



Department of Defense INSTRUCTION

NUMBER 4515.16

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Incorporating Change 1, Effective April 28, 2020

USD(P&R)

SUBJECT: Use of General Services Administration (GSA) Contracts for Air Passenger Transportation Services (GSA Airline City Pair Program) for Attendance at Inactive Duty Training (IDT) Assemblies

References: See Enclosure 1

1. PURPOSE. In accordance with the authority in DoD Directive (DoDD) 5124.02 (Reference (a)), this instruction reissues DoD Instruction (DoDI) 4515.16 (Reference (b)) to establish policy, assign responsibilities, and update the requirements, conditions, and restrictions for use of GSA Airline City Pair Program for attendance at IDT assemblies.

2. APPLICABILITY. This instruction applies to OSD, the Military Departments (including the Coast Guard at all times, including when it is a Service in the Department of Homeland Security by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the "DoD Components").

3. POLICY. It is DoD policy that:

a. Reserve Component Service members of a Military Department and the U. S. Coast Guard (USCG) will be afforded the opportunity to use the GSA Airline City Pair Program for travel to attend IDT in accordance with section 12603 of Title 10, United States Code (U.S.C.) (Reference (c)).

b. The Secretary concerned may reimburse qualified Selected Reserve Service members for GSA Airline City Pair Program expenses incurred as a result of travel to attend IDT in accordance with section 452 of Title 37, U.S.C. (Reference (d)).

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.
6. RELEASABILITY. **Cleared for public release.** This instruction is available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.
7. SUMMARY OF CHANGE 1. The change to this issuance updates references and organizational titles and removes expiration language in accordance with current Chief Management Officer of the Department of Defense direction.
8. EFFECTIVE DATE. This instruction is effective August 19, 2013.


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Enclosures

1. References
2. Responsibilities
3. Procedures

Glossary

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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (b) DoD Instruction 4515.16, "Use of General Services Administration (GSA) Contracts for Air Passenger Transportation Services (GSA City Pair Program) for Attendance at Inactive Duty Training (IDT) Assemblies," September 16, 1999 (hereby cancelled)
- (c) Title 10, United States Code
- (d) Title 37, United States Code
- (e) DoD Directive 5124.10, "Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA))," March 14, 2018
- (f) DoD Instruction 5134.31, Volume 5, "Commercial Travel Management: the Per Diem, Travel and Transportation Allowance Committee (PDTATAC)," October 16, 2015
- (g) Joint Federal Travel Regulations, Volume 1, "Uniformed Service Members," current edition
- (h) Under Secretary of Defense for Personnel and Readiness Memorandum, "Disciplinary Guidelines for Misuse of Government Travel Charge Cards by Military Personnel," June 10, 2003¹
- (i) DoD 7000.14-R, Volume 9, "Department of Defense Financial Management Regulation: Travel Policy and Procedures," current edition²
- (j) Deputy Under Secretary of Defense for Military Personnel Policy Memorandum, "Reduction of Centrally Billed Accounts," May 3, 2007³
- (k) Defense Transportation Regulation 4500.9-R, Part I, "Passenger Movement," current edition⁴
- (l) Office of the Chairman of the Joint Chiefs of Staff, "DoD Dictionary of Military and Associated Terms," current edition

¹ Copies may be obtained from the Internet at <http://www.defensetravel.dod.mil/site/reference.cfm>

² Copies may be obtained from the Internet at <http://comptroller.defense.gov/fmr/09/index.html>

³ Copies may be obtained from the Internet at <http://www.defensetravel.dod.mil/site/reference.cfm>

⁴ Copies may be obtained from the Internet at <http://www.transcom.mil/dtr/part-i/>

ENCLOSURE 2

RESPONSIBILITIES

1. UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS (USD(P&R)). The USD(P&R) develops and implements this instruction as required and in accordance with Reference (a).
2. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the USD(P&R), and in accordance with DoDD 5124.10 (Reference (e)), the ASD(M&RA) develops additional procedures as required.
3. SECRETARIES OF THE MILITARY DEPARTMENTS AND THE COMMANDANT OF THE USCG. The Secretaries of the Military Departments and the Commandant of the USCG:
 - a. Publish regulations to determine the normal commuting distance and grant exceptions for non-contiguous States and U.S. territories and possessions requiring off-island or inter-island travel through the Per Diem, Travel, and Transportation Allowance Committee as established in DoDI 5134.31, Volume 5 (Reference (f)).
 - b. Develop and distribute departmental policies and implementing procedures regarding the use of the GSA Airline City Pair Program for attendance at IDT and potential for reimbursement thereof pursuant to paragraph U7160 of Volume 1 of the Joint Federal Travel Regulations (Reference (g)).
 - c. Verify departmental policies and implementing procedures prevent misuse or abuse of the use of the GSA Airline City Pair Program for attendance at IDT pursuant to USD(P&R) Memorandum (Reference (h)).
 - d. Require compliance with Reference (g) and Chapter 3 of Volume 9 of DoD 7000.14-R (Reference (i)).

ENCLOSURE 3

PROCEDURES

Commanders or appropriate supervisors:

- a. Designate in writing those Reserve Component Service members in their unit or command who are considered outside reasonable commuting distance from their IDT location to authorize the use of GSA Airline City Pair Program fares.
- b. Designate in writing qualified Selected Reserve Service members who will be reimbursed for GSA Airline City Pair Program expenses incurred as a result of travel to attend IDT pursuant to paragraph U7160 of Reference (g).
- c. Issue an individually billed account Government Travel Charge Card (GTCC) to eligible Reserve Component Service members who are authorized to use GSA Airline City Pair Program fares to travel to or from IDT in accordance with Deputy Under Secretary of Defense for Military Personnel Policy Memorandum (Reference (j)).
- d. Designate in writing the dates and location of the IDT for which travel is being arranged, and state that the GTCC is authorized for official travel.
- e. Determine disciplinary actions as deemed appropriate for misuse of the GTCC in accordance with Reference (h).

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

ASD(M&RA) Assistant Secretary of Defense for Manpower and Reserve Affairs

DoDD DoD directive

DoDI DoD instruction

GSA General Services Administration

GTCC Government Travel Charge Card

IDT inactive duty training

U.S.C. United States Code

USCG U. S. Coast Guard

USD(P&R) Under Secretary of Defense for Personnel and Readiness

PART II. DEFINITIONS

GSA Airline City Pair Program. Defined in part I, chapter 103 of the Defense Transportation Regulation (Reference (k)).

inactive duty training. Defined in the DoD Dictionary of Military and Associated Terms (Reference (l)).

Military Departments. Defined in section 101 of Reference (c).

official travel. Defined in section 451 of Reference (d).

Ready Reserve. Defined in section 10142 of Reference (c).

Reserve Component. Defined in Reference (l).

Selected Reserve. Defined in section 10143 of Reference (c).