



SECRETARY OF THE ARMY  
WASHINGTON

23 OCT 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2020-14 (Army Spouse Travel)

1. References. For a list of references, see enclosure 1.
2. Applicability. This policy applies to the Regular Army, Army National Guard/Army National Guard of the United States, and U.S. Army Reserve.
3. Purpose. This directive revises policy and procedures for Army spouse travel pursuant to changes in the Joint Travel Regulations (reference 1e) and Department of Defense (DoD) Directive 4500.56 (reference 1g).
4. Background. The Army recognizes the important and selfless contributions of spouses. The Department must comply with applicable laws and DoD policy and intent when it requests travel benefits for the spouses of Army officials.
5. Policy. This directive supersedes Secretary of the Army memorandum (Joint Travel Regulations Changes to Spouse Travel), dated 13 January 2020 (reference 1j), in its entirety, and all spouse travel-related language in Army Directive (AD) 2017-05, including paragraphs 10, 11, 12, 15(e), enclosure 6, and enclosure 7. All other provisions of AD 2017-05 remain in effect. When a provision concerning spouse travel in AD 2017-05, Army Regulation (AR) 1-50, or any other Army policy is inconsistent with this directive, this directive is controlling.
  - a. Consistent with Federal law and DoD policy, spouses may not travel on official business at government expense unless specific and restrictive circumstances apply. The Administrative Assistant to the Secretary of the Army (AASA) is the principal advisor to the Secretary of the Army for all matters in this directive, including spouse travel.
  - b. Invitational Travel for Army Spouses. The Joint Travel Regulations (JTR), at paragraph 030501.A.1-11, provide specifically enumerated circumstances when a spouse may be invited to travel at the government's expense and is issued an Invitational Travel Authorization (ITA). In situations where one of the specifically enumerated circumstances is not applicable, the JTR, at paragraph 030501.A.12, provides that a spouse may be authorized to travel at government expense if the spouse is legitimately performing a direct service for the government (direct service standard). This paragraph provides additional guidance with respect to Army spouse travel under the direct service standard.

SUBJECT: Army Directive 2020-14 (Army Spouse Travel)

(1) Spouse Travel to Army Training Activities.

(a) The Headquarters, Department of the Army (HQDA) and the AASA have determined that certain Army-directed recurring training activities are consistent with the JTR, and that spouse travel to these activities meets the direct service standard through the activity's program of instruction or through the facilitation of Soldier and Family initiatives. See enclosure 2 for a list of those activities.

(b) The training activities approved under this directive will be reviewed by the HQDA G-3/5/7 Training Directorate every four years from the date of approval to ensure they continue to meet the requirements of the JTR.

(c) Changes to any of the spouse training activities approved under this directive must be assessed by the HQDA G-3/5/7 Training Directorate to ensure that the direct service standard applicable to the spouse's travel continues to be met, and must be submitted to the AASA for approval before implementation.

(d) Commands or organizations seeking approval of spouse travel to other Army-directed recurring and non-recurring training activities (formerly "service-endorsed training courses") will submit requests to the HQDA G-3/5/7 Training Directorate for review and final submission to the AASA for approval. All such approved training activities will be reviewed by the HQDA G-3/5/7 Training Directorate every four years from the date of approval to ensure they continue to meet the requirements of the JTR.

(2) Spouse Travel to Education and Evaluation Activities (non-training).

(a) HQDA and the AASA have determined that certain Army-directed recurring education and evaluation activities are consistent with the JTR and that spouse travel to those activities meets the direct service standard. See enclosure 3 for a list of those activities.

(b) Changes to spouse travel to the education and evaluation activities approved under this directive must be assessed to ensure that the direct service standard applicable to the spouse's travel continues to be met, and must be submitted to the AASA for approval.

(c) Education and evaluation activities approved under this directive will be reviewed every four years from the date of approval to ensure they continue to meet the requirements of the JTR.

(3) Other Invitational Spouse Travel. All other instances of requests for spouse travel under the direct service standard will be treated as an individual exception to travel policy and may be approved as an exception only by the appropriate delegated authority identified in paragraph 5i of this directive (Authorizing Officials), provided that it

SUBJECT: Army Directive 2020-14 (Army Spouse Travel)

meets the JTR direct service standard. Approval of spouse travel will be based on the merits of each case and on a case-by-case basis. Requests for spouse travel and exception to policy must include the following:

(a) a memorandum signed by the Army sponsor that clearly explains how spouse travel to activities meets the direct service standard

(b) a separate spouse agenda that defines the focus and audience of the spouse's participation and identifies the service to the Government to result from the participation (Windshield tours, routine or repetitive site visits, social engagements, and similar events are not considered to be part of a substantive agenda.)

(c) if applicable, a copy of any invitation made by a DoD, Federal, or non-DoD entity where a spouse's presence is requested

(d) legal review signed by the command ethics counselor (This review is not required but highly encouraged.)

c. Direct Service Standard Allowances.

(1) As a general rule, when spouse travel is authorized under JTR paragraph 030501.A., the spouse generally is authorized the standard travel and transportation TDY allowances specified in the JTR for DoD Civilian employees. However, when a spouse is traveling under the direct service authority at JTR paragraph 030501.A.12 and is traveling with a servicemember or Civilian employee sponsor, the spouse may only receive per diem if separately authorized by an appropriate official.

(2) An Army spouse traveling under the authority of JTR paragraph 030501.A.12 will normally travel with a servicemember or Civilian employee sponsor and, therefore, would not be entitled to receive per diem. On a case-by-case basis, as appropriate, per diem may be separately authorized as described in the JTR and paragraph 5c(1) of this directive by the following officials:

(a) the AASA, for training activities and education and evaluation activities approved in this directive or subsequently approved under paragraphs 5b(1) or 5b(2) of this directive

(b) a delegated authorizing official (described in paragraph 5i of this directive), for all other covered spouse travel

(3) Under rare circumstances, when an Army spouse traveling under the authority of JTR paragraph 030501.A.12 is authorized to travel independently from a

SUBJECT: Army Directive 2020-14 (Army Spouse Travel)

servicemember or Civilian employee sponsor, per diem is authorized, consistent with the JTR and paragraph 5c(1) of this directive.

(4) A spouse authorized commercial air (COMAIR) transportation must fly economy or coach class unless otherwise authorized in accordance with AD 2017-05 in enclosure paragraph 3 (Commercial Air Travel).

(5) A spouse authorized travel under this paragraph may be independently authorized to accompany an Army sponsor on government aircraft (MILAIR) if the sponsor has been authorized MILAIR transportation and the spouse meets the requirements listed in paragraph 5d of this directive.

d. MILAIR travel requirements.

(1) All spouse transportation on MILAIR must comply with the requirements outlined in DoD Directive 4500.56 (reference 1g).

(2) Spouses requested to perform travel that does not meet the direct service requirements, as described in paragraph 5b of this directive, may be authorized to accompany their sponsors on MILAIR transportation if the requirements listed in DoD Directive 4500.56 are met.

(3) Approval of spouse transportation on MILAIR always requires the exercise of good judgment in application. Army sponsors should be mindful of the need to withstand public scrutiny and avoid the appearance that spouse travel on MILAIR is being abused.

(4) Allowances. Spouses authorized MILAIR transportation under this paragraph are entitled only to MILAIR transportation unless other allowances have been authorized consistent with another provision of this directive.

(5) Unofficial Spouse Travel on MILAIR. Spouses accompanying their Army sponsors on MILAIR will reimburse the Government for any unofficial travel at the full coach fare. All such unofficial travel must comply with the specific requirements outlined in DoD Directive 4500.56. For example, spouse travel to events such as a change of command, funeral, promotion, retirement, or similar ceremony, where a spouse has little or no participation beyond attendance, would likely not meet the direct service standard requirement described in paragraph 5b of this directive, or the MILAIR transportation requirements described in this paragraph. Under these circumstances, the spouse may not travel at government expense. The spouse may accompany the Army sponsor if—

(a) MILAIR is already scheduled for an official purpose and the sponsor is onboard the aircraft.

(b) Use does not require a larger aircraft than is needed for official purpose.

SUBJECT: Army Directive 2020-14 (Army Spouse Travel)

(c) Official travelers are not displaced.

(d) Travel results in negligible additional cost to the government.

(e) The government is reimbursed the full coach class fare.

e. Conference Attendance. Spouse attendance and travel to conferences will be requested, approved, and conducted in compliance with Army Regulation 1–50 (reference 1i). Spouse travel to a conference must also comply with the JTR and the requirements described in paragraph 5b of this directive. Allowances are authorized as discussed in paragraph 5c. Spouse transportation on MILAIR for conference attendance must also comply with the requirements described in paragraph 5d of this directive.

f. Award Ceremonies. Spouse travel for federally or non-federally sponsored award ceremonies will be in accordance with guidance contained in the JTR.

g. Statutory Volunteer. Government-funded spouse travel as a volunteer is permitted in accordance with Title 10, U.S. Code, section 1588 and the JTR, and when approved by an authorizing official listed in paragraph 5i of this directive.

h. Spouse travel paid for by a non-Federal entity will be approved by the appropriate authorizing official, as described in paragraph 5i of this directive, in accordance with Title 31, U.S. Code, section 1353; the Federal Travel Regulation; and the Joint Ethics Regulation (references 1c, 1d, and 1f).

i. Authorizing Officials. Each occurrence of spouse travel must be approved on a case-by-case basis, except for those training activities and education and evaluation activities identified in this directive or subsequently approved under this directive. Blanket approvals of spouse travel are not authorized. Authorizing officials must exercise good judgment in approving spouse travel. Delegated authorities will recognize and affirm that a pattern of consistent and repetitive spouse travel is not consistent with DoD and Army policy. Delegations of approval authority for spouse travel described in this paragraph may not be further delegated, unless explicitly stated herein. The approval authority must maintain complete documentation of approved spouse transportation on MILAIR for 2 years.

(1) The Secretary of the Army, Chief of Staff of the Army, Under Secretary of the Army, and Vice Chief of Staff of the Army are delegated the authority to approve their own spouse travel.

(2) Except as noted in paragraph 5i(1), the AASA is the delegated approval authority for all travel at Government expense by the spouses of Army Secretariat and Army Staff officials. The AASA is also the approval authority for all spouse travel to training activities and education and evaluation activities approved in this directive or

SUBJECT: Army Directive 2020-14 (Army Spouse Travel)

subsequently approved under paragraphs 5b(1) or 5b(2) of this directive. All requests for spouse travel must be forwarded to the Directorate of Executive Travel (DET) for review and processing at least 10 days before scheduled travel.

(3) Four-star Army commanders are delegated approval authority for their own spouses and the spouses of individuals within their organizations. The Secretary concerned, as defined in the JTR, may delegate this authority to a three-star general officer deputy commanding general or equivalent. All delegations must be in writing and retained by the delegate for 2 years.

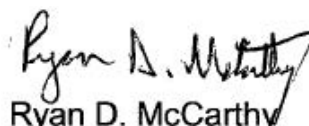
(4) Other commands without a four-star general officer within their chain of command, or without a three-star general officer with delegated authority as described in paragraph 5i(3) of this directive, will process spouse travel requests through DET for approval by the AASA in accordance with paragraph 5i(2) of this directive.

(5) Joint commanders of combatant commands will follow their joint command approval process for accompanying spouse travel when traveling on behalf of the joint command. When traveling strictly on Department of the Army business, they will follow the provisions of this directive.

(6) Consistent with DoD Directive 4500.56, requests for approval of spouse transportation on MILAIR will be submitted in writing, on a case-by-case basis, to the same designated approval authority as that of the Army sponsor.

6. Proponent. This directive is effective immediately. The Administrative Assistant to the Secretary of the Army is the proponent for this policy, responsible for updating relevant regulations with the provisions of this directive within 2 years.

7. When a provision concerning spouse travel in AD 2017-05, AR 1–50, or any other Army policy is inconsistent with this directive, this directive is controlling.

  
Ryan D. McCarthy

DISTRIBUTION:

Principal Officials of Headquarters, Department of the Army  
Commander

U.S. Army Forces Command

U.S. Army Training and Doctrine Command

U.S. Army Materiel Command

U.S. Army Futures Command

(CONT)

SUBJECT: Army Directive 2020-14 (Army Spouse Travel)

DISTRIBUTION: (CONT)

- U.S. Army Pacific
- U.S. Army Europe
- U.S. Army Central
- U.S. Army North
- U.S. Army South
- U.S. Army Africa/Southern European Task Force
- U.S. Army Special Operations Command
- Military Surface Deployment and Distribution Command
- U.S. Army Space and Missile Defense Command/Army Strategic Command
- U.S. Army Cyber Command
- U.S. Army Medical Command
- U.S. Army Intelligence and Security Command
- U.S. Army Criminal Investigation Command
- U.S. Army Corps of Engineers
- U.S. Army Military District of Washington
- U.S. Army Test and Evaluation Command
- U.S. Army Human Resources Command
- Superintendent, U.S. Military Academy
- Director, U.S. Army Acquisition Support Center
- Superintendent, Arlington National Cemetery
- Commandant, U.S. Army War College
- Director, U.S. Army Civilian Human Resources Agency

CF:

- Chief, National Guard Bureau
- Director, Business Transformation
- Commander, Eighth Army

## REFERENCES

- a. Title 5, U.S. Code, section 5703 (5 U.S.C. 5703) (Per diem, travel, and transportation expenses; experts and consultants; individuals serving without pay)
- b. 10 U.S.C. 1588 (Authority to accept certain voluntary services)
- c. 31 U.S.C 1353 (Acceptance of travel and related expenses from non-Federal sources)
- d. Title 41, Code of Federal Regulations, chapters 300–304 (Federal Travel Regulation (FTR))
- e. Department of Defense (DoD) (Joint Travel Regulations (JTR)), section 0305 (Invitational To Travel), 1 October 2020
- f. DoD 5500.7-R (DoD Joint Ethics Regulation), chapter 4 (Travel Benefits)
- g. DoD Directive 4500.56 (DoD Policy on the Use of Government Aircraft and Air Travel), 14 April 2009, incorporating Change 5, effective 3 April 2019
- h. Army Directive 2017-05 (Secretary of the Army Policy for Travel by Department of the Army Senior Officials), 18 January 2017 (hereby rescinded, in part)
- i. Army Regulation 1–50 (Army Conference Policy), 2 July 2018 (hereby rescinded, in part)
- j. Secretary of the Army memorandum (Joint Travel Regulations Changes to Spouse Travel), 13 January 2020



**ARMY TRAINING ACTIVITIES THAT MEET THE DIRECT SERVICE STANDARD  
FOR SPOUSE TRAVEL**

1. Senior Leader Development Seminar (SLDS) Spouse Program (formerly Army Strategic Education Program-Basic)
2. Command Team Spouse Development Program
3. Nominative Leader Course (NLC) Spouse Program
4. Office of The Judge Advocate General's Key Leader Course

**EDUCATION AND EVALUATION ACTIVITIES (NON-TRAINING) THAT MEET THE  
DIRECT SERVICE STANDARD FOR SPOUSE TRAVEL**

1. General Officer Executive Health Assessment (GO-EH)
2. Army Strategic Education Program-Transition (ASEP-T)