



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D. C. 20350-2000

IN REPLY REFER TO
Ser N09BL/4U668159
21 Jul 04

From: Chief of Naval Operations
To: Distribution

Subj: DELEGATION OF APPROVAL AUTHORITY FOR PREMIUM CLASS (FIRST
AND BUSINESS CLASS) TRAVEL

Ref: (a) Joint Federal Travel Regulation (JFTR)
(b) Joint Travel Regulation (JTR)
(c) SECNAV ltr of 5 May 04

Encl: (1) Implementing Requirements

1. References.

References (a) and (b) require that all official travel by premium class (first class and business class) transportation be approved by designated senior officials, and set forth the circumstances under which such travel may be approved. In reference (c), the Secretary of the Navy delegated authority to approve premium class travel to the Under Secretary of the Navy, the Chief of Naval Operations, and the Commandant of the Marine Corps and authorized further delegation consistent with references (a) and (b). This memorandum establishes policy and approval levels for first class and business class travel accommodations and discusses new data collection, retention, and reporting requirements. Navy personnel will strictly adhere to the requirements and limitations of references (a) and (b). Approval levels for Navy may not be delegated below the 3-star commander.

2. Policy.

a. It is Government policy that coach (economy) class travel accommodations will be used for all transportation modes for all official government travel. Premium class (first class or business class) travel accommodations are the exception and will only be authorized for those situations set forth in references (a) and (b) when approved by the appropriate premium class approval authority set forth below. If an airline has only two classes of service, the higher class of service, regardless of the term used, is first class, and therefore, must be approved by the appropriate approval authority.

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b. All premium class accommodations must be made and authorized in advance of the actual travel, unless extenuating circumstances or emergency situations make advance authorizations impossible. Failure to adhere to the advance notification or proper documentation procedures may result in the traveler being personally responsible for the excess cost of travel. Blanket justifications and authorizations for the use of premium class travel are prohibited.

c. A major change in policy is the justification required for premium class travel on flights over 14 hours. These flights do not automatically qualify for use of premium class travel; premium class travel should be the exception, not the rule, for flights over 14 hours.

3. Approval Levels.

a. First Class and Business Class. The following commanders are delegated authority to approve both types, first class and business class, of premium class travel accommodations: Commander, Fleet Forces Command; Commander, U.S. Pacific Fleet; Commander, U.S. Naval Forces Europe; and Director, Navy Staff. This authority may be delegated to vice or deputy commanders, so long as that individual is in pay grade 09 or above. No further delegations are authorized.

b. Business Class Only. The following commanders are delegated authority to approve business class, but not first class, travel accommodations: Director, Naval Nuclear Propulsion (NAVSEA-08), Commander, U.S. Naval Forces Central Command; Commander, Naval Air Systems Command; Commander, Naval Sea Systems Command; Commander, Navy Personnel Command; Commander, Naval Surface Force, U.S. Pacific Fleet; Commander, Naval Air Force, U.S. Pacific Fleet; Commander, Naval Submarine Force, U.S. Atlantic Fleet; and Commander, Naval Reserve Forces. No further delegations are authorized.

c. Other delegation. With the exception of the delegation authorized in paragraphs a. and b., above, no other delegation is authorized. Any Command not identified above, must obtain premium travel approval from their appropriate reporting senior approval authority as identified above.

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d. Self-Approval. Approving officials may not approve their own first or business class travel; approval must be obtained from the officials' reporting senior.

e. Commands shall forward their premium class travel requests in a timely fashion, along with the required documentation, to the appropriate approval authority within their respective chain of command.

4. Implementation, Data Collection, Retention, and Reporting Requirements. Comprehensive data collection, retention, and reporting requirements are contained in enclosure (1). To maintain effective oversight, approving officials identified in paragraph 3, above, are required to submit semiannual reports on the use of premium class travel. The next report submission is due NLT 15 October 2004, covering the periods from 1 July through 30 September 2004. Negative reports are required. Thereafter, a report will be due semiannually NLT 15 April and 15 October. Reports should be sent to CNO (N41), Supply Ordnance and Logistics Operations, for subsequent forwarding to Director, Navy Staff and the Secretariat.



M. G. MULLEN
Admiral, U.S. Navy

Distribution:

CFFC
CPF
CNE
NAVSEA-08
DNS
COMNAVSEASYS
COMNAVAIRSYS
CNP
COMNAVSURFPAC
COMNAVAIRPAC
COMSUBLANT
COMUSNAVCENT
COMNAVRESFOR
OLA

IMPLEMENTATION REQUIREMENTS

DOCUMENTATION

Approval for first and business class travel must be documented by placing a statement on the travel authorization/order that states, at a minimum, the following:

- The class of premium class travel approved: first or business class;
- The name, rank, and office code of the approving official;
- The specific paragraph reference in the JTR or JFTR used to justify the premium class travel, including specific reference to the condition(s) met from the JTR/JFTR;
- The coach fare and upgraded class fare for the premium class portions of the trip; and
- Annotation that documents used for the approval of this premium class travel are on file in the office of the approval official.

REQUEST FORM

Premium Travel Requests must be submitted to the appropriate approval authority for approval prior to travel in the attached EXCEL format. Recommended request format is enclosed. The form may be accessed at: https://quickplace.hq.navy.mil/QuickPlace/deftravserv/Main.nsf/h_Toc/03feb79d8122f4f085256e7100452a97/?OpenDocument,

REPORTING PROCEDURES/MANAGEMENT OVERSIGHT

All premium class travel approval authorities will capture and report the following data to CNO (N41), Supply Ordnance and Logistics Operations, on a semi-annual basis:

- Total number of premium class trips authorized during the given timeframe, broken down by class of travel;
- Total cost to the government of the trips approved;
- Name, grade, and unit of traveler;
- Approval official;
- Class of service authorized;
- Mode of travel (i.e., air, ship, train);
- Dates of travel;
- Origin and destination of each leg of the portion of a trip involving premium class travel;
- Specific purpose of travel and corresponding condition(s) met in the JTR/JFTR; and
- Coach and premium class fares for each portion of a trip involving premium class travel.

Negative Reports are required. Approval authorities must retain applicable documentation for 6 years and 3 months. Reports must be submitted electronically to CNO (N41) in the attached EXCEL format, accessible at <http://www.dtic.mil/perdiem/pctrvl.html> followed by a paper copy with cover letter signed by the Delegated Approving Authority

ENFORCEMENT

- Commanders will be responsible for travelers in their command who obtain premium class tickets for official travel without proper authority. Direction should be provided to the servicing Navy Passenger Transportation Offices and Commercial Travel Offices that premium travel is not authorized without proper prior approval authority.
- In the event premium class tickets are issued in the absence of proper approval documentation, the traveler will be held responsible for the excess cost.

PREMIUM CLASS TRAVEL REQUEST

A. Traveler's Name:
(Last) (First) (MI)

B. Rank/Grade (e.g., O-7, E-6, GS-14):

C. Last 4 digits of SSN:

D. Service :

E. Organization:
(Code) (UIC) (FAX Number)

Organization Requesting Authority:
(Name) (Rank) (DSN Phone)

F. Mode (Airplane, Ship, Train):

G. Travel Purpose (select one from below) :

0=Site Visit 9
 1=Information Meeting
 2=Training
 3= Speech/Presentation
 4=Conference
 5=Relocation
 6=Entitlement Travel
 7=Special Mission Travel
 8=Emergency Travel
 9=Other

H. Origin (location Premium Class Travel starts):
(must be completed for all legs on Premium Class)

I. Destination (location Premium Class Travel ends):
(must be completed for all legs on Premium Class)

J. Date Travel Begins:
(YYYY) (MM) (DD)

K. Fare for Premium Class Travel:

L. Coach Fare:

M. Ticket Issuing CTO Name and Location:
(Name) (Location)

N. APPROVAL REASON CODE (select one from below):

<p style="text-align: center;">First Class</p> <p style="font-size: x-small;">F1 = Lower Class Not Available in Time (JTR C2204 B3a / JFTR U3125 B3a) F2 = Medical (JTR C2204 B3b / JFTR U3125 B3b (see attached form) F3 = Security (JTR C2204 B3c / JFTR U3125 B3c) F4 = Mission (JTR C2204 B3d / JFTR U3125 B3d) F5 = Only first class provided (JTR C2204 B3e / JFTR U3125 B3e) F6 = Non-Federal source (JTR C2204 B3f / JFTR U3125 B3f)</p>	<p style="text-align: center;">Business Class</p> <p style="font-size: x-small;">B1 = Lower Class Not Available in Time (JTR C2204 B4a / JFTR U3125 B4a) B2 = Medical (JTR C2204 B4b / JFTR U3125 B4b) B3 = Security (JTR C2204 B4c / JFTR U3125 B4c) B4 = Mission (JTR C2204 B4d or JFTR U3125 B4d) B5 = Only business class provided (JTR C2204 B4e / JFTR U3125 B4e) B6 = Non-Federal source (JTR C2204 B4f / JFTR U3125 B4f) B7 = Foreign flag coach not adequate (JTR C2204 B4g / JFTR U3125 B4g) B8 = Overall savings (JTR C2204 B4h / JFTR U3125 B4h) B9 = Over 14 hours (JTR C2204 B4i or JFTR U3125 B4i)</p>
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O Navy Approval Authority (E.G., VCNO):
(Name) (Rank)

_____ (signature)

Note: This signed (approved) document must be attached to the orders. Premium Class Travel must be included in the orders.

