

November 4, 1969

TO: ARDO Staff

FROM: W. L. Rodgers, Chief, ARDO

SUBJECT: Procedure for TDYs

To further streamline our operation in ARDO, I have decided to centralize our handling of TDY personnel within the Management Spec. Office. Therefore, the following steps will be followed which should lead to a more efficient method of handling TDY personnel.

1) Program Office (ARDO) advises, in advance, the Administrative Assistant (Management Spec. Office) of all expected TDYs for required action, such as checking for appropriation, allotment and project numbers to be charged. This is to be worked out together with Program Office (ARDO).

2) ARDO requests MGEX to issue Travel Authorization for TDY. Travel Authorization will be forwarded to the Controller's for obligation. ARDO then forwards obligated original to traveler.

3) Immediately upon arrival, the TDY should "check in" with the Administrative Asst. (Management Spec. Office) for:

- a) Request from TDY his Travel Authorization.
- b) Administrative Asst. will check with Controller's (Voucher Unit) for instructions on submission of his Travel Voucher, etc.

4) The Administrative Asst. (Management Spec. Office) will check with the secretary, under which the TDY is working with, for the following:

- a) Hotel reservations
- b) Any additional requirements deemed necessary, i.e., vehicles, etc.

5) The Management Spec. will be advised immediately of any problem concerning TDYs such as lack of Travel Authorization, etc., so that all related problems be taken care of prior to TDY's departure.

6) On the preparation of telegrams, etc., regarding TDY personnel, always clear with Program Office (ARDO).

7) Any questions concerning procedure should be referred to the Management Specialist.

FA:mr

cc: MGEX  
CONT.