



NTC GREAT LAKES  
MASTER FILE COPY

DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
GREAT LAKES, ILLINOIS 60088-5000

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NTCGLAKESINST 4650.19B  
(02)

11 AUG 1992

NTC GREAT LAKES INSTRUCTION 4650.19B

From: Commander, Naval Training Center, Great Lakes

Subj: PROCEDURES FOR PREPARATION AND EXECUTION OF TRAVEL ORDERS  
FOR NAVAL TRAINING CENTER (NTC) STAFF

Ref: (a) OPNAVINST 5050.24D  
(b) SECNAVINST 4651.81L  
(c) NAVCOMPTINST 4650.7  
(d) OPNAVINST 4650.11F  
(e) Joint Federal Travel Regulations (JFTR)  
(f) NAVCOMPTMAN VOL 3, paragraph 032106

Encl: (1) Request, Authorization, Agreement, Certification of  
Training and Reimbursement (DD Form 1556)  
(2) TEMADD Travel Order, NAVPERS 1320/16 (Military);  
DD 1610 (Civilian); Worksheet/Checklist  
(3) Naval Training Center Travel Routing  
(4) Reimbursement of Expenditures on Official Business,  
Standard Form 1164  
(5) Instructions for Preparation of Temporary Additional  
Duty Travel Orders  
(6) Traveler Information Handbook  
(7) Frequent Flyer Mileage Program (excerpts from JFTR  
Vol I and Vol II)

1. Purpose. To describe procedures relating to travel authority, funding, travel services, and reimbursement of costs for Temporary Additional Duty (TAD), Permanent Change of Station (PCS) and official local travel.

2. Cancellation. NTCGLAKESINST 4650.19A and NAVTRASTAINST 4650.2B. This instruction has been substantially revised and should be read in its entirety.

3. Background

a. It is the responsibility of this command to ensure that:

(1) That travel is necessary to the accomplishment of the Navy's mission.

(2) Travel is executed with minimum cost, and

(3) Fraud, waste, and abuse are eliminated. An official Navy traveler is expected to exercise the same or greater prudence that a person would exercise if traveling on personal business.

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- b. Requirements and guidelines prescribed by higher authority are synopsised and referenced throughout this instruction. References cited identify the source of the information if more detailed guidance is necessary.
- c. Conferences involving the expenditure of TAD funds will be restricted to those absolutely essential to meet mission requirements. Requests to conduct conferences, seminars or workshops which involve the expenditure of TAD funds must be forwarded to the Commander, Naval Training Center (CNTC) for approval per reference (a).
- d. Approval for registration fees to attend training or conferences (sponsored by non-federal societies and organizations) must be obtained in advance on a DD Form 1556 (Request Authorization Agreement Certification of Training and Reimbursement) for civilian personnel, and NAVPERS 1320 (TEMADD Travel Orders) for military personnel. Reference (b) is germane. Enclosures (1) and (2) are samples of the above forms.
- e. Government quarters will be used by all travelers to the maximum extent possible. The Bureau of Naval Personnel publishes an annual notice in the 11103 series which lists all Navy Bachelor Quarters (BOQ/BEQ) facilities.
- f. When arranging travel, the most appropriate and most economical means of available transportation will be used. All transportation arrangements will be made through the Scheduled Airline Traffic Office (SATO) via Navy Passenger Transportation Office (NAVPTO).
- g. Travelers will become familiar with the provisions of reference (c) with regard to rental of vehicles.
- h. Acceptance of gratuities, favors, payments in cash or in kind, contributions or awards in connection with travel, transportation, and temporary duty assignments will be subject to the restrictions and conditions of regulations relating to standards of conduct and conflict of interest.
- i. Travelers are responsible for airline tickets issued for official travel. If tickets are lost or stolen through negligence on the traveler's part, he or she is liable for any expenditure by the Government as a result of this loss.
- j. Appropriate clearances will be obtained prior to travel overseas on official temporary duty. Reference (d) applies.

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k. Permanent Change of Station (PCS) travel responsibilities, requirements and procedures for military and civilian personnel are prescribed in reference (e). Civilian personnel PCS will be coordinated by CCPO, Comptroller, and NTC Personnel Support Detachment (PSD). Civilian and military personnel are processed through NTC PSD.

## 5. Definitions

a. Naval Personnel. All naval military personnel and civilian employees of the Department of the Navy (DON).

b. Fraud. Any willful taking, or attempt to take unfair advantage of the Government including, but not limited to; Making false statements; submission of false claims; deceit, either by suppression of the truth or by misrepresentation of a material fact, falsification of records or conspiracy.

c. Waste. Any thoughtless or careless action which results in the loss of resources.

d. Abuse. Any wrong or improper use of position, trust or authority.

e. Temporary Additional Duty (TAD/TDY). Involves a journey away from the member's permanent duty station to one or more place to perform official duties and direct return to the permanent duty station upon completion of such duties. Travel may be mission essential, administrative or conference according to the following:

(1) Mission Essential. Travel necessary to carry out a basic mission objective.

(2) Administrative. Travel which, if cancelled, would not directly impact on the essential or critical mission objectives of the activity concerned. Examples of administrative travel are: coordinated visits between activities; attendance at change of command ceremonies; or training courses not specifically required for job performance.

(3) Conference. Travel to attend a conference, convention, seminar or symposium for the purposes of observation or education only, with no formal role in the proceedings.

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f. Authorization (Permissive) Orders. While it is desirable that personnel maintain relationships with recognized organizations in their fields, it is obviously not possible or appropriate for the Navy to defray the costs in all instances. When it is determined that the command will benefit, personnel may request permissive authority to attend courses, meetings, conferences, examinations, seminars, or symposia at no expense to the Government. These orders authorize (or permit), as distinguished from direct, the member to proceed (while in a duty status and without charge to leave) to a designated place and upon completion, return to permanent duty station and resume regular duties. All expenses connected with the travel are borne by the traveler.

g. Frequent travelers. Personnel in grades E-7 and above and GS-9 and above, including federal wage system equivalent, who expect to travel on official TAD/TDY at least twice a year. All personnel regardless of paygrade, who hold government approved credit cards are also considered frequent travelers. See enclosure (7) for additional information.

h. Non-frequent travelers. All other travelers not defined as frequent travelers.

6. Action

a. Travel Planning process:

(1) Comptroller requests, by letter, Department Heads/Special Assistants submit the following year's Travel/Training Plan by specified date.

(2) Department Heads/Special Assistants submit proposed Travel/Training Plan to Comptroller Department by requested date for consolidation and costing.

(3) Budget Division consolidates plans into Master Travel/Training Plan indicating total cost by category of travel.

(4) Deputy Comptroller reviews Master Travel/Training Plan and recommends allocations based on available funding.

(5) Comptroller approves/changes Master Travel/Training Plan based on recommended allocations.

(6) Chief of Staff/Assistant Chief of Staff approve/disapprove Master Travel/Training Plan and recommended allocations.

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(7) If desired, Department Heads/Special Assistants meet to establish travel priorities until approval is obtained.

(8) Comptroller forwards list of approved allocations to Department Heads/Special Assistants.

(9) Department Heads/Special Assistants accomplish approved travel.

b. TAD Travel Process

(1) Department Heads/Special Assistants submit prepared travel orders and worksheet/checklist to the Comptroller Department for processing.

(2) Budget Assistant determines if travel is pre-approved on the Master Travel/Training Plan. Budget Assistant estimates travel cost of planned travel and submits to Comptroller for review. Unplanned travel will be returned to the department for cancellation or alternative funding solutions. The Comptroller Department assigns accounting data.

(3) Chief of Staff (COS) approves/disapproves orders.

(4) NTC Administrative Department distributes signed original orders to member, with one copy sent to the Comptroller Department for accounting input and one copy for NTC Admin's command file.

c. No Cost TAD Travel

(1) Department Head submits orders to Admin.

(2) Admin types in remarks.

(3) Assistant Chief of Staff (ACOS) approves/disapproves.

(4) Admin distributes signed original to member and maintains one copy for command file.

7. Forms. The following forms may be obtained through normal supply channels:

SF Form 1164 (3/87)  
0104-LF-800-0077

Claim - Reimbursement  
for Expenditures on  
Official Business (6 pt)

NAVPERS 1320/16 (Rev. 11/87)  
0106-LF-013-2081

TEMADD Travel Orders

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DD Form 1351 (Rev. 7-65)  
0102-LF-013-2502

Travel Voucher (7 pt. -  
Navy Overprint)

DD Form 1351-2 (Rev. 6-78)  
0102-LF-013-2803

Travel & Transportation -  
Voucher or Subvoucher (6  
pt. Navy Overprint)

DD Form 1351-2C (Rev. 6-78)  
0102-LF-013-3002

Travel Voucher or  
Subvoucher

DD Form 1351-3 (Rev. 1-78)  
0102-LF-013-3300

Statement of Actual Expense

DD Form 1556 (Rev. 3-87)  
0102-LF-001-5562

Request, Authorization,  
Agreement Certification of  
Training and Reimbursement

DD Form 1610 (Rev. 6-67)  
0102-LF-016-7702

Request and Authorization  
for TAD/Travel of DOD  
Personnel (8 pt.)



J. L. BOYDSTON  
Chief of Staff

Distribution:  
NTCGLAKESINST 5216.5K  
Lists I & II (Case B) C, E & G only))



APR AUG 1992

REQUEST, AUTHORIZATION, AGREEMENT, CERTIFICATION OF TRAINING AND REIMBURSEMENT

A. Agency code and subelement, and submitting office number (XX-XX-XXXX)		B. Standard document number (Org Identifier/ FY, Doc/ type code/ Serial number) N0021091TG04545		C. Request Status or Process Code (X one)		D. Amendment No.	
				X (1) Initial			
				(2) Resubmission			
				(3) Correction			
				(4) Cancellation			

Section A - TRAINEE / APPLICANT INFORMATION

1. Name (Last, First, Middle Initial) EMPLOYEE, FIRST M.		2. 1st 5 letters of last name EMPLO		3. Social Security Number 123-45-6789		4. Ed. level		5. Continuous Federal Svc a. Years b. Months	
6. Home Address (Street, City, State and ZIP Code) (optional)			7. Phone Number (include area code) a. Home b. Office		8. Position Title Budget Analyst		9. Position Level (X one) a. Executive b. Manager c. Supervisory d. Non-Supervisory e. Other (Specify)		
11. Organization Name NTC Comptroller			(1) Commercial (708) 688-3371 (2) Autovon 792-3371		10. Pay Plan / Series / Grade / Step (Rank / MOS / AFSC for Navy Designator) GS-560-09				
12. Organization Mailing Address (include ZIP) Building 3200 Great Lakes, IL 60088			13. Organization UIC		14. Type of Appointment		15. No. prior non-government training days		
			16. Are you handicapped or disabled? (X one) X Yes No						

Section B - TRAINING COURSE DATA

17. Course Title Introduction to DBASE III				19. Recommended Training Source, School or Facility. a. Name Navy Data Automation Facility b. Mailing address (include ZIP) 2500 Green Bay Road Building 3400 North Chicago, IL 60064-3013			
18. Training Objectives (Benefits to be derived by the Government) To improve present job skills.				c. Location of training site (if other than 19b)			
20. Course Codes				21. Course hours (4 digits)			
a. Purpose	4	f. Security Clearance	0	k. Training Program	N	22. Course Identifiers	
b. Type	5	g. Allocation Status	1	l. Reason for Selection	2	a. SAID	51500
c. Source	N	h. Priority	1	23. Training Period (YYMMDD)		b. Catalog / Course No.	
d. Special interest	0	i. Training Level	3	a. Start		c. Offering / TLN	
e. Training Vendor		j. Method of Training	3	b. Complete			

Section C - COST INFORMATION (Costs incurred and billed are not to exceed amount in item 30.)

24. If training does not involve expenditure of funds other than salary, pay or compensation, skip the remainder of questions in Section C and X this box					
25. Direct Costs		26. Indirect Costs (For information only)		27. Accounting Classification	
a. Tuition cost	\$150	a. Travel cost		1711804.6284 000 00210 0 068566 2D 000000	
b. Books, material, other costs		b. Per diem/other costs		00210104046	
c. Total direct costs	\$150	c. Total indirect costs		29. Signature of Fiscal Officer (Follow local procedure)	
d. Funding source		28. Labor Costs		30. Total of Direct & Indirect Costs \$150	
31. Job Order No.					

Section D - APPROVAL / CONCURRENCE / CERTIFICATION

32. Supervisor: I certify training is job related and nominee meets prerequisites. (if not, attach waiver.)				33. Training Officer: I certify this training meets regulatory requirements.			
a. Typed Name (Last, First, Middle Initial) Supervisor		b. Phone number (include area code) 708-688-3371		a. Typed Name (Last, First, Middle Initial)		b. Phone number (include area code)	
c. Signature & Title Supv. Budget Analyst		d. Date		c. Signature & Title		d. Date	
34. Authorizing Official				35. Course Acceptance (To be completed by school official)			
a. Action (X one) → (1) Approved		(2) Disapproved		a. Accepted		c. School Official Signature	
b. Typed Name (Last, First, Middle Initial) BOYDSTON, J. L. CAPT, USN		c. Phone number (include area code) 708-688-3400		b. Not Accepted		d. Date	
d. Signature & Title Chief of Staff		e. Date		36. Course Completion (To be completed by school official)			
				a. If course was not completed, X this box, leave this section blank, and return this form with an explanation memo. →		b. Actual Completion Date (YYMMDD)	
37. Billing Instructions (Identify discount terms Furnish original invoice and 3 copies to:		N days.)		d. Signature & Title		e. Date	
				38. Certifying Government Official			
				a. I certify that this account is correct and proper for payment in the amount of: \$			
				b. Signature		c. Date Signed	
d. DSSN Number		e. Check Number		f. Voucher Number			

TRAINING FACILITY: Invoice should be sent to office indicated in item 37. Please refer to standard document number given in item 8 at top of page to assure prompt payment.

enclosure (1) per exception to SF 18a

b. DATE SIGNED	TRAINEE SIGNATURE
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39. I am not receiving any contributions, awards, or payments in connection with this training, from any other government agency or non-government organization and shall not accept such without first obtaining approval from the authorizing training official. I agree that should I fail to complete the requested training successfully, due to circumstances within my control, I will reimburse the agency for all training costs (excluding salary) associated with my attendance.

(2) TO (Enter date (YYMMDD))	(1) FROM (Enter date (YYMMDD))	f. Period of obligated service:
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e. I acknowledge that this agreement does not in any way commit the Government to continue my employment.

d. I understand that any amounts which may be due the employing agency as a result of any failure on my part to meet the terms of this agreement may be withheld from any monies owed me by the Government, or may be recovered by such other methods as are approved by law.

c. If I voluntarily leave the DoD to enter the service of another Federal agency or other organization in any branch of the Government before completing the period of service agreed to in item a above, I will give my servicing Civilian Personnel Office or Training Office advance notice during which time, in accordance with Federal regulations, a determination concerning reimbursement or transfer of the remaining service obligation to the gaining agency will be made.

b. If I voluntarily leave the DoD and the Federal service before completing the period of service agreed to in item a above, I AGREE to reimburse the DoD for the tuition and related fees, travel, and other special expenses (EXCLUDING SALARY) paid in connection with my training. However, the amount of the reimbursement will be reduced on a pro rata basis for the percentage of completion of the obligated service. (For example, if the cost of training is \$900 and I complete two-thirds of the obligated service, I will reimburse the DoD \$300 instead of the original \$900.)

a. I AGREE that upon completion of the Government sponsored training described in this request, I will serve in the Department of Defense (DoD) three times the length of the training period, except that if I receive no salary for the time spent in training the period of obligated service will be either one month or a period equal to the amount of time spent in training, whichever is greater. (The length of part-time training is the number of hours spent in class or with the instructor. The length of full-time training is eight hours for each day of training, up to a maximum of 40 hours a week.)

This agreement applies to all non-government training that exceeds 80 hours (or such other designated period, 80 hours or less, as prescribed by the agency) and for which the Government approves payment of training costs prior to the commencement of such training. Nothing contained in this section shall be construed as limiting the authority of an agency to waive, in whole or in part, an obligation of an employee to pay expenses incurred by the Government in connection with the training.

38. AGREEMENT TO CONTINUE IN SERVICE

**SECTION E - TRAINEE AGREEMENT / CERTIFICATION**

**PURPOSE AND USE:** The information on this form is used in the administration of the Federal Training Program. The purpose of this form is to document the nomination of trainees and completion of training; it also serves as the principal repository of personal, fiscal and administrative information about trainees and the programs in which they participate. The form becomes a part of the permanent employment record of participants in training programs and is included in the Government's Central Personnel Data File.

**DISCLOSURE:** Personal information provided on this form is given on a voluntary basis. Failure to provide this information, however, may result in ineligibility for participation in training programs.

**AUTHORITY:** The Government Employees Training Act of 1958 (USC, Title 5, 4101 to 4118), EO 9397, November 1943 (SSN).

SEP AUG 1982

TEMPORARY ADDITIONAL DUTY (TEMADD) TRAVEL ORDERS

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1. FROM: COMMANDER, NAVTRACEN, GREAT LAKES, IL		2. STANDARD DOCUMENT NO.
3. TO: RANK/NAME AND NO OTHERS		4. TANGO NO.
		5. SSN/DESIGNATOR SSN
		6. DATE DATE PREPARED

7. REF: (A)	8. <input checked="" type="checkbox"/> INDIVIDUAL TRAVEL <input type="checkbox"/> GROUP TRAVEL
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9. PROCEED ON OR ABOUT DATE	10. AUTHORIZED PROCEED ON OR ABOUT DATE	11. APPROXIMATE NUMBER OF DAYS # OF DAYS	12. ESTIMATED DATE OF RETURN DATE
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13. ITINERARY (Activity/activities and Place/places indicated below)  GREAT LAKES TO (DESTINATION), AND RETURN	14. <input checked="" type="checkbox"/> TEMADD <input type="checkbox"/> TEMADDCON <input type="checkbox"/> TEMADDINS
	15. REASON FOR TRAVEL:  CONFERENCE, MEETING, ETC.
	16. <input type="checkbox"/> AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY

17. FISCAL DATA ACCOUNTING CLASSIFICATION								
APPROPRIATION SYMBOL AND SUB-HEAD (1)	OBJECT CLASS (2)	BU CONT NUMBER (3)	SUB-ALLOT NUMBER (4)	AUTHORIZED ACCTG ACTY (5)	TYPE (6)	PROPERTY ACCTG ACTY (7)	COST CODE (8)	(9)
(7 SYM)	(4 SYM)	(3 SYM)	(5 SYM)	(1 SYM)	(6 SYM)	(2 SYM)	(6 SYM)	(12 SYM)

18. ESTIMATED COST				19. CUSTOMER IDENTIFICATION CODE	
TRANSPORTATION \$	PER DIEM \$	MISC. EXP. \$	TOTAL \$		

20. ITEM: (Use applicable item numbers as shown on reverse side of this form)

(SEE REVERSE)

"Report to a Disbursing Officer within 10 days after completion of travel to settle your travel expenses."

21. ADDITIONAL COMMENTS AND INSTRUCTIONS: MEMBER MUST FILE TRAVEL CLAIM WITHIN FIVE (5) CALENDAR DAYS AFTER COMPLETING TRAVEL TO NTC BUDGET DIVISION, BLDG 3200. FAILURE TO DO SO MAY RESULT IN DEDUCTION OF ALL TRAVEL ADVANCES FOR SUBSEQUENT TRAVEL. GOVERNMENT BERTHING/MESSING ARE AVAILABLE. ENSURE ORDERS ARE ENDORSED ACCORDINGLY.	22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A _____ BASED _____ COMPLETED _____ BY _____ (PLUS _____ YEARS SERVICE)
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23. AUTHENTICATING SIGNATURE  
COS SIGNATURE

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED:

25. COPY TO: (Include Operating Budget/fund manager in all cases)

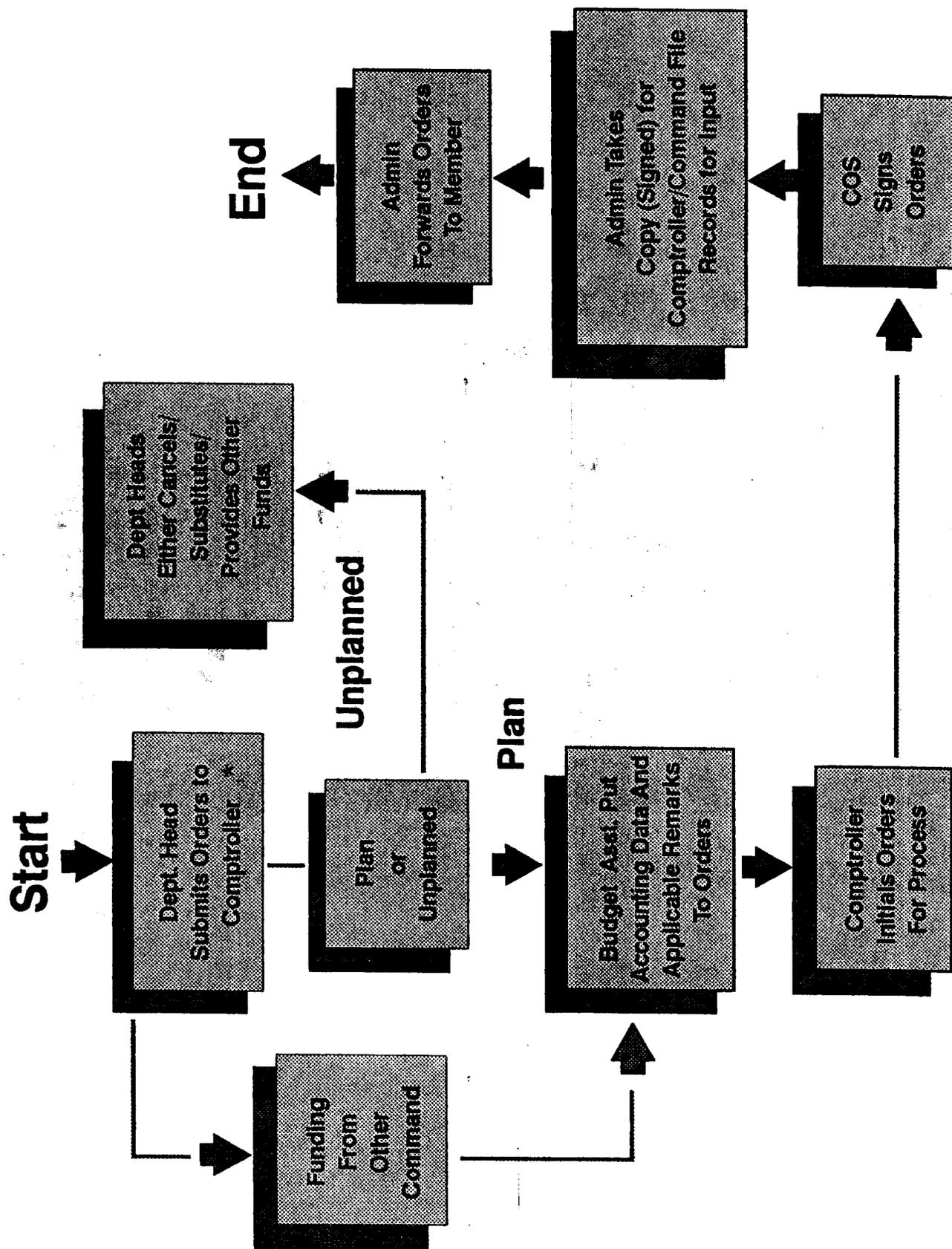


<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b>							1. DATE OF REQUEST <b>AUG 1988</b> DATE	
(Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.								
<b>REQUEST FOR OFFICIAL TRAVEL</b>								
2. NAME (Last, First, Middle Initial) NAME/SSN				3. POSITION TITLE AND GRADE OR RATING POSITION AND GRADE				
4. OFFICIAL STATION DEPARTMENT NAVTRACEN, GREAT LAKES, IL 60088				5. ORGANIZATIONAL ELEMENT DEPARTMENT		6. PHONE NO. PHONE NUMBER		
7. TYPE OF ORDERS TAD		8. SECURITY CLEARANCE N/A		9. PURPOSE OF TDY TRAINING, CONFERENCE, MEETING, ETC.				
10 a. APPROX NO. OF DAYS OF TDY (Including travel time) DAYS OF TRAVEL		10 b. PROCEED O/A (Date) DATE						
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED GREAT LAKES TO (DESTINATION), AND RETURN								
12. MODE OF TRANSPORTATION								
COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT				
				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.				
13. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)								
14. ESTIMATED COST							15. ADVANCE AUTHORIZED	
PER DIEM	TRAVEL			OTHER		TOTAL		
\$	\$			\$		\$	\$	
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) MEMBER MUST FILE TRAVEL CLAIM WITHIN FIVE (5) CALENDAR DAYS AFTER COMPLETING TRAVEL TO NAVTRACEN BUDGET DIVISION, BLDG 3200. FAILURE TO DO SO MAY RESULT IN DEDUCTION OF ALL TRAVEL ADVANCES RECEIVED ON THESE ORDERS FROM YOUR PAY AND DENIAL OF FUTURE ADVANCES FOR TRAVEL.								
17. REQUESTING OFFICIAL (Title and signature)  (DEPARTMENT HEAD)				18. APPROVING OFFICIAL (Title and signature)  (ASSISTANT CHIEF OF STAFF)				
<b>AUTHORIZATION</b>								
19. ACCTG. CITATION	APPROPRIATION AND SUBHEAD	OBJECT CLASS	BUREAU CONTROL NUMBER	SUB-AUTH	AUTHORIZATION ACCOUNTING ACTIVITY	TYPE	TRAVEL ORDER (Tango) NO.	COST CODE
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION  (CHIEF OF STAFF)						21. DATE ISSUED		
						22. TRAVEL ORDER NUMBER		



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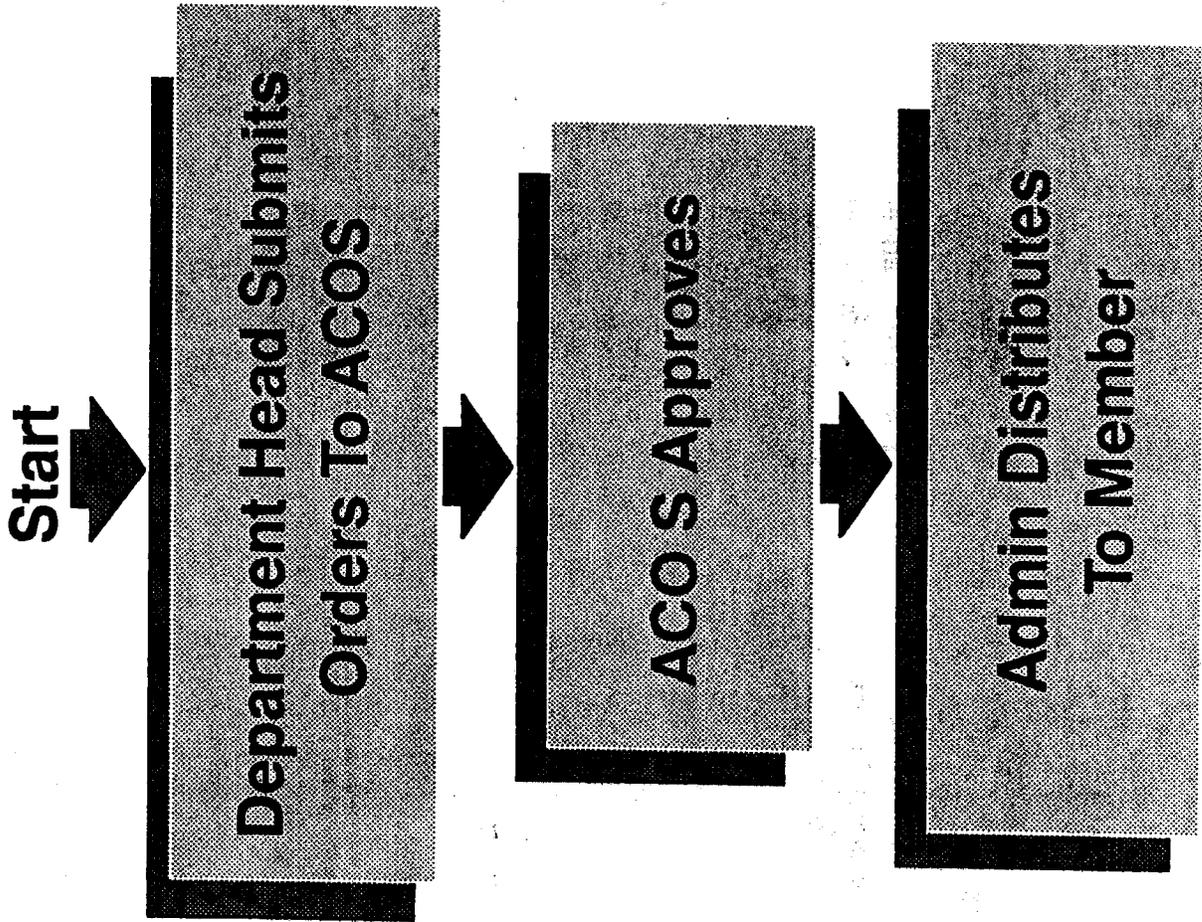
# COST TAD TRAVEL



\* and Worksheet/Checklist

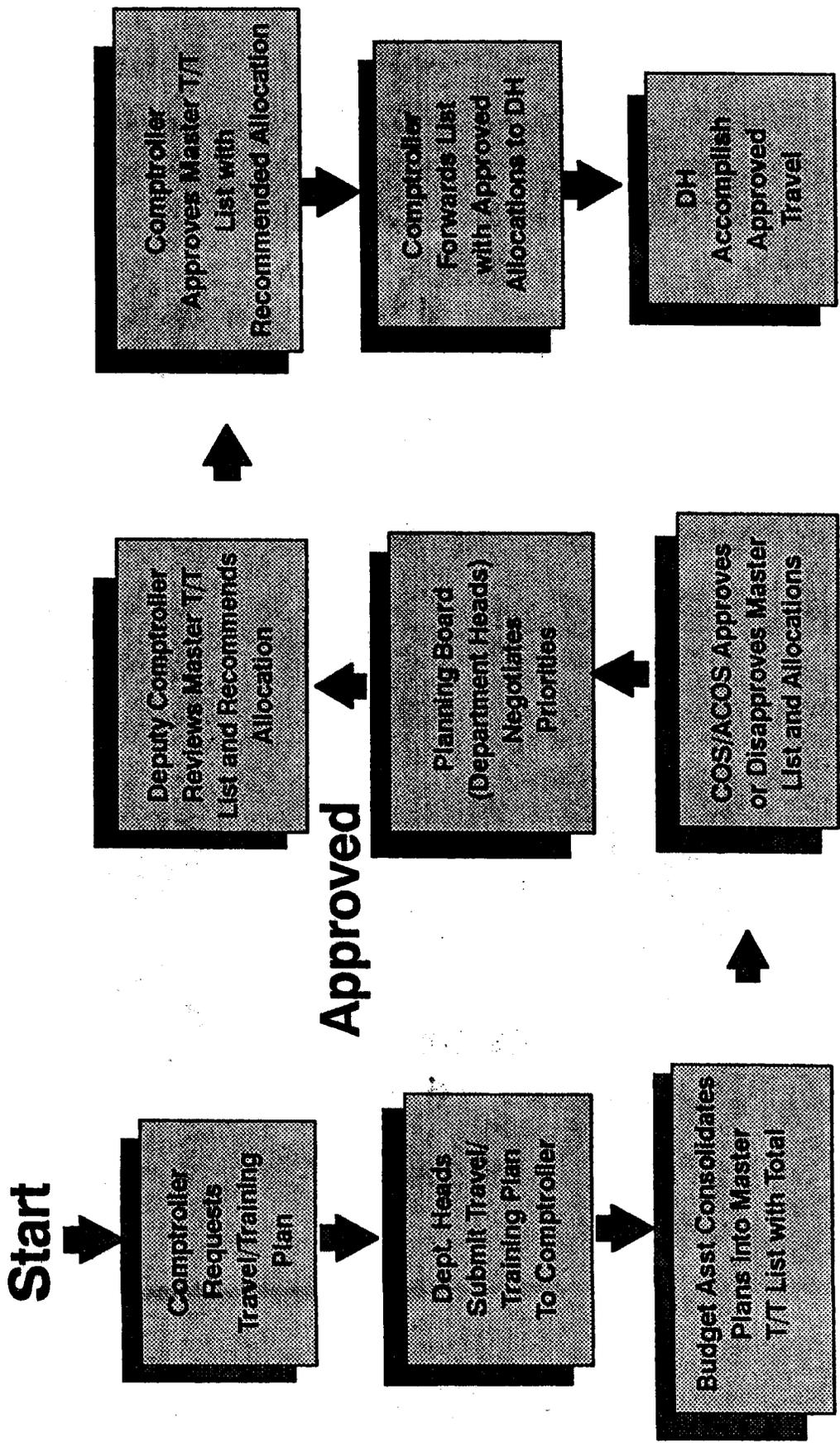
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# NO COST TAD



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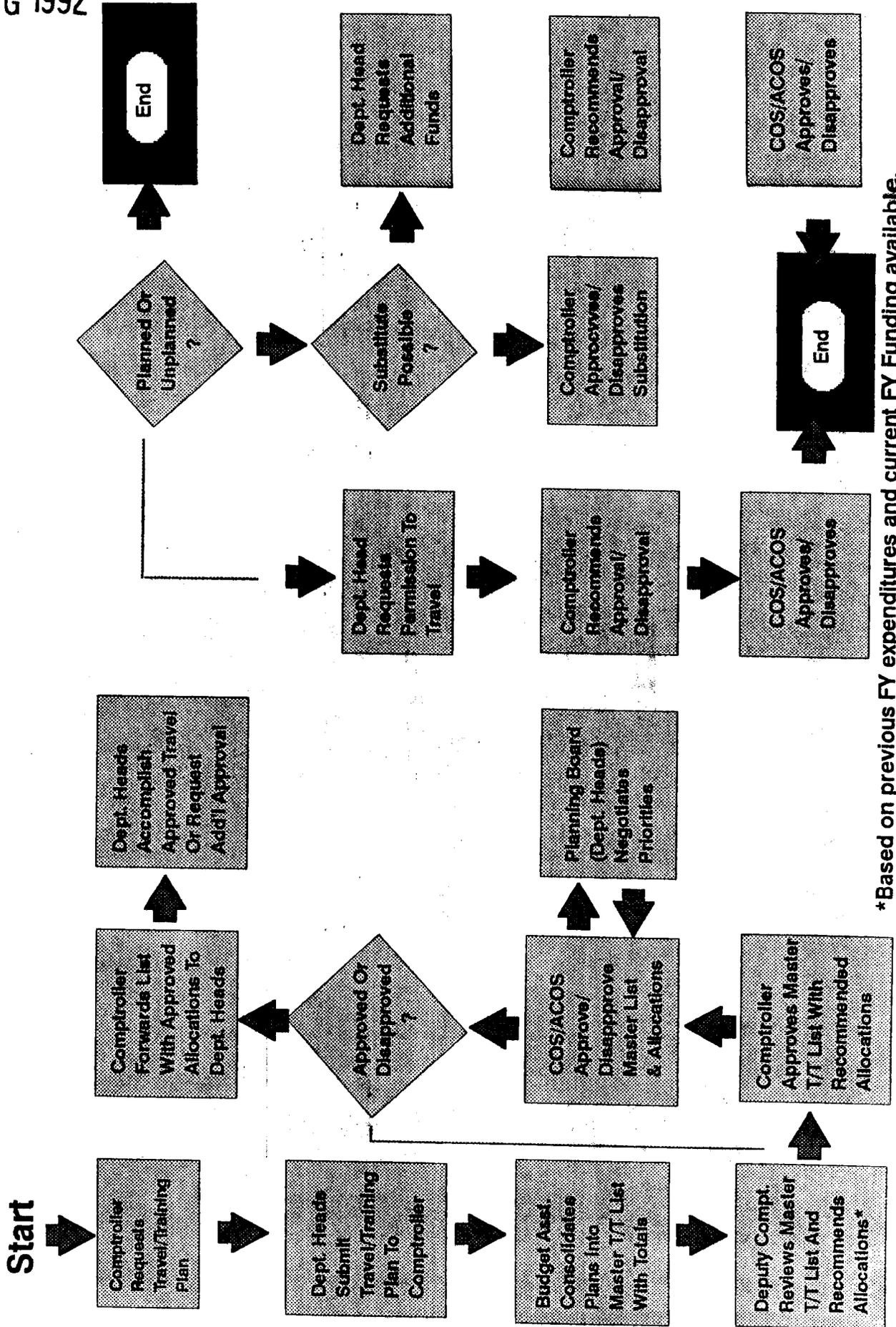
# TRAVEL PLANNING PROCESS



Approved

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# Pre-Planning Travel Process



\*Based on previous FY expenditures and current FY Funding available.





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Information Meeting  
Relocation  
Entitlement  
Recruiting

Speech or Presentation  
Troop Movement  
Audit or Inspection  
Other

Block 11 - Indicate places from and to which official travel is authorized and return to point. "Variation Authorized" is used only as directed by the Commander or COS when itinerary is not firm or is anticipated that traveler may have to visit other places in the same geographical area as the TDY destination. It will not be used unless conditions absolutely warrant since additional travel expenses may be accrued.

Block 12 - Indicate as appropriate. For Privately Owned Conveyance (POC) insert current rate per mile according to most recent JFTR amount and indicate approval in the 2nd block ("mileage reimbursement ..."). A constructive cost comparison will be performed in accordance with paragraph C2152 of reference (c) before a POC is approved as being advantageous to the Gov't. The results of this comparison will be submitted with the TAD travel request.

Block 13 - Indicate as appropriate. On permissive orders insert: "No Reimbursement".

Block 14 - Enter the estimated cost derived from the following:

Travel: Cost of air fare will be obtained from the Scheduled Airline Ticket Office (SATO) or, if POC is authorized, the number of miles will be obtained from the NTC Personnel Support Detachment (PSD) for computation.

Per Diem: A list of high cost areas is provided in Appendix D of reference (a). If Gov't Qtrs are available, per diem will be reduced accordingly.

Other includes: Transportation to and from airport, parking fees at the airport or other transportation terminal, registration fees and car rentals. If this amount exceeds \$50, cost data must be broken down in Block 16.

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Block 15 - Leave Blank. The amount of advance will be computed by the appropriate disbursing/finance office. Usually equal to 80% (or less if requested by the traveler) of estimated per diem and miscellaneous expense costs plus 100% of the estimated transportation costs if the travel is to be performed at personal expense subject to reimbursement. If exact amounts of miscellaneous expenses are known (i.e., registration fees, car rental expenses, etc.), 100% of these costs may be advanced.

Block 16 - Remarks:

One of the following statements is required on all orders regarding government quarters.

"Use of Gov't Qtrs and Mess not required as it would adversely affect the performance of your mission" This statement will not be made as a expedient or for the traveler's convenience. It must be specifically approved by the Commander or COS.

"Govt Qtrs are unavailable per (name of person contacted) on (date). Obtain certification of non-availability of Gov't Qtrs at military TDY duty station." Obtain the activity-controlled serial number at the time non-availability is established and enter on orders.

"No Gov't Qtrs at TAD duty station. Obtain certification of non-availability of Gov't Qtrs at military duty station." However, if government quarters are available and have been determined to be adequate in the immediate vicinity, this statement will not be used. The Comptroller of the Navy has determined "immediate vicinity" to be within a 20-minute commuting time of the TDY assignment duty station.

"Your travel claim shall be submitted to the NTC Comptroller within five calendar days after completion of travel. Failure to file your travel claim may result in deduction of all travel advances received on these orders from your pay and denial of future advances for subsequent travel. You are required to obtain receipts for all lodging and for reimbursable expenses \$25 or greater."

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For permissive orders the following statement shall appear: "These permissive orders are issued with the understanding that you will not be entitled to reimbursement for transportation, per diem or miscellaneous expenses in connection therewith. In case you do not desire to bear this expense, you will consider this authorization canceled."

Other entries may include:

"GSA rental car authorized"

"The use of taxicabs authorized." The use of taxicabs is limited to between place of lodging and place of business or between places of business as specified in reference.

"Registration fee \$ \_\_\_\_\_ authorized."

"Authorized (hours) Annual Leave on (show hours and dates)."

Block 17 - The requesting official is the employee's supervisor or other person having full knowledge of the purpose and requirements of travel.

Block 18 - The ACOS's signature.

Block 20 - The only signatures authorized in this block are: Commander or COS's signature or that of the officer acting in the absence of, or by explicit written direction of the Commander or COS.



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INSTRUCTIONS FOR PREPARATION OF TEMPORARY  
ADDITIONAL DUTY TRAVEL ORDERS

Enclosure (2) provides sample TAD orders for military personnel and TDY orders for civilian personnel. The forms are generally self-explanatory. The following specific instructions apply:

Military (NAVPERS 1320/16)

Blocks 2, 4, 16, 17, 19, and 24 are left blank.

Block 3 - Enter member's rate/rank, name and the words "FREQUENT TRAVELER" or "NON FREQUENT TRAVELER" as appropriate.

Block 7 - Reference Correspondence

Block 9 - If leave is authorized before reporting to TAD destination, insert time and date departed. Leave blank on authorization orders.

Block 10 - Used for authorization orders. If leave is authorized before reporting to authorization destination, insert time and date departed. Leave blank on funded orders.

Block 11 - Enter total number of TAD days (including travel days). Do not count leave days authorized.

Block 12 - Enter date of return to duty.

Block 13 - Insert complete itinerary (including leave points if different from TAD destination). Also enter authorized leave periods. For TAD at military installations provide name, city and state.

Block 14 - Leave blank on authorization order.

Block 15 - Reason or purpose of travel shall be clearly stated and will be designated as "Mission Essential" or "Administrative". In addition to a clear, concise narrative description of the purpose of travel, all travel orders shall be annotated with one of the following standard travel purpose categories immediately following the narrative description;



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Site Visit	Training Attendance
Special Mission	Conference Attendance
Information Meeting	Speech or Presentation
Relocation	Troop Movement
Entitlement	Audit or Inspection
Recruiting	Other

Block 16 - Used only when itinerary is not firm or it is anticipated that traveler may have to visit other places in the same geographical area as the TAD destination. Should not be used unless conditions absolutely warrant since additional travel expenses may be accrued.

Block 17 - (Completed by Comptroller Department)

Block 18 - Enter the estimated costs derived from the following:

Transportation: Cost of airfare will be obtained from the Scheduled Airline Ticket Office (SATO) or, Privately Owned Conveyance (POC) cost if authorized, can be determined by multiplying the number of authorized miles times existing milage rate. PSD can provide this data.

Per Diem: A list of high cost areas is provided in Appendix D of reference (a). If Government quarters and/or meals are available, per diem will be reduced accordingly.

Miscellaneous Expense: Includes transportation to and from the airport, parking fees at airports or other transportation terminals, registration fees and car rentals. If this amount exceeds \$50, cost data must be broken down in Block 21. Enter "0's" on no cost authorization orders.

Block 20 - The numbered items are explained on the reverse of NAVPERS 1320/16. Add item 11 when performing TAD at a military installation. Authorization orders will only show items 4 and 7.

Block 21 - Remarks. (If additional space is required, a sheet of bond paper shall be used. The heading on this continuation page will include: Traveler's name,



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rank/rate, social security number, designator, standard document number and date of orders.) One of the following statements is required on all orders regarding Government Quarters (Gov't Qtrs):

"Use of Gov't Qtrs and Mess not required as it would adversely affect the performance of your mission." This statement will not be made as an expedient or for the traveler's convenience. It must be specifically approved by the Commander or Chief of Staff.

"Gov't Qtrs are unavailable per (name of person contacted) on (date)). Obtain certification of non-availability of Gov't Qtrs at military duty station". Obtain the activity-controlled serial number at the time non-availability is established and enter on orders."

No Govt Qtrs at TDY duty station. Obtain certification of non-availability of Govt Qtrs at military TAD duty station." However, if government quarters are available and have been determined to be adequate in the immediate vicinity of the TAD duty station, this statement will not be used. The Comptroller of the Navy has determined "immediate vicinity" to be within 20-minutes commuting time of the TAD assignment duty station.

In cases where POC travel is permitted as convenience to the member or is authorized as advantageous to the government, a specific statement will be made to that effect as well as: "POC authorized in and around the TAD site." The determination that travel is advantageous to the government must be based on the facts in each case and authorization will not be granted unless such mode of travel is clearly more advantageous to the Government.

"Your travel claim shall be submitted to the NTC Comptroller within five calendar days after completion of travel. Failure to file your travel claim may result in deduction of all travel advances received on these orders from your pay and denial of future advances for subsequent travel. You are required to obtain receipts for all lodging and reimbursable expenses \$25 or greater."



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"In the execution of these orders, the wearing of the prescribed uniform for the geographical area is required while attending professional meetings and conferences. Appropriate civilian attire is authorized for commercial travel and social events."

Other entries may include:

"GSA rental car authorized"

"The use of taxicabs authorized." The use of taxicabs is limited to between place of lodging and place of business or between places of business as specified in references.

Block 22 - Enter "N/A" unless a specific clearance is required for the TAD; in that case enter the appropriate information.

Block 23 - The only signatures authorized in this block are: Commander or COS's signature or that of the officer Acting in the absence of, or by explicit written direction of the Commander or COS.

Civilian (DD Form 1610)

Blocks 19, 20, and 22 are left blank

Blocks 1 - 6 - Complete with applicable data

Block 7 - Enter "TAD"

Block 8 - N/A

Block 9 - Reason or purpose of travel shall be clearly stated and will be designated as "Mission Essential" or "Administrative". In addition to a clear, concise narrative description of the purpose of travel, all travel orders shall be annotated with one of the following standard travel purpose categories immediately following the narrative description:

Site Visit  
Special Mission

Training Attendance  
Conference Attendance



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Information Meeting	Speech or Presentation
Relocation	Troop Movement
Entitlement	Audit or Inspection
Recruiting	Other

Block 11 - Indicate places from and to which official travel is authorized and return to point. "Variation Authorized" is used only as directed by the Commander or COS when itinerary is not firm or is anticipated that traveler may have to visit other places in the same geographical area as the TDY destination. It will not be used unless conditions absolutely warrant since additional travel expenses may be accrued.

Block 12 - Indicate as appropriate. For Privately Owned Conveyance (POC) insert current rate per mile according to most recent JFTR amount and indicate approval in the 2nd block ("mileage reimbursement ..."). A constructive cost comparison will be performed in accordance with paragraph C2152 of reference (c) before a POC is approved as being advantageous to the Gov't. The results of this comparison will be submitted with the TAD travel request.

Block 13 - Indicate as appropriate. On permissive orders insert: "No Reimbursement".

Block 14 - Enter the estimated cost derived from the following:

Travel: Cost of air fare will be obtained from the Scheduled Airline Ticket Office (SATO) or, if POC is authorized, the number of miles will be obtained from the NTC Personnel Support Detachment (PSD) for computation.

Per Diem: A list of high cost areas is provided in Appendix D of reference (a). If Gov't Qtrs are available, per diem will be reduced accordingly.

Other includes: Transportation to and from airport, parking fees at the airport or other transportation terminal, registration fees and car rentals. If this amount exceeds \$50, cost data must be broken down in Block 16.



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Block 15 - Leave Blank. The amount of advance will be computed by the appropriate disbursing/finance office. Usually equal to 80% (or less if requested by the traveler) of estimated per diem and miscellaneous expense costs plus 100% of the estimated transportation costs if the travel is to be performed at personal expense subject to reimbursement. If exact amounts of miscellaneous expenses are known (i.e., registration fees, car rental expenses, etc.), 100% of these costs may be advanced.

Block 16 - Remarks:

One of the following statements is required on all orders regarding government quarters.

"Use of Gov't Qtrs and Mess not required as it would adversely affect the performance of your mission" This statement will not be made as a expedient or for the traveler's convenience. It must be specifically approved by the Commander or COS.

"Govt Qtrs are unavailable per (name of person contacted) on (date). Obtain certification of non-availability of Gov't Qtrs at military TDY duty station." Obtain the activity-controlled serial number at the time non-availability is established and enter on orders.

"No Gov't Qtrs at TAD duty station. Obtain certification of non-availability of Gov't Qtrs at military duty station." However, if government quarters are available and have been determined to be adequate in the immediate vicinity, this statement will not be used. The Comptroller of the Navy has determined "immediate vicinity" to be within a 20-minute commuting time of the TDY assignment duty station.

"Your travel claim shall be submitted to the NTC Comptroller within five calendar days after completion of travel. Failure to file your travel claim may result in deduction of all travel advances received on these orders from your pay and denial of future advances for subsequent travel. You are required to obtain receipts for all lodging and for reimbursable expenses \$25 or greater."



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For permissive orders the following statement shall appear: "These permissive orders are issued with the understanding that you will not be entitled to reimbursement for transportation, per diem or miscellaneous expenses in connection therewith. In case you do not desire to bear this expense, you will consider this authorization canceled."

Other entries may include:

"GSA rental car authorized"

"The use of taxicabs authorized." The use of taxicabs is limited to between place of lodging and place of business or between places of business as specified in reference.

"Registration fee \$ \_\_\_\_\_ authorized."

"Authorized (hours) Annual Leave on (show hours and dates)."

Block 17 - The requesting official is the employee's supervisor or other person having full knowledge of the purpose and requirements of travel.

Block 18 - The ACOS's signature.

Block 20 - The only signatures authorized in this block are: Commander or COS's signature or that of the officer acting in the absence of, or by explicit written direction of the Commander or COS.



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**TRAVELER INFORMATION HANDBOOK**

1. Prior to commencing your Temporary Additional Duty (TAD) travel, take a minute to read this material. It contains IMPORTANT INFORMATION that you NEED to know about the performance of official travel.

a. Travel Advances - Generally payable in amounts not to exceed 80% of the estimated cost of per diem and miscellaneous expenses and not earlier than three working days prior to commencement of travel.

b. Commercial Transportation - Arrangements should be made through the local Schedule Airline Traffic Office (SATO), Navy Passenger Transportation Office (NAVPTO) or Personnel Support Detachment (PSD). Official travel is scheduled via the most economical route that will satisfy the mission of the travel. Commercial transportation is procured by issuance of a Government Transportation Request (GTR). Individual procurement of commercial transportation is not authorized when the cost is \$100 or more and GTRs are available at the time and place travel is required to commence. Reimbursement for unauthorized procurement or commercial transportation costing \$100 or more will be limited to actual expense not to exceed the cost had a GTR been issued. If your travel orders direct (as opposed to authorize) use of GTRs, no reimbursement for personally procured transportation is authorized unless GTRs were not available at the time travel was required to commence.

c. Travel via Privately Owned Vehicle (POV) - When such travel is authorized as more advantageous to the government, you will be reimbursed for mileage as well as per diem for the time considered necessary to perform the ordered travel via a direct route. When POV travel is authorized but not considered advantageous to the government, you will be reimbursed for mileage and per diem for the constructive period of time required to perform the ordered travel over a direct route. Mileage reimbursement for POV travel is limited to the owner/operator of the POV. Passengers receive only per diem.

d. Receipts - Generally, receipts are required for any expense in excess of \$25.00. It is a good idea to save ALL receipts, however, car rental expenses in any amount must be substantiated by receipts. The original (the one received from the vendor) receipt is required to be attached to the travel claim when filing settlement vouchers.

Encl (6)



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e. Orders and Endorsements - Travel claims must be supported by the original and three copies with all applicable endorsements.

NOTE: Safeguard your original orders (loss of orders may delay settlement of your travel claim). If TAD is performed at a military installation, you are required to obtain an endorsement from the activity responsible for government quarters/mess at the TAD point as to availability/non-availability of these facilities except when the orders contain a statement of impracticability or that the utilization would adversely affect the mission.

f. Use of Bachelor Quarters (BOQ/BEQ) - When ordered to perform TAD at or near a government installation, DOD personnel are required to make maximum use of available government facilities. As soon as a firm TAD requirement is known, travelers should obtain the telephone numbers of the BQ facility serving the TAD point from the Comptroller Department and make advance reservations. Each Navy BQ will provide either confirmed advance reservations or a non-availability control number if BQ is not available. Travelers should record this non-availability control number and present same to the BQ upon reporting for TAD. The BQ will then formally endorse the travel orders that government quarters were not available which will support reimbursement for commercial lodging. Failure to obtain this endorsement will result in non-reimbursement for commercial lodging unless a statement of impracticability or "adversely affect performance" statement is included in the orders.

g. Use of Government Messing Facilities - All military personnel performing TAD at military installations are required to obtain an endorsement as to the availability/non-availability of government messing from the command responsible for such facilities at the TAD point. Failure to obtain this endorsement will result in reimbursement computed on the basis of government mess availability unless a statement of impracticability or "adversely affect performance" statement is included in the orders.

h. Rental Vehicles - Must be specifically authorized in the travel orders. Use of GSA or special DOD contract rates is required where available. Information on available rental vehicle contracts is available from the local NAVPTO/PSD. Do not elect optional Collision Damage Waiver of Personal Accident Insurance coverage since these costs are generally not reimbursable. Save all receipts for gasoline and be sure to fill the tank prior to



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returning rental vehicle since most rental companies charge a premium for refilling the tank. In the event of an accident involving a rental vehicle, reimbursement for damage expenses, up to the deductible amount specified in the rental agreement, is authorized if substantiated by receipts.

i. Promotional Items/Gifts/Bonuses - The Department of the Navy policy on these items is that travelers may keep unsolicited promotional items offered by airlines provided the items cannot be used by the Navy, and are of nominal intrinsic value, such as pens, pencils, note pads, calendars and other small items. Additionally, travelers may accept and retain free upgrades of seats to "first class", memberships in clubs and check cashing privileges. However, the purchase of a first class airline seat at government expense is not authorized. Approval authority for such purchase is specifically reserved to the Secretary of the Navy.

j. Filing Travel Claims - Claims must be submitted to the Comptroller Department within five calendar days after completion of travel. Claims must be supported by the original and three copies of the travel orders, all original receipts, unused tickets or credit memorandums issued by commercial carriers and any memorandum endorsements to the travel orders. Insure you sign and date the travel claim.



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The JFTR specifically states the "promotional items received by the traveler as a result of a mixture of travel paid for the government and from personal funds, are the property of the government."

By establishing an account for official travel, Navy funded travelers can participate in the Frequent Flyer Program without jeopardizing the mileage earned from personal travel. Participation is voluntary and must be initiated by the traveler. The Naval Training Center, Great Lakes Official Commercial Travel Office (SATO) can provide information and assistance on how to establish and use an individual account for official travel. Benefits such as discounted travel coupons or free airline tickets earned by travelers on official travel would be turned into the Navy Passenger Transportation Office and used for future use in the traveler's command's official travel.

For further information concerning the program contact PERSUPPACT, Great Lakes Transportation Officer, Mr. Jerry Smith at (708) 688-3424 or the Official Commercial Travel Office Manager at (708) 688-3481.



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The Frequent Flyer Mileage Programs offered by most airlines are promotional incentives that can be very advantageous to travelers who repeatedly travel. There is a need to emphasize the Department of Defense Regulations on the use of promotional benefits/incentives or gifts received in conjunction with official travel. The following are excerpts from the Navy Passenger Transportation Manual which were written under the provisions of JFTR Vol I for military and Vol II for civilians. These provisions are based upon laws, executive orders and other statutory directives.

1. Government travelers are obligated to account for gifts, gratuities or benefits received from private sources, e.g., commercial carriers, to include rental car companies, incident to the performance of official travel.

2. Coupons, travel bonuses or other such benefits received by official travelers from commercial carriers will be immediately turned into the local disbursing officer, transportation officer or other responsible designated official. This applies regardless of whether the coupon is transferrable or cash-convertible. Coupons which offer a discount for future travel will be transferred to the passenger transportation officer of the PERSUPPACT or to the PERSUPPET, as appropriate, for use in arranging future official travel.

3. Disbursing and transportation officers/agents must account for all coupons and travel bonuses received and used. Whenever possible, coupons offering free or discounted travel will be used for official travel of the activity from which the coupons were received. Non-transferrable coupons will be used for future official travel of that particular individual.

4. Official travelers may accept personal benefits having no value to the Governments such as membership in clubs and check-cashing privileges. Although airline seat upgrades are permissible in connection with airline Frequent Flyer Club benefits, it may be prudent not to adopt this practice when such use requires redemption of mileage credits and by continuing to accumulate credits, a free or discount trip will or could accrue to the government.

5. Unsolicited promotional items of nominal intrinsic value, such as pens, pencils, note pads, calendars, and other such items may be kept by the official traveler. However, tangible gifts and prizes must be turned into a representative designated by the commanding officer of the activity to which the traveler is permanently assigned or employed. Disposition procedures should be outlined in local regulations which protect the government's interest, maintain proper accountability and avoid the appearance of impropriety.

6. Official transportation will not be arranged on a carrier solely to obtain points, free tickets, or any other amenities or gifts. Coercion on the part of a traveler or activity to use a particular airline for this purpose is improper and shall not be condoned.

Encl (7)

