



**DEPARTMENT OF THE AIR FORCE**  
**WASHINGTON DC**

DCN: 9278

OFFICE OF THE ASSISTANT SECRETARY

30 Oct 03

**MEMORANDUM FOR (SEE DISTRIBUTION)**

**FROM SAF/IEB**

**SUBJECT: Travel Funding Policy and Procedures for Joint Cross Service Group (JCSG) Air Force Base Realignment and Closure (BRAC) Participants**

This policy applies to all Air Force personnel traveling to the National Capital Region (NCR) to participate in the 2005 BRAC process during FY 04-05 and requesting BRAC 2005 travel funds.

(1) Personnel using Federal Automated System for Travel (FAST) or Defense Travel System (DTS) are required to use the following procedures to obtain a fund cite and prepare the travel order:

(a) Contact the SAF/IEBJ coordination lead assigned to your JCSG (Attachment 1). Each IEBJ coordinator has been authorized to sign fund cite memorandums for travel associated with 2005 BRAC. A rental car is not authorized under the BRAC fund cite.

(b) Forward travel requests (Attachment 3) to SAF/IEBJ coordination lead 7 days prior to travel.

(c) SAF/IEBJ will provide a fund cite authorization memorandum to the POC for each traveler or group of travelers. The POC or representative will prepare a travel order using the fund cite authorized on the SAF/IEBJ memorandum. Transmit a copy of the completed travel orders to the JCSG coordination lead prior to traveling.

(2) For personnel not using FAST or DTS for travel, use the following procedures to obtain a fund cite and prepare the travel order:

(a) Notify the SAF/IEBJ coordination lead assigned to your JCSG (Attachment 1). The coordinator has been authorized to approve a fund cite for travel associated with BRAC 2005.

(b) The traveler(s) will prepare a DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel (travel order), through Block 17 of the form at the duty station. Use local administrative procedures for preparing the TDY orders. Transmit the prepared order to the SAF/IEBJ coordinator 7 days prior to travel. Include the requestor's contact information in the transmittal.

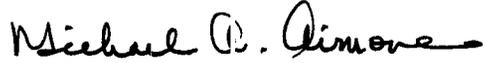
(c) The SAF/IEBJ coordinator will process the order and transmit the completed order back to the requestor or POC.

(3) Upon completion of travel, fax a copy of the paid, completed travel voucher no later than 30 days to the JCSG coordination lead to (703) 614-9133 or DSN 224-9133.

(4) Notify the SAF/IEBJ coordinator if a planned travel is cancelled after the order is prepared. Cancel the travel in FAST, DTS (if used) or through the SAF/IEBJ coordinator (if FAST, DTS were not used).

In an attempt to conserve BRAC funds, we have made arrangements with some hotels (Attachment 3) in the NCR that offer shuttle service to the Pentagon, National Airport, or a local Metro station. To take advantage of this reduced rate, contact one of the hotels and identify yourself as a Base Realignment and Closure (BRAC) Air Force member and provide your government credit card number.

For further further information, or other questions, please contact your SAF/IEBJ JCSG coordination lead.

  
MICHAEL A. AIMONE, P.E.  
Deputy Assistant Secretary  
(Basing & Infrastructure Analysis)

**Attachments:**

1. SAF/IEBJ Functional Lead
2. TDY Worksheet
3. Participating Hotels

**DISTRIBUTION:**

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**AIR FORCE BASE REALIGNMENT AND CLOSURE (BRAC), JOINT CROSS SERVICE COORDINATION DIVISION (SAF/IEBJ)  
POINTS OF CONTACT**

<b>PRIMARY POC</b>	<b>ALTERNATE POC</b>	<b>JCSG</b>	<b>Phone</b>	<b>E-Mail</b>
<b>Col Kevin Erickson,</b>	<b>Lt Col Nancy Combs</b>	<b>Division Chief</b>	703-614-7579 DSN 224	
<b>Lt Col Nancy Combs</b>	<b>Carol Conrad</b>	<b>Supply and Storage Coordinator</b>	703-614-0462 DSN 223	
<b>Carol Conrad</b>	<b>Lt Col Nancy Combs</b>	<b>Industrial Coordinator</b>	703-614-5684 DSN 224	
<b>Lt Col Anne Fitch</b>	<b>Roxanna Zamora</b>	<b>Education &amp; Training Coordinator</b>	703-614-7579 DSN 224	Kevin.erickson@pentagon.af.mil
<b>Sharon McMahan</b>	<b>Kathy Simonton</b>	<b>Intelligence Coordinator</b>	703-693-0416 DSN 223	Sharon.McMahon@pentagon.af.mil
<b>Kathy Simonton</b>	<b>Sharon McMahan</b>	<b>Headquarters &amp; Support Coordinator</b>	703-614-5791 DSN 224	Kathy.simonton@pentagon.af.mil
<b>Gary Strack</b>	<b>Col Kevin Erickson</b>	<b>Technical Coordinator</b>	703-614-7012 DSN 224	
<b>Roxanna Zamora</b>	<b>Lt Col Anne Fitch</b>	<b>Medical Coordinator</b>	703-693-0221 DSN 224	Roxanna.Zamora@pentagon.af.mil

<b>Mail Address</b>	1665 Air Force Pentagon, Washington, DC 20330-1665
<b>SAF/IEIT-IEBJ Physical Location</b>	5D260, Pentagon
<b>Fax Number</b>	<b>DSN 224-9133      Comm: 703-614-9133</b>

Travel Orders Request: EMAIL OR FAX TO SAF/IEBJ COORDINATION LEAD						
DD Fm 1610 (Mark "X")				AF Fm 938 (Mark "X")		
NAME (1 per request):				DATE OF REQUEST:		
TDY DATES (Trvl Start):		thru		# OF DAYS (Include Travel Days):		
PURPOSE OF TDY:						
LOCATION (Incl. Unit):						
SELECT MODE(s) OF TRANSPORTATION <u>TO</u> TDY LOCATION:						COST(s) Enter \$
		Mark "X"	Total Miles			
Military Airlift (MA)						\$0.00
Commercial Air (CA)						\$0.00
Privately Owned Veh (POV) @ \$.365 per mile						\$0.00
RC or POV Passenger (PAX)						
				Total Travel Cost		\$0.00
REIMBURSABLE ITEMS (Auth Rental Car, Per Diem, Etc.)						COST(s) Enter \$
		Mark "X"				
<b>Lodging:</b>	Mark "X"	Enter # Days	Enter Rate(s)			
On - Base			\$0.00	(Must enter at least \$0)		\$0.00
Contract Qtrs (or Other)				(Must enter at least \$0)		\$0.00
Not Applicable						
		Enter # Days	Enter Meal Rate			
<u>Per Diem Allowed (indicate actual rate)</u>						\$0.00
			Mark "X"			
OPTION A: All Gov't meals available and directed				(Allows PRO Meals Rate)		
OPTION B: Partial Gov't meals available and directed				(Allows PRO Meals Rate)		
OPTION C: Gov't meals NOT available nor directed				(Allows MAX Meal Rate)		
Web Site for Per Diem Rates:	<a href="http://www.dtic.mil/perdiem/">http://www.dtic.mil/perdiem/</a>					\$0.00 (Sub-total)
<u>Other reimbursement(s) (if known)</u>						
Rnd Trip Trvl to Airport						
		Enter # Days	Enter Rate			
Parking Fees (FYI: ATL IAP daily rate = \$9)						\$0.00
ATM Fees						
Estimated reimbursement of long distance telephone calls						
Baggage/Tips						
				Total Reimbursable Cost		
				Total TDY Est. Cost		\$0.00
<b>ORDERS PREPARING OFFICIAL</b>						
NAME:						
PHONE						
FAX						

<u>HOTEL</u>	<u>LOCATION</u>	<u>TRANSPORTATION</u>	<u>AMENITIES</u>
COMFORT INN (703) 922-9001	6560 Loisdale Ct SPRINGFIELD, VA	Shuttle service to Springfield Metro	Complimentary Cont Brkfst; Mgrs Reception M-Th 5:30-6:30 pm; HBO; PPV Movies; Coin-op Laundry; Bally Fitness Membership while at Hotel; Microwave & Fridge for 7 days or longer
HAMPTON INN (703) 924-9444	6550 Loisdale Ct SPRINGFIELD, VA	Shuttle service to Springfield Metro	Complimentary Cont Brkfst; Mgrs Reception M-Th 5:30-6:30 pm; HBO; PPV Movies; Coin-op Laundry; Bally Fitness Membership while at Hotel; Microwave & Fridge for 7 days or longer
Sheraton Pentagon South (703) 751-4510	4641 Kenmore Ave Alexandria, VA	Shuttle Service Pentagon, Pentagon Metro, Pentagon City Mall, National Apt	Restaurant; Heated Indoor Pool and Whirlpool; Health Facility
Washington Suites (877) 736-2500	100 South Reynolds St.; Alexandria, VA	Shuttle Service to Van Dorn Metro, Old Town Alexandria on Weekends	Complimentary Cont Brkfst; Complimentary Use of Bus Center w/ Computers, Internet, Laser Printer & Copier; Nine-hole Putting Green; Restaurant; On-Site Laundry Facility; Fitness Center
The Virginian Suites (800) 275-2866	1500 Arlington Blvd; Arlington, VA	Shuttle service to Rosslyn Metro & Safeway Store	Complimentary Full Brkfst M-F; Cont. Brkfst Wknds; HBO; PPV movies; Video Games & Music CD Library in room; Exercise Facility; Coin-op Laundry
The Potomas Suites (800) 275-2866	1730 Arlington Blvd; Arlington, VA	Shuttle service to Rosslyn Metro & Safeway Store	Complimentary Cont Brkfst M-F; Cont. Brkfst Wknds; HBO; PPV Movies; Video Games & Music CD Library in room; Exercise Facility; High Spd Internet Access; Coin-op Laundry