



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
APO AE 09014-9351

AERM-PB

26 January 2018

MEMORANDUM FOR

HQ USAREUR Staff Principals
Commander, HHBN (Prov), HQ USAREUR
Commanders, USAREUR Major Subordinate Commands

SUBJECT: Approval of TDY Travel (AE Cmd Memo 2018-001)

1. Supersession. This memorandum supersedes memorandum, USAREUR, AERM-PB, 15 September 2017, subject: Approval of TDY Travel for Fiscal Year 2018 (AE Cmd Memo 2017-024).

2. References.

- a. Joint Travel Regulations (JTR) (<http://www.defensetravel.dod.mil/site/travelreg.cfm>).
- b. AR 600-200, Army Command Policy.

3. Purpose. This memorandum establishes USAREUR policy guidance and procedures for approving TDY travel. This policy applies to official travel of all military and civilian personnel using a USAREUR (OA89) line of accounting (LOA), regardless of the traveler's unit of assignment.

4. Overview. The goal of this policy is to ensure leaders retain mission command of their organizations while reducing TDY travel costs by ensuring and maintaining appropriate TDY control measures. TDY costs are part of a unit's or activity's operating costs and are not separately funded. All units and activities will manage TDY requirements within their existing annual budgets.

5. Guidance.

- a. Staff principals and commanders will reduce TDY costs by—
 - (1) Eliminating unnecessary travel and combining travel within the same geographic area when possible.
 - (2) Eliminating travel by maximizing the use of available means of communication such as correspondence, telephones, and video-teleconferences.
 - (3) Minimizing the number of travelers required to accomplish a mission.

This memorandum is available at <http://www.eur.army.mil/aepubs/>.

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- (4) Using restricted airfares for OCONUS travel when possible.
- (5) Maximizing the use of Government transportation whenever possible, including the use of transportation motor pool (TMP) vehicles and Patriot Express or military aircraft for travel to the Military District of Washington.
- (6) Directing Civilians and Soldiers to use Government quarters and dining facilities where available to the extent permitted in the JTR, unless a statement of nonavailability is obtained. All lodging must be arranged using the Defense Travel System (DTS) or through the Travel Management Center, Defense Travel Management Office, in accordance with DOD policy.
 - b. For HQ USAREUR staff offices, all staff TDY must be approved by the first colonel (O6) or higher, or first civilian in the grade of GS-15 or higher, in the chain of command. For HQ USAREUR staff offices without a colonel or GS-15, the Chief of Staff may delegate TDY approval authority in writing to a lieutenant colonel or GS-14. No further delegation is authorized.
 - c. For USAREUR major subordinate commands, all TDY must be approved by the first O6 or GS-15 or higher commander, director, or staff leader in the chain of command. This authority may be delegated in writing to the following:
 - (1) Brigade-level deputy commanding officers, chiefs of staff, and executive officers in the grade of O5 or GS-14. TDY approval authority may also be delegated to officers in the grade of O4 or GS-13 if they hold these brigade-level positions.
 - (2) Subordinate battalion commanders and deputy directors in the grade of O5 or GS-14. Only under extenuating circumstances, may battalion-level commanders and deputy directors in the grade of O5 or GS-14 subdelegate TDY approval authority to the battalion executive officer or S3 officer in charge in the grade of O4 or GS-13. Such a delegation will require written approval by the brigade commander. No further delegation is authorized.
 - (3) Major subordinate command staff principals, directors, and their deputies in the grades of O5 and GS-14 and above (may sign for TDY requests in their own directorate). No further delegation is authorized.
 - (4) The Director and Deputy Director, Theater Logistics Support Center-Europe.

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d. HQ USAREUR staff offices or commands designated as offices of primary responsibility (OPRs) for team travel are authorized to approve the team travel if the TDY is fully funded by the OPR. Team travel is defined as TDY requiring multiple staff sections or commands to travel. The OPR, if established, will be designated by the USAREUR Command Group.

e. Travelers must have an approved DTS authorization before traveling. In unusual or urgent situations when travel must begin before a DTS authorization or DD Form 1610 can be issued, the approval authority may provide a verbal authorization (verbal order of the commanding officer (VOCO)). In such cases, the VOCO must be followed up by a written and digitally signed confirmatory order by the approval authority within 24 hours and include a statement as to when he or she gave the VOCO. As soon as possible, the traveler must create a DTS authorization, and the confirmatory order must be uploaded as part of the substantiating documentation in DTS. An e-mail message granting approval to travel may also serve as confirmation.

6. Procedures.

a. TDY directed by an operation order or a tasking order is still subject to the approval process and will be documented through a memorandum for record. Units and activities will provide the approving official and reviewer a by-name list or manifest with the authorization request. This list or manifest will ensure proper accounting for DTS orders by assigning travelers against an LOA.

b. Units will continue to use DTS as the system of record for TDY travel. Commanders and directors should design DTS routing and travel-authorization procedures to be as efficient as possible, balancing audit compliance requirements with the need for simplicity.

7. Exceptions and Changes to Policy.

a. Local policy applies to the following TDY activities that are exempt from the policy in this memorandum:

(1) Operation and maintenance, Army (OMA), BA4 XISH-sourced TDY of NATO organizations. According to the National Defense Authorization Act, this funding is “fenced” and cannot be used for other purposes.

(2) TDY in support of Sexual Harassment/Assault Response and Prevention Programs (BA4 VSHP).

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(3) TDY in support of PROJECT FOUNDRY and BA4 GPCI intelligence operations. According to the National Defense Authorization Act, this funding is fenced and cannot be used for other purposes.

(4) TDY funded by non-OMA appropriations.

(5) TDY funded by a third, non-USAREUR party (for example FORSCOM, USEUCOM).

(6) TDY in support of emergency leave, medical travel, travel in connection with the attendance of schools funded by the military training specific allotment, renewal agreement travel, and student travel.

(7) TDY travel that directly supports the USAREUR Command Group and subordinate general officers. Travelers must enter the justification in the authorization's trip description (for example, communication support during the CG's TDY).

b. Requests for exceptions or changes to this policy may be sent to the Secretary of the General Staff, HQ USAREUR, for consideration.

8. POC. The POC is the Chief, Enterprise and Audit Support Branch, Program and Budget Division, Office of the Deputy Chief of Staff, G8, HQ USAREUR (mil 537-8097, e-mail: *usarmy.wiesbaden.usareur.list.g8-easb@mail.mil*).

FOR THE COMMANDER:



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