



DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS PACIFIC/
DOMESTIC DEPENDENT ELEMENTARY & SECONDARY SCHOOLS - GUAM
DIRECTOR'S OFFICE
UNIT 35007
APO AP 96376-5007
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DIRECTOR'S OFFICE

PDO-004
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DoDDS-PACIFIC GUIDELINES AND PROCEDURES EMPLOYEE AND DEPENDENT MEDICAL TRAVEL

- REFERENCES:
- (a) Joint Travel Regulation (JTR) Volume 2, Chapter 5, Part C:
Section 5: Dependent Medical Travel
 - (b) Joint Travel Regulation (JTR) Volume 2, Chapter 7, Part K,
Employee Medical Travel
 - (c) DoDDS-Pacific/DDESS-Guam Guidelines and Procedures for
Health Care Travel, PDO-004, dated January 8, 2007 (hereby
canceled)

A. PURPOSE

To establish policy and procedures for management of employee and dependent travel for required medical treatment.

B. APPLICABILITY

This guidance applies to DoDDS-Pacific employees and family members who require transportation to another location for medical and dental treatment. This policy also applies to authorized attendants/escorts and accompanying family members. It does not apply to employees assigned to Guam or to local hire employees who do not have Transportation Agreements. To be eligible, individuals must meet the criteria listed in the Employee/Dependent Medical Travel Table (Attachment 1).

C. POLICY

1. It is DoDDS-Pacific policy that the provisions of references (a) and (b) will be followed for required Medical Travel. The DoDDS-Pacific Director's Office is the approving and authorizing/issuing official for all employee and dependent Medical Travel. Reimbursement of any expenses incurred without prior approval of the DoDDS-Pacific Approving/Authorizing Official (AO) will not be approved.

2. The AO must approve the request prior to actual travel, except in emergency situations where prior consultation with the AO is not possible. In such medical evacuation situations, the applicable District Superintendent's Office (DSO) must provide the AO with the date, travel itinerary, physician's certification, and reason for the emergency evacuation as soon as possible.

3. Employees and family members who are eligible for Renewal Agreement Travel (RAT) on the travel day are not authorized Medical Travel. To the greatest extent possible, medical and dental treatment should be scheduled to coincide with other non-medical travel, such as RAT or EML, in order to avoid the necessity of separate Medical Travel.

D. REQUIREMENTS

1. The AO will determine if there is no adequate military or host nation medical facility to provide suitable treatment at the permanent duty station (PDS) based on the advice of an appropriate professional certifying physician at the PDS.

2. Authorized Medical Care is treatment that:

- a. Must be completed before the next scheduled RAT or Environmental and Morale Leave (EML) travel, and which,
- b. If delayed, could result in a worsening of the condition, and
- c. Includes specialized examinations, special inoculations, obstetrical care, and hospitalization.

3. Authorized Emergency Dental Care and Required Dental Care are defined as follows:

- a. Emergency Dental Care – Treatment of any dental condition causing severe pain and/or that, if treatment were deferred, would cause permanent and irreparable damage to the teeth or supporting dental structures.
- b. Required Dental Care – Treatment that must be done before the next scheduled RAT or EML travel and, if delayed, could result in a need for emergency dental care.
- c. Orthodontic Care – Qualifies when necessary for proper occlusion.
- d. Periodontal Disease – Treatment qualifies when necessary to prevent permanent, irreparable damage to the teeth and supporting structures.

E. UNAUTHORIZED CARE

Unauthorized care is treatment other than those mentioned above and is not funded by DoDDS-Pacific. Examples of treatments that are not authorized are:

a. Medical Care – Elective treatment, routine medical examinations, and routine immunizations.

b. Dental Care – Elective treatment, dental prophylaxis (routine cleaning, superficial scaling, and fluoridation treatment), and elective cosmetic dental treatment.

F. TRANSPORTATION

1. An eligible individual will be entitled to transportation from the PDS to the designated point and return to the PDS. The AO will determine the designated point or facility nearest to the patient where suitable medical treatment can be obtained, based on the advice of an appropriate professional certifying physician. The employee may elect a location other than the designated point, including their Home of Record or an alternate location where a support system is available for those requiring extended treatments. Before the AO approves travel to an elective location, the employee must complete, sign, and submit the Excess Cost Agreement for Travel and Transportation Costs (Attachment 2) and agree to pay or reimburse the excess travel and transportation costs incurred by the patient, attendants/escorts, and accompanying family members. Reimbursement is based on transportation costs to and from the authorized designated point, not the elective location.

2. Transportation for dental patients is authorized for dental treatment no more than once a year in addition to required dental care during any other travel. The year begins on the first day of travel for required dental care.

3. Employees are required to use a Government Commercial Travel Office (CTO) for travel arrangements. Reimbursement for airfare purchased at the employee's personal expense is limited to the cost of transportation procured or that would have been procured through a Government CTO. Reimbursement is not authorized for transportation on a non-certified foreign flag air carrier unless a U.S. certified carrier is not available. In this case, the employee must furnish a certification of non-availability of U.S. carrier from a Government CTO.

4. Travel in premium class accommodation (First Class or Business Class) requires specific approval from the Principal Deputy to the Under Secretary of Defense for Personnel and Readiness. Requests for premium-class accommodations must be made and authorized in advance of the actual travel unless extenuating circumstances or emergency situations make advance authorization impossible. If extenuating circumstances or emergency situations prevent advance authorization, the employee must obtain written approval within 7 days of travel completion. If premium-class travel is not approved after-the-fact, the traveler is responsible for the cost difference between premium-class transportation used and the transportation class for which the traveler was eligible.

G. PER DIEM

1. Patients authorized transportation for Medical Travel are authorized per diem for up to, but in no case for more than 180 consecutive days. Per diem is authorized for:

- a. Travel periods to and from the designated point or elective location,
- b. Necessary delays before treatment and while awaiting return travel, and
- c. Necessary outpatient treatment periods.

2. Unless the AO specifically authorizes a longer period because of extraordinary circumstances, dental patients may not be authorized more than three days for emergency dental care and one day for required dental care. Extraordinary circumstances are limited to those situations that require extensive treatment because of the severity of the dental condition.

3. Per diem for obstetric care travel is authorized for up to 90 days, normally six weeks before the expected delivery date and six weeks after delivery, unless medically required by the certifying physician. Newborn infants are authorized per diem under the same circumstances and conditions as their mothers, except at one-half the applicable locality rate.

4. Per diem is not authorized for patients during hospitalization periods.

5. Attendants/escorts are authorized per diem for travel periods and up to three days per diem after arrival at the treatment site to consult the treating health care providers and to make necessary return travel arrangements. If the attendant/escort is a family member, longer periods of per diem may be authorized if:

- a. The attendant's presence is necessary to the adult patient's treatment regimen in extraordinary cases only, or
- b. The attendant's presence is required for a minor patient to resolve medical or legal problems, render psychological support during inpatient confinement, or provide parental care while awaiting inpatient admission and/or during outpatient treatment.

6. An Accompanying Family Member, as described in Attachment 1, is not authorized per diem.

7. The AO, after consultation with the certifying physician, may authorize non-concurrent attendant/escort travel when the need for an attendant/escort arises during treatment or there is need for an attendant/escort only during a portion of the patient's travel.

8. The authorized per diem rate is the rate of the designated location. If a patient elects travel to a location other than the designated point determined by the AO, the per diem may not exceed the rate for the designated point. Per diem is authorized for travel periods to and from the elective location, but for no longer than the constructed travel time to and from the designated point.

H. PROCEDURES AND RESPONSIBILITIES

1. All employees will follow the guidelines outlined in the Step-by-Step Procedures (Attachment 5). The applicable DSO must ensure that the employee requesting Medical Travel is under a current Transportation Agreement. The DSO will ensure employees are properly trained and advised of the required approval process. They will also ensure all the following required documents are completed and forwarded to the AO:

- a. Excess Cost Agreement for Medical Travel (Attachment 2)
- b. Request for Medical Travel Authorization (Attachment 3)
- c. Physician's Certification for Medical Travel - Part I (Attachment 4)
- d. Approved Leave Request

2. It is paramount to the overall approval process that all employees are advised to follow required procedures prior to travel to the treatment facility. Individuals arranging transportation on their own should be advised that reimbursement of any expense incurred without prior approval of the AO will not be authorized. The DSO will ensure regular contact with the employee while the patient is on Medical Travel status.

3. Employees requesting Medical Travel must ensure all required documents are completed and provided to the DSO. Upon returning from Medical Travel, employees **MUST** submit a completed Travel Voucher, including the Physician's Certification Part II (Attachment 6) to the AO for approval.

4. The employee's Post Allowance (PA) must be terminated on the date the employee initiates travel under Medical Travel authorization. Employees must initiate an action in DoDEA Allowances Processing System (DAPS) to stop PA and restart when back to PDS.

5. Living Quarters Allowance (LQA) will be terminated if on non-pay status for more than 14 consecutive calendar days. Employees may request to intersperse their paid leave to avoid a 14-day period of non-pay status.

6. Requests from school assigned personnel for clarification of procedures outlined in this guidance should first be directed to the DSO. All other requests for clarification should be directed to the attention of the Program Manager for Employee/Dependent Medical Travel, DoDDS-Pacific Director's Office.

7. The Civilian Board of Contract Appeals (CBCA) makes decisions on requests or claims that have been denied. The appropriate avenue for employees to file an appeal is with the CBCA through their web site at <http://www.cbca.gsa.gov/>.



Nancy C. Bresell
Director

Attachments:

1. Employee and Dependent Medical Travel Table
2. Excess Cost Agreement for Medical Travel
3. Request for Employee/Dependent Medical Travel Authorization
4. Physician's Certification for Medical Travel – Part I
5. Step-by-Step Procedures
6. Physician's Certification for Medical Travel – Part II