APPROVAL/WAMO INPUT FORM FOR NAVSEA FIELD CIVILIANS ASSIGNED TO HEADQUARTERS

Privacy Act Statement

Authority: Systems Notice NM05000-2; 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; and E.O. 9397 (SSN).
Purpose: To manage, supervise, and administer programs and projects for all NAVSEA field office personnel assigned to NAVSEA Headquarters.
Disclosure: Submission of information is voluntary; however, failure to provide information may result in inaccurate administrative records or in your administrative records not being updated.

1. Social Security No: _____

2. Name: _____ _____ _____
   Last First MI

3. Employee type: FC *(NAVSEA Field Civilian Assigned to Headquarters)*

4. Actual start date: _____
   Original projected end date: _____
   Revised projected end date: _____
   Actual end date: _____

5. Number of Hours on TDY to Headquarters weekly: _____

6. Directorate/PEO: _____
   Title

7. Sort code: _____

8. Working location: _____ / _____ / _____
   Address Bldg No Room No

   Note: Address is required only in cases where the employee is reporting to a location other than a NAVSEA office space. When that occurs, select "OFFSTE" option in WAMO

9. Employee's Grade: _____

10. Parent Activity / Location: _____ / _____ / _____
    Activity Name City State

11. Official Duty Station (ODS) of record: _____ / _____
    City State

    Note: As shown on latest SF-50.

12. Do the duties the employee will be/is performing meet the "temporary in nature" criteria of JTR C4455: ☐ Yes ☐ N/A

    Note: "N/A" if assignment is primarily for the purpose of receiving training approved under 5 U.S.C. 4101-4109 or if employee is not in a travel status.

13. Assignment type:
    ☐ TDY Travel
    ☐ PCS/ODS change
    ☐ ODS change without
    ☐ PCS or TCS
    ☐ TDY Local Travel
    ☐ TCS/ODS change

    Note: If the ODS has been changed, the employee is actually no longer in a travel status.

14. Is assignment a training assignment? ☐ Yes ☐ No

    Note: Selection of "Yes" certifies assignment is primarily for the purpose of receiving training approved under 5 U.S.C. 4101-4109.

15. Per Diem rate: ☐ None, ☐ 55%, ☐ 100%, or ☐ Other

Note: Selection of "Other" certifies that approval has been obtained from Office of the Deputy Assistant Secretary of the Navy (Civilian Personnel/Equal Employment Opportunity) (ODASN (CP/EEO)) in accordance with 2JTR para. C4550.

16. Local Travel Reimbursement: Parking? ☐ Yes ☐ No
Mileage? ☐ Yes ☐ No

17. Has employee signed statement certifying awareness of potential tax liabilities and financial losses? ☐ Yes ☐ N/A

Note: "N/A" if employee is not in a travel status or if the travel is not exceeding one year.

18. Order Authorizing Official on the travel orders?

Name: _____ CODE: _____ Tel No: _____

19. Is official listed in 18 above the Commanding Officer, Executive Officer, or Head of the field activity; or, Commander or Vice Commander, NAVSEA Headquarters?

☐ Yes ☐ No

Note: Must be "Yes" if assignment is expected to exceed or is actually exceeding 180 days.

20. If assignment is exceeding 1 year, has ODASN/CP-EEO approval been obtained? ☐ Yes ☐ No

If yes, expiration date: _____

Note: Required if an employee is on TDY travel assignment which is expected to or is actually exceeding 1 year, regardless of the number of travel orders issued.

21. NAVSEA Headquarters Requesting Official (i.e., the official requesting the support and/or field civilian's assignment to Headquarters):

Name: _____ / _____
Signature Date

CODE: _____ Tel No: _____

22. NAVSEA Headquarters Directorate/PEO Head (i.e., the official who is approving the employee's assignment to Headquarters)

Note: Must be signed by Directorate/PEO Head:

Name: _____ / _____
Signature Date

CODE: _____ Tel No: _____

23. Directorate/PEO Administrative Officer who entered data into WAMO:

Name: _____ / _____
Signature Date

CODE: _____ Tel No: _____