



**DEPARTMENT OF THE NAVY**  
SPACE AND NAVAL WARFARE SYSTEMS COMMAND  
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SPAWARINST 12570.2B  
SPAWAR 01-4  
25 Oct 02

SPAWAR INSTRUCTION 12570.2B

From: Commander, Space and Naval Warfare Systems Command

Subj: LONG-TERM TRAVEL

Ref: (a) Joint Travel Regulations (JTR), Volume 2 DoD Civilian Personnel  
(b) SPAWARINST 4651.3I

Encl: (1) Individual Information for Comparative Cost Analysis  
(2) Comparative Costs of Long-term TDY versus TCS  
(3) Justification for Long-Term TDY or TCS Assignment

1. Purpose. To establish SPAWAR requirements and policy for approval of long-term temporary duty (TDY) travel. For the purpose of this instruction, TDY in excess of 30 days is long-term TDY.

2. Scope. The provisions of this instruction apply to all civilian employees in SPAWAR Headquarters, PEO, and SPAWAR field activities.

3. Cancellation. SPAWARINST 12570.2A of 20 May 1998 is cancelled.

4. Background and General Information

a. TDY generally consists of assignments of a temporary nature away from an employee's permanent duty station (PDS). When an employee performs TDY at one location for more than 30 days, the assignment is considered long-term TDY. Long-term TDY assignments require fairly substantial payments of either per diem or actual subsistence expenses for the entire period of the assignment. Therefore, cost should be considered when authorizing a long-term TDY assignment. An alternative to long-term TDY may be Temporary Change of Station (TCS) if determined it is appropriate to accomplish the purposes of the Government more effectively and economically.

b. Long-term TDY assignments include travel directly related to official training and developmental assignments required to meet long-range critical mission-related capabilities. Examples of training or developmental assignments include, but are not limited to, Defense Leadership and Management Program (DLAMP) and Navy Science Advisory Program (NSAP). Technical assignments to accomplish critical project work within SPAWAR's mission in response to formal project tasking may also be a long-term TDY assignment.

## 5. Policy

a. Long-term TDY assignments shall be limited to those necessary to accomplish the mission and for which no acceptable, cost-effective alternative method of performance exists. In accordance with reference (a), an employee's PDS is where an employee spends, and is expected to spend, the most time. Long-term TDY assignments shall be held to minimum duration of time necessary to accomplish the task. In general, long-term TDY assignments should not exceed 180 calendar days (including weekend days).

b. Employee scheduled for long-term TDY in excess of 180 calendar days may be approved under special circumstances, or may be authorized a TCS with limited relocation allowances instead of TDY allowances. Requesting Official must prepare written justification and obtain cost comparison in accordance with paragraph 9 of this instruction for approval by the Authorizing Official. The one that is most advantageous for the Government, cost and other factors considered, should be authorized. In this instruction, "Requesting Official" means the individual who controls the mission and determines the purpose of the long-term assignment. The term "Authorizing Official" means the individual who authorizes the trip and approves travel expenses incurred in connection with the mission.

c. All long-term TDY in excess of 180 days and TCS assignments require approval by the SPAWAR Deputy Commander or head of activity.

d. Employee on long-term TDY assignment shall submit a claim for each 30-day period. That claim must be submitted within 5 days after each 30-day period. Requesting Official or

Authorizing Official who approves the travel will closely monitor all long-term TDY assignments, including the review of travel claims.

e. Per diem allowances shall not exceed amounts required to meet the necessary subsistence expenses for employee's official travel. Commuting expense to and from temporary assignment location shall not be allowed. Rental or lease of vehicles generally will not be allowed for CONUS long-term assignment; however, Authorizing Official may approve lease or rental of vehicles on an exception basis when it is in the best interest of the Government.

f. Back to back travel orders by individual to the same geographical site is considered a continuous assignment and should be avoided to alleviate perception of impropriety. Failure to allow for reasonable separation between multiple assignments will be viewed as a single assignment and will be subject to the provisions of long-term assignments contained herein. Situations of this nature should be closely monitored.

g. Federal Government policy for long-term travel established by reference (a) apply, as appropriate, unless otherwise noted and is available at <http://www.dtic.mil/perdiem/trvlregs.html>.

h. Per diem rates are prescribed at <http://www.dtic.mil/perdiem/pdrates.html>.

## 6. 180-Day Time Limitation

a. Except when authorized under paragraph 7, a long-term TDY assignment at one location should not exceed 180 days. This limitation does not apply to employees assigned TDY at more than one location over 180 days if the duty period at each location is 180 days or less.

b. Approval authority for long-term TDY assignments up to 180 days is delegated to employee's Authorizing Official as defined in reference (b). Prior to authorizing long-term TDY, the Authorizing Official must obtain endorsement from their respective SPAWAR directorate and the SPAWAR Deputy Commander or head of activity. Request and endorsement by email is sufficient.

7. TDY in Excess of 180 Days

a. Long-term TDY assignment in excess of 180 days at one location may be authorized only when mission objectives or unusual circumstances require it.

b. Approval authority for long-term TDY assignment in excess of 180 days is delegated to the SPAWAR Deputy Commander or head of activity. No further delegation is authorized.

c. Long-term TDY assignments anticipated to exceed 12 months in duration, including extensions, must be approved by the Office of the Deputy Assistant Secretary of the Navy (ODASN). Request shall be submitted to the SPAWAR Deputy Commander for endorsement and submission to ODASN. Criteria in paragraph 9 must be satisfied.

d. Any long-term assignment in excess of 30 months will be considered a PCS unless extenuating circumstances apply. Provisions in reference (b) shall be followed for PCS orders.

e. Before authorizing a long-term TDY assignment exceeding 180 days, the Authorizing Official must determine the assignment is not a TCS move. In accordance with reference (a), all of the following criteria must be met for an assignment exceeding 180 days to be long-term TDY:

(1) The duties to be performed are temporary in nature,

(2) The assignment is for a reasonable duration of time,  
and

(3) TDY costs are lower than round-trip TCS expenses

f. To substantiate lower cost rule, Requesting Official must obtain a cost comparison as prescribed in paragraph 9 of this instruction. The comparison must conclusively show the cost of long-term TDY assignment exceeding 180 days is equal to or lower than TCS.

g. Reference (a) limits subsistence payments to 55 percent of the applicable maximum rate for long-term TDY assignments of more than 180 calendar days and for training assignments of more than 30 days. When it can be factually determined that the per

diem rates prescribed in this part are not appropriate, Requesting Official should seek authority to reduce or increase per diem different from applicable rate prescribed in this part. The SPAWAR Deputy Commander or head of activity is proper authority to prescribe reduced (in advance) or increased per diem when justified for a long-term TDY assignment.

8. Temporary Change of Station (TCS)

a. A Requesting Official may recommend a TCS with limited relocation allowances, instead of TDY allowances, for employee scheduled to perform a long-term assignment between 6 and 30 months. The long-term temporary assignment location becomes the employee's temporary official station. Factors that should be considered in determining whether to request a TCS for a long-term TDY assignment:

(1) Cost Consideration. Estimated cost of TCS and TDY must be compared.

(2) Employee Tax Considerations. According to the IRS, an employee who performs TDY assignment exceeding one year at a single location is subject to income taxation of his/her travel expense reimbursements. In comparison, an employee authorized TCS will be subject to some, but not all, of his/her TCS expenses, and will receive a relocation income tax (RIT) allowance. Therefore, TCS should be considered if long-term TDY assignment results in an unreimbursed income tax liability on an employee.

(3) Employee Concerns. Possible negative effect of long-term absence from PDS and immediate family may negatively impact morale and job performance. Such negative effects may be alleviated by authorizing TCS so employee can transport his/her immediate family and/or household goods at Government expense to location of long-term assignment.

b. To substantiate cost consideration, Requesting Official must obtain cost comparison as prescribed in paragraph 9 of this instruction. The one that is most advantageous for the Government, cost and other factors considered, should be authorized.

9. Cost Comparison

a. All requests for long-term TDY assignments in excess of 180 days and requests for TCS allowance must include written justification and a formal cost comparison. The cost comparison must be based on actual data for the specific individual scheduled for official travel.

b. Enclosure (1) shall be provided to the employee scheduled for travel to obtain necessary information for estimating cost comparison. Completed enclosure (1) shall be submitted to the Designated Travel Office for attainment of cost estimates. Enclosure (2) shall be used to document cost estimates based on TCS and TDY allowances in accordance with reference (a). Requesting Official must prepare written justification for assignment using enclosure (3) as guidance. Written justification and cost comparison shall be submitted to respective SPAWAR directorate for endorsement. Authorizing Official shall make the determination if long-term assignment should be TDY or TCS.

c. Upon determination, the Requesting Official shall forward all support documentation to Designated Travel Office for authentication and obligation of funds. For TCS, Designated Travel Office will prepare official orders in accordance with reference (a). Designated Travel Office shall forward official order with supporting documentation to the SPAWAR Deputy Commander or head of activity for approval signature. Designated Travel Office shall forward signed order to designated official for authentication. Original official order shall be provided to the employee scheduled for the long-term assignment.

10. Responsibilities

a. SPAWAR Deputy Commander. Act as Authorizing Official for all long-term TDY assignments that exceed 180 days or TCS assignments. Retain approval authority for exceptions to prescribed per diem allowances when warranted and justified. Request approval by ODASN for long-term TDY assignments that exceed 12 months when warranted and justified.

b. SPAWAR Directorates. Establish internal administrative procedures for processing long-term TDY and TCS assignments in accordance with procedures outlined in this instruction.

Delegate Authorizing Officials in accordance with reference (b) for long-term TDY assignments not to exceed 180 days.

c. Authorizing Official. Execute authority to authorize the trip and approve travel expenses incurred in connection with that mission. Ensure that per diem allowances are not in excess of the amounts required to meet the necessary subsistence expenses for an employee's official travel. Review employee's travel claim, as soon as possible, after receiving it. Ensure employee receives adequate reimbursement of travel expenses in connection with mission.

d. Requesting Official. Determine when long-term assignment is necessary. Provide technical and supervisory oversight of individual on long-term assignment in support of the mission for duration of the assignment. Ensure individual on long-term TDY assignments submits travel claims as required. Prepare written justification and acquire cost comparison for any long-term TDY assignment in excess of 180 days. Ensure sufficient funds are available to pay for the trip.

e. Employee/Traveler. Adhere to travel policies and procedures in accordance with reference (a). Use good judgment when incurring expenses incident to official long-term travel assignments. Prepare and submit travel claim for official travel within 5 days after each 30-day period.

f. Designated Travel Office. Assist in obtaining estimates for cost comparison. When required, prepare official orders and route for approval/authentication and obligate funds. Provide traveler with original official orders and retain copy in central file.

11. Action. Addressees will adhere to the policy guidelines and responsibilities as defined in this instruction.

/s/  
T. S. FELLIN  
Vice Commander

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