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U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
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AMIM-HWG-ZA

MEMORANDUM FOR All Military and Appropriated Fund (APF) Civilian employees assigned to U.S. Army Garrison, Hawaii (USAG-HI)

SUBJECT: Policy Memorandum USAG-HI-21, Travel Policy for Military and APF Civilian Employees

1. References:

- a. Memorandum, Secretary of the Army, subject: Reduction of Temporary Duty Expenses, 15 Jan 19.
- b. Memorandum, IMCOM Pacific Region, IMPC-ZA, subject: IMCOM Pacific Policy Memorandum #8, Region Command Travel Policy, 18 Dec 13.
- c. Joint Travel Regulations (JTR), Chapter 3 TDY Travel, 01 Sep 22.
- d. DoDI 5154.31, Volume 3 Defense Travel System Regulations, Jun 20.
- e. Department of Defense Financial Management Regulation (DoD FMR) 7000.14-R, Volume 9, Chapter 4, Transportation Allowances, Jun 21.

2. Purpose. Provides USAG-HI policy and procedures for official travel and temporary duty for all Military and APF Civilian employees within USAG-HI. This guide outlines the regulations and policies, roles and responsibilities, and procedures for Military and APF Civilian employees to accomplish authorized travel or temporary duty (TDY).

3. Applicability. Applies to all Military and APF Civilian employees assigned to USAG-HI. Non-appropriated Fund employees refer to the Standard Operating Procedures (SOP) for Preparing and Issuing Official Non-appropriated Fund (NAF) Travel Orders.

4. Policy. In a constrained fiscal environment, the expenditure of government funding for TDY travel must be evaluated against a standard of mission criticality, weighing the mission-related need for the travel and the benefit to the Army.

- a. The expenditure of TDY funding is highly visible and subject to close scrutiny. TDY should only be approved in those cases where the mission cannot be accomplished by any other means. In those cases, only the minimum number of individuals actually needed to perform the mission should be authorized TDY.

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b. When TDY is authorized, both the traveler and approving official will ensure that the TDY is accomplished by the most economical means possible. For discretionary authorizations such as rental cars, only those expenditures that are necessary to accomplish the mission and not merely for the convenience of the traveler should be authorized. Cost savings must be a consideration in every authorizing decision. Government vehicles should be used when available and practical.

c. Leaders will be held accountable to ensure that only mission-critical TDY is requested and approved.

d. Authorized TDY includes the following:

(1) Mission Critical. This is TDY without which significant mission degradation would occur. It must be determined that the mission cannot be accomplished via Video or Audio Teleconference.

(2) Certification Training. This is TDY related to legally- or professionally-required certification training (e.g., environmental, engineering, financial management, etc.) if required as an element of the employee's position description.

(3) Conference Travel. Conference Travel is subject to strict scrutiny and may only be authorized in accordance with DoD, DA, and IMCOM conference attendance policy, subject to approval at the level established in these authorities depending on the nature of the conference and the cost associated with attendance at the event.

(4) Centrally funded TDY. This is TDY funded by another organization. Prior approval is not required unless TDY includes USAG-HI funded expenses (e.g., rental car).

e. Local Mileage Reimbursement.

(1) Employees shall select the method of travel most advantageous to the Government.

(2) Government Non-Tactical Vehicles (NTV) must be used for local travel whenever available and most advantageous to the Government.

(3) When Privately Owned Vehicles (POV) are most advantageous to the Government, reimbursement will be based on the actual distance traveled, minus the employee's normal round-trip commuting distance/expenses, times the applicable mileage rate on <https://www.defensetravel.dod.mil/site/otherratesMile.cfm>.

(4) Reimbursement procedures are as follows:

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(a) Approving Officials (AO) must review claims for accuracy before approval. Relevant factors include mode of transportation utilized, distance traveled, and the amount that exceeds the employee's commuting costs. The AO must ensure that the mode of transportation used was more advantageous to the Government than other available modes of transportation.

(b) Claims must be submitted in the Defense Travel System (DTS) monthly. Trip-by-trip accounting of all travel performed on official business must be documented in DTS or attached as a supporting document (i.e., SF 1164) signed by the claimant and the AO.

5. Approval.

a. In accordance with reference 1.a., all TDY requires approval prior to finalizing authorizations in DTS.

(1) The USAG-HI Garrison Commander (GC) is the approving authority for USAG-Pohakuloa Training Area (PTA) GC.

(2) The USAG-HI Deputy Garrison Commander (DGC) or the Chief, Resource Management Office are the approving authorities for all other APF employees.

(3) Requests for approval will include the Program Director (PD), Activity, Management Decision Package (MDEP), DTS line of accounting label, traveler name, location, purpose, strong justification to include return on investment and why it cannot be accomplished through other means, start and end dates, number of days, estimated cost, TDY ceiling available (provided in the Execution by Sub Activity Group Report), and funding available. Requests must be endorsed by the Director/Special Staff Office Chiefs prior to submission to the approving authorities and should be submitted for the entire fiscal year to ensure the most critical TDYs are approved and funded. (A sample format is provided in enclosure 1.)

b. AOs for authorizations and vouchers in DTS are as follows:

(1) The Region Director or Chief of Staff is the AO for USAG-HI GC.

(2) The Resource Manager or designated representative is the AO for USAG-PTA GC, USAG-PTA DGC, Directors, Special Staff Office Chiefs, and USAG-HI Commander's Office.

(3) The Director/Special Staff Office Chiefs or designated representative is the AO for their APF employees.

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c. AOs must have proper delegation and DD Form 577 (Signature Card) on file.

6. Responsibilities.

a. AOs will:

(1) Review DTS authorizations for their APF personnel.

(2) Ensure funds are available, remain within TDY ceiling, and adhere to travel restriction procedures.

(3) Ensure that their APF personnel travel is required, efficient, and meets all travel regulations, policies, and procedures.

(4) Ensure that vouchers are filed within five days upon completion of travel.

(5) Ensure that receipts for airfare, lodging, rental car and other official travel expenses of \$75 or more are provided.

(6) Ensure that TDY starts no more than 48 hours prior to report date of TDY at CONUS or Foreign OCONUS locations as flight availability permits.

(7) Ensure that registration fee expense includes a statement if meals are included.

(8) Ensure that their APF personnel provide an explanation as to why their POV was the most advantageous mode of transportation for the Government.

b. Travelers will:

(1) Obtain proper approvals for travel as outlined in this policy and IAW current travel restriction procedures.

(2) Ensure that vouchers are filed within five days upon completion of travel.

(3) Attach receipts (airfare, lodging, rental car and other official travel expenses of \$75 or more) and documentation to the voucher to support claims for reimbursement in accordance with the requirements of the Joint Travel Regulations.

(4) Provide a written trip report within five days upon completion of travel to their supervisors.

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(5) Ensure local mileage reimbursement are filed monthly and an explanation on why using their POV was the most advantageous mode of transportation for the Government.

c. Organization Defense Travel Administrators (ODTA) will:

(1) Assist users with their use of DTS & Government Travel Charge Card (GTCC) as needed.

(2) Ensure that required documents are proper and valid before submitting the documents to the Resource Management Office (RMO).

(3) Update special permissions in DTS upon notification from RMO.

(4) Run, review, and coordinate corrective action for the "Routing Status" & "Unsubmitted Voucher" DTS reports monthly.

(5) Ensure that all APF travelers have a GTCC and their DTS profiles are properly updated.

7. Documentation and training.

a. DTS Users are required to complete the following training:

(1) DTS (Basic) – About DTS (one-time training).

(2) DTS (Basic) – DTS Travel Documents (DTS 101) (one-time training).

(3) Programs and Policies – Travel Policies (one-time training).

b. Approving Officials: AOs are required to have a DD Form 577 (Signature Card) on file. In addition to the DTS user training, AOs are required to complete the following training:

(1) AO/RO - Training for Accountable Officials and Certifying Officers (Annual COL Initial or Refresher) (annual training).

(2) The DTS Approval Process (one-time training).

(3) Fiscal Law 301 (located at <https://fmonline.ousdc.osd.mil/FMmyLearn/CourseDetails.aspx?id=10756>) (required every 3 years).

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c. DTS training and demonstrations are located at the DTMO Explorer (TraX) website, <https://www.defensetravel.dod.mil/passport/>. Copies of training completion certifications must be provided to the designated ODTA prior to use of DTS.

8. Resources.

a. The Defense Travel Management Office (DTMO) website: <https://www.defensetravel.dod.mil/site/about.cfm>.

b. The USAG-HI DTS Administrator is the Chief, Financial Operations Division, Resource Management Office, (808) 656-4202.

9. This policy supersedes Policy Memorandum USAG-HI-21, SAB, dated 13 Oct 20, and remains in effect until superseded or rescinded in writing.

10. Proponent. The Resource Management Office is the proponent of this policy. Point of contact is the Chief, Resource Management Office, (808) 656-4671.

Encl
as

STEVEN B. McGUNEGLE
COL, AR
Commanding

DISTRIBUTION
Electronic Media

REQUEST FOR TDY APPROVAL

PD	ACTIVITY	MDEP	DTS LINES OF ACCOUNTING (LOA) LABEL	TRAVELER NAME	TDY LOCATION	PURPOSE	TDY JUSTIFICATION	START DATE	END DATE	DAYS	ESTIMATED COST	TDY CEILING AVAILABLE	PBG (FUNDING) AVAILABLE	APPROVAL / DISAPPROVAL
SAMPLE:														
RMO	Budget	QFMC	20 RMO QFMC	Monica Money	San Antonio, TX	2019 American Society of Military Comptrollers National Professional Development Institute	IMCOM approved conference for CP-11 not offered online. Earning Continuing Professional Education required to maintain Funds Management certification required in PD.	5/27/2019	6/1/2019	6	1,603.22	4,683.01	2,452.01	