

THIS MESSAGE IS APPROVED FOR RELEASE BY LT COL LENDERMAN, AMC/CCX, DSN 779-1757

RELEASE DATE: 28 JUN 2011

SUBJECT: 2011 AIR MOBILITY COMMAND - AIRLIFT/TANKER ASSOCIATION (A/TA) SYMPOSIUM AND A/TA CONVENTION (SUPPLEMENTAL MESSAGE WITH MANDATORY PAYMENT PROCEDURES)

1. THIS MESSAGE ADDRESSES THE NEW SAF/FMP POLICY CONCERNING THE PAYMENT OF REGISTRATION FEES AND HOW IT AFFECTS CANCELLATIONS. IT IS IMPORTANT TO NOTE THAT THIS IS A CHANGE IN PAYMENT PROCEDURES FROM PAST YEARS AND FROM WHAT IS PUBLISHED IN THE A/TA MAGAZINE. THE EARLY REGISTRATION A/TA WINDOW IS 1 JUN 11 TO 27 SEP 11. ALL SYMPOSIUM ATTENDEES SHOULD PLAN ON TAKING ADVANTAGE OF THE EARLY REGISTRATION OPPORTUNITY TO REDUCE COSTS. WHEN PAYING DURING THE EARLY REGISTRATION WINDOW, FEES ARE CONSIDERED "ADVANCE REGISTRATION FEES."

A. ADVANCE REGISTRATION FEES

-- THE UNIT'S GOVERNMENT PURCHASE CARD (GPC) MUST BE USED TO PAY ALL ADVANCE REGISTRATION FEES—THIS PAYMENT MUST BE DONE INDIVIDUALLY (NO GROUP PAYMENT). THIS IS A CHANGE FROM PRIOR GUIDANCE WHICH RESTRICTED USE OF THE GPC FOR ADVANCE REGISTRATION FEES.

-- THE INDIVIDUAL GOVERNMENT TRAVEL CARD (GTC) OR CONTROLLED SPEND ACCOUNT (CSA) CARD WILL ONLY BE USED IF WITHIN 30 DAYS OF TDY OR IF FEE IS PAID WHILE AT TDY POINT.

B. VOUCHER PROCEDURES

--WHEN PAYING REGISTRATION FEES IN ADVANCE WITH GPC, MEMBERS MUST LOAD THE RECEIPT OF PAYMENT (REGARDLESS OF AMOUNT) INTO A DTS SETTLEMENT VOUCHER (AFTER CONFERENCE), MAKE A NOTE STATING CONFERENCE FEE WAS PAID WITH GPC, AND MAKE NECESSARY ADJUSTMENTS TO MEAL RATES BY ANNOTATING SATURDAY NIGHT BANQUET AND SUNDAY BRUNCH AS MEALS PROVIDED.

2. CONFERENCE CANCELLATION

-- IF PAID WITH GPC, REFUNDS WILL BE PROCESSED TO THE GPC CARDHOLDER'S ACCOUNT. A/TA WILL SEND THE INDIVIDUAL ATTENDEE AN E-MAIL STATING THE REFUND HAS OCCURRED AND THIS E-MAIL SHOULD BE PROVIDED TO THE GPC CARDHOLDER SO THEY CAN RECONCILE THEIR BOOKS.

-- IF PAID WITH GTC OR CSA, REFUNDS WILL BE PROCESSED TO INDIVIDUAL CARDHOLDER'S ACCOUNT.

-- IF CONFERENCE FEE IS NON-REFUNDABLE, NO FURTHER ACTION IS NECESSARY BY THE TRAVELER.

3. ROOM CANCELLATION

-- IF CANCELLATION IS REQUIRED DUE TO MISSION REQUIREMENTS, DO NOT CALL THE HOTEL, INSTEAD WORK WITH THE UNIT LODGING POC TO FIRST SEE IF ANY REPLACEMENTS ARE AVAILABLE. ANY CANCELLATION CALL TO THE HOTEL SHOULD BE MADE BY THE LODGING POC. IF NO REPLACEMENT IS AVAILABLE AND THE LODGING POC MUST CANCEL THE HOTEL ROOM, DTS SETTLEMENT VOUCHER MUST INCLUDE "EXPENSES WERE INCURRED" WHEN TRIP CANCEL IS SELECTED IN ORDER TO RECOUP THE NONREFUNDABLE ROOM COST. BE SURE TO OBTAIN THE RECEIPT AND CLAIM ONLY THE ROOM COST ON YOUR VOUCHER.

4. HQ AMC WILL RELEASE FOLLOW-ON MESSAGES TO OUTLINE SPECIFIC SYMPOSIUM POLICIES. ADDITIONAL INFORMATION CAN ALSO BE FOUND ON THE A/TA WEBSITE (WWW.ATALINK.ORG). HQ AMC POC IS MAJ CHARLES THROCKMORTON OR MS. DARCY LILLEY, HQ AMC/CCX, DSN 779-1757, AMC-CCX@US.AF.MIL. HQ AMC PROTOCOL POC IS MS. JUNE WILLIS, HQ AMC/CCP, DSN 779-2555, AMC-CCP@US.AF.MIL

//SIGNED//

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