

NACC FUNDED TRAVEL PROCEDURES

Note: Employees must be on eight (8) hour days for the entire pay period when traveling

TRAINING TRAVEL REQUESTS (TUITION REQUIRED):

(Technical Training, Program Review, Professional Development Training)

1. Employee provides the following to the NACC Assistant Career Manager (ACM) via email:
 - a. Completed and signed SF182. *Ensure the supervisor or Career Field Manager (CFM) completes and signs Section D, 1a through 1e **only** on page 2. All other areas on page 2 must be blank, these are for NACC personnel.*
 - b. Provide the email address for the vendor in Section B, box 1d of the SF182.
 - c. Estimated travel costs from Defense Travel System (DTS).
 - d. Registration fee information from training provider.
 - e. Agenda from training provider.
 - f. Course description from training provider.
2. The Career Manager (CM) will review ACM's recommendation for the requested training.
 - a. If attendance/travel is approved, the CM will inform the employee via email that attendance/travel has been approved and the employee should forward their travel requirements for NACC review in DTS thirty (30) days prior to departure. The appropriate Career Services Representative (CSR) will be copied on the email.
 - b. If attendance/travel is not approved, the CM will inform the requester via email as to the disapproval and the reason it was disapproved.
3. After the SF182 is signed by all NACC personnel, the CSR will send the approved SF182, Tuition Payment Process Memorandum and Wide Area Workforce (WAWF) Process Letter via email to the traveler. The email will outline that employees are not to pay for any courses with their Government Travel Credit Card (GTCC). The billing instructions for the course are provided in the attached documents.

*** NOTE: IF THE SF182 DOES NOT HAVE ACCOUNTING INFORMATION AND APPROPRIATE SIGNATURES, DO NOT SUBMIT IT TO THE TRAINING SITE.**

TRAINING TRAVEL REQUESTS (NO TUITION):

(Technical Training, Program Review, Professional Development Training)

1. Employee submits the estimated travel costs from DTS, training description, agenda and IDP Summary (entry level) with the requested training information in the comment section of the requirement being fulfilled or NADP MDP (associates) with information regarding the requested training to the NACC ACM. This email **MUST** be received by the NACC no later than the date provided in the "Open Season" announcement. The IDP Summary/MDP must have current signatures from the employee, supervisor and/or CFM.
2. The CM will review ACM's recommendation for the requested travel.
 - a. If attendance/travel is approved, the CM will inform the employee via email that attendance/travel has been approved and the employee should forward their travel requirements for NACC review in DTS thirty (30) days prior to departure. The appropriate CSR will be copied on the email.

- b. If attendance/travel is not approved, the CM will inform the employee via email as to the disapproval and the reason it was disapproved.

ACQUISITION INITIAL LEADERSHIP DEVELOPMENT (AILD)/ACQUISITION JOURNEYMAN LEADERSHIP DEVELOPMENT (AJLD) COURSE TRAVEL:

1. Employees are encouraged to attend the AILD/AJLD as soon as practicable since these courses fill up quickly. It is expected that employees will sign up for the most local/cost efficient class available.
2. Entry level (AILD) or associate (AJLD) enrolls in the course.
3. An SF182 does **not** need to be submitted.
4. After the employee receives notification they have a confirmed seat in the course, employee forwards their travel requirements in DTS for NACC review.

ROTATIONAL TRAVEL REQUESTS:

NOTE: All rotational travel requests MUST be received by the NACC no later than the date provided in the “Open Season” announcement. Employees who have already performed and submitted documentation regarding an external rotation have met the program requirements and will not be approved for a NACC funded external rotation.

1. Employee sends the completed and signed DON Acquisition Development Program Rotation Request Form to the NACC ACM via email. Ensure the Rotational CFM’s name, telephone number and email address are provided and that both the homeport and rotational CFMs have signed the Request Form. This email MUST be received no later than the date provided by the NACC in the “Open Season” announcement.
2. The CM will either endorse or deny the requested travel.
 - a. If the rotation is approved, the CM will inform the employee via email they have approved the rotation and the employee is to forward their travel requirements in DTS to NACC for review at least thirty (30) days prior to departure. The appropriate CSR will be copied on the email.
 - b. If the rotation is not approved, the CM will inform the employee via email as to the disapproval and the reason it was disapproved.
4. Complete and submit a Visit Request to NACC Security at least 30 days prior to departure date. NACC Security will submit the Visit Request via JPAS.
5. If traveling to a foreign country for business or pleasure, employee must complete the “Notice of Foreign Travel” memorandum (Appendix J of the NADP Operating Guide or on our website at: <http://www.secnav.navy.mil/rda/workforce/Pages/NADP/Employees/NACCSecurity.aspx>) and submit it to NACC Security. Orders and leave papers, as applicable, must be stamped “Antiterrorist awareness training has been completed for member per CNO Washington, DC 212050 FEB 97 on _____ (date).” ATFP briefing is available at: <https://jkodirect.jten.mil>.

NADP TRAINING SYMPOSIUM TRAVEL REQUESTS:

The process for requesting travel to attend the NADP Training Symposium will be posted in the “NADP Training Symposiums” section of the NADP website.

INFORMATION FOR TRAVELERS:

1. A GTCC must be obtained from the employee's homeport command prior to traveling.
2. Use of the GTCC is **required** for all government related expenses while TDY.
3. Employees **must** be on eight (8) hour days for the entire pay period when traveling.
4. Travel requests must be submitted via email no later than the date provided in the "Open Season" announcement.
5. Submit DTS authorization at least thirty (30) days prior to departure date. Ensure the appropriate NADP funding source (ex. "15 852 NADP", "15 NADP TRAVEL") – the leading two digits will change each FY) is selected for the "CROSS ORG LOA" drop down on the "Accounting" page. Do not select any local command LOA unless instructed to do so by the appropriate CSR.
6. While an employee is on rotation, NACC will **NOT** fund a home visit.
7. All reservations, except lodging, must be made through DTS. If lodging arrangements are made outside DTS, the following information must be provided in the "Comments to Approving Official" section of the first page of the authorization:
 - a. Name of lodging facility
 - b. Address of lodging facility
 - c. Address of where traveler is staying (if different than lodging facility address)
 - d. Nightly lodging cost
 - e. Confirmation number
 - f. Actual taxes (will be entered in "Non-Mileage Expenses")
 - g. Distance from the TDY site
8. The gas allowance for a rental vehicle is \$55.00 per week. Please keep in mind that if the rental car company provides a free upgrade to a larger vehicle, the gas allowance remains \$55.00 per week.
9. Laundry is reimbursed through the meals & incidentals expenses (M&IE) allowance.
10. Reimbursement for lodging is for actual cost of lodging up to but not exceeding the daily per diem allowance. (Lodging taxes are not included in the per diem allowance. Enter lodging taxes as a non-mileage expense in DTS.)
11. If travel exceeds forty-five (45) days, scheduled partial payments must be selected. To schedule partial payments, go to the "Accounting" page, select the "Partial Payments" tab then click the "Schedule Partial Payments" button. The scheduled partial payments will be disbursed to the personal account registered in DTS and the GTCC based on the expense reimbursement selected in the authorization. Take note of the partial payment schedule and the amounts for your records. Disbursement of the partial payment may take up to seventy-two (72) hours after scheduled payment date. If there is an issue with the partial payment, contact the DTS Help Desk at 1-888-435-7146.
 - a. Partial payments payouts:
 - First partial payment:
 - All airfare (if applicable)
 - All rental car (if applicable)
 - First 30 days of lodging
 - First 30 days of M&IE
 - Portion of mileage/non-mileage expenses (if dates listed are within the first 30 days timeframe)
 - Second partial payment:
 - Second 30 days of lodging
 - Second 30 days of M&IE

- Portion of mileage/non-mileage expenses (if dates listed are within the second 30 days timeframe)

*NOTE: Reimbursement of full or partial advanced payment for lodging will be disbursed as stated above (first partial payment – first thirty days; second partial payment – second thirty days), no more.

12. Despite what the printed orders say, do **NOT** submit interim vouchers every thirty (30) days.
13. While on travel, be responsible when spending money/using the GTCC. Act as if it were money from a personal bank account or credit card.
14. Maximum checked baggage allowance is as follows: three (3) checked bags for rotations; one (1) checked bag for training travel. Baggage must be of normal weight and size based on airline policy. However, exceptions will be reviewed on a case-by-case basis.
15. **Retain ALL receipts.** NACC requires receipts for all reimbursements claimed – even if they are less than \$75.00. Receipts for restaurant bills, beverages, food (groceries, convenience store, etc.), ATM fees, laundry expenses or personal items (hygiene items, napkins, paper plates, etc.) do not need to be provided. These are reimbursed through M&IE allowance.
16. Vouchers must be submitted within five (5) business days of return from travel.
17. While on rotation, zero out the M&IE per diem allowance while on leave or performing travel for the rotational command. If an employee is planning to leave the rotation site for leisure or for work, it must be endorsed by NACC first.
18. If using a rental car, a compact car must be selected unless there is a justified reason for a larger vehicle.
19. The least expensive rental car available in DTS must be used. If the rental car is in DTS, it means they are an acceptable company to use.
20. Reservations and allowances in DTS cannot reflect dates that are before or after the authorized travel dates on the approval.
21. If flying, use of a GSA/City Pair government contracted airline **must** be used.
22. The first and last days of approved travel are deemed travel days to the TDY site and to return to the homeport.
 - a. If the homeport command or residence is within four (4) hours of the TDY site, traveler should report to work for part of the designated travel day and then depart from the homeport command to the TDY site. Also, traveler should depart from the TDY site and return to the homeport command for part of the work day. If not traveling on the designated travel days, must be at work or on leave.
 - b. If use of a POV or rental vehicle is authorized for travel from/to TDY site and it take three (3) days to travel, the first three (3) days and last three (3) days of the approved travel are deemed travel days.
Example: Homeport is in Groton, CT. Approved rotation is in Pascagoula, MS to start on Monday, 27 October and end on Friday, 19 December. Employee is authorized to drive POV from Groton, CT to Pascagoula, MS. Employee’s travel days to rotational site are Monday 27 October, Tuesday 28 October and Wednesday 29 October with the first day of work at the rotational site Thursday 30 October. Employee’s last day of work at the rotational site is Tuesday 16 December. Travel days back to the homeport are Wednesday 17 December, Thursday 18 December and Friday 19 December.
23. Print and take approved orders when traveling. **NEVER** go on travel without approved orders. To print approved orders in DD1610 format:
 - a. Log in to DTS at <https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp>

- b. Accept the Privacy and Ethics Policy
 - c. On the “Welcome” screen go to “Traveler Setup” dropdown and click “Form Preferences”.
 - d. Form Defaults page will pop up.
 - e. For “Authorizations”, make sure that “Govt+Form” is selected.
 - f. Go to bottom and “Save Form Defaults”.
 - g. Window will not close on its own, so click “Close Window” to go back to “Welcome” screen.
 - h. Go to the “Official Travel” drop down and select “Authorizations/Orders”.
 - i. Locate the authorization and select “Print” in that row.
 - j. You should now have a copy of your official travel orders in the DD1610 form.
 - k. Ensure that one of the NACC Approving Officials’ (AOs’) names is in block 18, an account code is in block 19, and there is a travel order number in block 22.
 - l. You **MUST** print these out and keep them with you at all times while on travel. **DO NOT** go on travel without this completed DD1610 (approved orders).
24. Consider lower cost lodging options, such as Navy Lodge, Bachelor Officers Quarters or commercial corporate lodging facilities.
 25. Fuel expenses for personal travel beyond the twenty (20) mile radius of the TDY site will not be reimbursed. This includes fuel expenses outside the twenty (20) mile radius of the TDY site incurred after business hours on weekdays, all weekends and federal holidays.
 26. If traveling to a different command while on rotation, complete and submit a Visit Request to NACC (Security) at least thirty (30) days prior to departure date. NACC Security will submit the Visit Request via JPAS.
 27. **DO NOT** move out or sublet your apartment when TDY.
 28. If an employee has an accident while using an authorized rental car, please go to: <https://www.defensetravel.dod.mil/rental/>
Select “Start Vehicle Assistance Request” and follow prompts/directions through to completion.
 29. To check the status of travel authorizations/vouchers in DTS:
 - a. Login to DTS at: <https://dtsproweb.defensetravel.osd.mil/wl/site/index.jsp>
 - b. Accept the Privacy and Ethics Policy
 - c. Select the authorization or voucher to be checked.
 - d. If “Open Document – VIEW ONLY” appears with a box that is checked, leave the box checked; removing the check would change it to “Edit” mode, requiring the document to be signed and sent through the routing list again. The document may automatically open in “View” mode which is fine.
 - e. Go to the “Digital Signature” page.
 - f. “ROUTING ACTIONS – AWAITING STATUS CHANGE TO....” will appear with a list of the next group of people in the routing list (all from the same level). All members of that group will have the document in their box for action. (*Not all those people will need to take action.) Let the CSR know who has it and they will send a reminder to push it through.
 - g. After that list is the “Document History” which shows who it has been with and the actions taken thus far.
 30. Lodging in “non-conventional” facilities is authorized in accordance with the JTR. These facilities include college dormitories or similar facilities and rooms generally not offered commercially that are made available to the public by area residents in their homes. In these cases, a traveler must provide a written explanation of the circumstances that is

acceptable to the DoD component. Deposits for these facilities are not entered into DTS since they are refundable directly to the employee from the lodging facility.

31. If the use of Personally/Private Owned Vehicle (POV) is authorized, in/around mileage is calculated by factoring the distance from the lodging facility to the duty site plus five (5) miles each day for personal convenience and is then multiplied by the length of the duty assignment. To calculate the one-way daily commute, any online map program (i.e., MapQuest, MSN maps, etc.) can be used.

EXAMPLE:

Distance from lodging facility to duty site is five (5) miles one way making a daily round trip commute of ten (10) miles, add five (5) additional miles for a daily amount of fifteen (15) in/ around miles. The length of the approved rotation is one hundred thirteen (113) days. Computation is as follows:

- $15 \times 113 = 1,695$ total in/around miles

If a traveler is using both POV and public transportation (i.e., utilizing the metro) at the duty site, they are only authorized half of the in/around mileage. So as noted in the above in/around mileage example, 1,695 miles would be divided in half for an actual total allowance of 847.50 miles for the duration of the rotation.

32. When renting a vehicle for government related travel, ensure that Government Administrative Rate Supplement (GARS) is on the rental agreement.
33. Entering travel requirements in DTS.
- a. When entering travel requirements in DTS, be mindful that DTS can only do what it is told to do. If expected expenses are identified as being incurred on one date, that is the disbursement that DTS will provide.
 - EXAMPLE:
 - Employee has rotation that starts on 5 March and ends 1 June.
 - In DTS, employee enters Lodging taxes in the amount of \$1,628.70 with "GOVCC" identified as the Method of Reimbursement and the date incurred as 1 June.
 - In the above, the employee's GTCC could become delinquent. Since the employee indicated the expenses would not be incurred until the last date of the rotation, payment will not be disbursed until completion of the voucher even though the expenses for the lodging taxes are incurred incrementally throughout the rotation. To avoid delinquency on the GTCC, the employee will have to remit payments directly to the GTCC during the rotational assignment.
 - When creating a travel authorization, ensure that incremental charges are identified throughout an extended travel that exceeds 45 days, such as rotations. This will ensure that partial payments will be disbursed to the GTCC and personal accounts as appropriate.
 - b. If the Method of Reimbursement is identified as "Individual", payment will be sent to employee's personal account on record in DTS only.
 - c. If during travel, an employee realizes they have overestimated an expense and the Method of Reimbursement should be changed, the employee should contact the appropriate NACC CSR as soon as possible before making any adjustments in DTS.

**NOTE: To ensure DTS travel is correct or to address any concerns or amendments, work with the appropriate NACC CSR.

EXAMPLES OF REIMBURSABLE EXPENSES:

(Note: ALL receipts must be provided for reimbursements claimed)

1. Airfare
2. Baggage fees (see maximum allowable baggage above)
3. Commercial transportation (taxi, shuttle, etc.)
4. Parking at TDY site
5. Parking at terminal (excluding parking during rotational assignments)
6. Rental vehicle
7. Gas for rental car
8. Tolls
9. Lodging
10. Lodging taxes
11. Lodging cleaning fees
12. Automated toll payment devices if tolls will be incurred on a regular basis between the lodging and TDY sites

EXAMPLES OF NON-REIMBURSABLE EXPENSES:

1. Internet
2. Movies
3. Business or personal calls
4. Home visits
5. Car washes
6. Excessive gas usage or gas used for recreational activities (rental car)
7. Mileage outside the twenty (20) mile radius of the TDY site (POV)
8. Pet fees
9. In room concessions (i.e. refreshments in hotel refrigerator, safe fees, etc.)
10. Prepaid fuel option at gas/filling stations for rental vehicles (Example: go into cashier at station and purchase \$40.00 of gasoline prior to pumping)
11. Optional/additional charges through rental car companies (Global Positioning System (GPS), Sirius/XM radio, insurance in excess of the GARS, towing services, etc.)
Employees are encouraged to perform a detailed review of their rental car agreement and bill prior to signing or paying.
12. Tips for hotel staff, housecleaning, baggage handlers, restaurant staff, bar staff, etc.
13. Fuel service options through rental car companies
14. Valet parking
15. Baggage carts or curbside assistance expenses (must provide medical documentation to receive reimbursement)
16. Baggage costs in excess of the airline policy standard shipping costs and/or shipping of items via private shipping methods such as UPS, FedEx, etc.
17. Long-term terminal parking (rotational travel)
18. Laundry and dry-cleaning
19. ATM fees