

DEPARTMENT OF HEALTH AND HUMAN SERVICES
Public Health Service

Chapter CC24--Travel and Transportation
Subchapter CC24.1--General
Personnel INSTRUCTION 4--Space-Required Travel on Military Aircraft

CONTENTS

<u>Section</u>	<u>Subject</u>	<u>Page</u>
A.	Purpose	1
B.	Authority	1
C.	Definitions	2
D.	General	2
E.	Procedures	4
Exhibit I	Military (Navy Equivalent) Grades	9

Section A. Purpose

This INSTRUCTION provides a general description of the Space-Required (Space-R) air transportation program operated by the Department of Defense (DoD), and prescribes general procedures for use of this facility by PHS agencies and programs.

Section B. Authority

1. Participation in the Space-R program is authorized as a matter of DoD policy. The authorization was announced to the various military commands by way of a message from the Air Force Directorate of Transportation (code AF/LETT) with date-time group identification 131410Z Jan 84.

2. The official rules governing the use of the Space-R program are contained in DoD Regulation 4515.13-R. The printed regulation will be revised at a future date so as to include the provisions of the message cited above. In the interim, the cited message will serve as authority for PHS participation in the Space-R program.
3. In the event of a conflict between the provisions of this INSTRUCTION and the provisions of DoD 4515.13-R, the latter document shall take precedence.

Section C. Definitions

1. Aerial Port of Debarkation (APOD). The destination airport for an overseas flight. When an aircraft will be making multiple stops after arrival in the CONUS (see item 3, below), the APOD is the first stop after arrival in CONUS.
2. Aerial Port of Embarkation (APOE). The origin airport for an overseas flight. When an aircraft will be making multiple stops before departure from the CONUS (see item 3, below), the APOE is the last airport within CONUS before departing for the overseas area.
3. Continental United States (CONUS). The 48 contiguous States and the District of Columbia. Alaska and Hawaii are not included in the definition of CONUS.
4. Joint Federal Travel Regulations (JFTR). As used in this INSTRUCTION, JFTR means Volume 1 of the Joint Federal Travel Regulations for members of the uniformed services.
5. Overseas. Any place or country not within the CONUS. For purposes of this INSTRUCTION, Alaska and Hawaii are overseas areas.

Section D. General

1. The Space-R program provides travel for those passengers who are either on official Government business or who are entitled by law or regulation to travel at Government expense on DoD-owned or DoD-controlled aircraft. The DoD agency which serves as the manager for airlift service is the Military Airlift Command (MAC).
2. For the purposes of PHS officers and dependents, passengers referred to in subsection 1, above, include:
 - a. Active duty officers traveling on official orders, either permanent change of station (PCS) or temporary duty (TDY).

- b. Active duty officers on authorized emergency leave from overseas to CONUS, from CONUS to overseas, and between overseas areas, and return, for segments of the journey for which MAC flights exist. (The JFTR, Chapter 7, Part H prescribes the conditions under which commercial transportation may be provided at Government expense for officers on emergency leave.)
 - c. Dependents of officers traveling under PCS orders published for their sponsor, or under other authorities for dependents' travel as prescribed in the JFTR. This authority is limited to travel to, from and between overseas areas.
 - d. Student dependents, under age 23, of active-duty officers stationed outside the CONUS, Alaska, and Hawaii (who are authorized to have the dependents reside with them) who travel for the purpose of obtaining a secondary or college education in the CONUS, Alaska or Hawaii. One round trip is authorized per year. In the case of secondary school students, transportation may be furnished only if the student is not eligible to attend a DoD dependent school located in the vicinity of the officer's duty station. If there is such a school within the area, a notice that the student cannot be accommodated at the school must be obtained from the school director before Government air transportation may be furnished. When MAC transportation is unavailable (see Section E.4.c.(2), below), commercial transportation may be furnished in accordance with Chapter 5, Part C, JFTR.
 - e. The next-of-kin (one person) and one other member of the family of a seriously ill or injured officer who is hospitalized, when the hospital and the domicile of the next-of-kin are overseas with respect to one another. When the next-of-kin are domiciled in the CONUS, Alaska, Hawaii or a U.S. possession, travel is authorized from the U.S. APOE serving the overseas area of the hospital to the appropriate overseas APOD, and return. When the next-of-kin are domiciled overseas, travel is authorized from the APOE nearest the domicile to the APOD serving the area of hospitalization, and return.
 - f. The dependent(s) of an officer stationed outside the United States (and authorized to reside with the member) in the case of a personal emergency similar to the kind of emergency for which an officer could be granted emergency leave. (Chapter 5, Part C, JFTR, provides information on when commercial transportation can be provided).
3. Dependents who are eligible for space-available travel in a bona fide emergency (see Exhibit I of INSTRUCTION 2 of this subchapter) may elect to

travel on a Space-R basis and personally reimburse the cost of such transportation to MAC at the DoD tariff rate.

4. Most Space-R traffic is overseas. Therefore, PHS personnel will not normally use military flights for official travel within CONUS.
5. The PHS agency or program to which an officer is assigned shall pay for the Space-R travel of the officer and his/her dependents. The cost of a MAC flight may be more or less than the cost of a commercial flight to the same destination. Therefore, personnel who arrange travel should compare costs if both MAC and commercial service are available. In some cases, travel must be via MAC if available, regardless of cost. See Section E.4.c, below.

Section E. Procedures

1. Documentation.

a. Active-duty officers.

- (1) All officers must have Form PHS 1866-1, "Uniformed Services Identification Card," in their possession.
- (2) All travel at Government expense on MAC flights shall be accomplished with official travel orders (Form HHS-1, see subsection 2, below). Note that for PCS travel of an officer, the transfer personnel order issued by the Division of Commissioned Personnel (DCP), Office of the Surgeon General, PHS, normally serves as the travel order without the need to issue a Form HHS-1. However, when a MAC flight will be used for any segment of the PCS travel, a Form HHS-1 shall be issued.
- (3) For travel at Government expense in connection with emergency leave a completed Form PHS-1345, "Request and Authority for Leave of Absence," must be in the officer's possession. The PHS-1345 shall be annotated "BONA FIDE EMERGENCY LEAVE" in the "Remarks" section. In addition, a Form HHS-1 will be completed.

b. Dependents.

- (1) All dependents old enough to be issued an identification card must have DD Form 1173, "Uniformed Services Identification and Privilege Card," in their possession.

- (2) Government-funded travel of dependents shall be accomplished by the issuance of Form HHS-1 (see subsection 2, below). Note that for PCS travel of dependents, the officer's transfer personnel order issued by DCP normally serves as the travel order without the need of issuing a Form HHS-1. However, when a MAC flight will be used for any segment of the PCS travel, a Form HHS-1 shall be issued.
- (3) When a dependent(s) is eligible to travel via Space-R MAC flights in connection with a bona fide emergency (or via space available and elects to purchase a Space-R seat(s), see section D.3, above), the agency or program to which the officer is assigned shall furnish the dependent(s) with a statement on official letterhead documenting the emergency status.

2. Completing Form HHS-1. The instructions that follow supplement the usual rules for completing the Form HHS-1.

- a. Identification of Officer. The officer's name and Navy-equivalent grade must be entered in block 4 of Form HHS-1. See Exhibit I for the table of Navy-equivalent grades. The social security number must be entered in block 5.
- b. Identification of Dependent(s). The name of each dependent authorized to travel under this Form HHS-1 shall be listed in block 10 of the form.
- c. Itinerary and Purpose of Travel (Block 10). The following elements must be listed in block 10:

- (1) Each Government-funded travel order used in connection with a MAC flight(s) must contain a Customer Identification Code (CIC). The CIC is determined as shown in subsection 3, below. The CIC is entered at the top of block 10 as follows:

"MAC Flight Billing Information: CIC xxxxxxxxxxxxxxxx"

where "xxxxxxxxxxxxxxxx" represents the CIC.

- (2) The purpose of the travel categorized as TDY, PCS, Government funded emergency leave, or Government-funded emergency travel of dependents shall be entered along with the authorized points of travel. List the actual authorized travel points even though MAC flights may be used for only a segment of the travel.

- (3) If dependents are authorized to travel on the Form HHS-1, list their names in block 10. (Block 4 contains the identification of the officer who is the dependents' sponsor.)

d. Other HHS-1 provisions.

- (1) If dependents' travel for a PCS is authorized on this form, check the dependents block in item 11A of the HHS-1. The other blocks in item 11A are not applicable.
- (2) Check the JFTR'S block (may be labeled "JTR") in item 12, and other blocks as appropriate.
- (3) All other items on the HHS-1 filled as appropriate for the type of travel involved.

3. Use of the CIC.

- a. The CIC is a 15-character identification code used by the Air Force to bill the charges for the authorized travel and by PHS for internal transfer of funds. Each HHS-1 authorizing MAC travel must contain a valid CIC. The CIC consists of four parts as follows:

- (1) chars. 1-3 "PHS"
- (2) char. 4 last digit of fiscal year of appropriation
- (3) chars. 5-11 7-digit common accounting number (CAN)
- (4) chars. 12-15 4-digit appropriation number

Example: "PHS8A7300501101" means that this flight will be funded by the Public Health Service out of FY 1988 funds from appropriation 1101 and will be charged for accounting purposes to CAN A730050.

- b. Each agency or program will supply the appropriate CAN and appropriation number to insure that charges are referred to the correct travel budget.
- c. The charges will be billed by the Air Force to the Division of Fiscal Services, Health Resources and Services Administration, which will in turn initiate action to transfer funds from the indicated agency or program.

4. Arranging for Travel.

- a. Most military installations have an Installation Transportation Office (ITO), Traffic Management Officer (TMO) or other office which is responsible for handling passenger traffic affairs. This office will have the Air Force flight schedules and tariffs.

- b. The PHS travel clerk should ascertain whether MAC flights are available and the charges for the flight. If it is determined that MAC flights are to be used, the ITO/TMO should make the necessary reservations.
 - c. Before commercial transportation can be furnished for (1), student dependents under Chapter 5, Part C, JFTR or (2), emergency travel of dependents under Chapter 5, Part C, JFTR or (3), emergency travel of officers under Chapter 7, Part H, JFTR, space-required MAC travel must be found to be unavailable.
 - (1) For emergency travel, MAC flights will be considered unavailable if a Space-R flight is not available within 24 hours after the beginning of leave status (or within 24 hours of notification of emergency, in the case of a dependent), provided that a commercial flight is available within that time period and provided that the next available MAC flight is scheduled to depart more than four hours after the commercial flight. If neither type of flight is available within 24 hours, the four hour rule applies to the first commercial flight available. In the case of an emergency involving a close relative who is in imminent danger of death, the availability waiting period may be suspended if deemed necessary by the order-issuing authority. Officials must use their judgment in cases where available flights have different connecting flight times and ultimate arrival times, with consideration given to the seriousness of the emergency.
 - (2) For travel of student dependents as described in Section D.2.d, above, the student should specify the earliest time that he/she can depart from the appropriate APOE; MAC will be considered available if a Space-R flight can be scheduled within 24 hours of that time.
 - d. Travel orders should be prepared as described in subsection 2, above. The ITO/TMO at the military installation should be contacted to make reservations for the flight(s) and to issue a DD Form 1482, "Military Transportation Authorization (MTA)." The ITO/TMO will need to see the official orders. The traveler must have both orders and the MTA before departure.
5. Travel in uniform. General uniform provisions for travel by military conveyance are contained in INSTRUCTION 1, subchapter CC26.3, "General Information on Uniforms and Appearance," of this manual. Specific guidance for official travel follows.
- a. When worn. Active duty personnel will normally travel aboard Space-R flights in the appropriate PHS uniform. The Service Dress

Blue uniform is authorized for year-round use; the travel-directing authority may authorize a different uniform for Space-R usage when desired, but working uniforms will not be authorized unless specifically allowed in PHS agency-level regulations for particular purposes. If other than the Service Dress Blue is to be worn, the Form HHS-1 should contain a statement in block 10 designating which uniform. The general prohibition against wearing the uniform in foreign countries applies at all times other than when using MAC flights.

- b. When prohibited. When military authorities advise that local political or social circumstances favor the wearing of civilian attire, or when the foreign country prohibits wearing of military uniforms, the officer will wear civilian attire aboard the MAC flight. In this case, the travel order will contain the statement "Travel in civilian clothes is directed" in block 10 of the Form HHS-1. The local MAC terminal maintains a copy of the Air Force Foreign Clearance Guide, and can advise the PHS traveler concerning foreign country uniform prohibitions.
- c. Other situations. When the travel-directing authority determines that travel in uniform is inappropriate or impracticable because of the nature of the travel, he/she may authorize travel in civilian clothes by including the statement "Travel in civilian clothes is authorized as more appropriate to the travel involved" in block 10 of the HHS-1.
- d. Uniform and grooming standards. The travel-directing authority should take all reasonable steps to assure that the active duty officer utilizing Space-R travel will meet applicable uniform and grooming standards as described in subchapter CC26.3, "Uniforms," of this manual. However, when the travel authority determines that travel of an active duty officer in uniform is inadvisable or impracticable as provided in c, above, the officer need only meet the PHS grooming standards (see INSTRUCTION 1, CC26.3) when traveling in civilian clothes.

EXHIBIT I

MILITARY (NAVY EQUIVALENT) GRADES FOR PHS OFFICERS

<u>Pay Grade</u>	<u>PHS Grade</u>	<u>Navy Grade</u>	<u>Abbreviation</u>
O-1	Junior Assistant	Ensign	ENS
O-2	Assistant	Lieutenant (junior grade)	LTJG
O-3	Senior Assistant	Lieutenant	LT
O-4	Full	Lieutenant Commander	LCDR
O-5	Senior	Commander	CDR
O-6	Director	Captain	CAPT
O-7	Assistant Surgeon General	Rear Admiral (Lower half)	RADM(LH)
O-8	Assistant Surgeon General	Rear Admiral	RADM
O-9	Surgeon General	Vice Admiral	VADM