



TEMPORARY DUTY ORDERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

AFI 65-103, 1 September 1997, is supplemented as follows:

1.2.4. Senior unit commanders are authorized to publish orders relating to the following actions:

1.2.4.1. (Added) Reserve orders assigning cadets to the Air Force Reserve or transferring cadets between AFROTC senior units.

1.2.4.2. (Added) Actions pertaining to college scholarship program cadets and professional officer course cadets.

1.2.4.3. (Added) Space available travel orders for AFROTC cadets as authorized by DOD 4515.13R.

1.2.4.4. (Added) The Chief, Training Branch, is authorized to publish TB series orders for AFROTC cadets to participate in field training and TC series orders for AFROTC cadets to participate in the professional development training program.

1.2.4.5. (Added) The Chief, Training Branch is delegated as Assistant Chief of Administration to authenticate TB and TC series orders. Assistants may be designated by letter to authenticate these orders.

2.2.1. (Added) Submit the orders to the appropriate issuing and approving official at least 14 workdays before the effective date of the order.

2.3.1. Authority for Publication. The approval authority for blanket travel orders (BTO) is delegated to the group level (OTS/CC or CV; ROTC/CC or CV; and SD).

4.2.1.2. Prepare space available travel orders for AFROTC cadets authorized by DOD 4515.13-R and AFROTCI 36-2012.

4.2.1.3. (Added) Nonscholarship cadets (appointed under U.S.C. 2104) are not authorized per diem, as per JFTR U7150E2b. Scholarship cadets (appointed under U.S.C. 2107) are entitled to travel and transportation allowances prescribed for cadets of the service academies in paragraph U7001, as per JFTR U7150E3b (which includes per diem where appropriate). For applicant or cadets travel to accept a scholarship appointment, scholarship cadets are entitled to PCS travel allowances prescribed for officers in Chapter 5, part B, of the JFTR as per JFTR U7150E3a. Cadets discharged from the scholarship program are entitled to travel allowances prescribed in chapter 5, part B of the JFTR (if the cadet leaves the institution) as per JFTR U7105E3c.

4.2.1.3. (Added) When government transportation or GTR is provided, nonscholarship applicants or cadets are authorized government prepared meals, box lunches, or meal tickets if travel is performed over a meal hour (reference JFTR, U7150FEc). If overnight stay is required, contact the base billeting office to ensure that government quarters are available. Government quarters and meals, if available, must be used and will be furnished at no expense to the cadet. (The sample order at attachment 5 contains guidance for the installation to obtain reimbursement.) If base billeting and mess are not available, a nonavailability statement must be obtained and submitted with travel voucher. Applicants or cadets may be reimbursed for out-of-pocket lodging and meals and meal expenses, as per JFTR

U7150E2g. Such amounts cannot exceed the locality rate. Obtain receipts for lodging and meals and file with travel voucher through the unit support base within 5 workdays of completion of travel.

4.2.1.4. (Added) Payments for mileage depends on the category (scholarship or nonscholarship) of the applicant or cadet. However, if government transportation is directed, and the applicant or cadet declines, then no entitlement exists.

4.2.1.5. (Added) When the current mileage rate payment is made, nonscholarship applicants or cadets are not authorized prepared meals, box lunches, or meal tickets since mileage reimbursement includes the cost for transportation and meals (reference JFTR U7150E2b).

4.2.1.6. (Added) When one or more nonscholarship applicants or cadets travel together, only the cadet responsible for paying operating expenses is authorized monetary allowance in lieu of transportation. Each cadet will be authorized actual expense not to exceed per diem or lodging and meals, if applicable.

4.2.1.7. (Added) When one or more scholarship applicants or cadets travel in a POV together, the applicant or cadet responsible for paying operating expenses is authorized Monetary Allowance in Lieu of Transportation (MALT) and each cadet is authorized per diem.

4.3.2. To obtain a medical examination, submit Invitational Travel Orders for applicants or cadets entering the CSP, POC, or for final commissioning. Travel allowances depend on whether the cadets are scholarship or nonscholarship and whether they travel by government furnished transportation or POV. Sample orders for each category are at attachment 2 through 5. Senior units will assist cadets in processing their travel voucher (DD Form 1351-2). After receiving payment for the travel, forward a copy of the orders along with paid voucher to AFROTC/CCR. (Use a format similar to the one overprinted on the back of DD Form 1610).

ROBERT C. LEWIS, JR., Lt Col, USAF
Chief, Communications Branch

Attachments:

1. Reserve Order
2. Invitational Travel Order (Gov Furnished Transportation/Scholarship Cadets for Physical Examination)
3. Invitational Travel Order (Non-Gov Furnished Transportation/Scholarship Cadets for Physical Examination)
4. Invitational Travel Order (Gov Furnished Transportation/Nonscholarship Applicants for Physical Examination)
5. Invitational Travel Order (Non Gov Furnished Transportation/Nonscholarship Applicants for Physical Examination)

SAMPLE

(Ref AFROTCI 36-2011, Chapter 4)

(Unit Heading)

RESERVE ORDER
000

DATE

Each of the following personnel, PAFSC 9T000, having enlisted in the United States Air Force Reserve for eight years on (date) is/are assigned to HQ AFPC/ORS (AFROTC) with attachment to AFROTC Detachment (number), (institution), (location). AUTHORITY: AFROTCI 36-2011.

GRADE	NAME	SSAN	PLACE OF RESIDENCE
AB	JOHN DOE	000-00-0000	1 Anywhere St, Happy Valley, PA
AB	JANE DOE	000-00-0000	2 Anywhere St, Sad Valley, OH

FOR THE COMMANDER

(Signature Element)

DISTRIBUTION

- 1 - FPRG
- 1- Each Cadet
- 1- Organization granting release, if applicable
- Local Distribution as Required

R-000

SAMPLE

INVITATIONAL TRAVEL ORDER
 GOVERNMENT FURNISHED TRANSPORTATION (SCHOLARSHIP CADETS ONLY)
 FOR PHYSICAL EXAMINATIONS

(Ref 36-2019, Chapter 6)

(Unit Heading)

SPECIAL ORDER

TM-(Det#)-000

(date)

1. TRAVEL ALLOWANCES FOR AFROTC SCHOLARSHIP CADETS UNDER 10 U.S. CODE 2110 FINANCIAL ASSISTANCE PROGRAM: The AFROTC scholarship cadet(s) listed below is/are authorized travel for the purpose of obtaining a physical examination and upon completion, return to unit (ADM)(OTHER TRAVEL).

a. Transportation will be furnished by government conveyance or GTR (cadet is not authorized mileage allowance).

b. Scholarship cadets under the financial assistance program are authorized allowances as prescribed by JFTR, Para U7150E3b, and U7001, and per diem is chargeable to 57*3700 50* 6447 P781.07 667100 (enter appropriate fiscal year where asterisks are indicated). Since per diem is based on availability of government quarters and messing facilities, contact base billeting officer to see if any are available. Cadet must pay surcharge at military dining facilities and obtain receipts for reimbursable expenses including billeting to submit with vouchers when necessary. Submit travel voucher within 5 days of completion of travel to the unit support base Financial Services Office. Submit paid voucher to Detachment cadre within 5 days of receipt of payment.

2. SPECIFIC TRAVEL INFORMATION: Point of Departure: (enter unit number, name of institution, city, and state); Proceed To: (enter military installation or contract health facility location); On or About: (enter date); For approximately: (enter # of days); Return To: (enter unit number).

NAMESSAN

Luckey, Lucille

000-00-0000

Henry, Cecil H.

000-00-0000

3. Estimated Costs: Per Diem _____, Travel _____, Other _____, Total _____.

FOR THE COMMANDER

(Signature Element)

DISTRIBUTION

1 - FPRG

5 - Each Cadet

1 - AFROTC/CCR

1 - 42 CPTS/FMEPT

Local Distribution as Required

SO-000

SAMPLE

INVITATIONAL TRAVEL ORDER
NONGOVERNMENT FURNISHED TRANSPORTATION (SCHOLARSHIP CADETS ONLY)
FOR PHYSICAL EXAMINATIONS

(Ref AFROTCI 36-2019, Chapter 6)

(Unit Heading)

SPECIAL ORDER
TM-(DET#)-000

(date)

1. TRAVEL ALLOWANCES FOR AFROTC SCHOLARSHIP CADETS UNDER 10 US CODE 2110 FINANCIAL ASSISTANCE PROGRAM: The AFROTC scholarship cadet(s) listed below is/are authorized travel for the purpose of obtaining a physical examination and upon completion, return to unit (ADM)(OTHER TRAVEL).

a. Travel by privately owned vehicle (POV) at the current rate is authorized. This mode of transportation has been determined more advantageous to the government. A scholarship cadet responsible for paying operating expense of POV is authorized MALT and per diem. Scholarship cadets who are passengers in a POV are authorized per diem only. Per diem and MALT are allowances prescribed by JFTR, Para U7150E3b, and U7001, and chargeable to 57*3700 50* 6447 P781.07 667100 (enter appropriate fiscal year where asterisks are indicated).

b. Voucher for reimbursement will include statement of travel mileage, ferry fares, toll charges, and parking fees. Since per diem is based on availability of government quarters and messing facilities, contact base billeting officer to see if any are available. Cadet must pay surcharge at military dining facilities and obtain receipts for reimbursable expenses including billeting to submit with vouchers when necessary. Submit travel voucher within 5 days of completion of travel to the unit support base Financial Services Office. Submit paid voucher to Detachment cadre within 5 days of receipt of payment.

2. SPECIFIC TRAVEL INFORMATION: Point of Departure: (enter unit number, name of institution, city, and state); Proceed To: (enter military installation or contract health facility location); On or About: (enter date); For approximately: (enter # of days); Return To: (enter unit number).

<u>NAME</u>	<u>SSAN</u>
Luckey, Lucille	000-00-0000
Henry, Cecil H.	000-00-0000

3. Estimated Costs: Per Diem _____, Travel _____, Other _____, Total _____.

FOR THE COMMANDER

(Signature Element)

DISTRIBUTION:

- 1 - FRGP
- 5 - Each Cadet
- 1 - AFROTC/CCR
- 1 - 42 CPTS/FMFPT
- Local Distribution as Required

SAMPLE

INVITATIONAL TRAVEL ORDER GOVERNMENT FURNISHED
TRANSPORTATION (NONSCHOLARSHIP CADETS AND APPLICANTS)
FOR PHYSICAL EXAMINATIONS

(Ref 36-2011, Chapter 3)

(Unit Heading)

SPECIAL ORDER
TM-(DET#)-001

(date)

1. TRAVEL ALLOWANCES FOR AFROTC NONSCHOLARSHIP CADETS AND APPLICANTS UNDER 10 U.S. C. 2110: The AFROTC cadet(s) listed below is/are authorized travel for the purpose of obtaining a physical examination and upon completion, return to the unit (ADM)(OTHER TRAVEL).

a. Transportation will be furnished by government conveyance or GTR (cadets are not authorized a mileage allowance).

b. Cadets under U.S.C. 2104 are not authorized per diem. Meals will be furnished at the Airman Dining Facility at no charge to the cadet. Military dining facility must forward Standard Form 1080 and required support documentation to AFROTC/CCR, 551 East Maxwell Blvd, Maxwell AFB AL 36112-6106 for reimbursement of subsistence. Subsistence Fund cite: 57*3700 50* 6447 P781.07 667100 (enter current fiscal year where asterisks are indicated).

c. Air Force Lodging Procedures. Do not charge cadets for billeting. At check in, the cadet will present a copy of these orders to Air Force Lodging Facility. The lodging facility will FAX a list of AFROTC Cadets and SSANs, an invoice with estimated length of stay, and a daily room rate to AFROTC/CCR, FAX DSN: 493-8951/2589 or commercial (334)953-8951/2589. AFROTC/CCR will verify this information and provide a Government Travel Account Credit Card number to the lodging facility for lodging charges. The lodging facility will FAX a final bill to AFROTC/CCR, no later than 5 days after checkout.

2. SPECIFIC TRAVEL INFORMATION: Point of Departure: (enter unit number, name of institution, city, and state); Proceed To: (enter military installation or contract health facility location); On or About: (enter date); For Approximately: (enter number of days); Return To: (enter unit number).

<u>NAME</u>	<u>SSAN</u>
Green, Sarah A.	000-00-0000
Jones, James K.	000-00-0000
Smith, Larry L.	000-00-0000

3. Estimated Costs: Per Diem _____, Travel _____, Other _____, Total _____.

FOR THE COMMANDER

(Signature Element)

DISTRIBUTION

1 - FRGP

5 - Individual Cadet

1 - AFROTC/CCR

1 - 42 CPTS/FMFPT

Local Distribution as Required

SAMPLE

**INVITATIONAL TRAVEL ORDER
NONGOVERNMENT FURNISHED TRANSPORTATION
(NONSCHOLARSHIP CADETS AND APPLICANTS)
FOR PHYSICAL EXAMINATIONS**

(Ref 36-2011, Chapter 3)

(Unit Heading)

SPECIAL ORDER
TM-(Det#)-000

(date)

1. TRAVEL ALLOWANCES FOR AFROTC NONSCHOLARSHIP CADETS AND APPLICANTS UNDER 10 U.S.C. 2110: The AFROTC cadet(s)/applicant(s) listed below is/are authorized travel for the purpose of obtaining a physical examination and upon completion, return to unit (ADM)(OTHER TRAVEL). Travel is chargeable to 57*3700 50* 6447 P781.07 667100 (enter appropriate fiscal year where asterisks indicate). Travel by a privately-owned vehicle (POV) at the current rate is authorized. This mode of transportation has been determined more advantageous to the government. Cadets/Applicants who are passengers in a POV are not authorized mileage reimbursement. Reimbursement for dining facility charges is authorized. Obtain receipts for and reimbursement will be obtained by filing a travel voucher through the unit support base Financial Services Office within 5 working days after travel is completed. Submit paid voucher to Detachment cadre within 5 days of receipt of payment.

2. Air Force Lodging Procedures: Do not charge cadets for billeting. At check in, the cadet will present a copy of these orders to Air Force Lodging Facility. The lodging facility will FAX a list of AFROTC Cadets and SSANs, an invoice with estimated length of stay, and a daily room rate to AFROTC/CCR, FAX DSN: 493-2589/8951 or commercial (334) 953-2589/8951. AFROTC/CCR will verify this information and provide a Government Travel Account Credit Card number to the lodging facility for lodging charges. The lodging facility will FAX a final bill to AFROTC/CCR, no later than 5 days after checkout.

3. AUTHORITY: US Code 2110 and JFTR, Para U7150F2b

4. SPECIFIC TRAVEL INFORMATION: Point of Departure: enter unit number, name of institution, city, and state); Proceed To: enter military installation or contract health facility location); On or About: (enter date); For Approximately: (enter number of days); Return To: (enter unit #).

<u>NAME</u>	<u>SSAN</u>
Green, Sarah A.	000-00-0000
Jones, James K.	000-00-0000

5. Estimated Costs: Per Diem _____, Travel _____, Other _____, Total _____.

FOR THE COMMANDER

(Signature Element)

DISTRIBUTION:
1 - FPRG
5 - Individual Cadet
1 - AFROTC/CCR
1 - 42 CPTS/FMFPT
Local Distribution as Required