Viewing / Printing Training Administration Orders (TDY)

Introduction This guide provides the procedures for viewing and printing Training Administration Orders (TDY) in Direct Access (DA).

Members may view/print their own orders via Self-Service by clicking My Airport Terminal Orders under Tasks in the Employee pagelet.

Commands may also view/print a member's TDY orders via the Airport Terminal.

Procedures See below.

Step	Action				
1	Click the Training Admin – Enrollment Tile.				
	Training Admin - Enrollment				
1.5	Select the FSMS Training Admin Orders option.				
	🔚 Training Admin Orders (View)				
	Add POI External Trainee				
	T Modify POI Trainee Data				
	Submit an ETR				
	E Student Training Summary				
	FSMS Training Admin Orders				
2	Enter the member's Empl ID and click Search.				
	FSMS Training Orders				
	Enter any information you have and click Search. Leave fields blank for a list of all values.				
	Find an Existing Value				
	Search Criteria				
	Empl ID begins with V 234567 Empl Record = V Q				
	Begin Date = V Bi				
	End Date = V []] National ID begins with V				
	Name begins with				
	First Name begins with V				
	Course Code begins with V				
	Case Sensitive				
	Search Clear Basic Search 🖾 Save Search Criteria				

Continued on next page

Viewing / Printing Training Administration Orders (TDY), Continued

Procedures,

continued

ep						Actio	n					
•	If the m	lember	has o	nly a sir	ngle TE	DY Orde	er, it will a	utom	atical	ly ope	en.	
				-	-					•		
	If the m	lember	has n	nultiple '	TDY C	Orders, a	list of all	TDY	Orde	rs for	the	
	member	r will d	lisplay	y. Selec	t the ap	propria	te Order S	Statu	IS.			
	Search	Clear Basic S	Search 🞑	Save Search Criteri	a							
	Search Result	S									First (4)	1 of 1
	Trans ID Empl ID	Empl Record Na	me Firs	t Name Salary Grade	Employee Classif	fication Order Status	Begin Date End Date	Course Cod	e Course Title	Actual De	epart Date Depa	irtment A
	2711212123450		iver ram rav	ER EJ	AD	Ready	06/22/2021 10/15/2021	210100	STOREREE	FER (Dialik)	(Diai	IK) (
	The Tra	ining /	Admi	n Order	tab wil	l display	. To Pri r	nt. se	lect P	rint O	rder f	rom
	the Ord	ler Act	tion d	ron-dow	zn	i dispidy	, 1011 1	n, 50				UII
			ion d	lop dow								
		w tha tr	· aval	dotaile (lonart/1	ronort ro	we) of the	n Ord	or co	oll de	wn th	
		Trovol	Orda	ucialis (c	alaat W		<i>ws</i>) of the	- Olu	ci, sci	on ac	JWII U	
	Training Adu	I raver	Order Not	es Order Fur		r Audit	•					
	River Tam			2 and a	Em	pl ID: 1234567	Empl Rec	ord:	0			
	Trans ID:	271	1212		211	Order Action	n:		~	Go		
	Begin Date:	: 08/2	2/2021			Order Type:						
	Order End I	Date: 10/1	5/2021			Order Status	s: Print Order					
	Order End I	Jule. 10/1	012021									
	TAS Order	Basic Inform	mation									
	TAS Order	Basic Infor	mation 210160	STOREKEE	PER							
	TAS Order Course:	Basic Infor	mation 210160	STOREKEE	PER							
	TAS Order Course: Course Se	Basic Infor	mation 210160 2108	STOREKEE	PER							
	Course Se Course Se	Basic Infor	mation 210160 2108 08/23/2021	STOREKEE	PER Course	End Date: 10/	15/2021					
	TAS Order Course: Course St Course St Training F	Basic Infor	mation 210160 2108 08/23/2021 PETA	STOREKEE	PER Course	End Date: 10/	15/2021					
	TAS Order Course: Course Se Course Se Training F	ession Nbr:	mation 210160 2108 08/23/2021 PETA	STOREKEE	PER Course	End Date: 10/	15/2021					
	TAS Order Course: Course St Course St Training F	Basic Infor	mation 210160 2108 08/23/2021 PETA	STOREKEE! CG TRACE	PER Course	End Date: 10/	15/2021		Route for Ap	proval		
	TAS Order Course: Course Se Course Se Training F Govt C	Basic Infor	mation 210160 2108 08/23/2021 PETA older	STOREKEE	PER Course EN PETALUM/	End Date: 10/	15/2021 Personalize Find	1 2 1	Route for Ap	proval	f 2 🕟 Last	
	TAS Order Course: Course St Course St Training F Govt C Itinerary Sequence	Basic Infor	mation 210160 2108 08/23/2021 PETA older	STOREKEE	PER Course I IN PETALUMA	End Date: 10/	Personalize Find Deptid Description	1 7 E	Route for Ap	proval (1-2 of Location De	f 2) Last	
	TAS Order Course: Course St Course St Training F Govt C Itinerary Sequence Number	Basic Infor	ation 210160 2108 08/23/2021 PETA older Travel Approval	STOREKEE	Course Course N PETALUM/	End Date: 10/	Personalize Find Deptid Description	1 2 E	Route for Ap	proval (1-2 of Location De CG STA S6	f 2 () Last escription	
	TAS Order Course: Course St Course St Training F Govt C Itinerary Sequence Number	Basic Infor Basic Infor ession Nbr: art Date: acility: Credit Card He Travel Type Code 1 Depart	ation 210160 2108 08/23/2021 PETA older Travel Approval	STOREKEEL CG TRACE	Course I EN PETALUMA	End Date: 10/ A Nature of Duty Duty	Personalize Find Deptid Description CG STA SAN FRANCISCO	t 2 E Position I BCM	Route for Ap	proval (1-2 of Location De CG STA S/ FRANCISC	f 2 (*) Last escription	
	TAS Order Course: Course Se Course Se Training F Govt C Itinerary Sequence Number	Basic Infor Basic Infor ession Nbr: tart Date: acility: Credit Card He Travel Type Code 1 Depart 9 Report	ation 210160 2108 08/23/2021 PETA older Travel Approval	CG TRACE	PER Course I EN PETALUMA	End Date: 10/ A Nature of Duty Duty Training	Personalize Find Deptid Description CG STA SAN FRANCISCO	Position I BCM	Route for Ap	proval (1-2 of Location De CG STA SA FRANCISC	f 2 () Last escription AN CO	
	TAS Order Course: Course St Course St Training F Govt C Itinerary Sequence Number 9 Travel Ord	Basic Information Basic Information ession Nbr: International tart Date: International tart Date	ation 210160 2108 08/23/2021 PETA older Travel Approval	STOREKEEI CG TRACE Estimated Date 08/22/2021	PER Course EN PETALUM/ Actual Date	End Date: 10/ A Nature of Duty Duty Training	Personalize Find Deptid Description CG STA SAN FRANCISCO	Position I BCM	Route for Ap First Description	proval (1-2 of Location De CG STA SA FRANCISC ast	f 2 (*) Last escription	
	TAS Order Course: Course St Course St Training F Govt C Itinerary Sequence Number 9 Travel Ord *Seq Nbr:	Basic Information Basic Information ession Nbr: International tart Date: International credit Card He Credit Card He Credit Card He Credit Card He Credit Card He International Credit Card He Code International Performation Per	ation 210160 2108 2108 08/23/2021 PETA older Travel Approval el Type: D	STOREKEEI CG TRACE Estimated Date 08/22/2021 08/23/2021	PER Course I IN PETALUM/ Actual Date	A A Nature of Duty Duty Training F	Personalize Find Deptid Description CG STA SAN FRANCISCO ind View All F	Position I BCM	Route for Ap	proval (1-2 of Location De CG STA SA FRANCISC ast	F2 (*) Last escription	
	Travel Order Sequence Travel Order Training F Sequence Number	Basic Inform Basic Inform ession Nbr: tart Date: acility: Credit Card He Credit Card He Credit Card He Credit Card He Credit Card He Credit Card He Code 1 Depart 9 Report lers 1 Trave Pate: 08/22	ation 210160 2108 2108 208/23/2021 PETA older Travel Approval el Type: D 2/2021	STOREKEER CG TRACE	Course I Course I N PETALUMA	End Date: 10/ A Nature of Duty Duty Training F 000158	Personalize Find Deptid Description CG STA SAN FRANCISCO ind View All F	I Position I BCM irst ④ 1	First Description	proval (1-2 of Location De CG STA SA FRANCISC ast	F 2 Description	
	TAS Order Course: Course St Course St Training F Govt C Itinerary Sequence Number 9 Travel Ord *Seq Nbr: Estimated Actual Da	Basic Inform Basic Inform ession Nbr: tart Date: acility: Credit Card He Credit Card He Credit Card He Credit Card He Credit Card He Code 1 Depart 9 Report lers 1 Trave Date: 08/22 te:	ation 210160 2108 208/23/2021 PETA older Travel Approval el Type: D 2/2021	STOREKEER CG TRACE	Course I Course I IN PETALUMA Actual Date	End Date: 10/ A Nature of Duty Duty Training F 000158 CA0024	Personalize Find Deptid Description CG STA SAN FRANCISCO ind View All F Q CG STA SAN FF Q CG STA SAN FF Q CG STA SAN FF	I Position I BCM irst (1) 1 RANCISCO RANCISCO	Route for Ap	proval (1.2 of Location De CG STA SA FRANCISC ast	f 2 D Last escription	
	TAS Order Course: Course St Course St Training F Govt C Itinerary Sequence Number 9 Travel Ord *Seq Nbr: Estimated Actual Da Nature of	Basic Inform Basic Inform ession Nbr: tart Date: acility: Credit Card He Credit Card He Credit Card He Credit Card He Credit Card He Code 1 Depart 9 Report lers 1 Trave Date: Date: Date: Duty: Duty: Duty:	mation 210160 2108 008/23/2021 D08/23/2021 Travel Approval el Type: 2/2021 is	STOREKEER CG TRACE	Course I Course I N PETALUMA Actual Date	End Date: 10/ A Nature of Duty Duty Training 000158 CA0024 00035867	Personalize Find Deptid Description CG STA SAN FRANCISCO ind View All F Q CG STA SAN FF Q CG STA SAN FF BCM	Position I BCM irst (1) RANCISCO	Route for Ap First Description	proval (1-2 of Location De CG STA S/ FRANCISC ast	f 2 D Last escription	
	TAS Order Course: Course Se Course Se Course Se Training F Govt C Itinerary Sequence Number 9 Travel Ord * Seq Nbr: Estimated Actual Dai Nature of	Basic Information Nbr: Pasic Information Nbr: Pasic Information Nbr: Pasic Pas	el Type: D	STOREKEEI CG TRACE	VI Approval: rtment: ion Number: Job Code:	End Date: 10/ A Nature of Duty Duty Training F 000158 CA0024 00035867 Q 415096	Personalize Find Deptid Description CG STA SAN FRANCISCO ind View All F Q CG STA SAN FF Q CG STA SAN FF BCM Seaman	Position I BCM irst () 1 RANCISCO	Route for Ap First Description	proval (1-2 of Location De CG STA SA FRANCISC ast	f 2 () Last escription	
	Travel Order Seq Nbr: Estimated Actual Da Nature of Course St Course St Course St Course St Training F Govt C Itinerary Sequence 9 Travel Ord * Seq Nbr:	Basic Information Part Part Part Part Part Part Part Part	ation 210160 2108 08/23/2021 PETA older Travel Approval 2/2021 2	STOREKEEI CG TRACE Estimated Date 08/22/2021 08/23/2021 epart V Tr 0 Depa 0 Local Posit Posit	VI Approval: rtment: [ion Number:] Job Code: .	End Date: 10/ A Nature of Duty Duty Training CA0024 00035867 Q 415096	Personalize Find Deptid Description CG STA SAN FRANCISCO ind View All F Q CG STA SAN FF Q CG STA SAN FF BCM Seaman	Position I BCM irst ④ 1 RANCISCO	Route for Ap First Description	proval (1-2 of Location De CG STA SA FRANCISC ast	f 2 (*) Last escription AN 20	
	Travel Order Seq Nbr: Estimated Actual Dar Nature of Course St Course St Course St Course St Training F Sequence 9 Travel Ord * Seq Nbr: Estimated Actual Dar Nature of	Basic Inform Basic Inform ession Nbr: tart Date: Travel Type Code Code Depart 9 Report l Depart 9 Report lers 1 Travel 9 Report lers 1 Travel 9 Report lers 1 Travel 9 Report lers 1 Travel 9 Report lers 1 Travel 9 Report lers 1 Dete: 08/22 te: Duty: Duty 2 Duty	ation 210160 210160 2108 08/23/2021 PETA older Travel Approval 2/2021 2 3 3 4 4 4 4 5 4 5 5 5 5 6 5 6 6 7 6 7 7 7 6 7 7 6 7 <td< th=""><th>STOREKEER CG TRACE</th><th>PER Course I IN PETALUMA Actual Date</th><th>End Date: 10/ A Nature of Duty Duty Training CA0024 00035867 Q 415096</th><th>Personalize Find Deptid Description CG STA SAN FRANCISCO ind View All F Q CG STA SAN FF Q CG STA SAN FF BCM Seaman</th><th>Position I BCM irrst ④ 1 RANCISCO</th><th>Route for Ap</th><th>proval 1-2 of Location De CG STA SA FRANCISC ast</th><th>F2 (*) Last escription</th><th></th></td<>	STOREKEER CG TRACE	PER Course I IN PETALUMA Actual Date	End Date: 10/ A Nature of Duty Duty Training CA0024 00035867 Q 415096	Personalize Find Deptid Description CG STA SAN FRANCISCO ind View All F Q CG STA SAN FF Q CG STA SAN FF BCM Seaman	Position I BCM irrst ④ 1 RANCISCO	Route for Ap	proval 1-2 of Location De CG STA SA FRANCISC ast	F2 (*) Last escription	
	Travel Order Sequence Number 9 Travel Ord *Seq Nbr: Estimated Actual Dar Nature of Other Loc	Basic Inform Basic Inform Eastion Nbr: Easting	ation 210160 2108 08/23/2021 D8/23/2021 PETA older Travel Approval 2/2021 2/2021 2/2021	STOREKEER	VI Approval: rtment: [ion Number: Job Code: -	End Date: 10/ A Nature of Duty Duty Training 000158 CA0024 00035867 Q 115096	15/2021 Personalize Find Deptid Description CG STA SAN FRANCISCO ind View All F Q CG STA SAN FF Q CG STA SAN FF BCM Seaman	I Position I BCM irst (1) RANCISCO	Route for Ap	proval () 1-2 of Location De CG STA S/ FRANCISC ast	f 2 ① Last escription	
	TAS Order Courses Course Se Course Se Course Se Training F Govt C Itinerary Sequence Number 9 Travel Ord *Seq Nbr: Estimated Actual Da Nature of Other Loc Per I	Basic Inform Basi	ation perized Expression	STOREKEEI CG TRACE	VI Approval: rtment: [Job Code:]	End Date: 10/ A Nature of Duty Duty Training 000158 CA0024 00035867 Q 415096	15/2021 Personalize Find Deptid Description CG STA SAN FRANCISCO ind View All F Q CG STA SAN FF Q CG STA SAN FF Q CG STA SAN FF BCM Seaman	Position I BCM irst (4) 1 RANCISCO	Route for Ap	proval () 1-2 of Location De CG STA SA FRANCISC ast	f 2 () Last escription	
	TAS Order Course: Course Se Course Se Course Se Training F Govt C Itinerary Sequence Number 9 Travel Ord * Seq Nbr: Estimated Actual Dar Nature of Other Loc Per I	Basic Inform	ation 210160 2108 08/23/2021 PETA older Travel Approval 2/2021	STOREKEEI CG TRACE	PER Course I IN PETALUMA Actual Date	End Date: 10/ A Nature of Duty Duty Training F 000158 CA0024 00035867 Q 415096	Personalize Find Deptid Description CG STA SAN FRANCISCO ind View All F Q CG STA SAN FF BCM Seaman	Position I BCM irst A 1 RANCISCO	Route for Ap	proval	I 2 () Last escription	

Continued on next page

5 April 2023

Viewing / Printing Training Administration Orders (TDY), Continued

Procedures, continued

Step	Action
5	To view the travel order notes, select the Order Notes tab.
	If there are multiple Contract Clauses (Order Notes), click View All to review
	each Contract Clause.
	Training Admin Order Order Notes Order Funding Order Audit
	River Tam Empl ID: 1234567 Empl Record: 0
	Trans ID: 2711212 Order Action:
	Begin Date: 08/22/2021 Order Type: TAS
	Order End Date: 10/15/2021 Order Status: Ready
	TAS Order Basic Information
	Course: 210160 STOREKEEPER
	Course Session Nbr: 2108
	Course Start Date: 08/23/2021 Course End Date: 10/15/2021
	Infaining Facility. CG TRACEN PETALOMA
	Route for Approval
	Govt Credit Card Holder
	Contract Clauses Find View All First ④ 1 of 1 ④ Last
	*Contract Clause:
	*Sequence Number:
	Show on Printed Order
	🗑 Save 🔯 Return to Search 🖹 Notify

Continued on next page

Viewing / Printing Training Administration Orders (TDY), Continued

Procedures,

continued

Step	Action
6	To view the funding, select the Order Funding tab.
6	To view the funding, select the Order Funding tab. NOTE: Do NOT edit the Cost Totals. If there is an issue with the POET Details, contact the Funding Authority. Any questions regarding funding on DA "A" & "C" School orders should be sent to the HQS-SMB-A-C-School Travel Claim Adjustment <hqs-smb-a-c schooltravelclaimadjustment@uscg.mil=""> mailbox. Training Admin Order Tore Notes Order Funding Order Audit Nver.Tom Training Admin Order (Order Funding Order Audit) Begin Date: 08/22/2021 Order Type: TAS Order End Date: 10/15/2021 Order Status: Ready TAS Order Basic Information Course: 210160 STOREKEEPER</hqs-smb-a-c>
	Course Session Nbr: 2108
	Training Facility: PETA CG TRACEN PETALUMA
	Route for America
	Govt Credit Card Holder
	Personalize Find View All 🖉 🧱 First 🕢 1 of 1 🕞 Last
	Status Document# POET Funding Type Cost Total Funds Check Status Obligation Status
	1 Obligated 70Z0TAS210001260 UCGITF0ASC30885CMDCD2100E321210160 Travel \$200.00 Approved Success
	Return to Search Notify Iotal Cost: \$200.00
7	To view the audit information, select the Order Audit tab. The Order History provides a list of all users that have touched the orders. Click Return to Search to exit the Order. Training Admin Order Order Funding Order Audit Empl ID: 1234567 Empl ID: 1234567 Empl Record:
	Trans ID: 2711212 Order Action: Go
	Begin Date: 08/22/2021 Order Type: TAS
	Order End Date: 10/15/2021 Order Status: Ready
	Order History Personalize Find 🔄 📑 First 🕢 1-6 of 6 🕟 Last
	Summary Order Header Order Travel Order Funding Details
	User ID Name Datetime Modified Action Audit Record Name 1 CG_EMS_NODE_USER CG_EMS_Node_User 09/02/2021_9:20:18AM Change CG_EMS_ORD_HDR
	2 9876543 Inara Serra 09/02/2021 9:20:11AM Change CG_FMS_FUNDING
	3 7534219 Kaylee L. Frye 08/31/2021 10:32:29AM Add CG_FMS_ORD_HDR
	4 7534219 Kaylee L. Frye 08/31/2021 10:32:29AM Add CG_FMS_FUNDING
	5 7534219 Kaylee L. Frye 08/31/2021 10:32:29AM Add CG_FMS_ORD_TRVL
	6 7534219 Kaylee L. Frye 08/31/2021 10:32:29AM Add CG_FMS_ORD_TRVL
	Save Return to Search Notify