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Transportation and Travel

Applicant Meals, Lodging, Travel, and Accountability of Negotiable Media and Meal Tickets

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This UPDATE printing publishes a new Change 2, which is effective 31 January 1996. The strikethrough and underscore method is used for the portions of text that are revised.

For the Commander:

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Summary. To provide policies and procedures for the requisition and/or purchase, receipt, issue, control, and accountability of negotiable instruments, media, and DD Forms 652 provided for applicant travel and travel conducted by the recruiting force in execution of official business.

Applicability. This regulation is applicable to all elements of this command. Individuals assigned to duties within the command must comply with the requirements of this regulation. Penalties for violations of this regulation or failure to comply with its provisions include the full range of statutory and regulatory sanctions for military and

civilian personnel. If any provision of this regulation not required by law, conflict with the terms of a collective bargaining agreement, the collective bargaining agreement shall take precedence.

Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. The proponent

agency of this regulation is the Office of the Director of Resource Management and Logistics. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRM-LO-SV), Fort Knox, KY 40121-2726.

Distribution. Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Administration UPDATE.

Contents (Listed by paragraph number)

- Purpose ● 1
- References ● 2
- Explanation of abbreviations and terms ● 3
- General ● 4
- Responsibilities ● 5
- Procedures ● 6
- Bulk purchase tickets for applicant travel (CONUS travel only), OMA, OMAR, and Reserve Personnel, Army open allotment for Army Reserve personnel awaiting orders for active duty for training ● 7
- Use of ~~scheduled airlines traffic office and GSA's travel management centers agencies~~ ● 8
- Local payment of airlines ● 9
- Corporate Government ~~American Express credit card~~ travel account payments for negotiable instruments ● 10
- Applicant feeding at MET sites and enroute to MEPS sites ● 11
- Applicant lodging and meals accountability ● 12

Appendixes

- A. References
- B. Instructions for Completion and Distribution of USAREC Fm 206
- C. Instructions for Completion of USAREC Fm 787
- D. Instructions for Completion and Distribution

of DA Form 410

Glossary

1. Purpose

To provide policies and procedures for the requisition and/or purchase, receipt, issue, control, and accountability of negotiable instruments, media, and DD Forms 652 (Meal Ticket) provided for applicant travel and travel conducted by the recruiting force in execution of official business.

2. References

For required and related publications and blank forms see appendix A.

3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

4. General

a. Purpose. The Government transportation request (GTR) is used for the procurement of transportation from commercial carriers when the charges are properly payable by the Government directly to the carrier concerned. A GTR may be issued to any common carrier which has been certified for passenger service, and will be used only for procurement of passenger transportation, either for individual or bulk purchase quantities of carrier tickets. When a GTR is used

for travel of assigned recruiting battalion (Rctg Bn) personnel, temporary duty travel orders will be issued in advance.

b. All GTR must be issued in strict compliance with AR 55-355, chapter 53. Origin and destination will be completed at the time of issue. All GTR must show the date of issue, carrier, and class of service authorized. Without these entries, the carrier's charges cannot be challenged.

c. Conditions for quantity (bulk) purchase. Tickets may be procured in bulk quantities when all of the conditions set forth in (1) through (4) below exist.

(1) A continuing requirement exists for travel between the same points.

(2) The same mode and class of transportation is used.

(3) A minimum of five tickets are used within a 60-day period.

(4) The per capita net cost to the Government does not exceed \$250 for each one-way or round-trip, single fare, exclusive of the Federal transportation tax.

d. Procurement of taxicabs, airport limousines, or intracity transit services, when purchased in bulk, with a GTR are authorized when the conditions in c(4) above are met.

e. Contracting for transportation-related services by contracting methods other than GTR or other transportation forms, for the transportation of applicants to and from Military Entrance

*This regulation supersedes USAREC Regulation 55-2, 25 March 1986.

Processing Stations (MEPS), will be through the standard supply procedures through the supporting contracting office.

f. Services for which the GTR cannot be used:

(1) Procurement of taxicabs, airport limousines, or intracity transit services for individual travel.

(2) Procurement of air, bus, and rail passenger transportation service, or any combination thereof, from travel agencies within the continental United States (CONUS) which are not under contract with the Government for their region.

(3) Payment of toll road or toll bridge charges. (Use DA Form 3953 (Purchase Request and Commitment).)

(4) Any portion of journey involving the use of Government means of transportation.

(5) Personal convenience of the traveler.

(6) Commercial for hire, rental, or "drive-yourself" services.

(7) Services not authorized per JFTR.

g. Appointment of transportation officers (TO) and transportation agents (TA). Under the provisions of AR 55-355, Rctg Bn commanders are included as military activity commanders, and are given the authority to appoint TO and TA. TO and TA appointed by Rctg Bn commanders are authorized to issue transportation requests (TR) to individuals other than those assigned, whether traveling in a group or alone.

5. Responsibilities

a. Director of Resource Management and Logistics will:

(1) Maintain overall responsibility for the proper accountability of negotiable instruments and media, to include participation in the Mobile Examining Team (MET) and MEPS testing program.

(2) Develop policy directives as required.

b. Recruiting brigade (Rctg Bde) commanders will:

(1) Monitor the provisions of this regulation as they apply to Rctg Bns to ensure compliance.

(2) Conduct periodic inspections of user locations.

(3) The responsibility for periodic inspections on control and accountability of negotiable instruments is the Rctg Bde supply officer.

c. Rctg Bn commanders will:

(1) Initiate action to feed applicants at MET site(s), within the framework of the Interservice Recruitment Committee (IRC) agreement. The IRC will locate commercial dining facilities convenient to MET site(s) that will accept DD Form 652, and that are acceptable to other members of the IRC. United States Military Entrance Processing Command (USMEPCOM) personnel will assist, upon request, in finding such facilities. In some locations, a second dining facility should be covered by a requirement contract for occasional use when the major restaurant is closed.

(2) Procure DD Form 652 in accordance with DA Pam 310-10.

(3) Store unissued DD Forms 652 in a container capable of being secured by a three-position combination, General Services Administration (GSA) approved lock (NSN-5340-00-285-6523).

(4) Provide approved vendors with detailed, specifically written instructions pertaining to the usage, payment, completion, and services authorized by DD Form 652.

(5) Ensure individuals issuing DD Forms 652 have a clear understanding of the provisions of this regulation with regards to handling, storage, accountability, usage, and issuance of the form.

(6) Procure forms needed for DD Form 652 accountability as listed below:

(a) DA Form 410 (Receipt for Accountable Form).

(b) DA Form 3964 (Classified Document Accountability Record).

(c) DD Form 730 (Receipt for Unused Transportation Requests and/or Tickets Including Unused Meal Tickets).

(d) USAREC Fm 206 (Transportation Request and Meal Ticket Register).

(7) Make appropriate entries on DD Form 652 prior to issuance to recruiting stations (RS).

(8) Distribute required numbers of DD Forms 652 to designated personnel by utilizing DA Form 410. A copy of DA Form 410 will be suspended until signed copy has been returned by the recipient.

(9) Inspect, each calendar quarter, elements of the command utilizing DD Form 652, to include vendors. Inspection reports will be provided to appropriate vendors or individuals issuing DD Forms 652 for corrective action, if required. Copies of inspection reports will be filed in accordance with AR 25-400-2 after all deficiencies have been corrected. Inspection items, at a minimum, will include:

(a) A visit to the MET and/or MEPS feeding location(s).

(b) Review of DD Form 652 accounting and issuing procedures.

(c) Security of DD Form 652.

(d) A determination of compliance by the IRC with the provisions of the Joint Recruitment Commanders Committee Memorandum of Understanding, and the Rctg Bn with Rctg Bde feeding directives.

(e) A review of feeding requirements. (Take necessary Individual Ready Reserve or IRC action to change as required.)

(f) Conduct an inventory of DD Forms 652 on hand at Rctg Bn and RS levels to ensure accurate accounting.

(g) Verification of 10 percent of applicant names being fed at MET site(s) against MEPS documents to ensure that applicants signing for DD Forms 652 were, in fact, tested on that date and were authorized feedings.

(10) In accordance with AR 25-400-2 file the triplicate copy (white) of DD Form 652 with the signed applicant meal checks attached to the appropriate copy of USAREC Fm 206.

(11) Supervise feedings at MEPS site(s) whenever possible. Report any discrepancies to the Rctg Bn admin/log division.

(12) Distribute and file USAREC Fm 206 with supporting DD Forms 652 and checks (see app B).

(13) Rctg Bn commanders will establish procedures within the parameters of this regulation to ensure proper accountability of negotiable

instruments and/or media.

(14) The responsibility for negotiable instruments at Rctg Bns is the admin/log division, with the control a logistics responsibility, and the funds certification a responsibility of the budget accounting technician.

(15) Applicant travel is for travel from home to MEPS and return. Delayed Entry Program applicants must be processed through the nearest MEPS to his or her location with the nearest Rctg Bn providing "courtesy ship" support. Relocated Delayed Entry Program applicants who desire to process through their original hometown MEPS must bear the return expense.

6. Procedures

a. Method of procurement.

(1) The requisition purchase of toll tickets and tokens for roads, bridges, and tunnels is dependent upon local policy promulgated by the supporting supply activity and/or the facility from which the negotiable instruments are procured. Coordination with the funds certifying officer will be accomplished prior to the submission of any document used to procure negotiable instruments to ensure funds are available.

(2) GTR are requested in accordance with DA Pam 310-10.

(a) Rctg Bns that are using the Corporate American Express Card to purchase airline tickets will not use GTR for that purpose.

(b) Recruiting companies and RS will not use GTR to purchase tickets.

(3) TA intending to employ the bulk ticket, token purchase plan will inform the Commander, Military Traffic Management Command (MTMC), only at the time of initial purchase of tickets in bulk quantities. Such notification may be furnished in the format shown below:

"SUBJECT: Notification of Purchase of Tickets in Bulk Quantities effective (date), this activity is purchasing tickets in bulk quantities in accordance with the provisions of AR 55-355, chapter 54."

b. Control and accountability.

(1) GTR and all negotiable media procured with a GTR or Corporate Government American Express Card will be accounted for and issued to users on a USAREC Fm 206. Negotiable instruments will be issued in serial number sequence. When the applicant's signature on USAREC Fm 206 is not possible, the applicant's name will be printed and the recruiter will sign for the applicant.

(2) All other negotiable media (i.e., toll, script, tokens, bridge tickets, tollway cards, and similar media) procured by means other than GTR or Corporate Government American Express Card must be accounted for on the property book. USAREC Fm 787 (Bulk Purchase Negotiable Media) (see app C) will be used to issue them to users. A separate form will be used for each type of negotiable media.

(3) GTR, tickets, and any other negotiable instruments media will be distributed as required by first class mail, courier, or messenger utilizing DA Form 410 (see app D). A copy of DA Form

410 will be held in suspense until signed copy has been returned by the recipient.

(4) Negotiable instruments media turn-ins will be on DA Form 410. When transmitting GTR by DA Form 410, the GTR serial number will be entered.

(5) Responsible individuals at user level receiving negotiable instruments and/or media in bulk will use USAREC Fm 206 and USAREC Fm 787, in duplicate, to account for these instruments and/or media. Original USAREC Fm 206 and USAREC Fm 787 will be closed out and returned to the Rctg Bn.

(6) A GTR issued for procurement of bulk purchase of tickets will be annotated "Bulk Purchase" in the special accommodations and requirements space, and will be issued to the person who will actually procure the tickets. (See AR 55-355, chap 57, for instructions on preparation of GTR.)

(7) The number of token bridge tickets, tolls, and similar negotiable media procured with a requisition should not exceed an expected 60-day supply. Negotiable media on hand at the end of a 60-day purchase period need not be turned in when a need to reorder is necessary.

(8) The number of tickets, bulk purchased with a GTR, should not exceed an expected 60-day supply. Tickets on hand at the end of a 60-day purchase period need not be turned in when a need to reorder is necessary.

(9) Unless so stamped by issuing carrier, tickets procured under the bulk ticket purchase plan will be stamped "PROPERTY U.S. GOVT" and "NOT REDEEMABLE FOR CASH EXCEPT BY U.S. GOVT."

(10) A GTR spoiled in preparation, canceled for any reason, or prepared but unused, will be marked "CANCELED" across the face of the original and all copies.

(11) As negotiable instruments and/or media become outdated or obsolete, the designated person will receipt for them from the authorized user on DA Form 410 and dispose of them as directed by the facility making the original issue. If instruments are to be destroyed at activity level, a certificate of destruction will be prepared showing the date of destruction and toll facility for which tickets by serial numbers of books and tickets were indicated (see fig 1).

(12) As GTR are issued, a copy will be maintained with DA Form 410.

(13) Designated recruiting personnel having custody of negotiable instruments and/or media, when either relieved of this duty or upon being transferred to another assignment, will ensure that such instruments and/or media are properly accounted for and transferred to their successor or other responsible individuals utilizing DA Form 410.

(14) RS level requests for negotiable instruments and/or media may be telephonic or written as determined by the Rctg Bn commander.

(15) Accountability.

(a) Documentation of negotiable instruments and/or media will be maintained on separate forms for Operations and Maintenance, Army (OMA) and Operations and Maintenance, Army Reserve (OMAR) funded travel. In addition, separate folders will be established for all docu-

ments pertaining to negotiable instruments and/or media.

(b) Any reported or discovered loss, improper use or violation, to include personal use of negotiable instruments media will be investigated for accountability and/or other appropriate action by the local commander in accordance with AR 15-6, AR 735-5, and the UCMJ.

(c) Negotiable instruments procured with a GTR (i.e., bus tickets) may be managed by the Rctg Bn budget and accounting office at the discretion of the Rctg Bn commander.

(d) Actions required when GTR or tickets are lost or stolen. If blank or partially completed TR are lost or stolen from the possession of a TO, he or she should immediately notify the Rctg Bn commander, in writing, with one copy to the Rctg Bde headquarters and one copy to DFAS-Indianapolis Center, 8899 East 56th Street, ATTN: DFAS-IN-THD, Indianapolis, IN 46249-0611, giving the serial number(s) of the missing GTR and all pertinent data concerning the loss or theft. When it is known that TR have been completed to the extent of showing the carrier and services desired from a designated point of origin, he or she should immediately notify the named and other local initial carrier(s) as to a description of the lost or theft and provide a report, in writing, to DFAS-Indianapolis Center, with information copies to the Rctg Bn and Rctg Bde.

(e) Safeguarding negotiable instruments and/or media. Negotiable instruments and/or media will be stored under lock. Blank TR must be stored in a steel filing cabinet having either a built-in, three-position, dial type combination lock, or equipped with a steel lock bar and secured by a GSA-approved series 200 lock.

(16) The file will be maintained in accordance with AR 25-400-2 utilizing file number 55-355.

(17) Estimated cost of transportation. The estimated net cost of transportation to be procured on a GTR will be inserted in the space provided on each carbon copy of the GTR.

7. Bulk purchase tickets for applicant travel (CONUS travel only), OMA, OMAR, and Reserve Personnel, Army open allotment for Army Reserve personnel awaiting orders for active duty for training

~~a. The Ground Transportation Services (GTS) Office will be used for all ground transportation except for local transit or intracity travel. Major bus lines jointly utilize the GTS Office located within the Navy Passenger Transportation Office, Jacksonville, Florida. The GTS Office offers ticketing capabilities for most commercial ground transportation carriers within CONUS. If the MTMC has approved a travel agency to procure bulk ticket purchases, follow the procedures outlined below using the travel agency rather than GTS.~~

~~b. Bulk tickets will be ordered by Rctg Bns, by mail or telephone, through the following GTS Office:~~

~~Ground Transportation Services
P.O. Box 31261, Yukon Station
Jacksonville, FL 32230
Commercial (904) 778-2690
Toll Free 1-800-633-5063~~

a. Ground transportation, except for local transit or intracity travel, can be obtained from the following sources:

(1) The travel agency awarded the Government contract in your defense travel region. Questions regarding travel agencies can be addressed by the proponent of this regulation, HQ USAREC (RCRM-LO-SV), Fort Knox, KY 40121-2726.

(2) Your servicing contracting office.

(3) Directly from the carrier you would like to use (e.g., Greyhound or authorized Greyhound agent).

eb. The following procedures will be followed used when ordering bulk purchase tickets; from GTS:

(1) Rctg Bn identifies in writing to the GTS Office to one of the sources above, the approved bulk purchase routes, to include origin, destination, recruiting office address, telephone number, and preferred bus company. Rctg Bns will provide the GTS Office, in writing, the appropriate fund cites or the corporate travel account numbers for OMA and OMAR transportation of Regular Army and Army Reserve applicants for enlistment.

(2) At the beginning of the specified "ordering month," Rctg Bns will submit two miscellaneous ticket obligation documents to the servicing defense accounting office, to obligate the estimated ticket purchase for the upcoming month in OMA and OMAR.

(3) If GTR are used, the Rctg Bn will then reserve GTR; use one for OMA, one for OMAR, and one for Reserve Personnel, Army open allotment for Army Reserve personnel awaiting orders for active duty for training for each carrier used and will utilize those GTR numbers as the reference for all tickets ordered from GTS for the month. Only three GTR per carrier will be issued each month for purchases from GTS.

(4) When tickets are requested by mail or telephone, GTS issues the tickets and stamps each ticket. The travel tickets should be stamped with the words, "PROPERTY U.S. GOVT NOT REDEEMABLE FOR CASH EXCEPT BY U.S. GOVT"; imprints and the GTR number should be imprinted on each ticket, prepares USAREC Fm 206, in two copies, by listing serially numbered tickets; and prepares DA Form 410 for ticket transmission. Tickets and forms are normally sent by via first class mail within 24 hours after order is placed to the applicable RS. RS completes DA Form 410, returns original to GTS, sends the original to the agency issuing the tickets, forwards one copy to the Rctg Bn, and retains one copy in the RS files.

(5) The Rctg Bn and GTS Office will mutually establish monthly cutoff dates to close out any GTR to be issued to the GTS Office.

(6) USAREC Fm 1067 (Bulk Purchase Ticket Control Register and Flowchart) prepared in duplicate, will be used to record the first and any subsequent ticket requirements during the established timeframe (see fig 2). Enter the date ordered, cost accounting code, origin, destination, and quantity ordered upon receipt of DA Form 410 from the RS indicating receipt of tickets. complete the line entry by entering the ticket

numbers, ticket cost, and total ticket cost.

(8) Whenever a GTR is issued under the consolidated (more than one classification) GTR system, establish a consolidated file folder by GTR number to maintain the GTR, USAREC Fm 1067, and signed copies of DA Form 410. On the established close out date, forward the original copy of the GTR and USAREC Fm 1067 to the GTS Office, maintain the second copy of the GTR, one copy of USAREC Fm 1067, and signed copies of DA Form 410 in the consolidated file folder, in suspense pending receipt of completed USAREC Fm 206. Once all USAREC Fms 206 have been received for a particular GTR and USAREC Fm 1067, close out the consolidated file, and file in the completed file (see bulk purchase program flowchart at fig 3).

(96) In isolated cases, where applicant travel is not of sufficient volume to justify bulk purchase ticketing and the origin city is not always known in advance, GTS will provide prepaid tickets service can be obtained from the travel agency awarded the Government contract for the region, who will arrange the prepaid ticket with the local bus company. Rctg Bns may also contact the local bus company directly and purchase the ticket using their Government corporate travel account. Upon receipt of request from the RS for a prepaid ticket, Rctg Bn places the order with GTS. GTS will immediately arrange the prepaid ticket order with the local bus transportation agent in the origin city. The prepaid ticket is then available for pickup from the local agent. The travel agency will mail one copy of the ticket to the Rctg Bn. One copy of the prepaid ticket will be mailed to the Rctg Bn for information by GTS. Rctg Bns will add prepaid ticket orders to the appropriate USAREC Fm 1067 for payment with the appropriate reserved GTR. Prepaid ticket requests will be limited to the minimum required for isolated cases.

(7) At the end of the ordering month, and after all tickets ordered have been received, the GTR will be closed out and the total value of tickets purchased assigned. The GTR are then obligated into the Standard Financial System and concurrently the miscellaneous obligation document that were entered at the beginning of the month are reversed.

8. Use of scheduled airlines traffic office and GSA's travel management centers agencies

All USAREC activities will utilize a local scheduled airlines traffic office (SATO) or the travel agency that has been awarded the travel contract for their region for the purchase of airline tickets. Use of SATO This will provide the lowest cost discounted airline fare to members of this command and to applicants traveling by air. Prior to the use of any other source of tickets, activities must request authority from HQ USAREC (RCRM-LO-SV). Fort Knox, KY 40121-2726.

9. Local payment of airlines

United States Army Recruiting Command (USAREC) activities are encouraged to utilize the local payment of airlines (LOPA) system where required. AR 55-355, chapter 57, para-

graph 9, outlines the procedures to be followed in utilizing the LOPA system. The LOPA system would not be beneficial for activities with a low volume of airline ticketing requirements, or when the issuance of a GTR to a single traveler or group of travelers outside the parameters of the LOPA system would be in the best interest of the Government.

10. Corporate Government American Express credit card travel account payments for negotiable instruments

a. The corporate Government American Express credit cards travel account can be used to purchase negotiable instruments. The card is the property of USAREC. It is procured used in the name of the activity (i.e., St. Louis Rctg Bn). The card account will be used to purchase applicant travel tickets and airline tickets for command personnel through the supporting travel office. A separate account number should be established for OMA and OMAR.

b. It is not necessary for the activity to physically have a credit card. All orders may be placed over the telephone. The card number should be kept in a secure place. The account number and will only be given to authorized vendors.

c. The following items are authorized for purchase:

(1) Applicant travel tickets, purchased from GTS.

(2) Airline tickets for mission and training-related travel. The vendor is an authorized SATO or Government TA travel agency.

(3) Applicant travel tickets purchased locally through contracted vendors.

d. Procedures for use.

(1) Applicant travel tickets purchased from GTS:

(a) Order the tickets in the same manner as stated in paragraph 7c. Do not prepare a TR. Make certain that GTS has the correct Diners Club account number.

(b) GTS will mail the tickets with a DA Form 410 and USAREC Fm 206. A statement is sent to American Express and to the Rctg Bn with each purchase. Match the report with DA Forms 410 that have been received. Match the ticket numbers, origin and destination, quantity type, and net collection. Notify GTS immediately if items appear on the report that have not been received. Credits appear when more tickets are purchased from the service provider. A line will be included on that bill report showing the credit.

(c) When the American Express bill arrives match it against the GTS invoices and statements. Attach these documents to the American Express bill. All charges from American Express should have a statement. If not, call GTS and reconcile the problem. Pay the bill under the procedures in (4) below.

(21) Mission and travel Airlines ticket purchases:

(a) Notify the SATO travel agent of the American Express travel account numbers for OMA and OMAR. All tickets purchased from the agent should be charged to these account numbers, as applicable.

(b) Two extra copies of the travel orders and

the itinerary must be maintained for bill paying purposes. If the paying finance office for the travel order office is not the same as the office paying for the airline ticket, then four copies of the orders and itinerary must be maintained to pay the bill.

(c) When the American Express travel account bill arrives, match the charges on the bill against the travel orders and itineraries. Attach those orders and itineraries on to the bill. to the American Express bill. If charges appear on the bill that are not supported by a travel order and itinerary, notify American Express the company that has your account immediately. Do not pay for tickets that are not supported by orders and itineraries.

(d) When the charges on the subaccount have been are reconciled, pay the bill as covered in (43) below.

(e) If tickets are purchased under the Government Travel System, consult the procedures issued by SATO, American Express, and the MTMC.

(32) Locally-procured applicant travel:

(a) Ordering tickets with the from a local vendor. There should be a delivery order contract with the local vendor. Give the vendor the American Express corporate Government account number when ordering. If there is not presently a delivery contract order in your area, contact your servicing contracting officer or HQ USAREC to establish one.

(b) The vendor will send a copy of the receipt, generally with the tickets, if not under a separate cover. Attach the receipt to a copy of the DA Form 410 and USAREC Fm 206. This will be sent to commercial accounts vendor payment as backup for payment when paying the bill.

(c) When the American Express travel bill arrives match the bill it against the receipts. Maintain those receipts that are not on the bill in the suspense file. Attach those receipts that are on the bill to the bill.

(43) Payment procedures:

(a) Reconcile the American Express travel bill against the GTS invoices and statements, the charge slips, and DA Forms 410 from local vendors, and the travel orders with itineraries. All charges on the bill must have documentation. Those charges that do not have documentation will not be paid. American Express The travel account contractor must be notified of charges without documentation so that they can be researched.

(b) Complete an SF 1034 (Public Voucher for Purchases and Services Other Than Personal) for payment (see fig 4).

1. The U.S. Department is the address of the organization making the payment (i.e., the defense and accounting office).

2. The date on the voucher is the date the voucher is prepared is the date the voucher is prepared and sent to the paying accounting office.

3. The payee's name and address is the billing address for American Express the travel account contractor. It is located on the payment stub or on the return envelope.

4. The articles or service is right justified on

the number and date of order. It will be the amount of OMA applicant travel, OMAR applicant travel, and the amount of SATO transactions. Each of these should have a separate account number on the American Express travel bill. Be certain to include the subtotal for each of these accounts.

5. Put the total amount of the payment (the total of each of the subaccounts) in the total line. The total may not equal the total payment due on the bill. There are several reasons for this. The bill for the prior month has been sent forward for payment, but the payment has not reached American Express the travel account contractor. There are charges on the bill that are not the responsibility of the account holder. These will not be paid until they have been resolved. At that time, a copy of the original bill must be submitted with the charges to be paid highlighted.

6. The fund certifying officer or the designated representative should sign the by line. The title is the certifying officer's name and his or her capacity to sign the SF 1034.

7. The accounting classification will have a line for each document reference number or appropriation. There will be a line for OMA applicant travel, OMAR applicant travel, and a line for each document reference number ~~an SATO travel ticket~~ has been purchased. Type the ~~SATO travel tickets~~ on a separate page. Include the total of the ~~SATO travel tickets~~ in the accounting classification.

(c) Attach to the SF 1034 two copies of all backup. This would include the ~~American Express travel bill~~, applicant travel ~~DA Forms 410 forms~~, ~~American Express travel receipts~~, ~~American Express travel weekly sales reports~~, credit card invoices, and ~~SATO travel invoices~~, and itineraries, and travel orders.

(d) Maintain a copy of the SF 1034 and all backup documentation.

(e) Mail the SF 1034 and attached backup to the supporting finance office.

11. Applicant feeding at MET sites and enroute to MEPS sites

a. It is the policy of this command to make maximum use of MET sites. MET sites are those testing locations distant from MEPS, but established in accordance with USMEPCOM Reg 611-1, to provide additional examining services for applicants and the recruiting services.

b. The MET Program was developed to provide mental testing of applicants in or near their hometowns at a minimal cost. Therefore, meals at MET sites will not normally be provided. If, however, the Rctg Bn commander determines that meals should be provided, he or she may authorize the meals in conjunction with MET testing.

c. In some cases, testing at the MET site will require USAREC to furnish DD Form 652 to the applicant due to travel distances and/or times.

d. Feeding at MET sites may be authorized for USAREC applicants who complete testing during any part of a recognized meal period or who travel more than one hour (one-way) (by available public transportation), as specified in the JFTR, the Joint Recruitment Commanders

Committee Memorandum of Understanding, and as illustrated below. Additional DD Forms 652 may be authorized when it is anticipated that there might be unavoidable delays enroute to or from the MET sites, or when a DD Form 652 has been accidentally lost or destroyed. Locating vendors for such meals will normally be the responsibility of the IRC. In cases where more than one meal is required for an applicant, the IRC must collectively approve the action. Payment will be through the use of DD Forms 652, which are limited in value as outlined below. Meal charges in excess of these maximum authorized costs will be the responsibility of the applicant purchasing the meal.

MEAL AUTHORIZED	MEAL PERIOD	MAXIMUM AUTHORIZED
Morning	0600-0730	\$ 5.00
Noon	1130-1330	\$ 5.00
Evening	1700-1830	\$14.00

e. DD Form 652 may be issued by the Rctg Bn commander in accordance with AR 55-355, chapter 55, to designated recruiting personnel such as the RS commander exercising supervision of individuals identified as requiring feeding at MET sites.

f. Recruiter expense allowance will not be used to provide meals to applicants as a means of circumventing this regulation.

g. DD Forms 652 are accountable items and are consecutively numbered for accounting purposes. Each DD Form 652 will be accounted for by that number. Accurate records of the receipt, transfer, issue, loss, cancellation, or destruction of DD Form 652 will be maintained using USAREC Fm 206. DD Forms 652 requisitioned and received are the responsibility of the recipient shown on DA Form 410. That individual must be able to produce or account for each DD Form 652 by producing the form itself, a signed receipt of its transfer or issue, or proof of its cancellation or destruction (DA Form 3964). Recipients of DD Form 652 must verify the serial number on each DD Form 652 against the serial numbers shown on DA Form 410. If the serial numbers on the DD Forms 652 differ in any way from those reflected on DA Form 410 as received, this difference will be reported immediately to the issuing individual or agency. If DD Form 652 received agrees in all respects with the list or contents on the DA Form 410, the original copy of DA Form 410 must be signed to the issuing individual or agency immediately (usually the same day) by the recipient.

h. Rctg Bn personnel having custody of blank DD Forms 652, when either relieved of this duty or upon being transferred to another assignment, will ensure that DD Forms 652 are properly accounted for and transferred to their successor(s) prior to the effective date of change in status. Accountable forms must be transmitted by certified mail, courier, or messenger depending on the location of the recipient.

i. The Rctg Bn will destroy all DD Forms 652 bearing a fund citation that are no longer needed. Destruction will be in a manner which will prevent their unauthorized use and will be recorded on

DA Form 3964, section C. Instructions for the completion of this form are contained in AR 380-5. Surplus DD Forms 652 will be turned in to the local publications supply activity.

j. If loss or theft of DD Form 652 is discovered, the Rctg Bn will immediately notify DFAS-Indianapolis Center indicating the serial number(s) of those lost and/or stolen.

12. Applicant lodging and meals accountability

a. The following procedures will be implemented to ensure proper accountability of applicant meals and lodging costs. Each responsible element provides an audit trail for the safeguarding of funds allocated to support applicant meal and lodging expenditures.

b. Applicants will be scheduled only when determined to be properly prequalified (which includes height and weight) and there is assurance that the applicant will require the services scheduled (meals, hotel, etc.). When it is determined that an applicant no longer requires the services scheduled or is no longer processing at all everything will be immediately canceled.

c. Administrative clerk or Army senior guidance counselor (SGC) at the MEPS will:

(1) Upon the applicant or enlistee initial check-in with the guidance counselor each individual will be asked what lodging and meal services were provided at Government expense.

(2) The clerk or SGC will annotate or check the response on the counselor's copy of USMEPCOM Form 727 (Processing List).

(3) Verify with MEPS budget personnel who was listed as having been lodged or having eaten meals during the processing day. USMEPCOM Form 727 recaps the total number of Army applicants and enlistees who were reported by the contract vendor as being lodged and having ate meals.

(4) Verify and certify monthly USMEPCOM Form 926 (Invoice and Certificate of Performance for Meals and Lodging) with confidence that all listed numbers for lodging and meals are accurate.

d. The meal and lodging voucher system requires a minimum of administration and provides improved security and control features as well as a clear trail for audit purposes. Daily authorization and receipt vouchers (USMEPCOM Forms 727-1 through 727-4) are prepared at the recruiter level under the Army Recruiting and Accession Data System and transmitted to the guidance counselor. Vouchers used are listed below:

(1) USMEPCOM Form 727-1 (Applicant-Enlistee Lodging Authorization and Receipt Voucher) (light blue).

(2) USMEPCOM Form 727-2 (Applicant-Enlistee Supper Meal Authorization) (green).

(3) USMEPCOM Form 727-3 (Applicant-Enlistee Lodging Meal Authorization and Receipt Voucher) (light pink).

(4) USMEPCOM Form 727-4 (Applicant-Enlistee Dinner (Lunch) Meal Authorization and Receipt Voucher) (light yellow).

e. USMEPCOM Form 728 (Applicant Meal/Lodging Authorization and Receipt

Voucher for Late Arrival Add-Ons) will be closely monitored by the clerk or SGC. This form is used to furnish meals and lodging to late arrivals (applicants whose names are not included on the processing list).

f. USMEPCOM Form 729 (Daily Invoice Lodging/Meal Services) is used by the MEPS budget personnel to verify actual meals eaten and rooms used. The clerk or Army SGC will verify that the USMEPCOM Form 729 agrees with the USMEPCOM Form 727.

g. USMEPCOM Form 732 (Record of Daily Contract Meals and Lodging Services) is maintained by the MEPS budget section to account

daily for meals and lodging expenditures. This form should be used to resolve and reconcile any differences.

h. The annotated processing list will be used to verify daily that individual signatures appearing on USMEPCOM Form 727, USMEPCOM Form 728, and USMEPCOM Form 732 as receiving meals and lodging. Coordination with MEPS budget personnel to determine actual Army meals consumed and lodging used will be accomplished prior to 1400 daily. Discrepancies noted will be resolved immediately with the individual vendor through the MEPS budget personnel.

i. Certification of USMEPCOM Form 926 will be completed by the SGC. The SGC will only certify the USMEPCOM Form 926 when both USMEPCOM Form 728 and USMEPCOM Form 926 counts and totals are in agreement.

j. A copy of the certified USMEPCOM Form 926 will be forwarded within 5 days to the appropriate Rctg Bde headquarters, ATTN: Comptroller. All no-shows and disqualified applicants (for recruiter controllable qualification; weight, age, education, etc.) will be forwarded to the Rctg Bn commander.

DEPARTMENT OF THE ARMY

RECRUITING BATTALION LETTERHEAD

XX XXX XX

On this date I have destroyed the following negotiable instruments due to the expiration date:

Rhode Island Toll Bridge Book No. 000792

Tickets Nos. 792001 through 792020

/signed/
PATRICK BULKHEAD
1LT, AG
Property Book Officer

WITNESSED BY:

/signed/
MIKE HEADSTRONG
CPT, IN
Company Commander

Figure 1. Sample certificate of destruction

BULK PURCHASE TICKET CONTROL REGISTER AND FLOWCHART

(For use of this form see USAREC Reg 55-2)

BULK PURCHASE TICKET CONTROL REGISTER				Page 1 of 2			
				Appropriation Chargeable 2132020 38-8307 P871711.11F1J 2199 S09177 JYF1			
MONTH	CATEGORY	TRANSPORTATION REQUEST NO. V-2,848,142		NAME OF CARRIER Greyhound Lines East (JMBTO)			
DATE	COST ACCT CODE/RO SYMBOL	ORIGIN	DESTINATION	QTY	TICKET NUMBER	TICKET COST	TOTAL TICKET COST
06 Jul 93	VAL	Valdosta, GA	Jax, FL	O/W 50	5713041- 5713090	\$16.43	\$ 821.50
06 Jul 93	VAL	Greenville, FL	Jax, FL	R/T 5	2252467- 2252471	\$23.32	\$ 116.60
06 Jul 93	VAL	Greenville, FL	Jax, FL	O/W 5	5713091- 5713095	\$12.25	\$ 61.25
06 Jul 93	VID	Vidalia, GA	Jax, FL	R/T 20	2252472- 2252491	\$33.49	\$ 669.80
06 Jul 93	Day Beach	Daytona Bch, FL	Jax, FL	R/T 50	2252492- 2252541	\$17.72	\$ 886.00
08 Jul 93	Day Beach	New Smyrna Bch, FL	Jax, FL	R/T 25	2252620- 2252624	\$20.23	\$ 505.75
08 Jul 93	LEE	Leesburg, FL	Jax, FL	O/W 30	5713596- 5713625	\$14.72	\$ 441.60
09 Jul 93	GNS	Gainesville, FL	Jax, FL	R/T 25	2252726- 2252750	\$13.49	\$ 337.25
09 Jul 93	WAX	Waycross, GA	Jax, FL	O/W 30	5714566- 5714595	\$10.26	\$ 307.80
09 Jul 93	WAX	Waycross, GA	Jax, FL	R/T 30	2252751- 2252780	\$19.52	\$ 585.60
09 Jul 93	STP	St. Pete, FL	Jax, FL	R/T 50	2252781- 2252830	\$39.99	\$ 1999.50
12 Jul 93	OCA	Ocala, CL	Jax, FL	R/T 50	2252951- 2253000	\$20.23	\$ 1011.50
12 Jul 93	HNS	Hanesville, GA	Jax, FL	R/T 25	2253001- 2253025	\$30.37	\$ 751.75
12 Jul 93	LNG	Sanford, FL	Jax, FL	R/T 25	2253026- 2253050	\$23.32	\$ 583.00
14 Jul 93	KIS	Kissimmee, FL	Jax, FL	O/W 50	5715126- 5715175	\$16.10	\$ 805.00
19 Jul 93	LVO	Live Oak, FL	Jax, FL	O/W 30	2253783- 2253812	\$15.63	\$ 468.90
19 Jul 93	TPA E.	Tampa, FL	Jax, FL	O/W 50	5715879- 5715928	\$19.47	\$ 973.50
19 Jul 93	TPA E.	Tampa, FL	Jax, FL	R/T 50	2253813- 2253862	\$37.00	\$ 1850.00
20 Jul 93	ORN PRK	Grn Cove Spgs, FL	Jax, FL	O/W 10	5716116- 5716125	\$ 2.71	\$ 27.10
20 Jul 93	SEM	St. Pete, FL	Jax, FL	O/W 25	5716638- 5716662	\$21.04	\$ 526.00
TOTAL (Page 1)							\$13729.40
CERTIFICATION							
I certify the above tickets were ordered and received to support the recruiting mission.							
DATE TR FORWARDED TO GTS		TYPED NAME, GRADE, AND TITLE			SIGNATURE		
3 August 1993		CHUCK CONNELLY, GS-12, TA			/signed/		

USAREC Fm 1067, 1 Aug 93 (This form replaces USAREC Fm 744 which is obsolete)

Figure 2. Sample of a completed USAREC Fm 1067

BULK PURCHASE TICKET CONTROL REGISTER				Page 2 of 2			
				Appropriation Chargeable 2132020 38-8307 P871711.11F1J 2199 S09177 JYF1			
MONTH	CATEGORY	TRANSPORTATION REQUEST NO. V-2,848,142		NAME OF CARRIER Greyhound Lines East (JMBTO)			
DATE	COST ACCT CODE/RO SYMBOL	ORIGIN	DESTINATION	QTY	TICKET NUMBER	TICKET COST	TOTAL TICKET COST
23 Jul 93	PIN PRK	St. Pete, FL	Jax, FL	O/W 35	5716663- 5716697	\$21.04	\$ 736.40
23 Jul 93	PIN PRK	St. Pete, FL	Jax, FL	R/T 50	2254210- 2254259	\$39.99	\$ 1999.50
26 Jul 93	COA	Cocoa, FL	Jax, FL	R/T 25	2254436- 2254460	\$28.64	\$ 716.00
26 Jul 93	VAL	Valdosta, GA	Jax, FL	R/T 50	2254461- 2254510	\$33.77	\$ 1688.50
26 Jul 93	VAL	Adel, GA	Jax, FL	O/W 10	5716858- 5716867	\$20.00	\$ 209.00
26 Jul 93	VAL	Adel, GA	Jax, FL	R/T 10	2254511- 2254520	\$39.71	\$ 397.10
26 Jul 93	ORL D/T	Orlando, FL	Jax, FL	O/W 50	5716808- 5716857	\$14.49	\$ 724.50
26 Jul 93	ORL D/T	Orlando, FL	Jax, FL	R/T 50	2254521- 2254570	\$27.55	\$ 1377.50
					Total Page 2		\$ 7848.50
					Total Page 1		\$13729.40
TOTAL (Pages 1 & 2)							\$21577.90
CERTIFICATION							
I certify the above tickets were ordered and received to support the recruiting mission.							
DATE TR FORWARDED TO GTS		TYPED NAME, GRADE, AND TITLE			SIGNATURE		
3 August 1993		CHUCK CONNELLY, GS-12, TA			/signed/		

Figure 2. Sample of a completed USAREC Fm 1067 (Continued)

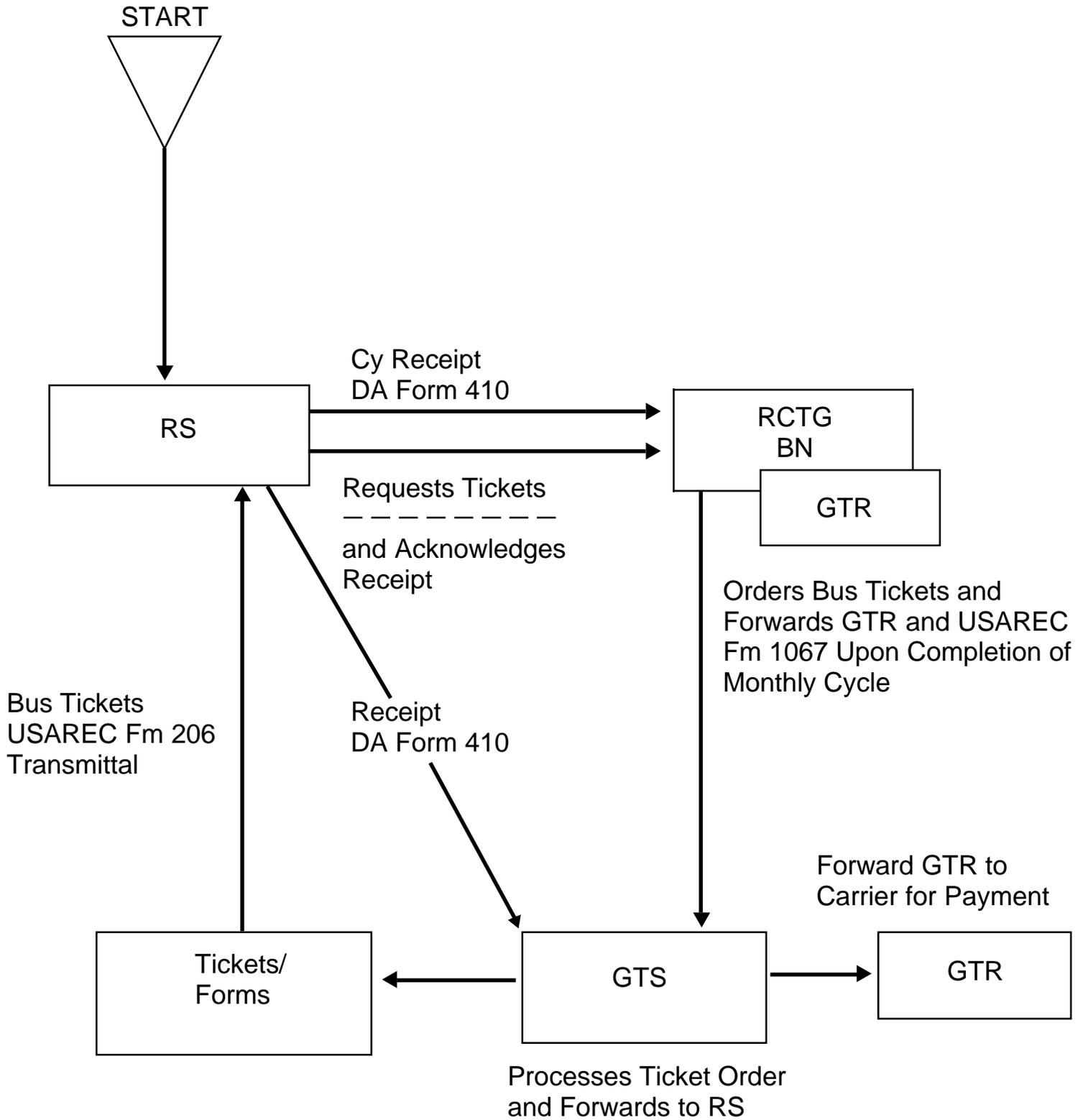


Figure 3. Bulk purchase program flowchart

Standard Form 1034 Revised January 1980 Department of the Treasury 1 TFRM 4-2000	PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL	VOUCHER NO.				
U.S. DEPARTMENT, BUREAU, OR ESTABLISHMENT AND LOCATION DEPARTMENT 3800 8999 EAST 56TH STREET INDIANAPOLIS, IN 46201-3800		DATE AND VOUCHER PREPARED 20 OCT XX				
		SCHEDULE NO.				
PAYEE'S NAME AND ADDRESS <div style="border: 1px solid black; padding: 5px; text-align: center;"> ENTER TRAVEL ACCOUNT CONTRACTOR </div>		PAID BY DATE INVOICE RECEIVED DISCOUNT TERMS PAYEE'S ACCOUNT NUMBER				
		CONTRACT NUMBER AND DATE				
		REQUISITION NUMBER AND DATE				
SHIPPED FROM	TO	WEIGHT				
		GOVERNMENT B/L NUMBER				
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES <i>(Enter description, item number of contract or Federal supply schedule and other information deemed necessary)</i>	QUANTITY	UNIT PRICE		AMOUNT
				COST	PER	
OMA - ACCOUNT NUMBER		ER 3889-200000-0000 - \$5,000.00				
OMAR - ACCOUNT NUMBER		ER 3889-200000-0001 - \$1,000.00				
SATO - ACCOUNT NUMBER		ER 3889-200000-0002 - \$6,000.00				
TOTAL						\$12,000.00
<i>(Use continuation sheet(s) if necessary)</i>						
(Payee must NOT use the space below)						
PAYMENT: <input type="checkbox"/> PROVISIONAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/> PROGRESS <input type="checkbox"/> ADVANCE		APPROVED FOR = \$ _____ BY ² _____ TITLE JANE DOE, FUND CONTROL OFFICER	EXCHANGE RATE = \$1.00	DIFFERENCES _____ _____ Amount verified; correct for _____ <i>(Signature or initials)</i>		
Pursuant to authority vested in me, I certify that this voucher is correct and proper for payment.						
_____ <i>(Date)</i>		_____ <i>(Authorized Certifying Officer)²</i>			_____ <i>(Title)</i>	
ACCOUNTING CLASSIFICATION						
OMA 21*2020 38-830* P871711.00 219A MODAPPLE9*0000 **FAS*****\$5000.00 OMAR 21*2080 38-380* P518991.10 219A MODAPPLE9*0001 **FIS*****\$1000.00 SATO \$6000.00						
PAID BY	CHECK NUMBER _____ ON ACCOUNT OF U.S. TREASURY			CHECK NUMBER _____ ON <i>(Name of bank)</i>		
	CASH _____ DATE _____			PAYEE ³ _____		
				PER _____		
				TITLE _____		

Previous edition usable

1034-119-06

NSN 7540-00-900-2234

PRIVACY ACT STATEMENT

The information requested on this form is required under the provisions of 31 U.S.C. 82b and 82c, for the purpose of disbursing Federal money. The information requested is to identify the particular creditor and the amounts to be paid. Failure to furnish this information will hinder discharge of the payment obligation.

Figure 4. Sample of a completed SF 1034

Appendix A References

Section I Related Publications

AR 15-6

Procedures for Investigating Officers and Boards of Officers.

AR 25-400-2

The Modern Army Recordkeeping System (MARKS).

AR 55-355

Defense Traffic Management Regulation.

AR 380-5

The Department of the Army Information Security Program.

AR 735-5

Policies and Procedures for Property Accountability.

DA Pam 310-10

The Standard Army Publications System (STAR-PUBS): Users Guide.

JFTR, Vol I

The Joint Federal Travel Regulation-Uniformed Service Members.

UCMJ

Uniform Code of Military Justice.

USMEPCOM Reg 611-1

Enlistment Qualification Tests.

Section II

Required Forms

USAREC Fm 206

Transportation Request and Meal Ticket Register.

USAREC Fm 787

Bulk Purchase Negotiable Media Record.

USAREC Fm 1067

Bulk Purchase Ticket Control Register and Flowchart.

Section III

Related Forms

DA Form 410

Receipt for Accountable Form.

DA Form 3953

Purchase Request and Commitment.

DA Form 3964

Classified Document Accountability Record.

DD Form 652

Meal Ticket.

DD Form 730

Receipt for Unused Transportation Requests and/or Tickets Including Unused Meal Tickets.

SF 1034

Public Voucher for Purchases and Services Other Than Personal.

SF 1169

U.S. Government Transportation Request.

USMEPCOM Form 727

Processing List.

USMEPCOM Form 727-1

Applicant-Enlistee Lodging Authorization and Receipt Voucher.

USMEPCOM Form 727-2

Applicant-Enlistee Supper Meal Authorization.

USMEPCOM Form 727-3

Applicant-Enlistee Lodging Meal Authorization and Receipt Voucher.

USMEPCOM Form 727-4

Applicant-Enlistee Dinner (Lunch) Meal Authorization and Receipt Voucher.

USMEPCOM Form 728

Applicant Meal/Lodging Authorization and Receipt Voucher for Late Arrival Add-Ons.

USMEPCOM Form 729

Daily Invoice Lodging/Meal Services.

USMEPCOM Form 732

Record of Daily Contract Meals and Lodging Services.

USMEPCOM Form 926

Invoice and Certificate of Performance for Meals and Lodging.

Appendix B
Instructions for Completion and Distribution
of USAREC Fm 206

B-1. Shown below are instructions outlining correct entries and disposition of USAREC Fm 206.

a. Item 1, TR, MT, Bus Tickets, Tokens, and Lodging. Completed by GTS and then forwarded to the RS with DA Form 410 and DD Form 652.

b. Item 2, Date Issued. Enter the date DD Form 652 is issued. This date must agree with date of issue shown on DD Form 652 issued.

c. Item 3, Applicant's Name and Signature or Recruiter's Signature. Print applicant's full name. Entry must allow ample room for the applicant's signature and number of applicants as required below:

(1) One applicant using one DD Form 652. Applicant will sign USAREC Fm 206 in this item directly above his or her printed name.

(2) Two or more applicants using one DD Form 652. Applicants will sign, in turn, above their printed name. The number of signatures must agree with the number of meals authorized on the DD Form 652.

(3) The recruiter only signs for a ticket when the applicant is not physically present.

d. Item 4, City From Where Shipped. Enter the name of the city from which the applicant(s) travel originated. This will normally be the city from which applicant begins his or her trip to the MET site. Only those applicants from areas authorized by the Rctg Bn commander will be authorized meals at Government expense.

e. Item 5, Remarks. When DD Form(s) 652 has (have) been prepared and issued to an applicant (or an individual in charge of applicants), and;

(1) An applicant decides not to eat, DD Form 652 will be returned by the applicant in its entirety to the RS for cancellation. After DD Form 652 has been canceled, the word "CANCELED" will be entered in this item across from the appropriate meal ticket accountability number. The entire DD Form 652 will be returned attached to the original USAREC Fm 206 to the Rctg Bn.

(2) An applicant (or individual in charge of applicant) loses or accidentally destroys a DD Form 652, the words "lost" or "destroyed accidentally" will appear in this item across from the appropriate DD Form 652 accountability number. If a lost DD Form 652 is found at a later date and turned in to the RS, the RS will cancel the "found DD Form 652" and the DD Form 652 will be submitted with the submitted USAREC Fm 206 to the Rctg Bn.

f. Item 6. After the last DD Form 652 for the MET or MEPS day has been issued, the issuer will draw a horizontal line across the page below the last applicant's name to close out the register. Issuer will sign his or her name and enter the date. The date must agree with the MET and/or MEPS testing date entered on the issued DD Form 652. A new USAREC Fm 206 will be prepared for each MET or MEPS day.

B-2. Distribution of USAREC Fm 206 is required after each MET and/or MEPS date.

a. Original. Returned to the Rctg Bn with all applicant signed vendor checks, duplicate copies (pink) of all issued DD Forms 652, and all canceled DD Forms 652. Each DD Form 652 issued must be presented by one of the above mentioned documents, unless a DD Form 652 was lost or destroyed and that entry posted on the USAREC Fm 206.

b. Duplicate. Retained on file in the RS in accordance with AR 25-400-2 for accountability and inspection purposes.

Appendix C
Instructions for Completion of USAREC Fm
787

- a. Item 1, Purchase Order No. Enter purchase order number or voucher number.
- b. Item 2, Date P.O. Issued. Date purchase order issued.
- c. Item 3, Number of Tickets/Tokens. Total number of tickets or tokens purchased.
- d. Item 4, Cost. Total cost of tickets or tokens accounted for.
- e. Item 5, Rctg Area/Sta. Enter recruiting area or RS, whichever is appropriate.
- f. Item 6, Type of Tickets Purchased. Enter type of ticket or token purchased.
- g. Item 7, Name of Vendor. Enter name of vendor.
- h. Item 8, Date Used. Date ticket or token used.
- i. Item 9, Ticket/Token Serial Numbers Used. Enter inclusive serial numbers of ticket(s) or token(s) used.
- j. Item 10, No Used. Enter number of tickets or tokens used.
- k. Item 11, Balance on Hand. Enter balance on hand.
- l. Item 12, Signature of Recipient. Self-explanatory.

Appendix D
Instructions for Completion and Distribution
of DA Form 410

Shown below are instructions outlining correct entries and disposition of DA Form 410. Sample of DA Form 410 (fig D-1) is shown with appropriate entries.

a. Item 1, Serial Numbers. Enter inclusive serial numbers of accountable documents.

- b. Item 2, Date Prepared. Enter current date.
- c. Item 3, Accountable Form Forwarded or Issued. Check appropriate block.
- d. Item 4, Quantity. Enter quantity of accountable forms being transferred.
- e. Item 5, Form Designation, Number, Edition Date, and Title. Enter complete data.
- f. Item 6, Printer or Installation Making Shipment. Enter shipping activity.
- g. Item 7, Date received. Enter date re-

ceived.

h. Item 8, Name of Installation or Individual. Self-explanatory.

i. Item 9, Typed Name, Grade or Title of Accountable Officer. Self-explanatory.

j. Item 10, Signature. Self-explanatory.

k. Item 11, Distribution. Comply with instructions on reverse side of form.

SERIAL NUMBER (Inclusive) →	Ticket #F-541 FROM (Including letter symbol)	Ticket #F-580 TO (Including letter symbol)	7 Oct 93 DATE PREPARED
<input type="checkbox"/> ACCOUNTABLE FORM IDENTIFIED BELOW IS BEING FORWARDED TO YOUR STATION TODAY. UPON ARRIVAL ACCOUNTABLE OFFICER IS REQUESTED TO COMPLETE AND RETURN THIS RECEIPT TO THE INSTALLATION OR ORGANIZATION NAMED BELOW. <input checked="" type="checkbox"/> ACCOUNTABLE FORM. IDENTIFIED BELOW. HAS BEEN ISSUED TO USING INDIVIDUAL			
QUANTITY 40 Tickets	FORM DESIGNATION, NUMBER, EDITION DATE AND TITLE Greyhound Bus Tickets \$8.50 per ticket		
PRINTER OR INSTALLATION MAKING SHIPMENT U.S. Army Chicago Rctg Bn, Bldg 42, Fort Sheridan, IL			
RECEIPT IS ACKNOWLEDGED OF FORM IDENTIFIED ABOVE			
DATE RECEIVED 7 Oct 93	NAME OF INSTALLATION OR INDIVIDUAL Addison Recruiting Station 473 Addison St, Chicago, IL		
TYPED NAME, GRADE OR TITLE OF ACCOUNTABLE OFFICER John J. Doe SFC, Station Commander		SIGNATURE /signed/	
SEE INSTRUCTIONS ON REVERSE		RECEIPT FOR ACCOUNTABLE FORM (AR 310-1)	

DA FORM
1 Jun 55 410

REPLACES EDITION OF 1 JAN 53, AND
DA FORM 410-1, 1 JAN 53, WHICH ARE
OBSOLETE.

Form Approved by Comptroller
 General of U.S., 10 Nov 48

Figure D-1. Sample of a completed DA Form 410

Glossary

Section I Abbreviations

CONUS

continental United States

GSA

General Services Administration

GTR

Government transportation request

GTS

Ground Transportation Services

IRC

Interservice Recruitment Committee

LOPA

local payment of airlines

MEPS

Military Entrance Processing Station

MET

Mobile Examining Team

MTMC

Military Traffic Management Command

OMA

Operations and Maintenance, Army

OMAR

Operations and Maintenance, Army Reserve

Rctg Bde

recruiting brigade

Rctg Bn

recruiting battalion

RS

recruiting station

~~SATO~~

~~scheduled airlines traffic office~~

SGC

senior guidance counselor

TA

transportation agent

TO

transportation officer

TR

transportation request

USAREC

United States Army Recruiting Command

USMEPCOM

United States Military Entrance Processing Command

Section II

Terms

applicant travel

Travel incident to applicant processing. Includes from place of application or home to place(s) of physical examination, qualifying examination, other processing, and acceptance into service, also includes the return of rejected applicants or accepted applicants ordered to return home to await further orders or reporting date.

Government transportation request

SF1169 (U.S. Government Transportation Request) is used for procurement of passenger transportation and related services from commercial carriers, by persons performing official travel at the expense of the Government. The terms TR and GTR are synonymous.

quantity (bulk) ticket purchase

Use of a single GTR for the quantity (bulk) procurement of carrier tickets valid for individual travel.

toll ticket

Any negotiable instrument media used to obtain access to toll roads, turnpikes, bridges, tunnels (except highway toll credit cards). Property book accountability will be maintained for toll tickets and credit cards.