8 Jun 23 Version 1 (Rescinds 1 May 23, v4)

Air Force Reserve Inactive Duty for Training Travel Reimbursement Guide - Fiscal Years (FY) 23/24

The purpose of this guide is to outline significant program entitlement changes for the remainder of FY23 and all of FY24. This guidance applies to the Air Force Reserve (AFR) Airmen and is intended to assist servicing Commander Support Staff (CSS), Military Personnel Flights (MPF) and Force Support Squadron (FSS) in understanding the "Air Force Reserve Inactive Duty for Training (IDT) Reimbursement" process.

IDT TRAVEL REIMBURSEMENT GUIDE

1. INTRODUCTION:

Per the Joint Travel Regulation (JTR), the Secretary of the Air Force may authorize reimbursement of IDT travel reimbursement for members of the Selected Reserve (SelRes) requiring them to commute 150 or more miles for duty one-way when assigned to critically short Duty Air Force Specialty Codes (DAFSC), grade or manned unit. This also applies to units impacted by Base Realignment and Closure (BRAC) actions.

As of 8 June 2023, the AFRC/CD approved a significant change in eligibility for the AFR IDT Travel Reimbursement program which immediately applies to the remainder of FY23 and will extend through FY24. Effective as of the date of this guide, all AFR Airmen with a grade of E1-E7 are eligible for IDT Travel Reimbursement. Airmen in the grade of E8-E9 as well as officers will remain eligible by critical DAFSC as established in the 1 May 23, version 4, *Air Force Reserve Inactive Duty for Training Travel Reimbursement Guide – FY23* (included here in section 5). The following provisions apply:

- The period of eligibility for this program starts on 8 June 2023 and expires on 30 September 2024.
- IDT travel reimbursement may be granted to eligible members who perform Unit Training Assemblies (UTAs), Readiness Management Periods (RMPs) and Additional Flying Training Periods (AFTPs).
- A reservist must possess the grade of E1-E7 or be assigned to an authorization (position number) with a DAFSC identified as eligible in this guide, to include wing of assignment if identified as bylocation, and meet all other JTR and AFR eligibility criteria. This includes members assigned to Geographically Separated Units (GSUs) assigned/attached to eligible wings identified in this guide.
- The AFR IDT Travel Reimbursement program is subject to review and change based on <u>AFR mission requirements</u>, budget forecasts, and program execution.

2. OFFICE OF PRIMARY RESPONSIBILITY (OPR):

For eligibility questions, please have unit reserve members contact their Talent Management Consultant (TMC). For voucher or travel entitlement questions, reserve members should contact their Reserve Pay Office (RPO). For DD1610 orders, reserve members should contact their CSS. Individual Reservists (IRs) should contact their detachment or Readiness Integration Organization (RIO).

MPFs, TMCs, RIOs and RPOs may address questions and concerns to:

- HO AFRC/A1KK AFRC.A1KK@US.AF.MIL
- HQ AFRC/FM HQAFRC.FMPQ.TRAVEL@US.AF.MIL

3. TARGET AUDIENCE:

Air Force Reserve (AFR) Airmen

4. REFERENCES/RELATED PROCESSES:

- Joint Travel Regulation (JTR), para. 032303 and 032304, (https://www.travel.dod.mil/)
- U.S.C. Title 37, Chapter 8, subchapter 452 (b) (9) (https://uscode.house.gov/)
- DD 1351-2, Travel Voucher
- DD 1351-3, Statement of Actual Expenses
- DODI 5154.31, Government Travel Charge Card Regulation
- AFMAN 36-2136, Reserve Personnel Participation

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5. FY23/FY24 IDT TRAVEL ELIGIBILITY LISTING

Effective 8 June 2023 to 30 September 2024

NOTE: No change in identified critical skills for officers

MAJCOM-WIDE ELIGIBLE

OFFICER

11BX	12SX	19ZX	44PX	46PX	63AX
11FX	13BX	C21AX	44RX	46SX	64PX
11HX	13SX	31PX	44YX	48AX	65FX
11KX	14FX	32EX	45AX	48GX	89GX
11MX	14NX	35PX	45BX	48RX	
11RX	15AX	38FX	45GX	48VX	
11SX	16FX	41AX	45SX	51JX*	
12BX	16PX	44EX	45UX	52RX	
12HX	17C0	44FX	46FX	61CX	
12MX	17DX	44KX	46NXE	61DX	
12RX	17SX	44MX	46NXJ	62EX	

^{* 51}J DAFSC (reserve judges) are authorized at any "Other than Home Station" CONUS travel and are not restricted by PAS code of attachment.

ENLISTED

Effective 8 June 2023 to 30 September 2024, all E1-E7 (by member current grade) are eligible for this program. The following critical skills list applies for members in the grade of E8-E9.

1A0X1	1N092	2F0X0	3E2X0	4E0X1	8L7X0
1A1X1	1N0X0	2F0X1	3E4X0	4H0X1	8P1X0
1A2X1	1N292	2G0X0	3E5X1	X4N0X1	9E0X0
1A3X1	1P0X0	2G0X1	3E7X0	5J0X0	9E2X0
1A6X1	1P0X1	2S0X1	3E7X1	5J0X1	9G1X0
1A8X0	1S0X0	2T0X1	3E8X0	5R0X0	9S1X0
1A9X1	1T0X1	2T1X0	3E8X1	5R0X1	
1B4X1	1U0X1	2T1X1	3F2X1	6C0X1	
1C6X1	1Z1X1	2T2X1	3F4X1	6F0X0	
1D7X0	1Z3X1	2T3X0	3N0X0	6F0X1	
1D791	2A6X2	3E0X0	4B0X1	8F0X0	

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JOINT RESERVE INTELLIGENCE CENTER (JRIC)

Exception (IRs only): The following AFSCs are authorized to perform duty at any of the listed JRIC locations and are not restricted by unit of attachment.

14NX	1N1X1	1N4X2
1N0X0	1N292	1N7X1
1N0X1	1N3X1	8P1X0
1N092	1N4X1	9S0X0

JRIC Title	Service Host	JRIC Title	Service Host
Birmingham (AL)	ANG	Kelly (TX)	USAF
Buckley (CO)	USNR	Little Rock (AR)	USNR
Camp Murray (WA)	ARNG	Los Alamitos (CA)	ARNG
Camp Parks (CA)	USAR	Millington (MN)	USNR
Dekalb (MD)	USAR	Minneapolis (MN)	USNR
Detroit (MI)	USNR	New Orleans (LA)	USNR
Draper (UT)	ARNG	Norfolk (VA)	USNR
Fort Devens (MA)	USAR	Orlando (FL)	USAR
Fort Dix (NJ)	USAR	Phoenix (AZ)	USAR
Fort Gillem (GA)	USAR	Portland (OR)	ARNG
Fort Leavenworth (KS)	USAR	Quantico (VA)	USMC
Fort Sheridan (IL)	USAR	Rome (NY)	USAF
Fort Worth (TX)	USNR	San Diego (CA)	USNR
Jacksonville (FL)	USNR	Wright-Patterson (OH)	USAF
Jefferson Barracks (MO)	ARNG		

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BY-LOCATION ELIGIBLE

OFFICER

11GX 926 WG - NELLIS AFB, NV 12FX 610 AIR OPERATIONS GP - MARCH ARB, CA 12GX 610 AIR OPERATIONS GP - MARCH ARB, CA 13MX 610 AIR OPERATIONS GP - MARCH ARB, CA 15WX 403 WG - KEESLER AFB, MS 932 AIRLIFT WG - SCOTT AFB, IL 16RX RIO DET 7 - MIT, BOSTON, MA 18AX 926 WG - NELLIS AFB, NV 18RX 610 AIR OPERATIONS GP - MARCH ARB, CA 349 AIR MOBILITY WG - TRAVIS AFB, CA 477 FIGHTER GP - JB ELMENDORF-RICH ABS, AK 94 AIRLIFT WG - DOBBINS ARB, GA 349 AIR MOBILITY WG - TRAVIS AFB, CA 403 WG - KEESLER AFB, MS 434 AIR REFUELING WG - GRISSOM ARB, IN 439 AIRLIFT WG - WESTOVER ARB, MA 452 AIR MOBILITY WG - MARCH ARB, CA 512 AIRLIFT WG - JB LANGLEY - EUSTIS, VA 624 REGIONAL SUPPORT GP - JB PRL HBR-HICKAM ABS, HI 908 AIRLIFT WG - MAXWELL AFB, AL 911 AIRLIFT WG - MAXWELL AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 931 AIR REFUELING WG - NIAGARA FALLS ARS, NY 931 AIR REFUELING WG - NIAGARA FALLS ARS, NY 931 AIR REFUELING WG - TRAVIS AFB, CA 439 AIRLIFT WG - WESTOVER ARB, MA 477 FIGHTER GP - JB ELMENDORF-RICH ABS, AK 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 931 AIR REFUELING WG - MCCONNELL AFB, KS 349 AIR MOBILITY WG - TRAVIS AFB, CA 439 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 915 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 919 SPECIAL OPERATIONS WG - DUKE FIELD, FL 920 RESCUE WG - PATRICK AFB, FL 926 WG - NELLIS AFB, NV 42GX 920 RESCUE WG - PATRICK AFB, FL 43EX 910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH		507 AIR REFUELING WG - TINKER AFB, OK
926 WG - NELLIS AFB, NV 12FX 610 AIR OPERATIONS GP - MARCH ARB, CA 12GX 610 AIR OPERATIONS GP - MARCH ARB, CA 13MX 610 AIR OPERATIONS GP - MARCH ARB, CA 15WX 403 WG - KEESLER AFB, MS 932 AIRLIFT WG - SCOTT AFB, IL 16RX RIO DET 7 - MIT, BOSTON, MA 18AX 926 WG - NELLIS AFB, NV 18RX 610 AIR OPERATIONS GP - MARCH ARB, CA 21AX 479 AIR MOBILITY WG - TRAVIS AFB, CA 477 FIGHTER GP - JB ELMENDORF-RICH ABS, AK 94 AIRLIFT WG - DOBBINS ARB, GA 349 AIR MOBILITY WG - TRAVIS AFB, CA 403 WG - KEESLER AFB, MS 434 AIR REFUELING WG - GRISSOM ARB, IN 439 AIRLIFT WG - WESTOVER ARB, MA 452 AIR MOBILITY WG - MARCH ARB, CA 512 AIRLIFT WG - JB LANGLEY - EUSTIS, VA 624 REGIONAL SUPPORT GP - JB PRL HBR-HICKAM ABS, HI 908 AIRLIFT WG - MAXWELL AFB, AL 911 AIRLIFT WG - PITTSBURGH INTL ARS, PA 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 931 AIR REFUELING WG - NIAGARA FALLS ARS, NY 931 AIR REFUELING WG - TRAVIS AFB, CA 439 AIRLIFT WG - WESTOVER ARB, MA 477 FIGHTER GP - JB ELMENDORF-RICH ABS, AK 914 AIR REFUELING WG - TRAVIS AFB, CA 439 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - TRAVIS AFB, CA 439 AIRLIFT WG - WESTOVER ARB, MA 477 FIGHTER GP - JB ELMENDORF-RICH ABS, AK 913 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 931 AIR REFUELING WG - NIAGARA FALLS ARS, NY 913 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 919 SPECIAL OPERATIONS WG - DUKE FIELD, FL 920 RESCUE WG - PATRICK AFB, FL 920 RESCUE WG - PATRICK AFB, FL 920 RESCUE WG - PATRICK AFB, FL	11GX	•
12FX 610 AIR OPERATIONS GP - MARCH ARB, CA 12GX 610 AIR OPERATIONS GP - MARCH ARB, CA 13MX 610 AIR OPERATIONS GP - MARCH ARB, CA 15WX 403 WG - KEESLER AFB, MS 932 AIRLIFT WG - SCOTT AFB, IL 16RX RIO DET 7 - MIT, BOSTON, MA 18AX 926 WG - NELLIS AFB, NV 18RX 610 AIR OPERATIONS GP - MARCH ARB, CA 21AX 349 AIR MOBILITY WG - TRAVIS AFB, CA 477 FIGHTER GP - JB ELMENDORF-RICH ABS, AK 94 AIRLIFT WG - DOBBINS ARB, GA 349 AIR MOBILITY WG - TRAVIS AFB, CA 403 WG - KEESLER AFB, MS 434 AIR REFUELING WG - GRISSOM ARB, IN 439 AIRLIFT WG - WESTOVER ARB, MA 452 AIR MOBILITY WG - MARCH ARB, CA 512 AIRLIFT WG - DOVER AFB, DE 512 AIRLIFT WG - JB LANGLEY - EUSTIS, VA 624 REGIONAL SUPPORT GP - JB PRL HBR-HICKAM ABS, HI 908 AIRLIFT WG - MAXWELL AFB, AL 911 AIRLIFT WG - PITTSBURGH INTL ARS, PA 913 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - MCCONNELL AFB, KS 349 AIR MOBILITY WG - TRAVIS AFB, CA 439 AIRLIFT WG - WESTOVER ARB, MA 477 FIGHTER GP - JB ELMENDORF-RICH ABS, AK 913 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - TRAVIS AFB, CA 439 AIRLIFT WG - WESTOVER ARB, MA 477 FIGHTER GP - JB ELMENDORF-RICH ABS, AK 913 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 931 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 919 SPECIAL OPERATIONS WG - DUKE FIELD, FL 920 RESCUE WG - PATRICK AFB, FL 926 WG - NELLIS AFB, NV 42GX 920 RESCUE WG - PATRICK AFB, FL 43EX 910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH		,
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477 FIGHTER GP - JB ELMENDORF-RICH ABS, AK 94 AIRLIFT WG - DOBBINS ARB, GA 349 AIR MOBILITY WG - TRAVIS AFB, CA 403 WG - KEESLER AFB, MS 434 AIR REFUELING WG - GRISSOM ARB, IN 439 AIRLIFT WG - WESTOVER ARB, MA 452 AIR MOBILITY WG - MARCH ARB, CA 512 AIRLIFT WG - DOVER AFB, DE 512 AIRLIFT WG - JB LANGLEY - EUSTIS, VA 624 REGIONAL SUPPORT GP - JB PRL HBR-HICKAM ABS, HI 908 AIRLIFT WG - PITTSBURGH INTL ARS, PA 911 AIRLIFT WG - PITTSBURGH INTL ARS, PA 913 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 931 AIR REFUELING WG - MCCONNELL AFB, KS 349 AIR MOBILITY WG - TRAVIS AFB, CA 439 AIRLIFT GP - JB ELMENDORF-RICH ABS, AK 913 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 915 SPECIAL OPERATIONS WG - DUKE FIELD, FL 920 RESCUE WG - PATRICK AFB, FL 926 WG - NELLIS AFB, NV 42GX 910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH	18RX	610 AIR OPERATIONS GP - MARCH ARB, CA
94 AIRLIFT WG - DOBBINS ARB, GA 349 AIR MOBILITY WG - TRAVIS AFB, CA 403 WG - KEESLER AFB, MS 434 AIR REFUELING WG - GRISSOM ARB, IN 439 AIRLIFT WG - WESTOVER ARB, MA 452 AIR MOBILITY WG - MARCH ARB, CA 512 AIRLIFT WG - DOVER AFB, DE 512 AIRLIFT WG - JB LANGLEY - EUSTIS, VA 624 REGIONAL SUPPORT GP - JB PRL HBR-HICKAM ABS, HI 908 AIRLIFT WG - PITTSBURGH INTL ARS, PA 913 AIRLIFT WG - PITTSBURGH INTL ARS, PA 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 931 AIR REFUELING WG - TRAVIS AFB, CA 439 AIRLIFT WG - WESTOVER ARB, MA 477 FIGHTER GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - TRAVIS AFB, CA 439 AIRLIFT WG - WESTOVER ARB, MA 477 FIGHTER GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 919 SPECIAL OPERATIONS WG - DUKE FIELD, FL 920 RESCUE WG - PATRICK AFB, FL 926 WG - NELLIS AFB, NV 42GX 920 RESCUE WG - PATRICK AFB, FL	21 A V	349 AIR MOBILITY WG - TRAVIS AFB, CA
349 AIR MOBILITY WG - TRAVIS AFB, CA 403 WG - KEESLER AFB, MS 434 AIR REFUELING WG - GRISSOM ARB, IN 439 AIRLIFT WG - WESTOVER ARB, MA 452 AIR MOBILITY WG - MARCH ARB, CA 512 AIRLIFT WG - DOVER AFB, DE 512 AIRLIFT WG - JB LANGLEY - EUSTIS, VA 624 REGIONAL SUPPORT GP - JB PRL HBR-HICKAM ABS, HI 908 AIRLIFT WG - MAXWELL AFB, AL 911 AIRLIFT WG - PITTSBURGH INTL ARS, PA 913 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 931 AIR REFUELING WG - MCCONNELL AFB, KS 349 AIR MOBILITY WG - TRAVIS AFB, CA 439 AIRLIFT WG - WESTOVER ARB, MA 477 FIGHTER GP - JB ELMENDORF-RICH ABS, AK 913 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 919 SPECIAL OPERATIONS WG - DUKE FIELD, FL 920 RESCUE WG - PATRICK AFB, FL 926 WG - NELLIS AFB, NV 42GX 920 RESCUE WG - PATRICK AFB, FL 43EX 910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH	ZIAA	477 FIGHTER GP - JB ELMENDORF-RICH ABS, AK
403 WG - KEESLER AFB, MS 434 AIR REFUELING WG - GRISSOM ARB, IN 439 AIRLIFT WG - WESTOVER ARB, MA 452 AIR MOBILITY WG - MARCH ARB, CA 512 AIRLIFT WG - DOVER AFB, DE 512 AIRLIFT WG - JB LANGLEY - EUSTIS, VA 624 REGIONAL SUPPORT GP - JB PRL HBR-HICKAM ABS, HI 908 AIRLIFT WG - MAXWELL AFB, AL 911 AIRLIFT WG - PITTSBURGH INTL ARS, PA 913 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 931 AIR REFUELING WG - MCCONNELL AFB, KS 349 AIR MOBILITY WG - TRAVIS AFB, CA 439 AIRLIFT WG - WESTOVER ARB, MA 477 FIGHTER GP - JB ELMENDORF-RICH ABS, AK 913 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 919 SPECIAL OPERATIONS WG - DUKE FIELD, FL 920 RESCUE WG - PATRICK AFB, FL 926 WG - NELLIS AFB, NV 42GX 920 RESCUE WG - PATRICK AFB, FL 43EX 910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH		94 AIRLIFT WG - DOBBINS ARB, GA
434 AIR REFUELING WG - GRISSOM ARB, IN 439 AIRLIFT WG - WESTOVER ARB, MA 452 AIR MOBILITY WG - MARCH ARB, CA 512 AIRLIFT WG - DOVER AFB, DE 512 AIRLIFT WG - JB LANGLEY - EUSTIS, VA 624 REGIONAL SUPPORT GP - JB PRL HBR-HICKAM ABS, HI 908 AIRLIFT WG - MAXWELL AFB, AL 911 AIRLIFT WG - PITTSBURGH INTL ARS, PA 913 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 931 AIR REFUELING WG - MCCONNELL AFB, KS 349 AIR MOBILITY WG - TRAVIS AFB, CA 439 AIRLIFT WG - WESTOVER ARB, MA 477 FIGHTER GP - JB ELMENDORF-RICH ABS, AK 913 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 919 SPECIAL OPERATIONS WG - DUKE FIELD, FL 920 RESCUE WG - PATRICK AFB, FL 926 WG - NELLIS AFB, NV 42GX 920 RESCUE WG - PATRICK AFB, FL 43EX 910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH		349 AIR MOBILITY WG - TRAVIS AFB, CA
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42EX 913 AIRLIFT GP - LITTLE ROCK AFB, AR 914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 919 SPECIAL OPERATIONS WG - DUKE FIELD, FL 920 RESCUE WG - PATRICK AFB, FL 926 WG - NELLIS AFB, NV 42GX 920 RESCUE WG - PATRICK AFB, FL 43EX 910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH	42EX	439 AIRLIFT WG - WESTOVER ARB, MA
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914 AIR REFUELING WG - NIAGARA FALLS ARS, NY 919 SPECIAL OPERATIONS WG - DUKE FIELD, FL 920 RESCUE WG - PATRICK AFB, FL 926 WG - NELLIS AFB, NV 42GX 920 RESCUE WG - PATRICK AFB, FL 43EX 910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH		913 AIRLIFT GP - LITTLE ROCK AFB, AR
920 RESCUE WG - PATRICK AFB, FL 926 WG - NELLIS AFB, NV 42GX 920 RESCUE WG - PATRICK AFB, FL 43EX 910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH		914 AIR REFUELING WG - NIAGARA FALLS ARS, NY
926 WG - NELLIS AFB, NV 42GX 920 RESCUE WG - PATRICK AFB, FL 43EX 910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH		919 SPECIAL OPERATIONS WG - DUKE FIELD, FL
42GX 920 RESCUE WG - PATRICK AFB, FL 43EX 910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH		920 RESCUE WG - PATRICK AFB, FL
43EX 910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH		926 WG - NELLIS AFB, NV
	42GX	920 RESCUE WG - PATRICK AFB, FL
43HX 910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH	43EX	910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH
, ,	43HX	910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH

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	349 AIR MOBILITY - WG TRAVIS AFB, CA
46NX	445 AIRLIFT WG - WRIGHT PATTERSON AFB, OH
	624 REGIONAL SUPPORT GP - JB PRL HBR-HICKAM ABS, HI
46YX	349 AIR MOBILITY WG - TRAVIS AFB, CA
	910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH

ENLISTED

Effective 8 June 2023 to 30 September 2024, all E1-E7 (by member current grade) are eligible for this program. The following by-location critical skills list applies for members in the grade of E8-E9.

1B000	960 CYBERSPACE WG - JBSA LACKLAND AFB, TX
	434 AIR REFUELING WG - GRISSOM ARB, IN
1C0X2	477 FIGHTER GP - JB ELMENDORF-RICH ABS, AK
	920 RESCUE WG - PATRICK AFB, FL
	926 WG - NELLIS AFB, NV
1C1X1	610 AIR OPERATIONS GP - MARCH ARB, CA
	301 FIGHTER WG - FORT WORTH NAS JR, TX
	307 BOMB WG - BARKSDALE AFB, LA
	315 AIRLIFT WG - JB CHARLESTON, SC
	349 AIR MOBILITY WG - TRAVIS AFB, CA
	403 WG - KEESLER AFB, MS
	419 FIGHTER WG - HILL AFB, UT
	433 AIRLIFT WG - JBSA LACKLAND, TX
	439 AIRLIFT WG - WESTOVER ARB, MA
	445 AIRLIFT WG - WRIGHT PATTERSON AFB, OH
	452 AIR MOBILITY WG - MARCH ARB, CA
1C3X1	507 AIR REFUELING WG - TINKER AFB, OK
	512 AIRLIFT WG - DOVER AFB, DE
	514 AIR MOBILITY WG - JBMDL MCGUIRE, NJ
	610 COMMAND-CONTROL SQ - DAVIS-MONTHAN AFB, AZ
	908 AIRLIFT WG - MAXWELL AFB, AL
	916 AIR REFUELING WG - SEYMOUR JOHNSON AFB, SC
	919 SPECIAL OPERATIONS WG - DUKE FIELD, FL
	931 AIR REFUELING WG - MCCONNELL AFB, KS
	932 AIRLIFT WG - SCOTT AFB, IL
	934 AIRLIFT WG - MINNEAPOLIS ST PAUL, MN
	940 AIR REFUELING WG - BEALE AFB, CA
1C5X1	610 AIR OPERATIONS GP - MARCH ARB, CA
1S0X1	477 FIGHTER GP - JB ELMENDORF-RICH ABS, AK
	349 AIR MOBILITY WG - TRAVIS AFB, CA
	507 AIR REFUELING WG - TINKER AFB, OK
	622 CIVIL ENGINEER GP - DOBBINS ARB, GA
1W0X1	926 WG - NELLIS AFB, NV

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	302 AIRLIFT WG - PETERSON SFB, CO
2S000	622 CIVIL ENGINEER GP - DOBBINS ARB, GA
	910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH
	301 FIGHTER WG - FORT WORTH NAS JR, TX
	307 BOMB WG - BARKSDALE AFB, LA
2W0X1	349 AIR MOBILITY WG - TRAVIS AFB, CA
ZWUXI	442 FIGHTER WG - WHITEMAN AFB, MO
	512 AIRLIFT WG - DOVER AFB, DE
	910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH
	301 FIGHTER WG - FORT WORTH NAS JR, TX
	419 FIGHTER WG - HILL AFB, UT
2W1X1	442 FIGHTER WG - WHITEMAN AFB, MO
2 W 1 A 1	482 FIGHTER WG - HOMESTEAD ARB, FL
	920 RESCUE WG - PATRICK AFB, FL
	926 WG - NELLIS AFB, NV
3E591	452 AIR MOBILITY WG - MARCH ARB, CA
	439 AIRLIFT WG - WESTOVER ARB, MA
	442 FIGHTER WG - WHITEMAN AFB, MO
3E6X1	624 REGIONAL SUPPORT GP - JB PRL HBR-HICKAM ABS, HI
	914 AIR REFUELING WG - NIAGARA FALLS ARS, NY
	931 AIR REFUELING WG - MCCONNELL AFB, KS
	307 BOMB WG - BARKSDALE AFB, LA
	315 AIRLIFT WG - JB CHARLESTON, SC
	419 FIGHTER WG - HILL AFB, UT
3E9X1	434 AIR REFUELING WG - GRISSOM ARB, IN
	442 FIGHTER WG - WHITEMAN AFB, MO
	910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH
	919 SPECIAL OPERATIONS WG - DUKE FIELD, FL
3F0X1	442 FIGHTER WG - WHITEMAN AFB, MO
3F100	452 AIR MOBILITY WG - MARCH ARB, CA
	302 AIRLIFT WG - PETERSON SFB, CO
3F1X1	307 BOMB WG - BARKSDALE AFB, LA
3F1X1	442 FIGHTER WG - WHITEMAN AFB, MO
	934 AIRLIFT WG - MINNEAPOLIS ST PAUL, MN

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	301 FIGHTER WG - FORT WORTH NAS JR, TX
	310 SPACE WG - SCHRIEVER SFB, CO
	315 AIRLIFT WG - JB CHARLESTON, SC
	349 AIR MOBILITY WG - TRAVIS AFB, CA
	439 AIRLIFT WG - WESTOVER ARB, MA
	442 FIGHTER WG - WHITEMAN AFB, MO
	445 AIRLIFT WG -WRIGHT PATTERSON AFB, OH
3P0X1	452 AIR MOBILITY WG - MARCH ARB, CA
	459 AIR REFUELING WG - JB ANDREWS, MD
	507 AIR REFUELING WG - TINKER AFB, OK
	512 AIRLIFT WG - DOVER AFB, DE
	914 AIR REFUELING WG - NIAGARA FALLS ARS, NY
	916 AIR REFUELING WG - SEYMOUR JOHNSON AFB, SC
	931 AIR REFUELING WG - MCCONNELL AFB, KS
	940 AIR REFUELING WG - BEALE AFB, CA
4A2X1	920 RESCUE WG - PATRICK AFB, FL
4A2A1	910 AIRLIFT WG - YOUNGSTOWN WARREN ARS, OH
4V0X1	310 SPACE WG - SCHRIEVER SFB, CO
4Y0X0	920 RESCUE WG - PATRICK AFB, FL
8B000	340 FLYING TRAINING GP - LACKLAND AFB, TX

6. TRAVEL REIMBURSEMENT PAYMENT PROCEDURES

- IDT travel reimbursement is limited to 12 round trips per FY and reimbursement payments will not exceed \$500 per round trip.
- Mileage reimbursement will be paid according to the "Other Mileage" rate identified by the Defense Travel Management Office.
- Other eligible non-mileage reimbursements include: tolls (highway, bridge and tunnel), parking fees, rental car (travel days only), overnight lodging as required (travel days only), actual cost of meals including tips and taxes but excluding alcoholic beverages, up to the maximum locality meal rate (travel days only), and lodging taxes as applicable.
- Receipts are required for reimbursement of meals, overnight lodging costs to/from IDT, and non-mileage transportation costs (i.e. airport parking). Per Joint Travel Regulation (JTR), receipts are not required for highway/road tolls as long as none of the individual claimed tolls exceeds \$75 without a receipt.

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7. MILEAGE RATES

Mileage rates may change each year.

Current mileage rates are available at: https://www.defensetravel.dod.mil/site/otherratesMile.cfm



Reference the "Other Mileage Rate" to verify the mileage rate for IDT travel by personal vehicle.

8. PREPARATION OF TRAVEL ORDERS (FOR ORDERS CLERKS)

Prior to preparing orders, confirm member is traveling for the IDT period(s) first to avoid over obligating unit RPA funds. If member does not travel, the obligated funds for the order created will not be executed, eliminating the ability for these funds to be used for other wing programs.

- For Individual Mobilized Augmentees (IMAs) contact your respective RIO Det for IDT travel order guidance.
- For Traditional Reservists IDT travel outside normal commute will be accomplished using DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel. Prepare the IDT outside normal commute order in the Air Force Order Writing System (AROWS-R) using the following instructions:
 - Select order type: "Temporary Duty"
 - Select TDY purpose: "IDT Outside Normal Commute"



- Item 11 (itinerary): "FROM" and "RETURN TO" will match the reservist's MilPDS place of residence (ensure the address is correct before preparing order to authorize travel).
- Add Non-standard paragraph: "Member is assigned & performing in (insert grade) or DAFSC (insert DAFSC) which has been verified and member meets eligibility in accordance with the FY23/FY24 IDT Travel Reimbursement Guide. Member is authorized travel expenses NTE \$500 for round trip travel to and from Inactive Duty Training according to JTR, Paragraph 032304."
- Ensure the funding line attached to the order has an **ESP Code of IH**.
- Upon completion of IDT travel, ensure the member files a travel voucher with supporting documents for payment of authorized reimbursable expenses IAW JTR and finance requirements.

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9. FREQUENTLY ASKED QUESTIONS

Q1: Who approved the IDT Travel Reimbursement program?

A1: It was approved by Congress as part of the FY08 NDAA, specifically Public Law 110-181.

Q2: What is the reference which supports travel reimbursement for IDT outside normal commute?

A2: JTR, paragraph 032304 and section 452 (b) (9) of Title 37 United States Code (U.S.C.) Effective date of this entitlement for Air Force Reserve personnel is 14 Aug 08.

O3: Who is included in SelRes?

A3: They are members in an active status in the Air Force Reserve.

Q4: Who is eligible for this reimbursement?

A4: Effective 8 June 2023, all E1-E7 (by member current grade) are eligible for this program. Airmen in the grade of E8-E9 as well as officers will remain eligible by critical DAFSC as established in the 1 May 2023, version 4, *Air Force Reserve Inactive Duty for Training Travel Reimbursement Guide – FY23* (included in section 5 of this guide). This includes members assigned to GSUs assigned/attached to eligible wings identified in this guide.

Q5: Does IDT travel reimbursement eligibility apply to points only IDTs?

A5: Yes, if the member is eligible for IDT travel reimbursement and they travel to the IDT location, they would be authorized reimbursement for their travel even if they are receiving a points only IDT.

Q6: If an eligible member is on long-term orders and travels to IDT, is the member authorized IDT travel reimbursement?

A6: No, as they are not in IDT status. AFMAN 36-2136 para 4.3 states: Reservists assigned to the Selected Reserve and in an Active Duty for Operational Support status are considered constructively present for scheduled training, regardless whether they are physically present or not.

Q7: Does IDT travel reimbursement eligibility apply to Developmental & Training Flight (D&TF) and/or 1-skill level members?

A7: Yes, effective 8 June 2023, all E1-E7 (by member current grade) are eligible for this program, regardless of skill level; however, please note these members often do not have a Government Travel Card (GTC).

O8: If a prefix or shred is listed, does that mean the core DAFSC still qualifies?

A8: No the core five-digit DAFSC (example: 3P0X1 or 4N0X1) would not qualify. The Career Field Manger/MAJCOM Functional Manager (CFM/MFM) has identified a specific skill set within the AFSC to incentivize (example X4N0X1).

Q9: If only the DAFSC is listed, does that mean the prefix or shred would still qualify?

A9: Yes, as long as it's only listed as the DAFSC in the guide, then the prefix and shred would qualify as well. As stated in question 8, if only the prefix or shred are listed in the guide, then the DAFSC alone would not qualify. (example X4N0X1).

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Q10: Are local commute policy letters required from installation commanders?

A10: No, mileage for IDT travel reimbursement eligibility is determined by Defense Table of Official Distance (DTOD). Members must live outside 150+ miles from their home station according to DTOD and meet all other program eligibility criteria in order to receive IDT travel reimbursement.

Q11: Are members authorized reimbursement for a rental car?

A11: Yes, per JTR, rental car costs may be reimbursed for days used to travel to and from IDT. However, reimbursement is not authorized for in-place IDT days. For instance, a member can rent a car and drive to IDT on a Friday, perform UTA on Saturday- Sunday and then drive home Sunday. In this case, the member could be reimbursed for the cost of the rental car on Friday and Sunday but not Saturday.

Q12: If a member is promoted from E7 to E8, are they eligible?

A12: Members maintain eligibility if their DAFSC in the new grade is on the critical skills eligibility list in section 5 of this guide. If the DAFSC as an E8 is not listed, they are no longer eligible.

Q13: If an E8 is eligible based on their DAFSC list in section 5 of this guide, and then they are promoted to E9 and their new DAFSC is not listed; do they maintain eligibility?

A13: If a member is promoted into a new DAFSC that is not listed on the critical skills eligibility list, then they are not eligible for IDT travel reimbursement per this guide. For example, member is E8 in DAFSC 4N091, then promotes to E9 into DAFSC 4N000, the member is no longer eligible for the IDT travel reimbursement program.

10. PROGRAM HISTORY

Date	Event
14 Aug 08	Air Force Reserve Command Inactive Duty Training Outside Normal Commute
14 Aug 06	Distance program established.
	Eligibility increased from \$300 to \$500 per round trip. Members are authorized
1 Jan 19	reimbursement for up to 12 round trips per calendar year. This is an annual
1 Jan 19	limitation only. Reimbursement is authorized for multiple round trips in a
	given month.
1 Jan 20	Individual Reservist with designated DAFSCs are eligible to receive IDT
1 Jan 20	Travel Reimbursement for duty performed at identified JRIC locations.
1 Oct 20	IDT travel reimbursement program will be administered as a FY program (1
1 Oct 20	Oct – 30 Sep) rather than a CY program (1 Jan -31 Dec).
	Removed highway toll receipt requirement for vouchers when the individual
8 Jan 21	toll charges are less than \$75. Rental cars authorized on IDT travel days.
	Changes made IAW Nov 20 HQ AFRC CPI event results.
	AFRC/CC approved ETP to authorize reimbursement for "Other than Home
9 Apr 21	Station" CONUS travel for 51J DAFSC (reserve judges) whenever DAFSC is
	approved for the FY IDT travel reimbursement program.
12 Oct 22	Added 1D791 and 1D7X1R to the MAJCOM listing, members authorized
12 Oct 22	reimbursement effective 6 Oct 22
19 Jan 23	Added 1D7X1 to the MAJCOM listing, members authorized reimbursement
17 3411 23	effective 6 Oct 22
30 Apr 23	Avionics AFSC Conversion – DAFSC 2A9X4 added MAJCOM-WIDE
8 Jun 23	AFRC/CD approved program eligibility expansion by grade to AFR E1-E7
o Jun 25	through FY24

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