

- n. Staff Sergeant Reid L. Percivalle
- o. Staff Sergeant Christopher Poponi
- p. Staff Sergeant Clifton R. Watkins
- q. Senior Airman Derrick C. Victor

2. **IMPORTANT:** Please read the **ENTIRE** message before contacting the Air Force Sports Office.

3. For this purpose and with the commander's concurrence, request individuals listed be placed on Permissive TDY for approximately 7 days, starting on or about 22 May.

4. **CONUS participants (in accordance with AFI 36-3003, Table 7, Rule 33) must use AF Form 988 Leave Request/Authorization** for this event, following the General Instruction cited on this form. Check PTDY (T) in block 8 and under the PTDY reason put in the Remarks cite Authority: AFI 34-266, AFI 36-3003, in the Remarks section put "to represent the AF in the 2006 United States Racquetball Association's National Single's Championship, also be sure and add this selection message with your orders for proper signatures. **OCONUS personnel must prepare DD 1610 Request and Authorization for TDY Travel of DOD Personnel** for proper authorization of space required travel and government airfares. **I AW AFI 36-3003, Table 8, orders on DD Form 1610 must include the following:**

- a. This is a HQ USAF sanctioned program and military air or government procured air is authorized.
- b. TDY has been approved and determined to be essential to the mission of the Air Force Sports Program.
- c. Participants must have current membership (2007) in USA Racquetball to participate in this activity. Membership may be obtained online at www.usaracquetball.com. USA Racquetball Membership is individual responsibility and **not** a reimbursable expense. HQ AFSVA/SVPAF will provide air travel for CONUS participants (OCONUS participants see paragraph 9b). Lodging (within JTR), single event entry fee of \$92.00, shuttle from Houston airport to lodging and back, and personal maintenance expense allowance (\$8.00 per day) will be reimbursed after event through a written reimbursement request. Individual must submit a reimbursement request (**Suspense 14 June**) to HQ AFSVA/SVPAF. Request must include itemized listing of reimbursement expenses and legible copies of receipts for each expense. If individual has not submitted prior reimbursement request, or if personal banking information has changed, reimbursement request must include banking information (name of bank, nine-digit routing number to the bank, personal account number, and statement as to whether account is checking or savings). Reimbursement requests may be faxed to DSN 487-2383, commercial (210) 652-2383. **Recommend lodging be arranged with designated event headquarters Hyatt**

Regency, 1200 Louisiana Street, Houston, Texas, (713) 654-1234. This hotel is within walking distance of the playing venues (Downtown YMCA, 1600 Louisiana Street, and the Met, 340 W. Dallas Street). A **mandatory** meeting for all Air Force participants will be conducted on 22 May at the Hyatt Regency (time to be announced).

d. Individuals are required to maintain Air Force appearance standards as stated in AFI 36-2903.

e. Authority: AFI 34-266, AFI 36-3003, and this memorandum.

5. This TDY is funded by HQ AFSVA/SVPAF non-appropriated funds, with the selected individuals' units incurring no costs. **There is no accounting citation for Block 19 of DD Form 1610. The statement, "HQ AFSVA/SVPAF Non-Appropriated Fund Activity", may be used in Block 19 of DD Form 1610.**

6. Selected individuals will be provided t-shirts to wear during competition and polo shirts to wear at events associated with this championship.

7. Military personnel who engage in Armed Forces, national, or international athletic competition on behalf of their service may be subject to drug testing. **All participants must have in their possession either Mess Dress or Semi Formal uniform to wear at the banquet associated with this event.**

8. Within 5 days from subsequent return to unit of assignment, a "No-Cost" Travel Voucher must be submitted to the base finance office, **ONLY** if your orders were routed through their office.

9. Request local Fitness Center Directors contact selected individuals to assist in preparing Permissive TDY orders and providing travel information. **HQ AFSVA/SVPAF must receive a copy of orders from all individuals listed in this message (faxed copy acceptable) for proper certification of airline ticket.** The following steps will ease travel plans:

a. For CONUS individuals, HQ AFSVA/SVPAF will arrange travel and provide individual or respective Fitness Center Director with Worldspan Trip Locator Code to obtain itinerary on established N&N Travel website (www.mytripandmore.com). HQ AFSVA/SVPAF must receive orders prior to the release of itinerary. **Travel date to Houston is 24 May 06.**

b. **OCONUS SVS** are required to use their NAF VISA Account to fund individual commercial travel in support of this Air Force Sports Program. SVS will purchase a roundtrip airline to **Houston, TX** airport and **CONTACT** HQ AFSVA/SVPAF Project Officer with the individual's itinerary. OCONUS SVS must submit request for reimbursement of this travel, along with copy of ticket receipts to HQ AFSVA/SVPAF (faxed copies are acceptable). OCONUS members may report on **21 May**.

10. **Air Force Guard, Reserve, and IMA MUST** contact our office immediately for important information. You would **ONLY** be able to participate by points only through your unit. HQ AFSVA/SVPAF will fund everything listed in paragraph 4c.

11. Itineraries provided by HQ AFSVA/SVPAF will **ONLY** consist of air travel from home station airport to competition and air travel return to home station airport. **HQ AFSVA/SVPAF and N&N Travel will not make any changes in itineraries to accommodate leave or personal travel.**

12. In accordance with JFTR, Volume 1., the one-day limit for traveling on TDY status is 400 miles per day. Personnel listed on this message within 400 miles from duty station to event location may drive a Privately Owned Vehicle (POV) to the Air Force trial camp. **Personnel MUST first notify the Air Force Sports Office for approval and provide mileage to be driven.** Air Force Sports does not assume financial responsibility for damage to POV. HQ AFSVA/SVPAF will reimburse individuals .485 per mile not to exceed 400 miles one-way, or the cost of a government contracted airline ticket, whichever is cheaper

13. Individuals listed in paragraph one must receive a copy of this memorandum to ensure completion of all requirements.

14. Project officer is SSgt Ty Reyes, DSN 487-3471, commercial (210) 652-3471, fax # is DSN 487-4739, comm. fax is (210) 652-4739, or e-mail ty.reyes@agency.afsv.af.mil. Please visit our website at www.usafsports.com.

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STEVE BROWN
Chief, Air Force Sports