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Bulletin

Title: Limited Open Authorizations

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Distribution: All REE Employees (Please distribute to all employees who may not have access to electronic mail.)

This Bulletin amends REE Policy and Procedures 340.0, *Delegations of Authority to Approve Travel*, by allowing the issuance of Type B and Type N Limited Open Authorizations on a fiscal year basis.

Background:

The Department of Agriculture (USDA) allows agencies to issue limited open authorizations for employees who perform frequent, routine, repetitive travel within a work-related geographic area. A Type B Limited Open Authorization may be issued for frequent, repetitive travel that is restricted to five states or, for agencies whose field office structure is on a regional basis, one region plus four additional states. A Type N Limited Open Authorization may be issued to employees who hold positions of such broad ranged responsibility that the geographic restrictions of Type B authorizations would severely impede the employee's performance. Both the Type B and Type N may be issued with more than one employee listed on the authorization. The agency administrator determines the positions that are eligible for Type B and Type N authorizations.

USDA Directive 2300-001, *Agriculture Travel Regulation*, section 301-1.102, allows agencies to determine the frequency of renewal of Type B and Type N limited open authorizations. Research, Education and Economics Policy and Procedure 340.0, *Delegations of Authority to Approve Travel*, previously required the Type B and Type N authorizations to be issued on a quarterly basis. REE offices have found this requirement to be administratively burdensome.

Policy:

This Bulletin amends REE policy by allowing offices to issue Type B and Type N authorizations on a fiscal year basis. Authorizing officials must monitor the use of Type B and Type N authorizations and cancel such authorizations when the need for a limited open authorization for an employee no longer exists. Travel offices must continue to abide by the requirements contained in REE Policy and Procedure 340.0, *Delegations of Authority to Approve Travel*, and in REE Policy and Procedure 115.0, *Administrative Delegations of Authority*, including:

- REE Agency Administrators must designate positions eligible for a Type B or Type N travel authorization.
- A Type B Limited Open Travel may be issued to an employee in a position designated by an agency Administrator for frequent and repetitive travel within all States that comprise their administrative area (e.g., Southern Plains Area - Texas, Oklahoma, New Mexico, and Arkansas) plus four additional States. (Type B authorizations may be issued by Agricultural Research Service Area Directors on a case-by-case basis to those scientists/technicians within an Area who are required to travel on a recurring basis to field locations and plot sites on short notice.)
- A Type N Nationwide Limited Open Travel may be issued to an employee in a position designated by an agency Administrator who has travel of a frequent, repetitive nature anywhere in the United States or nonforeign areas outside the contiguous 48 States and the District of Columbia.

- Type B and Type Limited Open Travel Authorizations may not be used for foreign travel or travel associated with transfer of station.

Please contact Diane Eggert, Chief, Travel and Relocation Services Branch, on 301-504-1260, if you have questions.

/s/

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