



NAVAL
POSTGRADUATE
SCHOOL

ODTA Meeting 13/14 Feb 2014

Welcome

Marc Pritchard
Travel Officer



- Travel Approval Update
- Non-DoD Conferences
- Travel Errors
- Excursion Fares
- Travel to Washington, D.C.
- Recent Updates
- Rental Cars on Leave
- Gift of Travel
- Constructed Travel Worksheet
- **Do-It-Yourself Java Update**



Travel Approval Update

- **Process**
 - Complete trips in DTS (all costs, trip description, and JON)
 - Weekly spreadsheet provided to President, Provost, and COS
 - Line by line review of each trip
- **VADM Route travel approval...the bad side:**
 - Once a week
 - Limited ability to “run something in for signature”
- **VADM Route travel approval...the good side:**
 - All complete trips in DTS through June were approved
 - He is a “volume” approver



Non-DoD Conference Approval

- Process
 - Start with the wiki (<https://wiki.nps.edu/display/NCT/Non-DoD+Conferences>)
 - Drag and drop the Non-DoD Request Form
 - Key elements:
 - Target approval date – a date that has a tangible benefit (e.g., early registration discount)
 - Specific outcomes – why is this important to curricula, research, NPS, DoN, etc.
 - Generalities are the kiss of death
- Hard timelines (new DCMO guidance of 06NOV13)
 - 30 days for total NPS attendance cost <\$100K
 - 120 days for total NPS attendance cost >\$100K



Non-DoD Request Form

NON-DOD CONFERENCE ATTENDANCE REQUEST

Conference Name

Conference Start Date Conference End Date

Conference Location

Non-DoD Sponsor Organization

Target Approval Date Date Justification

Approval Date Explanation

General Conference Description

Target DONA Audience of Conference

Attendee Name

Attendee Title Attendee Status

Role at Conference Registration Fee

Presentation Title (If Applicable)

Funding Source Funding Type JON/LOA

Specific Outcomes for Attendee
Please tie your attendance at the conference to curricula, research, or something tangible. These should be specific to the individual requesting to attend.

POC Name Phone Number E-Mail

Department Chair/Director Signature

- Updated form
- Please submit via the wiki
- Try to avoid the “specific outcomes copy and paste” special when completing the form for multiple attendees

ALL REQUESTS MUST BE SUBMITTED TO THE NON-DOD CONFERENCE TRACKER WIKI AT:

<https://wiki.nps.edu/display/NCT/Non-DoD+Conferences>

YOU WILL NEED TO LOGIN TO ACCESS THE WIKI

SUBMISSION BY OTHER MEANS WILL NOT BE ACCEPTED



The Rest of the World

Delegation of Authority - Service Comparison			
Attendance at Non-DoD Hosted Conferences			
Value (\$)	Navy & Marine Corps	Air Force	Army
> 100K	Secretary of the Navy/Under Secretary of the Navy	Under Secretary of the Air Force	Secretary of the Army/Under Secretary of the Army
50K-100K	Department of the Navy/Assistant for Administration	Administrative Assistant to the Secretary of the Air Force	Chief of Staff of the Army, Vice Chief of Staff of the Army, Army Forces Command, Army Training & Doctrine Command, Army Materiel Command, Administrative Assistant to the Secretary of the Army
20K - 50K			
10K - 20K		Air Combat Command, Air Education and Training Command, Air Force Global Strike Command, Air Force Materiel Command, Air Force Reserve Command, Air Force Special Operations Command, Air Force Space Command, Air Mobility Command, Pacific Air Forces, Air Forces in Europe, U.S. Air Force Academy, Air Force Chief of Chaplains*, Air Force Surgeon General*, Air Force Research Lab*	Heads/Commanders of Direct Reporting Units and Army Service Component Commands headed by GO/SES; CG/DCG of Army Commands; Headquarters, Dept of the Army Principal Officials; Principal Deputy Asst Secretary of the Army (Acquisition, Logistics and Technology)
< 10K			

* No authority to approve hosted conferences



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Jim Egerton

DTS Instructor

- Use GTCC for all travel expenses
 - Air, Hotel and Rental Car mandatory
- Split disburse all GTCC charges
 - Additional Options/Payment Totals screen
- Justification for all exceptions
 - Other Authorizations/Pre-Audit
 - Must be REASON for exception
- Attach air eTicket Receipt from SATO to voucher
 - Itinerary not allowed (voucher will be returned)



Non-Gov't (Excursion) Fares

- Allowed if cheaper fare **available to general public** is available
 - Look it up outside of DTS (airline or travel agent web site)
 - MUST be on U.S. airline or code share
 - MUST be specifically approved by AO in travel authorization
 - **AO Approval form on next slide**
 - MUST be **reserved** and **purchased** through SATO with GTCC
 - Fare is **non-refundable** (traveler reimbursed if trip cancelled)
 - Advance purchase requirement (21-day or other)
 - **Must pay for ticket within 24 hours**
 - Must be reasonably sure plans will not be changed or cancelled
 - ~\$150-\$200 charge to change reservation (reimbursable)
- **Notify Travel Officer before approving (essentiality)**



AO Approval Form for Excursion

Restricted Fares Checklist for AOs (See JFTR, par. U3500-A1/JTR, par. C3500-A1)			
Existing DoD travel policy allows for the use of restricted airfares that are available to the general public. The AO must complete the below checklist to determine the feasibility of a traveler using a restricted airfare.			
Prior to booking your travel arrangement(s), please review the following questions.			
No.	Item	Yes	No
1.	Is the traveler's departure date more than 7 days from ticket purchase?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is the travel firm (i.e., not subject to date, time and/ or destination(s) change)?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is the traveler's mission to a single location?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is the traveler able to obtain an approved travel authorization to purchase a restricted ticket within the allotted advanced purchase time limit? ➤ Most restricted airfares have advanced purchase and ticketing requirements, which vary by airline. Refer to the airlines website for advance purchase requirements.	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is the cost of the restricted airfare less than the least expensive unrestricted economy/coach airfare (by \$150 or more on a U.S. domestic flight or \$250 on an International flight since these amounts are the change/cancellation fee charges)? Example: \$425 Round Trip Unrestricted Fare; Nonrefundable fare is \$200. Question is whether AO should approve restricted fare of \$200, knowing a change fee is \$150. Answer is yes since \$200 + \$150 = \$350 which is still less than \$425. ➤ For city pair routes, to achieve cost savings, travelers must consider the lowest available unrestricted economy/coach airfare (i.e., YCA or -CA, if offered).	<input type="checkbox"/>	<input type="checkbox"/>
<i>If the AO answered "NO" to any question, the traveler is not a good candidate for a restricted airfare.</i>			
If the traveler met the above criteria, he/she is ready to book a restricted airfare reservation.			



Change DC Destination to BWI

Air Travel

Modify Search

Please Note: A Red Star (*) indicates a field is required.

* Departure Airport (or city, state):
MRY - Monterey Peninsula Ap

* Arrival Airport (or city, state):
DCA - Washington Ronald Rea

* Arrival or Departure:
Departure

11/18/2013

07:00 AM

Show Alternate Airports:

Search

Air Travel

Please select flights for MRY - Monterey Peninsula Apt to DCA - Washington Ronald Reagan National Apt departing on 11/18/2013

Skip This Flight

RESERVATIONS SUMMARY:
AIR: \$0.00

GSA Contract/Limited Availability | GSA Contract Airfare | Other Gov't Airfare | Other Airfare | NoGSA

GSA awarded fare is \$394.00

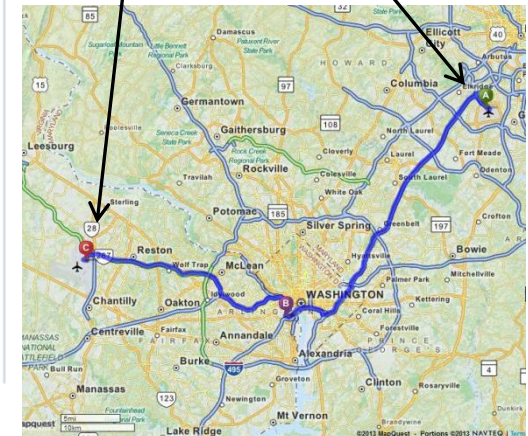
Sort By: Departure Time Arrival Time Elapsed Time Price Default

\$415.80 Total Estimated Airfare (Including Taxes and Fees) Government Contract

Class: YCADCA [Fare Rules](#) [View Available Seats](#) [Select Flight](#)

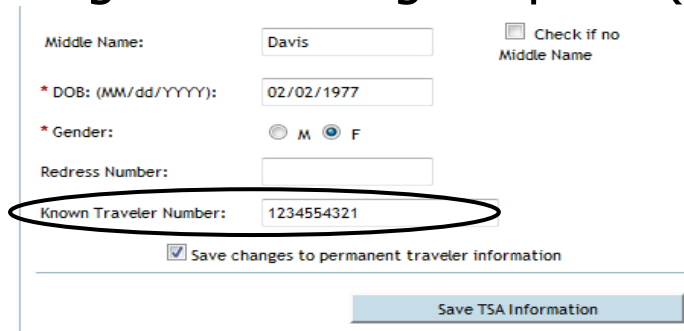
	06:20 AM Depart MRY - Monterey Peninsula Apt 07:35 AM Arrive LAX - Los Angeles International Apt Equipment CRJ	Mon 18-Nov-13	Flying Time: 1h 15min Lay-over Time: 35min
	08:10 AM Depart LAX - Los Angeles International Apt 04:10 PM Arrive DCA - Washington Ronald Reagan National Apt Equipment 738	Mon 18-Nov-13	Flying Time: 5h 0min

MRY-DCA \$830 R/T
American
MRY-BWI \$330 R/T
United
Dulles is not a city pair



Type in Arrival Airport: BWI

- Patricia Freeman—GTCC APC
 - Now working from Virginia Beach
 - (831) 214-9517
- New POV mileage rate: \$.56/mi vice \$.565
 - Effective 1 Jan 2014
- TSA Known Traveler Number
 - **Active duty military only**
 - Enter number from back of CAC; click “Save changes”
 - FastTrack through TSA at large airports (keep shoes on!)



A screenshot of a web form for entering TSA information. The form includes the following fields and options:

- Middle Name: Check if no Middle Name
- * DOB: (MM/dd/YYYY):
- * Gender: M F
- Redress Number:
- Known Traveler Number: (This field is circled in red in the original image)
- Save changes to permanent traveler information
- Save TSA Information button



- Reserve cars in DTS for Duty Days only
 - Extend car for leave days at Rental Car Counter
 - Inform company that you will be on leave/non-duty
 - Do not include GARS fee (\$5/day) for these days
 - Arrange for insurance for these days
- Traveler must pay for car on leave days
 - Use personal credit card for these days, OR
 - Use GTCC, but split-disburse this amount on voucher



- Gift of Travel SOP revised 4 Feb 2014
 - NPS President may approve gifts <\$12,000
 - Gift must still cover entire travel expense
- Traveler must be
 - In pay status on official business
 - On zero-cost, Routine orders
 - Permissive orders no longer permitted for civilian travelers



Constructed Travel Worksheet

DTS Constructed Travel Worksheet - Authorization

Not required for trips shorter than 400 miles one-way or 800 miles round-trip

Refer to worksheet instructions for complete guidance

Name:

Locations and Dates of Travel:

Policy Constructed Transportation Cost

A. Enter the cost of transportation (including taxes and fees):

B. Enter the fee normally charged by your CTO:

Total (Line A + Line B):

Note: If you will provide transportation for other passengers on official Government travel, refer to the worksheet instructions and add the necessary comments below.

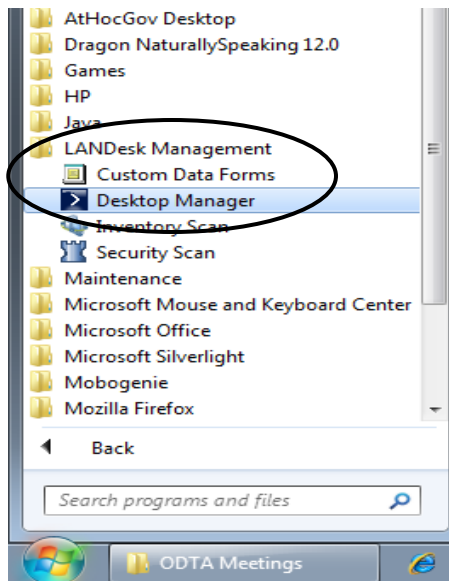
- New Worksheet July 2013
- Always required for POV/rental car trip >800 miles round-trip
- Only include cost of airline tickets
 - City pair contract fare if available
 - Otherwise lowest cost DG fare
 - Do not include other costs associated with travel
 - There is no CTO fee associated with tickets by SATO
- Attach CTW as Substantiating Document
 - Check the CTW checkbox
- AO will then determine if full reimbursement allowed



Update Java Yourself!

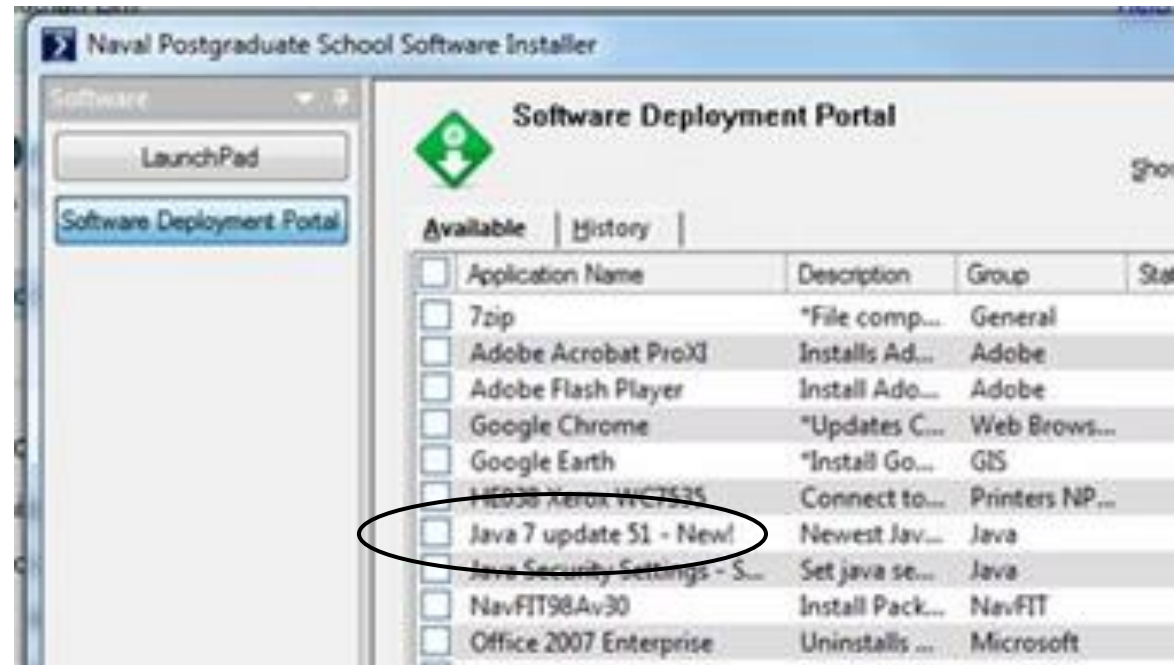
1. Close all browsers.

2. Go to “All Programs/
LANDesk Management/
Desktop Manager”

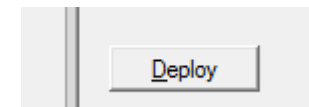


3. Click “Software Deployment Portal”

4. Click “ Java 7 Update 51- New!”



5. Click “Deploy”





Training for New ODTA's

- Attend DTS User class
 - 0800-1200 Wed 26 Feb
- Attend DTS ODTA class
 - 0830-1100 Thur 27 Feb
- Create TA and TV in EWTS
 - Done one-on-one



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Questions?