


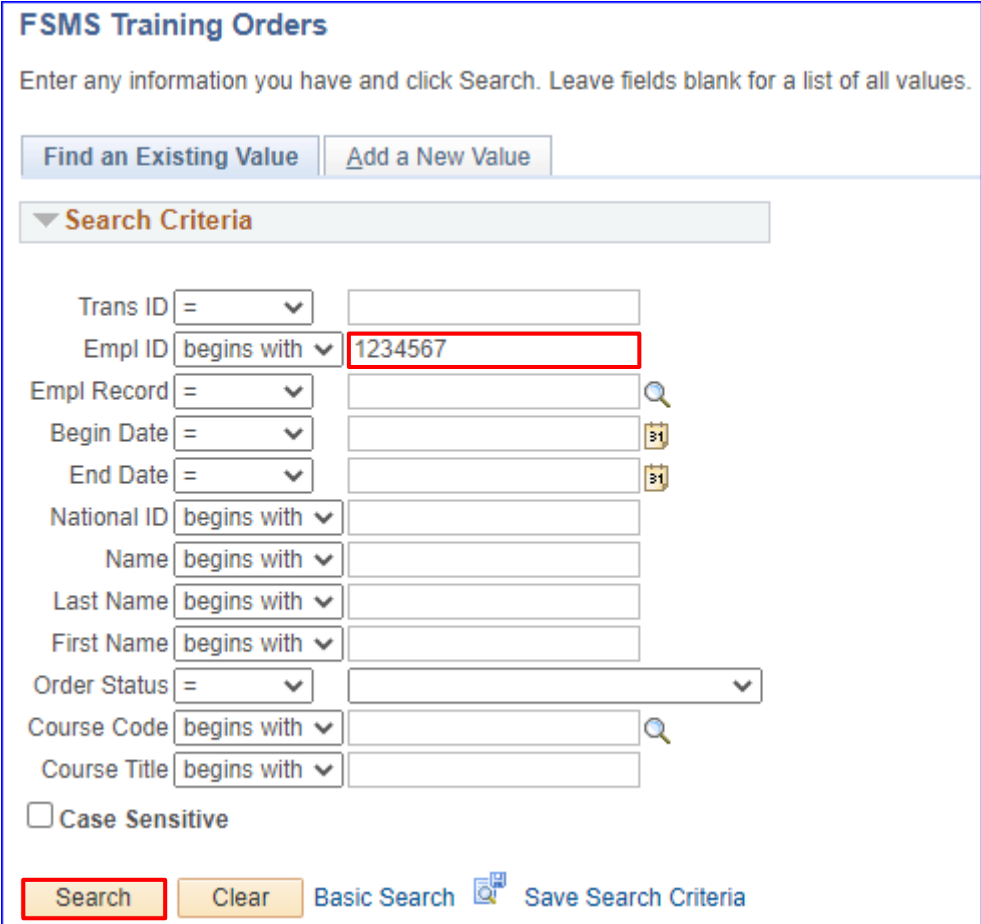
Viewing / Printing Training Administration Orders (TDY)

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](#).

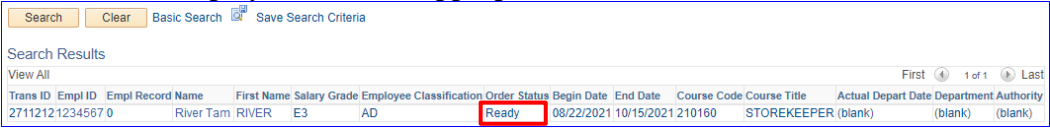
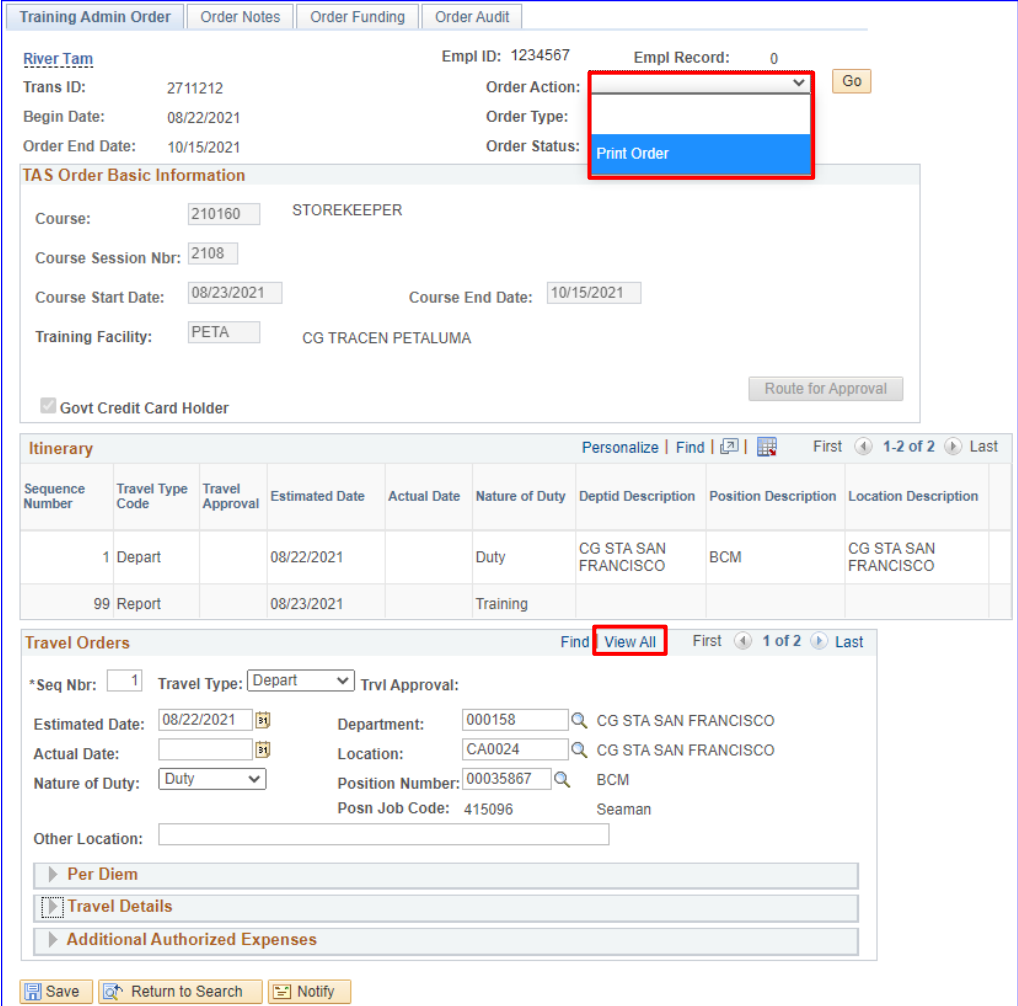
Procedures See below.

Step	Action
1	<p>Select FSMS Training Admin Orders from the Training Admin – Enrollment pagelet.</p> 
2	<p>Enter the member's Empl ID and click Search.</p> 

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Viewing / Printing Training Administration Orders (TDY), Continued

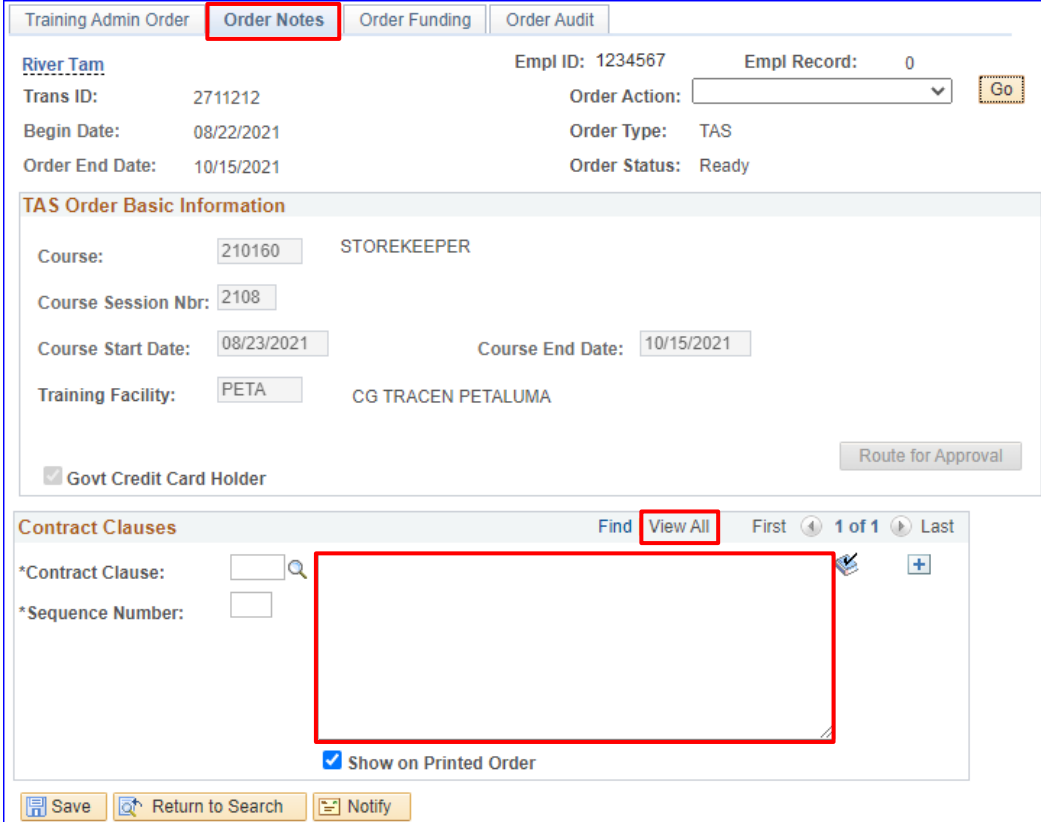
Procedures,
continued

Step	Action																											
<p>3</p>	<p>If the member has only a single TDY Order, it will automatically open.</p> <p>If the member has multiple TDY Orders, a list of all TDY Orders for the member will display. Select the appropriate Order Status.</p>  <p>The screenshot shows a search results table with the following data:</p> <table border="1"> <thead> <tr> <th>Trans ID</th> <th>Empl ID</th> <th>Empl Record Name</th> <th>First Name</th> <th>Salary Grade</th> <th>Employee Classification</th> <th>Order Status</th> <th>Begin Date</th> <th>End Date</th> <th>Course Code</th> <th>Course Title</th> <th>Actual Depart Date</th> <th>Department Authority</th> </tr> </thead> <tbody> <tr> <td>2711212</td> <td>1234567.0</td> <td>River Tam</td> <td>RIVER</td> <td>E3</td> <td>AD</td> <td>Ready</td> <td>08/22/2021</td> <td>10/15/2021</td> <td>210160</td> <td>STOREKEEPER</td> <td>(blank)</td> <td>(blank)</td> </tr> </tbody> </table>	Trans ID	Empl ID	Empl Record Name	First Name	Salary Grade	Employee Classification	Order Status	Begin Date	End Date	Course Code	Course Title	Actual Depart Date	Department Authority	2711212	1234567.0	River Tam	RIVER	E3	AD	Ready	08/22/2021	10/15/2021	210160	STOREKEEPER	(blank)	(blank)	
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<p>4</p>	<p>The Training Admin Order tab will display. To Print, select Print Order from the Order Action drop-down.</p> <p>To View the travel details (depart/report rows) of the Order, scroll down the page to Travel Orders and select View All.</p>  <p>The screenshot shows the 'Training Admin Order' page with the following details:</p> <ul style="list-style-type: none"> Order ID: 2711212 Begin Date: 08/22/2021 Order End Date: 10/15/2021 Course: 210160 STOREKEEPER Course Session Nbr: 2108 Course Start Date: 08/23/2021 Course End Date: 10/15/2021 Training Facility: PETA CG TRACEN PETALUMA <p>The 'Order Action' dropdown menu is open, showing the 'Print Order' option highlighted in a blue box. The 'Travel Orders' section at the bottom shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Sequence Number</th> <th>Travel Type Code</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td></td> <td>08/22/2021</td> <td></td> <td>Duty</td> <td>CG STA SAN FRANCISCO</td> <td>BCM</td> <td>CG STA SAN FRANCISCO</td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>08/23/2021</td> <td></td> <td>Training</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sequence Number	Travel Type Code	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart		08/22/2021		Duty	CG STA SAN FRANCISCO	BCM	CG STA SAN FRANCISCO	99	Report		08/23/2021		Training			
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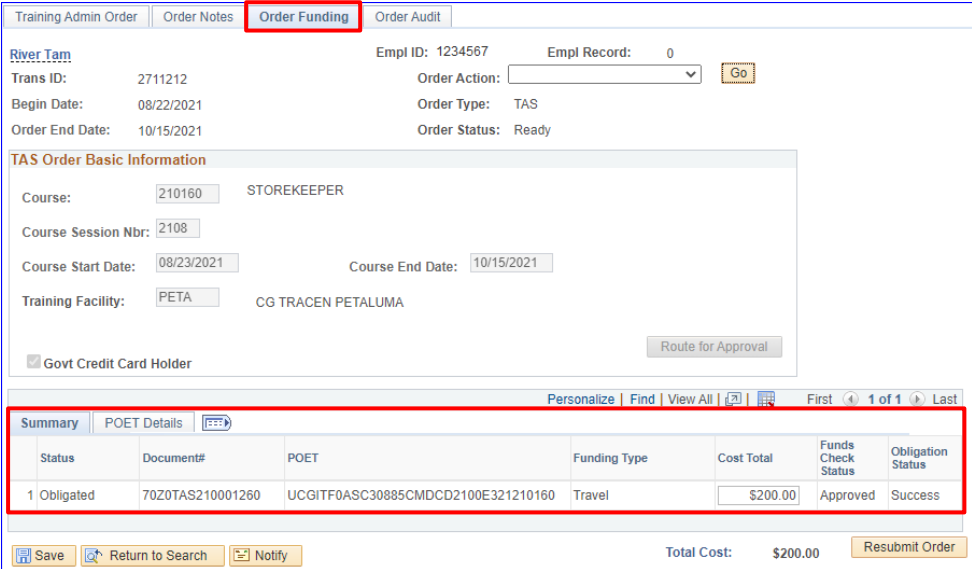
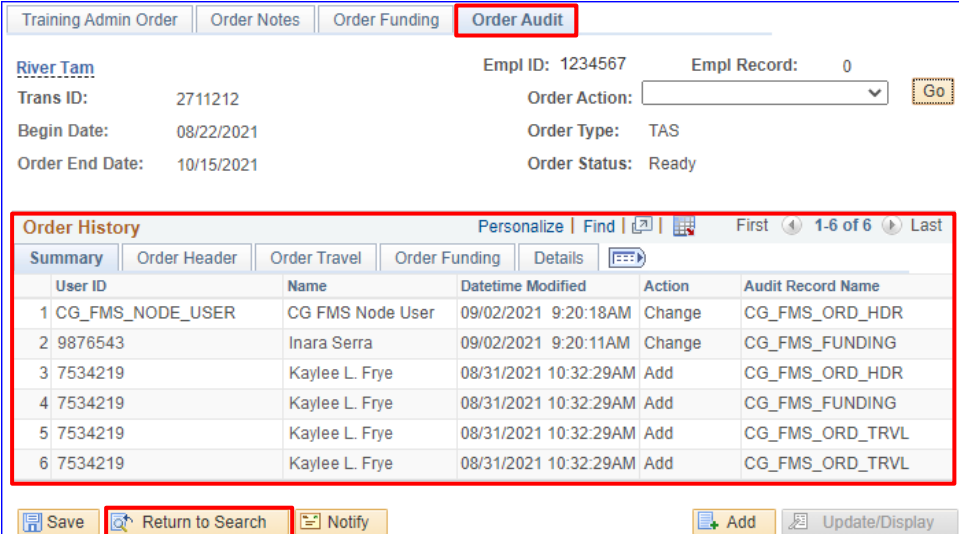
Procedures,
continued

Step	Action
5	<p>To view the travel order notes, select the Order Notes tab.</p> <p>If there are multiple Contract Clauses (Order Notes), click View All to review each Contract Clause.</p> 

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Procedures,
continued

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<p>6</p>	<p>To view the funding, select the Order Funding tab.</p> <p>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.</p>  <p>The screenshot shows the 'Order Funding' tab selected. The 'Summary' table is as follows:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> </tr> </thead> <tbody> <tr> <td>1 Obligated</td> <td>70Z0TAS210001260</td> <td>UCGITF0ASC30885CMD2100E321210160</td> <td>Travel</td> <td>\$200.00</td> <td>Approved</td> <td>Success</td> </tr> </tbody> </table>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 Obligated	70Z0TAS210001260	UCGITF0ASC30885CMD2100E321210160	Travel	\$200.00	Approved	Success																					
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<p>7</p>	<p>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.</p>  <p>The screenshot shows the 'Order Audit' tab selected. The 'Order History' table is as follows:</p> <table border="1"> <thead> <tr> <th>User ID</th> <th>Name</th> <th>Datetime Modified</th> <th>Action</th> <th>Audit Record Name</th> </tr> </thead> <tbody> <tr> <td>1 CG_FMS_NODE_USER</td> <td>CG FMS Node User</td> <td>09/02/2021 9:20:18AM</td> <td>Change</td> <td>CG_FMS_ORD_HDR</td> </tr> <tr> <td>2 9876543</td> <td>Inara Serra</td> <td>09/02/2021 9:20:11AM</td> <td>Change</td> <td>CG_FMS_FUNDING</td> </tr> <tr> <td>3 7534219</td> <td>Kaylee L. Frye</td> <td>08/31/2021 10:32:29AM</td> <td>Add</td> <td>CG_FMS_ORD_HDR</td> </tr> <tr> <td>4 7534219</td> <td>Kaylee L. Frye</td> <td>08/31/2021 10:32:29AM</td> <td>Add</td> <td>CG_FMS_FUNDING</td> </tr> <tr> <td>5 7534219</td> <td>Kaylee L. Frye</td> <td>08/31/2021 10:32:29AM</td> <td>Add</td> <td>CG_FMS_ORD_TRVL</td> </tr> <tr> <td>6 7534219</td> <td>Kaylee L. Frye</td> <td>08/31/2021 10:32:29AM</td> <td>Add</td> <td>CG_FMS_ORD_TRVL</td> </tr> </tbody> </table>	User ID	Name	Datetime Modified	Action	Audit Record Name	1 CG_FMS_NODE_USER	CG FMS Node User	09/02/2021 9:20:18AM	Change	CG_FMS_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
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