

TDY On-Call Schedule (ITOS) Program Guide

May 2020

Technical Update November 2022



ICE

ICE Health Service Corps

FOREWORD

The TDY On-Call Schedule (ITOS) Program Guide is governed by IHSC Directive 01-43, Temporary Duty (TDY) On-Call Schedule (ITOS) Program.

This guide explains concepts, assigns responsibilities, and details procedures for organization and management of the IHSC ITOS program. The guide applies to all IHSC government personnel supporting health care in ICE-owned or contracted detention and family residential facilities.

STEWART D SMITH



Digitally signed by
STEWART D SMITH

Date: 2020.05.06
12:05:10 -04'00'

Date

Stewart D. Smith, DHSc, FACHE
ERO Assistant Director
ICE Health Service Corps

TABLE OF CONTENTS

- I. INTRODUCTION 5
- II. RESPONSIBILITIES OF IHSC STAFF 5
 - A. Deputy Assistant Directors (DADs) and Chief of Staff (CoS)..... 5
 - B. Chief Health Operations Unit (HOU) 5
 - C. Unit Chiefs (UC)..... **Error! Bookmark not defined.**
 - D. Discipline Chiefs (DC)..... 6
 - E. Regional Health Services Administrator (RHSAs) 6
 - F. Health Services Administrators (HSAs)..... 6
 - G. Program Analyst 6
 - H. IHSC staff rostered in ITOS. 6
- III. ITOS STAFFING REQUESTS 7
 - A. **Overview**..... 7
 - B. SharePoint-based TDY Staffing Request Tool 7
 - C. Step 1: IHSC Facility Administrator Submission 9
 - D. Step 2: Regional Health Services Administrator Review and Approval.....10
 - E. Step 3: TDY staff assignment11
- IV. TDY TRACKING13
- V. ITOS SCHEDULE14
 - A. Schedule Administration15
 - 2. Tier 2: IHSC Field Staff15
 - 3. Tier 3: IHSC Headquarters Staff15
 - 4. Inability to Deploy and Schedule Exchange15
 - 5. Exemption from ITOS.....16
 - B. Schedule Maintenance16
 - C. ITOS / Readiness and Deployment Branch (RDB) On Call Schedule Conflicts17
 - D. Waivers.....17
 - E. Hardship Exemption.....18
- VI. ITOS PREPARATION AND TRAINING18
 - A. Travel Preparation/Responsibilities18
 - B. Training.....19
 - 1. Online TRAIN.....19
 - 2. Discipline Specific Training20
 - 3. HQ TDY ITOS Checklist.....20

VII. CREDENTIALING OR PRIVILEGING FILES.....23
VIII. TRAVEL BUDGET APPROVAL24
A. Quarterly Budget Determination.....24
B. Travel Documentation.....24
C. Contract Staff.....25
IX. RECOGNITION FOR DEPLOYMENT25

I. INTRODUCTION

IHSC is responsible for the provision of all direct patient care to individuals in ICE custody. The agency must ensure the care it provides meets recognized national standards, even when staffing shortages occur. This requires a pool of available personnel to support health care operations in response to IHSC facility staffing needs affected by shortages, or a change in operational requirements. The ITOS Program provides a systematic approach for rapidly coordinating staffing support and deploying personnel via temporary duty (TDY) assignments at an IHSC facility other than their permanent duty station. This guide provides direction for required administrative procedures.

ITOS deployment needs generally occur for the following reasons: man-made or natural disasters, emerging health threats, emerging mission requirements, and to augment critically understaffed facilities. Site visits conducted as part of an IHSC unit's operating standards are not treated as an ITOS deployment.

II. RESPONSIBILITIES OF IHSC STAFF

A. Deputy Assistant Directors (DADs) and Chief of Staff (CoS)

1. Grants exemptions from ITOS which are reviewed annually, and as needed.

B. Chief, Health Operations Unit (HOU)

1. Reviews and approves the ITOS schedule annually.
2. Ensures maintenance of adequate staffing levels in IHSC staffed facilities to ensure ICE meets clinical service standards, in collaboration with discipline chiefs, in accordance with IHSC *Directive Facility Operations 01-55*.
3. Mobilizes IHSC staff in accordance with ITOS tiers.
4. Reviews and approves ITOS calendar assignments and re-assignments for HSAs/AHSAs, FHPMs and non-clinical staff.
5. Oversees annual revision and update of ITOS Directive and Guide.

C. Unit Chiefs.

1. Maintains awareness of ITOS calendar assignments and ensures staff coverage to maintain mission-critical functions within their units.
2. Concurs with ITOS calendar preference request for their respective staff.
3. As an ITOS Tier 3 member, routes their calendar assignment request through their respective discipline chief.
4. All unit chiefs must communicate their new staff availability to the respective discipline chief to ensure placement on ITOS.

D. Discipline Chiefs

1. Coordinates staff assignments for fulfilling ITOS requests and travel dates from their disciplines to Health Operations Unit.

E. Regional Health Services Administrator (RHSAs)

1. Reviews ITOS requests submitted within the TDY Staffing Request tool on SharePoint in collaboration with the Regional Triad.
2. Approves or disapproves ITOS requests based on an assessed need, as well as current and projected staffing levels at the site.
3. Routes approved ITOS requests to HOU program analysts.

F. Health Services Administrators (HSAs)

1. Designates appropriate staffing levels necessary to meet mission requirements.
2. Submits ITOS staffing requests through SharePoint to HOU. Assistant HSAs may submit these requests on the HSA's behalf.
3. Approves clinic staffing plans, in collaboration with clinical services, in accordance with IHSC Directive Facility Operations 01-55.
4. Review and approve ITOS calendar assignments and re-assignments for their respective field staff.

G. HOU Program Analyst

1. Coordinates and posts the ITOS schedule on the HOU SharePoint site annually.
2. Notifies and tracks selected staff for ITOS TDY.
3. Reviews and updates ITOS directive and guide annually, under direction of Chief, HOU.

H. IHSC staff rostered in ITOS.

1. IHSC PHS clinical disciplined staff (Unit Chief level or below) must provide two periods of 16 days each or one full month availability for ITOS per calendar year. IHSC clinical disciplined staff include Physicians, Advanced Practice Providers (APPs), Behavioral Health Providers, Nurses, Pharmacists, Dentists, Registered Dental Hygienists, Psychiatrists, Psych APPs, and HSA/AHSA/FHPM.
2. IHSC PHS non-clinical staff, defined as not meeting criteria of H-1, may volunteer to participate in ITOS, and will route their calendar preferences (two 16-day periods or 1 full month) to the HOU chief or designee.
3. Civil service employees may volunteer to participate in ITOS and will route their

calendar preferences (two 16-day periods or 1 full month) to their respective discipline chief.

4. IHSC staff must maintain awareness of their assigned deployment roster dates with the PHS Readiness and Deployment Branch (RDB). ITOS must not conflict with PHS Deployments.
5. ITOS calendar assignments take precedence over PHS deployments. Must adhere to ICE travel guidelines published in the ICE Travel Handbook.

III. ITOS STAFFING REQUESTS

Health Operations Unit (HOU) staff must submit all ITOS TDY staffing requests through the SharePoint-based TDY Staffing Request tool. This process ensures automatic and proper notification of supervisors and staff members within and outside HOU. The HOU TDY Staffing Request tool consists of two related tracking tools: one for ITOS staffing requests; and one for Medical Asset Support Team (MAST) staffing requests. This program guide pertains only to the ITOS staffing requests.

A. Overview

Only the following positions have access to the ITOS portion of this tool: HOU program analysts (PAs), assistant health services administrators (AHSA), health services administrators (HSA), regional health services administrators (RHSA), the HOU unit chief, and the Deputy Assistant Director (DAD) of Health Systems Support.

The request process consists of three separate steps. The SharePoint tool sends automated email notifications during each step with updated information and the status of the request.

Step 1: Submission from an IHSC administrator (HSA or AHSA).

Step 2: Review and approval or disapproval by the RHSAs.

Step 3: Assignment of TDY staff (based on ITOS) by the PAs.

B. SharePoint-based TDY Staffing Request Tool

HSA or AHSA enters the request into the TDY Staffing Request tool.

New Requests

- HSA or AHSA initiates new requests from the HOU home page.
- Click on Administration Reports and under the TDY and ITOS Activities, select *TDY Staffing Request*.
- Then, at the top of the page, select “+ new item” to add a new ITOS staff request.

(b)(7)(E)

Create a separate entry for each discipline request for each month needed. For example, sites requesting 2 RNs from December through February (3 months) should submit a total of 6 separate entries, one for each RN for each month.

Updating Requests/Status of Requests

- Access the status of current requests through the HOU home page.
- Under the section Tools, select TDY Staffing Request Queue (like the “New Request” process above) and choose the view ITOS.
- To update the request, click the edit icon and revise the necessary fields.

(b)(7)(E)

C. Step 1: IHSC Administrator Submission

- An IHSC administrator (HSA or AHSA) must submit the initial ITOS request.
- A RHSA or program analyst may submit a request on behalf of HSAs or AHSAs. For step 1, only complete the first two tabs of the SharePoint form: General Info and ITOS Request.

(b)(7)(E)

Requestor

- HSA or AHSA may add multiple names to this field.
- To ensure that all relevant staff receives the automated email notifications, add the names of all administrators (HSAs and AHSAs) from the requesting facility.

Staff Request

- Always choose the "ITOS" option; the "MAST" option is for non-ITOS requests.

(b)(7)(E)

ITOS Discipline

- These disciplines reflect the categories identified in the ITOS.
- Submit only one discipline per request. For example, if a facility needs both an advanced practice provider (APP) and registered nurse (RN), submit a separate request for each discipline.

Preferred Start Date & Preferred End Date

- Submit only one request per month needed. For example, if a facility needs a registered nurse (RN) for December and January (two months), submit a separate RN request for each month.

Email Notification

- Once submitted, the SharePoint-based tool generates an email notification to the requestor, the appropriate RHSA, and appropriate discipline chief.
 - The email includes a link to the SharePoint submission.
At this point, the request status reads “under review.”

D. Step 2: Regional Health Services Administrator Review and Approval

- Upon receipt of the email notification, the appropriate RHSA reviews the request in collaboration with the regional triad, as appropriate. Then, the RHSA updates the tab “RHSA Review (ITOS).”

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

(b)(7)(E)

A. Schedule Administration

1. Tier 1: Medical Asset Support Team

MAST staff members travel to facilities that experience staffing insufficiencies. MAST staff are HQ clinical assets. Their primary mission is to deploy in support of clinical staffing needs at IHSC detention facilities and ensure the delivery of medical care services. The MAST team members may deploy at least fifty percent of their duty time. When not on TDY status, they support their discipline chief, and DAD of Clinical Services with special projects.

2. Tier 2: IHSC Field Staff

Field staff assigned to an IHSC facility are Tier 2 personnel. Discipline chiefs make assignments based on the assigned roster of the second-tier individual.

Assignments are either an entire calendar month or two sixteen-day periods. The second-tier individual must be available to provide coverage. Discipline chiefs communicate ITOS assignments to the HOU program analysts, who enters this information under the field tab of the ITOS calendar for tracking and accountability.

3. Tier 3: IHSC Headquarters Staff

PHS officers and volunteer civil service employees assigned to HQ positions, except MAST staff members, comprise ITOS Tier 3 personnel. Discipline chiefs make assignments based on the assigned roster of the third-tier individuals. HQ staff consists of all positions (unit chief and below) assigned to IHSC HQ components, regardless of geographic location. Generally, the assignments are either an entire calendar month or two sixteen-day periods however, the assignments could be extended based on the mission needs. The third-tier individual must be available to provide coverage. Discipline chiefs communicate ITOS assignments to the HOU program analysts, who enter this information into under the field tab of the ITOS calendar for tracking and accountability.

4. Inability to Deploy and Schedule Exchange

Any schedule exchange must be equal to either a partial (16-day) or full month exchange. HQ staff may only exchange schedules with other HQ staff. Likewise, field staff may only exchange schedules with other field staff. Staff assignment changes are only applicable within the same calendar year. IHSC field staff may exchange assignments with written approval of their respective HSAs (in consultation with both

first-line supervisors) and discipline chief. HQ staff members may exchange assignments with written approval of their respective HQ supervisors and discipline chief. The discipline chief will notify the HOU PAs in writing of all assignment changes.

5. Exemption from ITOS

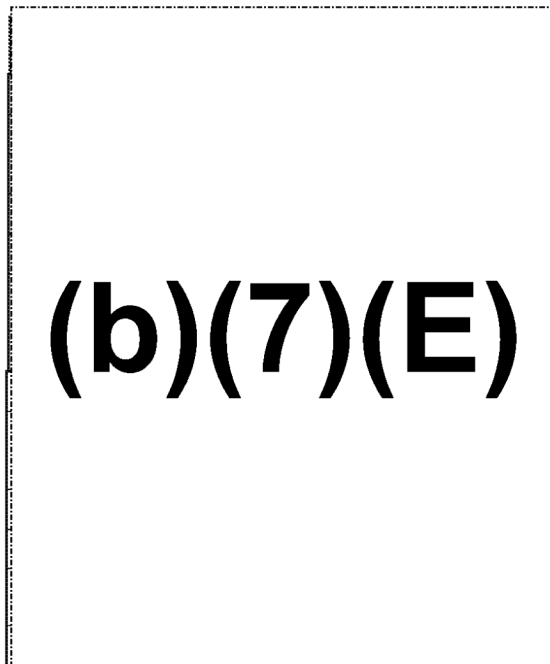
Staff member requesting an exemption must request approval by their respective DAD. Respective DAD will bring exemption request up to senior leadership for review and approval. All DADs and CoS must approve any exemptions from ITOS. Exemption requests must include a start and end date; senior leadership reviews them as needed. Only the DAD of Health System Support can remove a person from ITOS schedule, with the approval of all DADs and the CoS.

B. Schedule Maintenance

The HOU PAs are responsible for maintaining the ITOS schedule. As staff arrive, depart, and transfer within the agency, HOU's PAs update the schedule to reflect the staff currently active in the agency. ITOS schedule modifications also occur as IHSC adds or removes positions from the staffing model.

The HOU PAs save and archive all written requests for staff schedule exchanges. The HOU PAs identify the exchanges in red on the schedule and reference the names of those involved.

Please see the example below.



(b)(7)(E)

HOU announce the release of the next calendar year's ITOS schedule in the last quarter of the current calendar year.

C. ITOS / Readiness and Deployment Branch (RDB) On Call Schedule Conflicts

- PHS Commissioned Corps officers are responsible for knowing their assigned deployment roster dates.
- Officers must exchange their ITOS on-call months prior to their deployment month to resolve the scheduling conflict.
- Agency deployment takes precedence over PHS deployments.

D. Waivers

- Officers must submit any health-related condition to Medical Affairs Branch (MAB) for a waiver.
- PHS sends approved MAB waivers directly to the officer. The officer must forward the approved waiver to the discipline chief, direct supervisor, (if different), and HOU PAs.
- HOU archives all waivers for reference and communicates the waiver to the DADs and CoS.
- Once removed from ITOS, the discipline chief must identify a replacement, if a TDY need exists, as outline in ITOS Directive 5-1 and 6-1.2.

E. Hardship Exemption

- The DADs and CoS may grant an exemption from the ITOS schedule for any hardship deemed necessary.
- The officer submits an exemption request through their discipline-specific chain of command and direct supervisor if different.
- The discipline chief routes the exemption request to the appropriate DAD.
- When granted, the DADs and CoS forward the non-medical approved exemption to the discipline chief and HOU PAs.

VI. ITOS PREPARATION AND TRAINING

A. Travel Preparation/Responsibilities

1. Prior to travel

- All IHSC staff who are required to travel must complete the initial and annual travel card training and sign a travel card agreement.
- IHSC staff should contact their regional IPU personnel management officer to obtain a travel card.
- HQ staff must complete the ITOS TDY checklist prior to their first on call period.
- *Prepare Travel Cost Estimate*: Complete the Mission Critical Travel Estimate (MCTE) form and send a copy to the ITOS Mailbox **(b)(7)(E)**@ice.dhs.gov.
- *Travel card*: Check available line of credit on travel card prior to creating a travel authorization in Concur by calling the number listed on your travel card; determine if the amount is adequate for upcoming TDY travel.
- *Credit Line Increase*: If your balance is \$1 or \$2, or your balance does not cover the cost of your travel authorization, send an email to the following individual and include the following information:
 - Total amount of travel authorization
 - Travel dates
 - Contact **(b)(6),(b)(7)(C)**@ice.dhs.gov; Phone: 202-732-**(b)(6),(b)(7)(C)**
- *Travel Authorization Request*: Enter the travel authorization request into

Concur no sooner than 30 days before the TDY.

- *Check Travel Request Status Frequently:* Ensure timely responses to requests related to the pending authorization.
- *Contact Information:* Notify your immediate supervisor and the TDY HSA of your hotel address, phone number, and contact info.
- *72 Hours Prior to TDY:* Check status of TDY authorization in Concur.
- If not approved, notify your immediate supervisor/first line travel approver, and contact Ms. Christina Perry. Staff cannot travel without an approved request in Concur.

2. During the TDY

- Notify your immediate supervisor and the TDY HSA of your status upon arrival.
- Make additional notifications as needed if significant and or unanticipated issues arise (flight changes, delays, accidents, or illness) during travel or during the TDY.

3. Return to Your Duty Station

- Notify your immediate supervisor upon return to your duty area.
- Complete travel voucher in Concur within 5 business days of return date and follow up until funded.
- PHS officers must adhere to CCHQ policy regarding claiming clinical practice hours.

B. Training

ITOS preparation and training does not apply to IHSC field staff. IHSC field staff receive the appropriate training as part of their normal facility operations. Training applies to IHSC HQ staff.

1. Online Training Records and Information Network (TRAIN)

- Core trainings are in the DHS **TRAIN**.
- IHSC expects staff to complete all initial trainings prior to departing for a TDY assignment.
- IHSC requires annual training to ensure HQ staff are aware of policy and procedural changes.
- Upon completion of the HQ TDY ITOS checklist, the staff member must submit the checklist to their supervisor.
- Supervisor must send a copy of the completed TDY ITOS checklist to the Discipline Chief for reference.

- Supervisor must archive the completed TDY ITOS checklist for reference.

2. Discipline Specific Training

- All HQ staff receive discipline specific training to ensure they can perform their assigned role in detainee care within the facility.
- Discipline chiefs develop and provide training for staff roles. Staff must complete training annually to certify competency and safeguard detainees' health.
- Refer to HQ TDY ITOS Checklist for location of training.
- Please note some eCW/patient records and discipline specific training will be on an alternate training platform.

3. HQ TDY ITOS Checklist

All HQ staff must complete the HQ TDY ITOS checklist located on the IHSC SharePoint site under IHSC Homepage, quick link titled *ITOS Schedule and TDY Documents*.

HQ STAFF (ITOS) TDY Checklist

Sections A, B and C consist of trainings to be completed prior to your on-call month.

Section C is only applicable to those traveling to Dilley.

Section D is Discipline Specific (APPs & MDs, BHP, Dental Staff, Nurses, and Pharmacists) Trainings. Sections E and F are administrative tasks required for TDY.

Section G should be completed upon return from TDY.

Section A – OVERVIEW and TRAINING COURSES	Location	Completed
<p>The following link is for all the training materials in "TRAIN": ITOS Trainings <i>(Search for IHSC ITOS in TRAIN-Sections A, C, &D Trainings)</i></p> <p>The following link is for all eHR (Section B) training materials in "HOU SharePoint" ITOS Trainings <i>(Search for eHR in HOU SharePoint)</i></p>		

<i>IHSC ITOS Core Abuse Issues and Detainees</i>	<u>TRAIN</u>	<input type="checkbox"/>
<i>IHSC ITOS Core Sick Call Process</i>	<u>TRAIN</u>	<input type="checkbox"/>
<i>IHSC ITOS Core Effective Crisis Communication and Handling of Combative Detainees</i>	<u>TRAIN</u>	<input type="checkbox"/>
<i>IHSC ITOS Core ERO 101</i>	<u>TRAIN</u>	<input type="checkbox"/>
<i>IHSC ITOS Core SOAP Charting</i>	<u>TRAIN</u>	<input type="checkbox"/>
<i>IHSC ITOS Core Staff-Detainee Relationships</i>	<u>TRAIN</u>	<input type="checkbox"/>
Section B – ECW / PATIENT CARE RECORDS	Location	Completed
eCW and Patient Care form familiarization prior to TDY. Click here for eCW overview videos.		
<i>M01 (eHRv10) Overview guide</i>	<u>SharePoint</u>	<input type="checkbox"/>
<i>M02 (eHRv10) Documentation and Encounters guide</i>	<u>SharePoint</u>	<input type="checkbox"/>
<i>M03 (eHRv10) Documenting Encounters guide</i>	<u>SharePoint</u>	<input type="checkbox"/>
<i>M04 (eHRv10) Actions and Facility Tasks guide</i>	<u>SharePoint</u>	<input type="checkbox"/>
<i>M05 (eHRv10) Scheduling guide</i>	<u>SharePoint</u>	<input type="checkbox"/>
<i>M06 (eHRv10) Scanning and Adding Documents guide</i>	<u>SharePoint</u>	<input type="checkbox"/>
<i>M07 (eHRv10) Medication and Order Entry guide</i>	<u>SharePoint</u>	<input type="checkbox"/>
<i>M09 (eHRv10) Facility Transfers and Final Discharges guide</i>	<u>SharePoint</u>	<input type="checkbox"/>
<i>eCW Appointment Types Version IV (5-21-14) guide</i>	<u>SharePoint</u>	<input type="checkbox"/>
<i>eCW Forms List guide</i>	<u>SharePoint</u>	<input type="checkbox"/>
Section C – FAMILY RESIDENTIAL STANDARDS (FRS)	Location	Completed
Family Residential Standards prior to TDY:		
<i>IHSC ITOS Core FRS – Hunger Strikes</i>	<u>TRAIN</u>	<input type="checkbox"/>
<i>IHSC ITOS Core FRS – Medical Care</i>	<u>TRAIN</u>	

		<input type="checkbox"/>
<i>IHSC ITOS Core FRS – Suicide Prevention</i>	<u>TRAIN</u>	<input type="checkbox"/>
Section D- Discipline Specific Trainings	Location	Completed
<i>IHSC ITOS Trainings for Physicians and Advance Practice Providers</i>	<u>SharePoint</u>	<input type="checkbox"/>
<i>IHSC ITOS Trainings for Behavioral Health Providers</i>	<u>SharePoint</u>	<input type="checkbox"/>
<i>IHSC ITOS Trainings for Pharmacists and Pharmacy Staff</i>	<u>SharePoint</u>	<input type="checkbox"/>
<i>IHSC ITOS Trainings for Nursing Staff</i>	<u>Nursing</u> <u>SharePoint</u>	<input type="checkbox"/>
<i>IHSC ITOS Trainings for Dental Staff</i>	<u>Dental</u> <u>SharePoint</u>	<input type="checkbox"/>

Section E – TRAVEL PREPARATION		Completed
Upon notification of TDY assignment, submit Mission Critical Travel form and request credit limit increase based on travel amount in CONCUR, if needed.		<input type="checkbox"/>
Complete CONCUR travel authorization. See ITOS <u>Concur Guide</u> for assistance.		<input type="checkbox"/>
Section F – TDY PREPARATION		Completed
Facility Operations OM 05-001 (read and acknowledge understanding of policy)		<input type="checkbox"/>
Section G – POST TDY PROCESSING (Acknowledge Understanding of Process)		Completed
Travel voucher completed within five (5) business days after completion of TDY. Upload the following receipts in CONCUR along with the voucher: hotel, rental car (if applicable), taxi, public transportation (Refer to Concur for full list), airport parking, and airfare.		<input type="checkbox"/>
_____ STAFF MEMBER SIGNATURE		_____ DATE SIGNED
_____ SUPERVISOR SIGNATURE		_____ DATE SIGNED

VII. CREDENTIALING OR PRIVILEGING FILES

All IHSC staff deploying through ITOS must ensure their credentialing or privileging is current and up to date. For questions, contact the regional credentialing specialist within ICPO. The credentialing or privileging folder may include the following items:

- Privileging documentation for providers as applicable.
- Record of current unrestricted license.
- Documentation of primary education.
- Source of primary license.
- Record of Board of Certification for physician, psychiatrists, and nurse practitioners (as applicable).
- Documentation of Residency for physician and psychiatrists (as applicable).
- Collaborative Practice Agreement (as applicable).

- Resume or curriculum vitae.
- Current basic life support (BLS) certification.

VIII. TRAVEL BUDGET APPROVAL

A. Quarterly Budget Determination

Every quarter, HOU provides the Resource Management Unit (RMU) and DAD of Administration with an estimate of projected TDYs, based on the current quarter's TDY requests and projected staffing losses or gains. RMU approves the travel plan for the quarter. The DAD of Administration sends the finalized excel document to the respective DAD and CoS.

In the event of a Continuing Resolution, the PAs notify the DAD of Administration of any changes to the approved travel plan. Please see the example below.

ITOS RN	TBD	HOU		TBD	TBD - staffing shortage	Mission Support	\$9,000.00	Placeholder for possible TDY
------------	-----	-----	--	-----	----------------------------	--------------------	------------	------------------------------------

This is an RN TDY to Krome, FL covered by Florence's staff. Jane Doe will TDY October 1st to the 16th, and Jane Smith will TDY October 15th to the 31st.

B. Travel Documentation

1. Mission Critical Travel Estimate

- As described in Section III, TDY Tracking, once the PA enters the selected traveler into the TDY Tracking Tool, the SharePoint-based system generates an email notification to the TDY traveler and the PAs. Upon notification of an upcoming TDY deployment, the staff member completes a mission critical travel estimate (MCTE) based on a travel authorization placed on hold in Concur.
- The staff member forwards the completed MCTE to ITOS Mailbox **(b)(7)(E)** @ice.dhs.gov.

2. Approved Concur Travel

- RMU approves funding.
- The PAs send a notification via email instructing the deploying staff member to submit the trip for approval in Concur using the accounting string provided in the notification.

3. Funding Availability

- Scheduled travel may end after the fiscal year ends or a continuing resolution deadline funding arrives.

- If this occurs, staff must amend their travel in Concur on the date specified in the funding notification email. The staff must amend the authorization to the actual funding end date and create a second authorization to cover the remainder dates of the TDY assignment. Until further funding becomes available, travelers must create, save, but not submit the travel authorization in Concur. Once the traveler creates the authorization, the traveler must contact the Travel Management Center, Omega Travel at 855-566 (b)(6),(b)(7)(C) for ticketing. Staff must complete TDY assignments as specified on the ITOS generated notification. Staff may contact Mr. (b)(6),(b)(7)(C), ERO travel coordinator, or CAPT (b)(6),(b)(7)(C) Resource Management Unit chief for more information.

C. Contract Staff

When IHSC requires contract staff to fulfill a TDY staffing request, the medical staffing contract CORs work with the staffing vendor to ensure contractors submit their travel in compliance with relevant Federal Acquisition Regulations and Federal Travel Regulations. Contractor travel does not require a MCTE submission or approval.

IX. RECOGNITION FOR DEPLOYMENT

- For PHS Commissioned Corps officers;
 - HOU submits award nominations in accordance with USPHS guidelines.
 - Must follow the USPHS guideline, certification of practice hours, POM 821.77, for instructions regarding claiming clinical practice hours.
 - Must adhere to USPHS guideline regarding respite leave after a TDY.
- For contract staff, the vendor issues acknowledgements in accordance with the vendor contract.
- Once the ITOS TDY is completed, HOU will submit and issue civil service award nominations in accordance with OPM guidelines.