DEPARTMENT OF THE ARMY
HEADQUARTERS, 18TH MILITARY POLICE BRIGADE
MANNHEIM, GERMANY APO AE 09058

REPLY TO
ATTENTION OF

AETV-MP-H

21 July 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 18th Military Police Brigade Command Policy Memorandum # 11, TDY Guidance.

1. REFERENCE:

a. Army Regulation 600-8-105
b. DFAS-IN REG 37-1
c. JFTR VOL I, dated 1 December 2004, Military Personnel
d. JTR VOL II, dated 1 February 2005, Civilian Personnel

2. PURPOSE: This Policy Memorandum provides guidance to the 18th Military Police Brigade for Temporary Duty Travel (TDY) Orders. It gives detailed instructions on the request, processing, and settlement procedures.

3. OBJECTIVE: To provide standard, uniform criteria and proper procedures for processing TDY orders. This policy letter applies to all subordinate unit personnel, Brigade Staff Section Personnel, TDY Managers and Approving and Funding authorities assigned to 18th Military Police Brigade.

4. CRITERIA: Temporary Duty is mission support. TDY is performed when there is no other means to successfully complete the mission away from the permanent duty station. When the mission can be achieved by any other means, such as written correspondence or VTC, authorizing officials may choose TDY.

5. RESPONSIBILITY: Units must ensure that DD 1610 requests are submitted two weeks prior to the TDY. A Vocal Order (VOCO) will be used only in emergency cases or as directed by the Brigade CDR, Deputy Brigade Commander, or Battalion CDR and supported by a memo or email stating the facts. Orders should be submitted to the RMO to receive appropriate accounting classification, per diem/travel amounts. The Brigade S-4 will assume the responsibility of the RMO in his absence. The traveler is required to claim all expenses, every 30 days.

6. ORDER APPROVING OFFICIAL: The Brigade Commander is the only approving official for temporary duty orders. The Brigade Commander will also approve request for rental vehicles.

7. COMMUNITY LAW ENFORCEMENT (CLE) TDY: Will be performed on Group Travel orders. Soldiers are reimbursed at the daily on base incidental rate of $3.50 in accordance with the travel regulations and Brigade commander's guidance.

8. MEDICAL TDY: A statement of Competent Medical Activity (CMA) must support both DD 1610s and SF 1164s. CMAs for family members must be submitted to the activity referred to in paragraph 5 of the CMA.

9. LOCAL MILEAGE: Claims for reimbursement (SF 1164) must be supported by a statement of non-availability of a TMP and Battalion Commanders memo authorizing use of POV. Claims must be submitted no later than 5 days after of completion of local travel. For multiple travels within 30 days the traveler will submit claim no longer than 5 days of the next month.

10. POC for this policy is MSG Olivette L. Stepney, 382-5661 or Mr. Juan Morales, 382-5660.

"EVER VIGILANT!"

MARK S. SPINDLER
COL, MP
Commanding

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