



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1292

AMIM-LVG-ZA (11)

10 April 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #14, Temporary Duty (TDY) Policy

1. REFERENCES:

- a. Joint Travel Regulations (JTR), Uniformed Service Members and DOD Civilian employees, 1 May 20.
 - b. Army Regulation 1-50, Army Conference Policy, 28 Jan 19.
 - c. TRADOC Regulation 37-2, Temporary Duty Travel Policies and Procedures, 11 Dec 09.
 - d. CAC and Fort Leavenworth Supplement 1 to TRADOC Regulation 37-2, Temporary Duty Travel Policies and Procedures, 1 Aug 14.
 - e. IMCOM Training Conference SOP, dated 10 Oct 2019.
2. PURPOSE. To provide local policy and specific guidance to all United States Army Garrison (USAG) Fort Leavenworth personnel for the effective management and control of temporary duty (TDY) travel.
3. APPLICABILITY. This policy applies to all personnel assigned to USAG Fort Leavenworth.
4. POLICY. It is the Department of Defense, Department of the Army, Installation Management Command (IMCOM), and USAG Fort Leavenworth policy to ensure all temporary duty (TDY) assignments result in definite, tangible benefits and that attendance is "mission critical" to the Army.
5. GENERAL.
- a. This policy is published to instill an ongoing attitude of stewardship in managing travel to ensure the expenditure of government funds is justified and implemented in accordance with all regulations.

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b. TDY approvals will be based on the impact to the overall Garrison mission. TDY required for licensure or certification will receive the highest priority. Consideration will also be given to TDY that is externally funded (i.e., IMCOM centrally funded).

c. All travelers will utilize the Government Travel Credit Card (GTCC) and Defense Travel System (DTS) to the maximum extent possible.

d. The success of each TDY is based on early planning, coordination, and communication. It is the responsibility of the traveler to make all arrangements and ensure approvals are properly received before incurring any expenses.

6. PROCEDURES.

a. Travel Approval and Settlements.

(1) The traveler will identify TDY events at least 90 days prior to determine if they are subject to the Conference Management requirements. If so, a request must be initiated and forwarded to IMCOM Directorate-Training no later than 75 days prior to the event. The traveler will coordinate with the Garrison Plans, Analysis, and Integration Office (PAIO) to make this determination and to process requests in a timely manner. Note that events which might qualify for an exemption to the conference policy must still be approved by a General Officer (GO) or Senior Executive Service (SES), and therefore still must follow Conference Management requirements.

(2) The Authorizing Official is the Deputy to the Garrison Commander (DGC). All requests will be submitted via email to the DGC at least one week prior to the start of travel. The request will include the 5W's of Who, What, When, Where, and Why. Also include the source of funding, estimated costs, and a statement that cost is budgeted in spend plan (if Garrison funded). The approval will be provided to the Directorate of Resource Management (DRM) and documented in DTS as supporting documentation.

(3) The traveler must then complete all DTS reservations, lines of accounting, and approvals at least 3 working days prior to the start of travel. This will allow time to accurately process orders, ensure GTCC is activated and obtain tickets.

(4) Travel voucher settlement must be completed using DTS within 5 days after completion of the TDY trip. Travelers must electronically attach receipts as supplemental documentation in DTS.

b. Internal Controls.

(1) Each Garrison Activity will establish controls to limit TDY travel to the minimum number of personnel and days to accomplish the mission. To ensure effective and efficient use of travel funds, all personnel will use the following pertinent guidelines:

(a) Question the reasonableness of the travel request based on the stated purpose and other information available.

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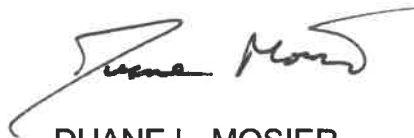
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- (b) Plan trips as far in advance as possible.
- (c) Ensure the purpose for the trip cannot be accomplished by other means.
- (d) Minimize the number of travelers required to accomplish the mission.
- (e) Ensure the exact location is shown (i.e., if travel is to Fort Benning, GA, indicate the installation and not Columbus, GA).
- (f) Use the Army Lodging Success Program when possible.
- (g) Use government transportation whenever possible.
- (h) Minimize the use of rental cars.
- (i) Ensure travel is performed by the most expeditious and economic means of transportation.
- (j) Use the GTCC whenever possible.
- (k) Ensure amendments and cancellations are issued with minimum delay.
- (l) Ensure entitlements are stated in travel authorizations, justified, and authorized by governing regulations.
- (m) Ensure travelers submit travel settlement vouchers within 5 days after completing TDY.

7. Directorate of Resource Management (DRM) will maintain paper documentation of all approvals in addition to the required documentation uploaded to DTS.

8. Point of contact for this memorandum is Mr. Thomas Reitmeier, Executive Officer, at email thomas.c.reitmeier.civ@army.mil or phone number (913) 684-2993.

Encl
TDY Approval Form



DUANE L. MOSIER
COL, SF
Commanding

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