



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

OPNAVINST 4650.15C CH-1  
N41  
22 Sep 2020

OPNAV INSTRUCTION 4650.15C CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

Subj: NAVY PASSENGER TRAVEL

Ref: (a) VCNO Memo Ser N09/19U100534 of 24 Jun 2019 (NOTAL)

Encl: (1) Revised Page 1  
(2) Revised Page 7

1. Purpose. This change updates delegation of authority for other than economy class travel, per reference (a), Delegation of Authority to Approve Premium Class Travel, by transmitting a new page 1, which includes a new reference (d) and (f), and updates delegation of authority for other than economy class travel on page 7.

2. Action. Remove page 1 and page 7 of the basic instruction and insert enclosure (1) and enclosure (2) respectively, of this change transmittal.

3. Records Management

a. Records created as a result of this change transmittal, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy/Assistant for Administration, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-InformationManagement/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the Department of the Navy/Assistant for Administration, Directives and Records Management Division program office

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Deputy Chief of Naval Operations  
(Fleet Readiness and Logistics)

Releasability and distribution:

This change transmittal is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <https://www.secnav.navy.mil/doni>



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4 Apr 2018

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From: Chief of Naval Operations

Subj: NAVY PASSENGER TRAVEL

- Ref:
- (a) DoD Instruction 5154.31 of 16 October 2015
  - (b) DoD Instruction 4515.13 of 22 January 2016
  - (c) Joint Travel Regulations of 1 September 2015
  - (d) VCNO Memo Ser N09/19U100534 of 24 Jun 2019, Delegation of Authority to Approve Premium Class Travel (NOTAL)
  - (e) Defense Transportation Regulation (DTR) 4500.9-R, Part I, Passenger Movement, of May 2016
  - (f) OPNAVINST 4610.8H

1. Purpose. To issue policy on the management, execution, and funding of passenger travel for Navy personnel per references (a) through (f). This revision update aligns Navy and Department of Defense (DoD) contracted airlift requirements and contains administrative changes throughout. This is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 4650.15B.

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 DoD component funds, and Navy-sponsored dependents traveling under official orders. This instruction does not address travel on organic aircraft, which is found in reference (b).

4. Discussion. The Under Secretary of Defense (Personnel and Readiness) established the Defense Travel Management Office (DTMO) in February 2006 to consolidate commercial travel within the DoD. DTMO oversees the DoD's travel management company (TMC) 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. This instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee as Per Diem, Travel and Transportation Allowance Committee Case 17002, per reference (a), Volume 5.

5. Roles and Responsibilities

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

- (1) Develop and issue Navy travel and transportation management policy,

(2) establish Navy-wide policies for the mandatory use of the Defense Transportation System (DTS) for official travel per reference (a), volume 3.

(3) review and approve or disapprove customer requests forwarded by Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) for waivers from DTS mandatory use policy.

(4) implement processes for improving passenger travel and for reducing costs associated with travel.

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

(6) represent the Navy in all forums that are associated with Navy passenger travel.

b. Navy Personnel Command will 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) using legacy systems (e.g., Windows Integrated Automated Travel System).

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

(3) Travel requirements associated with evacuation 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 reference (c)).

(4) Centrally billed account (CBA) reconciliation for non-DTS CBAs. The majority of non-DTS CBAs will be reconciled and closed as travelers transition to DTS.

(5) Group travel, international travel, and travel on Air Mobility Command (AMC) 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) Maintenance of a ship's locator service to ensure current routing information for all afloat and deployable units.

c. COMNAVSUPSYSCOM will:

(1) develop and issue Navy passenger travel management operating guidance as necessary for movement of Navy passengers for 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, the Defense Travel Improvement Board, and the Assistant Secretary of the Navy (Financial Management and Comptroller) Office of Financial Management Operations (ASN (FM&C) FMO).

(3) provide a lead quality assurance evaluator, 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 (NAVPTO), naval air terminals, echelon 2 commands, 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 Navy-wide and joint service working groups.

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

(9) liaise with 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) be responsible for implementing ongoing and future DTS functionality, such as for the Navy Reserve, 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 adjudicate 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, Defense Travel Steering Committee, Defense Travel Improvement Board, ASN (FM&C) FMO, and 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) provide Navy DTS program management for all Navy units afloat and ashore.
- (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 will be used for arranging, approving, and liquidating temporary duty (TDY) travel. Under DTS, the traveler's activity commander is responsible for liquidating TDY travel.
- (2) Exceptions to using DTS must fall into one of the categories listed in subparagraphs 6a(2)(a) through 6a(2)(g).
  - (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 will be processed through the traditional permanent change of station order writing systems and settled using legacy travel systems (e.g., Windows Integrated Automated Travel System) until PDT functionality becomes available on DTS.

(c) PDT and temporary change of station (TCS) authorizations for Navy civilians. PDT and TCS authorizations will 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 will 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 will be processed using manually created paper orders.

(f) Civilian travelers are exempt from using DTS to prepare travel orders when long term temporary duty orders exceed 1 year requiring W-2 issuance.

(g) Requests for exception waivers to mandatory DTS use will be submitted to CNO N4 via COMNAVSUPSYSCOM DTS program manager (NAVSUP Code N851).

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

(4) Travelers will select available GSA city-pair fares for official travel unless an authorized exception listed in appendix P of reference (c) 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.

(5) All Navy personnel will 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 will use the Navy Reserve Order Writing System and DTS Help Desk for technical support and general travel assistance with the DTS import and export interface module. Navy Reserve Order Writing System 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 (a), volume 4.

(2) The CBA is a secondary form of payment for transportation and will 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 will use economy and coach class accommodations, except when authorized as an exceptional circumstance and per references (a), volume 4, and (c).

(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, not the unrestricted capacity-controlled city-pair airfare, 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 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) Approval authorities for other than economy class travel:

(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, U.S. Fleet Forces Command (USFLTFORCOM); Commander, U.S. Pacific Fleet (PACFLT); United States Naval Forces Europe - Naval Forces Africa (NAVEUR-NAVAF); and Deputy Administrator for the Office of Naval Reactors are authorized to approve other than economy class travel under reference (c). Per reference (d), it is permissible to further delegate this approval authority in writing subject to the limitations in subparagraphs 6c(5)(a)1 and 6c(5)(a)2.

1. The authority to approve first class travel may not be delegated below the position of the three-star deputy or vice commander.

2. The authority to approve business class travel may not be delegated below the two-star or civilian-equivalent level.

(b) Approval for other than economy class travel must be granted by someone senior to the traveler.

(c) When compelling operational circumstances or exigencies significantly affect an individual's ability to complete a mission -- e.g., fleet commanders traveling to and from continental United States while executing time-compressed schedules -- approval authorities are encouraged to assess whether other than economy class travel is authorized, per reference (c).

(d) Commands will forward their other than economy class travel requests, 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 Under Secretary of Defense (Personnel and Readiness) online via Web site (<https://www.defensetravel.dod.mil/PCTRTv3/>) by the approving command's appointed reporting official. User should use their ID certificate to access this is common access card enabled Web site.



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 contracted TMC, NAVPTO, Personnel Support Detachment (PERSUPPDET), customer service desk (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 a contracted TMC, NAVPTO, PERSUPPDET, 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 will only be reimbursed for the portion of the ticket used.

e. AMC Patriot Express. AMC procured channel airlift must be used for outside the continental United States (OCONUS) travel when it is available and satisfies mission requirements, per reference (e).

(1) NAVPTO personnel will review all OCONUS travel requests to determine AMC Patriot Express airlift availability.

(2) When available, Patriot Express must be used regardless of cost, traveler preference, or convenience. Any requests to use commercial transportation instead of available AMC Patriot Express airlift must be supported with documentation from the respective approving official citing the negative critical mission impact if AMC airlift is used.

7. Action. Commanders will:

a. ensure all applicable TDY travel is processed using DTS.

b. ensure all TDY travel is executed per references (a) through (f).

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 a contracted TMC, NAVPTO, PERSUPPDET 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 contracted TMC at the time of reservation.
- h. Use the Restricted Airfare Checklist for authorizing officials in appendix H3C of reference (c) to assist in determination if use of a restricted or non-refundable ticket may be advantageous to the government. When used, ensure authorization includes a statement justifying use of a restricted or non-refundable ticket with a copy of the decision support tool checklist.
- 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 Windows Integrated Automated Travel System are only used for official government travel expenses.
- k. Perform routine audits to ensure compliance with references (a) through (f).

8. Records Management. Records created as a result of this instruction, regardless of media and format, will be managed per Secretary of the Navy Manual 5210.1 of January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, OPNAV N41 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary

date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1.

10. Forms. DD Form 577 Appointment/Termination Record – Authorized Signature is available for download at [http://www.esd.whs.mil/Directives/forms/dd0500\\_0999/](http://www.esd.whs.mil/Directives/forms/dd0500_0999/)

A handwritten signature in black ink, appearing to read 'D. R. Smith', is positioned above the printed name.

D. R. SMITH

Deputy Chief of Naval Operations  
(Fleet Readiness and Logistics)

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