



# Employee Handbook

Updated June 2020

## Table of Contents

New Hires .....	4
Onboarding.....	4
New Hire Requirements .....	5
Appearance and Dress Code .....	5
Working CONUS.....	6
Travel.....	6
Booking Travel.....	6
Changing Travel Plans.....	6
Personal Travel with Business Travel.....	6
Rental Car .....	7
Mileage.....	7
Timecards.....	7
Overview .....	7
GA-SI Labor Charging Guidelines .....	8
Long Text Instructions .....	11
Shift Work.....	12
Mandatory Zip Code Work Location Procedures.....	12
SCA Contract.....	13
Expense Reports.....	13
Cash Advances.....	14
Deployment Pay .....	14
Lead Pay .....	14
Working OCONUS.....	15
Employee Requirements .....	15
Site Specific Requirements.....	15
Compliance Requirements .....	15
Medical Requirements .....	15
CAL Request Form .....	16
Travel.....	17
Booking Travel.....	17
Seat Upgrade Policy.....	17
Changing Travel Plans.....	18
Personal Travel with Business Travel.....	18

Rest Periods during Travel.....	18
Rental Car .....	19
Mileage.....	19
Timecards .....	19
Mandatory Zip Code Work Location Procedures .....	20
Expense Reports .....	20
Cash Advances .....	21
Internet Overseas .....	21
Deployed Personnel Alcohol Restrictions.....	22
Deployed Morale Events.....	23
Deployment Pay .....	24
Lead Pay .....	24
Deployment Gear .....	24
Deployed Insurance.....	24
Reimbursable Items.....	25
While on Leave Without Pay (LWOP) .....	25
Benefits Payments While on Leave Without Pay (LWOP).....	25
Foreign Travel.....	25
Company Hotline .....	26
Resources .....	26
Flight Ops Specific Items.....	27
Out-Processing .....	28
Contact Lists for all Programs.....	29
Air Force Ground Ops .....	29
Air Force Aircrew .....	31
Army .....	32
DHS.....	33
SAR .....	34
Addendum.....	35
Expense Report Template .....	35

## New Hires

### Onboarding

All new hires are to complete the General Atomics New Employee Orientation (NEO) coordinated by corporate human resources as well as the General Atomics System Integration (GA-SI) specific orientation conducted by GA-SI staff prior to starting their training program/work location.

Prior to Employee's start date, the GA-SI deployment support team will do the following:

<u>Item</u>	<u>Timeline</u>
Send initial welcome email with Blank Travel Profile form	The email should be sent once the start date has been finalized and no later than one week prior to the initial travel
Book employee's travel	Final itinerary should be done by the Thursday prior to the start date
Send new hire email with detailed information about orientation and rental car insurance and instructions	The email should be sent by the Friday prior to the start date

GA-SI New Hire Orientation will include the following:

<u>Item</u>	<u>Employee Action</u>	<u>Internal Action</u>
PowerPoint presentation to include policies and procedures	None	Discuss
Personal Data Sheet	Complete	Collect, update roster, password protect and save PDS in employee's file
Reporting to training		Let new hires know when & where to report and any special instructions
Meet with our Field Security Officer	Complete Brief	None
Export Compliance (International Trade and Regulation: ITAR) Presentation	Complete Brief	None
CATS Timecard Training	Set up login	Have each employee log in and enter time

Other items that need to be taken care of:

<u>Item</u>	<u>Action</u>
Webmail Exception	Submit as an Issue Reporting ticket to ITs
VPN Request	Submit as a User Access -> VNP Access Request to IT
ASI Applications Request	Submit as Security Access -> Oracle Applications & Reports Access
Network Access Request	Submit as a User Access -> Network Access Request to IT
Email links	Send email with links & orientation docs to New Hires

## New Hire Requirements

### 1. Passports

All deployable employees need to have a valid passport

- a. If a deployable new hire does not have a valid passport, that employee is responsible for notifying their deployment coordinator as soon as possible (and expedite depending on need).
- b. If a deployable new hire has a current passport that will be expiring within the next year, the employee will need to notify their deployment coordinator as soon as possible.

### 2. Visas

If a new hire has a current/valid visa, the deployment coordinator will save a scanned copy in the employee's folder and let the scheduler know as needed.

## Appearance and Dress Code

The following dress code applies to all GA-SI FSRs, Maintainers and Non-Maintainers supporting government contracts at CONUS and OCONUS locations.

We must present a professional appearance that meets company standards and exceeds our customer expectations. Therefore, the following policy is to be followed in all work environments while supporting government contracts:

1. **General Atomics (GA) polo shirts with the GA logo must be worn at all times by maintenance personnel, aircrew, and supervisors; unless restricted by the customer or safety reasons.** T-Shirts may be worn under GA polo shirts and/or outer garments may be worn over the GA polo shirts, such as sweaters and jackets, as long as the GA shirt is visible.
2. The company is providing each employee with GA polo shirts with the company logo at no cost to the employee. If the polo shirts become damaged or lost, this should not be used as an excuse not to wear them to work, the company will provide replacements.
3. **Aircrew, SAR, and Plans & Scheduling personnel will wear khaki style pants in and around workspaces, Ground Control Station (GCS), or flight line. Maintainers will wear light or dark khaki colored cargo pants/shorts or jeans in and around workspaces, GCS, or flight line.**
4. An annual uniform allowance of \$200.00 will be allotted for each employee to purchase khaki pants. To claim this uniform allowance, employees shall submit itemized receipts with proof of payment for their purchases. Only khaki colored pants are authorized to be purchased with the annual uniform allowance. Itemized receipts will be sent via email to their respective expense report electronic inbox. All original copies of receipts must follow via mail.
5. Safety toed shoes and other designated OSHA safety equipment are required to be worn by all personnel working in and around aircraft and by those who are doing heavy lifting and shipping of supplies or materials.
6. All clothing must be presentable, in good condition and taste. Clothing in disrepair shall not be worn in or around the work spaces. Athletic attire is not acceptable in the work spaces, GCS, or flight line.
7. Ski/watch caps, in good condition and taste may be worn for cold weather operations on the flight line and outdoors, but are not allowed to be worn while indoors. Bandanas will not be worn at any time in the work spaces, GCS, or flight line.
8. No jewelry shall be worn onto the flight line, or while working in or around aircraft, GCS, or while operating/maintaining equipment in order to minimize and prevent FOD. This includes earrings, gauge earrings, visible piercings/nose rings.
9. Tattoos that are offensive in nature depicting drug, nudity, or offensive language will be covered with clothing at all times in and around the work spaces, GCS, flight line, and military compounds.
10. To present a professional image all GA-SI personnel will maintain a well-groomed appearance. This includes hair, nails, beards, and mustaches.

Your compliance with this policy helps to display to our customers that GA-SI employees take pride in their professional appearance as much as the exceptional performance and customer support provided in the field. Failure to meet any of the expectations set forth in this memo may result in disciplinary action.

## Working CONUS

### Travel

1. Booking Travel
  - a. Business travel should be booked by a GA-SI travel coordinator unless the employee has been instructed otherwise. The travel coordinator is responsible for the following:
    - i. Creating the Travel Request in Concur.
    - ii. Requesting the travel itinerary from the travel agent or through Concur Travel.
    - iii. Reviewing the draft itinerary to ensure it matches the Travel Request.
    - iv. Sending the draft itinerary to the traveler and the appropriate GA personnel for review or review with traveler over the phone.
    - v. Requesting that the travel be ticketed within 24 hours of receiving the draft itinerary (or by the Concur Travel deadline).
    - vi. Sending the final itinerary to the traveler and the appropriate GA personnel.
  - b. If an employee does need to book travel or make *approved* changes to their itinerary (i.e. re-booking a canceled flight after business hours), they may contact Travel Incorporated at the following number, however your travel coordinator and supervisor should be advised of the travel changes as soon as possible.

#### **Travel Incorporated**

**Toll Free: 877-568-3675 (available 24/7/365)**

**Direct: 470-589-2194 (available 27/7/365)**

- c. Per section 1.1 of the General Atomics Travel and Expense Manual, business travel is to be coordinated through the Company's designated travel agency (Travel Incorporated). **Unapproved travel or travel upgrades will not be reimbursed. All hotels, airfare, and rental cars must be booked through Travel Incorporated.**



- d. All employees are required to bring their VPN Token, Company Badge, and Laptop (if applicable) on company travel.
2. Changing Travel Plans
    - a. If travel plans change after an itinerary has been booked, the travel coordinator is responsible for the following:
      - i. Ensuring that the change is approved by the supervisor and LSNC (as required).
      - ii. Requesting the itinerary change from Travel Incorporated and sending the updated itinerary to the traveler as well as the appropriate GA personnel.
      - iii. Ensuring that the updated itinerary as well as the supporting documentation explaining the reason for the change are in Concur.
  3. Personal Travel with Business Travel

Per section 1.1 of the General Atomics Travel and Expense Manual, employees are able to combine personal and business travel. This is handled as follows:

- a. The employee is to notify their travel coordinator and GA-SI supervisor about the request as soon as practical
  - i. The travel coordinator will obtain the employees approval for the additional out of pocket cost.
  - ii. These additional costs will be deducted from their expense report reimbursement.
  - iii. The travel coordinator will ensure that any applicable correspondence is filed and documented in Concur.
  - iv. If an employee would like to drive their POV instead of flying, they first must seek supervisor approval. Once their supervisor has approved, their travel delegate will obtain a cost comparison for what the flight would be. The employee may claim POV mileage up to this dollar amount. In addition, the employee may only claim travel labor hours up to what the flight time is + 2 additional hours. Further, the travel delegate will obtain a cost comparison for how much a rental car would cost for the duration of the trip. The employee may claim POV mileage to the work location and back, up to the rental car cost comparison.
  - v. Charging Labor Hours while combining personal travel with business travel: Employees may only charge labor hours comparable to what their business travel offered by the company would have been. Employees may not log labor hours while they are on personal travel.
4. Rental Car
  - a. Employee should maintain a copy of the General Atomics corporate Automobile Insurance at all times while in possession of a rental car. A copy if this will be included as an attachment with all stateside itineraries in which a rental car is being utilized. Employees, while stateside, should not purchase any additional insurance coverage.
    - i. Rental car upgrades and/or pre-paid gas will not be reimbursed and should not be purchased by the employee.
5. Mileage for employees
  - a. Employees will be paid mileage for any miles pertaining to their pre and post deployment work.
  - b. Flex Employees participating in a full-time training program will be paid mileage since they do not have a regular workplace commute.
  - c. Full time employees assigned to a work location but on a temporary duty assignment will be paid mileage, for any distance above the normal workplace route.

## Timecards

### Overview

You must have 40 hours of time (LHS, CAL, LWOP and/or Holiday) entered into CATS by close of business Friday each week. You are required to input your time daily.

1. Comprehensive Annual Leave (CAL)
  - a. Prior to using scheduled CAL during a scheduled work time, the employee should first get approval from their on-site supervisor and notify their GA-SI manager(s).

2. Flex employees who are temporarily working/training at a location with no lodging available within 45 minutes will be paid for their commute time over 45 minutes each way.
  - a. Example: If your commute is one hour, you will be paid 15 minutes of commute time.
3. Employees are paid for all travel hours
  - a. If an employee is stuck at a hotel for multiple days due to business delays in their travel, they will be paid 8 hours per day of LHS on non-travel work days.
4. If you are a FLEX employee, on LWOP, the week prior to a holiday, you must log at least one hour of working time or CAL to be eligible for the 8 hours of holiday pay
  1. If an employee is stateside for any part of a workweek, California Labor Laws apply to all hours worked during that workweek:
    - i. Please note that our work week starts on Saturday and ends on Friday
    - ii. Overtime for hours worked after 8 hours per day and up to and including 12 hours per day
    - iii. Double time for hours worked after 12 hours per day
    - iv. Overtime for hours worked after 40 straight time hours per week
    - v. On the sixth consecutive day of work in a single work week, the first 12 hours are overtime, anything over 12 hours is double time
    - vi. Applying 7th day rules, on the seventh consecutive day of work in a single work week, we calculate
      - Overtime for the first 8 hours worked
      - Double time for any additional hours more than 8 on the 7th day
5. Employees who are on a non-standard work schedule, please contact your supervisor or timecard approver for additional guidance

## GA-SI's Labor Charging Guidelines

### Overview

- Labor is General Atomics' (GA) primary product
  - As a Government contractor we are required to follow the Government's rules
  - Labor Charging is the bases for customer invoices
- Who is responsible for accurate labor charging?
  - All employees
- Supervisors are responsible for the following:
  - Reviewing timecards to validate hours recorded
  - Verifying accuracy of the charge numbers used
- Cross Application Time Sheet (CATS)
  - Electronic certifications are a personal legal certification that time is accurately recorded
  - Employee's invoice to our customers

### Labor can be charged to various labor types including:

- Direct
- Overhead

### Direct Costs

Work performed for a customer to fulfill a specific contract requirement / statement of work (SOW)

- Pre/Post Deployment Training
- Deployment



- Site Specific Training
- Travel for deployment
- Travel for pre/post deployment appointments (medical/dental/vision)
- Project control
- Program management

### Overhead

Work performed that is not directly related to specific contract requirements or support.

- Performance review
- Staff and administrative meetings that are not related to one specific contract
- Training (Annual GA Required Training, Ergonomics, Annual Security Training)
- New Hire Orientation
- New Hire Training
- Checking your email while you are on leave without pay
- Aircrew Instrument Currency Program

### Cost Object Definitions

**Network/Activity:** Activities that have planned durations such as a period of performance for an awarded contract.

Example: Charge Number A11285 0080

Network: A11285 Activity: 0080

ActTyp	Rec. Cctr	Rec. order	Network	Activity	A/ATy...	Pr...	ID	Position	...	Zip Code
LHS			A11285	0080	1200					92064

**Cost Center:** An organization unit where indirect costs are collected. This is how we charge for overhead expenses.

Example: Charge Number 97302001

Rec. Cctr (Receiving Cost Center): 97302001

ActTyp	Rec. Cctr	Rec. order	Network	Activity	A/ATy...	Pr...	ID	Position	...	Zip Code
LHS	97302001				1200					92064

### Critical Issues

- Accurate labor charging is critical
  - GA bills government and commercial contracts based on time records
- Inaccuracies in time records could result in a violation of federal regulations
- Knowingly mischarging time can result in penalties to both GA and employee
  - Debarment from government contracting
  - Personal liability for employees (including imprisonment)

- Inaccurate labor charging needs to be corrected as soon as possible
  - It is important to adequately document all reasons for change

#### **Government Compliance Issues / Defense Contract Audit Agency (DCAA): Information DCAA expects you to know**

- How and from whom work authorizations and charge numbers are obtained
  - Retain your documentation
  - Written authorization easier to substantiate
- Description of the work assignment
  - Enough to distinguish between tasks
  - Period of performance

#### **Employees are required to record all hours worked. This includes:**

- Performance review
- Training
- Work performed within or outside standard work day /work week
- Work performed regardless of physical location
- Travel time

#### **Additional Resources**

- Company Policy Manual
  - CP-302 Attendance and Time Distribution Reporting
  - CP-312 Travel and Expense Accounting
- Employee Information Guide
  - IV. Pay And Work Schedules
  - 4.18 Time Records and Time Reporting
- Employee Timekeeping Guidelines
- FAR (Federal Acquisition Regulations) Part 31.205
- Direct Link to the intranet: <https://in.ga.com/Pages/CATSReference.aspx>

*NOTE: You will only be able to access this link when you are on the GA network.*

#### **Summary**

- Charging labor accurately is critical
- Understand labor types
- Record all hours worked
- Record time daily
- Record time accurately

**When in doubt, ask for help**

## Long Text Instructions

### Adding hours late

Example: Adding working hours late, forgot to record hours on time **OR** forgot to record hours before leaving work for the day

Example: Added absence hours not recorded on time

### Changing Charge numbers-

If you have moved hours from one charge number to another, the Long Text message needs to state **where the hours are coming from and why they are making the correction.**

Example: Move hours from A35000 0110 to correctly charge for work to B35000 0110, typed wrong number by mistake, did not realize charge number period of performance had expired

### Updating Activity type

Example: Moving hours from DPS2 to LHS, returned from deployment and used incorrect code by mistake

### Updating A/A

Example: Moved **XX** hours from **straight time/overtime** to **OT/DT**, did not account for OT when recording hours

Example: Incorrectly recorded hours worked for the day

Example: Incorrect *From* and *To* times recorded

## How to Enter Long Text

g Sort Descending Totals Row On/Off Target Hours On/Off Weekdays On/Off Long Text Travel Ex

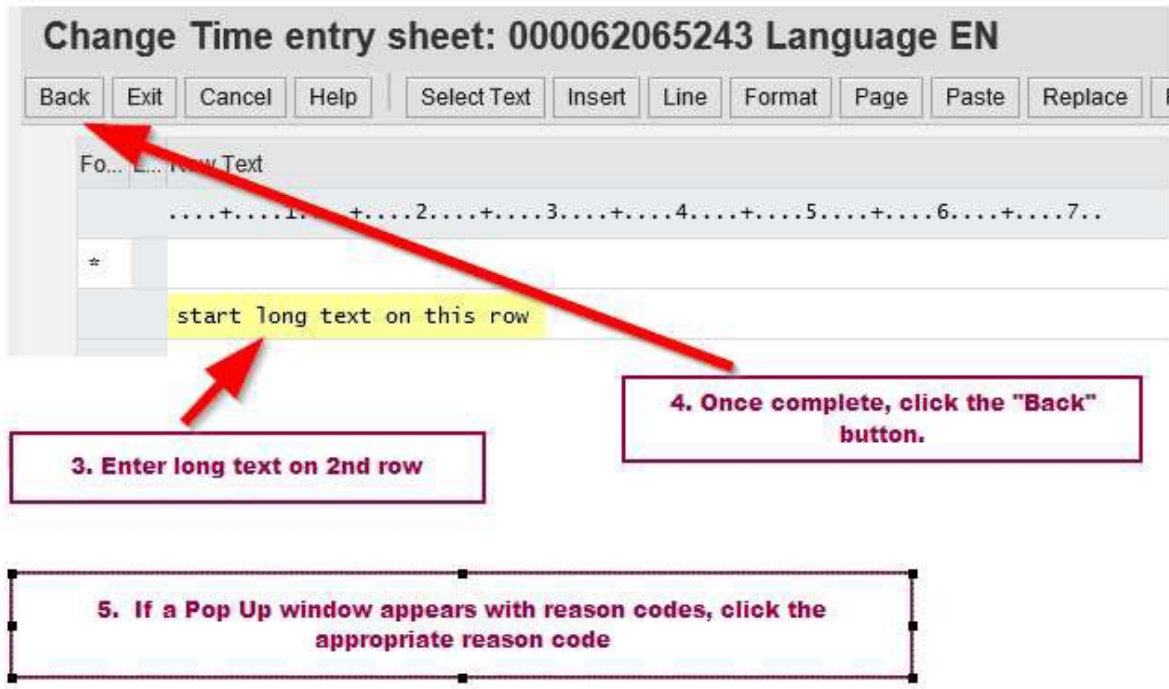
Area: 0169 Remaining CAL: 30.16

91264000 Payroll HC

**1. Highlight hours in blue**

**2. Click on "Long Text Button"**

Total	SA 05...	SU 0...	MO 0...	TU 05...	WE 0...	TH 05...	FR 05...
30.75	0.00	0.00	11.75	9.00	10.50	0.00	0.00
30.75			11.25	9.00	10.50		



## Additional Reference Document

Correcting Time Sheet Quick Reference Guide

## Shift Work

GA-SI shifts are as follow:

Shift Number	Start Time Range	Pay Differential
1	04:00-11:59	0%
2	12:00-19:59	10%
3	20:00-03:59	14%

If an employee is on 2<sup>nd</sup> or 3<sup>rd</sup> shift, they will need to enter the shift number (2 or 3) into CATs under both Premium and ID. **Shift pay is not eligible for OCONUS deployments.**

## Mandatory Zip Code Work Location Procedures

Effective July 13, 2019, all hourly GA-SI employees will be required to input the zip code where they are performing their work. Hourly employees who work on Service Contracts (SCA) will no longer need to input a position code.

The performing location zip code is a required field that must be entered for all transactions in CATS. The work location tracks where the job is being performed.

## CONUS:

Work Time – Employees enter the work location zip code which is the location where the work is physically performed

Travel Time – Employees on stateside travel should use the zip code of the departure location for travel time until they arrive at their destination and start physically performing work. Once the employee begins work, they will use the zip code of the work location

Example: Employee departs San Diego (home), arrives in Dugway, UT.

- Travel day from San Diego to hotel in Dugway: San Diego zip code
- Starts performing work the next day: Dugway zip code

If you receive an SCA timecard error message, or have SCA questions please email: [DL-SCA@ga.com](mailto:DL-SCA@ga.com)

## SCA Contract Work

GA-SI does have some contracts that fall under the Service Contract Act. Further information can be accessed through the link below.

[SCA Wage Determination Website](#)

## Expense Reports

Expense Reports are to be completed using our Expense Report Template (Located in the Addendum) and need to be submitted every two weeks (aligning with our pay period) when an employee is on business travel.

The following information is needed in order for a deployment admin to initiate inputting expenses into the Concur online expense system. If these requirements are not met, you will receive an email requesting corrections and/or missing documentation from a deployment support admin. The processing of your expense report will not begin until all required information is submit by the employee.

In the event that you are missing an itemized receipt, please reach out to your deployment support admin for further assistance. You may be asked to provide a bank statement proving proof of purchase, however you may redact all other information, not pertaining to the charge in question.

### CONUS ACTIONS REQUIRED:

Required Information	
Completed expense report form	Please complete all applicable sections of the form
Original Receipts	Please include scanned copies of all original receipts (including expenses billed directly to GA-SI) and send the originals to your Admin in Rancho Bernardo
Misc. back-up documentation	Please include any supporting documentation for any unusual expense items or trip changes

Expense reports are due every two weeks, while on company travel, to the employee's dedicated Expense Report Email Address:

Airforce/SAR	<a href="mailto:GASI-ER@ga-si.com">GASI-ER@ga-si.com</a>
Aircrew	<a href="mailto:GASI-AirCrewER@ga-si.com">GASI-AirCrewER@ga-si.com</a>
Army/COLTS/DHS	<a href="mailto:GASI-ArmyER@ga-si.com">GASI-ArmyER@ga-si.com</a>

## Cash Advances

Cash advances are mandatory. Any time you will be on business travel and/or will be incurring more than \$500.00 worth of out of pocket expenses, you will receive a cash advance. Your cash advance will be directly deposited into your account that is on file with Payroll/Travel Accounting. These funds cannot and will not be issued to you as a paper check, unless you are NOT signed up with Direct Deposit. You will receive a "Remittance Email" from a no-reply Travel Accounting email address stating the amount and date the funds will be issued to you. Typically, you will receive these funds 10 business days prior to your departure date. In some last minute occurrences, you will receive these funds after you've already departed due to last minute arrangements being made.

The cash advance amount is compiled by taking into consideration estimated lodging expenses, per diem, rental car expenses, visas/passports, medical, etc. This amount will also be included in your final itinerary sent to you by your deployment support admin.

If you have an open cash advance balance, which is visible in Concur, any and all expense reports will be applied to this open balance until your cash advance balance is cleared. This means that expense reports funds from trip A, may be applied towards your cash advance from trip B. If you have questions about a reimbursement or status inquiry, please reach out to your deployment support admin.

## Deployment Pay

Deployed employees will be paid their deployment uplifts as determined by the applicable contract and as stated in their deployment letter issued through Personnel Deployment Application (PDA). Deployment pay will start the day you arrive at your deployment location or enter a Department of Defense designated Hostile Fire/Imminent Danger Zone, whichever occurs first. Your eligibility to receive the deployment premium will end the day after the date on which you leave your deployment location or leave a Department of Defense designated Hostile Fire/Imminent Danger Zone, whichever occurs later. The payment of a deployment premium, as well as the percentage of any premium paid, is subject to change, at the Company's sole discretion.

If the deployment uplift changes for any reason during a deployment, a new deployment letter will be processed and issued through PDA.

If a contract specifies different uplifts depending on the duration of a deployment, the employee will get the specified uplift based on either the length of planned deployment, or the actual length of the deployment, whichever is greater. If an employee is extended past the additional uplift threshold, the additional pay will be backdated to their original deployment date, up to the contract cap.

Imminent Danger Zone resource: <https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables/IDP-Areas/>

## Lead Pay

If a deployed Avionics Technician, A&P Specialist, Munitions Technician, or Aircrew Pilot has been designated to perform lead responsibilities for their deployment, (either in full or for a portion of their deployment) that employee will receive an additional 5% compensation while performing in that role. Human Resources will ensure that lead receive their additional 5% compensation, the employee does not need to record this anywhere on their timecard. This Lead Pay role will be reflected on the employee's deployment letter issued through PDA.

## Working OCONUS

### Employee Requirements

#### 1. Site Specific Requirements

Each deployed site has its own requirements that need to be met prior to deployment. Deployers are to work with their Deployment Coordinator to fulfill all site specific requirements within the timeline given by the Coordinator.

##### I. Compliance Requirements

Body Armor & Chem Gear – when deploying to a site that requires Body Armor and / or Chem Gear, the deployer is required to hand carry the gear to and from site and keep it in their possession at all times. If at any time the gear gets lost or stolen, your deployment coordinator and Export Compliance Officer is to be notified immediately. In some cases, gear will be shipped from site directly to Shipping in Torrey Pines. In this event, ITAR will contact the employee to ensure the gear gets reunited with the traveler once back home.

##### II. Medical Requirements

All medical requirements are to be completed in compliance with their applicable contract. Medical must be completed two weeks prior to departure date from the US.

1. **Medical exams** need to be completed per the instructions from your deployment coordinator
2. **Dental exams** are to be completed by each individual with their dentist. You can use your company insurance for the exam and X-rays, then expense any co-pay.

Any dental work required to pass the dental exam is paid by the individual or their insurance, it is not reimbursable. On the form DD2813 you must be category 1 or 2. Class 3 is non-deployable.

3. **Eye Exams** are to be completed by any eye clinic. Use your company insurance for the exam, and expense any co-pay. New Hires will get an initial exam, upon starting with the company. This can be used to fulfil the eye exam requirement.

If required by the specific theatre of operations, GA-SI will reimburse the cost of up to 2 reasonable (basic frames with basic lenses; no sunglasses) pairs of eye glasses for employees.

##### III. VI. Comprehensive Annual Leave (CAL)

Prior to using scheduled CAL during a scheduled work assignment, the employee should first get approval from their on-site supervisor and notify their GA-SI manager(s). Employees are required to complete the GA-SI CAL Request Form for extended leave/CAL periods. Please reference CAL form below. If you do not have a copy of this form, you can obtain it from your direct supervisor.



### Personal Information

First Name	<input type="text"/>	Last Name	<input type="text"/>
Position	<input type="text"/>	Supervisor	<input type="text"/>
Employee No.	<input type="text"/>	Telephone	<input type="text"/>

### Details of Time Off

Type

From  To

Telephone during time off

E-mail during time off

Address during time off

Countries Visited

Additional Comments

Employee Signature

### Site Lead/Shift Lead

Approved ☒ Denied ☒

Comments

Signature

### Supervisor

Approved ☐ Denied ☐

Comments

Signature

Form Version 2.0 20190228



## Travel

### 1. Booking Travel

- a. Business travel should be booked by a GA-SI travel coordinator unless the employee has been instructed otherwise. The travel coordinator is responsible for the following:
  - i. Creating the Travel Request in Concur
  - ii. Requesting the travel itinerary from the travel agent or through Concur Travel
  - iii. Reviewing the draft itinerary to ensure it matches the Travel Request
  - iv. Sending the draft itinerary to the traveler and the appropriate GA personnel for review
  - v. Requesting that the travel be ticketed within 24 hours of receiving the draft itinerary (or by the Concur Travel deadline)
  - vi. Sending the final itinerary to the traveler and the appropriate GA personnel
  - vii. Filing the final itinerary

- b. If an employee does need to book travel or make ***approved*** changes to their itinerary (i.e. re-booking a canceled flight after business hours), they may contact Travel Incorporated at the following number, however your travel coordinator and supervisor should be advised of the travel changes as soon as possible.

**Travel Incorporated**

**Toll Free: 877-568-3675 (available 24/7/365)**

**Direct: 470-589-2194 (available 27/7/365)**

- c. Per section 1.1 of the General Atomics Travel and Expense Manual, business travel is to be coordinated through the Company's designated travel agency (Travel Incorporated). **Unapproved travel or travel upgrades will not be reimbursed. All hotels, airfare, and rental cars must be booked through Travel Incorporated.**



- d. All employees are required to bring their VPN Token, Company Badge, and Laptop (if applicable) to their deployment location.

### 2. Airline Seat Upgrade Policy

#### **Airline Seat Upgrade Policy: Overseas Travel greater than 14 hours**

Employees are eligible for Economy Plus, Premium Economy (or equivalent) under the following circumstances:

- The origin and/or destination are OCONUS; and
- The scheduled flight time, including non-overnight stopovers and change of planes, is in excess of 14 hours

\*\*\*Scheduled flight time is defined as the time between the scheduled departure time from the originating departure point and the scheduled arrival time of the final travel leg prior to an overnight stay (includes all scheduled non-overnight time spent at airports during plane changes).

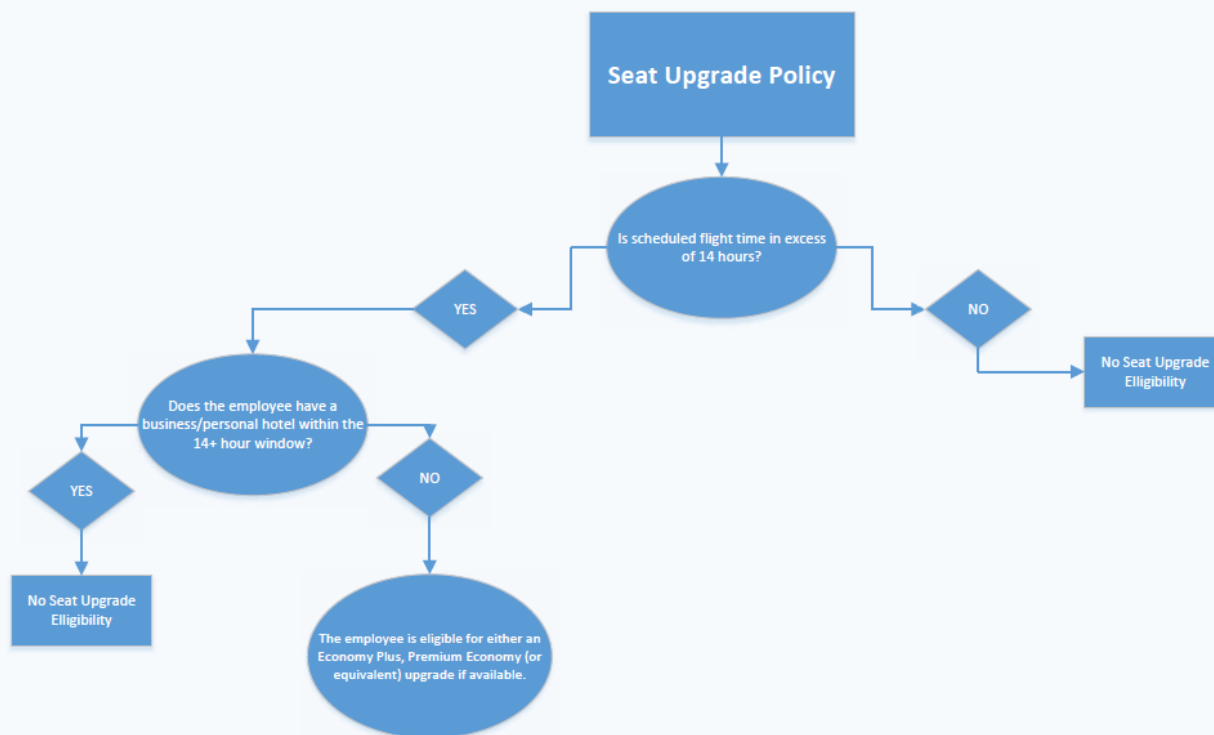
## Airline Seat Upgrade Policy: Overseas Travel greater than 14 hours

11 March 2020

Employees are eligible for Economy Plus, Premium Economy (or equivalent) under the following circumstances:

- The origin and/or destination are OCONUS; and
- The scheduled flight time, including non-overnight stopovers and change of planes, is in excess of 14 hours

\*\*\*Scheduled flight time is defined as the time between the scheduled departure time from the originating departure point and the scheduled arrival time of the final travel leg prior to an overnight stay (includes all scheduled non-overnight time spent at airports during plane changes).



How does this read?

- There cannot be any hotel stays within the 14 hour period.
- If Premium Economy, Economy Plus (or equivalent) is not available, we will not authorize, purchase, or reimburse any other upgrades.
- Business Class, First Class (or equivalent) are not eligible under this policy
- There is no requirement to work upon arrival to be eligible for this policy

### 3. Changing Travel Plans

- If travel plans change after an itinerary has been booked, the travel coordinator is responsible for the following:
  - Getting the change approved by the supervisor and LSNC (as required)
  - Requesting the itinerary change from Travel Incorporated and sending the updated itinerary to the traveler as well as the appropriate GA personnel
  - Ensuring that the updated itinerary as well as the supporting documentation explaining the reason for the change are in Concur

### 4. Personal Travel with Business Travel

Per section 1.1 of the General Atomics Travel and Expense Manual, employees are able to combine personal and business travel. This is handled as follows:

- a. The employee is to notify their travel coordinator and GA-SI supervisor about the request as soon as practical.
  - i. The travel coordinator will request the standard itinerary as well as the employee's requested itinerary.
  - ii. The traveler is responsible for the additional costs associated with their requested travel. GA-SI will notify the employee with the final amount owed once the trip's expense reports are processed.
  - iii. The travel coordinator needs to ensure that any applicable correspondence be filed
  - iv. Charging Labor Hours while combining personal travel with business travel: Employees may only charge labor hours comparable to what their business travel offered by the company would have been. Employees may not log labor hours while they are on personal travel

#### 5. Rest Periods During Travel

- a. Your agency may authorize a rest period not in excess of 24 hours at either an intermediate point or at your destination if:
  - i. Either your origin or destination point is OCONUS;
  - ii. Your scheduled flight time, including stopovers, exceeds 14 hours;
  - iii. Travel is by a direct or usually traveled route; and
  - iv. Travel is by coach-class service.

When a rest stop is authorized, the applicable per diem rate is the rate for the rest stop location. A supervisor reserves the right to deny this rest period at their discretion.

#### 6. Rental Car

- a. Employee should purchase basic coverage insurance for an international rental car
- b. Employees will be reimbursed for fuel for the rental car for business reasons
- c. Rental car upgrades and/or pre-paid gas will not be reimbursed and should not be purchased by the employee

#### 7. Mileage

- a. Flex employees will be paid mileage for any miles pertaining to their pre and post deployment work.
- b. Flex Employees participating in a full-time training program will be paid mileage since they do not have a regular workplace commute.
- c. Full time employees assigned to a work location but on a temporary duty assignment will be paid mileage, for any distance above the normal workplace route.
- d. For deployments lasting greater than 14 days, mileage to and from home to airport will be reimbursed without subtracting work commute miles. Roundtrip mileage to and from home to airport will be reimbursed if a family member or friend drops the employee off at the airport. Extensive mileage compensation situations shall be prior approved by a GA-SI supervisor.

\*Note: Please refer to GA's Travel and Expense Manual for further policies and guidelines.

## Timecards

1. Timecard should be completed in CATs by close of business each Friday. If an employee is **traveling to/from site, a paper timecard must be submitted in its place** and must have at least 40 hours of LHS, DPS2, CAL or LWOP
2. Employees on travel weeks, are required to submit a paper timecard using the most current Excel Template and must submit to the appropriate timecard inbox:

- Air Force/SAR: [GASI-Timecards@ga-si.com](mailto:GASI-Timecards@ga-si.com)
  - Aircrew: [SM-GASI-AirCrewTimecards@ga-si.com](mailto:SM-GASI-AirCrewTimecards@ga-si.com)
  - Army/COLTS/DHS: [SM-GASI-ArmyTimecards@ga-si.com](mailto:SM-GASI-ArmyTimecards@ga-si.com)
3. CAL/Holiday do not count towards the 40 straight hours, meaning that CAL/Holiday cannot push you into Overtime.
  4. Unless your deployment letter states otherwise, deployed employees will be working 12 hours per day. Any time over 12 hours will need to be approved by the site lead.
  5. With the exception of travel weeks, all deployed hours should be recorded as DPS2.
  6. If a deployed employee needs to work more hours that was scheduled, the employee is responsible for sending their GA-SI supervisor an email advising of the additional hours and CC their site lead.
  7. If an employee is delayed on a military installation (that is not their final destination) during their travel, they will be paid 10 hours per day of DPS2.
  8. If an employee is delayed off-base during their travel, they will be paid 8 hours per day of LHS.
  9. If you are a FLEX employee, on LWOP, the week prior to a holiday, you must log at least one hour of working time or CAL to be eligible for the 8 hours of holiday pay

## Mandatory Zip Code Work Location Procedures

Effective July 13, 2019, all hourly GA-SI employees will be required to input the zip code where they are performing their work. Hourly employees who work on Service Contracts (SCA) will no longer need to input a position code.

The performing location zip code is a required field that must be entered for all transactions in CATS. The work location tracks where the job is being performed (i.e. zip code 89018 Creech). If you are currently on deployment and using "DPS2" you still have to input a zip code. You will input "00000".

### OCONUS:

Work Time – Employees enter the work location zip code which is the location where the work is physically performed

Travel Time – Employees on international travel should use the zip code of the departure location when they depart and the zip code of the destination location when they return. If the employee has an overnight hotel while on international travel, the employee should use their departure city zip code on their way to site and use the destination city zip code on their way back home from site

Example: Employee departs Las Vegas (home), arrives in Paris for an overnight, and then arrives on site the next day:

- Travel day from Las Vegas to Paris: Las Vegas zip code
- Overnight in Paris: Las Vegas zip code
- Travel day to site: Use 00000 (deployed)

## Expense Reports

Expense Reports are to be completed using our Expense Report Template and need to be submitted every two weeks (aligning with our pay period) when an employee is on business travel.

The following information is needed in order for a deployment admin to initiate inputting expenses into the online expense system, Concur. If these requirements are not met, you will receive an email requesting corrections and/or missing documentation from a deployment support admin. The processing of your expense report will not begin until all required information is submit by the employee.

In the event that you are missing an itemized receipt, please reach out to your deployment support admin for further assistance. You may be asked to provide a bank statement proving proof of purchase, however you may redact all other information, not pertaining to the charge in question.

## CONUS ACTIONS REQUIRED:

Required Information	
Completed expense report form	Please complete all applicable sections of the form
Original Receipts	Please include scanned copies of all original receipts (including expenses billed directly to GA-SI) and send the originals to your Admin in Rancho Bernardo
Misc. back-up documentation	Please include any supporting documentation for any unusual expense items or trip changes

Expense reports are due every two weeks to the employee's dedicated Expense Report Email Address:

Airforce/SAR [GASI-ER@ga-si.com](mailto:GASI-ER@ga-si.com)

Aircrew [GASI-AirCrewER@ga-si.com](mailto:GASI-AirCrewER@ga-si.com)

Army/COLTS/DHS [GASI-ArmyER@ga-si.com](mailto:GASI-ArmyER@ga-si.com)

## Cash Advances

Cash advances are mandatory. Any time you will be on business travel and/or will be incurring more than \$500.00 worth of out of pocket expenses, you will receive a cash advance. Your cash advance will be directly deposited into your account that is on file with Payroll/Travel Accounting. These funds cannot and will not be issued to you as a paper check, unless you are NOT signed up with Direct Deposit. You will receive a "Remittance Email" from a no-reply Travel Accounting email address stating the amount and date the funds will be issued to you. Typically, you will receive these funds 10 business days prior to your departure date. In some last minute occurrences, you will receive these funds after you've already departed due to last minute arrangements being made.

The cash advance amount is compiled by taking into consideration estimated lodging expenses, per diem, rental car expenses, visas/passports, medical, etc. This amount will also be included in your final itinerary sent to you by your deployment support admin.

If you have an open cash advance balance, which is visible in Concur, any and all expense reports will be applied to this open balance until your cash advance balance is cleared. This means that expense reports funds from trip A, may be applied towards your cash advance from trip B. If you have questions about a reimbursement or status inquiry, please reach out to your deployment support admin.

## Internet Overseas

Functioning internet service is a requirement to support our contract requirements and to perform basic employee responsibilities while deployed. As such, employees are authorized to expense up to \$100 per month for basic internet service (if commercial internet is not already provided at their deployment location or off-site hotel). This should be claimed on an expense report and will be reimbursed in compliance with the GA&A Travel and Expense Manual.

## Deployment Personnel Alcohol Restrictions



FO-19-0007

### MEMORANDUM

FROM: Sam Richardson, Vice President, Field Operations *SR*  
Bryan Lee, Director, Systems Integration Aero Services Division *BL*

TO: Deployment Personnel

CC: Cliff Stone, Vice President, PLCS  
Tuan Nguyen, Acting Vice President, Flight Operations  
Charles Sternberg, Director, Aircrew & Airport Operations

DATE: October 8, 2019

SUBJECT: Deployment Personnel Alcohol Restrictions

This memo serves as a reminder to all deployed personnel that they are required to adhere to the procedures and adhere to the restrictions stated in each employee's Deployment Letter, site specific FOPs/GOPs, ASI-8098 Flight and Ground Operations Procedures and any government directed local orders (i.e. General Order 1).

1. Specific restrictions in the deployment letter state:

*I understand that, during the entire period of this deployment, I represent General Atomics Aeronautical Systems Inc. (GA-ASI) and will conduct myself in a professional manner in accordance with the GA-ASI Employee Information Guide (EIG). Further, I understand the use of alcohol at any customer site (including customer transit sites) is prohibited as is consuming alcohol within 8 hours of any official interface with a customer. Additional aircrew restrictions are specified in the ASI 8098. Employees who, as determined by the Company, violate this policy may be subject to disciplinary action, up to and including termination of employment.*

2. Aircrew restrictions specified in the site specific FOPs/GOPs as well as the ASI-8098 state:

- a. Site specific FOP/GOP: *Other Aircrew Restrictions. IAW Service Guidance, no person may act or attempt to act as a crewmember of a government aircraft..... Minimum of 12 hours after the last alcoholic drink consumed and until no residual effects remain*
- b. ASI 8098: *Other Aircrew Restrictions. IAW FAR 91.17, no person may act or attempt to act as a crewmember of a civil aircraft within 12 hours after the consumption of any alcoholic beverage*

3. As a reminder, employees who, as determined by the Company, violate this policy may be subject to disciplinary action, up to and including termination of employment.

## Deployed Morale Events

In an effort to recognize the contributions you all make overseas and to support teambuilding efforts at each deployed site, we are authorizing semiannual morale events to be held at every deployed location. Leads will be responsible for coordinating for the site with approval from Site Leads and Supervisors. Each site will be authorized \$20 per head reimbursement for these events. Please read the below memo for more detail.



**From:** Bryan Lee  
**To:** General Atomics Systems Integration, Aero Services Division (GA-SI) Employees  
**Subject:** Deployed Morale Events  
**Date:** 28 January 2020

The purpose of this memo is to authorize deployed GA-SI Aero Services Division Employees to hold a Morale Event twice a year (Mid-Summer/Mid-Winter).

In compliance with CP-315 (Departmental Function Subsidy), each OCONUS deployed location may hold a morale function twice per year which may include holiday luncheons, barbecues, burger burns, etc.

- The approved cost for food and supplies shall not exceed \$20 per employee.
- The Lead(s) (or acting Leads) at the deployed location will request prior approval from their SI Supervisor and respective Program Manager.
- The Lead(s) (or acting Leads) at the deployed location will work together to compile a list of all GA-SI personnel in attendance.
- The Lead(s) will work together to coordinate with the Site Lead/Pro Super to ensure the event will not interfere with operations. No alcohol is to be purchased.
- All itemized receipts, to include proof of payment, are required to be submitted.
- Only OCONUS deployed locations qualify.

### Procedures

One individual should purchase all items. This individual must submit their request for reimbursement within three working days after the function. The reimbursement request must include:

- (a) The purpose of the event
- (b) All receipts supporting the expenditure
- (c) A list of all employees who attended the event

Reimbursement requests require Level 4 approval and should be sent to the Expense Report Inbox and CC Supervisor and Program Manager.

A handwritten signature in blue ink, appearing to read 'Bryan Lee'.

**Bryan Lee**  
Director  
Aero Services Division  
General Atomics Systems Integration



## Deployment Pay

Deployed employees will be paid their deployment uplifts as determined by the applicable contract and as stated in their deployment letter issued through Personnel Deployment Application (PDA). Deployment pay will start the day you arrive at your deployment location or enter a Department of Defense designated Hostile Fire/Imminent Danger Zone, whichever occurs first. Your eligibility to receive the deployment premium will end the day after the date on which you leave your deployment location or leave a Department of Defense designated Hostile Fire/Imminent Danger Zone, whichever occurs later. The payment of a deployment premium, as well as the percentage of any premium paid, is subject to change, at the Company's sole discretion.

If the deployment uplift changes for any reason during a deployment, a new deployment letter will be processed and issued through PDA.

If a contract specifies different uplifts depending on the duration of a deployment, the employee will get the specified uplift based on either the length of planned deployment, or the actual length of the deployment, whichever is greater. If an employee is extended past the additional uplift threshold, the additional pay will be backdated to their original deployment date, up to the contract cap.

Imminent Danger Zone resource: <https://www.dfas.mil/militarymembers/payentitlements/Pay-Tables/IDP-Areas/>

## Lead Pay

If a deployed Avionics Technician, A&P Specialist, Munitions Technician, or Aircrew Pilot has been designated to perform lead responsibilities for their deployment, (either in full or for a portion of their deployment) that employee will receive an additional 5% compensation while performing in that role. Human Resources will ensure that lead receive their additional 5% compensation, the employee does not need to record this anywhere on their timecard. This Lead Pay role will be reflected on the employee's deployment letter issued through PDA.

## Deployment Gear

Employees will receive an allotment in the amount of \$720 for their first deployment with General Atomics. Employees will receive an allotment of \$360 for any subsequent deployments. These allotment amounts are pre-tax and will be issued as an outfitting bonus directly issued on your paycheck. Deployment Gear allotments are to be issued for OCONUS deployments with a duration of 60 days or greater. Stateside deployments will not receive an allotment for gear.

## Deployed Insurance

In the case of a medical emergency, all employees should contact their site lead immediately. The site lead will assist in coordinating with GA's insurance provider Anvil assist team whom will direct incidents to CHUBB when needed.

### *Call Handling Process*

Client has established a centralized emergency helpline to support business travelers and expatriates. Employees with a medical or security emergency will telephone the following number and will be in possession of an ANVIL ASS/ST membership card.

**24/7 Assistance Telephone Number: +1(858)769-5330 / 02034740894**



Membership Number: 9907-48-75



## Reimbursable Items

1. Annual safety boot reimbursement (one pair up to \$125 per Calendar Year)
2. Uniform expense (up to \$200 per Calendar Year)
3. Passports
  - a. Up to one Passport. Second Passports are not eligible for reimbursement unless a supervisor has pre-approved this due to program/site needs
4. Deployment Visas
5. Medical, dental, and vision exams required by contract for deployment
  - a. Employees will be reimbursed for co-pays only
  - b. Any additional work that is required to be performed will be out of pocket for the employee
6. Prescriptions required for deployment
7. Tough box shipping
8. Miscellaneous items as required by contract or special circumstance

## While on Leave Without Pay (LWOP)

1. Administrative Requirements

In order to be eligible for deployment, all flex employees must:

- a. Check **company** email at least two times each week while on LWOP
- b. Submit all expense reports for completed travel within two weeks
- c. Submit timecards with 40 hours of CAL, LWOP, Holiday, and/or LHS (for any pre- deployment work you may have) for each week by end of business Friday. Please note that your CAL/LWOP/Holiday hours can be input ahead of time
- d. Return phone calls from supervisors and deployment support team within 24 hours

Employees on LWOP are able to spend up to 12 minutes of overhead (97302001) time per week checking and responding to emails and/or phone calls. Any time spent in relation to a deployment should be charged directly to the deployment charge number (reference Labor Charging Guidelines above in Timecard section).

1. Benefits payments while on Leave Without Pay (LWOP)
  - a. If an employee purchases benefits through GA, the benefits still need to be paid during periods of LWOP using one of the following methods:
    - i. The employee can log enough hours of Comprehensive Annual Leave (CAL) each pay period to cover the cost of their benefits

- ii. The employee can contact **Kayoko Lindenberg** in benefit to coordinate payment:  
[Kayoko.Lindenberg@ga.com](mailto:Kayoko.Lindenberg@ga.com)

## Foreign Travel

Any non-company related foreign travel needs to be reported to the company Security Officer, Mike Ramirez, [Mike.Ramirez@ga-si.com](mailto:Mike.Ramirez@ga-si.com) (858) 320-4925 and your supervisor.

## Company Hotline

Reports of suspected violations of the Code of Business Ethics and Standards of Conduct may be made personally or anonymously to a third-party administrator, InTouch, by calling the Hotline at (866) 583-5542 or by sending an email to: [tellga@getintouch.com](mailto:tellga@getintouch.com)

You can also report suspected violations or other noncompliant activity to Workplace Investigations, Internal Audit, the Law Department or your manager.

**Company Hotline: (866) 583-5542**

## Additional Resources

### SharePoint

GA-SI has created a SharePoint site that can be access by all GA-SI employees. This site houses all current Charge Number Sheets, Policies, and Memos for reference. Please note that you must be logged on to GA's intranet in order to access this site.

<https://wg.ga.com/corp/2041/SitePages/Home.aspx>

### GA Webmail

<https://webmail.ga.com/owa/#path=/mail>

### GA Benefits

<https://intranet.ga.com/HR/Pages/home.aspx>

### CATS Timecard

<https://gaportal.ga.com/irj/portal>

### GA ERA (Employees Recreation Association)

<http://www.ga-era.org/>

### ITS Help Desk

858-455-4000

Employee Referral Program

<https://connecttalent.rolepoint.com/?shorturl=UNjob>

## Flight Ops Specific Items

### 1. Instrument Currency Program (ICP):

- i. Intended for Pilots only
- ii. Can expense up to \$500.00/month
- iii. 8 hours to the dedicated ICP overhead charge number: 97302034
- iv. No Mileage will be reimbursed
- v. No iPads will be reimbursed
- vi. No Headsets will be reimbursed
- vii. Reference: GA-SI Instrument Currency Program

### 2. Professional Development:

- i. Intended for Pilots and Sensor Operators
- ii. Sensors are eligible for Foreflight only through ProDev
- iii. No cash advances will be given
- iv. Employee to complete a signed form and submit to the dedicated Inbox. Your expense admin will review and route for additional approvals
- v. You cannot claim reimbursement until the qualifications have been accomplished. You must be able to prove that the funds have been allocated to a training course or certificate. We will not reimburse you for money that has been “banked” for future use
- vi. Three Levels of Approval: (Nicole will assist in obtaining these signatures)
- vii. First: Direct Supervisor
- viii. Second: Aircrew PM
- ix. Third: Justin Cason
- x. No Mileage will be reimbursed
- xi. No Labor Hours will be reimbursed
- xii. No iPads will be reimbursed
- xiii. No Headsets will be reimbursed

**Reference:** SI Professional Development Authorization Form

### 3. Foreflight:

Due to operational limitations with weather reporting and briefings, FLIP and sectional publications, operational checks, and fuel planning downrange, we have approved all GA-SI Pilots to receive reimbursement of Foreflight® Performance Plus software package, \$299.00/yr. This will ensure all pilots have the proper aviation weather, navigational charts, approach plates, and a way to perform and log operational checks on the aircraft while deployed. My hope is this will improve overall situational awareness (SA) in the aircraft along with providing the customer with a better product.

## Out-Processing/Company Exit

- I. Security read-out
- II. Final paper timecard needs to be submitted one week prior to the employee's last day
- III. All outstanding expense reports processed and money due/owed communicated with employee
- IV. Collect VPN token & send back to IT
- V. Collect badge & send back to badging office
- VI. Collect Laptop (if applicable)
- VII. Collect Phone (if applicable)
- VIII. Verify departing employee does not have any other company property
- IX. Ensure that Body Armor / Chem Gear has been returned (if applicable)

## Air Force Ground Ops Contact List

Position/Responsibilities	Name	Email	Phone Number
<b>Director</b>	Bryan Lee	<a href="mailto:Bryan.Lee@ga-si.com">Bryan.Lee@ga-si.com</a>	(w) 858-320-4907 (m) 858-997-9360
<b>Senior Program Manager</b>	Justin Cason	<a href="mailto:Justin.Cason@ga-si.com">Justin.Cason@ga-si.com</a>	(w) 858-320-4919 (m) 858-334-3918
<b>Program Manager</b> Contract Issues & Munitions Supervisor	David Walzer	<a href="mailto:David.Walzer@ga-si.com">David.Walzer@ga-si.com</a>	(w) 858-320-4916 (m) 858-527-9608
<b>Security Officer</b>	Mike Ramirez	<a href="mailto:Mike.Ramirez@ga-si.com">Mike.Ramirez@ga-si.com</a>	(w) 858-320-4925 (m) 858-880-8129
<b>Manager</b> A&P	Todd Gargac	<a href="mailto:Todd.Gargac@ga-si.com">Todd.Gargac@ga-si.com</a>	(w) 858-320-4965 (m) 702-219-3338
<b>Supervisor</b> A&P	Brandon Herndon	<a href="mailto:Brandon.Herndon@ga-si.com">Brandon.Herndon@ga-si.com</a>	(w) 858-320-4924 (m) 619-851-6493
<b>Manager</b> Avionics	Jeff Hicks	<a href="mailto:Jeffrey.Hicks@ga-si.com">Jeffrey.Hicks@ga-si.com</a>	(w) 858-320-4966 (m) 702-419-1937
<b>Manager</b> Avionics	Michael Drew	<a href="mailto:Michael.drew@ga-si.com">Michael.drew@ga-si.com</a>	(w) 858-320-4984 (m) 661-236-4280
<b>ASI Manager</b> Munitions	Wade Tomczyk	<a href="mailto:Wade.Tomczyk@ga-si.com">Wade.Tomczyk@ga-si.com</a>	(w) 702-404-1192 (m) 702-816-9778
<b>Deployment Support Team Manager</b>	Rachel Steele	<a href="mailto:Rachel.Steele@ga-si.com">Rachel.Steele@ga-si.com</a>	(w) 858-320-4922 (m) 858-776-4609
<b>Air Force Ground Ops Team Supervisor</b>	Michelle Sjodin	<a href="mailto:Michelle.Sjodin@ga-si.com">Michelle.Sjodin@ga-si.com</a>	(w) 858-320-4939 (m) 619-695-6984
<b>Department Assistant</b> Training and Documentation	Carissa Finn	<a href="mailto:Carissa.Finn@ga-si.com">Carissa.Finn@ga-si.com</a>	(w) TBD (m) 619-743-1212
<b>Deployment Coordination, Travel, Expense</b> Avionics (A-F)	Rachel Claudio	<a href="mailto:Rachel.Claudio@ga-si.com">Rachel.Claudio@ga-si.com</a>	(w) 858-320-4977 (m) 619-756-2672
<b>Deployment Coordination, Travel, Expense</b> Avionics (G-O)	Bridget Lee	<a href="mailto:Bridget.Lee@ga-si.com">Bridget.Lee@ga-si.com</a>	(w) 858-320-4921 (m) 858-879-7186
<b>Department Coordination, Travel, Expense</b> Avionics (P-Z)	Maria Martinez	<a href="mailto:Maria.Martinez@ga-si.com">Maria.Martinez@ga-si.com</a>	(w) 858-320-4959 (m) 619-754-5982
<b>Deployment Coordination, Travel, Expense</b> A&P Mechs (A-F)	Amelia Chen	<a href="mailto:Amelia.Chen@ga-si.com">Amelia.Chen@ga-si.com</a>	(w) 858-320-4979 (m) 619-756-1842
<b>Deployment Coordination, Travel, Expense</b> A&P Mechs (G-N)	Alex Cramblett	<a href="mailto:Alexandra.Cramblett@ga-si.com">Alexandra.Cramblett@ga-si.com</a>	(w) 858-320-4906 (m) 619-730-9547
<b>Deployment Coordination, Travel, Expense</b> Avionics (O-Z)	David Peralez	<a href="mailto:David.Peralez@ga-si.com">David.Peralez@ga-si.com</a>	(w) TBD (m) 619-642-1915

<b>Deployment Coordination, Travel, Expense, Timecards Munitions</b>	Stacy Tomita	<a href="mailto:Stacy.Tomita@ga-si.com">Stacy.Tomita@ga-si.com</a>	(w) 858-320-4962 (m) 858-879-7743
<b>Deployment Coordination, Travel, Expense AGE, Supply, Planning (A-H)</b>	Asia Johnson	<a href="mailto:Asia.Johnson@ga-si.com">Asia.Johnson@ga-si.com</a>	(w) 858-320-4957 (m) 619-481-0223
<b>Deployment Coordination, Travel, Expense AGE, Supply, Planning (I-Z)</b>	Melissa Miranda	<a href="mailto:Melissa.Miranda@ga-si.com">Melissa.Miranda@ga-si.com</a>	(w) 858-320-4946 (m) 619-755-9636
<b>Additional Deployment Support</b>	Michelle Bantug	<a href="mailto:Michelle.Bantug@ga-si.com">Michelle.Bantug@ga-si.com</a>	(w) 858-320-4960 (m) 858-753-8785
<b>Additional Deployment Support</b>	Jennay Mustard	<a href="mailto:Jennay.Mustard@ga-si.com">Jennay.Mustard@ga-si.com</a>	(w) TBD (m) 619-743-0321

## Air Force Aircrew Contact List

Position/Responsibilities	Name	Email	Phone Number
Director	Bryan Lee	<a href="mailto:Bryan.Lee@ga-si.com">Bryan.Lee@ga-si.com</a>	(w) 858-320-4907 (m) 858-997-9360
Senior Program Manager	Justin Cason	<a href="mailto:Justin.Cason@ga-si.com">Justin.Cason@ga-si.com</a>	(w) 858-320-4919 (m) 858-334-3918
Program Manager	Keith Reams	<a href="mailto:Keith.Reams@ga-si.com">Keith.Reams@ga-si.com</a>	(w) 858-320-4909 (m) 619-695-4421
Security Officer	Mike Ramirez	<a href="mailto:Mike.Ramirez@ga-si.com">Mike.Ramirez@ga-si.com</a>	(w) 858-320-4925 (m) 858-880-8129
Arms Supervisor	Jason Hinton	<a href="mailto:Jason.Hinton@ga-si.com">Jason.Hinton@ga-si.com</a>	(w) 760-388-8356 (m) 661-349-6712
Chief of Training	Michael Busch	<a href="mailto:Michael.Busch@ga-si.com">Michael.Busch@ga-si.com</a>	(w) 760-388-8232 (m) 858-805-5748
Training Support Supervisor	Saul Mendoza	<a href="mailto:Saul.Mendoza@ga-si.com">Saul.Mendoza@ga-si.com</a>	(w) 760-388-8121 (m) 661-483-0702
Chief of Scheduling	Kevin Buehrer	<a href="mailto:Kevin.Buehrer@ga-si.com">Kevin.Buehrer@ga-si.com</a>	(w) 760-388-8351 (m) 661-305-3254
Pre-Deployment Supervisor	Hans Smolic	<a href="mailto:Hans.Smolic@ga-si.com">Hans.Smolic@ga-si.com</a>	(w) 760-388-8167 (m) 773-551-7490
Deployed Aircrew Supervisor	Jesse Burk	<a href="mailto:Jesse.Burk@ga-si.com">Jesse.Burk@ga-si.com</a>	(w) 760-388-8733 (m) 760-553-5878
Deployment Support Team Manager	Rachel Steele	<a href="mailto:Rachel.Steele@ga-si.com">Rachel.Steele@ga-si.com</a>	(w) 858-320-4922 (m) 858-776-4609
Air Force Aircrew Team Supervisor	Shanna Sherman	<a href="mailto:Shanna.Sherman@ga-si.com">Shanna.Sherman@ga-si.com</a>	(w) 858-320-4937 (m) 619-695-9992
ARMS Support Specialist	Nicole Wood	<a href="mailto:Nicole.Wood@ga-si.com">Nicole.Wood@ga-si.com</a>	(w) 760-388-8993 (m) 858-226-8810
Deployment Coordination, Travel, Expense Pilots (A-L)	Erin Pollock	<a href="mailto:Erin.Pollock@ga-si.com">Erin.Pollock@ga-si.com</a>	(w) TBD (m) 619-743-0759
Deployment Coordination, Travel, Expense, all Pilot Timecards Pilots (M-Z)	Sarah Collier	<a href="mailto:Sarah.Collier@ga-si.com">Sarah.Collier@ga-si.com</a>	(w) 858-320-4963 (m) 858-716-5102
Deployment Coordination, Travel, Expense Sensor Operators (A-L)	Bree Williams	<a href="mailto:Breann.Williams@ga-si.com">Breann.Williams@ga-si.com</a>	(w) 858-320-4952 (m) 858-879-7726
Deployment Coordination, Travel, Expense, all Sensor Timecards Sensor Operators (M-Z)	Alexis Phomsavanh	<a href="mailto:Alexis.Phomsavanh@ga-si.com">Alexis.Phomsavanh@ga-si.com</a>	(w) 858-320-4958 (m) 619-496-7906
Additional Deployment Support CONUS Travel & Expense	Ryan Rodriguez	<a href="mailto:Ryan.L.Rodriguez@ga-si.com">Ryan.L.Rodriguez@ga-si.com</a>	(w) TBD (m) 619-743-8838
Additional Deployment Support	Michelle Bantug	<a href="mailto:Michelle.Bantug@ga-si.com">Michelle.Bantug@ga-si.com</a>	(w) 858-320-4960 (m) 858-753-8785
Additional Deployment Support	Jennay Mustard	<a href="mailto:Jennay.Mustard@ga-si.com">Jennay.Mustard@ga-si.com</a>	(w) TBD (m) 619-743-0321

## Army Contact List

Position/Responsibilities	Name	Email	Phone Number
<b>Director</b>	Bryan Lee	<a href="mailto:Bryan.Lee@ga-si.com">Bryan.Lee@ga-si.com</a>	(w) 858-320-4907 (m) 858-997-9360
<b>Senior Program Manager</b> Army Supervisor	Brian Dozier	<a href="mailto:Brian.Dozier@ga-si.com">Brian.Dozier@ga-si.com</a>	(w) 858-320-4920 (m) 858-524-9519
<b>Senior Program Manager</b> Deployments	Tony Palermo	<a href="mailto:Anthony.Palermo@ga-si.com">Anthony.Palermo@ga-si.com</a>	(w) 858-320-4911 (m) 858-449-2008
<b>Security Officer</b>	Mike Ramirez	<a href="mailto:Mike.Ramirez@ga-si.com">Mike.Ramirez@ga-si.com</a>	(w) 858-320-4925 (m) 858-880-8129
<b>Deployed Operations Supervisor</b> COLTS	Douglas Linklater	<a href="mailto:Douglas.Linklater@ga-si.com">Douglas.Linklater@ga-si.com</a>	(w) 858-312-3206 (m) 858-472-6096
<b>Operations Supervisor</b> A&P's (A-H)	Scott Gorney	<a href="mailto:Scott.Gorney@ga-si.com">Scott.Gorney@ga-si.com</a>	(w) 520-454-1368 (m) 520-559-0902
<b>Operations Supervisor</b> A&P's (I-Z)	Christopher Gummo	<a href="mailto:Christopher.Gummo@ga-si.com">Christopher.Gummo@ga-si.com</a>	(w) 520-454-1362 (m) 520-559-0548
<b>Operations Supervisor</b> Techs (A-M)	Kevin Kennedy	<a href="mailto:Kevin.Kennedy@ga-si.com">Kevin.Kennedy@ga-si.com</a>	(w) 520-678-2230 (m) 520-266-2298
<b>Operations Supervisor</b> Techs (N-Z)	David Searce	<a href="mailto:David.Searce@ga-si.com">David.Searce@ga-si.com</a>	(w) 520-454-1363 (m) 619-866-5462
<b>Operations Supervisor</b> I/O's	Paul Charbonneau	<a href="mailto:Paul.Charbonneau@ga-si.com">Paul.Charbonneau@ga-si.com</a>	(w) 435-831-4133 (m) 858-242-8752
<b>Deployment Support Team Manager</b>	Rachel Steele	<a href="mailto:Rachel.Steele@ga-si.com">Rachel.Steele@ga-si.com</a>	(w) 858-320-4922 (m) 858-776-4609
<b>Deployment Support Team Supervisor</b>	Paige Lussenden	<a href="mailto:Paige.Lussenden@ga-si.com">Paige.Lussenden@ga-si.com</a>	(w) 858-320-4915 (m) 858-776-4288
<b>Department Assistant</b> Training and Recertification Travel & Expense	Nikki Moncayo	<a href="mailto:Nicole.Moncayo@ga-si.com">Nicole.Moncayo@ga-si.com</a>	(m) 619-772-5915
<b>Deployment Coordination, Travel, Expense</b> Avionics (A-G) and I/O's	Liz Andrade	<a href="mailto:Liz.Andrade@ga-si.com">Liz.Andrade@ga-si.com</a>	(w) 858-320-4938 (m) 619-695-9989
<b>Deployment Coordination, Travel, Expense</b> Avionics (H-P)	Patty Davis	<a href="mailto:Patty.Davis@ga-si.com">Patty.Davis@ga-si.com</a>	(w) 858-320-4913 (m) 858-395-2531
<b>Deployment Coordination, Travel, Expense</b> Avionics (Q-Z)	Nicolas Ralyea	<a href="mailto:Nicolas.Ralyea@ga-si.com">Nicolas.Ralyea@ga-si.com</a>	(w) 858-320-4950 (m) 619-797-0904
<b>Deployment Coordination, Travel, Expense</b> A&P Mechs (A-E)	Monique Velarde	<a href="mailto:Monique.Velarde@ga-si.com">Monique.Velarde@ga-si.com</a>	(w) 858-320-4981 (m) 619-651-5032
<b>Deployment Coordination, Travel, Expense</b> A&P Mechs (F-M) and COLTS	Theresa Hahn	<a href="mailto:Theresa.Hahn@ga-si.com">Theresa.Hahn@ga-si.com</a>	(w) 858-320-4948 (m) 619-496-7576



<b>Deployment Coordination, Travel, Expense A&amp;P Mechs (N-Z)</b>	Megan Gaurano	<a href="mailto:MeganHannah.Gaurano@ga-si.com">MeganHannah.Gaurano@ga-si.com</a>	(w) TBD (m) 619-743-9285
<b>Additional Deployment Support</b>	Michelle Bantug	<a href="mailto:Michelle.Bantug@ga-si.com">Michelle.Bantug@ga-si.com</a>	(w) 858-320-4960 (m) 858-753-8785
<b>Additional Deployment Support</b>	Jennay Mustard	<a href="mailto:Jennay.Mustard@ga-si.com">Jennay.Mustard@ga-si.com</a>	(w) TBD (m) 619-743-0321

## DHS Contact List

Position/Responsibilities	Name	Email	Phone Number
<b>Director</b>	Bryan Lee	<a href="mailto:Bryan.Lee@ga-si.com">Bryan.Lee@ga-si.com</a>	(w) 858-320-4907 (m) 858-997-9360
<b>Senior Program Manager</b> Timecards, Personnel Issues	Tony Palermo	<a href="mailto:Anthony.Palermo@ga-si.com">Anthony.Palermo@ga-si.com</a>	(w) 858-320-4911 (m) 858-449-2008
<b>Security Officer</b>	Mike Ramirez	<a href="mailto:Mike.Ramirez@ga-si.com">Mike.Ramirez@ga-si.com</a>	(w) 858-320-4925 (m) 858-880-8129
<b>Deployment Support Team Manager</b>	Rachel Steele	<a href="mailto:Rachel.Steele@ga-si.com">Rachel.Steele@ga-si.com</a>	(w) 858-320-4922 (m) 858-776-4609
<b>Deployment Support Team Supervisor</b>	Paige Lussenden	<a href="mailto:Paige.Lussenden@ga-si.com">Paige.Lussenden@ga-si.com</a>	(w) 858-320-4915 (m) 858-776-4288
<b>Primary Travel and Expense</b>	Michelle Bantug	<a href="mailto:Michelle.Bantug@ga-si.com">Michelle.Bantug@ga-si.com</a>	(w) 858-320-4960 (m) 858-753-8785
<b>Secondary Travel and Expense</b>	Asia Johnson	<a href="mailto:Asia.Johnson@ga-si.com">Asia.Johnson@ga-si.com</a>	(w) 858-320-4957 (m) 619-481-0223
<b>Additional Deployment Support</b>	Jennay Mustard	<a href="mailto:Jennay.Mustard@ga-si.com">Jennay.Mustard@ga-si.com</a>	(w) TBD (m) 619-743-0321

## SAR Contact List

Position/Responsibilities	Name	Email	Phone Number
<b>Director</b>	Bryan Lee	<a href="mailto:Bryan.Lee@ga-si.com">Bryan.Lee@ga-si.com</a>	(w) 858-320-4907 (m) 858-997-9360
<b>Senior Program Manager</b>	Justin Cason	<a href="mailto:Justin.Cason@ga-si.com">Justin.Cason@ga-si.com</a>	(w) 858-320-4919 (m) 858-334-3918
<b>Program Manager</b> Contract Issues	David Walzer	<a href="mailto:David.Walzer@ga-si.com">David.Walzer@ga-si.com</a>	(w) 858-320-4916 (m) 858-527-9608
<b>Senior Program Manager</b> SAR Supervisor	Tony Palermo	<a href="mailto:Anthony.Palermo@ga-si.com">Anthony.Palermo@ga-si.com</a>	(w) 858-320-4911 (m) 858-449-2008
<b>Security Officer</b>	Mike Ramirez	<a href="mailto:Mike.Ramirez@ga-si.com">Mike.Ramirez@ga-si.com</a>	(w) 858-320-4925 (m) 858-880-8129
<b>Deployment Supervisor</b> Scheduling	Carter Rowlette	<a href="mailto:William.Rowlette@ga-si.com">William.Rowlette@ga-si.com</a>	(w) 858-762-5470 (m) 858-603-6957
<b>Deployment Support Team Manager</b>	Rachel Steele	<a href="mailto:Rachel.Steele@ga-si.com">Rachel.Steele@ga-si.com</a>	(w) 858-320-4922 (m) 858-776-4609
<b>Deployment Support Team Supervisor</b>	Michelle Sjodin	<a href="mailto:Michelle.Sjodin@ga-si.com">Michelle.Sjodin@ga-si.com</a>	(w) 858-320-4939 (m) 619-695-6984
<b>Deployment Coordination, Travel, Expense, Timecards</b>	Sophie MacEwan	<a href="mailto:Sophia.Macewan@ga-si.com">Sophia.Macewan@ga-si.com</a>	(w) 858-320-4976 (m) 619-772-5456
<b>Additional Deployment Support</b>	Michelle Bantug	<a href="mailto:Michelle.Bantug@ga-si.com">Michelle.Bantug@ga-si.com</a>	(w) 858-320-4960 (m) 858-753-8785
<b>Additional Deployment Support</b>	Jennay Mustard	<a href="mailto:Jennay.Mustard@ga-si.com">Jennay.Mustard@ga-si.com</a>	(w) TBD (m) 619-743-0321

## International Trade Compliance

Position/Responsibilities	Name	Email	Phone Number
<b>ITAR: Import/Export Compliance</b>	Veronica Lopez	<a href="mailto:Veronica.Lopez@ga.com">Veronica.Lopez@ga.com</a>	W: (858) 455-3738 M: (858) 926-8579
<b>ITAR: Import/Export Compliance</b>	Dolores Flores	<a href="mailto:Dolores.Flores@ga.com">Dolores.Flores@ga.com</a>	W: (858) 455-2598 M: (858) 999-5557
<b>ITAR INBOX</b>		<a href="mailto:itcdeployments@ga.com">itcdeployments@ga.com</a>	

## Addendum

### Expense Report Template:

General Information (please complete every two weeks aligning to our pay period)

Name	
Overall Dates of Current Expense Report	
Deployment/Trip Location	

☐ Please process my report for this period as per diem only; no other expenses apply

By submitting this form, I certify that this information is accurate and complete and that none of the claimed expenses were incurred in violation of either:

1. The requirements contained in the General Atomics and Affiliated Companies Travel and Expense Manual; or
2. Any applicable federal, state, local or foreign law, rule or regulation, including but not limited to the Foreign Corrupt Practices Act, the rules governing gifts to members or employees of Congress or Executive Branch employees, and export control laws and regulations.

Checklist (please complete the below checklist and supplemental areas as needed)

	LODGING – Original itemized receipt included for out of pocket AND/OR Direct Bill lodging, Lodging paid out of pocket, receipt must have \$0 balance. <b>Electronic copies preferred.</b>
	RENTAL CAR – Original receipt included for out of pocket AND/OR Direct Bill rental car. Car rentals paid out of pocket, receipt must have \$0 balance. <b>Electronic copies preferred.</b>
	All other receipts described and included for out of pocket expenses.

Please notate ALL Reimbursable Expenses below and include itemized receipts showing your proof of payment. In addition, please notate any Direct Bill items below and include "DB" on that line item.

Amount	Date of Purchase & Description of Expense

Mileage (for personal vehicle only when applicable)

If starting or ending address is an airport or military installation, you may put the name of the location rather than the address.

Date	Starting Address	Ending Address

- ☐ I am not a Flex Employee and do have a regular commute
- ☐ Please use my home of record to Airport roundtrip mileage

**Next Steps:**

Please scan this form along with all receipts and/or backup documentation as needed.

1. Email to your appropriate Inbox as follows:

Air Force: [GASI-ER@ga-si.com](mailto:GASI-ER@ga-si.com) Army: [GASI-ArmyER@ga-si.com](mailto:GASI-ArmyER@ga-si.com) Aircrew: [GASI-AircrewER@ga-si.com](mailto:GASI-AircrewER@ga-si.com)

2. Then mail the originals to our office at the address below, only if there are original/hard copy receipts.

General Atomics Systems Integration

Attn: (your department assistant)

10883 Thornmint Rd.

San Diego, CA 92127