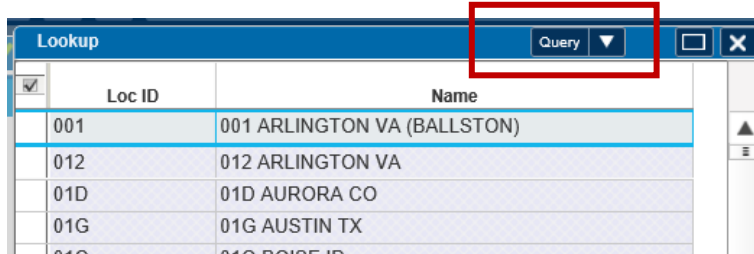# COSTPOINT Guide to OCONUS Temporary Location Codes

IAW CACI Policy 03.08.06

Employees who travel for less than 30 days at a time to destinations outside the U.S. must record their time to a special temporary Location Code set up for intermittent travel outside the U.S. (See CACI Policy 03.08.06). This document provides instructions on how to record time on your timecard.

1. Begin by entering the charge point you will charge for the travel on a new line. Even if you use this same charge point when not traveling, you will need to enter a new line to charge the Temporary Location Code.
2. On the new line, your Workday location code will default into the **Loc** column. To change it, click on the magnifying glass icon to search for the code.

3. When the **Loc Lookup** window opens, select the **Query** drop-down menu.

4. Enter a **"T"** in the **Loc ID Text** field and click **Find**. Note: If your temporary travel is NOT billable back to the contract or is for other means, enter "V" instead of "T." All T temporary codes will result in Defense Base Act (DBA) insurance charged back to the contract. "V" codes will have a FVWC designation description and location. If you are traveling to a Classified Location search for a "Z" or "VZ" follow the chart below for specific guidance on which code to use.
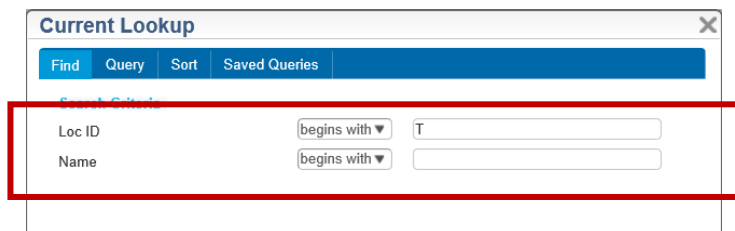
5. **Classified Travel Codes (Z and V codes): If you are traveling to a classified location, follow the chart explanation below to determine the appropriate code use:**

Code	Description	Use Explanation
ZZA	CLASS <mark>Sole</mark> Low Risk DBA Foreign Travel NonDoD	This code is used for a specific Non-DOD ***classified customer***. It should be used for classified locations that fall under **LOW** risk and associated with the classified customer. This is a separate DBA policy associated with the customer and contract requires a sole source carrier. If Hazard and Danger pay are not included, use **LOW** risk. There is no Insurance charged back "rate" difference for use of ZZA or ZZB for the Sole policy.
ZZB	CLASS <mark>Sole</mark> High Risk DBA Foreign Travel NonDoD	This code is used for a specific Non-DOD ***classified customer***. It should be used for classified locations that fall under **HIGH** risk and associated with the classified customer. This is a separate policy associated with the customer and contract requires a sole source carrier. **HIGH** risk should be selected when Hazard and Danger pay are implemented in the travel or assignment. There is no Insurance charged back "rate" difference for use of ZZA or ZZB. There is no Insurance charged back "rate" difference for use of ZZA or ZZB for the Sole policy.
ZZC	CLASS OCONUS to CONUS Non-DBA Travel (CONUS time non-chargeable to DBA)	This is a rare use code, it is used when traveling to the U.S. from an OCONUS location, to visit a classified customer in a classified CONUS location. This time is NOT chargeable to the DBA policy.
ZZD	CLASS Low Risk <mark>DBA</mark> Foreign Travel	This code is used for ***all U.S. Government contracts*** other than the "classified customer." Use code when traveling to classified location, but customer is not classifed, and contract does not require a sole source carrier. Classified location is **LOW** risk. If Hazard and Danger pay are not included, use **LOW** risk.
ZZE	CLASS High Risk <mark>DBA</mark> Foreign Travel	This code is used for ***all U.S. Government contracts*** other than the "classified customer." Use code when traveling to classified location, but customer is not classifed, and contract does not require a sole source carrier. Classified location is **HIGH** risk. **HIGH** risk should be selected when Hazard and Danger pay are implemented in the travel or assignment.
VZA	CLASS Sole Low Risk FVWC Foreign Travel NonDoD	Travel to classified location in support of classified customer, but travel is not chargable back to the contract (i.e. indirect) **LOW** Risk Location. If Hazard and Danger pay are not included, use **LOW** risk.
VZB	CLASS Sole High Risk FVWC Foreign Travel NonDoD	Travel to classified location in support of classified customer, but travel is not chargeable back to the contract (i.e. indirect). **HIGH** Risk Location. **HIGH** risk should be selected when Hazard and Danger pay are implemented in the travel or assignment.
VZD	CLASS Low Risk FVWC Foreign Travel	This code is used for ***all U.S. Government contracts*** other than the "classified customer." Use code when

|		traveling to classified location, but customer is not classifed, and travel is not chargeable back to the contract (i.e. Indirect). Classified location is **LOW** risk. If Hazard and Danger pay are not included, use **LOW** risk.
VZE	CLASS High Risk FVWC Foreign Travel	This code is used for **_all U.S. Government contracts_** other than the "classified customer." Use code when traveling to classified location, but customer is not classifed, and travel is not chargeable back to the contract (i.e. Indirect). Classified location is **HIGH** risk. **HIGH** risk should be selected when Hazard and Danger pay are implemented in the travel or assignment.

If you have any questions about when to use the appropriate country TDY (T), FVWC (V), or Classified (Z or VZ) code, contact CorporateInsurance@caci.com and InternationalBusOps@caci.com for assistance.

6. The **Lookup Window** will display. All Temporary Location Codes for International travel will be displayed. **Note**: The Query Button is also Yellow to advise you are reviewing a selection. **Highlight the row** and **Select** the location code with the **(TDY) discriminator** in the description associated with the country relevant to your travel. Do not select a non-TDY Loc code. If travel is not associated with contract and you will be "working" from an alternative location following pre-approval requirements, select the **(FVWC) discriminator** associated with the relevant country.

    When searching T, V, or Z, the selection will display similar to below:
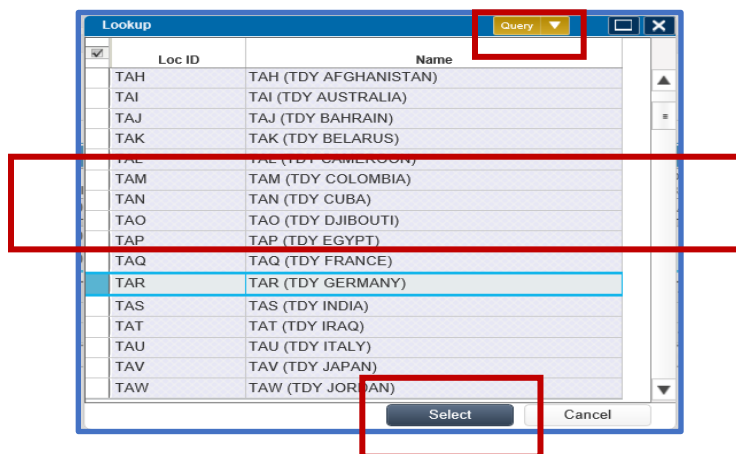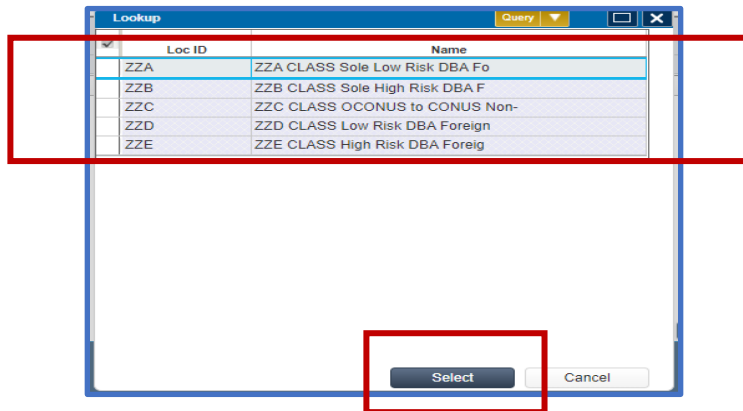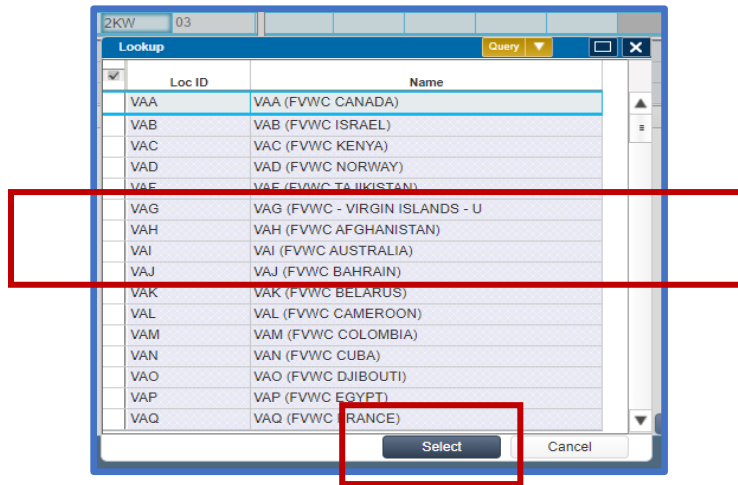
Your timecard will now have the Temporary Location Code associated with the country the work is being performed or associated with your pre-approved "alternative" work arrangement in instead of the default code:

Timesheet Lines

	Line	Description	Project	Loc	Labor Type	GLC	PLC	Org	Pay Type *
	1	INDIRECT LABOR	INDIR.0001	148	03	GEN		24778	R
→	2	PTF 00 PWS 3.9 PMTS	08517.KY16.OPT2.01CB.00DL.0009	148	01	GEN	EDZZ	33452	R
→	3	PTF 00 PWS 3.9 PMTS	08517.KY16.OPT2.01CB.00DL.0009	TAR	01	GEN	EDZZ	33452	R

If you worked Overtime, enter a separate charge point with the Overtime Pay Type, and then follow these instructions to select the Temporary Location Code for the overtime line. The entries will be similar to what is shown below with the OE line will be assigned the Temporary Location Code.

Timesheet Lines

	Line	Description	Project	Loc	Labor Type	GLC	PLC	Org	Pay Type*	Tue 1/19/21	Wed 1/20/21	Thu 1/21/21
	1	INDIRECT LABOR	INDIR.0001	148	03	GEN		24778	R	6.00	8.00	
	2	PTF 00 PWS 3.9 PMTS	08517.KY16.OPT2.01CB.00DL.0009	148	01	GEN	EDZZ	33452	R			
✓	3	PTF 00 PWS 3.9 PMTS	08517.KY16.OPT2.01CB.00DL.0009	TAR	01	GEN	EDZZ	33452	R			10.00
✓	4	PTF 00 PWS 3.9 PMTS	08517.KY16.OPT2.01CB.00DL.0009	TAR	01	GEN	EDZZ	33452	OE			2.00

If traveling to multiple countries, you will need to enter a separate line on your timecard for each country you visit and/or claim expenses. To determine if you need to enter a different country code for layovers, please see guidance below and the example of a timecard with time charged to multiple countries.

- Once you leave the US, you should code your time to the destination country you are traveling to. If your layover does not require departure from airport security, you do not need to enter a different country code. However, if your layover, requires you to remain in a country awaiting a connecting flight and you will leave the airport to stay in accommodations, you should enter a temporary location code for the duration of your stay in the layover country.
- Upon leaving the Overseas Country to travel back to a CONUS location, you should code your time to the country you are leaving until you reach the United States.

Timesheet Lines

	Line	Description	Project	Loc	Labor Type	GLC	PLC	Org	Pay Type*	Mon 1/18/21	Tue 1/19/21	Wed 1/20/21	Thu 1/21/21	Fri 1/22/21
	1	INDIRECT LABOR	INDIR.0001	148	03	GEN		24778	R	4.00	6.00	8.00		
	2	PTF 00 PWS 3.9 PMTS	08517.KY16.OPT2.01CB.00DL.0009	148	01	GEN	EDZZ	33452	R					
✓	3	PTF 00 PWS 3.9 PMTS	08517.KY16.OPT2.01CB.00DL.0009	TAR	01	GEN	EDZZ	33452	R				10.00	
✓	4	PTF 00 PWS 3.9 PMTS	08517.KY16.OPT2.01CB.00DL.0009	TAR	01	GEN	EDZZ	33452	OE				2.00	
→	5	PTF 00 PWS 3.9 PMTS	08517.KY16.OPT2.01CB.00DL.0009	TAA	01	GEN	EDZZ	33452	R					10.00
→	6	PTF 00 PWS 3.9 PMTS	08517.KY16.OPT2.01CB.00DL.0009	TAA	01	GEN	EDZZ	33452	OE					2.00

If you cannot find the Temporary Location Code for the country you are working in, it may need to be set up. Send email to InternationalBusOps@caci.com for additional assistance.

If you have any further questions concerning these instructions, or International Business Process and procures, please send your query to InternationalBusOps@caci.com.