

New DTS Policy for Members on MPA

A Quick Guide from HQ RIO

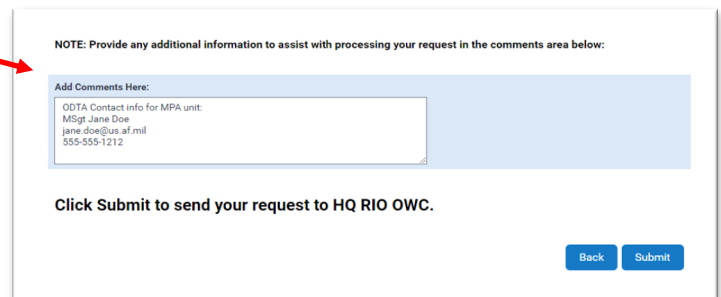
For IMAs who are or will be working MPA tours with travel associated

UPDATE:

The guidance to detach IR DTS profiles from Dets to the MPA-owning organization is paused for the time being, awaiting further guidance from AFRC. During this pause, DTS profiles will remain with the Dets. When new or updated guidance is released, we will post it here. In the meantime, new MPA orders may be requested through myPers and processed in AROWS-R with an accompanying Fund Cite Authorization Letter (FCAL). The FCAL must detail all entitlements and be signed by the MPA unit's Resource Advisor (RA). Existing orders will not be affected at this time.

In an effort to maximize the use of DTS, support our military members on MPA tours, and execute the directives in TASKORD #2022-01, the following policy change has been implemented:

Members requesting MPA orders will now be asked to provide the ODTA contact information for the MPA-supported unit in the myPers orders request form in the comments block of the final page.



NOTE: Provide any additional information to assist with processing your request in the comments area below:

Add Comments Here:

ODTA Contact info for MPA unit:
MSgt Jane Doe
jane.doe@us.af.mil
555-555-1212

Click Submit to send your request to HQ RIO OWC.

Back Submit

Once this information along with the MPA order request is received, the orders writer will create the MPA order (AF Form 938) in AROWS-R. After the order is approved, the RIO ODTA will coordinate with the MPA-supported ODTA to ensure release and gain of profile is accomplished. This “catch and release” may take a bit to schedule since the releasing and gaining units need to do it on the same day so provide lead time! Per the AFMAN, MPA order requests should be submitted 30 days prior to start.

Duty Location (non-PCS orders)

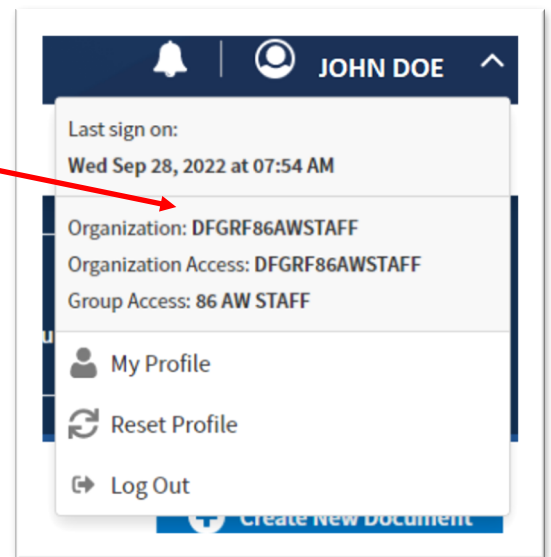
- Regardless of the actual duty location, the reporting location on the AF938 will be member's residence with no travel entitlement. Orders will state “Further TDY Travel Entitlements will be authorized in DTS.”
- When you've confirmed your profile is gained to the MPA-supported DTS system, you can book travel arrangements in DTS. (see screenshot next page)

For PCS tours

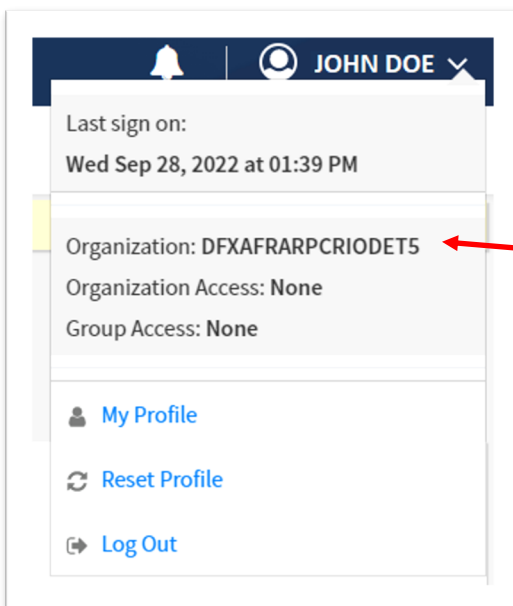
- Your duty location on the orders will be the primary duty station for the duration of the tour. Your PCS voucher will be filed in RTS and processed at RIO.
- Your DTS profile will still be detached from the Det and gained by your MPA-supported OTDA. If you need to go TDY during your MPA, your MPA-supported unit will process those vouchers in DTS.

Member responsibility

- Ensure your DTS profile has been gained by your MPA-supported unit.
- Upload the approved MPA orders as supporting documentation in DTS when creating the TDY authorization and when filing the subsequent voucher.
- Ensure all vouchers created during the MPA tour have been filed within 5 days of completion.
- While under the AC unit, the member will submit **all** TDY requests directly in DTS; this will ensure they route to their AC DTS AOs.



DTS profile showing assignment to MPA-supported unit



DTS profile showing assignment to Detachment

- Ensure that when the MPA tour is completed, all authorizations/vouchers created during the MPA tour have been filed and the AC unit ODTA releases your profile back to the RIO detachment.
- Confirm your RIO detachment gained your DTS profile back.

A DTS voucher is routed to the unit the member was assigned when the authorization was submitted. It isn't necessary to wait for a voucher to be completely processed before the profile is moved from the Det to the MPA-supported unit or vice versa.

Need to chat with your Det ODTA?

Det 2— arpc.hqriodet2@us.af.mil

Det 3— rio.det.3.1@us.af.mil

Det 4— arpc.hqriodet4@us.af.mil

Det 5— hqriodet5readinessint@us.af.mil

Det 6— riodet6@us.af.mil

Det 7— arows@us.af.mil

Det 8— eucom.stuttgart.eccs.mbx.rio-det-8@mail.mil

We are working with myPers and the M4S teams to have the MPA-supported ODTA information block added to those systems.

When that happens, this guide will be updated to reflect the change.