



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 100TH AIR REFUELING WING (USAFE)
ROYAL AIR FORCE MILDENHALL, ENGLAND

DATE: 11 March 2014

MEMORANDUM FOR RECORD

FROM: 100 FSS/FSMC CPO

SUBJECT: Memorandum for Record for Local National Direct Hire "No Cost Training".

References:

USAFI 36-815 Absence and Leave 8.11.1 and 8.11.2 Off the Job Training During Regularly Scheduled Duty Hours.

IAW AFI 65-103 2.6.3. Temporary Duty Orders. REF Travel at No expense to the Government - Civilian Personnel. When an employee agrees to pay his or her own expense. If travel at government expense is not authorized, for attendance at a meeting of a technical, professional, scientific, or other similar organization and it has been determined the employee will be in a duty status, issue a permissive TDY order. The order must state travel is at the employees request.

IAW AFI 36-401 1.7.1.3 - Civilian Personnel Office has designated an Employee Development specialist to administer the local training and education and development program

IAW AFI 36-401 1.8.2 The Employee Development Specialist will review and approve or disapprove all requests for training (except centrally managed training) according to statutory, legal and administrative requirement, regardless of funding source.

IAW AFI 36-401 - Attachment 3. Rule 10 Directs Form DD 1556 (now replaced by SF 182 Form) be used - request, authorizes and certifies training.

IAW AFI 36-401 - Attachment 3 Rule 11 requires DD Form 1610 when TDY

IAW AFI 36-401 - Attachment 8 Provides guidance on completing the DD 1556 form (now replaced by SF 182 form)

Based upon current practice and policy the Local National Direct Hire program does not have a procedure in place for "No Cost Training" therefore, based upon equity between work force programs this policy letter will take immediate effect and "No Cost Training" will be approved.

Per Diem and Mileage will not be authorized.

"Where Eagles Dare!"

Process

1. Complete SF 182 form.
2. Forward signed SF 182 Form to Employee Development Specialist (Training & EMR) for approval/disapproval
3. On receipt of approved SF 182 Form, complete DD 1610 TDY Orders and route to finance (100 ARW/FM) for certification. All cost boxes should be \$0.00. TDY Orders should clearly show no costs are authorized and also that travel is at the employee's request.

The point of contact for all Training and TDY issues is Christina Switzer, 100 FSS/FSMC (EMR & Training), 238-4063.



KIM K SANER, Esq. USAF
Civilian Personnel Officer

SIGNATURE
TITLE