

COMPLIANCE WITH THIS PAMPHLET IS MANDATORY

IAOS ORDERS TRAINING GUIDE



IAOS ORDERS TRAINING GUIDE

OPENING PROCEDURES

- 1) \$\$OPEN MAPER1 or MAPPER2 (Page2) or File, Open, Mapper 1 or 2 <transmit> (✓)
(transmit key is ==> Scroll Lock or Enter key on the Computer Keyboard)
- 2) NOJ601/MAPER1
- 3) MAP032
- 4) Sign-On Ex:

<p>User Id: IAOSMGR Dept: 36/38/39 36 - Prepare 38 - Publish 39 - Workday Control Officer Password: XXXXXXXXXX</p> <p>NOTE: If you type the password incorrectly three times, you will cause a Security Violation; therefore, you should call the MAPPER coordinator, 159CF/SCBI, for assistance.</p>	fig.1
---	-------

****NOTE:** Helpful Hint => Before you begin doing anything with a(n) order, evaluate the LA ANG 13. After you review it, begin researching the General Remarks. Only choose those remarks that correspond with the LA ANG 13; if you are unsure about what remark to use, please call 159FW/FM for assistance. Also ensure that the requesting person fully completes the LA ANG 13, signs it & has the signature of the approving official before beginning the order. This will ensure you that this is an official duty, funds are available and any special authorizations may be permissible.

- 5) You may choose what you want to do:

- *Enter #
- *Transmit

Ex: *If you want to create an order, type 1 <TAB> then transmit.*

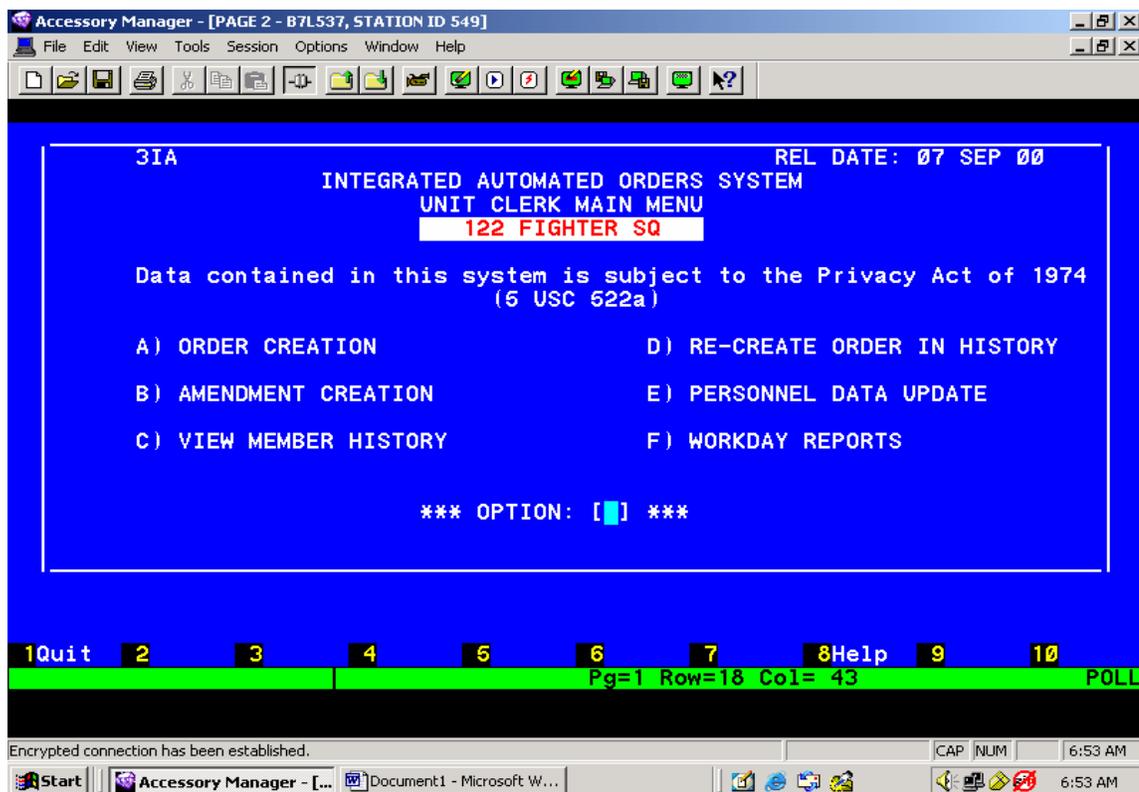


fig. 2

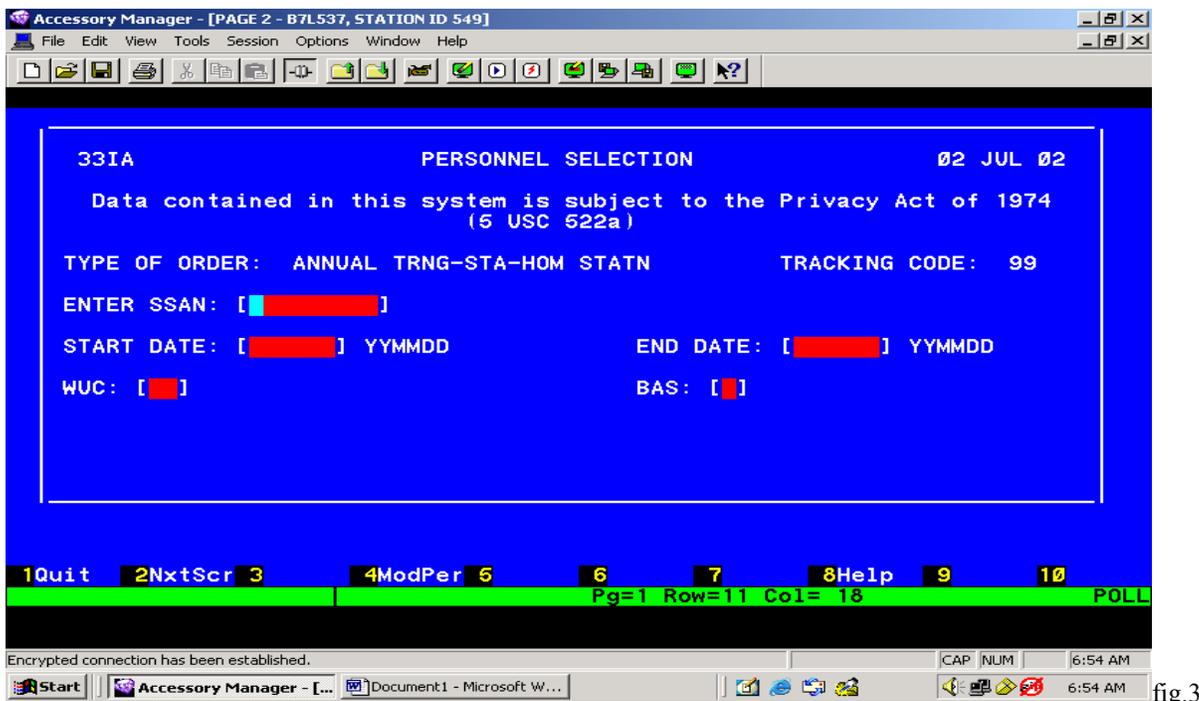
GETTING STARTED

When you are about to begin a **NEW** order, you must assign that particular order a **Tracking Code** in the Orders Log. However, in the IAOS system, you do not begin by typing in the tracking code.

Begin with the command “**Order Creation**” then transmit. At this point, you will be forwarded to the second menu, “**Automated Orders Menu**”. The system will prompt you to enter a “OPTION:” and “UNIT TRACKING CODE:”. When beginning an order, you should choose **OPTION: A** and enter your next available tracking code.

The following screen will be “**Order Type Selection**”. At this point, you will enter what type of order will be generated. This information may be obtained from the section #2 of the LA ANG Form 13, **Request and Approval To Publish Orders**.

IAOS will prompt you to the “**PERSONNEL SELECTION**” screen. Figure #3 gives you a look at the screen:



Proceed to complete the following information:

- ➔ Social Security Number (SSN)
- ➔ Input beginning and ending dates of the duty
- ➔ Enter two digit Work Utilization Code and One digit BAS code
- ➔ **NOTE:** If the individual is performing duty TDY-TECH, you must know the persons pay-grade; ex, GS-13.
- ➔ **Transmit**

After completing the last step above, IAOS displays the “**VERIFICATION SCREEN**”. Within this screen, IAOS let’s you review all of the data pertaining to the member. If all of the information is correct or incorrect, follow the instructions below the diagram in order to proceed. **NOTE: IAOS has one slight variation, you are now allowed to use function keys; ex., F1, F2, F3, etc.** Below, is an example of *the* “**VERIFICATION SCREEN**”.

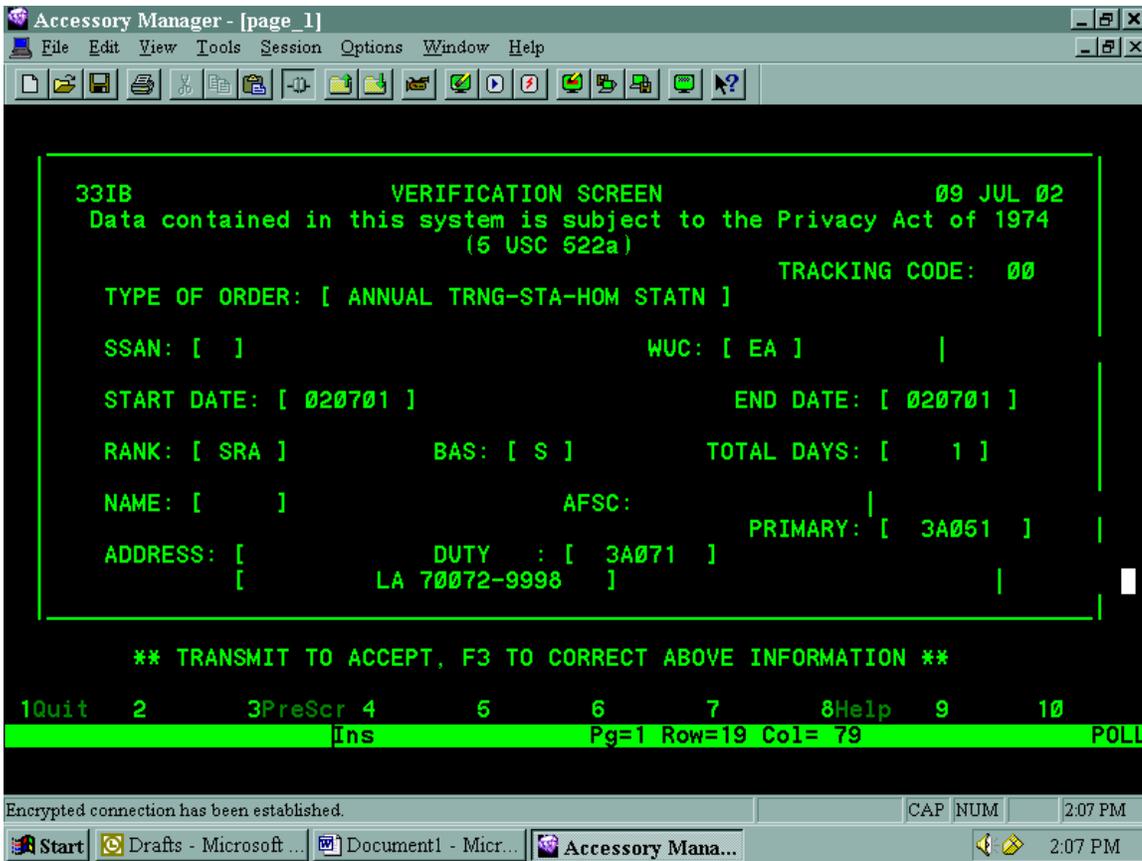


fig. 4

TRANSMITT TO ACCEPT, F3 TO CORRECT ABOVE INFORMATION
 1Quit 2 3PreScr 4 5 6 7 8Help 9 10

Now, IAOS will prompt you with the following message:

[269] RECORD HAS BEEN UPDATED -- USE FUNCTION KEYS TO CONTINUE

1Quit 2Nxt Scr 4AddPer 5 6 7 8Help 9 10

- **F1 = Quit and return to the Automated Orders Menu.
- **F2 = Go to the next function.
- **F3 = Return to Personnel Selection Screen.
- **F8 = *This option is unavailable at this time.*

After you have ensured that all of the information is correct, you will depress function key #2 in order to input the “ADDITIONAL INFORMATION”.

As stated earlier, if you are not familiar with all of the remark code, then it may be more efficient if you research the applicable remark codes for the individual performing the duty.

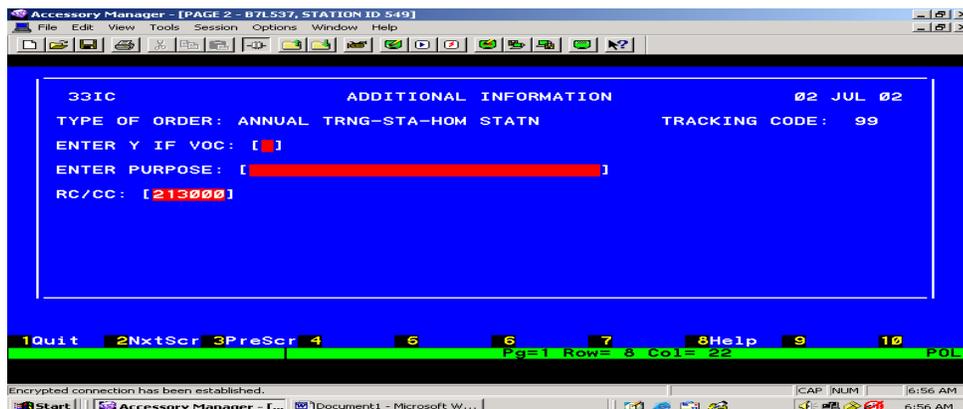
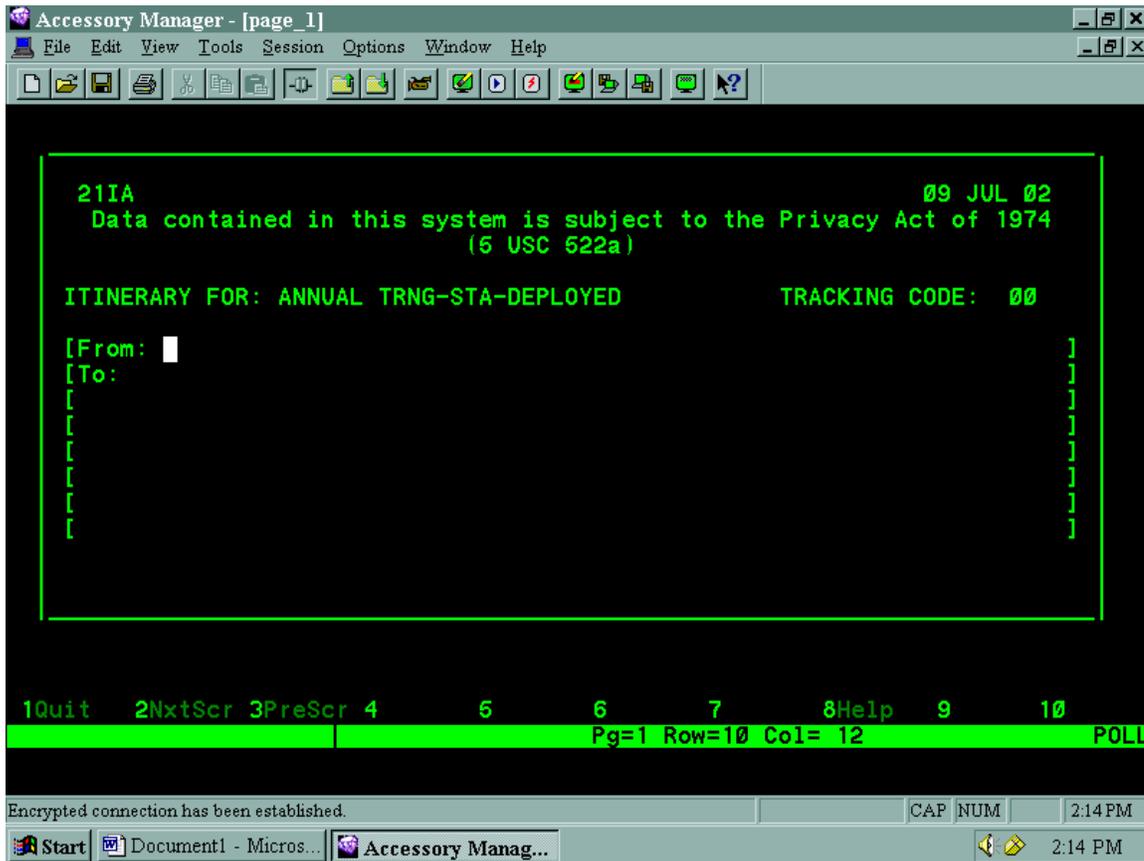


fig. 5

Once you have completed the above screen, IAOS will prompt you to the “ITINERARY” screen.



Now, when you have completed the “ITINERARY” portion of the order and it is in agreement with your LA ANG 13, you may transmit. After depressing the transmit key, the system will inform you that the record has been updated; then you must use your function keys. At this point, you will select function key # 2.

Upon completing the Itinerary, it is now time for you to input the Unit Remarks for the order that you are working on. Now, you have the option of inputting up to 10 Unit Remark codes at one time. This section will allow you, the order preparer to give specific guidance to the individual(s) on the order and to allow the member(s) to receive a variety of entitlements. The REMARKS screen will look like this:

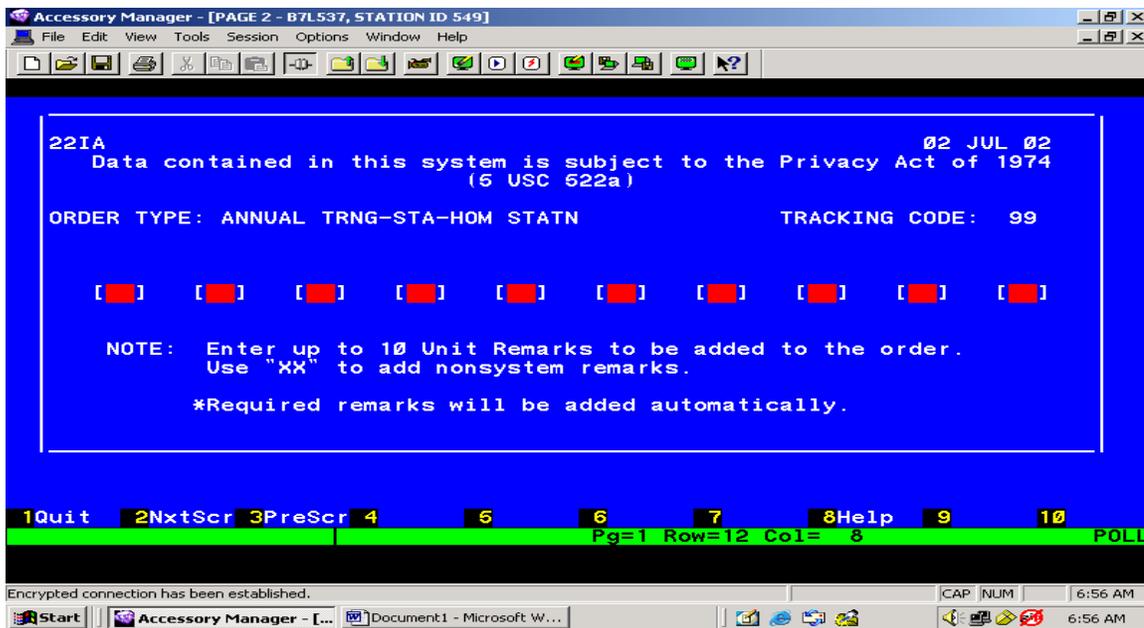


fig. 7

☞ When all remark codes have been entered and no other codes are applicable, transmit. This motion will allow the system to enter the Standard and General remarks along with those that you have instructed the system to enter on the order.

☞ Each remark will appear on the screen in the order that it was entered beginning with “all” standard remarks. You will begin by entering the appropriate data to complete each statement. At the end of each statement, depress the *transmit* button in order to move on to the next statement.

****If you have any questions/concerns about what grammar completes a statement, refer back to ANGI 33-101HQ LA ANG 1, pg. 4, table and pg. 7, table 5.***

After you have completed entering all remarks and *transmitting* at the end of the last statement, you will default back to the “REMARKS MENU”. At this point, use the appropriate function keys to move through the system.

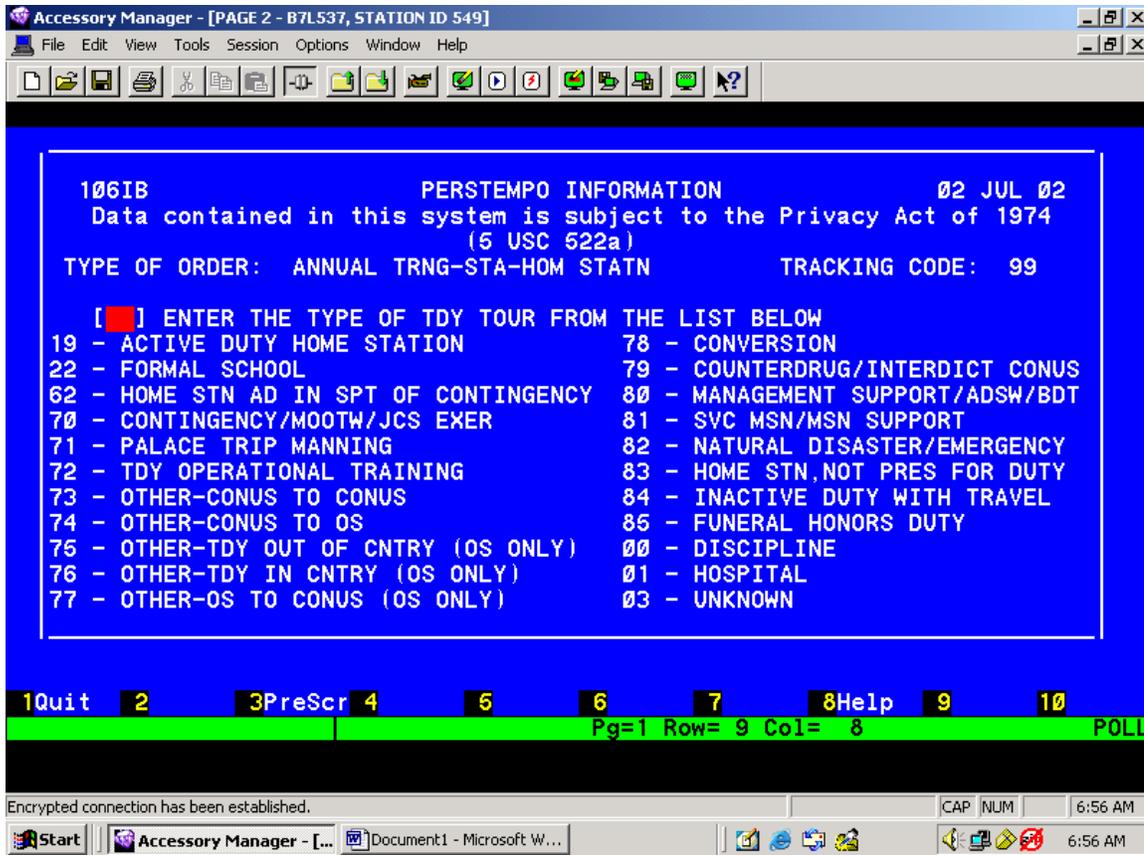


fig. 8

The final screen that will appear during this process of inputting orders is the “*PERSTEMPO*” screen. This screen will be new to many of you “Ole’ Timer”. *PERSTEMPO* is being used by Gen Sheppard to track the “whereabouts” of ANG personnel while deployed. ANGRC is keeping track of travel dollars and TDY locations a little closer due to budget cuts; therefore, this screen has been added to the orders process. If you have any further questions concerning *PERSTEMPO*, please contact your friendly Military Personnel Flight.

- ➡ To find the correct codes in which to use, refer to AFSCM 36-337V2, Atch 3, pg.A3-1 thru A3-7.
- ➡ When you complete inputting the codes, transmit then depress function key #1 to bring you back to the Automated Orders Menu.

If you do not want to view your remarks, then the next step that you must take is “*CERTIFICATION/PUBLICATION*”. When you select this step and transmit, your order will be forwarded electronically to the Certification Officer located in Finance. If you have completed all information for your order, you should receive a message across the bottom of your screen saying:
“ORDER <XX> HAS BEEN PRESENTED TO COMPTROLLER”.

33.1 AVAILABLE CAPABILITIES. PERSTEMPO provides users with the ability to input orders information pertaining to PERSTEMPO information on all active duty and TDY orders.

33.2 ACCESS PROCEDURES. Select this option from the Automated Orders Main Menu (figure 6-2) or by scrolling to it from the input screen prior to it or directly after it. The PERSTEMPO Screen will appear (figure 33-1). To exit the screen without input, use the function keys.

33.3 DISPLAY, UPDATE, AND RETRIEVAL PROCEDURES. This program provides the ability to enter PERSTEMPO information for an order.

- a. Complete the screen with appropriate information for the order and transmit.

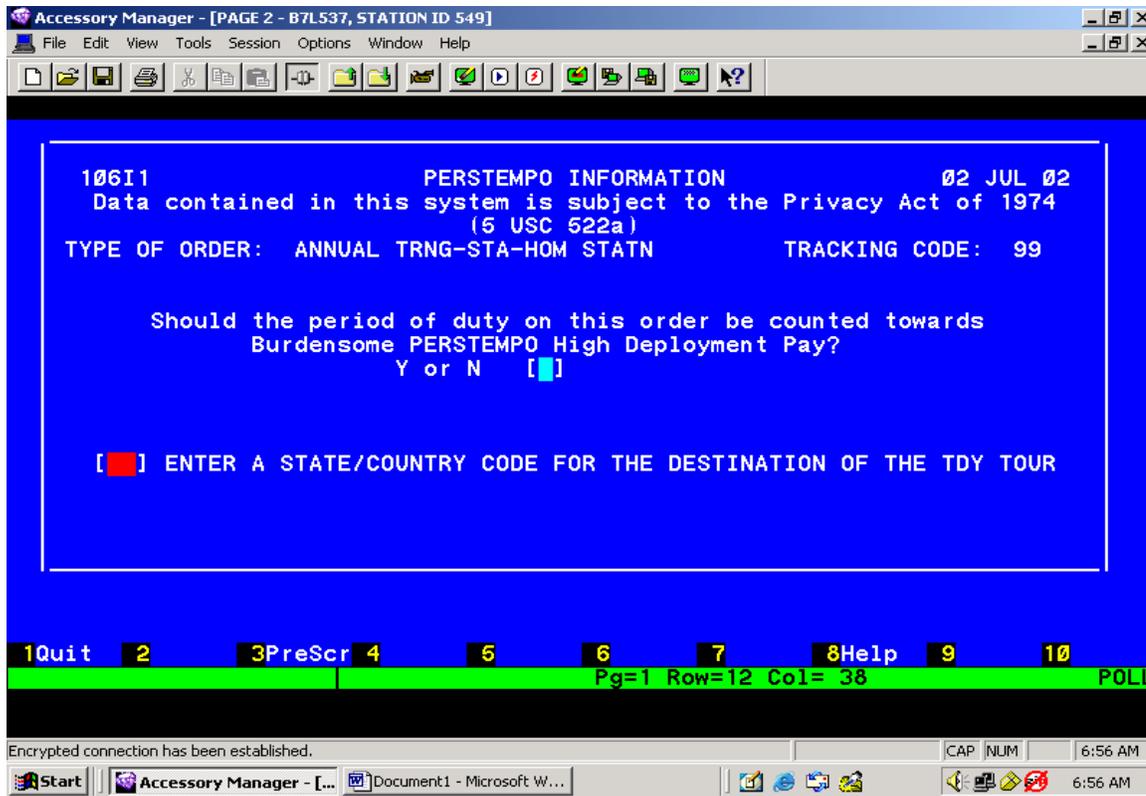


Fig. 9

Field 1 -- Answer question - Should the period of duty on this order be counted towards burdensome PERSTEMPO high deployment pay? with Y or N.

Field 2 -- Enter the code for the TDY destination. See attachment 3 for a list of CONUS and foreign locations and their corresponding codes.

- b. If N is entered in field 1, another screen will be displayed (Figure 33-2). Select appropriate tour type and transmit. Upon selection of any tour type except 00, 01, or 03, the screen will be redisplayed with the message that the record has been updated, use function keys to continue.

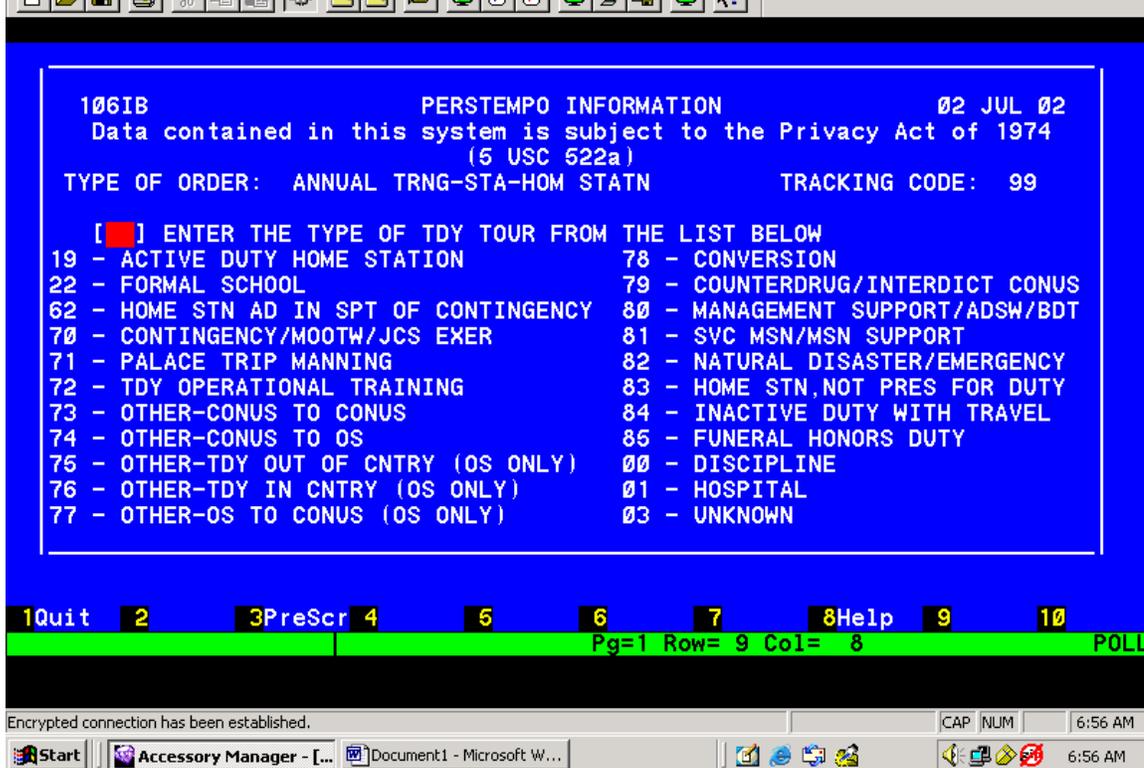


fig. 10

Figure 33-2. PERSTEMPO Information Screen(Tour Type)

- c. If 00 is selected the screen at figure 33-3 will be displayed for additional selection possibilities. Make selection and transmit. The screen will be redisplayed with the message that the record has been updated, use function keys to continue.

Figure 33-3. PERSTEMPO Information Screen(Tour Type)

- d. If 01 is selected the screen at figure 33-4 will be displayed for additional selection possibilities. Make selection and transmit. The screen will be redisplayed with the message that the record has been updated, use function keys to continue.

Figure 33-4. PERSTEMPO Information Screen(Tour Type)

- e. If 03 is selected the screen at figure 33-5 will be displayed for additional selection possibilities. Make selection and transmit. The screen will be redisplayed with the message that the record has been updated, use function keys to continue.

Figure 33-5. PERSTEMPO Information Screen(Tour Type)

- f. If Y is entered in field 1, another screen will be displayed (Figure 33-6). Select appropriate tour type and transmit. The screen will be redisplayed with the message that the record has been updated, use function keys to continue.

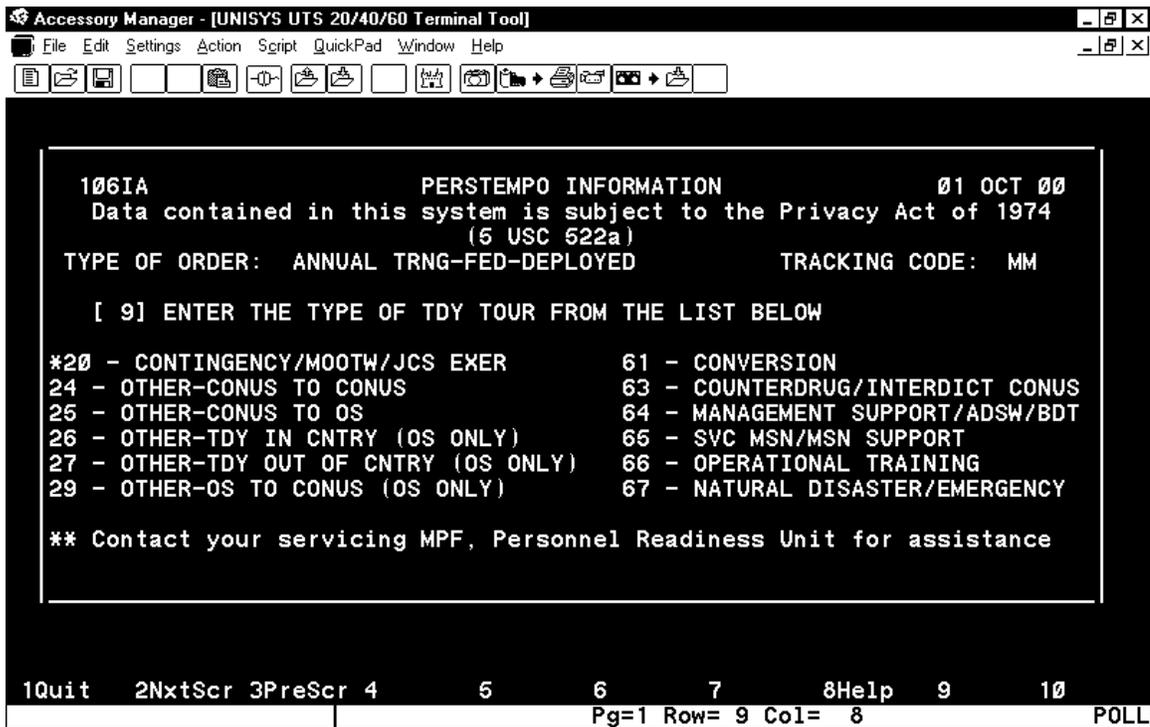


Fig. 11

Figure 33-6. PERSTEMPO Information Screen (Tour Type)

33.3.1 Continuing the Order. At this point, there are three options, depending on function key selection.

- F1** - Quit and return to the Automated Orders Menu (figure 6-2).
- F2** - Only available on deployed and TDY orders. Go to the next function, NATO information (see section 13).
- F3** - Return to the previous screen, Remarks (see section 32).

33.4 RECOVERY AND ERROR CORRECTIONS. See attachment 1 for error messages and corrective action.

33.5 TERMINATION PROCEDURES. Use function keys and follow proper MAPPER signoff procedures provided by the MAPPER Coordinator.

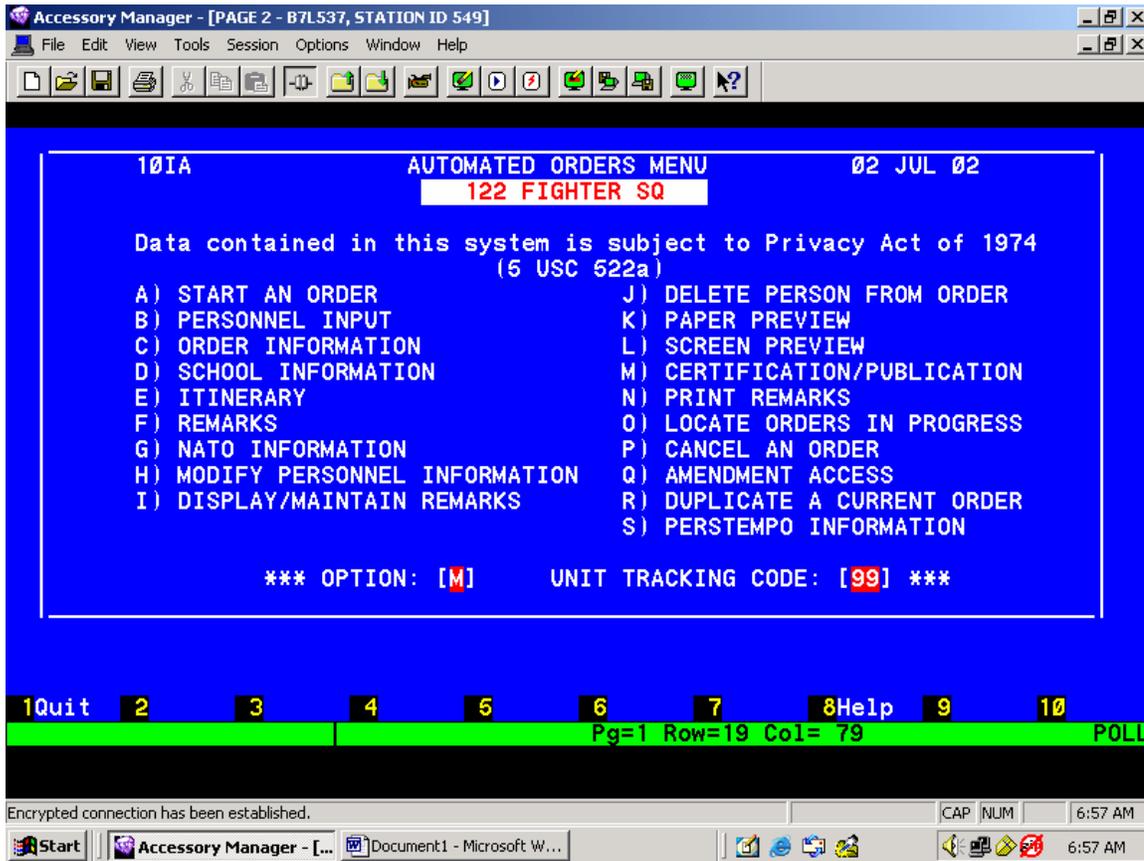


fig. 12

 When you receive the message flashing across the screen, then you may do the following:

- ☛ Enter Order Code
- ☛ <TAB> down to “EXIT”
- ☛ *Transmit*
- ☛ Choose “EXIT” in each menu until you reach the “LOG IN” screen.



CONGRATULATIONS

★ You have just completed your first official order!

ENDING YOUR SESSION

📖 After your order has been completed and you are awaiting certification from Finance, you may close your session of MAPPER by doing the following:

- ➡ \$\$CLOSE <✓>
- ➡ “PAGE UP” key
- ➡ type “EXIT” <✓>

📖 **Your MAPPER session is now TERMINATED!!!**

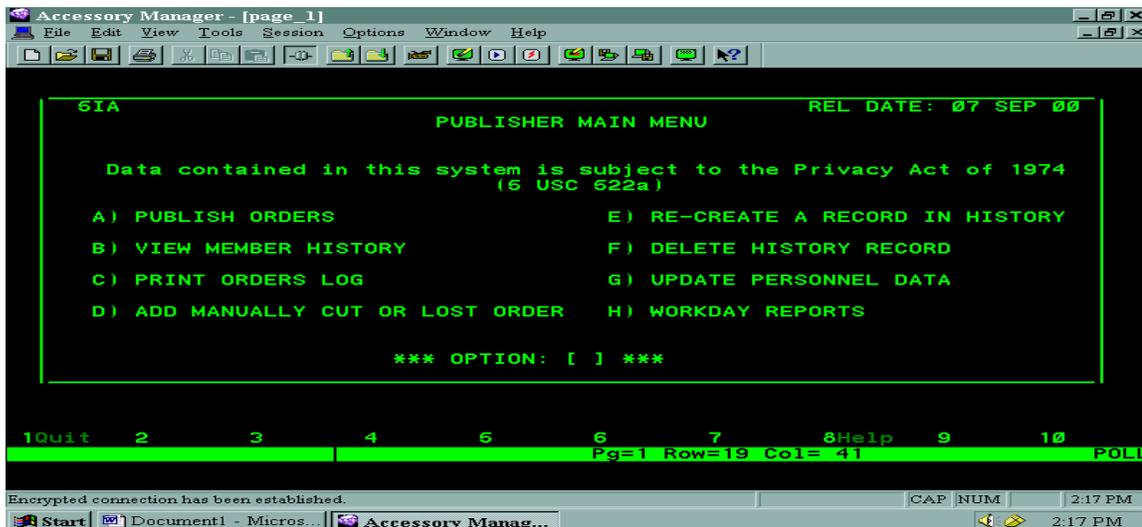
PUBLISHING YOUR OFFICIAL ORDER

📖 Once you have successfully completed the “*OPENING PROCEDURES*” of the IAOS system, you must enter the following information; ex.:

```
User Id: IAOSMGR
Dept: 38
      38 - Publish
Password: XXXXXXXXXX

NOTE: If you type the password
incorrectly three times, you will cause a
Security Violation; therefore, you should
call the MAPPER Coordinator
SrA Glenda Taylor for assistance.
      fig. 13
```

📖 In order to **PUBLISH** an order, you must be in the screen name “**PUBLISHER MAIN MENU**”. When you are in this section, you would select option #A (PUBLISH ORDERS) and *transmit*. Here is what the screen will look like:



📖 *Are we having FUN yet!!* After you select option “A” and transmitting, you will come to the “**AUTOMATED ORDERS MENU 159FW ORDER SELECTION**” screen. This menu will allow you to do several things; please note the following before entering any data into this section:

OPTION	ACTION
'PRE'	= This will allow you to print an order and confirm that all data is correct before actual publication.
'S'	= This will allow you to display an order on screen and confirm that all data is correct before actual publication.
'REJ'	This will allow you to send the order back to OPR because of insufficient or incorrect data.
'PUB'	This will allow you to publish or authenticate an order when you are satisfied that everything is correct.
'DEL'	This will allow you to delete a published order from the data file.
EXIT	Do not enter anything within the brackets. <TAB> to TRANSMIT .

```

Accessory Manager - [page_1]
File Edit View Tools Session Options Window Help
70IC                                09 JUL 02
          AUTOMATED ORDERS MENU
          169 COMM FLT              PUBLISH
ENTER ORDERS CODE [  ]
ENTER 'PRE' VIEW TO PAPER, 'S' PREVIEW TO SCREEN,
'REJ'ECT TO RETURN TO COMPTROLLER,
'PUB'LISH OR 'DEL'ETE [  ] [  ]

=== ORDER CODES AVAILABLE === (PUB or DEL)   *=PUBLISHED
--NONE--

=== CHANGE CODES AVAILABLE === (PUB or DEL)
--NONE--

Pg=1 Row= 6 Col= 25                POLL
Encrypted connection has been established.
CAP NUM 2:18 PM
Start Document1 - Micros... Accessory Manag... 2:18 PM

```

At this point, as the orders preparer, you would like to get a **hard copy** of the order that you prepared earlier with an order number. In order to complete this process, this is what must be accomplished:

- ☞ Within the first set of brackets, place the orders code that you assigned to the order; ex, [01S]
- ☞ Next, place “PUB” in the second set of brackets; ex, [PUB]
- ☞ Then transmit [✓]

NOTE: Please notice figure # 16 below with the above steps implemented.

15 MAY 02
AUTOMATED ORDERS MENU 159FW ORDER SELECTION
ENTER ORDERS CODE [01S] (LEAVE BLANK TO EXIT) ENTER 'PRE'VIEW TO PAPER, 'S' PREVIEW TO SCREEN, 'REJ'ECT TO RETURN TO COMPTROLLER, 'PUB'LISH OR 'DEL'ETE [PUB] [✓]
=== ORDER CODES AVAILABLE === (PUB or DEL) *=PUBLISHED
01S*
=== CHANGE CODES AVAILABLE === (PUB or DEL)
NONE
fig. 16

 After you depress the *transmit* key, your screen will default to the following screen:

VERY IMPORTANT: DO NOT INPUT ANY SSN IN THE SECTION THAT ASKS YOU FOR A BRIEF DESCRIPTION!!!!!!

ENTER A BRIEF DESCRIPTION FOR ORDER 01S [<i>LAST NAME - TYPE OF DUTY - PURPOSE OF ORDER</i>] AND YOUR INITIALS [] THIS WILL BECOME ORDER _____ ← THE SYSTEM WILL GIVE ORDER #
fig. 17

 Upon completing the data in this screen, MAPPER will take you back to “PUBLISHER MAIN MENU” screen. At this point, you would want to do the following:

- ☞ <TAB> to *transmit*
- ☞ Transmit

NOTE: You must back out of all of the menus that appear. Once you get to the sign-on area, please do the following:

*** Your cursor should be at the top of the screen!!!**

- ☞ Depress the F5 key
 - this will allow you to open page 2 of MAPPER
 - page 2 will allow you to print anything in MAPPER and it must be open in order to print.
- ☺ NOTE: In order to Open page #2, you must do the following:
 - ☞ 1) \$\$ OPEN MAPPER2 or File MAPPER2 <transmit> (✓)
(transmit key is ==> Scroll Lock or Enter key on the Computer Keyboard)
 - 2) NOJ601/MAPER1
 - 3) MAP032
 - ☞ IAOSMGR,38,PASSWORD

 After completing that last step, your order should print automatically!!!

Helpful Hint: If you are using a Dot Matrix printer, your printer MUST be set at ‘12’ Pitch and Letter Quality Mode.



CONGRATULATIONS

★ You have just completed printing your first official order! ★

MAPPER TID-BITS

*** CHANGING YOUR PASSWORD:**

AT THE TOP OF THE SIGN-ON SCREEN, DO THE FOLLOWING:

---> SIGN-ON,DEPT#,OLD PASSWORD\NEW PASSWORD {transmit}

ex:

---> FG,36,MAPPER\MONEY {transmit}

*** ALWAYS OPEN PAGE 2 TO PRINT YOUR OFFICIAL ORDER**

*** ORDER THE FOLLOWING REGULATIONS:**

--AFI10-215, Personnel Support For Contingency Operations (PERSCO)

--AFI37-128, Administrative Orders (PA)

--AFI51-604, Appointment To and Assumption of Command

--AFI65-103, Temporary Duty Orders

*--AFCSM 36-337V2, Integrated Automated Orders System (IAOS)
Software Users Manual*

*--ANGI33-101 and HQ LA ANG SUP 1, Air National Guard Administrative
Orders*

*** LA ANG Form 13, Request and Approval To Publish Orders {See Attached}**

*** 159FWVA 10-2, Orders Preparation Checklist {See Attached}**

*** 159FWPAM 37-5, IAOS Close-Out Procedures**

*** AF Form 3132, General Purpose (11 X 8-½") {See Attached}**

*** IAOS Orders Process Flowchart {See Attached}**

ORDERS PREPARES CHECKLIST

1 - VOC ?

2 - QTRS ?

3 - MEALS ? not for technicians

4 - PER DIEM - surcharge remark (enlisted only) ?

5 - TRANSPORTATION ‘authorized’ or ‘directed’ ?

6 - CREDIT CARD ?

7 - OTHER REMARKS ?

a - Special Authorizations ?

b - Registration Fees ?

c - Variations ?

d - Exercise ?

e - TDY over 30 days ?

f - Technician TDY ?

g - Field Duty ?

h - Group Travel ?

i - Overseas Travel ?

j - TDY while on Active Duty ?

REQUEST AND APPROVAL TO PUBLISH ORDERS

(See below for Privacy Act Statement)

1. DATE OF REQUEST

2-Aug-03

INSTRUCTIONS

Submit a copy of special order instead of this form to be AMENDED, RESCINDED (when funds are spent), or REVOKED (when funds are not spent), indicating changed items in red annotated with workday control officer, resource advisor, and approving officials initials.

SECTION I: REQUEST

2. TYPE OF DUTY (Check One)

ANNUAL TRAINING (AT) <input type="checkbox"/> STATE-HOME STATION <input type="checkbox"/> STATE-DEPLOYED <input type="checkbox"/> FEDERAL-DEPLOYED <input type="checkbox"/> HQ LAANG APPROVED (OUT-OF-STATE)	SPECIAL TRAINING (ST) <input type="checkbox"/> STATE-HOME STATION <input type="checkbox"/> STATE-DEPLOYED <input type="checkbox"/> FEDERAL-DEPLOYED <input type="checkbox"/> HQ LAANG APPROVED (OUT-OF-STATE)	TEMPORARY DUTY (TDY) <input type="checkbox"/> HQ LAANG APPROVED (OUT-OF-STATE) <input type="checkbox"/> ACTIVE DUTY GUARD/RESERVE (AGR) <input type="checkbox"/> MILITARY TECHNICIAN (civilian) <input type="checkbox"/> INACTIVE DUTY FOR TRAINING (IADT) (Circle One) UTA / RUTA / SUTA / EQT / PT / AFTP <input type="checkbox"/> ACTIVE DUTY FOR TRAINING (ADT) (Annotate Special Order Number and Date of ADT):
--	---	--

3. PERSONNEL INFORMATION (attach additional sheet, if necessary)

a. GRADE <i>(Military & Civilian)</i>	b. NAME	c. SSAN	d. DATES		e. WMP Unsat ("X")	f. BAS (S, R, or N)	g. Reside outside 75 mile commuting distance?		h. Have govt credit card and PIN?	
			(1) START (YYMMDD)	(2) END (YYMMDD)			YES	NO	YES	NO
****					<input type="checkbox"/>	*	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
****					<input type="checkbox"/>	*	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
****					<input type="checkbox"/>	*	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
****					<input type="checkbox"/>	*	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
****					<input type="checkbox"/>	*	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
****					<input type="checkbox"/>	*	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO

SECTION II: TRAVEL/DEPLOYMENT INFORMATION (not required for home station training)

4. PURPOSE OF DUTY	5. ITINERARY FROM: <i>(Residence, Leave Address, Duty Station, etc.)</i>
6. MODE OF TRANSPORTATION (Check One) <input type="checkbox"/> GOVERNMENT PROCURED TRANSPORTATION DIRECTED. COMMERCIAL <input type="checkbox"/> RAIL <input type="checkbox"/> AIR <input type="checkbox"/> BUS (Check One) FOR RESERVATIONS CALL 278-8409. EST TVL COST: \$ <input type="checkbox"/> PERSONALLY PROCURE COMMERCIAL TRANSPORTATION. COMMERCIAL <input type="checkbox"/> RAIL <input type="checkbox"/> AIR <input type="checkbox"/> BUS (Check One) CALL 391-8367 (TMO) FOR TR COST ROUND TRIP: \$ <input type="checkbox"/> MIL ACFT <input type="checkbox"/> GOVT VEHICLE (Check One) DIRECTED. <input type="checkbox"/> PRIVATELY OWNED CONVEYANCE (POC) AUTHORIZED. CALL 391-8367 (TMO) FOR TR COST ROUND TRIP: \$	TO: <i>(Duty Location)</i> FURTHER PROCEED TO: <i>(Second Duty Location, if applicable)</i> RETURN TO: <i>(Residence, Leave Address, Duty Station, etc.)</i>

7. IS DUTY LOCATION AT A MILITARY INSTALLATION ?- IF SO,-- ARE GOVT <input type="checkbox"/> QTRS <input type="checkbox"/> MESS <input type="checkbox"/> CONTRACT QTRS <input type="checkbox"/> CONTRACT MESS (Check one)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
8. IS A SPECIAL AUTHORIZATION REQUESTED? <i>(If yes, see reverse for cost analysis. Examples includ, excess baggage, rental vehicle, fly-it-yourself aircraft, POC, first class comm air, travel reimbursement within and around duty location, etc.)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9. IS THIS FIELD DUTY? IF YES, INCLUSIVE DATES OF FIELD DUTY ARE FROM <i>(Date)</i> TO <i>(Date)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
10. IS THIS GROUP TRAVEL? <i>(This means travelers are not entitled to per diem or transportation allowances on travel days.)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
11. ARE THERE ANY ADDITIONAL REMARKS REQUIRED? <i>(Attach copies of COORDINATIONS, APPROVALS, LETTERS, MESSAGES, etc. for authority. Examples include registration fees, variations in itinerary, exercises with inclusive dates, etc.)</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO

12. REQUESTER (Title and Signature)	<p style="text-align: center;">PRIVACY ACT STATEMENT</p> AUTHORITY: 10 U.S.C. 8012; 5 U.S.C. Chapter 57, Subchapter 1; EO 9397, 22 Nov 1943. PURPOSE: To assist squadron orders preparers in the preparation of special orders in a timely manner and to reduce the number of amendments resulting from lack of or wrong information. ROUTINE USES: To ensure approval has been granted in order to perform training or temporary duty. DISCLOSURE: Voluntary. Failure to disclose information requested may result in delay or nonissuance of orders.
--	--

SECTION III: REQUEST AND JUSTIFICATION FOR SPECIAL AUTHORIZATION (see AFI 65-103, paragraphs 3.2. and 3.3.)

13. REQUEST THE FOLLOWING SPECIAL AUTHORIZATION (The requester or project officer must complete items 13, 14, and 15.)

RENTAL VEHICLE <input type="checkbox"/> WITHIN AREA OF DUTY LOCATION <input type="checkbox"/> MORE THAN ONE DUTY LOCATION <i>(Annotate at which duty location authorized)</i> <input type="checkbox"/> NOT RESTRICTED TO DUTY LOCATION	<input type="checkbox"/> EXCESS BAGGAGE	<input type="checkbox"/> PRIVATELY OWNED CONVEYANCE (TPC)
	<input type="checkbox"/> FLY-IT-YOURSELF AIRCRAFT	<input type="checkbox"/> COMMERCIAL AIR TO AND FROM CONUS
	<input type="checkbox"/> FIRST CLASS COMM AIR	<input type="checkbox"/> SHIPMENT OF HOUSEHOLD GOODS
	<input type="checkbox"/> NONUSE OF GOVT FACILITIES	<input type="checkbox"/> TRAVEL WITHIN AND AROUND DUTY LOCATION
	<input type="checkbox"/> EXTRA FARE TRAIN	<input type="checkbox"/> PERSONALLY PROCURE TRANSOCEANIC TVL

14. REASON FOR SPECIAL AUTHORIZATION (attach additional sheet, if necessary. Justification is based on advantage to the government.)

15. COST ANALYSIS (Projected costs of special authorizations versus other modes of transportation and facilities.)

SECTION IV: APPROVAL

16. TOTAL OF WORKDAYS USED				17. ESTIMATED COST				
a. WUC:				a. RC/CC:				
b. ANNUAL TRAINING		c. SPECIAL TRAINING		b. PER DIEM	c. LODGING	d. TRANS	e. FEES	f. RENTAL VEHICLE
(1) OFFICER	(2) ENLISTED	(3) OFFICER	(4) ENLISTED					
18. WORKDAY CONTROL OFFICER (WCO) (Initials)				19. RESOURCE ADVISOR (RA) (Initials)			20. TOTAL COST	

21. DOES INDIVIDUAL EXCEED 15 DAYS ACTIVE DUTY?

YES NO *(If yes, complete the following information.)*

a) Number of AT days performed this FY:

b) Number of ST days performed this FY:

c) Number of PTs performed this FY:

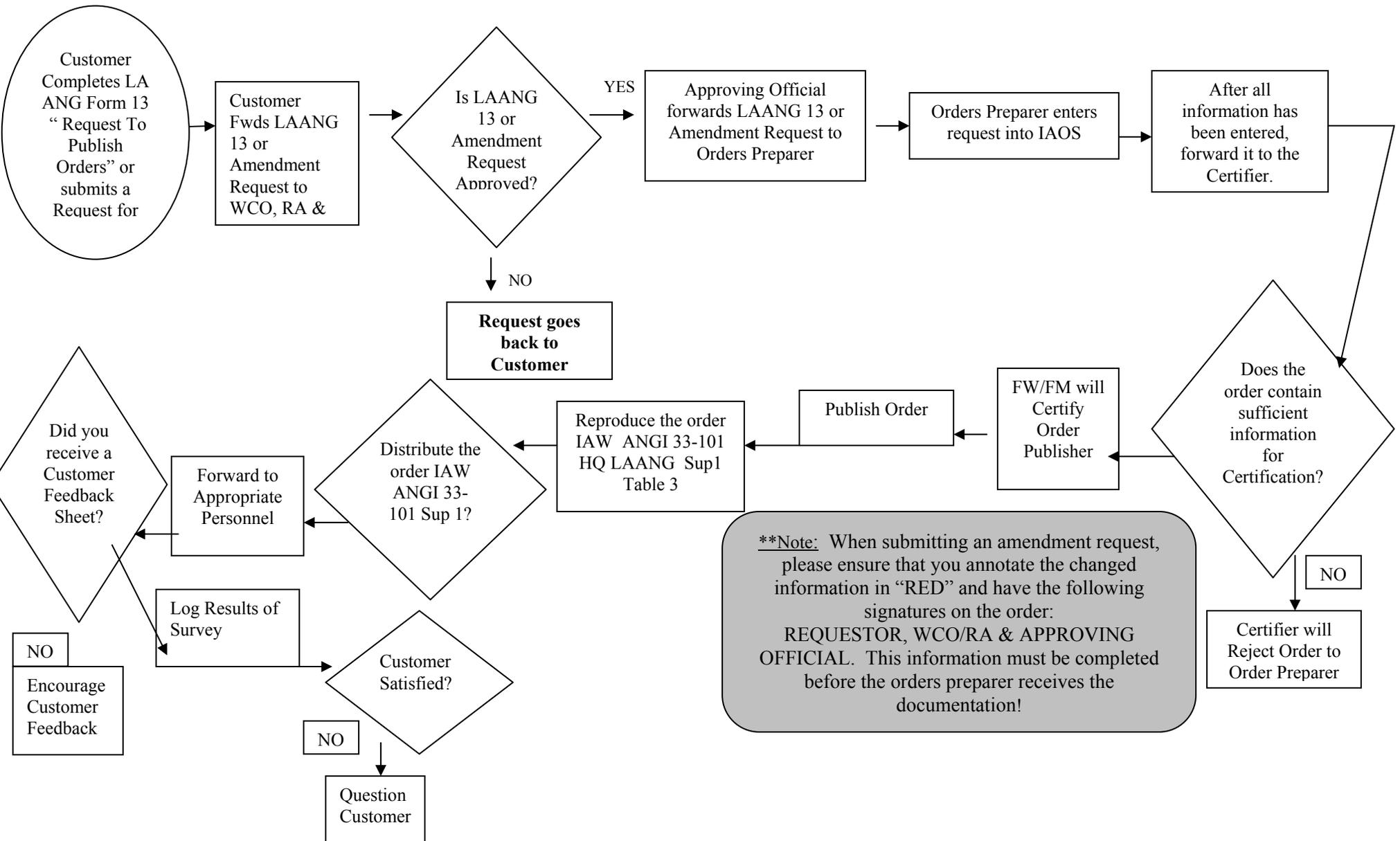
d) Air Technician Employee? YES NO

JUSTIFICATION:

22. APPROVING OFFICIAL

a. DATE APPROVED	b. TYPED NAME AND TITLE OF APPROVING AUTHORITY	c. SIGNATURE
------------------	--	--------------

ORDERS PROCESS



CONGRATULATIONS

JOB WELL DONE