

## **Resource Allocation System & Travel FAQs For Training and Travel funded by Career Programs**

1. Will DAMO-TRV, Civilian Training and Leader Development Division back date SF182s?

A. No. Each Career Program is responsible for coordinating with careerists and submitting SF182s in a timely manner.

2. Are careerists authorized to attend training without an approved SF 182?

A. No. Careerists should NEVER attend training without an approved SF 182. If the careerist does so, he/she is responsible for the cost of the training.

3. Who is authorized to add new careerists in the Resource Allocation and Selection System (RASS)?

A. Only Career Program Managers (CPMS) are authorized to add new careerists to RASS. DAMO-TRV budget analysts do not have administrator rights to add careerists to Career Programs.

4. What system is used to submit SF 182s?

A. Resource Allocation Selection System (RASS). RASS will be used to submit Authorization, Agreement, and Certification of Training (SF 182) requests. For specific instructions on how to input training requests, please refer to the RASS website located at <http://cpol.army.mil/library/train/rass/>.

5. What is the required time frame to submit SF 182s into RASS?

A. Careerists are required to create their SF 182 in RASS **20 days prior to training start date. TRV analysts will add the LOA within 10 days.**

6. Who approves SF 182s?

A. RASS will allow the FCR, plus 3 backups, the ability to process and approve training requests. FCRs must submit the names of individuals who should have approval authority. FCRs and backups are responsible for the integrity of the information being submitted by the CPD candidates.

7. How many SF182 are required for training that crosses fiscal years?

A. One SF 182 is required. Example: Training that begins in FY 12 and ends in FY 13: Individuals who attend training that begins in FY12 and ends in FY13 will input one SF 182 to cover duration of the training.

8. Should Local National employees use RASS?

A. No. Manual SF182s may be submitted for any Local National employees. Manual SF 182s, to include appropriate signatures, will be sent to the Civilian Training and Leader Development Division central budget mailbox at email address DAMOTRVBud@conus.army.mil.

(a) Information and signature for the SF 182, Section D, block 1 will be the individual's first line supervisor.

(b) Information and signature for the SF 182, Section D, block 3a -training officer- will be the Functional Chief Representative (FCR) or his or her representative.

(c) Section E on the SF 182 will be the FCR or his or her representative.

(d) Section F of the SF 182 must be completed and signed by the FCR or his or her representative once training is complete.

9. When should manual SF 182s be submitted to CPMs for approval?

A. Local Nationals who attend training must submit a manual SF 182 NLT 30 days prior to the start date of the training. **SF182s for LNs will continue to be submitted manually as there are no provisions to allow LNs access to RASS.**

10. Should USACE employees use RASS?

A. Yes. Corps of Engineer employees will use RASS to submit training requests funded by Career Programs

11. Should USACE employees use DTS to attend training funded by a Career Program?

A. No. USACE employees must submit a manual 1610 to the Career Program Manager for approval.

12. Are receipts required for travel required to attend CPD training?

A. Yes. "Per Diem rates include a maximum amount for lodging expenses. Reimbursement may not exceed actual lodging costs or the applicable maximum amount. Receipts for lodging are required."

13. Are careerists required to use Government Travel Card for official travel required to attend training funded by a Career Program?

A. Yes. Individuals are required to use the Government Travel Card for TDY expenses. Refer to DODFMR, Volume 9, Chapter 3 for specific guidance on use of the Government Travel Card.

14. Are careerists approved to attend training funded by a Career Program required to use DTS?

A. Yes. The Defense Travel System (DTS) will be used to submit TDY and local travel requests for all training. Specific guidance is provided below. Individuals should work with their organization DTS Administrator for specific DTS questions and procedures or refer to the DTS website located at <http://www.defensetravel.osd.mil/dts/site/index.jsp>.

15. Are Local Nationals required to use DTS?

A. No. Manual travel authorizations (DD Form 1610, SF 1164) may be submitted for Local National employees. Manual travel authorizations, to include appropriate signatures, will be sent to the Civilian Training and Leader Development Division central budget mailbox at email address DAMOTRVBud@conus.army.mil. Allow 10 business days for processing and approval.

(1) DD Forms 1610: Blocks 1-19, and block 22 must be completed prior to submission to DAMO-TRV. FCRs or their representatives are responsible for contacting the DAMO-TRV budget analyst for accounting citation data and travel order number. Allow 10 business days for processing.

(2) SF 1164s: Blocks 1-8, 10, and accounting classification block must be completed prior to submission to DAMO-TRV. FCRs or their representatives are responsible for contacting the DAMO-TRV budget analyst for accounting classification data. Allow 10 business days for processing.

16. Should careerists select a flight prior to the LOA being added to their DTS authorization?

A. No. Specific DTS guidance. **Do not select flight info until the LOA has been added. The plane reservation will be cancelled by CTO after 24hrs if the flight info is selected before the LOA is added.**

17. Are two travel authorizations required for travel that crosses fiscal years?

A. Yes. If travel crosses fiscal years, two travel documents will be required. The end date for travel on the first document will be 30 September. The start date on the second document (generated by DTS) will be 1 October.

18. Will ACTEDS funds be used to fund rental cars while attending training?

A. No. The careerist's Command/Agency can fund rental car expenses.

19. How many days does it take for DAMO-TRV to approve travel requests?

A. G-37/TRV will process all authorizations within 10 business days. On the 11<sup>th</sup> business day, the traveler must sign and route the authorization through the traveler's established DTS chain of command. G-37/TRV will add the name of the traveler to the CPD group created in DTS by the Civilian Training and Leader Development Division. This allows TRV to view the authorization of the traveler and add the LOA without changing the individual's organizational DTS administrative information. If the authorization is signed before TRV completes this action, we cannot pull the traveler into the group and add the LOA.

20. Should the traveler include the SF 182 DRN on the travel authorization?

A. Yes. Travelers must include the SF 182 Document Reference Number in the remarks to the Approving Official. Comments to the Approving Official can be added from the Preview Tab once the traveler has created an authorization in DTS.

21. Is reimbursement for baggage fee authorized?

A. Yes. Reimbursement for baggage fee is authorized. Reimbursement is limited to 1 bag for training 2 weeks or less, 2 bags for training over 2 weeks.

22. Is reimbursement to and from the training site authorized?

A. Yes. Reimbursement to and from the training site is authorized. In/around mileage; public/local transportation (except for travel to/from home to training location); rental cars, vans, trucks, or limousines; and excess baggage is not authorized.

23. Should the traveler file the voucher within 5 days?

A. Travelers must file a DTS settlement voucher within 5 business days upon completion of travel. Travelers on long term training must select scheduled partial payments. Receipts for all centrally funded authorized expenses, regardless of cost, must be provided with the voucher; lodging receipts must be provided regardless of cost. Individuals can sign the vouchers once complete and route them through DTS for approval.

24. Leave during training period.

A. If a careerist takes leave while attending training:

(8) Per Diem is not authorized while in a leave status (JTR, Ch4, Part L, par C4555G). Authorizations must reflect zero Per Diem for leave days.

(9) Per Diem is authorized if on leave for only part of a day (JTR, Ch4, Part L, par C4563C).

(10) Per Diem is authorized for non-workdays (federal gov't holidays, weekends, or other scheduled non-workdays) EXCEPT when the employee returns to the PDS or place of abode (JTR Ch4, Part L, par C4563C). Authorizations must reflect zero Per Diem when the employee returns to the PDS or place of abode.

25. RASS/DTS scenario:

The careerist inputs the SF182 into RASS allowing enough time for the CP POC to approve it.

1. For example-training start date is 1 July. The SF182 should have been approved by the FCR 20 business days prior to 1 July.

2. Once approved, the RASS budget analyst has 10 days to approve the SF 182.

- RASS generates an automatic email that goes to the careerist stating the SF 182 has been approved.

- That is the TRIGGER to the careerist the CP POC and G-3/7 TRV approved and funded the training request (SF 182).

- If there is travel associated with the training....the careerist NOW has to create the travel request in DTS.

- Based on historical data most careerists do not create the travel request in sufficient time to allow this office to add the LOA. Many careerist wait until the day before the travel.

- The travelers MUST use the AUTOMATIC EMAIL as their TRIGGER to create the travel request. If that is done the LOA will be added within the 10 days allotted.

26. Should careerists use their government travel card to pay for training approved by a Career Program?

A. No. GTCs should only be used for official travel expenses.

27. Is there a difference between registration fees and tuition?

A. Yes. Tuition is the cost of training (in class or online); registration fee is the cost to register for a conference or workshop etc. Careerists should annotate registration fees on their DTS authorization not the SF 182. Normally registration fees are due immediately. If the fee is included on the SF 182 the expense may not be paid for several months as schools, universities etc. do not bill the government immediately.