



DEPARTMENT OF THE ARMY
DEFENSE LANGUAGE INSTITUTE FOREIGN LANGUAGE CENTER
PRESIDIO OF MONTEREY
OFFICE OF THE STAFF JUDGE ADVOCATE
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ATZP-JA

2 July 2019

MEMORANDUM FOR ALL

SUBJECT: Army Memorial Authorizations

1. References.

- a. Army Regulation (AR) 1-33, The Army Memorial Program, 25 October 2018.
- b. Department of Defense (DoD), Joint Travel Regulation (JTR), 1 July 2019.
- c. DoD 7000.14-R, Financial Management Regulation (FMR), February 2018.
- d. DFAS-IN 37-1 Regulation, Chapter 10, Travel and Transportation Allowances, January 2000.
- e. AR 600-20, Army Command Policy, para. 5-14c, 6 November 2014.

2. Purpose. To review the Army and joint regulations pertaining to the memorialization process, authorization for family travel, and procurement of memorial items.

3. Requirements for Family Travel Eligibility. See AR 1-33, para. 2-9.

a. Family travel will only be authorized if:

- (1) A memorial service is in conjunction with the memorialization; and
- (2) The service is within two years of the service member's (SM) death; and
- (3) Family travel has not been completed under the provisions of JTR, ch. 3.

b. A "memorial service," under Reference E, is a command-sponsored memorial event with a religious orientation in accordance with the SM's faith. Attendance is not mandatory, but could be encouraged. The SM's remains are not present for this event.

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c. Authorized travelers include the:

- (1) SM's surviving spouse, even if they are already remarried;
- (2) SM's children, regardless of age, including stepchildren, adopted, or illegitimate children;
- (3) SM's parents (both spouse's and SM's own), including natural, step, former-step, or adopted parents, or those who stood in loco parentis to SM for at least five years, prior to SM turning 21;
- (4) Siblings sharing at least one common parent with SM.

c. Family travel is authorized for a memorial service, separate from a funeral service. JTR, para. 032005. Family travel for more than one memorial service will not be authorized under the provision of AR 1-33, para. 2-9 (limiting JTR, ch. 3 travel to a single occurrence). However, Invitational Travel Authorization may still be available.

4. Invitational Travel Authorization (ITA). See JTR, sec. 0305 (ITA); see also JTR, para. 032003 (escort and attendant requirements).

a. An event participant may be authorized travel under an ITA, if all of the following requirements are met:

- (1) They are actually participating in the ceremony;
- (2) The ceremony is directly related to the interests of a DoD component (Army). JTR, para. 030501(a)(4).

b. A non-participant may be authorized travel under an ITA, if they are serving as an escort or attendant of an authorized individual. JTR, para. 030501(a)(8).

(1) This could include a non-family member accompanying family members authorized under the family travel provisions of AR 1-33 or under JTR, ch. 3, ITA.

(2) While a showing of the degree of necessity for an escort or attendant is not required, the regulations require that:

(a) The accompanied eligible traveler is unable to travel unattended or unescorted because of age, physical condition, or other justifiable reason acceptable to the Authorizing/Approving Official.

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(b) No other eligible traveler is traveling with the individual to the ceremony and qualified to serve as the attendant or escort. See JTR, para. 032003.

c. Individuals are prohibited from ITA travel if they are:

- (1) Employed by the Government;
- (2) More than intermittently employed by the Government as an expert or consultant;
- (3) Paid on a daily basis, when actually employed under 5 U.S.C. sec. 5703;
- (4) A contractor's employee traveling in the performance of the contract.

d. If the individual is prohibited, per para. 4c(1), above, they may still be authorized Routine Temporary Duty (TDY) travel under JTR, para. 030101(A)(5), provided that the Component head or designee determines that circumstances justify sending an official representative.

5. Army Travel Reimbursement Procedures. JTR, secs. 0504-0505.

a. Cash Advance. Pursuant to References C and D, the commander, in coordination with the disbursing officer, may include in the Invitational Travel Authorization a cash advance up to an authorized maximum amount. JTR, para. 050401. For more on authorized advance amounts, see JTR, paras. 050503(D)-(E).

b. Filing for Reimbursement. The orders will direct the traveler to file a DD Form 1351-2, Travel Voucher or Subvoucher, within five working days of the traveler's return. Reference D, para. 100101(F). If the traveler fails to submit a claim within 15 days, the army must issue a letter advising the traveler of the requirement to submit a claim. After 46 calendar days from the estimated return date, if no response has been received, then any advance paid to the traveler will be recouped. Travelers must attach substantiating documents of their travel expenses to the voucher. Not all expenses will be allowable, beyond ordinary travel and transportation expenses (travel orders, lodging receipts, rental vehicle receipts, and receipts for expenses \$75.00 or more). Reference D, para. 100102(A)(4).

c. Processing. These submissions will be reviewed by an Army Orders Approving Official and forwarded to the respective Finance and Accounting Office for further processing and conditional payment. Filings should be filled out in accordance with Reference D, para. 100102(B) to expedite processing by the Approving Official.

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6. Other service's travel reimbursement procedures, pursuant to the DoD FMR, secs. 0101-0102, are found in the following regulations or instructions:

a. U.S. Navy: Navy Passenger Transportation Manual (OPNAVINST 4650.15C).

b. USMC: Marine Corps Assignment, Classification, and Travel System Manual (ACTS Manual).

c. U.S. Air Force: Air Force Instruction 24-602, Volume 1, Passenger Movement.

7. Authorized Memorial Markers and Procurement. Memorial markers, plaques, plates, engravings, and funding are governed by AR 1-33, para. 2-10.

a. Memorial Markers. The memorial "marker" must be appropriate to the area or structure. The marker may be a stone or marble slab or a sign, engraved or with a plate attached. Plaques or other bases should be requested through normal Army supply channels and the associated costs charged to the Operation and Maintenance (O&M) Army funds.

b. Marker or Plate Information Requirements. AR 1-33, para. 2-10b. An engraved plate must be brass or, if recommended by the supplying authority for larger devices, bronze. The minimum information required is the SM's name and grade. Additional information such as birth and death dates, major decorations, or a brief outline of achievements is optional. A plate may be purchased through local sources.

8. Point of contact is the undersigned at (831) 242-6414.

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