# CHAPTER 1 - AETC TDY-TO-SCHOOL (TTS) PROGRAM

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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 overall policy. The 502d CPTS/FMFLT, JBSA Randolph AFB, TX (DSN 487-2971) 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 502d CPTS/FMFLT 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. 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 502d CPTS/FMFLT 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. 502nd CPTS/FMFLT 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.

NOTE: Students who have a departure date on the weekend and/or the following
Monday must submit their request/order to 502d CPTS/FMFLT 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.

1.6. Responsibilities of TDY-to-School & FSS/MPS: 502d CPTS/FMFLT will only process “T” quota types (AT - Enlisted, OT – Officer, CT – Civilian) in an Active Duty Status or DoD employees.

1.6.1. The 502d CPTS/FMFLT, 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 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 502d CPTS/FMFLT, 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: TDY to attend course of Instruction in Conjunction with PCS (AFI 36-2110, Chap 4). See Table 4.1 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: When to Request PCS or Authorize TDY (ref. AFI 36-2110, Para. 4.4); When a MAJCOM (or equivalent) has an operational mission
which will exist at a specific location for more than 179 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 personnel in PCS status. It is recognized it is 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 personnel assignment planning purposes, the 179 day guideline will normally be 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 AF member OS in PCS status, a Status of Forces Agreement (SOFA) must exist (excluding PCS to Alaska, Hawaii, or a territory or possession of the U.S.), the OS PCS tour length must be requested and approved per Chapter 3, an AF unit must be established with manpower positions authorized, and other personnel support actions essential to permanent assignment of US military personnel must be completed. When the prerequisites for PCS of personnel have been completed, then a MAJCOM (or equivalent) may request the assignment OPR assign personnel on a PCS basis (see paragraphs 1.2., 2.8., and 3.8.).

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. Then it becomes a PCS En route order. This is in accordance with the JTR.

1.14. TDY at Same Location: Personnel Regulations that a student cannot be TDY to the same location that they are PCS’ing to: See AFI 36-2110, Para. 4.7.

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, Chapter 1. Do not issue verbal orders unless absolutely necessary. Verbal orders are authorized only when time or error prevents written orders from being published in advance of travel. Verbal orders must be confirmed (in writing) as soon as possible. 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 and 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, Chapter 3) 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 from the POC’s listed below, and receipts are required to be uploaded into the substantiating records in DTS regardless of the cost (i.e. gas, rental contract, etc.)

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.

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/](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. **Long Term TDY Flat Rate Per Diem:** If the traveler is unable to arrange suitable commercial lodging on their own, the CTO should be contacted for assistance. If lodging is not available at the reduced per diem rate contact the Air University POC for a special authorization. Actual lodging cannot exceed the locality per diem rate. (JTR 020311)

1.29. **TTS POC List to request a Special Authorization.**

Flying/Technical Training:
HQ AETC/FM:
Comm: (210) 652-2622
DSN: 487-2622

Mission Readiness Training (MRT) / Field Training Detachment (FTD):
2 AF/MRTP
DSN: 591-7003/7004/7005/7006
Fax DSN: 597-1210/2227
Email: 2af.mrtp@us.af.mil
Comm: (228) 376-7003/7004/7005/7006
Comm: FAX (228) 377-1210/2227

Medical/Dental Training:
HQ AETC/SGU
Comm: (210)-652-9870
DSN: 487-9870

Air University Training (via TDY-to-School):
Email: au.tdy.school@us.af.mil
Comm: (334)953-3736
DSN: 493-3736 (Alternate # DSN 493-4062)

1.30. **TDY Funding of Unqualified Students web link:** [https://etca.randolph.af.mil/](https://etca.randolph.af.mil/)
1.30.1. 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.

1.30.2. 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.

Please contact your POC at DSN 487-2971 for any questions regarding registration errors or any other problems encountered.

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.
2.1.1. Fill out the User Registration Form

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

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: 

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.

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.

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

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

New AETC TDY to School funded requests.

- Click on TTS, select the New Request option.
- To view the status of a submitted TDY requests Click TTS on the tool bar.
- Select the View Requests, this the status of previous TDY requests Status
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”.

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”
2.2.2. Step 1 of 13 - Traveler Detail

**PERSONAL INFO**
- If the member is found in the personnel data, this page will be populated with 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.*
2.2.3. Step 2 of 13 - Traveler Duty and Depart Locations

AIRPORT INFO
- Complete all cells
- Click Next

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”
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
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.

**ADDING QUOTAS NEW:**

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

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
2.2.4.2. Step 5 of 13 – Quotas, continued…

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
2.2.5. Step 6 of 13 - TDY Detail

Adding NEW TDY DETAIL:

Verify TDY location, lodging and meals are correct.

* To make corrections click EDIT box
  
  Civilians: = (Lodging-none Meals-none).
  
  Billeting No: Not required.
  
  ** 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
2.2.6. Page 7 of 13 Non-Training Leave

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”

* 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.
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

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.
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.

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

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/](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”
2.2.9. Step 12 of 13 - Summary

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 502d CPTS/FMFLT 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.
2.2.9.1. Step 13 of 13 – Summary, continued…

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

When request is completed click Submit Request button.

If a member returns back to his PDS location anytime 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

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

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

***Click in one of the options for Role: Traveler; Requesting Official, Approving Official and Requesting/Approving Official that pertains to the requestor.

***Click Yes to change it.

***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.
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://www-r.aetc.af.mil/fm/tools/ttsnet.2.0/home/. 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 502 CPTS/FMFLT 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:


2. Click on the OK button.
3. Click on the OK button.

4. Enter your CAC PIN and click OK.
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.

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


2. Click on the OK button.

3. Click on the OK button.
4. Enter your CAC PIN and click OK.

5. Click on vMPF option.

6. Click on the YES button.
7. Click on **I have verified my email and phone.**

8. Click on **Orders Processing Application.**
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**.
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.

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 at DSN: 493-4062 or AU.TDY.SCHOOL@us.af.mil.

Profile Information: Please insure that your profile information is correct to include EFT and GTC account numbers. Scheduled Partial Payments 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 for ICAF students) 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).

Trip Type: AA – Routine TDY
Trip Purpose: TRAINING ATTENDANCE
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 $0.54/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 ICAF, AWC AND ACSC STUDENTS – ON BASE LODGING IS NOT AVAILABLE AND YOU WILL RESIDE OFF BASE –REIMBURSEMENT IS CALCULATED UNDER THE ‘LODGING PLUS’ SYSTEM (JTR PARA 4130B).

5.4.6. Travel Summary, Review for accuracy

5.4.7. Expenses (Mileage/In-transit lodging mileage): Select “PVT Auto TDY/TAD” calculating the mileage in DTS. Don’t forget the return trip per diem: All the system to default for Maxwell AFB AL. In actuality, lodging and meals are not available. Lodging & meal rates will be based on Flat Rate Per Diem (JTR 020311) which went into effect 1 Nov 2014. You will need to adjust your Per Diem Rates in DTS. Expenses, click “edit” for the first full day through the last full day of the trip. Edit the Lodging cost to the appropriate flat (lodging portion) per diem rate. On the same screen, select “Special Rate” in the Meals section and “edit” the cost to the appropriate flat rate>Click “Save these Entitlements”. Please see your Unit DTS ODTA for further assistance.

   Note: Substantiating Records: 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 For Your Appropriate Course (Accounting Tab > 3rd Drop Down Menu > Cross-Org).

5.4.9. Additional Options, Schedule Partial Payments.

5.4.10. Review / Sign.
Sign and route through usual supervisory chain.