

## **NOTICE**

**Long Term Travel information contained in this document will no longer be maintained or updated by the Human Resources Department. This document will continue to be provided unchanged on this website for general guidance purposes, but information may no longer be 100% accurate.**

## **LONG TERM TRAVEL**

### **Instructions**

How to prepare the Income Tax Liability For Temporary Duty Expenses letter and Expectations While On Long-Term TDY letter:

You will see selections for Sample Tax Letter and Fillable Tax letter. The Sample Tax Letter provides guidance on how to complete the Fillable Tax Letter. When you open the Fillable Tax Letter and move the mouse cursor to the areas just to the right of the "From" and "To" fields, you will notice that the cursor changes from a hand to an I-beam. If you click once while the mouse cursor is an I-beam, the cursor will begin blinking in the From or To fields. You may then type in the required information. Another fillable field exists in the signature area of the document. The easiest way to find it is to click on the tab key after enter information in the "To" field. Or, you can run the mouse cursor over the area just below the word "geographic" you will see the I-beam appear.

Once you have completed the form, place a letterhead sheet in your printer and print the document. You will be prompted to select a page range. Be sure to note the correct page numbers for the document you are printing. You may want to select "Current Page" when printing the letterheads.

The "Expectations" letter works in the same way. A sample letter is provided as well as a fillable letter. You may enter data into the area just to the right of the "From" and "To" fields, and a supervisory name just below the last paragraph.

LONG-TERM TRAVEL PROCEDURES  
DESK GUIDE  
April 1999

I. Long-term travel is defined at Naval Air Warfare Center Weapons Division (NAWCWD) as any travel of more than 89 days. All long-term travel (LTT) assignments must be approved by the Level I Competency Manager (L1CM). The traveler or his supervisor will prepare a memo requesting approval of the assignment for the signature of the L1CM. The memo will state the following: name and title of traveler; location and length, including beginning and ending dates, of assignment; purpose of assignment; and funding source.

2. After the assignment is approved, the traveler's organization will do the following:

a. Require the traveler to fill out the LTTDY form providing information for a cost comparison of TDY vs. permanent change of station (PCS). **See sample form.**

b. Request a cost comparison through the Comptroller's Office. With rare exceptions, TDY will be the cost effective option. For long-term TDY of less than 180 days, send a request for fixed per diem to the Deputy Assistant Secretary of the Navy (DASN), Civilian Personnel Policy/EEO. Approval must be received prior to preparing travel orders.

3. After the requesting memo is signed off through the chain of command and the results of the cost comparison show TDY to be most cost effective, the responsible code will prepare long-term travel orders authorizing the following:

POV mileage from duty station to assignment and return.  
55% of full per diem (check other rate of per diem in block 13 on travel order).  
30- to 45-day advance (with early release if appropriate).  
Dual lodging for secondary TDY travel away from assignment location.  
Annual leave (the amount the traveler anticipates taking).  
Rental car for secondary TDY travels away from assignment location.  
350 pounds of unaccompanied baggage.

4. In addition to the above, the following must be clearly stated in block 16 (Remarks):

Assignment activity may modify basic orders for additional business trips only. (Any other change in orders must be cut by originator and signed by L1CM.)

Assignment activity should send copies of all modifications to NAWCWD.

Rental car and/or per diem are not authorized at the permanent duty station.

List all known TDY trips to secondary TDY locations and home duty station.

Include administrative restrictions statement shown on sample travel order.

5. After the travel orders and accompanying paperwork are complete, forward the travel orders through the traveler's chain of command to LICM for approval signature in block 20. The cost comparison provided by the Comptroller's Office, the authorizing memo, and the expectations memo to the traveler must be included with the travel orders. **(See completed sample travel order.)**
6. Advance of travel funds will be requested through Cathy Spindler, 939-3991, at China Lake and through PSD at Point Mugu. If going through Ms. Spindler, she will complete block 14 of the travel orders and process electronic deposit of a 30- or 45-day advance through DFAS. Provide the traveler's preferred mailing address. For the Point Mugu site, follow the procedures required by your PSD office.
7. The originating code will provide the traveler with a memorandum of expectations prior to departure. Use the sample Memorandum of Expectations and fill in the appropriate names, codes, dates, locations, etc. All items contained in the sample memo must be addressed and included in the signed memo given to the traveler.
8. It is recommended that the brief summary sheet of reminders be discussed with and given to the traveler. General information on filing claims will be attached as enclosure (3) to the expectations memo.
9. Questions can be addressed to the Human Resources Department at DSN 437-2434 or (760) 939-2434.

**INFORMATION REQUIRED FOR COST COMPARISON OF PCS V. TDY  
FOR LONG-TERM ASSIGNMENTS (90 DAYS OR MORE)**

**PART A. EMPLOYEE DATA**

1. NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ SSN: \_\_\_\_\_

2. ADDRESS: \_\_\_\_\_ PHONE Home: \_\_\_\_\_  
\_\_\_\_\_ Work: \_\_\_\_\_

3. NUMBER OF DEPENDENTS: \_\_\_\_\_ DOB: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. SUPERVISOR/CODE: \_\_\_\_\_ LEVEL II COMP. MGR. \_\_\_\_\_ LEVEL I COMP. MGR. \_\_\_\_\_  
\_\_\_\_\_

5. HOME CODE: \_\_\_\_\_ TDY/PCS DUTY: \_\_\_\_\_

6. PURPOSE OF TDY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART B: INFORMATION REQUIRED FOR A PCS/TDY COST COMPARISON**

1. SHIPMENT OF HOUSEHOLD GOODS: Yes \_\_\_\_\_ No \_\_\_\_\_ Estimated Weight \_\_\_\_\_

2. From: \_\_\_\_\_ To: \_\_\_\_\_

3. Modes of Transportation: Commercial Air \_\_\_\_\_ POV \_\_\_\_\_ Other \_\_\_\_\_ (Check one)

4. Househunting Trip: Yes \_\_\_\_\_ No \_\_\_\_\_ Number of Days \_\_\_\_\_

5. Temporary Quarters Subsistence Expense (TQSE): Yes \_\_\_\_\_ No \_\_\_\_\_ No. of Days \_\_\_\_\_

6. Real Estate:

SELL: Yes \_\_\_\_\_ No \_\_\_\_\_ ESTIMATED VALUE OF CURRENT HOME \_\_\_\_\_

BUY: Yes \_\_\_\_\_ No \_\_\_\_\_ ESTIMATED COST OF NEW HOME \_\_\_\_\_

7. Travel of Dependents: Concurrent \_\_\_\_\_ Delayed \_\_\_\_\_ (Check One)

8. Business Trips Required:



## GENERAL INFORMATION ON FILING LONG TERM VOUCHERS

1. Claims must be filed every 30 days.
2. Claims can be filed at DFAS, San Diego, or a PSD office near you. Send one copy of each paid claim to your home code at NAWCWD. Your final travel voucher must be filed at DFAS if a China Lake employee or PSD if a Point Mugu employee within **10 days** of your return from long-term travel. Any discrepancies will be resolved at that time.
3. Claims must be filled out and signed in ink.
4. You cannot predate a claim (you cannot file a claim which covers a period of time that has not yet occurred).
5. For any day that the traveler takes over 4 hours' annual leave, the full 55% per diem rate will not be paid. The traveler will receive a pro-rated amount to cover lodging costs. As with dual lodging (see number 9 below), receipts are required.
6. Annotate all leave taken, including sick and annual leave and leave of less than 4 hours, on the voucher, showing the date and the number of hours. Stating leave on the voucher does not preclude requesting leave, having leave approved, filling out a leave slip or stating leave on your time card. Leave noted on travel vouchers must exactly match leave recorded on time cards.
7. You may be required to turn in your original orders with each claim, depending on the policy of the individual DFAS or PSD office.
8. Provide accurate phone numbers and mailing address on the voucher.
9. If you ever have an occasion to claim dual lodging, be sure to provide receipts whose dates correspond with the dates being claimed for dual lodging.
10. If you return to your permanent duty station at any time during your assignment, you will not receive any per diem.
11. The first advance issued to you will usually be liquidated at the end of the fiscal year unless you request liquidation sooner or there is a change in funding. If you do want to have a partial liquidation of the original advance, you need to write a note on the voucher stating how much you want liquidated at that time. **Any additional advances issued will be liquidated in their entirety at the submission of the following voucher.**
12. If you have any questions pertaining to reimbursement or entitlements, please call: Cathy Spindler, Costing Branch, 939-3991; or Sandra Wydra, Human Resources Department, 939-2434.

## SUMMARY OF REMINDERS FOR LONG-TERM TRAVELERS

1. Assignment begins the day of departure and ends the day of return to home duty station.
2. Reimbursements are for traveler only, not any family members.
3. Traveler is allowed [000] consecutive days, including weekends and holidays, to drive one way to [assignment]. Same applies in returning.
4. Authorized to ship 350 pounds of unaccompanied baggage (personal effects, not including furniture) by a cost effective means, usually UPS, but no packing or moving expenses are allowed.
5. Use or lose leave will not be restored on the basis of being on a long-term assignment.
6. Parking at place of residence and/or place of business during assignment is not authorized.
7. Expense of traveling to and from work at assignment location is not authorized.
8. No per diem or rental car when on business trips to home duty station.
9. Travel voucher and timesheets must match; report time and leave to timekeeper.
10. Must file travel voucher every 30 days, either DFAS, San Diego (if a China Lake employee), or a PSD at assignment activity. File business trips and continuous duty on the same voucher. If filing at assignment activity, send copies of voucher to home code. Final voucher must be filed at home duty station (DFAS, San Diego, for China Lake employees and PSD for Point Mugu employees) within 10 days of final return and all discrepancies will be reconciled.
11. Do not undertake travel that is not on either the original orders or on an amendment. If you do, you will not be reimbursed.
12. You are still a NAWCWD employee and, as such, are subject to all administrative requirements (i.e., performance, training, security, etc.).
13. Keep in touch with your supervisor and discuss your return to the organization at least 60 days prior to your return.

ADMINISTRATIVE MESSAGE

ROUTINE

R 121300Z MAY 93

FM OFFCPM ARLINGTON VA//02C//

TO AIG NINE NINE FOUR FOUR

BT

UNCLAS //N12610//

MSGID/GENADMIN/OFFCPM 02C16//

SUBJ/LONG-TERM TEMPORARY DUTY AND INCOME TAXATION OF REIMBURSABLE  
TEMPORARY DUTY EXPENSE//

RMKS/1. THE OFFICE OF CIVILIAN PERSONNEL MANAGEMENT (OCPM) WAS INFORMED ON 29 APR 93 BY THE PER DIEM COMMITTEE THAT PREVIOUS INTERNAL REVENUE SERVICE (IRS) POLICY CONCERNING LONG-TERM TEMPORARY DUTY (TDY) ASSIGNMENT NO LONGER APPLIES. IN THE PAST, IRS STATED THAT A WORK ASSIGNMENT OF A YEAR OR MORE IS PRESUMED TO BE PERMANENT IN NATURE AND ANY TDY REIMBURSEMENTS RECEIVED BY THE EMPLOYEE ARE TAXABLE INCOME. IRS ALSO STATE ITS PRESUMPTION OF PERMANENCE CAN BE REUTTTED FOR TDY ASSIGNMENTS UP TO 2 YEARS. BUT ONLY IF THE EMPKLOYEE COULD MEET SPECIFIC CRITERIA. THE IRS HAS ALWAYS VIEWED ASSIGNMENTS OF 2 YEARS OR MORE TO BE PERMANENT FOR TAXATION PURPOSES.

2. THE NEW IRS POLICY STATES THAT EMPLOYEES MUST BE MDE FULLY AWARE OF THEIR INCOME TAX LIABILITY IF THEIR TDY ASSIGNMENT IS MORE THAN 1 YEAR. A TDY ASSIGNMENT OF MORE THAN A YEAR NOW IS CONSIDERED TO BE PERMANENT IN NATURE AND ANY REIMBURSEMENT RECEIVED BY THE EMPLOYEE IS TAXABLE INCOME. THE IRS CODE, TITLE 26, SECTION 162(A), DOES NOT PERMIT DEDUCTION FOR TRAVEL EXPENSES (INCLUDING AMOUNTS EXPENDED FOR MEALS AND LODGING) DURING A TDY ASSIGNMENT EXCEEDING 1 YEAR. THIS PROVISION APPLIES TO COSTS PAID OR INCURRED AFTER 31 DEC 92. IRS IS NO LONGER WILLING TO PERMIT REBUTTAL OF ITS PRESEMPION OF PERMANENCE FOR ASSIGNMENTS OF MORE THAN 1 YEAR. ACTIVITY HEADS/COMMANDING OFFICERS SHOULD ENSURE ALL DEPARTMENT OF THE NAVY EMPLOYEE TDY ASSIGNMENTS ARE FOR NO MORE THAN 1 YEAR.

3. JOINT TRAVEL REGUALATIONS, PARAGRAPH C4455-5, ALERTING EMPLOYEES TO INCOME TAX CONSEQUENCES WHEN A LONG-TERM TDY ASSIGNMENT EXCEEDS 1 YEAR WILL BE REVISED TO REFLECT THE NEW CHANGE IN POLICY BY THE IRS. HUMAN RESOURCES OFFICES ARE REQUESTED TO PASS THIS INFORMATION TO THE HEADS OF THEIR SERVICED ACTIVITIES/COMMANDS.

4. THE POINT OF CONTACT IS MS. LYDIA GRIMSLEY, DSN 426-4921.

BT

UNCLASSIFIED

12000  
0000000/  
Date

*Note: Please use L E T T E R H E A D*

MEMORANDUM

From: [Title (Code 000000D/E)]  
To: [Traveler's name (Code 000000D)]

Subj: INCOME TAX LIABILITY FOR TEMPORARY DUTY EXPENSES

Ref: (a) OFFCPM Arlington VA 121300Z May 93

1. Please acknowledge receipt of reference (a) and your understanding of the following:

a. Your long-term temporary duty assignment will cover a period of [364] days from the day you depart the Naval Air Warfare Center Weapons Division at the beginning of the assignment to the day you return at the conclusion of the assignment (including any short-term TDY before or following the long term assignment that acts to extend the time period of the assignment).

b. For any travel of more than 364 days, travel reimbursements for the entire duration of the temporary duty may be subject to taxation.

c. If you are on a temporary duty assignment for more than 364 days, any tax liability incurred would be your personal responsibility and not subject to reimbursement by the Naval Air Warfare Center Weapons Division.

2. The assignment length noted on your long-term orders and all related paperwork is [000] days due to previous travels totaling [00 days] to the same geographic location.

[SUPERVISOR OR CM]

Receipt acknowledged:

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
Date

Encl (2) to Expectations

12000  
0000000/  
Date

MEMORANDUM

From:

To:

Subj: INCOME TAX LIABILITY FOR TEMPORARY DUTY EXPENSES

Ref: (a) OFFCPM Arlington VA 121300Z May 93

1. Please acknowledge receipt of reference (a) and your understanding of the following:

a. Your long-term temporary duty assignment will cover a period of [364] days from the day you depart the Naval Air Warfare Center Weapons Division at the beginning of the assignment to the day you return at the conclusion of the assignment (including any short-term TDY before or following the long term assignment that acts to extend the time period of the assignment).

b. For any travel of more than 364 days, travel reimbursements for the entire duration of the temporary duty may be subject to taxation.

c. If you are on a temporary duty assignment for more than 364 days, any tax liability incurred would be your personal responsibility and not subject to reimbursement by the Naval Air Warfare Center Weapons Division.

2. The assignment length noted on your long-term orders and all related paperwork is [000] days due to previous travels totaling [00 days] to the same geographic location.

Receipt acknowledged:

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
Date

Encl (2) to Expectations

12000  
0000000/000  
Date

*L E T T E R H E A D*

MEMORANDUM

From: [Supervisor or Competency Manager]  
To: [Employee's Name and Code]  
Subj: EXPECTATIONS WHILE ON LONG-TERM TDY  
Encl: (1) OFFCPM Arlington VA 121300Z May 93  
(2) NAWCWD memo 12000 [code reg #] of [date]  
(3) Filing Long Term Travel Vouchers

1. This memo provides information regarding your [000]-day technical advisory assignment in support of the [name of assignment office, including geographic location]. You undertook previous travels totaling [number of days] to the same geographic location. The total length of the assignment will be 364 days, including any previous TDYs.
2. Your tour will begin the day you depart on [day/month/year] and will conclude 000 days later on [day/month/year] with your return, unless it is extended. Extensions can be approved only if the Naval Air Warfare Center Weapons Division (NAWCWD) concurs with the extension and requests approval in writing through the chain of command (NAVAIR HQ and the Deputy Assistant Secretary of the Navy, Civilian Personnel/EEO).
3. Enclosure (1) states an Internal Revenue Service ruling that all temporary duty (TDY) travel of more than 364 days will be considered permanent in nature and that all travel reimbursements received on assignments of 365 days or more will be subject to income tax liability. You must be back at your permanent duty station (PDS) by [day/month/year]. Please read enclosure (1) and sign enclosure (2) indicating your understanding and acceptance of this policy.
4. Reduced Per Diem. As a NAWCWD employee on long-term travel, you will receive a reduced per diem of 55 percent of the full per diem. The current per diem rate in [city/state of actual duty point] is [full per diem rate] per day with [figure for 55% of full per diem, rounded up) being the 55 percent rate. In order to receive the 55 percent per diem rate, you must submit travel vouchers. You do not need to submit receipts for lodging and utilities with your travel vouchers unless you travel away from your primary TDY point [city/state].
5. Dual Lodging. When you travel away from your primary TDY point, you will be eligible for dual lodging.
  - a. Filing for Dual Lodging. To file a claim for dual lodging, as noted above, you must submit a travel voucher, including all receipts for rent, utilities, and furniture for the month.

You will be reimbursed a prorated amount to cover the cost of lodging and utilities during the period of your travel to a secondary temporary duty point. In addition, you will be paid for lodging and meals at your secondary duty point. Dual lodging is not automatic; you must claim reimbursement for dual lodging monthly, when applicable, with the receipts mentioned above. Settlement of your final claim may be delayed if dual lodging reimbursements are not claimed throughout the assignment in the applicable months.

b. Permanent Duty Station and Dual Lodging. [China Lake/Point Mugu] will continue to be your PDS. If you return to your PDS on a temporary business trip, you will not be eligible for dual lodging. You will not receive reimbursement for motel, rental car, or per diem while at [China Lake/Point Mugu], your PDS where you are "at home" and therefore ineligible for travel expenses. However, you will receive reimbursement for the cost of your transportation from [city/state] to [Ridgecrest/Point Mugu] including a rental car from Los Angeles International Airport to your PDS, when necessary. In addition, you will receive a prorated amount to cover the cost of your lodging and utilities in [city/state] while you are on travel to your PDS. You must claim this on your travel voucher and must submit receipts for rent and utilities. If you do not claim this on your voucher or if you do not include rent and utilities receipts with the voucher, you cannot receive reimbursement.

6. Long-Term Travel Orders. Please read your long-term travel orders. Questions regarding your orders can be addressed to: your office manager; your supervisor; Sandra Wydra in the Human Resources Department at 939-2434; and Cathy Spindler of the Costing Branch (Code 761100D) at 939-3991.

a. Amendments to Long-Term Orders. Any TDY authorized on your set of orders will not need any additional arrangement from us. You can go to the PSD office closest to you and make your arrangements directly. We will authorize your assignment activity to modify the basic orders through amendments for additional business trips. Any TDY trips that are not noted on either the original orders or an authorized, fully worked amendment will not be reimbursed. Amendments for purposes other than business trips or amendments processed by your home activity must be approved and signed by the appropriate Level 1 competency manager.

b. Unaccompanied Baggage. You may ship up to 350 pounds of unaccompanied baggage; costs for any weight exceeding 350 pounds are your own personal financial responsibility. Unaccompanied baggage is limited to essential personal clothing and effects and equipment directly related to the assignment but does not include major appliances or furniture. The most cost-effective method is by UPS. For information regarding UPS costs and weight and size limitations, you can call (800) 742-5877. If you are unable to ship unaccompanied baggage by UPS, you may use the U.S. Postal Service. Shipping costs can be claimed on your first voucher with appropriate receipts stating weight. Packing fees are not reimbursable under TDY orders.

7. Travel Vouchers. File a travel claim every 30 days; see enclosure (3) for claim filing information. You may choose to file with either DFAS, San Diego, if your PDS is China Lake, or at a PSD office near you at the temporary duty point. Your 30-day claims should include all reimbursements for that 30-day period, including continuous duty (during which you will

receive [figure for 55% rate] per day) and any business trips to secondary locations. In other words, do not file continuous duty and business trips separately.

a. Filing Vouchers. You may file monthly vouchers at a nearby PSD at your TDY point or directly with DFAS, San Diego (if you are a China Lake employee). Leave, including sick leave and annual leave of less than 4 hours, should be noted on your travel voucher and the voucher and timekeeping record should match. You are advised to retain copies of all filed and paid partial travel claims and to forward one copy of each paid partial to your home code as a back-up for final reconciliation of your full assignment.

b. Paid Partial Claims. It is the traveler's responsibility to scrutinize all paid claims. If you receive reimbursement for per diem when you are on a business trip to your PDS, parking fees at place of residence or business, the full reduced per diem [figure for 55% rate] when you are on a secondary business trip, POV mileage, etc., you are receiving reimbursement in error and will owe that money when your final claim is adjudicated.

c. Final Voucher. Your final claim must be filed with DFAS, San Diego, or the PSD Office at Point Mugu, depending upon the location of your PDS. Any discrepancies will be reconciled at that time. File your final voucher within 10 days of your final return to your home duty station.

d. Random Audits. Long-term travel records are subject to random audit by the Command Evaluation Staff and navy auditors for accuracy of leave records, travel payments, etc. It is essential that your leave record and your travel vouchers match exactly and that all aspects of the travel regulations are followed. In the event of an audit, accountability falls to the individual traveler.

8. Time and Attendance Policies. Please provide signed leave slips so that when you call to request leave, your timekeeper or supervisor can fill out the leave slips for you. You will be considered to be in a work status unless you call and tell us differently.

a. Per Diem While on Leave. Sick leave does not affect your per diem but annual leave will. If you take more than 4 hours of annual leave a day, you may not receive per diem [figure for 55% rate] for that day. If you take more than 4 hours on Friday and the following Monday, you will not be paid per diem for Friday, Saturday, Sunday or Monday. If you take Friday off but work Monday, you will get full per diem for the weekend and Monday. The same rules apply for holidays. If you take leave the day before and the day after a holiday, you will not receive per diem for the holiday. In addition, if you take leave for the prescribed working hours between nonworkdays, you will be paid for no more than two nonworkdays. As with dual lodging, you must submit receipts for rent and utilities when on leave of more than 4 hours in a day.

b. Reporting Leave. For timesheet purposes, **you must call [timekeeper's name and phone number] by noon Friday if you take any leave for that week**. This will save extra work and reduce the chance for discrepancy in your leave record.

c. Work Schedule. You are expected to adopt the work schedule of your assignment office, if practical. We will continue you on the standard NAWCWD compressed work schedule unless you indicate otherwise.

d. Tracking Your Leave. You indicated that you may take [000] hours of annual leave during your assignment; that amount is authorized on your travel orders. If you need to take more than a total of [000] hours during your assignment, please notify [timekeeper] so your code can process an amendment to your travel orders. You are responsible for tracking the total amount of leave you use during the [000]-day assignment period.

e. Use or Lose Annual Leave. You are expected to use any "use or lose" annual leave you may have. Annual leave restoration will not be approved unless we receive documentation through your chain of command that you in no way could use it after the leave was scheduled and approved.

9. Performance and Supervision. [Name, Title, NAWCWD Code], will continue as your immediate supervisor and [Name, Title, NAWCWD Code] will be your technical supervisor for the duration of your TDY assignment.

a. Performance Plan. You should review your performance plan with [NAWCWD technical and immediate supervisors' names] to ensure that it covers what you are expected to do while on assignment. Please provide a copy for our files. I also recommend that you, [technical and immediate supervisors' names] clarify expectations of one another as to reporting requirements and feedback from [assignment activity] before you leave.

b. Performance Appraisal. [Immediate supervisor] will be responsible for your performance appraisal and payout covering the current year and succeeding performance years. Please make arrangements to discuss your performance plan with your immediate and technical supervisors before your departure. Any performance comments provided by [assignment office] will be considered.

c. Return to China Lake. It is my understanding that you are scheduled to return to an equivalent position within the same office, although that is subject to change depending on your negotiations with your supervisor. You are advised to contact [immediate and technical supervisors] and other appropriate NAWCWD management 4 months prior to the end of your LTT assignment to begin discussions on your return.

10. Taxes. Residing in a different geographic location for 364 days may have income tax implications. Contact your tax advisor for information.

11. Paycheck. Current arrangements regarding your paycheck will continue unless you request a change through your local Payroll Support Office, Code 761200D/E.

12. Visit Requests. If you need visit requests to [assignment office] or other activities, please provide the following: activity address; point of contact including name, title, and phone number; required clearance level; and fax number. Visit requests required during your assignment will be completed by [code].

13. Mandatory Training. All mandatory training requirements (e.g., security, sexual harassment, ethics, safety, etc.) continue during your assignment. You are responsible for acquiring the appropriate required training through personnel or available electronic resources at either your PDS or TDY office.

14. Checking Out at Permanent Duty Station. Except for whatever requirements your home code may have regarding keys, equipment, classified documents, etc., you are not required to complete the clearance procedure prior to your departure. Since you continue to be a NAWCWD employee and will be returning to your PDS on business trips, you will retain your current badge.

15. Before you leave, please provide your business and home addresses and phone numbers in at your TDY point and any other information necessary to complete your paperwork.

[SUPERVISOR]

Copy to:  
Appropriate codes in competency

12000  
0000000/000  
Date

MEMORANDUM

From:  
To:

Subj: EXPECTATIONS WHILE ON LONG-TERM TDY

Encl: (1) OFFCPM Arlington VA 121300Z May 93  
(2) NAWCWD memo 12000 [code reg #] of [date]  
(3) Filing Long Term Travel Vouchers

1. This memo provides information regarding your [000]-day technical advisory assignment in support of the [name of assignment office, including geographic location]. You undertook previous travels totaling [number of days] to the same geographic location. The total length of the assignment will be 364 days, including any previous TDYs.
2. Your tour will begin the day you depart on [day/month/year] and will conclude 000 days later on [day/month/year] with your return, unless it is extended. Extensions can be approved only if the Naval Air Warfare Center Weapons Division (NAWCWD) concurs with the extension and requests approval in writing through the chain of command (NAVAIR HQ and the Deputy Assistant Secretary of the Navy, Civilian Personnel/EEO).
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You will be reimbursed a prorated amount to cover the cost of lodging and utilities during the period of your travel to a secondary temporary duty point. In addition, you will be paid for lodging and meals at your secondary duty point. Dual lodging is not automatic; you must claim reimbursement for dual lodging monthly, when applicable, with the receipts mentioned above. Settlement of your final claim may be delayed if dual lodging reimbursements are not claimed throughout the assignment in the applicable months.

b. Permanent Duty Station and Dual Lodging. [China Lake/Point Mugu] will continue to be your PDS. If you return to your PDS on a temporary business trip, you will not be eligible for dual lodging. You will not receive reimbursement for motel, rental car, or per diem while at [China Lake/Point Mugu], your PDS where you are "at home" and therefore ineligible for travel expenses. However, you will receive reimbursement for the cost of your transportation from [city/state] to [Ridgecrest/Point Mugu] including a rental car from Los Angeles International Airport to your PDS, when necessary. In addition, you will receive a prorated amount to cover the cost of your lodging and utilities in [city/state] while you are on travel to your PDS. You must claim this on your travel voucher and must submit receipts for rent and utilities. If you do not claim this on your voucher or if you do not include rent and utilities receipts with the voucher, you cannot receive reimbursement.

6. Long-Term Travel Orders. Please read your long-term travel orders. Questions regarding your orders can be addressed to: your office manager; your supervisor; Sandra Wydra in the Human Resources Department at 939-2434; and Cathy Spindler of the Costing Branch (Code 761100D) at 939-3991.

a. Amendments to Long-Term Orders. Any TDY authorized on your set of orders will not need any additional arrangement from us. You can go to the PSD office closest to you and make your arrangements directly. We will authorize your assignment activity to modify the basic orders through amendments for additional business trips. Any TDY trips that are not noted on either the original orders or an authorized, fully worked amendment will not be reimbursed. Amendments for purposes other than business trips or amendments processed by your home activity must be approved and signed by the appropriate Level 1 competency manager.

b. Unaccompanied Baggage. You may ship up to 350 pounds of unaccompanied baggage; costs for any weight exceeding 350 pounds are your own personal financial responsibility. Unaccompanied baggage is limited to essential personal clothing and effects and equipment directly related to the assignment but does not include major appliances or furniture. The most cost-effective method is by UPS. For information regarding UPS costs and weight and size limitations, you can call (800) 742-5877. If you are unable to ship unaccompanied baggage by UPS, you may use the U.S. Postal Service. Shipping costs can be claimed on your first voucher with appropriate receipts stating weight. Packing fees are not reimbursable under TDY orders.

7. Travel Vouchers. File a travel claim every 30 days; see enclosure (3) for claim filing information. You may choose to file with either DFAS, San Diego, if your PDS is China Lake, or at a PSD office near you at the temporary duty point. Your 30-day claims should include all reimbursements for that 30-day period, including continuous duty (during which you will

receive [figure for 55% rate] per day) and any business trips to secondary locations. In other words, do not file continuous duty and business trips separately.

a. Filing Vouchers. You may file monthly vouchers at a nearby PSD at your TDY point or directly with DFAS, San Diego (if you are a China Lake employee). Leave, including sick leave and annual leave of less than 4 hours, should be noted on your travel voucher and the voucher and timekeeping record should match. You are advised to retain copies of all filed and paid partial travel claims and to forward one copy of each paid partial to your home code as a back-up for final reconciliation of your full assignment.

b. Paid Partial Claims. It is the traveler's responsibility to scrutinize all paid claims. If you receive reimbursement for per diem when you are on a business trip to your PDS, parking fees at place of residence or business, the full reduced per diem [figure for 55% rate] when you are on a secondary business trip, POV mileage, etc., you are receiving reimbursement in error and will owe that money when your final claim is adjudicated.

c. Final Voucher. Your final claim must be filed with DFAS, San Diego, or the PSD Office at Point Mugu, depending upon the location of your PDS. Any discrepancies will be reconciled at that time. File your final voucher within 10 days of your final return to your home duty station.

d. Random Audits. Long-term travel records are subject to random audit by the Command Evaluation Staff and navy auditors for accuracy of leave records, travel payments, etc. It is essential that your leave record and your travel vouchers match exactly and that all aspects of the travel regulations are followed. In the event of an audit, accountability falls to the individual traveler.

8. Time and Attendance Policies. Please provide signed leave slips so that when you call to request leave, your timekeeper or supervisor can fill out the leave slips for you. You will be considered to be in a work status unless you call and tell us differently.

a. Per Diem While on Leave. Sick leave does not affect your per diem but annual leave will. If you take more than 4 hours of annual leave a day, you may not receive per diem [figure for 55% rate] for that day. If you take more than 4 hours on Friday and the following Monday, you will not be paid per diem for Friday, Saturday, Sunday or Monday. If you take Friday off but work Monday, you will get full per diem for the weekend and Monday. The same rules apply for holidays. If you take leave the day before and the day after a holiday, you will not receive per diem for the holiday. In addition, if you take leave for the prescribed working hours between nonworkdays, you will be paid for no more than two nonworkdays. As with dual lodging, you must submit receipts for rent and utilities when on leave of more than 4 hours in a day.

b. Reporting Leave. For timesheet purposes, **you must call [timekeeper's name and phone number] by noon Friday if you take any leave for that week**. This will save extra work and reduce the chance for discrepancy in your leave record.

c. Work Schedule. You are expected to adopt the work schedule of your assignment office, if practical. We will continue you on the standard NAWCWD compressed work schedule unless you indicate otherwise.

d. Tracking Your Leave. You indicated that you may take [000] hours of annual leave during your assignment; that amount is authorized on your travel orders. If you need to take more than a total of [000] hours during your assignment, please notify [timekeeper] so your code can process an amendment to your travel orders. You are responsible for tracking the total amount of leave you use during the [000]-day assignment period.

e. Use or Lose Annual Leave. You are expected to use any "use or lose" annual leave you may have. Annual leave restoration will not be approved unless we receive documentation through your chain of command that you in no way could use it after the leave was scheduled and approved.

9. Performance and Supervision. [Name, Title, NAWCWD Code], will continue as your immediate supervisor and [Name, Title, NAWCWD Code] will be your technical supervisor for the duration of your TDY assignment.

a. Performance Plan. You should review your performance plan with [NAWCWD technical and immediate supervisors' names] to ensure that it covers what you are expected to do while on assignment. Please provide a copy for our files. I also recommend that you, [technical and immediate supervisors' names] clarify expectations of one another as to reporting requirements and feedback from [assignment activity] before you leave.

b. Performance Appraisal. [Immediate supervisor] will be responsible for your performance appraisal and payout covering the current year and succeeding performance years. Please make arrangements to discuss your performance plan with your immediate and technical supervisors before your departure. Any performance comments provided by [assignment office] will be considered.

c. Return to China Lake. It is my understanding that you are scheduled to return to an equivalent position within the same office, although that is subject to change depending on your negotiations with your supervisor. You are advised to contact [immediate and technical supervisors] and other appropriate NAWCWD management 4 months prior to the end of your LTT assignment to begin discussions on your return.

10. Taxes. Residing in a different geographic location for 364 days may have income tax implications. Contact your tax advisor for information.

11. Paycheck. Current arrangements regarding your paycheck will continue unless you request a change through your local Payroll Support Office, Code 761200D/E.

12. Visit Requests. If you need visit requests to [assignment office] or other activities, please provide the following: activity address; point of contact including name, title, and phone number; required clearance level; and fax number. Visit requests required during your assignment will be completed by [code].

13. Mandatory Training. All mandatory training requirements (e.g., security, sexual harassment, ethics, safety, etc.) continue during your assignment. You are responsible for acquiring the appropriate required training through personnel or available electronic resources at either your PDS or TDY office.

14. Checking Out at Permanent Duty Station. Except for whatever requirements your home code may have regarding keys, equipment, classified documents, etc., you are not required to complete the clearance procedure prior to your departure. Since you continue to be a NAWCWD employee and will be returning to your PDS on business trips, you will retain your current badge.

15. Before you leave, please provide your business and home addresses and phone numbers in at your TDY point and any other information necessary to complete your paperwork.

Copy to:  
Appropriate codes in competency

**WHEN ADVANCE AUTHORIZED, SEE REVERSE FOR INFORMATION**

(PRIVACY ACT STATEMENT  
ON REVERSE OF ORIGINAL)

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> <i>(Reference: Joint Travel Regulations)</i> Travel Authorized as Indicated in Items 2 through 21.	1. DATE OF REQUEST
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**PAGE 1 of 2** **REQUEST FOR OFFICIAL TRAVEL**

2. NAME (Last, First, Middle Initial) & SOCIAL SECURITY NUMBER	3. POSITION TITLE AND GRADE OR RATING AND PAY NO.
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4. OFFICIAL STATION Naval Air Warfare Center Weapons Division China Lake, CA 93555-6100 or Point Mugu, CA 93042-5002	5. ORGANIZATIONAL ELEMENT & CODE NO.	6. PHONE NO. DSN (760)
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7. TYPE OF ORDERS  Single (LONG TERM)	8. SECURITY CLEARANCE  LEAVE BLANK	9. PURPOSE OF TDY To continue a 000-day assignment as Technical Advisor to the _____ [name of assignment office].
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10a. APPROX NO. OF DAYS OF TDY (Including travel time)  000	b. PROCEED O/A (Date)	POC:
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11. ITINERARY  VARIATION AUTHORIZED

**FROM:** NAWCWPNS  
China Lake, CA or Point Mugu, CA

**TO:** Washington, DC  
area, vicinity and return

12. MODE OF TRANSPORTATION

COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE (CHECK ONE)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE	.31 CL/WASH, DC/CL
	XX						<input checked="" type="checkbox"/>	MORE ADVANTAGEOUS TO GOVERNMENT
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only)				BLI	038		<input type="checkbox"/>	MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.
				CAT	K			

13.  PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. **ADVANCE AUTHORIZED**  
 OTHER RATE OF PER DIEM (Specify) 55% of full per diem + \$ /day currently (JTR, Vol 2, C4552)

14. ESTIMATED COST				15. ADVANCE AUTHORIZED
PER DIEM	TRAVEL	OTHER	TOTAL	
\$	\$	\$	\$	\$

16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.)

**AUTHORIZED:** 00 hours' annual leave; 350 lbs unaccompanied baggage; POV mileage Ridgecrest, CA/Washington, DC/ Ridgecrest, CA, one round trip; dual lodging (no per diem at permanent duty station, China Lake/Ridgecrest, CA); TDY trips IAW JTR C4552 as follows:

**2** trips (4 days ea) to Huntsville, AL; **1** trips (4 days ea) to Waco, TX; **2** trips (3 days ea) to Cleveland, OH; **3** trips (3 days ea) to Asheville, NC; **1** trips (3 days ea) to Naples, FL; **3** trips (3 days ea) to Indianapolis, IN; **1** trips (2 days ea) to Danville, VA; **2** trips (4 days ea) to Boston, MA; **2** trips (5 days ea) to Phoenix, AZ; **1** trips (3 days ea) to Piqua, OH; **2** trips (3 days ea) to Dayton, OH; **2** trips (3 days ea) to Bloomington, IN; **1** trips (2 days ea) to Rochester, NY; **1** trips (1 day ea) to Indian Head, MD; **1** trips (3 days ea) to Joplin, MO; **1** trips (3 days ea) to Arlington, TX; **2** trips (4 days ea) to China Lake, CA. Rental car MTMC negotiated rate COMPACT authorized at various TDY points, except China Lake, CA, to be used approximately 000 days. Cont'd, p. 2

In conjunction with N60530-97-TO FL000.

17. REQUESTING OFFICIAL (Title and signature)	18. APPROVING OFFICIAL (Title and signature)
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19. AUTHORIZATION ACCOUNTING SHOP NO:									
ACRN	APPROPRIATION AND SUBHEAD	OBJECT CLASS	BUREAU CONTROL NO.	SUB-AUTH	AUTHORIZATION ACCOUNTING ACTVY	TYPE	TRAVEL ORDER (TANGO) NO.	COST CODE (MJO)	
AA	97x4930.NH2C	021	77777	0	068936	2F			

20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION  NAVAL AIR WARFARE CENTER WEAPONS DIVISION CHINA LAKE, CALIFORNIA 93555-6100 or Point Mugu, CA	21. DATE ISSUED  22. TRAVEL ORDER NUMBER N60530-00 -TO-
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**WHEN ADVANCE AUTHORIZED, SEE REVERSE FOR INFORMATION**

(PRIVACY ACT STATEMENT  
ON REVERSE OF ORIGINAL)

<b>REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL</b> <i>(Reference: Joint Travel Regulations)</i> Travel Authorized as Indicated in Items 2 through 21.	1. DATE OF REQUEST  00 XXX 00
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**PAGE 2 of 2** **REQUEST FOR OFFICIAL TRAVEL**

2. NAME (Last, First, Middle Initial) & SOCIAL SECURITY NUMBER	3. POSITION TITLE AND GRADE OR RATING AND PAY NO.
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4. OFFICIAL STATION Naval Air Warfare Center Weapons Division China Lake, CA 93555-6100 or Point Mugu, CA 93042-5002	5. ORGANIZATIONAL ELEMENT & CODE NO.	6. PHONE NO. DSN (760)
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7. TYPE OF ORDERS  Single (LONG TERM), p. 2	8. SECURITY CLEARANCE  LEAVE BLANK	9. PURPOSE OF TDY
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10a. APPROX NO. OF DAYS OF TDY (Including travel time)	b. PROCEED O/A (Date)
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11. ITINERARY  VARIATION AUTHORIZED

**FROM:** NAWCWPNS  
China Lake or Point Mugu, CA **TO:**

12. MODE OF TRANSPORTATION

COMMERCIAL				GOVERNMENT			PRIVATELY OWNED CONVEYANCE (CHECK ONE)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only)							<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT	
BLI <input type="text"/> CAT <input type="text"/>							<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.	

13.  PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR.  
 OTHER RATE OF PER DIEM (Specify)

14. ESTIMATED COST				15. ADVANCE AUTHORIZED
PER DIEM	TRAVEL	OTHER	TOTAL	
\$	\$	\$	\$	\$

16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.)

**Cont'd from p. 1.** Modifications to basic orders may be cut by [assignment activity] for additional TDY trips, if necessary. Modifications to basic orders for any other purpose to be cut by NAWCWPNS [code] only. Copies of each mod to be forwarded to [home code], NAVAIRWARCENWPNDIV, [1 Administration Circle, China Lake, CA 93555-6100]

ADMINISTRATIVE RESTRICTIONS: Disadvantageous to government to reimburse POV mileage at Washington, DC, and vicinity; POV parking at residence; POV parking at place of business; ground transportation (metro) at Washington, DC, except for official business.

**THESE ORDERS WILL NOT EXCEED 000 DAYS DUE TO PREVIOUS TDY'S OF 00 AND 00 DAYS TO THE SAME GEOGRAPHIC LOCATION). FY97 = 000 days; FY98 = 000 days; Total assignment = 000 days.**

17. REQUESTING OFFICIAL (Title and signature)	18. APPROVING OFFICIAL (Title and signature)
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19. AUTHORIZATION ACCOUNTING SHOP NO:									
ACCT NG	ACRN	APPROPRIATION AND SUBHEAD	OBJECT CLASS	BUREAU CONTROL NO.	SUB-AUTH	AUTHORIZATION ACCOUNTING ACTVY	TYPE	TRAVEL ORDER (TANGO) NO.	COST CODE (MJO)
	AA	97x4930.NH2C	021	77777	0	068936	2F		

20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION  NAVAL AIR WARFARE CENTER WEAPONS DIVISION CHINA LAKE, CALIFORNIA 93555-6100 or Point Mugu, CA. 93042-5002	21. DATE ISSUED  22. TRAVEL ORDER NUMBER N60530-00 -TO-
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