



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
MANPOWER AND RESERVE AFFAIRS
111 ARMY PENTAGON
WASHINGTON, DC 20310-0111

SAMR-PO

09 APR 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Designation of Representatives for Employee Medical Travel Determinations

1. References:

- a. Joint Travel Regulations (JTR), Volume 2, Chapter 7, Part K.
- b. Memorandum, Assistant Secretary of the Army (Manpower & Reserve Affairs), 18 May 98, subject: Delegation Authority for Medical Evacuation.

2. Effective immediately, this memorandum supersedes Reference b above, and rescinds any delegations of authority contained therein.

3. In accordance with the JTR, par. C7500, authorization for employee medical travel and transportation allowances when an employee is assigned to a foreign OCONUS permanent duty station is through the Secretarial Process. As the Department of the Army Per Diem Committee Principal member, I hereby designate the following officials as my representatives to make the requisite determinations under Reference a for medical evacuation of employees under their respective purviews: The Commanders of the Army Commands, the Commanders of the Army Service Component Commands, the Commanders/Superintendent of the Direct Reporting Units and the Administrative Assistant to the Secretary of the Army (AASA). For purposes of this designation, the Principal Officials of the Headquarters, Department of the Army (HQDA), their staffs and other elements, including Field Operating Agencies, Staff Support Agencies and those Direct Reporting Units not covered above (to include the U.S. Army Acquisition Support Center) fall under the purview of the AASA.

4. Designees must determine that local medical facilities (military or civilian) at the foreign OCONUS area are not able to accommodate the employee's needs before authorizing travel to another location for appropriate medical or dental care. This determination must be based on the advice of an appropriate professional certifying physician.

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5. This designation will remain in effect until revoked or specifically superseded.



LYNN S. HEIRAKUJI
Deputy Assistant Secretary
(Personnel Oversight)

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ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE ARMY

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CF:

DEPUTY CHIEF OF STAFF, G-1
ASSISTANT G-1 FOR CIVILIAN PERSONNEL

DIRECTOR

CIVILIAN HUMAN RESOURCES REGION, EAST
CIVILIAN HUMAN RESOURCES REGION, WEST

DEPUTY CHIEF OF STAFF FOR INTELLIGENCE, ATTN: DAMI-CP
OFFICE, ASSISTANT SECRETARY OF THE ARMY (MANPOWER AND RESERVE
AFFAIRS), ATTN: SAMR-PO (MS. WARD)
OFFICE OF THE GENERAL COUNSEL, ATTN: SAGC (MS. JOHNSON/MS. HIPPE)
THE JUDGE ADVOCATE GENERAL, ATTN: DAJA-LE