

Training With Industry TDY Travel Authorization Processes

Note: This guidance is only applicable to TDY travel required to fulfill specified duties associated with the TWI assignment and is requested by the TWI Officer's sponsor/company. It is coordinated through the U.S. Army Acquisition Support Center (USAASC). This guidance is not applicable to other TDY travel, such as DA Schools, that a TWI Officer may be required to attend while serving in a TWI position. That travel must be coordinated through the U.S. Army Student Detachment, Ft. Jackson, SC.

1) Two variations of TWI-related TDY travel can occur while serving in a TWI assignment; **In-Kind Travel** and **Standard Travel**.

a) **In-Kind Travel** is a variation of Standard Travel whereby the TWI Officer's company pays a portion of a TWI-related trip's travel costs, which is limited to flights and/or hotels. The government funds and reimburses the TWI Officer for the remainder of the travel costs. This travel variation requires a formal Government ethics review and approval for the portion paid for by the TWI Officer's company.

b) **Standard Travel** is TDY travel whereby the government fully funds and reimburses the TWI Officer for all incurred costs on a TWI-related trip, to include flights, hotels, rental cars, meals and incidentals.

2) The following processes should be utilized when arranging In-Kind or Standard Travel:

a) **In-Kind Travel:**

i) TWI Officer receives an unsolicited formal request (preferably email) from the company's sponsor to execute a TWI-related TDY trip offered up as "In-Kind" travel (see Attachment 1). Keep this email request on file.

ii) TWI Officer has company confirm tentative travel arrangements to include the cost of flights and/or hotels, whatever is being offered as In-Kind from the company.

iii) TWI Officer completes a "Travel Paid by Non-Federal Source Request" form using the flight and/or hotel costs provided by the company's travel coordinator (see Attachment 2).

iv) TWI Officer will email the "Travel Paid by Non-Federal Source Request" form to Ms. Marti Giella. She will approve or disapprove the travel. **(Note: Allow 14 business days for a Travel Paid by Non-Federal Source Request to be processed.)**

Marti Giella
USAASC
ACDD/AETE Branch
TWI Program Manager
Ft. Belvoir, VA
marti.giella@us.army.mil
703-805-2700

v) If travel is approved by USAASC, Ms. Giella will forward the "Travel Paid by Non-Federal Source Request" form to Mr. Joel Strout for an ethics review and final approval.

Joel Strout
U.S. Army Human Resources Command (HRC)
Ft. Knox, KY
joel.d.strout.civ@mail.mil
502-613-6411

Training With Industry TDY Travel Authorization Processes

- vi) If travel is approved by HRC, Mr. Strout will email a copy of the "Travel Paid by Non-Federal Source Request" form to the TWI Officer and USAASC. The bottom of the form will be initialed/endorsed by an ethics counselor. This is official approval for the TWI Officer to complete final coordination of the In-Kind travel with his company. Keep this form on file. Please note, the company directly pays for the flight/hotel; *these expenses are not to be put on TWI Officer's government credit card for reimbursement.*
- vii) TWI Officer finalizes travel itinerary and reservations with his company (flights and/or hotel only).
- viii) TWI Officer creates and submits an authorization order in DTS. These orders will be funded by the government, USAASC, and cover all travel costs less those In-Kind costs paid for by the company. Mr. Scott Greene is the DTS Authorizing Official for TWI Officers and will approve these orders. ***(Note: In order to file and process orders in DTS, you must be pulled into Mr. Greene's DTS Hierarchy at USAASC. POC in this action is Ms. Giella.)***

(Note: USAASC budgets approximately \$4K per TWI Officer, per year, to support travel during your TWI assignment.)

- ix) Execute TDY.
- x) Within 5 days of completing TDY:
 - (1) File a voucher in DTS for all the non In-Kind travel costs.
 - (2) Send an email to Mr. Strout, joel.d.strout.civ@mail.mil, entailing what the company paid for and the final amounts. Copy Marti Giella on this email.
- xi) Monitor DTS for TDY voucher settlement.
- xii) File/update a SF 326 (Semiannual Report of Payments Accepted from a Non-Federal Source) with Mr. Strout (Dec and Jul timeframe) to reconcile all your non-federal source payments.

b) **Standard Travel:**

- i) TWI Officer receives a request (preferably email) from the company's sponsor to execute a TWI-related TDY.
- ii) TWI Officer provides email notification of intended travel to Ms. Marti Giella for initial approval.
- iii) TWI Officer creates and submits an authorization order in DTS. These orders will be fully funded by the government, USAASC, and cover all travel costs. Mr. Scott Greene is the DTS Authorizing Official for TWI Officers and will approve these orders. ***(Note: In order to file and process orders in DTS, you must be pulled into Mr. Greene's DTS Hierarchy at USAASC. POC in this action is Ms. Giella)***

(Note: USAASC budgets approximately \$4K per TWI Officer, per year, to support travel during your TWI assignment.)

- iv) Execute TDY.

Training With Industry TDY Travel Authorization Processes

- v) Within 5 days of completing TDY file a voucher in DTS for all travel costs.
 - vi) Monitor DTS for TDY voucher settlement.
- 3) The following links provide additional information on TWI policies and procedures regarding travel.
- a) HRC TWI Student Handbook:
<https://www.hrc.army.mil/Officer/Training%20With%20Industry%20TWI%20Information>
 - b) USAASC Policy and Procedures:
<http://asc.army.mil/web/career-development/programs/aac-training-with-industry/>

Attachment 1

MAJ Smith,

I would like you to attend (event name) in (location) on (date).

Company XYZ would like to pay for the cost of your flights and hotel.

If approved through the U.S. Army's Acquisition Support Center, please coordinate final travel arrangements through my staff.

Regards,

Bob Johnson
Vice President
Company XYZ

Attachment 2

Acceptance of Payment from a Non-Federal Source For Travel Expenses While in Official Capacity

Section 1353 of title 31, United States Code, permits non-Federal sources, such as organizations, associations, or businesses, to pay the Government for travel, subsistence, and related expenses incurred by Government personnel while in their official capacities to attend meetings, conferences, seminars, symposia, and other similar functions.

The law has been implemented by the General Services Administration (Federal Travel Regulation, 41 C.F.R. Section 304-1(b)). This regulation prohibits the solicitation of payment for expenses.

Before travel payments are accepted from a non-Federal source, prior approval must be granted from the travel approving authority (HRC, ATTN: AHRC-OPF-L), who must make the following determinations:

- Payment is for attendance at a meeting, conference, seminar, speaking engagement, symposium, training course, or receipt of an award or honorary degree related to official duties. This authority does not permit acceptance of payments for promotional vendor training or other events in which the primary purpose is marketing the non-Federal source's products or services, or events required to carry out an agency's statutory and regulatory functions, such as inspections, audits, site visits, or negotiations. In addition, the event need not be a "widely attended gathering".
- Payment is for travel related to the employee's official duties, and the employee must be in a travel status. Payments or benefits offered by a non-Federal source may be limited by qualifying acceptance to attend only a portion of the function that is deemed to be in the Government's interest.
- Payment may be accepted only from a non-Federal source that is not disqualified because of a conflict of interest. A "conflicting source" of payments is a non-Federal organization that "has interests that may be substantially affected by the performance or nonperformance of the employee's duties." The approving authority must consider the circumstances to determine that acceptance would not cause a reasonable person with knowledge of all the relevant facts to question the integrity of the Government's programs or operations.
- Approval of payments from a non-Federal source should take into consideration the identity of other expected participants.
- Travel is primarily for the benefit of the Government and not the organization paying for it.

Procedures:

1. The acceptance of travel benefits must be approved by HRC (AHRC-OPF-L) ninety (90) days prior to travel. Submit the required memorandum, subject: Travel Paid by Non-Federal Source Request for TDY to HRC (AHRC-OPF-L) (Mr. Strout) via fax number (703) 325-3242 or email it to Joel.Strout@Hoffman.Army.Mil for consideration. This request will be submitted to an Ethics Counselor for recommendation. You will be notified as soon as a decision is made. Once a decision is made, and if it is approved, HRC will type your DD Form 1610, a copy will be submitted to the Student Detachment.
2. Benefits must be paid in kind (e.g., plane tickets, prepaid hotel reservations, etc). **Cash may not be accepted by DoD employees.** If approved, you will be considered in a TDY status and require an approved DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) prior to travel.
3. After travel you **must** file a written report of the payments received **if** the total value of the travel payments received in connection with an event exceeds \$250.00. Standard Form 326 can be used to make this report. This form is available at <http://www.gsa.gov/Portal/home.jsp>. This form will be submitted to HRC, ATTN: AHRC-OPF-L (Mr. Strout), which will submit it to the HRC Ethics Counselor.

Attachment 2

Travel Paid by Non-Federal Source Request for TDY

- (1) Name
- (2) SSN
- (3) Grade
- (4) Name of Program (TWI/ACS, etc)
- (5) Duty Location (Univ/Industry Name & City & State):
- (6) Phone Number
- (7) Approx # of TDY days
- (8) Estimated Cost of Airfare
- (9) What will the industry pay for (e.g. travel, lodging, etc)
- (10) What won't the industry pay for (e.g. travel, lodging, meals) and are you requesting Army funds
- (11) Sponsor of Event
- (12) Place of Departure (City & State & ZIP Code)
- (13) Airport flying out of
- (14) Proceed Date
- (15) Destination(s) (City & State & ZIP Code)
- (16) Airport flying into
- (17) Mode of Transportation (e.g. FLY; Driving, etc.)
- (18) If you fly, how will you purchase your ticket? (Use DD Form 1610 Fund Cite or Government Credit Card).
- (19) Purpose of TDY (fully explain purpose of TDY and relevance to your program)
- (20) Rental (Yes/No) (if yes, fully provide justification & estimated distance)
- (21) Complete email address
- (22) Do you have a Government Credit Card (Yes) or (No) (check one)
- (23) Is there a Conference/Registration Fee? If so, how much
- (24) Are you requesting leave in conjunction with this TDY? If so, what are the dates
- (25) Remarks (if any)
- (26) I have read and understand the following statement

"Payment of trip by non-Federal source is for attendance at a meeting, conference, seminar, speaking engagement, symposium, training course, or receipt of an award or honorary degree related to official

Attachment 2

duties. This authority does not permit acceptance of payments for promotional vendor training or other events in which the primary purpose is marketing the non-Federal source's products or services, or events required to carry out an agency's statutory and regulatory functions, such as inspections, audits, site visits, or negotiations. In addition, the event need not be a widely attended gathering. Payment is for travel related to training/education. Payment of travel is in kind (e.g. plane tickets, prepaid hotel reservations). Travel is primarily for the benefit of the Government and not the organization paying for it. I further understand that 41 C.F.R. Section 304-1(b) prohibits solicitation of payment for these expenses".

(Typed name of student)

(Signature of student/date)