

Welcome to

*Air Force Acquisition Training Office (AFATO)
Financial Management Office*



Procedures Handbook

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AIR FORCE PROCEDURES HANDBOOK

ON

DAU FUNDED TRAVEL

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AIR FORCE DAU TRAVEL PROCEDURES HANDBOOK

“Obtaining & Using DAU Funds for Attending DAU Courses”

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1. Introduction

All travel funds Air Force students attending Defense Acquisition University (DAU) funded courses are centrally managed by AFATO Financial Management Team and the Accounting Liaison Office at the 12 CPTS/FMFL at Randolph AFB, TX. The following procedures describe the process for obtaining and using TDY funds, and apply to all Civilian & Military training offices and organization training monitors. Note: the AFATO procedures for funding TDY expenses to DAU classes are different from the procedures established for TDY-To-Schools (TTS) training.

2. Who Gets Funded

Generally, students who occupy a coded acquisition position and who are scheduled in ATRRS to attend a DAU course are authorized to use DAU funds for TDY. The student's reporting instructions (RIP sheet) will contain a statement authorizing the use of DAU funds. The local training monitors will review the information in the student's RIP sheet and confirm that the student is authorized to use DAU funds prior to submitting TDY orders for processing. TDY expenses for non-acquisition personnel scheduled to attend DAU courses will be unit funded.

3. What is Funded

DAU funds are only authorized for travel and per diem costs. Item 14 of DD Form 1610 should reflect total per diem costs based on the actual type of billeting available as determined by the training site billeting office. DAU funds are not authorized for vicinity travel or rental cars, with the exception of terminal mileage, which is a DAU authorized expense. Upon occasion AFATO will authorize a special authorization for rental carpooling if there is no transportation provided to and from class. Consult [FM Policy on Special Authorizations](#) for Rental Cars. Travel expenses funded by the student's organization will be noted in Item 19 with the appropriate unit fund cite notation. Expenses funded by the student's organization will have the dollar amount listed in Item 14 "Other", expense description in Item 16 and fund cite noted in Item 19.

NEW AFATO FUNDING POLICY CHANGE: Effective 13 Feb 01, military DAU-funded students (officer and enlisted) are now authorized full per diem for meals. The requirement for military students that are DAU-funded to obtain one or all their meals at a government facility has been waived by SAF/AQXD-ATO as the funding authority. This waiver applies only to those military students that are DAU-funded. DAU-funded military students should code their orders on block 16 of the DD Form 1610 with the code (1d). Further questions regarding this

change in AFATO funding policy, please contact, Ms. Roxana Vargas, AFATO Financial Mgr at DSN 487-6551, ext 3207.

4. How to Complete DD FM 1610

Use the special instructions provided by the AFATO FM Office in coordination with 12CPTS/FMFL to complete Items 1 - 19 of DD Form 1610 ([see Atch 1](#)). Note: complete Item 16 using the information provided in the Standardized DAU Training Travel Order Back ([see Atch 2](#)). A quick reference on coding TDY Orders is also available ([see Atch 10](#)). A sample DD Form 1610 is provided to assist you in completing the TDY form ([see Atch 3](#)). To prevent delays in processing your TDY orders, please ensure all required Items are accurately completed prior to faxing TDY orders to 12CPTS/FMFL. To rescind or change previously approved TDY orders, use instructions for AF Form 973 ([see Atch 4](#)) and the AF Form 973 sample ([see Atch 5](#)) on how to complete form. For determining per diem over two fiscal years and amending DD Form 1610, ([see Atch 7](#)). Download a blank DD Form 1610 for use in [PerForm Pro](#), [Form Flow 2.0](#), or [Fillable Adobe PDF](#) formats from <http://web1.whs.osd.mil/icdhome/DD1500-.htm>.

5. Where to Submit TDY Orders

FAX DD Form 1610 to the Accounting Liaison Office, 12CPTS/FMFL no later than 14 days prior to class start date. Use AF Form 3535 or equivalent facsimile cover page and fax form to DSN 487-1843 or 210-652-1843. Ensure you include on the cover page your DSN or COMM voice and fax phone numbers. Address cover page to: DAU Travel Orders, 12CPTS/FMFL, DSN 487-6220 or 210-652-6220. For further information, contact SSgt Everette Callaway or Ms. Marla Fontanella, 12 CPTS/FMFL at DSN 487-6220.

6. Responsibility Checklist

Consult the responsibility checklist ([see Atch 6](#)) to ensure you have properly addressed all items of concern regarding the completion and submission of DD Form 1610 to the 12CPTS/FMFL.

7. FY 02 TDY Per Diem Costs for DAU Courses

For FY02 TDY Per Diem Costs for DAU Courses, refer to "On-Base rates" ([see Atch 8](#)) and "Off-Base rates" ([see Atch 9](#)). Data provided for each attachment:

- a. Base locations and DAU sponsor
- b. Meals & incidental, billeting and/or average commercial rates for DAU courses.
- c. Government meal reimbursement codes for each base sponsor (Only On-Base rates table)

NOTE: Although AFATO has issued a waiver for military DAU-funded students authorizing both officer and enlisted members full per diem for meals, these codes are listed for those DAU funded students who elect to utilize government dining facilities and/or at the traveler's discretion.

8. Determining Per Diem over 2 Fiscal Years

As the fiscal year draws to a close, there will be many DAU students that will find themselves traveling over two fiscal years, the fiscal year ending Sep 30th and the new one beginning Oct 1st. The following worksheet can be used for easily determining per diem for each fiscal year and amending block 14 on DD Form 1610. ([See Atch 7](#))

9. Download Procedures Handbook

For the latest updates, please visit AFATO's web page: Financial Management Section, under Funding and Orders, www.safaq.hq.af.mil/acq_workf/training . Any questions concerning information contained in the Air Force DAU Travel and Funding Procedures Handbook, please contact OPR, Ms. Roxana Vargas, DSN 487-6551, ext. 3207. [download the handbook \(.zip\)](#),

[\(handbook.doc\)](#)

[\(handbook.pdf\)](#)