



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Washington, D. C. 20240



In Reply Refer To:
FWS/DFM/069642

Memorandum

To: Service Directorate

From: Assistant Director – Management and Administration

Subject: Temporary Duty Travel Policy

The Department of Interior (DOI) has issued FMM 2018-015, Issuance of Amended Department of the Interior Temporary Duty Travel (TDY) Policy. This issuance has been amended to update temporary duty travel requirements and to provide a framework for guidance. This policy revision is for immediate implementation.

A summary of key policy changes in the U.S. Fish and Wildlife Service's (Service) TDY Handbook is attached. It eliminates unneeded requirements and provides simplification of travel processing at the Service. The TDY Handbook contains tips and explanations for all travelers and travel preparers. The handbook will become reference material for users. To attain accurate travel guidance throughout the Service, please coordinate widespread distribution of this memo and the attachments to appropriate staff within your office.

If you have any questions regarding the TDY handbook, please contact your Regional Federal Agency Travel Administrator (FATA). Also, for additional travel policy concerns, please contact Ms. Susan Humphrey, Federal Agency Travel Administrator, Division of Financial Management, at (703) 358-2489 or susan_humphrey@fws.gov.

Attachments