OPNAV INSTRUCTION 7200.1A

From: Chief of Naval Operations

Subj: MEDICAL AND DENTAL TRAVEL FOR SECURITY ASSISTANCE ORGANIZATIONS

Ref: (a) SECNAVINST 4900.49
     (b) OPNAVINST 5450.219C
     (c) Joint Travel Regulations
     (d) DoD 7000.14-R, Financial Management Regulation, June 2015
     (e) DoD Instruction 5154.31 of 16 October 2015
     (f) U.S. Navy Aeromedical Reference and Waiver Guide, section 2.0, April 2016
     (g) DoD Defense Travel System (DTS) Best Practices of October 2016

Encl: (1) Functions of Security Assistance Organization (SAO) Medical and Dental Travel Program

1. Purpose. To provide guidance and prescribe the process for requesting funds for routine outpatient medical and dental travel for Navy personnel, and their command sponsored family members, assigned to security assistance organization (SAO) in foreign countries. Major changes to this instruction include clarified guidance.

2. Cancellation. OPNAVINST 7200.1.

3. Scope. Reference (a) established procedures to be followed by SAOs assigned outside the continental United States (OCONUS). Reference (b) assigned funding responsibility to Field Support Activity (FLDSUPPACT) for routine outpatient medical and dental travel of Navy personnel, and their command-sponsored family members, assigned to an SAO. Outpatient medical and dental travel funds for these personnel are limited and requests will be handled on a case-by-case basis. Travel eligibility is limited to Navy members and their command-sponsored family members not serving in Military Assistance Program or personnel exchange program billets. Travel will be conducted per references (c) and (d) volume 9. The utilization of the TRICARE Global Remote Overseas healthcare contract is mandatory and must be the first option for routine medical and dental care. Travel is restricted to cases where local medical services are not adequate or available.
4. **Discussion.** All Navy personnel attached to SAOs must contact FLDSUPPACT when requesting approval and funding for routine outpatient medical and dental travel. Per reference (e), all medical travel requests must be processed through the Defense Travel System (DTS). With multiple references and overlapping guidance affecting patient travel, enclosure (1) is provided for general guidance on unique situations relative to the medical and dental travel programs. All medical and dental cases are authorized on a case-by-case basis per references (a) through (g).

5. **Definition.** SAO: All Department of Defense (DoD) elements, including defense attaché offices (DAO), located in a foreign country carrying out security assistance management functions under the Foreign Assistance Act of 1961, as amended, section 515, regardless of actual title assigned. SAOs include military assistance advisory groups, military missions, U.S. military groups, offices of defense cooperation, offices of military cooperation, offices of defense representatives, and other similar organizations located in foreign countries as part of the U.S. Embassy country team. These organizations are established for a long-term basis to manage international security assistance programs.

6. **Responsibilities**

   a. **FLDSUPPACT**

      (1) Review all routine medical and dental travel requests for compliance with appropriate guidance.

      (2) Authorize and provide cross-organization line of accounting (LOA) for approved medical and dental travel.

      (3) Track and maintain medical and dental travel funding.

      (4) Reconcile estimated versus actual cost within DTS.

   b. **Active Duty Sponsor**

      (1) Prior to requesting fund cite authorization from FLDSUPPACT, the member must first utilize TRICARE to locate local medical and dental care. This is accomplished by contacting international satellite offices services via one of the phone numbers in subparagraphs 6b(1)(a) through 6b(1)(d), or their respective Web site.

      (a) **International Satellite Offices Services Eurasia-Africa**

         1. **Phone:** +44-20-8762-8384

         2. **E-mail:** tricarelon@internationalsos.com
(b) International Satellite Offices Services Latin América, Canada and Puerto Rico

1. Phone: +1-215-942-8393
2. E-mail: tricarephl@internationalsos.com

(c) International Satellite Offices Services Pacific Singapore Office

1. Phone: +65-6339-2676
2. E-mail: sin.tricare@internationalsos.com

(d) International Satellite Offices Services Sydney Australia

1. Phone: +61-2-9273-2710
2. E-mail: sydtricare@internationalsos.com

(2) Members should coordinate appointments with TRICARE far enough in advance to allow adequate time to process travel authorizations orders.

(3) If TRICARE is unable to provide treatment through a local provider, arrangements are made by TRICARE with the nearest military treatment facility (MTF) that can provide the necessary and required services.

(4) Documentation from a competent medical authority stating the need for the medical or dental appointment must accompany all out-of-area requests.

(5) Use OPNAV 7200/1 Routine Acute Medical/Dental Request SAOs and DAOs to request approval of travel and attach to the DTS authorization.

(6) FLDSUPPACT will provide the LOA prior to Service members signing the authorization. Orders must be signed and routed to FLDSUPPACT via DTS at least 10 working days before travel to ensure proper processing and approval by FLDSUPPTACT. Appointments requesting travel in less than 10 working days may need to be rescheduled.

(7) File travel voucher within 5 working days of return from medical or dental appointment travel per reference (d), volume 9, paragraph 080601.

c. SAO

(1) Act as a liaison between the active duty sponsor and FLDSUPPACT.
(2) Prepare travel authorization through DTS when the active duty sponsor is unable to use DTS.

(3) Make travel arrangements per reference (e).

(4) Ensure military transportation, including medical evacuation and space-available travel, is used whenever available. Medical evacuation must be coordinated with the Joint Medical Regulating Office for military personnel stationed in foreign countries.

7. Entitlements Approval. The entitlements portion of this instruction has been reviewed by the Per Diem, Travel and Transportation Allowance Committee (PDTATAC) per reference (e), volume 5, of 16 October 2015 as PDTATAC Case RR16004.

8. Records Management. Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, FLDSUPPACT will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

10. Forms

   a. OPNAV 7200/1 Routine Acute Medical/Dental Request SAOs and DAOs is available for download from Naval Forms Online at https://navalforms.documentservices.dla.mil/web/public/home.


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Director, Navy Staff

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, http://doni.documentservices.dla.mil
FUNCTIONS OF SECURITY ASSISTANCE ORGANIZATION (SAO) MEDICAL AND DENTAL TRAVEL PROGRAM

1. **General Information.** The LOA provided by FLDSUPPACT is for routine outpatient medical and dental travel only. All emergency travel must be funded per reference (a), chapter 3, section 3-5 (Health Services). The Bureau of Medicine and Surgery (BUMED) must provide funding for transportation from an “inpatient setting” to an “inpatient setting for further medical care.” Funding provided by FLDSUPPACT is not to be used for any type of training (transition assistance program, transition assistance management program, Scholars Program, training request, funded student travel, etc.). Travel and transportation expenses are not authorized for elective surgery.

2. **Flight Physicals**

   a. FLDSUPPACT is responsible for funding flight physicals for members located at the C-12 locations listed in this subparagraph: Argentina, Brazil, Colombia, Ghana, Honduras, Hungary, Indonesia, Kenya, Pakistan, Philippines (Manila), Saudi Arabia, Thailand (Bangkok), Spain (Madrid), South Africa (Botswana), Egypt, Turkey. A TRICARE recommendation for movement is not required.

   b. If a member is in a non-flight status, authorization of medical travel will be granted only if an application for a waiver has been denied by Naval Personnel Command. Per reference (f), a flight physical may be waived, and the member may continue to draw aviation career incentive pay, if the member is deployed or stationed in remote areas where access to a local flight surgeon of any branch of Service is unavailable. The member must get a flight physical as soon as he or she returns to a duty station where a physical can be readily obtained. All waivers must be submitted per reference (f). The member's commanding officer must be endorsed by the member’s local command and made through the Naval Aerospace Medical Institute, Code 53HN, Physical Qualifications. Additional information can be found at [https://vfso.rucker.amedd.army.mil/](https://vfso.rucker.amedd.army.mil/).

3. **Outpatient Dental Care.** Active duty members are authorized both travel and per diem for routine dental care. Per reference (c), paragraph 7105-B3b, a command sponsored family member participating under a dental plan established by section 1076a of Title 10, U.S. Code, TRICARE may be provided transportation to the nearest dental facility at an OCONUS location.

4. **Medical and Dental Travelers**

   a. **Service Member.** Service member is authorized travel and transportation allowances per reference (c).
b. Command Sponsored Family Member. Command sponsored family members seeking medical treatment are authorized transportation and reimbursement for actual costs of lodging and meals, not to exceed the amount of the daily per diem rate.

c. Non-Medical Attendants. Per reference (c), chapter 7, part D, in the event that the patient cannot travel alone, a non-medical attendant is appointed by competent medical authority and justification must be provided from the attending physician. A non-medical attendant is authorized per diem per reference (c), paragraphs 7180, 7185 and 7190, for authorized travel and transportation allowances for non-medical attendants (members, employees, and other persons). Non-concurrent non-medical attendant travel may be authorized in cases where a non-medical attendant is not required for the duration of the patient’s travel. Per diem authority for non-medical attendants must not exceed 30 days unless an extension is authorized and approved. If an extension is authorized and approved, the extension must not exceed 30 days beyond the amendment or modification date of the authorization or order such that the long term temporary duty (TDY) flat rate per diem per reference (c), paragraph 4250 does not apply.

d. Escort Travel. Per reference (c), chapter 7, part D1, an escort may be authorized by the member’s commanding officer or the approving official. Escort and attendant travel is authorized only when the approving official determines that dependent travel is necessary and that the dependent is incapable of traveling alone because of age, physical, or mental incapacity, or other extraordinary circumstance. Per diem authority for non-medical attendants must not exceed 30 days unless an extension is authorized and approved. If an extension is authorized and approved, the extension must not exceed 30 days beyond the amendment or modification date of the authorization or order such that the long term TDY flat rate per diem per reference (c), paragraph 4250 does not apply.

e. Accompanying Dependents. Per reference (c), paragraph 7195, one or more dependents may be authorized by FLDSUPPACT to travel with the member or dependent patient. The member must justify that the dependent is command sponsored at the OCONUS permanent duty station (PDS), incapable of self-support, and no alternate child care is available while the patient is receiving medical treatment and only used as a last resort. If authorized by FLDSUPPACT, an accompanying dependent is limited to round trip air transportation (no per diem). The member is responsible for all other travel costs.

5. Long Term Travel. Per reference (c), paragraph 4250, travel exceeding 30 days at one location is considered a long term TDY and a reduced flat rate per diem applies. However, orders and amendments for most medical travel and escorts and attendants should be issued for 30 days or less (see paragraphs 7095-F, 7175-B, 7205-C1e and 7315-A1b of reference (c)) and the long term TDY flat rate would not apply. Consistent with the recommendation of reference (g), partial payments are required for travel exceeding 45 days to replenish government travel card purchases prior to voucher submission. Per reference (c), paragraph 1110-E2, a member...
who uses DTS for TDY over 45 days should include a request for scheduled partial payments with the trip record so the traveler is paid every 30 days. This ensures the traveler is paid for expenses in about the same time as the charge card bills are received.

6. Obstetric Care. Pregnancies are handled on a case-by-case basis. Under normal circumstances, patients are sent to the Stork’s Nest facilities in Germany or Italy where facilities for pre- and post-natal care are located, or to the nearest MTF. Lodging costs for alternate locations are authorized based on the current rate at the Stork’s Nest. Travel dates for delivery are 6 weeks prior and 6 weeks after. Variations must be medically required. Reimbursement of actual expenses will only be authorized for the mother and the newborn child, per reference (c), paragraph 7105-G. A newborn infant is authorized actual expense not to exceed one-half of the applicable daily locality meals and incidental expense rate. Non-medical attendants will be approved by FLDSUPPACT per this enclosure. If the mother is experiencing a high-risk pregnancy, and needs to be seen at an alternate facility in the continental United States, justification must be provided by the attending physician accompanied with a recommendation of movement letter from TRICARE. Miscellaneous travel expenses not required for medical care are not reimbursable (e.g., phone calls).

7. Funding Authorization. Only transportation, per diem, and miscellaneous travel expenses associated with outpatient medical or dental travel can be charged to the fund site provided by FLDSUPPACT. Family member patients are authorized actual expenses only for lodging and meals, not to exceed the locality per diem rate for the medical or dental facility location. Reimbursement is authorized for the actual expenses incurred for the dependent's transportation between transportation terminal, medical or dental facility, and lodging when the dependent is receiving outpatient care at a medical or dental facility outside the Service member's PDS area. Actual expenses incurred for transportation cost between medical or dental facility and lodging may be reimbursed for the number of trips the dependent must make between those two places. The transportation mode used should be the least costly mode available that adequately meets the patient's needs. When privately owned convenience is the appropriate mode, the other mileage rate, per reference (c), chapter 4, part G, is paid for the distance traveled based on odometer readings; highway, bridge, and tunnel tolls; and parking fees. If Government quarters are not available, an out-patient member must document non-availability per reference (c), paragraph 2570. Travel dates are authorized for 1 day prior and 1 day after the appointment. Multiple appointments must be made in conjunction with each other to minimize travel requirements.

   a. Rental Car. Rental cars are not normally funded with medical travel funds unless sufficient justification is provided to indicate that it is more cost efficient or advantageous to the Government than utilizing commercial transportation (e.g., taxicabs) or public transportation. Rental cars must be specifically requested and approved by FLDSUPPACT on the patient’s DTS authorization. For example, if the nearest medical facility is outside reasonable taxi travel distance from the authorized departure point, a rental car may be authorized.
b. **Lodging.** Members traveling as out-patients must use Government quarters if available. Non-availability documentation per reference (c), paragraph 2570 is required. In the event that both an active duty Service member and command sponsored family member are patients and authorized to receive medical treatment at the same location with overlapping dates, only one patient will receive lodging authorization.

8. **Government Travel Charge Card.** Per reference (e), volume 4, use of the Government Travel Charge Card is mandatory for all flights and lodging and reimbursed directly to the card. Late fees are the responsibility of the travel charge card holder unless specified in reference (e), volume 4. Family member dependents are not authorized to use the Service member’s travel charge card while on travel. The military member must be on travel orders and not traveling at personal expense.

9. **Substantiating Documents.** General requirements for most travel documents that must be submitted on DTS authorizations and vouchers are listed in subparagraphs 9a and 9b. The list of required documents may be different depending on the travel specifics.

   a. **Authorization Documents:** OPNAV 7200/1, recommendation of movement letter, appointment notice, physician justification for an attendant, and justification for accompanying dependents.

   b. **Voucher Documents:** Per reference (e), volume 3, charge card statements are used to verify foreign currency exchange rates and ensure reimbursement matches what was paid. Travelers authorized actual meals must submit receipts with the costs clearly identified. Charge card statements cannot be used in lieu of an itemized receipt. All travelers authorized reimbursement for meals are required to submit DD Form 1351/3 Statement of Actuals in additional to all required receipts. Lodging tax in OCONUS foreign locations is included in per diem and is not a reimbursable expense. FLDSUPPACT may request additional receipts. Failure to provide a requested receipt may result in not being reimbursed. It is recommended that all receipts be submitted.

10. **Inpatient Medical Care**

    a. Funding for all inpatient to inpatient medical care is provided by a centrally managed LOA provided by BUMED Accounting Operations Division (M841); Phone (703) 681-9445; Fax (703) 681-9608; or e-mail BUMEDCMA@MED.NAVY.MIL.

    b. Amounts expended for those items other than travel related to medical appointments are the responsibility of the Service member's assigned organization. The Service member's activity is responsible for identifying and charging proper LOAs. For example, Internet connection fees to perform work duties.
11. **Authorized Funding**

   a. If, for any reason, the funding is not used, FLDSUPPACT Financial Department Code 8 must be notified in writing and the authorization request must be cancelled by the activity duty sponsor via DTS immediately.

   b. If it is a request for a flight physical and the Service member is in a non-flight status, then a copy of the denied flight physical waiver request must be sent along with OPNAV 7200/1.

   c. If for any reason additional funding is required (due to appointments being changed, additional appointments required, etc.), the Service member must immediately contact FLDSUPPACT and provide a written justification from the attending physician for the extension and state the new dates for treatment. Upon return, Service member must amend his or her authorization when submitting his or her voucher in DTS.

12. **Reporting Instructions.** The point of contact for FLDSUPPACT can be reached at commercial (202) 685-1508, (202) 685-7231, and (202) 685-7277; DSN 325; Fax commercial (202) 685-1541; Fax DSN 325-1541; or e-mail [fsa_medicaltravel@navy.mil](mailto:fsa_medicaltravel@navy.mil).