DoDEA Employees and Authorized Dependents automatically receive economy class travel accommodations. DoDEA complies with the DoD Joint Travel Regulations (JTR). Travelers may be eligible for travel accommodations related to a medical condition/disability, a special need, or other JTR authorized reasons. Adherence to policy and procedure is required by all DoDEA employees/authorized dependents requesting travel accommodation due to a medical disability and/or special need.

Travel in any class above economy at the government expense is only permitted on an exceptional basis and must be authorized by the appropriate Approving Official in advance of travel unless the travel meets extenuating or emergency circumstances. The traveler may then seek approval for an upgraded class of service from the appropriate authority within 7 days after travel is completed prior to filing a travel voucher. Failure to receive approval may result in a traveler being financially responsible for the cost difference.

Each request package will require JTR validation, to include determining if the request requires DoDEA to provide a reasonable accommodation or if an airline is required to provide support based on FAA regulation/law and 14 CFR Part 382. If an airline is required by law to support the special need, the sponsoring employee will be referred to the airline and no class of service will be changed.

The DoDEA Travel Accommodations PM will assist with all travel accommodation requests.

Special Need Travel Accommodation

General information:
A special need is defined in the JTR as “physical characteristics of a traveler that may not be defined under disability.” Examples include a traveler’s height or weight.

**Timeline:**

A complete request package must be submitted at a minimum of 21 calendar days prior to travel, or as soon as authorized travel orders are received unless the travel meets extenuating, or emergency circumstances outlined in the JTR. On a case-by-cases basis, a request package may be accepted prior to travel but within the twenty-one (21) calendar day window. A valid justification for the submission delay must be included in the request package. To validate the integrity of a request package, the sponsoring employee is encouraged to engage and inquire with the Travel Accommodations PM in advance of known travel, regardless of if a travel order has been issued, e.g., a pending travel authorization. Processing time may take over three weeks, this is an estimate contingent upon the submission of a complete verified request package.

**Required Documents:**

1. Travel Authorization: The travel authorization must be approved and signed prior to submission. The DD Form 1614, “Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel,” is required for PCS and RAT. The DD Form 1610, “Request and Authorization for TDY Travel of DoD Personnel,” is required for TDY.
2. Traveler’s Request Form (hyperlink to form)
3. Documentation of Special Need. Proof of a special need is required. This proof may be a valid driver’s license, U.S. Passport, Medical Documentation, or similar official documentation showing proof of special need.
4. Airfare Cost Construction. Quotes are required from a Commercial Travel Office (CTO) or approved Government travel agency and must include both economy and requested service class fares. For TDY travel, roundtrip airfare quotes are required to the TDY location indicated on the DD Form 1610. RAT travel requires roundtrip airfare quotes commencing at the PDS to the HOR, and alternate location if authorized, as indicated on the DD 1614. PCS travel requires one-way airfare quotes from the HOR/current PDS to the assigned PDS.

**Request Package Submission and Adjudication:**

1. Request packages are submitted to the Travel Accommodations PM and must contain all required documentation.
2. Complete request packages are verified and processed by the Travel Accommodation PM for adjudication.
3. The requesting employee and supporting offices are notified of the AO decision and provided follow-on instructions.

**Disability Travel Accommodation**

**General information:**
A disability is defined in the JTR as “a physical or mental impairment that substantially limits a major life activity, or having a record of a physical or mental impairment that substantially limits a major life activity.” An employee requesting a change of seat class for themselves based on a disability is a reasonable accommodation request. In accordance with the JTR, a reasonable accommodation for the travel must either be on file with the EEOP or the request process must be started (started is defined as having reasonable accommodation related paperwork signed and submitted to the EEOP for processing). DoDEA AI 1441.01, “Reasonable Accommodation Program for Employees and Applicants,” provides all required information. All employee change of service class requests must be confirmed with the EEOP.

Timeline:

A complete request package must be submitted at a minimum of sixteen (16) weeks prior to travel, or as soon as authorized travel orders are received unless the travel meets extenuating or emergency circumstances outlined in the JTR. To validate integrity of request package the sponsoring employee is encouraged to inquire and engage with the Travel Accommodations PM in advance of known travel, regardless of a travel order being issued, e.g., a pending RAT travel authorization. Processing time may take over 16 weeks, this is an estimate contingent upon the submission of a complete verified request package.

Required Documents:

1. Travel Authorization: The travel authorization must be approved and signed prior to submission. The DD Form 1614, “Request/Authorization for DoD Civilian Permanent Duty or Temporary Change of Station (TCS) Travel,” is required for PCS and RAT. The DD Form 1610, “Request and Authorization for TDY Travel of DoD Personnel,” is required for TDY.
2. Traveler’s Request Form
3. Licensed Medical Practitioner’s Statement
   1. Medical Documentation must be completed by a competent medical authority and clearly substantiate the condition/disability, its functional limitations, the necessity of any recommended travel accommodation, and the duration of any recommended travel accommodation.
   2. Medical Documentation must be written, or professionally translated, in English, preferably typed or legibly printed, imprinted with the physician's medical stamp (in the absence of a medical stamp, letterhead imprinted with the physician's name, practice, and contact information may be provided), signed and dated within 6 months of the anticipated travel end date. A permanent, lifelong disability(ies) with an established travel accommodation does not require subsequent medical documentation. If a permanent condition remits or intensifies, the sponsoring employee must recertify the necessity of the travel accommodation.
   3. Providing false information will result in required reimbursement to DoDEA for any amount the sponsoring employee received. The sponsoring employee will be subject to disciplinary action that may result in termination of employment and the employee may be subject to criminal action.
4. Airfare Cost Construction

Quotes are required from a Commercial Travel Office (CTO) or approved Government travel agency and must include both economy and requested service class fares. For TDY travel, roundtrip airfare quotes are required to the TDY location indicated on the DD Form 1610. RAT travel requires roundtrip airfare quotes commencing at the PDS to the HOR, and alternate location if authorized, as indicated on the DD 1614. PCS travel requires one-way airfare quotes from the HOR/current PDS to the assigned PDS.
Request Package Submission and Adjudication

1. Request packages are submitted to the Travel Accommodations PM and must contain all required documentation.
2. Complete request packages are verified and processed by the Travel Accommodation PM for adjudication.
3. The requesting employee and supporting offices are notified of the AO decision and provided follow-on instructions.

Other Purpose Travel Accommodation

General information:

A class of service change may be authorized in accordance with specific reasons identified in the JTR.

Timeline:

A complete request package must be submitted at a minimum of sixteen weeks prior to travel, or as soon as authorized travel orders are received unless the travel meets extenuating or emergency circumstances outlined in the JTR. Contact the Travel Accommodations PM to confirm “Other Purpose” Travel Accommodation need and further requirements.

Policies Associated

- DoDEA AI 1441.01, “Reasonable Accommodation Program for Employees and Applicants”
- DoDEA AI 5050.04, “Travel Accommodations”

FAQs

Who is eligible?

All DoDEA sponsoring employees and authorized dependents may be eligible.

How do request a travel accommodation?

Submit all required documents via email to the Travel Accommodations PM.

How long does the approval process take?

1. A premium (business/first class) request takes about 16 weeks.
2. A non-premium (economy plus, coach elite) request takes about 3 weeks.