



**HEADQUARTERS
UNITED STATES AFRICA COMMAND
UNIT 29951
APO AE 09751-9951**

ACJ43

1 September 2020

MEMORANDUM FOR TRANSPORTATION OFFICERS (TO) BOOKING TRAVEL TO THE
USAFRICOM AREA OF RESPONSIBILITY (AOR)

SUBJECT: Use of Department of Defense (DoD) Patriot Express (PE) or Bookable Passenger
Channel Airlift for Official Travel by Contractors during COVID-19

1. Background. COVID-19 has severely impacted the ability for contractors to rotate personnel into the AFRICOM AOR due to lack of commercial transportation options. DoDI 4515.13R, *Air Transportation Eligibility*, authorizes DoD contractor employees to utilize DoD-funded transportation services if commercial transportation is not available, obtainable, or capable of meeting the transportation requirement. The contract terms and conditions will specify whether the air movement is DoD-funded or contractor-funded transportation.
2. Contractors will present a Letter of Authorization (LOA) signed by their Contracting Officer authorizing transportation on both organic passenger channels and PE missions into the AFRICOM AOR. TOs use the LOA to secure passenger reservations in Global Air Transportation Execution System, when seats are available.
3. Payment for services.
 - a. When travel is chargeable to the DoD, the LOA will include the prime contract number, sub-contract number, emergency contact phone number, and DoD appropriation or DoD customer identification code (CIC) to be charged. Transportation is chargeable at the USG DoD tariff rate.
 - b. When the contractor is responsible to reimburse the travel, the LOA will include the prime contract number, sub-contract number, emergency contact phone number, the contractor's complete billing address and point of contact (POC). The LOA will not include the line of accounting (i.e., the underlying fiscal data or appropriation). Payment will be collected from the contractor through means of the contractor's credit card (e.g., a non-government travel card) at the passenger terminal during flight check-in.
4. Contractors will comply with all DoD and AFRICOM COVID-19 guidance and all country travel restrictions or be denied travel on these missions. Such guidance is at <https://www.africom.mil/staff-resources/operational-contract-support>.
5. The point of contact for this memorandum is Mr. Tim Gould. He can be reached at DSN: 324-591-4031 or by electronic mail at timothy.a.gould4.civ@mail.mil. This letter expires on 31 March 2021.

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