SUBJECT: Issuance of Military Emergency Travel Warrant

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

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.
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.

[Signature]
D.J. Alwood
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.
**DEPARTMENT OF DEFENSE**

**MILITARY EMERGENCY TRAVEL WARRANT**

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1. **DEPARTMENT OF DEFENSE**

2. **MILITARY EMERGENCY TRAVEL WARRANT**

3. **DATE PREPARED**

4. **ORDER NUMBER**

5. **Form Approved**

6. **OMB No. 0982-0277**

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**INFORMATION FOR CARRIER AGENTS**

Certified as essential travel. Upon presentation of the modification order, 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.

3. **TRAVELER**

4. **TRAVEL FROM**

5. **DESTINATION**

6. **TRANSPORTATION**

7. **ADDITIONAL TRANSPORTATION**

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**DOD MILITARY EMERGENCY TRAVEL WARRANT - CARRIER SUPPORTING DOCUMENT FOR TICKETING AND BILLING**

8. **ITINERARY AND FARE CODES**

9. **ORDER NUMBER (GR)**

10. **TRAVELER**

11. **ADDITIONAL TRANSPORTATION**

12. **PAYING FINANCE OFFICE TO BE BILLED**

13. **SIGNATURE OF TRAVELER**

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**DOD MILITARY EMERGENCY TRAVEL WARRANT - CARRIER SUPPORTING DOCUMENT FOR TICKETING AND BILLING**

14. **ITINERARY AND FARE CODES**

15. **ORDER NUMBER (GR)**

16. **TRAVELER**

17. **TRANSPORTATION**

18. **PAYING FINANCE OFFICE TO BE BILLED**

19. **SIGNATURE OF TRAVELER**

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**DD Form 2399, OCT 88**

TRAVELER: Retain this section for filing with travel voucher.

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

FIRST CARRIER AGENT: Follow above directions and complete this section and item 6. Retain this section.

**DD Form 2399, OCT 88**

Previous editions are obsolete. DoD exception to SF 1169 approved by GSA/HMS 3-87.

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Oct 15, 90, 4515.15 (Encl 2)