



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
BUILDING 580 KOLEKOLE AVENUE
SCHOFIELD BARRACKS, HAWAII 96857-6000

APVG-CG

25 JAN 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter # 22 - Commercial Ticketing /
Group Travel

1. REFERENCES.

- a. The Joint Travel Regulations (JTR), 01 June 2017
- b. Defense Transportation Regulations, (DTR) 4500.9-R, Part I,
Passenger Movement, 24 Feb 2017.

2. PURPOSE. This memorandum prescribes policies and procedures for commercial ticketing and group travel.

3. SCOPE. This policy applies to all units subordinate or attached to the 25th ID.

4. GENERAL. 25th ID units are frequently required to deploy throughout the Pacific Command Area of Responsibility in support of various training exercises. In many instances military air is not feasible or cost effective and units must coordinate commercial travel through the Carlson Wagonlit Travel Office.

5. OBJECTIVES.

- a. Ensure units understand the processes and procedures required to coordinate group travel through the Carlson Wagonlit Travel Office.
- b. Improve overall efficiency of the deployment process, and foster good relationships with our commercial and strategic partners.
- c. Standardize unit movement requirements within regulatory guidance.

6. RESPONSIBILITIES. All units requesting group travel from the Carlson Wagonlit Travel Office must adhere to the following:

- (1) Submit a Group Movement Request to the Carlson Wagonlit Travel Office when ten (10) or more Soldiers are traveling on the same dates. Use of the Defense Travel System to circumvent group travel procedures is prohibited.

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- (2) Group Movement Requests must be submitted NLT thirty (30) days prior to travel dates and have endorsement by first 0-5 in the chain of command. Request must include number of travelers, dates and times.
- (3) Submit traveler's names, birthdates, and gender NLT three (3) weeks prior to travel dates.
- (4) Submit travel orders (DA Form 1610) NLT two (2) weeks prior to travel dates. Carlson Wagonlit Travel Office may require orders earlier depending on size of group.
- (5) First 0-6 in the chain of command must provide an Exception to Policy Memorandum if any of the above submission dates are not met.
- (6) Commercial reservations cannot be made on any route in which Military Airlift (e.g. SAAM) is also requested [Dual Commitment Transportation].

7. Expiration Date. This policy is effective immediately and remains in effect until superseded or rescinded in writing.

8. The POC for this memorandum is SGM Glover-Robinson, Carla, 25th ID OTO SGM at 808-655-6725, carla.a.gloverrobinson.mil@mail.mil or CW3 Olodun, Oludare, 25th ID Mobility Warrant Officer at 808-655-0229, oludare.a.olodun.mil@mail.mil.



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