



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 4650.1D CH-2
Ser 09A5/537
7 Nov 97

NAVSEA INSTRUCTION 4650.1D CHANGE TRANSMITTAL 2

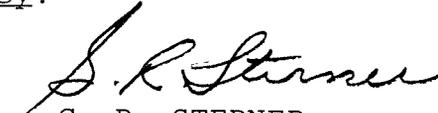
From: Commander, Naval Sea Systems Command

Subj: TEMPORARY ADDITIONAL DUTY

Encl: (1) Subparagraph j. entitled Government Travel Charge
Card Program

1. Purpose. To amend existing instruction so that it is a regulatory general order and applies to all personnel within Naval Sea Systems Command without further implementation.

2. Action. Add enclosure (1) as new subparagraph j. under paragraph 5., entitled Policy.


G. R. STERNER

Distribution:
See next page

j. Government Travel Charge Card Program. The government travel charge card (GTCC) is to be used only for official travel and official travel related expenses away from your official station/duty station. Use of the GTCC is necessary to enhance efficient administration of official travel. GTCC should not be used in conjunction with Permanent Change of Station (PCS) orders. Expenses incident to official business travel include such things as advances, meals, lodging, car rentals, and parking fees. In no way should the card be used for personal purposes. In addition, in accordance with the terms of the credit card, all charges shall be paid in full upon receipt of the monthly billing statement. Usage of the GTCC for anything other than that described herein constitutes abuse and the following will apply:

(1) Punitive Effect: This instruction acts as a general order and applies to all personnel within the Naval Sea Systems Command without further implementation. By accepting the GTCC, personnel agree to use it only for official travel and official travel related expenses incident to Temporary Duty (TDY) and Temporary Additional Duty (TEMMAD) away from the permanent duty station and to submit charges for reimbursement in accordance with Department of the Navy (DON) and NAVSEA policy and procedures. The GTCC may not be used for personal purposes. Use of the GTCC for anything other than what is authorized and prescribed in this instruction is punishable under the Uniform Code of Military Justice (UCMJ) for military personnel and may be a basis for appropriate disciplinary action with respect to civilian employees.

(2) It is DON policy that employees maintain the highest possible ethical standards. Improper use of the GTCC is a violation of the Standards of Conduct. Misuse and abuse of GTCC privileges will not be tolerated and are detrimental to good order and discipline. Such conduct could potentially necessitate the suspension of travel privileges thereby undermining the command's mission. Supervisors will be held accountable for following through and taking action where appropriate to ensure proper use of the GTCC. If any charges incurred become 60 days or more delinquent, appropriate disciplinary action will be taken.

Enclosure (1)

NAVSEAINST 4650.1D CH-2

7 Nov 97

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DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND

2531 JEFFERSON DAVIS HWY

ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 4650.1D CH-1
Ser 09DZ/0536
24 Feb 94

NAVSEA INSTRUCTION 4650.1D CHANGE TRANSMITTAL 1

From: Commander, Naval Sea Systems Command

Subj: TEMPORARY ADDITIONAL DUTY TRAVEL

Encl: (1) Locator Cross-Reference Sheet
(2) Record of Changes
(3) Travel Advance Via Automated Teller Machines

1. Purpose. To transmit new information and correct omissions.

2. Action

a. File enclosures (1) and (2) after Table of Contents, page iii.

b. Enclosure (3), new procedures for utilizing the American Express (AMEX) Charge Card for travel advances, is an additional exhibit to be filed behind enclosure (5) in the basic document.


G. R. STERNER
Vice Commander

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LOCATOR CROSS - REFERENCE SHEET

Subj:

See:

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TRAVEL ADVANCE VIA AUTOMATED TELLER MACHINES

1. General. This chapter provides policy and procedures for using the American Express (AMEX) Charge Card for travel advances. The exception to this applies to Permanent Change of Station (PCS).
2. Background. The Department of Defense, through the General Service Administration (GSA), has a contractual arrangement with AMEX for the use of their charge card while on official Government travel. This program has been expanded to provide cash at over 69,000 Automated Teller Machines (ATMs) located worldwide. The use of ATMs with the Government AMEX Charge Card is only for official travel. Under GSA contract terms, a 2.75 percent transaction fee will be charged on all ATM cash advances. This 2.75 percent fee is a reimbursable expense to the traveler. The new procedure should make it easier for the traveler to obtain advances and reduce workload at disbursing offices associated with the current method of making advances.
3. Policy. NAVCOMPTNOTE 7300 of 29 Nov 1993 established new procedures intended to make it easier for travelers to obtain travel advances by allowing them to use the AMEX Charge Card with ATM; and to reduce the workload associated with the current method of processing travel advances at disbursing offices.
4. Procedures
 - a. Personnel, GS-9/E-7 and above and wage grade equivalents, who are expected to travel at least twice a year should apply for an AMEX Card and Personal Identification Number (PIN). Personnel below the required grade levels who are expected to travel at least twice a year may apply.
 - b. All requests for AMEX cards are to be approved by immediate supervisor and chopped by Directorate Administrative Officers, and/or their designee, prior to forwarding information to SEA 09DZ. Requests are to include individuals name, address, code, work/home telephone numbers and social security number.
 - c. All personnel will be designated as either a frequent traveler (individuals who travel twice or more a year) or a non-frequent traveler. These words FREQUENT TRAVELER or NON-FREQUENT TRAVELER are to be typed in Block 2 of DD Form 1610 or Block 3 of NAVPERS Form 1320. Personnel eligible for a card, but who elect not to apply for one, will be considered as a frequent traveler and will be limited to authorized advance levels same as

Enclosure (6)

cardholders. Exceptions may be made if the travel order for a specific trip annotates that the AMEX Charge Card cannot be used to charge specific items and/or ATMs are not available to the traveler.

d. Advance amounts must be calculated and identified in Block 15 of DD Form 1610 or Block 17 of NAVPERS Form 1320. Example provided on page 3 of this enclosure.

e. Clearly indicate on the orders, next to advance amount, whether the advance is to be obtained from an ATM or a Disbursing Officer.

f. Travelers will be reimbursed the service charge for cash withdrawals from ATMs. Reimbursement is limited to 2.75 percent of the authorized advance amount. The amount is rounded up to accommodate the ATM practice of issuing only certain denominations. Documentation supporting the ATM fee is not required, however, it must be listed under "reimbursable expenses" on the travel claim. Reimbursement of the ATM service fee will be disallowed if withdrawals exceeded the authorized amount of the advance.

g. SEA 09DZ will coordinate training of Directorates Administrative Officers and Travel Control Points (TCPs).

TRAVEL ADVANCE COMPUTATION

1. Travel advances for frequent travelers will be limited to 100 percent of estimated out-of-pocket expenses. These expenses are travel related expenses which must be paid using either cash, personal check, or travelers check. It is anticipated frequent travelers will be able to charge lodging, car rental, gasoline, and other automobile expenses. Therefore, meals and incidental expenses (M&IE) and miscellaneous expenses for taxis, tolls, parking fees, registration fees, constitute out-of-pocket expenses.

2. The following is an example of how to compute travel advances for frequent travelers:

- A travel request is submitted for five days TEMADD in San Diego, CA. The traveler is authorized \$150 for a rental car, \$40 for miscellaneous expenses, \$60 for registration fee, \$15 for government quarters (which must be utilized), and government messing not available.

- Maximum lodging for San Diego: \$77; M&IE: \$38;
TOTAL: \$115.00

- ESTIMATED OUT-OF-POCKET EXPENSES:

Day of departure: 50% of M&IE = $0.50 \times 38 = \$ 19$

Day 2 through 4: 100% of M&IE = $3 \times 38 = \$114$

Day of return: 50% of M&IE = $0.50 \times 38 = \$ 19$

100% of miscellaneous expenses = \$100

TOTAL AMOUNT OF AUTHORIZED TRAVEL ADVANCE = \$252



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IN REPLY REFER TO

NAVSEAINST 4650.1D
OPR 09DZ

NAVSEA INSTRUCTION 4650.1D

From: Commander, Naval Sea Systems Command

Subj: TEMPORARY ADDITIONAL DUTY TRAVEL

Ref: (a) DODINST 4515.14
(b) Joint Federal Travel Regulations, Volume 1, Members of the Uniformed Services
(c) Joint Federal Travel Regulations, Volume 2, Department of Defense Civilian Personnel
(d) Navy Travel Instructions, NAVSO P-1459
(e) NAVPERS Manual 15559
(f) SECNAVINST 5430.92A
(g) NMPCINST 4650.2
(h) SECNAVINST 4651.8L
(i) CCPO-CCINST 12410.1
(j) NAVCOMPT Manual, Volume 7
(k) OPNAVINST 4650.11F
(l) OPNAVINST 5050.24D
(m) NAVCOMPTINST 4600.2B
(n) OPNAVINST 5510.1H
(o) OPNAVINST 11103.1A
(p) NAVCOMPTINST 4650.7
(q) NAVCOMPT Manual Volume III
(r) Memorandum of Understanding between COMNAVSEA and the NAVSEA Program Executive Officers (PEOs) and Direct Reporting Program Managers (DRPMs) of 16 Aug 90

Encl: (1) Responsibilities
(2) Provisions, Guidance, and Procedures
(3) How to Prepare Travel Orders and Vouchers
(4) Local Transportation
(5) Security Requirements for Official Foreign Travel

1. Purpose

a. To restate policy and responsibilities governing official travel by civilian and military personnel, and provide procedural guidance and instructions in the administration of travel responsibilities.

b. To reissue security requirements for Naval Sea Systems Command (NAVSEA) Headquarters and Shore Activity civilian and

military personnel and NAVSEA sponsored contractor personnel when:

- (1) officially visiting foreign or U.S. activities located in foreign countries;
- (2) unofficially visiting foreign countries;
- (3) having contact with foreign nationals, both in and outside the Continental United States (CONUS).

c. To reissue procedures to NAVSEA Shore Activities for administering funds for travel expenses of sponsors for launching ceremonies.

2. Cancellation. NAVSEAINST 4650.1C and form NAVSEA 4650/4.

3. Background. Significant travel policy and procedures are incorporated in this instruction. Requirements and guidelines from higher authority are synopsisized and referenced. References identify the source for more detailed guidance. The contents of this instruction, other than requirements mandated by higher authority may be modified or revised as a result of labor negotiations at the local level.

4. Definitions

a. TAD/TDY (Temporary Additional Duty/Temporary Duty). An assignment to an individual, written or verbal, that requires some form of temporary duty in addition to regular duty and which directs the individual upon completion to resume regular duty.

b. Invitational Travel. Term applied to travel which may be authorized for persons who are not Federal Government employees or members of the Uniformed Services when they are acting in a capacity that is directly related to, or in connection with, official activities of the Department of Defense (DOD).

c. TAD "no cost" (permissive) Orders. In certain instances travel may be desirable from the command's viewpoint but not sufficiently necessary to warrant the expenditure of limited funds. Under these circumstances, an authorization (permissive order) may be written, permitting, as distinguished from directing, the military member or civilian employee to travel at no expense to the government.

d. Travel Order. A travel order establishes the conditions, in writing, under which travel and transportation are authorized

or directed at government expense. Orders will be issued before the performance of travel unless an urgent or unusual situation prevents prior issuance. A written order (DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel) is required for civilians when per diem is authorized. A written travel order (NAVPERS Form 1320/16), TEMADD Travel Order, is required for military personnel except as provided in paragraph 4e below.

e. Local Travel. A one-day trip under 10 hours within the Washington local commuting Area, with no per diem authorized, is considered local travel. It is recommended that SF 1164, Local Travel Order, be used by personnel traveling locally to provide documentation that the travel is authorized.

f. Washington Local Commuting Area. This is defined in reference (a) as follows: District of Columbia; Montgomery, Prince George's, Anne Arundel, Baltimore, Charles, Calvert, Howard, Frederick, St. Mary's and Washington counties in Maryland; Arlington, Fairfax, Loudoun, Fauquier, Prince William, Culpeper, Orange, Stafford, Spotsylvania, King George, and Clarke counties in Virginia; Adams County in Pennsylvania; the City of Baltimore, Maryland, and the cities of Alexandria, Fairfax, Falls Church and Fredericksburg in Virginia; and all cities now or hereafter existing in Maryland or Virginia within the geographic area bounded by the outer boundaries of the combined areas of the counties listed above.

5. Policy

a. All aspects of TAD travel shall conform to the provisions of this instruction and references (b) through (e), with reimbursement at established rates.

b. TAD travel is to be authorized only when it is essential to Naval Sea Systems Command Headquarters' (NAVSEAHQ) 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. The number of personnel making a trip will be no greater than needed to accomplish the mission.

c. The number of reviewing officials required in processing official travel orders will be held to a minimum.

d. Travel will be approved before orders are issued.

e. Domestic travel must be approved by Deputy Commanders at NAVSEA Headquarters or their designee and the Commanding Officer (CO) of a NAVSEA shore activity or their designee. The volume of travel orders make it impractical for these officials to personally approve each trip. If a general domestic travel plan is approved by a flag officer or a CO of a NAVSEA Shore Activity, approval for individual trips within that plan may be delegated, but not lower than Division Directors.

f. The Commander, NAVSEA (COMNAVSEA) will approve foreign travel for flag officers. Deputy Commanders will approve other foreign travel for NAVSEA Headquarters offices. The CO or an Officer in Charge (OIC) at a NAVSEA shore activity and Category 1 and Category 2 detachments will approve foreign travel for their personnel. The CO/OIC at shore activities will have foreign travel approved by their next senior in the chain of command. Upon approval, travel documents may be signed by their designee.

g. NAVSEA Headquarters' travel funds are for NAVSEA business, primarily by NAVSEA employees. Navy and DOD components traveling on matters related to NAVSEA shall generally not cite NAVSEA funds. However, exceptions to use NAVSEA funds may be approved by using a letter of authority signed by appropriate financial manager.

h. Claim vouchers must be submitted within 5 calendar days after completing travel.

i. A travel order will not be altered except by formal amendment.

6. Responsibilities. Enclosure (1) defines responsibilities of directorates, travelers, requesting officials, signing authorities, approving authorities, order authorizing officials, travel control points, and the NAVSEA Command Administrative Financial Management Office, Security Office and NAVSEA Shore Activities.

7. Information. This instruction provides guidance in addition to that contained in references (b) through (e) and other higher level directives concerning travel, and outlines internal procedures to be followed in the administration of travel. Enclosure (2) states general provisions, guidance, and procedures governing TAD travel and incorporates the requirements or references (f) through (q) as they apply to TAD travel. Enclosure (3) provides instructions on preparing travel orders and vouchers. Enclosure (4) provides instructions for local transportation. Enclosure (5) provides instructions on security matters.

8. Scope. This instruction applies to all Headquarters personnel, non-NAVSEA travelers funded by NAVSEA Headquarters, Program Executive Officers (PEOs), Direct Reporting Program Manager (DRPM) (reference (r) applies) and Warfare Centers. Guidance applicable to NAVSEA shore activities is shown in paragraph 9, enclosure (1).

9. Forms. Forms listed below are available for local Headquarters use in the Directive/Forms Room, NC 2, room 1W33. Other activities may obtain copies through their local supply system:

- a. DD Form 1056, Authorization to Apply for a "No-Fee" Passport and/or Request for Visa
- b. NAVPERS Form 1320/16, TEMADD Travel Order
- c. DD Form 1351 Advance Voucher (Not used in D.C. area)
- d. DD Form 1351-2, Travel Voucher or Subvoucher
- e. DD Form 1351-2c, Travel Voucher or Subvoucher (Continuation Sheet)
- f. DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement.
- g. DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel
- h. OPNAV Form 5521/27, Visit Request/Visitor Clearance Data
- i. OPNAV Form 5050/11, Attendance at Meetings; Request and Approval for
- j. NAVSO 4650/10, Invitational Travel Order
- k. Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business

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TABLE OF CONTENTS

	<u>PAGE NO.</u>
I. Enclosure (1) - RESPONSIBILITIES	
1. Directorates	1
2. Traveler	1
3. Requesting Official	3
4. Approving Authorities	4
5. Order Authorizing Official	4
6. Travel Control Points (TCPs)	4
7. NAVSEA Command Administrative Financial Management Office (SEA 09DZ)	7
8. Security Office (SEA 09T)	8
9. NAVSEA Shore Activities	9
II. Enclosure (2) - PROVISIONS, GUIDANCE, and PROCEDURES	
1. Funding	1
2. Mode of Transportation	1
3. Transportation of Carrier Terminals	2
4. Taxicab, Bus, and other Fares at TAD Points	3
5. Rental Car	3
6. Insurance and Compensation	4
7. Illness while in a Travel Status (civilians only)	4
8. Submission of Requests for Travel	4
9. Passport and Visa Requirements	4
10. Verbal Orders	6
11. Emergency Travel Orders	6
12. Modification/Amendment of Orders	6
13. Cancellation of Orders	7
14. Advance of Funds	7
15. Use of Government Facilities/Per Diem and Endorsements	8
16. Uniform for TAD Travel	10
17. Reimbursement	10
18. Leave in Connection with TAD	10
19. Assignments in Excess of 45 Calendar Days	10
20. Authorization of Travel	10
21. Travel Brochures and Guides	10
22. Invitational Travel Orders (ITOs)	11
23. Prolonged Civilian Temporary Duty Assignments	11
24. Civilian and Military No-Cost Travel Orders	12
25. Travel of Persons Performing Official Functions at Ship Launching Ceremonies	12

TABLE OF CONTENTS (Continued)

	<u>PAGE NO.</u>
III. Enclosure (3) - HOW TO PREPARE TRAVEL ORDERS AND VOUCHERS	
1. Procedures	1
2. Providing NAVSEA Travel Funds to Non-NAVSEA Travelers	3
3. Checklist for Preparation of Claims	3
Exhibit 1 - Travel Order/Claim Voucher Flow Chart	4
Exhibit 2 - TDY/TAD Travel Guide	5
Exhibit 3 - Frequently Used Requests/Statements	7
Exhibit 4 - Civilian No-Cost Travel Order	9
Exhibit 5 - First Class Air Accommodations	11
Exhibit 6 - Travel Orders Route Sheet	12
Exhibit 7 - Instructions for Preparing DD Form 1610	13
Exhibit 8 - Instructions for Preparing NAVPERS Form 1320/16	19
Exhibit 9 - Control Point Travel Cost Record (NAVSEA Form 4650/4)	24
Exhibit 10 - Instructions for Preparing DD Forms 1351-2 and 1351-2C	25
Exhibit 11 - Instructions for Cancellation of Travel Orders	31
Exhibit 12 - Invitational Travel Order (NASO 4650/10)	35
Exhibit 13 - Travel Funding Authorization Letter	36
Exhibit 14 - Travel Claim Return Sheet	37
Exhibit 15 - Military/Civilian Amendment	39
IV. Enclosure (4) - LOCAL TRANSPORTATION	
1. General	1
2. Background	1
3. Policy	1
4. Procedures	2
Exhibit 1 - Claim for Mileage Expense of POV on SF 1164	4
Exhibit 2 - Authorization Request for Repeated Travel by POV of SF 1164	5
Exhibit 3 - POV Mileage from Crystal City	6

TABLE OF CONTENTS (Continued)

	<u>PAGE NO.</u>
V. Enclosure (5) - SECURITY REQUIREMENTS FOR OFFICIAL FOREIGN TRAVEL	
1. General	1
2. Background	1
3. Policy	1
4. Briefing Guide for Foreign Travel	2

RESPONSIBILITIES1. Directorates, PEOs, DRPM and Warfare Centers

a. Each directorate shall designate an individual or individuals (normally this will be the Directorate Administrative Assistants) to function as the Travel Control Point (TCP) to establish and maintain travel accounting records and to manage travel funds associated with their directorate. Further responsibilities of the TCP are outlined in this instruction.

b. The Vice Commander, Deputy Commanders, and SEA 09DZ will serve as approving authorities for personnel under their cognizance. Responsibilities of the approving authorities and means of delegating this authority are detailed herein.

c. Directorates are responsible for ensuring files include
- all documentation related to travel (i.e., travel orders, amendments, vouchers, etc.); information provided relating to
- travel is accurate and complete prior to forwarding to SEA 09DZ; preparation and forwarding of security clearances; utilization of BOQs to the maximum extent and submittal of travel claims within 5 calendar days after completion of travel. Failure to do so may result in denial of future advances for subsequent travel.

d. Directors will ensure that employees who are 75 or more days delinquent on their Government charge card be prohibited from traveling until their accounts are reconciled.

e. It is not necessary that directorate heads personally sign each travel order. They may elect to grant approval in the manner described in enclosure (2), paragraph 19.

f. Reviewing suspected travel claims for reasonableness of expenditures, possible fraud, waste, or abuse. If fraud is suspected, such cases will be investigated as prescribed in reference (f). If required, assistance will be requested from SEA 09DZ and/or the investigative components of the Department of the Navy. If fraud is proven, steps will be taken to recover all portions of the tainted claim, and, when appropriate, disciplinary action will be taken and publicized.

2. Traveler

a. Assuring conferences falling under the criteria of reference.(1) are approved as required therein.

Enclosure (1)

b. Preparing the travel request per enclosures (2) through (5), as appropriate; obtaining signatures of the requesting official, signing authority official, and the office responsible for funding when other than Operating and Maintenance, Navy funds are being used; and delivering the required forms to the NAVSEA Travel Office via the traveler's (TCP). Travel orders will be logged in to allow tracking throughout processing. Travelers will be denied a travel advance if orders are not logged in 5 working days prior to scheduled departure unless they can justify it as an emergency to be approved by SEA 09DZ.

c. Providing traveler's name, destination and date of travel to the Personnel Support Detachment (PSD), Crystal City, to assist in obtaining transportation and accommodations (government/commercial lodging) for civilian and military persons.

d. Ensuring Passport and Visa are current when foreign travel is authorized.

e. Using prudence and good judgment in incurring expenses while in TDY status.

f. Ensuring, upon return, that travel vouchers and time and attendance records accurately reflect travel and leave while on TDY.

g. Filing a claim within 5 calendar days following completion of travel, regardless of whether or not a travel advance was taken. Failure to do so may result in deduction of all travel advances received on applicable orders from a traveler's pay, a processing fee and denial of future advances for subsequent travel. In the case of orders canceled after travel advances or tickets have been issued, return the unused ticket and U.S. Treasury check (personal check, if the Treasury check has already been cashed, made check payable to Disbursing Office PSD) to the TCP within 3 working days for cancellation.

h. Providing actual cost information to the officials having responsibility for funds used upon liquidation of travel claims, and clarifying and promptly advising them of cancellations.

i. Settling overpayment of advances with the Travel Claims Office of PSD via the TCP and SEA 09DZ within 5 calendar days from the date of the notification. Failure to do so will result in automatic deduction of the overpayment from the traveler's pay, unless PSD has been advised by the traveler, in writing, of extenuating circumstances which would prevent the payment within the 5-day period.

j. Surrendering to the disbursing officer (SEA 09DZ for NAVSEA personnel) upon completion of travel, gifts, gratuities, and other benefits such as half-fare coupons or other gifts distributed by the airlines as incentives to the public, and payments received from a carrier for failure to provide confirmed reserved space. Checks should be made payable to the U.S. Treasury.

k. Using government BOQ facilities if available and adequate. If facilities are not available, a non-availability number must be entered on traveler's orders in block 16 of DD Form 1610. If a non-availability number cannot be obtained, see enclosure (2) paragraph 15 for the applicable statement to insert in block 16.

3. Requesting Official (Supervisors or other persons having full knowledge of the purpose and requirements of a travel mission)

- a. Requesting TAD travel for persons under their cognizance.
- b. Ensuring requests for TAD orders are prepared per this instruction when the requirement for travel is first determined.
- c. Ensuring travel orders are issued before travel is performed unless an emergency exists which prevents prior issuance. In the event of an emergency, written orders should be issued the next work day.
- d. Ensuring that visit security clearance requirements and disclosure authorization requirements are fulfilled as prescribed in reference (n) by use of OPNAV Form 5521/27, Visit Request/Visitor Clearance Data.
- e. Ensuring reference (k) is reviewed for obtaining clearance to travel to foreign countries.
- f. Ensuring that military air transportation is arranged through PSD CM #3, Room 100, (703) 607-0458/59) for overseas flights. Flight arrangements should be made no later than 10 days prior to flight departure.
- g. Approving leave in connection with TAD (see enclosure (2) paragraph 18).
- h. Ensuring that OPNAV Form 5050 is submitted per reference (h) when TAD travel of military and civilian personnel involves attendance at a meeting on non-Federal professional organizations.

i. Ensuring training requests are approved per reference (i) when TAD travel involves training at non-government facilities.

j. Reviewing travel claims of personnel performing TAD in excess of 180 consecutive days, prior to submission to ensure reasonableness of expenses and accuracy of reporting leave.

4. Approving Authorities (Office and Division Directors, designated Program Managers, and Project Management Officers)

a. Signing travel requests in block 18 of DD Form 1610 for civilian personnel under their cognizance.

b. Recommending the following for personnel under their cognizance:

(1) Items in civilian vouchers affecting reimbursement that require administrative determinations prior to claim settlement.

(2) Authorization to accept contractor-provided transportation, meals, or overnight accommodations in connection with official business when arrangements for Government or commercial transportation, meals, or accommodations are clearly impractical.

(3) Submitting vouchers and ensuring payment is up to date for Government charge card prior to authorizing travel.

5. Order Authorizing Official (The Vice Commander, Deputy Commander, and SEA 09DZ). Approving requests for TAD travel for NAVSEA Headquarters personnel under their cognizance.

6. Travel Control Points (TCPs)

a. Establishing and maintaining travel accounting records that include, as a minimum, the following data:

(1) Fiscal year appropriation

(2) Travel order number

(3) Date of request

(4) Name of traveler

- (5) Code
- (6) Date travel begins
- (7) Estimated return date
- (8) Destination
- (9) Estimated travel costs (per diem, travel, other, and total)
- (10) Advance
- (11) Date travel voucher submitted to SEA 09DZ
- (12) Actual Cost
- (13) Date paid (Disbursing Office Voucher/Collection Office Voucher Number)
- (14) Adjustments (Travel order number, amount of correction)
- (15) Uncommitted Balance
- (16) Delinquent Government charge card employee listing

b. Ensuring that TAD travel orders are prepared in compliance with enclosures (2) through (5), that proper signatures are obtained, that proper accounting data is used, and funding is available prior to submitting travel orders to SEA 09DZ.

c. Conducting training within Directorates for appropriate personnel on preparation of travel documentation and the Government charge card program emphasizing the importance of submitting travel claims and paying bills promptly.

d. Ensuring travelers are advised of their responsibilities such as obtaining endorsements relative to availability of receipts, expense items that require receipts and any other requirements unique to the type of travel being performed.

e. Ensuring traveler does not appear on Government charge card delinquent listing. If traveler does appear on delinquent listing, supervisor should be advised and travel denied until account is current.

Enclosure (1)

f. Ensuring BOQs have been used to the maximum extent possible and proper statement covering BOQs is noted on travel order (i.e., non-availability number, availability number or statement that no BOQ exists in location where business is being conducted, etc.).

g. Ensuring that when more than one traveler is traveling to the same destination rental cars are kept to a minimum.

h. Ensuring that travel orders for foreign travel have passport information in remarks block.

i. Maintain copy of all travel documentation (Travel Orders, Amendments, Vouchers, etc.)

j. Forwarding travel orders to the approving authority, after having ensured proper preparation, funding, signatures, etc. If the approving authority official has elected not to sign individual travel orders, the provisions of enclosure (2), paragraph 20 apply.

k. Forwarding all Foreign Military Sales (FMS) travel orders to SEA 016 before submitting to SEA 09DZ for approval.

l. Providing travel funds for another NAVSEA code:

(1) Employee's TCP will log in travel orders to monitor for duplicate advances and ensure employee files timely claims.

(2) If claims are not filed on time, the funding TCP will contact employee's TCP, contact employee's supervisor, and complete action prescribed in paragraph (m) below.

m. Ensuring that the traveler submits a claim within 5 calendar days following completion of travel. The TCP will notify the traveler that salary offset action will be taken if the claim is not received within 5 calendar days from date of notification, unless extenuating circumstances exist to delay timely submission. If claim is not received within 5 days of notification, TCP should not authorize travel advances for subsequent travel until claims have been filed for all previous travel, unless there are extenuating circumstances which would allow the advance.

n. Advising PSD in writing, via SEA 09DZ, of any extenuating circumstances that would prevent the traveler from paying back any excess advance within 5 days from the date of letter notification. The action is required to preclude automatic deduction from the traveler's pay.

o. Ensuring that SEA 09DZ receives the following:

(1) All unused travel orders that have been issued for cancellation.

(2) All tickets and travel advance funds. If the travel advance check has been cashed, a personal check or money order should be made payable to the U.S. Treasury for the amount of the advance and forwarded to SEA 09DZ. If travel orders are going to be canceled vice amended, unused orders, tickets and checks should be forwarded to SEA 09DZ within 3 working days.

p. Forwarding to the applicable activity, when required, a Travel Funding Authorization Letter (Exhibit 14, enclosure 3).

7. NAVSEA Command Administrative Financial Management Division (SEA 09DZ)

a. Providing instructions and information necessary for the proper administration of TAD travel.

b. Conducting training with directorate TCPs on an "as required" basis to improve the overall understanding and process of travel issues.

c. Reviewing travel orders for completeness: itinerary, estimated cost, proper signatures, accounting data, reason for travel, and returning incomplete or incorrect order to the appropriate TCP.

d. Allocating and/or accounting for all NAVSEA Headquarters travel funds regardless of source, except FMS travel.

e. Ensuring sufficient funding is available for all travel orders, and funds are obligated in the Standard Accounting and Reporting System (STARS). If funding is not available, the directorate TCP will be notified and appropriate action will be taken to add funding as necessary.

f. Implementing and administering NAVSEA travel policy and procedures.

g. Acting as the central point-of-contact for NAVSEA travel matters.

h. Acting as the central point-of-contact for Government charge card programs.

- i. Assigning travel order numbers to all orders.
- j. Ensuring that Travel Orders (TOs) having Attendance of Meetings Conference Form (OPNAV 5050) are processed together and in a sufficient timeframe to meet traveler's needs.
- k. Signing Block 20 of DD Form 1610.
- l. Distributing BOQ listing.
- m. Preparing transmittals and forwarding orders to the PSD for tickets and/or advances.
- n. Signing TAD travel orders for military personnel, NAVPERS 1320/16.
- o. Authorizing the terms and conditions of TAD travel in the name of COMNAVSEASYSKOM.
- p. Reviewing and forwarding of actual expense documentation to PSD.
- q. Maintaining files by Directorate on individuals authorized for picking up travel documentation.
- r. Providing necessary accounting copies of travel documents, including cancellations and amendments, to appropriate offices.
- s. Distribution of monthly Federal Travel Directory to TCPs.
- t. Ensuring that all foreign TOs have passport number identified in remarks block.
- u. Performing liaison with PSD to obtain passenger transportation services and travel advances.
- v. Sending travel claims and canceled orders, tickets and advance checks to the appropriate offices of PSD.
- w. Maintaining necessary files to ensure accountability.
- x. Maintain NAVSEA's automated Travel Order Processing System (TOPS) to ensure all information on travel from beginning to end is captured.

8. Security Office (SEA 09T). Brief and debrief personnel traveling to foreign countries for official and unofficial purposes, and personnel having personal contacts with foreign nationals.

9. NAVSEA Shore Activities. Commanding Officers and Officers in Charge will ensure that policy, procedures, and requirements for travel of their personnel agree with guidance from higher authority and selected provisions in this instruction. The following apply to NAVSEA Shore Activities:

<u>Enclosure</u>	<u>Paragraph</u>	<u>Subject</u>
1	1, 2-6	Responsibilities
2	15	Use of Government Quarters/Per Diem and Endorsements
2	22	Invitational Travel Orders
2	23	Prolonged Civilian Temporary Duty Assignments
2	25	Travel of Persons Performing Official Functions at Ship Launching Ceremonies
5	All	Security
5	All	Security Requirements for Official Foreign Travel

PROVISIONS, GUIDANCE, AND PROCEDURES1. Funding

a. In accordance with paragraph 075183, reference (j), TAD travel by Naval Sea Systems Command Headquarters (NAVSEAHQ), Program Executive Offices (PEOs), DRPM and Warfare Centers will be chargeable to NAVSEAHQ travel funds. Travel of NAVSEAHQ personnel should be charged to the Operations and Maintenance, Navy (O&M,N) appropriation, except as noted in paragraph 1b below.

b. TAD Travel by NAVSEA Personnel Not Chargeable to NAVSEA O&M,N Travel Funds:

(1) Travel orders citing other NAVSEA funds, such as Research, Development, Test and Evaluation (RDT&E), Project, and Foreign Military Sales (FMS) funds, shall be processed in accordance with instructions issued by the office having cognizance of the funds. RDT&E funds may only be used to support HQ personnel travel which is integrally related to the technical execution of a specific RDT&E project. Responsibility for the accuracy of the accounting data and records and the proper use of the funds rests with the holder of the funds. Where uncertainty exists as to the propriety of the use of a particular fund, consult SEA 09DZ.

(2) The service of NAVSEA personnel may be used by other agencies, commands or activities at the user's expense. Requests for travel from other agencies must be provided on a direct citation basis. The request should be made in writing by the requesting activity and should contain appropriation data, length of time desired, the purpose for which the services will be required, and amount of funds authorized. Normally, Work Requests from NAVSEA Shore Activities, including those operating under the Navy Industrial Fund, cannot be accepted for travel by Headquarters personnel.

c. TAD travel by other than NAVSEA personnel is chargeable to NAVSEA funds. The services of personnel from other agencies, commands, or activities may be used when necessary to accomplish NAVSEA's business. The cost of travel and per diem expenses will be charged to travel or other funds of the NAVSEA office or division requesting such services. The services will be coordinated with SEA 09DZ to ensure incorporation of correct appropriation data.

2. Mode of Transportation. All travel shall be completed as economically and expeditiously as possible. Travel arrangements

Enclosure (2)

are to be made through PSD (703) 602-6010 for both mode of transportation and rental cars. PSD shall determine the mode of travel, fares, and routings. If the travelers should, for their own convenience, travel by an indirect route, or interrupt travel on a direct route, they shall bear any extra expense.

a. Government Air. To be used whenever available and practicable.

b. Commercial Air. To be used when a significant savings in time will be more economical or otherwise more advantageous to the Government.

c. Contractor-Provided Transportation or Accommodation. In accordance with reference (g), authority may be granted to accept contractor-provided transportation or accommodations when arrangements for government or commercial transportation, meals, or accommodations are clearly impracticable. Requests shall be made in writing and approved by the Vice Commander, Deputy Commanders, SEA 00L or SEA 09DZ. The request must include the benefit to be derived, the schedule, and the mode of travel.

d. Privately Owned Conveyance (POC). Travel by POC may be authorized as advantageous to the government when it is determined that common carrier transportation or government-furnished vehicle transportation is not available or would not be advantageous to the government. In determining whether or not the use of POC is more advantageous to the government than other modes of transportation, consideration will be given to the overall benefits, disadvantages, comparative costs of transportation, per diem, and reimbursable items. Reimbursement will be made at the rates established in references (b) and (c). When POC is not considered advantageous or when POC is used as a matter of personal preference, reimbursement will be limited to the constructive cost of common carrier transportation.

3. Transportation to Carrier Terminals. When traveling from place of residence or office to carrier terminal, the traveler will be reimbursed for the usual taxicab fare and allowable tip (15 percent of fare). However, where available, the traveler must use limousine service, unless the traveler states on the claim that use of a limousine is impractical. If a privately owned automobile is used instead of a taxicab, reimbursement for two round trips, or one round trip plus parking fee at the terminal, will be on a mileage basis at the current General Services Administration (GSA) rate per mile for civilians and the current rate per mile for military, not to exceed the usual taxicab fare and allowable tip.

4. Taxicab, Bus, and other Fares at TAD Points. Reimbursement will be made for taxicab fares and allowable tips incurred in traveling at TAD point. Fares in excess of \$25 per trip will be substantiated by receipts in accordance with references (b) and (c). Reimbursement will be allowed for transportation expenses incurred as listed below:

a. Between carrier terminals while en route when necessitated by change from one carrier to another.

b. From carrier terminal to the employee's place of business or place of lodging.

c. From place of lodging to place of business and return.

d. From place of lodging or place of business to carrier terminal.

5. Rental Car. In areas where TDY points are so situated that the use of public transportation is not feasible, a rental car may be authorized as more advantageous to the government. The following guidelines will apply when authorizing rental cars:

a. When up to four individuals are traveling to the same point for the same purpose, authorization will ordinarily be given for no more than one rental car. If there are more than four travelers, the use of more than one rental car is appropriate, but must be authorized by the travel approval authority prior to departure.

b. When TDY points are in localities which provide economic transportation (bus, taxi, commuter rail service), a rental car will not be considered more advantageous to the government.

c. Rental cars in and around the permanent duty station, including to and from carrier terminals or to any TDY point, are not authorized.

d. When a rental car has been used, it will be listed under block 5 of DD Form 1351-2.

e. The car rental service will be selected by PSD and will be that which will permit satisfactory accomplishment of the mission at the lowest overall cost to the government. Travelers will request the most economical car which will provide adequate room and comfort for the number of people who will be using the vehicle. -

f. The cost of extra collision and liability insurance ("collision damage waiver adjustment") is now included in the government rental rate.

6. Insurance and Compensation

a. Federal Employees' Group Life Insurance. The Federal Employees' Group Life Insurance benefits remain in effect during official TAD travel.

b. Travel Insurance. The premium cost of accident insurance taken by an employee while traveling on a TDY assignment is not reimbursable. Free life insurance in the amount of \$300,000 is normally provided through the Government charge card program and Scheduled Airline Ticket Office (SATO).

- c. Federal Employees' Compensation Act and Civil Service Retirement. An employee traveling on official business is covered by the provisions of the Federal Employees' Compensation Act.

7. Illness while in a Travel Status (Civilians Only). When a traveler takes leave of absence because of illness or injury not due to his/her own misconduct, the prescribed per diem rate will be continued for periods not to exceed 14 calendar days. If it becomes necessary for the traveler to return to his/her official duty station because of the illness or injury before TAD is completed, transportation and per diem en route will be paid.

8. Submission of Requests for Travel. Travel orders for travel outside the National Capital Region (NCR) by civilian personnel shall be submitted on DD Form 1610 and for military personnel on NAVPERS Form 1320/16. After approval, orders shall be forwarded for final clearance to SEA 09DZ at least 5 working days prior to departure, via the traveler's TCP. For travel outside the continental United States (CONUS), travelers will ensure that the requirements of reference (k) are met. If duty will involve contact with foreign national(s), the procedure outlined in reference (n) will be followed. Although its use is not required, it is recommended that SF 1164 be used by civilian personnel traveling locally, that is, within the NCR, to provide documentation showing that the travel was authorized. The traveler can then be reimbursed for cost of such travel in accordance with reference (c).

9. Passport and Visa Requirements. Reference (g) provides instructions on passport and visa requirements and procedures. As a general rule, Western European countries do not require visas while most African, Middle Eastern, Central and South

American countries require visas and passports. The mode of transportation into a country may affect the visa requirement. Additional information verification of information in reference (g) can be obtained from the office listed in paragraph 9c(1) below.

a. Passport

(1) A passport is required for military personnel on official travel to a non-NATO country or to a country not under the Military Forces Base Agreement. A passport may be required for certain countries contingent on mode of transportation into the country, nature of assignment, or dress requirement. An official passport is required for civilian personnel for travel overseas other than to a U.S. Territory or U.S. Possession. Reference (g) contains a list of foreign countries and overseas areas where passports are not required.

(2) When official travel takes you to or through certain countries designated by the Foreign Clearance Guide as high risk countries, you are advised to obtain a tourist passport. Such passports are reimbursable expenses. If the traveler chooses to obtain a tourist passport, for personal convenience, for countries not considered high risk, reimbursement for the passport is not permitted. Before obtaining a tourist passport, check with your TCP to ensure that the particular destination, or route of travel, is an authorized country for passport cost reimbursement.

b. Visa. A visa is required for certain countries in addition to the passport. The visa is affixed to the passport by the Embassy or Consulate of the country to be visited.

c. Procedures

(1) Passport and Visa Application Service. This service is provided by the PSD, Crystal City, located in Crystal Mall #3, Room 100 (telephone number (703) 607-0361 or 607-0371). DD Form 1056 Authorization to Apply for a "No-Fee" Passport or Request for Visa, and Form DSP-11, Passport Application, are available in NC #3, room 1W33 (NAVSEA Forms and Directives Room). DD Form 1056 will be signed by an appropriate NAVSEA approving official. Travelers are required to possess a completed DD Form 1056 when applying for a passport or visa.

(2) Photographs. PSD Crystal City provides photographic service. Travelers may obtain a photograph when processing DD Form 1056 at PSD Crystal City.

10. Verbal Orders. Verbal travel should be limited to the local commuting area. If an emergency arises outside normal working hours, the traveler may proceed on verbal orders of the cognizant division director. Upon return from travel, the traveler is to submit appropriate documentation to SEA 09DZ.

11. Emergency Travel Orders. If an emergency arises outside normal working hours, a traveler is to contact the NAVSEA Duty Officer on (703) 602-7527. A Duty Officer will obtain appropriate information from the traveler and provide further instructions on transportation arrangements. The Duty Officer will also provide a copy of the TO to SEA 09DZ.

12. Modification/Amendment of Orders. If it becomes necessary to change orders which have been issued but not executed, the cognizant office or division will prepare amended orders indicating the change from the originally approved orders and submit the amended orders in the same manner as the original orders. (See Exhibit 15, enclosure 3 for military amendment example.) Travel orders may be modified or amended to:

- a. Change the date within the calendar month of issue.
- b. Change TDY points.
- c. Add TDY points.
- d. Increase the number of days.
- e. Change mode of transportation.
- f. Recognize some essential aspect of travel not known in advance.
- g. Include omitted pertinent information.
- h. Change allowances for unperformed travel or duty.
- i. Correct erroneous information or clerical errors that do not affect reimbursement retroactively.

An amendment cannot be done to change the line of accounting on the basic TO if the TO has been forwarded to PSD. An amendment will not be issued retroactively changing per diem or mileage rates and basis of reimbursement on travel performed under the authority prescribed in a travel order. The one exception to the retroactive effect is to recognize some essential aspect of travel not known in advance (paragraph 12f above). The effective

date of an amendment is the day of issuance unless a later date is specified. Amended orders are not necessary if the revised date of travel is within 7 calendar days of the date appearing on the original orders, or the number of days is increased by no more than 100 percent or 7 days, whichever is less.

13. Cancellation of Orders. These should be held at a minimum; amendments are preferred to allow funding to remain available. Unused orders will be returned to SEA 09DZ for cancellation via your TCP. Specific procedures and forms are addressed in enclosure (3), exhibit 11. All tickets, advances, and transportation requests will be returned immediately to the issuing office, via SEA 09DZ, for cancellation.

14. Advance of Funds. Travel advances are to be restricted to amounts not in excess of anticipated reimbursable allowances and expenses and will be limited to 80 percent of estimated per diem and miscellaneous expenses. Travelers, signing/approving officials, and TCPs shall carefully scrutinize travel orders to ensure that the amounts requested are realistic and necessary. Advances should be requested on the travel order DD Form 1610 block 13 for civilians and NAVPERS Form 1320/16 block 18 for military personnel.

a. Limitations (Civilian Only). The minimum that may be advanced is \$50. The maximum that may be advanced to civilian travelers is 80 percent of the following:

- (1) Per diem not to exceed 30 days.
- (2) Transportation costs in and around TAD point not to exceed \$100.
- (3) Car rental expense, computed on an average cost of \$35 per day.
- (4) When a POV is authorized, an advance based on mileage allowance will be limited to \$300 on an individual travel order.
- (5) When a Government charge card has been applied for, but not received, an advance may be authorized up to 80 percent. Statement showing Government charge card has been applied for, but not received, must be stated and highlighted in block 16 of the TO for civilians or block 21 of the TO for military.

b. Limitation (Military Personnel). Controlled by PSD.

c. Liquidation

(1) The advanced funds must be liquidated upon completion of travel by submission of DD Form 1351-2, Travel Voucher or subvoucher. DD Form 1351-2 must be submitted by the traveler to the Travel Claims Office at PSD through the cognizant TCP and SEA 09DZ within 5 calendar days following completion of travel. If the traveler fails to submit a claim within this time, the cognizant TCP will notify the traveler that salary offset action must be taken if the claim is not received within 5 calendar days from date of notification. If the claim is not received and there are no extenuating circumstances that would prevent submission, the TCP will notify the disbursing officer or civilian payroll office as appropriate, via SEA 09DZ, in writing, to offset any travel advances received on the orders.

(2) When a traveler's advance is determined to be larger than the entitlement, a request will be made in writing to the traveler by PSD to repay the excess advance within 5 calendar days from the date of the request. A copy of the request is sent to SEA 09DZ who subsequently forwards this copy to the traveler's TCP. Payment must be made by money order or personal check payable to the U.S. Treasury. If the payment is not made within 5 calendar days and the cognizant TCP of the traveler has not advised PSD via SEA 09DZ of any extenuating circumstances that would prevent payment, the overpayment will be automatically deducted from the traveler's pay by PSD.

15. Use of Government Facilities/Per Diem and Endorsements. The use of government quarters (which includes Navy lodges), when available, is required when the point of TAD is at a recognized post, camp, station, base or depot owned or operated by the United States Government. Therefore, the quarters portion of the per diem may not be reimbursed unless quarters are unavailable and the orders are endorsed at the TDY point as to the non-availability of quarters. The responsibility for obtaining the required endorsements rests directly with the traveler. Assignment of available government quarters is made on a priority system that considers rank and grade. However, when reservations are confirmed, accommodations are committed. Travelers will not normally have to be vacated in favor of a higher priority resident. Occasionally travelers may be requested, in writing, by the installation Commander to voluntarily vacate. If they accept, a basic allowance for quarters for military travelers, or per diem for civilian and military travelers, must be authorized. The traveler must be assured a confirmation for the entire duration of the duty or be granted a certificate of non-availability, or authorized a basic allowance for quarters.

Travel orders require one of the following statements if a non-availability number cannot be obtained per paragraph 2k, enclosure (1). Enclosure (3), Exhibit 3 provides a summary of specific conditions and statements for military and civilian travel orders.

a. "Obtain Certification as to the Availability of Government Quarters." This statement applies most often. It is required unless one of the statements below applies. Grades through GS/GM-15 and ranks through Captain will use government quarters or obtain statements of non-availability at the military installation when the TDY or TAD is for 10 hours or more or if maximum per diem is claimed.

b. "Utilization of Government Quarters Would Adversely Affect the Performance of the Assigned Mission." Flag Officers and SES members are authorized to make this determination for their own travel. All others require justification. Example: "Traveler is a member of the Inspector General's inspection team. Government quarters at the inspected activity are insufficient to house the entire team. Quarters in several locations would adversely affect the inspection."

c. "Use of Government Housing Not Practicable." Transient military and DOD civilian personnel on official business at a location which requires more than 20 minutes commuting time during rush hour from the nearest DOD Unaccompanied Personnel Housing (UPH) on a transportation system which is free to the traveler (official base taxi, shuttle bus, etc.) are authorized to obtain housing in the civilian community. Travel orders shall be so endorsed in advance.

d. "Employee's Duties Will Require Travel in Excess of 50 Percent of the Time." Use of adequate Government housing shall be required when the point of TDY or delay is at a recognized installation owned or operated by the United States Government, unless a determination has been made that the use of government quarters is not practicable or a determination has been made that the employee's duties will require travel in excess of 50 percent of the time. Military and civilian personnel on official business to a particular city and not to a DOD installation will not be required to commute from the nearest DOD installation having available housing.

e. "Government Quarters are Inadequate at (Activity)." This statement will be used when quarters are not listed as adequate per BUPERS Instruction 11103.1A. Travelers who are handicapped or disabled may be exempt under this statement where quarters do not have handicapped accommodations by virtue of being exempt from the Architectural Barriers Act of 1968 (amended through 1978). If more than one activity is on the travel itinerary, other statements shown above also may apply, as use of BOQ at their facility is expected if adequate and available.

f. "Government Quarters are Unavailable per (name of person contacted) on (date)." This statement is appropriate if the government quarters representative, at the place of TDY, indicates that the quarters are full when a reservation is requested.

16. Uniform for TAD Travel. The appropriate military uniform shall be worn by military members under TAD orders when traveling on government aircraft, except when civilian clothes are specifically authorized in the orders for security, diplomatic, or other reasons. Civilian clothes may be worn when traveling by other modes of transportation.

17. Reimbursement. Claims for reimbursement of per diem and other allowable expenses shall be submitted on DD Form 1351-2. The claim shall be submitted to cognizant TCP for review/delivery to PSD via SEA 09DZ within 5 calendar days after completion of travel. Copies and assembly of voucher is addressed in enclosure (3). If there is an advance of funds, see paragraph 14 above.

18. Leave in Connection with TAD. Leave, not to exceed 30 days, may be granted in conjunction with TAD whenever requested and operationally feasible. Great care must be taken to ensure that when leave is granted in connection with TAD, it is clear that the TAD is essential, and that the TAD was not arranged to provide the transportation for the taking of leave. Travel by POC should not be authorized (except "for the convenience of the traveler") on TAD orders which authorize leave. The date and time leave is to commence and terminate must be indicated on the travel order.

19. Assignments in Excess of 45 Calendar Days

a. All assignments, including work details and training and development assignments, which require TAD in excess of 45 calendar days must receive prior approval from the appropriate

Deputy Commander. Prior approval is also required for the extension of TAD assignments when such extensions exceed 44 calendar days or would extend the original assignment beyond 45 days.

b. Travel requirements may not be split, nor may work requests and transfers of funds to shore activities be used, to circumvent the above requirement.

20. Authorization of Travel. All travel must have the approval of the Vice Commander, Deputy Commander, or their designee. It is not necessary that the Directorate head personally sign each travel order. Delegation of approving official authority must be recorded with SEA 09DZ by memorandum.

21. Travel Brochures and Guides. The following travel brochures and guides are available for reference in the PSD (local office), NC #3, Room 4W15:

a. Travel Planner - (Supplement to the Official Airline Guides). Lists city and closest airline service, hotel or motel, limousine and car rental information. There is a separate listing for military installations indicating the nearest airport, installations information, phone number, and available service.

b. Official Rail Guide - A full schedule of rail service.

c. Hotel Travel Index.

d. Air and Rail schedules.

e. SATO Bus Schedule (Crystal City Area to National Airport).

22. Invitational Travel Orders (ITOs). Situations arise when it becomes necessary to invite and pay travel expenses for university officials, representatives of industry or others to observe work, visit, lecture, instruct, participate in a conference or meeting, or for other purposes listed in references (b) and (c). NAVSEA policy allows travel of non-federal employees at government expense only when it is in the interest of the Navy and in accordance with references (b) and (c) and this instruction. A firm commitment should not be made until the ITOs, NAVSO Form 4650/10, have been approved. References (b) and (c) delegate to COMNAVSEA and the Vice Commander the authority to approve invitational travel orders. COs and OICs of NAVSEA shore activities also hold delegated authority from COMNAVSEA.

23. Prolonged Civilian Temporary Duty Assignments

a. Prolonged civilian temporary duty assignments will be limited to mission essential personal and situations where no acceptable alternative exists. Duration will be the minimum time to get the job done. Comply strictly with references (b) and (c) on temporary duty assignments. Except for long-term training, covered by separate instructions, supervisors will submit requests for temporary duty assignments for more than 6 months to the approval authority. Justification will include discussion of alternatives and compare cost of extension beyond 6 months with cost of permanent change of station. Documentation will be maintained by approval authorities for review.

b. Civilian temporary duty assignments over 6 months must be approved as follows:

(1) The DEPCOM is the approval authority for civilian personnel attached to NAVSEA in the National Capital Region. A copy of the approval will be provided to SEA 09DZ.

(2) The CO or his/her designee of the shore activity is the approval authority for civilian personnel. Copies of the approval for temporary duty assignment to the National Capital Region will be provided to the Directorate having management responsibility for the activity and TCP.

24. Civilian and Military No-Cost Travel Orders. Occasions arise when employees want to perform travel which is of indirect benefit to NAVSEA, or not of sufficient priority to warrant expenditure of travel funds. It may be appropriate to allow such travel without charge to leave. Examples: invitations to speak at a meeting of a prestigious professional society or attending a ship launching. With supervisory discretion, a no-cost travel memorandum may be prepared to provide the employee credentials. Procedures, format, and content of the no-cost travel memorandum are provided as Exhibit 4 in enclosure (3), (JTR references for military travelers also are cited; however, no-cost travel for military personnel must be prepared on Form NAVPERS 1320/16, TEMADD Travel Order.)

25. Travel of Persons Performing Official Functions at Ship Launching Ceremonies. Reference (q) says that travel expenses and per diem of persons selected and officially invited by the Secretary of the Navy to perform an official function at ship keel laying, launching and commissioning ceremonies are

chargeable to the "Shipbuilding and Conversion, Navy" (SCN) appropriation. These persons include the sponsor, principal speaker and Guest of Honor and any other person invited by the Secretary of the Navy.

a. Appropriation Chargeable. Travel expenses of sponsors for ships built in naval shipyards will be charged to the SCN project order financing construction of the ship. Travel expenses of sponsors for ships built in private shipyards will be charged to the SCN Supervisor of Shipbuilding Responsible Material Allotment except on fixed price contracts where the contractor controls the expenditures and bears all launching expenses.

b. Allowable Expenses. Travel expenses of attendants, escorts, or family members will not be paid from SCN. However, when the well being of the sponsor must be provided for (e.g., sponsor is physically handicapped, feeble, or sponsor has minor children who cannot be left alone), use of "Official Representation Funds" will be submitted to COMNAVSEA saying why, in the opinion of the Supervisor of Shipbuilding or Shipyard Commander, it is appropriate. These requests will be screened and endorsed to the Chief of Naval Operations (CNO) for approval to cite "Official Representation Funds." Requests should be submitted at least 60 days before a launch date to allow time for processing.

c. Travel Orders for Persons Performing Official Functions. An Invitational Travel Order (ITO) may be issued per requirements in references (b) and (c), and guidance provided by Exhibit 12 in enclosure (3).

d. Security Clearances. Before extending an invitation to travel, ensure that the individual, if to be exposed to classified information, has the required clearance. If the individual is a foreign national, security requirements of this instruction, reference (k), and local implementing instructions must be fulfilled.

HOW TO PREPARE TRAVEL ORDERS AND VOUCHERS

1. Procedures. Essential travel performed by NAVSEA officials is documented by two primary records: a travel order and a claim voucher. A travel order, properly prepared and approved, authorizes an employee to travel at government expense for official business purposes. Upon completion of travel, the traveler is required to submit a claim voucher to liquidate funds provided for the specific travel mission. Basic procedures are provided in the following paragraphs. Exhibits provide a sample of documents, procedures, and special requirements most frequently involved in the overall travel process.

a. Travelers. Plan your travel so that all reviews, approval, and document processing can be completed 10 calendar days before travel begins. Begin planning by reviewing references (g), (k), (n) and (o), for applicability to your specific travel mission. General information and special requirements in enclosure (1) in this instruction provide supplemental guidance. Give priority attention to items 5-9 on Exhibit 2 in enclosure (3).

(1) Draft. Prepare a simple draft of your travel mission providing concise information on the following:

TRAVEL REQUIREMENTS

Complete Identification of Traveler	Itinerary
Travel Purpose	Mode of Transportation
Funds to be Cited	Special Requirements
Number of Days on Travel	Reservations Required
Day Travel Begins	Local Transportation
Government Charge Card	Security Clearance
Accounting Citation	Estimated Mileage (if driving)
BOQ Statement	
Advance Requested	

(2) Advance Requested. Ensure statement for advance requested is in block 13 of DD 1610 (civilian) or block 17 of NAVPERS 1320/16 (military) and highlight it.

(3) Travel Order Routing. Forward typed travel orders under a cover route sheet, Exhibit 6, to offices shown on the flow chart in Exhibit 1.

(4) Visit Clearances and Government Quarters. Take action on items 6 and 9 in Exhibit 2; review items 5, 7, and 8 for applicability.

Enclosure (3)

(5) Travel Order Endorsement. Obtain certification of availability of government quarters at the travel duty station.

(6) Claim Voucher. File your claim voucher, Exhibit 10, within 5 calendar days after completing travel. Be sure to SIGN your voucher and attach your original travel order, receipts and other documents identified on reverse of the voucher.

(7) Canceled Travel Orders and Other Documents. Cancellations should be held at a minimum. Amendments are preferred instead of cancellations as a means of allowing travel funds to remain available to the Directorates. If a traveler is traveling within the next 30 days, orders should be amended vice canceled. If cancellation is required, completion of forms identified in exhibit 11 need to be completed and forwarded to SEA 09DZ via your TCP.

b. Typists/TCP

(1) Type travel orders/amendments based on information provided by the traveler. Use Exhibits 7 and 8 as a guide for proper form and format.

(2) Prepare a cover route sheet, Exhibit 6, for each travel order.

(3) Check for accuracy:

(a) Information provided by traveler.

(b) Funds stated in "Purpose" block (e.g., O&M,N, RDT&E, etc.): the case must be shown for FMS funds and the purpose must relate to the case funding the travel.

(c) Accounting citation.

(d) Appropriate statements per enclosure (2), paragraph 15 and/or Item 3 in Exhibit 3. (Check other approved items adding proper statements to the order.)

(e) If advance is requested, state it and highlight it in block 13 on DD 1610 or block 17 on NAVPERS 1320/16.

(4) Maintain a copy of travel documents.

(5) Record cost estimates on NAVSEA Form 4650/4, Control Point Travel Cost Record or similar manual or computerized record (see Exhibit 9).

c. Travel Approving and Signing Officials. Flag Officers and Deputy Commanders sign travel orders (Block 18 on DD 1610) or delegate the function according to policy in paragraph 5e of this instruction. Military travel orders are approved by signatures or initials on covering route sheets (Exhibit 6). NAVSEAINST 5216.2B provides procedures for delegating and recording signature authority. Approval of travel by flag officers or commanding officers of activities not commanded by a flag officer is prescribed in OPNAVINST 5050.31B. Officials may cancel any portion of proposed travel by striking out specific items on travel orders and initialing the strike out.

d. Authentication and Accounting. SEA 09DZ will review accounting citations, assign travel order numbers (TANGO No.), and sign civilian travel orders in Blocks 20 and 21 on NAVPERS 1320/16 for military.

e. Invitational Travel Order (ITO). See paragraph 21 of enclosure 2 for policy and other procedures pertaining to ITOs. Prepare a minimum of eight copies of NAVSO Form 4650/10, ITO, following the sample format of Exhibit 12. Attach a Privacy Act Statement, an unnumbered form, available in the Forms and Directives Room, NC #2, 1W33. Forward proposed ITOs through the chain-of-command to arrive in SEA 09DZ 10 days before travel begins for processing and return to sponsoring codes. Codes sponsoring ITOs are responsible for sending ITOs to the traveler and providing help and information required by the traveler. Attach blank Travel Claim Voucher, Exhibit 10, to ITOs before sending the ITO to the traveler.

2. Providing NAVSEA Travel Funds to Non-NAVSEA Travelers. Codes sponsoring non-NAVSEA travelers are responsible for preparing, clearing, funding, and obtaining Deputy Commander approval of travel. Sample travel funding authorization letters are shown in Exhibit 13.

a. O&M,N and RDT&E. Prepare an authorization letter following the sample format shown as Exhibit 13. Forward the original to SEA 09DZ via the chain-of-command. SEA 09DZ will add information, sign and return to TCP.

b. FMS Case Funds. Prepare authorization letters following the format identified in Exhibit 13.

3. Checklist for Preparation of Claims. Many claims are returned without action because they are deficient. Exhibit 14 is a checklist rejection form used by the PSD. It lists the most common reasons for returning claims.

EXHIBIT 1 FLOW CHART

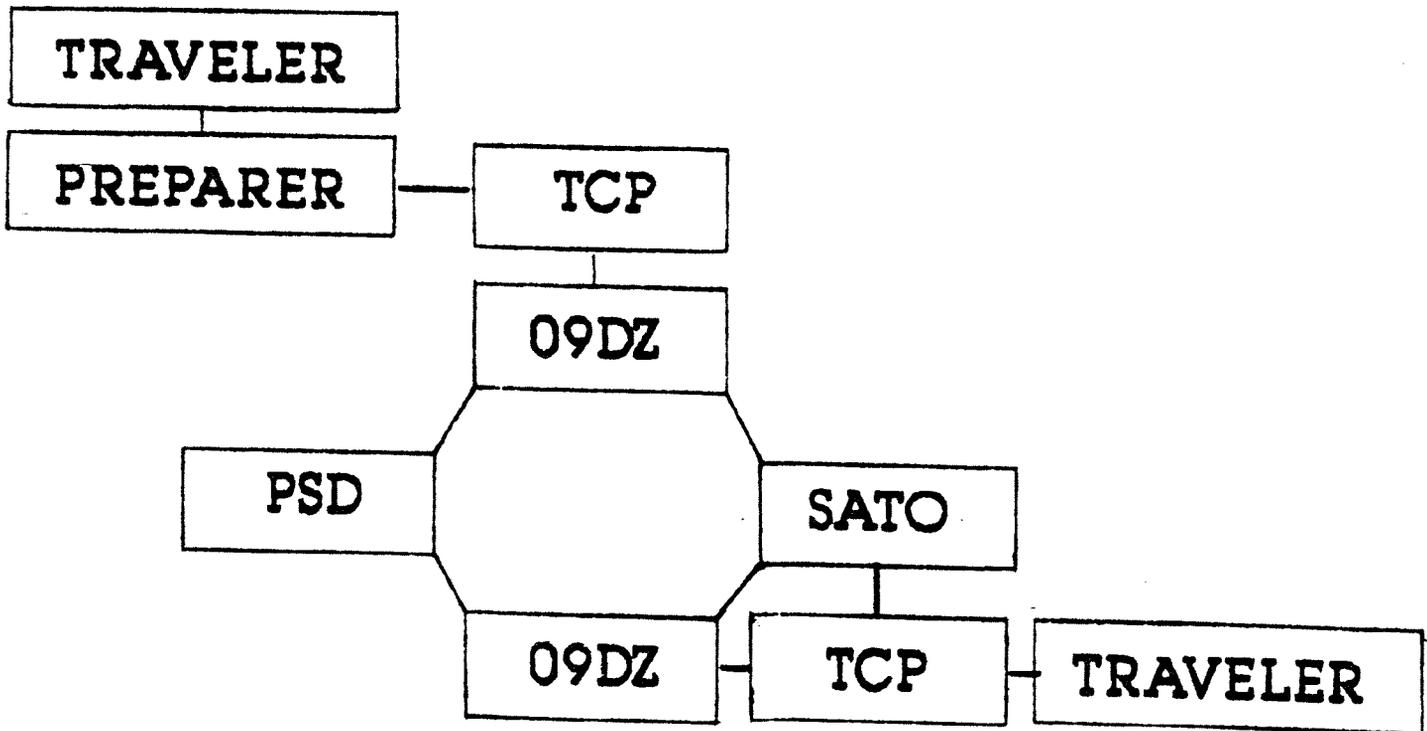


EXHIBIT 2

TDY/TAD TRAVEL GUIDE

DOCUMENT OR PROCESS REQUIRED	APPROVAL REQUIRED	PURPOSE	ACTION	SPECIAL REQUIREMENTS/CONDITIONS
1. TDY/TAD Travel Orders (DD 1610 & NAVPERS 1320/16)	YES	To provide written authorization	<ol style="list-style-type: none"> 1. Traveler prepares. 2. If change necessary, see "amendments" below 	<ol style="list-style-type: none"> 1. See items 2 and 4-9 below. 2. When signed in Block 20, the order cannot be altered (See "Amendments").
2. Route Sheet (NAVSEA 5216/30)	YES	Routing of travel order in NAVSEA clearance and requesting travel accommodations.	<ol style="list-style-type: none"> 1. Attach to travel order 	<ol style="list-style-type: none"> 1. Use Travel Route Sheet with preprint information.
3. Advance Voucher (DD 1351) (Not used in WASH DC area)	NO	To provide traveler with funds after travel begins while on travel.	<ol style="list-style-type: none"> 1. Complete DD 1351 (See when RQR by PSD. 2. Obtain partial per diem payments at TAD/TDY station, if traveler qualifies. 	<ol style="list-style-type: none"> 1. Voucher not required before travel begins (See item 1, Exhibit 3 and exhibit 10).
4. Claim Voucher (DD 1351-2 and DD 1351-2C)	NA	To liquidate travel cost/funds obligated by travel order after travel complete.	<ol style="list-style-type: none"> 1. Submit voucher within 5 days after completion of travel mission. 2. When notified remit check or money order within 5 days to liquidate excess advances. Make checks payable to: Disbursing Officer PSD-CC 	<ol style="list-style-type: none"> 1. If voucher not submitted, forward written justification to NAVSEA Travel Office. 2. Note: If voucher, justification or remittance not received, total advance of funds may be deducted from traveler's pay.
5. Security Briefing	NA	To inform travelers of special security requirements while on foreign travel.	<ol style="list-style-type: none"> 1. Contact the NAVSEA Security Office of a security briefing 30 days prior to travel. 2. Forward request to disclose classified information to the NAVSEA Security Office 30 days to travel or disclosure. 3. Report to NAVSEA Security Office all attempts by Foreign Nationals (including Foreign national holding a U.S. Clearance or (limited access authorization) to obtain classified technical information or unclassified or classified Naval Nuclear Propulsion Information. 4. Add statement of compliance on DD 1610 Block 16; (see item 12 on exhibit 3 for required statement). 	

EXHIBIT 2 (con't.)
 TDY/TAD TRAVEL GUIDE

DOCUMENTS OR PROCESS REQUIRED	APPROVAL REQUIRED	PURPOSE	ACTION	SPECIAL REQUIREMENTS/CONDITIONS
6. Visit Clearance	NA	Provides clearance and accreditation of visit.	<ol style="list-style-type: none"> Forward visit and area clearances 30 days prior to travel. See exhibit 3, Item 8, overseas orders for "statement" to add to travel orders. 	See Reference (k)
7. Passports/Visa	NA	Foreign Travel	1. Contact PSD.	See Reference (k)
8. Immunization	NA	Foreign Travel	1. Contact PSD	<ol style="list-style-type: none"> See Reference (k) Approved travel orders required. 1-3 month advance notice needed if basic series (shots) not received.
9. Reservations	NA	Lodging/Transportation vehicle rental, etc.	<ol style="list-style-type: none"> Call activity to be visited for Gov't Qtrs. Annotate travel orders. (See Gov't. Qtrs. exhibit 3). If no Gov't Qtrs. avail., make comm. reservation. Contact PSD for transportation reservation. (See DOD telephone directory for current telephone no.) 	<ol style="list-style-type: none"> Travel orders approved or in process. See reference (g) Give PSD INFO: <ol style="list-style-type: none"> Departure date Origin/Destination Approx. depart time No seats required. Pass. last name, first initial, (rank) Name & bus. Ph. No. Ticket pickup date Who's making reserv. Special requests
10. Amendments:	Yes	To request/direct changes on travel order.	<ol style="list-style-type: none"> Prepare additional travel order marked "amendment." Cite travel order being amended & state changes additions or deletions, and effective date. Submit change through chain-of-command (See exhibit 1 and 6 for routing.) 	<ol style="list-style-type: none"> If verbal authority given for mod., while on travel explain circumstances in "remarks" on reverse of claim voucher (DD1351-2) and obtain approving official signature. Retroactive change of per diem, mileage rates and basis of reimbursement on travel performed is prohibited by refs. (b) and (c).
1. Add essential data not known in advance				
2. Change period or place of TAD/TDY				
3. Add omitted pertinent information				
4. Change allowances for unperformed travel				
5. Correct errors not affecting reimbursement retroactively.				

EXHIBIT 3

FREQUENTLY USED REQUESTS/STATEMENTS

IF APPROVED	ADVANCE REQUESTED \$	ADVANCE REQUESTED \$	CIVILIAN	MILITARY
1. ADVANCE OF FUNDS (SEE EXHIBIT 12)	ADVANCE REQUESTED \$	ADVANCE REQUESTED \$	13	17
2. ANNUAL LEAVE	AUTHORIZED (days) ANNUAL LEAVE ON (show dates)	ITEM 29 (days); either a, b, or c.	16	20
3. GOVERNMENT QUARTERS (Statement required on all orders. See enclosure (2) paragraph 15)	OBTAIN CERTIFICATION OF NON-AVAILABILITY OF BOQ AT MILITARY DUTY STATION, OR USE OF GOVT. QTRS AT TAD/TDY STATION WOULD ADVERSELY AFFECT ASSIGNED MISSION PERFORMANCE, OR	ITEM 11 NAVSEA DIRECTORATES WILL ADD APPROPRIATE STATEMENT (if appropriate justification shown on NAVSEA clearance route sheet is approved)	16	20
	NO BOQ AT TAD/TDY DUTY STATION, OR INCLUDE NON-AVAILABILITY, OR	(SAME)	16	20
	DUTY NOT PERFORMED AT MILITARY INSTALLATION, OR	NAVSEA DIRECTORATES WILL ADD APPROPRIATE STATEMENT	16	20
	GOVT. QTRS AT (ACTIVITY) ARE INADEQUATE PER OPNAVINST.	NAVSEA DIRECTORATES WILL ADD APPROPRIATE STATEMENT	16	20
4. CAR RENTAL	RENTAL CAR AUTHORIZED	NAVSEA DIRECTORATES WILL ADD APPROPRIATE STATEMENT	16	20
5. CONFIRMATORY ORDERS	TRAVELER AUTHORIZED TO PROCEED WITHOUT ORDER BY (insert name) on (date)	SAME AS ITEM 28	16 NA	20 21
6. EXCESS BAGGAGE	(POUNDS/PIECES) TOTAL BAGGAGE AUTHORIZED	ITEM 19 (either a., b., or c. and (LBS/PIECES))	16	20
7. GOVERNMENT AIRCRAFT	a. Civilian, CONUS only.	NA	16	NA
	b. Military	ITEM 16 (either a. or b.)	NA	20

FREQUENTLY USED REQUESTS/STATEMENTS

SHOW STATEMENTS

IF APPROVED CIVILIAN DD 1610 MILITARY NAVPERS 1320/16 CIVILIAN MILITARY

IF APPROVED	CIVILIAN DD 1610	MILITARY NAVPERS 1320/16	CIVILIAN	MILITARY
8. OVERSEAS ORDERS	PROVISIONS OF OPNAVINST 4650.11E MET. CLEARANCES REQUESTED/OBTAINED FROM (activity) ON (date).	(SAME)	16	21
9. PRIVATELY OWNED VEHICLE (POV) (POC)	POV/POC AUTHORIZED FROM AND TO DUTY STATION (miles). ON STATION MILEAGE (miles) AUTHORIZED.	SEA 09DZ will complete if justification approved on NAVSEA clearance route sheet.	16	21
10. PASSENGER(S) IN POV/POC	PASSENGER(S): (list names)	SEA 09DZ WILL INSERT.	16	21
11. REGISTRATION FEES				
a. CIVILIANS.	REGISTRATION FEE \$ () APPROVED FOR REIMB. ON AB ACCTG LINE. FEE (does/does not) INCLUDE (No.) MEALS.	NA	16	NA
B. MILITARY.	ITEM 24 (\$) . ITEM 25 (not to exceed \$) APPROVED (date) on FROM . BY (insert name)		16	20
12. SECURITY	SECURITY BRIEFING OBTAINED ON (date) FROM (name), NAVSEA SECURITY OFFICE.	(SAME)	16	21
13. TAXICABS	USE OF TAXICABS MAY BE RESTRICTED BY THE APPROVING OFFICIAL (SEE ENCLOSURE (2) PARAGRAPH 4).	SEA 09DZ will complete if JUSTIFICATION APPROVED ON NAVSEA CLEARANCE ROUTE SHEET.	16	20
14. TRANSPORTATION ON CASH BASIS	TRANS. VIA (mode) AUTH. ON CASH BASIS WITH REIMB. RECEIPTS REQUIRED.	NA	16	NA
15. SPECIAL AUTHORIZATIONS	SPELL OUT SPECIFIC REQUEST/AUTHORIZATION FOR TRAVELER EXAMPLE: Conference room rental authorized for (days)	(SAME)	16	21
16. GOVT SPONSORED CREDIT CARD	GOVERNMENT SPONSORED CREDIT CARD WILL BE UTILIZED. CARD REQUESTED BUT NOT RECEIVED TO DATE	(SAME)	16	21

EXHIBIT A - CIVILIAN NO-COST TRAVEL ORDER (1 OF 2)
DEPARTMENT OF THE NAVYNAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

4650
OPR

From: (Approving Official)

To: Mr. Leos Traveler

Subj: NO-COST TRAVEL ORDER

Ref: (a) (Traveler's written request, if appropriate, to perform travel at no expense to the government)
(b) NAVSEAINST 4650.1C (enclosure (2), paragraph 23)

1. You are authorized to perform travel at no expense to the government as requested by reference (a). Per diem or other reimbursement is not authorized and no accounting citation is involved in consonance with reference (b).

2. This authorizes (INSERT PURPOSE OF TRAVEL) during the period (INSERT INCLUSIVE DATES OF TRAVEL). You will be carried in a duty status during the travel period. (INSERT STATEMENT SHOWING DATES IF LEAVE IS APPROVED BEFORE, DURING, OR IMMEDIATELY FOLLOWING THE TRAVEL PERIOD).

3. Clearance of this memorandum through the NAVSEA Special Assistant for Travel and PERSUPPDET or filing a claim voucher when travel is completed is not required.

s/TRAVEL APPROVING OFFICIAL

Copy to:
(Timekeeper)

EXHIBIT 4 - CIVILIAN NO-COST TRAVEL ORDER (2 of 2)

DEFINITION. A no-cost travel memorandum confirms a duty status of a NAVSEA employee performing a mission in the interest of NAVSEA without involving expenditure of NAVSEA travel funds. It is a travel order but does not authorize the traveler to be reimbursed for any travel expense.

AUTHORITY. The Joint Federal Travel Regulations (JFTR) provide policy guidance relating to civilian no-cost travel. JFTR defines travel status for military personnel and shows travel expenses that are not payable.

NOTE: The Employees Compensation Act covers all benefits due a civilian employee who is injured while performing duty. The Joint Federal Travel Regulations do not provide entitlement.

MILITARY TRAVELERS. Use NAVPERS 1320/16, TEMADD Travel Order.

EXHIBIT 5

FIRST CLASS AIR ACCOMMODATIONS 1/

IF

1. TRAVELER IS HANDICAPPED OR PHYSICALLY IMPAIRED, THE TRAVELER MUST OBTAIN A MEDICAL CERTIFICATION FROM COMPETENT AUTHORITY FOR THE HANDICAPPED OR PHYSICALLY IMPAIRED CONDITION.

2. LESS THAN FIRST CLASS ACCOMMODATIONS ARE NOT AVAILABLE IN TIME FOR TRAVEL THAT CANNOT BE POSTPONED, OR

FIRST CLASS SPACE IS REQUIRED FOR SECURITY PURPOSES, OR

LESS THAN FIRST CLASS SPACE ON FOREIGN CARRIERS DO NOT PROVIDE ADEQUATE SANITATION OR HEALTH STANDARDS.

3. CARRIER PROVIDES ONLY FIRST CLASS ACCOMMODATIONS ON REGULARLY SCHEDULED FLIGHTS BETWEEN AUTHORIZED ORIGIN AND DESTINATION "POINTS" (INCLUDING CONNECTING POINTS).

AND

INITIATES REQUEST FOR APPROVAL FOR SEA 00/09 SIGNATURE ADDRESSED AS FOLLOWS:

From: Commander, Naval Sea Systems Command
To: Secretary of the Navy
Via: Chief of Naval Operations (09B23)

PRIOR APPROVAL 2/
HAS NOT BEEN
OBTAINED.

THEN, THE TRAVELER 3/

Note: Route letter through SEA 09DZ for review.

WHEN APPROVED, ANNOTATE TRAVEL ORDER: "FIRST CLASS APPROVED BY _____" OR, IF TRAVEL PERFORMED AND LATER APPROVED, ANNOTATE REMARKS ON CLAIM VOUCHER (DD 1351-2), ATTACH APPROVAL AND FORWARD CLAIM TO SEA 09DZ.

STATES ON TRAVEL ORDER, "CARRIER PROVIDES ONLY FIRST CLASS ACCOMMODATION", OR THE TRAVELER CERTIFIES CIRCUMSTANCE ON REVERSE OF THE CLAIM VOUCHER (DD 1351-2).

1/ Reference (a) prohibits routine use of First Class Air Accommodations.

2/ In the absence of specific authorization or approval, the traveler shall be responsible for all additional costs resulting from the use of First Class Air Accommodation. The additional costs shall be the difference between the First Class Accommodations used and the next lower class below First Class.

3/ Approval of First Class Air Accommodations shall be obtained in advance of the actual travel unless extenuating circumstances or an emergency situation make advance authorization impossible. Travelers shall obtain written approval at the earliest possible time.

EXHIBIT 6

OVERPRINT - TRAVEL ORDERS ROUTE SHEET - NAVSEAINST 4650.1C

ROUTE SHEET AND OFFICE MEMO

NAVSEA 5216/30 (5.74) OVERPRINT NO. 3 (REV. 10-83) (Do Not Detach From Official Correspondence; Write/Print Legibly Or Type)

ORIGINATOR (Signature)		CODE	ROOM	TEL EXT.	DATE
*INDICATE ROUTING PURPOSE BY NUMBER(S)		1. ACTION	3. CONCUR	5. FORWARD	7. PREPARE REPLY
		2. COMMENT	4. FILE	6. INFO	8. RETENTION
					9. RETURN 10. SIGNATURE
TO CODE	PURPOSE	RELEASED		SUBJECT: TRAVEL ORDERS	
		DATE	INITIALS	NAME OF TRAVELLER	CODE PHONE
TRAVELER				DATE AND SIGN COMMENTS WITH NAME, CODE AND TELEPHONE EXT.	DEADLINE DATE (Fill-in When Required)
				COMMENTS	
SUPERVISOR				CHECK ONE OF THE FOLLOWING BLOCKS -	
				<input type="checkbox"/> POV <input type="checkbox"/> TAXI (IN & AROUND TDY AREA)	
				<input type="checkbox"/> OTHER (SPECIFY)	
DIRECTORATE TCP				<input type="checkbox"/> CAR RENTAL APVL (GSA CAR RENTAL MUST BE UTILIZED WHERE AVAILABLE)	
				NO. OF DAYS	NO. OF MILES
APPROVING OFFICIAL (Civ)				PLACES WHERE CAR WILL BE USED	
				JUSTIFICATION (MAY CONTINUE ON BACK)	
REQUESTING OFFICIAL (Mil)					
				ADMINISTRATIVE ASSISTANT - (FOR RECORDING, ACCURACY OF ACCOUNTING DATA, ETC.)	
SEA 09DZ				<input type="checkbox"/> REQUEST RESERVATIONS BE MADE BY PASS OFFICE	
				<input type="checkbox"/> CONFIRMED RESERVATIONS (SEE ATTACHED)	
PSD					
(If advances, reservations, etc., required)					
				MORE THAN ONE EMPLOYEE TO THE SAME DESTINATION?	
SEA 09DZ				<input type="checkbox"/> YES EXPLAIN) HOW MANY? <input type="checkbox"/> NO	
				(EXPLANATION IF YES)	
TCP					
				HAVE CLAIMS FOR ALL PREVIOUS TRAVEL BEEN SUBMITTED?	
				<input type="checkbox"/> YES <input type="checkbox"/> NO	
(Last) TRAVELER					
FILE NO.					

(Use Reverse Side If More Comment Space Is Required)

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL							1. DATE OF REQUEST 15 Apr 93	
(Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.								
REQUEST FOR OFFICIAL TRAVEL								
2. NAME (Last, First, Middle Initial) DOE, JOHN F. SS# 000-00-0000					3. POSITION TITLE AND GRADE OR RATING Mechanical Engineer, GS-XX			
4. OFFICIAL STATION Naval Sea Systems Command Arlington, VA 22242-5160					5. ORGANIZATIONAL ELEMENT SEA XXX		6. PHONE NO. 602-0000	
7. TYPE OF ORDERS Single			8. SECURITY CLEARANCE Secret		9. PURPOSE OF TDY ATTEND CO'S ROUND TABLE/STRATEGIC PLANNING FUNDS: SEA XXX HQ O&MN			
10 a. APPROX NO. OF DAYS OF TDY (Including travel time) Six (6)			b. PROCEED O/A (Date) (Date)					
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED FROM: NAVSEA TO: PUGET SOUND NAVAL SHIPYARD Arlington, VA BREMERTON, WA AND LONG BEACH NAVAL SHIPYARD LONG BEACH, CA AND RETURN (DATE)								
12. MODE OF TRANSPORTATION								
COMMERCIAL			GOVERNMENT			PRIVATELY OWNED CONVEYANCE (Check one)		
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:	
	X						<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)						<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 checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)								
14. ESTIMATED COST							15. ADVANCE AUTHORIZED LEAVE BLANK \$	
PER DIEM	TRAVEL		OTHER		TOTAL			
\$ 210.00	\$ 319.00		\$ 55.00		\$ 584.00			
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) (SEE EXHIBIT 3 FOR OTHER STATEMENTS THAT MAY BE REQUIRED)								
17. REQUESTING OFFICIAL (Title and signature) (SUPERVISOR'S SIGNATURE)					18. APPROVING OFFICIAL (Title and signature) (NEXT LEVEL SUPERVISOR)			
AUTHORIZATION								
19. ACTION CITATION	APPROPRIATION AND SUBHEAD	OBJECT CLASS	BUREAU CONTROL NUMBER	SUB-AUTH	AUTHORIZATION ACCOUNTING ACTIVITY	TYPE	TRAVEL ORDER (Tango) NO.	COST CODE
	XXXXXXXXXX.XXXX	XXX	XXXXXX	XX	XXXXXX	XX	XXXXXX	XXXXXX00XXXX
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION (LEAVE BLANK)							21. DATE ISSUED (LEAVE BLANK)	
							22. TRAVEL ORDER NUMBER (LEAVE BLANK)	

EXHIBIT 7

INSTRUCTIONS FOR PREPARING DD FORM 1610
REQUEST AND AUTHORIZATION FOR TDY OF DOD PERSONNEL

For civilian travel, DD Form 1610 shall be completed (original and two copies) as described below and as shown on attached sample.

Block 1 Enter day, month, and year, for example, 27 Jan 93.

Block 2 Enter traveler's name and social security number.

Block 3 Enter position title and grade or rating of traveler.

Block 4 Enter "Naval Sea Systems Command, Arlington, Va 22242

Block 5 Enter code of traveler's division/branch,

Block 6 Enter office phone number

Block 7 Indicate type of orders as appropriate, e.g., single or amendment. A travel order may be amended within certain limitations. (See JTR, paragraph C3053, and enclosure (2), paragraph 11 of this instruction.) A amendment will not be issued to retroactively increase or decrease rates of per diem or mileage or the basis of reimbursement therefor.

Block 8 Enter traveler's security clearance, verified by SEA 09T if necessary. This does not eliminate the requirement of paragraph 3d, enclosure (1).

Block 9 Specify purpose of TDY, clearly and fully.

Block 10 a. Enter approximate number of days of duty (TAD), including travel. The assignment, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel order amendment.

b. Enter date when travel is authorized to start, i.e. proceed on/after 6 Sept 93.

EXHIBIT 7 (CONTINUED)

- Block 11 Enter "NAVSEA, Arlington, VA" or "Residence", depending upon the point from which the travel actually departs. Then indicate places to which official travel is authorized, including "return to" point for example, "Arlington, VA to Naval Shipyard Norfolk, Norfolk, VA and return." Do not list ships by name or hull number to be visited but by the activity where the ship will be boarded. Indicate name of facility to be visited along with the city and state. Actual locations of TAD stations must be shown. DO NOT SHOW TRANSPORTATION POINTS IN THE ITINERARY. If it is expected that the traveler may have to vary from a prescribed itinerary to accomplish the assignment, indicate by X in the block preceding "Variation Authorized." Any variation which substantially increases the original estimated cost of the travel requires a determination of advantage to the government and approval by the travel approving official in block 26 of the travel voucher prior to submission of the claim for payment.
- Block 12 In the blocks provided indicate the mode(s) of travel authorized. Normally, only the mode the traveler intends to use is shown. If travel is authorized via privately owned conveyance (POC), state the rate per mile in the space provided. Indicate in the appropriate block if such travel is determined to be more advantageous to the government, or if reimbursement is limited to the cost of commercial transportation. Check applicable portion of block 12 for overseas travel.
- Block 13 When the usual per diem rates (as prescribed in JTR, paragraph C4552) are to be authorized, check the block "Per Diem Authorized in Accordance with JTR," and make no further entries regarding per diem rates. When a reduced rate is authorized, check the block "Other Rate of Per Diem" and specify the amount or percentage of per diem authorized.
- Block 14 Enter estimated cost. The amounts are used by the accounting activity for purpose of obligations of funds only. Reimbursement is not necessarily limited to amounts shown. Figures should be as accurate as possible, but need not be exact.

EXHIBIT 7 (CONTINUED)

Per Diem. Enter the amount for per diem only.

Travel. Enter only the estimated cost for commercial/governmental travel to and from point of TAD.

Other. Enter estimates for such items as transportation to and from airports, registration fees, car rentals, taxis, tolls, parking fees, and mileage for POC. Estimates must be based on best available information.

Total. Enter the sum of the totals from per diem, travel and other.

Block 15 Do not put in an amount--will be input by PSD. Advance will normally be 80 percent of per diem plus miscellaneous expenses. If the traveler has been issued a government-sponsored credit card (e.g., Diners Club), then the advance will be 40 percent of per diem plus miscellaneous expenses. Generally, travel advances will not be made in an amount less than \$50 unless the Commander, NAVSEA determines that denial would result in a financial hardship on the traveler. Similarly, advances for per diem and miscellaneous expenses for one-day trips are not normally made.

Block 16 To be used for special authorizations or other pertinent information. Include statements to clarify special authorizations or instructions as follows:

- a. TAD orders shall clearly indicate the reason or purpose for travel and will be designated as "mission essential" or "administrative." A concise narrative description for the purpose of travel should be included, annotated with a standard travel purpose category as identified in enclosure (1) to reference (n).
- b. If delay en route for personal reasons is authorized, number of days annual leave authorized must be shown.
- c. If excess baggage is authorized, this block must show number of pieces and pounds authorized to be carried at government expense.

EXHIBIT 7 (CONTINUED)

- d. If rental car is authorized, the areas in which it is authorized to be used must be indicated. If a GSA motor pool car is to be used, this block must so specify, and contain a customer identification code (CIC). Reference () issues instructions for inclusion of the 15-character CIC number, which will be added by the TCP when required.
- e. If TAD assignment is for the purpose of attending a training course, quarters and meals which are available without cost to the traveler must be indicated.
- f. If travel is to attend a meeting or conference, and a registration fee is involved, this block must show times of meetings and an appropriate statement authorizing reimbursement of the fee and, if known in advance, whether meals and lodging are included in the fee.
- g. If traveler is to be reimbursed for mileage for use of his/her private conveyance within the limits of the temporary duty station, authorization must be specified here.
- h. Unit identification code (UIC) of the activity that maintains the payroll records of the traveler must be shown; this is UIC N00024 for NAVSEA.
- i. When other than O&M,N funds are being used, the office having cognizance of the funds must sign for the use of such funds.
- j. When estimated miscellaneous costs (other) exceed \$50, cost data must be broken down. For example, if total other miscellaneous cost is \$250, entry in Remarks (block 16) would read, "Misc Exp: Rental Car \$150, Registration fee \$75, Taxi to and from airport \$25."
- k. Statement must be included as follows: "Submit completed travel claims to TCP within 5 calendar days after completion of travel. Failure to do so may result in deduction of travel advance from you pay and denial of future advances for subsequent travel."

EXHIBIT 7 (CONTINUED)

1. When TAD is to be performed at military installation, statements as to non-availability of government quarters must be entered if applicable. "Govt Qtrs not Available (Name of facility) non-availability certificate # _____) (five-digit activity controlled serial number followed by two-digit fiscal year identifier, for example, 00023-85). This may be determined by a telephone call to the military installation.

Block 17 Typed name, title and signature of traveler's supervisor or other person having full knowledge of the purpose and requirements of the travel. Signature of someone else for the person whose name and title appear will not be accepted.

Block 18 Typed name, title and signature of next level supervisor as approving official. Signature must match typed name which appears. A signature of someone signing for the person whose name and title appear will not be accepted.

Block 19 Show complete accounting data.

Blocks 20, 21, and 22 Leave blank.

EXHIBIT 8

TEMAGS TRAVEL ORDER
 MAPERS 1320 / 16 (REV. 4-82)
 SN 0186-LF-013 2001

1. FROM: Commander, Naval Sea Systems Command Arlington, VA 22242-5160		2. STANDARD DOCUMENT NO (Blank)	
3. TO: LCDR John D. DOE, USN SEA XXX & Telephone		4. TANGO NO (Blank)	
		5. SSN/DESIGNATOR 000-00-0000/0000	
		6. DATE Day, Mo, Yr	
7. REF: (A)		8. <input type="checkbox"/> INDIVIDUAL TRAVEL <input type="checkbox"/> GROUP TRAVEL	
9. PROCEED ON OR ABOUT Day, Mo, Yr	10. AUTHORIZED PROCEED ON OR ABOUT	11. APPROXIMATE NUMBER OF DAYS 6	12. ESTIMATED DATE OF RETURN
13. ITINERARY (Activity/activities and Place/places indicated below) FROM: NAVSEA Arlington, VA TO: Long Beach Naval Shipyard Long Beach, CA AND RETURN		14. <input type="checkbox"/> TEMAGS <input type="checkbox"/> TEMAGSCON <input type="checkbox"/> TEMAGSINS 15. REASON FOR TRAVEL: Inspect failure of widget. NAVSEA 00/09 O&MN FUNDS	
		16. <input type="checkbox"/> AUTHORIZED VISIT SUCH ADDITIONAL PLACES AS MAY BE NECESSARY	

17. FISCAL DATA ACCOUNTING CLASSIFICATION							ADVANCE REQUESTED \$	
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)	
(17 SYM)	(14 SYM)	(13 SYM)	(13 SYM)	(11 SYM)	(16 SYM)	(12 SYM)	(16 SYM)	(12 SYM)
18. ESTIMATED COST							19. CUSTOMER IDENTIFICATION CODE	
TRANSPORTATION \$	PER DIEM \$	MISC. EXP. \$	TOTAL \$				(Blank)	

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

"Report to a Disbursing Officer within 15 days after completion of travel to settle your travel expenses."

21. ADDITIONAL COMMENTS AND INSTRUCTIONS:	22. SECURITY CLEARANCE: IT IS CERTIFIED THAT YOU HOLD A _____ (Blank) BASED _____ COMPLETED _____ BY _____ (PLUS _____ YEARS SERVICE)
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23. AUTHENTICATING SIGNATURE
(Blank)

24. TRANSPORTATION REQUEST/MAC TRANSPORTATION AUTHORIZATION FURNISHED:

(Blank)

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

(Blank)

TEMADD TRAVEL ORDER
 MILPERS 1320 / 16 OREY, 4-82 (MAGD)
 SA 0106-LF 013 2001

ORDER SUPPLEMENTARY ITEMS
 (TEMPORARY ADDITIONAL DUTY ORDERS)
 (TO BE CONSIDERED AN INTEGRAL PART OF BASIC ORDERS)

1. Obtain appropriate immunization accordance BUMEDINST 6230.1 series.
2. Attached NATO travel orders for travel in NATO countries (BUPERSINST 1320.6 series).
- *3. Command delivering orders comply MILPERSMAN 6650250.
4. This permissive travel order is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem or miscellaneous expense in connection with execution thereof. In case you do not desire to personally bear these expenses, you may choose not to execute this permissive travel order and will consider it cancelled.
5. Upon receipt of orders communicate with the local Navy Passenger Transportation Office (NAVPTO) for air transportation if available to _____.
6. Authorized (A) omit, revisit, or vary places mentioned in itinerary, (B) omit places mentioned, (C) revisit places mentioned, (D) vary itinerary as necessary.
7. Upon completion return present duty station and resume regular duties.
8. NOT USED
9. Upon completion (A) return to place indicated and resume temporary duty, (B) return to place indicated and resume leave status, (C) return to place indicated and resume TEMADD.
10. Upon completion resume regular duties.
11. Obtain certification of nonavailability of Government quarters and Government mess accordance JTR, par. M4451.
12. NOT USED
13. Reimbursement accordance JTR, Chap. 4. Parts A, E, F, H, I, and K as applicable.
14. Report by message, in person, or other means to NAVATT or such command specified, giving your address and itinerary while in their area. Indicate on original orders date and method of reporting.
15. Make application for no-fee passport in accordance. BUPERSINST 4650.14 series. DD Form 1056 is required.
16. Travel via Government aircraft authorized inside CONUS where available.
17. Travel via Government or Government procured transportation directed outside CONUS where available, otherwise commercial air as arranged by servicing PERSUPPDET or NAVPTO as appropriate. Contact the appropriate office to arrange transportation. Endorsement on orders by Personnel Support Activity (PSA) transportation officer or designated agent arranging travel certifying "NO GOVAIR AVAIL." is required if travel by commercial air is authorized and provided.
18. Travel via Government or Government procured transportation is authorized outside CONUS. Transoceanic travel may be accomplished at personal expense with reimbursement limited in accordance with JTR, para M4251. Excess travel time will be charged as leave. American Flag Carriers must be used in accordance JTR, par M2150. Use of military leave fares prohibited when travel will be paid for by any element of the Department of Defense (DOD). If Government or Government procured transportation is desired, contact servicing PERSUPPDET or NAVPTO.
19. (Number of pieces indicated) pieces of excess baggage authorized for air travel (A) inside CONUS, (B) outside CONUS, (C) inside and outside CONUS. For air travel Free Baggage is two pieces of checked baggage, each piece not to exceed 62 linear inches nor 70 lbs. each and one carry-on bag not to exceed 45 linear inches.
20. Authorized travel via Canadian military aircraft.
21. Transportation has been arranged via special, Government aircraft.
22. "Authorized travel via POC as advantageous to the Government with reimbursement in accordance with JTR, VOL. 1, par M4203 for the official distance traveled."
23. Travel via Government vehicle (A) authorized, (B) directed where available.
24. Registration fee \$ _____ authorized connection with this meeting.
25. Funds not to exceed \$ _____ for expenses of attendance at meeting were approved (date indicated) on Form NAVSO 12000/2 by (authority indicated) as designee of SECNAV for this purpose by authority of SECNAVINST 4651.8 series.
26. Authorized wear civilian clothes in proper performance this temporary additional duty.
27. Hereby designated official courier. Comply OPNAVINST 5510.1E, par. 8-200 and 8-201.
28. Subject travel was necessary at this time and length of time consumed in administrative channels prevented written orders from being issued prior to your departure.
29. Provided no excess leave involved, authorized to delay (no. of days or until date specified)
 - (A) in reporting TEMADD station
 - (B) in returning to regular duty station
 - (C) any portion of which may be taken prior to or after reporting at TEMADD station(s) delay to count as leave. Keep duty station advised of address. If you avail yourself of this leave, indicate on original orders date and hour TEMADD commenced and was completed.
30. If you avail yourself of this leave obtain endorsement from each TEMADD point as to transportation which would have been available in reporting to next TEMADD point, or in returning to duty station via shortest usually traveled route, giving dates and hours of departure and arrival. You are authorized to visit countries specified in a leave status. Comply encl. (2) of BUPERSINST 1050.11 series.
31. You are directed to report to the appropriate housing referral office prior to negotiating any agreement for off-base housing.
32. Accordance JTR, par. M4201-15/M4250-16 (as applicable), no per diem authorized in execution of these orders.
33. Disbursing officer making payment on these orders forward a copy of orders with copy of paid voucher to (command specified).

*For compliance of CO or command specified.

EXHIBIT 8

INSTRUCTIONS FOR PREPARING NAVPERS FORM 1320/16
TEMADD TRAVEL ORDER

For military personnel, NAVPERS Form 1320/16 shall be completed (original and two copies) as described below and as shown on attached sample.

- Block 1 Always the same: "Commander, Naval Sea Systems Command, Arlington, VA 22242-5160."
- Block 2 Leave Blank.
- Block 3 Traveler's rank, name, address, SEA code, and office telephone number. Travel entitlements accrue from the place to which an order is addressed.
- Block 4 Leave Blank.
- Block 5 Social security number and designator.
- Block 6 Date orders are prepared, e.g., 15 April 1993.
- Block 7 Always the same: NAVPERS Manual 15559 for officers, or TRANSMAN, CHAP 23, for enlisted members.
- Block 8 Place "X" in the appropriate box.
- Block 9 Date travel is required to commence. Travel may begin 7 days before or after this date without amended orders.
- Block 10 Leave Blank.
- Block 11 Enter "NAVSEA Arlington, VA" or "Residence," depending upon the point from which the travel actually departs. Then indicate places to which official travel is authorized, including "return to" point, for example, "Arlington, VA to Naval Shipyard Norfolk, Norfolk, VA and return." Do not list ships by name or hull number to be visited but by the activity where the ship will be boarded. Indicate name of facility to be visited along with city and state.

Actual locations of TAD stations must be shown. DO NOT SHOW TRANSPORTATION POINTS IN THE ITINERARY. If it is expected that the traveler may have to vary from a

EXHIBIT 8 (CONTINUED)

prescribed itinerary to accomplish the assignment, indicate by "X" in the block preceding "Variation Authorized." Any variation which substantially increases the original estimated cost of the travel requires a determination of advantage to the government and approval by the travel approving official in block 26 of the travel voucher prior to submission of the claim for payment.

Block 14 Check the appropriate block for reason for travel, for example, temporary additional duty (TEMADD) to attend VIP conference; temporary additional duty in connection with (TEMADDCON) personnel matters; temporary additional duty under instruction (TEMADDINS) to attend prospective executive officer course.

Block 15 Specify purpose, clearly and fully.

Block 16 This block should be used when the itinerary shown in Block 13 is not firm, and the traveler may have to visit other activities in the same geographical area. This block is not intended to authorize travel great distances from the geographical areas listed in Block 13. Avoid using this block.

Block 17 Show complete accounting data. Input the amount of any requested advance on the title line as shown on the sample form (see Exhibit 12 for computation).

Block 18 Insert estimated costs in blocks provided. Transportation means government transportation; per diem should include only per dies amount; and miscellaneous expense includes POC and rental vehicle.

Block 19 Leave blank unless orders involve travel on Military Airlift Command (MAC) aircraft or use of rental vehicles. TCP will complete this block, using reference (m) as a guide.

Block 20 The blocks on the reverse of the form provide a standard list of instructions applicable to TEMADD orders. Reference (d) explains each item.

EXHIBIT 8 (CONTINUED)

Block 21 Always include the signature and title of requesting official. Include the following as required:

- a. Rental car - Include the statement, "Car rental is authorized in accordance with JTR, par. U3415." Paragraph U3415 E covers car rental between duty stations; U3415 D, to or from carrier terminals; and U3415 F, between place of lodging and place of business.
- b. Taxi service - Include the statement, "Taxi service authorized in accordance with JTR, par. U3410."
- c. Privately owned conveyance (POC) - "POC authorized within and adjacent to duty."
- d. Fund approval - See enclosure (2), paragraph 1.

Blocks 22, 23, and 24 Leave blank.

Block 25 List official titles of the commands, if any, that have a need for copies for TEMADD orders, or leave blank.

EXHIBIT 10 (1 OF 2)

NAVSEAINST 4650.1D
S/N 0102-LF-013-2803

TRAVEL VOUCHER OR SUBVOUCHER				<i>(Complete by typewriter, ink, or ball point pen (PRESS HARD) do not use pencil)</i>				10. FOR DO USE ONLY			
READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM.											
LAST NAME FIRST NAME MIDDLE INITIAL (Print/Type)				GRADE/RANK		SSN		DO VOUCHER NO.			
DOE, JOHN F.				GS-XX		XXX-XX-XXXX		SUBVOUCHER NO.			
CHECK MAILING ADDRESS (Include ZIP Code)						DUTY PHONE NO.					
NAVSEA PICKUP						602-XXXX					
ORGANIZATION AND STATION (INSERT CODE OF DIRECTORATE TCP)											
TRAVEL ORDERS (Paragraph, S.O. No., Issuing Hq., Date) (Include amending orders) N0002493XXXXXXX											
PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DO Voucher No., Date Received, Place paid, or DO Station No. If none, so state)											
1. ITINERARY (See Item 25 for Symbols)											
DATE	LOCAL TIME	PLACE	MODE OF TRAVEL	REASON FOR STOP	COST OF LODGING	NUMBER OF MEALS GOVT. DED.*	OPEN MESS	POC MILES			
12/31	DEP 1000	ARLINGTON, VA	TP								
12/31	ARR 1800	BREMERTON, WA		TD							
1/3	DEP 1500		TP								
1/3	ARR 1815	LONG BEACH, CA		TD							
1/11	DEP 1300		TP								
1/11	ARR 2100	ARLINGTON, VA		MC							
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										
5. REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS * (See Item 24)											
DATE	NATURE AND EXPLANATION					AMT CLAIMED	ALLOWED				
12/31	TO/FROM AIRPORT ARLVA & BREM TAXI					\$ 15.00					
1/3	TO/FROM AIRPORT BREM & WASHDC TAXI					\$ 15.00					
1/11	TO AIRPORT LBEACH TAXI					\$ 7.50					
1/11	FROM AIRPORT ARLVA TAXI TO RES					\$ 8.00					
6. Long distance telephone calls are certified as necessary in the interest of the Government.								APPROVING OFFICER (31 USC 680a)			
7. TR'S/MTA'S/MT'S (If none, so state)								SUMMARY OF PAYMENT			
NUMBER	FROM		TO								
	NONE								Per Diem		
								Actual Expense			
								Mileage or Transp Allowances			
								Reimbursable Expenses			
								Total Entitlement			
								Less Previous Payments			
								Less Voucher Deductions			
								Amt Charged to Acctg Class			
								11. PAYMENT DESIRED			
								<input type="checkbox"/> CHECK <input type="checkbox"/> CASH			
								12. <input type="checkbox"/> PER DIEM REQUESTED			
8. LEAVE STATEMENT: <u>TWO</u> days <u>0</u> hours taken between <u>10 JAN</u> and <u>11 JAN</u>								13. BAS RATE			
9. POC TRAVEL <input type="checkbox"/> OWNER/OPERATOR (See Item 22d) <input type="checkbox"/> PASSENGER											
PENALTY: The penalty for willfully making a false claim is: A MAXIMUM FINE OF \$10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH (U.S. Code, Title 18, Section 287.)											
I hereby claim any amount due me. The statements on face, reverse, and attached are true and complete. Payment or credit has not been received.								14. SIGNATURE OF CLAIMANT JOHN F. DOE		DATE 15 JAN 93	
15. ACCOUNTING CLASSIFICATION COPY ACCOUNTING DATA PRECISELY FROM TRAVEL ORDER											
16. COLLECTION DATA											
17. COMPUTED BY BLANK			18. AUDITED BY BLANK			19. TVL RGRD POSTED BY BLANK		20. RECEIVED (Payee signature and date or check no.) BLANK		21. AMOUNT PAID BLANK	

EXHIBIT 10 (2 OF 2)

INFORMATION REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 5U.S.C. 5701-5742, 37 U.S.C. 404-427, and E.O. 9397.

PRINCIPAL PURPOSE: Used for reviewing, approving, accounting and disbursing for official travel, SSN is used to maintain a numerical identification system for individual claims.

ROUTINE USES: To substantiate claims for reimbursement for official travel.

DISCLOSURE: Voluntary. Failure to furnish information requested may result in total or partial denial of amount claimed.

22. CLAIMANT'S STATEMENT

a. I have identified on the face of this voucher all travel in connection with leave, delay en route or travel to home or permanent station for personal reasons.

b. I have not claimed any allowances for travel, transportation and/or TDY for which I have or will receive reimbursement from any other agency of the U.S., Foreign Government, or the United Nations, except as specifically authorized by the Secretaries concerned.

c. I hereby assign to the United States any rights I have against other parties in connection with reimbursable charges described herein associated with transportation procured at personal expense.

d. If travel by POC was authorized as more advantageous to the Government I, as owner or operator of the vehicle, was primarily responsible for payment of its operating expenses.

23. REQUIRED ATTACHMENTS

a. Original or copies of all travel orders and amendments.

b. Traveler's copy of transportation requests and MAC authorizations used.

c. Receipts from transportation office for unused transportation request, totally or partially unused carriers' tickets, and unused meal tickets.

d. Receipts from carriers, copies of tickets, or required certifications if cost of transportation is claimed.

e. Receipts for lodgings and any item of expense claimed in excess of \$15.

f. Statements of nonavailability (*Government quarters, mess and directed mode of transportation*).

g. Itemization of actual expenses on a daily basis when claim for reimbursement includes travel on an actual expense basis.

24. DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a Government mess. (*See JTR, Vol. 1, App. J and Vol. 2, App. D for definition of Deductible Meals.*) Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

<p>25a. SYMBOLS (Use two letters)</p> <p style="text-align: center;">MEANS/MODE OF TRAVEL</p> <table style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">FIRST LETTER</td> <td style="width: 50%; text-align: center;">SECOND LETTER</td> </tr> <tr> <td>(1) TRNSPN REQ..... T</td> <td>(5) AUTO A</td> </tr> <tr> <td>(2) GOVT TRNSPN..... G</td> <td>(6) BUS..... B</td> </tr> <tr> <td>(3) COML TRNSPN..... C</td> <td>(7) PLANE..... P</td> </tr> <tr> <td style="padding-left: 20px;"><i>(own expense)</i></td> <td>(8) RAIL R</td> </tr> <tr> <td>(4) PRIVATELY-OWNED</td> <td>(9) VESSEL V</td> </tr> <tr> <td style="padding-left: 20px;">CONVEYANCE..... P</td> <td>(10) MOTORCYCLE M</td> </tr> </table>	FIRST LETTER	SECOND LETTER	(1) TRNSPN REQ..... T	(5) AUTO A	(2) GOVT TRNSPN..... G	(6) BUS..... B	(3) COML TRNSPN..... C	(7) PLANE..... P	<i>(own expense)</i>	(8) RAIL R	(4) PRIVATELY-OWNED	(9) VESSEL V	CONVEYANCE..... P	(10) MOTORCYCLE M	<p>25b. SYMBOLS</p> <p style="text-align: center;">REASONS FOR STOPS</p> <table style="width: 100%;"> <tr> <td>(1) AWAITING TRNSPN.....</td> <td>AT</td> </tr> <tr> <td>(2) LEAVE EN ROUTE.....</td> <td>LV</td> </tr> <tr> <td>(3) MISSION COMPLETE.....</td> <td>MC</td> </tr> <tr> <td>(4) AUTHORIZED DELAY.....</td> <td>AD</td> </tr> <tr> <td>(5) TEMPORARY DUTY.....</td> <td>TD</td> </tr> </table>	(1) AWAITING TRNSPN.....	AT	(2) LEAVE EN ROUTE.....	LV	(3) MISSION COMPLETE.....	MC	(4) AUTHORIZED DELAY.....	AD	(5) TEMPORARY DUTY.....	TD
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(4) AUTHORIZED DELAY.....	AD																								
(5) TEMPORARY DUTY.....	TD																								

26. REMARKS

27. APPROVED FOR PAYMENT (When required by individual service regulations)

DATE	SIGNATURE OF AUTHORIZED APPROVING/CERTIFYING OFFICER
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EXHIBIT 10

INSTRUCTIONS FOR PREPARING DD FORM 1351-2
TRAVEL VOUCHER OR SUBVOUCHER AND
DD FORM 1351-2C TRAVEL VOUCHER OR SUBVOUCHER (CONTINUATION SHEET)

1. General

a. Prepare the voucher, DD Form 1351-2, preferably with typewriter, using the carbon paper. Prepare original and two copies if snap out form is unavailable. If unable to prepare with typewriter, print with black or blue-black ball-point pen. Lead pencil is not acceptable. All copies must be legible. See attached sample.

b. If it is necessary to add information in the remarks block on the reverse of the claim form, it may be torn apart but should be returned to its original position, carbons intact and stapled together at the top. Be sure all information on front and reverse of the original document is in original form.

c. When additional space is required, use DD Form 1351-2C, Continuation Sheet.

2. Complete Voucher as Appropriate

Upper Portion of Voucher. Self-explanatory. Because payments must be recorded by the traveler's TCP, the "Check Mailing Address" block should show Naval Sea Systems Command and traveler's TCP's office code.

Block 1 Show year, month, and day. Indicate time in military terms. Show all travel as actually performed. DO NOT CONSTRUCT TRAVEL UNDER ANY CIRCUMSTANCE. Indicate arrival at and departure from actual TAD locations authorized in orders. If traveler departs early or delays for personal convenience to take leave in connection with TAD, indicate hours of commencement and completion of duty at TAD point. Indicate mode of travel and reasons for stops during travel status by abbreviated symbols shown on the reverse of voucher.

Block 2 Indicate total cost of lodging.

Block 3 Indicate number and type of meals used, or enter none if appropriate. Itemize the meals on a daily basis and enter in the appropriate column or otherwise identify as to type; i.e., Government (closed mess), Commissioned Officers' Open Mess (officers' club), non-government (deductible expense), contractor furnished, or included in registration fee.

Block 4 If POC is authorized and used, show odometer readings. Explain unusual conditions which may increase mileage. State

Enclosure (3)

EXHIBIT 10 (Continued)

names of any passengers traveling in the automobile. When claimant is a passenger, show name and code of driver. Block 26 provides space for this information.

Use of POC within the limits of immediate vicinity of the temporary duty station must be specifically authorized or approved. This mileage must be shown separately.

Block 5

List each item of expense separately, entering the date the expense was incurred, the nature and amount of the item claimed, and any explanation which may clarify entitlement. Blocks allowable without specific approval include, but are not limited to, the following:

Usual taxicab or airport limousine fares between duty station or residence and carrier terminals. If available limousine is not used, full reimbursement for taxi will not be allowed unless traveler states on claim that use of limousine was impractical. Receipts for transportation in excess of \$25 are required.

Mileage for private auto travel between residence or office and airport as follows: Two round trips, or one round trip plus parking fee at the carrier terminal will be allowed, not to exceed the normal taxi or limousine combined fares.

Redcap and skycap charges are authorized for handling government property. They are not authorized for personal baggage.

Cost of travelers checks may be claimed for travel outside CONUS only.

Bus and streetcar transportation between lodging and temporary duty station.

The following items must be specifically authorized in the travel orders or approved in block 26 on reverse of the travel voucher:

Taxi fares or mileage for use of private automobile within limits of the temporary duty location.

Car rental.

Block 6

If authorized to make official calls, the telephone calls, local and long distance, should be itemized on a daily basis and designated as official business. Long distance calls must show points between which conversation was made. Attach receipt for calls if available. Calls must be certified by approving official in block 6 as official business.

Enclosure (3)

EXHIBIT 10 (Continued)

- Block 7 Insert ~~GTR~~ number, points of origin, destination, and return.
- Block 8 Insert leave authorized or taken in connection with TAD.
- Block 9 Self-explanatory.
- Block 10 For Disbursing Office Use Only.
- Block 11 Self-explanatory.
- Block 12 Leave Blank
- Block 13 Leave Blank.
- Block 14 Self-explanatory. Use Black, or blue-black ball-point pen.
- Block 15 Enter complete accounting data as shown on travel orders.
- Blocks 16-21 Leave Blank.

Reverse of Voucher

- Block 26 The remarks block is to be used specifically for approval of items claimed but not authorized in the orders. Statements must explain clearly items being approved, and the original must be signed by the approving official whose signature appears on the travel order. This block may also be used for any explanations or statements required of the traveler.
- Block 27 Self-explanatory.

3. Supplemental Vouchers (continuation sheet)

- a. Prepare a supplemental travel voucher, DD Form 1351-2, for items not previously claimed or for items previously claimed which were suspended from payment for lack of approval or proper substantiation.
- b. Complete the upper portion of the voucher and explain or itemize amounts claimed. Do not restate items for which reimbursement was made on the original voucher.
- c. Submit with the original orders and a copy of the previous payment voucher.

4. Supporting Documents

- a. Submit original and two copies of orders complete with all endorsements or amendments, including those relating to the issuance of government transportation requests. If the original order is lost, submit three copies bearing the following signed certification: "Original orders are lost, and no other claim has been or will be submitted".

EXHIBIT 10 (Continued)

b. Receipts required as follows:

- (1) Itemized hotel or motel receipts.
- (2) Registration fees, regardless of the amount.
- (3) All other items which are \$25.00 or more.
- (4) Car rental itemized invoices showing payment by cash or check, or evidence that a credit card was used. Invoice must be completely legible and bear the name of the traveler.
- (5) Passenger coupons when claim is made for actual cost of transportation procured at personal expense.

c. All unused tickets and advances (if applicable).

d. Refund applications and lost ticket applications issued by airlines.

e. Copies of previous payment, if received.

SUBMIT TRAVEL CLAIMS (DD1351-2) IN THE FOLLOWING THREE PARTS

PART ONE

(SUBMISSION FOR VOUCHER PROCESS)

ORIGINAL VOUCHER
ORIGINAL RECEIPTS
ORIGINAL MEMOS/EXPLANATION LETTERS
COPY OF ORDERS/AMENDMENTS

PART TWO

(PSD'S FILE COPY)

COPY OF VOUCHER
COPY OF ORDERS/AMENDMENTS

PART THREE

(MEMBERS COPY)

WHICH WILL BE RETURNED ONCE PSD
PROCESSES CLAIM

COPY OF VOUCHER
ORIGINAL ORDERS/AMENDMENTS (RETAIN ORIGINAL
ORDER IN CASE OF A
SUPPLEMENTAL
PAYMENT IN THE
FUTURE)

NOTE: THIS METHOD OF SUBMITTING TRAVEL CLAIMS WILL SAVE
APPROXIMATELY 25% A DAY IN WORK HOURS! ALSO ADDITIONAL
XEROX COPIES BY THE TRAVELER AND PSD TRAVEL SECTION WILL
SAVE THE GOVERNMENT HUNDREDS OF DOLLARS...\$\$\$...EACH
WEEK!!!

Enclosure (3)



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
WASHINGTON, D.C. 20362-5101

IN REPLY REFER TO

Commander
Naval Sea Systems Command
2531 Jefferson Davis Hwy
Arlington VA 22242-5160

4650
OPR 09DZ
Ser 09DZ/586
24 MAR 1993

MEMORANDUM

From: SEA 09DZ

Subj: CANCELLATION OF TRAVEL ORDERS

Ref: (a) NAVSEA memo ser 09DZ/373 of 22 Dec 92

Encl: (1) Cancellation/Unused Tickets and Advance Payment
Checks Transmittal
(2) Voucher for Disbursement and/or Collection - NAVCOMPT
Form 2277

1. Reference (a) stated that travel order cancellations should be held at a minimum. Amendments are preferred in lieu of cancellations as a means of allowing travel funds to remain available to the directorates. The purpose of this memorandum is to address the proper paper work required for canceling travel orders.

2. Canceled travel orders are to include the following:

a. Order with no ticket or advance:

Original order plus enclosure (1). Enclosure (1) can have more than one travel order identified.

b. Order with ticket and/or advance and advance check has not been cashed:

Original orders, ticket, advance check and enclosure (1).

c. Order with ticket and/or advance and advance check has been cashed:

Original order, ticket, personal check (in the amount of advance received) made out to Disbursing Officer-PSD CC, enclosures (1) and (2). Enclosure (2) must be completed for each travel order.

3. If you have any questions on cancellation please contact Amos Butler or Elease Evans on 602-1588 or 1590.


LAURENCE MILLER

Distribution:

EXHIBIT 11 (2 OF 4)

TRAVEL ORDER CANCELLATION/UNUSED TICKETS
AND ADVANCE PAYMENT CHECK RECEIPT

FROM: CODE _____ DATE _____
NAME _____

<u>Traveler's Name</u> (Last, First)	<u>Airline Ticket No.</u>	<u>Advance Check No.</u> <u>and Amount</u>	<u>Travel</u> <u>Order</u> <u>No.</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____

Receipt of the above listed airline ticket(s) and check(s) in the amount shown is/are acknowledged.

Signature of NAVSEA Travel Office
and Date

EXHIBIT 11 (4 OF 4)
CONDITIONS/INSTRUCTIONS GOVERNING USE OF THIS FORM

1. This form may be used as a disbursement voucher/billing document or collection document. Accordingly, Block 1 must always be completed, indicating which.
2. When amounts under Block 9F are stated in foreign currency, the name of the currency is to be entered in the space provided under Block 12H.
3. If the ability to certify and authority to approve are combined in one person, only one signature is necessary; otherwise the approving officer will sign in Block 16, over his official title.
4. When this document is used as a disbursement voucher and payment is to be made in cash, the voucher must be receipted, using the space provided in Block 18. When the voucher is received in the name of a company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which he signs must appear. For example, "John Doe Company, per John Smith, Secretary," or "Treasurer," as the case may be.
5. When used as a disbursement voucher/billing document the obligation and/or reimbursable order document number to which the disbursement or billing document applies must be cited in Block 3 on the reverse side.

NAVSO 4650/10 (REV. 8-72)
S/N 0104-LF-903-6312

DEPARTMENT OF THE NAVY
INVITATIONAL TRAVEL ORDER

TRAVEL ORDER NO.

1. NAME (First, middle, last) Mr. Les Traveler		DATE APPROVED (Blank)
HOME ADDRESS Street, City, State, Zip		
BUSINESS ADDRESS Company, Street, City, State, Zip		
NAME AND LOCATION OF ACTIVITY ISSUING INVITATION Commander, Naval Sea Systems Command, Arlington, VA 22242-5160		
FROM: (Point where travel begins) City, State, Zip		PROCEED ON OR ABOUT (Date) (Date)
TO: (Destination) Title of Company, Firm, or Government Installation Street, City, State, Zip		FOR APPROXIMATELY 3 DAYS

FOR THE PURPOSE OF (Exact purpose for which travel is authorized)

(SELF-EXPLANATORY)

NOTE: This form authorizes travel of a person not a Government employee in connection with certain assignments directly related to activities and in the interest of the Department of Defense. (See reference (a) JTR C6000 for additional information).

UPON COMPLETION RETURN TO (Point where travel began)

Street, City, State, Zip

2. Authority is granted for the performance of the above travel by commercial aircraft, rail, bus, Government-operated vehicle or aircraft or privately-owned automobile. You are advised that the policy of the Department of Defense requires that in using commercial aircraft, accommodations selected will be the least costly service which will permit satisfactory accomplishment of the mission of the traveler.

3. If the above travel is performed by common carrier you will be provided Government Transportation Requests to exchange for carrier tickets, if practicable. If Transportation Requests are not provided you, you may travel by common carrier at personal expense. Reimbursement for the cost of transportation will be limited to one of the following: (a) the least costly scheduled air service or the lowest cost class of accommodations available at the time reservations were made, (b) cost of the rail fare and a lower berth or the lowest first-class rail accommodation available at the time reservations were made, (c) actual cost of commercial bus fare. Transportation taxes paid at personal expense are also reimbursable. If travel is performed by privately-owned automobile, you will be reimbursed at the appropriate mileage rate, and for bridge, ferry, tunnel, and other highway tolls incurred while in a travel status under this order in accordance with the Joint Travel Regulations, Volume 2. The total reimbursement for travel performed by privately-owned automobile will be limited to the cost of travel by the usual mode of common carrier, including per diem. You will keep a record of speedometer readings and expenditures for tolls for use in submitting your travel expense voucher.

4. Receipts and ticket stubs will be required to substantiate your claim for cost of transportation and subsistence for items in excess of \$15.00. Receipts should also be obtained for other reimbursable expenses, including official long distance telephone calls. These receipts will be submitted with your claim for reimbursement of expenses.

ENTER CURRENT PER DIEM RATE (regular or amount for High Cost Area, whichever is appropriate).

5. PER DIEM PER DIEM *In lieu of actual subsistence expenses, a per diem rate is authorized in accordance with JTR, pars. CB100.2 and CB101.2a, as appropriate.
\$ _____ RATE

OBSELETE STATEMENT

6. TRANSPORTATION REQUEST NUMBERS:

COMPLETED BY TRAVEL OFFICE (PSD)

7. EXPENSES IN THIS ORDER ARE CHARGEABLE TO:

ENTER APPROPRIATE ACCOUNTING DATA OF SPONSORING NAVSEA CODE. LEAVE SPACES BETWEEN APPROPRIATE ACCOUNTING ELEMENTS (SEE BLOCK 19 ON EXHIBIT 7).

8. The travel authorized herein has been determined to be in the public interest.

NAVSEA OFFICIAL
REQUESTING TRAVEL

FOR THE SECRETARY OF THE NAVY: (Signature and title of authorizing official)

SIGNATURE RESERVED FOR COMNAVSEA



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

4650
OPR 09DZ

From: Commander, Naval Sea Systems Command

Commanding Officer
XYZ Naval Activity (WINDOW ENVELOPE FORMAT FOR UNCLAS LTR ONLY)
City, State, Zip

Subj: TRAVEL FUNDING AUTHORIZATION

1. You are authorized to cite date below for travel of (INSERT: traveler's name, itinerary, travel dates and purpose of travel, e.g., "Mr. Les Traveler from XYZ Activity to UVW Activity and return during 3 through 7 June 1987 for the purpose of inspecting a broken widget").

2. Cite the following information on the travel order:

<u>APPROPRIATION</u>	<u>OC</u>	<u>BCN</u>	<u>SA</u>	<u>AAA</u>	<u>TYPE</u>	<u>TANGO</u>	<u>COST CODE</u>
XXXXXXXXXX.XXXX	XXX	XXXXX	X	XXXXXX	XX	(BLANK)	XXXXXXXX000XXX

ESTIMATES COSTORDER NUMBER

Per Diem	\$ _____	Travel Order No. (SEA 09DZ FILLS IN)
Travel	\$ _____	Standard Document No.
Other	\$ _____	

3. Please send two copies of the travel order to SEA 09DZ immediately after issuance and ensure that (INSERT TRAVELER'S NAME) files a Claim Voucher, DD 1351-2, within 5 days after travel is completed.

(SIGNATURE BLOCK RESERVES FOR SEA 09DZ)

Blind copy to:

SEA 09DZ
(originating code)
(Directorate TCP)

1/ Use only 1 entry; "Travel Order No." if traveler is a civilian.
"Standard Document No." if traveler is military.

Enclosure (3)

EXHIBIT 14

TO	COMMAND
PLEASE RETURN THIS FORM WITH THE CLAIM WHEN RESUBMITTED	

Attached claim is returned for reason(s) indicated below.

1. Furnish substantiating documents as indicated below: (TO SUBSTANTIATE CLAIMS FOR REIMBURSEMENT, THE ORIGINAL RECEIPTS ARE REQUIRED).

- a. Original and 2 copies of travel directive or TEMADD orders, as applicable, complete with all endorsements and modifications. If original order have been lost, endorse 3 copies of order with the following certification "I certify that my original orders have been lost, that no prior claim has been submitted for the travel claimed, and that if the original orders are located later, no further claims will be submitted." (SIGN)
- b. _____ copies of basic repeat travel orders. (DO NOT SEND ORIGINAL)
- c. Receipt for _____ which is in excess of \$25.00.
- d. Receipt for registration fee. Include statement on voucher as to whether the charge of registration fee included any meals. If so, specify which meals and dates on which furnished.
- e. Receipt for lodging.
- f. Unused tickets for passage from _____ to _____; Unused GTR# _____; Unused MTA# _____. If not available, explain full disposition thereof.
- g. Refund application or credit adjustment slip issued by air carrier. If not available, furnish ticket stub or ticket number, name of carrier used, flight #, dates and hours of departure and arrival. If alternate transportation was furnished by the airline, advise mode and class of service.
- h. Furnish legible, itemized car rental agreement reflecting either proof of cash payment or evidence of charge on personal credit card.

2. Sign original voucher where checked. READ ALL "CLAIMANTS STATEMENTS" ON FACE AND REVERSE BEFORE SIGNING.

3. Submit claim on DD Form 1351-2. If sufficient space is not available on DD Form 1351-2, the continuation sheet, DD Form 1351-2c will be used (submit in the original and 2 copies). The DD Form 1351-2 and/or DD Form 1351-2c will be typewritten or prepared with a ball-point pen equipped with black, blue, or blue-black ink. ALL COPIES MUST BE LEGIBLE.

4. Submit DD Form 1351-3 (STATEMENT OF ACTUAL EXPENSES). Itemize expenses applicable to each calendar day. (SIGN)

5. ADD INFORMATION TO CLAIM AS FOLLOWS:

- a. Date and hours of departure from and return to carrier terminal serving PERMDUSTA. If airport bus/limo was used, show time of departure from and return to bus/limo terminal.
- b. Date and hours of departure from and arrival at each point of delay, TDY, or change of mode of transportation. Use local time of area involved, preferably expressed in Military time.
- c. Dates and hours of commencement and termination of leave. Also complete Section VI "LEAVE STATEMENT."
- d. Dates and hours of commencement and completion of duty after arrival at TDY point. When duty is performed at more than one location, this information is required in connection with arrival at the first and on departure from the last TDY point.
- e. Explanation of delay at _____ on _____. If delay was awaiting transportation, indicate whether that used was first available.
- f. Itemization of tips () to pullman porters () to taxi drivers () for baggage handling, indicating number of bags and where handled.

EXHIBIT 14 (CONTINUED)

- g. Speedometer reading or approximate mileage involved in private auto travel to and from terminal. Enter in Section III.
 - h. Date, hour and method of reporting to _____ as required by supplementary item 14 of orders.
 - i. Explanation as to the reason transportation requests were not utilized.
 - j. For travel performed via POC to and from TDY point(s), separate the number of miles incurred for travel within and adjacent to TDY station(s).
 - k. Show actual location(s) of where TEMADD was performed.
6. COMPLETE COLUMNS ON CLAIM FORM AS FOLLOWS:
- a. GOVERNMENT QUARTERS - Check whether used or not used.
 - b. NON-GOVERNMENT QUARTERS - Enter YES or NO.
 - c. MEALS - Enter number utilized each day in applicable type column. If none, enter ZERO (Meals furnished incident to payment of registration fee paid for the Government or paid by the member and reimbursed by the Government are NON-GOVERNMENT). Enter charges assessed for use of quarters at BG's and NON-GOVERNMENT type quarters and/or meals in Section V of the claim form. MEALS AND/OR LODGING PROCURED FROM COMMERCIAL SOURCES WITH PERSONAL FUNDS ARE NOT IN THE CATEGORY OF NON-GOVERNMENT FACILITIES.
 - d. MODE OF TRAVEL/REASON FOR STOP - Enter applicable symbols as shown on reverse of claim form.
7. Original and 2 copies of orders should be endorsed with the following information relative to each GTR issued: (1) Serial number and date issued; (2) points of origin and destination; (3) routing used; (4) cost to Government; (5) class of service; and (6) name of carrier. Enter applicable information in Section IV "TRS/MTS" on claim form.
8. Submit to NMPC (474D) via your CO, a request for SECNAV FINDING to substantiate payment of a second dislocation allowance in one fiscal year (MILITARY ONLY).
9. Obtain certification from an approving officer who has been authorized in writing by the head of the Department of Defense component concerned to so certify, claim for charges for official long distance calls as necessary in the interest of the Government. Show on claim form: (1) points between which conversation was held; (2) date call was made; (3) amount paid for each call; and (4) statement the call was on official business.
10. NO PER DIEM AUTHORIZED for trips of 10 hours or less within one calendar day.
11. Request _____ of accounting data be corrected.
12. SF 1164 requires signature and title of approving official. Claims may NOT be signed by direction.
13. Furnish copy of DD Form 1556 properly executed on reverse side to authorize reimbursement.
14. OTHER:



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

From: Commander, Naval Sea Systems Command
To: (Type Name and Code of Traveler)

Subj; STANDARD DOCUMENT NO. _____ DATED _____
ACCOUNTING DATA: _____

1. The subject travel order is hereby amended as specified below:

- a. Change PROCEED ON OR ABOUT _____
- b. Extend APPROXIMATE NUMBER OF DAYS to a total of _____ days.
- c. Change to include RENTAL CAR:
- d. Change ITINERARY to read:
- e. Change ESTIMATED COST of travel From _____ To _____

Increased by: Per Diem _____	Decreased by: Per Diem _____
Travel _____	Travel _____
Mis/Other _____	Mis/Other _____
- f. Other (specify):

2. Other provisions of basic orders remain in effect.

REQUESTING OFFICIAL: _____
(Type Name and Title)

APPROVAL OFFICIAL: _____

LOCAL TRANSPORTATION

1. General. This chapter provides policy and procedures relating to entitlement and reimbursement for local travel. This chapter applies to NAVSEA Headquarters employees on official business in the National Capital Region.

2. Background. References (b) and (c) provide basic regulations on official travel of civilian and military employees and require that all employees perform travel by a mode of transportation that is advantageous to the government. In the METROPOLITAN area, the DOD bus system is the official transportation mode for employees on official business during normal working hours.

3. Policy. Claims for reimbursements will be made on Standard Form 1164. Approval/Authorization will be so annotated by a division head level or higher.

a. Local Transportation for Training Purposes. When NAVSEA Headquarters personnel are assigned to training facilities in the metropolitan area (usually within a 50-mile radius of their duty station), the training facility is considered the "place of work." Only the additional expense the traveler has incurred will be reimbursed. For example: A particular traveler normally rides in a van pool or car pool to work. Because of a training class he/she finds that driving is a necessity. Only the additional distance, excess miles he/she incurred, will be reimbursed.

b. Overtime and Local Transportation Expenses. A civilian employee called back to work outside normal weekday working hours or on Saturday or Sunday is entitled to 2 hours of paid overtime call back based on grade. The overtime amount is considered adequate to cover the transportation cost to and from work. Therefore, reimbursement for local transportation cost associated with overtime call back is not reimbursable.

(1) Civilian employees on officially ordered work outside normal duty hours may be authorized to use taxicabs for transportation from work to a well lighted public transportation stop (see references (b) and (c) for limitation and current allowances for claiming tips) if any of the following conditions are met:

(a) The employee is dependent on public transportation or car pool for travel to work during normal working hours.

(b) The travel is during hours of infrequently scheduled public transportation or darkness.

(c) Departure from officially ordered work must occur after 6:00 p.m..

(d) The employee does not have other parking or transportation arrangements.

(2) Privately-Owned Conveyance (POC)

(a) POC may be authorized for reimbursement on official travel from the employee's residence to a place of temporary duty and return without requiring the employee to report first to his/her permanent duty station. The official directing travel will consider the advantage to the government with regard to mission requirements, related expense, and practicality before authorizing such travel.

(b) The employee is entitled to reimbursement for POC usage on a mileage basis for the additional distance traveled between the employer's residence and the place of temporary duty, or for other valid factors which can be substantiated.

4. Procedures

a. Reimbursement will be limited to transportation expenses only for travel to areas within the local commuting area. This is defined in reference (a) as follows: District of Columbia; Montgomery and Prince George's counties in Maryland; Arlington, Fairfax, Loudoun, Prince William counties in Virginia, and the cities of Alexandria, Fairfax, and Falls Church in Virginia.

b. Claims should be submitted on an as - required basis and cannot cross fiscal years.

c. All items claimed, other than mileage, will be supported by receipts.

d. Odometer readings should be provided. Otherwise, Exhibit C which indicates mileage to frequently traveled areas will be strictly enforced.

e. All O&M,N claims should be received in SEA 09DZ no later than 15 October to close out the prior fiscal year. All RDT&E claims should be received by close of business 30 September, or approval from SEA 011 will be required.

- f. Claiming lunch expenses are not allowable.
- g. Claimant must sign claim after taking a trip, not before.
- h. Claimant must provide address when indicating "RESIDENCE" as destination of departure and provide mileage from residence to duty station.
- i. Appropriation data must be provided; please use appropriate line of accounting. All directorates have been assigned a line of accounting data for local travel.
- j. The use of FMS funding requires approval from SEA 016.
- k. Funding from other commands requires a letter of authorization attached to the claim. This could be a message or letter from the funding activity.
- l. When a claim has been lost, the following statement should be annotated with an original signature:

"Duplicate Original- No Record of previous payment. Steps have been taken to prevent duplicate payment."
- m. In accordance with OPNAVINST 5100.23B, safety clothing such as safety shoes and safety glasses which meet OSHA standards can be reimbursed when the employee is required to wear protective clothing for protection from hazardous working conditions. All safety clothing furnished to employees, including prescription ground safety glasses, remain the property of the government and is subject to its control.
- n. Exhibits 1 and 2 are samples of authorizations for local travel to obtain reimbursement of expenses. The traveler fills in the information required on the SF 1164 and forwards it to SEA 09DZ via his/her TCP. SEA 09DZ will review for completeness, accounting citation, and will assign a document number and approve in block 8 of the SF 1164. The approved claim will be forwarded to the PSD for payment.
- o. Exhibit 3 is a chart to assist travelers in determining what the round trip distance is from Crystal City to various destinations in the Washington D.C. area. When reporting POV mileage, be sure that the mileage filled in corresponds to that in Exhibit 3.

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS	1 DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE NAVAL SEA SYSTEMS COMMAND	2 VOUCHER NUMBER (BLANK)
	3 SCHEDULE NUMBER (BLANK)	
<i>Read the Privacy Act Statement on the back of this form.</i>		
CLAIMANT 4.	a NAME (Last, first, middle initial) DOE, JOHN D.	b SOCIAL SECURITY NO. XXX-XX-XXXX
	c MAILING ADDRESS (Include ZIP Code) COMMANDER NAVAL SEA SYSTEMS COMMAND (SEA)	d OFFICE TELEPHONE NUMBER (TRAVELER'S)
		5. PAID BY ENTER CURRENT RATE FROM REFERENCES (B) & (C)

6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

ENTER FISCAL YEAR TRAVELLED	DATE	CODE	Show appropriate code in col. (b):		MILEAGE RATE	AMOUNT CLAIMED					
			A—Local travel	ROUND TRIP FROM RESIDENCE TO CRYSTAL CITY		NO. OF MILES (e)	MILEAGE (f)	FARE OR TOLL (g)	ADD PER PERSONS (h)	TIPS AND MISCELLANEOUS (i)	
			(Explain expenditures in specific detail.)								
			(c) FROM	(d) TO							
			CLAIM FOR MILEAGE EXPENSE OF PRIVATELY OWNED VEHICLE (POV)								
	4/7		2531 Jeff Davis Hwy Arl, VA (NAVSEA)	Wash Nat'l Records Ctr Suitland, MD	12	\$ 00					
	4/7		Wash Nat'l Records Ctr Suitland, MD	2531 Jeff Davis Hwy Arl, VA (NAVSEA)	12	\$ 00					
			TRAVEL APPROVED BY	SIGNED: DATE:							ENTER PRODUCT OF RATE TIMES MILES
			PURPOSE:								
<i>If additional space is required continue on the back.</i>					SUBTOTALS CARRIED FORWARD FROM THE BACK						

7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i).) \$ (FILL IN) **TOTALS** (FILL IN)

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sign Original Only
(RESERVED FOR SEA 09DZ)

Sign Original Only
(Claimant signs after approved travel has been performed)

APPROVING OFFICIAL SIGN HERE

DATE

CLAIMANT SIGN HERE

DATE

9. This claim is certified correct and proper for payment.

Sign Original Only
(DISBURSING OFFICER)
(NAVSUP OR DFAS)

DATE

11. CASH PAYMENT RECEIPT	
a. PAYEE (Signature)	b. DATE RECEIVED
	c. AMOUNT
	\$

12. PAYMENT MADE BY CHECK NO.

ACCOUNTING CLASSIFICATION (REVISED 7-65)

APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT AND SUBALLOT. NO	AUTH ACCTG ACTIVITY	TYPE	PROPERTY ACCTG ACTIVITY	COST CODE	AMOUNT
XXXXXXXXXX.XXXX	XXX	XXXXXX	XXXXXX	XX	XXXXXX	XXXXXX000XXXX	

EXHIBIT 2

NAVSEAINST 4650.1D

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS	1 DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE	2 VOUCHER NUMBER
	NAVAL SEA SYSTEMS COMMAND	(BLANK)
Read the Privacy Act Statement on the back of this form.		3 SCHEDULE NUMBER
		(BLANK)
CLAIMANT	a NAME (Last, first, middle initial)	b. SOCIAL SECURITY NO.
	DOE, JOHN F.	XXX-XX-XXXX
	c MAILING ADDRESS (Include ZIP Code)	d. OFFICE TELEPHONE NUMBER
	COMMANDER NAVAL SEA SYSTEMS COMMAND (SEA)	(TRAVELER'S)
		5. PAID-BY
		ENTER CURRENT RATE FROM REFERENCES (B) & (C)

6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)

ENTER FISCAL YEAR TRAVELLED	DATE	Show appropriate code in col. (b): C A-Local travel O B-Telephone or telegraph, or D C-Other Expenses (itemized) E	MILEAGE RATE	AMOUNT CLAIMED			
				MILEAGE	FARE OR TOLL	ADD PER PERSONS	TIPS AND MISCELLANEOUS
(a)	(b)	(c) FROM (d) TO	(e)	(f)	(g)	(h)	(i)
		ROUND TRIP FROM RESIDENCE TO CRYSTAL CITY					
		(Explain expenditures in specific detail.)					
		AUTHORIZATION REQUEST FOR REPEATED TRAVEL BY PRIVATELY OWNED VEHICLE (POV)					
		You are hereby authorized () round trip(s) during the month (mo/year) between Arlington, VA & DTNSRDC, Annapolis, MD for temporary duty in connection with model tests. You will be reimbursed solely for round trip mileage for the use of your POV and any bridge, road, and tunnel tolls and parking fees in accordance with the Joint Travel Regulations for civilian and military travelers. Estimated expense if (\$) chargeable to the appropriation/accounting data cited below.					
		TRAVEL APPROVED BY	SIGNED:				ENTER PRODUCT OF RATE TIMES MILES
2/20		2531 Jeff Davis Hwy Arl, VA (NAVSEA)	DTNSRDC Annapolis, MD	37	\$ 00	\$ 0 50	PARKING \$150
2/20		DTNSRDC Annapolis, MD	2531 Jeff Davis Hwy Arl, VA (NAVSEA)	37	\$ 00	\$ 0 50	
If additional space is required continue on the back.			SUBTOTALS CARRIED FORWARD FROM THE BACK				

7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i).) \$ (FILL IN) TOTALS 74 (FILL IN) \$ 1.00 \$ 150

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized, in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

Sign Original Only
(RESERVED FOR SEA 09DZ)

APPROVING OFFICIAL SIGN HERE

DATE

9. This claim is certified correct and proper for payment.

AUTHORIZED CERTIFYING OFFICER SIGN HERE

Sign Original Only
(DISBURSING OFFICER)
(NAVSUP OR DFAS)

DATE

Sign Original Only
(CLAIMANT SIGNS AFTER APPROVED TRAVEL HAS BEEN PERFORMED)

CLAIMANT SIGN HERE

11. CASH PAYMENT RECEIPT

a. PAYEE (Signature)

b. DATE RECEIVED

c. AMOUNT

12. PAYMENT MADE BY CHECK NO.

ACCOUNTING CLASSIFICATION (REVISED 7-65)

APPROPRIATION SYMBOL AND SUBHEAD	OBJECT CLASS	BUREAU CONT AND SUBALLOT NO	AUTH. ACCTG. ACTIVITY	T Y P E	PROPERTY ACCTG ACTIVITY	COST CODE	AMOUNT
XXXXXXXXXX.XXXX	XXX	XXXXXX	XXXXXX	XX	XXXXXX	XXXXXX00XXXX	

EXHIBIT 3
POV MILEAGE

The travel officer from NAVSUP compiled the following list of POV mileage from Crystal City, VA to frequently traveled to cities. Please note the list of POV mileage is to be used only as a guide since residences are not known.

Reminder: When orders do not direct a specific mode of transportation and private vehicle is used, reimbursement for private vehicle will be computed on constructive air travel in accordance with the official airline guide.

<u>City</u>	<u>One Way</u>	<u>Round Trip</u>
Aberdeen PG, MD	73	146
Adelphi, MD	16	32
Alexandria, VA	7	14
Anacostia, MD	8	16
Andrews AFB, MD	20	40
Annapolis, MD	39	78
Applied Physics Lab;Laurel, MD	38	76
Arlington, VA	5	10
Athens, GA	579	1158
Atlanta, GA	625	1250
Atlantic City, NY	193	386
Auburn, ME	576	1152
Ballston Towers, VA	6	12
Baltimore, MD	44	88
Baltimore-Washington International Airport	35	70
Bangor, ME	675	1350
Bayonne, NJ	225	450
Bethesda, MD	13	26
Bolling AFB, DC	7	14
Boston, MA	440	880
Bridgport, CT	285	570
Brooklyn, NY	229	458
Brookville, MD	25	50
Brunswick, ME	569	1138
Buffalo, NY	421	842
Cambridge, MA	440	880
Camden, NJ	142	284
Cameron Station, VA	8	16
Camp David, MD	80	160
Canton, OH	340	680
Carderock, MD	20	40
Charleston, SC	505	1010

EXHIBIT 3 (CONTINUED)

<u>City</u>	<u>One Way</u>	<u>Round Trip</u>
Charleston, WV	339	678
Charlottesville, VA	113	226
Cheltenham, MD	27	54
Cherry Hill, NJ	252	504
Cherry Point, MCAS, NC	338	676
Chicago, IL	672	1344
Cincinnati, OH	522	1044
Cleveland, OH	379	758
Cockeysville, MD	54	108
College Park, MD	20	40
Cumberland, MD	134	268
Columbia, MD	36	72
Columbus, OH	421	842
Culpeper, VA	92	184
Dahlgren, VA	56	112
Dam Neck, Va	207	414
Danville, VA	246	492
Dayton, OH	495	990
Dover AFB, DE	107	214
Dulles Airport, Va	28	56
Earle, NJ	214	428
Edgewood Arsenal, MD	65	130
Erie, PA	361	722
Fairfax, VA	13	26
Falls Church, VA	6	12
Frederick, MD	41	82
Fredericksburg, VA	46	92
Ft. Belvoir, VA	14	28
Ft. Bragg, NC	321	642
Ft. Detrick, MD	52	104
Ft. Eustis, VA	158	316
Ft. Holabird, MD	45	90
Ft. Lee, VA	125	150
Ft. Meade, MD	38	76
Ft. McNair, DC	4	8
Ft. Monroe, VA	176	352
Ft. Myers, VA	3	6
Ft. Richie, MD	76	152
Gainsville, VA	40	80
Gaithersburg, MD	25	50
Gettysburg, PA	75	150

EXHIBIT 3 (CONTINUED)

<u>City</u>	<u>One Way</u>	<u>Round Trip</u>
Glen Burnie, MD	35	70
Greenbelt, MD	20	40
Hagerstown, MD	78	156
Hampton, VA	173	346
Harrisburg, PA	114	228
Harrisburg, PA to York PA	24	48
Hartford, CN	340	680
Hershey, PA	124	248
Hoffman Building, VA	8	16
Huntington, WV	383	766
Hyattsville, MD	13	26
Indian Head, MD	32	64
Indianapolis, IN	598	1196
Jacksonville, FL	714	1428
LaGuardia Airport, NY	239	478
Lakehurst, NJ	190	380
Lancaster, PA	181	362
Laurel, MD	25	50
Leesburg, VA	34	68
Little Creek, VA	186	372
Loring AFB, ME	848	1696
Lynchburg, VA	180	360
Manassas, VA	32	64
McGuire AFB, NJ	172	344
McLean, VA	23	46
Mechanicsburg, PA	117	234
Mechanicsburg, PA to Philadelphia, PA	100	200
Merryfield, VA	13	26
Morgantown, WV	180	360
National Airport, VA	3	6
Naval Research Lab, DC	9	18
New Bern, NC	346	692
New Brunswick, NJ	199	398
New Haven, CT	302	604
New London, CT	349	698
New York, NY	227	454
Neward, NJ	221	442
Newport News, VA	175	350

EXHIBIT 3 (CONTINUED)

<u>City</u>	<u>One Way</u>	<u>Round Trip</u>
Niagara Falls, NY	436	872
Norfolk, VA	190	380
Northwest, VA	220	440
Ocean City, MD	144	288
Oceana, VA	206	412
Parkersburg, WV	293	586
Patuxent River, MD	65	130
Pentagon, DC	3	6
Petersburg, VA	130	260
Philadelphia, PA	143	286
Pittsburgh, PA	247	494
Portland, ME	541	1082
Portsmouth, NH	489	978
Portsmouth, OH	430	860
Portsmouth, VA	191	382
Quantico, VA	32	64
Raleigh, NC	261	522
Reading, PA	148	296
Reston, VA	21	42
Richmond, VA	99	198
Richenbacker AFB, OH	417	834
Roanoke, VA	235	470
Rockville, MD	21	42
Rochester, NY	359	718
Rosslyn, VA	5	10
St. Inigoes	80	160
Salem, MA	450	900
Salisbury, MD	124	248
Scaggsville, MD	26	52
Scranton, PA	230	460
Silver Spring, MD	28	56
Solomons Island, MD	61	122
Springfield, VA	13	26
State College, PA	184	368
Staunton, VA	145	290
Staunton, VA to Sugar Grove, WV	56	112
Stevensville, MD	25	50
Story Fort, VA	198	398
Sugar Grove, WV	169	338

EXHIBIT 3 (CONTINUED)

<u>City</u>	<u>One Way</u>	<u>Round Trip</u>
Sugar Grove, WV to Norfolk, VA	241	482
Suitland, MD	11	22
Syracuse, NY	358	718
Toledo, OH	465	930
Towson, MD	51	102
Trenton, NJ	175	350
Utica, NY	210	420
Vienna, VA	25	50
Virginia Beach, VA	204	408
Wallops Island, VA	158	316
Warminster, PA	154	308
Warrenton, VA	50	100
Washington Navy Yard, DC	5	10
White Oak, MD	30	60
Wilmington, DE	110	220
Woodbridge, VA	18	36
York, PA	89	178
Yorktown, VA	152	304

SECURITY REQUIREMENTS FOR OFFICIAL FOREIGN TRAVEL

1. General. This chapter provides general information for NAVSEA Headquarters and Shore Activity personnel and NAVSEA sponsored contractor personnel who travel to foreign or U.S. activities located in foreign countries. Guidance is provided on disclosure of official data associated with travel and procedures for contacts with foreign nationals, both within and outside the continental limits of the United States.

2. Background

a. References (k) and (n) require authorization from CNO before disclosing classified information to foreign nationals. The Security Manager (SEA 09T) is the central point of contact to coordinate all disclosure of NAVSEA information to foreign nationals.

b. SEA 09T requires all persons who have had access to classified information who plan to travel to or through a communist controlled country be given a foreign travel security briefing. It is also recommended that prior to any foreign travel, NAVSEA personnel contact SEA 09T for a precautionary security briefing in the event that changing conditions in a particular country pose a threat to the personal safety of U.S. individuals.

3. Policy

a. Release of Naval Nuclear Propulsion Information (NNPI)

(1) It is the policy of the Department of the Navy not to disclose information relating to naval nuclear propulsion plants to any foreign government, except as such disclosure is made under an approved government-to-government agreement executed under the provisions of the Atomic Energy Act, and with the approval of CNO in each instance. Currently, no agreements for cooperation in this area exist with any foreign government so that foreign disclosure of naval nuclear propulsion information is prohibited.

(2) All military and civilian personnel of the Department of the Navy shall ensure that naval nuclear propulsion information, classified or unclassified, is not disclosed to foreign nationals, including those who hold a U.S. clearance or a Limited Access Authorization.

b. Disclosure of Classified Data (other than NNPI). The Security Manager (SEA 09T) shall be contacted at least 30 days before anticipated disclosure date. The advance notice is required to allow time for processing and obtaining release authorization from CNO.

4. Briefing Guide for Foreign Travel

a. Travel to foreign countries has increased dramatically in recent years. All persons who have access to classified information and who intend to travel to foreign countries, or who are likely in the course of their duties to have contact with foreign nationals, must be fully aware of certain risks inherent in such travel or contacts.

b. The principal aim of the foreign intelligence services is to obtain information not only about Western defense and security, but also about commercial and industrial developments. Recruitment of foreigners is one means of developing this information. Therefore, it is important to be aware of the potential problems that may be encountered. The techniques used by the foreign intelligence services are many and varied. Among the most common are:

(1) Careful Control of the Visitor Through Travel Arrangements Made by Communist Consular Services and Travel Agencies. Visa applications are usually scrutinized by intelligence officers attached to consular services and agencies of communist countries abroad to find out whether the visitor is likely to be of interest or whether he/she has come to notice previously. The interest of such services will be greater in the case of an individual thought likely to have or be able to have access to classified information.

(2) Physical Surveillance of the Visitor. A visitor may be subjected to obvious surveillance, or surveillance so discreet as to be undetectable, from the moment he/she enters the country, especially if it is discovered that he/she speaks the local language. Surveillance may be conducted by male or female agents, on foot or in cars and may not cover all travel whether by train, plane, or other means. Reports may be obtained from nearly every person with whom the visitor deals, including the tourist guide, interpreter, mail, etc. Should the traveler become aware that he/she is under surveillance, he/she should act normally and avoid any actions that could be even remotely considered compromising, embarrassing, or suspicious.

(3) Use of Telephone Taps, Clandestine Listening Devices, Clandestine Photography, Mail Censorship and Surreptitious Entry

(a) Clandestine Listening Devices. Extensive use is made of sophisticated technical devices. Such devices have been detected in telephone, radios, light fixtures, and furniture and also have been concealed behind wall boards and imbedded in walls of hotel rooms. It must be assumed that all telephones in hotels are tapped. In restaurants, tables can be fitted with microphones connected to a central listening point where conversations are recorded. Portable miniature microphones are built into a variety of items which can be used in buildings, cars, or even at open air meetings. Care should be taken at all times when discussing official or personal affairs. If a listening device is discovered, no attempt should be made to neutralize it.

(b) Clandestine Photography. Photography without the knowledge of the visitor is also a technique that may be employed. Cameras with telephoto lenses provide identifiable pictures at great distances. Additionally, through the use of infrared, pictures can be taken at night or in darkened areas, with the subject of the photograph completely unaware. Cameras with infrared films and infrared flashbulbs may be placed in hotel rooms or used through one way mirrors. Surveillance by hidden closed-circuit television is also used.

(c) Mail Censorship. All mail to and from communist countries is subject to censorship and provides a fruitful field for intelligence exploitation. Mail is examined from both a counterintelligence and a positive intelligence point of view. Personal and family problems of a confidential nature, or any information which might be self-incriminating should not be mentioned in correspondence. Select photographs carefully if they are sent through the mail. Refuse to deliver letters, photographs, parcels, or messages to or from private citizens in a communist country.

(d) Surreptitious Entry. A number of instances have become known in which hotel rooms of visitors have been entered surreptitiously and suitcases and personal belongings searched. When leaving diaries (which often contain names and personal opinions), letter, notes, and films in hotel rooms, keep in mind they may be examined, photographed or confiscated. Any notes or films valued by a visitor should be kept on his/her person, but he/she should never have in his/her possession any material which could be interpreted as compromising and, even more important, incriminating.

(4) Exploitation of Human Weaknesses, Indiscretions, and Vices. When seeking to subvert, compromise, or blackmail to recruit a visitor for espionage, communist intelligence and security personnel are fully aware of human weaknesses. They are trained to detect immoral and indiscreet behavior, such as drinking in excess. Personal habits, traits of character and mannerisms are watched and studied to determine any immoral or compromising relationships. Suspicions in matters of sex, both heterosexual and homosexual, are exploited. Failing to detect a weakness, foreign agents in some cases have attempted ensnarement of innocent travelers. Avoid indiscretions or vices which could lead to embarrassment or compromise by blackmail.

(5) Offenses Against the Law. There are a number of ways in which a foreigner may run afoul of the law in a communist country, and it must be remembered that many acts considered innocent in the West, or at worst carry a slight moral stigma, are offenses in communist countries. Examples of the foregoing include:

(a) Black market activities. Black market activities are illegal. The shortage of certain consumer goods in some communist countries encourages smuggling and black market operations. Indulgence in these may lead to serious consequences. Visitors should not trade their possessions for antiques, which are under the protection of the state.

(b) Currency regulations. Travelers should seek, in advance, information concerning the currency regulations of countries to be visited to enable them to comply with the requirements on legal rates of exchange, the use of foreign money and allowable sums of money to be taken in to or out of countries. Keep receipts of any money changed. Participation in unofficial financial transactions, such as obtaining local currency at favorable rates or selling personal possessions to a friend or casual acquaintance, violates local laws.

(6) Taking pictures. Carrying and using cameras and tape recorders are restricted. Regulations of each country to be visited should be determined in advance. Photography of military, defense plants, industrial plants, or areas of strategic importance (power stations, railways, air terminals, waterworks, etc.), panoramic scenes from airplanes, frontier or border crossing zones, and slum areas should be avoided. Do not photograph anything known or suspected to be prohibited. People in communist countries generally take offense when Western visitors take pictures of what could be considered as unflattering and sordid aspects of life. When in doubt, ask a tourist guide or police officer if photography is permitted.

(7) Never pick up or barter for souvenirs or artifacts. Purchase such items in approved shops only and get a receipt. Do not sign any receipts for money or services, unless assured of and furnished an on-the-spot copy which clearly identifies and itemizes the transaction.

(8) Avoid groundless suspicions, but if you believe an approach has been made, immediately report it to the nearest U.S. command or U.S. Embassy Security Office. If you should be placed in a compromising situation, you need help. Do not try to handle the problem yourself, and do not assume the role of a self-appointed counteragent. Bring the matter to the attention of the nearest U.S. representative.