UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

SEP 7 2007

PERSONNEL AND READINESS

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
CHAIRMAN OF THE JOINT CHIEFS OF STAFF
UNDER SECRETARIES OF DEFENSE
COMMANDERS OF THE COMBATANT COMMANDS
ASSISTANT SECRETARIES OF DEFENSE
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE
DIRECTOR, OPERATIONAL TEST AND EVALUATION
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE
ASSISTANTS TO THE SECRETARY OF DEFENSE
DIRECTOR, ADMINISTRATION AND MANAGEMENT
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION
DIRECTOR, NET ASSESSMENT
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Update to Premium Class Travel Reporting Requirement

In a March 19, 2004 memorandum, subject Premium Class Travel Reporting Requirement (attached), I outlined the reporting requirements for Premium Class Travel. Since then, we have improved the process by developing a web-based application to report Premium Class Travel. It will allow automatic consolidation at each successive command level, make policy and regulatory guidelines available electronically, and replace the requirement for manual consolidation.

Effective October 1, 2007, all approved premium class travel will be entered into this application within 5 business days of approval. The final semi-annual report for the period ending on September 30, 2007, (Excel spreadsheet format) is due as previously outlined in the stated memorandum. Concurrently, responsibility for the Department's Premium Class Travel program is assigned to the Defense Travel Management Office.

The Defense Travel Management Office will contact the reporting office for each approval authority before October 1, 2007, to assist with registration and use. My point of contact is Margaret Hebert at PremiumTravel@dtmo.pentagon.mil or (703) 696-8417.

David S. C. Chu

Attachment:
As stated

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

PERSONNEL AND
READINESS

19 MAR 2004

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS
DIRECTOR, JOINT STAFF
EXECUTIVE SECRETARY, DEPARTMENT OF DEFENSE

SUBJECT: Premium Class Travel Reporting Requirement

The recent General Accounting Office (GAO) report on the Department's premium class travel program (GAO #04-88, October 2003) identified the need for a reporting system within the Department. The task force on premium class travel addressed the findings of the GAO report and developed the data content and reporting format for a new report. The Deputy Secretary tasked me to implement the task force recommendations on reporting. A copy of the Deputy Secretary's memorandum is attached. In turn, this serves as the official tasking document requiring each addressee to collect and report all premium class travel each quarter, starting with the quarter ending June 30, 2004.

The November 17, 2003, interim change to DoD Directive 4500.9 assigns you the approval authority for first class travel. Except for the Executive Secretary, the directive gives you some limited delegation authority for first class travel. The March 1, 2004, changes to the Joint Federal Travel Regulation and the Joint Travel Regulation also assign you the approval authority for business class travel. For business class, you are allowed to delegate approval authority but no lower than two-star or civilian equivalent level. As you implement the reporting requirement within your organization, recommend you task each delegated approval authority to provide you with the required data. Please submit one consolidated report to the Office of the Principal Deputy Under Secretary of Defense (Personnel and Readiness) by the end of the month following the end of each reporting quarter.

The attached document provides the data we will require for a complete report. The reporting medium is an Excel spreadsheet with the data elements as the columns and a row for each approval. A skeletonized Excel spreadsheet and the electronic version of the reporting instructions may be downloaded from the Per Diem, Travel and Transportation Allowance Committee web site at http://www.dtic.mil/perdiem/.

Please direct your questions to my POC for this report, Mr. Steve Westbrook at (703) 325-1420.

David S. C. Chu

Attachments:
As stated

Premium Class Travel Report Data Elements Instructions

A. Traveler's Name (Last, First, MI; e.g.. Smith, John. Q.)

B. Grade (e.g., O-7, E-6, GS-14)

C. Last 4 SSN Last 4 digits of traveler's Social Security Number

D. Service/Agency of traveler (e.g., U.S. Army, DIA)

E. Organization of traveler (e.g., 434 ARW/FMF)

F. Mode Airplane, Ship or Train

0 = Air
1 = Ship
2 =Train

G. Travel Purpose NOTE: These codes are simply a means to categorize a particular trip, they do not in any way convey an entitlement to use of premium class accommodations

0 = Site Visit
1 = Information Meeting
2 = Training
3 = Speech/Presentation
4 = Conference
5 = Relocation
6 = Entitlement Travel
7 = Special Mission Travel
8 = Emergency Travel
9 = Other

Travel Purpose Identifier	Definition
0. Site Visit	Travel to a particular location to personally perform operational/managerial activities (e.g., to oversee program activities, grant operations, or manage activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide technical assistance).
1. Information Meeting	Travel to attend meeting(s) to discuss general agency operations, review status reports, or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be for the purpose of a site visit.
2. Training Attendance	Travel to receive training.

3. Speech or Presentation	Travel to make a speech or a presentation, deliver a paper, or otherwise take part in a formal program other than a training course.
4. Conference Attendance	Travel to attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.
5. Relocation	Travel performed in conjunction with a transfer from one PDS to another (same as a PCS move.) This includes new appointees when they are authorized relocation allowances for reporting to their first duty station.
6. Entitlement Travel	Travel entitlements for which an employee or dependent may be eligible while serving at a duty station OCONUS; e.g., tour renewal agreement travel for the purpose of taking leave between tours of duty; educational travel, etc. This type of travel is normally performed in conjunction with a travel entitlement resulting from a change of station assignment or renewal of a tour of duty at duty stations located OCONUS.
7. Special Mission Travel	Travel to carry out a special agency mission (e.g., noncombat military units); provided security to a personal or a shipment (such as diplomatic pouch); move witnesses from residence to other locations; travel by Federal beneficiaries and other nonemployees.
8. Emergency Travel	Travel to return an employee from a temporary assignment location at Government expense to his or her designated post of duty or home, or other alternate location, where he or she would normally be present to take care of the emergency situation if the Government had not directed or assigned the employee to another location to perform official business.
9. Other Travel	All travel performed for reasons (purposes) which are not shown in one of the other nine categories listed above. Even though stated as "other travel," travel authorization and voucher must also detail specific purpose.

H. Origin Location that premium class travel segment starts (e.g., Washington, D.C.)

I. Destination Location that premium class travel segment ends (e.g., London, U.K.)

Note: If there's multiple stops on a single trip

1) and the entire roundtrip is by premium class then list the origin and each destination on one line (e.g., Washington to Tokyo to Honolulu to Washington all performed premium class. List Washington under Origin and list "Tokyo/Honolulu/Washington" under Destination column. Only the date travel began from Washington is listed.)

2) if some legs are premium class and others are not, then report each leg involving premium class on a separate line with the appropriate origin/destination for that leg and the date travel began for that leg (e.g., Washington to Paris to Guam to Tokyo to

Honolulu to Washington. Only Washington to Paris and Tokyo to Honolulu are premium class and the other legs are coach class. List the Washington to Paris information on one line and the Tokyo to Honolulu on another line with departure dates and cost for each portion of the trip listed separately.

J. Date Travel Began (YYYYMMDD;e.g. 20040313 for 13 Mar 04)

K. Fare Paid for premium travel (nearest dollar)

L. Coach Fare amount trip would cost if coach class used (nearest dollar)

M. Ticket Issuing Location Name and location of Commercial Travel Office (CTO) (e.g., SATO, Pentagon, Washington D.C.)

N. Approval Reason Code Use the following justification codes.

First Class		Business Class	
F1	Lower Class Not Available in Time (Ref JTR C2204 B3a or JFTR U3125 B3a)	B1	Lower Class Not Available in Time (Ref JTR C2204 B4a or JFTR U3125 B4a)
F2	Medical (Ref JTR C2204 B3b or JFTR U3125 B3b)	B2	Medical (Ref JTR C2204 B3b or JFTR U3125 B3b)
F3	Security (Ref JTR C2204 B3c or JFTR U3125 B3c)	B3	Security (Ref JTR C2204 B3c or JFTR U3125 B3c)
F4	Mission (Ref JTR C2204 B3d or JFTR U3125 B3d)	B4	Mission (Ref JTR C2204 B3d or JFTR U3125 B3d)
F5	Only first class provided (Ref JTR C2204 B3e or JFTR U3125 B3e)	B5	Only business class provided (Ref JTR C2204 B3e or JFTR U3125 B3e)
F6	Non-Federal source (Ref JTR C2204 B3f or JFTR U3125 B3f)	B6	Non-Federal source (Ref JTR C2204 B3f or JFTR U3125 B3f)
		B7	Foreign flag coach not adequate (Ref JTR C2204 B4b or JFTR U3125 B4b)
		B8	Overall savings (Ref JTR C2204 B4c or JFTR U3125 B4c)
		B9	Over 14 hours (Ref JTR C2204 B4d or JFTR U3125 B4d)

O. Approval Authority of Premium Class Travel (e.g., CENTCOM Commander)