DEPARTMENT OF THE ARMY and AIR FORCE
Joint Forces Headquarters, Kentucky National Guard
Boone National Guard Center, 100 Minuteman Parkway
Frankfort, Kentucky 40601-6168

KG-HRO-A 1 October 2008

MEMORANDUM FOR Directors, MACOM Administrative Officers, and Full Time Personnel Kentucky Army National Guard

SUBJECT: FY 09 Travel Guidance (FTS Personnel)

1. References:

a. Joint Federal Travel Regulation (JFTR), Volume I., http://www.dtic.mil/perdiem/trvlregs.html. Select one of the choices under JFTR Military Members.

b. Joint Travel Regulations (JTR), Volume II., http://www.dtic.mil/perdiem/trvlregs.html. Select one of the choices under JTR – DOD Civilians.

2. The following guidance is provided for the management & administration of AGR & Technician travel for FY09. This guidance will pertain to all AGR's, AGR MOB Augmentee's, AGR Fulltime Equivalent and Technicians for funds managed by the Human Resources Office. Funds not managed by the HRO will be subject to the guidance established by that particular Funds Manager.

3. To ensure effective and efficient use of travel funds, senior leaders, supervisors and travel process officials will:

a. Validate the reasonableness of the travel request based on the stated purpose and other available information.

b. Approve TDY trips as far in advance as possible.

c. Ensure expeditious and economic travel by requiring travelers use Carlson Wagonlit Travel (1-931-431-9922), for securing airfare and/or rental vehicles. The JFTR and JTR require the use of the Commercial Travel Office for all transportation arrangements.

d. Require the use of government quarters and mess when available. Order issuing officials will make every effort to verify the availability of government mess/lodging (at Army installations as well as Navy, Air Force and Marine bases). If the traveler is TDY to a military installation, then indicate the installation as the TDY location on the orders and not the city in which it is located.

e. Direct the use of government transportation whenever possible. Approving officials will perform a cost comparison (to include lodging considerations) which clearly proves that it is more cost-effective, in terms of costs and/or time, to authorize privately owned vehicle (POV) or rental vehicle use as being more advantageous than the use of other means of transportation.

f. Approve the use of rental vehicles during TDY as an exception. Consideration must be based on factors such as the need for local travel at the TDY location, mess availability, availability of public or government transportation, cost of taxi service, and number of travelers. The cost, number and size of rental vehicles will conform to the minimum needs of travelers. One compact size rental vehicle may support the transportation needs of two to three travelers. AGR's and Technicians traveling to PEC are not authorized a rental car

g. The official Government Bank of America Card/Citibank Government Travel Card is the means to obtain cash advances. Use the Bank of America Card/Citibank Government Travel Card whenever possible for all travel and per diem expenses. Full-time employees who are required to travel more than twice per fiscal year are encourage to have a government Bank of America Card/Citibank Government Travel Card. The first quarter of FY09 the government travel card will transition from Bank of America to Citibank

h. Minimize the number of travelers and days required to accomplish the mission. Consolidate trips when possible and prudent.

i. Start the travel to the TDY site early in the day, to the extent as allowed by the mission and schedule for the use of authorized modes of transportation, to ensure maximum use of the available travel hours and the needed transportation modes (i.e. government air, government vehicle, rental vehicle, etc.). If feasible to do so, return to the permanent duty site during the evening hours of the same day on which the TDY mission is accomplished. Supervisors must consider comp time rules when directing their Technician travelers to travel during non-duty hours.

4. The management of AGR and Technician Funds consist of three steps that are critical to the proper management and most effective and efficient use of FTUS Travel funds. FTUS Travel funds are never fully funded and we must make every effort to be constantly vigilant in the use and expenditure of these funds to allow maximum use. These three steps are:

a. Requesting Travel Orders.
b. Requesting and securing appropriate transportation.
c. Travel Voucher submission.

5. Commanders and MACOM AO's should be aware that Soldiers serving in HRO approved Command Leadership and Staff Program (CLASP) assignments outside the normal commuting area of their assigned AGR duty locations are entitled to applicable Temporary Duty (TDY) travel and transportation allowances IAW The Joint Federal Travel Regulation Volume 1. (AGR Only)

NGB-ARM will not provide additional travel dollars to support CLASP travel. HRO must use existing funding to support those applicable TDY expenditures. (AGR only)

6. Request for Orders.

All Orders for FTUS Travel should be requested electronically via AFCOS or DTS. All requests must be submitted through the Directorate or MACOM. Each Directorate or MACOM will approve at Level 4 prior to any action being taken by the HRO for approval, modification, or disapproval. This request should be submitted to arrive at the HRO NLT 5 duty days prior to the requested travel. Emergency request will be handled as needed but will require a phone call to HRO to ensure the RFO is received and approved. **HRO will not action any request for orders not Level 4 approved.**

7. Transportation Request.

a. Concurrent with the request for travel, there must be a request for the appropriate mode of transportation. All requests other than Government transportation must be accompanied with an annotation in the AFCOS/DTS program from the MACOM A/O, Commander or Directorate requesting the use of POV mileage or a rental car. Request for POV mileage or a rental car will be denied without the **Name of the requesting authority** in AFCOS/DTS from the Higher Headquarters. POV mileage must be used sparingly in order to obtain maximum use of our travel funds. POV authorized will be the exception, not the norm.

b. If you are traveling using Commercial Air you must secure your E-Tickets from Carlson Wagonlit Travel, 1-931-431-9922. Once you have made your request go to the left side of the information screen to view the E-Invoice to show the total cost of the transaction to include the administrative cost. Call or E-Mail the HRO Office with the cost so that accurate funding can be made on your Order. For information on Commercial Air Ticketing and Invoicing review the most current information on the USPFO Web Page.

8. Travel Voucher Submission.

a. Travel Vouchers must be submitted for processing within 5 days of the completion of the Travel Order. Prompt submission is critical for accurate and timely payment to the individual. It is important to have accurate accountability of available travel funds and the ability to de-obligate any funds that were reserved. This will allow funds to be returned back as available funds for other requests. If during review of any unliquidated travel and the HRO Office identifies that a voucher has not been submitted the following actions will transpire;

1. At the 30 day Level the individual and the MACOM will be contacted via a phone call or E-Mail by the HRO requesting the status of the voucher submission.

2. At the 60 day level the individual and MACOM will again be notified and advised by the HRO that funding may be cancelled and de-obligated for that Order if the Voucher is not submitted.

3. At the 90 day level the Order will be revoked automatically and the funding deobligated. No notice will be given to either the individual or MACOM.

4. Effective 1 July through the end of September of each year the above process will be followed except the time frames will be 15, 30 day intervals for notification and orders will be revoked at 45 days.

b. Timely submission of PCS travel vouchers. Prior to submission of AGR PCS travel vouchers they must be reviewed and signed by HRO, SGM Halvorson ext. x1310.

c. Review USPFO guidance for submission of travel vouchers, secure the appropriate signatures, and determine how you will pay your Travel Charge Card expenditures.

9. PCS (Movement, Travel, & Entitlements)

a. When AGR's and Technician's are authorized a PCS they must contact the appropriate Office and individual to secure the appropriate Orders and guidance. Each PCS is different and depends on several factors that determine your entire benefit package. Do not do a PCS movement until you have all coordination and approvals secured from both the HRO and the servicing Transportation Office.

b. AGR's and Technicians traveling to PEC are not authorized a rental car except in unique situations that are approved by the HRO. In these situations the traveler will be officially notified by the NGPEC if rental car is recommended due to satellite house. Travel funds for PEC are centrally managed by NGPEC for AGRs attending classes under School Code 922 or 1038 (Recruiting).

11. POC for AGR Travel MAJ Shontelle Adams, AGR Manager, DSN 667-1340 or COMM: (502) 607-1340. POC for Technician Travel Mrs. Karen Cornwell, HRDS, DSN 667-1333 or COMM: (502) 607-1333.

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Director Human Resources Office