



**PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE COMMITTEE**

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PDTATAC/vap

8 April 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CTD for CAP 36-11(I) -- Delete Footnote on Navy Approval for TDY over 12 Months

1. **SYNOPSIS:** Delete requirement for Echelon 1 Command approval for TDY over 12 months in the Navy Delegation Authority Table in APP I since this authority was moved to the Secretary Concerned IAW JTR, par. C4430 by UTD 86-08/CTD 69-08 -- Move APP O to Chapters 1-4, effective 1 July 2009.
2. The attached revision is forwarded for information purposes only. No coordination or comments are required.
3. This revision was initiated by Navy.
4. These changes are scheduled to appear in JTR change 548, dated 1 June 2011.
5. Revisions in this information item were *effective 1 July 2009*.

//approved//

**WILLIAM B. TIRRELL, SR.**

Chief, Regulations Branch

Attachment:

Rev 1

**Civilian E-Mail Distribution:**

CAP Members T&T Branch PMO-DTS GSA-3FT GSA-OGP(MTT) DTMO CBCA Judges

## JTR REVISIONS

**APP I, Part 1, par. A3:**

3. Navy Delegation of Authority

<b>DEPARTMENT OF THE NAVY</b>				
<b>“X” indicates travel order issuance delegation</b>				
<b>Authorizing and Approving Official</b>	<b>*TDY Travel</b>	<b>PDT 3/</b>		<b>Invitational Travel 1/, 2/</b>
	<b>*Trip And Blanket 1/, 2/</b>	<b>OCONUS Involving Employment Agreements</b>	<b>Other Including First Duty Station Travel Within CONUS</b>	
Secretary of the Navy	X	X	X	X
Under Secretary of the Navy	X	X	X	X
Deputy Under Secretary for Manpower	X	X	X	X
Assistant Secretaries of the Navy	X	X	X	X
Special Assistant to the Secretary of the Navy	X	X	X	X
Commandant, Assistant Commandant, and Director, Marine Corps Staff	X	X	X	X
Chief, Deputy Chief, Vice Chief, and Assistant Chief of Bureaus and Offices and the Head of an Office of the Navy Department	X	X	X	X
Auditor General of the Navy and Director, Naval Audit Service	X	X	X	X
Director, each Naval Audit Service Regions	X			
Representative of the Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity)	X	X	X	
Commander and Vice Commander of Naval Systems Command Headquarters	X	X	X	X
Commander, Deputy Commander and Chief of Staff, Military Sealift Command	X	X	X	X
Director, Defense Printing Service	X	X	X	
Director, Naval Training Aids Center	X			
Executive Assistant to the Commander and Administrative Officer, Naval Facilities Engineering Command Headquarters	X	X	X	X
Chairman, Armed Services Board of Contract Appeals	X	X	X	
Commanding Officer/Executive Officer and Head of an Activity of the Department of the Navy	X	X	X	X
Director, Assistant Director, and Recruiting Representative of OCONUS and Return Placement Staff		X		
Director of Civilian Personnel and Industrial Relations Officer		X	X	
Industrial Relations Officer and the Director of				

Industrial Relations Divisions in all MSC Commands and each Military Sealift Command Recruiting Representative	X	X	X	X
Superintendent and Deputy Superintendent of the Dependents Schooling Office, Atlantic		X		
Deputy Assistant Director for Career Services, Naval Investigative Service Headquarters		X	X	

1/ Issuance is subject to OPNAVINST 4650.11(series) concerning an official visit to a military installation and to OPNAVINST 5510.1(series), Department of the Navy Security Program Regulation, Chapter 16 for duty involving access to classified material.

2/ An official authorized to issue a TDY travel order and/or an ITA may delegate in writing to a subordinate official the authority to sign such an order "by direction." Authority for authorizing spouse travel rests at the 4-Star level (may be re-delegated to the Major Command Chief of Staff or equivalent senior level official only).

3/ An official authorized to issue a service agreement or PDT order may not re-delegate this authority. In the absence of the designated official, an official "acting" is authorized to sign the service agreement or travel order as "acting."