



DEPARTMENT OF THE AIR FORCE
Headquarters Air Force Materiel Command
Wright-Patterson Air Force Base Ohio

64-10, Part 15
Paul
22 Nov 99

19 Nov 99

MEMORANDUM FOR SEE DISTRIBUTION

FROM: HQ AFMC/PKP
4375 Chidlaw Road, Suite 6
Wright-Patterson AFB OH 45433-5006

SUBJECT: Letter of Identification (LOI) for Official Travel of Government Contractor
Employees (Ref: Contractor Travel/Invitational Travel Orders dated 21 Jun 99)

1. This memo supercedes HQ AFMC/PK information memo, Contractor Travel/Invitational Travel Orders (ITOs) dated 21 Jun 99. On 1 Oct 99, changes to the Joint Federal Travel Regulation prohibited the use of the ITO to fund contractor employee travel and replace it with the LOI. SAF/AQC issued policy on the uses of LOIs. The Proposed Implementation Guidance Message, the Interim LOI, and specific LOI Instructions are attached and can also be accessed at <http://www.safaq.hq.af.mil/contracting/toolkit/interim/>.
2. Please refer questions to Major Douglas Wells, HQ AFMC/PKPA, DSN 787-0181, or E-mail at Douglas.Wells@wpafb.af.mil.

/s/

AVERY P. SLEDGE, JR., Col, USAF
Chief, Contracting Policy Division
Directorate of Contracting

Attachments:

1. Proposed Implementation Guidance Message
2. Interim LOI
3. LOI Instructions

2000-2-J

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DTG: 221437Z SEP 99

Drafter's Name: BETSY ANN MATICH, PROCUREMENT ANALYST
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UNCLAS

REF: PER DIEM, TRAVEL AND TRANSPORTATION ALLOWANCE
COMMITTEE (PDTATAC), JFTR CHANGE 150, JTR CHANGE #104 AND
MEMORANDUM, DTD 25 MAR 99

SUBJ: LETTER OF IDENTIFICATION (LOI) FOR OFFICIAL TRAVEL OF
GOVERNMENT CONTRACTOR EMPLOYEES.

1. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE GUIDANCE ON THE
APPLICATION AND USE OF THE LOI. EFFECTIVE 1 OCT 99, THE JOINT
FEDERAL TRAVEL REGULATION REQUIRES USE OF AN LOI FOR
GOVERNMENT CONTRACTOR EMPLOYEE TRAVEL. THE USE OF
INVITATIONAL TRAVEL ORDERS (ITOS) IS NO LONGER AUTHORIZED FOR
GOVERNMENT CONTRACTOR EMPLOYEE TRAVEL. A WORKING GROUP
DEVELOPED A STANDARDIZED LOI FORMAT FOR USE THROUGHOUT THE
AF FOR CONTRACTOR EMPLOYEE TRAVEL. THE LOI IS LOCATED AT THE
FOLLOWING WEBSITE:
[HTTP://WWW.SAFAQ.HQ.AF.MIL/CONTRACTING/TOOLKIT/INTERIM/](http://www.safaq.hq.af.mil/contracting/toolkit/interim/).

2. IN THE REFERENCED JFTR CHANGES AND MEMORANDUM, THE
PDTATAC REVISED THE JOINT TRAVEL REGULATION (JTR) TO REMOVE
THE USE OF ITOS AS A MEANS OF AUTHORIZING GOVERNMENT
CONTRACTOR EMPLOYEE TRAVEL, AS WELL AS DISALLOWING
CONTRACTOR EMPLOYEES FROM TRAVELING AT GOVERNMENT
EMPLOYEE RATES UNDER THE CITY PAIRS PROGRAM.

3. THE LOI IS AN INTERIM MEASURE UNTIL THE WORKING GROUP
DEVELOPS AN LOI FORM. THE LOI FORM COMPLETION PROJECTION IS
APRIL 2000. REQUIREMENTS FOR CONTRACTOR DEPLOYMENT IN SUPPORT

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OF CONTINGENCIES SHOULD BE INCLUDED IN THE REMARKS SECTION OF THE INTERIM LOI.

3. THIS IS A COORDINATED SAF/AQCO (MS. BETSY ANN MATICH), AF/DPRC (MR. MICHAEL IMPHONG), AF/ILTT (MR. JERRY LONSWAY), AF/ILVP (CPT GRAMMER), AF/XOFI (MR. EUGENE WHITE), DECA-HQ/FM (MS. LAURA HARRELL), DFAS-HQ/FC (MR. STEVE BONTA) AND AAFES-HQ/WO (MS. KAREN FORSYTH) MESSAGE. POC IS BETSY ANN MATICH, SAF/AQCO, DSN 425-7026.

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LETTER OF IDENTIFICATION (CONTRACTOR TRAVEL)
(Use Organizational Letterhead)

Date _____

MEMORANDUM FOR

FROM:

SUBJECT: Letter of Identification (LOI) for Official Travel of Government
Contractors

**This letter is the official means of contractor employee travel for TDY and relocation/reassignment.
Contractor employees are not authorized to use the City Pairs Program Fares.**

Travel Authorization Number _____

Contractor _____

Contractor Address _____

Employee Name _____ SSAN _____

Destination/Itinerary _____

Purpose of Travel _____

Length of Travel _____

Use of Government Commercial Travel Office is authorized Yes No

Military Air/Category B Travel Authorized Yes No

Excess Baggage Authorized _____ pcs _____ lbs

Installation Access _____ Installation Hours of Access _____

Lodging Eligibility Yes No Per Diem Authorized Yes No
(See AFI 34-246, Table 1.1. i.e. Rule 7)

GS Equivalency Rating _____
(Lodging purposes only)

Privileges Authorized _____

(Applicable to non-ID Card holders. i.e. Access to Commissary, BX, Medical Care, etc.)

(Note: Contractor employees without ID cards will only receive privileges identified on LOI)

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Identification Card (ID) authorized Yes No
Theater commanders determine the privileges the contractor employee will receive under AFI 36-3026(I).

Contracting Organization _____

Address _____

Telephone Number _____ Contract Line Item Number(s) (CLIN(s)) _____
(DSN, Commercial, Fax)

Contract Number _____ Task Order Number _____

Contract/Task Order Period _____

Contracting Officer _____

Contracting Officer Telephone, E-Mail, FAX, etc _____

Accounting Appropriation _____

_____ (Include CIC for international travel at government expense)
Estimated Cost _____

Distribution _____

REMARKS (See AFI 10-215 for *contingency or exercise unique data, instructions relating to a specific event, i.e. attend an operation allied forces appreciation event, special reporting instructions, instructions to the contractor employee, contractor reimbursement instructions, etc.)

***NOTE: All contractor personnel deploying to an exercise or contingency operation must out process through the serving Military Personnel Flight (MPF) Personnel Readiness Unit (PRU) and in process through the deployed location's servicing PERSCO team.**

Address any inquiries regarding this LOI to: _____
(Individual generating the LOI, i.e. functional/technical representative.)

E-mail Address/telephone number of individual generating the LOI

Additional information required for relocation/reassignment:

Passport # _____

Per Diem Authorized Employee
 Dependent

Dependent Travel Authorized _____

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(Overseas: concurrent, delayed, early return)

Dependent travel from _____ to _____

Dependent Identification _____
(Name, relationship, date of birth, SSN, etc.)

Shipment of Household Goods Authorized Yes No Net Weight Authorized _____

Appropriation Chargeable _____

Nontemporary Storage Authorized Yes No Net Weight Authorized _____

Appropriation Chargeable _____

Shipment of Privately Owned Vehicle Authorized Yes No

Other Authorized Expenses _____
(Relocation Services)

Authorizing Authority:

(Technical representative signature)
Name
Title
Telephone Number

Approving Authority:

(Contracting Officer signature)
Name
Title
Telephone Number

Joint Travel Regulation (JTR), Vol 2 is available at <http://www.dtic.mil/perdiem/>.

Seciton 6311 of title 5, United States Code, authorizes collection of this information. The primary use of this information is for the AF and your employer to obtain information related to your government directed travel.

Where the employee identification number is your Social Security Number, collection of this information is authorized by Executive Order 9397. Furnishing this information on this form, including your Social Security Number, is voluntary, but failure to do so may result in the disapproval of this request.

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LETTER OF IDENTIFICATION (CONTRACTOR TRAVEL) INSTRUCTIONS

1. Memorandum For: Contractor Name
2. Date: Current date
3. Travel Authorization Number: Locally developed (used to track the documentation through the process).
4. Contractor: Self explanatory. Identify prime contractor and contract number if a sub-contractor employee is being authorized to travel.
5. Contractor Address: Self explanatory.
6. Employee Name: Contractor employee authorized to travel.
7. SSAN: Contractor employee social security number.
8. Destination/Itinerary: Include the contractor employees complete itinerary, i.e. Originate Wright Patterson AFB to Randolph AFB to destination Vance AFB.
9. Purpose of Travel: Self explanatory.
10. Use of Government Commercial Travel Office is Authorized: Self explanatory
11. Length of Travel: days, weeks, months, or years
12. Military Air/Category B Travel Authorized: Cat B is commercial contracted plane load, only for international and some travel between countries overseas. (Jerry, will plane load make sense to individuals in the field? Should we reference an AFI?)
13. Excess Baggage Authorized: Professional equipment, i.e. tool box. The order issuing authority will determine. List in pounds and pieces. (Jerry, should we reference the AFI or the JTR?)
14. Installation Access: Identify the installation(s) contractor employee to access. List limitations on access.
15. Installation Hours of Access: List the hours the contractor employee will be authorized access to the installation.
16. Lodging Eligibility: AFI 34-246 (I), Table 1, Eligibility for Use of Air Force Lodging contains the rules be used, Visiting Quarters and Assignment Priority (One or Two) lists the individual, guest priority, eligibility for commercial lodging and who is to

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pay room charges. Rule 7 is the authorization for contract personnel traveling on official orders TDY to an installation. There are other authorities that could possibly apply.

17. GS Equivalency Rating: This is for lodging purposes only. The equivalency is obtained from the civilian pay schedule.

18. Privileges Authorized: Self explanatory. See AFI 36-3026(I) for privileges. **Applicable to non-ID card holders.** Contractor employees within CONUS are not ordinarily authorized Commissary, BX privileges. **Contractor employees traveling within CONUS will not receive privileges unless they are reflected on their LOI.**

Contractor Employees issued Government ID cards. Contractor employees are not guaranteed the privileges authorized military and civilian personnel. Installation commanders, military and civilian personnel. Installation commander, or theater commander will determine what privileges.

19. I.D. Card Authorized: Self explanatory.

20. Contracting Organization: Self explanatory.

21. Address: Self explanatory.

22. Telephone Number: List commercial, DSN, e-mail, fax, etc.

23. Contract Line Item Number(s) (CLIN): Self explanatory.

24. Task Order Number: Contractor employees may be traveling on task orders.

25. Contract/Task Order Period: Period of performance.

26. Contracting Officer: Self explanatory.

27. Contracting Officer E-Mail, commercial telephone, Fax, DSN number: Self explanatory.

28. Accounting Appropriation: Self explanatory. Funding may be obtained from the funding documents.

Note: For the interim LOI, the LOI cannot be used for payment of contractor travel.

29. Estimated Cost: Estimated cost for travel.

30. Distribution: Organizations that may require copies of the LOI.

31. Remarks:

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Contingencies/Exercises: Contingency requirements are in the process of being refined, but this is the area where this information would appear. AFI 10-215, Personnel Support for Contingency Operations (PERSCO) provides guidance on the unique contingency or exercise data items (ULN, PID, etc.).

NOTE: All contractor personnel deploying to an exercise or contingency operation must out process through the serving Military Personnel Flight (MPF) Personnel Readiness Unit (PRU) and in process through the deployed location's servicing PERSCO team.

Special Events: List event requirements that are unique to the particular events. An example of this would be contractor employees invited to attend the Operation Allied Forces appreciation event have requirements that are specific for their event.

All others: Restrictions/limitations on travel, special reporting instructions, instructions to the employee, his employer, contractor reimbursement instructions, etc.

32. Address any inquiries regarding this travel order to: The organization that is authorizing the travel.

33. E-mail address of above individual: Self explanatory.

34. Authorizing Authority: Individual funding the requirement and requesting the contractor to support the mission.

35. Approving Authority: Administrative Contracting Officer (ACO) or Procuring Contracting Officer (PCO).

36. Passport #: Contractor employee passport number.

37. Per Diem Authorized: Self explanatory.

38. Dependent Travel Authorized: Self explanatory.

39. Dependent Identification: Self explanatory

40. Shipment of Household Goods Authorized: List weight authorized

41. Nontemporary Storage Authorized:

42. Shipment of Privately Owned Vehicle Authorized: Self explanatory

43. Other authorized expenses: Relocation services, etc.

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