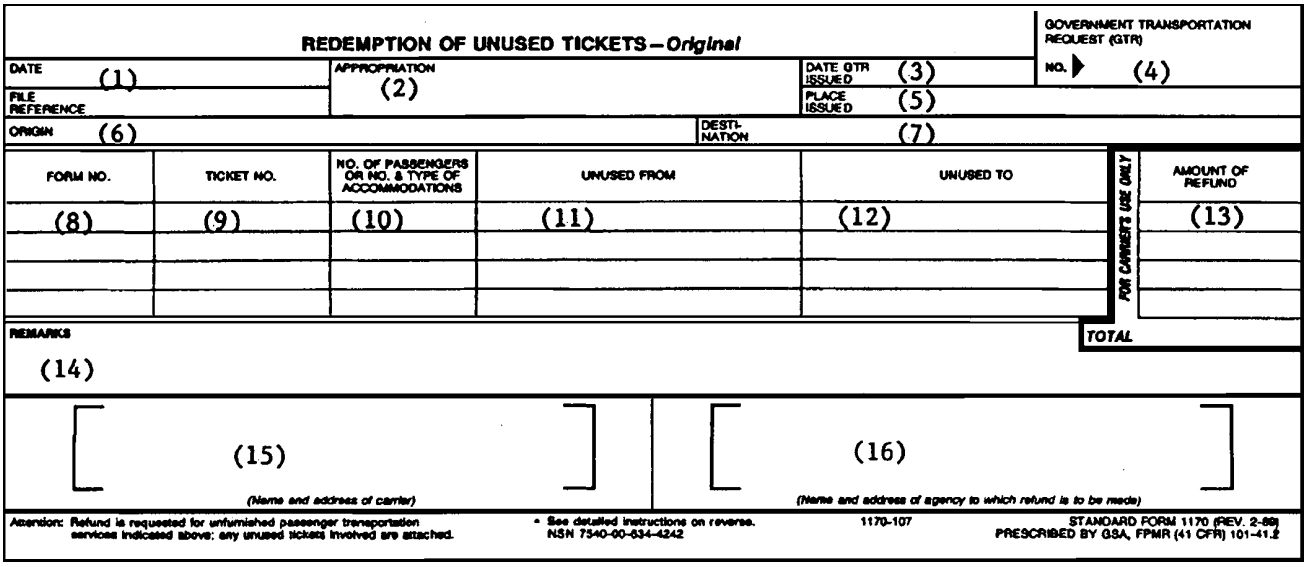
4.10.2.2. When GTRs or tickets are lost while in the possession of applicants or DEP enlistees, the TO or TA obtains information from the traveler and completes SF 1170, **Redemption of Unused Tickets.** The TO or TA then sends the SF 1170 to the designated carrier to request reimbursement for the amount paid for transportation. Send the carrier the original copy of the SF 1170 along with a copy of the lost ticket refund application, if available, and copies of the original and replacement tickets. (See **Figure 4.5.** for a sample SF 1170 and **Table 4.4.** for instructions on preparing SF 1170.)

4.10.2.2.1. Suspense one copy of the SF 1170 and supporting documents for 120 days. If applicable, initiate a tracer action on the 121st day and every 90 days thereafter until the case is closed or 1 year has elapsed from the date of the initial SF 1170.

4.10.2.2.2. Give one copy of SF 1170 to the traveler and send the last copy to LTC/FMFT.

4.10.2.2.3. If no response is received within 1 year, file all documentation with the member's case file, and send the suspense copy of SF 1170, annotated with "no response received from carrier," to LTC/FMFT. Send any correspondence (refunds or memorandums) received thereafter to the FSO.

Figure 4.5. Sample SF 1170, Redemption of Unused Tickets. (Numbers in parentheses refer to corresponding items in Table 4.4.)



REDEMPTION OF UNUSED TICKETS—*Original*

GOVERNMENT TRANSPORTATION REQUEST (GTR) NO. ▶ (4)

DATE (1) | APPROPRIATION (2) | DATE GTR ISSUED (3)

FILE REFERENCE | PLACE ISSUED (5)

ORIGIN (6) | DESTINATION (7)

FORM NO.	TICKET NO.	NO. OF PASSENGERS OR NO. & TYPE OF ACCOMMODATIONS	UNUSED FROM	UNUSED TO	AMOUNT OF REFUND
(8)	(9)	(10)	(11)	(12)	(13)

FOR CARRIER'S USE ONLY

TOTAL

REMARKS (14)

(15) (Name and address of carrier)

(16) (Name and address of agency to which refund is to be made)

Attention: Refund is requested for unfurnished passenger transportation services indicated above; any unused tickets involved are attached.

* See detailed instructions on reverse. NSN 7540-00-634-4242

1170-107

STANDARD FORM 1170 (REV. 2-89) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2

Table 4.4. Instructions for Preparing SF 1170.

LINE	A Item Number (see Figure 4.5.)	B Entry
1	(1)	Date form is prepared.
2	(2)	Fund citation used on GTR.
3	(3)	Date GTR was issued.
4	(4)	GTR serial number.
5	(5)	Place GTR was issued.
6	(6)	Origin point of travel.
7	(7)	Destination point of travel.
8	(8)	Form number (if any) of carrier's ticket.
9	(9)	Ticket's serial number.
10	(10)	Number of passengers and type of accommodations authorized by the GTR.
11	(11) and (12)	Travel points between which the ticket was unused.
12	(13)	Leave blank.
13	(14)	Brief statement of circumstances surrounding the loss (date, place, etc.) and any other information that may be helpful to the carrier.
14	(15)	Self-explanatory.
15	(16)	Self-explanatory.

4.10.2.3. If a DEP enlistee desires reimbursement for a replacement ticket, he or she may request temporary reimbursement based on financial hardship. The traveler will submit the request, including a statement of circumstances for the lost GTR or ticket, to the orders issuing official.

4.10.2.3.1. If the request is approved, the enlistee submits a DD Form 1351-2 to the FSO travel section (FMFT), along with a copy of the approval for temporary reimbursement, a copy of the ticket purchased by the traveler, a copy of the SF 1170, and all documentation received from the carrier.

4.10.2.3.2. The FSO travel section (FMFT) will reimburse the enlistee based on the approved temporary reimbursement request. The FSO will establish a refund receivable based upon the SF 1170, lost ticket refund application, and other supporting documents provided with the travel voucher.

4.10.2.3.3. If the carrier sends the TO or TA a refund, the TO or TA completes DD Form 1131, **Cash Collection Voucher,** and sends the form and refund checks to the Lackland FSO to liquidate the refund receivable. If the carrier notifies the TO or TA that the ticket was used, the TO or TA will notify the FSO by memorandum, requesting the traveler be required to refund the government for the cost of transportation used.

4.11. Recovery of Lost or Stolen GTRs or Tickets:

NOTE: See paragraph **5.10.** for procedures pertaining to tickets purchased through TRANSCOR Inc.

4.11.1. Recovery of GTRs:

4.11.1.1. Do not use lost or stolen GTRs that have been recovered. Cancel them by writing or stamping "Canceled" in ink across the face of the original and all copies. Forward the GTR to the squadron TO for filing. On the AF Form 1332, **Government Transportation Request and Meal Ticket Register,** annotate that the GTR has been canceled.

4.11.1.2. Send a memorandum to agencies notified of the loss (according to paragraph **4.10.**), advising them the GTR has been recovered.

4.11.1.3. If the GTR was lost by an applicant or a DEP enlistee who personally procured a replacement ticket or was issued a cost-charge GTR, prepare a DD Form 730, **Receipt for Unused Transportation Requests and/or Tickets Including Unused Meal Tickets,** in four copies according to **Figure 4.6.** and **Table 4.5.** Data and explanations that will help FSO make adjustments may be inserted in any unused section. Give the original DD Form 730 to the traveler; keep one copy in the squadron TO's file; send one copy to LTC/FMFT, Lackland AFB TX 78236-5000, along with the notification memorandum specified in subparagraph **4.11.1.2.** above; and send one copy to the same place the GTR memorandum card copy was sent (see **Table 4.3.**, line 4).

4.11.2. Recovery of Tickets Lost While in Possession of the TO or TA. Stamp or write "Canceled" in ink across the face of the original and all copies. Forward the ticket and a copy of the message required by paragraph **4.10.** to the FSO (address in paragraph **4.11.1.3.** above) with a cover memorandum advising that the ticket was found.

Figure 4.6. Sample DD Form 730, Receipt for Unused Transportation Requests and/or Tickets, Including Unused Meal Tickets.

RECEIPT FOR UNUSED TRANSPORTATION REQUESTS AND/OR TICKETS, INCLUDING UNUSED MEAL TICKETS

1. TO (*Name of Traveler: Last, First, Middle Initial*) Haussecker, Sam A. 123-45-6789

2 DATE 15 Mar 95

3. RECEIPT OF THE FOLLOWING IS HEREBY ACKNOWLEDGED

A. CARRIER'S TICKETS

NAME OF ISSUING CARRIER (1)	TICKET FORM AND NO. (2)	ISSUED FOR TYPE OF TRANSPORTATION OR ACCOMMODATIONS (3)	CLASS (4)	FROM (5)	TO (6)
Rufus Bus Lines	B-0003679	Bus	Coach	SAN MARCOS, TX	SAN ANTONIO, TX

VIA (7)	DATE AND HOUR SPACE CANCELLED (8)	PROCURED IN EXCHANGE FOR T/R (9)	ISSUED AT (10)
N/A	N/A	V4,890,143	349RCS San Antonio, Texas

(11) POINTS BETWEEN WHICH UNUSED (*If punched*)
San Marcos, TX to San Antonio, TX

(13) BAGGAGE (*If ticket punched*)

NO PIECES CHECKED	FROM	TO	WEIGHT (*Approx.*)
N/A			

(12) REASONS FOR RETURN OR NONUSE

	COACH CLASS USED	OWN ACCOM. PURCH.	NEW T/R ISSUED
RETURN OF PULLMAN TICKETS			N/A
NONUSE OF PARLOR OR SLEEPING CAR REQUESTS			N/A

B. TRANSPORTATION REQUESTS

T/R NO. (1)	ISSUED FOR (2)	FROM (3)	TO (4)	ISSUED AT (5)
V-4,890,154	Bus-Coach	Corpus Christi, TX	San Antonio, TX	349RCS San Antonio, TX

C. MEAL TICKETS

(1) UNUSED MEAL TICKET NUMBERS N/A

D. VALUE OF DOCUMENTS
$

E. AUTHORITY FOR ISSUANCE

(1) AUTHORITY	(2) DATE	(3) P/A	(4) INSTALLATION	(5) COST CHARGE CREDIT
Applicant Travel	15 Mar 95	5713400 304 647A 301600 A8 40862 52500	349RCS, San Antonio, TX	YES [ ] NO [X]

(6) TRANSPORTATION OFFICER

(a) TYPED NAME	(b) GRADE	(c) SIGNATURE	(d) DATE SIGNED
Richard Baker	Major		

DISTRIBUTION: 1 & 2-TRAVELER. 3-FOUSA. 4-FILE. 5-ISSUING OFFICER (*When required*). 6-FISCAL OFFICER (*When required*).

DD Form 730, NOV 84 *Previous editions may be used.*

Table 4.5. Instructions for Preparing DD Form 730. (see note)

LINE	A Item Number (see Figure 4.6.)	B Entry
1	1	Traveler's name and SSN, if applicable. If the traveler is a dependent, also enter the name and SSN of the sponsoring military member or civilian employee.
2	2	Date form is prepared.
A. Carrier's Tickets		
3	(1)	Full name of the carrier that issued the unused documents.
4	(2)	Serial or coupon number of unused documents.
5	(3)	Specific type of transportation or accommodation the unused document was issued for (for example, commercial air, charter bus, parlor car seat).
6	(4)	Class of the unused ticket (for example, Y or S). If mixed class, enter each connection point and class of service in the VIA space (item (7).
7	(5)	Origin point shown on the unused document.
8	(6)	Destination point shown on the unused document.
9	(7)	Coded routing for all unused points. An example of air routing is EA-LGA(Y)/ TW-ORD(F).
10	(8)	Date and time the space reserved by the unused ticket was canceled.
11	(9)	GTR serial number.
12	(10)	Name of the GTR issuing activity.
13	(11)	Points between which the unused portion of a ticket applied. (Make an entry only when the carrier retains the unused ticket.)
14	(12)	Check the appropriate block. Enter the serial numbers of new (substitute) GTRs issued.
15	(13) No. Pieces Checked	Number of pieces of baggage checked with the carrier. (Make an entry only when the carrier retains the unused ticket.)
16	(13) From	Name of the origin point where baggage was checked. (Make an entry only when the carrier retains the unused ticket.)
17	(13) To	Name of the destination point to which baggage was checked. (Make an entry only when the carrier retains the unused ticket.)
18	(13) Weight	Weight of the checked baggage. (Make an entry only when the carrier retains the unused ticket.)
B. Transportation Requests		
19	(1)	Serial number of unused GTR.
20	(2)	Type of transportation and accommodation for which unused GTR was issued (for example, commercial air, charter bus, first-class rail with parlor car seat).
21	(3)	Origin point of travel shown on the GTR.

LINE	A Item Number (see Figure 4.6.)	B Entry
22	(4)	Destination point of travel shown on the GTR.
23	(5)	Name of the activity where the unused GTR was issued.
C. Meal Tickets		
24	(1)	Serial number of unused meal ticket.
D. Value of Documents		
25	NA	Dollar value of the unused documents.
E. Authority for Issuance		
26	(1)	Travel order number and place of issue.
27	(2)	Date of the travel order.
28	(3)	Complete appropriation or accounting classification data.
29	(4)	Name of activity of TO issuing this form.
30	(5)	Check YES if the unused document was cost charged to the traveler; check NO if it was not.
31	(6)(a) and (b)	Typed name and grade of TO or authorized agent.
32	(6)(c)	Signature of TO or authorized agent.
33	(6)(d)	Self-explanatory.

NOTE: When unused tickets or transportation documents are retained by a carrier, obtain information required for entries on DD Form 730 from the traveler.

4.11.3. Recovery of Tickets Lost While in Possession of the Traveler:

4.11.3.1. If a refund has not been received, stamp or write "Canceled" in ink across the face of the original and all copies of the ticket. Forward the ticket and a copy of the SF 1170 to the carrier with a cover memorandum explaining that the ticket was found and a refund is still due the government. Send a copy of the memorandum to the Lackland FSO.

4.11.3.2. If the ticket was lost by an applicant or a DEP enlistee who personally procured a replacement ticket or was issued a cost-charge GTR, prepare a DD Form 730 in three copies. Follow the distribution procedures listed in paragraph **4.11.1.3.** above for the first three copies.

4.11.3.3. If a refund has been received, stamp or write "Canceled" in ink across the face of the original and all copies of the ticket. Forward the ticket and a copy of the SF1170 to the carrier with a cover memorandum explaining that the ticket was found.

4.12. Return of Unused GTRs:

4.12.1. At the time of issuance, the TA asks travelers to return unused GTRs to the nearest TO.

4.12.2. When unused GTRs are turned in, the TO or TA cancels them and prepares DD Form 730 as shown in **Table 4.5.** (This form is not required if the GTR has not been distributed, has been canceled

because of an error, or has not been given to the traveler.) Prepare DD Form 730 in three copies. Give the original to the traveler, file one copy in the squadron TO file along with the canceled GTR, and send one copy to the same place the memorandum card was sent (**Table 4.3.**, line 4). On the appropriate AF Form 1332, annotate that the GTR has been canceled.

4.12.3. If a GTR is turned in to a TO who did not issue the GTR, the TO or TA follows the procedures in paragraph **4.12.2.** except he or she prepares the DD Form 730 in four copies and sends the extra copy and the GTR to the TO who issued it.

4.13. Spoiled or Canceled GTRs. Mark "Canceled" across the face of the original of a GTR that was spoiled in preparation, canceled for any reason, or prepared but not used. File the GTR at the group or squadron in numerical sequence in the GTR folder. On the appropriate AF Form 1332, annotate that the GTR has been canceled.

4.14. GTRs Provided to Applicants and DEP Enlistees Who Do Not Use Travel as Intended:

4.14.1. Two attempts will be made to recover unused GTRs. The first will be an informal attempt by the recruiter responsible for recruiting the individual and will consist of a telephone call or personal contact. The second will be a formal attempt by the squadron TO and will consist of a memorandum sent by certified mail (return receipt requested) to the individual. The memorandum will request the return of the GTR (or the ticket) or the issuance of a money order or cashier's check for the amount of the GTR. See sample memorandums in **Figure 4.7.** (for one-way travel) and **Figure 4.8.** (for round-trip travel).

4.14.1.1. If the recruiter is the first to determine travel was not accomplished, he or she makes the informal attempt to recover the GTR. If the informal attempt is unsuccessful, the recruiter advises the squadron TO by memorandum and the TO makes the formal attempt.

4.14.1.2. If the squadron TO is the first to identify travel was not accomplished, he or she notifies the appropriate recruiter to try to recover the GTR. See sample memorandums in **Figure 4.9.** (for one-way travel) and **Figure 4.10.** (for round-trip travel). The recruiter makes the informal attempt and returns the memorandum to the squadron TO with the applicable endorsement. If the recruiter is unable to recover the unused GTR or ticket (or money), the squadron TO then makes the formal attempt, using the appropriate memorandum (**Figure 4.7.** or **Figure 4.8.**, as applicable).

4.14.1.3. The return receipt identifies who signed for the certified memorandum. Keep it with the TO's copy of the memorandum. If a formal attempt has not been successful, treat the GTR as lost according to paragraph **4.10.1.**

4.14.2. If the GTR is recovered, refer to paragraph **4.12.**

4.14.3. If the transportation document was used for other than official travel, ask the applicant to refund the cost of transportation. Use both the informal and formal procedures in paragraph **4.14.1.**, if necessary. Instruct the applicant to make the check or money order payable to the Defense Accounting Office (DAO) at the host base. When the applicant has had prior service in the Air Force or Army and fails to refund the cost of transportation, report the matter by memorandum to DFAS-DE/YD, Denver CO 80279-5000. Send this memorandum as soon as the applicant's intentions are clear. Furnish the name and SSN of the applicant, name and address of next of kin, date and place of previous enlistment, date of refusal to enlist, reason (if known), and the amount of expenses incurred by the government.

Figure 4.7. Sample Memorandum to the Traveler (if One-Way Travel Was Provided).

Date

MEMORANDUM FOR (Traveler's Name)

FROM: (Squadron/RSS)

SUBJECT: Government Transportation Document

1. On (date), you were provided a U.S. Government Transportation Request (GTR) to obtain a (bus, train, or air) ticket for transportation from (origin) to (destination). This transportation was provided to allow you to accomplish the required processing at the (city) Military Entrance Processing Station (MEPS). Our records indicate you did not report to the MEPS, nor have you returned the transportation documents to your recruiter.

2. For your convenience, a self-addressed envelope is attached to allow you to promptly return the GTR or carrier ticket. If the document has been lost or destroyed, please send us a personal check or money order made payable to the AFO, (host base), in the amount of $_____. This amount is the cost of transportation from (origin) to (destination).

3. Your cooperation in this matter is appreciated.

Transportation Officer

Attachment:

Self-Addressed Envelope

Figure 4.8. Sample Memorandum to the Traveler (if Round-Trip Travel Was Provided).

Date

MEMORANDUM FOR (Traveler's Name)

FROM: (Squadron/RSS)

SUBJECT: Government Transportation Document

1. On (date), you were issued a round-trip U.S. Government Transportation Request (GTR) for transportation from (orgin) to (authorized stopover) and return to (final destination). Recent correspondence indicates you were discharged from the Delayed Enlistment Program (DEP) and will be entering the Air Force; therefore, it is necessary to ask you to return the unused portion of your transportation document to this office.

2. For your convenience, a self-addressed envelope is attached to allow you to return the transportation document promptly. If the document has been lost or destroyed, please provide a personal check or a money order made payable to the AFO, (host base), in the amount of $ (cost of unused travel). This amount is the cost of transportation from authorized (authorized stopover) to (final destination).

3. Your cooperation in this matter is appreciated.

Transportation Officer

Attachment:

Self-Addressed Envelope

Figure 4.9. Sample Memorandum to the Recruiter (if One-Way Travel Was Provided).

Date

MEMORANDUM FOR (TA)

FROM: (Squadron /RSS)

SUBJECT: Recovery of Unused GTR

1. On (date), you issued (traveler's first and last name) a GTR for travel from (origin) to (destination). This individual was scheduled for MEPS processing on (date), but failed to report. Since the individual did not process at the MEPS, please attempt to recover the GTR and return it to me prior to (2-week suspense date).

2. If the GTR has been lost or destroyed, attempt to obtain a personal check or money order made payable to the AFO, (host base), in the amount of $_____. This amount is the cost of transportation between (origin) and (destination). If you obtain a check or money order, forward it to this office immediately.

Transportation Officer

1st Ind, (TA's name and AFRO) Date

TO: (Squadron/RSS)

The following applies to the recovery of the unused GTR:

_____ GTR attached.

_____ Personal check or money order attached.

_____ Rescheduled for processing at MEPS on (new date).

_____ Not able to recover the GTR or obtain a personal check or money order for an equivalent dollar amount. The current address of the individual or next of kin is _____.

Transportation Agent

Figure 4.10. Sample Memorandum to the Recruiter (if Round-Trip Travel Was Provided).

Date

MEMORANDUM FOR (TA)

FROM: (Squadron/RSS)

SUBJECT: Recovery of Unused GTR

1. On (date), you issued (traveler's first and last name) a round-trip GTR (serial number), for transportation from (origin) to (authorized stopover) and return. Since this individual has changed (his or her) mind and has been discharged from the DEP, an attempt to recover the GTR is necessary. If recovered, forward it to me prior to (2-week suspense date).

2. If the GTR has been lost or destroyed, try to obtain a personal check or money order made payable to the AFO, (host base), in the amount of $ (half the cost of total travel). This amount is the cost of unused transportation. If a check or money order is obtained, forward it to this office immediately.

Transportation Officer

Date

1st Ind, (TA's name and AFRO)

TO: (Squadron/RSS)

The following applies to the recovery of the unused GTR:

_____ GTR attached.

_____ Personal check or money order attached.

_____ Not able to recover the GTR or obtain a personal check or money order for an equivalent dollar amount. The current address of the individual or next of kin is _____.

Transportation Agent

4.14.4. Give any funds collected to the host base FSO with a DD Form 1131, **Cash Collection Voucher.** The FSO deposits the collection as a refund to the applicant travel appropriation.

4.15. Applications for Special Routing:

4.15.1. The following types of movements require special application:

4.15.1.1. A group of 21 or more persons when the travel is over 450 miles.

4.15.1.2. A group of 21 or more persons when the travel is 450 miles or less and the travel is to be by scheduled air service.

4.15.1.3. Any number of persons when the travel is by charter air.

4.15.1.4. A group of 21 or more persons when the travel is by charter air taxi. (***EXCEPTION:*** Any number of prisoners and guards, human remains with or without escorts, and honor guard details may be routed by the local TO or TA.)

4.15.2. Send requests for special routing by message, mail, telephone, or remote computer terminal. Ensure requests arrive as early as possible but no later than 72 hours before the movement date. Address message request to CDR MTMC Falls Church VA//MT-PT/MT/UC//. Address mail requests to Commander, MTMC, ATTN: MT-PTO, 5611 Columbia Pike, Falls Church VA 22041-5050. All requests should include the following:

4.15.2.1. Identification of group (applicants, DEP enlistees, students, etc.).

4.15.2.2. Requesting activity data. Specify:

4.15.2.2.1. Duty hours point of contact (POC). Provide name and commercial and DSN telephone numbers of POC during normal duty hours.

4.15.2.2.2. Nonduty hours POC. Provide name and commercial and DSN telephone numbers of POC during nonduty hours.

4.15.2.3. Authority for movement. (For applicants, use JFTR, Volume 1, paragraph U7025.)

4.15.2.4. Total passengers. Specify total number of passengers for the group being moved.

4.15.2.5. Origin. Specify onload location point.

4.15.2.6. Destination. Specify offload location point.

4.15.2.7. Whether travel is one way or round trip.

4.15.2.8. Baggage. Estimated average weight of personal baggage per person.

4.15.2.9. Departure. Specify ready-to-depart date and time (ZULU) at origin.

4.15.2.9.1. Include return movement information if round trip.

4.15.2.9.2. Regardless of comparative cost, give the reason when a specific date and time of departure are requested.

4.15.2.10. Arrival. Specify deadline arrival date and time (ZULU) at the offload location point, if any.

4.15.2.11. Remarks. Include:

4.15.2.11.1. Status of personnel, TDY or PCS.

4.15.2.11.2. Method of subsistence en route (personal expense).

4.15.2.11.3. If bus is desired, the class, type, and capacity of equipment required.

4.15.2.11.4. Special positioning requirements for loading of passengers or baggage, if any.

4.15.2.11.5. Requirements for special stops, if any.

4.15.3. Comply with all special instructions received from MTMC. Annotate GTRs as indicated in **Table 4.1.**, item numbers (4), (6), (7), and (13). Charter bus carriers furnish copies of a military charter coach certificate to the originating TO. Obtain instructions for preparing and disposing of this certificate from DoD 4500.9-R, Part I, *Defense Transportation Regulation (Passenger Movement),* Chapter 104; the support base TO; or HQ AETC/LGTT.

CHAPTER 5

BULK PURCHASE OF TICKETS

5.1. General. Bulk purchase is a procedure to obtain a quantity of carrier's tickets at one time for future use. It is designed to reduce administrative costs and recruiter workload. These purchases are made with GTRs, government credit cards, or local purchase procedures (that is, AF Form 9, **Request for Purchase**).

5.2. Bulk Purchase by GTR. Use GTRs to procure carrier tickets or tokens in bulk quantities for intracity and intercity transportation services. This includes air, bus, railway, taxi, and limousine tickets or tokens. TOs and TAs intending to use GTRs to bulk purchase tickets or tokens must inform the Commander, MTMC, ATTN: MT-PTS, 5611 Columbia Pike, Falls Church VA 22041-5050, at the time of initial bulk purchase of tickets or tokens for a specific route and mode. Notification must include the name of the carrier and the origin and destination. Notification of additional bulk purchases for the same carrier and routing is not required.

5.2.1. Under this procedure, tickets purchased for applicants or DEP enlistees may be used in accordance with paragraph **5.5.3.**

5.2.2. Also under this procedure, tickets may be purchased for AFRS personnel having a travel requirement of at least five trips from the same origin to the same destination by the same mode of transportation in a 60-day period. Ensure proper funds are used for such a purchase.

5.2.3. Do not purchase more than a normal 60-day requirement at one time.

5.2.4. Offices and locations that move at least five applicants or DEP enlistees from the same origin to the same destination by the same mode of transportation in a 60-day period must use bulk purchase. Do not use individual GTRs where the traffic flow meets the above requirements.

5.2.5. Do not bulk purchase tickets costing more than $250 for each one-way or round-trip single fare, exclusive of federal transportation tax. Instead, use individual or group GTRs. (See paragraph **5.6.** for special exemptions.)

5.2.6. Tickets bulk purchased by one TA may be used by other TAs in the same office or location. Establish internal controls to ensure accountability for tickets under these circumstances.

5.2.7. Immediately after purchase, the TO or TA stamps all bulk purchase tickets with “Property of the US Government-Not Redeemable for Cash Except by the US Government.”

5.2.8. Take care to avoid the purchase of large numbers of tickets with an early expiration date. Use an automated suspense system to ensure tickets are used before they expire.

5.2.9. Squadron TOs:

5.2.9.1. Keep a current list of origins and routes that regularly generate enough traffic to warrant use of bulk purchase procedures.

5.2.9.2. Follow the audit procedures of paragraph **6.5.** to ensure bulk purchase is used to the maximum extent.

5.2.9.3. Revise the list in paragraph **5.2.9.1.** to reflect maximum number of routes authorized or validate the list as current during each audit. (Maintaining bulk purchase routes at group level is optional.)

5.2.10. Bulk purchase tickets must contain all travel data prior to purchase. (***EXCEPTION:*** Bulk purchase commercial airline tickets must include all travel data except the traveler's name and date of travel--the TA issuing the ticket enters this information.)

5.3. Preparing a GTR for Bulk Purchase. See **Figure 5.1.** and **Table 5.1.**

5.4. Disposing of Unused and Expired Bulk Purchase Tickets Procured with a GTR:

5.4.1. If bulk purchase tickets are returned unused, uncancelled, and unexpired, they may be issued again to another applicant or DEP enlistee. However, use tickets purchased for applicants only for applicants; use tickets purchased for DEP enlistees only for DEP enlistees. See paragraph **5.5.4.** for accounting and control procedures and paragraph **5.5.7.** for necessary accounting adjustments.

5.4.2. The TA must establish an automated suspense system to monitor tickets identified as 120 days old or older and ensure the tickets are used before expiration. If tickets expire, the TA prepares a memorandum, in three copies, listing the ticket numbers to be canceled and explaining the reason for cancellation. The TA retains one copy of the memorandum with applicable AETC Form 1336, **Record of Bulk Ticket Purchases.** He or she draws a diagonal line through the unused tickets listed on the AETC Form 1336 and annotates “returned to squadron” in the right-hand margin beside each unused ticket. The TA sends the original and one copy of the memorandum, along with the tickets, to the squadron TO for cancellation. The squadron TO cancels the tickets and prepares DD Form 730 (according to **Figure 4.6.** and **Table 4.5.**) in three copies for distribution as follows:

Figure 5.1. Sample Bulk Purchase GTR.

BILL CHARGES TO (Department agency, bureau, office, address including ZIP code)
TRANSPORTATION DIVISION, FINANCE CENTER
U.S. ARMY, INDIANAPOLIS, INDIANA 46249.
FY1082

FISCAL DATA (Appropriation, authorization, etc.)
(Fund Cite)
CANCELLED

B2,474864
PLACE AND DATE OF ISSUE
22 May 95
349 RCS
San Antonio TX

ISSUING GOVERNMENT OFFICER (Signature and office) TA for TO
Mary B. Hall, Capt, USAF, TO

TRAVELER (Type or print) (1)
Jon D. Robertson, SMSgt

OTHERS (Number) (2) for 29 TKS

DEPENDENT TRAVEL CHILDREN (Names and ages): ☐ SPOUSE
NA

SPECIAL ACCOMMODATIONS AND REQUIREMENTS
(3)
Bulk Purchase - NPS

CARRIER OR AGENT TENDERED TO

TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)
$

STOP OVER AUTH.	(4) CITIES	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	EXCESS BAGGAGE AUTHORIZED WEIGHT	PIECES
	FROM: SEE REVERSE			
NO	TO: SEE REVERSE	CTW-Coach		
(5)	TO: //----------//			
	TO:			
	TO:			
	TO:			

Ticket agent WILL NOT accept this copy in lieu of original request.

(Continue service required on the reverse)

DO NOT fold, spindle, or mutilate 1169-432-04

U.S. GOVERNMENT TRANSPORTATION REQUEST
TRIPLICATE

STANDARD FORM 1169-C (REV 4-69)
PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2

Table 5.1. Instructions for Preparing a Bulk Purchase GTR. (see note)

LINE	A Item Number (see Figure 5.1.)	B Entry
1	(1)	Name and grade of TA completing the GTR.
2	(2)	Cross out the word OTHERS. Enter the word FOR followed by the total number of tickets being procured by the person named as traveler; for example, FOR 29 TKS.
3	(3)	BULK PURCHASE and the category of enlistment (NPS or DEP enlistee).
4	(4)	SEE REVERSE.
5	(5)	On the back of the GTR, enter the actual FROM and TO points covered by the GTR. (Obtain this information from the AETC Form 1338, **Record of Bulk Purchase Ticket Orders.**)

NOTE: Except as shown in this table, see **Table 4.1.** and **Table 4.2.** for entries on SF 1169.

5.4.2.1. Send the original DD Form 730 to the appropriate TA who attaches it to the applicable AETC Form 1336 (see paragraph **5.4.2.**).

5.4.2.2. Send one copy of the DD Form 730 along with the canceled tickets and original memorandum of explanation to DFAS-Indianapolis Center, ATTN: DFAS-I-TEA, Indianapolis IN 46249-0601.

5.4.2.3. File one copy of the DD Form 730 and memorandum of explanation with the copy of the GTR used to procure the tickets.

5.5. (RSSL) Accounting for Bulk Purchase Tickets and Tokens Purchased with a GTR:

5.5.1. TOs or TAs account for and issue bulk purchase tickets and tokens on AETC Form 1336.

5.5.2. The TA prepares two copies of AETC Form 1336 immediately after the tickets are procured. Prepare and maintain a separate AETC Form 1336 for each purchase of tickets. (See **Figure 5.2.** and **Table 5.2.** for entries.) Immediately after purchase, stamp all tickets "Property of US Government-Not Redeemable for Cash Except by US Government."

Figure 5.2. Sample AETC Form 1336, Record of Bulk Ticket Purchases. (Numbers in parentheses refer to corresponding items in Table 5.2.)

RECORD OF BULK TICKET PURCHASES			APPROPRIATION CHARGEABLE (1) 5713400 304 647A 301600 A8 40862 525000
TRANSPORTATION REQUEST NO (2) VA.790.726	DATE TR ISSUED (3) 21 Mar 95	NO OF TICKETS (4) 20	ORIGIN (5) Covington LA
MODE OF TRAVEL (6) Bus	NAME OF CARRIER (7) Greyhound/Trailways Lines		DESTINATION (8) New Orleans LA

TICKET SERIAL NUMBER	DATE ISSUED	SIGNATURE OF TRAVELER	AUTHORITY/ ENLISTMENT CATEGORY	DATE TO REPORT AT MEPS	BALANCE TICKETS ON HAND	AUDIT
(9) 67780741	(10) 22 Mar 95	(11) James Johnson by CMSgt [illegible]	(12) NPS	(13) 3Mar95	(14) 19	(15) 103
67780742	26 Mar 95	Robert [illegible] Schones [illegible]	NPS	28Mar95	18	110
67780743	28 Mar 95	Don D. Robertson [illegible]	OTS	30Mar95	17	125
67780744	11 Apr 95	Mary B. Hall [illegible]	NPS	15Apr95	16	150
67780745	11 Apr 95	Walter Harris III [illegible]	OTS	25Apr95	15	153
67780746						
67780747						
67780748						
67780749						
67780750						
67780751						
67780752						
67780753						
67780754						

AETC FORM 1336, JUL 93 REPLACES ATC FORM 1336, APR 82, WHICH IS OBSOLETE.

Table 5.2. Instructions for Preparing AETC Form 1336.

LINE	A Item Number (see Figure 5.2.)	B Entry
1	(1) (see note)	The applicable appropriation number for category of traveler; that is, applicant or DEP as provided by squadron financial analyst and extracted from the GTR used to purchase tickets.
2	(2) (see note)	The GTR number.
3	(3) (see note)	The date the GTR was completed by TA or TO for purchase of tickets from the carrier.
4	(4) through (8) (see note)	Self-explanatory.
5	(9) (see note)	The ticket serial numbers in numerical sequence. If not serially numbered, enter the numbers 1, 2, 3, etc., through the total number purchased.
6	(10)	The date the ticket was issued to the applicant.
7	(11)	The traveler who receives the ticket prints and signs his or her name. If the recruiter is away from the office when he or she gives a ticket to the applicant, the recruiter will document its issuance upon return to the office by printing the applicant's name, and entering “by” and his or her (recruiter's) signature below. Recruiters signing for applicants should be kept to a minimum.
8	(12)	The applicable enlistment category; NPS, PS, OTS, or DEP.
9	(13)	The date the applicant or DEP enlistee is to report to the examining station.
10	(14)	The remaining balance of tickets on hand. Purchase a new supply of tickets in time to prevent the requirement to issue individual GTRs.
11	(15)	Recruiters are responsible for screening the DRAR and annotating the number in this column. This number must correspond to the DRAR for that day's processing; that is, item (13).

NOTE: Complete these entries immediately after purchase of tickets.

5.5.3. TOs or TAs do not issue applicants tickets purchased with DEP enlistee travel funds or vice versa. Bulk purchase tickets may be used for all categories (NPS, OTS, HP, PS). Prior service (PS) personnel may use one-way tickets purchased for all enlistees, because the appropriations are identical. However, if one-way tickets purchased for DEP enlistees are not available, use tickets purchased for applicants. Refer to paragraph **5.5.7.** to make necessary accounting adjustments when tickets are issued to other than the category intended.

5.5.4. If a ticket is returned unused or uncancelled, the TA reenters it on the AETC Form 1336 at the bottom of all other entries. The ticket may be issued again to another traveler. Line out the original entry on the AETC Form 1336, annotate that the ticket was returned unused, and enter the date it was returned. Make a cross-reference to the new entry. If AETC Form 1336 has already been sent to the squadron TO, obtain appropriate data and initiate a supplemental AETC Form 1336.

5.5.5. The TA processes tickets that have expired (but have not been issued) according to paragraph **5.4.** Enter "expired" on the AETC Form 1336 and attach a DD Form 730 and a copy of the memorandum of explanation required by paragraph **5.4.2.**

5.5.6. The TA verifies that all applicants reported to the MEPS, corrects the date-to-report column (if required), and enters the Daily Recruiter Activity Report (DRAR) number in the audit column. For no-shows, attempt to recover the unused ticket (see paragraph **5.12.**). If unsuccessful, enter the traveler's name and address on the reverse side of AETC Form 1336. When all tickets listed on AETC Form 1336 are issued, send the original to the squadron TO for review and filing and retain the duplicate copy in accordance with paragraph **6.4.**

5.5.7. When tickets are issued to individuals in an enlistment category other than the category the tickets were purchased for, an accounting adjustment is necessary. The TO identifies required adjustments during the review of AETC Form 1336 received from the TAs. At least quarterly, accounting will be accomplished as follows:

5.5.7.1. For PS-issued tickets purchased with DEP enlistee travel funds, prepare SF 1081, **Voucher and Schedule of Withdrawals and Credits,** to adjust accounting data. No adjustment is required when PS personnel are issued tickets purchased with applicant travel funds.

5.5.8. When tickets are purchased by the TO and transferred to the TA, the following applies:

5.5.8.1. The TO prepares AETC Form 1336, items 1 through 9 (see **Figure 5.2.**), in two copies and AF Form 213 in three copies.

5.5.8.2. The TO transfers two copies of AETC Form 1336, the original and one copy of AF Form 213, and the bulk tickets to the using TA who acknowledges receipt by signing AF Form 213 and returning the original to the TO. The TO keeps the second copy of AF Form 213 in suspense with the tickets and triplicate copy of the GTR until the completed AETC Form 1336 is forwarded by the TA.

5.5.8.3. The TA makes the required entries on AETC Form 1336 (see **Figure 5.2.** and **Table 5.2.**) and complies with paragraphs **5.5.4.** through **5.5.7.**, as applicable.

5.6. Special Exemptions for Bulk Purchase of Tickets with a GTR. Special exemption from the cost limitation of $250 may be granted when the limitation is exceeded by routings that otherwise meet the criteria for bulk purchase of tickets. Squadrons with routings that otherwise meet the criteria send a request for exemption to Commander, MTMC, ATTN: MT-PTS, 5611 Columbia Pike, Falls Church VA 22041-5050. Such requests will be sent through the appropriate group, HQ AFRS/RSSXL, and HQ AETC/LGTT in the format shown in **Figure 5.3.**

Figure 5.3. Format for Exemption Request.

MEMORANDUM FOR (Group)

HQ AFRS/RSSXL
HQ AETC/LGTT
Commander, MTMC
ATTN: MT-PTS
5611 Columbia Pike
Falls Church, VA 22041-5050
IN TURN

FROM: (Squadron/RSS)

SUBJECT: Request for Exemption from Bulk Purchase Cost Limitations

1. Request special exemption from the net per capita cost limitations prescribed in DoD 4500.9-R, Part I, Chapter 108, of bulk purchase of carriers' tickets to be used in conjunction with applicant travel.

2. The following information is submitted to substantiate this request:

a. Origin:

b. Destination:

c. Mode of travel:

d. Sixty-day ticket requirements:

(1) One way:

(2) Round trip:

e. Net per capita costs:

Transportation Officer

5.7. (RSSL) Using a Government Credit Card to Bulk Purchase Tickets Through TRANSCOR Inc.:

5.7.1. TRANSCOR Inc. provides bulk purchase tickets to recruiting squadrons for most commercial ground and air transportation carriers within the continental United States (CONUS). When service is requested, TRANSCOR Inc. will issue the tickets, stamp each ticket “Property of US Government-Not Redeemable for Cash Except by the US Government,” imprint the last six digits of the sub-account and category of enlistment on each ticket, and prepare AETC Form 1336 and AF Form 213.

Within 24 hours after the order is received, TRANSCOR Inc. will mail the tickets and forms, by priority mail, to the applicable recruiting office. On receipt of the tickets, the TA signs the AF Form 213, sends the original copy to the squadron headquarters, and returns one signed copy to TRANSCOR Inc. Bulk purchase tickets are ordered by telephone. Squadrons may place orders by dialing 1-800-633-5063, or Datafax number 1-904-733-8227.

5.7.2. When possible, use government credit card procedures to bulk purchase group transportation tickets for any category of traveler. No more than a normal 60-day supply may be ordered. Keep in mind there is no minimum number of tickets that may be ordered. Establish bulk purchase routes according to paragraph **5.2.4.** The following procedures apply when ordering bulk purchase tickets from TRANSCOR Inc.:

5.7.2.1. The squadron TO provides TRANSCOR Inc., in writing, the established bulk purchase routes, including origin, destination, recruiting office address, preferred mode of transportation, and carrier. In addition, the squadron TO provides TRANSCOR Inc., in writing, the appropriate fund citations for NPS and DEP personnel and identifies the individual authorized to request tickets. Any time a change occurs to the above information, the TO informs TRANSCOR Inc., in writing, of the change.

5.7.2.2. On a monthly basis, TRANSCOR Inc. bills Air Force recruiting squadrons through the current authorized credit card company.

5.7.2.3. Use AETC Form 1338 to record the first and any subsequent ticket requirements for certain categories of enlistment during the established timeframe. Enter the billing period, subaccount number, appropriation chargeable, name of carrier, enlistment category, date ordered, ticket quantity, recruiting office designator (such as, 41AB), and origin and destination of travel (see **Figure 5.4.**).

5.7.2.3.1. On receipt of the AF Form 213 from the recruiting office indicating ticket receipt, complete the line entry on AETC Form 1338 by entering the ticket serial number and total ticket cost. File weekly sales reports provided by TRANSCOR Inc. as supporting documentation to serve as a cross-check for cost and ticket serial numbers. When an AF Form 213 has not been received at the squadron headquarters, the squadron TO verifies by telephone the receipt of the tickets with the recruiting office.

5.7.2.3.2. If the recruiter has not received tickets in what is considered normal mail time for a particular location, he or she contacts the TO who in turn contacts TRANSCOR Inc. to determine the status of the tickets. If tickets are to be canceled and new tickets issued, the TO documents this on the weekly sales report received from TRANSCOR Inc.

5.7.2.3.3. Once the TO has determined all requested tickets have been received, the TO enters the grand total on AETC Form 1338. The TO also enters the date and his or her name, grade, title, and signature.

5.7.2.4. When bulk purchasing tickets with a government credit card, the squadron TO establishes a consolidated file folder by billing period and category, to include AETC Form 1338, signed copies of the AF Form 213, and the weekly sales report (see **Figure 5.5.**). The signed copies of the AF Form 213 will remain in the consolidated file folder in suspense pending receipt of the applicable AETC Form 1336. On receipt of a completed AETC Form 1336 from the TA, the squadron TO reviews the form for accuracy and files it in the consolidated file behind the AETC Form 1338. The TO destroys the AF Form 213 after the AETC Form 1336 has been placed in file. After all

AETC Forms 1336 have been received for a particular AETC Form 1338, the TO files the consolidated file as complete.

RECORD OF BULK PURCHASE TICKET ORDERS

APPROPRIATION CHARGEABLE 5723400 302 647A 301600 A8 40862 52500

BILLING CYCLE: Mar 96

CATEGORY:

SUB-ACCOUNT NUMBER: 41-7804

DATE	OFFICE DESIGNATOR	NAME OF CARRIER	ORIGIN	DESTINATION	QTY	TICKET NUMBERS	TICKET COST	TOTAL TICKET COST
2 Mar 96	XJ	ABC Bus Line	Schulenberg TX	San Antonio TX	5	B0015687 thru B0015691	10.50	52.50
							TOTAL	

CERTIFICATION

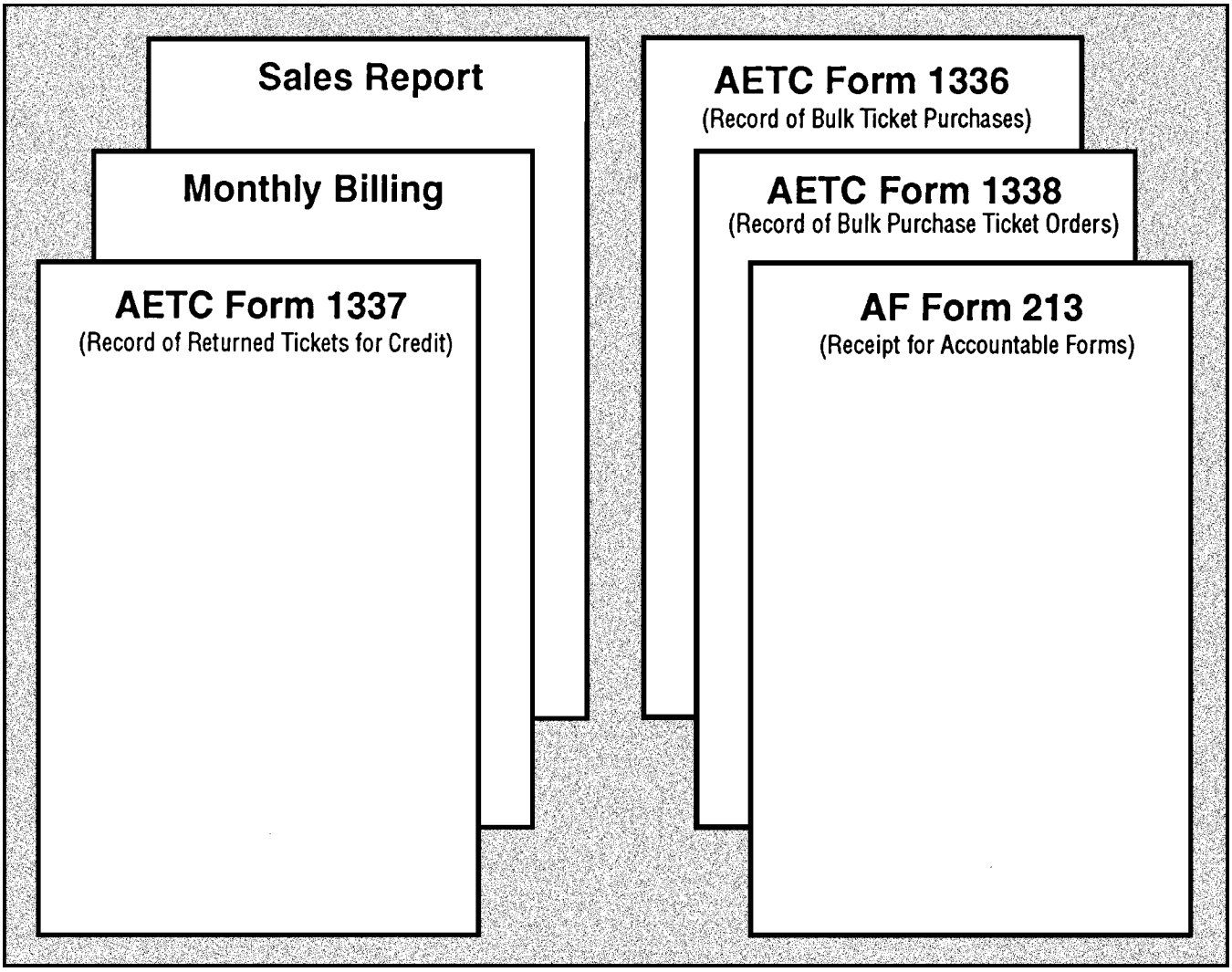
I certify the above tickets were ordered and received to support the recruiting mission of the 349 RCS

DATE	TYPED NAME, GRADE AND TITLE	SIGNATURE
TRANSCOR Inc 10 Apr 96	Jon D. Robertson, Maj, TO	Jon D. Robertson

AETC FORM 1338, MAY 96 PREVIOUS EDITIONS ARE OBSOLETE.

Figure 5.4. Sample AETC Form 1338, Record of Bulk Purchase Ticket Orders.

Figure 5.5. Sample Consolidated File Folder.



5.7.2.5. On the established closeout date, the squadron TO provides a copy of AETC Form 1338 to the squadron financial analyst (RSSF), who establishes a monthly obligation reimbursement document (MORD) using the AETC Form 1338 as a supporting document. On receipt of the monthly billing, the squadron TO places a certification statement on the bill after verifying AF Form 213 with the weekly TRANSCOR Inc. sales report and monthly government credit card bills. RSSF will prepare SF 1034, **Public Voucher for Purchases and Service Other Than Personal,** and forward it along with other required supporting documents to the host base FSO for payment.

5.8. (RSSL) Disposing of Unused, Unexpired, or Expired Tickets Purchased Through TRANSCOR Inc. with a Government Credit Card:

5.8.1. If bulk purchase tickets are returned unused and unexpired, they may be issued again. See paragraph **5.5.7.** for necessary accounting adjustments and paragraph **5.5.4.** for accounting and control procedures.

5.8.2. The TA must establish an automated suspense system to monitor unexpired tickets identified as 120 days old or older and ensure the tickets are used before expiration. Tickets purchased with a government credit card may be returned to TRANSCOR Inc. for credit. Squadrons may return tickets for credit at any time during the month, but tickets returned at the end of the billing period may not have credit applied until the following billing period.

5.8.3. When unused or expired tickets are to be returned for credit, the TA:

5.8.3.1. Draws a diagonal line through the unused or expired tickets, and writes, "Returned to squadron for credit" on the AETC Form 1336.

5.8.3.2. Retains one copy of the applicable AETC Form 1336 and sends the original with the tickets to the TO for credit processing.

5.8.4. On receipt of the first unused or expired tickets, the TO:

5.8.4.1. Immediately initiates three copies of AETC Form 1337, **Record of Returned Tickets for Credit,** for the month, by traveler category (see **Figure 5.6.**).

Figure 5.6. Sample AETC Form 1337, Record of Returned Tickets for Credit.

RECORD OF RETURNED TICKETS FOR CREDIT

MONTH/YEAR	ISSUING OFFICE	SUB-ACCOUNT NUMBER	CATEGORY OF APPLICANT
Apr 95	349 RCS	41-7804	NPS

TICKET SERIAL NUMBER	NAME OF CARRIER	DATE ISSUED	QTY	ORIGIN	DESTINATION	AMOUNT
B0015690	Greyhound/ Trailways Lines	7 Mar 95	1	Schulenberg TX	San Antonio TX	10.50
					TOTAL	

CERTIFICATION

I certify the above tickets were returned for credit and the funds identified are available to support the mission of the 349 RCS [redacted]

DATE FORWARDED TO [redacted]	TYPED NAME, GRADE AND TITLE	SIGNATURE
TRANSCOR Inc 10 May 95	Jon D. Robertson, Maj, TO	

AETC Form 1337, JUL 93 REPLACES ATC FORM 1337, MAR 91, WHICH IS OBSOLETE.

5.8.4.2. Sends unused or expired tickets, a copy of the AETC Form 1337, and a transmittal mem-

orandum to TRANSCOR Inc. requesting credit. Sends an information copy of the transmittal memorandum and AETC Form 1337 to RSSF.

5.8.4.3. Files the AETC Form 1337 in the consolidated file folder for the billing period in which the credit was applied.

5.9. Lost, Stolen, or Destroyed Tickets Purchased Through TRANSCOR Inc.:

5.9.1. If a ticket is lost while in the TO's or TA's custody:

5.9.1.1. Immediately notify TRANSCOR Inc. and the carrier named on the ticket by telephone. Tell them the ticket was lost and should not be honored. Provide them with the ticket's serial number, origin, and destination.

5.9.1.2. To request reimbursement for the amount paid for the ticket, send a written request to the carrier and an information copy to both TRANSCOR Inc. and the FSO servicing the squadron. Include:

5.9.1.2.1. Ticket's serial number.

5.9.1.2.2. Origin and destination.

5.9.1.2.3. Instructions to make refund payable to the DAO (include DAO's address).

5.9.1.3. Establish a suspense of 120 days from the date of the written request. If necessary, initiate tracer action on the 121st day and every 90 days thereafter until the case is closed or until 1 year after the date of the initial written request.

5.9.1.4. If no adequate response has been received within 1 year, send the FSO servicing the squadron a memorandum indicating that no response (or an insufficient response) has been received from the carrier. Attach a copy of all documentation to the memorandum.

NOTE: Send any correspondence (refunds, memorandums, etc.) received at a later date to the FSO. Initiate a report of survey in accordance with AFMAN 23-220, *Reports of Survey for Air Force Property*.

5.9.2. If a ticket is lost while in the custody of the traveler, he or she should immediately notify the designated carrier and issuing TO or TA of the loss. The traveler then completes a lost ticket refund application and any report required by the local carrier.

5.9.2.1. If an applicant loses a ticket, he or she must use personal funds to purchase another ticket. If the applicant has no funds, he or she may be transported by a government vehicle, if possible, but will not be issued another ticket or GTR. Procedures do not exist to permit the issuance of cost-charge GTRs to applicants. Warn applicants to safeguard GTRs and tickets in their possession.

5.9.2.2. If a DEP enlistee loses a ticket, he or she should be encouraged to use personal funds to purchase another ticket or be transported by government vehicle, if possible. However, a second ticket may be issued when necessary. If a second ticket is issued, the TA sends a memorandum to LTC/FMFPT, Lackland AFB TX 78236-5000, including the enlistee's name and SSN, ticket number and cost, and a statement of the circumstances surrounding the loss of the ticket. Advise enlistees they will be required to fill out a travel voucher when notified by the Lackland FSO, and they will be required to reimburse the government at that time.

5.9.2.3. If a ticket is lost while in the possession of an applicant or DEP enlistee, the TO or TA obtains needed information from the traveler and notifies the designated carrier (in writing) of the loss, requesting reimbursement for the amount paid for transportation (use procedures listed in paragraph **5.9.1.2.**). A copy of the lost ticket refund application, if available, and copies of the original and replacement tickets should accompany this memorandum. Provide a copy of the memorandum to the traveler to file with his or her travel voucher.

5.9.2.3.1. Establish a suspense of 120 days from the date of the written request. If necessary, initiate tracer action on the 121st day and every 90 days thereafter until the case is closed or until 1 year after the date of the initial written request.

5.9.2.3.2. If no adequate response is received within 1 year, send a copy of all documentation to the FSO servicing the squadron. Include a cover memorandum indicating that no response (or an insufficient response) was received from the carrier. ***NOTE:*** Send correspondence (refund, memorandums, etc.) received at a later date to the FSO.

5.9.2.4. If a DEP enlistee requests reimbursement for a replacement ticket, the following applies:

5.9.2.4.1. He or she can request temporary reimbursement based on financial hardship by submitting a request for temporary reimbursement accompanied by a statement of circumstances for the lost ticket to the orders issuing official.

5.9.2.4.2. If the request is approved, the enlistee will submit the following to the Lackland FSO travel section: DD Form 1351-2; a copy of the approval for temporary reimbursement; a copy of the ticket purchased by the traveler; a copy of the memorandum to the carrier requesting a refund; and all documentation received from the carrier.

5.9.2.4.3. The Lackland FSO travel section will reimburse the enlistee based on the approved temporary reimbursement request. This FSO will establish a refund receivable based on the lost ticket refund application and other supporting documents provided with the travel voucher.

5.9.2.5. If a refund is provided to the TO or TA from the carrier, the TO or TA completes a DD Form 1131 and presents it with the refund check to the Lackland FSO to liquidate the refund receivable. If the carrier notifies the TO or TA that the ticket was used, the TO or TA notifies this FSO by memorandum and requests the traveler be required to reimburse the government for the cost of transportation used.

5.10. Recovery of Lost, Stolen, or Destroyed Tickets Purchased Through TRANSCOR Inc.:

5.10.1. If the ticket has not expired and a refund has not been received, notify the carrier, in writing, with an information copy to TRANSCOR Inc. and the FSO servicing the squadron. Advise them the ticket was found and a refund is not necessary. Tickets may be reissued as outlined in paragraph **5.7.**

5.10.2. If the ticket has expired and a refund has not been received, cancel the ticket by writing or stamping “Canceled” in ink across the face of the original and all copies thereof. Forward the ticket and a copy of the original notification memorandum to the carrier with a cover memorandum explaining the ticket was found and a refund is still due the government. Send an information copy to TRANSCOR Inc. and the FSO servicing the squadron.

5.10.3. If the ticket has expired and a refund has been received, cancel the ticket as indicated in paragraph **5.10.2.** Send the ticket to the carrier with a cover memorandum explaining the ticket was found and is being returned for disposition.

5.10.4. If the ticket was lost by a traveler who personally procured a replacement ticket, prepare DD Form 730 in two copies (see **Figure 4.6.** and **Table 4.5.**). Data and explanations that assist the FSO make adjustments may be inserted in any unused section. Give the original to the traveler, and retain one copy in the squadron TO's file.

5.11. Return of Unused Tickets by the Traveler. When unused tickets are returned, follow the procedures in paragraph **5.8.**

5.12. Commercial Carrier Tickets Provided to Applicants and DEP Enlistees Who Do Not Use Travel as Intended. Two attempts to recover unused carrier tickets will be made. The first, an informal attempt by the recruiter responsible for recruiting the individual, will consist of a telephone call or personal contact. The second, a formal attempt by the squadron TO, will consist of a memorandum sent by certified mail (return receipt requested) to the individual, requesting return of the ticket (see sample memorandum in **Figure 5.7.**).

5.12.1. If the recruiter is the first to identify that travel was not accomplished, he or she makes the informal attempt to recover the ticket. If the informal attempt is unsuccessful, the recruiter advises the squadron TO, who makes the formal attempt.

5.12.2. If the squadron TO is the first to identify that travel was not accomplished, he or she asks the appropriate recruiter to try to recover the ticket (see sample memorandum in **Figure 5.8.**). The recruiter makes the informal attempt and returns the memorandum to the squadron TO with the applicable 1st indorsement. If the recruiter is unable to recover the tickets or money, the squadron TO makes the formal attempt using the sample memorandum in **Figure 5.7.**

5.12.3. The return receipt identifies the individual who signed for the certified memorandum. Keep the receipt with the TO's copy of the memorandum. After a formal attempt has been made without success, treat the ticket as lost in accordance with paragraph **5.9.1.**

5.12.4. If the ticket is recovered, refer to paragraph **5.8.**

5.12.5. If the ticket was used for other than official travel, follow the procedures in paragraphs **4.14.3.** and **4.14.4.**

Figure 5.7. Sample Memorandum to the Traveler (if a One-Way Ticket Was Provided).

Date

MEMORANDUM FOR (Traveler's Name)

FROM: (Squadron/RSS)

SUBJECT: Government Transportation Document

1. On (date), you were provided a (bus, train, or air) ticket for transportation from (origin) to (destination). This transportation was provided to allow you to accomplish the required processing at the (city) Military Entrance Processing Station (MEPS). Our records indicate you did not report to the MEPS, nor have you returned the transportation documents to your recruiter.

2. For your convenience, a self-addressed envelope is attached to allow you to promptly return the carrier ticket. If the document has been lost or destroyed, please send us a personal check or money order made payable to the AFO, (host base), in the amount of $_____. This amount is the cost of transportation from (origin) to (destination).

3. Your cooperation in this matter is appreciated.

Transportation Officer

Attachment

Self-Addressed Envelope

Figure 5.8. Sample Memorandum to the Recruiter (if a One-Way Ticket Was Provided).

Date

MEMORANDUM FOR (TA)

FROM: (Squadron /RSS)

SUBJECT: Recovery of Unused Carrier Ticket

1. On (date), you issued (traveler's first and last name) a carrier ticket for travel from (origin) to (destination). This individual was scheduled for MEPS processing on (date), but failed to report. Since the individual did not process at the MEPS, please attempt to recover the ticket and return it to me prior to (2-week suspense date).

2. If the ticket has been lost or destroyed, attempt to obtain a personal check or money order made payable to the AFO, (host base), in the amount of $_____. This amount is the cost of transportation between (origin) and (destination). If you obtain a check or money order, forward it to this office immediately.

Transportation Officer

1st Ind, (TA's Name and AFRO) Date

TO: (Squadron/RSS)

The following applies to the recovery of the unused GTR:

_____ Ticket attached.

_____ Personal check or money order attached.

_____ Rescheduled for processing at MEPS on (new date).

_____ Not able to recover the ticket or obtain a personal check or money order for an equivalent dollar amount. The current address of the individual or next of kin is _____.

Transportation Agent

CHAPTER 6

CONTROL PROCEDURES, TRANSPORTATION RECORDS, AND REPORTS

6.1. Safeguarding GTRs and Tickets. Safeguard all blank GTRs, carriers' tickets, and tokens in custody by storing them in a safe, locked desk, or locked filing cabinet when leaving the office for any reason and after normal duty hours. Do not sign GTRs until they are completed according to **Chapter 4** or **Chapter 5**. Warn travelers to safeguard completed GTRs and tickets.

6.2. Transferring GTRs. On AF Form 213, record all transfers of blank or partially prepared GTRs from the source of supply to the final disposition (see **Figure 6.1.**). Complete the form in triplicate, and show the office location the GTRs are being transferred to. Acknowledge receipt of the GTRs on AF Form 213.

6.2.1. The TO or properly designated agent receipts for GTRs received from the PDO on AF Form 213. He or she returns the original to the PDO and retains one copy in the squadron TO's files.

6.2.2. The departing TO transfers GTRs to the newly assigned TO according to paragraph **1.1.3.**

6.2.3. The TO transfers GTRs to the TA by forwarding the original and one copy of the AF Form 213 along with the GTRs. (Use traceable means to send blank or partially prepared accountable forms.) Upon receipt, the TA immediately signs AF Form 213 and returns the original to the squadron TO for filing. The TA keeps one copy of the AF Form 213 with the applicable accountable documents. The TO keeps one copy in suspense pending return of the original. The TO determines the number of preprocessed GTRs to be maintained at recruiting offices, considering mailing time and other peculiarities associated with specific locations.

6.2.4. Occasionally, GTRs or carrier tickets must be mailed to applicants or DEP enlistees. When this is necessary, transfer the accountable document, using a traceable means.

6.3. Maintaining Transportation Records at Squadrons:

6.3.1. When the squadron TO or authorized TA receives blank GTRs from the PDO, he or she immediately records each GTR, by serial number, on the AF Form 1332 or comparable computer-generated product (see **Figure 6.2.** and **Table 6.1.**). Make the remaining entries on the AF Form 1332 when the triplicate and memorandum copies of the GTRs are returned by the TA (see **Table 4.3.**).

6.3.2. File GTRs and forms as follows:

6.3.2.1. Keep issued GTRs in file folders separate from blank or unissued GTRs. These folders should contain the GTR (including canceled copies) and any related correspondence, messages, or memorandums. Place the documents in the folder in numerical order by GTR serial number with the highest number on top.

6.3.2.2. File AF Forms 1332 or comparable computer-generated product in the sequence the GTRs listed thereon are received from the PDO.

Figure 6.1. Sample AF Form 213, Receipt for Accountable Form.

PREVIOUS EDITION WILL BE USED.

FROM:	TO:		
Capt Robert J. Schones Transportation Officer 3546 USAFRS, Houston, TX	(Office Designation) (Office Address)		
FORM NO. SF 1169 Transportation Request	UNIT OF ISSUE Set	QUANTITY 5	
SERIAL NUMBER FROM: V4,790,728	TO: V4,790,732	SHIPMENT CONTROL OR REGISTRY NUMBERS Certified Mail #41272	DATE SHIPPED 15 Mar 95

[XX] ABOVE ITEM SHIPPED YOUR STATION TODAY. WHEN RECEIVED CHECK SHIPMENT DETACH AND RETURN COMPLETED AND SIGNED RECEIPT TO THE SENDER

[ ] ABOVE ITEM ISSUED TO USER

ACKNOWLEDGMENT OF RECEIPT

ORGANIZATION ACKNOWLEDGING RECEIPT	DATE RECEIVED

TYPE GRADE AND TITLE OF PDO OR INDIVIDUAL	SIGNATURE

AF FORM 213, MAR 88 RECEIPT FOR ACCOUNTABLE FORM

Figure 6.2. Sample AF Form 1332, Government Transportation Request and Meal Ticket Register.

GOVERNMENT TRANSPORTATION REQUEST AND MEAL TICKET REGISTER

TR NUMBER	MEAL TICKET NUMBER (S)	DATE ISSUED	ISSUED TO	REMARKS
V4,780,521	14 Mar 95/46BB	21 Mar 95	Joe W. Word and 9/$56.00	Uvalde/San Antonio/NPS/BP TX /TX
V4,780,522	14 Mar 95/46BB	22 Mar 95	Herb Withtoe $10.00	Austin/San Antonio/NPS TX /TX 27 Mar 95 #175
V4,780,523	19 Mar 95/46CA	22 Mar 95	Cheryl Garcia $25.00	San Antonio/Del Rio & Retu TX /TX /DEP
V4,780,524	20 Mar 95/46XJ	23 Mar 95	Timothy C. Kelly $18.00	Houston/San Antonio/ On TX /TX /Orders
V4,780,525	21 Mar 95/46DD	30 Mar 95	James Curtis and 2/ $60.00	Brownsville/San Antonio TX /TX/1 Apr 95
V4,780,526				
V4,780,527				
V4,780,528				
V4,780,529				

Table 6.1. Instructions for Completing AF Form 1332 (for GTRs only).

ITEM	A	B
	Name of Column	**Entry**
1	(G)TR Number	Serial number of GTRs received from PDO. Record immediately upon receipt.
2	Meal Ticket Number(s)	Date of GTR transfer and office location number.
3	Date Issued	Date GTR issued to traveler.
4	Issued to	Traveler's name on GTR and cost of travel. If GTR was used to purchase transportation for more than one individual, record the total number of tickets purchased.
5	Remarks	Origin (city and state) and destination (city and state) of traveler, category of enlistment of traveler (NPS, PS, OTS, etc.), ON ORDERS for personnel traveling on special orders, COST CHARGE for cost-charge travelers, and BP for bulk purchase. Annotate the MEPS report date for applicants issued a GTR for travel to the MEPS. During the monthly audit, verify travel was accomplished by checking the DRAR and adding the DRAR number next to the MEPS report date.

6.3.2.3. Use AF Form 213 to record receipt and distribution of GTRs (see **Figure 6.1.**). On the left side (inside) of the accountability file folder, keep a copy of AF Form 213 showing receipt. On the right side (inside), keep a signed copy of AF Form 213 showing distribution.

6.3.2.4. In separate folders, file AETC Forms 1336 by origin of travel and fiscal year, using the date the last ticket was issued to the traveler. When AETC Form 1336 is used for tickets purchased with a government credit card, file the AETC Form 1336 with the AETC Form 1338.

6.3.2.5. File AF Form 213, AETC Form 1336, and AETC Form 1338 in a single file folder by month when a government credit card is used for bulk purchase of tickets (see **Figure 5.5.**). On receipt of a completed AETC Form 1336 from the TA, destroy the appropriate AF Form 213.

6.4. Maintaining Transportation Records at Recruiting Offices and MEPS Liaison Offices. The TA maintains the following items in the transitory file (see note):

6.4.1. The second copy of the GTR issued to individuals not on orders.

6.4.2. A copy of the special order, annotated with GTR number and date issued, for a GTR issued to individuals on orders (except individuals in DEP).

6.4.3. Completed copies of AETC Form 1336. File each form by the date the last ticket on the form was issued.

6.4.4. AF Forms 213 (after all accountable documents shown on the form have been issued).

NOTE: The above items may be maintained on a fiscal year basis if determined necessary by the group logistics NCO or squadron support flight commander.

6.5. Auditing Transportation Records:

6.5.1. The squadron TO audits the squadron's transportation records quarterly. The audit must be completed by the 15th day of the following month. (See **Figure 6.3.** for a sample format of a summary audit report.) As a minimum, the TO:

6.5.1.1. Audits AF Forms 213 and blank accountable documents on hand to ensure GTRs received from the PDO or other source are on hand or properly issued to TAs.

6.5.1.2. Reviews copies of all GTRs issued to travelers by TAs for accuracy of entries, proper mode, and class of transportation.

6.5.1.3. Reviews AF Forms 1332 to ensure complete and accurate entries and proper use of bulk purchase procedures. Determines if copies of GTRs are properly submitted by TA and if appropriate DRAR numbers are annotated in the remarks column for applicants issued a GTR for travel to the MEPS.

6.5.1.4. Cross-checks records to determine if TAs have failed to submit copies of GTRs. Takes followup action if AF Form 1332 shows incomplete entries for excessive periods of time. Traces lost documents as soon as the loss is discovered.

6.5.1.5. Reviews AETC Forms 1336 to ensure entries are complete and accurate. Also, using the appropriate DRARs, takes random samples to ensure the applicants arrived at the MEPS.

6.5.1.6. Checks to ensure tickets identified as 120 days or older are monitored using an automated suspense system according to paragraphs **5.4.2.** and **5.7.2.**

6.5.1.7. During each audit, revises or validates the bulk purchase list for origins and routes.

6.5.1.8. Reviews the TA appointment memorandum for currency and updates as necessary.

6.5.1.9. Checks status of attempts to recover unused tickets.

6.5.1.10. Checks to ensure adequate training is being provided.

6.5.1.11. Checks to ensure required office visits are being made.

6.5.2. During the audit, the squadron TO carefully looks for (and corrects) the following discrepancies at all levels:

6.5.2.1. Transportation furnished for unauthorized purposes (see paragraph **4.6.**).

6.5.2.2. Circuitous or convenience routing.

6.5.2.3. Use of bulk purchase transportation costing more than the maximum amount allowed.

6.5.2.4. Failure to use bulk purchase procedures.

6.5.2.5. Failure of agents to submit documents properly.

6.5.2.6. Loss of accountable documents.

6.5.2.7. Improper cost-charge travel.

6.5.3. The items listed in paragraphs **6.5.1.** and **6.5.2.** are minimum requirements. Other requirements and procedures may be developed locally. As a minimum, TAs will establish local procedures to record daily audits, including a detailed narrative of discrepancies discovered and specific actions taken to correct them.

6.5.4. Squadron TOs will document discrepancies discovered during the audit and provide copies to the appropriate TA for information and training. (Use the formats in **Figure 6.4.** and **Figure 6.5.** to document discrepancies found on GTRs and AETC Forms 1336, respectively.) Provide followup training when excessive or repeat discrepancies are evident.

6.5.5. After the audit is completed, the squadron TO will send an information copy of the summary audit report to both the squadron commander and superintendent. (See **Figure 6.3.** for format.)

6.6. Disposing of Transportation Records:

6.6.1. File records required by this instruction on a fiscal year basis. Treat copies of GTRs as a record for the year they were issued to the traveler, not for the year they were issued (blank) to the TA.

6.6.2. The squadron TO prepares a new AF Form 1332 on 1 October of each year. Enter all GTRs listed on the previous year's form that were issued to TAs (but have not been issued to travelers) on the new form, and annotate this on the previous year's form. TAs report the serial numbers of GTRs still on hand and not yet issued to travelers at the end of the fiscal year to the squadron TO. The appropriation number for all categories of travel changes at the beginning of each fiscal year. The squadron TO obtains the travel fund citation and specific guidance for fiscal year conversion from the appropriate office.

6.6.3. Disposition instructions for squadron transportation records (according to AFMAN 37-139, *Records Disposition Schedule,* Table 24-1, rule 8) are: destroy 2 years after completion of project or requested travel (AETC Form 1336, weekly sales reports, monthly bills, AETC Form 1338, and AETC Form 1337). According to AFMAN 37-139, Table 37-6, rule 5, destroy AF Form 213, 2 years after last serially numbered form in series has been issued or destroyed. (AF Forms 213 relating to bulk purchased carrier tickets will be destroyed upon receipt of the appropriate AETC Form 1336.)

Figure 6.3. Format for a Summary Audit Report.

Date

MEMORANDUM FOR RCS/CCU
RCS/CC
IN TURN

FROM: 311 RCS/RSSL

SUBJECT: Summary Quarterly Audit of Transportation Records for (Month, Year)

1. According to AETCI 24-101, paragraph 6.5, a quarterly audit of all GTRs and related documents was conducted on (date).

2. The findings of this audit are as follows:

a. All accountable documents received from the PDO were on hand or properly issued to transportation agents (TA) on AF Form 213, **Receipt of Accountable Form.** *(State if any accountable documents are missing. If so, identify each document and the action taken to locate it.)*

b. The following discrepancies were identified on GTRs issued by TAs*: (Compile information from discrepancy memorandums.)*

GTR Number	Office	TA	Discrepancy

c. AF Forms 1332, **Government Transportation Request and Meal Ticket Register,** were reviewed for discrepancies and proper use of bulk purchase*. (Use (1), (2) or (3) below, whichever is applicable.)*

(1)This office has verified with TAs the status of the GTRs listed below. AF Form 1332 showed an incomplete entry for these GTRs for an extended period of time*. (Review AF Forms 1332 for GTRs listed out of sequence by recruiters and LNCOs and verify GTRs not issued are still available. Semiannually, verify GTRs provided by squadron headquarters, but not issued to a traveler for an extended period of time, are still on hand at recruiting offices and MEPS. List separately the number and status of each incomplete GTR.)*

(2)No discrepancies on AF Form 1332. *(If there are any discrepancies on AF Form 1332, so state.)*

(3)Single GTRs issued do not indicate a requirement to establish any new bulk purchase routes. *(Identify any trend for possible new bulk purchase routes.)*

d. The following discrepancies were identified on AETC Form 1336**, Record of Bulk Ticket Purchases:**

Origin	Destination	Office	Discrepancy

e. The following tickets, purchased under the bulk purchase system, are 120 days old or older:

Office	Date Purchased	Origin	Destination	GTR	Qty Purchased	Qty On Hand

f. Present bulk purchase routes are current. *(Identify any changes to bulk purchase routes.)*

g. The memorandums appointing the squadron TO and TAs are current.

h. The status of attempts to recover unused tickets is shown below:

Ticket/GTR Number	Cost	Traveler	TA	Status

i. Training was provided as follows: *(List names of personnel trained. Describe any other specific actions taken to correct the discrepancies found.)*

j. The following offices were visited: *(Identify all offices visited during this timeframe.)*

TRANSPORTATION OFFICER

cc:
Flight Supervisors
MEPS Liaison Supervisor

Figure 6.4. Format for GTR (SF 1169) Discrepancies.

Date

MEMORANDUM FOR (TA's Name)

FROM: 311 RCS/RSSL

SUBJECT: Discrepancies on SF 1169, US Government Transportation Request (GTR)

1. A review of GTR # _____ revealed the following discrepancies: *(Check only those discrepancies applicable to the GTR being reviewed.)*

_____ Fund citation omitted.
_____ Special orders number, issue date, and (or) issuing headquarters omitted.
_____ Date GTR issued omitted.
_____ TA's signature omitted.
_____ Statement "TA for TO" omitted.
_____ Name of traveler omitted.
_____ Category of enlistment or grade of individual omitted.
_____ Number of travelers incorrect or omitted.
_____ Special accommodations and requirements incorrect (**Table 5.1.**).
_____ Name of carrier omitted.
_____ Authorized stopover omitted.
_____ "From-To" entry omitted.
_____ No entry after last point of transportation.
_____ Carrier and class of service incorrect or omitted.
_____ Excess baggage authorized (weight/pieces) omitted.
_____ Transportation cost incorrect or omitted.
_____ No orders attached to GTR.
_____ Triplicate and memorandum copy not forwarded to squadron TO within 72 hours of issuance.

_____ Other _____

2. To prevent errors, please review AETCI 24-101, **Table 4.1.**, **Table 4.2.**, **Table 4.3.**, and **Table 5.1.** before preparing future GTRs.

TRANSPORTATION OFFICER

Attachment:
Copy of GTR

cc:
Flight Supervisor w/o Atch

Figure 6.5. Format for AETC Form 1336 Discrepancies.

Date

MEMORANDUM FOR (TA's Name)

FROM: 311 RCS/RSSL

SUBJECT: Discrepancies on AETC Form 1336, Record of Bulk Ticket Purchases

1. Review of AETC Forms 1336 for the bulk purchase route from _____ to _____ revealed the following discrepancies: *(Check only those discrepancies applicable to the AF Form 1336 being reviewed.)*

_____ Appropriation number incorrect or omitted.
_____ Transportation number incorrect or omitted.
_____ Date GTR was issued incorrect or omitted.
_____ Number of tickets incorrect or omitted.
_____ Origin omitted.
_____ Mode of travel omitted.
_____ Name of carrier omitted.
_____ Destination omitted.
_____ Ticket serial numbers omitted.
_____ Date ticket was issued to the traveler omitted.
_____ Signature of traveler or TA omitted.
_____ Traveler's name not printed above signature.
_____ Enlistment category incorrect or omitted.
_____ Date to report at MEPS incorrect or omitted.
_____ Remaining balance of tickets omitted.
_____ Daily Recruiter Activity Report (DRAR) number omitted.
_____ No attempt made to recoup unused tickets._____
_____ Other:_____

2. Please review AETC Form 1336 to ensure all entries are in accordance with AETCI 24-101, paragraph **5.5.**, **Figure 5.2.**, and **Table 5.2.** Before forwarding the forms to the squadron RSS, verify that individuals reported to the MEPS. Place the DRAR number in the audit column or right-hand margin.

TRANSPORTATION OFFICER

Attachment:
Copy AETC Form 1336

cc:
Flight Supervisor w/o Atch

6.7. (RSSL) Transportation Surveys. The squadron TO must ensure adequate commercial transportation is available to transport applicants from the recruiting office to the MEPS. Perform surveys to identify routes not adequately serviced by commercial carriers and document efforts made to obtain alternate transportation. Maintain transportation surveys on file and annually review and update the routes not adequately serviced.

CHAPTER 7

CONTROL AND DISPOSITION OF US MILITARY ENLISTMENT PROCESSING COMMAND (USMEPCOM) MEAL AND LODGING RECORDS

7.1. (RSSL) General:

7.1.1. The MEPS is responsible for providing adequate contract meals and lodging to applicants and enlistees processing through the MEPS for enlistment into the armed forces. Each branch of service is responsible for notifying the MEPS of individuals who are scheduled for MEPS processing.

7.1.2. LNCOs and TOs should be aware of all provisions in the contract. Special attention should be paid to the types of service and charges; for example, are charges for meals itemized or a flat rate? When contract facilities (meals and lodging) are not adequate, the problem should be reported to the Intra-Recruiting Committee (IRC). The appropriate contracting office modifies the contract.

7.2. (RSSL) Preparation of USMEPCOM Forms 727 (series), and 728, Applicant Meal/Lodging Authorization and Receipt Voucher:

7.2.1. The LNCO initiates the USMEPCOM Form 727 series to identify individuals who are scheduled to report to the MEPS (see **Figure 7.1.** through **Figure 7.5.** and **Table 7.1.**). The LNCO also initiates the

USMEPCOM Form 727 series for holdovers, walk-ins, and add-ons. USMEPCOM Form 727 is a carbon set with the following titles:

- USMEPCOM Form 727 (copy 1), **Processing List (PL)** (see **Figure 7.1.** and **Table 7.1.**).
- USMEPCOM Form 727 (copy 2), **Lodging Authorization and Receipt Voucher** (see **Figure 7.2.**).
- USMEPCOM Form 727 (copy 3), **Supper Meal Authorization and Receipt Voucher** (see **Figure 7.3.**).
- USMEPCOM Form 727 (copy 4), **Breakfast Meal Authorization and Receipt Voucher** (see **Figure 7.4.**).
- USMEPCOM Form 727 (copy 5), **Dinner (Lunch) Meal Authorization and Receipt Voucher** (see **Figure 7.5.**).

7.2.2. The LNCO prepares this form daily and sends it to the MEPS at the time designated by the MEPS commander. Entries should be typed and names placed in alphabetical sequence.

7.2.3. Whenever the lodging facilities for males and females are under different contracts or when a MEPS provides in-house billeting for males, prepare separate USMEPCOM Forms 727 for males and females.

7.2.4. The contract facility annotates USMEPCOM Form 728 (see **Figure 7.6.**) for late arrivals who are not reflected on USMEPCOM Form 727. Before any services are provided, the contract facility obtains approval from the LNCO or designated representative.

7.3. (RSSL/RSO) MEPS Audit Procedures for Certification of USMEPCOM Invoice. The MEPS supervisor uses the following procedures to ensure an accurate and timely audit is performed:

7.3.1. On a daily basis, after the services have been received, the LNCO asks each applicant the question in the following paragraphs. The LNCO annotates each service received on USMEPCOM Form 727 (copy 1) above the applicant's name. (Use H for hotel, B for breakfast, L for lunch, and S for supper.) Then the LNCO transcribes the daily totals with the USMEPCOM Form 732E, **Record of Daily Contract Lodging-Meal Services.**

- Did you stay in the contract facility? If yes, how many were in the room?
- Did you sign for breakfast, lunch, and supper?
- How was the quality and quantity of food? (If charges for meals were itemized, what did you consume?)

7.3.2. On a weekly basis, the LNCO compares the totals on USMEPCOM Form 732E with those on USMEPCOM Form 727 (copies 2 through 5). If the totals do not agree, the LNCO verifies applicants' signatures on USMEPCOM 727 (copies 2 through 5) and compares them with applicants' responses on the USMEPCOM Form 727 (copy 1). The MEPS supervisor ensures applicants are not signing the USMEPCOM Form 727 (copies 2 through 5) before receiving services. If discrepancies cannot be resolved at the MEPS level, the MEPS supervisor notifies the appropriate squadron support flight commander for further action.

7.3.3. At the end of the monthly billing period, the MEPS supervisor verifies and certifies that the USMEPCOM Form 926E, **Invoice & Certificate of Performance for Meals & Lodging Services,** is correct (see **Figure 7.7.**). If discrepancies cannot be resolved at the MEPS level, the MEPS supervisor contacts the appropriate squadron support flight commander for further guidance. The MEPS supervisor also ensures the fund citation is correct. When all differences have been resolved, the LNCO certifies the USMEPCOM Form 926E by signing below the certification statement. After certifying the USMEPCOM Form 926E, the LNCO sends one copy of the USMEPCOM Form 926E and the supporting USMEPCOM Form 732E to the squadron TO.

Figure 7.1. Sample USMEPCOM Form 727 (Copy 1), Processing List (PL).

(For use of this form see USMEPCOM Reg. 601-1)

PROCESSING LIST (PL)

FOR OFFICIAL USE ONLY

Med Use Only

1. Processing Date (YYMMDD): 960201

2. Military Service Component (Specify): Air Force

5. Service Processing Requirements/Information

6. MEPS Processing

MED WRK	MED STU	3. Identification Data: Name (Last, First, MI)	SSN	SEX	RCTG STA NO/ID	4. Lodging (Arr Data): DATE	HOUR In Mil-Time	MODE	(a) Testing: CR AS FC DO TR E	ASVAB	ASPONY	SPECIAL	(b) Medical: FULLEX	INSPECT	SPECIAL	CONSULT	(c) Enlistment: DEP IN	DEP OUT	ACC RES	ACC RES	ACC GUARD	SHIP	Actions: APPLICANT TIME FLOW: MEPS CK-IN TIME (1)	MED-OUT To SVS (2)	FM-SVS To MEPS (3)	FM-MEPS To SVS (4)	FM-SVS To MEP (5)	ENLISTED	MEPS/SERVICE: SHIPPING TO/ REMARKS (As Required)
		1. (a) Baker, William T.	(b) 233-55-6789	(c) M	(d) 41AA58G	(a) 2/1	(b) 1830	(c) Bus	50				X				X												
		2. James, Jamie R.	144-65-0978	F	44CD57A	2/1	1845	Rail	70				X				X												
		3. Key, Gregg B.	235-73-0943	M	44BE23N	2/1	1900	Bus	60				X				X												
		4. Miller, Fred RMI	567-87-7665	M	41EA56M	2/2	0700	Local	50				X				X												
		5. LAST APPLICANT SCHEDULED																											
		6.																											
		7.																											
		8.																											
		9.																											
		10.																											
		11.																											
		12.																											
		13.																											
		14.																											
		15.																											

Recruiting Official	7. Signature & Title of Service Representative	Sub-Total
MEPS Official	8. Signature & Title of MEPS Official	Total

9. Roster Reconciled By: (Initial)

MEDICAL	DEP-IN	ACCESSION

USMEPCOM FORM 727, 1 JAN 90 COPY 1 PAGE OF PAGES

Previous editions are obsolete and will not be used.

Table 7.1. Instructions for Completing USMEPCOM Form 727 (Copy 1).

LINE	A	B
	Block Number (see Figure 7.1.)	**Entry**
1	1	Date the applicant is scheduled to report to the MEPS for processing.
2	2	U.S. Air Force.
3	3(a)	Applicant's name; last name (in capital letters), first name, and middle initial. Enter names in alphabetical sequence (see note). Place an asterisk in front of the name if the individual is local.
4	3(b)	Applicant's SSN.
5	3(c)	M for male, F for female.
6	3(d)	Seven-digit recruiter ID number.
7	4(a)	Date applicant is scheduled to arrive at the initial point (bus terminal, etc.) of the city in which the MEPS is located.
8	4(b)	Time applicant is scheduled to arrive at initial point of the city in which the MEPS is located.
9	4(c)	Type of transportation applicant will use.
10	5(a)	AFQT score. Also, enter X in the appropriate test column. If applicant is not taking the ASVAB, leave the column blank.
11	5(b)	X in the appropriate medical column. If an applicant is to take a special mental test, indicate the type of test in the Remarks column.
12	5(c)	X in the appropriate columns to denote the type of processing required. (If no entry, MEPS personnel will return the applicant to the LNCO after completion of mental or medical processing.)
13	6	To ensure MEPS personnel understand the scheduled processing requirements, explain in the Shipping to/Remarks block.
14	7	Signature and title of LNCO.

NOTE: After listing the last name on the processing list, type LAST APPLICANT SCHEDULED. In addition, if a MEPS is obligated by contract to guarantee, by a specific time, the number of meals and (or) lodging required, the LNCO annotates the appropriate USMEPCOM Form 727 (copy 1, 2, 3, or 4) after the entry LAST APPLICANT SCHEDULED with: The number of GUARANTEED (meals), (lodging) is (number of applicants who will require the particular service).

Figure 7.2. Sample USMEPCOM Form 727 (Copy 2), Lodging Authorization and Receipt Voucher.

1. AUTHORIZATION DATE

LODGING AUTHORIZATION AND RECEIPT VOUCHER

FOR OFFICIAL USE ONLY

2. Processing Date (YYMMDD): 960201

3. Military Service: AIR FORCE

4. VENDOR

5. Identification				6. Arrival Data			7. AUTHORIZATION				8. RECEIPT	FOR VENDORS USE ONLY
Name Last, First, MI	SSN	SEX	RCTG ID No.	DATE	Hour	MODE	STATUS * App	STATUS * Enl	ROOM Single	ROOM Double	SIGNATURE (Individual Receiving Service) "DO NOT PRINT"	ROOM NO. ASGD.
1. Baker, William T.	124-31-1212	M	41AA58G	1 Feb	1700	Bus					1.	
2. Hanson, Joesph R.	344-65-7869	M	41CD23N	1 Feb	1730	Bus					2.	
3. Baker, Susan K.	233-56-7323	F	44AE54J	1 Feb	1730	Bus					3.	
4. Lee, Mary K.	341-55-3838	F	41AE89A	1 Feb	1800	Bus					4.	
5.	LAST APPLICANT	SCHEDULED									5.	
6.											6.	
7.											7.	
8.											8.	
9.											9.	
10											10.	
11.											11.	
12.											12.	
13.											13.	
14.											14.	
15.											15.	

RECRUITING OFFICIAL	10. SIGNATURE & TITLE *(Military Recruiting Service Liaison)*
MEPS OFFICIAL	10. SIGNATURE & TITLE *(Required for:Add-ons, Walk-Ins & Hold-overs)*

11. CERTIFICATION

I certify that above services were rendered on date authorized as indicated.

Date _____

Signature _____ *(Vendor or Agent)*

USMEPCOM FORM 727, 1 JAN 90 COPY 2 PAGE OF PAGES

*Authorizations shown hereon are not to be construed as "guaranteed" authorizations specified under contract.

Figure 7.3. Sample USMEPCOM Form 727 (Copy 3), Supper Meal Authorization and Receipt Voucher.

1. AUTHORIZATION DATE

SUPPER MEAL AUTHORIZATION AND RECEIPT VOUCHER

FOR OFFICIAL USE ONLY

2. Processing Date (YYMMDD): 960201

3. Military Service: AIR FORCE

4. VENDOR

5. Identification				6. Arrival Data			7. AUTHORIZATION and STATUS		8. RECEIPT	9. COST
Name Last, First, MI	SSN	SEX	RCTG ID No.	DATE	Hour	MODE	App	Enl	SIGNATURE (Individual Receiving Service) "DO NOT PRINT"	ENTER ACTUAL COST
1. Baker, William J.	233-67-0987	M	41AA58C	1 Feb	1800	Bus			1.	
2. Johnson, Daniel R.	551-32-0076	M	44EB23M	1 Feb	1800	Bus			2.	
3. Williams, Diane J.	332-45-3215	F	41AE56M	1 Feb	1815	Bus			3.	
4. Jones, Kathy R.	228-43-6690	F	44AB98C	1 Feb	1900	Bus			4.	
5.			LAST	SCHEDULED		APPLICANT			5.	
6.									6.	
7.									7.	
8.									8.	
9.									9.	
10.									10.	
11.									11.	
12.									12.	
13.									13.	
14.									14.	
15.									15.	

RECRUITING OFFICIAL — 11. SIGNATURE & TITLE *(Military Recruiting Service Liaison)*

MEPS OFFICIAL — 11. SIGNATURE & TITLE *(Required for: Add-ons, Walk-ins & Hold-overs)*

12. CERTIFICATION

I certify that above services were rendered on date authorized as indicated.

Date _____

Signature _____ *(Vendor or Agent)*

USMEPCOM FORM 727, 1 JAN 90 COPY 3 PAGE OF PAGES

* Authorizations shown hereon are not to be construed as "guaranteed" authorizations specified under contract.

Figure 7.4. Sample USMEPCOM Form 727 (Copy 4), Breakfast Meal Authorization and Receipt Voucher.

1. AUTHORIZATION DATE

BREAKFAST MEAL AUTHORIZATION AND RECEIPT VOUCHER

FOR OFFICIAL USE ONLY

2. Processing Date (YYMMDD): 960201

3. Military Service: AIR FORCE

4. VENDOR

5. Identification				6. Arrival Data			7. AUTHORIZATION and STATUS		8. RECEIPT	9. COST
Name Last, First, MI	SSN	SEX	RCTG ID No.	DATE	Hour	MODE	App	Enl	SIGNATURE (Individual Receiving Service) "DO NOT PRINT"	ENTER ACTUAL COST
1. Baker, William T.	133-78-4523	M	41AE58R	1 Feb	1800	Bus			1.	
2. Johnson, Brian K.	433-65-2364	M	44AB34J	1 Feb	1815	Bus			2.	
3. Miller, Susan R.	343-76-4523	F	41DA21B	1 Feb	1830	Bus			3.	
4. Kraft, Bonnie R.	324-65-9887	F	44BA67R	1 Feb	1845	Bus			4.	
5. LAST APPLICANT SCHEDULED									5.	
6.									6.	
7.									7.	
8.									8.	
9.									9.	
10.									10.	
11.									11.	
12.									12.	
13.									13.	
14.									14.	
15.									15.	

RECRUITING OFFICIAL	11. SIGNATURE & TITLE *(Military Recruiting Service Liaison)*
MEPS OFFICIAL	11. SIGNATURE & TITLE *(Required for: Add-ons, Walk-ins & Hold-overs)*

12. CERTIFICATION

I certify that above services were rendered on date authorized as indicated.

Date _____

Signature _____ *(Vendor or Agent)*

USMEPCOM FORM 727, 1 JAN 90 COPY 4 PAGE OF PAGES

* Authorizations shown hereon are not to be construed as "guaranteed" authorizations specified under contract.

Figure 7.5. Sample USMEPCOM Form 727 (Copy 5), Dinner (Lunch) Meal Authorization and Receipt Voucher.

1. AUTHORIZATION DATE

DINNER (LUNCH) MEAL AUTHORIZATION AND RECEIPT VOUCHER FOR OFFICIAL USE ONLY

2. Processing Date (YYMMDD): 960201

3. Military Service: AIR FORCE

4. VENDOR

5. Identification				6. Arrival Data			7. AUTHORIZATION and STATUS		8. RECEIPT	9. COST
Name Last, First, MI	SSN	SEX	RCTG ID No.	DATE	Hour	MODE	App	Enl	SIGNATURE (Individual Receiving Service) "DO NOT PRINT"	ENTER ACTUAL COST
1. Baker, Joe C.	421-67-4523	M	41AE56R	1 Feb	1800	Bus			1.	
2. Johnson, Harry J.	321-67-4321	M	44AE23J	1 Feb	1830	Bus			2.	
3. Lee. Sue R.	266-76-3412	F	41CC12R	1 Feb	1830	Bus			3.	
4. Jones, Diane R.	439-09-5712	F	44AA53C	1 Feb	1900	Bus			4.	
5.	LAST SCHEDULED	AP	PLICANT						5.	
6.									6.	
7.									7.	
8.									8.	
9.									9.	
10.									10.	
11.									11.	
12.									12.	
13.									13.	
14.									14.	
15.									15.	

RECRUITING OFFICIAL	11. SIGNATURE & TITLE *(Military Recruiting Service Liaison)*
MEPS OFFICIAL	11. SIGNATURE & TITLE *(Required for: Add-ons, Walk-ins & Hold-overs)*

12. CERTIFICATION

I certify that above services were rendered on date authorized as indicated.

Date _____

Signature _____ *(Vendor or Agent)*

USMEPCOM FORM 727, 1 JAN 90 COPY 5 PAGE OF PAGES

* Authorizations shown hereon are not to be construed as "guaranteed" authorizations specified under contract.

Figure 7.6. Sample USMEPCOM Form 728, Applicant Meal/Lodging Authorization and Receipt Voucher for Late Arrival Add-Ons.

DATE 02-26-96

KIND OF SERVICE
LODGING: "LS" SINGLE "LD" DOUBLE
MEAL: "S" SUPPER "B" BREAKFAST

VENDOR Roadway Inn

APPLICANT MEAL/LODGING AUTHORIZATION AND RECEIPT VOUCHER FOR LATE ARRIVAL ADD-ONS

FOR OFFICIAL USE ONLY

(SEE REVERSE SIDE FOR INSTRUCTIONS)

NAME (LAST, FIRST, MI)	SSN	SEX	ARRIVAL DATE	ARRIVAL HOUR	MILITARY SERVICE	KIND OF SERVICE	APPLICANT/ ENLISTEE A	APPLICANT/ ENLISTEE E	APPROVAL RECEIVED FROM NAME AND TITLE OF MEPS/RCTG OFFICIAL OR APPLICANT RECORDS	SIGNATURE OF APPLICANT RECEIVING SERVICE	PRICE OF THE MEAL	DATE RECEIVED
1. Harrison, Brett L.	562-07-3648	M	26Feb 96	7:00pm	Air Force	LD	X		John Smith, MEPS Bus Driver	1.		2/26/96
2. JONES, LARRY B.	533-48-0189	M	28Feb 96	8:00pm	Navy	LS	X		Joe D. Doe, Navy LNCO	2.		2/28/96
3. George, Sue K.	233-90-8967	F	28Feb 96	8:30pm	Army	LS	X		Jane D. Smart, Army LNCO	3.		2/28/96
4. Jones, Harry K.	112-68-7788	M	29Feb 96	7:00am	Marine	B		X	Jerry L. Clark, Marine LNCO	4.		2/29/96
5. Frank, Debbie R.	334-65-2314	F	29Feb 96	5:00pm	Army	S	X		Jane D. Smart, Army LNCO	5.		2/29/96
6.										6.		
7.										7.		
8.										8.		
9.										9.		
10.										10.		
11.										11.		
12.										12.		
13.										13.		
14.										14.		
15.										15.		
16.										16.		

CERTIFIED CORRECT	SIGNATURE	DATE
ARMY COUNSELOR		
ARMY NATIONAL GUARD COUNSELOR		
AF LIAISON REP		
NAVY LIAISON REP		
MARINE LIAISON REP		

I certify that the above services were rendered as authorized by officials whose names/title are listed above or by records in the applicants possessions as described by form number above.

SIGNATURE AND TITLE (VENDOR OR REPRESENTATIVES)

DATE

**Applicant must enter actual price of the meal when required by the contract.

USMEPCOM FORM 728, 1 FEB 88

PAGE OF PAGES

Previous editions of this form are obsolete

Figure 7.6. Continued.

INSTRUCTIONS FOR COMPLETION
(For use of this form see USMEPCOM Reg 601-1)

COLUMN	ENTRY
DATE	ENTER THE DATE THE FORM IS PREPARED.
VENDOR	ENTER THE NAME OF CONTRACT ESTABLISHMENT.
NAME	PRINT (OR TYPE) THE NAME (LAST, FIRST, MIDDLE INITIAL) OF THE INDIVIDUAL RECEIVING THE SERVICE. A SEPARATE LINE WILL BE USED FOR EACH SERVICE SUPPLIED AN INDIVIDUAL.
SSN	ENTER THE SOCIAL SECURITY NUMBER ASSIGNED TO THE APPLICANT. IF THE APPLICANT DOES NOT HAVE AN ASSIGNED SSN, ENTER "NONE."
SEX	ENTER "M" FOR MALE, "F" FOR FEMALE.
ARRIVAL INFORMATION	
DATE	ENTER THE DATE (DAY AND MONTH) APPLICANT ARRIVED AT CONTRACT ESTABLISHMENT. EXAMPLE: 1 JUN 87.
HOUR	SHOW TIME OF DAY THE APPLICANT ARRIVED AT CONTRACT ESTABLISHMENT REQUESTING THE SERVICE. EXAMPLE: 7:00 PM.
MILITARY SERVICE	ENTER APPROPRIATE MILITARY SERVICE (ARMY, NAVY, AIR FORCE, MARINE CORPS) FOR WHICH THE APPLICANT IS TO BE PROCESSED.
KIND OF SERVICE	SHOW THE TYPE OF SERVICE BEING PROVIDED. LODGINGS: "LS" FOR SINGLE, "LD" FOR DOUBLE; "S" FOR SUPPER; AND "B" FOR BREAKFAST. EACH SERVICE FURNISHED AN INDIVIDUAL WILL REQUIRE A SEPARATE LINE ENTRY.
APPLICANT/ENLISTEE	ENTER "X" IN APPLICANT BLOCK IF NOT SWORN IN. ENTER "X" IN ENLISTEE BLOCK IF SWORN IN.
APPROVAL RECEIVED FROM (NAME & TITLE OF MEPS/RECRUITING OFFICIAL OR APPLICANT RECORDS)	LIST INFORMATION AS APPROPRIATE. EXAMPLE: (1) JOHN SMITH MEPS BUS DRIVER (2) NAME OF AUTHORIZING RECRUITING OFFICIAL (3) APPLICANT RECORDS DD FORM 4, AND SOCIAL SECURITY CARD
SIGNATURE OF APPLICANT RECEIVING SERVICE	OBTAIN THE SIGNATURE OF THE INDIVIDUAL RECEIVING THE SERVICE.
PRICE OF MEAL	FOR THOSE VENDORS WHO FURNISH MEALS UNDER CONTRACTS THAT CALL FOR REIMBURSMENT OF THE ACTUAL COST OF THE FOOD AND BEVERAGE (NONALCOHOLIC) TAKEN, THE APPLICANT WILL ENTER THE ACTUAL COST OF ITEMS TAKEN, UP TO THE CONTRACTUAL DOLLAR CEILING OF THE MEAL, AFTER HIS/HER SIGNATURE.

Figure 7.7. Sample USMEPCOM Form 926E, Invoice and Certificate of Performance for Meals & Lodging.

For use of this form, see USMEPCOM Reg 601-1.

INVOICE AND CERTIFICATE OF PERFORMANCE FOR MEALS AND LODGINGS

CONTRACT NUMBER:	DOCUMENT REFERENCE NUMBER:	PERIOD:
DAKF49-89-D-0012	MEALS: W45CAT02480110 LODGINGS: W45CAT02480110	01/01/96 to 01/31/96

NAME AND ADDRESS OF VENDOR:	IN ACCOUNT WITH:
CHAPARRAL CATERER'S INC ATTN: MR ARNE KLENDSHOJ 1205 NOGALITOS SAN ANTONIO, TEXAS 78204	MILITARY ENTRANCE PROCESSING STATION BUDGET SECTION 8310 VICAR DRIVE SAN ANTONIO, TX 78218

SERVICE: AIR FORCE		APPLICANTS & REGISTRANTS (Pre-entry Costs)		ENLISTEES & INDUCTEES (Post-entry Costs)		SUMMARY (TOTAL)	
MEALS	RATE	NUMBER	AMOUNT	NUMBER	AMOUNT	NUMBER	AMOUNT
Breakfast	$ 3.00	2	$ 6.00	1	$ 3.00	3	$ 9.00
Lunch	$ 5.50	5	$ 27.50	0	$	5	$ 27.50
Box Lunch	$		$		$		$
Supper	$		$		$		$
TOTAL		7	$ 33.50	1	$ 3.00	8	$ 36.50
LODGINGS	RATE	NUMBER	AMOUNT	NUMBER	AMOUNT	NUMBER	AMOUNT
Single	$		$		$		$
Double	$		$		$		$
TOTAL			$		$		$
GRAND TOTAL			$ 33.50		$ 3.00		$ 36.50

I certify that the above bill is correct and just, and that payment therefor has not been received.

I certify that the above information for the Air Force (branch of service) processees is correct.

Signature and Title of Contractors Authorized Representative

Signature of Recruiting Service Member

I certify that the services called for in this order have been received in accordance with the terms of the order and the specifications governing same.

Name and Grade of Approving Officer

USMEPCOM FORM 926, 1 AUG 78

CHAPTER 8

TRAINING REQUIREMENTS

8.1. (RSSL) General. An ongoing training program will be established to ensure TAs are proficient in all areas related to transportation of recruiting service personnel as outlined in this instruction and AETCI 36-2210, *Air Force Recruiting Service (AFRS) Training Program.*

8.2. (RSSL) Initial Training. Initial training of a TA will begin as soon as he or she is appointed or assigned to the squadron. It will continue until the TA is relieved of the duty.

8.3. (RSSL) Documentation. For logistics personnel only, use AF Form 797, **Job Qualification Standard Continuation/Command JQS,** along with AF Form 623a to document all training.

8.4. (RSSL) Group Responsibilities. Group logistics personnel:

8.4.1. Ensure the AFRS-standardized AF Form 797 is available at all squadrons.

8.4.2. Provide training to newly assigned squadron support management personnel as outlined in AETCI 36-2210.

8.4.3. Document all SAVs.

8.4.4. Provide additional training to squadrons when requested by squadron commanders or support flight commanders.

8.5. (RSSL) Squadron Responsibilities:

8.5.1. The immediate supervisor of squadron logistics personnel ensures personnel under his or her supervision receive adequate training.

8.5.2. The TO ensures recruiters are trained to accomplish their duties as TAs. In addition, the TO:

8.5.2.1. Impresses upon the TAs the importance of absolute compliance with this instruction.

8.5.2.2. Personally briefs each TA at the time of appointment on the responsibilities and duties of a TA. The briefing must be documented and include the accountability, preparation, distribution, and security of transportation documents.

8.5.2.3. Ensures TA training is documented on AF Form 623a.

8.5.2.4. Ensures TAs properly use and dispose of GTRs, carriers' tokens and tickets, and related documents.

8.5.2.5. Ensures GTR audit training is conducted (when necessary) at flight training and squadron management meetings.

8.5.2.6. Documents instances where TA carelessness is evident in the preparation, distribution, and maintenance of GTRs. Sends the documentation to the squadron commander for action. Ensures the training record is annotated for SDI 8R000 personnel according to AFI 36-2201, *Developing, Managing, and Conducting Training,* and AETCI 36-2210.

8.5.3. Logistics personnel provide additional training, as required, to TAs during annual SAVs to recruiting offices and MEPS having GTRs or bulk purchase tickets. The training record of SDI 8R000 personnel will be documented according to AFI 36-2201 and AETCI 36-2210.

8.6. Forms Prescribed. AETC Forms 1336, 1337, and 1338.

8.7. Forms Adopted. DD Forms 139, 730, 1131, 1351, and 1351-2; SFs 1169 and 1170; AF Forms 9, 74, 213, 623a, 797, and 1332; USMEPCOM Forms 727, 728, 732E, 926, and 926E.

DOUGLAS C. BECKWITH, Colonel, USAF
Deputy Director of Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD 4500.9-R, Part I, *Defense Transportation Regulation (Passenger Movement)*

AFMAN 23-220, *Reports of Survey for Air Force Property*

AFI 33-328, *Administrative Orders*

DELETE "AFI 37-128, *Administrative Orders*"

AFI 36-2201, *Developing, Managing, and Conducting Training*

AFMAN 37-139, *Records Disposition Schedule*

DELETE "AFR 68-1, *Reports of Survey for Air Force Property*"

DELETE "AFR 75-2, *Defense Traffic Management Regulation* (Volume 1)"

AETCI 36-2210, *Air Force Recruiting Service (AFRS) Training Program*

Abbreviations and Acronyms

AETC—Air Education and Training Command

AFROTC—Air Force Reserve Officers Training Corps

AFSC—Air Force specialty code

BSC—Biomedical Science Corps

CAR—customer account representative

CONUS—continental United States

DAO—Defense Accounting Office

DC—Dental Corps

DEP—Delayed Enlistment Program

DFAS—Defense Finance and Accounting Service

DODAAC—DoD activity address code

DRAR—daily recruiter activity report

FMFT—travel pay section

FSO—accounting and finance office
—financial service officer

GTR—government transportation request

IRC—Intra-Recruiting Committee

JFTR—joint federal travel regulation

LNCO—liaison noncommissioned officer

LTC—Lackland Training Center

MC—Medical Corps

MDC—movement designator code

MEPS—military entrance processing station

MET—mobile examination testing

MORD—monthly obligation reimbursement document

MSC—Medical Service Corps

MTMC—Military Traffic Management Command

NC—Nurse Corps

NPS—nonprior service

O&M—operations and maintenance

OPR—office of primary responsibility

OTS—officer training school

PCS—permanent change of station

PDO—publications distribution office

POC—point of contact

PS—prior service

PSRO—passenger standing route orders

SAV—staff assistance visit

TA—transportation agent

TDRL—temporary disability retired list

TMO—traffic management office

TO—transportation officer

USAFA—US Air Force Academy

USMEPCOM—US Military Enlistment Command

Attachment 2

DOD ACTIVITY ADDRESS CODES (DODAAC) ASSIGNED TO RECRUITING SERVICE

ACTIVITY	*DODAAC*	*ACTIVITY*	*DODAAC*
HQ AFRS	FY1033	341 RCS	FY1082
360 RCG	FY1034	342 RCS	FY1083
367 RCG	FY1050	343 RCS	FY1084
369 RCG	FY1058	344 RCS	FY1060
372 RCG	FY1072	345 RCS	FY1085
311 RCS	FY1047	347 RCS	FY1069
313 RCS	FY1037	348 RCS	FY1062
314 RCS	FY1046	349 RCS	FY1063
317 RCS	FY1044	361 RCS	FY1073
318 RCS	FY1045	362 RCS	FY1078
319 RCS	FY1039	364 RCS	FY1975
330 RCS	FY1066	367 RCS	FY1080
331 RCS	FY1051	368 RCS	FY1076
332 RCS	FY1057	369 RCS	FY1077
333 RCS	FY1053		
336 RCS	FY1287		
337 RCS	FY1056		
338 RCS	FY1071		
339 RCS	FY1068		

Attachment 3

IC 2001-1

IC 2001-1 TO AETCI 24-101, TRANSPORTATION OF PERSONNEL (RECRUITING SERVICE) 8 NOVEMBER 2001

SUMMARY OF REVISIONS

This revision incorporates interim change (IC) 2001-1, which changes the disposition instructions for transportation records (paragraph **6.6.3.**); deletes USMEPCOM Form 704, which has been rescinded (paragraphs **7.2.** and **7.2.2.**, ***NOTE***); and updates references. See the last attachment of this publication (IC 2001-1) for the complete IC. A (|) indicates revision from the previous edition.

OPR: HQ AETC/LGTT (M. Hall)

Certified by: HQ AETC/LGT (Col W. Brisco)

Approving Official:

DOUGLAS C. BECKWITH, Colonel, USAF

Deputy Director of Logistics

4.8.2.1. Contact squadron headquarters and request special orders be issued to the member according to AFI 33-328, *Administrative Orders.* After orders are issued, the squadron TO telephonically provides the TA with the special orders number, date issued, and fund citation. The TO sends one copy of the special orders to the TA no later than the following workday.

4.8.7.1. The TA contacts squadron headquarters and requests special orders be issued to the member according to AFI 33-328. Do not issue a GTR until the special orders are received. Advise members who will exceed their leave status while awaiting issuance of a GTR to request an extension of leave from their home unit.

4.8.8. For absentees or deserters, refer to AETCI 36-2002, *Recruiting Procedures for the Air Force.* Prior to issuing a cost-charge GTR, the recruiter advises the squadron TO of the requirement. The squadron TO telephones the AWOL individual's home unit to inform that the individual is in custody and to obtain disposition instructions. If the home unit commander determines the individual must be escorted back to the home installation, the TO turns the individual over to the local authorities pending arrival of the escort. Regardless of whether the individual is to be escorted or not, the TO issues the special orders to return the deserter or absentee. If the home unit is other than Air Force, the TO obtains the correct fund citation, issues special orders according to AFI 33-328, and telephones the TA to provide the special orders number, date issued, and fund citation. The TO sends one copy of the orders to the TA by the next workday.

4.15.3. Comply with all special instructions received from MTMC. Annotate GTRs as indicated in **Table 4.1.**, item numbers (4), (6), (7), and (13). Charter bus carriers furnish copies of a military charter coach certificate to the originating TO. Obtain instructions for preparing and disposing of this certificate from

DoD 4500.9-R, Part I, *Defense Transportation Regulation (Passenger Movement),* Chapter 104; the support base TO; or HQ AETC/LGTT.

Figure 5.3. Format for Exemption Request.

MEMORANDUM FOR (Group)

HQ AFRS/RSSXL
HQ AETC/LGTT
Commander, MTMC
ATTN: MT-PTS
5611 Columbia Pike
Falls Church, VA 22041-5050
IN TURN

FROM: (Squadron/RSS)

SUBJECT: Request for Exemption from Bulk Purchase Cost Limitations

1. Request special exemption from the net per capita cost limitations prescribed in DoD 4500.9-R, Part I, Chapter 108, of bulk purchase of carriers' tickets to be used in conjunction with applicant travel.

2. The following information is submitted to substantiate this request:

a. Origin:

b. Destination:

c. Mode of travel:

d. Sixty-day ticket requirements:

(1) One way:

(2) Round trip:

e. Net per capita costs:

Transportation Officer

Change the NOTE below paragraph 5.9.1.4. as follows:

NOTE: Send any correspondence (refunds, memorandums, etc.) received at a later date to the FSO. Initiate a report of survey in accordance with AFMAN 23-220, *Reports of Survey for Air Force Property.*

6.6.3. Disposition instructions for squadron transportation records (according to AFMAN 37-139, *Records Disposition Schedule,* Table 24-1, rule 8) are: destroy 2 years after completion of project or requested travel (AETC Form 1336, weekly sales reports, monthly bills, AETC Form 1338, and AETC Form 1337). According to AFMAN 37-139, Table 37-6, rule 5, destroy AF Form 213, 2 years after last serially numbered form in series has been issued or destroyed. (AF Forms 213 relating to bulk purchased carrier tickets will be destroyed upon receipt of the appropriate AETC Form 1336.)

7.2. (RSSL) Preparation of USMEPCOM Forms 727 (series), and 728, Applicant Meal/Lodging Authorization and Receipt Voucher:

Delete the NOTE below paragraph 7.2.2. as follows:

NOTE: DELETE

8.7. Forms Adopted. DD Forms 139, 730, 1131, 1351, and 1351-2; SFs 1169 and 1170; AF Forms 9, 74, 213, 623a, 797, and 1332; USMEPCOM Forms 727, 728, 732E, 926, and 926E.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoD 4500.9-R, Part I*, Defense Transportation Regulation (Passenger Movement)*

AFI 33-328, *Administrative Orders*

DELETE "AFI 37-128, *Administrative Orders*"

AFMAN 23-220, *Reports of Survey for Air Force Property*

DELETE "AFR 68-1, *Reports of Survey for Air Force Property*"

DELETE "AFR 75-2, *Defense Traffic Management Regulation* (Volume 1)"