1. Personnel in the To Line: Approval is granted to book travel subject to the guidelines listed below. Please read the e-mail, in its entirety, lest you miss something important.

2. Use the following charge number for both labor and travel: IR10009410ETB2110001 – ETB21-1 LBR/TVL/Sub. If you still need an ETB21-1 IWA, let me know.

3. Path below is to the IRES Travel Checklist.

\\one.mda.mil\MDA\Public\EWI\5.0 IRES Travel

Select Excel Spreadsheet: EWI TRAVEL CHECKLIST

4. If travelling to DEU, and you do not have SOFA status, ensure BACO-90 is submitted in adequate time to verify an approval response. Please only include EOT and EXE dates DO NOT include ROM dates on your paperwork. BACO90 Dates are EOT – EXE 4/2 – 4/16 2021.

4. For JMDG personnel, use this email as the authorization attachment for JAMIS travel “pre-auth” submission.

5. Premium economy seating may not be charged against the contract.

6. If employed by Jacobs or a teammate, submit your Overseas Travel Form to me before beginning to book travel. Provide me with your travel itinerary once travel is booked.

7. Ensure VAR is submitted for WPC/543 (as required).

Event: ETB21-1

SMO - RF0DF5CC6

Location - Warrior Prep Center (USAFE), Kaiserstrasse 84, Kaiserslautern GE 67661.

WPC POC – Capt Marco Catanese

marco.catanese.1@us.af.mil

DSN 314-478-6150

8. The ROM workday will be up to 8 hrs. EOT/EXE planned work day will be up to 10 hrs with additional hours possible the week of execution.

9. Additional hours listed below (following par 12.) is authorized due the extended work days and overseas travel required during the applicable pay periods,

10. Electronic Device Letters will be provided by Dan Cartwright.

11. Dan Cartwright: This trip requires only a DSP-5.

12. Travel guidance follows (if listed dates conflict with what your functional lead is expecting, coordinate with me prior to booking travel):

Name Loc. Start Date Depart Date Rental Car Addl. Hrs.

Cindy Priester TRVL 22 MAR 21 100

ROM 23 MAR 21 01 APR 21 Y WPC 02 APR 21 16 APR 21

FRA 16 APR 21 17 APR 21

ROM 18 APR 21 27 APR 21

James “Cole” Paris TRVL 22 MAR 21 80

ROM 23 MAR 21 01 APR 21 WPC 02 APR 21 16 APR 21

FRA 16 APR 21 17 APR 21

ROM 18 APR 21 27 APR 21

Will Jacks TRVL 22 MAR 21 Y N/A

ROM 23 MAR 21 01 APR 21 WPC 02 APR 21 16 APR 21

FRA 16 APR 21 17 APR 21

ROM 18 APR 21 27 APR 21

Tommy Van Tilborg TRVL 22 MAR 21 Y N/A

ROM 23 MAR 21 01 APR 21 WPC 02 APR 21 16 APR 21

FRA 16 APR 21 17 APR 21

ROM 18 APR 21 27 APR 21

Chelsea Elkins TRVL 22 MAR 21 Y 80

ROM 23 MAR 21 01 APR 21 WPC 02 APR 21 16 APR 21

FRA 16 APR 21 17 APR 21

ROM 18 APR 21 27 APR 21

Wayne Rezzonico TRVL 22 MAR 21 80

ROM 23 MAR 21 01 APR 21 WPC 02 APR 21 16 APR 21

FRA 16 APR 21 17 APR 21

ROM 18 APR 21 27 APR 21

John Fuller TRVL 22 MAR 21 80

ROM 23 MAR 21 01 APR 21 WPC 02 APR 21 16 APR 21

FRA 16 APR 21 17 APR 21

ROM 18 APR 21 27 APR 21

Ryan Sabin TRVL 22 MAR 21 80

ROM 23 MAR 21 01 APR 21 WPC 02 APR 21 09 APR 21

FRA 09 APR 21 10 APR 21

ROM 11 APR 21 20 APR 21

13. Rental of GPS is authorized for personnel authorized a rental car, if desired. This a deviation from standard JMDG travel policy (use this doc as approval.

14. Reimbursement of international phone plans (within established IRES guidelines) is authorized for personal cellphones. Hotspot / mobile WiFi rental is not approved. Maximum use of on-site coordination and use of free WiFi is encouraged to avoid “frivolous / non-mission essential” phone charges. If you have a “daily charge” plan, ensure you only include the days when the use was mission essential.

15. To ensure you arrange for a rapid COVID test to be conducted within 48 hours of scheduled arrival in Germany an authorization letter and guidance will follow this email. Ensure you have a paper copy of the test results.

16. Documentation to carry would include:

-Approved BACO 90 form or SOFA card (desired).

-COVID test results (COVID Test Request Letter)

-CAC

-SIPR Token

-Passport

-Mission Essential MDA Memo

-ITO

-RAB\_CC-1st Sgt-Mbr Health Screening

-GER Pre-Travel Registration Paperwork

-Driver License (if getting rental car)

-Credit Card

17. Attire is working clothes, jeans authorized. Ensure you have a set of clothes suitable in the event business casual is required should there be an unplanned DV visit

18. Daily personnel accountability (on non-work days) required from all DEU assigned personnel via e-mail, phone, or text message. This requirement is required upon arrival, throughout the quarantine/ROM period, and weekends thereafter.

\*\*If you have any questions, ask. If the listed dates, etc. seem wrong, ask before booking travel.