

**TEMPORARY DUTY BACK FOR NON-US CITIZEN PERSONNEL (UNITED KINGDOM)**

CONTINUATION OF REVERSE TRAVEL ORDER

**PART I. THE FOLLOWING ITEMS WILL APPLY TO ALL UK INDIRECT HIRE CIVILIANS PROCEEDING ON TDY**

1. Issuance of this order is conditional on notification having been given to, or approval obtained through the Ministry of Defense Personnel Offices (MODPO) as appropriate for the travel involved. Following such action, acceptance of this order by the individual concerned is sufficient indication of willingness to perform the travel as directed.
2. Travel will be performed under Ministry of Defense (MOD) conditions of service. Entitlement to pay and allowances is governed by MOD regulations. Payment to the traveler will be made by MOD, reimbursable by the USAF under current agreement. No payment may be made directly to the traveler by the US Government or any agency thereof.
3. The criteria contained in Vol. 2, Joint Travel Regulation, AFI Administrative Orders, and AFI 24-101, Passenger Movement, have been complied with.
4. Travelers must possess a valid passport, visa, and immunization record as required for the proposed travel.
5. Travelers are authorized medical care in USAFE medical treatment facilities according to AFI 41-115, Authorized Health Care And Health Care Benefits In The Military Health Services System (MHSS), as supplemented.
6. Access to Exchange Service, DeCA and Class VI facilities while TDY outside UK is authorized according to USAREUR Reg. 600-702/USAFEI 34-101, Ration Policy.
7. Travelers will return to permanent duty station upon completion of TDY (including any leave authorized in conjunction with TDY).
8. Travel will be by the most economic means, advantage being taken of US Government or US Government chartered aircraft or other vehicle when these are available (not applicable to travel within the United Kingdom).
9. Individuals will prepare MOD Form 305, **Travel and Subsistence Claim (Civilians)**, according to MOD directives upon completion of travel.

**PART II. THE FOLLOWING ITEMS WILL APPLY ONLY WHEN CITED IN BLOCK 16, REMARKS, OVERLEAF**

10. In the event of an emergency while in the US the traveler should contact the Treasury Establishment Representative, UK Supply Delegation, British Embassy, Washington DC 20008.
11. Traveler must possess a UK MOD letter of identification to obviate possible difficulties in meeting medical expenses while in the US. Upon completion of travel this letter is to be returned to the MODPO for cancellation.
12. Justification for the special authorizations in this order is maintained by the orders issuing/approving official as shown in Block 20 overleaf.
13. Travel by passenger-carrying military aircraft directed when available (not applicable to travel within the United Kingdom).
14. The Transportation Officer will furnish transportation according to AFI 24-101 as necessary. Travel by commercial air, rail, bus, on US Government Transportation Request is authorized.
15. Travel by POV authorized according to MOD regulations.
16. Government quarters will not be used for billeting due to mission requirements.
17. With the concurrence of the commander concerned.
18. The verbal orders of the commander on date shown in the "Effective on or about" block are confirmed, circumstances prevented.
19. "LA PERSONA A QUIEN ESTA ORDEN PERTENEZCA ESTA AUTORIZADA POR LAS AUTORIDADES MILITARES COMPETENTES DE LOS ESTADOS UNIDOS DE AMERICA PARA ENTRAR O SALIR DE ESPANA EN MISION OFICIAL VESTIDO DE CIVIL O MILITAR."

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### **About the ITAOP/savePDF Method**

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).