

NASA Travel Waiver Request

INTERNAL USE ONLY

PURPOSE

This Travel Waiver Request is designed for use in fully documenting a NASA employee's request for a waiver from application of NASA's agency travel policies (NPD 9710 and all applicable NPRs and NIDs), in connection with a specific travel authorization or voucher. It should be used for both advance determinations for authorizations, as well as appeals of decisions denying a request for reimbursement after travel. Waivers will be decided consistent with agency policy and past waiver decisions, taking into consideration the particular facts and reasonable justifications provided in support of the request for waiver of Agency requirements. Waivers will not be granted contrary to external requirements such as the Federal Travel Regulations or travel decisions of the Civilian Board of Contract Appeals.

While travelers are encouraged to initiate their waiver requests using this form, the designated Center travel POC (or NSSC POC for determinations by NSSC) is responsible for ensuring its timely completion and submission to the Director, OCFO Policy Division,

INSTRUCTIONS FOR WAIVER REQUEST COMPLETION

Each of the following sections must be completed by the appropriate party to finalize a travel waiver request:

- Section I - Provide general information to support review and processing of the request. If NSSC is making the determinations (whether approving orders or vouchers, or when auditing approved vouchers), also include the POC for the Center to which the traveler is assigned (PDS, unless otherwise agreed that a TDY Center POC will be reviewing).
- Section II - Describe the circumstances supporting the traveler's requested authorization and/or reimbursement, the denial, and factors supporting a waiver, and indicate the supplemental documents attached to the form for review.
- Section III - Final Determination, completed by OCFO's Director for Policy.

The submission and review process for Waiver Requests is as follows:

Step #	Process
1	Employee requests a waiver from NASA's agency travel policy. The employee may initiate this form, but if not, the Travel POC at the component responsible for the denial (Center or NSSC, as the case may be) shall coordinate the preparation and submission of the request. Note: A single POC who is knowledgeable in travel policy and operations should be designated for purposes of submitting travel waiver requests by each Center CFO, the NSSC Executive Director, and the Executive Director of HQ Operations.
2	The draft waiver request is circulated to the traveler and all POCs. The traveler and any POC should supply any additional information they deem useful in clarifying the facts and issues involved, for attachment to the request. POC's are responsible for ensuring any local reviews are performed, for example, by Center CFOs, prior to submission.
3	The Coordinating POC submits the waiver request and all attachments to NASA OCFO's Director for Policy. Supplemental documents may be filed after submission of the request. The request and all documents will be shared with the Traveler and all POCs to help facilitate a common understanding of the pertinent facts and issues.
4	The Director for Policy reviews the request and documents his/her determination. The decision will be returned to the traveler and all POCs
5	Determinations are final within NASA. However, any traveler may appeal negative determinations to GSA's Civilian Board of Contract Appeals; any such appeal must be coordinated with OCFO's Director for Policy.

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Questions regarding the procedures utilized to review and process Waiver Requests should be directed to the NASA OCFO's Director for Policy or NASA OCFO's Travel Policy Analyst.

SECTION I – GENERAL INFORMATION	
Traveler Information	
Date: August/September 2016	Center: LaRC and Others
Name of Traveler: Various	Travel Authorization Various
Agency Points-of-Contact (POC)	
<i>Center Travel POC</i>	<i>NASA Shared Services Center POC</i>
Name: James M. Michael, Jr.	Name:
Email Address: James.M.Michael@nasa.gov	Email Address:
SECTION II - DESCRIPTION OF JWAIVER REQUEST	
Please describe the requested item or travel claim and reasons the request was denied, include cites to the applicable FTR and/or NASA policy requirements.	
<p>NASA Langley Research Center is requesting the approval of a waiver of the Extended TDY per diem rates for travelers who are traveling or may be called to travel to support the airborne science mission ObseRvations of Aerosols above CLouds and their intEractionS (ORACLES) in Namibia, Africa in the August/September 2016 timeframe by allowing the full per diem rate for the duration of their trips. It should be noted that very few of the travelers will be traveling in excess of 30 days for this mission. This waiver is consistent with the NASA Langley Research Center's approved waiver for staff traveling in support of the KORUS AQ Mission in Osan Korea in the Spring of 2016.</p> <p>This waiver is requested for <u>all NASA employees on this travel regardless of the NASA Center to which they are badged</u>. Such a waiver has already been approved for those NASA employees at NASA Ames Research Center and NASA Armstrong who are participating in the ORACLES Mission.</p>	
Provide a detailed justification (factors supporting) the waiver request. Include any additional accommodations required, if any. Attach additional sheet(s) and supporting documents as considered necessary or desirable by the POC(s) or traveler for complete review and determination of the waiver request.	
<p>Such a deployment frequently involves 12 to 14 hour days and nights for the deployed workforce. Significant effort has been devoted to establish a travel plan that minimizes trips longer than 30 days. However, with so much travel required of this group, there is little depth for swapping staff. Also, the long travel time and fare expense to/from Africa makes swapping less practical in the case of ORACLES. If personal emergency occurs for one intended traveler, it is another traveler from this group who is most capable of replacing them. This could result in an extended stay for one of the travelers.</p> <p>There are difficulties that arise when the 30-day reduced per diem travel policy is applied to airborne science deployments. Different rules for persons on travel for less than 30 days versus persons on travel for more than 30 days can cause separation of the deployed team, reducing cohesion and complicating communication when separate lodging facilities are driven by the reduced lodging allowance. Should some personnel be separated from the main body of the team by 10 miles or 30 minutes it is then necessary for these individuals to get separate transportation. This may negate any savings from lower cost lodging, lower per diem or group shuttle buses. Long duty hours preclude time for setting up kitchen for food preparation for those required to do so and after working for 12-14 hours on a science flight, having to grocery shop and cook a meal is an unreasonable requirement. Additionally, a good deal of</p>	

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mission-related communication occurs over post-mission meals, which helps to develop team organization and cohesion.

Teams must maintain easy termination of lodging agreements when deployment plans change because the objectives may be met earlier, aircraft maintenance issues preclude flights, science instrument operational status precludes meeting science objectives, personal illness occurs or family issues require some employees to leave early. This need for flexibility may preclude longer term agreements with lodging facilities to realize significant cost savings.

Supporting Documentation (Check all items that apply)

- 1. Travel Authorization (always required, including original and amendments)
- 2. Post-trip voucher (always required if already approved; draft request if still pending)
- 3. Receipts supporting amounts claimed that are in dispute
- 4. Other (describe): Table attached for audit calculations

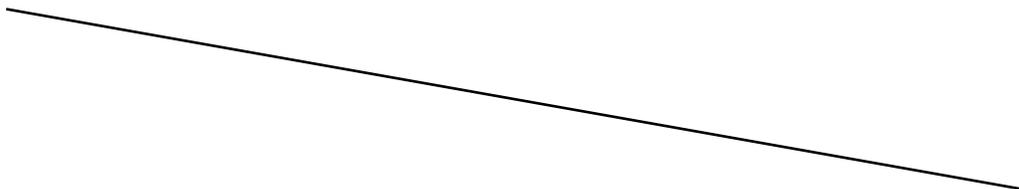
CONFIRMATION: By signing below, the submitter confirms that he/she is sharing this waiver request and all supporting documentation with all persons identified in section 1—the traveler, the Center POC, and NSSC POC (for ETDY & PCS authorizations and claims, and all audited vouchers)

Name/Signature of Submitter:

Note: Signature is not required if submitted by NASA email to OCFO's Director for Policy. Concurrence as to the submission is presumed by the traveler and other POC(s) when they are cc'd on the email forwarding this request. Anyone disagreeing with the submission should promptly notify all, and OCFO will reject and return the request for correction and resubmission. Any traveler or POC wanting to supplement a submission should do so promptly by further email to OCFO's Director for Policy and the traveler and POC(s).

SECTION III – OCFO DETERMINATION

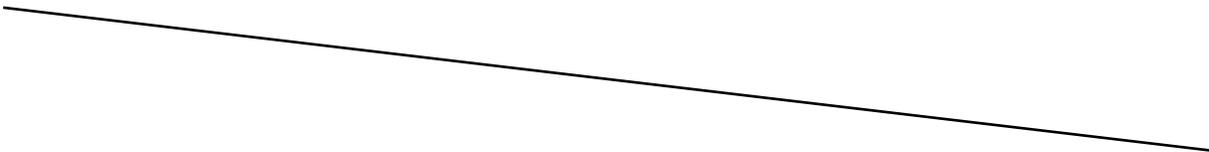
Decision:



NASA OCFO Director for Policy Determination

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	Request No.:
Decision: 	
Date: Signature: (Name):	