



STATE OF VERMONT
JOINT FORCE HEADQUARTERS, HUMAN RESOURCE OFFICE
789 Vermont National Guard Road
Colchester, Vermont 05446-3099

NGVT-HRO-05

13 Dec 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Policy Memorandum, Dual Status and Non-Dual Status Technician Work Force Guidance and Procedures for Travel and Training

1. References:

- a. Joint Federal Travel Regulation (JTR)
- b. DoD Financial Management Regulation DoD FMR 7000.14-R, Vol 8, Civilian Pay Policy
- c. National Guard Conference Policy CNGBI 8100.01
- d. Vermont DTS Business Rules
- e. CNGBI 1400.25, Vol 400 National Guard Human Resources Development Program
- f. SF 182 Authorization, Agreement, and Certification of Training

2. Purpose: To provide the guidance and procedures for the use of technician training and travel funds, the use of the Standard Form 182 Authorization, Agreement, and Certification of Training (SF182) and the Defense Travel Systems (DTS).

3. Effective Date: This policy is effective the date signed and will be reviewed 18 months from the effective date.

4. Applicability: This memorandum applies to all Vermont National Guard (VTNG) Technicians requesting the use of technician training and travel funds through the Human Resources Development (HRD) Office.

5. Policy: Technicians will follow all references listed above. In addition, the following requirements and procedures apply.

a. Training requests are subject to funding availability and must be approved by the technician's supervisor, Directorate and the State Human Resources Officer (HRO). Approval is based on the training/development requirements of the technician position, agency mission requirements and the annual needs assessment submitted by the Directorate or Unit each year. Training request are submitted to the Human Resources Development Specialist (HRDS).

b. The SF182, is mandatory and must be signed by the technician's full-time supervisor unless otherwise stated. Submit the completed SF182 with supporting documents to the HRDS for approval (See the attached for a checklist of the required documents)

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c. The HRDS will

- (1) Review the application for completeness.
- (2) Check for cost saving, other course locations/types, flights, rooms, rental cars, etc.
- (3) Ensure that the costs cannot be covered by other directorate or unit funds.
- (4) That the training is required for the technician to perform their job requirements and not solely for military purpose.
- (5) Ensure the request is on the agencies current mission requirements and needs list.

d. If the HRDS determines the training is valid and funding is available an Army Training Requirement and Resources System (ATRRS) application will be initiated.

e. If tuition fees will be charged, additional processing time will be necessary.

f. Professional Education Center (PEC) Centrally Funded Courses will be approved subject to the PEC Mandatory Training requirements of the position.

g. PEC Non-Centrally Funded Course will be approved subject to funding availability and training requirements of the position.

h. Training at schools other than PEC will be approved subject to funding availability and training requirements of the position. The HRDS will ensure the school does not lead to the award of an MOS or produce a DA 1059; is not the prerequisite for a military assignment; does not include mandatory physical fitness assessment, drug testing, weigh-ins, or require military standards for completion. Technicians who attend military schools pertaining to DMOSQ, OES/NCOES, will typically be in a Military status and funded by the J3. POC is the State Quota Manager at 802-338-3008.

i. Workshops/Conferences and events that are not listed in ATRRS as training will be reviewed to ensure they are IAW CNGBI 8100.01. If applicable an exception to policy may need to be submitted to show that the event is exempt or is an approved conference. This travel will be approved subject to funding availability.

j. Travel/Site visits require a memorandum (see enclosure 1) to HRO requesting travel with a cost estimate signed by the supervisor is required.

k. If an employee fails to complete a training course, TAG may initiate action to recover non-salary expenses or treat it as a disciplinary or adverse action depending upon the full circumstances

l. DTS authorization must be completed 30-60 days in advance of travel to secure funding. DTS authorizations will be routed to TECH TRAINING and must be approved prior to travel. If the DTS does not get approved, do NOT travel. All foreseeable expenses must be entered into DTS prior to travel. The following will be review for all authorizations in addition to the JTR and VT DTS Business rules.

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(1) The signed SF182 or travel request memorandum and course Letter/Memorandum of Instruction (LOI/MOI) will be uploaded into your DTS as a substantiating document.

(2) Technicians who request POV travel in lieu of airfare will be reimbursed using the current GSA mileage rate up to the cost of the common carrier or whichever is most advantageous to the government. When POV is the mode of travel, a Constructed Travel Worksheet (CTW) must be completed. The CTW is located in the Pre Audit tab in DTS. After completion, it will be uploaded into your DTS as a substantiating document. Cost comparison for air travel is required for both departure and return flights (screen shot of flight info from Travel>Air tab to be attached in substantiating documents).

(3) When two or more technicians will be traveling to and from the same training or travel location using a car as the mode of transportation, the HRDS will recommend that transportation is shared to reduce costs.

(4) A rental vehicle is authorized as a mode of transportation if necessary. A rental car authorization request (see enclosure 2) signed by the supervisor or a LOI/MOI listing the need must be uploaded into DTS as a substantiating document. Arrangements for the rental vehicle must be made through DTS. Prepaid gas and additional insurance is NOT authorized.

(5) When government lodging is available, NG employees are required to use DoD lodging, private, or DoD Preferred commercial lodging while on official travel. If a NG employee chooses not to use military quarters and the lodging rate is higher than per diem, the employee will be required to pay the difference. If unavailable, a hotel that offers the Government rate should be utilized. Arrangements for lodging must be made through DTS. If arrangements cannot be made in DTS, an explanation, along with the hotel information (name, location, and rate) must be listed in the DTS Pre-Audit screen.

(6) Parking at the airport will only be reimbursed up to the round trip cost of a taxi cab or mileage from Home of Record, whichever is less. The current cost for parking at the Burlington International Airport is \$12/day. Thrifty is currently \$8.96/day with an online reservation <https://www.pnf.com/airport-parking/btv-burlington-airport-parking/thrifty-parking> a free shuttle picks you up at your vehicle and takes you to the airport. HRDS recommends using the Thrifty parking to save technician funds.

(7) Individuals on official travel may be exempt from baggage fees. When traveling with check-in baggage, travelers must not use airline check-in kiosks. Check-in must be completed directly with an agent to show orders and/or military identification. Always travel with your orders and your CAC card.

I. DTS vouchers must be completed within five working days after the travel has been completed. Travel vouchers must include the following receipts when applicable:

(1) Rental vehicle receipt showing zero balance and fuel receipts.

(2) Tolls and parking receipts.

(3) Airfare e-invoice showing ticket numbers, agency fees if any and form of payment. The invoice provided by CWT Sato Travel <https://www.cwtsatotravel.com/home.aspx> is the preferred invoice.

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- (4) Lodging receipt showing zero balance.
- (5) Baggage and excess baggage fees receipt.
- (6) Registration fees with traveler's name on the receipt.
- (7) Receipts for all expenses over \$75.00.


6. Exception to policy requests must be submitted through a written memorandum signed by the traveler's supervisor. The memorandum must be uploaded into DTS with the travel authorization or voucher, as applicable.

7. Standard Form 182 must be signed off under Section F-Certification of Training Completion and Evaluation. Agency Certifying Officials will certify that the employee has completed the training and an evaluation has been completed. If a certificate is produced this can be used in lieu of the agencies signature. This serves as a record that the training was completed and the travel and expenditures are authorized.

8. The POC for this policy is the Vermont HRDS, Kristen M. Morse at (802) 388-3153 or by email at Kristen.M.Morse3.civ@mail.mil

2 Encls

1. Technician Travel Request Memo
2. Rental car Request Memorandum
3. Travel Request Checklist
4. Travel Completion Checklist



GREGORY C. KNIGHT
Colonel, VTNG
Human Resource Officer

DISTRIBUTION:

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STATE OF VERMONT
UNIT/DIRECTORATE
Address
City, Vermont 12345

NGVT-XXX

29 January 2016

MEMORANDUM FOR HRO, VTNG, 789 Vermont National Guard Rd, Colchester, VT
05446

SUBJECT: Request for Technician Travel Funding

1. Event. Request funding for (insert traveler(s)) to travel to (insert location), (insert dates), for (insert purpose (i.e. site visit, exercise)).
2. Description. Explain the purpose of the travel and justification.
3. Travel Costs. Complete the following table to detail the estimated costs for all expenses and show all calculations.
 - a. Lodging: Include the total cost, per night rate and number of nights
 - b. M&IE costs: Per diem
 - c. Travel: Include the mode of travel (air, GSA, POV, Rental) and cost
 - d. Other: Any other cost that the traveler may incur (mileage, tolls, registration fees)
4. Point of Contact. Provide organization contact information: name, phone number, email address.

FIRST M. LAST
RANK, AG
Supervisor

UNIT/DIRECTORATE
Address
City, Vermont 12345

NGVT-XXX

29 January 2016

MEMORANDUM FOR HRO, VTNG, 789 Vermont National Guard Rd, Colchester, VT
05446

SUBJECT: Rental Car Approval Request

1. Event. Request funding for a rental car during TOY to (insert location), (insert dates), for (insert course, event, etc.).
2. Description and Cost Comparison. A rental car is needed to travel to lodging and meeting/conference/site visit area {fil. The Cost of a taxi from (Name of Airport) to hotel is (\$00.00 - \$00.00) each way, and hotel shuttle service is (\$00.00 round trip/not provided). As the Traveler, I will require transportation from hotel to meeting/conference/site visit site at (\$00.00) round trip. Total cost for taxi services between airport, hotel, and meeting {fil is (\$00.00). Total cost of rental car including taxes (\$00.00). Gas (\$00.00), and hotel parking (\$00.00/free) would be (\$00.00); therefore a rental car is more advantageous and cost effective to the Government.
3. Point of Contact. Provide organization contact information: name, phone number, email address.

FIRST M. LAST
RANK, AG
Supervisor

Request for Technician Travel and Training Checklist

- ❖ The following documents must be included for any/all Technician T32/T5 Travel requests:
 - **SF182** for the travel request (complete with cost estimate of the travel)
 - **DO NOT ENTER YOUR TRAVEL IN DTS UNTIL HRD HAS APPROVED YOUR REQUEST** (HRDS will sign your SF182 as method of approval).
 - Both the SF182 and the LOI/MOI **MUST BE** uploaded into DTS as a substantiating document from the Technician prior to the DTS authorization being approved.
 - **Technician Travel Request Memorandum** if request was not an approved travel request from HRDS for the FY or if the request is not an actual training event.
 - **Course Letter/Memorandum of Instruction (LOI/MOI)** Upload into DTS
 - **POV** travel in Lieu of airfare will need to do a Constructed Travel Worksheet (CTW) located in the Pre Audit tab in DTS.
 - **Rental vehicle** is authorized as a mode of transportation if necessary. A rental car authorization request signed by the supervisor or a LOI/MOI listing the need must be attached and uploaded into DTS. **(PREPAID GAS AND ADDITIONAL INSURANCE IS NOT AUTHORIZED)**.
 - If two or more technicians will be traveling to and from the same training or travel location using a car as the mode of transportation, the HRDS will recommend that transportation is shared to reduce cost.

Please ensure you have included all the necessary paperwork stated above before submitting the request to ensure there is no delay in processing.

Completion of Technician Travel and Training Completion Checklist

- ❖ The following must be uploaded into your DTS in order to process it in a timely manner:
 - **Airfare** receipt booked through CTO
 - **Lodging** receipt booked through CTO, if arrangements cannot be made in DTS an explanation, along with the hotel information (Name, Locations, and Rate) must be listed in the DTS Pre-Audit screen. Government rate should be utilized. Receipt must show zero balance.
 - **Rental vehicle** receipt showing zero balance with fuel receipts
 - **Gas** receipts for rental car (**Prepaid gas and additional insurance is NOT AUTHORIZED**).
 - **Tolls and Parking** receipt.
 - **Cab/Taxi** receipts.
 - **Baggage and excess baggage fees:** Individuals on official travel may be exempt from baggage fees. When traveling with check-in baggage, travelers **MUST NOT use airline check-in kiosks**. Check in must be completed directly with an agent to show orders and/or military identification. Always travel with your orders and your CAC card. In the event you are charged a baggage fee then HRDS will review the circumstance and either approve/disapprove. If disapproved the cost will be on the traveler.
 - **Registration fees** with travelers name on the receipt.
 - **Receipts for all expenses over \$75.00**
 - **Parking** receipts
 - **Mileage To/From – Roundtrip** cost
 - **SF182 signed off by the Course Instructor or provide Certificate of course completion**

Exception to policy requests must be submitted through a written memorandum signed by the traveler's supervisor. The memorandum must be uploaded into DTS with the travel authorization of voucher, as applicable.

No travel requests will be authorized unless all the required has been met.