



DEPARTMENT OF THE NAVY

TRAINING SQUADRON SEVEN
NAVAL AIR STATION
101 FULLER ROAD SUITE 270
MERIDIAN, MS 39309-5405

TRARONSEVENINST 1320.1U

N1

23 Jan 15

TRAINING SQUADRON SEVEN INSTRUCTION 1320.1U

From: Commanding Officer, Training Squadron SEVEN

Subj: GENERAL TEMADD ORDER PROCEDURES

Ref: (a) TRARONSEVENINST 1320.2
(b) Joint Travel Regulations

Encl: (1) TAD Travel Request Form
(2) Example Detachment Travel Summary

1. Purpose. To issue revised policy and procedures for the proper processing of TEMADD orders.

2. Cancellation. TRARONSEVENINST 1320.1T

3. Action.

a. Individuals. Individuals will generate personal travel orders in the Defense Travel System (DTS) in accordance with the guidance specific to the type of travel as outlined in the following paragraphs.

(1) Individual TAD. Requests for House Hunting, Flight Instructor Training Course (FITC), Swim Physicals, etc., shall be submitted using a TAD Travel Request Form [enclosure (1)] and forwarded to the Administrative Officer for approval. Once approved, individuals shall generate orders in DTS.

(2) Cross Country Flights. Requests and orders will be generated and routed in accordance with the specific guidance contained in reference (a).

(3) Detachments. The coordinating officer will prepare a spreadsheet summary of all required travel needs for the detachment and forward to the Administrative Officer. An example summary is provided as enclosure (2). Individual travelers will generate their own orders in DTS. The coordinating officer will keep the Administrative Officer, TAD

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Travel Clerk, and all individual travelers advised of changes made to the original spreadsheet summary. Changes that involve commercial transportation will be handled between the coordinating officer, the TAD Travel Clerk, and the individual traveler(s) affected per procedural agreements specific to the detachment. In general, emergent changes to reservations that are required outside of normal working hours will be made by the individual traveler via contacting SATO directly.

b. Operations Officer. The Operations Officer will review all cross country travel requests and forward to the CO for approval.

c. Administrative Officer. The Administrative Officer or Assistant Administrative Officer will approve DTS generated orders (authorizations) and travel claims (vouchers) and ensure appropriate procedures are established and followed for the efficient management of cross country travel funds [reference (a)].

d. TAD Travel Clerk. The TAD Travel Clerk will perform the following functions:

(1) Review all DTS generated orders and vouchers, correcting any discrepancies, and forward for approval.

(2) Maintain paper copies of all cost orders, no cost orders, TAD request forms, and cross country request forms submitted and forward copies, as required, to the Training Air Wing ONE (CTW-1) Comptroller.

(3) Assist personnel, as necessary, in generating orders, arranging travel, and submitting travel claims.

4. Rental Cars. Members shall make all reservations for rental cars in DTS exclusively unless prior coordination has been made with the Administrative Officer (e.g., for detachments).

5. Lodging. Members should utilize DoD lodging (e.g., Navy Gateway Inns, Air Force Inns, etc.) at TAD locations if practical and available. Commercial lodging arrangements, if required, should be made either through DTS or by direct reservation with the hotel/chain. The use of online booking tools (e.g., Expedia, Orbitz, etc.) is authorized per reference (b) provided that a member provides an itemized receipt either

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from the hotel or the online booking agency which breaks down the daily room cost, daily taxes, and daily miscellaneous fees (if applicable). In all cases, members must be aware of hotel/online agency cancelation policies. Except for extreme circumstances, as determined by the Administrative Officer, members will not be reimbursed for any non-cancelable expenses incurred in advance when TAD travel does not proceed as planned.

6. Use of the Government Travel Charge Card (GTCC). Per reference (b), use of the GTCC is mandatory to pay for all costs incidental to official travel including lodging, transportation, rental cars, etc. Official expenses paid by any other means (e.g., a personal credit card) will not be reimbursed unless prior approval has been obtained from the Administrative Officer. The GTCC shall not be used for any non-claimable, unofficial, or personal expenses incurred during travel.

7. Executing Orders. After an authorization is approved in DTS, the member will print a copy of all pages, ensure that a valid order number appears in block 22 on page one, and stamp "ORIGINAL" on the top and bottom of page one. Members shall carefully review approved orders and contact the TAD Travel Clerk with any questions. Members shall not execute any travel without printed orders in hand unless prior coordination has been made with the Administrative Department.

8. Travel Claims. Members shall complete travel vouchers in DTS **within five working days** of return and submit all original paperwork to the TAD Travel Clerk.

9. Non-Execution of Orders. If travel orders are not executed, the member will log into DTS and resubmit the original orders as "cancelled" on the digital signature page. The TAD Travel Clerk will notify the CTW-1 Comptroller of any cancelled TAD orders.

10. Forms. TAD Travel Request Forms [enclosure (1)] are maintained and available in the Administrative Office.



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