

Summary of Changes

USMEPCOM Regulation 55-2, 6 July 2004
Transportation and Travel
Recruit Travel

This revision has administrative and policy changes. Specifically, this revision—

- Updates agency name from Military Traffic Management Command (MTMC) to Surface Deployment and Distribution Command (SDDC) (throughout).
- Adds requirement for standardized recruit travel briefing by video (par. 2-8).
- Adds requirement to provide each recruit a reception training center (RTC) card (pars. 2-8 and 2-9).
- Adds requirement to provide each group leader a four-fold information sheet during the group leader briefing (pars. 2-8 and 2-10).
- Adds travel instructions for prior-service members (par. 3-7b).
- Updates Army and Navy addresses for GTR payment (par. 4-4a).
- Updates the Army and Air Force address for disposal of unused tickets and tokens (par. 5-6a).
- Updates references (app. A).
- Updates travel briefing procedures (app. B).
- Updates amount of insurance coverage for the Servicemen's Group Life Insurance Program (app. B).
- Updates e-mail contact address for HQ USMEPCOM Operations Directorate (par. D-5).

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 55-2

6 July 2004

Effective: 9 August 2004

**Transportation and Travel
RECRUIT TRAVEL**

FOR THE COMMANDER:

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Summary. This regulation prescribes policies and procedures for the travel of Armed Forces enlistees and inductees to their initial training installations.

Applicability. This regulation is applicable to the elements of USMEPCOM.

Supplementation. Supplementation of this regulation is prohibited without prior approval from Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MOP-LA, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Suggested improvements. The proponent agency for this regulation is HQ USMEPCOM, MOP-LA. Users will send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MOP-LA, 2834 Green Bay Road, North Chicago, IL 60064-3094.

Management control process. This regulation contains management control provisions and lists key management controls that must be evaluated (app. D). This regulation complies with USMEPCOM Regulation 11-4 (Management Control).

*This regulation supersedes USMEPCOM Regulation 55-2, 18 April 2002.

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Glossary

Chapter 1 General

1-1. Purpose

This regulation prescribes policies and procedures for the travel of Armed Forces enlistees and inductees to their initial training installations.

1-2. References

References are in appendix A.

1-3. Abbreviations and terms

Abbreviations and terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Director, Operations, Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM) will manage recruit travel required to support the United States Military Entrance Processing Command (USMEPCOM) mission. The Director will also—

(1) Develop policies and procedures according to the Joint Federal Travel Regulation (JFTR), Department of Defense (DOD) 4500.9-R (Defense Transportation Regulation), and mission requirements to ensure standardization and compliance throughout the Command.

(2) Review established recruit travel guidance and monitor the passenger standing route orders (PSROs) issued to each military entrance processing station (MEPS) by the Surface Deployment and Distribution Command (SDDC).

(3) Develop internal management programs that complement this regulation.

(4) Plan and develop training with the Human Resources Directorate, HQ USMEPCOM (MHR-TR) for the transportation specialist (TS).

(5) Oversee the USMEPCOM contracting officer's representative (COR) for commercial travel office (CTO) issues.

b. The Director, Resource Management, HQ USMEPCOM, will—

(1) Establish guidance for the recruit centrally billed travel accounts and the internal controls necessary to effectively manage these accounts in the MEPS.

(2) Appoint a travel centrally billed account program manager.

(3) Monitor and seek resolution for centrally billed account issues such as:

(a) Overarching resource management policy matters.

(b) Systemic problems that affect the MEPSs.

(c) Liaison with Bank of America or Government Credit Card Company administrators.

(4) Appoint a disbursement clerk (cashier) at each MEPS.

c. The Director, Human Resources, HQ USMEPCOM, will plan and develop training for the position of TS, in coordination with Operations, HQ USMEPCOM.

d. MEPS commanders will—

(1) Comply with the provisions of this regulation and ensure their operations groups have electronic access to this regulation and other pertinent publications.

(2) Ensure that centrally billed travel accounts are reconciled monthly.

(3) Ensure that proper documentation (e.g., inventories, registers, meal checks) is maintained.

(4) Appoint, in writing, a TS for the MEPS.

e. The acting transportation officer (ATO) will—

(1) Procure transportation, services, and authorized accommodations on receipt of appropriate orders as defined in Joint Federal Travel Regulation (JFTR) paragraphs U2100 and U2115, and Joint Travel Regulation (JTR) par. C3050. The ATO will ensure all ground transportation is on an SDDC-approved carrier.

(a) ATOs may contact SDDC (703) 428-3272 for questions on approved carriers. SDDC-approved carriers are on the SDDC Web site <http://www.SDDC.army.mil>.

(b) Applicants for enlistment, rejected applicants for enlistment, and rejected registrants are provided travel by the local recruiting unit and not by the local TS.

(2) Act as a COR, alternate COR, or ordering officer when CTOs and other related traffic management functions are served under appropriate contracts.

(3) Ensure control and proper issue is maintained for SFs 1169 (U.S. Government Transportation Request), meal checks, DD Forms 652 (Meal Ticket), and bulk-purchase tickets and tokens.

(4) Conduct annual and change of ATO/change of TS inventories of accountable forms and tickets (i.e., SFs 1169, meal checks, DD Forms 652, and bulk-purchase tickets and tokens) with a disinterested witness appointed by the MEPS commander.

f. The transportation specialist (TS) will—

(1) Assume day-to-day responsibility for control and security of accountable forms and tickets, logs, and receipts of signature for accountable forms and tickets.

(2) Transfer forms and tickets using Department of the Army (DA) Form 410 (Receipt for Accountable Form).

(3) Maintain stock levels of accountable forms and tickets.

(4) Execute service-unique requirements for each military service concerning the ordering, preparation, distribution, and payment procedures for SFs 1169, DD Forms 652, and bulk-purchase tickets and tokens.

(5) Ensure seat-blocking procedures are coordinated with the commercial carrier's military desk.

- (6) Arrange transportation for recruits.
- (7) Provide transportation briefing to recruits.
- (8) Maintain transportation files according to Army Regulation (AR) 25-400-2 (The Army Records Information Management System (ARIMS)).
- (9) Conduct a monthly manual or electronic reconciliation on recruit centrally billed travel accounts.
- (10) Maintain account status logs for each account.
- (11) Forward monthly reconciliations to the MEPS budget analysts for review.
- (12) Maintain current PSROs.
- (13) Prepare and issue individual meal checks.

1-5. Appointments

This paragraph provides a consolidated list of required position appointments (listed throughout regulation).

- a. The Director, Resource Management, HQ USMEPCOM, will appoint—
 - (1) A travel centrally billed account program manager (see par. 1-4b(1)).
 - (2) A disbursement clerk (cashier) at each MEPS (see par. 1-4b(4)).
 - (3) The TS and designated alternates on orders as disbursement clerks (cashiers) for each MEPS to be accountable for the issued meal checks (see par. 6-2d).
- b. MEPS commanders will appoint, in writing, a—
 - (1) TS for their MEPS (see par. 1-4d(4)).
 - (2) Disinterested individual to conduct the inventory with the ATO (see par. 5-4b(1)).
 - (3) ATO according to DOD 4500.9-R. The appointed ATO must be a commissioned officer, warrant officer, or qualified DOD civilian employee. When a civilian employee is appointed as ATO, the prior approval of HQ USMEPCOM is required. The ATO will have signature authority for all transportation documents.

Chapter 2

General Travel Provisions

2-1. Routing

Recruit travel from the MEPS to the initial reception or training (R/T) center is prescribed on the PSRO. The TS coordinates with SDDC to establish and maintain PSROs.

2-2. PSROs

a. PSROs are designed to support repetitive DOD travel requirements arranged through SDDC. SDDC issues PSROs to each MEPS in the continental United States (CONUS). PSROs direct the mode of transportation for new and prior-service recruits between the MEPS and the R/T center. PSROs are not reservations.

Note: PSROs are not assigned for MEPSs outside the continental United States (OCONUS) (e.g., Honolulu, San Juan, Anchorage). MEPS located OCONUS arrange transportation with their CTOs and SDDC representatives.

b. SDDC attempts to obtain the best possible transportation service at the lowest overall cost to the services. Recruit travel movement (including air, ground, and private vehicle travel) is restricted between 2400 and 0600. SDDC will arrange transportation to depart at the availability time or as soon thereafter as possible.

c. A PSRO designates the following:

- (1) Origin point.
- (2) Destination point.
- (3) Mode of transportation.
- (4) Carrier(s) to be used.
- (5) Schedules to be used.
- (6) Fare information.
- (7) Number of meal checks (breakfast, lunch, dinner) and who provides the meal (airline or meal check.)
- (8) Other transportation instructions.

d. Each PSRO will be identified by a discrete 17-position alphanumeric code assigned by SDDC. In the following example, GA01-103-A-20000901:

GA01: Origin (Atlanta)

103: Destination (Knox)

A: Air (B=Bus, T=Train)

20000901: Effective date (yyyymmdd) for this sample is 1 September 2000

2-3. Diversions

a. The MEPS will use PSROs provided by SDDC for recruit travel. However, there may be instances when the established PSRO does not meet mission requirements. A diversion is a route other than the

authorized PSRO. If a diversion is required to meet mission needs, the TS must coordinate the diversion in advance with SDDC. Under no circumstances will first-class accommodations be provided.

b. Frequent diversions may indicate a need for a change to the PSRO. (See par. 2-6 for changes to PSROs.)

2-4. Availability time

Availability time is the earliest time that a recruit can realistically be ready to board transportation from the originating terminal. Availability times are determined by the MEPS and provided to the SDDC. The MEPS will make the availability times earlier in the day to facilitate a larger travel window. In reviewing availability times, the MEPS must consider the entire processing day.

2-5. Seat blocking

a. The individual service liaisons will provide projected seat requirements by destination to the TS by the 15th of each month for the following calendar month. The MEPS will request seat blocks with the commercial carrier's military desk in accordance with the PSRO. The MEPS ATO regularly monitors the accuracy of the service projections and ensures discrepancies are discussed at the Interservice Recruitment Committee level.

b. The TS uses the following steps for blocking seats and procuring tickets from the airlines:

- (1) Obtain projections from service liaisons.
- (2) Compile projections by dates, destinations, and airlines (according to airline requirements).
- (3) Submit projections to airlines by the 15th of the month before the actual ship month. Approximately 2-3 days later, the airlines will contact the MEPS with passenger name records (PNRs).
- (4) Provide the PNRs to their commercial travel office agent.
- (5) Submit an undated copy of the confirmed projections to the airlines by the end of the month before the actual ship month. Mark the copy undated and include any additions or subtractions that the services may have made after submitting the original information. The airlines will confirm the projections.
- (6) Collect the updated projections from the services on the following schedule:
 - Army:** by Friday for the next week shippers
 - Navy:** by Friday for the next week shippers
 - Air Force:** by Wednesday for the next week shippers
 - Marine Corps:** by Thursday for the next week shippers
 - Coast Guard:** by Thursday for the next week shippers
- (7) Provide names to the airlines before 1600 (central time) the day before actual shipping and cancel any seats not needed.

Note: For Monday shipping or for a Tuesday following a holiday, the ATO will provide the information to the airlines the Friday before.
- (8) Provide the names and PNRs to their CTO agent the day before actual shipping.

c. On the actual day of travel, the TS will contact the service liaisons to confirm the actual number of seats required for that day by destination and then notify the carrier's military desk by 1000 of actual ship numbers for that day by destination.

2-6. Changes to PSROs

The TS will—

- a. Identify routes that will allow recruits to arrive at their R/T centers as early as possible.
- b. Notify SDDC of changes to carrier schedules that affect PSRO routes.
- c. Make applications for changes to PSROs directly to the SDDC by telephone or email. The application will include the following:
 - (1) Origin activity.
 - (2) Destination activity.
 - (3) Average number of persons to be transported daily or other designated interval.
 - (4) The availability time.
 - (5) Reason for change.

2-7. Group travel

- a. Recruits en route to the same destination and on the same transportation will normally travel in groups formed at the MEPS with a recruit group leader designated by the TS.
- b. A responsible member of the group (the senior ranking individual, if applicable) is designated as the group leader. The group leader serves as the intermediary between the members of the group and the carrier representatives and is responsible for reporting to the TS (in city of origin) or SDDC (en route) any changes or problems during travel.
- c. There are no definitive guidelines for group leader selection if all members of a group are the same grade. The TS will designate the group leader based on maturity and traveling experience.
- d. A travel group should not exceed 12 individuals, including the group leader. If a group exceeds 12 individuals, the TS will split the group into two or more groups. If groups have the same arrangements, ensure the groups travel together. Group leaders will be briefed on their responsibilities for controlling the group. Responsibilities are as follows:
 - (1) The group leader will act as spokesperson for the entire group. The group leader will perform administrative requirements (i.e., hand-carry recruit packets).
 - (2) Group leaders will keep the group together. Occasionally when bus travel is included as part of the PSRO, space limitations on the bus may require splitting up the group. In this situation, the group leader will be on the first departing bus to allow R/T center personnel to begin processing the recruit packets on arrival.

2-8. Transportation briefing for recruits

Before travel, the TS will brief and provide written instructions to each recruit. The TS will play the video (Recruit Travel) for the recruits and will give a predeparture oral briefing to each recruit before he or she leaves the MEPS for travel to the R/T center. (See app. B for a sample predeparture briefing). The TS will hand out reception training center (RTC) cards and the group leader four-fold as part of the travel briefing.

a. The RTC card is given to each recruit; it provides information on what to do when encountering problems en route (an SDDC responsibility). RTC cards are available from HQ USMEPCOM, MOP-LA. **Note:** The RTC card replaces the Recruit Travel Information and Travel Specialist Information Sheets except for Maxwell AFB. The TS will retain the Recruit Travel Information Sheet and Travel Specialist Information Sheet for recruits traveling to Maxwell AFB.

b. The group leader four-fold is given to group leaders during the group leader briefing; it is a wallet sized four-fold information sheet that outlines group leader responsibilities and the actions to take in different situations. The four-fold is available from HQ USMEPCOM, MOP-LA.

2-9. Using standardized recruit travel tools

The TS will—

- a. Play the standardized travel briefing video (Recruit Travel) before the oral travel briefing.
- b. Distribute a RTC card to each recruit for his or her destination reception training center.

(1) Explain that the RTC card has information for traveling from the MEPS to the designated airport and for obtaining onward transportation to the destination reception training center.

(a) The outside of the RTC card has information specific to the recruit's destination reception training center. Ask recruits to verify that they have the correct card for their destination.

(b) The inside of the RTC card has information on what to do when delayed at the airport (originating, connecting, and destination).

(2) Provide the recruits with the name of the MEPS and the MEPS contact phone number to write in the space provided on the inside of the RTC card.

(3) Provide the name of the ground transportation carrier at each destination for the recruit to write in the space provided on the outside of the RTC card.

c. Ensure recruits understand the procedures for traveling from the airport to their designated reception training centers.

2-10. Group leader briefing

a. Following the transportation briefing to all recruits, the TS will provide a group leader briefing for the individuals designated as group leaders. The TS will instruct them on their roles and responsibilities and provide instructions for handling specific situations.

b. The TS will give each group leader the four-fold information sheet, which reinforces information provided in the briefing.

Chapter 3 Special Travel Arrangements

3-1. First-class travel restrictions

Recruits will not travel first class.

3-2. Denied boarding and voluntary seat release compensation

The TS will inform each recruit that an airline carrier may offer monetary compensation in certain situations if the carrier fails to provide a seat for a passenger with a confirmed reservation. Since travel on official business is for the United States, recruits will be instructed to ensure that checks tendered by carriers as denied boarding compensation are made payable to the Treasurer of the United States and turned in when arriving at the R/T center.

3-3. Telephone and pager manning

- a. The MEPS commander will assign a MEPS representative for recruit pager support.
- b. The TS must provide a name and telephone or pager number of the MEPS representative to each recruit.
- c. The MEPS representative must be available for the recruit pager during posted MEPS duty hours and at least 1 hour following the last confirmed departure of recruits from the local terminal. If all flights have not been confirmed as departed, the MEPS representative will remain available for at least 3 hours following the last scheduled flight departure.
Note: The pager is not a substitute for other smart practices, such as calling the airlines or using web sites to check flight status to ensure departures or to confirm flight delays or cancellations.
- d. The ATO will consider local factors before using recruit pagers. Pay telephones at local airports may not accept incoming calls, which would preclude a MEPS from contacting a stranded recruit. The TS will personally visit the local transportation terminals to determine where recruits would be able to place paging calls and include this information in the transportation brief.

3-4. Fear of flying

- a. MEPS will refer recruits with a fear of flying to the service liaison.
- b. If the counselor concurs in the recruit's refusal to fly, alternate ground transportation will be arranged. The MEPS operations branch will request an alternate (bus or rail) routing from SDDC.

3-5. Recruit Assistance Program

- a. **Recruit assistance at origin terminal.** The MEPS commander is responsible for recruits while they are in the origin terminal. The MEPS representative must remain available to provide assistance in cases of delayed or canceled flights, bad weather, or anything that could affect a recruit's departure.
- b. **Recruit en route assistance (stranded, sick, or injured).** SDDC is responsible for providing recruit assistance following departure from the originating terminal until transferred to military control. Under the Recruit Assistance Program, SDDC maintains a toll-free telephone line for recruits encountering transportation problems en route to their training sites. (The number is given to recruits during their pre-departure briefing.)

c. **Toll-free number.** The TS will give all recruits the toll-free telephone number for SDDC and will emphasize that this number may only be used after departing the originating terminal and only if the recruit encounters problems such as being stranded, illness, overnight delays, or other serious travel-related problems.

3-6. Contingency shipping schedule

Any shipping outside of normal ship dates has to be cleared through the recruiting and training commands. Once cleared, shipping has to be coordinated through sector and approved by HQ USMEPCOM (MOP-LA).

3-7. Prior-service recruits

a. The TS will arrange required transportation for prior-service recruits to their first duty station.

b. If prior-service members are ordered to report to a—

(1) Training base, ground transportation arrangements will be made the same as for recruits and free of charge.

(2) Military installation other than a training base, they will pay out of pocket for their own ground transportation and file a travel claim upon reaching the installation. Supplemental ground transportation from the destination airport to the installation operates on a cash fare basis. The TS will question prior-service recruits to determine if they have sufficient funds to defray the cost of any travel-related expenses. No provisions exist for either the MEPS or the recruiter to provide money for this purpose. Service liaisons must advise prior-service recruits to arrive at the MEPS with sufficient funds to defray this expense. If a prior-service recruit does not have adequate funds, he or she will be referred back to the service liaison.

c. Recruits authorized shipment of household goods or unaccompanied baggage will be directed to their service liaison for guidance.

**Chapter 4
Government Transportation Request**

4-1. GTR guidance

The SF 1169 (U.S. Government Transportation Request) (commonly referred to as the GTR) is used to procure transportation services when centrally billed accounts of the Government charge card company are not used. GTRs are accountable documents and must be properly safeguarded by the ATO and persons to whom issued. The following guidance is provided for the preparation, issuance, and distribution of GTRs.

Note: This regulation, to be consistent with the JFTR and with SDDC publications, will use the common term GTR when referencing the SF 1169.)

4-2. Alterations and issuance

a. Alterations or erasures should be avoided, but when made, the ATO must validate the alteration by initialing the change to the GTR.

b. The ATO must report lost, stolen, mutilated, or destroyed blank GTRs in writing to the appropriate servicing finance center.

4-3. Cross-referencing GTRs

When it is necessary to issue more than one GTR for travel of the same person, a cross-reference notation will be made on the face of each form, such as “In connection with GTR #_____.”

4-4. GTR preparation

The TS will prepare GTRs (fig. 3-1) using typewriter, ink, or indelible pencil; using an ordinary lead pencil is prohibited. If all spaces are not required for the service being procured, the issuing officer will draw a horizontal line through the unused space; if more space is needed, use the back side.

Bill Charges to (Department agency, bureau office, address including ZIP code) TRANSPORTATION DIVISION, FINANCE CENTER US ARMY, INDIANAPOLIS, INDIANA 46249.			FISCAL DATA (Appropriation, authorization etc.)		PLACE AND DATE OF ISSUE	
ISSUING GOVERNMENT OFFICER (Signature and office)			1.		2.	
TRAVELER (Type or print)			OTHERS (Number)	DEPENDENT TRAVEL	SPECIAL ACCOMMODATIONS AND REQUIREMENTS	
4				CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE	7.	
CARRIER OR AGENT TENDERED TO			STOP OVER AUTH	CITIES		EXCESS BAGGAGE AUTHORIZED
8.				FROM	CARRIER AND CLASS OF SERVICE (First class coach, charter, etc.)	
FOR CARRIER USE ONLY			9.	10.		11.
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE		TO:		
SAMPLE	13			TO:		
				TO:		
				TO:		
Total ▶			14 (Continue service required on the reverse)			

THIS IS AN ACCOUNTABLE FORM
US GPO : 1988-209-860

DO NOT fold, spindle, or mutilate 1169-132-04 US GOVERNMENT TRANSPORTATION REQUEST STANDARD FORM 1169 (REV 4-85)
Nontransferable Penalty for fraudulent or private use PRESCRIBED BY GSA, FPMR (41 CFR) 101-4.2

Figure 3-1. Sample GTR (front side)

a. “Bill Charges to” block. This block should be preprinted for the specific DOD component and must show the component’s billing address. If payment is to be made by a DOD component other than the one issuing the GTR, the preprinted information will be lined through and the name and address of the

appropriate payment office will be entered. In addition, Army and Air Force will annotate the issuing agency Department of Defense Activity Address Directory (DODAAC) in this block. DOD component payment addresses are as follows:

<u>AGENCY</u>	<u>ADDRESS</u>
Department of the Army	National Traffic Service Inc. (NTS) 151 John James Audubon Parkway Amherst, NY 14228-1185
Department of the Air Force	Defense Finance and Accounting Service ATTN: DFAS-OM/Travel 901 Sac Blvd. Offutt AFB, NE 68113
U.S. Marine Corps	Commanding General Marine Corps Logistics Base (Code 470) 814 Radford Blvd Suite 20318 Albany, GA 31704-0318
Department of the Navy	Defense Finance & Accounting Office PO Box 8489 Norfolk, VA 23503-0489
U.S. Coast Guard	U.S. Coast Guard Finance Center Team 2-A 1403 Kristina Way Chesapeake, VA 23326

b. Block 1, FISCAL DATA. Enter complete fiscal data shown in the travel orders in appropriate blocks, including appropriation and subhead; object class; bureau control type; sub-allotment; authorization accounting activity; traveler status (PCS or TDY); travel order number; cost code; and standard document number. DOD components that do not use all of the above data in the fund cite will enter accounting data as listed in the travel order. Enter all accounting data and include the other identification, (e.g., Lackland AFB TX, Order No. 1234-54 dated 26 Jul 94; Ft Sam Houston TX, Special Order No. 987, 26 Jul 94).

Note: If more than one service is on a GTR, ensure appropriate data is used for all services.

c. Block 2, PLACE AND DATE OF ISSUE. Enter the official designation and location of issuing installation, MEPS, base, ship, or station; city and state of country, including ZIP code; and date of issue (not date of travel). Abbreviations may be used.

d. Block 3, ISSUING GOVERNMENT OFFICER. (Signature and office).

(1) The issuing ATO signs this block to certify that the requested transportation is for official business. This must be an original signature; a rubber stamp signature is prohibited.

(2) The MEPS commander or assistant operations officer may sign in the absence of the ATO.

e. Block 4, TRAVELER.

(1) **Individual travel.** Enter the name and grade, if applicable, of the traveler.

(2) **Group travel.** Enter the name and grade, if applicable, of the group leader.

(3) **Type of travel codes.** Enter the type of travel code to denote the type of travel (i.e., TT (group travel)). Travel codes are listed in DOD 4500.9-R, part I, appendix D.

f. Block 5, OTHERS.

(1) **Individual travel.** Enter the word “NO”.

(2) **Group travel.** Enter the number of persons in the group who will accompany the group leader.

g. Block 6, DEPENDENT TRAVEL. Not applicable.

h. Block 7, SPECIAL ACCOMMODATIONS AND REQUIREMENTS. Enter the PSRO number. Draw a horizontal line through this space if special accommodations or services are not requested or if no special statements are required.

i. Block 8, CARRIER OR AGENT TENDERED TO. Enter the name of the carrier that is to honor the GTR. When the form must be presented to a carrier or agent other than the one shown in this box, the issuing officer or the traveler will endorse the form to that carrier or agent. Enter in the “SERVICE FURNISHED IF OTHER THAN REQUESTED” block on the reverse side of the GTR, over his or her signature, the words: “Endorsed to (name of carrier/agent) for ticket issuance.”

j. Block 9, STOPOVER AUTH. Not applicable.

k. Block 10, CITIES. Enter in the “FROM” block the name of the city and state where transportation and/or accommodations are to be furnished. In the “TO” block, enter the cities and states or points to where these services are to be furnished. Use city airport codes for air travel when known; otherwise, the city and the two-letter state abbreviation. For example, for a round trip authorized from Houston TX to New York NY, show from “IAH” (or HOU depending on the departure airport) to “JFK” or “LGA” (depending upon the arrival airport) to IAH or HOU. If airport codes are not known, use from Houston TX, to New York NY, to Houston TX. When charter air or bus service is used, in addition to the city name at all locations, enter in parentheses the name of the airport or the actual loading point of the bus and the destination airport or actual unloading point of the bus.

l. Block 11, CARRIER AND CLASS OF SERVICE. In the applicable box, enter the initials or code name of each carrier and the name or official industry code for the class of service authorized between each listed city or point. Standard carrier codes for air carriers are available on the Web site at (<http://www.airportcitycodes.com/aaa/index.html>) and for bus carriers on the SDDC Web site at (<http://www.SDDC.army.mil>) (select Passenger, select Carriers & Programs, select Bus Carriers, select DOD Approved Bus Van and Limo Carriers). Users may contact SDDC for questions on air and bus carrier codes.

(1) **For air travel.** Show class of service (e.g., YCA, HMZ, QCA, YPNUT, YGT)

(2) **For bus travel.** Show coach, special coach charter, or special operations.

(3) **For rail travel.** Show coach, slumber coach, or mixed.

(4) **For ship.** Show second-class, cabin, tourist, etc.

m. Block 12, EXCESS BAGGAGE AUTHORIZED. Not applicable.

n. Block 13, FOR CARRIER USE ONLY. This block is for carrier use, however, for Army, Air Force, and Defense Logistics Agency-funded travel, the issuing office will enter in the “AGENT’S VALUE” column (on carbon copies only) the estimated net cost to the government for the procured transportation.

o. Block 14, “Continue services required on the reverse”. Use the back of the GTR for continuation of entries when adequate space is not available on the front of the form.

4-5. GTR distribution

a. The TS will—

- (1) Send the first copy of the GTR to the passenger carrier.
- (2) Send a copy to the funding finance office disbursing station (see par. 4-4a for addresses).

b. The ATO retains a copy along with other related documentation under file number 55-355PERk (disposition instructions in app. A, sect. VI).

4-6. Unused GTR distribution

The TS will return unused, spoiled, and cancelled GTRs to the respective service for cancellation. The TS writes “CANCELLED” across the original GTR before preparing, issuing, and distributing DD Form 730 (Receipt for Unused Transportation Request and/or Tickets Including Unused Meal Tickets). Distribution is as follows:

- a. Original plus one copy to traveler (to be attached to DD Form 1351-2 (Travel Voucher or Subvoucher)).
- b. One copy to the funding finance office (see par. 4-4a for addresses).
- c. One copy to the origin ATO along with a copy of the GTR and any other related correspondence.
- d. One copy for the issuing ATO to file under file number 55-355PERk (disposition instructions in app. A, sect. VI).

4-7. Use of USMEPCOM Form 55-2-R-E

The TS will use USMEPCOM Form 55-2-R-E (Government Transportation Request Register) to manage GTRs. Keep a separate USMEPCOM Forms 55-2-R-E under file number 55-355PERm (disposition instructions in app. A, sect. VI) as applicable for each service.

4-8. USMEPCOM Form 55-2-R-E instructions

a. USMEPCOM Form 55-2-R-E is used to register and control GTRs. The instructions for completing the form are as follows:

Note: Register only one series of GTRs per form.

(1) **Sponsoring Service:** Self-explanatory.

(2) **GTR SN FROM:....TO:** List the first and last serial numbers of the GTR series. (The series numbers are on the DA Form 410 received from the issuing agency.)

(3) STARTING BALANCE: Total number of GTRs in the series or balance carried forward from the previous fiscal year.

(4) GTR NUMBER: List GTR serial numbers individually, in numeric sequence, in this column.
Note: TS will issue GTRs in sequence.

(5) DATE: In this column, list the date GTR is issued.

(6) ISSUED TO: Type or print the name of the person being issued the GTR; he or she must sign this space.

Note: When using a CTO, the name and signature of the CTO employee receiving the GTR is entered in this space. For bulk purchase tickets or tokens, the name of the ATO is entered as it appears on the GTR. Annotate "bulk purchase" in REMARKS column.

(7) REMARKS: Enter notations such as "cost charge" or "bulk purchase."

(8) BALANCE: List the number of GTRs remaining in the series.

b. When the last GTR in a series has been issued, the TS will draw a diagonal line from the last entry line to the opposite corner of the last line and enter "End of Series," above or below the diagonal line.

c. Corrections to the register are made by lining through the incorrect entry and entering the correct information above the line-through error. Using white correction fluid is prohibited for USMEPCOM Form 55-2-R-E.

d. Use both pages of USMEPCOM Form 55-2-R.

e. Registers are closed out at the end of the fiscal year as follows:

(1) After the last form for the fiscal year has been issued, the next line of the register should be annotated "Balance Carried Forward." The balance of the series will be indicated in the BALANCE column.

(2) The balance carried forward will be annotated in the STARTING BALANCE space on the register for the new fiscal year.

4-9. Filing GTRs

Filing transportation documents will be in accordance with AR 25-400-2.

a. GTRs are filed in sequence used under file number 55-355PERk (disposition instructions in app. A, sect. VI).

b. USMEPCOM Form 55-2-R should be filed in sequence used under file number 55-355PERm, destroy after 3 years.

4-10. Stocking GTRs and bulk purchase tickets and tokens

a. Each MEPS will keep a projected 180-day usage for GTR blank forms (minimum of 200 GTRs). An exception to the 180-day usage policy may be made when the unit of issue or the purchase is greater than on-hand authorizations. The next minimum unit of issue quantity may be on-hand (e.g., if authorization is 50 each and unit of issue is 100, the larger quantity may be on-hand).

b. The quantity of tickets and tokens (bulk purchase) purchased with GTRs will not exceed a 60-day projected requirement.

c. The ATO will inventory monthly the GTRs and bulk purchase tickets and tokens on hand using DA Form 479 (Publications and Blank Form Stock Record Card). Prepare this form in pencil and file the form under file number 25-30jj (disposition instructions in app. A, sect. VI).

(1) TITLE block. Enter the form name.

(2) NO. block. Enter the form number (e.g., SF 1169 or DD Form 652).

(3) DATE block. N/A

(4) UNIT block. N/A

(5) DATE ID COMPLETED block. N/A

(6) EDITING INFORMATION block. Use this block to record the average monthly usage. Enter the quarterly timeframe (e.g., Nov 00 to Oct 01); enter the 180-day stock level, enter the average monthly usage. To calculate the 180-day minimum stock level, add the two quarters with the highest usage, divide by 6 to determine average monthly usage.

Note: When peak usage quarters change, it will be necessary to reconfigure the 180-day stock level, average monthly usage, and reorder point.)

Use the average monthly usage number for timing. For example, the 180-day stock level for the SF 1169 is 333 forms and the average monthly usage is 56 forms. When new forms are placed on order, it could take 2 months to receive them. When the balance on hand reaches 445 forms or “333+56+56” order new forms so they will arrive before the balance on hand drops below 333.

When the DA Form 479 card is filled on one side or on both sides, transpose the last 12 months usage and editing information to the top of a new card to identify required stock levels and average monthly usage. Destroy old form.

(7) REQUISITIONING OBJECT

(a) MONTH ESTABLISHED block. Enter quarterly usage and maintain the past 12 months running usage count.

(b) QUANTITY block. Enter quarterly usage and maintain the past 12 months running usage count.

(8) DATE column. Enter the inventory date.

(9) REQUISITION NUMBER OR ORGANIZATION column. Enter the requisition number when ordering replacement forms.

(10) QUANTITY column.

(a) DUE IN column. Enter quantity ordered when requisitioning replacement forms.

(b) RECEIVED column. Enter the number of forms received and add to the BALANCE ON HAND.

(c) **ISSUED column.** Enter quantity used since last inventory.

(11) **BALANCE ON HAND block.** Enter quantity counted.

(12) **DUES OUT column.** N/A

4-11. Security of accountable forms

Accountable transportation forms must be secured according to established standards in AR 25-30 (The Army Publishing Program) and AR 380-5 (Department of the Army Information Security Program). The minimum requirement is for a steel filing cabinet equipped with a steel locking bar and secured by a GSA-approved changeable combination padlock.

Chapter 5

Bulk Ticket and Token Purchases

5-1. Purchasing

The TS prepares a single GTR to purchase bulk carrier tickets and tokens valid for individual travel. The number of tickets or tokens purchased will not exceed the normal requirement for a 60-day period.

5-2. Purchase conditions

a. Ticket purchase. Tickets and tokens may be purchased in bulk quantities when all of the following conditions exist:

- (1) A continuing requirement for travel between the same points.
- (2) The same mode and class of transportation is to be used.
- (3) A minimum of five tickets is required for use within a 60-day period.

(4) The per capita net cost to the government, exclusive of federal transportation tax, does not exceed \$250 for each one-way fare.

b. Using GTRs for bulk purchase. The following will apply when a GTR is used to purchase tickets or tokens in bulk:

- (1) A GTR will be issued to the person who actually makes the purchase.
- (2) One GTR will be used for travel chargeable to a fiscal appropriation of only one DOD component.
- (3) Entries on the GTR (see fig. 3-1):

(a) Block 1, FISCAL DATA. If more than one appropriation is used by a single DOD component for the bulk purchase of tickets or tokens, indicate next to each appropriation the quantity of tickets or tokens chargeable to that appropriation in FISCAL DATA.

(b) Block 7, SPECIAL ACCOMMODATION AND REQUIREMENTS. Enter "Bulk Purchase".

(4) ATOs will order bulk tickets and tokens using the sample letter (fig. 5-1) and receipt system (fig. 5-2). ATOs will inventory the items and sign the bottom portion of the receipt when received. File the receipt under file number 25-30n (distribution instructions in app. A, sect. VI).

c. Ticket data. Tickets must have all travel data entered before the purchase except for the traveler's name and travel date. The TS will enter the name and travel date when issuing the ticket to the traveler.

d. Stamping tickets. Unless stamped by the issuing carrier, tickets procured under the bulk ticket purchase plan will be stamped "U.S. Government" and "Not Redeemable for Cash Except by the U.S. Government."

e. Record requirement. A record will be maintained of each GTR issued for tickets or tokens purchased in bulk quantities and for individual tickets or tokens on USMEPCOM Form 55-2-2-R (file number 55-355PERm, disposition instructions in app. A, sect. VI).

(1) Copy of travel orders annotated with the origin, destination, ticket or token number(s) (when issued), and date issued to traveler. A rubber stamp format may be used. (File number 55-355PERk, disposition instructions in app. A, sect. VI.)

(2) Travel orders will be filed with the applicable GTR copy. (File number 55-355PERk, disposition instructions in app. A, sect. VI.)

(3) Receipt of tickets or tokens may be certified by traveler's signature in a ledger maintained for recording distribution.

5-3. Travel pattern review

a. TOs will periodically review travel patterns for possible application of bulk purchase procedures for obtaining quantities of one-way or round-trip tickets or tokens using a single GTR. TOs may contact the SDDC for special computer reports and analysis of passenger traffic data from specific activities to help identify repetitive travel patterns.

b. Bulk purchased tickets and tokens can be used for local and final destination travel.

5-4. USMEPCOM Form 55-2-2-R

a. USMEPCOM Form 55-2-2-R (Bulk Ticket/Token Register) will be used as a register for control and accountability of bulk-purchase tickets and tokens.

b. An inventory of tickets and tokens is required at least once a year and with a change of ATO or TS.

(1) The MEPS commander will appoint, in writing, a disinterested individual to conduct the inventory with the ATO.

(2) The ATO and a disinterested witness prepare a memorandum listing the quantity and description of each item. (File memorandums under file number 25-30n, destroy when no longer needed for conducting business.)

c. USMEPCOM Form 55-2-2-R-E must be closed out at the end of the fiscal year. See paragraph 5-5e for instructions.

5-5. USMEPCOM Form 55-2-2-R-E instructions

a. USMEPCOM Form 55-2-2-R-E is used to register and control bulk purchase tickets/tokens. Instructions for completing the form are as follows:

Note: Register only one series of bulk purchase tickets/tokens per form.

(1) **Sponsoring Service:** Self-explanatory.

(2) **Carrier:** Self-explanatory.

(3) **GTR SN:** The SN of the GTR used to purchase the bulk tickets/tokens.

(4) **TICKET SN FROM:....TO:** List the first and last serial numbers of the bulk ticket/token series.

(5) **STARTING BALANCE:** Total number of bulk tickets/tokens in the series or balance carried forward from the previous fiscal year.

(6) **TIC/TOK NUMBER:** List bulk ticket/token serial numbers of the bulk ticket/token series in this column.

(7) **DATE ISSUED:** In this column, list the date bulk ticket/token is issued.

(8) **ISSUED TO:** Type or print the name of the person being issued the bulk ticket/token; he or she must sign this space.

(9) **REMARKS:** Enter the status of the traveler (e.g., PCS, “cost charge”).

(10) **BALANCE:** List the number of bulk tickets/tokens remaining in the series.

b. When the last bulk ticket/token in a series has been issued, the TS will draw a diagonal line from the last entry line to the opposite corner of the last line and enter “End of Series,” above or below the diagonal line.

c. Corrections to the register are made by lining through the incorrect entry and entering the correct information above the line-through error. Using white correction fluid is prohibited for USMEPCOM Form 55-2-2-R-E.

d. Use both pages of USMEPCOM Form 55-2-2-R.

e. Registers are closed out at the end of the fiscal year as follows:

(1) After the last form for the fiscal year has been issued, the next line of the register should be annotated “Balance Carried Forward.” The balance of the series will be indicated in the BALANCE column.

(2) The balance carried forward will be annotated in the STARTING BALANCE space on the register for the new fiscal year.

5-6. Disposal of unused tickets and tokens

Unused tickets will be marked “CANCELLED” by the TS at the MEPS. Tickets and tokens will be returned using DD Form 730 or SF 1170 (Redemption of Unused Tickets), depending on service (see subpars. a through d). Unused tickets and tokens purchased by the MEPS will be returned for refund by certified mail as follows:

a. Army and Air Force. Tickets and tokens being returned for refund will be sent to the General Services Administration, ATTN: FWCA, Room G137, 18th and F Streets NW, Washington D.C. 20405, using DD Form 730.

b. Navy. Tickets and tokens being returned for refund will be sent to the Naval Material Transportation Office, Code 023.1, Naval Station, Building Z-133, Norfolk, VA 23511-6691, using SF 1170.

c. Marine Corps. Commanding General, Marine Corps Logistics Bases, Code 470, Albany, GA 31704-500 using SF 1170.

d. Coast Guard. Commandant, U.S. Coast Guard, ATTN: CAC-5, 2100 2d Street SW, Washington, DC 20593-0001 using SF 1170.

MEPS Letterhead

Alabama Limousine Service
6814 McClellan Blvd
Anniston, AL 36206

Alabama Limousine Representative:

Please provide (MEPS name) with (number) one-way bus tickets for trip from Atlanta Airport to Fort Jackson, South Carolina. Please ensure the tickets are in numerical sequence for accounting purposes. Enclosed is a Government Transportation Request, number _____, to defray the expense of the bus tickets.

Mail tickets to: Commander, (Name of MEPS)
ATTN: Travel Section
(MEPS Address)

Also enclosed is a receipt for our own internal inventory of the tickets provided. Please complete the receipt form and return it with the bus tickets. Should you have any questions, I may be contacted at (phone number). Thank you for your assistance.

Sincerely,

(Signature block) (upper and lower case)
Rank, Service (spelled out)
Title

Enclosures
As stated

Figure 5-1. (Sample Letter Request for Tickets)

TO: _____MEPS
ATTN: Acting Transportation Officer
(MEPS address)

Enclosed are (number) tickets/tokens from (carrier), serial numbers _____
through _____ issued for Government Transportation Request number _____.

(Agent Signature)

----- MEPS Use Below -----

Received _____ ticket/tokens from _____ (carrier) _____, serial number
_____ through _____.

(Acting Transportation Officer)

Figure 5-2. (Sample Letter Receipt for Tickets)

Chapter 6

Automated Meal Check

6-1. General

The TS at the MEPS has the responsibility of issuing individual meal checks to each recruit traveler for each meal required.

6-2. TS duties

a. The TS will prepare and issue recruit travelers automated meal checks. The TS will treat the meal checks as controlled disbursement checks to be cleared through the banking system like a paper check. **Note:** Meal checks are issued to active, reserve, and guard component recruits based on their PSROs. Prior service travelers do not receive meal checks.

b. The TS will issue meal checks to authorized users in the appropriate amount based on the individual travel orders and the PSRO.

c. The TS will report any loss of printed meal checks to the ATO. The MEPS commander (or the designated representative—the operations officer/NCOIC) reviews the meal check manual input daily.

d. HQ USMEPCOM, MHR, will appoint the TS and designated alternates on orders as disbursement clerks (cashiers) for each MEPS to be accountable for the issued meal checks. The funds certifying officer will terminate the appointment to the individual when the cashier is relieved or when the individual cashier's duties are terminated.

6-3. Procedures

a. The TS issues a meal check using the [US]MEPCOM Integrated Resource System (MIRS). The TS and the assistant are the only individuals with the proper user identification and assigned password. The meal-check write software has step-by-step procedures online for producing an individual meal check and additional procedures in the event of equipment failure. A meal check can only be printed on authorized check stock using a magnetic ink character recognition (MIRC) toner cartridge and dedicated printer. (A dedicated printer will not be used for any other purpose.) **Note:** The MEPS computer specialist should have the most current equipment life-cycle information and software allowed on the meal-check computer.

b. The printed meal check will include the name of traveler, check number, check issuance date, appropriation data, not to exceed amount, and authorized electronic signature. The TS will print a copy of the transaction log listing the meal checks issued each day and retain the list for 3 years under file number 55-355PERp (disposition instructions in app. A, sect. VI).

c. The TS must verify the meal check for accuracy. Alterations or erasures are not permitted. If errors are found, a new meal check must be issued. The erroneous meal check will be voided by writing "VOID" on the face of the check; the TS will file the voided check with the daily transaction listing under file number 55-355PERp (disposition instructions in app. A, sect. VI).

d. The TS will inform the recruit during the transportation briefing on the authorized use of the meal check and the locations that the meal check will be accepted. The TS will also inform the recruit of the redemption procedures of the meal purchase. Recruits will be advised that they may be required to present identification to the restaurant vendor if requested. When the purchase is complete, the recruit will print (in ink) the name of the restaurant and the numeric value of the actual meal cost, but not more than the "MEAL CHECK NOT TO EXCEED" amount, directly above the write area on the check. The recruit will also clearly print the dollar amount in words and include the appropriate cents (xx/100). At

the same time, the recruit will initial the meal check near the dollar box. The amount printed on the meal check by the recruit will be the actual price of the meal; no change will be given. The recruit will use the meal check only during official travel to the initial duty station.

e. The MEPS commander or the designated representative will counsel the TS and designated alternate on their liability to the United States for all public funds under their control and provide written and oral instructions on their TS responsibilities and duties. The TS is the only official authorized to sign the meal checks (e-signature by meal check software).

6-4. Automated meal check computer problems

If there is a problem with the automated meal check software, computer, or printer, the MEPS will contact the USMEPCOM Help Desk ((847) 688-3680 ext 7800) for assistance and use the DD Form 652 for backup.

6-5. DD Form 652 (Meal Ticket)

DD Form 652 will be used for backup purposes only. Procedures and instructions for use and preparation of DD Form 652 are in appendix C.

Appropriate Letterhead

(Office symbol)

(Date)

MEMORANDUM FOR (MEPS)

SUBJECT: Automated Meal Check Issuer Appointment Orders

The following individuals are appointed as meal check issuers at the (MEPS).

(Name)	(Rank)	(SSN)	Primary
--------	--------	-------	---------

(Name)	(Rank)	(SSN)	Alternate
--------	--------	-------	-----------

Authority: DOD 4500.9-R

Effective Date:

Period: Indefinite

Special Instructions:

Individuals are not authorized to have signature authority or certification authority while in the performance of their duty as meal check issuer.

Individuals will read, understand, and sign the handbook instructions to issue meal checks.

Individuals will report any meal checks discrepancies to the (name of MEPS) Assistant Transportation Officer.

(Signature block of Funds Certifying Officer)

Distribution:

1 - MEPS

1 - Individual

Figure 6-1. Sample Cashier Appointment Orders

Appendix A
References

Except where otherwise indicated below, the following publications and forms are available on their service or agency Web sites:

Department of Defense (<http://www.defenselink.mil/pubs>)

Army (<http://www.usapa.army.mil>)

Marine Corps (<http://www.usmc.mil/marinelink/ind.nsf/publications>)

Navy (<http://neds.nebt.daps.mil/>)

Air Force (<http://afpubs.hq.af.mil>)

Coast Guard (<http://www.uscg.mil/hq/g-wk/g-wkh/g-wkh-1/pubs/pubs.direct.htm>)

USMEPCOM (MEPNET (<https://mepnet.mepcom.army.mil>) or Web (<http://www.mepcom.army.mil>))

GSA and Standard Forms (<http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0>)

Section I (The publications needed to comply with this regulation.)

Required Publications

AR 25-30

The Army Publishing Program. Cited in paragraph 4-11.

AR 25-400-2

The Army Records Information Management System (ARIMS). Cited in paragraph 4-9.

AR 380-5

Department of the Army Information Security Program. Cited in paragraph 4-11.

DOD 4500.9-R

Defense Transportation Regulation. Cited in paragraph 1-4a(1).

JFTR

Joint Federal Travel Regulation, volume 1. Cited in paragraph 1-4a(1).

JTR

Joint Travel Regulation, volume 2. Cited in paragraph 1-4e(1).

USMEPCOM Video Production (PIN 505590)

Recruit Travel. Cited in paragraphs 2-8 and 2-9a. (Available through HQ USMEPCOM, MOP-LA)

Section II (These publications are a source of additional information. Users may read them to better understand the subject, but do not have to read them to understand this publication.)
Related Publications

None

Section III (The publications prescribed by this regulation.)
Prescribed Publications

None

Section IV (The forms needed to comply with this publication.)
Required Forms

DA Form 410

Receipt for Accountable Form. Cited in paragraph 1-4f(2).

DA Form 479

Publication and Blank Form Stock Record Card. Cited in paragraph 4-10c.

DD Form 652

Meal Ticket, Uniformed Services. Cited in paragraph 6-4.

DD Form 730

Transportation Requests and/or Tickets, Receipt for Unused - Including Unused Meal Tickets. Cited in paragraph 4-6.

SF 1169

U.S. Government Transportation Request. Cited in paragraph 4-1.

SF 1170

Redemption of Unused Tickets- Original. Cited in paragraph 5-6.

Section V

Prescribed Forms

(The forms prescribed by this regulation. Users must use the form to comply with this regulation.)

USMEPCOM Form 55-2-R

Government Transportation Request Register

USMEPCOM Form 55-2-1-R

Meal Ticket Register

USMEPCOM Form 55-2-2-R

Bulk Ticket/Token Register

Briefing handouts

RTC card. Cited in paragraphs 2-8 and 2-9b. (Available from HQ USMEPCOM, MOP-LA)

Group leader four-fold sheet. Cited in paragraphs 2-8b and 2-10b. (Available from HQ USMEPCOM, MOP-LA)

Section VI

Prescribed File Numbers

(The file numbers this regulation prescribes for filing specific documents.)

25-30n

Accountable form receipts and issues. Cited in paragraphs 5-2b(4) and 5-4b(2).

Disposition: K6. Keep in current file area until no longer needed for conducting business, but not longer than 6 years, then destroy.

25-30jj

Publication stock record cards. Cited in paragraph 4-10c.

Disposition: KE6. Event is when card is filled or on supersession, rescission, or obsolescence of form or publication; whichever is first. Keep in current file area until event occurs and then until no longer needed for conducting business, but not longer than 6 years after the event, then destroy.

55-355PERk

Government transportation requests. Cited in paragraphs 4-5b, 4-6d, 4-9a, 5-2e(1) and 5-2e(2).

Disposition: T3. Keep in current file area until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when record is 3 years old.

55-355PERm

Transportation request registers. Cited in paragraphs 4-7, 4-9b, and 5-2e.

Disposition: KE6. Event is when no longer needed for conducting business (business process requires a minimum 3-year retention). Keep in current file area until event occurs, then destroy.

55-355PERp

Meal tickets. Cited in paragraphs 6-3b and 6-3c and appendix C-7b(1), C-15, C-17a, and C-17b.

Disposition: K6. Keep in current file area until no longer needed for conducting business, but not longer than 6 years, then destroy.

Appendix B Sample Travel Briefing

The standardized travel briefing is now a video presentation available from HQ USMEPCOM, ATTN: MOP-LA. The transportation specialist (TS) will show the video to recruits before they depart for their assignments. This sample travel briefing is a backup for the video briefing. The TS will need to insert information particular to his or her MEPS. Location-specific information will be sent to the MEPSs by e-mail from HQ USMEPCOM, MOP-LA.

Good Afternoon. I am (STATE NAME), the transportation specialist here at the (NAME OF MEPS), and I will be explaining the travel arrangements to your training center. The information that I'll be giving you is very important and I need for everyone to listen attentively while I'm giving the brief. Feel free, however, to ask questions after the brief if you don't understand something.

GROUP LEADER RESPONSIBILITIES

Each group of individuals traveling to the same destination is assigned a group leader. (NAME OF GROUP LEADER) has been assigned as the group leader. (NAME OF GROUP LEADER) will be in charge of your group from your departure time from this station until arrival at your final destination. The group leader is responsible for getting all the members of the group to the appointed destination and for securing the group members' military documents and travel authorizations—your tickets. The group leader is the only authorized spokesperson for the group. If something goes wrong during travel, the group leader is the one who will speak to a travel representative for assistance.

TICKETS (Airline, meal, and ground transportation)

AIRLINE TICKET

(NAME OF GROUP LEADER) will receive the ticket(s) necessary to cover your travel. I will tell the group leader, (RESTATE NAME OF GROUP LEADER), what is authorized for your group's tickets. Once inside the airport, (NAME OF GROUP LEADER) must check-in at the airline counter for the airline you'll be traveling on. Each of you must have picture identification to present at the ticket counter. The group leader will receive boarding passes for the members of your group along with seat assignment and gate information. The group leader has the option of holding on to or giving each member of the group their boarding passes. Ensure you check in any medium- or larger-sized bags while at the check-in counter. Small bags can be carried on the flight as carry-on luggage as allowed by the airline. If you check baggage onto a flight and have a connecting flight, you don't have to worry about your luggage when changing flights; it is automatically transferred to the connecting flight.

MEAL CHECK

This is the meal check [VISUAL AID]. Everyone in the group needs to eat at the same time at the same place.

(BRIEFER: Inform recruits of restaurants that accept the meal check.)

You will present identification to the restaurant vendor, if requested. Once your purchase is complete, you will print in ink the name of the restaurant and the dollar value in numbers of the actual meal cost. Meal costs will not exceed \$6 for breakfast, \$6 for lunch, and \$16.00 for dinner. You will clearly print the dollar amount in words and include the appropriate cents (xx/100) (VISUAL AID). At the same time, you must initial the meal check near the dollar box. If you don't eat \$6 or \$16 worth of food, you don't get any change back. If you eat more than the not-to-exceed amount, you pay the difference. Before

using the meal check provided to you, ask the restaurant if they accept them. Those of you receiving dinner on a flight will not be issued a meal check for that meal.

GROUND TRANSPORTATION TICKETS

These are ground transportation tickets [VISUAL AID]. These tickets will be given to the group leaders and they are used to pay for your transportation from the airport to the military installation.

One of the group leader's responsibilities is to keep the group together. Occasionally, bus travel is included as part of your passenger standing route order, otherwise known as the PSRO, and space limitations on the bus may require splitting the group. If this occurs, the group leader will travel with the first part of the group to allow R/T center personnel to begin processing the records the group leader is carrying.

GROUP MILITARY RECORDS ENVELOPE

This [SHOW ENVELOPE] contains all the paperwork the group leaders will have prior to leaving the MEPS. This envelope contains the military records for everyone in your group. The group leader must keep the records envelope in (his/her) possession at all times. The group leader will not put the records in checked or carry on bags nor will he or she open the envelope or detach the orders stapled to it.

DELAYED, CANCELED, AND MISSED TRANSPORTATION

The following instructions explain what you should do if you miss your transportation, if your transportation is delayed or cancelled, or if you lose your tickets.

1. If your transportation is delayed in the city of origin, take the following steps:
 - a. Inquire at your departure gate check-in desk to determine how long the delay will be.
 - b. If the delay is less than an hour, wait for your new departure time.
 - c. If the delay will be an hour or more, contact the MEPS for further instructions at (GIVE THE MEPS CONTACT NUMBER). This number is in the RTC card.
2. If your transportation is canceled or you missed your flight or lost your ticket in the city of origin, and the airline schedules you for another flight, take the following steps:
 - a. Call the MEPS at the telephone number provided and inform the MEPS representative of your new departure and arrival times. Call only if time permits.
 - b. If you lose your ticket, contact the MEPS for assistance.
3. If your transportation is delayed en route after you have left the city of origin, take the following steps:
 - a. If your flight is delayed, canceled, or you miss your flight and you are given a new departure time, contact the Surface Deployment and Distribution Command, referred to as the SDDC, at this toll-free number 1-877-632-6103 and inform them of your new departure and arrival times. Call SDDC only if time permits.
 - b. If you lose your tickets, call SDDC toll-free number (1-877-632-6103) for assistance.

c. If you are delayed overnight, are stranded, have lost your tickets, or if you have other serious travel problems, call SDDC toll-free number (1-877-632-6103).

4. When calling SDDC, listen to the recorded message. If you still need assistance, stay on the line and someone will help you. If no one answers, call again in a few minutes.

REMEMBER: remain calm; you will not be disciplined if you did not cause the delay.

5. Also remember: if the flight is overbooked, the airline might ask for volunteers to give up their seats. Do not voluntarily give up your seat on or before you board a flight. Also, you can keep promotional material as long as its value isn't over \$10.00, things such as pens, cups, calendars, and notepads.

ABSENT WITHOUT AUTHORITY OR ILLNESS

If a member of the group is absent without authority, the group leader will make a reasonable effort to find him or her by using the paging system, if one is available. If the missing member is not located by boarding time, continue on your travel and report his or her absence when you reach your destination. **DO NOT ALLOW** any other members of the group to miss their scheduled transportation while searching for a missing member.

In the event a member of the group becomes ill requiring medical attention or hospitalization during your travel, the group leader will contact the carrier's representative and request assistance in obtaining medical care. The carrier representative would be the flight attendant, train conductor, or bus driver.

If the individual is hospitalized, the group leader will obtain his or her name and address and the telephone number of the hospital. When arriving at your destination, the group leader will give this information to the commanding officer's representative. Do not delay the group's onward movement.

In the event the group leader is hospitalized, he or she will have the hospital contact the nearest military installation or activity regardless of branch of service. These will be listed in the telephone book under United States Government. In many areas, this may only be the recruiting station within the city or town. When released from the hospital, the group leader will receive assistance from the activity contacted for your onward movement to your final destination.

PRECAUTIONS

Safeguard your belongings. Every precaution must be made to safeguard against loss of travel tickets, meal checks, bus tickets, and personal belongings. Do not leave any of these important documents or personal belongings unattended at any time.

Safety.

1. Be careful when talking to people at the airport, you could run into con artists or panhandlers.
2. You are not allowed to have loose matches or lighter fluid in your checked luggage or carry-on bags.
3. Drinking alcoholic beverages on the plane or any other time while traveling is prohibited.
4. You are representing all of us in the Armed Forces while you travel. Please act in a mature and professional manner.
5. Watch your behavior while you are traveling. Misconduct on common carriers and in transportation terminals could result in your arrest by civilian police.

6. Do not use the words “hijack,” “gun,” “bomb,” “explosive,” etc., even in jest. Law enforcement officials consider this serious and may launch an investigation. The arrest and confinement by civilian authorities does not excuse your failure to report to the training center on time.

7. Most of you are away from home for the first time. Be careful as you travel. At terminals you may encounter religious groups, con artists, panhandlers, etc., who may attempt to solicit money from you in the form of an outright gift or in exchange for a gift of some sort, such as a book, a flower. While there may be nothing illegal about the solicitation, you are under no obligation to contribute and should not feel pressured to do so. No one can preclude or prevent you from speaking with the people you encounter, but you are encouraged to be cautious about your dealings with people you meet or who approach you at transportation terminals. In most cases, you have had to work hard for the money you have. We encourage you to be careful about giving it away freely, and you should be aware that you may need money upon arrival at the R/T center for essential items.

TELEVISION SCREEN SHOWING DEPARTURE

You will see screens inside the airport that tell flight departure times and the departure gate for the flights. There are directions posted in the airport directing you to the different gates. You need to be in the gate area 45 minutes before your flight departs. Be aware that you may encounter time zone changes as you travel to your destination.

Remember, if someone in the group is missing when its time to board the flight, the group leader will make every effort to find him or her using the airport paging system. If that person does not show up, the group will depart without the missing person and the group leader will report the absence on arrival at your destination.

SECURITY CHECK POINT AND METAL DETECTOR

REMINDER TO GROUP LEADERS: Once you get to the security checkpoint, ensure you retrieve the enlistment packet after it has been screened.

INSURANCE COVERAGE

Each person is automatically protected with \$250,000 by the Servicemen’s Group Life Insurance Program. Additional coverage is available at the airport terminals at your own expense.

UNIFORMED SERVICES ORGANIZATION (USO)

(This is optional for the briefer.) You can explain what the USO is and the services it provides. You may tell the shippers that they are allowed to use the USO at the airport only if time permits.)

THE UCMJ

As a member of the Armed Forces of the United States of America, you are now subject to the Uniform Code of Military Justice, the UCMJ, and you will conduct yourself in accordance with military standards of conduct and bearing. Infractions of these standards will subject you to disciplinary action.

WHEN IN CONTROL AT THE RECEPTION OR TRAINING (referred to as the R/T) CENTER PERSONNEL

Surrender all unused travel tickets and meal checks to the R/T center personnel when you arrive at your destination.

Appendix C

DD Form 652 (Meal Ticket)

C-1. General

This appendix has procedures for issuing, using, and securing DD Form 652 (Meal Ticket) for travel within the continental United States under the provisions of JFTR U5018.

C-2. Procurement, stocking, distribution, and accounting

Procedures for the procurement, stocking, distribution, and accounting of DD Forms 652 are prescribed in applicable Department of Defense (DOD) component directives.

C-3. Issuance to other services

a. DD Forms 652 may be issued to members of another DOD component when presented with travel orders with the necessary appropriation. The information entered in DD Form 652 will be the same except for the address in the "BILL TO" space. The appropriate service address will be inserted in the "BILL TO" space and the pre-printed address will be lined out.

b. Immediately after issuing DD Forms 652, the acting transportation officer (ATO) will send the triplicate copy of each ticket to the appropriate fiscal station shown in the accounting classification block and include a copy of the travel orders.

C-4. Number of DD Forms 652 to issue

a. **Meals.** No more than 6 hours will elapse between meals in the sequence prescribed below, and no more than 12 hours between the serving of dinner and breakfast. After the travel schedule has been determined, a separate DD Form 652 will be issued for each meal, except as provided for in paragraph C-4b. Three DD Forms 652 will be furnished for each full day in travel status (except for the meals provided by a carrier). Meal hours are as follows:

- (1) Breakfast: 0600 through 0730
- (2) Lunch: 1130 through 1300
- (3) Dinner: 1700 through 1830

b. **Additional DD Forms 652.** Additional DD Forms 652 may be issued when it is anticipated that there might be unavoidable delays en route, except when delay en route is authorized and chargeable to leave.

C-5. Preparation of DD Form 652

Entries on DD Forms 652 will be made by typewriter, ink, or indelible pencil. Care will be taken to avoid alterations or erasures in preparing DD Forms 652. However, when alterations or erasures are necessary, they will be initialed by the issuing officer before the DD Forms 652 are released to travelers. DD Forms 652 will not prescribe any date for which meals will be procured. Specific entries on DD Forms 652 will be made by the issuing officer.

C-6. Instructions for completion of DD Form 652. At block title—

BILL TO: For billing purpose, use appropriate service address.

M. T. No.: Meal ticket numbers are normally pre-printed.

PERSON RECEIVING MEAL OR IN CHARGE:

a. Person receiving meal or in charge, as identified below:

(1) Individual travel: Enter name and grade of traveler.

(2) Group travel: Enter name and grade of person in charge of group.

b. For group travel only: Behind the group leader's name, enter the number of individuals in the group beside the group leader

EXAMPLE: John Doe, Sgt, USA, and 5 others

TRAVEL ORDERS: Enter travel order identification number. When DD Forms 652 are issued to applicants for enlistment for travel to military entrance processing stations, enter applicable DOD component regulation authorizing enlistment.

T/R NOS: Enter serial number of the GTR issued in connection with DD Form 652. If a GTR is not issued, enter "None."

APPROPRIATION CHARGEABLE: Enter the appropriation cited in the travel orders.

ISSUING STATION OR SHIP AND DATE OF ISSUE: Enter designation and location of activity or ship and date DD Form 652 is issued.

TOTAL NUMBERS OF MEALS: Enter the same number of meals as there are members involved for the morning, noon, or evening meal, as appropriate. The number of meals to be procured will be indicated in words, i.e., five (not in numeric characters).

COST PER MEAL NOT TO EXCEED: The rates per meal for military members are in JFTR, paragraph U5018. These rates are maximum amounts and do not prevent the traveler or person in charge from securing meals at lower rates whenever desirable. When meals are purchased at a fixed amount, ATOs will complete all sections of the DD Form 652 except block CERTIFIED BY, which will be accomplished by the traveler or traveler in charge. Meals may also be purchased at a rate higher than the value of the DD Form 652, provided the individual pays the additional costs with personal funds.

Note: If meal service has been prearranged the ATO will complete all sections of DD Form 652 except CERTIFIED BY. This space will be completed by the person in charge of the group.

DATE: Enter current date.

NUMBER OF MEALS FURNISHED: Enter the number of meals consumed on this DD Form 652.

TOTAL COST: Enter the total cost of all meals used on this DD Form 652.

CERTIFIED BY: Signature of traveler or group leader.

NAME AND ADDRESS OF PERSON OR CONCERN FURNISHING MEAL: Enter name, address, city, state, and ZIP code of facility where meal was consumed.

C-7. Disposition of DD Form 652

a. **Original.** To person for whom ticket is drawn

b. Duplicate.

(1) Army and Air Force: Retained by issuing office under file number 55-355PERp (disposition instructions in app. A, sect. VI).

(2) Navy and Marine Corps: Refer to appropriate DOD component directive.

c. Triplicate.

(1) Air Force and Army: forward immediately with a copy of the travel orders to the fiscal station shown in the accounting classification.

(2) Marine Corps and Navy: Refer to appropriate DOD component directive.

C-8. Endorsement of Marine Corps and Navy travel orders

Original travel will be endorsed to show serial numbers of DD Forms 652 issued, types, and number of meals (e.g., one noon and one evening), and the total maximum dollar value of DD Forms 652.

C-9. DD Form 652 instructions

The ATO will inform the recruits of the instructions on the reverse of DD Forms 652 and will also caution them that they will be held responsible for unauthorized meals obtained using DD Form 652.

C-10. Loss, theft, mutilation, or destruction

a. Unissued DD Forms 652. When an issuing officer discovers the loss, theft, mutilation, or destruction of DD Forms 652 while in his or her custody, the officer will immediately notify in writing the fiscal officer (see addresses in par. 4-4a) designated by the DOD component and furnish the serial numbers of the DD Forms 652.

b. Issued DD Forms 652. The TS will instruct individuals or group leaders of their responsibility on discovery of loss, theft, mutilation, or destruction of DD Forms 652. Individuals or group leaders will report the loss of such tickets to either the issuing officer or the ATO at the next duty station.

C-11. Replacement

When a recruit or group leader reports to the ATO that the original DD Forms 652 issued have been lost or inadvertently destroyed, the ATO will issue the required amount of new DD Forms 652. When it is clearly established that the recruit or group leader was negligent in the loss or destruction of DD Forms 652, the monetary value of the newly issued tickets are chargeable against the member's pay account.

C-12. Disposition of recovered DD Form 652

When lost or stolen DD Forms 652 are recovered, the ATO will notify the appropriate fiscal office for removal of the stop-payment order.

C-13. Unused DD Forms 652

Action by ATOs. ATOs receiving unused DD Forms 652 will—

a. Stamp or write in ink the word "CANCELLED" across the front of the original and all available copies of the DD Form 652.

b. Prepare DD Form 730 (Receipt for Unused Transportation Requests and/or Tickets Including Unused Meal Tickets) and endorse the original orders for Marine Corps and Navy members, as appropriate. Disposition of DD Form 730 and unused or canceled DD Forms 652 issued to members will

be according to DOD component regulations. If the ATO receiving unused DD Forms 652 is other than the TS, the ATO will send the canceled original DD Form 652 and a copy of DD Form 730 to the TS.

C-14. Restrictions

DD Forms 652 may not be used—

- a. To buy alcoholic beverages.
- b. When travel is by commercial aircraft and passage rates include meal service.
- c. When travel is by privately owned conveyance on a mileage reimbursable basis.

C-15. USMEPCOM Form 55-2-1-R (Meal Ticket Register)

USMEPCOM Form 55-2-1-R (Meal Ticket Register) will be used to control and account for each issue of DD Forms 652. Separate USMEPCOM Forms 55-2-1-R must be maintained for each service under file number 55-355PERp (disposition instructions in app. A, sect. VI).

C-16. USMEPCOM Form 55-2-1-R preparation

- a. The TS completes USMEPCOM Form 55-2-1-R as follows:

Note: Register only one series of meal tickets per form.

(1) Sponsoring Service. Self-explanatory.

(2) MEAL TICKET SN FROM:....TO: List the first and last serial numbers of the DD Form 652 series. (A series is defined as the series listed on the DA Form 410 received from the issuing agency.)

(3) STARTING BALANCE: Total quantity in the series or balance carried forward from the previous fiscal year.

(4) MT NUMBER. List DD Form 652 numbers individually, in numeric sequence, and issue in sequence.

(5) DATE ISSUED. Self-explanatory.

(6) ISSUED TO. Type or print the name of the person being issued the form; he or she must sign this space.

(7) REMARKS. As needed.

(8) BALANCE. List the number of DD Forms 652 remaining in the series.

Note: Use of the BALANCE column is optional at the discretion of the MEPS commander.

- b. When the last DD Form 652 in a series has been issued, the TS draws a diagonal line from the last entry line to the opposite corner of the last line and prints the words “End of Series” above or below the diagonal line.

- c. Corrections to the register are made by lining through the incorrect entry and entering the correct information above the line-through error. Do not use white correction fluid for making corrections on these registers.

- d. The TS will use both sides of USMEPCOM Form 55-2-1-R.

e. Registers are closed out at the end of the fiscal year as follows:

(1) After the last form for the fiscal year has been issued, the next line of the register should be annotated "Balance Carried Forward." The balance of the series will be indicated in the BALANCE column.

(2) The balance carried forward will be annotated in the STARTING BALANCE space on the register for the new fiscal year.

C-17. Filing DD Forms 652

File transportation documents according to AR 25-400-2.

a. DD Forms 652 should be filed in sequence under file number 55-355PERp (disposition instructions in app. A, sect. VI).

b. DD Forms 652 and USMEPCOM Forms 55-2-1-R are filed in sequence under file number 55-355PERp (disposition instructions in app. A, sect. VI).

C-18. Stocking DD Forms 652

Each service will keep a stock of blank DD Forms 652 not to exceed a 180-day projected usage requirement. An exception to this policy is made when the unit of issue or the purchase is greater than on-hand authorizations. The next minimum unit of issue quantity may be on-hand (e.g., if authorization is 50 each and unit of issue is 100, the larger quantity maybe on-hand).

C-19. Security of accountable forms

Accountable transportation forms must be secured according to established standards in AR 25-30 (The Army Publishing Program) and AR 380-5 (Department of the Army Information Security Program). The minimum requirement is for a steel filing cabinet equipped with a steel locking bar and secured by a GSA-approved changeable combination padlock.

**Appendix D
Management Control Evaluation Checklist**

D-1. Function

The function covered by this checklist is the provision for transportation of recruits from the MEPS to initial training facilities and accounting for applicable forms, registers, and travels documents, as appropriate.

D-2. Purpose

The purpose of this checklist is to assist commanders, operations officers, and other MEPS personnel (as appropriately designated) to evaluate the key management controls listed below. It is not intended to cover all controls.

D-3. Instructions

Answers must be based on actual testing of key management controls (e.g., document analysis, direct observation, sampling, simulation). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least every 2 years. HQ USMEPCOM (MOP-LA) will certify completion of this evaluation using DA Form 11-2-R (Management Control Evaluation Certification Statement).

D-4. Test questions

a. Appointment letters and orders.

*Is the acting transportation officer (ATO) appointed by the MEPS commander? (USMEPCOM Reg 55-2, par. 1-5b.)

*Is the transportation specialist (TS) appointed by the MEPS commander? (USMEPCOM Reg 55-2, par. 1-4d(4).)

REMARKS _____

b. Surface Deployment and Distribution Command (SDDC) approved ground transportation.

Has the ATO verified that ground transportation is a SDDC-approved carrier? (USMEPCOM Reg 55-2, par. 1-4e(1))

REMARKS _____

c. Stock level.

(1) Does the MEPS maintain a 180-day supply of Government Transportation Requests (GTRs) (a minimum of 200) and DD Forms 652 using DA Form 479 (Stock Record Card)? (USMEPCOM Reg 55-2, par. 4-10.)

REMARKS _____

(2) Does the MEPS maintain a 60-day supply of bulk purchase tickets and tokens? (USMEPCOM Reg 55-2, par. 4-10b.)

REMARKS _____

d. Accountability of Registers, GTRs, DD Forms 652, and bulk tickets and tokens.

*(1) Are accountable transportation forms secured in a steel filing cabinet equipped with a steel locking bar and secured by a GSA-approved changeable combination padlock? (AR 25-30, AR 380-5, and USMEPCOM Reg 55-2, par. 4-11.)

REMARKS _____

*(2) Does the MEPS use DA Form 410 (Receipt for Accountable Form) as a chain of custody and audit trail for GTRs and DD Forms 652? (USMEPCOM Reg 55-2, par. 1-4f(2).)

REMARKS _____

(3) Are GTRs spoiled in preparation, canceled for any reason, or prepared but unused marked "CANCELLED" across the face of the original? (USMEPCOM Reg 55-2, par. 4-6.)

REMARKS _____

(4) Are bulk tickets/tokens returned for reimbursement using DD Form 730 (for Army and Air Force) or SF 1170 (for all other services?) (USMEPCOM Reg 55-2, par. 5-6.)

REMARKS _____

*(5) Does the MEPS use USMEPCOM Form 55-2-R-E (Government Transportation Request Register) for control and accountability of GTRs? (USMEPCOM Reg 55-2, par. 4-7.)

REMARKS _____

*(6) Does the MEPS use USMEPCOM Form 55-2-1-R (Meal Ticket Register) for control and accountability of DD Forms 652? (USMEPCOM Reg 55-2, par. C-15.)

REMARKS _____

(7) Does the MEPS use USMEPCOM Form 55-2-2-R-E (Bulk Ticket/Token Register) for control and accountability of bulk tickets and/or tokens? (USMEPCOM Reg 55-2, par. 5-4.)

REMARKS _____

(8) Is the estimated cost for transportation indicated in block 13, Transportation amount, on copies of GTRs for the Army and Air Force? (USMEPCOM Reg 55-2, par. 4-4n.)

REMARKS _____

(9) Are corrections made to registers by lining through the incorrect entries and entering the correct information above the lined-through errors? (USMEPCOM Reg 55-2, par. 4-8c.)

REMARKS _____

(10) Are USMEPCOM Form 55-2-R-E (Government Transportation Request Register), USMEPCOM Form 55-2-1-R-E (Meal Ticket Register), and USMEPCOM Form 55-2-2-R (Bulk Ticket/Token Register) closed out at the end of the fiscal year and at the end of a series? (USMEPCOM Reg 55-2, pars. 4-8e, 5-4c, and C-16e.)

REMARKS _____

(11) Do the MEPS stamp or print (bulk tickets) with "U.S. Government" and "Not Redeemable for Cash Except by the U.S. Government?" (USMEPCOM Reg 55-2, par. 5-2d.)

REMARKS _____

e. Inventories.

(1) Has an inventory of all tickets and tokens been conducted within the past 12 months or when changing ATOs or TSs? (USMEPCOM Reg 55-2, par. 5-4b.)

REMARKS _____

(2) Did a disinterested individual appointed in writing by the MEPS commander conduct the annual inventory? (USMEPCOM Reg 55-2, par. 5-4b(1).)

REMARKS _____

f. Group Travel and Travel Briefs.

*(1) Do the MEPS ensure travel groups do not exceed 12 individuals, including the group leader? (USMEPCOM Reg 55-2, par. 2-7d.)

REMARKS _____

(2) Is a pre-departure transportation brief provided to each recruit prior to his or her departure from the MEPS? (USMEPCOM Reg 55-2, par. 2-8.)

REMARKS _____

*(3) Are RTC cards provided to recruits before traveling? (USMEPCOM Reg 55-2, par. 2-8.)

REMARKS _____

g. Coordination with service liaisons.

*Is the TS contacting service liaisons on projected travel days to confirm the actual number of seats by destination that are required each day? (USMEPCOM Reg 55-2, par.2-5c.)

REMARKS _____

h. Automated meal check.

Are procedures in place to handle spoiled/erroneous checks to preclude use? (USMEPCOM Reg 55-2, par. 6-3c.)

REMARKS _____

D-5. Comments

Users may submit comments to HQ USMEPCOM, ATTN: MOP-LA, 2834 Green Bay Road, North Chicago, IL 60064-3409 or by e-mail: moplia@mepcom.army.mil.

D-6. Use of DA Form 11-2-R (Management Control Evaluation Certification Statement)

DA Form 11-2-R (Management Control Evaluation Certification Statement) is designed to document any management control evaluation. Certification that a management control evaluation has been conducted will be certified on this form. The form is available in the USMEPCOM Electronic Pubs/Forms Library. A sample of DA Form 11-2-R with comments is at figure D-1.

MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT		1. REGULATION NUMBER USMEPCOM Reg xxx-xx
For use of this form, see AR 11-2; the proponent agency is ASA(FM).		2. DATE OF REGULATION dd/mm/yy
3. ASSESSABLE UNIT Name the area being evaluated		
4. FUNCTION Name the function being evaluated		
5. METHOD OF EVALUATION (<i>Check one</i>)		
<input checked="" type="checkbox"/>	a. CHECKLIST Checklist title (if used)	b. ALTERNATIVE METHOD (<i>Indicate method</i>)
APPENDIX (<i>Enter appropriate letter</i>)		
6. EVALUATION CONDUCTED BY		
a. NAME (<i>Last, First, MI</i>) Name, rank, title of person(s) performing the evaluation		b. DATE OF EVALUATION
7. REMARKS (<i>Continue on reverse or use additional sheets of plain paper</i>)		
1. Certify all evaluations using DA Form 11-2-R (Management control Evaluation Certification Statement)		
2. Commanders and managers will evaluate all tasks, as applicable, in their area of responsibility		
3. Choose the method of review: .. Management Control Evaluation Checklist .. existing or other review process (e.g., command inspection program, Internal Review audit, IG inspection)		
4. A management control evaluation must: .. be detailed, systemic, and comprehensive .. determine whether key management controls are in place, being used as intended, and are effective in achieving their purpose .. be based on actual testing of the management controls, using one of several approaches: direct observation, file/document analysis, sampling or simulation		
5. All evaluations must be supported by documentation that clearly indicates: .. who documented the evaluation .. when the evaluation was conducted - the date .. what methods were used to test key management controls .. what management control material weaknesses (MW) (if any) were detected and .. what corrective actions were taken		
6. Reporting organizations (HQ, directorates, special staff, sectors, MEPS) will maintain copies of their annual statements, along with complete supporting documentation		
7. Organizations tracking MWs must maintain documentation on: .. status of corrective action(s) .. effectiveness of corrective action(s) .. validation of corrective action(s)		
8. Retention of documentation will be IAW with requirements in USMEPCOM Reg 11-4, Management Control		
8. CERTIFICATION		
I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions (<i>if any</i>) are described below or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.		
a. ASSESSABLE UNIT MANAGER		
(1) Typed Name and Title		b. DATE CERTIFIED dd/mm/yy
(2) Signature		

Figure D-1. Sample of a completed DA Form 11-2-R

Glossary

AR

Army Regulation

ATO

acting transportation officer

CONUS

Continental United States

CTO

commercial travel office

DA

Department of the Army

DOD

Department of Defense

GSA

General Services Administration

GTR

Government transportation request

JFTR

Joint Federal Travel Regulations

JTR

Joint Travel Regulations

MEPS

Military Entrance Processing Station

OCONUS

outside the continental United States

PNR

passenger name record

PSRO

Passenger Standing Route Order

***R/T**

reception/training

RTC

reception training center

SDDC

Surface Deployment and Distribution Command

SF

standard form

TS

transportation specialist

USMIRS

United States Military Entrance Processing Command Integrated Resource System

USO

Uniformed Services Organization

Section II

Terms

***recruit travel**

Travel by an enlistee on active duty, reserve, National Guard, or a member of the military processing through a MEPS and traveling to a reception/training center or another military destination.

* USMEPCOM established term or abbreviation.