

ROEs

- 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

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

DTS Transition





U.S. AIR FORCE



What are the big changes?

- 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 ...

- 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



myFSS orders request

- 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



Annual Tours, MPA, RPA

- 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



Annual Tour with IDTs in conjunction

- 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





- 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



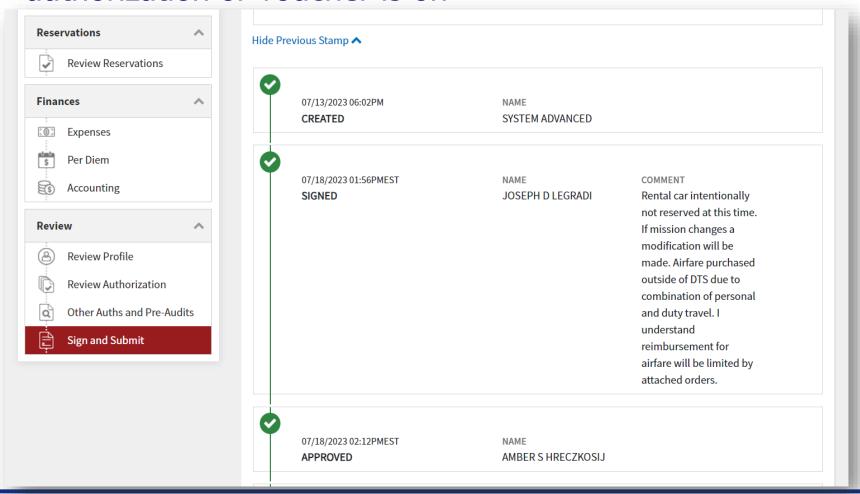


- DTS authorization and voucher
- Limited to \$500, 12 times per year
- Authorization needs automated 40As
- Receipts for EVERYTHING except tolls



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







- 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

- 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 <u>EVERY TIME</u>
 - 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