



PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE

4800 Mark Center Drive, Suite 04J2501

Alexandria, VA 22350-9000

www.defensetravel.dod.mil

PDTATAC/vap

26 January 2016

MEMORANDUM FOR

SEE DISTRIBUTION

SUBJECT:

CTD for CAP 95-16(R) -- Travel ICW a Seriously Wounded or Ill Employee

1. **SYNOPSIS:** Authorizes travel and transportation for up to three designated individuals when an employee becomes seriously wounded or ill while serving at an unaccompanied duty station and must be moved to another medical facility and the designated individuals' presence is determined medically necessary or necessary for the health and welfare of the employee.
2. The Committee Chair has approved the attached changes to the Joint Travel Regulations, made in CAP 95-15.
3. This determination is an advance notice of the changes to the JTR. You are requested to disseminate this determination to the appropriate offices within your Service.
4. These changes are scheduled to appear in JTR, dated 1 Mar 2016.
5. This determination is effective when printed in the JTR.
6. Action Officer: Velda Potter (velda.a.potter.civ@mail.mil).

//approved//

JOEL T. RIDENOUR

Chief, Policy and Regulations Branch

Attachment:

Rev 4

Civilian E-Mail Distribution:

CAP Members

P&R Branch

PMO-DTS

GSA-3FT

GSA-OGP(MTT)

CBCA Judges

JTR REVISIONS:

Chapter 7, Part H TOC:

***PART H: TRAVEL ICW A WOUNDED/ILL MEMBER/EMPLOYEE**

***Section H1: Wounded/Ill Member**

***Subsection H1a: Uniformed Members Only**

7315 TRAVEL TO VISIT A WOUNDED/ILL MEMBER

- A. General
- B. Designated Individuals
- C. Transportation
- D. Per Diem
- E. Reimbursable Expenses

***Subsection H1b: Civilian Employees Only**

7320 GENERAL

- A. Travel Status
- B. Authority
- C. Funding
- D. Transportation Mode and Routing
- E. Non-Family Member Travel

***Section H2: Wounded/Ill Employee**

***7322 TRAVEL TO VISIT A WOUNDED/ILL EMPLOYEE Civilian Employees Only**

- A. General
- B. Designated Individuals
- C. Transportation
- D. Per Diem
- E. Reimbursable Expenses

7020-A:

7020 EMERGENCY VISITATION TRAVEL (EVT) (CIVILIAN EMPLOYEES ONLY)

A. Related Information

1. Allowable Expenses due to the Death of an Employee/Dependent. Ch 7, Part F.
2. Employee Emergency Travel and Transportation due to Illness, Injury, or a Personal Emergency Situation while on TDY. Ch 7, Part A3.

3. Medical Travel and Transportation Allowances for an Employee Assigned to a Foreign OCONUS PDS. Ch 7, Part B4.
4. Family Visitation Travel (FVT) when the Immediate Family is Evacuated from the Employee's Foreign PDS. Ch 7, Part A5.
- *5. Travel to Visit a Wounded/Ill Employee. Ch 7, Part H2.

7322:

***7322 TRAVEL TO VISIT A WOUNDED/ILL EMPLOYEE (CIVILIAN EMPLOYEES ONLY)**

A. General.

1. Purpose. Allows for up to three designated individuals (see par. 7322-C) to be authorized travel to the bedside of an employee who is seriously wounded or becomes critically ill while on official duty at an unaccompanied duty station (see par. 7322-B) and is subsequently medevaced to another medical facility.
2. Restrictions.
 - a. The employee must be hospitalized and the treating physician must determine that the designated individual's presence is medically necessary or required for the employee's health and welfare during the emergency period.
 - b. Per diem authority must not exceed 30 days at the hospital plus travel time to and from the hospital.
3. Legal Authority. [10 USC §1599b](#); [22 USC §4081](#) and allowances must be similar to allowances in [3 FAM 3740](#) of the State Department regulations.
4. Funding. Expenses are the responsibility of the employee's command.

B. Criteria for Authorization

1. Must be major medical cases with serious implications.
2. The injury or illness must either be seriously life threatening or have a high probability of resulting in permanent life-changing condition.

C. Definitions

1. Unaccompanied Duty Station. An unaccompanied duty station is a permanent station that dependents are not authorized to accompany the employee. Additionally, a TDY location in an area designated by SECDEF as a combat operation or a combat zone qualifies.
2. Designated Individual
 - a. A designated individual is a person designated by the employee whose presence may contribute to the employee's health and welfare during the employee's inpatient treatment. Or in the case of an employee who the attending physician or surgeon determines is not able to make such a designation, an individual who, as designated by the attending physician or surgeon.
 - b. Ordinarily is the employee's dependent, but may be the employee's other family member (parents/guardians, siblings, and non-dependent children). Also may be any other individual who may hold

a medical power of attorney in order to make medical decisions for the employee.

c. The designated individual may

- (1) serve as surrogate, if legally applicable, to an employee who has become medically incompetent,
- (2) provide support to an employee whose condition has a choice of treatments, each with its own set of considerations or risks, or
- (3) provide personal comfort and support.

D. Limit on Number of Travelers. Ordinarily, not more than three designated individuals may be provided travel and transportation allowances under this paragraph as determined by the Secretarial Process. The Secretarial Process may authorize/approve travel and transportation allowances for more than three designated individuals only when the number of dependent children plus the spouse exceeds this limitation. See par. 1015-C for claims and App E1, par. A2q for ITA authority.

E. Transportation.

1. Transportation-in-kind;
2. Reimbursement for the cost of personally procured commercial transportation NTE the cost of Gov't procured commercial air transportation including, mandatory airport taxes and fees. ***(CTO use is still MANDATORY);***
3. Authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo).

Gov't/Gov't-procured transportation must be used to the maximum extent practicable for transoceanic travel. The rules in Chapter 3 on commercial air transportation apply (e.g., coach class, U.S. certificated carrier, city pair fares).

F. Per Diem. When a designated individual is authorized a round-trip to and from a hospital at Gov't expense per diem may be paid for travel to the medical facility, while at the hospital visiting with the seriously wounded or ill employee (for up to 30 days), and for return travel to the designated individual's home.

G. Reimbursable Expenses. The reimbursable expenses except baggage expenses listed in App G incurred incident to travel under this paragraph may be reimbursed. Receipt requirements are the same as those in par. 2710. ***There is no authority to reimburse for excess or unaccompanied baggage expenses.***

H. Order. An ITA is used to authorize travel and transportation allowances.

The following pages are the same policy preceding this page but showing tracked changes.



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