

HPA&E  
Clinical Services Division  
**European Regional Medical Command**  
**CMR 442**  
**APO AE 09042**

Instructions for completing DD Form 1610

- Block 1. Date of Request: Date order is prepared (20041001)
- Block 2. Name: Traveler's last name, first, middle initial
- Block 3. Social Security Number: Traveler's SSN
- Block 4. Position Title and Grade or Rating: Traveler's position title and rank
- Block 5. Location of Permanent Duty Stations (PDS): Embassy, City, Country
- Block 6. Organization Element: Traveler's unit, division,
- Block 7. Duty Phone Number: Traveler's duty phone number include DSN prefix (when possible)
- Block 8. Type of Orders: Medical TDY or Non-Medical Attendant
- Block 9. TDY Purpose: Medical Appointment or Non-Medical Attendant
- Block 10a. Approximate Number of TDY Days: Total number of days TDY (plus travel time from PDS to TDY location and return). Do not include leave days.
- Block 10b. Proceed Date: Date to begin official travel, which should be as accurate as possible.
- Block 11. Itinerary: Location where Traveler is assigned which is your Permanent Duty Station (PDS); to TDY destination and return to PDS. Variation is not authorized. For example:
- FROM: Moldova
  - TO: Landstuhl, Germany
  - RETURN: Moldova

HPA&E  
Clinical Services Division  
European Regional Medical Command  
CMR 442  
APO AE 09042

Instructions for completing DD Form 1610

- Block 12. Mode of Transportation: Indicated in the blocks provided:
- a. Commercial: the mode(s) authorized, i.e. if traveler uses rail, air and bus, then all three (3) modes of travel should be checked in 12a.
  - b. Government: If travel will be conducted via military vehicle, indicate which mode.
  - c. Local Transportation:
    - Car Rental is not authorized.
    - Taxi or Other must be included in the comments in Block 16 remarks.
    - Privately Owned Conveyance, check second box.

Block 13. Per Diem: Check box a.

- Block 14. Estimated Cost:
- a. Per Diem: Number of days in block 10a times the per diem rate, plus lodging and any incidentals; this cost should be based on the actual cost of lodging/billeting available as determined by the billeting office. Go to Per Diem, Travel and Transportation Allowance Committee web address: [www.dtic.mil/perdiem](http://www.dtic.mil/perdiem)
  - b. Travel. Cost of round trip airfare.
  - c. Other.
  - d. Total. Total of a, b and c.

Block 15. Advance Authorized: Advance is normally not authorized.

Block 16. Remarks: See Block #16 Instruction sheet (attachment). Type the following items that apply to the traveler. The statements must be typed out. Not "see item a; d;"etc. Also the following statement **must** be included: **"If an extension to these orders are needed, fax original orders with a memorandum from the attending physician explaining the reason and length of time for the extension to the Case Manager's office at DSN:371-3570 or CIV: 49-6221-17-3570. This must be done 72 hours prior to the ending date of the TDY orders or as soon as possible and should be coordinated with your unit."**

If SM is serving as a Non-Medical Attendant (NMA), this statement must be included:

HPA&E  
Clinical Services Division  
European Regional Medical Command  
CMR 442  
APO AE 09042

Instructions for completing DD Form 1610

**“Period of TDY funded by this order is limited to 3 days. Additional days at the treatment site will be covered by permissive TDY, annual leave or other administrative absence as authorized and approved by the individual’s unit.”**

**“Attendant travel is necessary as the Service/Family member is incapable of traveling alone because of age, physical or mental incapacity, or other extraordinary circumstances.”**

Block 17. Travel-Requesting Official (Title and Signature): Signed by the supervisor or traveler.

Block 18. Travel Approving/Directing Official: The traveler can not approve his/her own travel. It **must** be signed by someone who can approve travel for the individual nominated to travel, normally a superior officer.

Blocks 19-22 Authorization: Leave blank. These blocks will be completed by ERMC Resource Management staff.

08/16/05