

HQ AETC TDY-TO-SCHOOL PROGRAM HANDBOOK



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<https://tdyotoschool.us.af.mil/login/>
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HQ AETC/FM Funded TDY-to-School Program Handbook

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Chapter 1

AETC/FM TDY to School Program

Section 1A - Overview

1.1. Introduction: This handbook serves as a general reference guide for Force Support Squadron (FSS), Military Personnel Squadrons (MPS) and other organizations that use Air Education and Training Command (AETC) TDY-to-School (TTS) training funds. This handbook provides information on obtaining certified orders or the TDY-to-School DTS Line of Accounting (LOA) for Mission Readiness (MRT), Field Training Detachments (FTD), FLY Training, Technical training, Medical, Air University (AU) and Air Force Institute of Technology (AFIT) training courses of 20 weeks or less as identified in the Education and Training Course Announcement (ETCA) website <https://etca.randolph.af.mil/> and in the Oracle Training Administration (OTA) and the Military Personnel Data Systems (MILPDS) database.

1.2. AETC TDY-To-School (TTS) Program Authority: AETC/FMAM is responsible for overall execution of the TTS budget and policy. AETC/FMAMT is responsible for the certification/cross orging the TDY to School funds; POC for procedural questions (i.e., leave, automatic entitlements, schoolhouse holiday shutdowns, etc.), orders processing and funding impacting TDY-to-School travelers. If they are unable to resolve your problem/concern, they will contact HQ AETC/FMAM for resolution. If you have a generic question and do not know where to go, please contact AETC/FMAMT via email at: tdy.school@randolph.af.mil (FSS or MPS must refer to applicable references to insure accuracy in preparing orders and amendments.)

1.3. TDY-To-School Procedures (Routine Orders): AETC TDY-to-School funded course requests must be submitted thru the TDY-to-School web site to capture the TTS quota, validate the training line number (TLN), and cross-org the line of accounting to the traveler in DTS (<https://www-aetc.af.mil/fm/tools/ttsnet.2.0/home/>). The traveler will be sent an email with the course specifics, and the LOA that will be cross-orgd to them in DTS. It is recommended the request be processed in TTS prior to creating orders in DTS to prevent delays in members completing their orders. It will be the member's responsibility to update their DTS profile, make travel arrangements and sign the documents. Requests for routine orders will be processed 2-3 weeks prior to class start date, contingent upon when the request was submitted and funds availability.

Only the AETC/FMAMT certifying officials may authenticate, certify availability of funds and issue travel order/authorization numbers for AETC-funded training courses/quotas. DO NOT cite your base travel order number on AETC-issued travel orders.

1.3.1. AETC/FMAMT certifying officials will adhere to the following procedures:

1.3.1.1. Orders are processed 2-3 weeks prior to class start date.

1.3.1.2. Orders with a proceed date for the upcoming week-end are completed first to include the request for corrections and or certifications.

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NOTE: Students who have a departure date on the weekend and/or the following Monday must submit their request/order to AETC/FMAMT before 1400 hours (Central Time) on the Friday prior to departure to ensure the order is processed in a timely manner. Failing to do so could result in a delay of processing the request/order.

1.4. Governing Regulations:

- AFI 65-103, Temporary Duty Orders
- AFI 65-114, Travel-Policy and Procedures for Financial Services Offices
- AFI 65-601, Budget Guidance and Procedures
- AFI 33-328, Administrative Orders
- AFI 36-3003, Military Leave
- AFI 36-2110 Assignments, Chapter 4, Temporary Duty (TDY) Assignment
- AFI 36-2616, Technical Training Requirements Programs
- Joint Travel Regulation (JTR)
- DoD Financial Management Regulation (DoD-FMR), Volume 9
- AFMAN 34-102
- AF DTS Business Rules
- Education & Training Course Announcements (ETCA)

1.5. Non-Reimbursable Expenses; AETC TDY-to-School does NOT pay for: Passport fees, health insurance, internet service, dual lodging cost, GPS on rental cars, rental car insurance, late checkout fees, calls home or to their office, express shipment of GTC new cards, household goods/storage or shipping, including DITY moves and In and Around mileage at TDY location.

1.6. Responsibilities of TDY-to-School & FSS/MPS: AETC/FMAMT will only process "T" quota types (AT - Enlisted, OT –Officer, CT – Civilian) in an Active Duty Status or DoD employees.

1.6.1. The AETC/FMAMT, TDY-to-School certifying officials are not authorized to process non "T" quota type training. The following list is funded by the Unit or MAJCOM:

- AN - Enlisted USAF PCS or Guard/Reserve Funded request
- ON - Officer USAF PCS or Guard/Reserve Funded request
- OP - Officer Unit or MAJCOM funded or no funds involved
- AP - Enlisted unit funded
- CP – Civilian unit funded, or no funds involved
- Or any military status except active duty Air Force

1.6.2. AETC TDY-to-School is not authorized to fund Reserve members training quotas. If the quota is loaded in MilPDS as a Reservist, the member or the formal training office must e-mail the proper forms, listed below, showing the member has come on as active duty to: tdy.school@randolph.af.mil.

1.6.2.1. *R Reserve Officer (AF Form 766 needed) or Special Order authorized by the

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President under Title 10

1.6.2.2. *S Reserve Airman (AF Form 938 needed)

1.6.2.3. Navy and Marine Officers: AETC does not fund Navy and Marines members unless they are a Pilot Instructor and attending a Pilot Instructor Training course.

1.6.3 The AETC/FMAMT, TDY-to-School office will accept AETC funded TDY order requests more than 30 days prior to proceed date for routine orders or 90 days prior for PCS orders. FSS/MPS and Orders Preparers must:

1.6.3.1. Obtain from the traveler: projected leave dates for before and/or after TDY, government travel card, any unit funded authorization, and any other information that will affect the TDY orders before submitting the order. This will avoid any amendments that have to be done to correct orders after they have been issued.

1.6.3.2. Verify each RIP in MILPDS. Ensure the information about the traveler is accurate. You must confirm the Quota Status in MILPDS before submitting the order:

1.6.3.3. "B" sub-allocated quota confirmed by FSS/MPS

1.6.3.4. "C" Quota confirmed by MAJCOM - no RIP generated

1.6.3.5. Ensure the training course is funded by AETC, valid "T" Quota and TLN in MilPDS (not all "T" quotas are funded by AETC TDY-to-School, please verify in the ETCA before submitting the request.

1.6.3.6. You may also check MILPDS by double clicking in the TLN in the records retrieve field for more information.

1.6.3.7. Make sure MILPDS/OTA is updated before submitting order for substitute traveler.

1.6.3.8. Contact your Training Requester Quota Identifier (TRQI) with concerns about information in MILPDS/OTA.

Section 1B - MilPDS & TLN's

1.7. Changing MilPDS DIR 3 to DIR 1: All students travel status that reads "DIR 3" means that the student must take the training "en route". If you wish to change the travel status to a DIR 1 (TDY and return), the FSS/MPS will route it through the appropriate AFPC functional. This is the person who will coordinate the change from "DIR 3" to "DIR 1" with AETC/FMAM. If the FSS/MPS does not have a good contact, they should call the AFPC contact center to be connected with the appropriate functional in DPAA (Airman Assignments).

Section 1C - Per Diem Meals

1.8. Missed Meals: Students attending AETC TDY-to-School courses under the TTS umbrella, will be authorized the per diem rate in accordance with AFMAN 34-102, Directory of Government Quarters and Dining Facilities, for the base where the AETC TDY-to-School funded course resides. If the member missed meals, we will not change the per diem entitlements with an amendment to the orders, but the student has the option to work with local FSS/MPS Finance office and fill out an AF Form 2282 "Statement of Adverse Effect."

1.9. How to Calculate Per Diem: Per Diem Rate = Max Lodging + Meals (Local Meals, Proportional, or Government) + Incidental rates, Web Link: <http://www.defensetravel.dod.mil/>.

1.10. Consecutive TDY (DoDFMR, Vol 9/AFI 65-114): Per diem is payable for the interval between two periods of TDY if the interval exists through no fault of the traveler and the traveler either remains at the first TDY location or travels to the next TDY location within the allowable travel time.

1.10.1: (RegAF Only) TDY to attend course of Instruction in Conjunction with PCS (AFI 36-2110, Chap 3). See Table 3.1 for specific rules on the 7 days between class rules.

Section 1D - Per Diem Lodging

1.11. TDY at a Military Installation: A DoD Service Member must use available Government quarters if ordered to a U.S. installation. A civilian employee is encouraged, but not required, to use available Government quarters unless traveling to an ILPP site. A civilian employee is required to use Government quarters at an ILPP site. If the member is directed to use government quarters but uses other lodging, the member will only be reimbursed up to the government quarters on the assigned TDY installation.

1.11.a. Integrated Lodging Program Pilot: With the implementation of the Integrated Lodging Program Pilot (ILPP) in June 2015 and the DTS lodging reservation module, students should first check with the schoolhouse to see if lodging has been reserved for them for their upcoming training, and if they are going to be billeted on base, and that it has been confirmed (in the same way you did before the ILPP and DTS lodging reservation module was online). If the answer is "yes" then students will not use the program within DTS to make their lodging reservation, they will decline on-base Lodging, choose a proper reason code in the DTS pre-audit and write in the audit flag to their Approving Official that on-base Lodging is, in fact, being used and was secured by the schoolhouse.

For more detailed information on ILPP go to: <http://www.defensetravel.dod.mil/site/lodging.cfm>

Section 1E - When to Request PCS or Authorize TDY:

1.12. When to Request PCS or Authorize TDY (AFI: 36-2110). When a MAJCOM (or equivalent) has an operational mission which exists at a specific location for more than 180 consecutive days, then consideration should be given to establishing a permanent AF unit at that location, allocation of manpower authorizations and accomplishment of the mission by assignment of Airmen in PCS status. It is recognized that it's not always possible to determine the exact length of time needed to accomplish a mission and sometimes long-term TDY is necessary because PCS assignment to a location is not feasible. However, for Airmen assignment planning purposes, the 179 day guideline is normally used in determining which missions can be met via TDY and which should be satisfied on a PCS basis. NOTE: As a reminder, normally before an assignment OPR can assign an Airman OS in PCS status, a Status of Forces Agreement exists (excluding PCS to Alaska, Hawaii, or a territory or possession of the U.S.), the OS PCS tour length is requested and approved per Chapter 6, an AF unit is established with manpower positions authorized, and other personnel support actions essential to permanent assignment of US Airmen are completed. When the prerequisites for PCS of Airmen have been completed, then a MAJCOM (or equivalent) may request the assignment OPR assign Airmen on a PCS basis (see paragraphs 3.2, 5.3, and 6.5)..

1.13. More Than One Course At The Same Location: While a member may attend more than one course at the same location, back to back, it cannot exceed a combination of 99 academic days or 20 weeks.

1.14. TDY in Conjunction With PCS (AFI 36-2110 3.6.3): Restrictions on TDY In Conjunction With PCS. Comptroller General Decisions and the Joint Travel Regulation place some special restrictions on TDY of Airmen who have also been selected for PCS. Accordingly, the AF has established a number of personnel management policies as outlined below to avoid TDY which could conflict with restrictions imposed. Requests for TDY enroute PCS must be approved by the assignment OPR and the authority for funding of the TDY verified. **(T-1)**

1.15. Travel Involving Two Fiscal Years: Travel orders that involve travel in two fiscal years must contain the appropriations for both FYs.

1.16. Changing Course Graduation Dates (CGD): (Wash Back): The student graduation date must be updated in MILPDS before amendments can be processed. This is done to ensure proper entitlements are paid to the traveler.

1.16.1. If a member returns back to his Primary Duty Station (PDS) location any time before CGD this terminates the order. An amendment is needed to adjust the dates. If the member will be returning to the class, a new TLN number is needed to request a new order.

1.17. Christmas Break: Members may take leave or return home during Christmas break, but the member must not file a settlement voucher if he/she has remaining training after the break, doing so will terminate the order and corresponding TLN. Travelers must follow JTR and local policies for per diem entitlements.

1.18. Proceed Date: The on or about date is an estimated date for TDY departure. Although the member may leave 7 days before the proceeding date AETC TDY-to-School will only pay for 1 travel day for CONUS and OCONUS (any flight time exceeding 14 hours, AO can authorize an

additional travel day), excess travel time may be charged as leave. Contact your servicing finance office for specific details and entitlements. If the member takes leave prior to the TDY; the proceed date will need to be adjusted. Students are not authorized early reporting unless a Special Authorization is requested or authorized in the ETCA for that particular course.

1.19. Confirmatory Verbal Order: (VOC – Verbal Order of Commander) Refer AFI 65-103, *Do not issue verbal orders unless absolutely necessary. Verbal orders are authorized only when time prevents written orders from being published in advance of travel. Verbal orders must be confirmed (in writing) as soon as practical for the order writers to produce an order (**T-1**). Include in the written order the date and by whom the verbal order was issued and a statement why written orders were not issued earlier. For example, "The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance." On form orders, this can be included in the remarks block. When an order is published by an organization that authenticates orders for several units (host/tenant situations), include the unit issuing the verbal order.

1.20: Variation in Travel (AFI 65-103): Variations are not authorized when attending a TDY to school course.

1.21: Authorized mode of Transportation for TTS: AETC TDY-to-School's authorized mode of transportation is to fly. If a student elects to drive their POV then you must follow the guidance in the DTS Document Processing Manual, Chapter 9, Constructed Travel and the JTR. Your Approving Official must make the determination which is most beneficial to the Government as stated in Chapter 9 and the JTR.

1.22. Training Outside Contiguous 48 States: TDY-to-School does not pay for MRT Flying or Tech Training courses with the exception of the Arctic Survival course.

Section 1F - TDY to School Special Authorizations

1.23. Special Authorization: (AFI 65-103) A special authorization is something that adds to the cost of normal travel and will only be requested when needed to accomplish the mission. When travel cannot be made by normal transportation modes, or when special authorizations are required to carry out travel. Justifications for special authorizations must be based on advantage to the government. Convenience to the traveler is never a reason for approving a special authorization.

Must be requested prior to travel occurring. The POC will be on the email you receive from the AETC/FMAMT, TDY-to-School office. If you did not receive an email contact the AETC/FMAMT, TDY-to-School office via email: tdv.school@us.af.mil.

Receipts are required to be uploaded into the substantiating records in DTS regardless of the cost (i.e. gas, rental contract, etc.). If you

1.24. Rental Car: As a general rule TTS does not fund rental cars; you should check with your unit first. If you do request a rental car, sharing of the special conveyance by official travelers at the training location is required when using AETC funds. It must be to the Governments

advantage, and not for personal preference or minor inconvenience. Use is limited to official purposes only.

1.25. Excess Accompanied Baggage: A special authorization is required prior to traveler going TDY for any excess baggage, and it must be authorized in the course requirements section of ETCA for the TDY-to-School Course. ETCA web link: <https://etca.randolph.af.mil/>.

1.26. Registration Fees: Refer to JTR APP R, Conferences, Registration Fees, DoD FMR, Vol 9, Chap 5, AFI 65-601, Vol 1, Chap 4 & AFI 65-103, section 4.42. AETC will pay up to \$100 for registration for non-medical courses.

AETC Medical courses: Registration fees for members with an AETC funded quota will be paid by member or local O&M funds from the MDG.

1.27. Actual Expense Allowance (AEA) – 300% rule: Allows a traveler to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of per diem, or the prescribed per diem rates. (JTR 020307).

1.28. TTS POC for Special Authorization: Refer to your “Congratulations” email sent by AETC/FMAMT, under “Policies Unique to AETC TDY-to-School Program, #2.

1.29. TDY Funding of Unqualified Students web link: <https://etca.randolph.af.mil/>

1.29.1. When students are returned to their parent command (or held pending disposition) as a result of being unqualified to enter an Air Force training program course, all TDY expenses to and from the school will be borne by the parent command. The MAJCOM concerned and the students’ parent organization will be informed before directing unqualified student to return to their permanent duty station. Once the MAJCOM and parent organization are notified, the student is released back to their Permanent Duty Station (PDS). The organization publishing orders will ensure the orders are amended to show the parent unit fund citation.

1.29.2. School administrators will ensure all possible actions are taken to rectify any discrepancies that may disqualify students from entering training. The MAJCOM concerned and the students’ parent organization will be informed before directing unqualified students to return to their permanent duty station.

Chapter 2

TDY to School Web Site Requests

2.1. TDY-to-School FSS/MPF/Traveler Authorized Requestor Registration

REGISTRATION:

***In order for the AETC funded TDY requestor to be processed, the requestor needs to register.**

*****See next page for continuation of registration. PASSWORD will be sent to your email address as soon as possible, if you do not get a response in one day E-mail registration request to "Randolph TDY to School" E-Mail box.**

From 0700-0900 Central Time every Wednesday this web site is subject to be down for routine maintenance. If you're experiencing problems connecting during that time, please try after the specified time. If problems persist after that period call our help desk.

...ent (DOD) Information System (IS) that is...
...any device attached to this IS; you...
...of readers, communications on this IS for...
...of IS, penetration testing, COMSEC...
...and defense, personnel misconduct (PM)...
...intelligence (CI) investigations...
...of and other data stored on this IS...
...stored on, this IS are not private, are...
...creation, and search, and may be...
...for other purposes...
... (e.g., authentication and access...
...is not for your personal benefit or privacy...
...ing this IS does not constitute consent to...
...or monitoring of the content of...
...or product, related to personal...
...orneys, psychologists, or clergy; and...
...... and work product are private and...
...... See user agreement for details.

Private Web Site Restriction
This site is intended for the use of the U.S. Military only. Do not reproduce or distribute the content of this site to a wider audience without coordination with the information owner, your unit legal and public affairs offices.

External Link Disclaimer
The appearance of hyperlinks does not constitute endorsement by the U.S. Air Force or the information, products, or services contained therein. For other than authorized activities (such as military exchanges and morale, welfare and recreation sites, the U.S. Air Force does not exercise any editorial control over the information you may find at these locations. Such links provided are consistent with the stated purpose of this DOD Web site.

If you have any questions or comments about the information presented here, please forward them to the [TDS Statement](#).

Reference for DoD: [Accession Center 200](#)

Please contact your AETC/FMAMT POC via email at tdy.school@us.af.mil for any questions regarding registration errors or any other problems encountered.

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2.1.1. Fill out the User Registration Form



User Registration
** denotes mandatory fields*

SIAN: * Your SIAN: *

First Name: * Middle Initial: Last Name: *

Title: * Grade: * Organization: * PAS Code: * PAS Code Lookup

Org Email: * Org Email: *

OSN Number: * Fax: Ref: * Select your role

This should be the order requestor's information such as the MPF, traveler or authorized person as a requestor for the traveler's

***PAS Code Lookup Click on this and select the correct PAS CODE to fill out this block. (See next page for more detail on how to find your Pass Code.)

Order Publishing Location Block

State/Country: * Location: *

Zip/AFPO * MAJCOM: *

Input YOUR BASE information/Unit location including MAJCOM symbol.

Requesting Official Block

First Name: * Last Name: * Title: * Grade: *

Email: * (url)

Approving/ Directing Official Block

First Name: * Last Name: * Title: * Grade: *

Email: * (url)

*If you have registration questions please contact the TDY-To-School office at 603/487-2071 or via email here

The approving official should be a supervisor or commander, or someone who is authorized to sign the orders. It cannot be the same person as the traveler.

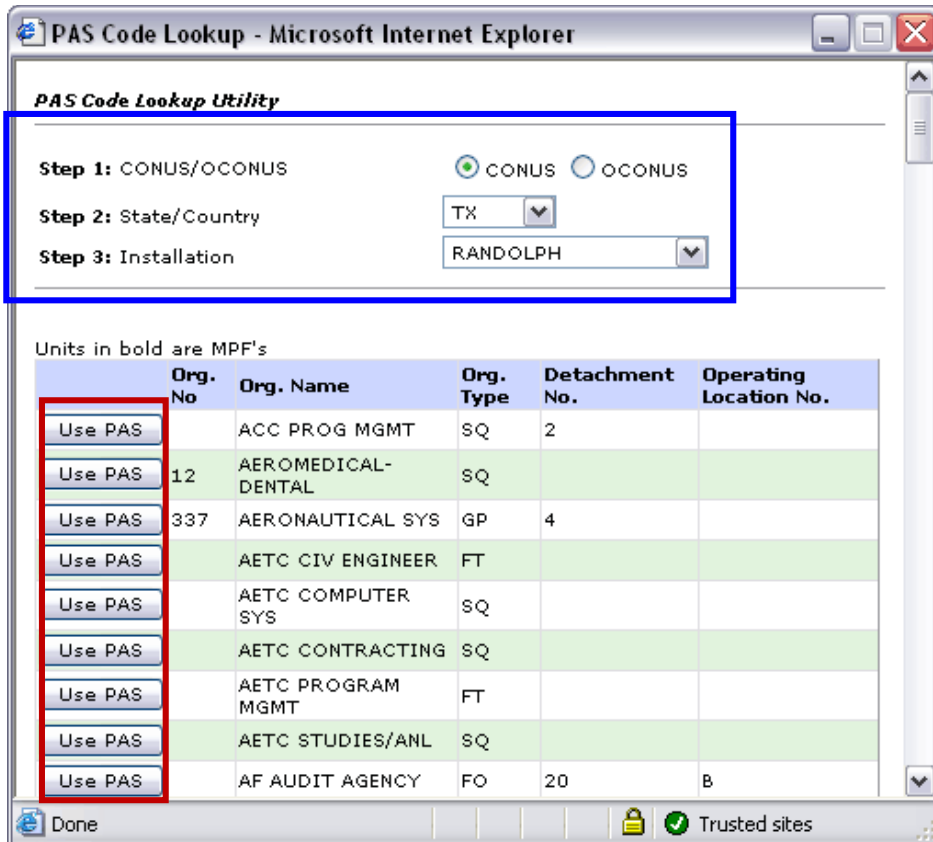
If the same person is both the requesting and approving official, make sure you still provide another person's email or you will receive two copies of the orders.

Click REGISTER after completing the requested information above.

***Recommendation to put the Organization email address at the Approving Official in order to get a copy if the requestor is not present.

Once completes, the registration portion is complete.

2.1.2. PAS Code Lookup



PASS CODE Lookup:

Complete Steps 1 thru 3 at the top.

Select the Use PAS with your Organization No and Org. Name in order to find out the correct PAS Code.

2.1.3. CAC-Enabling an Account



Click the CAC-Enable link.
This should bring up the digital certificate box.

Select the correct CAC Certificate.

Click OK.

2.1.4. CAC - Log In, Problems & Errors Help

TDY-TO-SCHOOL

If you had clicked cancel on the previous step. You will get this error message. You need to restart your browser and ensure that you select a certificate when you are asked to.

You must insert your CAC card to enable your profile. If you chose not to provide a certificate you must restart your browser.

To CAC enable your account by matching your profile with the current card, enter your Email Address and Password.

Email Address: john.doe@randolph.af.mil
Password:

CAC-Enable Account

This error occurs when the chosen certificate doesn't meet the following criteria:

1. Certificate has not expired
2. Certificate is issued by U.S. DoD
3. Certificate name is the same as the registration name.

Developing America Today... For Tomorrow

You must insert your CAC card to enable your profile. If you chose not to provide a certificate you must restart your browser.

To CAC enable your account by matching your profile with the current card, enter your Email Address and Password.

Email Address: john.doe@randolph.af.mil
Password:

CAC-Enable Account

Did you forget your [password](#)?
New user? Register [here](#).



Change Your Password

To change your password, follow the steps below.

Passwords must follow these guidelines:

- *They must be changed every 90 days.
- *They must be between 8-20 characters.
- *They must contain at least one upper case letter.
- *They must contain at least one lower case letter.
- *They must contain at least one number.
- *They cannot have spaces.
- *They cannot match any of your last 9 passwords.
- *They cannot have 4 contiguous characters that match your last password.
- *They must contain at least one special character.

A screenshot of a web form for changing a password. It consists of three input fields stacked vertically, each with a dark blue label to its left: "Old Password:", "New Password:", and "Confirm Password:". Below the input fields is a blue "Submit" button. A large, light blue arrow with a red outline points upwards from the text box below towards the "Submit" button.

If a user is CAC-Enabling their account before they have changed their temporary password they will be prompted to change their password.

If this is the case the user's account has successfully been CAC-Enabled.

2.2. TDY-to-School Certification Request

The screenshot shows the TDY-TO-SCHOOL login interface. At the top, the logo reads "TDY-TO-SCHOOL" with the tagline "Developing America's Airmen Today For Tomorrow". Below the logo are input fields for "Email Address:" and "Password:". A "Login" button is positioned below these fields. A red arrow points from a yellow callout box to the "Login" button. Below the button, there is a link for "Forgot your password" and a link for "New user? Register here". A navigation bar contains links for "Login", "CAC-Login", "Register", "Forgot Password", and "CAC-enable". A large yellow arrow points from a yellow callout box to the "CAC-Login" link. The page includes a disclaimer and contact information for the TTS Webmaster.

LOGIN (if you fill out the Registration Form already) by using the **EMAIL ADDRESS** that was used in **Registration Form** and **PASSWORD** that was sent through your email address.

Once registration is completed, you need to log in at **CAC-Login** to start a new request of an order.

Disclaimer: The appearance of hyperlinks throughout this site does not constitute endorsement by the U.S. Air Force of this web site or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation sites, the U.S. Air Force does not exercise any editorial control over the information you may find at these locations. Such links are provided consistent with the stated purpose of this DoD web site.

If you have any questions or comments about the information presented here, please forward them to the [TTS Webmaster](#).

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2.2.1. Creating a New AETC TDY-to-School Funded Request

TDY-TO-SCHOOL
Developing America's Airmen Today for Tomorrow

Home | TTS | Account | TTS Office | Help | Logout | LOGIN

USER DETAIL
Patrick Copperheat
912 CPTS
RANDOLPH AFB, SAN ANTONIO, TX

LOGIN INFORMATION
Current Status:
LOGIN S000
6/30/2014 8:09:00 AM
Last Status:
LOGIN S000
6/30/2014 8:08:00 AM
*Please report any anomalous activity to the [TTS administrator](#) or the [TTS Webmaster](#).

SITE REQUIREMENTS

- Internet Explorer 5.0 +
- Java enabled
- Best viewed with a 1024x768 (or higher) screen resolution

*For more information contact your systems administrator or the [TTS Webmaster](#).

EXTERNAL LINKS
[AF LINK](#)
[AF CDOTAL](#)
[AF FLSD](#)
[DEFENSE TRAVEL SYSTEM](#)
[DTS](#)
[DCSA WEBSITE](#)
[FIRST SOCV](#)
[GSA](#)
[TTS \(See APPENDIX O\)](#)
[PER DIEM COMMITTEE](#)

DTS LINKS AND DOCUMENTS
[DTS](#)
[Creating Order in DTS for Single Course](#)
[Creating Order in DTS for Multiple Courses](#)
[Tips for Successful TDY-To-School Travel](#)

Navigation: Home | **New Request** | Profile | Contacts | Site Use and Monitoring | Account/Info/Session 388 | LOGOUT TIME: 10:43

*A 22 Fagor image courtesy of the Air Combat Command (www2.acs.af.mil)

HQ AETC/FM Funded TDY-to-School Program Handbook

Traveler's SSN:
Click traveler SSAN box (No dashes in SSN or TLN #)

Travel Types:
Routine or Confirmatory

CLICK Submit to continue to "Personal Info"

Traveler's SSAN:

Travel Types: ROUTINE

Submit

The Submit button – Saves the information that is inputted

If the TDY order request is Confirmatory you need to type in the following statement in the Remarks section:

“The verbal order of the Commander (VOC) on (date) is confirmed; circumstances preclude written orders in advance”.

HQ AETC/FM Funded TDY-to-School Program Handbook

2.2.2. Step 1 of 13 - Traveler Detail

The screenshot displays the 'TDY-TO-SCHOOL' web application interface. At the top, there is a navigation bar with links for Home, TTS, Account, Administrative, TTS Office, Help, and Logout. Below this is a breadcrumb trail: TDY-To-School Request: Step 1 of 9, with sub-links for Personal Info, Locations, Contact, TDY Detail, Fund Cities, Leave, Authorizations, Remarks, and Summary. The main content area is titled 'Traveler Details' and is divided into 'Personal Information' and 'Locations' sections. The 'Personal Information' section shows fields for DEPART: BARKSDALE AFB SHREVEPORT, LA and RETURN: BARKSDALE AFB SHREVEPORT, LA. Below this is a 'Confirm traveler's personal information' form with fields for Last Name, First Name, Middle Initial, Grade (O3), Rank (Captain), Email, Clearance (DCD 1/14), GTC Holder (Select), AFRC Traveler (Select), Supervisor's Email, and Retype Email. A red arrow points to the 'AFRC Traveler' dropdown menu. A 'NEXT >' button is located at the bottom of the form.

PERSONAL INFO

- If the member is found in the personnel data, this page will be populated w/ their info.
- Verify all the data and make necessary changes if needed.
- AFRC Traveler: Check No unless you are an AF Reserve member.
- - Click the NEXT button to continue to "Location".

CONTACT INFO

- *Please use valid Traveler and Traveler's Supervisor's Gov E-mail For Life address which will be validated against the Global Address Listing.
- *If either doesn't match you'll get a notice in red and the check boxes below the E-mail(s) addresses.
- *Only use the check boxes to force acceptance if you know what's entered E-mail address is valid.

HQ AETC/FM Funded TDY-to-School Program Handbook

2.2.3. Step 2 of 13 - Traveler Duty and Depart Locations

TDY-TO-SCHOOL
Developing America's Airmen Today For Tomorrow

Home TTS Account Administrative TTS Office Help Logout **NEW REQUEST**

TDY-To-School Request: Step 2 of 13

Personal Info Locations Quotas TDY Detail Fund Cites Leave Authorizations Remarks Summary

Traveler Details

Personal Information	Locations	Date
PAT SMITH D SSAN: XXX-XX-4573	DEPART: HIROT, ND RETURN: HIROT, ND	DEPART: RETURN:

Confirm the traveler's duty and depart locations

Duty State: ND
Duty Station: MINOT
Duty Zip: 587050000
Depart State: ND
Depart City: MINOT
Duty Phone: 7017232437
Office Symbol: 53A
Unit Assign: 5 SEPSQ

AIRPORT INFO

- Complete all cells
- Click Next

< BACK NEXT >

2.2.4. Step 3 of 13 - Quotas

QUOTAS:

This screen will display all quotas on file for the traveler.

Select from the listing by checking the **BOX** with the valid TLN for the member.

If the TLN is not listed, you may add the TLN to this list by clicking the **ADD LINK**.

If not adding any TLN, you may click **NEXT** button to continue to "TDY DETAIL"

HQ AETC/FM Funded TDY-to-School Program Handbook

TDY-TO-SCHOOL
Developing America's Airmen Today... For Tomorrow

Home | TTS | Account | Administrative | TTS Office | Help | Logout | **NEW REQUEST**

TDY-To-School Request: Step 3 of 9

Quotas | TDY Detail | Fund Codes | Leave | Authorizations | Remarks | Summary

Traveler Details

Personal Information		Locations	Date
PAT SMITH D	DEPART: HINOT , ND		DEPART:
SSAN: XXX-XX-4573	RETURN: HINOT , ND		RETURN:

Select quotas to process

TIP: If your quota is not listed or not selectable, use the ADD link to add a quota.

TLN*	COURSE*	CLASS	START*	GRAD*	FUNDS*	TRQI	POS	STATUS	MILSTAT*	LOCK	CREATED	TA DATE	
<input type="checkbox"/>	MPGS400877	LJGBR3IP1 051A	1400	5/12/2014	8/29/2014	TTS	AH03	DMY	Active	Officer	Y	False	Add

**Only valid quotas are enabled*

< BACK NEXT >

You must look up the TLN in MILPDS each time. If you need a change to a TLN you must contact the TRQI (Training Requester Quota ID) for that course. This is the person who loads the course into the system.

AETC TDY to School only funds "T" (Quota Type) for the following agencies for active duty Air Force members only:

- Air Education & Training Command
- Air Force Institute of Technology
- Air University

HQ AETC/FM Funded TDY-to-School Program Handbook

2.2.4.1. Step 4 of 13 – Quotas, continued...

STATUS: You will need to confirm the “QUOTA STATUS” in MILPDS before sending the order. It needs to be B or C:

“B” Sub-Allocated Quota Confirmed by MPF.

“C” Quota Confirmed by MAJCOM no RIP generated.

TDY-TO-SCHOOL
Develop America's Airmen Today For Tomorrow

Home | TTS | Account | Administrative | Help | Logout

NEW REQUEST

TDY-To-School Request: Step 3 of 9

Quotas | TDY Detail | Fund Cities | Leave | Authorizations | Remarks | Summary

Transfer Detail

Personal Information: / /
 DOE JOHN E DEPART: RANDOLPH AFB, TX DEPART:
 SSAN: XXX-XX-6789 RETURN: RANDOLPH AFB, TX RETURN:

Select quotas to process

TLN*	COURSE*	CLASS	START*	GRAD*	FUNDS*	TRQI	PDS	STATUS	MILSTAT*
PC0883407	UA25T100 888	88021	4/17/2000	4/21/2000	H	9820	E	W	
PC0883204	UA25T100 888	88002	4/28/2000	4/29/2000	H	9820	E	Other US HR Key	
PC0883267	UA25T100 888	88038	7/24/2000	7/31/2000	H	9820	E	W	
PC0883281	UA25T100 881	88041	4/28/2000	9/1/2000	H	9820	E	W	
PC0883250	UA25T100 888	88042	9/11/2000	9/25/2000	H	9820	Active	W	
PC0883170	UA25T100 881	88000	11/27/2000	12/1/2000	H	9820	Active	W	
PC0883125	UA25P8251 881	88894	1/8/2001	1/19/2001	H	H990	540	E	W
PC0883126	5007A	88014	1/5/2001	2/1/2001	H	9820	Active	Foreign Student	
PC0883068	88F1AG 700	881A	5/7/2001	5/28/2001	H	9820	Active	W	
AM0800001	MA21 881	88111	3/5/2002	6/30/2002	UNIT	AM98	Active	Chilren	
AT4000001	FH03T88FL	8801C	11/1/2004	4/20/2005	UNIT	AT48	Active	Chilren	
AT4000002	FH03C88FL	8802C	3/25/2005	4/14/2005	UNIT	AT48	80%	Chilren	
AT0000001	FH03C8 08	8818C	8/1/2006	3/8/2007	TTS	A228	Active	Chilren	
AT1000001	FH5A2	88003	11/21/2006	4/27/2006	TTS	AT18	E	Chilren	
ZE0800002	430818W1 3A1A	88019	9/7/2006	4/5/2007	UNIT	AM10	Active	Enlisted	
ZE0800003	JABAP	99003	8/11/2006	5/8/2006	TTS	AM18	A	Enlisted	

*Only valid quotas are enabled

< BACK NEXT >

ADD: To add a quota click ADD. All the information needed is provided on the RIP sheet for Military members.

Buttons: Update, Cancel, Delete, Add

Add – Add a new row of information.

Ex: To add a TLN to the request you need to click “Add”

Cancel – Cancels an Edit or Add

Ex: If while you are typing in the TLN information and decide not to add it just click cancel

Update or Submit – Save the information that is inputted

Ex: After you type in all the information for your TLN you must click Update to save the data you entered

Delete – To delete the row of information from the request

Ex: If you have already added the TLN but decide you don't need it you can click delete to remove

HQ AETC/FM Funded TDY-to-School Program Handbook

2.2.4.2. Step 5 of 13 – Quotas, continued...

TDY-TO-SCHOOL
Developing America's Airmen Today... For Tomorrow

Home TTS Account Administrative Help Logout NEW REQUEST

TDY-To-School Request: Step 3 of 9

Quotas TDY Detail Fund Citas Leave Authorizations Remarks Summary

Transfer Detail

Personal Information: DOE 308N E SSAN: K00-K0-6709
Location: DEPART: RANDOLPH AFB, TX RETURN: RANDOLPH AFB, TX
Dates: DEPART: RETURN:

Select quotas to process

TLN*	COURSE*	CLASS START*	GRAD*	FUNDS*	TRQI	PDS	STATUS	MILSTAT*	LOCK	CREATED TA	DATE
<input type="checkbox"/>	99020407	LA2217000 990	9902	4/1/2009	4/01/2009	N	9902	G	W		False
<input type="checkbox"/>	99020214	LA2217000 990	9902	4/1/2009	4/01/2009	N	9902	G	Other US Military		False
<input type="checkbox"/>	99020217	LA2217000 990	9902	7/04/2009	7/01/2009	N	9902	G	W		False
<input type="checkbox"/>	99020250	LA2217000 990	9904	5/05/2009	5/1/2009	N					False
<input type="checkbox"/>	99020206	LA2217000 990	9904	5/11/2009	5/25/2009	N					False
<input type="checkbox"/>	99020405	LA2217000 990	9909	11/27/2009	12/1/2009	N					False
<input type="checkbox"/>	49910017	2A270011 990	9904	1/5/2001	1/31/2001	N					False
<input type="checkbox"/>	99020405	2A270011 990	9904	1/5/2001	1/31/2001	N					False
<input type="checkbox"/>	54000000	MAF200 700	54A	5/7/2001	5/19/2001	N					False
<input type="checkbox"/>	49910001	MA27 990	50 99	1/1/2001	3/30/2002	UPET					False
<input type="checkbox"/>	47400001	FSIC27105	9901	12/1/2004	4/30/2005	UPET					False
<input type="checkbox"/>	47400002	FSIC27105	9901	3/25/2005	4/30/2005	UPET	4740 002	Active	Conden	Y	False
<input type="checkbox"/>	49910001	MA27 990	50 99	5/1/2001	5/5/2005	TTS	4991	Active	Conden	H	False
<input type="checkbox"/>	4720 0001	MA27 990	4000	11/25/2008	4/21/2009	TTS	4720	E	Conden	Y	False
<input checked="" type="checkbox"/>	25000000	K00R 14H 0A1A	06015	5/7/2006	4/5/2007	UPET	AM0	Active	Enlited	N	False
<input checked="" type="checkbox"/>	25000000	3ADAP	9903	4/11/2006	5/5/2006	TTS	AM0	Active	Enlited	H	False

**Only valid quotas are enabled*

< BACK NEXT >

QUOTAS:
This screen shot shows what the quota will look like when you selected the TLN box.
Information's about that TLN is highlighted.
Verify all information and click **Next**

HQ AETC/FM Funded TDY-to-School Program Handbook

2.2.5. Step 6 of 13 - TDY Detail

Leg	TLN	FDS	TDY State	TDY City	Lodging	Meals	TR Cost	Billing No.	
0	20180000		FL	FLORISSOLA HRS	AVASL	ALL	0		UPDATE
1	20180000				AVASL	ALL	0		UPDATE

Adding NEW TDY DETAIL:

Verify TDY location, lodging and meals are correct.

** TR Cost is round trip (Air Fare) only. (Required info TR COST)

TDY DETAIL will verify all the information about the class.

* Click UPDATE to accept the information.

* Click NEXT to go to the next page.

Info:

Update – Saves the information that is inputted

Edit – Edit to the current row's information

HQ AETC/FM Funded TDY-to-School Program Handbook

2.2.6. Page 7 of 13 Non-Training Leave

The screenshot shows the 'TDY-TO-SCHOOL' web application interface. At the top, there is a navigation bar with links for Home, ITS, Account, Administrative, Help, and Logout. Below this is a progress bar for 'TDY-To-School Request: Step 6 of 9' with buttons for Leave, Authorizations, Remarks, and Summary. The 'Traveler Detail' section shows personal information for 'DOE JOHN E' with departure and return dates for Randolph AFB, TX. The 'Add Non-Training Leave' form is the main focus, with fields for Start, End, Days, Address, City, State, Zip, Contact Name, and Contact Phone. A red arrow points to the 'Add' button.

Adding Leave for Traveler:
Click **ADD** if member is taking leave.

Leave in the local area is not allowed on DD Form 1610. Leave web is used.

Click **NEXT** if member is not taking leave to continue to "AUTHORIZATION"

This screenshot shows the same 'Add Non-Training Leave' form as the previous one, but with a calendar pop-up for August 2006. The calendar shows the days of the month, with the 11th and 12th highlighted. The form fields are partially filled, and the 'Submit Cancel' button is visible. Below the form are 'BACK' and 'NEXT' buttons.

* Required Blocks. Fill in all required blocks of leave information. Click **SUBMIT** to add leave

Click the **NEXT** button to continue to "AUTHORIZATION" if no leave.

HQ AETC/FM Funded TDY-to-School Program Handbook

2.2.6.1. Page 8 of 13 Non-Training Leave, continued...

If you put the mouse over the quota tab you will get the dates of the course

Add – Add a new row of information.
Cancel – Cancels an Edit or Add.
Submit – Save the information that is inputted
Delete or Remove– To delete the row of information from the request

Leave Rule Of Thumb:
 Proceed Date (is travel day, when the member leave the PDS) --- Start Leave (Next day after the travel day is the start of leave) ---Ending Leave (the day before the CSD) --- Course --- Leave (if there is leave after TDY) --- Return (travel day back to PDS).

Click the **NEXT** button to continue to **“AUTHORIZATION”**

2.2.7. Step 9 of 13 - Special Authorizations

TDY-TO-SCHOOL
Developing America's Airmen Today For Tomorrow

Home TTS Account Administrative Help Logout

TDY To School Request: Step 7 of 9

Authorization	Remarks	Summary
---------------	---------	---------

Traveler Detail

Personal Information		Location	Date
DDE JOHN E	DEPART: RANDOLPH AFB, TX		DEPART: 8/1/2006
SSAN: SOX IX 6789	RETURN: RANDOLPH AFB, TX		RETURN: 4/7/2007

Add Special or Additional Authorizations

Authorization Type	Location	Fund	Fund Code	Cost	Excess Pieces	Excess Lbs	
--------------------	----------	------	-----------	------	---------------	------------	--

< BACK NEXT >

Click the ADD button to add a Special Authorization (i.e. rental car, excess baggage, etc.) A special authorization is something that adds to the cost of normal travel and will only be requested when needed to accomplish the mission. When travel cannot be made by normal transportation modes, or when special authorizations are required to carry out travel. Justifications for special authorizations must be based on advantage to the government. Convenience to the traveler is never a reason for approving a special authorization.

If you have a unit funded item, i.e. rental car, gas, etc., then you will select your unit's LOA in DTS and allocate accordingly.

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2.2.7.1. Step 10 of 13 - Special Authorizations, continued...

ADD Special Authorizations:
Select the authorization type, location, fund, fund cite and cost that is being used for authorization.

Add Special or Additional Authorizations
An AETC TTS funded rental car is only approved for those students off base with a non availability statement and prior approval from the funding POC identified in the AETC TDY to School handbook for the course attending. If the "User" wants to pay for a rental vehicle they can provide AETC TDY to School an authorization letter with fund cite to put on the orders.

Authorization Type	Location	Fund	Fund Cite	Cost		
TDY EXCESS BAGGAGE	PENSACOLA NAS, FL	TTS	TTS Fund Cite	0	Edit	Remove
RENTAL CAR - TDY LOCATION	PENSACOLA NAS, FL	TTS		000	Submit Cancel	

< BACK NEXT >

Click NEXT button to continue to "Remarks".

If you have a unit funded item, i.e. rental car, gas, etc., then you will select your unit's LOA in DTS and allocate accordingly.

Cancel – Cancels an Edit or Add

Ex: If while you are typing in the special authorization information and decide not to add it just click cancel

Submit – Save the information that is inputted

Ex: After you type in all the information for your leave you must click Submit to save the data you entered

Edit – Edit to the current row's information

Ex: If you have already added the special authorization but decide you need to change it you can click Edit to change the information

Remove – To remove all of the information from the request

Ex: If you have already added a special authorization but decide you don't need it you can click remove to remove it.

2.2.8. Step 11 of 13 - Remarks

TDY-TO-SCHOOL
Developing America's Airmen Today... For Tomorrow

Home TTS Account Administrative Help Logout **NEW REQUEST**

TDY-To-School Request: Step 8 of 9

Personal Info Locations Quotas TDY Detail Fund Cites Leave Authorizations **Remarks** Summary

Traveler Detail

Personal Information	Locations	Dates
DOE JOHN E	DEPART: BENTONVILLE, AR	DEPART: 11/28/2005
SSAN: XXX-XX-6789	RETURN: BENTONVILLE, AR	RETURN: 4/28/2006

Additional remarks (will be printed on 1610)

Remarks

Add the VOC Date if the order is Confirmatory and add the following statement:
"The verbal order of the Commander (VOC) on (date) is confirmed; circumstances preclude written orders in advance".

VOC Date:

< BACK NEXT >

This section is specifically for instructions to the traveler that must appear on the order. Remember do not use any special characters. You need to look the course up in ETCA each time for special instructions.
<https://etca.randolph.af.mil/>.

If the member is attending a UNIT funded TDY course with TLN, you need to make sure that you input all relevant information in this **REMARKS section. Items to include are course dates, course name/function, per diem, travel, location, and any pertinent information that might be needed or required.

Click **NEXT** button to continue to "**SUMMARY**"

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2.2.9. Step 12 of 13 - Summary

TDY-TO-SCHOOL
Developing America's Airmen Today... For Tomorrow

Home | TTS | Account | Administrative | Help | Logout

TDY-To-School Request: Step 9 of 9

NEW REQUEST

Traveler Detail

Personal Information: **DOE JOHN E** SSAN: 300X-10X-6-789 DEPART: RANDOLPH AFB, TX RETURN: RANDOLPH AFB, TX

Location: DEPART: 9/1/2006 RETURN: 4/7/2007

Confirm request summary

Summary

Name: DOE JOHN E Title: Crew Commander Rank: SSGT Grade: E5 Clearance: SECRET CC Holder: Yes

Local Address: 555 1st Street San Antonio, TX 78150 Email: john.doe@randolph.af.mil

Duty Station: RANDOLPH AFB, TX Office Symbol: DP010 Unit Assign: DP000000AFPCFO Duty Phone: (210)552-5369

Depart Location: RANDOLPH AFB, TX Return Location: RANDOLPH AFB, TX

Quotes:

TLN	COURSE	CLASS	START	GRAD	FUNDS	TRQI	STATUS	MILSTAT	LOCK	CREATED	TA DATE
2E0899010	JAGAP	1980	9/1/2006	1/8/2006	T	AM10	A	0	N	False	
2E0899042	3300K14H16A1A	9415	1/7/2006	4/6/2007	D	AM10	A	0	N	False	

TDY Detail:

Leg	TLN	PDS	TDY City	TDY State	Lodging	Meals	Cost	Reservation
2	2E0899010		PENSACOLA NAS	FL	PROVIDED	PARTIAL	346	
1	2E0899042		PENSACOLA NAS	FL	PROVIDED	PARTIAL	0	

Unit Fund Cites:

Leg	TLN	PDS	Fund Cite (UF)	Travel Fund Cite (CIC)
1	2E0899042		K02342 309D10D 248D87H AF30324343424343434343	

Non-Training Leaves:

Start	End	Days	Address	City	State	Zip	Contact	Phone
09/01/2006	09/10/2006	1	555 Dolphin St.	Miami	FL	33107	Don Shultz	(305)555-5555

Special Authorizations:

Description	Location	Fund	Fund Cite	Cost	Excess Pieces	Excess Lbs
TDY EXCESS BAGGAGE	INDIANACOLA NAS, FL	TTS	TTS Fund Cite	0	1	25
RENTAL CAR - TDY LOCATION	INDIANACOLA NAS, FL	TTS	TTS Fund Cite	000		

Any orders with a proceed date of the coming week-end are completed first to include the request for corrections and/or certifications.

Students who have a departure date on the weekend and/or the following Monday must submit their request/order to AETC/FMAMT before 1400 hours on the Friday prior to departure to ensure the order is processed in a timely manner to go TDY under our AETC TDY to School Fund cite. If the request/order is not received before 1400 hours on Friday prior to departure this could result in a delay of processing request/order.

HQ AETC/FM Funded TDY-to-School Program Handbook

2.2.9.1. Step 13 of 13 – Summary, continued...

Rank: OSGT 70150
 Grade: ES
 Clearance: SECRET
 CC Holder: Yes
 Email: john.doe@randolph.af.mil

Duty Station: RANDOLPH AFB, TX
 Office Symbol: DPC01
 Unit Assign: DPC00000APCPO
 Duty Phone: (210)652-5369
 Depart Location: RANDOLPH AFB, TX
 Return Location: RANDOLPH AFB, TX

Quotes:

TLN	COURSE	CLASS	START	GRAD	FUNDS	TRQI	STATUS	MELSTAT	LOCK	CREATED	TA DATE
ZE1600010	JABAP	9900	8/11/2006	5/8/2006	T	AM10	A	B	N	Fab	
ZE1600042	K3061410 SA1A	8615	8/7/2006	4/8/2007	D	AM10	A	B	N	Fab	

TDY Detail:

Leg	TLN	PDS	TDY City	TDY State	Lodging	Meals	Cost	Reservation
2	ZE1600010		PENSACOLA NAS	FL	PROVIDED	PARTIAL	346	
1	ZE1600042		PENSACOLA NAS	FL	PROVIDED	PARTIAL	0	

Unit Fund Cites:

Leg	TLN	PDS	Fund Cite (UF)	Travel Fund Cite (CIC)
1	ZE1600042		ED21402 203910LD 234ED09PH AF30323423423423423423423423	

Non-Training Leave:

Start	End	Days	Address	City	State	Zip	Contact	Phone
8/10/2006	8/10/2006	1	555 Dolphin St.	Miami	FL	30137	Don Shula	(305)955-6555

Special Authorizations:

Description	Location	Fund	Fund Cite	Cost	Excess Pieces	Excess Lbs
TDY EXCESS BAGGAGE	PENSACOLA NAS, FL	TTS	TTS Fund Cite	0	1	25
RENTAL CAR - TDY LOCATION	PENSACOLA NAS, FL	TTS	TTS Fund Cite	500		

Request Notes:
 FRP CODE: N/A

Additional notes to the TDY to School Office

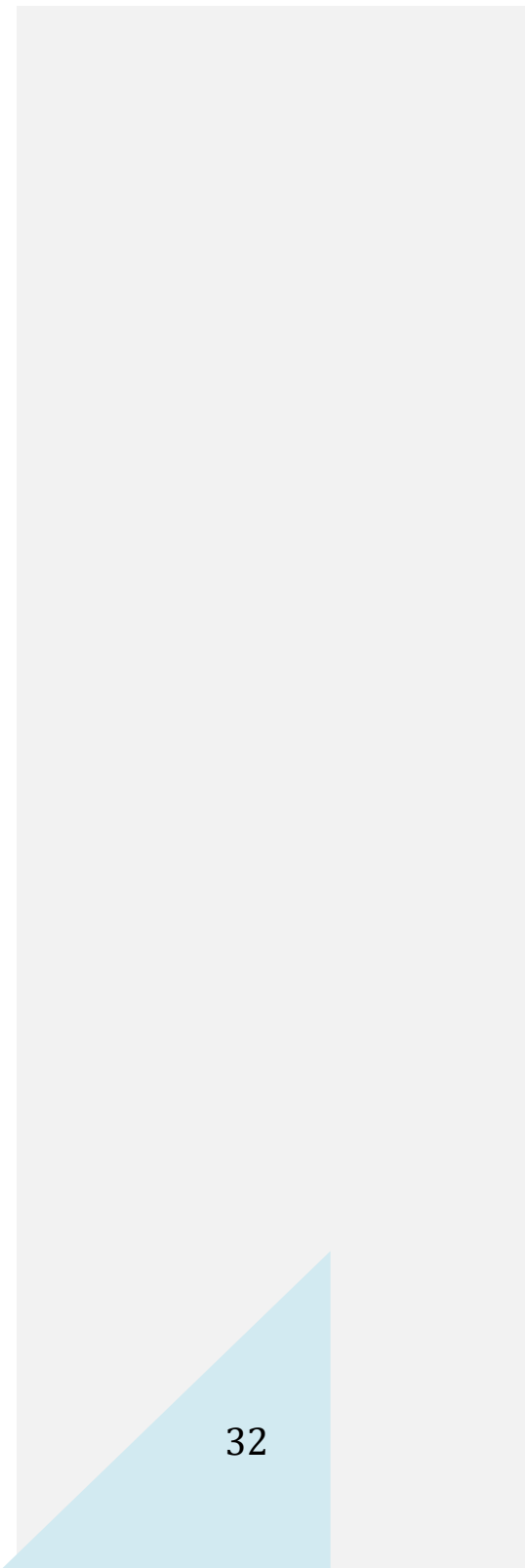
Additional Notes to TDY-to-School, will not show up on the order.

< BACK Submit Request

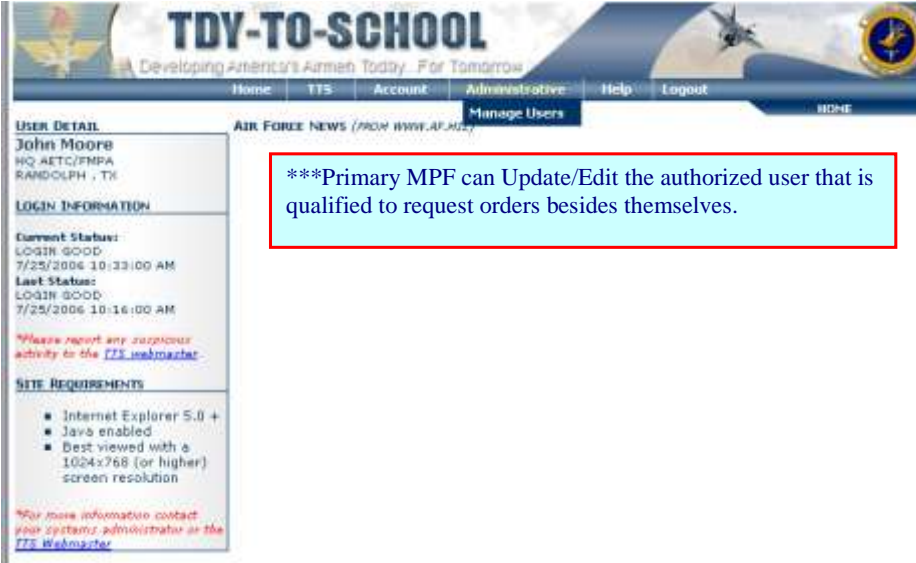
When request is completed click **Submit Request** button.

If a member returns back to his PDS location any time before CGD this terminates the order. An amendment is needed to adjust the dates. If the member will be returning to the class a new TLN number will need to issue a new order.

Temporary TLN numbers (S-) are not authorized to be used. You will need to request a valid TLN number from the TRQI/Schoolhouse



2.3. To Update/Edit The Users Authorization



The screenshot displays the TDY-TO-SCHOOL web application interface. At the top, there is a navigation bar with links for Home, TTS, Account, Administrative, Help, Logout, and a HOME button. Below the navigation bar, the user details for John Moore are shown. The user's name is John Moore, and his affiliation is HQ AETC/PMFA, RANDOLPH, TX. The login information section shows the current status as LOGIN GOOD, with a login time of 7/25/2006 10:23:00 AM and a last status of LOGIN GOOD at 7/25/2006 10:16:00 AM. A note requests reporting any suspicious activity to the TTS webmaster. The site requirements section lists: Internet Explorer 5.0+, Java enabled, and best viewed with a 1024x768 (or higher) screen resolution. A final note directs users to contact their system administrator or the TTS Webmaster for more information.

TDY-TO-SCHOOL
Developing America's Airmen Today... For Tomorrow

Home TTS Account Administrative Help Logout
Manage Users HOME

AIR FORCE NEWS (FROM WWW.AF.MIL)

USER DETAIL
John Moore
HQ AETC/PMFA
RANDOLPH, TX

LOGIN INFORMATION
Current Status:
LOGIN GOOD
7/25/2006 10:23:00 AM
Last Status:
LOGIN GOOD
7/25/2006 10:16:00 AM
Please report any suspicious activity to the [TTS webmaster](#).

SITE REQUIREMENTS

- Internet Explorer 5.0 +
- Java enabled
- Best viewed with a 1024x768 (or higher) screen resolution

For more information contact your system administrator or the [TTS Webmaster](#).

***Primary MPF can Update/Edit the authorized user that is qualified to request orders besides themselves.

HQ AETC/FM Funded TDY-to-School Program Handbook

TDY-TO-SCHOOL
Developing America's Airmen Today For Tomorrow

Home | TTS | Account | Administrative | Help | Logout

USER ADMINISTRATION

Search
First Name: _____ Last Name: _____ Search

ID#	Last Name	First Name	Email	Security Level	Approved	Account Lock
...	Primary MPF	True	False
...	Primary MPF	True	False
...	MPF	True	False
...	Training Manager	True	False
...	Training Manager	True	False
...	MPF	True	False
...	Traveler	True	False
...	Training Manager	True	False
...	Traveler	True	False
...	Traveler	True	False
...	Traveler	True	False
...	Training Manager	True	False
...	Training Manager	True	False
...	MPF	True	False
...	TTS Tech	True	False
...	Training Manager	True	False
...	Training Manager	True	False
...	Training Manager	True	False
...	Training Manager	True	False
...	Traveler	True	False
...	Training Manager	True	False
...	Primary MPF	True	False
...	MPF	True	False
...	Primary MPF	True	False
...	Training Manager	True	False
...	Primary MPF	True	False
...	Training Manager	True	False
...	MPF	True	False
...	Training Manager	True	False

Home | New Request | Profile | Contacts | Site Use and Reporting

LOGOUT TIMER - 19:24

Listing of TTS Technicians, Training Managers, Primary MPF, MPF and Travelers. Training Managers has to Click **EDIT** if needed to change the authority for an MPF (See next page).

Primary MPF has to Click **EDIT** if needed to change the authority for an MPF or any authorized requestor (See next page).

TDY-TO-SCHOOL
Developing America's Airmen Today For Tomorrow

Home | TTS | Account | Administrative | Help | Logout

USER ADMINISTRATION

Back To User List

Account Information

Access Level: Traveler

Role: Traveler

Approved: Yes No

Update User

Access Level: Traveler; Training Managers; MPF; and Primary MPF are the options for this drop down box. Click the authorized criteria for the requestor.

Role: Traveler; Requesting Official, Approving Official and Requesting/Approving Official that pertains to the requestor.

Approved: Click Yes to change it.

Update User: Click Update User to update the changes that was made.

*****Traveler**: – can only request their own order.

*****Training Manager**: – can request order for the Unit only and request the same PASS CODE.

*****MPF**: – can request order for the whole base only and everyone with the first 2 letter of the PASS CODE.

*****Primary MPF** –authorize to change the authority of the requestor depending on the criteria. Authorize to request orders for the whole base.



[Back To User List](#)

Account Information

Access Level: Training Manager
Role: Requesting Official
Approved: Yes No

PAS Code Access

PAS Code	Granted By
E103F2M9	Revoke

List the PASS CODE that the requestor is asking for an access.

***List of **PASS CODE** granted to the Requestor authorized to request orders through TTS website.

*****Revoke** if the requestor is no longer authorized to request orders with this PASS CODE.

Chapter 3

AETC/FM TDY-to-School DTS Orders/Vouchers

3.1. TDY-to-School DTS Orders/Vouchers

3.1.1. All TDY-to-School (TTS) funded course requests have to be loaded into the TTS web site: <https://tdyoschool.us.af.mil/login/>. This is to manage the quotas for the AETC/FM TTS funded courses against the corresponding training line number (TLN).

3.1.2. AETC TDY-To-School Program and DTS: The following are the required actions from the FSS/MPS formal training office or training manager.

3.1.2.1. Once the training request is loaded in the TTS program, the AETC/FMAMT, TDY-to-School office processes the request, the technicians validate the TLN against MilPDS data. After TLN validation the request is processed through the TTS program where a TTS TA# is assigned. Example of this control number are: 15SAXXXX, the 15 is the fiscal year, the SA is the grouping letters, starting with "SA" thru "SF". The 4 digits at the end are the numbering sequence for the letter group (0000 thru 9999).

3.1.2.2. When the TTS TA# is assigned the TTS technicians will log into DTS to cross-org the line of accounting assigned to the TTS funded course(s), this is done by using the students full SSN. Approximately 5% of the orders will be unable to be completed due to the following possibilities: member is detached in DTS, profile not completed in DTS, other unique issues. When this happens, the student is not able to see the assigned LOA in the accounting tab in DTS. To fix this problem the student needs to forward the "Congratulations" DTS E-mail received to the Randolph TDY-to-School DTS email account to resolve the issue.

Chapter 4

AFPC Orders Processing Application (OPA)

4.1. AFPC Orders Processing Application (OPA) PCS Approving Official Field Tutorial

4.1.1. Orders Processing Application (OPA). The Orders Processing Application replaced the capability in Personnel Concept III (PC-III) to complete a Request and Authorization for Separation (AF IMT 100), Request and Authorization for Permanent Change of Station - Military (AF IMT 899), and a Request and Authorization for Change of Administrative Orders (AF IMT 973). The OPA interfaces with Military Personnel Data System (MilPDS), virtual Out-processing, (vOP), Pre-Separation Orders Worksheet (PSOW) and Automated Records Management System (ARMS). The Orders Processing Application is mandatory; AF Relocation Operations must approve exceptions to this policy in advance.

Triggers: Utilize the OPA to review, approve, and/or return the order application to the technician for corrections

Prerequisites: Access to the virtual MPF (vMPF)

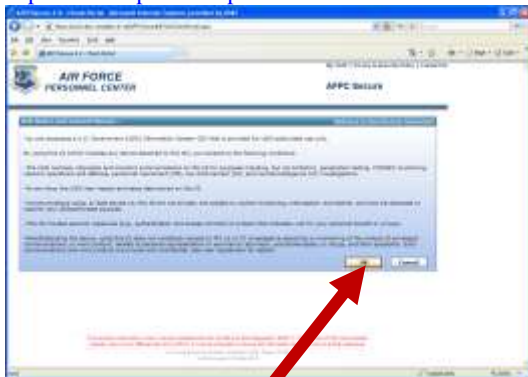
Menu Path: Use the following program(s) to begin this task: vMPF

References: Personnel Service Deliver Guide

4.1.2. Procedures:

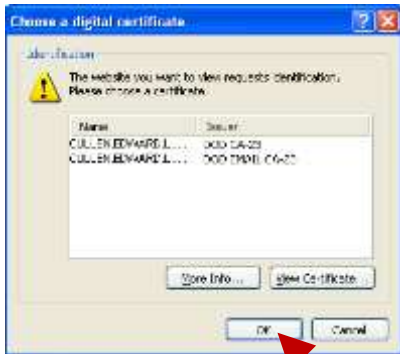
1. Log into AFPC Secure at:

<https://w20.afpc.randolph.af.mil/AFPCSecureNet20/CheckPortal.aspx>



2. Click on the OK button.

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3. Click on the OK button.



4. Enter your CAC PIN and click OK.



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5. Click on vMPF.



6. Click the Order Processing Application link.



7. Click on and select APPROVING OFFICIAL

Note: Individuals cannot electronically sign an order as both the technician and approving official.

Commented [ss1]: Where's that option?

8. The approving official will have permission to edit the same fields as the technician.

Commented [ss2]: Click on....?



9. Click on [NEXT](#) to review each page.

10. If order is ready for approval, your name should pre-populate based on your CAC login, or select and complete with the approving official's signature block information.

11. Print capability is available at any time by any role. The order will print with the watermark "DRAFT" until it is finalized.

12. Click on [SUBMIT FOR AUTHENTICATION](#).

13. Screen displayed:

Note: You will be given an opportunity to input an Order Log entry, if desired. Orders log remarks will be saved and filed in system. OPA will automatically create, assign and save a special order number in the separation/PCS orders log.

14. Click on [SAVE](#).

15. End of Procedure.

4.2. Orders Processing Application (OPA) AETC Funding Technician Field Tutorial

Purpose: The Orders Processing Application (OPA) replaced the capability in Personnel Concept III (PC-III) to complete a Request and Authorization for Separation (AF IMT 100), Request and Authorization for Permanent Change of Station - Military (AF IMT 899), and a Request and Authorization for Change of Administrative Orders (AF IMT 973). The OPA interfaces with Military Personnel Data System (MilPDS), virtual Out-processing, (vOP), Pre-Separation Orders Worksheet (PSOW) and Automated Records Management System

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(ARMS). The Orders Processing Application is mandatory; AF Relocation Operations must approve exceptions to this policy in advance.

Triggers: Utilize the OPA to review, fund TDYs en route to school, edit the remarks section, return the order application to the technician, or forward to the approving official

Prerequisites: Access to the virtual MPF (vMPF)

Menu Path: Use the following program(s) to begin this task: vMPF

References: Personnel Service Deliver Guide

4.2.1. Procedures.

1. Log into AFPC Secure at:

<https://w20.afpc.randolph.af.mil/AFPCSecureNet20/CheckPortal.aspx>

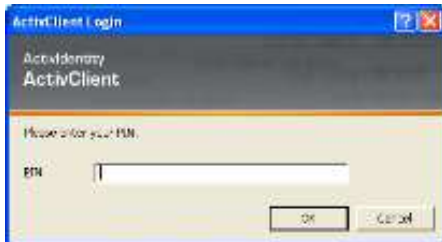


2. Click on the OK button.



3. Click on the OK button.

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4. Enter your CAC PIN and click OK.



5. Click on vMPF option.



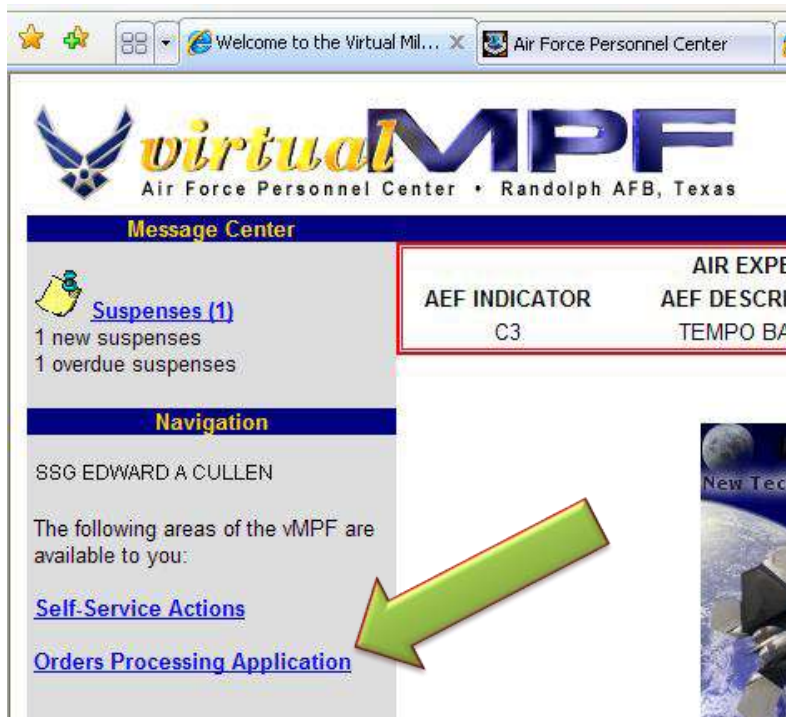
6. Click on the YES button.

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7. Click on [I have verified my email and phone.](#)

Commented [ss3]: Would recommend using blue on all direction or not all for consistency.



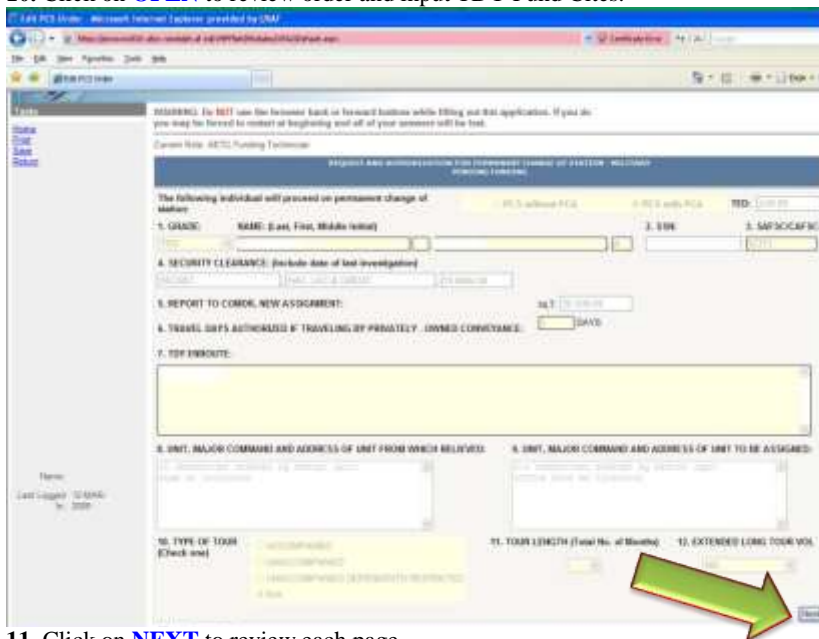
8. Click on [Orders Processing Application.](#)

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9. Click on **STATUS** to sort documents to ease in locating the status **Pending Funding**.

10. Click on **OPEN** to review order and input TDY Fund Cites.

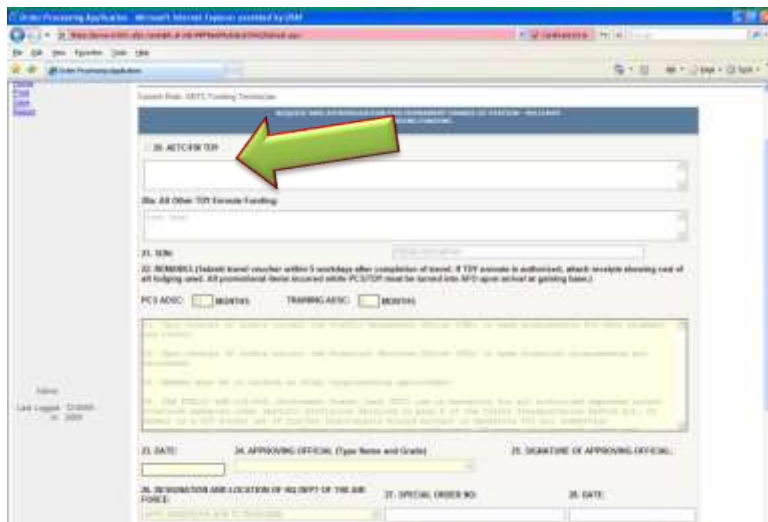


11. Click on **NEXT** to review each page.

12. Click on **RETURN** if it needs to be sent back to the orders technician for additional information.



13. After selecting **Return** you will automatically be required to provide any required communication back to technician in the Order Comments block. Click on **SAVE** to file all remarks in the system.



14. Click in box **20. AETC/FM TDY** if funding is approved and input the AETC TDY funding information.

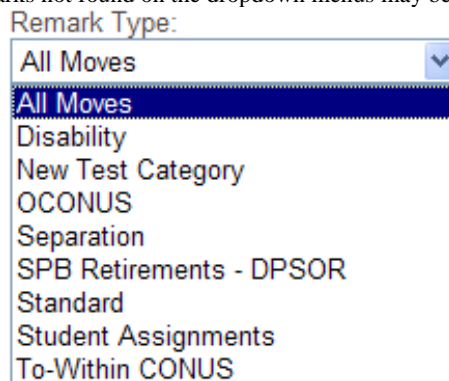
15. The AETC funding technician can edit **Remarks** if needed. Click on **Add Additional Remarks**.

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16. Select a category **ALL Moves** and check the corresponding box(es).

Note: Additional remarks not found on the dropdown menus may be manually typed.



17. Click on **OK**.

18. **Note:** Print capability is available at any time by any role. The order will print with the watermark "**DRAFT**" until it is finalized.

19. Click on **SUBMIT FOR APPROVAL** when completed.

20. End of Procedures.

Chapter 5

Air University Courses

5. Air University Courses:

5.1. Airman Leadership School (ALS): The student must be an AETC Asset or a Recruiter

5.2. Air Force Senior Non-Commissioned Officer Academy (AFSNCOA): - AETC pays for all Active Duty SMSgts/MSgts with a regardless of their location or MAJCOM. This also includes attending sister service schools.

USMC SNCOA (Sister Service, Non Army Equivalent): These are not held at Maxwell AFB, they are at different locations.

At Maxwell (Meals – All available and directed; Lodging – Available)

5.3. Chief Leadership Course: - AETC pays for all Active Duty CMSgt selects with a valid TLN (AT), regardless of their location.

5.4. Civilian PME TDY DTS Authorizations-- Initial Build **MAKING MULTIPLE AMENDMENTS TO YOUR AUTHORIZATION IS NOT RECOMMENDED******

5.4.1. REFERENCES: Joint Travel Regulations (JTR) 0203 Per Diem Allowance and Other Computation rules

For current per diem rates, please see the Defense Travel Management Office website at: <http://www.defensetravel.dod.mil/site/perdiem.cfm>

Defense Travel System (DTS): www.defensetravel.osd.mil

LOCAL STUDENTS will not receive TDY orders, nor any TDY entitlements. The school house is their alternate duty location for the duration of the class.

Traveler Instructions to Create an Authorization in DTS: All TDY orders will be input into DTS regardless of tour length, per USec Def Ltr dtd 28 March 2008 regardless of the audit flag that is currently reflected upon review.

Student logs into DTS and follows instructions along with using the TTS fund cite and digitally signs off on DTS orders. Contact your Organizational Defense Travel Administrator (ODTA) for assistance when needed. For the current DTS guide go to: https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf

Supervisor approves DTS order. This approval automatically sets in motion the scheduled partial payments. No need for adjustments or amendments until return to home station at end of training unless the estimated monthly payments are grossly over calculated. In this

case you would have a large debt repayment due upon completion. The alternative is upon arrival to class and once you are able to estimate your monthly lodging/plus costs, to submit an amendment at that time for the daily rate of lodging (under expenses > per diem)

Primary DTS support is from unit ODTA. Members are not released from their home station in DTS. All adjustments and amendments are processed from student to home station supervisor.

Upon return to home station, the supervisor will review and approve the travel voucher. This is the only travel voucher submitted, unless supplemental receipts come in after the fact. It is highly recommended that each student keep a spreadsheet of expenses and monthly accruals in order to properly balance their travel voucher.

If there is any question regarding authorizations/reimbursements, please contact HQ AU/TDY to School's primary POC at: DSN: 493-3736 or alternate at: DSN: 493-4062 or email AU.TDY.SCHOOL@us.af.mil

Profile Information: Please insure that your profile information is correct to include EFT and GTC account numbers. Ensure you do this BEFORE you create your authorization as the information contained in you profile flows into your authorization at the time of the creation of the authorization. Updates to your profile after your order is created would also need to be updated within the authorization to be affected. Keep in mind that Scheduled Partial Payments (SPPS) will be disbursed every 30 days. Meals and incidental costs will go to the personal EFT account and the lodging costs will automatically be sent to the GTC. Member is responsible for insuring monthly GTC balance is paid in full.

Unaccompanied Baggage (UB) – Reference JTR 020505. UB will not exceed 350 pounds and no storage of HHG is authorized. Prior to departure you will receive an email with the UB Memorandum to give to your local TMO to schedule shipment. Upon arrival at TDY location, deal directly with the local TMO to receive shipment and process any documents. UB must be transported under GOV'T transportation policy and procedures. The employee should contact the servicing transportation officer as soon as possible before travel begins to make arrangements for UB transportation. Shipment of your vehicle or renting a u-haul for your household goods is not authorized.

5.4.2. TRAVEL ITINERARY DTS INSTRUCTIONS

5.4.2.1. Travel Itinerary:

Residence: City, State to: (Maxwell AFB AL or Ft McNair, VA) to Residence: City, State (Do not include en route stops as you are not TDY to those locations). Government Lodging and Meals are NOT available for students attending this course.

Dates: Refer to schoolhouse information for exact reporting and graduation dates. All students are authorized to report 7 days early (to get settled into their temporary lodgings) and travel time (400 miles per day). Additionally, students may stay in place up to 7 days after graduation date to clear their housing and travel home (400 miles per day).

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Trip Type: Temporary Duty Travel (Routine)

Trip Purpose: Training

Trip Description: List the training course that you are attending, the class start date and the class grad date.

Mode of Transportation: Travel by privately owned conveyance (POC) is authorized as more advantageous to the Government. Reimbursement is not limited to the common carrier constructed cost.

Rental vehicles of any type are not authorized. You may rent a vehicle for use as your POV however rental costs are not reimbursed – Currently the mileage reimbursement is at the rate of \$0.56/mile, plus the cost of necessary parking fees and bridge, ferry, and tolls incurred, plus per diem while in travel status under this authorization. Gasoline is not reimbursed.

Vicinity travel is not authorized. Travel time is computed at 400 miles per day as calculated in DTS under expenses > mileage tab.

5.4.3. Book Air Travel – Skip This Section Unless Choosing To Fly Instead Of Drive

5.4.4. Book Rental Car – Skip This Section – Not Authorized For Reimbursement

5.4.5. Book Lodging – Skip This Section

– All NDU, AWC AND ACSC Students – On Base Lodging is considered not available and you will reside off base. You may check with the base housing office to see if they have availability and if you are eligible, but this is not required.

5.4.6. Travel Summary, Review for accuracy (no reservations expenses should be present).

5.4.7. Expenses:

- Mileage Expense: Select “PVT Auto – to /from TDY to calculate the mileage in DTS. Don’t forget the return trip.
- Per Diem: Allow the system to default for Maxwell AFB AL or Ft. McNair, VA. Lodging and meals are not available or directed. Lodging & meal rates will be based on the locality per diem rate. A traveler receives the actual cost of lodging limited to the lodging portion of the locality per diem rate. You will need to adjust your lodging per diem rates in DTS if actual lodging is less than the locality lodging per diem rate. Please see the JTR 020303 subparagraph G for a list of costs used to determine the actual lodging cost. Keep in mind that when a traveler procures long-term lodging, on a weekly or monthly basis, compute the daily TDY lodging costs by dividing the total lodging cost for the period by the number of days the traveler is authorized the lodging portion of the locality per diem rate. Expense items that do not accrue on a daily basis are averaged over the number of days the traveler is authorized per diem during the TDY. Please see your Unit DTS ODTA for further assistance.

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- Substantiating Documents: This is where all your receipts and backup documentation will be scanned into the DTS authorization.

5.4.8. Lines of Accounting (LoAs) – Select Both Fiscal Years of the Cross Org label provided you to fund your travel.

5.4.9. Additional Options, Schedule Partial Payments. Please ensure your daily lodging amount is accurate as the SPPs will pull this amount on a monthly basis to pay to your GTC.

5.4.10. Review / Sign and route through usual (unit) supervisory chain.