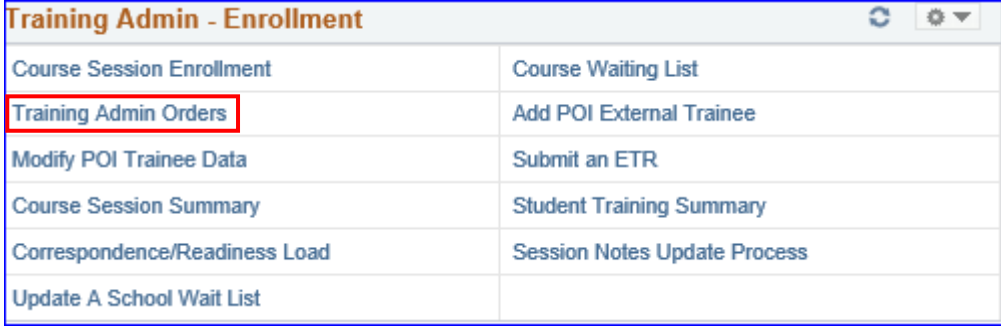
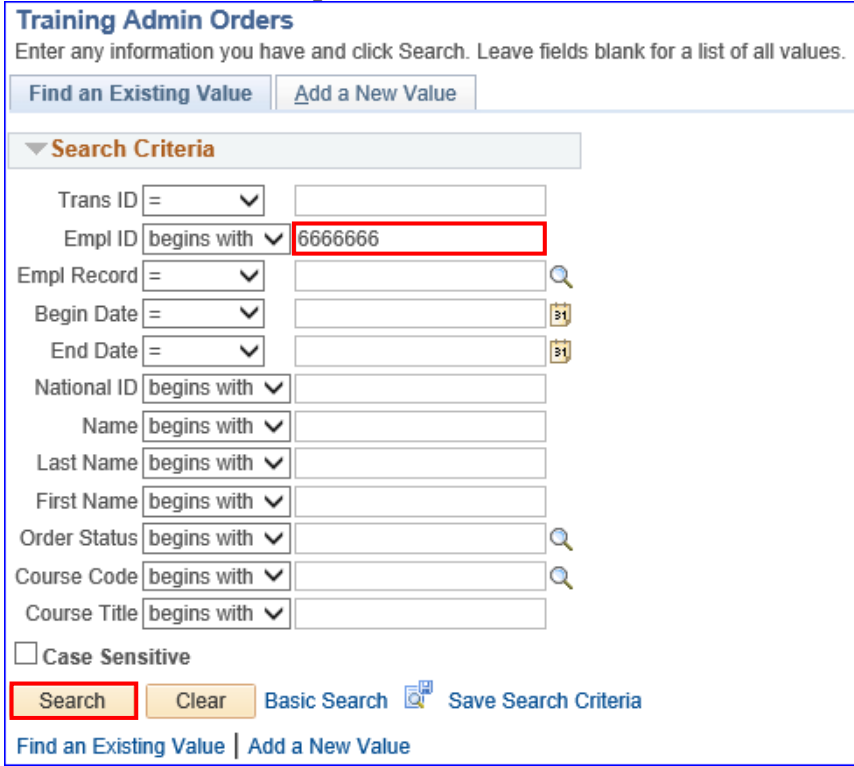


Viewing and Printing Training Administration Orders (TDY)

Introduction This guide provides the procedures for viewing and printing Training Administration Orders (TDY) in Direct Access. Members can view/print their own orders via Self-Service by clicking the My Airport Terminal Orders link under Tasks in the Employee pagelet. Commands and SPOs can also view/print member’s Training Administration Orders via the Airport Terminal.

Procedures See below.

Step	Action												
1	<p>Select Training Admin Orders from the Training Admin – Enrollment pagelet.</p>  <p>The screenshot shows a window titled "Training Admin - Enrollment" with a table of options:</p> <table border="1"> <tr> <td>Course Session Enrollment</td> <td>Course Waiting List</td> </tr> <tr> <td>Training Admin Orders</td> <td>Add POI External Trainee</td> </tr> <tr> <td>Modify POI Trainee Data</td> <td>Submit an ETR</td> </tr> <tr> <td>Course Session Summary</td> <td>Student Training Summary</td> </tr> <tr> <td>Correspondence/Readiness Load</td> <td>Session Notes Update Process</td> </tr> <tr> <td>Update A School Wait List</td> <td></td> </tr> </table>	Course Session Enrollment	Course Waiting List	Training Admin Orders	Add POI External Trainee	Modify POI Trainee Data	Submit an ETR	Course Session Summary	Student Training Summary	Correspondence/Readiness Load	Session Notes Update Process	Update A School Wait List	
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Modify POI Trainee Data	Submit an ETR												
Course Session Summary	Student Training Summary												
Correspondence/Readiness Load	Session Notes Update Process												
Update A School Wait List													
2	<p>Enter the member’s Empl ID and click Search.</p>  <p>The screenshot shows the "Training Admin Orders" search interface. It includes a search criteria section with the following fields:</p> <ul style="list-style-type: none"> Trans ID = [dropdown] [input] Empl ID begins with [dropdown] 6666666 Empl Record = [dropdown] [input] Begin Date = [dropdown] [input] End Date = [dropdown] [input] National ID begins with [dropdown] [input] Name begins with [dropdown] [input] Last Name begins with [dropdown] [input] First Name begins with [dropdown] [input] Order Status begins with [dropdown] [input] Course Code begins with [dropdown] [input] Course Title begins with [dropdown] [input] <p>At the bottom, there is a "Search" button (highlighted with a red box), a "Clear" button, and links for "Basic Search" and "Save Search Criteria".</p>												

Continued on next page

Viewing and Printing Training Administration Orders (TDY), Continued

Procedures,
continued

Step	Action																																																																																																																																							
3	<p>A list of TDY orders will display (unless the member only has one set, then that order page will display as seen in the next step). If necessary, click the appropriate orders.</p> <div data-bbox="300 633 1380 842"> <p>Search Results</p> <p>View All</p> <table border="1"> <thead> <tr> <th>Trans ID</th> <th>Empl ID</th> <th>Empl Rec</th> <th>Name</th> <th>First Name</th> <th>Salary Gr</th> <th>EmplClass</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</th> <th>Authority</th> </tr> </thead> <tbody> <tr> <td>2498622</td> <td>6666666</td> <td>0</td> <td>Seabiscuit</td> <td>HORSE</td> <td>E6</td> <td>AD</td> <td>R</td> <td>08/26/2018</td> <td>08/31/2018</td> <td>400475</td> <td>OIL SPILL CONTROL</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td>2498386</td> <td>6666666</td> <td>0</td> <td>Seabiscuit</td> <td>HORSE</td> <td>E6</td> <td>AD</td> <td>R</td> <td>08/20/2018</td> <td>08/24/2018</td> <td>501393</td> <td>OIL SPILL RECOVERY TECHNICIAN</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td>2460460</td> <td>6666666</td> <td>0</td> <td>Seabiscuit</td> <td>HORSE</td> <td>E6</td> <td>AD</td> <td>F</td> <td>03/11/2018</td> <td>03/14/2018</td> <td>501858</td> <td>RADIATION DETECTION LVL2 OPER</td> <td>03/11/2018</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td>2460211</td> <td>6666666</td> <td>0</td> <td>Seabiscuit</td> <td>HORSE</td> <td>E6</td> <td>AD</td> <td>F</td> <td>02/26/2018</td> <td>02/27/2018</td> <td>501378</td> <td>ICS-400 ADVANCED ICS</td> <td>02/26/2018</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td>2458482</td> <td>6666666</td> <td>0</td> <td>Seabiscuit</td> <td>HORSE</td> <td>E6</td> <td>AD</td> <td>F</td> <td>02/27/2018</td> <td>03/01/2018</td> <td>501388</td> <td>ICS-339 Div/Group Supervisor</td> <td>02/27/2018</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td>2440855</td> <td>6666666</td> <td>0</td> <td>Seabiscuit</td> <td>HORSE</td> <td>E6</td> <td>AD</td> <td>F</td> <td>11/27/2017</td> <td>12/01/2017</td> <td>501377</td> <td>ICS 300</td> <td>11/27/2017</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td>2429979</td> <td>6666666</td> <td>0</td> <td>Seabiscuit</td> <td>HORSE</td> <td>E6</td> <td>AD</td> <td>C</td> <td>10/09/2017</td> <td>10/13/2017</td> <td>501377</td> <td>ICS 300</td> <td>(blank)</td> <td>(blank)</td> <td>(blank)</td> </tr> <tr> <td>2415208</td> <td>6666666</td> <td>0</td> <td>Seabiscuit</td> <td>HORSE</td> <td>E6</td> <td>AD</td> <td>F</td> <td>07/09/2017</td> <td>07/22/2017</td> <td>501130</td> <td>CBRNE Responders Course</td> <td>07/09/2017</td> <td>(blank)</td> <td>(blank)</td> </tr> </tbody> </table> </div>	Trans ID	Empl ID	Empl Rec	Name	First Name	Salary Gr	EmplClass	Order Status	Begin Date	End Date	Course Code	Course Title	Actual Depart Date	Department	Authority	2498622	6666666	0	Seabiscuit	HORSE	E6	AD	R	08/26/2018	08/31/2018	400475	OIL SPILL CONTROL	(blank)	(blank)	(blank)	2498386	6666666	0	Seabiscuit	HORSE	E6	AD	R	08/20/2018	08/24/2018	501393	OIL SPILL RECOVERY TECHNICIAN	(blank)	(blank)	(blank)	2460460	6666666	0	Seabiscuit	HORSE	E6	AD	F	03/11/2018	03/14/2018	501858	RADIATION DETECTION LVL2 OPER	03/11/2018	(blank)	(blank)	2460211	6666666	0	Seabiscuit	HORSE	E6	AD	F	02/26/2018	02/27/2018	501378	ICS-400 ADVANCED ICS	02/26/2018	(blank)	(blank)	2458482	6666666	0	Seabiscuit	HORSE	E6	AD	F	02/27/2018	03/01/2018	501388	ICS-339 Div/Group Supervisor	02/27/2018	(blank)	(blank)	2440855	6666666	0	Seabiscuit	HORSE	E6	AD	F	11/27/2017	12/01/2017	501377	ICS 300	11/27/2017	(blank)	(blank)	2429979	6666666	0	Seabiscuit	HORSE	E6	AD	C	10/09/2017	10/13/2017	501377	ICS 300	(blank)	(blank)	(blank)	2415208	6666666	0	Seabiscuit	HORSE	E6	AD	F	07/09/2017	07/22/2017	501130	CBRNE Responders Course	07/09/2017	(blank)	(blank)
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4	<p>The Training Admin Order tab will display. At any time, select the Order Action drop-down, click Print Order and then click Go to print the orders. Scroll down, if necessary) to view the Travel Orders section.</p> <div data-bbox="300 987 1380 1563"> <p>Training Admin Order Order Notes Order Funding Order Audit</p> <p>Seabiscuit..... Empl ID: 6666666 Empl Record: 0</p> <p>Trans ID: 2498622 Order Action: Print Order Go</p> <p>Order Begin Date: 08/26/2018 Order Type: TAS</p> <p>Order End Date: 08/31/2018 Order Status: Ready</p> <p>TAS Order Basic Information</p> <p>Course: 400475 OIL SPILL CONTROL</p> <p>Course Session Nbr: 0068</p> <p>Course Start Date: 08/27/2018 Course End Date: 08/31/2018</p> <p>Training Facility: TEEX TEXAS A&M ENGINEER EXT CTR</p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder Route for Approval</p> <p>Itinerary Personalize Find First 1-2 of 2 Last</p> <table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Dept/Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td></td> <td>08/26/2018</td> <td></td> <td>Duty</td> <td>GST ENGINEERING DIV</td> <td>RESPONSE TEAM LEADER</td> <td>CG GULF STRIKE TEAM</td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>08/27/2018</td> <td></td> <td>Training</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Dept/Description	Position Description	Location Description	1	Depart		08/26/2018		Duty	GST ENGINEERING DIV	RESPONSE TEAM LEADER	CG GULF STRIKE TEAM	99	Report		08/27/2018		Training																																																																																																															
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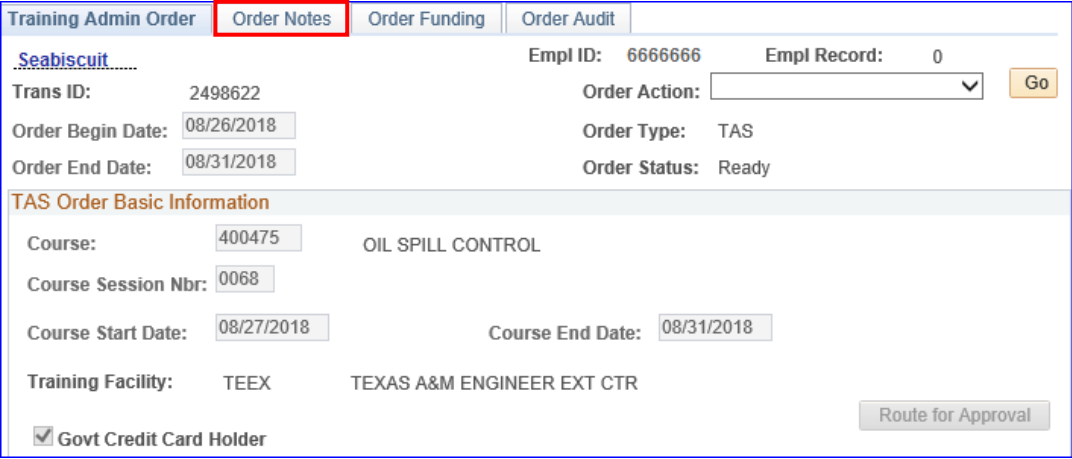
Procedures,
continued

Step	Action
5	<p>Click View All to review each Depart/Report row.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Travel Orders Find View All First 1 of 2 Last</p> <p>*Seq Nbr: <input type="text" value="1"/> Travel Type: <input type="text" value="Depart"/> Trvl Approval:</p> <p>Estimated Date: <input type="text" value="08/26/2018"/> Department: <input type="text" value="038481"/> GST ENGINEERING DIV</p> <p>Actual Date: <input type="text"/> Location: <input type="text" value="AL0009"/> CG GULF STRIKE TEAM</p> <p>Nature of Duty: <input type="text" value="Duty"/> Position Number: <input type="text" value="00025921"/> RESPONSE TEAM LEADER</p> <p>Posn Job Code: 427093 First Class Electrician's Mate</p> <p>Other Location: <input type="text"/></p> <p>Per Diem</p> <p>Current Messing Entitlement <input type="text"/></p> <p>Messing and Quarters</p> <p>Messing: <input type="text" value="Commercial Rate(Full LOC PerD)"/> CIV Reduced Per Diem Amt: <input type="text"/></p> <p>Govt Messing Directed <input type="text"/> Govt Reduced Per Diem Amt: <input type="text"/></p> <p>Lodging Rate Factor: <input type="text"/> Actual Expense Amount: <input type="text"/></p> <p>Lodging Rate: <input type="text"/> IAW CMDT LTR of: <input type="text"/></p> <p>Per Diem MIE Rate: <input type="text"/></p> <p>Per Diem City: <input type="text"/></p> <p>Per Diem Quarters: <input type="text" value="Commercial"/> Amount: <input type="text"/> <input type="checkbox"/> Contracted</p> <p>Travel at TDY Site</p> <p><input type="checkbox"/> Rental Car <input type="checkbox"/> Upgrade Authorization Upgrade to Size: <input type="text"/></p> <p><input type="checkbox"/> Local Travel (Includes taxi, bus, metro & oth Public Trans)</p> <p>Travel Details</p> <p><input type="checkbox"/> Combat Zone <input checked="" type="checkbox"/> Commercial Carrier (own expense subject to reimbursement) <input type="checkbox"/> Gov't Owned Conveyance</p> <p><input type="checkbox"/> Gov't Transportation Account (GTA) <input type="checkbox"/> Privately Owned Conveyance (POC)</p> <p>Mode of Transportation: <input type="text" value="Air"/> POC Type: <input type="text"/> \$: <input type="text"/></p> <p>RON Days: <input type="text"/> RON Locality: <input type="text"/></p> <p>Medical Travel: <input type="text"/> Medical Escort: <input type="text"/></p> <p>Additional Authorized Expenses</p> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Notify"/> </p> </div>

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Viewing and Printing Training Administration Orders (TDY), Continued

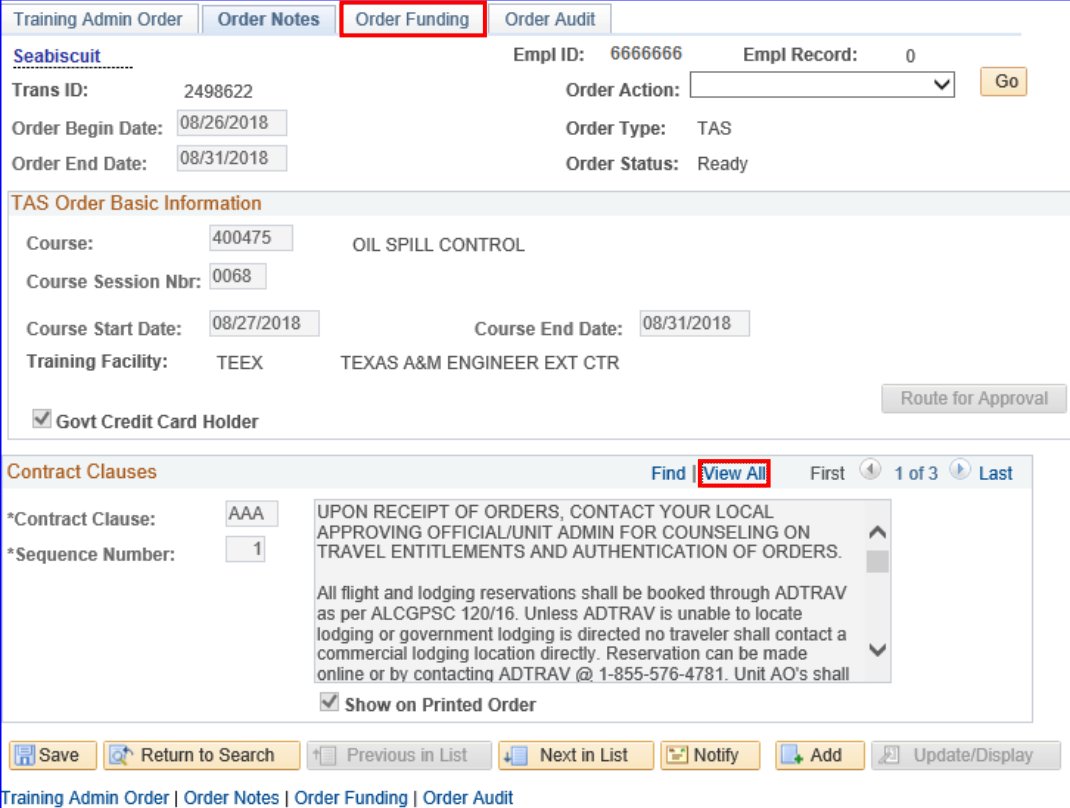
Procedures,
continued

Step	Action
6	<p>Then scroll up and select the Order Notes tab.</p> 

Continued on next page

Viewing and Printing Training Administration Orders (TDY), Continued

Procedures,
continued

Step	Action
7	<p>The Order Notes tab will display. Click View All (if necessary) to review each Order Note. Click the Order Funding tab.</p>  <p>The screenshot shows a web application interface with the following elements:</p> <ul style="list-style-type: none"> Navigation Tabs: Training Admin Order, Order Notes, Order Funding (highlighted), Order Audit. Order Details: <ul style="list-style-type: none"> Training Admin: Seabiscuit Trans ID: 2498622 Order Begin Date: 08/26/2018 Order End Date: 08/31/2018 Empl ID: 6666666 Empl Record: 0 Order Action: [Dropdown] Order Type: TAS Order Status: Ready TAS Order Basic Information: <ul style="list-style-type: none"> Course: 400475 OIL SPILL CONTROL Course Session Nbr: 0068 Course Start Date: 08/27/2018 Course End Date: 08/31/2018 Training Facility: TEEX TEXAS A&M ENGINEER EXT CTR <input checked="" type="checkbox"/> Govt Credit Card Holder Route for Approval button Contract Clauses: <ul style="list-style-type: none"> Find View All First 1 of 3 Last *Contract Clause: AAA *Sequence Number: 1 Text: UPON RECEIPT OF ORDERS, CONTACT YOUR LOCAL APPROVING OFFICIAL/UNIT ADMIN FOR COUNSELING ON TRAVEL ENTITLEMENTS AND AUTHENTICATION OF ORDERS. All flight and lodging reservations shall be booked through ADTRAV as per ALCGPSC 120/16. Unless ADTRAV is unable to locate lodging or government lodging is directed no traveler shall contact a commercial lodging location directly. Reservation can be made online or by contacting ADTRAV @ 1-855-576-4781. Unit AO's shall <input checked="" type="checkbox"/> Show on Printed Order Footer: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display

Continued on next page

Viewing and Printing Training Administration Orders (TDY), Continued

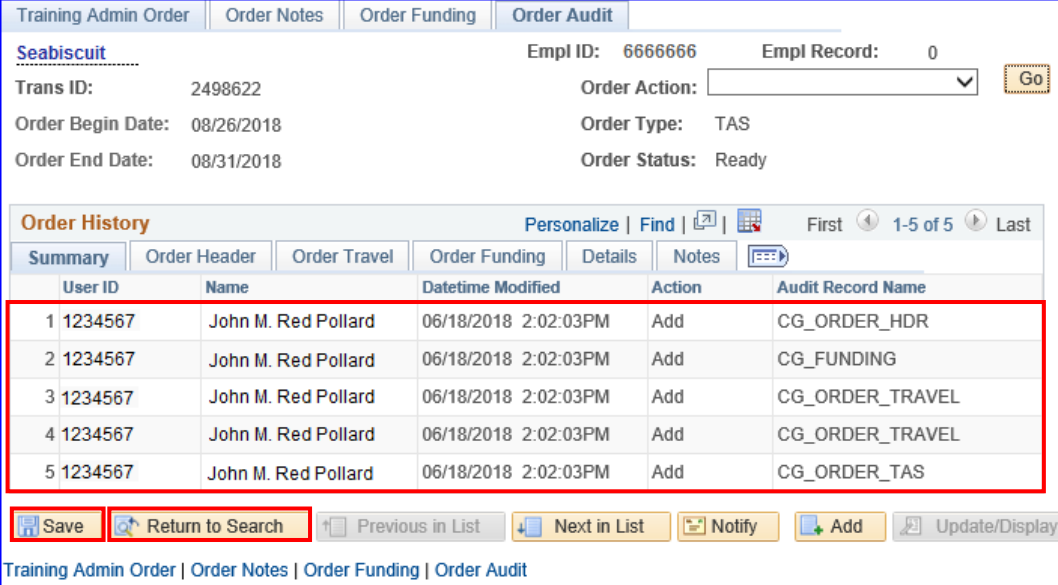
Procedures,
continued

Step	Action												
8	<p>Review this tab and click Order Audit tab.</p> <p>Training Admin Order Order Notes Order Funding Order Audit</p> <p><u>Seabiscuit</u> Empl ID: 6666666 Empl Record: 0</p> <p>Trans ID: 2498622 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 08/26/2018 Order Type: TAS</p> <p>Order End Date: 08/31/2018 Order Status: Ready</p> <p>TAS Order Basic Information</p> <p>Course: 400475 OIL SPILL CONTROL</p> <p>Course Session Nbr: 0068</p> <p>Course Start Date: 08/27/2018 Course End Date: 08/31/2018</p> <p>Training Facility: TEEX TEXAS A&M ENGINEER EXT CTR</p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input type="button" value="Route for Approval"/></p> <p>Personalize Find View All First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>TONO Status</th> <th>Travel Order Number</th> <th>Line of Accounting</th> <th>Funding Type</th> <th>Fiscal Year</th> <th>Total Cost</th> </tr> </thead> <tbody> <tr> <td>New</td> <td>1118228SEA66B000</td> <td>2P66112345SEA6666660</td> <td>Travel</td> <td>18</td> <td>1796.00</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List Notify Add Update/Display</p> <p>Training Admin Order Order Notes Order Funding Order Audit</p>	TONO Status	Travel Order Number	Line of Accounting	Funding Type	Fiscal Year	Total Cost	New	1118228SEA66B000	2P66112345SEA6666660	Travel	18	1796.00
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Continued on next page

Viewing and Printing Training Administration Orders (TDY), Continued

Procedures,
continued

Step	Action																														
9	<p>The Order Audit tab displays the Order History of any users that have touched the orders. Click Save or Return to Search to exit these orders.</p>  <p>The screenshot shows the 'Order Audit' tab selected. At the top, there are tabs for 'Training Admin Order', 'Order Notes', 'Order Funding', and 'Order Audit'. Below the tabs, the user 'Seabiscuit' is identified with 'Empl ID: 6666666' and 'Empl Record: 0'. Fields for 'Trans ID: 2498622', 'Order Begin Date: 08/26/2018', 'Order End Date: 08/31/2018', 'Order Action', 'Order Type: TAS', and 'Order Status: Ready' are visible. The 'Order History' section contains a table with the following data:</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 1234567</td> <td>John M. Red Pollard</td> <td>06/18/2018 2:02:03PM</td> <td>Add</td> <td>CG_ORDER_HDR</td> </tr> <tr> <td>2 1234567</td> <td>John M. Red Pollard</td> <td>06/18/2018 2:02:03PM</td> <td>Add</td> <td>CG_FUNDING</td> </tr> <tr> <td>3 1234567</td> <td>John M. Red Pollard</td> <td>06/18/2018 2:02:03PM</td> <td>Add</td> <td>CG_ORDER_TRAVEL</td> </tr> <tr> <td>4 1234567</td> <td>John M. Red Pollard</td> <td>06/18/2018 2:02:03PM</td> <td>Add</td> <td>CG_ORDER_TRAVEL</td> </tr> <tr> <td>5 1234567</td> <td>John M. Red Pollard</td> <td>06/18/2018 2:02:03PM</td> <td>Add</td> <td>CG_ORDER_TAS</td> </tr> </tbody> </table> <p>Below the table are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. The 'Return to Search' button is highlighted with a red border.</p>	User ID	Name	Datetime Modified	Action	Audit Record Name	1 1234567	John M. Red Pollard	06/18/2018 2:02:03PM	Add	CG_ORDER_HDR	2 1234567	John M. Red Pollard	06/18/2018 2:02:03PM	Add	CG_FUNDING	3 1234567	John M. Red Pollard	06/18/2018 2:02:03PM	Add	CG_ORDER_TRAVEL	4 1234567	John M. Red Pollard	06/18/2018 2:02:03PM	Add	CG_ORDER_TRAVEL	5 1234567	John M. Red Pollard	06/18/2018 2:02:03PM	Add	CG_ORDER_TAS
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