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CNICINST 4650.1A  
N1  
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CNIC INSTRUCTION 4650.1A

From: Commander, Navy Installations Command

Subj: MANAGEMENT OF THE ENTITLEMENT TRAVEL PROGRAM

Ref: (a) Joint Federal Travel Regulations  
(b) DoD 4515.13-R.5 Air Transport Eligibility, Apr 1998  
(c) Joint Travel Regulations

Encl: (1) CNIC Funded Entitlement Travel for Military Members  
(2) CNIC Funded Entitlement Travel for Department of  
Defense (DoD) Civilians

1. Purpose. To define responsibility for program management, coordination, and execution of Entitlement Travel (ET) funded by Commander, Navy Installations Command (CNIC). References (a) through (c) provide further information.

2. Cancellation. CNICINST 4650.1 dated 7 Apr 2011.

3. Background

a. ET funded by CNIC or subordinate commands includes travel such as Student Dependent travel, Emergency Leave travel, Funded Environmental Morale Leave, Officially Directed Medical Travel, and Travel of Escorts and Attendants. A complete list of the types of travel covered under this instruction and the association of each with a Job Order Number (JON) is identified in enclosures (1) and (2).

b. Each of the leave and travel programs are considered an entitlement for eligible members.

c. If the member meets eligibility requirements, they are authorized travel on a non-discretionary basis. For the purpose of this document, members are considered to be uniformed military personnel or Department of Defense (DoD) civilians unless otherwise specified.

d. Command-sponsored dependents, as defined by Appendix A of reference (a) (Volume 1, "Uniformed Service Members") are also eligible for certain ET programs. However, dependents must arrive at the member's permanent duty station in accordance with the member's permanent change of station orders and receive command sponsorship in accordance with all local regulations before eligibility can be determined.

e. A spouse of a service member who is also a service member shall not be considered a dependent for the purposes of this instruction.

#### 4. Policy

a. This instruction pertains only to those programs centrally funded by CNIC. This instruction does not apply to programs or activities outside CNIC cognizance.

b. The following types of travel are funded under the CNIC ET program for military members. For a more concise list associated with JONs, see enclosure (1).

(1) Travel to and from a hospital for directed Observation/Treatment/Officially Ordered Medical Travel. Members ordered to a medical facility within the local area to take a required physical examination, or obtain medical diagnosis and/or treatments are on official business and must be reimbursed for transportation, unless government transportation is provided. Ordered travel also includes subsequent visits if the visit is part of the required physical examination. A member who voluntarily travels to a medical facility to obtain diagnosis/treatment (for example, sick call, appointments) is not on official business, and reimbursement for transportation is not authorized.

(2) Emergency Driven Temporary Duty at the Permanent Duty Station (PDS). Travel and transportation allowances are authorized when emergency circumstances threaten human life, or damage to federal government property and overnight lodging at the PDS is required for members performing duty in response to the emergency.

(3) Travel and Transportation for Dependent Safety. A member's spouse or a dependent child's court-appointed guardian may request relocation for personal safety and may be authorized travel and transportation if the Installation Commanding Officer

(CO) determines: The member has committed a dependent abuse offense; a safety plan and counseling have been provided to the dependent; the dependent's safety is at risk; and relocation is advisable.

(4) Dependent Student Transportation. Dependent Student Transportation is authorized only for members permanently stationed outside the continental United States (OCONUS) who are authorized to have a dependent reside at or in the PDS vicinity and whose minor dependent attends either a dormitory school operated by the DoD, or will attend school in the United States to obtain a formal education accredited by a State, regional or nationally recognized accrediting agency or association recognized by the Secretary of Defense.

(5) Emergency Leave Travel from PDS/Temporary Duty. Emergency leave travel is authorized only for members and their dependents stationed OCONUS, or are stationed in the continental United States (CONUS) and the member has a Home of Record/Domicile that is OCONUS, or the member is deployed OCONUS and has been determined by the CO to have a personal emergency as determined under reference (b). Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required government air transportation is not reasonably available.

(6) Funded Environmental Morale Leave (FEML) travel. FEML travel is authorized for members and their accompanying dependents stationed at permanent duty stations listed in reference (a), Appendix S. Tour lengths must be at least 24 months in duration. Travelers must use military air transportation on a space available basis, if reasonably available to the authorized/alternate destination. If not, only then is commercial travel authorized.

(7) Convalescent Leave (CL). Funded CL is authorized only for members placed on CL as the result of illness or injury incurred while eligible for hostile fire pay.

(8) Travel of Escorts and Attendants. Reimbursement of travel expenses for members or employees serving as escorts or attendants is authorized provided the following conditions are met:

(a) Escorts - A member, employee, or other person, who, in accordance with a travel authorization/order,

accompanies a dependent between authorized locations, when competent authority has authorized the dependent's travel, and the dependent is incapable of traveling alone. The member's CO or the action officer may appoint an escort.

(b) Attendants - A member, employee, or other person who, in accordance with a travel authorization/order, accompanies a dependent authorized to travel to or from a medical facility for required medical attention that is not available locally. A competent medical authority appoints an attendant.

(9) Travel and Transportation when Accompanying Members of Congress. A member accompanying a member of Congress is authorized reimbursement for travel and transportation expenses for such travel.

(10) Travel to Specialty Care over 100 Miles - TRICARE Prime Participants Only. Reimbursement of travel expenses for travel to specialty care over 100 miles applies when a TRICARE Prime enrollee is referred by the primary care manager for medically necessary non-emergency specialty care more than 100 miles from the care provider's facility.

c. The following types of travel are funded under the CNIC ET program for DoD civilian employees. For a more concise list associated with JONs, see enclosure (2).

(1) Employee Medical Travel. A DoD employee is authorized travel and transportation allowances when the Secretarial Process determines that local medical facilities (military or civilian) at a foreign OCONUS area, are not able to accommodate an employee's needs. Transportation to another location may be authorized for appropriate medical/dental care.

(2) Threatened Law Enforcement Officers. As per reference (c) (Volume 2, "Department of Defense Civilian Personnel"), an employee who serves in a law enforcement, investigative, or similar capacity and members of their immediate families are eligible for travel and transportation allowances when, because of the employee's assigned duties, the employee is found in a life-threatening situation.

(3) Student Dependent Travel. Authority and eligibility requirements for dependent student travel and educational allowances in foreign areas are covered in DoD 1400.25-M,

subchapter 1250 "Overseas Allowances and Differentials." This document authorizes educational travel for a dependent student of a DoD civilian employee assigned in a foreign area for travel to and from a school offering a full-time course of secondary or post-secondary education.

(4) Emergency Visitation Travel (EVT). EVT allows an eligible employee or an accompanying family member of an employee at a foreign PDS to travel at government expense to CONUS, non-foreign OCONUS areas, or another location in certain family emergency situations. EVT is authorized in the following circumstances: Medical, death, incapacitated parent, and unusual personal hardships.

(5) FEML. An employee and accompanying dependents are eligible for FEML, if stationed at an authorized FEML designated permanent duty station for 24 or more consecutive months (to include a 12-month tour extended for an additional consecutive 12 months).

(6) Civilian Escorts and Attendants. A DoD civilian employee who performs authorized travel as an escort or attendant for a uniformed service member's dependent who is authorized transportation under Joint Federal Travel Regulation, paragraph U5240-C/D, U5242, U6004 or U6053, is authorized round trip travel and transportation allowances.

(7) Travel and Transportation When Accompanying Members of Congress. A DoD employee accompanying a Member of Congress or a Congressional staff employee on official travel is authorized reimbursement for travel and transportation expenses for such travel. For further information refer to reference (c).

## 5. Responsibilities

a. CNIC Headquarters (HQ) is responsible for:

(1) Providing guidance on the implementation of this instruction.

(2) Monitoring the ET program using reports from travel and financial systems.

(3) Coordinating with other Commands (the Bureau of Medicine and Surgery, the United States Transportation Command,

etc.) to ensure all travelers (military, OCONUS DoD Civilians, their dependents, Secretary of the Navy designees, etc.) receive ET in the most cost-effective manner.

(4) Serving as subject matter expert for all ET questions from the regions.

(5) Analyzing available data for program budgeting and strategic decisions.

b. Regions are responsible for:

(1) Approving and monitoring ET, using the guidance in this instruction and coding provided in enclosures (1) and (2).

(2) Ensuring installations are utilizing JONs, as specified, for ET, per enclosures (1) and (2).

(3) Ensuring appropriate back-up documentation is in Defense Travel System (DTS) when approving ET (for example, letter from doctor for ordered medical travel).

(4) Ensuring the use of space available (or required government-provided) air travel to the maximum extent possible under the circumstances and in accordance with references (a) through (c).

(5) Monitoring all cash advances and travel liquidation.

c. Installations are responsible for:

(1) Managing ET program for travelers, using guidance in this instruction and coding provided in enclosures (1) and (2).

(2) Ensuring correct JONs specified for ET are being utilized, per enclosures (1) and (2).

(3) Ensuring travelers submit back-up documentation for justification of travel in DTS (for example, letter from doctor for ordered medical travel).

(4) Utilizing space available government air travel to the maximum extent possible under the circumstances and in accordance with references (a) through (c).

(5) Ensuring DTS traveler's system profile is correct, i.e., military dependent is not listed as a civilian.

(6) Executing all cash advances and travel liquidation.

d. Travelers are responsible for:

(1) Adhering to policies and regulations.

(2) Submitting vouchers within the specified timeframe.

## 6. Action

a. CNIC will provide funding for the types of travel outlined in this instruction via the SIC MS-CV, CAC 9988 funding line. Each type of ET will have a specific JON (for example, 001714ET011). The last 5 digits of the JON and associated type of travel are listed in column 3 of enclosures (1) and (2). All JONs previously used shall be discontinued. CNIC HQ will provide funding in the following manner:

(1) For Quarter 1 (Q1), Quarter 2 (Q2) and Quarter 3 (Q3), funding will be provided based on the previous fiscal year (FY) execution, phasing plan, and input from the region. When required, funds will be allocated to the region at the beginning of the quarter.

(2) For example, if region 'X' executed \$50,000 in entitlement travel during FY 10 Q1, then region 'X' will be issued \$50,000 at the beginning of FY 11 Q1. If region 'X' under-executes during Q1, the under-executed amount will carry over to the next quarter. For Q2 region 'X' will only receive the Q2 allocation minus what was left over from Q1. If region 'X' executes all funds during any quarter, the region point of contact will coordinate with CNIC Shore Corrections and Transient Personnel Unit (N142) to request additional funding.

(3) At the end of Q3, CNIC HQ will assess each region's execution of funds. Based on execution and the availability of funds, additional funds may be allocated during Quarter 4.

b. Region will coordinate with CNIC HQ if additional funding is needed and provide justification.

c. Installation will coordinate with region ET representative when needed.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with reference SECNAV M-5210.1.

  
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CNIC FUNDED ENTITLEMENT TRAVEL FOR MILITARY MEMBERS

CNIC Funded Military Entitlement Travel		
ENTITLEMENT	TRAVEL JFTR Para.	JON Structure UIC, FY, ETXXX
Travel to/from Hospital for directed Treatment/Observ.	U2200/ U3500-C	ET001
Official Ordered Medical Travel	U3500-E	ET002
TDY at PDS- Emergencies Only	U4105-H	ET003
Travel and Transp. For Dependent Safety	U5205/ U5920	ET004
Student Dependent Travel* - Military	U5260	ET005
Emergency Leave Travel from PDS	U7205	ET006
Emergency Leave Travel from TDY	U7206	ET007
Funded Environmental Leave Travel (FEML)* - Military	U7207	ET008
Convalescent Leave Travel	U7210	ET009
Travel of Escorts and Attendants	U7550	ET010
Accompanying Members of Congress - Military	U7750	ET011
Travel to Specialty Care over 100 miles-TRICARE PRIME only.	U7960	ET012

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\*OCONUS only

CNIC FUNDED ENTITLEMENT TRAVEL FOR DOD CIVILIANS

CNIC Funded DoD Civilian Entitlement Travel		
ENTITLEMENT	TRAVEL JTR Para.	JON Structure UIC, FY, ETXXX
Employee Medical Travel*	C7500	ET013
Threatened Law Enforcement Officers	C7300	ET014
Student Dependent Travel* - Civilian	C5120	ET015
Emergency Visitation Travel*	C7600	ET016
Funded Environmental Leave Travel (FEML)* - Civilian	C7700	ET017
Civilian Escorts and Attendants	C7100 C7105 C7110 C7115	ET018
Accompanying Members of Congress - Civilian	C7400	ET019

\*OCONUS only