



DEPARTMENT OF THE NAVY

TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN, MS 39309-5404

TRARONNINEINST 7000.1C
N1
1 Sep 15

TRARON NINE INSTRUCTION 7000.1C

From: Commanding Officer, Training Squadron NINE

Subj: TRAINING SQUADRON NINE SPECIAL TRAVEL AND TEMPORARY ADDITIONAL DUTY (TAD) TRAVEL REQUEST PROCEDURES

Ref: (a) Joint Federal Travel Regulations, Volume 1 (JFTR), Volume 2 (JTR)

Encl: (1) Training Squadron NINE (VT-9) Special Travel Request Form
(2) TW-1 Cross Country Request Form

1. Purpose. To set forth procedures governing requests for special travel and temporary additional duty (TAD) travel associated with standard cross country training evolutions or approved training detachments. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. TRARONNINEINST 7000.1B

3. Scope. Reference (a) sets forth regulations which govern all Department of Defense personnel travel. There are currently command approval procedures for cross country training evolutions and Chief of Naval Air Training (CNATRA) approved training detachments. The Training Air Wing ONE (TW-1) cross country request form (COMTRAWINGONEINST 3710.4) allows for Commanding Officer (CO) approval of cross country TAD, and specific detachment letters of instruction (LOI) provide Commodore and CO approval for detachment TAD. This instruction will provide a process for CO approval of all other special travel and temporary additional duty requests, funded or unfunded.

4. Action

a. All VT-9 personnel will submit enclosure (1) to the Administrative department for all special travel requests (not related to cross country flights). The member will also submit a TAD request for orders in the Defense Travel System (DTS) prior to the date of departure.

b. All VT-9 personnel will submit enclosure (2) to the Administrative Officer (AO) by COB on the Tuesday prior to departure for all travel relating to cross country flights. The member will also submit a TAD request for orders in DTS prior to the date of departure. Any late submissions are subject to disapproval for budgetary reasons.

c. The AO shall review enclosures (1) and (2), which will be forwarded to the CO/XO with a recommendation for approval/disapproval if needed. If funding is requested, an estimate of the total trip cost will be included on either enclosures (1) or (2).

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d. The VT-9 Travel Clerk will process the TAD request in DTS in accordance with CO/XO/AO/AAO decision on enclosures (1) or (2). DTS orders and all supportive documents will be forwarded to the AO, accompanied with either enclosures (1) or (2). A copy of all request forms will be retained for record purposes by the Administrative Department.

e. All cross country flight arrangements must to be made at the nearest military installation if within 25 nautical miles of the destination airfield. Lodging cost is limited to nearest Combined Bachelor Quarters (CBQ) re-imbursement rate unless a Certificate of Non-Availability (CNA) is obtained. Rental cars are authorized while on TAD assignment. If there are less than three travelers going to the same location, one compact rental car is authorized. One mid-size car may be authorized for between four and five travelers. For travel with six travelers, one rental van may be authorized. The government travel card (GOVCC) shall to be used towards making all travel arrangement.

f. The JTR mandates that travelers shall reserve lodging through DTS. Failure to select the cheapest rate will generate an audit flag and the traveler must include a detailed justification. If the traveler chooses not to book lodging through DTS, they may be reimbursed up to the rate that would have been selected. Travelers that are staying on a government base are hereby directed to select the standard room rate within DTS. Re-imbursement shall be limited to single room rate occupancy, if no lodging is being shared. If lodging is being shared, double occupancy rate is hereby authorized. Separate lodging receipts shall be provided towards the liquidation of all travel claims. All lodging reservation must be made before going on any TAD assignment. All travel claims are to be submitted within five (5) working days of any TAD assignment.

g. Comparative lodging cost is required, whenever a cross country flight goes to a location/city with no military installation. The comparative lodging cost must have been prior approved by the AO before creating DTS orders. The comparative lodging cost must reflect the cheapest cost available within DTS.

h. Any exceptions to the above policy must be approved in advance by the CO, XO, or AO. Failure to do so may result in disapproval of funding.



C. J. DEMCHAK

Distribution:
TRARONNINEINST 5216.1 (Series)
List I

TRAINING SQUADRON NINE (VT-9) SPECIAL TRAVEL REQUEST FORM

Name: _____

Dates of travel: _____

Purpose of travel: _____

Location of travel: _____

Is funding requested? YES NO (circle one)

Are you staying at a BOQ? YES NO (circle one)

If no, justification for not staying at BOQ: _____

Itemized estimated cost (lodging, rental car, per diem, conference fees, etc):

Total cost of trip: _____

Applicant signature: _____

Routing:

Admin Officer: _____ (YES) / (NO) Date: _____

Executive Officer: _____ (YES) / (NO) Date: _____

Commanding Officer: _____ (YES) / (NO) Date: _____

Comments from approvers:

Date request returned to Admin: _____

Verified by Admin clerk: _____

BASH Planning Worksheet

Completion of the following checklist for each enroute airfield / destination is required.

AIRFIELD NAME: _____ ICAO Identifier: _____

Covered in BAM/AHAS? Y / N

If Yes, predicted AHAS Risk Level:

LOW MODERATE SEVERE

updated: (time, date): _____

Seasonal Bird Hazard Info:

(obtained via AP/1 for military & co-use fields, phone contact for civilian fields)

** For civilian fields, contact Field Manager and/or Control Tower Supervisor (number may be obtained via Airnav.com) to discuss current or seasonal bird/animal hazards. Specifically ask if they have any current hazardous conditions (migrational bird patterns, nearby waste disposal sites, etc.), if they fall under FAR part 139, and whether they have a formalized Bird/Wildlife Mitigation plan.

Airfield Manager: Name - _____
(Airnav.com) Phone - _____

Name of field representative spoken to: _____

Time / Date contacted: _____ / _____

Estimated Risk Level: LOW MODERATE SEVERE

Phone-in ATIS # available? Y / N # _____

Overall BASH Risk (higher of AHAS predicted or contact estimated:)

LOW MODERATE SEVERE



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TRAINING SQUADRON NINE
101 FULLER ROAD SUITE 221
MERIDIAN, MS 39309-5404

5000
Memo NO/002
1 Sep 15

MEMORANDUM

From: Commanding Officer, Training Squadron NINE
To: All Hands
Subj: VT-9 DETACHMENT AND CROSS COUNTRY TRAVEL MEMORANDUM
Ref: (a) Joint Federal Travel Regulations, Volume 1 (JFTR), Volume 2 (JTR)
(b) COMTRAWINGONEINST 3710.4D

Overview. This document is intended as a supplement to references (a) and (b) above. It is the responsibility of the service member to adhere to all applicable travel regulations.

Orders. A Travel Authorization (orders)ⁱ and Cross Country Request shall be completed IAW ref. (b). Members may not depart for travel without approval. Copies of the TW-1 Cross Country Request Form, DTS orders, and any supporting documentation shall be provided to the Admin Officer (AO) NLT COB on the Tuesday prior to departure. Failure to provide this request on time may result in disapproval of the travel request for budgetary reasons.

Lodging. Lodging is reimbursed IAW ref. (a). If traveling to an area within 25 nautical miles of a military installation, a Certificate of Non-availability must be included in the member's travel voucher if not occupying government quarters. Members shall inquire about exemption from state taxes when making a reservationⁱⁱ.

If government lodging is not available, the member must arrange lodging through DTS or SATO. If the cheapest rate is not selected, DTS will generate an audit flag and a detailed justification for the higher rate must be provided. Any member who chooses not to occupy DTS provided lodging may be reimbursed up to the amount that would have been selected in DTS.

All lodging expenses shall be paid using GOVCC. Receipts must show the name of the lodging property. For split rooms where each person is seeking reimbursement, each occupant must have a receipt in their name not to exceed the maximum lodging rate. If shared room expenses cannot be split, all occupants must be annotated in the remarks section of the voucher for the person seeking reimbursement.

Rental Cars. Members are authorized a rental car during cross country travel. For three or fewer travelers, one compact car shall be authorized. One mid-size car is authorized for between four and five travelers. One van is authorized for six travelers. For the lowest rate, cars shall be booked through SATO Travelⁱⁱⁱ or DTS. If a member chooses not to use the DTS provided reservation, follow the same procedure outlined above for lodging.

GOVCC. Use of the GOVCC is required for all official travel in accordance with ref. (a). ATM advances are allowed only within three working days of departure, thence once a week up to a maximum of three times during travel. GOVCC ATM fees are reimbursable. Personal ATM fees are not.

Maintenance Issues. If aircrew cannot RTB due to maintenance issues, they shall notify the OPSO. Commercial travel arrangements must be authorized by the Admin Officer or higher authority.

Vouchers. Travel vouchers must be submitted NLT five working days after completion of travel. Delinquent vouchers are at risk of non-payment. No longer are scanned orders or vouchers with a signature required to be turned into Admin. The DTS uploading of all TAD original receipts is required. Once uploading has been completed, furnish your TAD orders and all original receipts to the Command Travel Clerk.


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ⁱ <https://www.defensetravel.osd.mil>

ⁱⁱ For a list states offering exemptions visit <http://smartpay.gsa.gov>.

ⁱⁱⁱ (800) 359-9999

DTS Travel Remarks:

For Travel changes made during normal business hours contact VT-9 Admin 601-679-3275. After hours changes can be made with the 24 Hour CTO 800-359-9999. I have read and will comply with the VT-9 Travel Guidance memorandum in accordance with ASN FM and C Budget Guidance Memorandum BG 12 tack 3A of 14 Jan 13. I have reviewed this request and determined that the travel is mission essential and or fulfills license and certification requirements. Estimated costs have been minimized to the greatest extent possible. Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communications, or other appropriate means.