



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

OPNAVINST 4650.15B CH-1  
N413  
4 Sep 2014

OPNAV INSTRUCTION 4650.15B CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

Subj: NAVY PASSENGER TRAVEL

Encl: (1) Revised Pages 8 through 10

1. Purpose. To transmit new pages 8 through 10, which includes a new requirement to maintain supporting documentation as a substantiating record in the Defense Travel System for each non-escort related premium class travel expense.
2. Action. Remove pages 8 through 10 of the basic instruction and insert enclosure (1) of this change transmittal.

A handwritten signature in black ink, reading "P. H. Cullom", is positioned above the typed name and title.

P. H. CULLOM  
Deputy Chief of Naval Operations  
(Fleet Readiness and Logistics)

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IN REPLY REFER TO  
OPNAVINST 4650.15B  
N413  
15 Dec 2011

OPNAV INSTRUCTION 4650.15B

From: Chief of Naval Operations

Subj: NAVY PASSENGER TRAVEL

Ref: (a) DoD Directive 5154.29 of 9 March 1993  
(b) DoD 4515.13-R, Air Transportation Eligibility, November 1994  
(c) DoD 7000.14-R, DoD Financial Management Regulations Volume 9: Travel Policies and Procedures, September 2011  
(d) Joint Federal Travel Regulations, Volume 1  
(e) Joint Travel Regulations, Volume 2  
(f) VCNO Memo Ser N09D/OU118083 of 30 Jul 2010, Delegation of Approval Authority for Premium Class (First and Business Class) Travel (NOTAL)  
(g) Defense Transportation Regulation (DTR) 4500.9-R, Part I, Passenger Movement, November 2010  
(h) OPNAVINST 4600.24D  
(i) SECNAVINST 4650.21

1. Purpose. Per references (a) through (i), this instruction sets forth policy on the management, execution, and funding of passenger travel for Navy personnel. This instruction is a substantial revision and should be reviewed in its entirety. Per reference (a), this instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) as PDTATAC Case RR11009.

2. Cancellation. OPNAVINST 4650.15A.

3. Applicability and Scope. This instruction applies to all official Navy military and civilian personnel travel. Travelers include all Navy-sponsored passengers, Navy personnel traveling on other Department of Defense (DoD) component funds, and Navy sponsored dependents traveling under official orders. This instruction does not address travel on Patriot Express or organic aircraft, which is covered in reference (b).

4. Discussion. The Under Secretary of Defense (Personnel and Readiness) (USD(P&R)) established the Defense Travel Management Office (DTMO) in February 2006 to consolidate commercial travel within DoD. The DTMO oversees the DoD's Commercial Travel Office (CTO) contracts, the U.S. Government rental car program, and DoD's tailored task order for the government travel charge card (GTCC). Each DoD component is responsible for supporting DTMO travel management initiatives.

5. Roles and Responsibilities

a. Deputy Chief of Naval Operations (Fleet Readiness and Logistics) (CNO (N4)) shall:

(1) Develop and issue Navy travel and transportation management policy.

(2) Establish Navywide policies for the mandatory use of the Defense Travel System (DTS) for official travel in compliance with reference (c).

(3) Review and approve or disapprove customer requests forwarded by Naval Supply Systems Command (NAVSUPSYSCOM) for waivers from DTS mandatory use policy.

(4) Work with U.S. Fleet Forces Command (USFLTFORCOM) and other stakeholders to facilitate implementation of DTS for afloat units. Once fully implemented, this responsibility will transfer to NAVSUPSYSCOM.

(5) Implement processes for improving passenger travel and for reducing costs associated with travel.

(6) Serve as Service lead on the Navy's worldwide commercial travel services contract.

(7) Represent the Navy in all forums that are associated with Navy passenger travel.

b. Commander, Navy Installations Command (CNIC) shall provide the personnel and the infrastructure to support:

(1) Travel arrangements and settlement of travel vouchers for official travel not supported by DTS (see paragraph 6 below) using legacy systems (e.g., Windows Integrated Travel System (WinIATS)).

(2) Identification of contractual and performance issues associated with the Navy commercial travel services vendor and subsequent reporting to the Navy's lead quality assurance evaluator (LQAE) and or the contracting officer's representative (COR).

(3) Travel requirements associated with evacuations of military dependents and civilian employees and their dependents to a safe haven or designated place in conjunction with an authorized or ordered movement (chapter 6 of references (d) and (e)).

(4) Centrally Billed Account (CBA) reconciliation for non-DTS CBAs. The majority of non-DTS CBAs shall be reconciled and closed as travelers transition to DTS.

(5) Group and international travel on Air Mobility Command government air and planeload charters.

(6) Passenger movement in remote overseas locations.

(7) Passport and visa services for all eligible DoD official travelers and their dependents.

(8) Maintaining a ship's locator service to ensure current routing information for all afloat and deployable units.

c. Commander, NAVSUPSYSCOM shall:

(1) Develop and issue Navy specific passenger travel management operating guidance as necessary for movement of Navy passengers for any Navy peculiar situations not covered in DoD guidance.

(2) Serve as liaison with other DTS participants to establish and enforce program policies, including the DTMO, the Defense Travel Steering Committee (DTSC), the Defense Travel

Improvement Board (DTIB), and the Assistant Secretary of the Navy (Financial Management and Comptroller) Office of Financial Management Operations (ASN(FM&C) FMO).

(3) Provide an LQAE, as required, to support the DoD and Navy commercial travel services contract.

(4) Oversee commercial and government passenger travel operations, providing support and guidance to Navy passenger transportation offices (NAVPTOs), naval air terminals, echelon 2 commands, and all lower echelon commands and activities, and the commercial travel services vendor.

(5) Administer the Navy DTS program for the worldwide travel of Navy-sponsored official travelers.

(6) Serve as COR for Navy DTS support contract(s). The COR's primary responsibility is to coordinate tasking priorities with contractors and to resolve day-to-day issues.

(7) Serve as Navy focal point for all operational matters relating to passenger travel and participate in Navywide and joint service working groups.

(8) Maintain liaison with other military Services, United States Transportation Command, the DTMO, other government agencies, and industry on matters concerning DTS.

(9) Interface and coordinate with appropriate elements of Naval Personnel Command and Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (CNO (N1)) on matters regarding passenger transportation and travel entitlements and implementation of DTS for permanent duty travel (PDT) and deployment travel initiatives.

(10) Responsible for implementing on-going and future DTS functionality, such as for the Navy Reserves, individual augmentees, and PDT.

(11) Manage government travel CBAs and coordinate with the ASN(FM&C) FMO and the Department of the Navy (DON) Consolidated Card Program Management Division (CCPMD).

(12) Review and approve or disapprove customer requests for CBAs for use in DTS.

(13) Collect and analyze meaningful data on DTS to effectively manage the Navy passenger transportation system and develop reliable forecasts of Navy requirements.

(14) Respond to data calls related to DTS as requested by the Naval Audit Service, DoD Inspector General, Government Accountability Office, General Services Administration (GSA), congressional inquiries, and others.

(15) Coordinate with Office of the Chief of Naval Operations (Supply, Ordnance and Logistics Operations) (OPNAV (N41)) and other DTS participants, including the DTMO, the DTSC, the DTIB, the ASN(FM&C) FMO, and the CCPMD to evaluate and implement program policies.

(16) Develop, adapt, and implement management policies and procedures concerning the efficient and economical use of DTS and ensure adherence to pertinent laws and regulations.

(17) Review issues and policy matters involving DTS and assist in the development of unified Navy positions.

(18) Provide support as required for DoD re-engineering travel efforts.

(19) Serve as budget submitting office to fund Navy DTS program management support contracts (to include facilities for contractors), agreements, and personnel.

(20) In fiscal year 2013, responsible for Navy DTS program management.

(21) Review and provide recommendation to CNO (N4) on customer requests for waivers from DTS mandatory use policy.

(22) Serve as the Navy's service and agency representative for the DTMO's Premium Class Travel Reporting Tool.

6. Policy

a. Use of DTS

(1) DTS shall be used for arranging, approving, and liquidating temporary duty (TDY) travel. Under DTS, responsibilities associated with liquidating TDY travel will shift from the personnel support detachments (PSDs) and customer service desks (CSDs) to the traveler's activity commander.

(2) Exceptions to using DTS must fall into one of the categories identified below:

(a) Classified travel not previously arranged or liquidated in one of Navy's unclassified legacy travel programs.

(b) PDT for military members and dependents. PDT authorizations shall be processed through the traditional permanent change of station order writing systems and settled using legacy travel systems (e.g., WinIATS) until PDT functionality becomes available on DTS.

(c) PDT and temporary change of station (TCS) authorizations for Navy civilians. PDT and TCS authorizations shall be processed using manually created paper orders and settled using legacy travel systems until DTS implements PDT and TCS functionality.

(d) Evacuation travel authorization for civilian employees and dependents of military members and civilian employees shall be processed using manually created paper orders and will be settled using legacy travel systems until DTS has the functionality to compute and pay evacuation entitlements. DTS may be used to prepare TDY travel authorization for military members who depart an evacuated location to escort evacuating dependents.

(e) Travel funded by a nonappropriated fund organization, non-DoD entity, or through a non-integrated financial system shall be processed using manually created paper orders.

(f) Travel for ship's company personnel and associated embarked units. These units are not required to use

DTS until the shipboard bandwidth limitations are resolved and or DTS is provided via an ashore support infrastructure.

(g) Any other travel which DTS cannot support. Refer to the Navy Knowledge Online Navy DTS homepage (<https://www.nko.navy.mil/portal/defensetravelsystemdts/home?pdf default view=true>) for a list of travel not available within DTS (not all inclusive).

(h) Requests for exception waivers to mandatory DTS use shall be submitted to CNO (N4) via NAVSUPSYSCOM DTS program manager (NAVSUP 34).

(3) All official Navy travel shall be arranged through the contracted CTO. Travelers shall make commercial transportation reservations using the reservations module in DTS. The CTO will also provide traditional services for travel that cannot be arranged in DTS.

(4) Travelers shall select available GSA city-pair fares for official travel unless an authorized exception listed in reference (d) and appendix P of reference (e) applies, or a contract carrier does not exist for the route. Travelers or approving officials must certify the exception on the travel authorization or voucher if a non-contract carrier is used on a contract route. Travelers are encouraged to use unrestricted capacity-controlled GSA city-pair fares (-CA).

(5) All Navy personnel shall use the DTMO Travel Assistance Center (DTMO TAC) for both technical support and for general travel assistance. DTMO TAC can be contacted by calling 1-(888) HELP-1-GO or 1-(888) 435-7146. In addition, Navy Reserve personnel shall use the Navy Reserve Order Writing System (NROWS) and DTS Help Desk for technical support and general travel assistance with the DTS import and export interface module. NROWS and DTS Navy Reserve Help Desk can be contacted by calling 1-(800) 537-4617.

b. GTCC

(1) The GTCC Individually Billed Account (IBA) is the primary form of payment for all official TDY travel costs, including commercial transportation. Exemptions from the required use of the IBA are identified in reference (c).

(2) The CBA is a secondary form of payment for transportation and shall only be used for invitational travel or when a traveler is exempt from the mandatory use of the IBA. DoD components may use unit travel charge cards for group travel requirements only when it is cost effective, in the best interest of the mission, and authorized by the CCPMD.

c. Other Than Economy Class (formerly known as premium class)

(1) All Navy personnel shall use economy and coach class accommodations, except when authorized as an exceptional circumstance and per references (d), (e), and (f).

(2) Other than economy class, travel accommodations must be requested and authorized in advance of the actual travel, unless extenuating circumstances or emergency situations make advance authorization impossible. If approval is not subsequently obtained, the traveler is responsible for the cost difference between the other than economy class fare and the least expensive available coach seat normally used for government travel. For air transportation, constructed costs are based on the unrestricted city-pair airfare (YCA), not the unrestricted capacity-controlled city-pair airfare (-CA), if both are available.

(a) No authorization or approval is required when other than economy class airfare costs less than the least expensive unrestricted economy or coach class airfare. Comparison of the other than economy class airfare to an economy or coach class airfare other than the least expensive unrestricted economy or coach class airfare is not authorized.

(b) Upgrades to other than economy class at no cost to the government do not require authorization or approval.

(c) All approvals and supporting documentation for each non-escort related other than economy class travel expense must be uploaded and maintained as a substantiating record in the DTS document (travel record).

(3) A flight over 14 hours does not automatically qualify for use of other than economy class travel. As with shorter flights, other than economy class travel should be the

exception, not the rule, for flights over 14 hours. For these situations, the member's first consideration should be to arrive the day before the TDY begins to allow for appropriate rest. Second consideration is to fly in economy class and arrange an en route rest stop or stop-over.

(4) Blanket justification and authorization for the use of other than economy class travel is prohibited.

(5) Other than economy class travel approval authorities.

(a) The Secretary of the Navy; Under Secretary of the Navy; the Chief of Naval Operations; the Vice Chief of Naval Operations; Director Navy Staff (DNS); Commander, USFLTFORCOM; Commander, U.S. Pacific Fleet (PACFLT); and Commander, U.S. Naval Forces Europe (USNAVEUR) are authorized to approve first and business class travel. This authority may be delegated to vice or deputy commanders, as long as that individual is in pay grade O-9 or above. No further delegation is authorized.

(b) The following commanders are authorized to approve business class, but not first class travel accommodations: Director, Naval Nuclear Propulsion; Commander, U.S. Naval Forces Central Command; Commander, Naval Air Systems Command; Commander, Naval Sea Systems Command; Commander, Space and Naval Warfare Systems Command; Chief, Naval Personnel; Commander, U.S. Fleet Cyber Command; CNIC; Chief, Bureau of Medicine and Surgery; Superintendent, United States Naval Academy; and the Chief of Navy Reserves. Business class approval authorities, as designated in this paragraph, are in effect so long as the commander is in the pay grade O-8 or above. Other than economy class approval authorities specified in paragraph 5(a) may delegate, in writing, business class approval authority to subordinate commanders in the pay grades O-8 and above.

(c) Approving officials may not approve their own other than economy class travel. Approval must be obtained from the official's reporting senior.

(d) Commands shall forward their other than economy class travel requests, using Secretary of Defense (SD) Form 817 Traveler's Request for Premium-Class Travel, along with the

required supporting documentation, to the appropriate approval authority within their respective chain of command as early in advance of travel as possible. Requests for other than economy class travel should be sent to DNS for all commands not under the cognizance of a command delegated approval authority. Requests should be forwarded a minimum of 2 weeks prior to the date of travel to allow sufficient time for the judicious review required for approval of other than economy class travel.

(6) All other than economy class travel must be reported to USD(P&R) online via Web site (<https://www.defensetravel.dod.mil/PCTRTv3/>) by the approving command's appointed reporting official.

d. Unused Tickets. Any portion of an official commercial transportation ticket that is not used must be processed for credit to the original IBA or CBA GTCC. Specifically:

(1) Paper tickets should only be provided in extenuating circumstances. Any unused portion of paper tickets must be treated the same as cash and returned to a CTO, NAVPTO, PSD, CSD, or airline counter for refund to the original IBA or CBA charged for travel. Travelers must obtain a credit refund receipt and submit it as a substantiating document to their travel claim.

(2) Unused electronic tickets (or portions thereof) must be processed for refund to the original IBA or CBA charged for travel by returning them to the CTO, NAVPTO, PSD, CSD, or airlines. Travelers must obtain a credit refund receipt and submit it as a substantiating document to their travel claim. Refunds will be processed and credited to the original form of payment (IBA or CBA) when cancelled. It is the traveler's responsibility to ensure refunds are credited to the appropriate account.

(3) If a ticket is exchanged for a lower cost ticket, all refunds will be credited to the original form of payment (IBA or CBA). For DTS, if the form of payment is a DTS CBA, a copy of the original ticket and new ticket must be included in "substantiating records" for reconciliation of the CBA. If charged to the IBA, the traveler shall only be reimbursed for the portion of the ticket used.

7. Action. Commanders shall:

- a. Ensure all applicable TDY travel is processed using DTS.
- b. Ensure all TDY travel is executed per references (a) through (i).
- c. Designate and appoint all DTS accountable officials and certifying officers in writing using Department of Defense (DD) Form 577 Appointment/Termination Record - Authorized Signature.
- d. Establish processes and procedures to support travelers who do not have connectivity to DTS.
- e. Issue IBAs for official travel to authorized personnel.
- f. Use an existing DTS CBA for commercial transportation costs for travelers who are exempt from the mandatory use of the IBA when possible. Requests for new DTS CBAs are subject to DON DTS program manager, ASN(FM&C) FMO, and DON CCPMD approval. Administrative support will be required at the command to reconcile the CBA bill in DTS.
- g. Eliminate the issuance of paper tickets to the maximum extent possible. Establish an internal command process for maintaining a record of paper tickets authorized and issued and for implementing follow-up procedures to verify the ticket was used. Ensure any unused paper tickets or unused portion of tickets are returned to the CTO, NAVPTO, PSD or CSD, and processed for refund to the appropriate Navy account. If the traveler purchases a paper ticket and an electronic ticket is available, he or she will not be reimbursed for fees associated with the paper ticket. Travelers requesting paper tickets will need to provide a personal form of payment to the CTO at the time of reservation.
- h. Restrict the purchase of non-refundable tickets and, when required, ensure authorizations include a statement justifying use of non-refundable tickets.
- i. Eliminate non-essential and non-authorized premium travel by air, rail, and sea for Navy sponsored travelers on official government business. When permitted, ensure any

instances of other than economy class travel are properly justified, approved, and documented prior to commencement of travel.

j. Ensure DTS and WinIATS are only used for official government travel expenses.

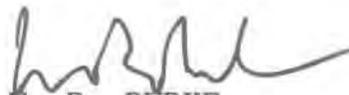
k. Perform routine audits to ensure compliance with references (a) through (i).

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of November 2007.

9. Forms

a. DD Form 577 Appointment/Termination Record - Authorized Signature is available for download at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

b. SD Form 817, Traveler's Request for Premium-Class Travel is available for download from the Secretary of Defense form page at <http://www.dtic.mil/whs/directives/infomgt/forms/sd/sdforms.htm>



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