

address and POC, be forwarded to the Service Agency that is responsible for making payment to AMC for the transportation provided.

- (2) TOs must forward one legible copy of travel orders used for TAD/TDY travel via AMC airlift as follows:
 - (a) Air Force –

<u>Accounting & Disbursing Station Symbol Number</u>	<u>Field Site</u>	<u>Mailing Address</u>
387700	DEAMS	DFAS Limestone ATTN: Travel Accounting Branch 27 Arkansas Road, Suite 100 Limestone, ME 04751-6216
503000	Columbus	DFAS Columbus ATTN: Travel Accounting Branch 3990 East Broad Street, Bldg 21 Columbus OH 43213
667100	Limestone	DFAS Limestone ATTN: Travel Accounting Branch 27 Arkansas Road, Suite 100 Limestone, ME 04751-6216
668000	Japan	DFAS Japan ATTN: Travel Accounting Branch Bldg. 206 Unit 5220, APO AP 96328-5220 (Fed-X: Bldg 206, Yokota Air Base, Fussa City, Tokyo, Japan 197-0001)
678900	Europe	DFAS Limestone ATTN: Travel Accounting Branch 27 Arkansas Road, Suite 100 Limestone, ME 04751-6216

- (b) Marine Corps –
 Commanding General
 Marine Corps Logistics Base/470
 814 Radford Blvd
 Albany, GA 31704-1128
- (c) Navy –
 Defense Finance Accounting Service
 DFAS-OFPT
 ATTN: TMC Billing
 901 SAC Boulevard
 Offutt AFB, NE 68113-5680

K. PETS

- 1. DoD TOs must ensure up-to-date pet shipment information (e.g., proper kennel, required documentation) is provided to travelers. In addition, ensure travelers understand a pet shipment is

at their own expense (see exception in Paragraph K.11). The maximum number of in-cabin and cargo hold pet spaces per mission will be made available in GATES for booking. The number of pets allowed in the passenger cabin and the amount of space available in the cargo compartment are dependent on aircraft type and contract limitations.

- a. In depth pet information is available to travelers on the AMC website at:
<https://www.amc.af.mil/AMC-Travel-Site/AMC-Pet-Travel-Page/>
2. Pets are dogs and cats only. Other animals, such as horses, fish, birds, rodents, snakes, other reptiles, ferrets, and spiders are excluded as pets under this authority because of their size, exotic nature, shipping restrictions, host nation restrictions, special handling difficulties or pose unavoidable safety or public health concerns and will not be transported.
3. Only passengers traveling under PCS orders may be allowed to ship their pets. Shipment will be at their own expense, and is limited to a maximum of two pets for each family, subject to space availability and contracted carrier limitations. The tariff for transporting pets in the passenger cabin is the same as transporting them in the cargo compartment. Pet movement aboard DoD organic aircraft is authorized for PCS moves only when such aircraft provide the only service to a location. Passengers traveling in a space-available status are not permitted to ship pets.
4. The traveler is responsible to make sure their pet has met the requirements of the destination country (health certificate, immunization, and border clearance requirements). Transportation of pets are subject to country quarantine procedures. The passenger will bear all expenses including necessary examinations, vaccinations, and other expenses incurred.
5. The traveler is responsible for providing for all of their pet's sanitation requirements during travel. Sanitation requirements must be maintained at all times during travel. Passenger service terminal personnel and aircrew members are not required to provide care or food for a pet or provide a special location for the pet's hygiene needs.
6. The weight limit for each individual pet will not exceed 150 pounds (pet and container combined), on AMC Patriot Express flights. Weight limit cannot be waived. The owner will provide a pet shipment container of sufficient size to allow the animal to stand up, turn around, and lie down with normal posture and body movements.
7. Only one in-cabin pet space per ticketed traveler can be booked, not to exceed two total pets per family. In-cabin pets space may be booked provided the passenger ensures the pet container does not exceed 20" L x 16" W x 8 ½" H, the container will fit under the seat, and all carrier pet limitations are met.
8. Pets will remain crated while inside the terminal. Pets traveling within the aircraft cabin will remain in the container/crate at all times.
9. A pet may be removed from the premises if the owner cannot control the animal or the animal poses a threat to the health or safety of passenger service personnel, the aircraft crew, or other travelers.
10. Pet Reservations.
 - a. Pet reservations are made in conjunction with the passenger's reservation. Pets must be accompanied by their owner. Pet spaces are booked on a first come, first served basis.
 - b. A TPP of at least 20 days is required, unless a mission requirement (e.g., mandatory report date) indicates otherwise, when submitting a reservation request to accommodate a passenger and pet on the same aircraft. Missions are normally available for booking 90–120 days prior to mission execution, see paragraph J.1.a.
 - c. Passengers routed on scheduled commercial flights or with connecting scheduled commercial

flights are responsible for securing their own pet reservations to ensure the passengers and pet can be accommodated on the same aircraft. Passengers should be advised the scheduled commercial airlines impose a combined pet and container weight restriction of 100 pounds, curtails pet shipments during seasonal hot and cold conditions and limits the transportation of certain breeds of dogs and cats. These industry restrictions must be considered when making pet travel plans.

- d. Instances where the sponsor, dependents and/or family pet(s) cannot be accommodated on the same AMC-PE flight are considered a valid negative critical mission impact as authorized in Service regulations/policy, allowing transportation via commercial air transportation. TOs will document the non-availability within the passenger record justifying non-usage of AMC PE for auditability purposes. Any excess cost incurred above the government constructed cost is the responsibility of the sponsor.
11. Evacuation. In the event of an evacuation or ordered or authorized departure of noncombatants from a PDS located in a foreign area in accordance with DoDD 3025.14, a uniformed services member or authorized DoD civilian employee is permitted transportation for up to two household pets to and from the safe haven location to a designated place. The member must have owned the pets at the evacuated foreign PDS. Refer to JTR paragraph 060204, for specific details and exceptions.

L. SERVICE ANIMALS

1. General. A service animal is a dog, regardless of breed or type, trained to do work or perform tasks for the benefit of a qualified individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. DoD personnel will make every effort to ensure individuals with disabilities are not separated from their service animals.
2. Service animals may be permitted to accompany a passenger with a disability without charge in-cabin or at the passenger's request, may be moved in the cargo compartment on DoD contracted commercial aircraft. When moved in the cargo compartment, the request must be done in conjunction with booking the passenger reservation, (see Paragraph K). Other DoD aircraft may accommodate a service animal subject to reasonable limitations required by the configuration of the aircraft or operational necessity. Service animals are not booked in GATES nor do they count against pet allocations (unless transported in the cargo hold).
3. A service animal handler:
 - a. Pursuant to Section 382 of Title 14, CFR, must comply with all requirements as prescribed by DoDI 4515.13 to travel with a service animal on DoD aircraft, or commercial aircraft chartered by the DoD or on behalf of the DoD.
 - b. Is subject to the requirements of 18 U.S.C. Section 1001 that makes it a federal crime for making materially false, fictitious, or fraudulent statements, entries, or misrepresentations knowingly on required paperwork to secure disability accommodations, while traveling with a service animal on DoD aircraft, or commercial aircraft chartered by the DoD or on behalf of the DoD.
 - c. May travel with no more than two properly trained service animals that must be able fit in the service animal handler's lap or within the service animal handler's foot space on DoD aircraft, or commercial aircraft chartered by the DoD or on behalf of the DoD.
 - d. Be required to pay a pet fee and transport service animals in a pet carrier or pay for damage from service animals that do not meet all requirements in paragraphs L.3.a.-f.
 - e. Must;

- (1) Harness, leash, or otherwise tether service animals at all times in an air terminal or on an aircraft.
 - (2) Keep service animals under control at all times, care for and supervise service animals, which includes toileting and feeding.
 - (3) Maintain control of service animals in an air terminal or on an aircraft to include restraining service animals from relieving itself while in the air terminal, on the aircraft, or relieve itself without posing a health or sanitation issue (e.g., use a dog diaper).
- f. Provides the departing DoD passenger terminal service with:
- (1) Service animal handlers name, email address, and phone number.
 - (2) Service animal user's name if different from the handler and phone number.
 - (3) Service animal name and description that includes appearance, height, and weight.
 - (4) Current service animal information:
 - (a) Rabies vaccination date and date vaccination expires
 - (b) Service animal user's name if different from the handler and phone number.
 - (c) Veterinarian's name and phone number.
 - (d) Name and contact information of service animal trainer or training organization that provided training to do work or perform tasks for the service animal user.
 - (5) No later than 48 hours in advance of the date and time of departure, the service animal handler must provide the departing DoD passenger terminal service a signed statement with the information in paragraph L.3.f. and a statement of assurance to comply with requirements in paragraphs L.3.a to L.3.f. An example of the signed statement is provided in [Figure 103-8](#), Statement of Assurance.
4. The traveler is responsible to make sure their service animal has met the requirements of the destination country (health certificate, immunization, microchip, and border clearance requirements). Transportation of service animals are subject to country quarantine procedures. The passenger will bear all expenses including necessary examinations, vaccinations, and other expenses incurred. Additional information may be found at <https://www.aphis.usda.gov/aphis/pet-travel>.
 5. The traveler is responsible for providing for all of their service animal's sanitation and must be maintained at all times. Passenger service terminal personnel and aircrew members are not required to provide care or food for a service animal or provide a special location for the service animal's hygiene needs.
 6. Service animals may be removed from the premises if the handler cannot control the animal or the animal poses a threat to the health or safety of passenger service personnel, the aircraft crew, or other travelers.