MEMORANDUM FOR: AFEB MEMBERS
COMMISSION DIRECTORS, MEMBERS, ASSOCIATE MEMBERS
RESPONSIBLE INVESTIGATORS

SUBJECT: Policies Concerned with Use of Air Transportation on Temporary Duty Orders

1. Your attention is called to OTSG Administrative Letter 55-9, dated 8 August 1962, copy attached, which states, in part, that "TDY travel will be scheduled in such a way as to utilize tourist commercial accommodations and government air transportation where available and its use appropriate," First class accommodations may be authorized when less than first class is not available, requires circuitous routing, requires travel to commence at unreasonable hours (2400 through 0600), or results in additional direct costs which offset the transportation savings. All other requests for special exceptions must be approved by the Chief of Staff, Department of the Army. The provisions of this directive apply to reimbursement of personnel traveling at their own expense under competent orders.

2. Your attention is also called to OTSG undated Memo, copy attached, reference the "No Show Penalty" charge for travelers failing to cancel confirmed air space.

3. In many instances airlines have added an air shuttle service to their regular flights which require no reservations, are more convenient than regular first class service, and are more economical to the government.

4. Effective immediately, all AFEB personnel are urged to make early reservations for tourist flights if air travel is contemplated to any AFEB or Commission meeting.

2 Incl
1. OTSG Adm Ltr 55-9
2. OTSG Memo

CHARLES H. MOSELEY
Colonel, MC, USA
Executive Secretary
USE OF LESS COSTLY AIR TRANSPORTATION

1. General. The Department of Defense has been subjected to repeated criticism for using commercial air transportation in lieu of MATS service and for traveling by first class commercial air transportation when lower class accommodations were available and would have met mission requirements. In this directive, The Surgeon General, in consonance with the expressed desires of the Secretary of Defense, promulgates Department of Army policy for personnel in OTSG and Class II installations and activities, under his command jurisdiction, whose travel is funded by the Department of Army funds.

2. Policy. a. Less than first class, including air bus and shuttle service, on propeller or jet aircraft will be the normal class of accommodations when commercial air transportation is required.

   b. Scheduled military airlift (to, from, and between overseas areas), including commercial service made available by MATS (Category "A") or available at special tariffs for DOD traffic (Category "Z"), will be used to the maximum extent consistent with the requirements of the military mission.

   c. TDY travel will be scheduled in such a way as to utilize tourist commercial accommodations and government air transportation where available and its use appropriate.

3. Routine Exceptions. First class accommodations may be authorized at local level when less than first class --

   a. Is not available.

   b. Requires circuitous routing.

   c. Requires travel to commence at unreasonable hours (2400 through 0600).

   d. Results in additional direct costs which offset the transportation savings.

4. Special Exception. The use of first class accommodations may be authorized when necessitated by unusual requirements of the mission or level of responsibility of
the traveler. Rank alone is not a criterion. In this regard, request for approval of use of first class accommodations and for use of commercial air transportation instead of scheduled Government air transportation (i.e. MATS), including commercial services procured by MATS, will be made to The Surgeon General, ATTN: MEDDD-SO, Department of the Army, Washington 25, D. C. Final approval of request will be made by the Chief of Staff, Department of the Army.

5. Government Transportation Requests. Government Transportation Requests (SF 1169, The United States of America Transportation Request), will be used to the maximum extent when commercial transportation is utilized. When first class air transportation or commercial overseas air transportation is required, the specific reason or authority will be noted on the reverse side of the GTR by the issuing office. Adequate records will be maintained for audit purposes.

6. Reimbursement. The provisions of this directive concerning class of accommodation and use of commercial in lieu of government transportation apply to personnel traveling, pursuant to competent orders, at personal expense. Reimbursement will be effected accordingly.

MEDDD-SO (23 July 1962)

WILLIAM J. MYERS, JR.
Major, MSC
Adjutant

DISTRIBUTION:
AD
IMPORTANT NOTICE

MEMO: The Reservation Service Charge Plan - No Show Penalty

TO: Air Travelers

1. The Reservation Service Charge Plan provides for a no-show penalty ranging from $5.00 to $40.00 for traveler who fails to use or cancel his confirmed air space. Confirmed air space means that the traveler has secured an air ticket from a main trunk carrier and/or has reserved space held for ticketing before flight time.

2. This plan also provides that the participating carriers will be liable for identical compensation when a traveler holding a reservation cannot be accommodated due to overbooking by the carrier.

3. The traveler will be personally responsible to effect cancellation of reservations to preclude payment of the no-show penalty charge.

4. The traveler, or his representative, should cancel air space not required, and annotate the TR (traveler's carbon copy) when reservation has been properly cancelled, indicating flight number cancelled, date of travel, the date and hour of cancellation, and the name of the carrier's representative contacted. Upon request, the Travel Office, OTSG (Ext 61415 or 62423) will make such cancellation for the traveler.

5. In most cases, the Carrier will confirm in writing to the traveler the cancellation of reservations made. A copy of this confirmation accompanies the unused ticket submitted to this office for a receipt.

Travel Office, OTSG