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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>Training Admin Orders</strong> from the Training Admin – Enrollment pagelet.</td>
</tr>
<tr>
<td>2</td>
<td>Enter the member’s <strong>Empl ID</strong> and click <strong>Search</strong>.</td>
</tr>
</tbody>
</table>

Continued on next page
Step | Action
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3 | 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.

4 | 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.

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## Viewing and Printing Training Administration Orders (TDY), Continued

### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>5</td>
<td><strong>Click View All</strong> to review each Depart/Report row.</td>
</tr>
</tbody>
</table>

![Travel Orders form]

### Additional Information

**Travel Details**

- Commercial Carrier: (own expense subject to reimbursement)
- Gov’t Transportation Account (GTA)
- Mode of Transportation: Air
- RON Days: [ ]
- RON Locality: [ ]
- Medical Travel: [ ]

**Additional Authorized Expenses**

- [ ] Save
- [ ] Return to Search
- [ ] Previous in List
- [ ] Next in List
- [ ] Notify

*Continued on next page*
Viewing and Printing Training Administration Orders (TDY), Continued

Procedures, continued

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<tbody>
<tr>
<td>6</td>
<td>Then scroll up and select the <strong>Order Notes</strong> tab.</td>
</tr>
</tbody>
</table>

![Image of Order Notes tab]

Continued on next page
Viewing and Printing Training Administration Orders (TDY), Continued

Procedures, continued

<table>
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<tr>
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<tbody>
<tr>
<td>7</td>
<td>The Order Notes tab will display. Click View All (if necessary) to review each Order Note. Click the Order Funding tab.</td>
</tr>
</tbody>
</table>

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*Contract Clause: AAA
*Sequence Number: 1

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 U.S. Army Field Manual 23-10. "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 at 1-855-578-4781. Unit AGs shall show on printed order.

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Continued on next page
## Viewing and Printing Training Administration Orders (TDY), Continued

### Procedures, continued

<table>
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<tbody>
<tr>
<td>8</td>
<td>Review this tab and click <strong>Order Audit</strong> tab.</td>
</tr>
</tbody>
</table>

![Order Audit Tab](image)

- **Course:** 400475  
- **Course Session No.:** 0068  
- **Course Start Date:** 08/27/2018  
- **Course End Date:** 08/31/2018  
- **Training Facility:** TEEX  
- **TAS Order Basic Information:** OIL SPILL CONTROL  
- **Trans ID:** 2498822  
- **Order Begin Date:** 08/28/2018  
- **Order End Date:** 08/31/2018  
- **Order Type:** TAS  
- **Order Status:** Ready

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*Continued on next page*
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.

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<td>9</td>
<td>The Order Audit tab displays the <strong>Order History</strong> of any users that have touched the orders. Click <strong>Save</strong> or <strong>Return to Search</strong> to exit these orders.</td>
</tr>
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