

STATE OF OHIO  
ADJUTANT GENERAL'S DEPARTMENT  
2825 W. Dublin Granville Road  
Columbus, Ohio 43235-2789

NGOH-HRO-Z

1 September 2015

MEMORANDUM FOR Ohio Army National Guard Technicians

SUBJECT: Technician Training and Travel Guidance for Fiscal Year 2016

1. **References.**

- a. Joint Travel Regulation (JTR)
- b. DoD Financial Management Regulation DoD FMR 7000.14-R, Vol 9, Travel Policy
- c. Technician Personnel Regulation (TPR) 400 Human Resource Development

2. **Purpose.** This memorandum is to provide guidance for the use of technician training and travel funds. It highlights policy and procedures of the continued use of the Defense Travel System (DTS) regarding entitlements for Ohio Army National Guard Technicians.

3. **Technician Training.** Technician training requests are subject to funding availability; approved by the Human Resource Office (HRO). Approval is based on the training/development requirements of the technician position and Agency mission requirements. The Standard Form (SF) 182, Training Request Form, enclosed, is a mandatory requirement and must be signed by the technician's full-time supervisor. **The SF 182, registration, course LOI, and any other substantiating documents must be uploaded by the requesting technician to the DTS authorization (substantiating documents section).** Requests for training must be submitted to HRO-HRD at [ng.oh.oharng.list.ngoh-j1-hro-training@mail.mil](mailto:ng.oh.oharng.list.ngoh-j1-hro-training@mail.mil) NLT 20 days prior to the start of the course. Additional processing time will be needed for courses where a tuition cost must be paid.

4. **Professional Education Center (PEC) Courses (Centrally Funded and Non-Centrally Funded).** SF 182, Training Request Form must be completed and signed by the technician's full-time supervisor and submitted to HRO-HRD for processing. Once registered, DTS authorizations will be routed for review and approval. All required documents are to be uploaded to the DTS authorization (substantiating documents section). POC for PEC courses 614-336-7450 or 614-336-7453.

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5. **DTS Authorizations.** Submit all training/travel requests based on the Annual Needs Assessment submitted by your Directorate or Unit. DTS authorizations must be approved prior to travel. A detailed explanation of the purpose of training and/or travel must be included in the Trip Description block of the authorization. DTS authorizations with airfare must be signed within 24 hours or the selected airfare will be cancelled. Once booked by the Commercial Travel Office (CTO) and reviewed through routing channels, DTS authorizations with airfare must be APPROVED and ticketed no later than 72 hours prior to departure. For DTS authorizations submitted less than 72 hours prior to departure, the authorization must be APPROVED no later than 24 hours prior to departure to avoid cancellation.

a. **Constructed Travel Worksheet.** Technicians who request POV travel in lieu of airfare will be reimbursed the current GSA mileage rate up to the cost of the government rate if applicable, common carrier cost, 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. Information required on the CTW is: commercial air cost provided by (Name of employee) at Carlson Wagonlit Travel, (Date), Departure Airport and Destination Airport. After completion, it will be attached as a substantiating record in the expenses tab. Cost comparison for air travel is required for both departure and return flights.

b. **Ride Sharing.** When two or more technicians will be traveling to and from the same training or travel location using a car as mode of transportation, it is recommended that the technicians share transportation.

c. **In State Travel.** Utilize GSA vehicles when available. If unavailable, attach non-availability documentation signed by their fulltime supervisor to the authorization (travel over 12 hours) or local voucher (travel under 12 hours). This will allow reimbursement to the technician at the full POV mileage rate.

d. **In and Around Mileage.** In and around mileage may be reimbursed in circumstances where meals are unavailable within walking distance or the training location is not within reasonable walking distance. This expense must be authorized on the DTS authorization. A log must be maintained to show the total miles claimed each day. This log must be uploaded within substantiating documents in the DTS Voucher.

e. **EFFECTIVE 1 OCTOBER 2014 the following expenses are no longer reimbursable: Authorized business calls, calls home, ATM Fees, Baggage Tips, Laundry/Dry Cleaning.** These expenses are included in the daily incidental expenses.

f. **12-Hour Rule.** Per Diem is Not authorized for TDY that is performed within a 12-hour continuous timeline.

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**g. Lodging Expense.** When billets are available, recommend they be utilized. When billets are unavailable, a hotel that offers the government rate should be utilized. When all attempts are made to find a hotel that offers a government rate have been exhausted, the traveler must submit a request prior to travel to the USPFO for an Actual Expense Allowance to be authorized. If approved, the approval memorandum must be uploaded in the substantiating documents section of the DTS authorization.

**h. Airline Invoice.** Currently available by the CTO is a web-based process at [www.cwtsatotravel.com](http://www.cwtsatotravel.com) to expedite the receipt of your airline invoice if you do not receive one prior to your departure date. CTO processes payment for airline tickets  
NOTE: Contact CTO (800) 296-2959 if you do not receive your airline ticket confirmation. It is the responsibility of the traveler to verify their airline reservation has been purchased/ticketed prior to their departure.

**i. Trip Cancellation.** If duty has not been performed after an approved DTS authorization has been completed, the technician must cancel their authorization in DTS. This must be completed whether or not there is travel involved. If the technician has airfare and the ticket has not been purchased (72 hours prior to departure) they need to access DTS and select "Trip Cancel". If any expenses were incurred (CTO fee), the traveler/technician will need to complete a voucher reimbursement of the fee.

**6. DTS Voucher.** DTS vouchers must be completed within five (5) working days after the duty has been completed.

7. Questions regarding this memorandum may be directed to the Human Resources Development Branch at 614-336-7450.

FOR THE ADJUTANT GENERAL:

Encl:  
SF 182



JAMES R. CAMP, Col, OHANG  
Director of Human Resources

DISTRIBUTION:  
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