



# ***ROEs***

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- **IF YOU CAN, use the “...” menu next to your name to indicate Rank, First and Last, and Det --- Ex. SSgt Jane Doe, Det 9**
- **Chat, cameras, mic are disabled for attendees**
- **Submit questions in the Q&A and moderators will answer them**
- **If you reply to a previous question, they’re not nested, so restate the issue so the moderator understands the full thought**
- **If you can hear the music (even if it’s choppy), your sound works!**

# *Headquarters U.S. Air Force*

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*Integrity - Service - Excellence*  
Headquarters Individual Reservist Readiness and Integration Organization

## **DTS Transition**



**U.S. AIR FORCE**

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## ***What are the big changes?***

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- All travel reimbursement now goes through DTS
  - Exceptions: PCS, deployments, BMT attendance
- IRs will now create their own authorizations
  - Previously DTS authorizations were automatically created
- TDY orders no longer requested in myFSS – just DTS



## *Let's establish a few things ...*

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- AF Form 938 – this is an order which puts you in a pay status
  - AF Form 1610 – this is an order for TRAVEL ONLY
  - DTS Authorization – can I go?
  - DTS Voucher – I went, can I get reimbursed?
  - CTO – The DTS CTO is the one that services your detachment's location
  - LOA – Line of Accounting – the right pot of money
    - Provided by the org funding the orders
  - Use the correct DTS account – has your SSN+R
    - Contact your detachment ODTA to assist you
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## *myFSS orders request*

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- The following orders will be requested in myFSS
    - AT, MPA, RPA, school ... anything that puts you in pay status
  - The orders writers will create the orders in AROWS-R
  - The approved order **WILL NOT** create a DTS authorization
  - The comments on the orders will give you the pertinent info you need to create your DTS authorization
  - The orders will not have travel, per diem, etc. costs on them
  - The orders will have the number of days, including travel days – according to the JTR
  - Routine TDYs, and IDT Travel **WON'T** need a myFSS request
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## *Annual Tours, MPA, RPA*

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- Request orders in myFSS
  - Once approved orders are in AROWS-R, use the info in the comments to create your DTS authorization
  - For long tours (30+ days), pre-certify your orders on the first day and submit to the HQ RIO Pay office in myFSS to start pay
  - For short tours, certify in AROWS-R on the last day to get paid (TODC)
  - Once travel is complete and DTS authorization is approved, create a voucher from the authorization
  - Use the DTS quick guide for detailed steps
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## ***Annual Tour with IDTs in conjunction***

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- Request orders in myFSS
  - Once approved orders are in AROWS-R, use the info in the comments to create your DTS authorization
  - Certify AT orders in AROWS-R on the last day to get paid (if IDTs are after AT, must wait until the last IDT day)
  - Use UTAPS to mark IDTs worked to get paid
  - Once travel is complete and DTS authorization is approved, create a voucher from the authorization
  - Voucher will include AT travel to/from, and AT expenses
  - Create a separate DTS local voucher for IDT Lodging
  - Use DTS and IDT Lodging quick guides for detailed steps
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- DTS local voucher
- Lodging receipts, color UTAPS screenshot, automated 40s
  - You can sub a certified 40As
- Use the quick guide





# *Proof you worked the IDTs*

- Certified 40A
  - Three signatures – the “old way”
  - Digital or wet signatures from you and your supervisor

**OR**

- Color screen shot of UTAPS calendar
    - Wait for days to be BLACK (paid) - supervisor
    - Copy and Paste to a .jpg or .pdf
  - Automated 40A
    - Printed from UTAPs
    - Follow steps on the IDT Lodging Quick Guide
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- DTS authorization and voucher
- Limited to \$500, 12 times per year
- Authorization needs automated 40As
- Receipts for EVERYTHING except tolls



# What is the status of my auth/voucher

- On the Sign and Submit page, you can see what step the authorization or voucher is on

The screenshot displays the 'Sign and Submit' page. On the left is a navigation menu with three main sections: 'Reservations' (containing 'Review Reservations'), 'Finances' (containing 'Expenses', 'Per Diem', and 'Accounting'), and 'Review' (containing 'Review Profile', 'Review Authorization', 'Other Auths and Pre-Audits', and 'Sign and Submit'). The 'Sign and Submit' option is highlighted in red. The main content area shows a vertical timeline of three steps, each marked with a green checkmark in a circle. The first step is 'CREATED' on 07/13/2023 at 06:02PM, with the name 'SYSTEM ADVANCED'. The second step is 'SIGNED' on 07/18/2023 at 01:56PM, with the name 'JOSEPH D LEGRADI' and a detailed comment: 'Rental car intentionally not reserved at this time. If mission changes a modification will be made. Airfare purchased outside of DTS due to combination of personal and duty travel. I understand reimbursement for airfare will be limited by attached orders.' The third step is 'APPROVED' on 07/18/2023 at 02:12PM, with the name 'AMBER S HRECZKOSIJ'. A 'Hide Previous Stamp' link is visible at the top of the timeline area.

Step	Date/Time	Name	Comment
CREATED	07/13/2023 06:02PM	SYSTEM ADVANCED	
SIGNED	07/18/2023 01:56PMEST	JOSEPH D LEGRADI	Rental car intentionally not reserved at this time. If mission changes a modification will be made. Airfare purchased outside of DTS due to combination of personal and duty travel. I understand reimbursement for airfare will be limited by attached orders.
APPROVED	07/18/2023 02:12PMEST	AMBER S HRECZKOSIJ	



- LOA – if it's not available in DTS for you to choose, contact the owning organization and ensure they "cross-org" the LOA to your DTS profile
  - If you are on RPA with RIO, a cross-org isn't necessary
- Routing list – for MPA, also ask they "cross-org" you to their routing list ... this gives the unit control over the AO and Reviewing functions for their own money



## *Random reminders and real talk ...*

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- When you upload PDFs, select “retain as a PDF”
- Check on your authorization to make sure it’s approved prior to travel
- Double check all your info and forms EVERY TIME
  - Attach all the needed documentation?
  - Using your Reserve DTS profile?
  - Upload your orders/40A?
  - GTC in your profile?
  - DID. YOU. GET. PAID??
- ~~“I shouldn’t have to ...”~~ THERE’S A REASON