

8. Foreign National Student Travel Orders

All civilian foreign national students must enter their Employee Identification Number (EIN) in the SSN field on their ACQ Now Student Profile. The EIN is used to distinguish foreign national students from other Air Force employees and to update the Defense Civilian Personnel Data System (DCPDS) training records when the student completes the course. Non-US citizens with a class reservation to Wright-Patterson AFB must provide their travel order to Ms. Karen Heatherton at least 30 days prior to the class start date. Fax or email the order to (937) 656-7130 or Karen.Heatherton@dau.mil. It is the student's responsibility to identify and advise AFATO of the need for travel orders as early as possible to allow sufficient time to arrange for base access.

Foreign National Students (other than German)

Foreign national students who use DD Form 1610 for travel may create centrally funded travel orders through **ACQ Now DAU**. It is the responsibility of the student and organization to ensure that the DD Form 1610 is the appropriate document to use for centrally funded employees to travel for DAU training. If you require assistance in determining if a DD Form 1610 is the appropriate document, contact your local training manager, who may request AFATO to make a travel worksheet available. Once the travel worksheet is made available, complete and submit it in accordance with the on-screen instructions provided.

Foreign National Students (German)

Centrally funded travel orders for local German employees are created using **ACQ Now DAU**. Contact your training manager to have AFATO make a travel worksheet available. When completing the travel worksheet, enter 'German National student' in the 'Comments' block.

Invitational Orders (Japanese employees under Master Labor Contract)

Currently, we are only aware of Japanese employees under the Master Labor Contract in Japan requiring invitational orders. If you are in this category, contact your local training manager for guidance on creating the document. Once you have completed the invitational order, please fax/email it to the Randolph AFB Accounting Liaison Office for certification. The primary point of contact is Ms. Tammy Danahey and alternate is Ms. Marla Fontanella at DSN fax 487-1843, tammy.danahey@randolph.af.mil or marla.fontanella@randolph.af.mil respectively.