

b. Usage:

(1) Rescind an order when there is no longer a reason for maintaining it. When travel has been performed in compliance with the order being rescinded, rescind only the unexecuted portion of the order (e.g., by date/period, geographical destinations, or other appropriate order element). A sample rescission is at Appendix H.

(2) Revoke an order when it is void and was without effect from the beginning. A sample revocation order is at Appendix I.

12. **Blanket Travel Orders (BTO).**

a. May be issued for periods up to one year for those staff members who:

(1) Regularly and frequently make trips to undetermined locations; making use of repeated travel orders impractical.

(2) Serve in an isolated duty station which does not permit rapid and efficient processing of individual orders.

b. Should include travel to all points in and between Europe and CONUS.

c. BTOs will not be used for, or in conjunction with, field exercises or attendance at schools.

d. Will be held to an absolute minimum and be personally signed by the director or office chief concerned.

e. Will include a document number (item 19, DD Form 1610) added by the directorate/staff office preparing order.

f. A sample BTO is at Appendix J.

13. **Repeated Travel Orders (RTO).** Repeated Travel Orders may be issued for periods up to 60 days for staff members involved in numerous separate round-trip journeys from this Head-quarters to, from, or between specific locations, excluding CONUS.

a. Locations must be the same (i.e., repeated trips to the same place).

b. RTO may be issued for a period of 60 consecutive days.

c. A sample RTO is at Appendix K.

*14. **Courier Orders.** The HQ USEUCOM official courier will travel without written orders. Individuals are eligible for per diem payments when gone from the Greater Stuttgart Area for periods in excess of 10 hours. ***The courier will submit a DD Form 1610 with blocks 1 thru 19 completed to ECJ1-AAC. ECJ1-AAC will obtain funding, issue order and notify traveler upon publication of orders.***

15. **Medical Appointment Orders.** In the event prescribed care/treatment is not available in the local area, orders may be issued for either military members or their family members to travel to the nearest medical facility offering required services as follows:

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a. Military members. DD Form 1610 will be used. In conjunction with the TDY order request, a letter/medical appointment document issued by the local servicing medical facility will be attached and included in the review and coordination procedures of order issuance.

(1) Following preparation, the requestor, will route order to the appropriate Service element of the Personnel Division, ECJ1.

(2) ECJ1-P Service element (Army and Air Force) will review, authorize issuance, issue fund citation or route to ECJ1-RM for funding (Navy only), and pass to ECJ1-AAC for authentication and publication.

(3) A sample of DD Form 1610 medical order is at Appendix L.

b. Family members. Invitational Travel Orders (ITO) format must be used. Sponsors directorate/staff office will prepare ITO based upon letter request or medical appointment document issued by the local servicing medical facility.

(1) Processing and distribution instructions are the same as for military members (see paragraph 12a).

(2) A sample completed medical ITO is at Appendix M.

c. Medical travel authorizations/restrictions. See Appendix N.

16. **Non-members of the Forces (other than family members).**

a. Contractor personnel and NATO staff members will use ITO, rather than DD Form 1610 (unless government transportation is authorized in their contract). The same terms and conditions specified within the DD Form 1610 apply also to ITO format.

(1) Directorate/Staff Office will prepare ITO upon receipt of a written request from sponsoring activity.

(2) Funding procedures will be followed as with DD Form 1610.

(3) Authentication and distribution procedures. Upon issuance of order number and signature of ITO make necessary distribution of the order.

*(4) A sample ITO request is at Appendix P.

(5) A sample completed ITO for contractor personnel is at Appendix O.

b. Visitors will use ITO rather than DD Form 1610. The same terms and conditions apply as stated above (see SM 5-27 and DOD Regulation 4515.13R).

*(1) Requesting (sponsoring) directorate/staff office will obtain Command Group approval, where appropriate (use of U.S. Military aircraft), by submission of an ITO request (Appendix P) and an SSRS to ECJS.

(2) ECJ1-AAC will issue ITO upon receipt of directive from ECJS.

(3) Distribution (both classified and unclassified) will be limited to copies furnished to ECJS, ECJ3-FO, and one copy to sponsoring directorate/staff office.

17. **Request for Tickets and Reservations.** Request for TDY travel arrangements will be submitted on HQ USEUCOM Form 30-1B-R (Request for Travel Tickets and Reservations), and forwarded to reach the Personnel Movements Office, Transportation and Travel Division, Directorate of Logistics, EUCOM Support Group (commonly referred to as Duty Travel Office, Patch Barracks) a minimum of three working days before the expected departure date. A sample copy of this form is at Appendix Q. When three days' advance notice cannot be provided, travelers may telephonically contact Personnel Movements Office to initiate reservation action and follow up by hand carrying orders throughout the system.

18. **Submission and Documentation of Vouchers.**

a. Individuals will complete and submit travel vouchers to servicing F&AO within five work days following completion of TDY.

b. Individuals will obtain necessary certificates of nonavail-ability of Government quarters and mess facilities to support their travel vouchers. Such certificates are not necessary when directors/deputy directors and office chiefs issue the statements cited in para-graph 7h(1).

c. USEUCOM travelers, both military and civilian, who have collected advance travel pay, but are delinquent in filing reimbursement voucher (30 days or more following expected date of return to duty station) will be subject to:

(1) Collection action against salary and wages. IAW 5 U.S.C. 5705, and AR 37-106, the full amount of travel advance may be deducted from military and civilian salaries. Penalty and interest charges may also be assessed.

(2) A one time \$15.00 administrative fee will be assessed, at a minimum, for late filing. This is in addition to any possible penalty and interest charges.

19. **Filing of DD Form 1610 and TDY Order Log.** DD Form 1610 and TDY Order Log will be filed IAW Army Regulation 25-400-2 utilizing MARKS Number 600d. This MARKS Number encompasses both Military and Civilian Temporary Duty Travel orders.

****20. Designating Couriers. Travelers that will be carrying or discussing classified information will have special statements on their orders. If the traveler has been authorized to carry classified (TOP SECRET and below) material, block 16 of DD Form 1610 shall contain the following statements:***

a. "Traveler is (or is not) authorized to disclose classified information"; or

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b. *"Traveler is (or is not) authorized to carry classified material";*
and

c. *"Traveler is aware of applicable export control, foreign disclosure and security requirements". This statement is to be used if either or both a and b above indicate that classified information is involved.*

e. *In addition to the above, the name, telephone number and signature of the cognizant security officer will be entered in Item 16 of the DD Form 1610.*

f. *Travelers who are authorized to carry classified material on international flights must have courier orders (DD Form 2501, Courier Authorization, is not valid for overseas travel) and be informed of and acknowledge their security responsibilities. The acknowledgment requirement can be satisfied by a briefing or by requiring the traveler to read written instructions. A sample Courier Order is at Appendix S.*

g. *The above statements DO NOT APPLY to SCI information. Travel orders will not indicate that an individual is an SCI Courier, but may show "Official Courier". The HQ USEUCOM Special Security Office (ECJ2-SSO) must be contacted regarding policy and procedures for the couriering of SCI material.*

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

RICHARD F. KELLER
Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

Appendixes

- A - References
- B - Sample Foreign Flag Carrier Certificate
- C - Instructions for Preparation of DD Form 1610 for DOD Personnel
- D - Sample DD Form 1610
- E - HQ USEUCOM Supplemental Instructions for TDY
- F - HQ USEUCOM Supplemental Instructions for TDY/NATO Travel Order (HQ USEUCOM FORM 30-1-R)
- G - Sample TDY Order Amendment
- H - Sample TDY Order Rescission
- I - Sample TDY Order Revocation
- J - Sample TDY Blanket Travel Order (BTO)
- K - Sample TDY Repeated Travel Order (RTO)
- L - Sample Medical Order - Military Member

- M - Sample Medical ITO Request - Family Member
- N - Sample Medical Travel Authorization/Restrictions
- O - Sample ITO Request
- P - Sample ITO Order - Contractor (Non-Family Member)
- Q - Request for Travel Tickets and Reservations (HQ USEUCOM Form 30-1B)
- R - TDY/ITO Order Log (HQ USEUCOM 30-1A-R).
- *S - Sample Courier Order.**

DISTRIBUTION:

P

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Appendix S

Sample Courier Order

LETTERHEAD

ECJ1

MEMORANDUM FOR WHOM IT MAY CONCERN

SUBJECT: Designation of Official Courier

1. Major John D. Smith, SSN 123-45-6789, Manpower, Personnel and Administration Directorate (ECJ1), Headquarters, United States European Command (HQ USEUCOM), APO AE 09128, is designated as Official Courier for classified material up to and including Top Secret. Upon request, he will present his official identification card bearing the number A-1234567.

2. This courier authorization is valid for the period 10 January 1995 through 1 February 1995.

3. Major Smith's point of departure is Patch Barracks, Vaihingen, Germany; destination is Washington, D.C. Known transfer points are Frankfurt International Airport, Germany; John F. Kennedy International Airport, New York; and Washington National Airport, Washington, D.C.

4. Major Smith will be carrying one sealed package, 14" x 13: addressed to JCS/J3, The Pentagon, Washington, D.C. 20301. This container/package is further identified by the markings on the covers: "OFFICIAL UNITED STATES GOVERNMENT COMMUNICATIONS - EXEMPT FRO EXAMINATION".

5. This courier designation can be confirmed by contacting the Security Manager at HQ USEUCOM/ECJ1, 49-711-6805600 (USA to Germany); or 430-5600 DSN.

IVAN F. LAMB
Colonel, U.S. Army
Director for Manpower,

Personnel

and Administration

