STANDARD OPERATING PROCEDURES (SOP)

**NONAPPROPRIATED FUND (NAF) TRAVEL APPROVAL PROCESS**

Encl: (1) N9\_N9X FY2XQX Requested Travel Plans\_Blank

 (2) Request CNIC HQ N9 Approval for the Following NAF

 Travel

**1. Purpose:** To establish policies and procedures relating to requesting approval of, and travel order numbers for, Commander, Navy Installations Command (CNIC), Fleet and Family Readiness Program (N9) personnel traveling on official nonappropriated funds (NAF) orders.

**2. Policy:** N9 personnel traveling on NAF orders must have written approval from the N9 Director of Deputy Director before NAF Financial Management (N948) issues a travel order number.

1. (30) days prior to the beginning of each quarter during the fiscal year (FY), each N9 Headquarters Program Director (HPD) will provide the N9 Director a proposed travel budget for the respective following quarter.
2. (30) days prior to the beginning of each quarter during the FY, each HPD will provide the N9 Director a detailed list of planned travel for the following fiscal quarter using enclosure (1). Once approved, this spreadsheet will be provided to N948.
3. Failure to submit and receive N9 Director’s approval for quarterly travel budget and enclosure (1) will result in suspension of travel until in compliance.
4. Emergent or reimbursable travel requests not included in the approved enclosure (1) must be submitted to the N9 Director or Deputy Director via enclosure (2) at least two weeks prior to departure date. These requests will be reviewed on a case-by-base basis.

**3. Acceptable Modifications:**

To allow for a more streamlined approval process, the following modifications are allowed to the previously approved lists, subject to N9 approval:

1. Attendees

The names of approved travelers can change so long as the overall purpose and costs of travel remain the same or less than previously approved.

1. Dates

The dates of travel may vary so long as the overall purpose and costs of travel remain the same or less than previously approved.

1. Location

The location of travel may vary so long as the overall purpose and costs of travel remain the same of less than previously approved.

**4.** **Scope and Applicability**: This SOP applies to all N9 personnel attached to CNIC Headquarters, regardless of location.

**5.** **Action**: The responsibility to become familiar, and comply with, this SOP resides with the traveling employee, approving officials, and N948.

**6.** **Review and Effective Date**: This SOP shall be reviewed, at a minimum, annually and updated as needed to ensure compliance with all other higher Federal, Department of Defense, and Navy policies.

**7. Point of Contact**: For further explanation or information, contact David Catt (Accounts Payable and Travel Supervisor), who may be reached at david.r.catt.naf@us.navy.mil or (901) 874-6539.