

## Chapter 8 Travel, Transportation, and Baggage

### Section I General

#### 8-1. Scheduling

*a.* The SAO will arrange transportation for IMSs to the United States according to ITOs when overseas transportation is provided by the United States. The SAO will assist, as necessary, when transportation costs are paid by the IMS's government. The SAO will also arrange for through-ticketing to first CONUS training activity. Every effort should be made to schedule transportation so that IMSs arrive at training installations during normal duty hours on duty days, Monday through Friday.

*b.* Tariff regulations preclude honoring airline tickets issued more than 1 year in advance of travel completion. Therefore, one-way tickets will be issued by the SAO for all students whose training duration will exceed 1 year. In addition, one-way tickets will be issued for all students under the sponsorship of the Department of Navy and Air Force, regardless of training duration. In some circumstances, the one-way ticket rule may cause problems, for example, when host country limits the amount of currency that can be issued/removed without a round trip ticket. Under these circumstances, SAOs may request a waiver to the one-way ticket rule from the cognizant MILDEP.

#### 8-2. Advance arrival notices

*a.* After travel arrangements have been completed, the SAO will send an advance arrival notice to the first training installation and POE, where appropriate, with information copies to the unified command, major command involved in the training, Washington, DC, country representative, and MILDEP agency as appropriate. This notice must arrive at the first training installation at least 15 days prior to IMS's scheduled arrival or 30 days in advance if accompanied by dependents.

*b.* When a group consists of 14 or more IMSs traveling via the Air Mobility Command (AMC) under IMET, an information copy of the message will be sent to the Commander, Military Traffic Management Command, CDR MTMC, Alexandria, VA.

*c.* The advance notice of IMS arrival will include the following information:

- (1) Name, grade, Service, and sex.
- (2) Travel itinerary with dates, airline flight numbers, and times of arrival at POE and first training location.
- (3) ITO number, date, WCN, initial course, and report date.
- (4) FMS case designator if applicable.
- (5) Names, ages, and relationships of accompanying dependents if applicable.

*d.* Changes that occur after transmittal of the advance arrival notice will be forwarded by message to the addressees shown in the original arrival notice.

*e.* When the SAO does not know the mode of transportation or estimated time of arrival at the POE because final transportation arrangements will be made by another command, the advance arrival notice should request that personnel scheduling the onward travel provide this information to all appropriate activities.

*f.* When the SAO knows that a specified number of IMSs will depart on a certain date for CONUS training, but due to internal administrative problems cannot obtain their names from in-country authorities, the SAO will send an arrival notice giving as much information as possible. This notice will alert the training activity to expect IMSs rather than be surprised by their unannounced arrival.

*g.* SAOs will advise IMSs scheduled to arrive at other than established MILDEP POEs to contact the first training installation immediately after arrival at the POE and provide information on the mode of onward travel and estimated time of arrival.

#### 8-3. Enroute travel notices

*a.* When an IMS is scheduled for consecutive training at different locations, each training installation, in turn, will make the necessary transportation arrangements and will inform the gaining installation of the arrival of the IMS by the most expeditious means. If the duration of the last training course is 2 weeks or less, the IMSO at the training installation prior to the last will coordinate with the last training installation to determine if training dates are firm or have the potential to change. If training dates are firm, the IMSO will make travel arrangements to the last training installation and return homeland taking into account leave authorized in the students ITO. This IMSO will also arrange for advance payment of living and travel allowance to the day of arrival in country, except for period of leave. The

IMS's ITO will be endorsed to indicate the student has been advanced living and travel allowances due through arrival in home country and issued a GTR (identify number) for return travel to home country.

b. The last training installation to which the IMS is assigned will make arrangements for return travel and payment of living/travel allowances to the IMS's country if not made by the previous training installation. The last training installation will notify the SAO by message of the IMS's return itinerary in sufficient time before the IMS departs so that the SAO can meet the student upon return to home country if desired.

#### **8-4. Port of entry (POE)**

Those POEs that have MILDEP representatives are responsible for the reception, processing, and transportation for all IMSs using these POEs regardless of country or cognizant service.

## **Section II**

### **Travel, Transportation, and Baggage Under International Military Education and Training**

#### **8-5. Transportation for IMET IMSs**

Frequently, the IMETP includes all transportation costs, travel allowances, and all authorized expenses in connection with the official travel of IMET IMSs. However, certain countries defray all or part of these costs. The original ITO must stipulate the specific responsibility for funding of travel in item 12g.

a. In-country travel from the IMS's duty station to point of departure in country is not authorized at USG expense.

b. Transoceanic travel is between the designated point of departure from the home country to the first CONUS port of debarkation and return. When transportation costs for transoceanic travel or overland travel in overseas areas are paid from IMET funds, U.S. transportation will be fully used in the following order of priority:

(1) DOD-owned or -controlled (AMC), or commercial air, whichever is least costly. When using commercial, use United States flag carrier GSC-city pair or Category Z fares, when available; otherwise, use standards economy class air.

(2) Commercial foreign air. These carriers will be used only when U.S. carriers are not available and will be used only to or from connecting U.S. carriers.

c. AMC transportation of IMET IMSs transported at IMET expense will be chargeable at DOD rates. These IMSs are authorized to travel by AMC aircraft on a space-required basis.

d. IMSs from IMET countries that defray the costs of transportation are authorized to travel on AMC aircraft on a space-available basis. Reimbursement will be on a direct-billing basis and payment by the foreign government is at DOD rate.

e. CONUS travel is from the POE to the training installation, between training installations, and from training installations to the port of debarkation. Transportation to and from training installations within CONUS generally will be by surface common carrier or commercial aircraft. When any portion of official travel is authorized at personal expense, reimbursement for official travel will be as stated in the JTR.

(1) Travel by IMET IMSs in CONUS will be by the most direct routes between points specified in the travel orders. The mode of transportation used will be that which is most economical, subject to availability, and in the best interest of the USG. Distances will be determined by provisions in the JTR. Surface sleeping accommodations are authorized when required. When surface common carrier is used to transport large groups of IMSs, the use of meal tickets is authorized.

(2) When transportation by commercial carrier is directed, a Government transportation request (GTR), local payment of airline (LOPA), or passenger name record (PNR) will be issued, depending upon the payment process in effect at the installation issuing the transportation. If the use of GTR or USG transportation for travel by direct route is impractical, an appropriate endorsement will be made on the ITO indicating that USG transportation was not provided for that specific portion of travel.

(3) When IMET IMSs receive transportation from their government in lieu of USG transportation, the ITO will be amended by the installation to permit travel to the port at which commercial or foreign government transport is to be boarded, if other than the port specified in the ITO.

f. Transportation costs for an IMET IMS returning to his or her home country on emergency leave are the responsibility of the IMS or his or her government, if the IMS is to return for continuation of training. Only one round trip between the home country and the United States is authorized for IMS under IMET. Use of AMC aircraft is not authorized for IMS travel to a home country and return while on emergency leave.

g. When IMSs are permitted by their government to deviate from the most direct return route for visiting other countries, USG sponsorship will terminate at the point and time of such deviation. Further, should IMSs elect to remain at a point en route to their home country beyond the time normally required to make travel connections, IMET living allowance during that excess time are not authorized.

h. In no instance will IMET funds be used to provide transportation for dependents of IMSs. However, IMSs attending courses identified in table 9-1, note 4, of this regulation may be reimbursed for the cost of transportation to which they are entitled based on normal routing and mode to travel with their dependents. Normal routing and mode of

transportation will be included in item 15 of the IMS's ITO. U.S. flag carriers must be used wherever available. IMSs will be reimbursed for their own transportation costs at the first CONUS training installation in the amount it would have cost the USG. IMSs will not be reimbursed for travel on foreign flag carriers if U.S. flag carriers service the same route.

*i.* Advance travel allowance for IMET IMSs is allowed when IMSs are—

- (1) Permitted to travel by privately owned vehicle (POV) between CONUS training facilities and to POE.
- (2) Traveling to and from Central America when authorized travel by POV.
- (3) Delayed during travel on AMC aircraft from the Panama area to South American countries.

#### **8-6. Arranging return transportation**

When the last training installation knows when the IMS will return home, it will take action to make appropriate travel arrangements for the IMS's return to his or her home country. Assistance will be provided by the facility passenger transportation office. For certain IMET countries defraying transportation expenses, arrangements are handled by the country's designated representative. The IMSO and transportation officer will coordinate actions to obtain port calls. Approximately 2 weeks before the end of an IMS's last course, arrangements for return transportation should be completed.

#### **8-7. Travel by privately owned vehicle (POV)**

*a.* Travel by POV within CONUS is permitted except when it would not be in the best interests of the USG or would result in late arrival for scheduled training.

*b.* Travel time in excess of that normally required by USG-furnished transportation will be counted as leave. Unused transportation requests or portions of these requests will be returned according to the JTR.

*c.* Reimbursement for travel by POV will be limited to CONUS travel only.

*d.* When all or partial travel is performed by POV in CONUS under orders permitting this mode of travel, the IMS responsible for paying POV operating expenses is entitled to a monetary allowance in lieu of transportation. This monetary allowance will be paid at the currently authorized rate for official highway distance according to the JTR. Reimbursement will be limited to the official distance from the installation to the POE specified in the ITO not to exceed the normal AMC or economy class commercial airfare. Living allowance will be authorized for a period not to exceed constructive travel time by air. If IMS travels as a passenger in a POV, he/she is not entitled to mileage, but is entitled to per diem.

(1) No separate shipment of baggage at USG expense is authorized. Cost of shipment of personal baggage not carried in the POV must be borne by the IMS.

(2) Shipment of a POV cannot be charged to IMET or other USG funds.

(3) Shipment of household goods is not authorized at USG expense.

#### **8-8. Baggage allowances of IMET IMSs**

*a.* The baggage weight allowances prescribed in paragraph b below are authorized for IMSs when travel costs are paid from IMET funds and apply to oversea travel and travel to U.S. training installations. Baggage in excess of the amount authorized in this regulation will be at the expense of the IMS or his or her government.

*b.* The baggage allowances described below are total allowances. Excess baggage is the difference between the baggage permitted by the transportation carrier and that stipulated below. Baggage will accompany individuals. Baggage sizes and dimensions will conform to carrier stipulations. These allowances apply for that portion of the travel costs payable from U.S. funds; the cost of any excess baggage is chargeable to the IMET fund-cite. Training duration indicated in (1) through (4) below will be determined using the report date for the first course and the projected graduation date for the last course. No change in baggage allowances will be made after students had departed country.

(1) Two pieces of checked baggage, not to exceed 70 pounds each, are authorized for IMSs receiving travel and living allowance (TLA) when training is less than 22 weeks. (No excess baggage is authorized.)

(2) Three pieces of checked baggage, not to exceed 70 pounds each, are authorized for IMSs receiving TLA when training is at least 22 weeks but less than 40 weeks. (One piece of excess baggage is authorized.)

(3) Four pieces of checked baggage, not to exceed 70 pounds each, are authorized for IMSs receiving TLA for 40 weeks or longer.

(4) In addition to the allowance in 8-8b(1) through (3) above, one additional piece of baggage is authorized for the following IMS receiving TLA:

*(a)* Accompanied IMS attending the Professional Military Education, graduate, and post-graduate programs listed in DOD 5105.38-M, table 1001-2, Note (4) and table 9-1, Note 4, of this regulation.

*(b)* IMS attending flight training.

(5) If U.S. and foreign flag carriers differ in free baggage allowance, or baggage is authorized over 140 pounds, transportation officers will issue a Government excess baggage authorization ticket (GEBAT), or the equivalent to

cover the difference, up to the free allowable amount of the U.S. flag carriers, and also any authorized excess baggage allowance.

c. When any portion of the travel cost is paid by the foreign government the baggage allowance for that portion of the travel is without restriction if the cost of the excess weight is paid by the foreign government. However, for that portion of the travel paid from IMET funds, each IMS is authorized a baggage allowance not to exceed the limitations in b above.

### **8-9. Disposition of excess baggage**

Excess baggage is all baggage exceeding the amount authorized. Disposition of excess baggage will be made at the expense of the IMS or his or her government. The following procedures apply for control of excess baggage for IMET IMSs:

a. The training installation will ensure that excess baggage will be shipped at the IMS's expense prior to his or her departure from the installation.

b. IMSs reporting to the port of departure with excess baggage will be requested to forward the excess baggage to their home country by commercial means at no expense to the USG. If the time element prohibits this, the excess baggage will be taken into custody by the military traffic representative at the port, and the IMS will be given a receipt for the baggage. The IMS will proceed on the scheduled flight or carrier.

c. After the carrier departs, the military representative at the port will deliver the excess baggage to the nearest appropriate foreign consulate. If the country officials will not accept the baggage, it may be sold, donated, or destroyed, as appropriate, with documentation to record the transaction. If sold, the sale value should be forwarded to the SAO for delivery to the IMS.

### **8-10. Retainable instructional materials (RIM)**

A shipment weight allowance is authorized each IMET IMS for instructional material issued to and retained by the IMS for use in home country. The cost of shipment of RIM is included in the tuition rates for all formal courses based on standard rates set by DOD 7000.14-R, Volume 15.

a. RIM will be packaged and appropriately labeled (an inner label with the IMS's name and copy of ITO) at the training installation before departure for the POE and will be shipped to the SAO by fourth class mail for delivery to the IMS. The outer label with the SAO's address will also include the IMS's WCN and ITO number. Use of IMS's name is not authorized. RIM will be shipped through the installation mail system (U.S. Indicia or Metered Mail). RIM will only consist of unclassified books, pamphlets, maps, charts, or other course material issued to the IMS. It will not include articles procured by the IMS for personal use and not directly related to the course of instruction.

b. Personal items and household goods will not be packed or shipped as RIM; cost of packing and shipping these items will be borne by the IMS. The IMS also is not permitted to ship these items with RIM by paying for excess charges over the authorized weight.

c. An endorsement to the ITO will cite the weight shipped. The following RIM weight allowances will apply:

(1) Up to 200 pounds for each course the MILDEPs consider to be in the professional military education (PME) category. (See MILDEP sections in this chap.)

(2) Up to 50 pounds for all other courses.

d. IMSs wishing to send RIM via international mail or over the total authorized weight allowance will do so at their own expense.

## **Section III**

### **Foreign Military Sales Travel, Transportation, and Baggage**

#### **8-11. Transportation for FMS IMSs**

a. All transportation expenses incurred by FMS IMSs will be borne by either the IMSs or their country. Transportation will not be included in LOAs unless justified to and approved by DSCA. If approved for inclusion in the LOA, transportation will be arranged according to Section II of this chapter, unless the LOA is financed by cash.

b. Although any desired mode of travel or carrier can be used for FMS IMSs when travel is funded directly by country or under an LOA financed by case, use of U.S. commercial carriers is encouraged. FMS IMSs will not normally use AMC transportation; however, when no other transportation is available, AMC transportation may be approved and authorized in their ITO. Reimbursement for AMC travel will be on a direct-billing basis; payment by the foreign government is at the non-USG rate tariff.

c. FMS IMSs will bear all expenses in connection with any travel by POV.

#### **8-12. Baggage**

The cost of transporting FMS IMSs' baggage is the responsibility of IMSs or their country. Expenses for transporting

baggage will not be included in the LOA unless DSCA has authorized transportation costs under the FMS case. The baggage allowance for FMS students will be IAW Section II of this chapter when costs are paid from the FMS case.

### **8-13. Shipping instructional material**

The provisions of paragraph 8-10 also apply to the shipment of instructional materials for FMS IMSs.

## **Section IV**

### **Department of the Army**

### **8-14. Port of entry**

Fort Hamilton, NY, will receive, process, and transport all IMSs arriving and departing CONUS through New York terminals.

### **8-15. Baggage allowances for IMET IMSs**

*a.* SATFA will reimburse the appropriate MACOM from IMET or FMS funds for the cost of shipping instructional material from Army installations.

*b.* A household goods allowance is not authorized under IMET except for guest instructors at USARSA. Shipment of household goods from CONUS to the instructors' home countries is authorized for Latin American guest instructors who have completed a tour of duty at USARSA. The net weight allowance for accompanied and unaccompanied guest instructors is 2,000 and 600 pounds, respectively. A net weight allowance of 4,000 pounds is authorized for the deputy commandant assigned to USARSA. In addition to net weights listed above, weight allowances are authorized for crating and packing materials on the same basis as for U.S. military personnel and according to the JTR. Shipment of household goods in excess of the authorized net weight will be at the expense of the guest instructors or their governments. The above weights are absolute and no additional allowance is authorized for professional military material to be shipped at USG expense. Shipment will be by surface common carrier. Air freight may be used only when surface common carrier is not available.

### **8-16. Retainable instructional materials**

*a.* The Army courses in table 8-1 are considered to be in the PME category. IMSs attending these courses are authorized a RIM weight allowance of up to 200 pounds per course.

*b.* The Army courses in table 8-2 are in the MASL ID 171 series and are preparatory phases or tracks of one of the courses listed in table 8-1. As such, they will not include any cost factor for shipment of RIM since this cost is included in the basic or core cost. Total RIM weight allowance for both preparatory and basic or core and tracks is up to 200 pounds.

*c.* Costs for shipment of RIM are not applicable to correspondence courses. Accordingly, the cost for shipment of RIM will not be included in the following MASL ID 171 series:

- (1) JAG School/Correspondence Course-MASL ID B17156C.
- (2) CGSC Correspondence Course-MASL ID B17180C.
- (3) AWC Correspondence Course--MASL ID B17902C

*d.* IMSs attending all other formal courses of instruction not specifically covered in tables 8-1 and 8-2 are authorized a RIM weight allowance of up to 50 pounds per course.

### **8-17. Transportation of USARSA guest instructors**

*a.* USARSA will pay for the transportation of guest instructors and their dependents to and from the host country. The baggage allowance authorized is two pieces of checked baggage not to exceed 70 pounds each. If U.S. and foreign flag carriers differ in free baggage allowance, or baggage is authorized under 140 pounds, transportation officers will issue a government excess baggage authorization ticket (GEBAT), or the equivalent to cover the difference up to the free allowance amounts of the U.S. flag carriers, and also any authorized excess baggage allowance. Travel will be by the most direct route prescribed in JTR.

*b.* As soon as a travel itinerary has been finalized the SAO will notify USARSA (and vice versa for return travel) by message. The message will include instructor's name, flight schedules, and names of accompanying dependents. This message should be sent by routine precedence at least 14 days before arrival date. If arrival is within 10 days, a telephonic response will be provided.

## **Section V**

### **Department of the Navy**

#### **8-18. Department of the Navy (DON) retainable instructional materials (RIM)**

- a.* Students attending courses considered to be in the PME category are authorized up to 200 pounds per course for shipment of RIM. DON courses in the PME category authorized shipment of RIM are listed in table 8-3.
- b.* Students attending other Navy and Marine Corps courses are authorized an allowance of up to 50 pounds per course for the shipment of RIM.

#### **8-19. Centralized ticketing procedures for Department of the Navy sponsored IMET IMSs with IMET sponsored travel**

- a.* For all DON-sponsored IMET IMSs with IMET-sponsored travel, SAOs will ensure tickets to the first CONUS location only. All tickets for CONUS travel beyond the first CONUS location, as well as tickets for travel from CONUS to home country, will be processed by NETSAFA.
- b.* When travel from CONUS to home country requires IMS to RON enroute and carrier does not furnish a hotel chit, the last training activity will advance IMS funds to cover the cost of the hotel.
- c.* The DON SATP Programming Guide provides details on submitting requests for centralized ticketing.

## **Section VI**

### **Department of the Air Force**

#### **8-20. Air Force travel information IMSO**

IMSOs will send required travel information by priority message in the format shown in Figure 8-1.

#### **8-21. Tickets**

The Randolph AFB commercial travel office will send tickets to the point of contact indicated in above message by an overnight parcel delivery service or certified mail. For short-notice reservations or ticketing, the Randolph AFB commercial travel office will confirm the reservations by phone, followed by the hard-copy backup to the requesting agency. A prepared ticket advice (PTA) will be generated by the carrier at the departure airport. The carrier will issue a ticket against the PTA to the traveler on demand (with positive identification; for example, passport).

- a.* Tickets issued by the Randolph AFB commercial travel office (only) that are not used will be returned to that office with three copies of the international student's ITO. Partially used tickets will be returned to the Randolph AFB commercial travel office who will process a refund. Notify AFSAT/FM of any returned tickets that are sent to Randolph AFB commercial travel office for refunds.
- b.* The IMSO is responsible for receipt or verification of tickets until delivered to the IMS.
- c.* Change of departure date on an issued ticket may be made by the local commercial travel office if time does not permit changes by the Randolph AFB commercial travel office.
- d.* In case of an emergency, each Randolph AFB commercial travel office confirmation will include a toll-free number should the student encounter any difficulty regarding his or her reservations or tickets.
- e.* If travel arrangements are required for an IMS with fewer than four hours' lead time, the IMSOs may use the local commercial travel office for obtaining the necessary tickets or reservations.
- f.* IMS transocean travel by AMC is arranged according to AFR 76-5 using the USG (common user) tariff rate.

#### **8-22. Air Force IMET travel payment**

Control methods for travel payment for IMSs will be as outlined in AFR 177-103. DD Form 1588 (Record of Travel Payment) will be forwarded to each AFO at the new training location. When final payment is made to the IMS at the final training location, the AFO will forward DD Form 1588 to AFSAT/FM, 2021 1st Drive West, Randolph AFB, TX 78150-4302, for final auditing and file.

#### **8-23. Air Force retainable instructional materials (RIM)**

The USAF PME courses for which the shipment of up to 200 pounds of RIM is authorized are the Air War College, Air Command and Staff College Course, USAF Test Pilot School, and AFIT graduate programs. IMSs attending language instructor courses at DLIELC are authorized the shipment of 100 pounds of RIM. For all other formal CONUS training courses, up to 50 pounds of RIM for each course is authorized.

**Table 8-1**  
**Army courses in the PME category authorized 200 pounds of RIM**

MASL ID	COURSE TITLE
B121065	Engineer Officer Basic
B121120	Infantry Officer Basic - Spanish
B121130	Field Artillery Officer Basic
B121136	Aviation Officer Basic - Phase 1
B121165	Air Defense Artillery Officer Basic
B121175	Infantry Officer Basic
B121200	Chemical Officer Basic
B121206	Ordnance Munitions Materiel Management Officer Basic
B121215	Ordnance Maintenance Management Officer Basic
B121355	Quartermaster Officer Basic
B121410	Signal Officer Basic
B121506	Adjutant General Officer Basic
B121523	Finance Officer Basic
B121541	Armor Officer Basic
B121569	Judge Advocate General Officer Basic - Phase 2
B121570	Military Police Officer Basic
B151779	Logistics Executive Development
B169536	Chaplain Officer Basic
B171200	Sergeant Major Academy
B171207	AMEDD Officer Advanced
B171545	Combined Logistics Officer Advanced - Phase I
B171560	Judge Advocate General Graduate
B171590	Adjutant General Officer Advanced
B171603	Air Defense Artillery Officer Advanced
B171620	Armor Officer Advanced
B171630	Aviation Officer Advanced
B171650	Chaplain Officer Advanced
B171660	Chemical Officer Advanced
B171670	Engineer Officer Advanced
B171680	Field Artillery Officer Advanced
B171690	Finance Officer Advanced
B171700	Infantry Officer Advanced
B171740	Military Police Officer Advanced
B171765	Advanced Operational Studies - Fellowship
B171768	Command and General Staff Officer
B171770	Command and General Staff - Spanish
B171771	Signal Officer Advanced
B171773	Combat Arms Officer Advanced - Spanish
B171800	Army War College
B171801	National Defense University International Fellowship
B172598	Intelligence Officer Basic
B172599	Intelligence Officer Advanced
B175205	AMEDD Officer Basic (MS)
B175206	AMEDD Officer Basic (AN)

**Table 8-2**  
**Army preparatory phases or tracks in the PME category authorized 200 pounds of RIM**

MASL ID	Course Title
B121137	Aviation Officer Basic - Phase 2
B121171	Air Defense Artillery Officer Basic - FAADS Track
B121172	Air Defense Artillery Officer Basic - Hawk Track
B121173	Air Defense Artillery Officer Basic - Patriot Track
B171131	Field Artillery Officer Advanced Preparatory
B171201	Sergeant Major Academy Preparatory
B171240	Combined Logistics Officer Advanced - Ordnance - Phase 2
B171250	Combined Logistics Officer Advanced - Munitions - Phase 2
B171360	Combined Logistics Officer Advanced - Quartermaster - Phase 2
B171727	Combined Logistics Officer Advanced - Transportation - Phase 2
B171546	Combined Logistics Officer Advanced - Phase 3 (A Combination of Phases 1, 2, and 3 are equivalent to one officer advanced course which is authorized a total of 200 pounds RIM)
B171600	Air Defense Artillery Officer Advanced - Patriot Follow-On
B171601	Air Defense Artillery Officer Advanced - Shorad Follow-On
B171604	Air Defense Artillery Officer Advanced Preparatory
B171699	Infantry Officer Advanced Preparatory
B171766	Officer Preparatory Course
B171782	Command and General Staff Officer Preparatory Course
B171772	Signal Officer Advanced Preparatory

**Table 8-2**  
**Army preparatory phases or tracks in the PME category authorized 200 pounds of RIM—Continued**

MASL ID	Course Title
B174014	Officer Basic International Student Engineer Preparatory
B174014	Officer Advanced International Student Engineer
B171800	Army War College Preparatory

**Table 8-3**  
**Navy courses in the PME category authorized 200 pounds of RIM**

MASL ID	Course title
P171001	Naval Command College
P171002	Naval Staff College
P171014	Armed Forces Staff College
P171016	Joint Transition Course (AFSC)
P171017	Senior Level Course (AFSC)
P171206	USMC Reserve Command and Staff College (Phase II)
P171801	USMC Command and Staff College
P171802	Amphibious Warfare School USMC
P171803	USMC Reserve Command and Staff Course
P171806	USMC School of Advanced Warfighting (SAW)
P174002	PGS Meteorology
P174011	PGS Oceanography MS
P174012	PGS Oceanography PhD
P174013	PGS Operational Oceanography MS
P174235	PGS Air-Ocean Sciences MS
P175303	Flight Surgeon
P176002	PGS Administrative Science MS
P176007	PGS Administrative Science PhD
P177710	PGS Aeronautical Engineering MS
P177712	PGS Engineering Electronics MS
P177713	PGS Computer Science MS
P177714	PGS Operations Analysis MS
P177715	PGS Mechanical Engineering MS
P177720	PGS Aeronautical Engineering ENG
P177721	PGS Electronic Systems Engineering ENG
P177722	PGS Mechanical Engineering ENG
P179030	PGS Operations Research PhD
P179031	PGS National Security Affairs (NSA) (Mideast/Africa/South Asia)
P179032	PGS National Security Affairs (NSA) (Far East/Southeast Asia/Pacific)
P179033	PGS National Security Affairs (NSA) (Europe/USSR)
P179034	PGS National Security Affairs (NSA) (Western Hemisphere)
P179035	PGS Regional Strategic Planning and International Organizations and Negotiations (Mideast/Africa/South Asia)
P179036	PGS Regional Strategic Planning and International Organizations and Negotiations (Far East/Southeast Asia/Pacific)
P179037	PGS Regional Strategic Planning and International Organizations and Negotiations (Western Hemisphere)
P179038	PGS Regional Strategic Planning and International Organizations and Negotiations (Europe/USSR)
P179105	PGS Manpower, Personnel, and Training Analysis
P179108	PGS Mechanical Engineering PhD
P179109	PGS Electrical Engineering PhD
P179115	PGS Applied Mathematics MS
P179126	PGS Aeronautical Engineering Avionics
P179127	PGS Financial Management
P179170	PGS Underwater Acoustics PhD
P179172	PGS Aeronautical Engineering PhD
P179173	PGS Computer Science PhD
P179175	PGS Electronic Warfare Foreign Officer
P179176	PGS Meteorology PhD
P179250	USMC Officer Basic
P179904	PGS Information Technology Management MS
P179905	PGS Resource Planning and Management for International Defense MS
P179906	PGS Combat Systems Sciences and Technology MS

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TO: 12 Transportation Squadron Randolph AFB TX//LGTT/SATO

INFO: AFSAT Randolph AFB TX//RM//

UNCLAS

FOR: SATO Reservation Supervisor

SUBJ: Request for Reservations and Ticketing

a. Airline tickets are required for (last name first, as listed in the ITO), rank, project (FMS case or IMET program), and WCN.

b. Accounting classification in item 9 of ITO.

c. ITO number, date, organization, and address (round in items 1, 3, 4a, and 4b of the ITO).

d. Date of departure (the time the person is available for flight and/or any special routing required).

e. Destination.

f. Excess baggage of 0, 1, or 2 pieces as checked in item 15e of the ITO.

g. Name, DSN telephone number, and mailing address or person to contact at the requesting installation.

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**Figure 8-1. Air Force travel information format**

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