



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE
A DIVISION OF THE DEFENSE TRAVEL MANAGEMENT OFFICE (DTMO)**

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PDTATAC/tp

24 November 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: UTD/CTD for MAP 113-09(E)/CAP 94-09(E) -- Train
Transportation Accommodation and Medical
Disability/Special Need Certification

1. **SYNOPSIS:** Strengthens the management and accountability measures related to the use of premium-class train transportation accommodations while on official business travel. These changes originated with the Federal Travel Regulation and will be applicable to travel performed on and after 27 November 2009. Additionally, this change relaxes the requirement for a lifelong medical disability/special need certification statement to every two years, with a onetime extension NTE 30 days when unforeseen circumstances preclude recertification.
2. These changes are scheduled to appear in JFTR change number 278, and JTR change number 532, dated 1 February 2010.
3. This determination is *effective on 27 November 2009*.

//approved//

DANE SWENSON

Director, Strategic Planning and Policy Division

Attachment:

Rev 1

Uniformed E-Mail Distribution:

MAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO PSC

Civilian E-Mail Distribution:

CAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

JFTR

U2000-A2c:

A. *****

2. *****

c. Premium-class accommodations may be authorized/approved by the premium-class AO due to medical reasons only if a competent medical authority certifies sufficient justification of medical disability/special need exists and that the medical condition/special need necessitates (for a specific time period or on a permanent basis) the premium-class accommodations upgrade. The premium-class AO must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the member or dependent is/was so disabled/limited by the special need that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

SECTION 4: TRAIN TRANSPORTATION

U3135 TRAIN TRANSPORTATION

A. Policy. A traveler who travels by train must use coach-class accommodations, except when premium-class service is authorized IAW this Section and APP H. When adequate reserved coach-class accommodations are available, an AO must require those accommodations be provided. For overnight travel, a traveler must be provided slumber coach sleeping accommodations, or the lowest sleeping accommodations class available on a train that does not offer slumber coach accommodations.

B. Train Class Accommodations

1. Coach-class. The basic accommodations class offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Coach-class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.

2. Slumber coach. Includes slumber coach accommodations on trains offering such accommodations, or the least expensive level of sleeping accommodations available on a train that does not offer slumber coach accommodations.

3. Premium-class. Any accommodations class above coach, e.g., first-class or business-class.

a. First-class. Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations.

b. Business-class. A service class offered on AMTRAK Acela or Metroliner extra fare train service that is offered above coach class, but is lower than first-class, as described in par. U3135-B3a.

NOTE: If a train only has two accommodations classes available, i.e., first- and business-class, then the business-class (lowest class offered) becomes coach-class for the purpose of official travel.

C. AO Authorization/Approval. The AO can authorize/approve the following:

1. Coach-class. Any 'standard' economy (lower than premium-class) train fares anywhere in the world. This includes slumber coach when overnight travel is involved.

2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/approved by the AO when its use is to the GOV'T's advantage or is required for security reasons. Extra-fare train service (including Acela Express) is a class above the lowest class offered on a 'standard' economy train. When an extra-fare train is authorized/approved by the AO, it is to the GOV'T's advantage. No further agency approval is needed except for the U.S. Coast Guard. See the NOTE below. If the lowest class available is first-class, the AO must comply with the par. U2000-A2 requirements for a premium-class travel authorization/order. "Coach" class is the lowest available class on Amtrak Regional trains. AMTRAK Acela and Metroliner first class-accommodations may be authorized/approved only IAW pars. U3135-D and U3135-E.

3. Train Service OCONUS. Travel by extra-fare trains OCONUS (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is to the GOV'T's advantage or is required for security reasons. The lowest service class available is to the GOV'T's advantage and no further agency authorization/approval is needed. However, if the lowest class available is premium-class, the AO still must comply with the par. U2000-A2 requirements for a premium-class transportation annotation on the travel authorization/order. If coach-class accommodations on any train OCONUS do not have assigned seating, the AO (see note for U.S. Coast Guard) may authorize the lowest-class accommodations (even if that is called 'first-class') that have assigned seating. All other premium-class train travel accommodations may be authorized/approved only IAW pars. U3135-D and U3135-E.

NOTE: Premium-class travel accommodations, regardless of transportation mode, must be authorized/approved by the USCG Commandant or Vice-Commandant when Coast Guard funds are used for official travel.

D. Premium-class Train Accommodations Use. *APP H includes the Premium-class decision support tool and procedures.*

1. Authorization/Approval. The premium-class authorizing/approving authority official in par. U3125-B may authorize/approve the premium-class train accommodations use except for travel using Coast Guard funds. Only the Coast Guard Commandant/Vice Commandant may authorize/approve premium-class accommodations use when Coast Guard funds are being used (par. U2000-A2b).

2. Requirements. See par. U2000-A2a.

E. Circumstances. ([OMB Bulletin 93-11, 19 April 1993](#)) Premium-class train accommodations may be authorized/approved only when:

1. To the GOV'T's Advantage and No Coach-class Train Accommodations Are Reasonably Available. "Reasonably available" means available coach-class train accommodations that are available and scheduled to leave within the 24-hour period before the traveler's proposed departure time, or scheduled to arrive within the 24-hour period before the traveler's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" must also be based on slumber coach sleeping accommodations availability. "Reasonably available" does not include accommodations with a scheduled arrival time later than the traveler's required reporting time at the duty site, or with scheduled departure time earlier than the time the traveler is scheduled to complete the duty.

2. Use of Premium-class Accommodations Is Necessary to Accommodate a Medical Disability/Special Need. See par. U2000-A2c and APP H4.

a. A disability must be certified every six months in a written statement by a competent medical authority. When unforeseen circumstances preclude recertification an AO may approve a onetime extension NTE 30 days. If the disability is a lifelong condition, then a certification statement is required every two years. Certification statements must include at a minimum:

- (1) A written statement by a competent medical authority stating special accommodation is necessary;
 - (2) An approximate duration of the special accommodation; and
 - (3) A recommendation concerning the appropriate transportation accommodations class based on the disability.
- b. A special need must be certified every six months in writing IAW par. U2000 and APP H. If the special need is a lifelong condition, then a certification statement is required every two years;
- c. If an accompanying attendant is authorized IAW pars. U7250-B or U7251-B, and the attendant's services are required en route, the attendant may be authorized/approved to use Premium-class accommodations.
3. Exceptional Security Circumstances Requiring Premium-class Rail Accommodations. These circumstances should only be authorized to the minimum Premium-class accommodation necessary to meet the mission. Examples are:
- a. A traveler whose coach-class accommodations use would endanger the traveler's life or GOV'T property,
 - b. An agent of a protective detail accompanying an individual authorized to use Premium-class accommodations, and
 - c. A courier and a control officer accompanying controlled pouches or packages.
4. Coach-class accommodations on an authorized/approved foreign country rail carrier do not provide adequate sanitation or meet health standards.
5. Required because of agency mission.

JTR

C2000-A2c:

A. *****

2. *****

c. Premium-class accommodations may be authorized/approved by the premium-class AO due to medical reasons only if a competent medical authority certifies sufficient justification of a medical disability/special need exists and that the medical condition/special need necessitates (for a specific time period or on a permanent basis) the premium-class accommodations upgrade. The premium-class AO must be able to determine that, at the time of travel, premium-class accommodations are/were necessary because the traveler or dependent is/was so disabled/limited by the special need that other lower-cost economy accommodations (e.g., 'bulk-head' seating, or providing two economy seats) cannot/could not be used to meet the traveler's/dependent's requirements.

SECTION 5: TRAIN TRANSPORTATION

C2208 TRAIN TRANSPORTATION

A. Policy. A traveler who travels by train must use coach-class accommodations, except when premium-class service is authorized IAW this Section and APP H. When adequate reserved coach-class accommodations are available, an AO must require that those accommodations be provided. For overnight travel, a traveler must be provided slumber coach sleeping accommodations, or the lowest sleeping accommodations class available on a train that does not offer slumber coach accommodations.

B. Train Class Accommodations

1. Coach-class. The basic accommodations class offered by a rail carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. Coach-class includes reserved coach accommodations as well as slumber coach accommodations when overnight train travel is involved.

2. Slumber coach. Includes slumber coach accommodations on trains offering such accommodations, or the least expensive level of sleeping accommodations available on a train that does not offer slumber coach accommodations.

3. Premium-class. Any accommodations class above coach, e.g., first-class or business-class.

a. First-class. Includes bedrooms, roomettes, club service, parlor car accommodations, or other premium accommodations.

b. Business-class. A service class offered on Amtrak Acela or Metroliner extra fare train service that is offered above coach class, but is lower than first-class, as described in par. C2208-B3a.

NOTE: If a train only has two accommodations classes available, i.e., first- and business-class, then the business-class (lowest class offered) becomes coach-class for purpose of official travel.

C. AO Approval. The AO can approve the following:

1. Coach-class. Any 'standard' economy (lower than premium-class) train fares anywhere in the world. This includes slumber coach when overnight travel is involved.
2. AMTRAK Acela and Metroliner in CONUS. Travel by extra-fare trains in the CONUS may be authorized/approved by the AO when its use is to the GOV'T's advantage or is required for security reasons. Extra-fare train service (including Acela Express) is a class above the lowest class offered on a 'standard' economy train. When an extra-fare train is authorized/approved by the AO, it is to the GOV'T's advantage. No further agency approval is needed. If the lowest class available is first-class, the AO must comply with the requirements in par. C2000-A2 for a premium-class travel authorization/order. "Coach" class is the lowest available class on Amtrak Regional. AMTRAK Acela and Metroliner first class-accommodations may be authorized/approved only IAW pars. C2208-D and C2208-E.
3. Train Service OCONUS. Travel by extra-fare trains OCONUS (e.g., 'bullet' trains in Japan and Korea) may be authorized/approved by the AO when its use is to the GOV'T advantage or is required for security reasons. The lowest service class available is to the GOV'T's advantage and no further agency approval is needed. However, if the lowest class available is premium-class, the AO still must comply with the requirements in par. C2000-A2 for premium-class travel authorizations. If coach-class accommodations on any train OCONUS do not have assigned seating, the AO may authorize the lowest-class accommodations (even if that is called 'first-class') that have assigned seating. All other premium-class train travel accommodations may be authorized/approved only IAW pars. C2208-D and C2208-E.

D. Premium-class Train Accommodations Use. APP H includes a premium-class decision support tool and procedures.

1. Authorization/Approval. The premium-class authorizing/approving authority official in par. C2204-B may authorize/approve the premium-class train accommodations use. See par. C2000-A2b.
2. Requirements. See par. C2000-A2a.

E. Circumstances. ([OMB Bulletin 93-11, 19 April 1993](#)) Premium-class train accommodations may be authorized/approved only when:

1. To the GOV'T's Advantage and No Coach-class Train Accommodations Are Reasonably Available. "Reasonably available" means coach-class train accommodations that are available and scheduled to leave within the 24-hour period before the traveler's proposed departure time, or scheduled to arrive within the 24-hour period before the traveler's proposed arrival time. In the case of a direct route that requires overnight travel, "reasonably available" also must be based on slumber coach sleeping accommodations availability. ***"Reasonably available" does not include accommodations with a scheduled arrival time later than the traveler's required reporting time at the duty site, or with scheduled departure time earlier than the time the traveler is scheduled to complete the duty.***
2. Use of Premium-class Accommodations Is Necessary to Accommodate a Medical Disability/Special Need. See par. C2000-A2c.
 - a. A disability must be certified every six months in a written statement by a competent medical authority. When unforeseen circumstances preclude recertification an AO may approve a onetime extension NTE 30 days. If the disability is a lifelong condition, then a certification statement is required every two years. Certification statements must include at a minimum:

- (1) A written statement by a competent medical authority stating that special accommodation is necessary;
- (2) An approximate duration of the special accommodation; and

(3) A recommendation concerning the appropriate transportation accommodations class based on the disability.

b. A special need must be certified every six months in writing IAW par. C2000 and APP H. If the special need is a lifelong condition, then a certification statement is required every two years;

c. If an accompanying attendant is authorized IAW par. C5146-B, and the attendant's services are required en route, the attendant may be authorized/approved to use premium-class accommodations.

3. Exceptional Security Circumstances Requiring Premium-class Rail Accommodations. These circumstances should only be authorized to the minimum premium-class accommodation necessary to meet the mission. Examples are:

a. A traveler whose use of coach-class train accommodations would endanger the traveler's life or GOV'T property.

b. An Agent of a protective detail accompanying an individual authorized to use premium-class train accommodations.

c. A courier and a control officer accompanying controlled pouches or packages and a lower premium class is not available.

4. Coach-class accommodations on an authorized/approved foreign rail carrier do not provide adequate sanitation or do not meet health standards.

5. Required because of agency mission.

C7460-6:

C7460 ALLOWABLE EXPENSES

*6. Premium-class accommodations when necessary to accommodate a traveler with a medical disability/special need per the Agency's/Service's premium-class travel policy. See par. C2000-A2c and APP P2, Sec C, FAQ #2 for medical justification of premium-class accommodation use.

APP H4, Sec A

PREMIUM-CLASS ACCOMMODATIONS FOR A MEDICAL DISABILITY/SPECIAL NEED REASON

It is DoD policy (JFTR, par. U2000-A2c/JTR, par. C2000-A2c) that premium-class travel accommodations, due to a medical disability/special need, be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc.). The condition must be certified by competent medical authority (i.e., a licensed medical practitioner) and authorized by the premium-class AO in advance of travel. This requirement is in the JTR and JFTR. A certification validating the medical disability/special is effective for a up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.

APP P2, Sec C, FAQ #2:

2. Can I upgrade to business-class seating at GOV'T expense to accommodate my disability?

Maybe. IAW Agencies/Services' policy, premium-class travel accommodations, due to a medical disability/special need, may be used only when there is no alternative means to accommodate the traveler's condition (e.g., bulkhead, aisle seating, use of two adjoining coach-class seats, etc.). The condition must be certified by a competent medical authority (i.e., a licensed medical practitioner) and authorized by the premium-class AO in advance of travel IAW JFTR/JTR requirements. A certification validating the medical disability/special need is effective for up to six months or the duration of the medical disability/special need, whichever is shorter. A medical disability/special need described as a lifelong condition requires a certification statement every two years from a physician.
