

U.S. ARMY SECURITY ASSISTANCE COMMAND
5001 EISENHOWER AVENUE
ALEXANDRIA, VIRGINIA 22333-0001

USASAC POLICY STATEMENT NUMBER: 101.8

SUBJECT: Travel Order Signature

POLICY:

1. All Directors have authority to sign CONUS travel orders for personnel assigned to the U.S. Army Security Assistance Command.

2. Each Directorate and Separate Office must provide travel plans identifying all travel to be performed during the month during the first week of that month to the Command Group. The travel plan information should contain the following:

- a. Name of Traveler(s)
- b. Travel Dates
- c. Destination
- d. Purpose
- e. Duration

3. The Chief of Staff's signature will be required for all OCONUS travel orders.

DISCUSSION:

The OCONUS/CONUS travel plan information is necessary to inform the Command Group as to who is traveling and the purpose of their travel. It is essential to insure that all travel has been coordinated between Directorates, the number of travelers is minimized, and that countries and/or state-side locations are not being visited unnecessarily.

PROPONENT AREA: Administration

PROPONENT: AMSAC-SA

SUPERSESSSION: None

MICHAEL S. DAVISON, JR.
Major General, USA
Commanding

