



Financial Management

TEMPORARY DUTY ORDERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 4 ASOG/CCEA
Supersedes AFI 65-103/4 ASOG Supplement 1, 13 March 2001

Certified by: 4ASOG/CD

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Summary of Changes: DD Form 1610, Blocks 17 and 18 for V-Corps funded orders are filled in with the deputy commander or group section commander's signature element. The wording Army Orders was replaced with Army-funded orders.

1. References: AFI 65-103, Temporary Duty Orders.

Joint Federal Travel Regulation, Volume 1 & 2

RABI 65-601, Reimbursement for travel w/in and adjacent to Permanent Duty Station

This group instruction (OI) is not a stand alone publication. It is not meant to replace any reference to the Air Force Instruction 65-103, Temporary Duty Orders. This OI addresses information that is unique to the 4th Air Support Operations Group.

2. Approving Authority.

Commanders must ensure their TDY Orders Approving Officials (AO) are of sufficient rank and training to make sound decisions about the TDY mission. The AO is an individual having the capability to validate TDY requirements and approve/disapprove travel requirements for mission accomplishment

3. Use of SF 1164, Claim for Reimbursement for Expenditures on Official Business

3.1. When members perform official business away from the permanent duty station and the official duty day is less than 12 hours, a Standard Form 1164 may be prepared for reimbursement of travel expenses and up to 2 meals per day. If available, GOV will be used for official business, unless force protection or commander direction dictate otherwise.

3.2. Member will complete blocks 1 and 4, annotate appropriate code in block 6 next to the local travel code, complete block 6 listing building numbers and total mileage driven, list meals purchased outside a government dining facility and their exact cost in block 6, complete block 10, and submit to authorized Approving Official .

3.3. Authorized AO will review the SF 1164 for accuracy, sign and date block 8, enter the accounting classification and initial, and return the completed form to the member who is responsible for submitting the finalized form to the servicing finance office.

4. V-Corps-funded orders are revoked by letter and amended by DD Form 1610.

4.1. To amend by DD Form 1610, complete the following, see figure 1, at attachment 1:

- Items 1-7, 9-13: Self-explanatory
- Item 8: Amendment
- Item 14: Leave Blank

- Item 16: * Type in the explanation for the amendment, i.e., mode of transportation changed, itinerary was altered, etc.
- Item 17: * Type Deputy commander or Group Section Commander signature element
- Item 18: * Signature of Deputy Commander or Group Section Commander.
- Item 19: * Leave Blank
- Item 20 – 21: * Type 4 ASOG Superintendent, Commander Support Staff signature element; date issued and travel order number assigned from TDY orders log.

4.2. The AO will only sign orders after a TDY worksheet has been accomplished, approved and signed by the member's supervisor and commander. The AO can not be the same as the traveler. Submit worksheets for unit-funded orders NLT 4 duty days prior to travel. Submit worksheets for V Corps (Army)- funded orders NLT 7 days prior to travel. The TDY worksheet will be kept on file with other background material. Units who are approved to use the 4 ASOG fund cite for travel will submit the completed TDY order to 4 ASOG/CCEA.

4.3. Personnel participating in Army exercises/operations under field conditions will have orders indicating field conditions (i.e. "meals and lodging are at no cost to the member"), and the TDY will be funded by the V Corps (Army). All exceptions must be approved by 4 ASOG/CC.

Figure 4.1, Item 2. For V Corps (Army)-funded orders for more than two travelers place other names in block 16 of DD Form 1610, see figure 4 at attachment 2.

Figure 4.1, Item 14. For V Corps (Army)-funded orders, leave blank.

Figure 4.1, Item 15. For V Corps (Army)-funded orders, leave blank.

Figure 4.1, Item 16. For V Corps (Army)-funded orders, all instructions, special authorizations, and meal directions will be typed; **do not use reverse statements**. Use the following statement for exercise orders under field conditions: "GOVERNMENT QUARTERS AND MESS ARE PROVIDED AT NO COST TO THE MEMBER. NLT 3 DAYS AFTER RECEIVING YOUR TDY SETTLEMENT VOUCHER, A COPY OF THE SUMMARY MUST BE SUBMITTED TO V CORPS HRMO."

Figure 4.1, Item 16.1 Enter the appropriate PERSTEMPO code.

Figure 4.1, Item 17. * Type Deputy commander or Group Section Commander signature element

Figure 4.1, Item 18. * Signature of Deputy Commander or Group Section Commander.

Figure 4.1, Item 19. * Leave Blank

Figure 4.1, Item 20 – 21: * Type 4 ASOG Superintendent, Commander Support Staff signature element; date issued and travel order number assigned from TDY orders log.

5.1 Down Time After Contingency Deployment. This applies to contingency deployments only – commanders may exercise discretion in granting time off after other extended TDYs. Commanders are also encouraged to grant down time to those at home station on an individual basis. Members must remain on duty status during down time and must remain in the local area unless leave is granted. Commanders will notify the 4 ASOG/CC whenever post-deployment downtime cannot be granted due to mission requirements or prior to granting a day off for the entire unit.

BRUCE L. CURRY, Colonel, USAF
Commander