

MCAS Cherry Point Distribution Management Office

Passenger Travel Section

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Distribution Management Office Passenger Travel Policy

The Distribution Management Office is directed by the Defense Transportation Regulation (DTR) and the Joint Federal Travel Regulations (JFTR) to comply with and enforce the policies, procedures and regulations pertaining to defense sponsored travel and transportation. This includes determining the availability or non-availability of government transportation in connection with arranging international or transoceanic travel. Marine Corps policy requires travel be directed only when it is in the best interest of the government travel orders. Travel orders establish the authorization for official travel and transportation at government expense, and provide the basis for the traveler's reimbursement. Orders must be endorsed to describe transportation furnished. Personnel traveling on official business are expected to exercise prudence in incurring travel expenses. Authorization for the performance of local travel by letter/message or by travel order is deemed appropriate for funding approval purposes.

Entitlement

Transportation is an entitlement for travel of civilians, military personnel and/or dependents. The nature (accompanied/unaccompanied) and duration of the individual's assignment to a particular station determine the legal right to one or more of the allowances. Travel and transportation allowances authorized at government expense for military and civilian personnel are prescribed by the JFTR. The JFTR and JTR are implemented by the Secretaries of the Armed Services in accordance with authority contained in public law. They are regarded as statutory regulations having the force and effect of law. The JFTR/JTR must be used in determining entitlement of military and civilian personnel of the Marine Corps to travel and transportation allowances at government expense.

Timely Notification of Travel Requirements

Order writing activities/administrative officers and individuals shall identify travel requirements to the transportation office as soon as specific travel dates are established. Reservations need not be delayed until orders have been received. Timely identification of travel requirements will enhance the opportunity to use reduced fares.

Selecting Transportation

Commercial transportation shall be employed for the travel of persons between points within CONUS when such transportation is readily available and capable of meeting mission requirements. Travel by other modes, such as passenger vehicle, may be authorized as advantageous only when the use of common carrier transportation would seriously interfere with the performance of official business, impose an undue hardship on the traveler, or when the total cost by common carrier would exceed the cost by some other method of transportation.

Use of Contract Fares

When traveling between city/airport-pairs, contract air or rail service is the primary fare for official government travel. While fares equal to or lower than contract fares subsequently may be offered by competing, non-contract carriers on some routes, the government remains obligated to use contract carriers unless they fail to meet mission needs or qualify under one of the exceptions listed below.

- Space or scheduled flights were not available in time to accomplish the purpose of travel; or

- Use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- The contractor's flight schedule is inconsistent with/will not meet mission requirements or where applicable, does not allow travel during normal working hours; or
- A non-contract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the Government, to include the combined costs of transportation, lodging, meals and related expenses, provided the unit is prepared to accept the penalties when this travel is selected and subsequently cancelled for any reason.
- <http://apps.fss.gsa.gov/citypairs/search/>

Contract Fares for Circuitous Travel and Personal Use

Carrier tariffs prohibit use of contract fares for circuitous travel and personal use. Transportation costs in excess of transportation from origin to destination via the most direct route cannot be charged to the GTR.

OMEGA World Travel

Omega World Travel is the only authorized Commercial Travel Office (CTO) for all official travel in the Eastern Carolina area. Omega will provide all transportation services to include reservations and ticketing for air, rail, rental car and hotel. DOD has negotiated with major rental car companies' flat rates for all federal government employees. OMEGA will make reservations with the car rental company offering the lowest rate consistent with the traveler's overall mission requirement. They will confirm hotels offering government rates as listed in the Federal Travel Directory, Omega's Government Travel and Hotel Directory or assist you in securing the best non-government rate available at the time of booking. Omega can also provide services for all types of leisure travel. Once you have made your reservation, you can view the itinerary at: www.virtuallythere.com. For more information, please contact them at (252) 466-2106 or visit their website: [Omega World Travel](http://www.omegaworldtravel.com). Their office hours are 0730-1630 Mon-Fri

Temporary Additional Duty (TAD) Travel

Per MARADMIN 029/08, **ALL** TAD travel arrangements must be made through the Defense Travel System (DTS). If travel arrangements cannot be supported by DTS, you will need to contact Omega World Travel to make the reservations. Once reservations are made, the traveler must come to the TMO office with original and 2 copies of orders to pick up airline tickets. At that time, TMO will endorse the orders and authorize travel. Reservations must comply with orders, and the use of contract carrier is mandatory. A copy of your orders is needed before we can finalize your tickets and they are processed.

Mandatory Use of the Government Travel Charge Card (GTCC)

MARADMIN 600/07 announced the implementation of the GTCC as the primary means to pay for funded Temporary Additional Duty (TAD) travel. For more information, see link below on MARADMIN 600/07. <http://www.usmc.mil/news/messages/Pages/Archive/Messagesfinal194.aspx#>

Selecting the Mode of Transportation

For travel beyond the continental United States (OCONUS), government transportation (AMC) shall be employed for the travel of persons beyond the mainland boundaries of the United States when such transportation is available and meets the requirements of the Marine Corps.

The commercial transportation industry is an important supplement to the Defense Transportation System, and interface with the industry must be made in a responsible manner. When commercial carriers offer assets in response to valid DoD requirements, these assets are unavailable for commercial use. The carrier is, in many cases, turning away potential revenue from the civilian sector in order to move military requirements. If reservations are canceled at the last minute, the carrier either is unable to sell or has difficulty selling seats. Accordingly, when commercial reservations are made, there must be a valid requirement and a clear intent to execute the travel via this means. Without the utmost of integrity in dealing with commercial carriers, TMO's cannot establish the credibility and trust essential in time of actual emergency.

Separate Seat Requirements

All Marine Corps sponsored travelers, to include infants, are entitled to a separate seat when traveling on government and government-procured transportation. Infants shall be transported in appropriate infant seats for safety purposes.

Portcalls (Overseas Travel)

Portcall Procedures:

All portcall requests are submitted to TMO through your admin section. Once Portcall is received at TMO, we will coordinate all of the travel all representative e-mails a request to the Portcall Section at the TMO Passenger Travel Section.

A flight is booked either on AMC or commercial.

An e-mail confirmation letter (transportation endorsement) is sent back to the requesting unit.

The information in the confirmation letter is used by the unit to type the orders. A copy of the confirmation letter becomes part of the package.

The unit representative must come into the TMO Passenger Travel Section with original and two copies of the orders to pick up his/her travel envelope (AMC) or commercial ticket.

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Bus Requests

To request Government bus transportation, units must submit a request to the TMO via email or fax and follow up with a phone confirmation. (Phone numbers: Fax 466-3570, phone: 466-3633.) Units must provide the cost appropriation data with the request. Once the request has been made, TMO will provide the confirmation to the unit.

There must be a 24 hour notification for cancellation of this request. If not, the unit will be charged for the full price of the bus service.

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Group Move Requests

Group travel is defined as a party of ten or more persons traveling together on the same day, on the same flight. Units will need to submit the following info to the Passenger section:

Rank, Name of all personnel

Dates of travel

POC who will pickup tickets

Once we have confirmed travel, an email will be sent to the POC to inform them of their flight itinerary and when tickets can be picked up. Cancellation fees for group travel can be quite costly. Please contact TMO for more information prior to booking reservations.

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Gifts, Gratuities, and Frequent Flyer Programs

Reference: The provisions of U2000 of the JFTR and Code of Federal Regulations (CFR), 5 CFR Part 2635, contain applicable instructions regarding these subjects.

Denied Boarding Compensation

If a traveler is denied boarding on commercial flights, the airline will provide the traveler with a letter stating the flight was overbooked. Any monetary compensation provided to the traveler as a result of the airline's failure to provide confirmed reserved space is the property of the U.S Government and is to be turned over to the local disbursing office. If the airline provides a free airline ticket, this will be turned over to the local TMO for use by the traveler on a subsequent trip.

Voluntarily Relinquishing an Airline Seat

These payments, made because of airline over bookings, are distinguishable from penalty payments and can be retained by the traveler if he or she voluntarily relinquishes a seat on the condition that:

- The surrendering of the seat does not interfere with the performance of the traveler's official duties or mission accomplishment.

- Any additional travel expense incurred must be offset against such compensation by the traveler.
- If giving up the seat delays the traveler, the traveler is responsible for any lost time which may occur.

Frequent Flier Programs

Participation in frequent flier programs is voluntary. A single account for government generated miles is required. Programs containing both official and unofficial miles are the property of the government per the JFTR.

Obtaining transportation on other than the least cost carrier, based upon the uncertain potential that such a decision would ultimately result in a cost savings, is not authorized. Official transportation will not be arranged on a carrier solely to obtain frequent flier points, free tickets, and any other amenities or gifts. To the maximum extent practical, overall travel costs should be reduced by using benefits earned through frequent traveler programs to obtain free airline tickets, rooms, and rental vehicles. However, the member may elect to use earned mileage credits for accommodation upgrades while on official government travel. Official travelers may accept free upgrading of service to first-class, membership in clubs and check-cashing privileges.