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State of New Hampshire

DEPARTMENT OF SAFETY
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April 5, 2022

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to MOP 1102 (L), the Department of Safety, Division of State Police, requests authorization for one Trooper to travel over 300 miles one way in their own State Police issued unmarked state vehicle in the amount of \$3,874.60 to attend the Tactical Explosive Breacher Course-Basic/Intermediate in Sykesville, Maryland from May 8, 2022 through May 15, 2022 upon Governor and Council approval. Funding source: 41% Highway Funds; 35% General Funds, and 24% Turnpike Funds.

Funds are available in the SFY2022 operating budget as follows:

02-23-23-234015-40030000	Department of Safety - Division of State Police - Detective Bureau	<u>FY2022</u>
080-500715	Out of State Travel Reimbursement - Operation - State Car (Out of State)	\$3,874.60

EXPLANATION

This request is for approval to travel outside a 300-mile radius for one Trooper in their own State Police issued unmarked state vehicle for the purpose of attending the Tactical Explosive Breacher Course-Basic/Intermediate conducted in Sykesville, Maryland from May 8, 2022 through May 15, 2022. The round trip mileage from Hampton, New Hampshire to Sykesville, Maryland is 935 miles. The total cost for travel by air and use of a rental car for the 8-day time frame in Sykesville, MD \$1,904.13. The cost to travel by state vehicle is \$1,039.60. The savings to travel by state vehicle versus travel by air is \$864.53 (see Attachment A for comparisons). The employee will not be paid overtime during the time frame of this travel.

The purpose of this travel is to attend the Tactical Explosive Breacher Course-Basic/Intermediate. This training is provided by Forced Entry Tactical Training, a leader in the field of Explosive and Tactical Breaching Training. The 6-day hands-on training will take students from the basic/beginning level of explosive breaching and gradually progress them into intermediate materials. Real life application of this breaching method under various tactical conditions. Students will be taught, drilled, and tested in all aspects of explosive breaching to include: charge calculation, charge construction, target analysis, proper deployment, tactical considerations and various issues pertaining to liability.

The Trooper was selected because he is an essential and qualified member of the Explosives Disposal Unit. The need to have qualified members ready to answer these types of calls/operations is important to our mission. The Trooper is traveling in their own cruiser due the amount of their own tactical equipment needed for this training. All maintenance on the State Police issued unmarked state vehicle is up to date. The Division of State Police has a policy in place for breakdowns and maintenance of vehicles. If a mechanical issue should occur, notification will be made to the attendees' supervisor and maintenance will be handled through a local contractor in the area.

Respectfully submitted,

Robert L. Quinn
Commissioner of Safety

REQUEST FOR AUTHORIZATION FOR OUT-OF-STATE TRAVEL

Date: March 23, 2022

TO THE HONORABLE GOVERNOR & COUNCIL:

The Department of Safety, Division of State Police, requests permission for Trooper First Class Nicholas Cyr from the Explosives Disposal Unit to travel to Sykesville, Maryland 8 days of out-of-state-travel status from May 8, 2022 to May 15, 2022.

Conference/Workshop/Seminar Title

Tactical Explosive Breacher Course-Basic/Intermediate

Purpose of Travel

Pursuant to the Department of Administrative Services Manual of Procedure (MOP) 1102 (L), the Department of Safety, Division of State Police, requests approval for travel outside a 300 mile radius (see Attachment B) for one Trooper in their own State Police issued unmarked state vehicle for the purpose of attending the Tactical Explosive Breacher Course-Basic/Intermediate from May 8, 2022 through May 15, 2022 at the MSP Sykesville Training Academy in Sykesville, Maryland and the Liberty Range in Marriottsville, MD. The total round trip mileage for one Trooper from Hampton, NH to Sykesville, Maryland is 935 miles. The total cost for travel by air and use of a rental car for the 8-day time frame in Sykesville, MD is \$1,904.13. The cost to travel by state vehicle is \$1,039.60. **The savings to travel by state vehicle versus travel by air is \$864.53** (see Attachment A for comparisons). This employee will not be paid overtime during the time frame of their travel.

The purpose of this travel is to attend the Tactical Explosive Breacher Course-Basic/Intermediate. Global Assets Integrated acquired Forced Entry Tactical Training in 2009. FETT is a leader in the field of Explosive and Tactical Breaching Training.

The 6-day hands-on training will take students from the basic/beginning level of explosive breaching and gradually progress them into intermediate materials. Real life application of this breaching method under various tactical conditions. Students will be taught, drilled, and tested in all aspects of explosive breaching to include: charge calculation, charge construction, target analysis, proper deployment, tactical considerations and various issues pertaining to liability.

The Trooper was selected because he is an essential and qualified member of the Explosives Disposal Unit. The need to have qualified members ready to answer these types of calls/operations is important to our mission.

The Trooper is traveling in their own cruiser due to the amount of their own tactical equipment that they will need for this training.

All maintenance on State Police issued unmarked state vehicles are up to date. The Division of State Police has a policy in place for breakdowns and maintenance of vehicles. If a mechanical issue should occur, notification will be made to the attendees' supervisor and maintenance will be handled through a local contractor in the area. (T-22-045)

Attendee and Title

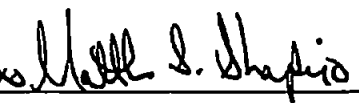
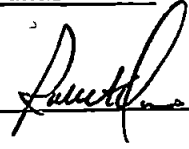
Trooper First Class Nicholas Cyr – Explosives Disposal Unit

Fiscal Information – Summary

<u>bit</u>	<u>Description</u>	<u>Amount</u>		<u>Amount</u>
710	Common Carrier	\$	Appropriation of Out-of-State Travel	\$ 50,000.00
711	Per Diem In Lieu	\$	Amount Expended to Date	\$ 31,060.85
712	Meals	\$ 456.00	Available Balance	\$ 18,939.15
713	Hotel	\$ 1,260.00	Amount requested this authorization	\$ 3,874.60
714	Mileage	\$	Estimated Balance Available	\$ 15,064.55
715	Operation State Car	\$ **523.60		\$
717	Miscellaneous	\$ ***60.00		
719	Registration Fees	\$ 1,575.00	**State Mileage Reimbursement Rate – Round Trip = \$.56 per mile x 935 miles)	
	TOTAL	\$ 3,874.60	***Tolls – Approx. (Round Trip)	

Appropriation Code: 15-023-4003-080-500715

Source of Funds: 41% Highway Funds; 35% General Funds, 24% Turnpike Funds

Division Director:  Commissioner of Safety: 

ATTACHMENT A

AIR TRAVEL BREAKDOWN

TRAVEL BY AIR - TIME REQUIRED:

Round Trip (R/T) to Manchester Airport in Vehicle from Residences in Hampton, NH <i>[Hampton = .90 Hours One Way = 1.80 Hours Round Trip]</i>	1.80 Hours
Arrival Time at Manchester Airport Prior to Departure	1.50 Hours
Air Travel from Manchester Airport to Baltimore, MD	5.57 Hours
Arrival Time at Baltimore Airport Prior to Departure	1.50 Hours
Air Travel from Baltimore Airport to Manchester, NH	<u>4.90 Hours</u>
Round Trip	13.47 Hours –

TRAVEL BY AIR - TRIP COST INCLUDING AIR TRAVEL:

Airfare [For one Trooper]	\$ 628.20
*Baggage Fee – Round Trip <i>[\$30.00/Each One Way]</i>	\$ 120.00
Rental Car – Approximate for 8 Days	\$ 699.93
Meals (8 Days x \$57.00/Day) <i>[GSA Rate]</i>	\$ 456.00

TOTAL COST TO TRAVEL BY AIR	\$ 1,904.13
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*Please Note: Additional costs will be incurred for shipping equipment items needed for training.

TRAVEL BY VEHICLE COST BREAKDOWN

TRAVEL BY VEHICLE – TIME REQUIRED:

Hampton, New Hampshire to Sykesville, Maryland

15.00 Hours – Round Trip

TRAVEL BY VEHICLE – TRIP COST:

State Mileage Reimbursement Rate – R/T for One State Vehicle from
Hampton, NH to Sykesville, MD

[\$.56 per mile x 935 total miles]

\$ 523.60

Tolls (R/T) – Approximate

\$ 60.00

Meals (8 Days x \$57.00/Day) *[GSA Rate]*

\$ 456.00

TOTAL COST TO TRAVEL BY VEHICLE:

\$1,039.60

COST COMPARISON USING MOTOR VEHICLE TRAVEL

AIR TRAVEL: \$1,904.13

VEHICLE TRAVEL: \$1,039.60

SAVINGS IF DRIVEN: \$864.53

ATTACHMENT B

DEPARTMENT OF ADMINISTRATIVE SERVICES – MANUAL OF PROCEDURES

Section 1102 General Reimbursement Policy

- (A) These policies apply to all Executive Branch agencies.
- (B) It is the State's policy to limit costs to only those expenses that are necessary to conduct State business.
- (C) Employees who are on travel status are required to keep costs within reasonable limits.
- (D) These policies are intended to provide clear and consistent guidelines and procedures to ensure:
 - 1. Employees are reimbursed fairly and in a consistent manner.
 - 2. Employees are provided with clear and consistent travel expense reimbursement instructions.
 - 3. Compliance with applicable state and federal regulations (RSA 4:15, OMB Circular A-87, etc) and meet the Internal Revenue Service (IRS) definition of an accountable plan.
 - 4. Expenses and reimbursements that conform to this policy are not reported as taxable income to the individual with the exception of call back commuter mileage.
- (E) Only travel performed in the course of State duties shall be reimbursable under the provisions of RSA 4:15.
- (F) Heads of departments, assistants, and employees shall not be allowed the expense of travel between their residence and their official headquarters.
- (G) Travel reimbursement shall not include any costs that are incurred solely for the convenience or enjoyment of the employee.
- (H) All requests for out-of-state travel requiring authorization of Governor and Council shall be made on the prescribed, "Request for Authorization of Out-of-State Travel," showing the full detail of expense to be incurred and the justification for the request.
- (I) All requests for out-of-state travel requiring authorization of Governor and Council shall be transmitted through the budget office with an original and three copies.
- (J) The mode of travel, performed within a 300 mile radius of the employee's official headquarters, shall be at the discretion of the employee's department head or designee.
- (K) The mode of travel, performed outside of a 300 mile radius of the employee's official headquarters, shall be economy class airfare on commercial airlines.
- (L) Governor and Council approval shall be required for travel, performed outside of a 300-mile radius of the employee's official headquarters, by any mode other than economy class airfare on commercial airlines flying.

- (M) The Commissioner of the Department of Administrative Services, or designee, may approve exceptions to provisions of this policy, to the extent justified and approved by the employee's department head or designee.
- (N) The Governor and Executive Council shall make the final determination in dispute concerning the reimbursement of travel expense.