



Department of Defense  
**DIRECTIVE**

ASD(RA)  
695-7429

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**AD-A270 843**

October 15, 1990  
NUMBER 4515.15



ASD(RA)

**SUBJECT:** Issuance of Military Emergency Travel Warrant

**References:** (a) Title 10, United States Code  
(b) Title 14, United States Code

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**A. PURPOSE**

This Directive authorizes the issuance of the Military Emergency Travel Warrant (METW) during a mobilization of the Individual Ready Reserve (IRR), certain retired military members, Standby Reserve, and, if practicable, Individual Mobilization Augmentees (IMAs), for active duty in the Armed Forces under Section 672 or 673 of reference (a); and prescribes DD Form 2399, "DoD Military Emergency Travel Warrant" (enclosure 2), for that purpose.

**B. APPLICABILITY**

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Department of Transportation (DoT), and the Coast Guard when it is not operating as a Service in the Department of the Navy.

**C. DEFINITIONS**

The terms used in this Directive are defined in enclosure 1.

**D. POLICY**

In emergency situations, it may be impractical to issue Government Travel Requests (GTR) to mobilized members of the IRR, Standby Reserve, IMAs, and certain retired military members. Accordingly, arrangements have been made with the nation's commercial transportation facilities (air, rail, and bus) to provide transportation of members to the military duty station in exchange for DD Form 2399. The METW is to be used in the event of a national emergency or military mobilization.

**E. RESPONSIBILITIES**

1. The Assistant Secretary of Defense (Reserve Affairs) (ASD(RA)) is the DoD proponent for the METW form.
2. The Secretary of the Army is responsible for liaison with commercial transportation carriers to coordinate procedures and gain acceptance for emergency use of the METW.

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Approved for public release  
Distribution is unlimited

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3. The Secretaries of the Military Departments and the Department of Transportation (DoT) shall ensure that:

a. Policies are established for issuing METW in the most expeditious manner necessary for the circumstances.

b. Adequate "M Day" stocks of the METW are maintained for contingencies.

F. PROCEDURES

1. The METW and mobilization order shall be issued to the mobilized member.

2. The METW may be issued in automated form as part of a mobilization order processed by a public communications carrier or as a pre-printed form (DD Form 2399) through direct mail with an accompanying order from the respective Military Service.

3. The mobilized member must present to the carrier furnishing transportation the METW, mobilization order, and personal identification (to verify the traveler's identity).

G. EFFECTIVE DATE AND IMPLEMENTATION

This Directive is effective immediately. Forward two copies of implementing documents to Assistant Secretary of Defense (Reserve Affairs) within 120 days.



D.J. Atwood  
Deputy Secretary of Defense

Enclosures - 2

1. Definitions
2. DoD Military Emergency Travel Warrant (DD Form 2399)

DEFINITIONS

1. Individual Ready Reserve (IRR). Members of the Ready Reserve not assigned to the Selected Reserve and not on active duty.
2. "M" Day. The day mobilization is to begin.
3. Ready Reserve. Consists of the Selected Reserve and the IRR liable for active duty as prescribed by law under Sections 268, 672, and 673 of 10 U.S.C. (reference (a)).
4. Retired Military Members (Military Retirees). All Regular and Reserve officers and enlisted members who retire from the Military Services under Chapters 61, 63, 65, 67, 367, 571, 573 or 867 of 10 U.S.C. (reference (a)) and Chapters 11 and 21 of 14 U.S.C. (reference (b)); all Reserve officers and enlisted members who are otherwise eligible for retirement under one of the provisions of law, above, in this definition, but who have not reached age 60 and who have not elected discharge or are not members of the Ready Reserve or Standby Reserve (including members of the Standby Reserve who meet the above criteria); and all members of the Fleet Reserve and the Fleet Marine Corps Reserve under Section 6330 of 10 U.S.C. (reference (a)).
5. Standby Reserve. Reserve members with military status on the Military Department Reserve list not assigned to the IRR or Selected Reserve and not on active duty.
6. Individual Mobilization Augmentee. An individual reservist attending drills who receives training and is preassigned to an active component organization, a Selective Service System or a Federal Emergency Management Agency billet that must be filled on or shortly after mobilization.

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Oct 15, 90, 4515.15 (Encl 2)

<b>DEPARTMENT OF DEFENSE MILITARY EMERGENCY TRAVEL WARRANT</b>		<b>1. DATE PREPARED</b> (YYMMDD)	<b>2. ORDER NUMBER</b>	Form Approved OMB No. 0704-0227
Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.				
<b>INFORMATION FOR CARRIER AGENTS</b>				
Certified as essential travel: Upon presentation of the mobilization order, with military emergency travel warrant attached, and upon verification of traveler's identity, this warrant authorizes you to issue a one-way bus, train or airplane coach ticket at lowest applicable fare to the person named below from your location to the destination in item 5. Through ticketing is requested when-		ever possible. Do not honor expired warrants or those showing erasures or alterations. Warrants expire 30 days from date prepared (shown in Item 1). Please complete appropriate carrier section and retain first or second carrier receipt. Ticket agents should enter the order number in the "Form of Payment" block on the ticket issued. Reservations and travel arrangements will be made by the passenger.		
<b>3. TRAVELER</b> a. NAME (Last, First, Middle Initial)		b. SSN	c. PAY GRADE	d. BRANCH OF SERVICE
<b>4. TRAVEL FROM</b> (City, State, Country)		<b>5. DESTINATION</b> (Location of Reporting Station) (City, State, Country)		
<b>6. TRANSPORTATION</b> (Air, including interline connections, bus, and rail)				
a. CARRIER NAME		b. TICKET NUMBER	c. TICKET VALUE	
d. FROM (City, State, Country)		e. TO (City, State, Country)		
<b>7. ADDITIONAL TRANSPORTATION</b> (Air, including interline connections, bus, and rail)				
a. CARRIER NAME		b. TICKET NUMBER	c. TICKET VALUE	
d. FROM (City, State, Country)		e. TO (City, State, Country)		

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TRAVELER: Retain this section for filing with travel voucher.

(Second Carrier Agent Detach Here)

<b>DOD MILITARY EMERGENCY TRAVEL WARRANT - CARRIER SUPPORTING DOCUMENT FOR TICKETING AND BILLING</b>				
<b>8. ITINERARY AND FARE CODES</b>			<b>9. ORDER NUMBER (GR)</b>	
<b>10. TRAVELER</b> a. NAME (Last, First, Middle Initial)		b. SSN	c. PAY GRADE	d. BRANCH OF SERVICE
<b>11. ADDITIONAL TRANSPORTATION</b> (Air, including interline connections, bus, and rail)				
a. CARRIER NAME		b. TICKET VALUE	c. TICKET NO	d. DATE OF TICKET ISSUE (YYMMDD)
<b>12. PAYING FINANCE OFFICE TO BE BILLED</b>				
a. NAME		b. ADDRESS (City, State, Zip Code)		
c. FISCAL DATA				
<b>13.a. SIGNATURE OF TRAVELER</b>				b. DATE SIGNED (YYMMDD)

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SECOND CARRIER AGENT: Follow above directions and complete this section and Item 7. Retain this section.

(First Carrier Agent Detach Here)

<b>DOD MILITARY EMERGENCY TRAVEL WARRANT - CARRIER SUPPORTING DOCUMENT FOR TICKETING AND BILLING</b>				
<b>14. ITINERARY AND FARE CODES</b>			<b>15. ORDER NUMBER (GR)</b>	
<b>16. TRAVELER</b> a. NAME (Last, First, Middle Initial)		b. SSN	c. PAY GRADE	d. BRANCH OF SERVICE
<b>17. TRANSPORTATION</b> (Air, including interline connections, bus, and rail)				
a. CARRIER NAME		b. TICKET VALUE	c. TICKET NO	d. DATE OF TICKET ISSUE (YYMMDD)
<b>18. PAYING FINANCE OFFICE TO BE BILLED</b>				
a. NAME		b. ADDRESS (City, State, Zip Code)		
c. FISCAL DATA				
<b>19.a. SIGNATURE OF TRAVELER</b>				b. DATE SIGNED (YYMMDD)

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Previous editions are obsolete DoD exception to SF 1169 approved by GSA/IRMS 3 - 87  
FIRST CARRIER AGENT: Follow above directions and complete this section and Item 6. Retain this section.