

USAREC Regulation 37-17

Financial Administration

Financial Management

**Headquarters
United States Army Recruiting Command
1307 3rd Avenue
Fort Knox, KY 40121-2725
17 April 2009**

UNCLASSIFIED

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*USAREC Regulation 37-17

Effective 1 May 2009

Financial Administration

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For the Commander:

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History. This is a new USAREC Reg 37-17, which is effective 1 May 2009.

Summary. This regulation provides policies and procedures on the control of financial resources, official travel, recruiter expense allowance, and the planning and funding of conferences.

Applicability. This regulation is applicable to all personnel within the U.S. Army Recruiting Command.

Proponent and exception authority. The proponent of this regulation is the Assistant Chief of Staff, G4/8. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate the approval authority, in writing, to a division chief within the proponent agency in the grade of GS-13 or the equivalent in the National Security Personnel System.

Army management control process. This regulation contains management con-

trol provisions in accordance with AR 11-2, but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation is prohibited.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC, ATTN: RCRLM-SFA, 1307 3rd Avenue, Fort Knox, KY 40121-2725.

Distribution. This publication is available in electronic media only and is intended for command distribution level A.

*This regulation supersedes USAREC Regulation 37-12, dated 24 September 1997; USAREC Regulation 37-14, dated 9 September 1997; and USAREC Regulation 37-16, dated 22 March 2000.

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Glossary

Chapter 1

General

1-1. Purpose

This regulation provides policies and procedures on the control of financial resources, official travel, recruiter expense allowance (REA), and the planning and funding of conferences.

1-2. References

For required publications and prescribed and referenced forms see appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

Responsibilities are explained in each of the following chapters.

Chapter 2

Budget

Section I

Introduction

2-1. Purpose

a. This chapter provides policies and procedures on the control of financial resources. It also specifies the duties and responsibilities of all personnel involved in establishing and maintaining administrative control of funds.

b. The Assistant Chief of Staff (ACS), G4/8, has been delegated overall responsibility for financial resources. All personnel assigned to the control of financial resources share in this management.

2-2. Objectives

- a. To integrate programming, budgeting, and financial control processes.
- b. To define responsibility for fund control.
- c. To place control of available resources at the level of responsibility for managers to accomplish missions within the constraints outlined in funding documents.
- d. To assure control of financial resources in accordance with statutory and regulatory limitations.
- e. To provide flexibility to react to mission changes.

2-3. Policies

a. The Commanding General (CG), U.S. Army Recruiting Command (USAREC), has the overall responsibility for management and control of funds. Authority to administratively supervise control of funds in accordance with DFAS-IN Reg 37-1 may be delegated to the ACS, G4/8. This includes the authority to further distribute funds received and to impose requirements to maintain control of such funds pursuant to DFAS-IN Reg 37-1, chapter 4. Fund certification authority must be delegated, in writing, by the CG, USAREC to the ACS, G4/8, who in turn, makes the necessary delegations to other Headquarters, U.S. Army Recruiting Command (HQ USAREC) personnel in writing.

- b. Financial control will be decentralized and aligned with management responsibility.
- c. Obligation and expense target ceilings will serve as the mechanism to provide managers with financial resources.
- d. Individual obligation and expense target ceilings should not be exceeded.
- e. Automated procedures will be used to the maximum extent possible to provide data essential to financial management and control.
- f. Obligation and expense targets established are considered targets within the purview of DFAS-IN Reg 37-1. However, any action by an individual which results in exceeding funded obligations and expense targets and contributes to an overobligation of the command's financial resources, as subdivided on funding documents received, may be

a basis for naming the individual responsible under the provisions of DFAS-IN Reg 37-1, and subjects the individual to the punitive provisions thereunder.

2-4. Responsibilities

Army policies and procedures for administrative control of funds are designed to restrict obligations and expenditures against each appropriation or fund to the amount available therein. They are further designed to prevent the occurrence of a violation, Section 1517, Title 31, United States Code (31 USC 1517). To achieve the Army's objective, principal responsibilities for financial control will be intensified during periods when available funds are nearing a critical point. At these times a precise balance of funds is essential in processing further transactions. Responsibilities in the control process are USAREC-wide as outlined in succeeding paragraphs.

- a. ACS, G4/8, will:
 - (1) Serve as principal advisor to the CG on the management and control of financial resources.
 - (2) Establish and/or interpret policies and procedures for fund control.
 - (3) Direct an effective accounting and reporting system.
 - (4) Provide analysis of program accomplishments and resource availability to support management decisions.
 - (5) Continuously assess the efficiency and effectiveness of controls. This is based on fund control status reports, program execution reviews, real-time audits, quality assurance (QA) reviews, and reports of accounting assistance teams.
 - (6) Develop and publish a command management structure. It will be used for recording transactions to maintain, control, and utilize obligation and expense targets.
 - (7) Direct the establishment of intensified management procedures, when necessary, to establish firm control of available financial resources and assure full utilization of total resources.
 - (8) Supervise the command staff finance and accounting officer who will:
 - (a) Maintain the official command accounting function of classifying and recording all transactions, assure that controls over the availability of funds are adequate and exercised in accordance with DFAS-IN Reg 37-1. Submit reports on the status of funds by program to Department of the Army (DA) and the commander.
 - (b) Maintain and conduct accounting surveillance and QA functions (AR 11-37). Ensure that adequate internal controls and procedures are developed in all functional areas of financial management. Provide for early detection of errors. Improve the quality of financial services and the accuracy of payments and reports. Assure compliance with finance regulations.
 - (c) Formulate policies for appropriated funds, financial accounting systems, and procedures.
 - (d) Provide guidance on the proper use of appropriated funds.
 - (e) Perform liaison operations with the supporting defense accounting office (DAO) to determine and implement remedial action on Standard Finance System (STANFINS) problems.
 - (f) Publish and maintain operating procedures and guidance. These will ensure accurate and timely recording of financial data.
 - (g) Assure fund ceilings, obligations, and related transactions are established at account levels. These will permit development of summary level data. This is necessary to measure progress, identify trends, and provide data necessary for management at various levels within the command and meet reporting requirements to higher headquarters.
 - (h) Identify and document fund control responsibility (DFAS-IN Reg 37-1) at every level of management. Emphasize the fund control responsibilities of HQ USAREC directorates, special staff sections, brigades, and battalions.
 - (i) Review General Accounting Office, Department of Defense (DOD) Inspector General, Army Audit Agency, Inspector General, and other audit and inspection reports relating to financial services administration.
 - (j) Monitor actions being taken to resolve problem areas and correct deficiencies identified by DA finance and accounting QA reviews.
 - (k) Monitor accounting systems and financial controls to assure conformance with regulatory and statutory requirements.
 - (l) Establish administrative procedures to ensure control of funds (DFAS-IN Reg 37-1) in order to preclude violations of 31 USC 1517.
 - (m) Render technical advice to management officials in the use and understanding of financial data and regulatory requirements.
 - (n) Ensure timely and accurate recording of financial data.
 - (o) In coordination with the command budget officer, recommend to the ACS, G4/8, the establishment of intensified

management procedures when necessary to establish firm control of available financial resources (for example, at yearend).

(p) Review obligation and expense trends to identify instances where budget activity ceilings have been exceeded. Report that problem to appropriate directors and budget officers.

(q) Perform the functions of the Custodian of the Secretary of the Army Representation Funds (.0012) (see AR 37-47).

(9) Supervise the command budget officer who will:

(a) Direct the development and execution of the USAREC command operating budget (COB) execution reviews and other budgetary actions.

(b) Execute the USAREC-approved budget.

(c) Schedule and coordinate the activities of the Program Budget Advisory Committee (PBAC).

(d) Coordinate USAREC budget matters with Headquarters, U.S. Army Accessions Command; Headquarters, U.S. Army Training and Doctrine Command; Office of the Corps of Engineers; Office of the Chief, Army Reserve; Office of the Deputy Chief of Staff for Personnel; and other Army commands.

(e) Review actual and planned use of funds to ensure continuing balance of financial resources among various USAREC programs. Advise staff elements and the Command Group of trends, imbalances, and recommend reprogramming as necessary.

(f) Direct the preparation and coordination of USAREC budgeting system. Develop, integrate, and implement the overall budgeting and funding policies of USAREC, to include requirements and specifications for budget systems, procedures, and reports.

(g) Administer the command cost center budgeting system (that is, proponent for the USAREC Army management structure (AMS)).

(h) Develop plans and policies and establish objectives to ensure the effectiveness of the command budgeting system.

(i) Monitor and analyze budget submissions from all elements of the command.

(j) Account for the receipt, control, and issuance of fund authorization and allowance documents for all funds controlled by USAREC.

(k) Delegate fund certification authority to the lowest practical levels within the budget area.

b. HQ USAREC Budget Office will:

(1) Furnish properly justified obligation and expense based budgets to the ACS, G4/8.

(2) Distribute obligation and expense ceilings and floors to activities within their program area.

(3) Review and approve adjustments to establish ceilings based on latest funding guidance and changes to financial programs within their area of program responsibility.

(4) Provide the servicing DAO, within the accounting period, all approved requests for reprogramming of obligation and expense levels.

(5) Furnish activities necessary guidance and establish controls to ensure that ceilings are expended on mission-essential requirements.

(6) Ensure that program and requirement slippages, shortfalls, deferrals, cancellations, or causes that result in excess fund ceilings are reported to the ACS, G4/8, for necessary reprogramming action.

(7) Analyze utilization progress. Compare actual expenses and commitments to applicable plans and ceilings.

(8) Perform responsibilities assigned to activity directors for ceilings that are not distributed below the program director level.

(9) Ensure that budget and accounting personnel review and reconcile with DAO all unliquidated obligations (ULOs), orders, earnings, and collections. Promptly process needed changes.

(10) Maintain the Resource Management Tool (RMT) System commitment records and validate recorded obligations and expenses. All recorded obligation and expense transactions should be reconciled against the RMT System and reviewed for proper AMS and element of resource (EOR) coding.

(11) Ensure that each individual assigned responsibility for fund control maintains a desk task list and a detailed standing operating procedure.

(12) Determine when the balance of obligation and expense target is in danger of being exceeded. Immediately notify the ACS, G4/8, explaining the circumstances and requesting guidance on the proper course of action.

c. Brigade commanders and U.S. Army Special Missions Brigade (SMB) and U.S. Army Medical Recruiting Brigade (MRB) commanders will:

(1) Be accountable for fiscal management within the command. Delegate certifying authority to the lowest practical activity or subactivity levels within their functional management structure. Fund certification authority must be del-

egated, in writing, and must be updated whenever changes of the personnel involved occur.

(2) Ensure that each individual, assigned responsibility for fund control, maintains a desk task list and a detailed standing operating procedure.

(3) Distribute budget levels to activities within their command.

(4) Review and approve adjustments to budget levels based on latest change from the command budget officer to financial programs within their command.

(5) Furnish necessary guidance and establish controls to ensure that targets are used for mission-essential requirements.

(6) Ensure individual(s) delegated fund certification authority cite proper accounting classifications (to EORs and accounting processing codes (APCs)) of funds, record expenses, and/or delegate this responsibility to lower level resource managers.

(7) Analyze programmed funds utilization, comparing with actual obligations, expenses, and commitments on a continuing basis. Report anticipated shortages and excesses to the command budget officer for appropriate action.

(8) Initiate corrective action when activities deviate from established targets.

(9) Promptly process all obligation and expense documents initiated.

(10) Maintain the RMT System commitment records and validate recorded obligations and expenses. All recorded obligation and expense transactions should be reconciled against the RMT System and reviewed for proper AMS and EOR coding.

(11) Use STANFINS automated reports on expenses, undelivered orders, and reimbursable orders on a continuing basis to analyze trends and control funds.

(12) Compare reimbursements earned against orders received on a continuing basis and promptly process needed change documents.

(13) Determine when the balance of obligation and expense targets are in danger of being exceeded. Immediately notify the command accounting officer, explaining the circumstances and requesting guidance on the proper course of action.

d. Each battalion commander will:

(1) Be accountable for fiscal management within their command.

(2) Provide the brigade commander with annual budget requirements based on mission requirements along with operational and training plans.

(3) Receive budget levels. Establish controls to ensure that targets are expended for mission-essential requirements and are not exceeded.

(4) Ensure that amounts programmed as floors or other limitations are used to the extent of fund availability.

(5) Cite proper APC and accounting classification on documents initiated to utilize obligation and expense targets.

(6) Promptly process all obligation and expense documents initiated.

Section II

USAREC Fund Allowance System

2-5. Policies and procedures

a. USAREC operates under a Fund Allowance System for all appropriations. This system provides specific dollar allowance targets to certain USAREC activities at the headquarters level, brigade, and battalion. This funding target is not considered a subdivision of funds. Exceeding the target may cause the command allocation to be exceeded; therefore, in no way does this system relax the required fund control discipline in place throughout the command.

b. HQ USAREC should be notified of projected overages or shortages of Operation and Maintenance, Army funds; Operation and Maintenance, Army Reserve funds; and Reserve Personnel, Army funds. Appendix B contains procedures to follow when fund allowance target is exceeded. If exceeding the allowance target provided on the funding authorization document causes the command to be over the USAREC allocation, an alleged violation of 31 USC 1517 will have occurred. The individual(s) named as exceeding the allowance provided and causing the alleged violation of 31 USC 1517 will be held responsible and subjected to disciplinary action.

2-6. Distribution of funds

a. All USAREC funds will be controlled and issued by the command budget officer. Selected HQ USAREC directorates and brigades will be issued funding allowance targets. USAREC distributes funds to headquarters activities and

brigades using the RMT System Fund Control Module. Funds will be spread to ledgers using funding APC, management decision evaluation package, and AMS levels accompanied by an Excel spreadsheet to senior analysts at HQ USAREC, SMB, and MRB.

b. Funding allowance targets will not be exceeded without a properly documented change. Although the target in itself does not constitute a fund limitation under the provisions of DFAS-IN Reg 37-1, exceeding the target may contribute to an administrative fund violation at the HQ USAREC level. This may be used as the basis for naming that person responsible for exceeding the target as the contributor to an alleged violation of 31 USC 1517.

c. Original funding targets will be developed as part of the COB process. Adjustments will be made by the command budget officer as changes arise through budget execution reviews, COB submissions, or other events requiring target adjustments. Targets will be reflected by program ceilings and/or fenced categories as appropriate.

d. SMB will distribute funds to the MRB, brigades, and battalions as deemed appropriate. HQ USAREC Budget Office will distribute funds to directors having program responsibilities. All further distribution will be identified by type and in total.

Section III

Fund Accountability and Control

2-7. RMT System

a. The RMT System is an effective automated program which maintains a balance of funds available. All USAREC activities having administrative control of funds will monitor their balances by maintaining the RMT System. The RMT System User's Manual provides detailed information on the use of the RMT System.

b. The RMT System displays a full history of transactions, transmits records to the DAO, and receives downloads from STANFINS daily showing the actual obligations. The RMT System also allows the operator to determine, at any time, the funds available for commitment and year-to-date balance.

c. Although the RMT System is an efficient fund control tool, it is not the official accounting record. STANFINS is the Army's official accounting system which records and reports all funds received and obligations incurred against these funds. The RMT System is a commitment accounting system that allows the accounting technician to monitor entries made into STANFINS by the servicing DAO.

d. The RMT System will upload the obligations in STANFINS into a personal computer, eliminating the need to manually post obligations.

2-8. Financial controls

a. Directors and commanders at all levels must establish internal controls to ensure the most effective use of appropriated funds is obtained. These controls must also ensure that obligations and expenses incurred do not exceed funding targets and yet attain maximum utilization for the periods.

b. Control will be accomplished through analysis of targets provided as compared to actual cost, projected recurring cost, and realistic appraisal of nonrecurring costs. Recurring costs will include items that are stable, critical to support, necessary to carry out missions that cannot be stopped or materially reduced during the period being analyzed such as civilian payrolls, communications, utilities, vehicles, rentals, REA, and maintenance contracts. Nonrecurring costs will include supplies, equipment, and one-time nonrecurring items. All items should be set up in order of priority to ensure continuance of assigned missions. Analysis will be made on a timely basis, as often as necessary, to ensure control and determine the need for reprogramming, but not less than quarterly for the first three quarters, and then starting monthly in the fourth quarter. In September, analysis will become weekly and then daily at the end of the fiscal year (FY). All outstanding commitments and estimated costs for civilian labor and stock fund issues for the balance of the quarter will be used in making the analysis. It is essential that the analysis identify shortages or excesses on a timely basis. Certification of status report, financial statements, and ULOs (unpaid) of each appropriation and fund account is required as of 30 September (see app C).

c. HQ USAREC Budget Office and SMB, MRB, brigade, and battalion commanders must realign targets between accounts when analysis indicates shortages or excesses. If excesses develop, they must be reported to the command budget officer, to permit possible redistribution to the highest priority unfinanced requirements or for return to higher headquarters. If shortages develop, they must be reported. If appropriate, secure additional target, or action must be initiated to reduce operations to remain within available balance.

2-9. Obligation principles

The following general criteria has been established by DA for establishing and recording obligations.

a. All contracts or orders for goods and services must be intended to meet a bona fide need of the FY.

- b. Responsible officials must ensure that funds are available before entering into a binding agreement on behalf of the Government.
- c. Obligations incurred will be charged immediately against the applicable appropriation. Once an obligation is incurred it shall be recorded promptly whether or not funds are available.
- d. Caution will be exercised to assure that funds are charged solely for the purpose for which the appropriations were designated.
- e. Recorded obligations will be adjusted promptly upon receipt of documentary evidence indicating that the liability established should be adjusted.
- f. Certain transactions may require administrative lead time. In such instances, where goods or services chargeable to appropriations of the ensuing year must be processed prior to fund availability, the appropriate document will bear the clause, "The Government's obligation, hereunder, is made contingent upon Congress enacting appropriations." However, no goods or services will be accepted from a vendor until funding authority for the new FY has been received.
- g. Obligations will only be recorded when supported by documentary evidence. This will provide a clear audit trail and substantiate the validity of an obligation (see app D). Further detailed guidance on obligation rules by EOR is contained in DFAS-IN Reg 37-1.

2-10. Delegation of authority

In accordance with DFAS-IN Reg 37-1, the CG is responsible for the administrative control of funds allotted to this command. This responsibility and the authority to establish policy for proper control of funds is delegated to the ACS, G4/8. The ACS, G4/8, will in turn, delegate proper authority to SMB, MRB, and brigade commanders and certain HQ USAREC directors. This may be done by position or name. Commanders and directors may further delegate within their organizations as needed. Commanders, at all levels, who delegate this authority remain responsible for possible violations which result from failure to comply with fund control policies or procedures. The following additional guidance on delegations must be adhered to:

- a. Delegations of authority will be in writing (see fig 2-1).
- b. Delegations may include the authority to further distribute funds and further delegations.
- c. Delegations will remain in effect as long as the delegator and delegatee remain in their positions.

2-11. Reconciliations

a. This section provides guidance necessary to ascertain the validity of reported resource data. It establishes procedures for continuing reviews of the ULO files. It ensures that all recorded transactions are supported by appropriate documents and represent valid obligations. A periodic, timely, and coordinated review must take place at least once every 4 months, and specifically at yearend, between DAO personnel and activities within the command. Followup action should be taken on long outstanding and inactive transactions. A reconciliation of reimbursable activity is also necessary.

- b. These procedures apply to all resource managers authorized to certify funds and control ceilings.
- c. Concept.

(1) For accurate accounting records and effective fund control, the key status and expenditure reports must be reconciled each month. These reconciliations are critical to identify automated records and reports that are in error or out of balance and to ensure that the most reliable data is provided to management for use in managing funds. Accounting personnel should reconcile status of funds (that is, allotments, orders received, obligations, disbursements, and appropriation reimbursements) before this data is reported to higher levels of management. Procedures must be implemented that identify:

- (a) Which reconciliations are to be made.
- (b) When they are to be made.
- (c) How reconciliations are to be made and documented.
- (d) What action is to be taken on disclosed differences.

(2) At the beginning of each FY, the servicing DAO should develop a schedule which includes the joint review of ULOs by the DAO accounting branch and the serviced activities. (To conserve temporary duty (TDY) funds, the face-to-face (joint review) reviews will normally be between the DAO and the brigade comptroller.) The reviews will be scheduled three times a year as required by DFAS-IN Reg 37-1. The reviews should be conducted in the following manner:

- (a) Under a cover memorandum, HQ USAREC, brigade, SMB, and MRB comptrollers should be sent three copies of the nonstock fund orders and payables (NSFOP) listings at activity level.

(b) The memorandum should request that the listing be reviewed for validity and the proper annotations be made.
(c) The form should establish a date and time for a joint review of listings (see (2) above) by DAO and activity personnel.

(d) On the scheduled date the listings should be reviewed, items in question annotated, necessary corrections agreed upon, and the servicing DAO will input into the system during the same accounting period.

(e) Followup action should be performed by budget and accounting personnel to assure that corrections agreed upon were made correctly.

(f) A checklist should be used to determine if any purchase orders and/or contracts have been issued but not obligated. Officials should ask:

1. Have latest cost listings been reviewed to determine if any purchase orders and/or contracts have been issued but not obligated?

2. Have records been adjusted for cancellations?

3. Have records been adjusted for modifications (increases and/or decreases)?

4. Have any intra-Army reimbursable orders been accepted but not recorded?

5. Are receiving reports being prepared and processed promptly to preclude excess funds being tied up on delivery orders of requirement type contracts?

(3) In addition to the joint review explained above, USAREC budget and accounting personnel will make the following continuous review of ULOs:

(a) Daily followup on aged ULOs, prepare followup correspondence on TDY travel, compare ULO amounts to vendor pay files when time permits, and analyze NSFOP listings.

(b) Periodically (as a minimum twice annually) compare vendor pay files to the NSFOP listing. Any differences should be researched and resolved. Followup correspondence to vendors should be prepared by the Vendor Pay Section. Followup for receiving reports is jointly accomplished by the Vendor Pay Section and accounting personnel.

(4) Reimbursable orders received, increase the obligation authority of the accepting (performing) activity and create obligations for the ordering activity (customer). Any delay in recording reimbursable orders received as well as the recording of related customers' obligations, has the affect of significantly understating both the obligation authority of the performing activity and the obligations of the customers' funds. But more importantly, erroneous information on the fund status reports has the potential of causing overobligations for both the performing activity and the customer. Systems and procedures must be adequate to ensure that all reimbursable support is charged to the proper customers on a monthly basis. Actions required to adequately support the reimbursement program include:

(a) Recording orders received at the time reimbursable orders or estimates of reimbursable services are received from customers.

(b) When accounting for customers' funds, recording earnings at the time accruals are accepted by the performing activity.

(c) Being certain that a valid order or estimate has been received from customers before services are performed.

(d) Obtaining additional funds from customers before billing on a reimbursable order if the amounts made available on the original order are insufficient.

(e) Promptly notifying customers of any excess funds available for withdrawal, particularly prior to 30 September. This is performed by performing activity preparing the change order and returning excess funds to ordering activity.

2-12. Continuing resolution authority

a. Purpose. Congressional enactment of the continuing resolution authority (CRA) is often necessary to provide interim funding for each new year's activity pending enactment of the DOD Appropriations Act. Consequently, this regulatory guidance is needed to define the parameters of operation in the absence of an appropriate Headquarters, Department of the Army (HQDA) publication.

b. This regulation applies:

(1) To single and/or multiyear appropriated funds made available to USAREC through funds distribution and customer orders.

(2) Indirectly to the working capital funds operated by elements of USAREC.

c. Policy. CRA funds mission requirements, procurement, and production up to the value of temporary Treasury Warrants released by the Treasury. If Congress indicates a restriction on new starts, applicable programs are accordingly deferred by DA appropriation directors, and funding is withheld from the temporary Treasury Warrants.

d. Responsibilities. The responsibilities set forth in previous paragraphs are equally applicable under CRA.

e. Procedures.

(1) USAREC's obligation plans for the first quarter of each new FY serve as the basis for the temporary Treasury

Warrants requested by DA. Actual obligation and expenditure limitations based on the temporary Treasury Warrants are documented on the initially released funding allowance documents.

(2) Within the policy set forth in c above, obligations and expenditures for the following type of requirements continue without interruption:

- (a) Payroll.
- (b) Travel of personnel.
- (c) First and second destination transportation.
- (d) Rentals, communications, and utility services.
- (e) Contractual services.
- (f) Purchasing and requisitioning supplies and equipment.
- (g) Reimbursement orders. However, the acceptance of reimbursable orders augments the amount of each obligation and expenditure limitation.

f. Final authority. In the event of conflicts between this chapter and other provisions of the CRA or special Office of the Secretary of Defense and DA-related policy guidance for a particular year, the CRA language and/or the special guidance shall govern.

2-13. Violations and penalties

A violation of 31 USC 1517 occurs when any officer or employee authorizes obligations, disbursements, or further makes a distribution in excess of the amount of funds made available which may cause the command to exceed its allocations. Alleged violations must be reported, investigated, and if confirmed, enforced by penalties as stated in DFAS-IN Reg 37-1. Each individual assigned fund control responsibilities will read DFAS-IN Reg 37-1, chapter 6, and this regulation, and become familiar with the requirements for the administrative control of funds.

2-14. Prior year funds

a. HQ USAREC, Staff Finance and Accounting Division, assures that control over the availability of funds is adequate and exercised in accordance with DFAS-IN Reg 37-1. Also, maintains the official command accounting function of classifying and recording all transactions and submits reports on the status of funds by program to DA and the commander.

b. HQ USAREC, Budget Division, and SMB budget office personnel will:

- (1) Maintain the RMT System commitment records and validate recorded obligations and expenses.
- (2) Continuous review of ULOs.
- (3) Follow up on TDY travel, compare ULO amounts to vendor pay files, and analyze NSFOP listings.
- (4) Periodically compare vendor pay files to the NSFOP listing. Any differences should be researched and resolved.

c. To ensure proper fund control of prior year (PY) dollars, before budget personnel can obligate any additional PY funds, they must first coordinate with the accounting personnel to ensure availability of funds.

2-15. PBAC

a. USAREC operates under a consolidated PBAC process.

b. Working PBAC. The PBAC process begins with a single working PBAC that is chaired by the USAREC Chief of Staff (CoS) with recruiting brigade CoS' and HQ USAREC staff directors. Three primary areas covered at each working PBAC are current budget execution, projected unfinanced requirements, and future budget planning. Outcomes of the working PBAC are recommended distributions of current available funding to eliminate unfinanced requirements and prioritization of new investment programs for future funding.

c. Senior PBAC. The senior PBAC is chaired by the USAREC Deputy Commanding General with the recruiting brigade commanders and HQ USAREC staff directors. Recommendations from the working PBAC are reviewed and decisions are reached by consensus with the deputy commanding general acting as final approval authority.

d. Executive PBAC. Executive PBAC sessions, if required, are conducted with the CG, deputy commanding general, CoS, and the ACS, G4/8. Only the most controversial issues will be referred to the executive PBAC for CG's decision. Situational awareness budget updates are provided to the CG by the ACS, G4/8, as required.

RCRLM-B (37-1)

Date

MEMORANDUM FOR Name, Budget Analyst, U.S. Army Recruiting Command, ATTN: RCRLM-B,
1307 3rd Avenue, Ft Knox, KY 40121-2725

SUBJECT: Delegation of Authority

1. Effective (date) you are appointed a Funds Control Officer.
2. Authority: DFAS-IN Reg 37-1, chapter 3, paragraph 0316.
3. Purpose: Certify funds and/or maintain administrative control of HQ USAREC's funds
4. Period: Terminated upon the delegatee or the delegator no longer employed in the mentioned positions.
5. Special instructions: Individual authorized to certify HQ USAREC's appropriated funds will become thoroughly acquainted with the provisions of 31 USC 1517; DFAS-IN Reg 37-1, chapter 7; and USAREC Reg 37-17. Individual will, by providing the undersigned a statement that he or she has reviewed the contents of the above and is thoroughly acquainted with the provisions thereof. This requirement will be met before appointment of duties. When certifying availability of funds, you are attesting that funds are, in fact, available and accounting classification is correct as cited.
6. Point of contact is the undersigned at (123) 456-7890.

Signature Block
Comptroller

RCRLM-B (37-1)

Date

MEMORANDUM FOR U.S. Army Recruiting Command, ATTN: RCRLM-B, ATTN: (Comptroller
Name), Ft Knox, KY 40121-2725

SUBJECT: Delegation of Authority

I have reviewed the provisions of 31 USC 1517 and appropriate regulatory guidance mentioned in basic correspondence, and I am thoroughly acquainted with the provisions thereof.

Signature Block
Budget Analyst (*name on preceding memorandum*)

Figure 2-1. Sample delegation of authority

Chapter 3 Travel

Section I General

3-1. Purpose

This chapter provides information on JFTR, Vol 1 and JTR, Vol 2 directives applicable for travel of military and civilian personnel under the jurisdiction of the CG, USAREC. It also prescribes policies, responsibilities, and procedures for reviewing, processing, and approving travel requests.

3-2. Internal controls

Internal controls are steps taken to guard against waste, loss, unauthorized use, or misappropriation of Government property, funds, and other assets. Laws and regulations are methods used to assure that steps are in place and require compliance. Policy provided in this regulation, as well as associated references are direct controls in the travel and financial area. This regulation has an internal control checklist of its own. Table 3-1 and appendix E are available for review by all personnel who request, authorize, or approve travel authorizations and/or vouchers via the Defense Travel System (DTS).

**Table 3-1
Special checklist for review of completed DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel)**

Block Number	Ensure that:
9	<ul style="list-style-type: none"> a. Mission requires physical presence of individual(s) at itinerary location(s). b. Number of travelers is consistent with related factors of technical complexity, performance milestones, or prescribed attendance.
10a	Dates do not exceed elapsed time to complete assignment (with impact on advances) and minimize unproductive TDY on weekends and holidays.
11	<ul style="list-style-type: none"> a. Justification for variation has been signed by the requesting official or approving official (AO) and attached to the order. b. Military installation is shown as place of TDY when appropriate (with impact on use of quarters).
12 and 14	<ul style="list-style-type: none"> a. Costs are based on use of Carlson or transportation office for travel arrangements. b. Verify that POV authorization does not increase Government costs over other practical transportation. c. Per diem supports realistic number of days and, when appropriate, use of Government quarters. d. Advance authorized supports realistic cost estimates and whether traveler has a GTCC.
16	<ul style="list-style-type: none"> a. Rental car authorization is consistent with need for local travel at TDY location, realities of public transportation, cost of taxi service, and number of travelers. b. Exceptions such as "use of existing Government facilities would adversely affect the performance of the assigned mission" are traceable to support. c. Special authorization for travel advance, taxi, extra baggage, etcetera, are traceable to support. d. Multiple choice and number-coded travel options are prohibited. e. Government transportation request costs are shown, if POV as more advantageous to the Government is not authorized. f. The disbursing station symbol number of the supporting finance office that maintains the traveler's DD Form 1588 (Record of Travel Payments).
17 through 20	<ul style="list-style-type: none"> a. Officials who can request, approve, and authorize TDY orders are formally designated. b. Fund cite is traceable to approved travel funds.

3-3. Compliance

- a. Use of the Government travel charge card (GTCC) is mandatory for all individuals able to obtain a GTCC in accordance with guidelines of the DODFMR, Vol 9, chapter 3.
- b. Use of DTS in USAREC is mandatory for TDY. Exceptions to the use of DTS are permanent change of station (PCS), TDY enroute, and travel funded by another organization that has not yet fielded the travel system.
- c. All USAREC commanders must actively engage in the use, management, and most importantly, the compliance of the regulatory requirements for these two programs.
- d. Commanders or supervisors shall not tolerate misuse of the GTCC or circumvention of the DTS voucher system.

Section II Travel

3-4. General

- a. Referenced regulations and directives governing TDY are not always available to all USAREC travelers. Therefore, for the benefit of the traveler, this regulation outlines available entitlements of JFTR, Vol 1, appendix O; JTR, Vol 2, appendix o; and service regulations. It is not intended as a license to use every entitlement available. On the contrary, all travel must and will be performed in a prudent and economical manner. This ensures that maximum benefit is derived from available travel funds and that the traveler receives appropriate entitlements. Only travel which is essential and related to mission accomplishment will be permitted.
- b. This regulation is intended only to expand upon existing regulations and to adjust to the situations of USAREC. In cases of conflict, JFTR, Vol 1; JTR, Vol 2; and DFAS-IN Reg 37-1, chapter 10, take precedence.

3-5. Establishing local travel area

Criteria for establishing a local travel area (LTA) will conform to the following guidelines: The local area in which transportation expenses may be authorized or approved for conducting official business will be within the limits of the duty station (permanent or temporary) and the metropolitan area surrounding that station, which is ordinarily serviced by local common carriers or within the local commuting area of that station. The boundaries will be determined by the official directing travel or competent authority at the installation or activity.

- a. The corporate limits of a city or established boundaries of an unincorporated town to which the individual is assigned will be, at a minimum, the starting point for establishing the LTA.
- b. An arbitrary mileage guideline will not be used as sole rationale for establishing the LTA. If such a radius is used, proper explanation must be documented for using it.
- c. The metropolitan area ordinarily serviced by local common carriers and separate cities or towns adjacent to each other to which the commuting public travels daily are important factors to consider.
- d. In small cities which may be incorporated the LTA will not be limited to these boundaries. Other adjacent cities or the county limits will be considered.
- e. Other factors to consider are local driving conditions, terrain, and traffic congestion.
- f. The LTA criteria will be applied uniformly to all personnel subject to it. The LTA will not be adjusted for conference purposes, relieved recruiter movements, etcetera.
- g. Battalion commanders will have defined the LTA in writing, for the battalion and each company and recruiting station (RS). Coordination must be made with installation commanders near any USAREC activity.

3-6. Travel within and outside the permanent duty station and/or LTA

- a. A member is not entitled to subsistence expenses (per diem) for travel within the limits of the permanent duty station (PDS) and/or LTA. Commanders must use proper discretion so per diem entitlements do not accrue to a member performing TDY just outside the PDS or LTA.
- b. A member on TDY, commuting daily from his or her quarters to a location near (outside the limits of) the PDS or LTA can be reimbursed for up to two meals per day. Reimbursement will be made via the local voucher in DTS.
- c. All TDY will be held to a minimum consistent with military necessity. Due consideration must be given to a PCS (full cost, no cost, or low cost) if a move is expected to result in excessive TDY. Under no circumstances will a member be placed on TDY to the same location in excess of 180 calendar days, continuous or not, in a calendar year.
- d. All travel completely within the PDS or LTA limits authorizes the traveler reimbursement for local mileage expenses

only. The reimbursement will be for the expenses incurred for mileage, bus tickets, car rentals, parking fees, tolls, etcetera.

e. When a privately-owned vehicle (POV) is used for traveling between a member's residence or the PDS and one or more alternate worksites within the local area, the member will be paid mileage for the distance that exceeds the member's normal commuting distance.

f. As with excessive TDY, proper consideration must be given before authorizing local moves (no cost and low cost) if travel to the alternate duty site is expected to be excessive (over 90 days) or permanent in nature.

g. Table 3-2 (located at the end of this chap) is provided to assist with determining the correct travel entitlements for travel done in or near the LTA and/or PDS.

3-7. Control and management of official travel

Every USAREC activity will monitor travel to ensure effective and economical management of scarce travel funds. Presented below are methods and procedures that have been used successfully. All USAREC activities will communicate this policy throughout all operating and staff echelons, and establish a stringent and austere plan to eliminate unnecessary travel.

a. Do not permit travel when the matter in question can be handled by mail, telephone, or teleconferencing.

b. Minimize the number of people who must travel for a single purpose. For example, never allow two or more persons to travel when one will suffice.

c. Examine the need for TDY assignments at official stations to assure that travel is performed by individuals at stations which are in the closest proximity to travel destinations.

d. Screen all travel authorizations to the extent possible to ensure that travel is performed for more than a single purpose and that visits are made in series to more than one location without return to home station.

e. Screen all specific travel authorizations to limit trips, number of individuals traveling, points to be visited, itineraries, and duration to those that are essential to the performance of the USAREC mission.

f. Ensure that official travel is performed by using the most expeditious and economic means of transportation, to include maximum utilization of special economy fares offered by commercial carriers. Any procurement of commercial travel must first be approached through the supporting contracted travel office.

g. Wherever possible, use local training courses to reduce travel costs.

h. A traveler on official business may keep promotional material (including frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities) for personal use. This applies to promotional items received before, on, or after 31 December 2001 (see JTR, Vol 2, C1200 or JFTR, Vol 1, para U1200). The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional Government cost.

i. All travelers are required to utilize tax exemption certificates for lodging whenever possible. The tax exemption listing and certificates can be found at the following Web site: <http://www.gsa.gov/statetaxforms>.

j. When TDY is being performed at a military installation (that is, Fort Sam Houston), the travel authorization will reflect Fort Sam Houston, not San Antonio, TX. This rule is applicable to all travelers traveling to HQ USAREC and the brigades in a TDY status.

k. Rental cars are not required for all TDY. Rental cars will not be authorized when the lodging and TDY sites are the same (that is, conferences), where the lodging, meals, and conference are at the same hotel. Also, TDY to cities like Washington, D.C.; New York; and Los Angeles have public transportation that is easier and quicker to use; rental cars are not needed. For travelers authorized a rental car, a compact sized rental car must be used. Only if multiple travelers are going to the same destination may a mid- or full-size car be authorized.

l. Transportation to and from the airport. When two or more persons are traveling together, and are TDY for more than 2 days, local commercial transportation will be used for transportation to and from the airport, if more cost effective.

m. Airport parking fees should never exceed a round trip taxi fare. Travelers will be required to use public transportation to and from the airport if the airport parking fee for the duration of TDY is more than the round trip transportation fee.

n. Mileage reimbursement to and from the airport is based on actual odometer readings. Mileage can only be paid if an individual's POV is used. If a traveler is provided a ride in an associate's vehicle, no reimbursement is authorized for mileage.

o. POVs can never be directed for TDY travel. An AO may authorize travel using a POV; however, mileage reimbursement must be limited to the constructive cost of an airline ticket.

3-8. Orders

a. Authority for issuance of travel orders to military personnel is contained in AR 600-8-105 and this regulation. Authority for issuing travel orders to civilian personnel is contained in JTR, Vol 2, paragraph C4105 and appendix I.

(1) Authority to issue travel orders.

(a) Authority is delegated to brigades, battalions, and HQ USAREC to issue TDY orders involving travel of Army personnel within the continental United States.

(b) Authority is delegated to the Commander, U.S. Army 1st Recruiting Brigade to issue TDY orders involving travel of Army personnel to Europe.

(c) Authority is delegated to the Commander, U.S. Army 2d Recruiting Brigade to issue TDY orders involving travel of Army personnel to Puerto Rico and the Virgin Islands.

(d) Authority is delegated to the Commander, U.S. Army 6th Recruiting Brigade to issue TDY orders involving travel of Army personnel to Alaska, Guam, Hawaii, Korea, and Pago Pago (American Samoa).

(e) Authority is delegated to the battalion commanders of Miami, Portland, and Albany to issue TDY orders to members of their command for travel to areas within their jurisdiction.

(f) Authority is delegated to medical recruiting battalion commanders to issue TDY orders to members of their command for travel to areas within their jurisdiction.

(g) Authority is delegated to the Special Operations Recruiting Battalion Commander to issue TDY orders to members of his or her command for travel to areas within their jurisdiction.

(h) Authority is delegated to the Commander of Chaplain Recruiting to issue TDY orders to members of their command for travel to areas within their jurisdiction.

(2) Military personnel. AR 600-8-105, paragraph 1-21a states that no individual will be placed on continuous TDY at one location for more than 180 calendar days without prior approval from HQDA. (Continuous TDY is TDY with no break in the orders. A break in the orders before the 180-day limit is reached means the count is restarted (that is, individual receives TDY orders for 10 through 15 May, 1 through 5 Jun, and 18 through 23 Jul). The count would be restarted each time, since the individual is only in a continuous TDY status for 5 days each period. Exceptions for the extension of TDY beyond 180 days at one location will be made only for unusual or emergency conditions, the unforeseen expansion of duties, unforeseen delays, or exigencies of the service which require the extension of the TDY period. Each request for continuous TDY at one location in excess of 180 days will:

(a) Be sent in time to allow action to be taken on the request before completion of the 180 days TDY.

(b) Be sent through HQ USAREC, G4/8, Staff Finance and Accounting Division.

(c) The request must contain the following in accordance with AR 600-8-105, paragraph 1-21c. Each member's name, grade, social security number, military occupational specialty or specialty skill identifier, organization of assignment, and location of TDY; effective date of current period of TDY, expiration date of current TDY, and location of TDY; justification of the request based on the above criteria; conditions which make a PCS move impracticable to meet the personnel requirement; and a statement as to whether the member(s) voluntarily agrees to the extension. If HQDA approves the continuous TDY at one location, the commander who requested the exception will ensure that the appropriate finance and accounting offices are notified of the approval.

b. A sample format of an invitational travel order (ITO) which may be issued at HQ USAREC and brigades is at figure 3-1.

(1) Each commander's authority to issue an ITO extends only to those programs specifically authorized by HQDA or HQ USAREC (for example, educator tours and family life conferences).

(2) ITOs can be issued to send applicants to take qualifying examinations such as:

(a) Band auditions.

(b) Flight physicals.

(c) The National Council on Licensure Examination for Registered Nurses (applicable only to nurse applicants from Puerto Rico).

(d) Military entrance processing station processing if airline travel is required.

(3) ITOs can also be issued to bring a dependent and/or family member, via DTS, to attend a major award ceremony involving military or DOD civilian personnel such as:

(a) USAREC level annual awards program.

1. Regular Army Recruiter of the Year.

2. Army Reserve Recruiter of the Year.

3. Soldier of the Year.
 4. New Recruiter of the Year.
 5. Health Care Recruiter of the Year.
 6. Guidance Counselor (GC) of the Year.
- (b) Individual military awards, Meritorious Service Medal and higher.
- (c) Individual civilian awards.
1. Commander's Award for Civilian Service.
 2. Superior Civilian Service Award.
 3. Meritorious Civilian Service Award.
 4. Decoration for Exceptional Civilian Service Award.
 5. Outstanding Civilian Service Award.
 6. Decoration for Distinguished Civilian Service.
- (4) Other instances where ITOs may be authorized are outlined in the JFTR, Vol 1, appendix E.
- (5) ITOs for individuals not clearly covered by an approved program, such as invitations to persons to visit organizations in USAREC, must be approved and issued by HQ USAREC.
- (6) Individuals issued ITOs may be unfamiliar with the travel settlement voucher, so the issuer must be prepared to provide blank forms and assistance in filing the voucher.
- (7) Individuals issued ITOs must use a non-DTS entry agent (NDEA) to process the authorization and voucher in DTS per the DODFMR, Vol 9, chapter 2 (020401). The NDEA (typically the spouse) must be designated in writing and given authority to sign the claim for reimbursement for the individual traveling on the ITO. DD Form 1351-2 (Travel Voucher or Subvoucher) must be completed and signed by the traveler. Both the memorandum and DD Form 1351-2 must be electronically attached to the voucher in DTS to be archived for 6 years and 3 months as required by law. Once documents are attached and voucher is completed in DTS, the NDEA can sign the claim for reimbursement and approval.
- c. Leave or pass in conjunction with TDY. DOD and DA regulations permit the taking of leave in conjunction with TDY. However, travelers are not permitted to take leave in conjunction with TDY where it may appear that the TDY was arranged to meet the leave desires of the individual and gain transportation to, or in the vicinity of, the leave point at Government expense.
- (1) Military.
 - (a) Leave. Leave may be taken in conjunction with TDY in accordance with AR 600-8-10, paragraph 7-1. In such cases, leave must be marked on the DTS Authorization under Expense, Per Diem Entitlement, for each day listed that is not a duty day.
 - (b) Passes (AR 600-8-10, paras 5-27 and 5-28). Passes may be authorized during periods of TDY while the Soldier is at the TDY station. Pass periods may be authorized between departure from the PDS and arrival at the TDY station, and between departure from the TDY station and return to the PDS. Inclusive dates of the pass period(s) must be identified in DTS. Under "Expenses, Per Diem Entitlement," select "Duty(s) Day No Per Diem" for the date range of the pass. Payment of per diem for such pass period(s) is not authorized. Passes are not authorized in conjunction with leave.
 - (2) Civilians. In accordance with JTR, Vol 2, paragraph C4405 when, for personal reasons, including taking authorized leave, an employee does not return immediately to his or her PDS after completion of TDY, per diem allowances will be computed on the basis of the time that he or she reasonably could have left the TDY point and arrived at his or her PDS.
 - (3) Military and civilians. Periods of TDY often include traditionally nonworkdays (that is, weekends and holidays) during which travel entitlements continue. It is acceptable that travelers take advantage of these nonworkdays to conduct personal affairs (for example, visit friends, relatives, historic sites, etcetera). The following safeguards against abuse should be observed:
 - (a) Whenever possible, TDY should be scheduled to avoid nonworkdays (for example, rather than TDY Thursday through Tuesday, TDY should be scheduled all in the same week).
 - (b) If different TDY points are scheduled before and after a weekend, the per diem costs of each location should be noted and consideration given to staying at the least expensive location. Per diem allowance will not be authorized if the traveler elects to stay at a location other than the authorized TDY points. If different TDY points are scheduled before and after a weekend, the traveler chooses to stay at a third location for personal convenience (that is, TDY at Houston and Dallas; member travels to Waco to visit relatives), the traveler must request that the official authorizing travel approve of such plans prior to travel. Further, the traveler will only be reimbursed for costs associated with the most

direct transit between TDY points (that is, Houston to Dallas).

d. Verbal orders (refer to AR 600-8-105, para 1-23 for guidance).

(1) Verbal orders will be used to start TDY travel only when extraordinary circumstances preclude advance use of electronic orders.

(2) In all cases, electronic orders will be prepared as soon as practicable after the verbal orders are issued.

(3) DTS traveler: A traveler is any military member or civilian employee who will use DTS to create official authorizations (orders), vouchers, and/or local vouchers for TDY. This includes making online reservations for transportation, lodging, rental car, selecting the appropriate line of accounting, entering the estimated expenses, and providing justifications for going outside DOD policy (that is, actual expenses).

(4) The traveler assumes the responsibilities to:

(a) Maintain an up-to-date traveler profile in DTS.

(b) Submit valid and accurate travel authorizations.

(c) Submit valid and accurate vouchers within 5 working days of completion of travel.

(5) The traveler is liable for any false or fraudulent written or oral statement under the False Claims Act (Section 287, Title 18, United States Code (18 USC 287); Section 1001, Title 18, United States Code (18 USC 1001); and Section 3729, Title 31, United States Code (31 USC 3729)).

(6) Travelers are required to:

(a) Complete the required DTS user training.

(b) Use Government-issued GTCC.

(c) Use split disbursement for the GTCC charges.

(d) Fax or scan receipts into DTS.

(7) The required DTS training is found at the following Web site: <http://www.defensetravel.osd.mil/dts/site/index.jsp>. Select Training, then Traveler Course, and then DTS.

e. USAREC Form 697 (Control Register for Travel Orders) (see fig 3-2) must be maintained for all DD Forms 1610 and ITOs.

3-9. Travel to an installation

a. Military traveler.

(1) A uniformed member ordered to a military installation must report to the billeting office (military lodging) to obtain on-base or on-post quarters. If on-base or on-post quarters are not available the billeting office must issue a statement of nonavailability (SNA) of Government quarters. The member may then obtain off-base or off-post lodging. The SNA number and/or form must be annotated on the DTS Voucher (Comments to Approving Official box and/or the Pre Audit box) to receive full reimbursement of commercial lodging.

Note: If a member obtains off-base or off-post commercial lodging without first obtaining an SNA, lodging reimbursement is limited to the on-base quarters rate and hotel taxes are not reimbursable.

(2) When TDY to a military installation, ensure the DTS authorization reflects quarters are available. To do so, click on the Expenses tab / Per Diem Entitlements / Edit / within the Duty conditions area, with your cursor, click the Quarters Available box (wait a few seconds and the screen will “flip,” scroll to the bottom and click “Save These Entitlements”). Ensure each day is properly accounted for.

(3) Before departure, the member may call the installation billeting office to make reservations. At that time if you are told quarters are not available, obtain an SNA number. If an SNA number is obtained, on the authorization state, “GOVT QUARTERS ARE NOT AVAILABLE - SNA # XXXXXXXX” (replace “X’s” with the actual SNA number); remove the checkmark in the Quarters Available box on the Per Diem Entitlements page so the full lodging rate will populate.

b. Civilian traveler. Civilian employees cannot be ordered nor directed to obtain on-base or on-post quarters nor is lodging reimbursement limited to the on-base or on-post billeting rate.

Note: In compliance with the requirement to exercise prudence when incurring expenses, employees should check for Government quarters availability and are encouraged to use those quarters when TDY to a military installation.

c. Voucher. Ensure the military member complies with a above. Ensure there is an SNA annotated if commercial lodging is claimed when TDY to a military installation. Encourage civilian travelers to obtain on-base or on-post quarters if TDY to a military installation.

3-10. GTCCs

a. The GTCC is required to be used for all transportation (airline), lodging, and rental car purchases (Public Law 105-

25). It should be used at all vendors that accept the GTCC. The GTCC can be used to get a cash advance from automatic teller machines.

b. The GTCC is only to be used in a TDY status and for expenses related to reimbursable Government travel to include REA, not to exceed \$75 during the month. The Government sponsors the individual to get the GTCC. Once the GTCC is issued, all expenses are the responsibility of the cardholder.

c. Failure to pay the GTCC bill promptly may result in disciplinary action to include Article 15's for military and counseling statements for civilians.

(1) If the account is 60 days past due, the account is suspended by the GTCC contractor. No further charges are allowed until the account is current.

(2) At 90 days past due, a notice is sent to the cardholder to make arrangements for collection. If no action is taken, at 120 days garnishment of wages takes place and the account is closed.

3-11. Travel advances

Travel advances should be held to a minimum. Only those individuals not able to acquire a GTCC should be allowed a travel advance. Requests for travel advances will be processed via DTS. The traveler must submit a request in writing to the battalion commander. Only after approval will the profile in DTS be set to allow an 80 percent payment of estimated travel expenses on an authorization (advance authorized).

Table 3-2
Travel entitlements matrix

If you are an	and your official duties require you to travel	and you are drawing	you may make a claim for	by filing a	Remarks	References
Enlisted Soldier	within the LTA and you are absent from the PDS and your working hours or duties require you to buy a meal(s) from other than a Government dining facility	basic allowance for subsistence	supplemental subsistence allowance	DD Form 1475 (Basic Allowance for Subsistence - Certification).	1	DFAS-IN Reg 37-1, chapter 10
Enlisted Soldier	within the LTA and you are absent from the PDS and your working hours or duties require you to buy a meal(s) from other than a Government dining facility	rations not available	no entitlements	not applicable.	1	
Officer	within the LTA and you are absent from the PDS and your working hours or duties require you to buy a meal(s) from other than a Government dining facility	basic allowance for subsistence	no entitlements	not applicable.	1	

Individual reassigned to	new duty station located	and	reimbursable entitlements are	which can be claimed by filing a	Remarks	References
Temporarily	inside LTA of PDS	commutes daily from home which is closer to PDS	mileage, parking fees, and tolls	DTS local voucher.	4,6	DFAS-IN Reg 37-1, chapter 10
Temporarily	inside LTA of PDS	commutes daily from home which is closer to the TDY point	mileage, parking fees, and tolls	DTS local voucher.	4,6	DFAS-IN Reg 37-1, chapter 10
Temporarily	outside LTA of PDS	commutes daily from home, round trip takes < 12 hours	mileage, transportation, and meals (maximum two)	DTS local voucher. DTS voucher for meals.	5,7,8	JFTR, Vol 1, paragraph U4510
Temporarily	outside LTA of PDS	commutes daily from home, round trip takes > 12 hours	mileage, transportation, and meals	DTS local voucher. DTS voucher for meals.	5,7,8,9	JFTR, Vol 1, paragraph U4102G

Individual reassigned to	new duty station located	and	entitlements are	Remarks	References
Permanently	inside LTA of old PDS	home at old PDS is less than 35 miles and 45 minutes drive to new PDS	no entitlements.	2	JFTR, Vol 1, paragraph U5355B2
Permanently	inside LTA of old PDS	home at old PDS is more than 35 miles and 45 minutes drive to new PDS	low or full cost move.	3	JFTR, Vol 1, paragraph U5355B3
Permanently	outside LTA of old PDS	home at old PDS is less than 35 miles and 45 minutes drive to new PDS	no entitlements.	2	JFTR, Vol 1, paragraph U5355B2
Permanently	outside LTA of old PDS	home at old PDS is more than 35 miles and 45 minutes drive to new PDS	low or full cost move.	3	JFTR, Vol 1, paragraph U5355B3

- Remarks:**
- Members are entitled to travel and transportation allowances only while in a "travel status." They will be deemed to be in a travel status while performing travel away from their PDS, upon public business, under competent travel orders. Travel status begins when members leave their places of abode, offices, or other points of departure and ends when they return to their places of abode, offices, or other points of arrival at the conclusion of their trip. (JFTR, Vol 1, para U2200A.)
 - A local move of household goods (HHG) is not authorized in connection with a reassignment or a PCS or a PCS between PDS in proximity to each other, or between activities at the same PDS, unless the Secretary of the Army or the designated representative certifies that relocation of the member's household is mission essential and in the best interest of the Government. Duty stations are considered to be in proximity to each other when they are both in an area ordinarily serviced by the same local transportation system and from which members could commute daily from home to either PDS. (JFTR, Vol 1, para U5355B2.)
 - A local move of HHG between two places in proximity to each other is authorized when a member is ordered to make a PCS between PDS not in proximity to each other. (JFTR, Vol 1, para U5355B3.)
 - Transportation expenses incident to this type of duty assignment (for example, relieved or suspended recruiters) may be considered when travel is within the local commuting area defined in JFTR, Vol 1, paragraph U3505.
 - No per diem is payable for TDY performed away from the member's PDS or LTA to which he or she commutes daily from his or her permanent quarters. Individual is entitled to reimbursement for up to two meals daily, if required to purchase at personal expense at other than a Government dining facility. (JFTR, Vol 1, para U4510.)
 - Orders not required with DTS local voucher (DFAS-IN Reg 37-1, chap 10).
 - Orders are required with DTS voucher (DFAS-IN Reg 37-1, chap 10).
 - If reimbursement for meals is wanted, claim must be filed on DTS voucher.
 - If situation warrants, consideration should be given to placing individual on full per diem due to distance between residence and the TDY point. If full per diem is authorized, lodging receipts are required.

DEPARTMENT OF THE ARMY
HEADQUARTERS, (BRIGADE/BATTALION)
CITY, STATE ZIP CODE

OFFICE SYMBOL

TRAVEL ORDER NUMBER:

SUBJECT: Invitational Travel Order for (Name, Address, Telephone Number)

1. In accordance with Joint Federal Travel Regulation, chapter 7, part T, paragraph U7700 (add subparagraph that applies), the above named individual is invited and authorized to proceed as indicated. Individual will proceed on or about (time and date) and return to home station no later than (time and date).

2. ITINERARY: (to and from and return to)

3. PERIOD: (number of days TDY including travel time)

4. PURPOSE:

5. ACCOUNTING CLASSIFICATION:

6. MODE OF TRANSPORTATION: Commercial Rail (), Commercial Air (), Commercial Bus (), Government Air (), Government Vehicle ()

7. REQUESTING OFFICIAL:

APPROVING OFFICIAL:

(Signature Block)

(Signature Block)

8. SPECIAL INSTRUCTIONS: (Provide appropriate information concerning use of Government quarters and/or mess, special authorizations, statement requiring settlement within 7 days, copy of completed DD Form 1351-2 to be returned to budget and accounting technician, advance fund cite, point of contact within requesting unit, etc.).

9. ORDER AUTHORIZING OFFICIAL:

(SIGNATURE BLOCK)

Figure 3-1. Sample of an ITO

Chapter 4
REA

4-1. Purpose

The chapter provides guidance on REA. It explains who may file a claim, how to file a claim, and common expenses that are authorized for reimbursement.

4-2. Entitlement to reimbursement

- a. The following personnel are authorized reimbursements:
 - (1) Soldiers whose principal duty is to perform recruiting duty (includes medical recruiting personnel).
 - (2) Recruiting commanders, executive officers (XOs), command sergeants major (CSMs) or sergeants major (SGMs), recruiting first sergeants (1SGs), and other officers and noncommissioned officers assigned to recruiting units (includes GCs) or to HQ USAREC may request reimbursement when they deal directly with applicants, the families of applicants, and centers of influence (COIs).
 - (3) The approving authority for each of these individuals to exceed the \$75 cap is listed in table 4-1.

Table 4-1
Approving authorities for REA claims exceeding \$75 per month

Person requesting reimbursement¹	Approval authority of REA claims exceeding \$75 per month
Recruiter (Regular Army and Army Reserve)	Battalion commander or designee
RS commander	Battalion commander or designee
Recruiter training noncommissioned officer (only when acting as as production recruiter or when dealing with applicants)	Battalion commander or designee
Company 1SG	Battalion commander or designee
Company commander	Battalion commander or designee
Battalion CSM or SGM	Battalion commander or designee
Battalion commander	Battalion commander or designee
Brigade CSM or SGM	Brigade commander or designee
Brigade commander	Brigade commander or designee
Health care recruiter	Medical recruiting battalion commander or designee
Chaplain recruiter	Officer in charge or designee

¹These individuals are authorized REA when they deal directly with applicants and their families. They may also conduct small COI events in accordance with paragraph 4-7.

(4) Officers and enlisted Soldiers assigned to the SMB and brigade and battalion (including GCs) staff positions may be authorized recruiting expenses on a case-by-case basis. Enlisted Soldiers, other than CSMs, must hold the military occupational specialty 79R. Authorization will be limited to special occasions and will be approved by the battalion commander for people assigned to the battalion or lower and the brigade commander for people assigned to the brigade.

b. Entitlement to REA stops when a Soldier is removed from the performance of recruiting duties, even temporarily. Entitlement resumes when the Soldier returns to recruiting duty.

c. Civilian employees are not authorized REA. However, civilian recruiting specialists (Government employees) may be authorized transportation allowances provided in JTR, Vol 2, chapter 2. Such reimbursements are to be paid from available travel funds, not REA funds. Civilian recruiters (Government employees) and education services specialists (Government employees) may claim occasional meal expenses for unplanned events for COI and members of the Delayed Training Program (DTP). There must be a bona fide need of the recruiting activity and approved on a case-by-case basis by the battalion commander. Expenses cannot be held until the end of the month. They are not entitled to REA funds, but can use miscellaneous funds.

d. An individual may be reimbursed for expenses incurred in the performance of bona fide recruiting activities, while in a leave status, provided that such activities are directly related to prospects located in the Soldier’s assigned geographic area of recruiting responsibility.

4-3. Approval of vouchers

- a. Except in unusual cases, reimbursements authorized by this regulation will not exceed \$75 per month. A request for exception must be fully justified in writing or through e-mail. The written approval must be electronically attached to the local voucher in DTS. Authority for reimbursement in excess of \$75 per month will be obtained in advance, in writing or e-mail, from the authority listed in table 4-1.
- b. Vouchers greater than \$75, without prior approval, will be reduced to \$75.

4-4. Receipts

If deemed necessary to curb abuse, brigade and battalion commanders may require receipts to substantiate claims. This should only be required on an exception basis and applied only to selected Soldiers. It should not be applied across the board (for example, if a review of a recruiter's monthly reimbursement indicates that he or she consistently claims the same amount (or the maximum), consideration should be given to requiring receipts). Receipts if required will be attached electronically in DTS.

4-5. Record of expenses

- a. Soldiers must maintain a daily record of expenses. All entries must be explained (that is, include name; status of individual such as applicant, COI, etcetera; parking locations; identify small miscellaneous expenses, etcetera). See table 4-2. At the end of each calendar month, the recruiter will total the amount of all the expenses for the month and submit an itemized listing via the DTS local voucher.
- b. Commanders must encourage timely filing of claims to ensure recruiters are expeditiously reimbursed.

Table 4-2
Expense codes for SF 1164

A - Applicant	B - Breakfast
P - Prospect	L - Lunch
C - COI	S - Snack
FS - Future Soldier	D - Dinner

4-6. Method of reimbursement

- a. REA is reimbursed through DTS. Access DTS at the following link: <http://www.defensetravel.osd.mil/dts/site/index.jsp>. After logging in, select Official Travel, Local voucher.
 - (1) Select the last day of the month for which the claim is being made.
 - (2) Use the drop-down box and select Snack-Recruiter.
 - (3) In the Event Purpose box, annotate REA and the month (for example, REA-June 08).
 - (4) Enter total amount claimed for the month in the Cost box.
 - (5) Method of reimbursement should be Personal.
 - (6) Save expense.
 - (7) Click on the "Substantiating Records" tab under EXPENSES.
 - (8) Electronically attach the itemized listing by either the fax or scan method.
 - (9) Click on "Review/Sign" from the top tool bar, save and proceed to Pre-Audits, then digitally sign the local voucher. This automatically routes the document to the AO for approval and payment.
- b. AOs will review itemized listing to ensure expenses are authorized for reimbursement. Any expense listed that is not allowed, the amount listed must be deducted from the total amount of the REA claim before approval can occur. The AO can make the change to the total dollar amount and then approve the document or the AO can return the local voucher to the recruiter to make the change. If the document is returned, the recruiter must make the correction then sign the local voucher again to put it back into the approval queue for payment.

4-7. Authorized expenses

- a. The following is a partial list of recruiting expenses authorized for reimbursement:
 - (1) Snacks, nonalcoholic beverages, occasional lunches and dinners are authorized when purchased by the recruiter

for prospective recruits and their family members (includes Reserve Officers' Training Corps applicants) and unplanned COI events. Except as prohibited by paragraph 4-8b(2), recruiting expenses may be used for civilian employees of the Federal Government who are not paid subsistence allowance, and who are applicants or parents of prospective applicants. Meals at normal recruiting functions may be purchased, not to exceed the area per diem rate per person.

(2) Occasional unplanned meals for individuals who directly assist in the recruiting effort (COIs and members of the Future Soldier Training Program) are authorized. If not partaking would be inappropriate, military members and Government civilians may be reimbursed.

(3) Parking fees while on itinerary stops are authorized. Itinerary stops are those stops made where applicant and/or document processing are directly involved. Parking fees at military entrance processing stations and road or bridge tolls (when tokens are not provided to the recruiter) will be listed separately as designated on the form.

(4) Purchase of photographic or notarized copies of vital documents for prospective recruits, such as, birth certificates, school transcripts, diplomas, registration certificates, and general equivalency diploma certificates.

(5) Applicant's picture for Officer Candidate School (OCS) or Warrant Officer Flight Training (WOFT) packets.

(6) Admission costs to high school or community functions for the purpose of meeting COIs or prospects.

(7) Official telephone calls, to include occasional commercial facsimile service.

(8) Purchase of photographic film and developing of film for Future Soldier or OCS or WOFT packets.

(9) Educational transcript evaluations.

b. Recruiters are authorized reimbursement for meals purchased for prospective recruits and COIs. SMB, MRB, and brigade commanders have the authority to develop and implement their own limits on REA meal reimbursements and define occasional. Further delegation of this authority to battalion commanders is authorized. In determining meal reimbursement limits, consideration should be given to what meal expenses are reasonable and prudent for a geographical area and the circumstances involved with the expenditure. Special consideration should be given to health care recruiters, MRB counselors, and chaplain recruiters considering their extraordinary requirements associated with their clientele. In all cases, meal reimbursements cannot exceed the area per diem rate for the meal without prior approval from the brigade commander.

4-8. Unauthorized expenses

When an element of doubt exists regarding a specific item, the matter will be referred to HQ USAREC, G4/8, Staff Finance and Accounting Division, for resolution.

a. Expenditures covered by other sources of funding such as, but not limited to:

(1) Athletic equipment.

(2) Trophies or engraving.

(3) Photographic supplies and services other than for Future Soldiers or OCS or WOFT packets.

(4) Advertising holders, displays, and promotional items.

(5) Newspaper ads.

(6) Building materials.

(7) Business cards.

(8) Newspaper subscriptions.

(9) Reproduction of printed materials (forms, regulations, etcetera).

(10) Membership in organizations either in the name of the unit or in the name of the individual (see USAREC Reg 360-12).

(11) Rental of rooms for conferences or meetings.

(12) Expenses for open houses for new or moved RSs.

(13) Expenses for typical preplanned gatherings or events (more than four guests) (see USAREC Reg 1-18 and USAREC Reg 601-95).

(14) Expenses for package mailing by express service company.

(15) Booth space or exhibit registration fees at college functions. (Contract or pay with the Government purchase card.)

(16) Uniform items, such as rank.

b. Expenditures not covered by other sources of funding, such as, but not limited to:

(1) Flowers.

(2) Food and beverages for the recruiter, unless with a COI's or applicant's family, and not partaking would be

inappropriate.

(3) Recruiting expenses may not be used to benefit Government employees when the intent is, or appears to be, to influence or solicit the cooperation of such employees to perform job-related services (for example, civilian transportation specialist providing transportation to an Army applicant).

(4) Christmas, birthday, or other greeting cards.

(5) Coffee for the RS.

(6) Purchase of admission tickets for applicants to attend sports events.

(7) Sponsor fees for bowling teams, sports teams, or beauty contests.

(8) Medical expenses to qualify applicants for enlistment (for example, shots, eyeglasses, consultation fees, etcetera).

(9) Cost of police checks (refer to USAREC Reg 601-94).

(10) Replacement cost for applicant possessions lost, confiscated, or misplaced during processing.

(11) Cost and usage of cellular phones.

(12) Purchase of high school lists (refer to USAREC Reg 5-3, para 2-3e).

(13) Pagers.

(14) Parking tickets, speeding tickets, or other traffic violations.

Chapter 5 Conferences

5-1. General

An area of special interest and constant criticism has been administrative travel for conferences and meetings. This travel is costly, not only in terms of transportation, per diem, and facilities, but also in terms of the travelers' lost productive time and the impact on organizational objectives. It is therefore, necessary to plan well and assure the purpose of the event is met.

a. All conferences or meetings held within USAREC are to be preapproved, and the level of the approval is driven by the estimated USAREC cost of that event. Recommended approval levels and methods of approval are at table 5-1. A conference or meeting is defined as follows:

(1) A conference is a meeting for discussion or consultation, an exchange of views, approved by submission of USAREC Form 770 (Request for Conference Approval) (see fig 5-1 and table 5-2).

(2) A meeting is the act or process of coming together, an assembly of people at one location.

(3) A symposium is a gathering for discussion of some topic.

(4) A conference, symposium, or meeting may be about to occur when:

(a) An expenditure of funds is required to accomplish a specific objective(s) (that is, a DTS travel authorization or a DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) is required).

(b) Three or more individuals are required to gather to accomplish a specific objective(s).

(c) Gatherings sponsored by or for the benefit of USAREC to support the operation of the command.

(5) The intent or purpose of the gathering determines if it is a conference or a meeting, not the name associated with it (such as, workshop, town meeting, brainstorming). In the following examples, the organizers must complete a USAREC Form 770 and have it approved by the appropriate commander or director. Battalion annual training conference (ATC), commanders conference, education services specialist conference, advertising and public affairs conference, XO conference, budget and accounting conference, logistics conference, G3 conference, family life symposiums, master trainer (MT) conference, health care recruiter conference, partnership council, commander advisory council, or G1 conference.

(6) The following are considered meetings: Battalion, company, and station afteraction review; brigade commander invites all battalion commanders to brigade headquarters (or a central location) for a meeting; battalion commander invites all company commanders to battalion headquarters (or a central location) for a meeting; company commander invites all RS commanders to company headquarters (or a central location) for a meeting; or brigade commander invites brigade headquarters staff to a central location for a meeting where TDY is involved. A USAREC Form 770 is required to be prepared and approved by the appropriate commander or director for all meetings.

b. Local commuting area (travel within the LTA). Guidance for use in determining the LTA is in paragraph 3-5. Do not

define an LTA specifically for the conference or meeting. It must be usable every day in making reimbursement decisions and may not be changed for specific benefits or outcomes. If a person lives closer to the conference site than their normal PDS, but would technically be outside the defined LTA, the judgment call should be not to place the individual on full per diem.

c. Cost estimate. Estimates will include total USAREC funding required to sponsor the conference or meeting. Total costs will include per diem, transportation, facility rental, supplies, and other miscellaneous costs. Local mileage costs are minimal but should be included. Specify those areas and costs which are being contracted. Provide as accurate a cost estimate as possible at the time you request approval. Addition of personnel after submitting the cost estimate can raise the original estimate considerably; therefore, notify the approval levels of cost changes.

**Table 5-1
Authority for conference approval**

Conference At	\$ Amount	Approval Authority	Method of Approval
HQ USAREC Level (Submit 90 days prior)	To \$10,000	Director of the sponsoring conference	Prepare USAREC Form 770 with conference agenda attached.
	Over \$10,000	CoS, HQ USAREC	Submit USAREC Form 770 with conference agenda attached.
Brigade Level (Submit 60 to 90 days prior)	All	Brigade commander (approval authority may be delegated to brigade CoS)	Prepare USAREC Form 770 with conference agenda attached.
Note: Conference sponsored by the brigade on behalf of HQ USAREC will be approved by the CoS, HQ USAREC, prior to HQ USAREC tasking the brigade.			
All battalion ATCs require brigade commander approval.			
Battalion Level*	To \$500	Battalion commander (approval authority may be delegated to the XO of the battalion)	Prepare a memorandum for record which documents who, what, when, where, why, and provide estimated cost.
	\$501 to \$10,000	Battalion commander (approval authority may be delegated to the XO of the battalion)	Prepare USAREC Form 770 with conference agenda attached.
	Over \$10,000	Brigade commander	Submit USAREC Form 770 with conference agenda attached.
Company Level*	To \$10,000	Battalion commander	Prepare USAREC Form 770 with conference agenda attached.
	Over \$10,000	Brigade commander	Submit USAREC Form 770 with conference agenda attached.

*Brigade commanders have authority to reduce these cost thresholds if they deem necessary.

**Table 5-2
Instructions for completing USAREC Form 770**

Block Number and Title	Instructions for Completion
1. To	Address to the next higher approving authority. Example: Company to battalion, battalion to brigade, etcetera.
2. Sponsoring organization	Who is hosting the conference? Example: Lansing Company, Lansing Battalion.

Table 5-2
Instructions for completing USAREC Form 770--continued

Block Number and Title	Instructions for Completion
3. Event title	Type of conference or meeting. Example: G3 Conference, Quality of Life seminar.
4. Event date	The start date and end date of event. Example: 3 Aug XX - 6 Aug XX.
5. Breakdown of costs for site requested	<p>a. Least cost area: Of the three sites costed, was the least cost site selected? Yes or No?</p> <p>b. Travel costs: This is the total cost for all USAREC-funded attendees.</p> <p>c. Conference room: What is the conference room cost?</p> <p>d. Per diem: This is the total cost for all attendees. It will be calculated using block 8 of this form.</p> <p>e. Other costs: Other identifiable costs (must be explained in detail with all costs itemized). Example: Cost of contracted meals, etcetera.</p> <p>f. Total of above itemized costs: This is the total of the above itemized conference costs.</p>
6. Attendees	<p>All attendees must be categorized by brigade, battalion, company, USAREC, or other. If the other category is used - explain in the Remarks section of this form.</p> <p>Explanation of categories from left to right:</p> <p>Number on per diem: How many attendees from each of the above listed categories will be on per diem? (Each block from "Bde" to "Other" will be filled in with a zero or a number.)</p> <p>Number from local area: How many attendees from the local area NOT receiving per diem will be attending? (Fill blank spaces with zeros.)</p> <p>Number of military: How many attendees are members of the military? (Fill blank spaces with zeros.)</p> <p>Number of civilians: How many attendees are DA civilians? (Fill blank spaces with zeros.)</p> <p>Overtime/comp provided: Check yes or no if any civilian employee is being paid overtime. If overtime is paid, a separate sheet will be attached to USAREC Form 770 showing grade, title, and amount of overtime for each individual by hours and total cost per person listed.</p> <p>Totals: These will equal the total amounts entered in the columns.</p>
7. Guest speaker	<p>Provide the name, rank, and title of the guest speaker.</p> <p>Note: You should treat the guest speaker as an attendee and include him or her in your block 6 calculations. A general officer (GO) or someone of similar stature is mandatory for ATC. ATC will not be processed if this space is left blank. A tentative speaker is acceptable.</p>
8. Per diem cost calculations	<p>Costs should be calculated for the least cost site from the reverse side of the form. If the site that you have selected is not the least cost site, a complete justification must be attached to the USAREC Form 770 as to why you are requesting a non-least cost site.</p>
9. Remarks/comments	<p>Provide any information that will help explain to the approving authority questionable blocks. Continue on a blank sheet if necessary.</p>
10, 11, & 12. Approval, Signature and Date	<p>See table 5-1 for approval signatures and corresponding approval levels.</p>
13. Rollup	<p>You must contact three separate sites for costing, at least one of which must be in the local area of the sponsoring organization.</p> <p>a. Site: For example, Holiday Inn and the city in which the conference will be held.</p>

Table 5-2
Instructions for completing USAREC Form 770--continued

Block Number and Title	Instructions for Completion
	<p>b. Number of attendees: This is the total number of attendees. Add the total number of military and civilians from block 6.</p> <p>c. Attendees on per diem: This total is from the "number on per diem" column in block 6.</p> <p>d. Per diem costs: This should be calculated using the format in block 8.</p> <p>e. Travel costs: This is the total cost for all attendees.</p> <p>f. Conference room cost: If the hotel is charging for setup, breakdown, or for renting the conference room, enter the cost in this block. Hospitality rooms are not authorized.</p> <p>g. Other site costs: Any other authorized identifiable costs.</p> <p>h. Total projected costs: Add all columns down for sites 1, 2, and 3.</p> <p>i. Cost per room: Individual total cost for each room.</p>
14. Contracting	Complete only if contracting is being used; attach information sheet.
15. Date for contracting	Need to know data is for use by the approval authority. If needed, the approval process can be expedited to meet the date entered.
16. Unit fund	Unit fund will not be used for attendees other than those military personnel assigned to the sponsoring organization. If a banquet is being paid for by unit fund money, that meal must be subtracted from the per diem rate for the day.
17. Security	Check yes or no.
18, 19, 20, & 21. Prepared by, telephone, signature, and date	Name of the person who prepared this form; include signature and telephone number (DSN or commercial).
22. Date approved by Bde	This should be the date that the brigade approved the conference.
23. Date received at HQ USAREC	HQ USAREC use on information copies of battalion ATC USAREC Form 770.

5-2. Approval levels

- a. Kinds and types of conferences or meetings will be determined by the approving authority (such as, battalion, brigade, or HQ USAREC).
- b. The dollar outlay for a conference or meeting will determine the approval level and the method of approval.
 - (1) This approval process is to assure that the approving authority has thoroughly considered the need for the meeting and that the need or benefit is sufficient to warrant the expenditure of limited resources. (Second level approval is also an internal control in that the requestor is not also the approving authority.)
 - (2) Approval signatures at all levels approve the conference for location, dates, dollar amount, and specific site. If contracting is involved, final site determination rests with the supporting procurement office.

5-3. Policy

- a. All USAREC activities will be restricted to holding their conferences at a site chosen to be the most cost effective within their geographic area of responsibility.
- b. Conferences will not be held at resorts unless off-season rates can be obtained and there is a clear cost advantage over other available facilities. Conference sites normally will not be selected in any city where legalized gambling is prominent, such as, Las Vegas or Atlantic City. The public gets a bad impression of the Army when they see groups of Soldiers in this environment. The site for the conference should be that which is most cost effective by considering available military facilities first and alternative off-post locations second.
- c. Minimize attendance by administrative and support personnel. The following guidance concerns personnel

authorized to attend conferences:

(1) Recruiters and recruiter support personnel. This includes recruiters, GCs, recruiter trainers, and recruiters' chain of command.

(2) Staff support personnel. This includes members of the battalion staff required to participate in the conference (that is, required for physical setup and preparation of the conference site, record checks, or teaching). Attendance by clerical and administrative support personnel will be held to an absolute minimum. The approving authority will review the list of attendees closely. The rationale to support attendance by support personnel in a per diem status should be presented with approval.

(3) Other attendees. This includes all other staff, administrative and clerical personnel. These persons may attend the conference at their own expense. Travel and per diem may not be paid, nor may meals be provided without orders; however, these persons may attend in a duty status.

d. Table 5-1 determines who approves requests and the method to be followed.

e. Upon completion of conference, if actual conference costs exceed the approved estimated cost by more than 15 percent, the sponsoring organization will send a detailed explanation to brigade headquarters within 90 days, showing cause for increased costs. Brigade headquarters (comptroller) will analyze explanation and then report the increase to the brigade CoS to make final determination as to whether the increased costs were justified.

f. When a change occurs to an approved conference, the approval authority needs notification. The following rules apply:

(1) Increase of 10 percent or more in the dollar amount — notify the approval authority.

(2) Increase of 3 percent or more in number of attendees — notify the approval authority.

g. Lodging and meals will be provided by contract only where a clear cost advantage occurs. Contracted meals may not be provided to a military or civilian attendee whose duty station is within the LTA of the conference.

h. Only contracting officers and their authorized representatives can legally commit the Government regarding the award of contracts. Unauthorized personnel will not make any promise or statement that could reasonably be construed as a commitment. Certain limited contact with vendors by USAREC personnel is permissible without a written delegation of authority from the contracting officer:

(1) Recruiting personnel may engage in preliminary discussions with vendors to determine costs and the availability of equipment, rooms, and special services; but, only contracting officers may negotiate the terms of contracts and agreements. The contracting officer is responsible for determining whether noncustomary services such as meeting rooms, baby-sitting, or parking can be accepted without charge.

(2) In the course of preliminary discussions, hotel and conference center management may ask USAREC personnel to sign a reservation agreement. These agreements may contain provisions which call for the Government to pay a fee or penalty in the case of late cancellation. Without a written delegation of authority from the contracting officer, USAREC personnel are prohibited from signing any agreement which obligates the United States in any way. If a particular vendor refuses to hold rooms or submit a bid without a reservation agreement, the agreement form must be forwarded to the brigade judge advocate for legal review and comment prior to signing.

i. Requests for services and goods will be initiated using DA Form 3953 (Purchase Request and Commitment). The form must state only the minimum needs of the Government. Commanders will ensure that the form does not favor any particular vendor.

j. Seek conference sites that provide free conference rooms. If battalions plan their conferences early, hotels or motels may be more willing to provide free conference rooms and other accommodations.

k. Appropriated funds cannot be used to provide free food to attendees whether attendees are Government employees or private individuals. Hotels commonly offer complimentary items such as coffee, beverages, rolls, and snacks. Normally such items cannot be accepted unless they are offered on a similar basis to all patrons of the hotel. Alternatively, if the contracting officer determines that deletion of the complimentary items would not result in a corresponding reduction in the contract, the items may be accepted since they are at no cost to the Government.

l. Require attendees to carpool using General Services Administration vehicles, thereby reducing TDY mileage costs.

m. Maintain a complete attendees roster and file it with conference paperwork, to include all assigned battalion personnel, speakers, guests, and personnel teams.

n. Establish and maintain one central file for conference paperwork. Include copies of contracts, travel orders, and backup documentation. Conference files are required to be maintained for a period of 2 years after the close of the FY. The files will serve as an audit trail for possible conference inspections and audits.

o. No contracts will be signed to involve paying trainers or speakers from private industry at conferences without

prior justification and approval. Should an event warrant, all requests for exception require USAREC CG approval and will be submitted with solid justification to brigade headquarters (comptroller). If an exception is approved, services will be procured through the supporting purchase and contracting office.

p. Transportation of spouses and family members. In view of the sensitivity of family members traveling in Government-furnished vehicles and the stringent controls in making determinations for the use of Government-furnished vehicles for official business, the command policy for family members travel to official functions will be as follows:

(1) Battalion commanders are authorized to approve transportation of spouses to participate in the battalion ATC in Government-owned vehicles (GOVs). Before approving the transportation of spouses, battalion commanders must ensure that the ATC includes an official spouse agenda lasting 4 hours or longer. Spousal participation in the ATC will involve making contributions in support of the overall command family support mission, such as the evaluation of quality of life programs and the development of issues and solutions to be forwarded to the brigade as part of the Army Family Action Plan process.

(2) Spouses must sign rosters at the ATC to reflect their participation. No other family members may be transported in the GOV. Spouses must accompany their sponsor in the GOV during all legs of the travel. There will be no deviation in the route to pick up or drop off spouses to accommodate personal business. Spouses may not operate the GOV.

(3) Family support group (FSG) volunteers may ride in GOVs in support of the unit's FSG Program when all of the following circumstances exist:

(a) The battalion commander determines that the use of the vehicle is for official purposes and that the failure to provide such support would have an adverse effect on the family readiness group's mission,

(b) The vehicle is driven by a Government employee who is acting in his or her capacity as a Government employee; possesses a required, valid, and current license to operate a vehicle; and has attended an accident avoidance course.

(c) The use of the vehicle can be provided without detriment to the accomplishment of the unit's needs.

(d) The FSG volunteer has signed DD Form 2793 (Volunteer Agreement for Appropriated Fund Activities and Nonappropriated Fund Instrumentalities) and has been given a written job description which notes the specific volunteer duties that will be performed while using a GOV. DA Form 5671 (Parental Permission) is required when accepting volunteer services from unmarried Family members under age 18. These forms should be signed by the battalion commander as the accepting official or by the company commander when written delegation is given by the battalion commander.

1. In reference to transportation of FSG volunteers, official purposes include providing services, attending planning meetings and conferences, and serving as a consultant.

2. Providing transportation support for FSG volunteers will not be used as justification to request additional vehicles.

(4) If a POV is sanctioned for the convenience of the Government, then the military traveler is authorized both mileage and per diem.

(5) If a POV is authorized for the military traveler's convenience, then reimbursement is limited to mileage and the amount of per diem paid had he or she used a common carrier. Common carrier cost or mileage computation, if less than airfare, will be entered in the Comments for Approving Official Box in DTS.

(6) The Government will not pay for additional lodging costs for a Soldier's spouse when the spouse shares lodging provided to the Soldier. The Soldier must use personal funds to pay this additional cost. If the cost of the room is the same for a single occupant as for multiple occupants, then the Government will pay the total room cost.

(7) Other prohibited costs (other than specified above) will include cost of tours at the meeting site or other entertainment. Family participation at events will be at no cost to the Government, other than specified.

(8) Costs for family members must be itemized separately and are not reimbursable.

q. Commanders must conduct any seminars in strict compliance with DOD guidelines. Commanders may disseminate information and conduct educational programs for their personnel on how to conduct their personal affairs including such subjects as insurance, Government benefits, savings, use of personal and Government credit cards, and budgeting. Under no circumstances may commercial agents, including representatives of loan, finance, insurance, or investment companies be used for this purpose. The services of representatives of credit unions, banks, and those nonprofit military associations (provided such associations are not underwritten by a commercial insurance company) approved by the Military Department may be used for this purpose. Any mandatory attendance presentation must be neutral in content (that is, educational as opposed to promotional) and not include a discussion of any specific company's products, services, or benefits of membership.

r. To avoid creating the appearance of giving preferential treatment to any person or entity, personal commercial solicitation is prohibited. This limitation includes, but is not limited to, the personal solicitation and sale of life and automobile insurance, stocks, mutual funds, real estate, household items, or any other commodities, goods, or services.

5-4. ATCs

The battalion ATC is a key event in the recruiting year; a major team building activity. The principal goals are to motivate the force, discuss mission accomplishment, and recognize outstanding performance during the previous FY; discuss plans and strategies to be employed to accomplish the current year's mission, train, and provide the opportunity to recognize the importance of families.

a. The following additional guidelines are provided:

(1) Since battalion level conferences should be conducted during the first quarter of the new FY, planning must take place well in advance of the desired event date in order to assure the purpose of the conference is met, that an acceptable keynote speaker is available, and that a maximum number of conference facilities near the battalion headquarters are available.

(2) Conference sites should be held in the battalion headquarters LTA unless it is proven more cost effective to hold it at another location and the location is approved by the brigade commander. Annual battalion conference requests must arrive at brigade headquarters a minimum of 90 days prior to conference date with detailed agenda (see fig 5-2), clearly designated battalion LTA mapped, showing battalion, companies, site locations, and other supporting documents as appropriate.

(3) Minimize attendance by administrative and support personnel. The following guidance concerns personnel authorized to attend ATCs:

(a) Recruiters and recruiter support personnel. This includes recruiters, GCs, recruiter trainers, and recruiters' chain of command.

(b) Staff support personnel. This includes members of the battalion staff required to participate in the conference (that is, required for physical setup and preparation of the conference site, record checks, or teaching). Attendance by clerical and administrative support personnel will be held to an absolute minimum. The approving authority will review the list of attendees closely. The rationale to support attendance by support personnel in a per diem status should be presented with approval.

(c) Other attendees. This includes all other staff, administrative and clerical personnel. These persons may attend the conference at their own expense. Travel and per diem may not be paid, nor may meals be provided without orders; however, these persons may attend in a duty status.

(4) Present (first or fourth quarter) company training at the battalion ATC, if held in the first quarter, to take advantage of the available training time and the fully assembled group. The remaining three quarters of training must be held in the company's operational area, unless the battalion commander grants an exception.

(5) Only one production day should be lost for battalion ATCs.

(6) The Army has speakers with the expertise needed to provide battalions with excellent presentations. A GO or someone of equal status must be the keynote speaker. The approved list of GO speakers can be obtained by contacting HQ USAREC, G7/9, Public Affairs Division, if needed. Guest speaker changes or updates as to whether speaker has accepted, declined, or no response has been received, should be provided to the brigade headquarters (comptroller) as they occur.

(7) Take action to limit expenditures for other costs incidental to ATCs (that is, copier and word processing equipment rentals). With conferences held in the battalion headquarters LTA, battalions will have ready access to their own in-house equipment.

(8) In accordance with AR 600-8-22, paragraph 11-1, trophies and similar devices may only be awarded for officially announced contests or events contributing to the effectiveness of the military mission and operation. These items must be of symbolic achievement and without intrinsic value except that baseball caps, T-shirts, windbreakers, gym bags, sweat suits, coffee mugs, and hanging garment bags are considered similar devices and may be awarded. In accordance with USAREC Suppl 1 to AR 600-8-22, paragraphs 1-19 and 3-1, military decorations will not be awarded when the sole justification is production achievement.

(9) Legal assistance support is available on a biannual basis. Early coordination with the Office of the Staff Judge Advocate is required in order to arrange support from supporting installations. All requests for legal assistance support must be submitted to HQ USAREC, Staff Judge Advocate, not later than 1 May of each year.

b. Training guidance. Battalion commanders should tailor conference agendas to the needs of their battalion and individual recruiter needs. A complete agenda must be submitted with USAREC Form 770 identifying all training block programs of instruction to be presented.

(1) Hold sessions to discuss such things as past FY accomplishments and strategies for the upcoming year; battalion marketing strategies (changes in market behavior, new markets, advertising, and incentive programs); and current policy, program, and procedural changes.

(2) Conduct past FY awards ceremonies; emphasize the positive.

(3) Accomplish annual required mandatory training; a time saver which frees training time for the remainder of the year.

(4) Schedule presentations by the staff to discuss staff identified critical issues such as:

(a) Enlistment Standards Program and recruiting with integrity.

(b) Physical fitness, diet, stress management, and height and weight standards.

(c) The Army advertising campaign in support of the recruiter.

(d) A review of the telecommunications program and associated problems.

(5) Instructors must prepare a program of instruction for each training agenda segment. Instructor's presentations do not require preapproval.

(6) Battalion ATC requests also must arrive at brigade a minimum of 90 days prior to the conference date with completed agendas and other supporting documents. Verbal or written commitments to conference facilities and personnel will not be made prior to conference approval. If contracting is contemplated, additional processing time will be required by the supporting contracting office (normally 45 to 90 days). Planners must contact their supporting purchase and contracting office for specifics.

5-5. Prohibitions

a. Lodging will not be contracted for those personnel who are in the local area and are not in a TDY status. If local personnel wish to stay at the conference site, they must pay for it themselves.

b. Contracting may not exceed the local per diem rate.

(1) The contracted lodging rate cannot exceed the maximum lodging per diem rate and contracted meals cannot exceed the meals and incidentals expense rate per day.

(2) Attendees are prohibited from claiming meals when meals and lodging are provided by Government contract. Travel orders must reflect the following statement: "Individual is directed to use meals and lodgings furnished by the Government at no cost to the traveler." Attendees will indicate on their travel voucher that meals and lodging were furnished by the Government to prevent the attendee from being reimbursed twice. The cost of meals and lodging provided will also be indicated. If a traveler is erroneously reimbursed, repayment must be made to the paying DAO.

c. DA personnel are prohibited from participating in any gambling activities, lotteries, or betting during conferences. Raffles, Monte Carlo or Las Vegas nights, bingo, and any other games for money or prizes are similarly prohibited at conferences.

d. Appropriated funds cannot be used to purchase alcohol. In accordance with AR 600-85, paragraph 3-4, the consumption of alcohol is legal and socially acceptable, but it should not become the purpose or focus of any military social activity.

e. Appropriated funds cannot be used to purchase mementos or blanket type awards. For example, the purchase of stenciled or engraved wine glasses for participants is prohibited.

5-6. Funding

Funding for conferences has been provided to all activities or commands in their funded travel base. However, for unfunded conferences or training sessions, or for those where the size and/or frequency exceeds the norm of the past, the sponsor must assess the cost and recommend to the approving authority whether or not additional funds must be provided. The budget execution review process will address cases where activities or commands may be directed to absorb conference costs or determine if additional funding should be provided. HQ USAREC reserves the right to cancel conferences or adjust funded levels due to budget adjustments.

5-7. Factors to be considered

Following are some of the problems encountered when conference approvals are processed causing delays in obtaining approval:

a. Conference site selections do not appear to present a range of realistic alternatives by the sponsoring organization. For example, don't compare a local "high cost" Marriott or Hilton to an "out of area" request site.

b. Attendees travel status not defined (that is, one who is on per diem versus local travelers not being provided per diem).

c. Number of days scheduled were longer than required to conduct event.

d. Training agenda not effectively thought out; too loose, not defined, or unclear.

e. Name, organization, expertise of the guest speaker (or no guest speaker) provided on request submission.

f. Excessive conference costs (without explanation) shown in the "Other" site related costs category (USAREC Form 770).

g. Failure to list “other costs.” Obtain prior approval before incurring additional costs. Conference changes (frequently found through quality assurance reviews) result in an increase to the approved dollar amount. Cost increases will be telephonically communicated to brigade headquarters (comptroller).

h. Point of contact has not submitted the LTA for the battalion or has provided one favorable to the conference in order to place more people on per diem.

5-8. Procedures

a. All proposed conferences meeting the thresholds cited in table 5-1 will be submitted to the appropriate approval organization as indicated. All battalion ATCs will be submitted to brigade headquarters 90 days prior to the event. All other conference requests will be submitted at least 60 days prior. Whenever contracting is involved, work within time constraints of your local contracting office.

b. Proposed requests will be documented on USAREC Form 770 and will be supported by a cost and benefit analysis. All requests for conference or meeting approval must have a proposed agenda attached.

c. A procedures checklist is provided at table 5-3 as an aid to check your request before submission.

d. If the first or last day of the conference is a travel day for attendees, do not contract meals on either of these days.

Table 5-3 Procedures checklist

Have the following items been checked prior to submitting USAREC Form 770?

1. Is the conference being approved at the appropriate level based on the estimated cost? (See table 5-1.)
 2. Does your conference need to identify a GO as a guest speaker? If yes, have you taken the necessary action? (HQ USAREC, G7/9, Public Affairs Division, can assist if necessary.)
 3. Will the USAREC Form 770 be sent to the approving authority in enough time and has it been properly prepared?
 4. Has an agenda or proposed agenda been attached to USAREC Form 770?
 5. If any contracting is involved, has procurement been notified in the required amount of time? Is contracting noted on USAREC Form 770?
 6. Remember, the sponsor’s office must retain the conference USAREC Form 770 and supporting documents, if any, for 1 year as it is subject to audit.
 7. Have you implemented a security plan for this conference? Is it noted on USAREC Form 770?
-

REQUEST FOR CONFERENCE APPROVAL (For use of this form see USAREC Reg 37-17)						
1. TO: (Next Higher Headquarters)			2. SPONSORING ORGANIZATION: (Name of Organization Sponsoring the Conference)			
3. EVENT TITLE: (Battalion Name) Annual Training Conference			4. EVENT DATE: 15-17 December 20XX			
5. BREAKDOWN OF COSTS FOR SITE REQUESTED:						
a. Least Cost Area? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						
b. Travel Costs: \$7,536.00		c. Conference Room: \$500.00				
d. Per Diem: \$24,156.30		e. Other Costs (i.e., contract meals for recruiters from local travel area): \$276.28				
f. Total of Above Itemized Costs: \$32,468.58						
6. ATTENDEES:						
	Number on Per Diem	Number From Local Area	Number of Military	Number of Civilians	Overtime/Comp Provided? Yes No	
a. Bde:	2	0	2	0	<input type="checkbox"/>	<input type="checkbox"/>
b. Bn:	0	29	27	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
c. Co:	142	48	190	0	<input type="checkbox"/>	<input type="checkbox"/>
d. USAREC:	2	0	2	0	<input type="checkbox"/>	<input type="checkbox"/>
e. Other*:	5	0	5	0	<input type="checkbox"/>	<input type="checkbox"/>
*Define other in item 9.						
f. Total:	151	77	226	2		
7. GUEST SPEAKER:						
a. Name: James F. Williams		b. Rank: BG		c. Title: Cdr, Ft. Wayne, IN		
8. PER DIEM COST CALCULATIONS:						
	Per Diem Rate		No. of Days		No. of Personnel	
a. Military:	\$75.00	*	2.1	*	151	= \$23,782.50
b. Civilian:	\$89.00	*	2.1	*	2	= \$373.80
c. Non-USAREC Personnel:	\$0.00	*	0	*	0	= \$0.00
9. REMARKS/COMMENTS:						
Civilian overtime will be paid to one photographer, Public Affairs Specialist GS-9/1, \$16.71 per hour x 4 hours = \$66.84, and one USAR Retr GS-7/5, \$14.96 per hour x 4 hours = 49.84 for a total of 118.68.						
10. APPROVAL: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/>						
11. SIGNATURE:				12. DATE:		

USAREC Form 770, Rev 1 May 2009

PREVIOUS EDITIONS ARE OBSOLETE

V1.10

Figure 5-1. Sample of a completed USAREC Form 770

SPONSORING ORGANIZATION RETAIN BACK-UP COSTING INFO FOR ALL SITES			
13. ROLLUP:	SITE 1 Least cost or site requested	SITE 2	SITE 3
a. Site Name, City, State, County:	A	B	C
b. Number of Attendees:	228	228	228
c. Attendees on Per Diem:	151	151	151
d. Per Diem Costs:			
(1) Military:	\$23,782.50	\$23,782.50	\$23,782.50
(2) Civilian:	\$373.80	\$373.80	\$373.80
(3) Non-USAREC:	\$0.00	\$0.00	\$0.00
(4) Total Per Diem (d1+d2+d3):	\$24,156.30	\$24,156.30	\$24,156.30
e. Travel Costs:	\$7,536.00	\$7,536.00	\$7,536.00
f. Conference Room Cost:	\$500.00	\$1,500.00	\$2,000.00
g. Other Site Costs:	\$276.28	\$497.00	\$750.00
h. Total Projected Costs:	\$32,468.58	\$33,689.30	\$34,442.30
i. Cost Per Room:			
14. Is contracting involved at any site? If yes, attach pertinent information with submission. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
15. The need to know date for contracting is <u>25 November 20XX</u> .			
16. Is unit fund being used? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Note: If unit fund is being used for any part of a meal, the cost must be subtracted from the daily per diem entitlement. (Ref USAREC Reg 37-17; JFTR, Vol 1; JTR, Vol 2)			
17. Have security precautions been taken? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
18. PREPARED BY (Name, grade, title): George B. Taylor, MSG, Battalion MT		19. TELEPHONE:	
20. SIGNATURE:		21. DATE:	
22. DATE APPROVED BY BDE:		23. DATE RECEIVED HQ USAREC: (To be completed by HQ USAREC Only)	

USAREC Form 770, Rev 1 May 2009 (Reverse)

Figure 5-1. Sample of a completed USAREC Form 770 (Continued)

<u>DAY 1</u>		-1000	Travel, check-in, and weigh-in
Places "where we are" and "where we are going" into perspective.	[1000-1030	Opening remarks, battalion commander, SGM
		1030-1100	Review previous FY production
		1100-1200	Review accomplishments, strengths, weaknesses, lessons learned
		1200-1300	Lunch
		1300-1400	FY** battalion marketing plan
		1400-1500	FY** advertising campaign and plan
		1500-1700	Review and discuss school program for FY** <ul style="list-style-type: none"> • Requirements • Procedures • Armed Services Vocational Aptitude Battery testing
		1700-1800	Army safety program and prevention of motor vehicle accidents
		1800-1900	Banquet preparation
		1900-1945	Social hour and receiving line
		1945-2000	Be seated for dinner
		2000-2100	Dinner
		2100-2200	Guest speaker
	2200-2230	Awards presentation	
Total training time: 7 hours			
<u>DAY 2</u>			
Required training as determined by battalion commander in accordance with USAREC Reg 350-1, paragraph 4-1	[0800-0900	Equal opportunity
		0900-1000	Alcohol and drug abuse
		1000-1100	Quality of life presentation
		1100-1200	Enlistment standards
		1200-1300	Lunch
Sales support topics - based upon commander's evaluation and assessment	[1300-1400	Review and discuss the Army Recruiting Information Support System
		1400-1500	Packet preparation - quality control and follow through
		1500-1600	Prospecting to penetrate all market segments
Total training time: 7 hours			

Note: Brigades are responsible for a comprehensive review of agendas associated with centralized recruiter training conferences.

Figure 5-2. Sample agenda

Appendix A References

Section I Required Publications

AR 11-37

Army Finance and Accounting Quality Assurance Program. (Cited in para 2-4a(8)(b).)

AR 37-47

Representation Funds of the Secretary of the Army. (Cited in paras 2-4a(8)(q).)

AR 600-8-10

Leave and Passes. (Cited in paras 3-8c(1)(a) and 3-8c(1)(b).)

AR 600-8-22 with USAREC Suppl 1 thereto

Military Awards. (Cited in para 5-4a(8).)

AR 600-8-105

Military Orders. (Cited in paras 3-8a, 3-8a(2), 3-8a(2)(c), and 3-8d.)

AR 600-85

Army Substance Abuse Program (ASAP). (Cited in para 5-5d.)

DFAS-IN Reg 37-1

Finance and Accounting Policy Implementation. (Cited in paras 2-3a, 2-3f, 2-4a(8)(a), 2-4a(8)(h), 2-4a(8)(l), 2-6b, 2-9g, 2-10, 2-11c(2), 2-13, 2-14a, 3-4b, B-1, B-4b(2)(b), and B-4c(2).)

DODFMR, Vol 9

Travel Policy and Procedures. (Cited in paras 3-3a and 3-8b(7).)

JFTR, Vol 1

Uniformed Service Members. (Cited in paras 3-1, 3-4a, 3-4b, 3-7h, and 3-8b(4).)

JTR, Vol 2

Department of Defense Civilian Personnel. (Cited in paras 3-1, 3-4a, 3-4b, 3-7h, 3-8a, 3-8c(2), and 4-2c.)

USAREC Reg 1-18

Management of Centers of Influence Events. (Cited in para 4-8a(13).)

USAREC Reg 5-3

Local Marketing Program Planning and Execution. (Cited in para 4-8b(12).)

USAREC Reg 360-12

Unit Membership in Non-Federal Entities. (Cited in para 4-8a(10).)

USAREC Reg 601-94

Police Record Checks. (Cited in para 4-8b(9).)

USAREC Reg 601-95

Delayed Entry and Delayed Training Program. (Cited in para 4-8a(13).)

18 USC 287

False, fictitious or fraudulent claims. (Cited in para 3-8d(5).)

18 USC 1001

Statements or entries generally. (Cited in para 3-8d(5).)

31 USC 1517

Prohibited obligations and expenditures. (Cited in paras 2-4, 2-4a(8)(1), 2-5b, 2-6b, 2-13, B-1, and C-2b(1)(d).)

31 USC 3729

False claims. (Cited in para 3-8d(5).)

**Section II
Prescribed Form****USAREC Form 697**

Control Register for Travel Orders. (Prescribed in para 3-8e.)

USAREC Form 770

Request for Conference Approval. (Prescribed in paras 5-1a(1), 5-1a(5), 5-1a(6), 5-4b, 5-7f, and 5-8b.)

**Section III
Referenced Forms****DA Form 3953**

Purchase Request and Commitment.

DA Form 5671

Parental Permission.

DD Form 1351-2

Travel Voucher or Subvoucher.

DD Form 1475

Basic Allowance for Subsistence - Certification.

DD Form 1588

Record of Travel Payments.

DD Form 1610

Request and Authorization for TDY Travel of DOD Personnel.

DD Form 2793

Volunteer Agreement for Appropriated Fund Activities and Nonappropriated Fund Instrumentalities.

SF 1164

Claim for Reimbursement for Expenditures on Official Business.

**Appendix B
Procedures for Funding Violations****B-1. Purpose**

This appendix prescribes procedures to follow when the fund allowance target is exceeded. Through these fund allowance targets, the authority is given to commit, obligate, disburse, and further distribute designated appropriated funds. This allowance target is a management device which a holder may use up to the amount specified (it is a

ceiling). Exceeding this ceiling does not constitute a violation of the Anti-Deficiency Statutes, 31 USC 1517. However, if exceeding the targets provided on the funding allowance document causes the CG, USAREC, to exceed fund allocation, a violation of 31 USC 1517 has occurred. The person or persons named as exceeding the allowance and causing the violation of 31 USC 1517 will be held responsible and may be subject to disciplinary action (see DFAS-IN Reg 37-1).

B-2. Applicability

This procedure applies to all commands and activities of USAREC to which appropriated funds are made available.

B-3. Responsibilities

HQ USAREC directors and SMB, MRB, and brigade commanders to whom allowance targets are distributed, are responsible for establishing and maintaining effective fund controls to preclude overdistribution and overobligation of the funding allowance targets.

B-4. Procedures to follow if allowance target is exceeded

- a. See figure B-1 for procedures of fund violations.
- b. SMB, MRB, brigade, or battalion headquarters staff elements.

(1) If the SMB, MRB, brigade, or battalion staff elements' obligations (as reported by STANFINS) exceed the allowance target issued to them, the battalion commander or brigade headquarters staff chief will immediately notify (telephonically) the brigade commander or brigade commander (ATTN: Comptroller) of the potential overobligation. The brigade comptroller will then work with the battalion commander, brigade headquarters CoS, or SMB or MRB staff element to determine if, in fact, an overobligation exists. If the overobligation is determined to not be a valid overobligation (that is, it is determined the reported obligated amount is in error due to accounting, clerical, recording, or reporting error), then substantiate this fact with a memorandum for record (MFR). Take action in conjunction with the supporting DAO to correct the STANFINS record. No additional action is required except to look at the action from a training or lessons learned perspective.

(2) If review by the battalion commander or brigade CoS; and brigade or SMB XO; and brigade, SMB, or MRB comptroller reveals that an overobligation has in fact occurred, then action must be taken as follows:

(a) Determine if the brigade, SMB, or MRB has sufficient allowance target to cover the overobligation. If sufficient allowance target exists, no overobligation report is required to be submitted to HQ USAREC. However, the brigade, SMB, or MRB commander should take action as appropriate (for example, direct the conduct of a commander's inquiry) to determine the cause of the overobligation, what should be done to preclude recurrence, and whether disciplinary action should be taken against the person(s) responsible for overobligation.

(b) If the brigade, SMB, or MRB commander does not have sufficient allowance target to cover the overobligation,

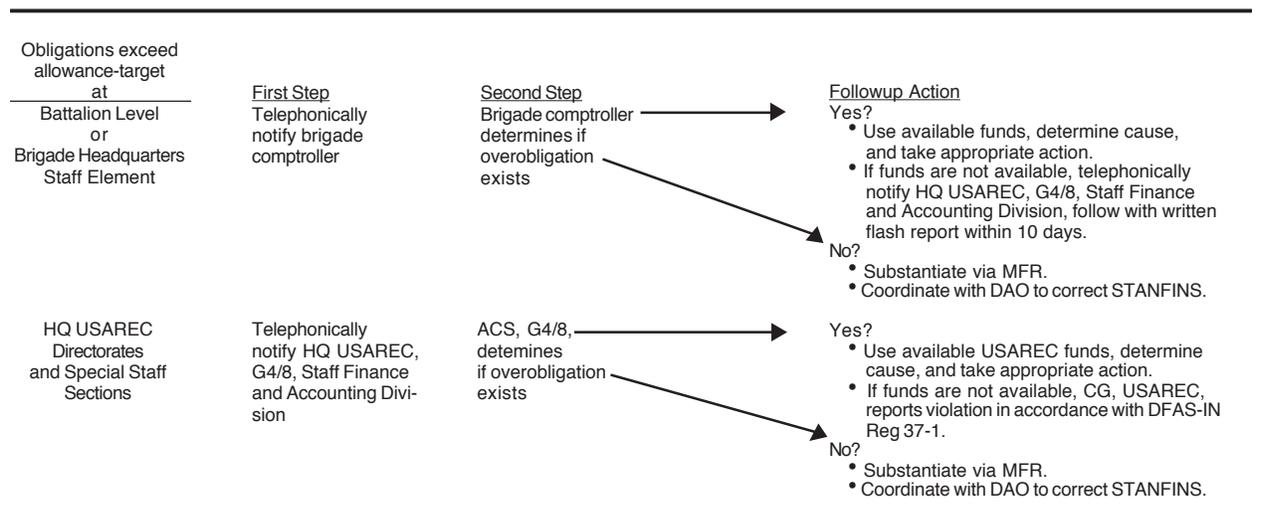


Figure B-1. Procedures for fund violations

the commander will immediately notify (telephonically) HQ USAREC, G4/8, Staff Finance and Accounting Division, and then follow up within 10 days with a written "Flash Report" as described in DFAS-IN Reg 37-1. HQ USAREC will act in accordance with DFAS-IN Reg 37-1.

c. HQ USAREC directorates and special staff sections.

(1) If the HQ USAREC director or special staff section chief has obligations (as reported by STANFINS) that exceed the allowance target issued to them, they will immediately notify (telephonically) HQ USAREC, G4/8, Staff Finance and Accounting Division of the overobligation. The ACS, G4/8, will then work with the HQ USAREC Budget Office to determine if, in fact, an overobligation exists. If the overobligation is determined to not be a valid overobligation (that is, it is determined the reported obligated amount is in error due to accounting, clerical, recording, or reporting errors), then substantiate this fact with an MFR. Take action in conjunction with the supporting DAO to correct the STANFINS record. No additional action is required except to look at the action from a training and lessons learned perspective.

(2) If the review by the ACS, G4/8, and HQ USAREC Budget Officer reveals that an overobligation has in fact occurred, then action will be taken as directed in DFAS-IN Reg 37-1.

Appendix C

Certification of Financial Statements

C-1. Purpose

Section 1311 of Public Law 663, 83rd Congress and DOD implementing instructions require the certification, as of 30 September status report, financial statements and ULO (unpaid) of each appropriation of fund account. This chapter supplements DFAS-IN Reg 37-1 which contains the instructions which apply to brigade and activities in meeting this requirement as of 30 September.

C-2. Procedures

Those recipients of resources will apply these procedures.

a. SMB, MRB, and brigade commanders.

(1) Certify the 30 September balances (ULO, unobligated balances, orders received, and reimbursements earned and collected). The commander may delegate the authority to certify to his or her deputy commander or comptroller.

(2) In the event an adjustment is required after submission of certified reports, recertification of the adjusted report is required by an official no lower than the certifying officer on the original certification.

(3) Where the source documentation for obligations is not under the physical control of the certifying officer, he or she may require internal certification as to the validity of these supporting documentation.

b. Brigade comptrollers and HQ USAREC Budget Officer.

(1) Publish appropriate yearend instructions to ensure that:

(a) Proper emphasis is placed on the purification of records and joint reconciliations with servicing activities.

(b) Efficient and effective utilization of funds is attained.

(c) Funds are utilized for the purpose for which they are appropriated.

(d) Special fund control procedures which may be implemented are adequate to preclude a violation of 31 USC 1517.

(2) Ensure that sufficient financial data reports on obligations, expenses, undelivered orders, and reimbursements are provided to serviced activities for management of funds and purification.

(3) Insist that certified reports are submitted on prescribed due dates.

c. Battalion commanders.

(1) Ensure that their activities accomplish joint reconciliations and purification of records.

(2) Carry out yearend instructions which are published by the brigade comptroller.

(3) Determine that all valid obligations as of 30 September, including obligation adjustments, have been properly documented and recorded.

Appendix D

Significant Deobligations

D-1. Purpose

This appendix prescribes detailed procedures for evaluating and reporting significant deobligations in PY appropriations.

D-2. Applicability

These procedures apply to all resource managers authorized to certify funds and control ceilings.

D-3. Concept

a. A significant deobligation of PY funds points to a need for improved financial management of USAREC resources. Further, these deobligations destroy the resource manager's credibility with higher headquarters, making it extremely difficult to compete for necessary resources.

b. Status reports of PY appropriations, all downward adjustments defined as significant, will be explained to HQ USAREC, G4/8, Staff Finance and Accounting Division, in a submission following the monthly status reports (that is, CSCFA-218).

c. For reporting purposes, significant amounts will be defined on an individual document basis:

(1) \$10,000 or more—significant and must be explained.

(2) \$5,001 to \$9,999—significant, but need only be explained when actual amount of deobligation exceeds 25 percent of the original amount obligated.

(3) Less than \$5,000—need not be explained.

d. The format for reporting these explanations should include the following information:

(1) Appropriation (for example, 21*2020), Program Element (for example, 871711.00).

(2) Type of document (contract, purchase order, miscellaneous obligation document, etcetera).

(3) Date and amount of original obligation.

(4) Basis for obligation amount (estimate, quote, contractual agreement, etcetera).

(5) Reason for deobligation (cancellation, default, inaccurate estimate, etcetera).

(6) What action can be taken to preclude recurrence.

Appendix E

Management Control Review Checklist for Temporary Duty Travel Orders

E-1. Requesting TDY travel

a. Are guidelines clear on the need to consider alternatives before authorizing TDY travel for mission and training accomplishment (teleconference, correspondence, local training, etcetera)?

b. Do the objectives, locations, and performance period for the TDY mission warrant the number of travelers?

c. Are trips planned in advance with due regard to maximizing productive weekdays and minimizing weekend and holiday usage?

d. Are requests for TDY travel submitted for review and approval at the earliest practicable date?

E-2. Minimizing TDY trip costs

a. Are travelers required to make arrangements for transportation through the contracted travel office?

b. Is the number of travelers for a specific purpose, especially meetings and conferences, limited to those whose presence is justified in the best interest of the commander?

c. Does the travel authorization itinerary direct the traveler to the military installation at which the organization to be visited is located and not to the location (that is, adjacent or nearby city)?

d. Is a city TDY location shown only when the duty will actually be performed in the commercial sector and it is known that military lodging is neither available nor appropriate for the traveler?

e. Is car rental entitlement limited to those travel situations where use of public transportation is not practical, and experience has shown car rental to be either more economical than taxi use or the only practical means of ground transportation in and around the TDY location?

E-3. Approving TDY travel

a. Is the stated purpose of each trip reasonable under circumstances known to the AO?

b. Can requests for mode of travel via POV as more advantageous to the Government stand scrutiny of close audit?

c. Has the traveler applied for or possess a GTCC? If the traveler possesses a card, has no travel advance been authorized?

d. Are travel authorizations approved early enough in advance so that travelers can optimize opportunities in obtaining lower airfares and available Government lodging?

E-4. Authorizing TDY travel

a. Are locations and facilities for meetings and conferences approved with due consideration to the impact on TDY costs? Is the correct line of accounting selected based upon the purpose of travel (that is, mission training)?

b. Have only the minimum and most economical authorizations been granted to the traveler consistent with the purpose, itinerary, and length of TDY?

c. Are reasonably accurate estimated cost data entered on the travel authorization consistent with length of TDY, mode of transportation, availability of Government lodging and meals, and the cost experience of similar TDY missions?

d. Are travel authorizations approved prior to travel in order for the contracted travel office to purchase airline tickets booked on the DTS travel document?

E-5. Amendments, rescissions, or revocations

a. Do AOs exercise adequate controls to ensure that authorizations provided on the travel authorization are sufficient for successful performance of the TDY mission?

b. Are revocations done by canceling authorizations in DTS? (This should be done timely to prevent travel agent fee charges for purchases of airline tickets.) Are tickets purchased 3 business days prior to travel; in order to prevent a fee (trips should be canceled prior to purchase of ticket if at all possible). If the airline ticket has already been purchased, has a voucher been done claiming the travel agent fee only?

Note: Most changes can be done on the DTS travel voucher. Amendments are required if the number of travel days change. If the number of days change by 100 percent of the number of days originally specified on the travel authorization or 7 days whichever is less an amendment is required prior to doing a voucher.

Appendix F Entitlements

F-1. General

The following provides the most common information on examples of military and civilian travel. Except where indicated, any rate specified applies to all types of personnel.

F-2. Travel

a. Each traveler is entitled to the cost of necessary transportation from the PDS or alternate point to the TDY point and return. Transportation expenses include the cost of air, railroad, bus, or other ticketed transportation to and from carrier terminals, and the cost of any special conveyance. The expense of operating a POV is paid in the form of a monetary allowance in lieu of transportation. The order issuing official will normally determine mission requirements, time limits, availability of transportation, and economic considerations. The modes authorized are those available which result in the most efficient use of travel funds and meet the mission requirements.

b. Travel per diem rates and mileage rates can be found at <http://perdiem.hqda.pentagon.mil/perdiem>. If one or two meals are provided in a day travelers are entitled to a proportional meal rate plus the incidental rate. If all three meals are provided, travelers receive only the incidental rate.

c. Reimbursable expenses directly attributable to the ordered travel and are in addition to travel and per diem expenses. Examples include:

- (1) Parking fees.
- (2) Tolls.
- (3) Mileage reimbursement.
- (4) Automated teller machine fees.
- (5) Baggage tips.
- (6) Laundry and dry cleaning, continental United States only; at the TDY point:
 - (a) Civilians - after 4 nights TDY.
 - (b) Military - after 7 nights and limited to \$2 per day.
- (7) Hotel taxes, if establishment does not accept tax exempt form.
- (8) Contracted travel office fees.

Glossary

Section I Abbreviations

ACS

Assistant Chief of Staff

AMS

Army management structure

AO

approving official

APC

accounting processing code

ATC

annual training conference

CG

Commanding General

COB

command operating budget

CoS

chief of staff

COI

centers of influence

CRA

continuing resolution authority

CSM

command sergeant major

DA

Department of the Army

DAO

defense accounting office

DOD

Department of Defense

DTS

Defense Travel Service

EOR

element of resource

FSG
family support group

FY
fiscal year

GC
guidance counselor

GO
general officer

GOV
Government-owned vehicle

GTCC
Government travel charge card

HHG
household goods

HQDA
Headquarters, Department of the Army

HQUSAREC
Headquarters, U.S. Army Recruiting Command

IIO
invitational travel order

LTA
local travel area

MFR
memorandum for record

MRB
U.S. Army Medical Recruiting Brigade

NDEA
non-DTS entry agent

NSFOP
nonstock fund orders and payables

OCS
Officer Candidate School

PBAC
Program Budget Advisory Committee

PCS
permanent change of station

PDS

permanent duty station

POV

privately-owned vehicle

PY

prior year

QA

quality assurance

REA

recruiter expense allowance

RMT

Resource Management Tool

RS

recruiting station

SGM

sergeant major

SMB

U.S. Army Special Missions Brigade

SNA

statement of nonavailability

STANFINS

Standard Finance System

TDY

temporary duty

ULO

unliquidated obligation

USAREC

U.S. Army Recruiting Command

WOFT

Warrant Officer Flight Training

XO

executive officer

1SG

first sergeant

**Section II
Terms**

invitational travel

Authorization for travel of a person who is not a Government employee, in connection with certain assignments directly related to activities and in the interest of DOD.

local move

A transfer of an individual on a permanent basis from one duty station to another under any of the following circumstances:

- Where both duty stations are within the same PDS.
- Where both duty stations are within the same metropolitan area.
- Where both duty stations are within close proximity.

This type of move does not necessarily entitle the individual to movement of HHG unless the official directing the move requests authority to do so from HQ USAREC, G1.

local travel

Travel within and around the PDS authorized while conducting official business. The travel may be authorized and performed from the PDS to alternate duty point, or residence to an alternate duty point, and return.

per diem

Provides for reimbursement of subsistence expenses incurred while on authorized travel status. A per diem rate of \$109 is used except for travel to high-cost areas. Rates for high-cost areas are available in the JFTR, Vol 1, for military and in the JTR, Vol 2, for civilians. Subsistence expenses include all meal charges, tips, lodging, and laundry, among other things.

permanent duty station

The post of duty or official station to which a member is assigned or attached for duty other than TDY and performs the substantial portion of duties. The limits of such post of duty or official station will be the corporate limits of the city or town in which the member is stationed. However, if the member is not stationed in an incorporated city or town, the official station will be the reservation, station, or established area having definite boundaries within which the designated post of duty is located. For example, Fort Sheridan is the PDS for Soldiers assigned to duty there. The city of Waukegan, IL, would be the PDS for Soldiers assigned to an RS within the corporate limits of that city.

reimbursable expenses

Expenses directly attributable to the ordered travel and are in addition to travel and per diem expenses.

temporary duty

Duty at one or more locations, other than the PDS, at which an individual performs temporary official business under orders which provide for further assignment or pending further assignment, to a new PDS or for return to the PDS upon completion of the TDY.

travel allowances

Provides for reimbursement for bona fide expenses incurred in connection with travel between two points. Those allowed cover expenses such as cost of airfare, bus, rail, mileage for POV, etcetera.

travel order

Authorization in writing for official travel authenticated by a travel order-issuing official. Generally, verbal authorization is sufficient for travel within and around the PDS.

travel status

The condition an individual must be in before being entitled to travel allowances. Travel status exists when an individual performs duty away from the PDS on official business, pursuant to competent orders. Travel status begins at the time individuals leave their residences, offices, or other authorized points of departure and ends when they return to their homes, offices, or other authorized points of arrival at conclusion of the trip.

USAREC

ELECTRONIC PUBLISHING SYSTEM

DATE: 17 APRIL 2009
DOCUMENT: USAREC REG 37-17
SECURITY: UNCLASSIFIED
DOC STATUS: NEW