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NAVFACINST 4651.4C  
Code AHS  
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NAVFAC INSTRUCTION 4651.4C

From: Commander, Naval Facilities Engineering Command

Subj: NAVFACENGCOMHQ MANAGEMENT OF TRAVEL

Encl: (1) NAVFACENGCOMHQ (Management of Travel)

1. PURPOSE. To establish policy/procedures encompassing a comprehensive consolidation of Federal, Navy, and Naval Facilities Engineering Command Headquarters (NAVFACENGCOMHQ) travel policy direction and guidance.

2. CANCELLATION. NAVFACINST 4651.4B of 27 September 1996 is canceled in its entirety.

3. ACTION

a. All NAVFACENGCOMHQ personnel and all personnel traveling at the invitation of NAVFACENGCOMHQ shall comply with the policies and procedures contained in this instruction.

b. Addressees will ensure individuals designated travel authority and responsibility understand their duties and carry out these duties.

c. Designated funds approving officials will monitor and control travel funds, travel advances, and travel claims.

d. The Joint Travel Regulations, Volumes I and II, for military and civilian personnel, shall be used in the absence of specific NAVFACENGCOMHQ travel guidelines or regulations.

4. FORMS. Forms required by Headquarters personnel may be obtained from the NAVFACENGCOMHQ Intranet or the NAVFACENGCOMHQ Travel Office.

  
M. K. LOOSE  
Vice Commander

Distribution:  
NAVFAC Intranet

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NAVAL FACILITIES ENGINEERING COMMAND HEADQUARTERS  
MANAGEMENT OF TRAVEL MANUAL

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## SECTION I

### AUTHORITY AND RESPONSIBILITY

1. Responsibility and Approval of Temporary Duty Travel Orders. Authority to sign travel orders is subject to compliance with prior determinations and requirements prescribed in reference (a), the Joint Travel Regulations (JTR) Volumes I and II. Per reference (a), the Commander, Naval Facilities Engineering Command (NAVFACENGCOM) has been designated authority to issue civilian and military travel orders. This instruction assigns responsibility to persons designated to act for the Commander, Naval Facilities Engineering Command and sign travel orders.

2. Travel Requesting Official. The travel requesting official is an employee's supervisor, Branch Head, Division Director, or Department Director. In some instances, this may be the traveler (e.g., SES, 06, Flag Officers). A travel requesting official is responsible for initiating a travel request and will ensure all required information is incorporated in the request. A request for travel is subject to approval or disapproval by the travel approving official.

3. Travel Approving Official. The travel approving officials (TAOs) for NAVFACENGCOMHQ are Vice Commander, Group Captains, Directors, Executive Assistant to the Commander, and Special Advisors to the Commander. TAOs direct official travel, ensure travel is essential, ensure most economical means are being utilized, and are responsible for approval or disapproval of travel requests. They are also responsible for the traveler's timely submission of a voucher and the appropriateness of the items claimed. TAOs may "designate" supervisory GM-15 management officials to sign for them; however, the following procedures will apply:

a. The TAO will provide the travel office in writing the names of supervisory GM-15 managers authorized to sign as additional TAOs for their department. This designation should be done by official title rather than name to avoid updates. Personnel "designated" by the TAO will be referred to as a "designated travel approving official" and will be required to follow guidelines in paragraph 3b below.

b. A "designated" TAO will be one level higher than the travel requesting official. Requesting official and "designated" travel approving official may never be the same.

4. Funds Approving Official. The Vice Commander and the Comptroller approve the fiscal year travel budget for each department and assign accounting classification to TAOs. TAOs will designate, in writing, to the Administrative Headquarters Services Office (Code AHS) funds approving officials (FAOs) for their departments. Sample signatures of both the TAOs and FAOs must be provided at that time. Overall accountability for travel funds will remain at the

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travel approving/directing official level. However, FAOs will provide accounting citations and execution status of travel dollars to the travel approving official. Each FAO will be responsible for the following:

a. Accurate accounting citations within his/her assigned department. (The Comptroller will validate lines of accounting in the Automated Travel Order System (ATOS) at the beginning of each fiscal year before FAOs are authorized to issue travel orders.)

b. Management of travel budget dollars to ensure:

(1) Allocated amounts are not exceeded.

(2) That best value travel options are being utilized.

(3) Unmatched travel obligations are reviewed and data/information provided to the Financial Management Branch of the Comptroller's office to initiate necessary corrections to official accounting records.

(4) Outstanding travel claims for department employees are promptly filed.

(5) The Financial Management Operations (FMO) Branch of the Comptroller's Office is promptly advised when unliquidated obligations can be closed out.

5. Order-Authorizing or Authenticating Official. The Commander, Naval Facilities Engineering Command, designates the Director, AHS, as the order-authorizing official for NAVFACENGCOMHQ. The order-authorizing official is responsible for authenticating travel orders. A travel order is not official until it is released by this person. The order-authorizing official is also responsible for establishing cost-effective guidelines and providing assistance to NAVFACENGCOMHQ and its field activities related to travel management. In the absence of the Director, Administrative Headquarters Services, the following individuals are designated to sign as alternate order-authorizing officials:

a. Program Analyst for Headquarters Support Budget, Code AHS

b. Transportation Assistant/Travel Manager, Code AHS

c. Program Assistant/Secretary, Code AHS

d. Program Assistant/Purchasing, Code AHS

6. Travel Office. The Travel Office, Code AHS, is the central point of contact for NAVFACENGCOMHQ travel orders and claims processing. The Administrative Headquarters Services Division/Travel Office are responsible for the following:

a. Serving as travel liaison between NAVFACENGCOMHQ and the Personnel Support Detachment (PSD) and Commercial Transportation Office (CTO).

b. Providing travel policy, guidelines, advice, and information to NAVFACENGCOMHQ employees and field activities.

c. Coordinating all travel orders for NAVFACENGCOMHQ, including the following:

(1) Developing and implementing policy for using the Automated Travel Order System (ATOS) for the Command.

(2) Maintaining fiscal year files of all travel orders by codes.

(3) Distributing airline and AMTRAK tickets, rental car reservations, and itineraries.

(4) Processing travel claims through PSD.

(5) Providing copies of travelers' orders, amendments and settlement claims to the Financial Management Operations Branch of the Comptroller's office for use in transmitting accounting data to STARS system (O&M,N) and FIS 2.0 system (SIOH).

7. Command Review of Funds Administration. The Director of AHS forwards the updated travel budget to each Director on a monthly basis. The FAO in each Code should check the accuracy of this balance against his/her records. It is the responsibility of the FAO to ensure the accuracy of budget data in ATOS related to travel records for his/her Code. The FAO should reconcile travel claims with the travel order records in ATOS and ensure that balances are adjusted accordingly.

## SECTION II

### PROCEDURAL GUIDANCE AND REQUIREMENTS

1. **Requirements.** The procedures specified herein apply to Department of Defense (DOD) and contract personnel, Federal and non-DOD personnel engaged in invitational travel, certain National Guard technicians, intermittently employed consultants, and experts. Volumes I and II of reference (a), applicable to military personnel and DOD civilians respectively, implement applicable laws and the executive regulations pertaining to per diem, travel and transportation allowances to all travelers. Reference (a) is the sole entitlement implementation for DOD components, excluding only those employees appointed under Section 625(d) of the Foreign Assistance Act of 1961.

2. **Policy.** The following policies shall be strictly adhered to:

- a. TAD/TDY travel shall be approved only for mission oriented travel.
- b. Military and civilian personnel shall exercise prudence when incurring expenses. Employees should check for government quarters availability and are highly encouraged to use those quarters when on TDY.
- c. NAVFACENGCOMHQ travel funds shall be used for NAVFACENGCOMHQ official business. If travel is paid for by another activity's funds, the fund citation is entered into the ATOS and utilized on a one time basis for the travel order(s) in question.
- d. Travel claims must be submitted to the travel office within (5) days after return from TDY.
- e. All travelers not issued cellular telephones must use the government calling card for long distance business calls while on travel when a government telephone line is not available. See Section VI.
- f. All travel outside of the local commuting area requires a travel order even though there may be no overnight accommodations with the departure and return trip occurring on the same day. The Washington local commuting area includes the following jurisdictions: The District of Columbia; Montgomery, Prince George's, Anne Arundel, Baltimore, Charles, Calvert, Howard, Frederick, St. Mary's, Washington counties and the city of Baltimore in Maryland; Arlington, Fairfax, Loudoun, Fauquier, Prince William, Culpepper, Orange, Stafford, Spotsylvania, King George and Clark counties and the cities of Alexandria, Fairfax, Falls Church and Fredericksburg in Virginia. In addition, the local commuting area includes now or hereafter cities existing in Maryland or Virginia within the geographic area bordered by the outer boundaries of the combined areas of the aforesaid counties.

3. Responsibility.

a. NAVFACENGCOSHQ officials who authorize, direct, review, certify, or manage travel expenses shall exercise reasonable economy in all matters involving travel funds. Travel that provides a cost advantage to the government shall be used. The mode of travel selected shall be on the basis of best value to the government.

b. Anticipated results from travel shall justify projected costs.

c. Travelers shall exercise restraint in incurring travel expenses, and minimize circuitous routes, delays, luxury accommodations, etc.

4. Travel Type. Mission travel is defined as follows:

a. Administrative Travel. Travel not directly related or essential to the performance of a government program or mission. Examples of administrative travel include:

(1) Conferences, meetings, retreats, or symposiums.

(2) Training courses that are not specific requirements for job performance.

(3) Visits to activities for general surveillance or familiarization.

b. Mission Essential Travel. Travel directly related and essential to the performance of the activity mission.

c. Training Travel. Travel to attend training courses required for job performance.

5. Attendance at Conferences. Reference (c) provides policy, approval authority, and procedures for requesting attendance by military and civilian personnel at either NAVFACENGCOS or non-NAVFACENGCOS sponsored conferences, meetings, etc. When a registration fee is involved, travel orders shall be processed concurrently with "Request and Approval for Attendance at Meetings," NAVSO Form 12000 (Exhibit 1), which requires, in blocks #13(a) and #20, approval by the prescribed authorities. (Note: For conferences held within the local commuting area, travel orders are not required.)

6. Transient Lodging Policy. The following policy/procedures apply to all Navy military and civilian personnel on official government travel:

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a. DOD and Navy policy state that all lodging reservations must be made through the Commercial Travel Office (CTO).

b. In accordance with reference (a), order writing authorities shall encourage use of government quarters in connection with temporary duty. The definition of government quarters is expanded to include Navy Lodges. The following are additional policies and guidance:

(1) Reservation at a Navy Bachelor Quarters (BQ) is first preference, Navy Lodge is second preference and commercial lodging is last preference.

(2) Travel orders for TAD/TDY at a military installation shall be written to the activity and not the city or area.

(3) If a reservation at government quarters is not available, the billeting office will issue a non-availability number (CNA) which the CTO will print on the itinerary/invoice which must be filed with the traveler's claim. (See par. 22, Travel Claims Procedures.)

(4) Those who make the travel arrangements must notify the BQ of any change in travel plans as soon as possible. They must also alert the BQ if traveler will be arriving after 1800 hours. If reservation is not coded for late arrival, it will be released after 1800 hours for walk-in or space available customers. If the traveler arrives late and the room has been released to another customer, the traveler will receive a one-day CNA and will occupy the BQ for the remainder of the original reservation. It is ultimately the responsibility of the traveler to ensure that cancellations or modifications to reservations are made.

(5) Each travel order requires one of the following statements in remarks continuation of block 16 related to government quarters:

(a) "Use of BQ is encouraged but not required." Use when the BQ is more than a 30-minute rush hour commute from the traveler's destination.

(b) "Traveler will obtain certification for availability of BOQ/BEQ." Use when traveler needs to submit a travel request but is unable to get BQ confirmation due to a short turn around before departure. The CTO will obtain a CNA later and the traveler will note the date and time the attempt was made on the voucher.

(c) "Use of government quarters would adversely affect assigned mission." Use when function is being held at a hotel conference center where traveler is required to stay instead of at an available BQ. ( Note: If the traveler is proceeding to a conference/meeting in a hotel where the host has contracted for a block of rooms, there is no need to contact the CTO for lodging.)

(6) If traveling via Privately Owned Vehicle (POV), traveler will contact the Commercial Travel Office (SATO) for lodging reservations.

(7) If a CNA has been issued, the CTO will secure commercial lodging accommodations for the traveler.

(8) Reservations will be booked and CNAs issued no earlier than 45 days in advance of the travel.

7. Travel Order Requirements. In remarks continuation of block #16 of the travel order, DD Form 1610 (Exhibit 2), the following statements must appear:

- a. "Submit voucher to NAVFAC travel office within 5 days after completion of travel."
- b. "Variation authorized." (This statement will cover any change in schedule during the trip.)
- c. "Official telephone calls authorized." If the traveler expects reimbursement for official telephone calls charged during TAD, he/she must note on the voucher DD Form 1351-2 (Exhibit 3) and have supervisor sign block #20c.
- d. The following statement is to appear on all travel orders: "The Travel and Transportation Reform Act of 1998 stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the General Services Administration or the Head of the Agency." If the traveler is a non-cardholder, this must also be stipulated in the Remarks block.

Other statements regarding quarters, transportation (including taxis), registration fees may also be included in block #16.

8. Rates for Travel. Two types of rates may occur, depending on the destination:

- a. Per Diem Rates. All geographic locations warrant computation of special local rates, which are stated in reference (a). The rates shown are the highest allowable. Generally federal employees are not exempted from paying state and local lodging taxes incurred while on official business; however, the taxes are not part of the per diem rate and are reimbursable.

- b. Actual Expenses. On rare occasions, travel is to one of a few high cost areas where necessary lodging expenses exceed the locality lodging rate (per diem). After meeting the

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conditions per reference (a), actual expenses in these cases will be reviewed and approved by the Order Authorizing Official.

9. Travel Advances. Non-cardholders are authorized a cash advance equaling 100% of the meal and incidental expense amount (M & IE) plus 80% of the estimated total cost of lodging and rental car; this amount is stipulated in block 15 of the travel order. The funds are transferred to the traveler via electronic funds transfer (EFT). A cardholder is only authorized an advance amount equaling 100% of the M & IE to be withdrawn via ATM; this amount is also shown in block 15.

10. Invitational Travel Orders. The following conditions apply to invitational travel orders:

a. Only when it is advantageous to the Navy are they issued to university officials, representatives of industry, or other individuals who visit NAVFACENGCOM activities or other locations to observe lectures, participate in conferences, or for other purposes listed in reference (a).

b. Invitational travel orders are funded by the NAVFACENGCOM program benefited by the travel.

c. They are prepared, approved, and issued on NAVSO Form 4650/10 (Exhibit 4).

11. Direct Cite. The FAOs of each code may approve NAVFACENGCOMHQ travel funds to support other Navy and DOD travelers in accordance with this instruction. After the FAO has entered the accounting data, fund cite, travel order number, and estimated cost, the sponsoring code shall forward a request for approval of the fund citation and travel order number for TAD/TDY travel (available in ATOS) to the Travel Office. After the travel manager checks, approves, and signs the request, the sponsoring code will provide the travel request data to the non-NAVFACENGCOMHQ traveler for use in preparing travel orders.

12. Leave in Connection with Travel. Annual leave may be authorized, at supervisory discretion, before, during or after TAD/TDY if the purpose of the TAD/TDY is not affected. This leave will be recorded in block #16 of the travel order. TDY/TAD must originate from the Permanent Duty Station and terminate there unless a person is on leave away from home and is required by his/her supervisor to make an emergency business trip originating from the leave location.

13. Modes of Travel. The mode of travel selected shall be on the basis of "most advantageous to the government." In considering travel, consider deadlines to be met to accomplish the mission, the distance and number of points to be visited, and the cost.

a. Air. Only common carrier approved airlines and routes shall be used under the GSA city

fares contract program. Exceptions to the use of contract flights are stated in reference (b) and are summarized as follows:

(1) Space on a contract flight is not available in time to accomplish the mission of the travel.

(2) Use of a contract flight would require overnight lodging cost increasing the total cost of travel.

(3) The contract flight schedule is inconsistent with Command policy regarding employee travel during normal working hours.

(4) A non-contract carrier offers a lower fare available to the general public; the use of which would result in a lower total cost to the government. If the traveler requests a non-contract flight, he/she must provide a justification and put one of the statements listed above in the block 16 remarks section of the travel order.

b. Train. If it is more advantageous to the government for the traveler to accomplish the mission via train, train travel may be authorized for coach class.

c. Privately Owned Vehicle (POV). POV travel by owner or as a passenger shall not be directed; however, the use of this travel should be encouraged when advantageous to the government. Reimbursement rates are per reference (a).

d. Use of Rental Vehicles or Special Conveyance. Per reference (a), rental vehicles may be authorized in travel orders when justified. The traveler must make the reservation through the CTO. Approval for the rental car must be stated on the signed travel order. In addition, if two or more travelers are going to the same destination concurrently, only one vehicle shall be authorized unless otherwise approved. First consideration in selection of commercially rented vehicles must be to those available under Military Traffic Management Command (MTMC) negotiated contracts. A NAVFACENGCOMHQ traveler is always authorized to rent a compact car except in the following instances:

(1) The traveler is a GM-15 or an O-6 or higher rank, in which case an intermediate car is authorized.

(2) A traveler who is larger than average (e.g., over six feet tall) is also authorized an intermediate car.

(3) The traveler is driving a distance greater than fifty miles to reach the TAD/TDY destination, in which case an intermediate car is authorized.

(4) The traveler is taking more than one other passenger with him/her, in which case an intermediate or larger car is authorized depending on the number of passengers.

When a traveler does not obtain a rental car through the CTO, reimbursement is limited to the actual cost of the rental vehicle not to exceed the cost had the vehicle been obtained through the CTO.

The cost of purchasing extra collision insurance in CONUS, Alaska, Hawaii, Puerto Rico, and territories and possessions of the U.S. is not reimbursable. However, reimbursement is authorized for extra collision insurance obtained outside the above-stated areas.

When the traveler is driving during any part of his/her trip, the remark, "Driver is traveler." and one of the following statements must be included in block #16:

(1) "POV authorized to/from in/around TAD/TDY area." Use when traveler is driving own car to TAD/TDY site.

(2) "Rental car authorized in/around TAD/TDY area." Use when traveler is renting a car to use while at TAD/TDY site.

(3) "Rental car authorized to/from in/around TAD/TDY area." Use when traveler is driving a rental car to the TAD/TDY site.

e. Taxicabs. Use of taxicabs shall be approved in travel orders when cost effective; they shall not be permitted when government-owned or leased carriers are available. Reimbursement for taxicabs shall be limited to limousine cost, unless the traveler furnishes a statement as to the need to exceed this rate.

14. Promotional Items Received from Public Carriers. A traveler on official business at government expense may keep promotional material for personal use to include fare upgrades, points or miles, and access to carrier clubs or facilities. The promotional material must be under the terms afforded to the general public and must be at no additional cost to the government.

15. Prolonged Civilian Temporary Duty Assignments. Approval for TAD/TDY assignments in excess of six months shall be made by the Vice Commander and maintained by the travel office. Prolonged civilian temporary duty assignments shall be limited to mission accomplishment for which there is no alternative method of performance and shall be restricted to the minimum time necessary to accomplish the mission.

16. No-Cost Travel Orders. No-cost travel orders, with or without charge to leave, may be authorized when employee travel is of benefit to NAVFACENGCOMHQ but is not of sufficient priority to warrant the expenditure of funds. Examples include: invitations to speak at a meeting

of a professional society, attendance at a ship launching, or conducting NAVFACENCOM business concurrent with a holiday. The travel order will indicate that the travel is at the employee's request and that no accounting citation is involved.

17. Uniforms. Military personnel shall wear the appropriate authorized uniform when traveling on DOD aircraft, except when civilian clothes are specifically authorized in the travel orders. Civilian clothing may be worn when traveling by other modes of transportation.

18. Foreign Travel Briefing/Debriefing and Other Visit Requirements.

a. Anyone who holds an active security clearance and travels overseas to a country cited in reference (d) will contact the Command Security Manager and receive a foreign travel briefing. In addition, individuals with an active security clearance who travel through a country designated in reference (k) or attend a meeting where representatives of the countries designated in reference (d) are expected to attend will also contact the Security Manager for the same foreign travel briefing.

b. Anyone traveling outside the U.S. and its territories will contact the Command Security Manager to make arrangements for an anti-terrorism briefing in accordance with reference (d).

c. Personnel anticipating the need for access to classified material or space during travel shall prepare OPNAV 5521/27, "Visit Request" (Exhibit 5), and route it to the Command Security Manager for processing. Travelers hand carrying classified material will also receive guidance from the Command Security Manager.

19. Area Clearance for Overseas Travel. Per reference (e), travelers shall obtain area clearance for official TAD/TDY travel outside CONUS by submitting requests at least 30 days before departure to allow for processing and coordination with U.S. diplomatic and consular missions. The approval authority and the traveler assume this responsibility. Military Air Transportation (MAC) will be used whenever possible.

20. Passports, Visas, and Immunizations.

a. Passports. No-fee passports are issued to active duty military personnel and DOD civilian employees on official travel abroad. Generally, passports for civilian personnel are required for official overseas travel other than to a U. S. territory or possession.

b. Visas. Visas are required for certain countries in addition to a passport. They are requested through the Travel Office as part of the orders approval process and will be affixed to the passport by the embassy or consulate of the country to be visited.

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NOTE: Passport and visa application services are provided by the Personnel Support Detachment (PSD), Navy Passenger Transportation Office, Bldg. 218, Washington Navy Yard, telephone 433-6939. Travelers shall use DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Request for Visa" (Exhibit 6), which shall be approved by the Director, Code AHS. First time passport applicants must submit a completed DSP 11 (Exhibit 7); application for passport renewal must be completed on a DSP 82 (Exhibit 8). Processing time for passports is four weeks after receipt of the approved form by PSD. Rush requests will be accompanied by an explanatory memo providing the data requested in Exhibit 6(a) and signed by a Flag officer or an SES.

c. Immunizations. The approving official and the traveler have the primary responsibility for ensuring that any immunizations required are obtained from the nearest government medical facility prior to departure.

21. North Atlantic Treaty Organization (NATO) Travel Orders. Per reference (f), Commanders/Commanding Officers/Officers in Charge shall, upon authorization to travel to or within a NATO country, attach a NATO Travel Order. Exhibit (11) is a sample of a NATO Travel Order.

22. Travel Claims Procedures.

a. In accordance with reference (g), the following items are needed when submitting a claim:

(1) The original and one copy of the DD Form 1351-2 (Exhibit 3) and the voucher continuation page if needed, DD Form 1351-2C (Exhibit 9).

(2) The original and one copy of the travel orders, DD Form 1610 (Exhibit 2).

(3) The original copy of the CTO itinerary/invoice endorsement must be attached to the back of the original DD Form 1610.

(4) The original receipts for all items of \$75 or more. Receipts are required for all lodging, car rentals and conference fees regardless of cost. (Note: Charge card receipts are not acceptable.) The receipts must be taped to a sheet of 8 1/2" x 11" paper and free of staples.

b. The following may also be included in the travel claim packet:

(1) NAVSO Form 12000, "Request and Approval for Attendance at Meetings."

(2) Other receipts as required.

23. Canceled Travel Orders.

a. When a trip for which travel orders have been issued is canceled, it is the responsibility of the person who made the travel reservations (air, rail, rental car, BQ, etc.) to cancel those reservations. It is not the Travel Office's responsibility.

b. The original travel order packet must be returned to the Travel Office. The Travel Office will then take the following steps:

(1) Stamp the original travel orders "canceled."

(2) If no ticket or advance check was issued with the travel orders, the canceled original orders will be filed with the travel request, and copies of the canceled orders will be sent to the Comptroller's office and the FAO for the traveler's code. The FAO will ensure that the orders are cancelled in ATOS.

(3) If tickets and/or an advance check were issued with the travel orders, the Travel Office will make copies of the canceled orders for the Comptroller's office, the FAO for the traveler's code, and the travel file. If the advance check has been cashed, the traveler will write a check, payable to Personnel Support Detachment, Washington Navy Yard, for the advanced amount and submit it to the travel office with the canceled orders and tickets. The packet of original travel orders, ticket, and advance check will be sent back to PSD for disposition. When PSD returns the canceled original orders to the Travel Office, they will be filed with the travel requests. The FAO will ensure that the travel budget data resulting from the cancelled orders is corrected in ATOS.

24. Permanent Change of Station (PCS) Orders.

FAOs are directed to consult with the Travel Office prior to entering into agreements with PCS travelers and the subsequent issuing orders. The JTR provides the ability to pay for various PCS expenses; however, the decision to approve reimbursement may be discretionary based on Command policy and funds availability. Use DD Form 1614 (Exhibit 10) for civilian permanent change of station moves. The normal entitlements are listed below, but entitlements are not necessarily limited to these:

- a. Mileage for employee and dependents
- b. Per diem for employee and dependents
- c. Shipment of household goods, including temporary storage, packing, crating and uncrating
- d. Temporary quarters NTE 60 consecutive days
- e. Storage of household goods for 90 days

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- f. Miscellaneous expenses
- g. Real estate purchase and sale
- h. House hunting

The Temporary Quarters Subsistence Expense (TQSE) worksheet (Exhibit 12) is an aid in keeping track of everyday PCS expenses.

The NAVFACENGCOMHQ Travel Office provides assistance pertaining to (PCS) moves.

## SECTION III

### HEADQUARTERS BEST VALUE TRAVEL RULES

1. For travel consisting of two or more individuals: A written justification stating departure date, number of days on TAD and purpose of TAD must accompany orders. Justification must cover all travelers, not just the sponsoring Code.
2. Travel orders must be prepared at least **one** week in advance for CONUS travel and **two** weeks in advance for travel outside of CONUS.
3. Use of a non-contract airline flight must meet one of the four criteria stated in reference (b). If the criteria are met to not use a contract airline flight, then a justification memorandum is required if the fare is at least \$100 more than the contract airline fare would have been; otherwise, comments in block 16 of the travel order will be sufficient. If an open market fare is utilized, it is less than the government rate (criteria #4) and the command's travel needs are satisfied, then no justification memorandum is required to use that open market fare.
4. The acceptable method of transportation to Norfolk, Virginia, is a rental car or privately owned vehicle (POV). Since an airline flight is too expensive, any travel by airline must show a "best value" such as a savings in travel time for a high salaried employee.
5. The normal departure point for airline flights is Reagan National Airport or Baltimore-Washington International Airport (BWI). Since flights from Dulles are usually non-stop and therefore too expensive, any departures from Dulles must be justified and show a "best value" such as a savings in travel time, traveler's proximity to Dulles, etc.
6. **The use of telephones on airline flights is generally prohibited. The use of cellular telephones is banned, while in flight, by the airlines.** Since the telephone provided by the airlines for passenger use is prohibitively expensive and there is no way to utilize the government calling card or a government telephone line, then calls made from the airline flight must be supported by a strong justification or they must be of an emergency nature.
7. Rental cars will be shared when two or more travelers are going to the same destination concurrently unless otherwise approved and justified.
8. Approval for TAD/TDY assignments in excess of six months shall be made by the Vice Commander.
9. All travelers must take the Level I JCS Anti-Terrorism Training and attach a copy of the training certificate to their travel orders.

## SECTION IV

### LOCAL TRAVEL GUIDANCE AND PROCEDURES

1. Definition. Local travel is travel that is officially authorized for the conduct of government business within the commuting area as defined in reference (h). Local travel does not require the issuance of travel orders. Since local travel does not require the issuance of a travel order, the traveler should verify the proper mode of transportation before departure.
2. Per Diem. Per diem may be authorized for official travel within the commuting area provided the destination is beyond the limits of the traveler's official duty station and the specific criteria set forth in reference (a) are met.
3. Mileage Reimbursement. Personnel who are approved to use their POV in order to travel to a temporary alternate work site within the local area may be reimbursed for mileage that exceeds their normal commuting distance.
4. Claims. Requests for reimbursement of local travel expenses shall be submitted on an SF 1164 (Exhibit 13). Expenses are limited to those actually incurred. The SF 1164 cannot be used to receive reimbursement for trips outside the local commuting area or for other miscellaneous expenses such as the development of film or the purchase of supplies. The SF 1164 must be signed in block #8 by the supervisor and in block #9 by the funds approving official. It should also contain a justification statement for the trip and a correct line of accounting.
5. Registration Fees. The SF 1164 may be used for reimbursement of registration fees for attendance at conferences within the local commuting area provided it is accompanied by a properly executed NAVSO Form 12000 (Exhibit 1) and a receipt for the registration fee is provided.
6. Metro Usage. The Metro system provides efficient, low-cost travel to many locations within the Washington, DC area. Each department has Metro passes available for travel within the local commuting area. (See Section VII for more details.) To the extent possible, the Metro system should be used rather than a POV. When the SF 1164 is submitted for reimbursement of POV expenses to a location served by Metro, a statement explaining why POV was used must be attached.
7. Motor Pool. Staff cars with drivers are only available to SES/Flag and higher personnel. Contact the Travel Office for reservations.

## SECTION V

### USE OF THE GOVERNMENT TRAVEL CHARGE CARD

#### 1. Card Eligibility and Usage

a. Per reference (a), it is the policy of DOD that military and civilian personnel whose duties require the performance of TAD/TDY travel at least twice a year will utilize the government-sponsored travel card for all costs incidental to business travel.

b. Individuals who meet the qualification criteria should pick up a government travel charge card application package from the Command's government travel card coordinator located in Code AHS. In addition, the cardholder will turn the card back in to AHS upon leaving the Command. If the departure is due to a transfer to another government agency, Code AHS can arrange to have the account transferred.

c. Reference (i) mandates that cards issued under this program shall be used only for legitimate and allowable expenses incurred in connection with officially authorized government travel, i.e., TAD/TDY. This includes meals, lodging, car rentals, and other car expenses.

d. Cards issued under this program may not be used for personal reasons. The Command's Travel Card Coordinator is required to review the monthly printout of charges made to the government travel charge card and to contact employees, by memo (with a copy to their supervisors), about those charges that do not appear to be related to official travel. Continued improper use of the card may lead to its cancellation and possible adverse personnel action.

e. It is the responsibility of the travel cardholder to maintain his/her account in good standing. The monthly statement should be paid in full immediately upon receipt. In order to assist the cardholder in this effort, PSD encourages the use of the split disbursement option on the travel claim where a designated amount of the travel claim may be paid directly to the individual's travel card account by Defense Finance and Accounting Service (DFAS). See Exhibit (3), block 1.

f. Further guidance on the travel card can be found in reference (j).

## SECTION VI

### OBTAINING AND USING TELEPHONE CALLING CARDS

1. Cards. The FTS 2001 MCI WorldCom Calling Card is issued for business calls while on travel within CONUS and outside the United States.

2. Use of Telephone Calling Cards.

a. While the traveler is away from his/her permanent duty station, telephone calling cards will be used in conjunction with official business if there are no established government telephone lines available or if the traveler has not been issued a cellular telephone. Calling cards will not be used to make calls from the permanent duty station.

b. Telephone calling cards will be issued, upon request, to frequent travelers on an "as needed" basis. These requests must be in writing, provide appropriate justification, and be signed by the traveler's supervisor. When approved, the user will sign for the card; upon leaving NAVFAC, the calling card holder is responsible for returning the card to Code AHS when signing out.

c. As part of the telephone bill certification, Code AHS will certify that the calling card is being used in an appropriate manner.

d. Guidance on proper use of the calling card will be provided to the cardholder upon issuance of the card by AHS. In addition, the Office of Counsel will include a section on abuse of telephone calling cards in the Code of Ethics/Standards of Conduct briefings.

## SECTION VII

### USE OF METRORAIL FARE CARDS FOR TRAVEL ON OFFICIAL BUSINESS

#### 1. Action.

##### a. The AHS Travel Manager shall:

- (1) Procure fare cards based on projected and known requirements.
- (2) Number all cards sequentially, stamp the cards to read "Government Property," and record the information on an inventory log.
- (3) Issue numbered fare cards in blocks to code custodians and maintain a record of issuance and returns on the Metro Rail Fare Card Log (Exhibit 14). The log can be a copy of Exhibit 14 or a spreadsheet; AHS no longer maintains Exhibits 14 through 17 as forms in stock.
- (4) Collect unused portions of fare cards from custodians on a regular basis for return to the Washington Metro Transit Authority.
- (5) Collect and review individual code logs. Check to make sure fare cards are used for official business only; make sure that amounts issued equal the amounts certified as issued plus unused amounts returned to AHS for credit to Metro.
- (6) Ensure that fare cards and logs are locked up at all times. Fare cards will only be distributed to custodians/alternates.

##### b. Directors shall:

- (1) Submit the names of primary and alternate fare card custodians for their areas of responsibility to AHS. In addition, inform AHS when a custodian or alternate leaves the Command and appoint a replacement. Exhibit 15 provides a sample designation memo.
- (2) Ensure that fare cards are kept locked up at all times and are used only for official government business.

##### c. Primary and alternate custodians shall:

- (1) Obtain blocks of fare cards from AHS not to exceed an amount equal to three months usage. The primary and alternate custodian should each have adequate fare cards on hand and arrange to back up one another when needed.

NAVFACINST 4651.4C  
AHS

(2) Issue fare cards to code personnel as needed and account for fare card usage. See Exhibit 17.

(3) Return unused fare cards and report of fare card usage to AHS when requesting new fare cards, see Exhibit 16.

d. Users shall sign for the fare cards on the Fare Card Log, see Exhibit 17 provided by the custodian. If a balance remains on the card after use, the card will be returned to the custodian.

2. Individual Responsibility for Lost or Damaged Cards. Any user or custodian who loses or damages a fare card shall reimburse AHS for the dollar amount remaining on the card by purchasing a new fare card.

3. Training. All custodians/alternates will receive training on their responsibilities when needed.

SECTION VIII

REFERENCES

- (a) Joint Travel Regulations, Volume I (Military) and Volume II (Civilian)
- (b) Federal Travel Regulation, Chapter 301, Part 10.107
- (c) NAVFACINST 5050.12H of 4 Sep 98, "Conferences and Working Group Meetings"
- (d) OPNAVINST 3300.54 of 3 Aug 93, "Protection of Navy Personnel"
- (e) OPNAVINST 4650.11F of May 89, "Policies and Procedures for Official Temporary Duty Travel to Military and Civilian Installations, Activities, and Units"
- (f) BUPERINST 1320.6F of 13 April 01, "NATO Travel Orders to and Within the NATO Countries"
- (g) PERSUPPACT Norfolk Instruction 7220.8D of 27 Dec 01, "Temporary Duty (TDY) Travel Voucher Preparation Guide"
- (h) NDWINST 4650.3B of 7 Feb 94, "Washington Local Commuting Area"
- (i) ASN(FM) memo of 20 Jun 95, Travel Reengineering Implementation - Travel Charge Card Procedures
- (j) NAVFACINST 4651.1B of 4 Mar 99, "Government Travel Charge card Program"

SECTION IX

EXHIBITS

1. NAVSO Form 12000, "Request and Approval for Attendance at Meetings"
2. DD Form 1610, "Request and Authorization for TDY Travel of DOD Personnel"
3. DD Form 1351-2, "Travel Voucher or Subvoucher"
4. NAVSO Form 4650/10, "Department of the Navy Invitational Travel Order"
5. OPNAV Form 5521/27, "Visit Request"
6. DD Form 1056, "Authorization to Apply for a No-Fee Passport and/or Request for Visa"
  - (a) List of data to include in a rush passport request
7. DSP 11, "Passport Application" (new request)
8. DSP 82, "Passport Application" (renewal)
9. DD Form 1351-2C, "Travel Voucher or Sub-voucher (Continuation Sheet)"
10. DD Form 1614, "Request/Authorization for DOD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel"
11. Sample NATO Travel Order
12. Temporary Quarters Subsistence Expense (TQSE)/Foreign Transfer Allowance (SE) Worksheet
13. SF 1164, "Claim for Reimbursement for Expenditures on Official Business"
14. Metro Rail Fare Card Log
15. Sample memo "Designation of Metro Rail Fare Card primary/Alternate Custodian"
16. Reimbursement/Issuance of Metro Rail Fare Cards
17. Metro Rail Fare Card Log for Individual Code Custodians

1 ACTIVITY AND ADDRESS	2 REFERENCE
	3 DATE

Authorization is requested for attendance at a meeting by proposed personnel. The criteria for attendance at and participation in meetings as set forth in CMMI 410.8 for civilian personnel and SecNavInst 4651 8H for military personnel have been met

**PART I - MEETING INFORMATION**

4 OFFICIAL TITLE AND OBJECTIVE OF MEETING (Attach announcement) (Continue on back if necessary)		7 SUBJECT MATTER CATEGORIES, CMMI 410 MANAGEMENT OR SUPERVISION WITHIN SPECIALIZATION OTHER (Specify)	
5 NAME AND NATURE OF SPONSORING ORGANIZATION (CMMI 410 and CMMI 732)		8 INCLUSIVE DATES OF MEETING: FROM: TO:	
9 SERIES/GRADE SERVICE/RATING (RANK)	10. NAME AND PAYROLL TITLE (If military, give organizational title) (Use reverse for additional names)	11. ESTIMATED COST TO THE NAVY	
		a. TOTAL ESTIMATED COST \$ _____ b. ESTIMATE PER PERSON _____ (In accordance with JTR Vol I) REGISTRATION . . . . . _____ TRAVEL . . . . . _____ PER DIEM . . . . . _____ OTHER . . . . . _____ TOTAL PER PERSON \$ _____	

12 STATEMENT OF BENEFIT TO THE DEPARTMENT OF THE NAVY FOR ATTENDANCE AT OR PARTICIPATION IN THIS MEETING IF PARTICIPATING GIVE NATURE AND EXTENT OF PARTICIPATION

13 SIGNATURE AND TITLE OF SUPERVISING AND REVIEWING OFFICIALS (See Instructions on reverse side)	DATE
a	
b	
c	

**PART II - AUTHORIZATION TO ACCEPT PAYMENT (To be completed if applicable - Civilians only)**

Authorization to accept payment from a Non-Government source in connection with this meeting is requested. The criteria as set forth in CMMI 410.7 have been met.

14 NAME, PAYROLL TITLE, GRADE OR RATING OF CIVILIAN EMPLOYEE(S)		THIS ORGANIZATION IS NOT INCLUDED IN ATTORNEY GENERAL'S LIST OF SUBVERSIVE ORGANIZATIONS (IF DIFFERENT FROM ITEM 9)  THE VERIFICATION OBTAINED FROM THE INTERNAL REVENUE SERVICE CONCERNING THE TAX EXEMPT STATUS OF THIS ORGANIZATION IS ATTACHED (NCP 1 410.7)	
15 NAME AND LOCATION OF ORGANIZATION MAKING PAYMENT (Also verify and check item(s) at the right)		16 AMOUNT AND NATURE OF PAYMENT	17 PURPOSE FOR WHICH PAYMENT IS TO BE USED

**PART III ACTION BY APPROVING AUTHORITY**  
 (Any change made in PART I should be explained under COMMENTS)

18 AUTHORIZATION IS HEREBY GRANTED FOR  ATTENDANCE AT MEETING  ACCEPTANCE OF PAYMENT

19 COMMENTS

20 SIGNATURE OF AUTHORIZING OFFICIAL (As designated in CMMI 410.8 and SECNAVINST 4651 8H)	DATE
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**PART I – MEETING INFORMATION**

ITEM 4. OFFICIAL TITLE AND OBJECTIVE OF MEETING (Continued from reverse side)

ITEMS 9 and 10. – SERIES/GRADE, SERVICE/RATING (RANK) AND NAME AND PAYROLL TITLE (Continued from reverse side)

9. SERIES/GRADE SERVICE/RATING (RANK)	10 NAME AND PAYROLL TITLE (If military, give organizational title)

**INSTRUCTIONS**

1. The following instructions pertain to signatures required:
  - a. Part I – Item 13:
    - Line a– For the signature of the supervising official initiating action
    - Line b– For the signature of the reviewing official when the commanding officer or head of the activity has been authorized to approve requests for attendance at meetings; or
    - Line c– For the signature of the commanding officer or head of the activity when the request is forwarded to the management bureau or office.
2. Part II – Item 14 – names of employee(s) will be entered here regardless of possible duplication of Item 10. There may be instances when not all employees listed in Item 10 will be requesting authorization to accept payment.
3. Part III – Item 20 – For the signature of the authorizing official, department or field, to whom authority has been delegated to approve attendance at meetings or to authorize acceptance of payments.
4. When military and civilian personnel are included on the same form, a record copy will be forwarded as required for military personnel and for civilian personnel.

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> <i>(Reference: Joint Travel Regulations (JTR), Chapter 3)</i> <i>(Read Privacy Act Statement on back before completing form.)</i>										1. DATE OF REQUEST (YYYYMMDD)	
<b>REQUEST FOR OFFICIAL TRAVEL</b>											
2. NAME <i>(Last, First, Middle Initial)</i>				3. SOCIAL SECURITY NUMBER				4. POSITION TITLE AND GRADE/RATING			
5. LOCATION OF PERMANENT DUTY STATION (PDS)						6. ORGANIZATIONAL ELEMENT			7. DUTY PHONE NUMBER <i>(Include Area Code)</i>		
8. TYPE OF ORDERS			9. TDY PURPOSE <i>(See JTR, Appendix H)</i>				10a. APPROX. NO. OF TDY DAYS <i>(Including travel time)</i>			b. PROCEED DATE (YYYYMMDD)	
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED											
12. TRANSPORTATION MODE											
a. COMMERCIAL				b. GOVERNMENT				c. LOCAL TRANSPORTATION			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL	TAXI	OTHER	PRIVATELY OWNED CONVEYANCE <i>(Check one)</i>	
										RATE PER MILE: _____	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER <i>(Overseas Travel only)</i>										<input type="checkbox"/> ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
13. <input type="checkbox"/>		a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.						b. OTHER RATE OF PER DIEM <i>(Specify)</i>			
14. ESTIMATED COST										15. ADVANCE AUTHORIZED	
a. PER DIEM \$			b. TRAVEL \$			c. OTHER \$			d. TOTAL \$ 0.00		\$
16. REMARKS <i>(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)</i>											
17. TRAVEL-REQUESTING OFFICIAL <i>(Title and signature)</i>						18. TRAVEL-APPROVING/DIRECTING OFFICIAL <i>(Title and signature)</i>					
<b>AUTHORIZATION</b>											
19. ACCOUNTING CITATION											
20. AUTHORIZING/ORDER-ISSUING OFFICIAL <i>(Title and signature)</i>									21. DATE ISSUED (YYYYMMDD)		
									22. TRAVEL ORDER NUMBER		

**PRIVACY ACT STATEMENT**

*(5 U.S.C. 552a)*

**AUTHORITY:** 5 U.S.C. 5701, 5702, and E.O. 9397.

**PRINCIPAL PURPOSE(S):** Used for reviewing, approving, and accounting for official travel.

**ROUTINE USE(S):** None.

**DISCLOSURE:** Voluntary; however, failure to provide the requested information may delay or preclude timely authorization of your travel request.

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**16. REMARKS** *(Continued) (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*



## PRIVACY ACT STATEMENT

**AUTHORITY:** 5 USC 5701, 37 USC 404-427, and EO 9397.

**PRINCIPAL PURPOSE(S):** Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims.

**ROUTINE USE(S):** To substantiate claims for reimbursement for official travel.

**DISCLOSURE:** Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.

## PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

## INSTRUCTIONS

### ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example: \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, 250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

### REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

### ITEM 15. ITINERARY - SYMBOLS

#### 15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation (Own expense)	- C	Bus	- B
Privately Owned	- P	Plane	- P
Conveyance (POC)	- P	Rail	- R
		Vessel	- V

#### 15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

#### ITEM 15e. LODGING COST

Enter the total cost for lodging.

### ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

### 29. REMARKS

**EMPLOYEES:** INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN ONE-HALF OF PRESCRIBED DAILY WORKING HOURS

**UNIFORMED MEMBERS:** INDICATE DATES ON WHICH LEAVE WAS TAKEN

1. NAME (First, middle, last)		DATE APPROVED
HOME ADDRESS		
BUSINESS ADDRESS		
NAME AND LOCATION OF ACTIVITY ISSUING INVITATION		
FROM: (Point where travel begins)		PROCEED ON OR ABOUT (Date)
TO: (Destination)		FOR APPROXIMATELY _____ DAYS
FOR THE PURPOSE OF (Exact purpose for which travel is authorized)		

UPON COMPLETION RETURN TO (Point where travel began)

2. Authority is granted for the performance of the above travel by commercial aircraft, rail, bus, Government-operated vehicle or aircraft or privately-owned automobile. You are advised that the policy of the Department of Defense requires that in using commercial aircraft, accommodations selected will be the least costly service which will permit satisfactory accomplishment of the mission of the traveler.

3. If the above travel is performed by common carrier you will be provided Government Transportation Requests to exchange for carrier tickets, if practicable. If Transportation Requests are not provided you, you may travel by common carrier at personal expense. Reimbursement for the cost of transportation will be limited to one of the following: (a) the least costly scheduled air service or the lowest cost class of accommodations available at the time reservations were made, (b) cost of the rail fare and a lower berth or the lowest first-class rail accommodation available at the time reservations were made, (c) actual cost of commercial bus fare. Transportation taxes paid at personal expense are also reimbursable. If travel is performed by privately-owned automobile, you will be reimbursed at the appropriate mileage rate, and for bridge, ferry, tunnel, and other highway tolls incurred while in a travel status under this order in accordance with the Joint Travel Regulations, Volume 2. The total reimbursement for travel performed by privately-owned automobile will be limited to the cost of travel by the usual mode of common carrier, including per diem. You will keep a record of speedometer readings and expenditures for tolls for use in submitting your travel expense voucher.

4. Receipts and ticket stubs will be required to substantiate your claim for cost of transportation and subsistence for items in excess of \$15.00. Receipts should also be obtained for other reimbursable expenses, including official long distance telephone calls. These receipts will be submitted with your claim for reimbursement of expenses.

5. PER DIEM PER DIEM \*In lieu of actual subsistence expenses, a per diem rate is authorized in accordance with JTR, pars. CB100.2 and CB101.2a, as appropriate.

\$ \_\_\_\_\_ RATE

6. TRANSPORTATION REQUEST NUMBERS:

7. EXPENSES IN THIS ORDER ARE CHARGEABLE TO:

8. The travel authorized herein has been determined to be in the public interest.

FOR THE SECRETARY OF THE NAVY: (Signature and title of authorizing official)

**VISIT REQUEST**

**PRIVACY ACT STATEMENT ON REVERSE**

**CHECK ONE**

VISITOR CLEARANCE DATA

OPNAV 5521 '27 (REV. 1-75) S/N 0107-LF-055-2235

**REPLY REQUIRED**

**REPLY ONLY IF NEGATIVE**

(SEE CURRENT EDITION OF OPNAVINST. 5510.1 FOR DETAILED INSTRUCTIONS)

FROM (COMPLETE ADDRESS OF REQUESTING ACTIVITY)

DATE OF REQUEST

SPECIFIC PERSONNEL OR SECTION OF COMMAND TO BE VISITED

FOLD ON THIS LINE

DURATION OF VISIT (ARRIVE)

(DEPART)

DEGREE OF ACCESS REQUIRED

PURPOSE OF VISIT/REMARKS (IF THE VISIT IS TO A CONTRACTOR FACILITY, INCLUDE CONTRACT NUMBER IF APPROPRIATE)

NAME, RANK, TITLE OR POSITION, SOCIAL SECURITY NO.	DATE AND PLACE OF BIRTH	NATIONALITY (CHECK ONE)		LEVEL OF SECURITY CLEARANCE
		U.S. CITIZEN	IMMIGRANT ALIEN	
		U.S. CITIZEN	IMMIGRANT ALIEN	
		U.S. CITIZEN	IMMIGRANT ALIEN	
		U.S. CITIZEN	IMMIGRANT ALIEN	
		U.S. CITIZEN	IMMIGRANT ALIEN	
		U.S. CITIZEN	IMMIGRANT ALIEN	
		U.S. CITIZEN	IMMIGRANT ALIEN	
		U.S. CITIZEN	IMMIGRANT ALIEN	

NAME, RANK AND TITLE OF OFFICIAL AUTHORIZING VISIT AND CLEARANCE

SIGNATURE

COPY TO:

<b>AUTHORIZATION TO APPLY FOR A "NO-FEE" PASSPORT AND/OR REQUEST FOR VISA</b>		<b>1. DATE PASSPORT OR VISA REQUIRED BY APPLICANT</b>	<b>2. MAJOR SERVICE COMPONENT</b>	
<b>3. APPLICANT'S LAST NAME - FIRST NAME - MIDDLE NAME</b>		<b>4. APPLICANT'S DATE OF BIRTH</b>	<b>5. APPLICANT'S PLACE OF BIRTH</b>	
<b>6. SPONSOR'S LAST NAME - FIRST NAME - MIDDLE NAME</b>		<b>7. SPONSOR'S MILITARY RANK/CIVILIAN GRADE</b>	<b>8. SPONSOR'S SSN</b>	
<input type="checkbox"/> (If same as Item 3, X block)				
<b>9.a. APPLICANT'S CURRENT HOME ADDRESS (Include ZIP Code)</b>		<b>b. HOME TELEPHONE NUMBER (Include area code)</b>		
		<b>c. OFFICE TELEPHONE NUMBER (Include area code/DSN)</b>		
<b>10.a. INTERIM ADDRESS WHERE APPLICANT MAY BE CONTACTED AFTER DEPARTING LOCATION INDICATED IN ITEM 9 (Include ZIP Code)</b>		<b>b. NAME OF PERSON WITH WHOM RESIDING</b>		
		<b>c. TELEPHONE (Incl. area code)</b>	<b>d. AGENT ID CODE (If applicable)</b>	
<b>11. DESTINATION (Country or Countries)</b>	<b>12. SPECIAL ASSIGNMENT REQUIRING PASSPORT* (See Note)</b>	<b>13. PASSPORT WILL BE FORWARDED TO: (Include complete mailing address, building number, room number, ZIP Code, and telephone number/DSN)</b>		
<b>14. ESTIMATED DATE OF DEPARTURE (From country in which applicant is currently residing)</b>	<b>15. PROPOSED LENGTH OF STAY</b>			
		<b>16. AUTHORIZING OFFICIAL</b>		
		<b>a. NAME (Last, First, Middle Initial)</b>		
<b>17. ADDITIONAL INFORMATION (Attach continuation sheets if necessary)</b>		<b>b. GRADE</b>	<b>c. TITLE</b>	
		<b>d. COMPLETE MAILING ADDRESS (Include ZIP Code)</b>		
		<b>e. TELEPHONE NUMBER (Include area code/DSN)</b>		
		<b>f. SIGNATURE OF AUTHORIZING OFFICIAL</b>		<b>g. DATE</b>

**FOR USE BY ISSUING OR RECEIVING AGENT (Suspense Control)**

<b>18. DATE APPLIED FOR PASSPORT</b>	<b>19. PLACE APPLIED FOR PASSPORT</b>	<b>20. NAME OF COURT OR PASSPORT AGENT</b>	
<b>21. DATE PASSPORT RECEIVED FROM DEPARTMENT OF STATE</b>	<b>22. PASSPORT NUMBER</b>	<b>23. DATE OF PASSPORT ISSUE</b>	<b>24. PASSPORT EXPIRATION DATE</b>
<b>25. DOCUMENT(S) INCLUDED WITH PASSPORT</b>	<b>26. COUNTRY AND DATE VISA REQUESTED</b>	<b>27. DATE PASSPORT RECEIVED WITH VISA</b>	<b>28. DATE PASSPORT MAILED</b>

**PRIVACY ACT STATEMENT**

**AUTHORITY:** Sections 3012, 8012, 5031, Title 10 USC; 22 CFR 51.63; EO 9397.

**PRINCIPAL PURPOSE:** To provide authority for issue of "No-Fee" passport and/or request for a visa which is an endorsement stamped or written on a passport, showing that it has been examined by the proper officials of a country and granting entry into that country. The Social Security Number is required to verify and/or identify the applicant.

**ROUTINE USES:** Information is used in conjunction with application for passport/visa and foreign travel. Information may be released to other DoD agencies, various activities within the Department of State, foreign embassies and consulates.

**DISCLOSURE:** Voluntary; however, if applicant does not provide information, a "No-Fee" passport cannot be authorized.

**\*NOTE:** If assignment is to Attache; MAAG; JUSMMAT; Security Assistance Liaison Office (SALO); OSP or other Special Advisory Group, e.g., CENTO; or any particular assignment that will govern type and need for a passport, enter such information. If not, enter "Not Applicable."



**DEPARTMENT OF THE NAVY**

**NAVAL FACILITIES ENGINEERING COMMAND  
200 STOVALL STREET  
ALEXANDRIA VA 22332-2300**

**IN REPLY REFER TO**

**DATE**

**From: Commander, Naval Facilities Engineering Command  
To: Office of Passport Services, Department of State**

**Subj: LETTER OF JUSTIFICATION FOR OFFICIAL PASSPORT**

**1. This letter is for the expediting of the passport for \_\_\_\_\_ (name) \_\_\_\_\_, \_\_\_\_\_ SSN \_\_\_\_\_. The following information is provided:**

- a. Date of notification of required travel.**
- b. Exact purpose of travel.**
- c. Explanation of any delay between notification of the required travel and submission of application.**

**I. M. THEBOSS**

UNITED STATES DEPARTMENT OF STATE  
**APPLICATION FOR  PASSPORT  REGISTRATION**  
 SEE INSTRUCTIONS—TYPE OR PRINT IN INK IN WHITE AREAS

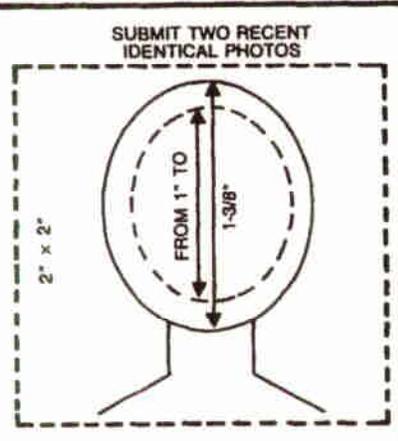
1. NAME FIRST NAME \_\_\_\_\_ MIDDLE NAME \_\_\_\_\_  
 LAST NAME \_\_\_\_\_  
 2. MAILING ADDRESS  
 STREET \_\_\_\_\_  
 CITY, STATE, ZIP CODE \_\_\_\_\_  
 COUNTRY \_\_\_\_\_ IN CARE OF \_\_\_\_\_

5 Yr.  10 Yr. Issue Date \_\_\_\_\_  
 R D O DP Exp. # \_\_\_\_\_ Exp. \_\_\_\_\_

3. SEX Male Female  
 4. PLACE OF BIRTH City, State or Province, Country \_\_\_\_\_  
 5. DATE OF BIRTH Mo. Day Year  
 6. SEE FEDERAL TAX LAW NOTICE ON REVERSE SIDE SOCIAL SECURITY NUMBER \_\_\_\_\_  
 7. HEIGHT Feet Inches  
 8. COLOR OF HAIR  
 9. COLOR OF EYES  
 10. (Area Code) HOME PHONE  
 11. (Area Code) BUSINESS PHONE  
 12. PERMANENT ADDRESS (Street, City, State, ZIP Code)  
 13. OCCUPATION

14. FATHER'S NAME BIRTHPLACE BIRTH DATE U.S. CITIZEN  
 YES  NO  
 15. MOTHER'S MAIDEN NAME BIRTHPLACE BIRTH DATE U.S. CITIZEN  
 YES  NO  
 16. TRAVEL PLANS (Not Mandatory) COUNTRIES DEPARTURE DATE LENGTH OF STAY

17. HAVE YOU EVER BEEN ISSUED A U.S. PASSPORT? YES  NO  IF YES, SUBMIT PASSPORT IF AVAILABLE.  Submit  
 IF UNABLE TO SUBMIT MOST RECENT PASSPORT, STATE ITS DISPOSITION: COMPLETE NEXT LINE  
 NAME IN WHICH ISSUED PASSPORT NUMBER ISSUE DATE (Mo., Day, Yr.) DISPOSITION



18. HAVE YOU EVER BEEN MARRIED?  YES  NO DATE OF MOST RECENT MARRIAGE Mo. Day Yr.  
 WIDOWED/DIVORCED?  YES  NO IF YES, GIVE DATE Mo. Day Yr.  
 SPOUSE'S FULL BIRTH NAME SPOUSE'S BIRTHPLACE

19. IN CASE OF EMERGENCY, NOTIFY (Person Not Traveling With You) RELATIONSHIP  
 (Not Mandatory) FULL NAME (Area Code) PHONE NUMBER  
 ADDRESS

20. TO BE COMPLETED BY AN APPLICANT WHO BECAME A CITIZEN THROUGH NATURALIZATION  
 I IMMIGRATED TO THE U.S. (Month, Year) I RESIDED CONTINUOUSLY IN THE U.S. From (Mo., Yr) To (Mo., Yr) DATE NATURALIZED (Mo., Day, Yr)  
 PLACE

21. DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY PERSON ADMINISTERING OATH  
 I have not, since acquiring United States citizenship, performed any of the acts listed under "Acts or Conditions" on the reverse of this application form (unless explanatory statement is attached) I solemnly swear (or affirm) that the statements made on this application are true and the photograph attached is a true likeness of me.

Subscribed and sworn to (affirmed) before me (SEAL) X  
 Month Day Year  
 Clerk of Court or  PASSPORT Agent  
 Postal Employee (Sign in presence of person authorized to accept application)  
 (Vice) Consul USA, At \_\_\_\_\_  
 (Signature of person authorized to accept application)

22. APPLICANT'S IDENTIFYING DOCUMENTS  PASSPORT  DRIVER'S LICENSE  OTHER (Specify) No.  
 ISSUE DATE EXPIRATION DATE PLACE OF ISSUE ISSUED IN THE NAME OF  
 Month Day Year Month Day Year

23. FOR ISSUING OFFICE USE ONLY (Applicant's evidence of citizenship)  
 Birth Cert. SR CR City Filed/Issued:  
 Passport Bearer's Name:  
 Report of Birth  
 Naturalization/Citizenship Cert. No.:  
 Other:  
 Seen & Returned  
 Attached

24. FEE \_\_\_\_\_ EXEC. \_\_\_\_\_ POST \_\_\_\_\_

APPLICATION APPROVAL  
 Examiner Name  
 Office, Date

EXHIBIT 7

UNITED STATES DEPARTMENT OF STATE  
**PASSPORT APPLICATION**

**FEDERAL TAX LAW:**

Section 6039E of the Internal Revenue Code of 1986 requires a passport applicant to provide his/her name (#1), mailing address (#2), date of birth (#5), and social security number (#6). If you have not been issued a social security number, enter zeroes in box #6. Passport Services will provide this information to the Internal Revenue Service routinely. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

**ACTS OR CONDITIONS**

(If any of the below-mentioned acts or conditions has been performed by or applies to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.)

I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state; taken an oath or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against, the United States, or conspiring to overthrow, put down, or to destroy by force, the Government of the United States; or having been naturalized, within one year after such naturalization, returned to the country of my birth or any other foreign country to take up a permanent residence.

**WARNING:** False statements made knowingly and willfully in passport applications or in affidavits or other supporting documents submitted therewith are punishable by fine and/or imprisonment under provisions of 18 USC 1001 and/or 18 USC 1542. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 USC 1543. The use of a passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 USC 1544. All statements and documents submitted are subject to verification.

**PRIVACY ACT STATEMENT:**

The information solicited on this form is authorized by, but not limited to, those statutes codified in Titles 8, 18, and 22, United States Code, and all predecessor statutes whether or not codified, and all regulations issued pursuant to Executive Order 11295 of August 5, 1966. The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a United States Passport or related facility, and to properly administer and enforce the laws pertaining thereto.

The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties; pursuant to a court order; and, as set forth in Part 171, Title 22, Code of Federal Regulations (see *Federal Register*, Volume 42, pages 49791 through 49795).

Failure to provide the information requested on this form may result in the denial of a United States Passport, related document, or service to the individual seeking such passport, document, or service.

**HOW TO APPLY FOR A U.S. PASSPORT.** U.S. passports are issued only to U.S. citizens or nationals. Each person must obtain his or her own passport.

IF YOU ARE A FIRST-TIME APPLICANT, please complete and submit this application in person. (Applicants under 13 years of age usually need not appear in person unless requested. A parent or guardian may execute the application on the child's behalf.) Each application must be accompanied by (1) PROOF OF U.S. CITIZENSHIP, (2) PROOF OF IDENTITY, (3) TWO PHOTOGRAPHS, (4) FEES (as explained below) to one of the following acceptance agents: a clerk of any Federal or State court of record or a judge or clerk of any probate court accepting applications; a designated postal employee at a selected post office; or an agent at a Passport Agency in Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Francisco, Seattle, Stamford, or Washington, D.C.; or a U.S. consular official.

IF YOU HAVE HAD A PREVIOUS PASSPORT, inquire about eligibility to use Form DSP-82 (mail-in application).

Address requests for passport amendment, extension of validity, or additional visa pages to a Passport Agency or a U.S. Consulate or Embassy abroad. Check visa requirements with consular officials of countries to be visited well in advance of your departure.

**(1) PROOF OF U.S. CITIZENSHIP.**

(a) **APPLICANTS BORN IN THE UNITED STATES.** Submit previous U.S. passport or certified birth certificate. A birth certificate must include your given name and surname, date and place of birth, date the birth record was filed, and seal or other certification of the official custodian of such records. A record filed more than 1 year after the birth is acceptable if it is supported by evidence described in the next paragraph.

IF NO BIRTH RECORD EXISTS, submit registrar's notice to that effect. Also submit an early baptismal or circumcision certificate, hospital birth record, early census, school, or family Bible records, newspaper or insurance files, or notarized affidavits of persons having knowledge of your birth (preferably with at least one record listed above). Evidence should include your given name and surname, date and place of birth, and seal or other certification of office (if customary) and signature of issuing official.

(b) **APPLICANTS BORN OUTSIDE THE UNITED STATES.** Submit previous U.S. passport or Certificate of Naturalization, or Certificate of Citizenship, or a Report of Birth Abroad, or evidence described below.

IF YOU CLAIM CITIZENSHIP THROUGH NATURALIZATION OF PARENT(S), submit the Certificate(s) of Naturalization of your parent(s), your foreign birth certificate, and proof of your admission to the United States for permanent residence.

IF YOU CLAIM CITIZENSHIP THROUGH BIRTH ABROAD TO U.S. CITIZEN PARENT(S), submit a Consular Report of Birth (Form FS-240) or Certification of Birth (Form DS-1350 or FS-545), or your foreign birth certificate, parents' marriage certificate, proof of citizenship of your parent(s), and affidavit of U.S. citizen parent(s) showing all periods and

places of residence/physical presence in the United States and abroad before your birth.

(2) **PROOF OF IDENTITY.** If you are not personally known to the acceptance agent, you must establish your identity to the agent's satisfaction. You may submit items such as the following containing your signature AND physical description or photograph that is a good likeness of you: previous U.S. passport; Certificate of Naturalization or of Citizenship; driver's license (not temporary or learner's license); or government (Federal, State, municipal) identification card or pass. Temporary or altered documents are not acceptable.

IF YOU CANNOT PROVE YOUR IDENTITY as stated above, you must appear with an IDENTIFYING WITNESS who is a U.S. citizen or permanent resident alien who has known you for at least 2 years. Your witness must prove his or her identity and complete and sign an Affidavit of Identifying Witness (Form DSP-71) before the acceptance agent. You must also submit some identification of your own.

(3) **TWO PHOTOGRAPHS.** Submit two identical photographs of you alone, sufficiently recent to be a good likeness (normally taken within the last 6 months), 2 x 2 inches in size, with an image size from bottom of chin to top of head (including hair) of between 1 and 1-3/8 inches. Photographs must be clear, front view, full face, taken in normal street attire without a hat or dark glasses, and printed on thin paper with a plain light (white or off-white) background. They may be black and white or color. They must be capable of withstanding a mounting temperature of 225° Fahrenheit (107° Celsius). Photographs retouched so that your appearance is changed are unacceptable. Snapshots, most vending machine prints, and magazine or full-length photographs are unacceptable.

(4) **FEES.** Submit \$65 if you are 18 years of age or older. The passport fee is \$55. In addition, a fee of \$10 is charged for the execution of the application. Your passport will be valid for 10 years from the date of issue except where limited by the Secretary of State to a shorter period. Submit \$40 if you are under 18 years of age. The passport fee is \$30 and the execution fee is \$10. Your passport will be valid for 5 years from the date of issue, except where limited as above.

Pay the passport and execution fees in one of the following forms: checks—personal, certified, traveler's; bank draft or cashier's check; money order, U.S. Postal, international, currency exchange; or if abroad, the foreign currency equivalent, or a check drawn on a U.S. bank.

Make passport and execution fees payable to Passport Services (except if applying at a State court, pay execution fee as the State court requires) or the appropriate Embassy or Consulate, if abroad. No fee is charged to applicants with U.S. Government or military authorization for no-fee passports (except State courts may collect the execution fee). Pay special postage if applicable.



# UNITED STATES DEPARTMENT OF STATE APPLICATION FOR PASSPORT BY MAIL

TYPE OR PRINT IN INK IN WHITE AREAS ONLY

USE BLOCK LETTERS/NUMBERS

<b>NAME</b>	<b>FIRST</b>	<b>MIDDLE</b>
<b>LAST</b>		
<b>MAIL PASSPORT TO</b>		
<b>STREET / RFD # OR P.O. BOX</b>		<b>APT #</b>
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>IN CARE OF (IF APPLICABLE)</b>		



Issue Date \_\_\_\_\_

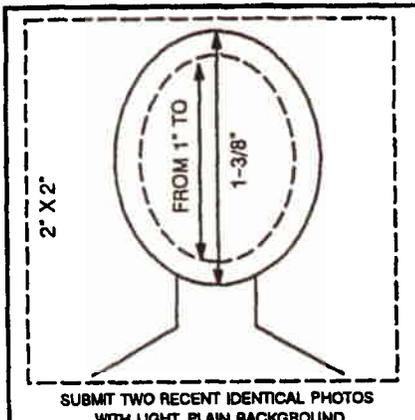
R D O DP

End.# \_\_\_\_\_ Exp. \_\_\_\_\_

<b>SEX</b>	<b>PLACE OF BIRTH</b>	<b>DATE OF BIRTH</b>	<b>MONTH</b>	<b>DAY</b>	<b>YEAR</b>	<b>SOCIAL SECURITY NUMBER</b>
<input type="checkbox"/> Male <input type="checkbox"/> Female	City & State or City & Country	Month Day Year				(SEE FEDERAL TAX LAW NOTICE ON REVERSE SIDE)
<b>HEIGHT</b>	<b>HAIR COLOR</b>	<b>EYE COLOR</b>	<b>HOME TELEPHONE</b>		<b>BUSINESS TELEPHONE</b>	
Feet Inches			( )		( )	

**NOTE: Most recent passport MUST be enclosed!**

<b>PASSPORT NUMBER</b>	<b>ISSUE DATE</b>	<b>MONTH</b>	<b>DAY</b>	<b>YEAR</b>	<b>PLACE OF ISSUANCE</b>	<b>OCCUPATION (Not Mandatory)</b>
	Month Day Year					
<b>DEPARTURE DATE</b>	<b>TRAVEL PLANS (Not Mandatory)</b>				<b>LENGTH OF STAY (Not Mandatory)</b>	
	COUNTRIES TO BE VISITED					
<b>PERMANENT ADDRESS (Do not list P.O. Box)</b>						
<b>STREET / RFD #</b>		<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>		



<b>NOT MANDATORY</b>	
<small>IN CASE OF EMERGENCY WHEN TRAVELING ABROAD, NOTIFY (Person in U.S. Use Traveler 2071) (Tel)</small>	
<b>NAME</b>	
<b>STREET</b>	
<b>CITY</b>	<b>STATE</b>
<b>ZIP CODE</b>	
<b>TELEPHONE</b>	<b>RELATIONSHIP</b>
( )	

**OATH AND SIGNATURE** (If any of the below-mentioned acts or conditions have been performed by or apply to the applicant the portion which applies should be lined out, and a supplementary explanatory statement should be attached, signed, and made a part of this application.)

I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state; taken an oath, or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the Government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States or before a

diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against the United States, or conspiring to overthrow, put down or destroy by force the Government of the United States.

**WARNING:** False statements made knowingly and willfully in passport applications or affidavits or other supporting documents are punishable by fine and/or imprisonment under the provisions of 18 USC 1001 and/or 18 USC 1542. The alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under 18 USC 1543. The use of a passport in violation of the restrictions therein is punishable by fine and/or imprisonment under 18 USC 1544.

**DECLARATION:** I declare that the statements made in this application are true and complete to the best of my knowledge and belief, that the attached photographs are a true likeness of me, and that I have not been issued or included in a passport issued subsequent to the one submitted herein.

**NOTE: APPLICANT MUST SIGN & DATE**

<b>SIGNATURE</b>	<b>DATE</b>
------------------	-------------

**DO NOT WRITE BELOW THIS SPACE - FOR PASSPORT SERVICES USE ONLY - DO NOT WRITE BELOW THIS SPACE**

<b>Application Approval</b>	<b>Evidence of Name Change</b>	<b>Fees</b>
	<input type="checkbox"/> Marriage Cert. <input type="checkbox"/> Court Order Date _____ Place _____ From _____ To _____	

**EXHIBIT 8**

## WHAT DO I NEED TO SEND WITH THE APPLICATION FORM?

1. Your most recent passport.
2. A marriage certificate or court order if your name has changed.
3. Passport fee of \$55.
4. Two recent (taken within the last 6 months) identical photographs with a light, plain background.

For detailed information on the items to be included, see below.

1. **YOUR MOST RECENT PASSPORT.** Issued at age 18 or older in your current name (or see item #2 below) and issued within the past 12 years. If your passport is mutilated or damaged, you must apply on the DSP-11 Application form as specified below.
2. **A MARRIAGE CERTIFICATE OR COURT ORDER.** If the name you are currently using differs from the name on your most recent passport, you must submit a marriage certificate or court order showing the change of name. The name change document **MUST** bear the official seal of the issuing authority. Uncertified copies or notarized documents can not be accepted. All documents will be returned to you with your passport. If you are unable to document your name change in this manner, you must apply on the DSP-11 Application form by making a personal appearance at (1) a passport agency; (2) any Federal or State court of record or any probate court accepting passport applications; or (3) a Post Office which has been selected to accept passport applications.
3. **THE PASSPORT FEE OF \$55.** Enclose the \$55 passport fee in the form of a personal check or money order. **DO NOT SEND CASH.** Passport services cannot be responsible for cash sent through the mail. If you desire special postage other than first class (registered, special delivery, etc.) include the appropriate fee on the check. **THE FULL NAME AND DATE OF BIRTH OF THE APPLICANT MUST BE TYPED OR PRINTED ON THE FRONT OF THE CHECK. MAKE CHECKS PAYABLE TO PASSPORT SERVICES.**
4. **TWO RECENT IDENTICAL PHOTOGRAPHS.** The photographs must have been taken within the past six months and be a good likeness of you. The photographs must be clear with a full front view of your face and taken on a light (white or off-white) background. Photographs may be in color or black and white and the image size must correspond to the dimensions on the diagram on the front of this form. Photographs must be taken in normal street attire, showing you without headcovering unless a signed statement is submitted indicating that the headcovering is worn daily for religious or medical reasons. Dark glasses may not be worn in passport photographs unless a doctor's statement is submitted supporting the wearing of dark glasses for medical reasons.

### MAIL THIS FORM TO:

National Passport Center  
P.O. Box 371971  
Pittsburgh, Pa. 15250-7971

### DELIVERY - Other Than U.S. Postal Service

Mellon Bank  
Attn: Passport Supervisor, 371971  
3 Mellon Bank Center, Rm. 153-2723  
Pittsburgh, Pa. 15259-0001

### FOR INQUIRIES CONTACT:

National Passport Center  
31 Rochester Avenue  
Portsmouth, NH. 03801-2900  
Telephone: (603) 334-0500

### **NOTICE TO APPLICANTS RESIDING ABROAD**

United States citizens residing abroad **CANNOT** submit this form to the Passport Facility listed above. Such applicants should contact the nearest United States Embassy or Consulate for procedures to be followed when applying overseas.

### **NOTICE TO APPLICANTS FOR OFFICIAL, DIPLOMATIC, OR NO-FEE PASSPORTS**

You may use this application if you meet all of the provisions listed above. Submit your U.S. Government or military authorization for a no-fee passport with your application in lieu of the passport fee. **CONSULT YOUR SPONSORING AGENCY FOR INSTRUCTIONS ON PROPER ROUTING PROCEDURES BEFORE FORWARDING THIS APPLICATION.** Your completed passport will be released to your sponsoring agency for forwarding to you.

### **FEDERAL TAX LAW**

Section 6039E of the Internal Revenue Code of 1986 requires a passport applicant to provide his/her name, mailing address, date of birth and social security number. If you have not been issued a social security number, enter zeros in box. Passport Services will provide this information to the Internal Revenue Service routinely. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

### **PRIVACY ACT STATEMENT**

The information solicited on this form is authorized by, but not limited to, those statutes codified in Titles 8, 18, and 22, United States Code, and all predecessor statutes whether or not codified, and all regulations issued pursuant to Executive Order 11295 of August 5, 1966. The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a United States passport or related facility, and to properly administer and enforce the laws pertaining thereto.

The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and of their official duties; pursuant to a court order; and, as set other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties; pursuant to a court order; and, as set forth in Part 171, Title 22, Code of Federal Regulations (see *Federal Register, Volume 42, pages 49791 through 49795*).

Failure to provide the information requested on this form may result in the denial of a United States passport, related document, or service to the individual seeking such passport, document, or service.



**REQUEST/AUTHORIZATION FOR DOD CIVILIAN PERMANENT DUTY  
OR TEMPORARY CHANGE OF STATION (TCS) TRAVEL**

*(Reference: Joint Travel Regulations) (Read Privacy Act Statement on back before completing form.)*

**SECTION I - REQUEST FOR OFFICIAL TRAVEL**

<b>1. DATE (YYYYMMDD)</b>	<b>2. NAME (Last, First, Middle)</b>	<b>3. SOCIAL SECURITY NUMBER</b>
<b>4. NEW POSITION TITLE</b>	<b>5. GRADE OR RATING</b>	<b>6. RETIREMENT CODE</b> <i>(Insert retirement code from Block 30 of employee's most recent SF-50. If unknown, employee should contact their servicing personnel office.)</i>
<b>7. RELEASING OFFICIAL STATION AND LOCATION, OR ACTUAL RESIDENCE</b>		<b>8. NEW OFFICIAL STATION AND LOCATION, ACTUAL RESIDENCE OR ALTERNATE DESTINATION</b>

<b>9. REPORTING DATE AT NEW DUTY STATION (YYYYMMDD)</b>		
<b>10. TRAVEL PURPOSE</b> <input type="checkbox"/> BETWEEN OFFICIAL STATIONS <input type="checkbox"/> RENEWAL AGREEMENT <input type="checkbox"/> RETURN FROM OVERSEAS FOR SEPARATION <input type="checkbox"/> TEMPORARY CHANGE OF STATION <input type="checkbox"/> OTHER	<b>11. TRANSPORTATION MODE</b> <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> POC <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> RAIL <input type="checkbox"/> AIR MILEAGE RATE: \$ _____	<b>12a. PER DIEM FOR EMPLOYEE</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <b>b. PER DIEM FOR DEPENDENT(S)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>13a. ROUND TRIP TRAVEL FOR HOUSE-HUNTING</b> <input type="checkbox"/> YES <input type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED	<b>14a. TEMPORARY QUARTERS SUBSISTENCE EXPENSE</b> <input type="checkbox"/> YES <input type="checkbox"/> NO ACTUAL EXPENSE <input type="checkbox"/> FIXED	<b>15a. HOUSEHOLD GOODS (HHG) SHIPMENT</b> <input type="checkbox"/> YES <input type="checkbox"/> NO COMMUTED RATE GOVERNMENT BILL OF LADING (GBL)
<b>b. NUMBER OF DAYS (Including travel)</b>	<b>b. NUMBER OF DAYS AUTHORIZED</b>	<b>b. NET WEIGHT AUTHORIZED</b>

<b>16. OTHER AUTHORIZED EXPENSES</b> <input type="checkbox"/> TEMPORARY STORAGE OF HHG <input type="checkbox"/> NONTEMPORARY STORAGE OF HHG <input type="checkbox"/> RELOCATION SERVICES <input type="checkbox"/> PROPERTY MANAGEMENT SERVICES <input type="checkbox"/> REAL ESTATE EXPENSES <input type="checkbox"/> UNEXPIRED LEASE <input type="checkbox"/> RELOCATION INCOME TAX ALLOWANCE <input type="checkbox"/> POV SHIPMENT <input type="checkbox"/> CONUS <input type="checkbox"/> OCONUS <input type="checkbox"/> MISCELLANEOUS EXPENSES TRAVEL ADVANCE AUTHORIZED (Amount) \$ _____	<b>17. DEPENDENT TRAVEL</b> <input type="checkbox"/> CONCURRENT <input type="checkbox"/> DELAYED <input type="checkbox"/> EARLY RETURN <input type="checkbox"/> NOT AUTHORIZED
---	--

<b>18a. DEPENDENT TRAVEL FROM (Home Address)</b>	<b>b. TO (New PDS)</b>
--	------------------------

<b>19. DEPENDENTS</b>		
<b>a. NAME (Last, First, Middle Initial)</b>	<b>b. RELATIONSHIP</b>	<b>c. DATE OF BIRTH (YYYYMMDD)</b>

<b>20. ESTIMATED COST</b>				<b>21. TRANSPORTATION AGREEMENT</b>	
<b>a. PER DIEM</b>	<b>b. TRAVEL</b>	<b>c. OTHER</b>	<b>d. TOTAL</b>	<b>SIGNED (X one)</b>	
\$ _____	\$ _____	\$ _____	\$ 0.00	<input type="checkbox"/> YES <input type="checkbox"/> NO	
				DATE SIGNED (YYYYMMDD)	

**SECTION II - AUTHORIZATION FOR OFFICIAL TRAVEL**

<b>22. ACCOUNTING CITATION</b>		
<b>23. APPROVING OFFICIAL</b>		<b>b. SIGNATURE</b>
<b>a. TITLE</b>		
<b>24. ORDER-ISSUING/AUTHENTICATING OFFICIAL</b>	<b>b. SIGNATURE</b>	<b>c. ORGANIZATION ADDRESS</b>
<b>a. TITLE</b>		
<b>25. TRAVEL ORDER NUMBER</b>	<b>26. DATE ISSUED (YYYYMMDD)</b>	

**PRIVACY ACT STATEMENT**

*(5 U.S.C. 552a)*

**AUTHORITY:** 5 U.S.C. 5701, 5702; and E.O. 9397 (SSN).

**PRINCIPAL PURPOSE(S):** Used to issue transportation requests, bills of lading for household goods and automobiles, and as a supporting authorization for cash payment of travel allowances.

**ROUTINE USE(S):** In addition to being used by officials and employees of the applicant's Service in determining eligibility, the information contained herein may be provided to law enforcement personnel investigating those suspected of fraudulently obtaining allowances. Information also may be disclosed under certain circumstances to other Federal agencies, Members of Congress, State and local governments, and U.S. and State courts.

**DISCLOSURE:** Voluntary; however, failure to provide SSN may preclude timely consideration of your request.

**SECTION III - ADMINISTRATIVE INFORMATION**

**27. CLAIMANT - FORWARD COMPLETED SETTLEMENT CLAIM TO THE FOLLOWING ADDRESS:**

*(Losing/Gaining Activity - provide the address to where the employee should submit this claim for final disbursement.)*

**28. REMARKS OR OTHER AUTHORIZATIONS** *(Use this space for special requirements, leave, excess baggage, etc., or other authorization.)*

These orders may be amended by the gaining activity. Expenses/charges not allowed at Government expense are the financial responsibility of the employee concerned.

**SAMPLE NATO TRAVEL ORDER**

(Appropriate Letterhead)

GRADING OF FORM: NATO UNCLASSIFIED

NATO TRAVEL ORDER                      ORDRE DE MISSION OTAN                      FOGLIO DI VIAGGIO NATO

Country of Origin                      )                      Serial Number                      )  
Pays de provenance                      )                      Numéro de série                      )  
Paese di Provenienza                      )                      Numero di emissione                      )

1. The bearer                      (and group as shown hereon or on attached list)  
Le porteur                      (et personnel porté ci-dessus ou sur la liste  
jointe)  
Il sottosegnato latore                      (ed il personale elencato di seguito o nel foglio  
allegato)

Personal/Identity Card No. (If any)                      Rank                      )                      Name                      )  
No Mle/de la carte d'identite                      Grade                      )                      Nom                      )  
(s'il y a lieu) ) )  
No del documento di riconoscimento                      Grado                      )                      Nome                      )  
(militare o civile)  
(quando previsto)

2. Will travel from                      )                      to                      )                      via                      )  
Fera mouvement de                      )                      à                      )                      via                      )  
Viaggerà da                      )                      a                      )                      via                      )

\* and return  
et retour  
e ritorno

\* Date of Departure                      )                      \* Expected date of return                      )  
Date du départ                      )                      Date probable de retour                      )  
Data di partenza                      )                      Data di ritorno prevista                      )

\* Period of Validity                      From :                      To :  
Durée de validité                      De :                      A :  
Periodo di validata                      Da :                      A :

3. Authority for travel                      )  
Autorité qui a établi l'ordre                      )  
Autorità che ha ordinato il viaggio                      )

4. Authority (is) (is not) granted to possess and carry arms  
Autorisation de porte d'armes (accordé) (non accordé)  
Autorizzazione per il porto d'armi (precisare se concessa o meno)

5. The person named in paragraph 1 is authorized \*  
Le personne indiquée au paragraphe 1 est autorisée  
La persona nominata nel paragrafo 1 è autorizzata

(to carry)                      (sealed dispatches numbered)  
(à porter)                      (plis scellés numérotés)  
(a portare)                      (plichì sigillati numerati)

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(These dispatches contain only official documents)  
(Ces plis ne contiennent que des documents officiels)  
(I plichi suddetti contengono esclusivamente documenti ufficiali)

6. I hereby certify that this individual/group\* is/are\* member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement.

Je soussigné certifie que le personnel visé appartient à une armée telle que définie dans l'Accord OTAN sur le statut des Forces armées et que ce déplacement est officiel selon les termes de ce Accord.

Si dichiara che il personale latore del presente foglio di viaggio fa parte di una Forza Armata come definita nello "Accordo NATO sullo statuto delle Forze Armate", e, che pertanto, il movimento è autorizzato nei termini del predetto Accordo.

(Officer authorizing movement)  
( and date of issue )

(Officier autorisant le mouvement)  
(et date de l'autorisation)

\* Delete if not applicable  
Rayer la mention inutile  
Cancellare qualora ritenuto  
inutile

(Autorità che autorizza il movimento)  
(e data di emissione)

**REVERSE SIDE OF NATO TRAVEL ORDER**  
VERSO DE L'ORDRE DE MISSION

SUGGESTED INSTRUCTIONS WHICH MAY BE PUT ON BACK OF FORM  
PROPOSITIONS D'INSTRUCTIONS POUVANT FIGURER AU DOS DU FORMULAIRE

- |   |  |
|---|--|
| <p>1. This Travel Order is to be used for both individual and collective movement. When the Travel Order is issued to parties of 20 or over, detailed arrangements are to be made as necessary for movement, reception, staging, etc...</p>                         | <p>1. Cet Ordre de mission peut être utilisé à la fois pour les mouvements individuels ou collectifs. Toutefois, lorsqu'il sera utilisé pour de détachements égaux ou supérieurs à 20 hommes, des mesures de détail devront être prises si nécessaire par tous les organismes chargés de leur transport, de leur réception et de leur séjour, etc...</p> |
| <p>2. This Travel Order is to be produced to civil and military authorities on request.</p>   | <p>2. Cet Ordre de mission devra être présenté sur demande des Autorités civiles et militaires.</p>  |
| <p>3. It is not to be used for civilian personnel.</p>  | <p>3. Cet Ordre de mission ne sera pas utilisé pour les personnels civils.</p>   |
| <p>4. The country from which travel is authorized and the country (countries) to and through which travel is authorized must be included in Panel 2. The inclusion of the location (i.e. town, city) from and to which travel is authorized is optional.</p>        | <p>4. Au paragraphe 2, seule la mention des pays est obligatoire. L'indication de l'endroit exact (ville, lieu...) est facultative.</p>  |
| <p>5. Panel 3 refers to National Military Authority and may be used if required.</p>  | <p>5. Le paragraphe 3 se réfère à une Autorité militaire nationale et peut être utilisé si besoin est.</p>   |
| <p>6. Personnel are to be in possession of Service Identity Documents.</p>  | <p>6. Chaque individu sera porteur d'une pièce d'identité militaire.</p>   |
| <p>7. Panel 5 should be deleted if not applicable.</p>  | <p>7. Le paragraphe 5 sera supprimé le cas échéant.</p>  |
| <p>8. If more than one person is traveling, the list, as referred to in panel 1 of the form should show Personal/Identity Card Number (if any), Rank, Name, and Unit. This list may be shown on the face, on reverse, or on a separate document as appropriate.</p> | <p>8. S'il s'agit du déplacement de plusieurs individus, la liste indiquée au paragraphe 1 du formulaire devra comporter le numéro matricule ou de la carte d'identité, le grade, le nom et l'unité de chacun d'eux. Cette liste pourra figurer soit sur le recto ou le verso de l'Ordre de mission, soit sur un document distinct, selon le cas.</p>    |
| <p>9. Any additional details or instructions which issuing nations wish to include should be attached on a separate paper, or on the reverse of the form.</p>   | <p>9. Tous détails ou instructions supplémentaires que la nation d'origine désire inclure devront figurer soit au dos du formulaire, soit sur une feuille séparée.</p>   |









MEMORANDUM

From: Director, \_\_\_\_\_  
To: Person Designated

Subj: DESIGNATION OF METRORAIL FARE CARD PRIMARY/ALTERNATE  
CUSTODIAN

1. You are hereby designated as Primary/Alternate Metrorail Fare Card Custodian under the provisions of this notice. The dollar amount of fare cards that you can hold at any given time is authorized at: \$\_\_\_\_\_.

2. Your duties and responsibilities as outlined in this notice are further defined as listed below:

- a. Request and return fare cards from/to AHS as specified in this instruction.
- b. Treat fare cards as cash and control them by keeping them locked up at all times; only the custodian/alternate shall control the key/combination.
- c. Acknowledge responsibility for security of cards by personally replacing any card lost or damaged due to negligence while in your care.
- d. Ensure that fare cards are being used for official business before issuance.
- e. Maintain accountability for each fare card, including unused amounts of fare cards returned for new ones, using the Metro Rail Fare Card Log.
- f. Prepare an as-needed report for submission to Code AHS.

-----  
From: Person Designated (One from primary & one from alternate)  
To: Director, Headquarters Operations Division

I have read and accept the procedures and responsibilities of Metrorail Fare Card Primary/Alternate Custodian as stated above.

(Signature)

EXHIBIT 15

From: Fare Card Custodian/Alternate (Code )  
To: Travel Manager  
Via: Director, \_\_\_\_\_

Subj: REIMBURSEMENT/ISSUANCE OF METRORAIL FARE CARDS

Encl: (1) Metrorail Fare Card Log

1. Request issuance of Metrorail fare cards totaling \$\_\_\_\_\_ to replace used fare cards. Fare cards totaling \$\_\_\_\_\_ in residual value are returned. Number of unreadable fare cards returned is \_\_\_\_\_.

2. Enclosure (1) lists all fare cards issued since last report and supports the following reconciliation:

Fare Cards Authorized	\$_____
Minus fare cards on hand*	\$_____
Balance	\$_____

\*Includes unused fare cards and partially used fare cards with readable residual value.

(Signature)

EXHIBIT 16

