



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
APO AE 09014-9351

AEPE-CB

4 November 2015

MEMORANDUM FOR HQ USAREUR Staff Principals, Special Staff, and Commanders of Major Subordinate Commands

SUBJECT: Delegation of Authority to Approve and Authorize Civilian Government Travel Orders (DD Form 1614)

This memorandum expires in 2 years.

1. Reference Joint Travel Regulations, Appendix I, Part 1.
2. In accordance with the [reference](#), I delegate to HQ USAREUR staff principals, special staff, and to commanders of major subordinate commands the authority to authorize and approve official Government travel orders (DD Form 1614) for the purpose of permanent change-of-station moves and temporary change-of-station moves of Federal civilian employees, early return of dependents, renewal agreement travel, and student travel, when applicable.
3. HQ USAREUR staff principals, special staff, and commanders of major subordinate commands will appoint in writing one primary and one secondary staff member as outlined in [subparagraphs a through c](#) below and will then delegate authority in writing to those appointed individuals accordingly. Further delegation is not authorized.
 - a. Members of the civilian personnel liaison staff in a staff office or respective entity to sign in block 23 (Approving Official) of the DD Form 1614.
 - b. Members of the resource management/comptroller staff in a staff office or respective entity to sign in block 24 (Authorizing/Order-Issuing Official) of DD Form 1614.
 - c. Staff members with fund-certifying authority in the organization's resource management/comptroller office to provide and certify the accounting citation in block 22.
4. The [enclosure](#) provides procedures for routing DD Form 1614.
5. The POC is the Office of the Deputy Chief of Staff, G1, HQ USAREUR, at military 537-1537, civilian 0611-143-537-1537.

[Encl](#)



FREDERICK "BEN" HODGES
Lieutenant General, USA
Commanding

USAREUR Process for Requesting and Authorizing DOD Civilian Permanent Duty or Temporary Change of Station Travel

1. Employee completes the request for orders (RFO) form, signs the form, and obtains the supervisor's signature.
2. The RFO is sent to the servicing civilian personnel advisory center (CPAC).
3. The CPAC determines eligibility for travel and transportation allowances and completes DD Form 1614 according to instructions in the Joint Travel Regulations (JTR).
4. The CPAC sends the DD Form 1614 to the civilian personnel liaison of the applicable employing organization for signature in block 23.
5. The applicable civilian personnel liaison reviews and signs DD Form 1614 in block 23.
6. The applicable civilian personnel liaison sends the signed DD Form 1614 to the organization's fund issuing and certifying official.
 - a. For HQ USAREUR staff offices, the DD Form 1614 is sent to the USAREUR G8.
 - b. For all other organizations, the DD Form 1614 is sent to their organization's fund authorizing and certifying authority, usually the resource management or comptroller office.
7. The fund authorizing and certifying official provides fund citations for allowances payable under the travel order and signs in block 24.
8. The fund authorizing and certifying official returns the completed DD Form 1614 to the respective civilian personnel liaison for forwarding to the servicing CPAC.
9. The CPAC issues the completed DD Form 1614 to the traveling employee.

NOTE: The DD Form 1614 is available at <http://www.dtic.mil/whs/directives/forms/dd/ddforms1500-1999.htm> or directly at <http://www.dtic.mil/whs/directives/forms/eforms/dd1614.pdf>.