



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, 13TH SUSTAINMENT COMMAND (EXPEDITIONARY)
BUILDING 39009, SUPPORT AVENUE
FORT HOOD, TEXAS 76544

**COMMAND POLICY
NUMBER 12**

AFVG-CG

8 FEB 11

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Temporary Duty Travel (TDY) and Government Travel Card Program

1. REFERENCES:

- a. Joint Federal Travel Regulation, 7 July 2007
- b. Federal Travel Regulation (FTR), Ch. 301 Temporary Duty (TDY) Travel Allowances

2. PURPOSE: To establish the policy regarding the request for Temporary Duty Travel (TDY) and Government Travel Card Program.

3. APPLICABILITY: Headquarters, 13th Sustainment Command (Expeditionary) and all subordinate personnel and organizations assigned or attached to the 13th ESC.

4. BACKGROUND: This policy is published in an effort to provide guidance regarding the request for Temporary Duty Travel (TDY) and Government Travel Card Program.

5. PROPONENT: The proponent for this policy is the ACofS, Comptroller.

6. POLICY:

a. Brigades are authorized TDY funding to support mission critical training, operations and maintenance requirements. Brigade budget representatives will process all TDY authorizations and approvals via Defense Travel System (DTS). Procedures are:

(1) Soldiers submit requests via DTS through brigade budget representative to G8 NLT 10 days prior to the requested travel date. Brigades may be authorized to approve travel authorizations and vouchers for non-ATRRS school-related travel.

(2) TDY request documents include the, "Request and Authorization for TDY Travel" form and a signed letter of justification (LOJ) listing the 5-W's (signed by appropriate level officer depending on dollar threshold in accordance with the, "Procedures and Delegation of Signature Authority for Purchase Requests" policy). Brigades and G8, respectively, will maintain hard-copy requests and LOJs on file.

(3) TDY packets received in less than 10 days also require a letter of lateness signed by the approving officer in addition to the above requirements.

(4) Group travel requests are subject to approval by the ESC Chief of Staff.

(5) The ESC Chief of Staff will review and endorse all HHC, 13th ESC TDY requests before funds are certified.

b. Military and civilian personnel are authorized use of the government travel card for necessary and reasonable expenses incurred for official travel as authorized and validated by travel orders. However, not every Soldier or civilian employee needs or is capable of managing a travel card. Those Soldiers not meeting the criteria for travel card issuance or activation can receive a travel advance by stating so on their Request for Orders (RFO).

c. Eligibility for Issue. Commanders are the authorizing officials for personnel requesting a new account or activating an established one. Prior issue of a card from a previous unit does not entitle the cardholder to activation of the account while assigned to the 13th Sustainment Command (Expeditionary). The following criteria must be met:

(1) Frequency of Travel. If travel is required less than three times per year, the Soldier is considered an infrequent traveler and a card is not justified. The individual may obtain a travel advance.

(2) Demonstrated Responsibility. Soldiers with a history of indebtedness or financial irresponsibility will not be issued a card. The individual may obtain a travel advance.

d. Use of the Government Travel Card by personnel who are not in a TDY status is unauthorized. Soldiers / civilians making unauthorized purchases or cash withdrawals will have their card suspended immediately by the Agency Program Coordinator. The account will be either reinstated or cancelled, pending investigation results of the incident. One incident of GTC abuse is grounds for card cancellation.

e. This policy is punitive and any violation may be prosecuted under the Uniform Code of Military Justice or punished appropriately under civilian personnel regulations and Employee Relation Bulletins. Raters will take into account travel card delinquency when preparing officer evaluation reports, non-commissioned officer evaluation reports, and civilian evaluation reports.

7. EXPIRATION: This policy supersedes Command Policy Memorandum 18, dated 1 May 2008 and remains in effect until superseded or rescinded.


TERENCE J. HILDNER
BG, USA
Commanding

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