

a. OCONUS personnel must prepare DD 1610 *Request and Authorization for TDY Travel of DOD Personnel* for proper authorization of space required travel and government air fares. **IAW AFI 36-3003, Table 8, orders on DD Form 1610 must include the following:**

(1) This is a HQ USAF sanctioned program and military air or government procured air is authorized.

(2) TDY has been approved and determined to be essential to the mission of the Air Force Sports Program.

(3) Individuals are required to maintain Air Force appearance standards as stated in AFI 36-2903.

(4) Authority: AFI 34-266, AFI 36-3003, and this memorandum.

b. CONUS participants may use AF Form 988 *Leave Request/Authorization* for this event, following the General Instructions cited on this form. Check Permissive TDY(T) in block 8 and in Remarks section cite Authority: AFI 34-266, AFI 36-3003, to represent the Air Force at the 2006 USATF National Winter Cross Country Championship.

3. HQ AFSVA/SVPAF will arrange lodging at a designated local hotel, two participants to a room. Individuals will be reimbursed for the lodging cost, but are responsible for any amenities charged to the room. Individuals are required to possess current membership (2007) in USATF to participate in this activity. Membership may be obtained on-line at www.usatf.org. This registration is not a reimbursable expense. Individuals are also required to register for the race on-line (\$30.00 race registration is reimbursable). Race registration must be transacted prior to 5 February, as the entry fee elevates to \$55.00 on this day. Individuals will also be provided per diem for the area (\$189.00 per diem total based on \$40.50 for each of the two travel days and \$54.00 for each of the two on-site days). Participants will be reimbursed for expenses and per diem upon return to duty station and upon forwarding reimbursement request for the cited expenses. Designated individuals will also be reimbursed for team vans, parking, and fuel costs.

4. Authority: AFI 34-266, AFI 36-3003, and this memorandum.

5. Participants are required to have in their possession khaki (tan) pants to wear at a scheduled Armed Forces Championship event.

6. Military personnel who engage in Armed Forces, national, or international athletic competition on behalf of their service may be subject to drug testing. Air Force personnel are also required to maintain Air Force appearance standards as stated in AFI 36-2903.

7. Within ten days of return to unit of assignment, a **“No-Cost”** Travel Voucher must be submitted to base finance office.

8. Request local Fitness Center Directors contact selected individuals and assist in preparing Permissive TDY orders. **HQ AFSVA/SVPAF must receive a copy of orders from all individuals listed in this message (faxed copy acceptable) for proper certification of airline ticket.** The following applies:

a. HQ AFSVA/SVPAF will arrange travel for CONUS personnel and provide individual or respective Fitness Center Director with Worldspan Trip Locator Code to retrieve itinerary on established Alamo

Travel website (www.mytripandmore.com). HQ AFSVA/SVPAF must receive copy of orders prior to release of itinerary.

b. OCONUS SVS are required to use their NAF VISA Account to fund individual travel in support of this Air Force Sports Program. Respective SVS will purchase a roundtrip airline ticket to Denver, Colorado, airport (arrive on 8 February, depart for home station on 11 February) and contact HQ AFSVA/SVPAF Project Officer with the individual's itinerary. OCONUS SVS must submit request for reimbursement for this travel, along with a copy of ticket receipt to HQ AFSVA/SVPAF (faxed copies accepted).

9. Air Force Guard, Reserve, and IMA members who wish to apply for MPA Man-Days must contact the Air Force Sports Office and complete an AF Form 49 to include name, rank, social security number, unit, base, name of event, dates, and location, PASCODE (may be obtained from Commander Support Staff), and Point of Contact (POC) including e-mail and phone number. POC will work with HQ AFSVA Reserve Affairs branch to coordinate possible MPA Man-Days. Authorization of MPA Man-Days is contingent upon availability of such days at HQ AFSVA (Reserve Affairs). These forms must be completed and forwarded to HQ AFSVA/SVPAF three weeks prior to this event to ensure availability and finalization of travel itineraries.

10. Itineraries provided by HQ AFSVA/SVPAF will ONLY consist of air travel from home station airport to competition and air travel return to home station airport. HQ AFSVA/SVPAF and Alamo Travel will not make any changes in itineraries to accommodate leave or personal travel.

11. IAW JFTR, Volume 1, the one-day in privately owned vehicle (POV) limit for traveling on TDY status is 400 miles per day. Personnel listed on this message within 400 miles from duty station to event may drive POV to this championship. Personnel must first notify the Air Force Sports Office for approval and provide mileage to be driven. Air Force Sports does not assume financial responsibility for damage to POV. HQ AFSVA/SVPAF will reimburse individuals .485 cents per mile, or the cost of a government contracted airline ticket, whichever is cheaper.

12. Individuals listed in paragraph one must receive a copy of this memorandum to ensure completion of all requirements. For reimbursement purposes, individual must submit a reimbursement request to HQ AFSVA/SVPAF, to include itemized listing or reimbursement expenses (faxed copy acceptable). **The reimbursement request must be received no later than 26 February.** If individual has not submitted prior reimbursement request, or if personal banking information has changed, reimbursement request must include bank information (name of bank, nine digit routing number to the bank, personal account number, and statement as to whether account is savings or checking).

13. Individuals listed in paragraph one must receive a copy of this memorandum to ensure full understanding and completion of all requirements.

14. Project officer is the undersigned who may be contacted at DSN 487-3471, commercial (210) 652-3471, fax DSN 487-4739, or e-mail address steve.brown@agency.afsv.af.mil.

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STEVE BROWN
Chief, Air Force Sports