DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO
12000
Ser 10/004
28 Apr 03

MEMORANDUM

From: SEA 00B

Subj: NAVSEA POLICY AND GUIDANCE ON THE USE OF CIVILIAN FIELD ACTIVITY PERSONNEL

Encl: (1) NAVSEAINST 12300.4 of 22 Apr 2003; Subj: NAVSEA Policy and Guidance on the Use of Civilian Field Activity Personnel at HQ/PEO Campus

1. The Commander, Naval Sea Systems Command (COMNAVSEA) recognizes that NAVSEA Headquarters and Program Executive Office (HQ/PEO) mission requirements may require field activity personnel to be assigned to NAVSEA HQ/PEO campus facilities.

2. Enclosure (1) provides Command policy and guidance for the effective management and control of field activity personnel assignments to NAVSEA HQ/PEOs.

3. Existing assignments shall be evaluated at the Directorate/ Staff Code/PEO level within 90 days of this memorandum to ensure compliance with this policy.

PETER F. BROWN
Executive Director

Distribution:
NAVSEA 09, 00B, 00C, 00D, 00G, 00I, 00K, 00L, 00LB, 00N, 00Z, 01, 01B, 02, 02B, 03, 04, 04B, 04X, 04XB, 05, 05B, 06, 06B, 07, 07TD, 08, 08B, 10, 10B, 103, 107
PEO Carriers, IWS, LMW, Ships, Submarines
EDPEO Carriers, IWS, LMW, Submarines,
DPEO Ships
NSWC 00, TD
NUWC 00, TD

DEPARTMENT OF THE NAVY
NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

IN REPLY TO
NAVSEAINST 12300.4
Ser 10/003
22 Apr 03

NAVSEA INSTRUCTION 12300.4

From: Commander, Naval Sea Systems Command

Subj: NAVSEA POLICY AND GUIDANCE ON THE USE OF CIVILIAN FIELD ACTIVITY PERSONNEL AT HQ/PEO CAMPUS

Ref: (a) DOD Directive 4515, Washington Local Commuting Area,of 29 Dec 1998
(b) NAVSEAINST 4650.5, Long-term Temporary Duty Travel For Civilian Personnel of 15 Sep 1998
(c) Joint Travel Regulations (JTR), Volume 2
(d) OPNAVINST 4650.11F, Policies and Procedures for Official Temporary Duty Travel to Military and Civilian Installations, Activities, and Units of 5 May 1989
(e) IRS Publication 463 Travel, Entertainment, Gift, and Car Expenses
(f) 5 CFR 530, 531 and 591
(g) NAVSEAINST 4650.1D, Temporary Additional Duty (TAD), of 27 Oct 1993
(h) NAVSEA memo 4650 Ser 09A/105 of 15 Apr 1999; Subj: Approval and Tracking of NAVSEA Field Civilians Assigned to Headquarters

Encl: (1) TDY Travel Guidelines
(2) Tax Issue Summary
(3) Approval and Tracking of Personnel Assignments

1. Purpose. To establish Command policy and guidance for effective management and control of personnel assignments of field activity personnel to Naval Sea Systems Command (NAVSEA) Headquarters (HQ) and its affiliated Program Executive Offices (PEO). This policy will ensure that these assignments optimize the benefits to the customers, employees, and the field activity involved, as well as demonstrate consistent application and appropriate use across the Command. This document formalizes and articulates Command policy for managing field employee assignments and establishes responsibilities to maintain oversight to ensure consistent application of the Command policy and guidance across the Command.

2. Background. The accomplishment of the NAVSEA HQ/PEO mission often requires the use of field activity personnel to perform certain assignments on-site, away from their primary duty station.

3. Scope. This policy and guidance document applies to all NAVSEA and PEO field activity personnel assigned to the NAVSEA HQ/PEO campus facilities. Campus facilities include any NAVSEA HQ or PEO organization office or contractor site located in the local commuting area as defined in reference (a). This policy does not apply to inter-field or intra-field activity personnel assignments. This policy is applicable to all field activity personnel assigned to a NAVSEA HQ Directorate/Staff Code or PEO office for more than 20 hours a week lasting more than 30 calendar days **OR** requiring a seat, phone or a computer terminal.

4. Policy

a. General

(1) It is the policy of NAVSEA that work that falls within the scope of a NAVSEA field activity's mission and technical expertise should be performed by the respective field activity at its local site. However, NAVSEA Headquarters/PEO mission requirements may require field activity personnel to be assigned at NAVSEA HQ/PEO campus facilities for effective and efficient workload management.

(2) The nature of all assignments shall be appropriate and beneficial to the Headquarter/PEO customer, the field activity involved, and the employee on external assignment consistent with meeting mission requirements. Positions shall either be temporary or continuing in nature.

(3) All NAVSEA HQ/PEO and field activity personnel shall comply with current statutes, regulations and policies for each external assignment in support of NAVSEA HQ/PEO customers. References (a) through (h) apply.

(4) Employees and supervisors are to be informed of the travel restrictions and potential tax and financial liabilities associated with temporary or continuing positions. See references (a) through (g) for more details. Travel guidance is provided as enclosure (1). Enclosure (2) provides a quick reference for tax issues.

(5) The NAVSEA Workforce, Administration, Management and Organization (WAMO) system shall be used to track and monitor all assignments. See references (b) and (h) for details. Enclosure (3) contains the approval and input form for entry into the NAVSEA WAMO system.

(6) NAVSEA HQ/PEO offices using field activity personnel will be responsible for paying all costs related to the assignment, including travel costs (Temporary Duty (TDY),

Temporary Change of Station (TCS), Permanent Change of Station (PCS)) and seating costs (telephones and computers, including NMCI), and will provide administrative support. Individuals requiring seating, phones and computers will be entered into the NAVSEA WAMO, Travel Orders Processing System (TOPS) and the Move-Add-Change (MAC) database systems.

b. **Temporary Positions** are positions lasting one year or less in duration.

(1) Temporary positions must be approved jointly by the NAVSEA HQ/PEO Directorate/Staff Code and the field activity management officials involved with the employee assigned to the position.

(2) Temporary positions shall be considered under the following circumstances and shall meet at least one of the following objectives:

(a) **Developmental Assignments** that will provide exposure to different levels of the HQ/PEO organizations and different aspects of program management, customer requirements, and external processes. These positions provide field activity employees with a better understanding of customer requirements by working in a customer's environment. This allows the employee to gain an in-depth understanding of customer requirements and results in NAVSEA field activity personnel being able to offer better solutions to meet customer needs. These positions also enhance the employee's ability to develop networks that will facilitate interaction and problem solving in the future.

(b) **Technical assistance** provided by subject matter experts from the field to assist HQ/PEO organizations resolve complex technical problems. The benefit of this exchange is that the customers are exposed to and become better aware of technical capabilities that exist in the field. This may include providing functional area leads, participating in Integrated Product Teaming (IPT) efforts, providing technical advice on technology-related tasks, and facilitating transition from acquisition to the Fleet.

(3) Temporary positions may be used to fill short-term staffing needs; however, they must be short-term in nature and meet the technical assistance or developmental position objectives above. They will not be used to augment staffing on a full-time basis.

(4) While an individual employee can only fill a temporary position for one year or less, the position may be filled by different individuals on a yearly rotational basis.

(5) Extensions beyond one year for individual employee assignments may be required on a case-by-case basis. However, the extensions must be approved by COMNAVSEA and, in the case of long-term TDY assignments, by the Office of the Deputy Assistant Secretary of the Navy, Civilian Personnel/Equal Employment Opportunity (ODASN, CP/EEO). Personnel must be informed that potential tax liability and financial loss may occur due to travel and tax restrictions for long-term TDY assignments exceeding one year. References (a) through (g) apply.

c. **Continuing Positions** are positions exceeding one year in duration. Continuing positions shall be approved by COMNAVSEA in advance of the assignment.

(1) Continuing positions shall be considered under the following circumstances:

(a) Technical expertise required is available at a NAVSEA field activity.

(b) Mission workload requirements exceed NAVSEA manning capabilities.

(c) Developmental experience cannot be achieved within one year.

(d) NAVSEA has been unable to permanently fill an existing vacancy.

(e) Anticipated duration of tasking exceeds one year.

(f) Funding considerations associated with the continuing position offer efficiencies.

(2) Continuing positions filled on a TDY basis are subject to the rules and regulations provided by references (a) through (g).

5. Responsibilities

a. **Management Officials at Headquarters, Affiliated PEOs, and Field Activities shall**:

(1) Ensure strict adherence to the provisions of references (a) through (g) when sending or receiving personnel.

(2) Not circumvent long-term TDY travel requirements by directing employees to perform essentially consecutive trips to the same general location with short breaks (less than two months) between trips.

(3) Ensure both the sending and receiving managers consult with their respective servicing human resources office to ensure that the appropriate request for personnel action is initiated and processed to effect and document the movement and assignment of the employee.

(4) **When sending personnel, supervisors shall**:

(a) Prepare accurate, realistic cost comparison analysis (TDY, TCS, PCS) in accordance with references (b) and (c).

(b) Ensure assignment meets appropriate criteria prior to start of the assignment and before forwarding for approval.

(c) Obtain employee certification that he/she is aware of potential tax liability and potential financial loss that could occur if he/she is not in compliance with references (b), (c) and (e). See enclosures (1) and (2) for quick reference.

(d) Ensure the Permanent Duty Station (PDS)/Official Duty Station (ODS) of record for each person under their cognizance reflects, at all times, the person's PDS/ODS of fact.

(5) **When receiving personnel, receiving supervisors shall**:

(a) Complete the NAVSEA WAMO Approval/Input Form (NAVSEA 4650/1) provided in enclosure (3) and ensure that the appropriate managers have signed the form prior to the start of the assignment. Ensure field activity personnel are appropriately identified and coded as field civilians (FC). Approved forms shall be submitted to their Directorate/PEO Administrative Officer for entry into WAMO.

(b) Direct the employee to report to the Directorate/ PEO Administrative Officer on arrival at Headquarters.

(c) Assume responsibility for costs related to the assignment, including travel costs (TDY, TCS, PCS) and seating costs (telephones and computers, including NMCI).

(d) Periodically review and validate assignments and take corrective action to ensure compliance when required.

(e) Submit all travel related correspondence to SEA 10.

b. **The NAVSEA Inspector General** shall periodically review headquarters, affiliated PEOs, and field activity compliance with policy on the use of field activity personnel and report any cases of non-compliance to the Commander or Vice Commander for corrective action.

c. **The NAVSEA Corporate Operations Directorate (SEA 10) shall**:

(1) Serve as the point of contact for information pertaining to the NAVSEA WAMO system and travel related issues.

(2) Review requests for long term travel exceeding one year prior to forwarding up the chain to Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) (ODASN/CP-EEO) for final approval in accordance with reference (b).

(3) Maintain copies of all travel related correspondence between Headquarters, field activities and ODASN/CP-EEO.

d. **Commanding Officers and other Heads of Field Activities** shall require effective management controls, including any needed local policies, instructions, and procedures that ensure strict adherence to references (a) through (e) and (g).

e. **Employees** assigned to long-term TDY travel shall review tax provisions outlined in reference (e) to ensure they fully understand their potential tax liability and that they are in compliance with regulations on reimbursement for TDY travel expenses as outlined in reference (c).

f. **NAVSEA Administrative Officers shall**:

(1) Ensure the WAMO Input Form (enclosure (3)) has been completed, approved, and entered into the NAVSEA WAMO system.

(2) Retain original WAMO Input Forms and related documentation for five years and have them readily available for audit and possible investigative purposes.

(3) Administer and coordinate all travel requirements, including the government travel card.

6. Review. This policy and guidance shall be reviewed annually by SEA 10 and updated as required.

A. W. LENGERICH
Vice Commander

Distribution:
NAVSEA Special List Y3
SNDL A1J1L PEO IWS
A1J1M PEO LMW
A1J1N PEO SUB
A1J1P PEO SHIPS
A1J1Q PEO CARRIERS
SNDL C84 COMNAVSEASYSCOM Shore Based Detachments (less C84J)
FKP COMNAVSEASYSCOM Shore Activities (less FKP6B & FKP24)

TRAVEL GUIDELINES

The following information is to be used as a quick reference for temporary duty travel. TDY travel is travel by an employee to carry out a temporary duty assignment after which the employee returns to his/her permanent duty station (PDS). Supplementary guidance and specific details are contained in references (a), (b), (c), (d), (f) and (g). There are specific travel implications associated with the assignment of field activity personnel to temporary duty travel.

It is critical that management be aware of potential financial impact to the employee, remain knowledgeable about the regulations, and ensure that the employee understands that there is potential financial and tax liability based on the individual's travel status.

There are three types of government travel: Temporary Duty (TDY), Temporary Change of Station (TCS), and Permanent Change of Station (PCS). Definitions for these types of travel as well as some related definitions are provided below:

1. Definitions

- **Temporary Duty (TDY)** is duty at one or more locations, away from the PDS, under orders providing for further assignment, and subsequent return of the employee to the previous PDS after assignment completion. The temporary duty station is the place, away from the PDS, to which the employee is authorized to travel.
- **Long Term TDY** is travel (local and outside the local commuting area) to a single geographic location for more than 180 days.
- **Temporary Change of Station (TCS)** refers to the relocation of an employee to a new PDS for a temporary period to perform a long-term temporary assignment, and subsequent return of the employee to the previous PDS after assignment completion.
- **Permanent Change of Station (PCS)** refers to an assignment, detail, or transfer of an employee to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.
- **Official Duty Station (ODS)** refers to the duty station of the employee's position of record as documented on the most recent notification of personnel action.

- **Permanent Duty Station (PDS)** is the employee's or invitational traveler's permanent work assignment location. Also called official station.

2. Travel Guidelines

a. Approval Requirements

(1) For long-term TDY travel to the same location for more than 180 days, travel may only be approved when the mission or unusual circumstance of the assignment requires the employee to be TDY to the same location for more than six months; or a determination has been made for assignments other than training in accordance with reference (c), that the duties are temporary; the assignment is for a reasonable duration of time; and the TDY costs are less costly than round-trip PCS expenses. The temporary in nature criterion takes precedence over the other factors.

(2) At NAVSEA HQ/PEOs, the Commander and Vice Commander are Order Authorizing Officials for Headquarters/PEO personnel on long-term TDY assignments lasting between 181 days and 12 months. This authority cannot be re-delegated.

(3) At NAVSEA field activities, Commanding Officers, Executive Officers, and other heads of the activities are Order Authorizing Officials for personnel under their cognizance for long-term TDY travel lasting between 181 days and 12 months. This authority cannot be re-delegated.

b. Documentation and Reporting

(1) Upon approval of assignments, all external assignments at HQ/PEO organizations must be formally documented and entered into the **NAVSEA Workforce, Administration, Management and Organization (WAMO)** System. See references (b) and (h) for more guidance. Enclosure (3) contains the form to be used to document assignments. The information entered into WAMO must reflect a true picture of the employee's circumstances.

(2) Data must be entered for every NAVSEA field civilian assigned to a NAVSEA HQ/PEO office for more than 20 hours a week on a temporary duty assignment lasting more than 30 calendar days, while remaining on the parent activity's rolls. This applies to all personnel working in the local commuting area (the Nation Capital Region (NCR)) whether or not in a travel status and regardless of whether or not they are actually

reporting to work in a NAVSEA office space or another location. Reference (a) defines local commuting area and the NCR.

(3) If an employee has been reporting to HQ/PEOs over several months with short breaks between trips, WAMO must reflect the employee's earliest reporting date. If there is a break of more than two months between TDYs, only the date of the most recent TDY need be recorded.

c. **References**

(1) Reference (a) defines the Washington, DC, local commuting area and should be applied and must be considered in determining travel entitlements for personnel assigned to NAVSEA activities located within the specified area. This reference may be accessed via the Intranet at **http://www.dtic.mil/whs/directives/**.

(2) Reference (b) promulgates policy for long-term temporary duty (TDY) travel for civilian personnel throughout the NAVSEA claimancy. It also provides procedures for processing Long-term TDY Travel Requests that should be reviewed prior to approving the final assignment and outlines which expenses incurred on TDY travel may be reimbursed. This reference and the procedures can be accessed via the Intranet at **http://www.navsea.navy.mil/directives.asp**

(3) Reference (c), the Department of Defense (DOD) Civilian Personnel Joint Federal Travel Regulations (JTR), Volume 2, provides policy regarding travel performed under written travel orders and local travel TDY performed under verbal direction. It entitles the employee to per diem, travel and transportation allowances. Reference (c) provides a comprehensive set of regulations governing travel and may be accessed via the Intranet at **http://www.dtic.mil/perdiem/trvlregs.html**. Reference (c) can also be supplemented with references (a), (b) and (d) through (g).

(4) Reference (d) provides guidance and procedures for official temporary travel to military and civilian installations. It is available on the Intranet at **http://neds.nebt.daps.mil/Directives/dirindex.html**.

(5) Reference (e) outlines tax provisions, which indicate how the Internal Revenue Service (IRS) determines a person's tax home and treats reimbursements received as travel expenses. Refer to enclosure (4) of reference (e) for more details.

Reference (e) is available on the Intranet, at **http://www.irs.ustreas.gov/**.

(6) Reference (f) addresses pay entitlements linked to an employee's ODS. The ODS is the duty station for the employee's position of record as documented on the most recent notification of personnel action. Since an employee's locality pay, travel status and most decisions regarding travel related entitlements are based on an employee's ODS, proper designation in official records is mandatory.

(7) Reference (g) implements general TDY travel policy and procedures for NAVSEA HQ/PEOs and field activities. Enclosure (2) of reference (g), paragraph 23, page 12, discusses "Prolonged Civilian Temporary Duty Assignments" and states "Prolonged civilian temporary duty assignments will be limited to mission essential personnel and situations where no acceptable alternative exists. Duration will be the minimum time to get the job done. Comply strictly with Joint Federal Travel Regulations…" Reference (g) is available on the Intranet, NAVSEA web site, at **http://www.navsea.navy.mil/directives.asp**. In cases where it becomes apparent that the projected travel is going to exceed the six or twelve month period, required approvals must be obtained immediately. The total length of a TDY assignment includes consecutive days that fall on weekends, holidays, and other non-workdays.

When an employee is given a Temporary Change of Station (TCS), the location where the employee is performing duties becomes the temporary ODS and, instead of being eligible for TDY travel and transportation allowances, the employee receives TCS entitlements outlined in reference (c). Coordination of TCS orders with the Human Resources Officer (HRO) is essential to ensure personnel records are changed to reflect the proper PDS/ODS for pay purposes. For PCS, the HRO must approve orders. TCS is generally less costly than long-term TDY and eliminates potential morale problems created by financial inequities between employees receiving TDY allowances and permanently assigned personnel.

A reduced fixed per diem, normally 55% of the rate for the TDY location is payable to long-term travel assignments for purposes other than training under reference (c). For training assignments, the 55% rate applies to all TDY travel that exceeds 30 calendar days at one location.

3. Travel Status and Policy

While on an external assignment, an employee's travel status will fall into one of three categories: Temporary Duty (TDY) (which includes Long Term Temporary TDY Travel), Temporary Change of Station (TCS), and Permanent Change of Station (PCS). Specific details which should be reviewed on guidance for the use of travel, entitlements, local commuting area considerations, tax provisions, and employee's position of record are contained in references (a) through (g).

a. Temporary additional duty (TAD) travel is to be authorized only when it is essential to NAVSEA HQ/PEO mission, and there is not a more economical way to accomplish the purpose of the travel. Travel will be performed only by personnel who are qualified to properly represent the Command and to accomplish the travel objective.

b. Temporary duty assignments should not be of such frequency or duration that a place of assignment becomes an employee's Permanent Duty Station (PDS).

c. TDY includes travel away from the PDS under written orders as well as local travel within or near the PDS under written or verbal direction.

d. Long-term TDY travel is travel to the same location for more than 180 days and may be approved only when: the mission or unusual circumstances of the assignment require the employee to be TDY; or a determination has been made for assignments other than training, in accordance with Joint Federal Travel Regulations, that the duties to be performed are temporary in nature; the assignment is for a reasonable duration of time; and TDY costs for the assignment are less costly than round-trip PCS expenses. The temporary in nature criterion takes precedence over the other factors.

e. The parent activity, the employee being assigned, and the receiving organization must understand the IRS laws and regulations relevant to travel status so that they are aware of the potential tax liability and financial loss that may be faced by the employee. All concerned, including the employee, should avoid circumstances that would expose the employee to potential financial risk. Review specifics in references (b) and (e) and enclosure (2).

f. Full-time assignments must receive specific approval from the parent activity leadership prior to filling the assignment, establishing the schedule, and conducting a cost analysis.

TAX ISSUE SUMMARY

This Summary is provided for information purposes and is not intended to be relied upon as specific tax advice by any individual. Employees are reminded that they are personally responsible for their own finances and potential tax liability. It is strongly recommended that employees review the applicable references and, as appropriate, seek the advice of trained financial and tax advisors.

Reference (e), the IRS Publication 463, outlines tax provisions that are critical to understanding how IRS determines a person's tax home and treats reimbursements received for travel expenses. Reference (e) is available on the Intranet at **http://www.irs.ustreas.gov/**. It is essential that personnel understand tax implications that may occur when assigned to long-term travel at one location for more than one year. This is critical to avoid potential tax liability and financial loss.

For example, when determining an employee's Permanent Duty Station (PDS), it helps to look at how the IRS determines an employee's tax home. The IRS considers a person's tax home a person's regular or main place of business or post of duty regardless of where the family home is maintained. The IRS considers a temporary assignment at a single location to be one that is realistically expected to last and does last for one year or less. Reimbursements received from a person's employer for travel expenses under such circumstances are normally treated as income and result in additional tax liability to the person. The purpose of the travel, number of trips, and, for government employees, the number of sets of travel orders issued, are irrelevant to the IRS. Additionally, the IRS does not count breaks of less than two months when determining the amount of time spent at one location.

Since an employee's locality pay, travel status, and most decisions regarding travel related entitlements are based on an employee's Official Duty Station (ODS), proper designation in official records is essential. When properly designated in the employee's personnel records, the Permanent Duty Station (PDS) is the same as the ODS. The employee's PDS is where the employee spends, and is expected to spend, the greatest part of the time regardless of administrative designation. An employee's PDS may be different from the location of the parent

activity that has administrative jurisdiction. For example, the PDS of a Naval Surface Warfare Center, Dahlgren Division, employee who, for an extended period of time, routinely reports to and performs duties in a NAVSEA office at the Washington Navy Yard is Washington, DC. An assignment lasting for more than one year which under most circumstances is discouraged, would be considered a permanent change of station and regardless of whether it is documented in the employee's records will become the employee's PDS. When that occurs, the employee is no longer entitled to travel expenses because the employee is no longer away from the PDS. Managers and approving officials will need to ensure employees are advised to review these regulations and are aware that there is potential tax liability. Employees must certify in a written statement that they have been advised of the existence of potential liability prior to approval of the assignment.

Important to note, DFAS will automatically begin deducting taxes for travel allowances on TDY assignments that will extend over a year, at the point when the assignment is known to be over a year. An employee's entitlements will then become taxable income, and taxes will begin to be withheld from those entitlements.

APPROVAL AND TRACKING OF PERSONNEL ASSIGNMENTS

The NAVSEA Workforce, Administration, Management and Organization (WAMO) system is the official database for organizations and personnel at Headquarters/PEOs and will be used to track NAVSEA field activity civilians currently assigned to Headquarters/PEOs. The following form, Form NAVSEA 4650/1, Approval/WAMO Input Form, is to be used to document these assignments and must be completed for every NAVSEA field civilian assigned to a NAVSEA Directorate/Staff Code or PEO office for more than 20 hours a week lasting more than 30 calendar days **OR** requiring a seat, phone or a computer terminal.

Enclosure (3)

******* FOR OFFICIAL USE ONLY. THIS REPORT MAY CONTAIN INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED *******

Approval/WAMO Input Form for NAVSEA Field Civilians Assigned to Headquarters/PEOs

1. **Social Security No:** _____

2. **Name:**

_____
Last First MI

3. **Employee type: FC** (*NAVSEA Field Civilian Assigned to Headquarters*)

4. **Actual start date:** _____

   Original projected end date: _____

   Revised projected end date: _____

   Actual end date: _____

5. **Number of Hours at Headquarters/PEOs weekly:**
   _____

6. **Directorate/PEO:** _____
   Title

7. **Sort Code:** _____

8. **Working Location:**
   _____/_____/_____
   Address Bldg No Room No

9. **Employee's Grade:** _____

10. **Parent Activity / Location:**

    _____/_____/_____
    Activity Name City State

11. **Official Duty Station (ODS) of record:**
    _____/_____
    City State

    _____
    Note: Attach copy of latest SF-50.

12. **Do the duties the employee will be/is performing meet the "temporary in nature" criteria of JTR C4455:** _____
    Yes _____ **N/A** _____
    Note: "N/A" if assignment is primarily for the purpose of receiving training approved under 5 U.S.C. 4101-4109 or if employee is not in a travel status.

******* FOR OFFICIAL USE ONLY. THIS REPORT MAY CONTAIN INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED *******

13. **Assignment type:**
    _____TDY Travel _____ TDY Local Travel
    _____PCS/ODS change _____ TCS/ODS change
    _____ODS change without PCS or TCS
    _____PCS or TCS
    Note: If the ODS has been changed, the employee is actually no longer in a travel status.

14. **Is assignment a training assignment? _____Yes _____ No**
    Note: Selection of "Yes" certifies assignment is primarily for the purpose of receiving training approved under 5 U.S.C. 4101-4109.

15. **Per Diem rate:___None,___55%,___100%, or____Other**
    Note: Selection of "Other" certifies that approval has been obtained from Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) (ODASN (CP/EEO)) in accordance with 2JTR, para. C4550.

16. **Local Travel Reimbursement: Parking? ___Yes ____No**
    Mileage? ___Yes ____No

17. **Has employee signed statement certifying awareness of potential tax liabilities and financial losses? _____**
    ___Yes ___N/A
    Note: "N/A" if employee is not in a travel status or if the travel is not exceeding one year.)

18. **Order Authorizing Official on the travel orders?**

    Name:_____ CODE:_____ Tel No:_____

19. **Is official listed in 18 above the Commanding Officer, Executive Officer, or Head of the field activity; or Commander or Vice Commander, NAVSEA Headquarters?**
    _____Yes _____No
    Note: Must be "Yes" if assignment is expected to exceed or is actually exceeding 180 days.

20. **If assignment is exceeding 1 year, has ODASN/CP-EEO approval been obtained? _____Yes _____No**

    If yes, expiration date: _____
    Note: Required if an employee is on a TDY travel assignment which is expected to or is actually exceeding 1 year regardless of the number of travel orders issued.

21. **NAVSEA Headquarters/PEO Requesting Official (i.e., the official requesting the support and/or field civilian's assignment to Headquarters/PEO):**

    Name:_____/_____
    Signature Date

******* FOR OFFICIAL USE ONLY. THIS REPORT MAY CONTAIN INFORMATION SUBJECT TO THE PRIVACY ACT OF 1974 AS AMENDED *******

Code: _____ **Tel No:** _____

22. **NAVSEA Headquarters Directorate/Staff Code/PEO (i.e., the official who is approving the employee's assignment to Headquarters/PEO)**
    Note: Must be signed by Directorate Deputy Commander or actual PEO - may not be re-delegated

    Name: _____/_____
    Signature Date

    Code: _____ **Tel No:** _____

23. **Directorate/PEO Administrative Officer who entered data into WAMO:**

    Name: _____/_____
    Signature Date

    Code: _____ **Tel No:** _____

24. **COMNAVSEA approval has been obtained for continuing positions (exceeding one year):** _____**Yes** _____ **No**