

**BY ORDER OF THE COMMANDER,  
3RD WING (PACAF)**

**AIR FORCE INSTRUCTION 65-103**



**3RD WING  
Supplement 1**

**1 APRIL 1996**

**Financial Management**

**TEMPORARY DUTY ORDERS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication does not apply to the US Air Force Reserve or Air National Guard units and members.

**AFI 65-103, 13 January 1995, is supplemented as follows:**

The following activities are authorized to publish the series orders indicated:

SERIES	ACTIVITY	LIMITATIONS
R	3 Comptroller	Temporary Duty (TDY) Reserve Orders
T	611 Civil Engineering	Figures 1.2, 2.1, 2.3, 2.4, 2.5, 2.6, 4.1, 4.2, 4.3, Invitational Orders (NOTE 1)
T	632 Air Mobility Support	Figures 1.2, 2.1, 2.3, 2.4, 2.5, 2.6, 4.1, 4.2, 4.3, Invitational Orders (NOTE 1)
T	All Squadrons	Emergency/Dependent Emergency Leave Orders Only (NOTES 1 and 3)

TA	3 Comptroller	No limitations. Publish all TDY orders for units assigned to the 3 WG/SPTG (NOTE 2)
TA	3 Medical Group	Figures 1.2, 2.1, 2.3, 2.4, 2.5, 2.6, 4.1, 4.2, 4.3, Invitational Orders (NOTE 1)
TA	381 Intelligence	Figures 1.2, 2.1, 2.3, 2.4, 2.5, 2.6, 4.1, 4.2, 4.3, Invitational Orders (NOTE 1)
TB	3 Medical Group	Table 1-1, Figure 4.1 (NOTE 1)
TD	Defense Courier	Figures 1.2, 2.1, 2.3, 2.4, 2.5, 2.6, 4.1, 4.2, 4.3, Invitational Orders (NOTE 1)
TE	3 Mission Support/ DPMX	Contingency Exercise and Mobility (CEM) Orders
TF	517 Airlift /90 Fighter/ 54 Fighter/19 Fighter/ 962 Airborne Air Control	PACAF Form 106, Flight Authorization Orders (NOTE 1)
X	3 Mission/DPCP	Permanent Change of Station (PCS), Civilian
O	3 Mission/DPCP	Civilian PCS AFCPMC funded career program selections
Y	3 Comptroller	Civilian TDY to attend training (See NOTE 2)
Y	3 Medical Group	Civilian TDY to attend training (NOTE 1)

## NOTES:

1. Units authorized to authenticate orders will maintain record sets and related background material in accordance with the AFIs 65-103 and 37-138, *Records Distribution Procedures and Responsibilities*, and are responsible for the distribution of those orders.

2. The distribution of orders, published by the 3 Comptroller, will be the responsibility of the traveler's unit.

3. Each squadron responsible for publishing emergency leave travel orders will use AF Forms 972, *Request and Authorization for Emergency Leave Travel*, AF Form 937, *Request and Authorization for Dependent(s) Travel* (when dependents travel alone), and/or AF Form 973, *Request and Authorization for Change to Administrative Orders*, for their personnel. Emergency leave orders will use the series designated in paragraph 1.2.9, this supplement. Units that have a shreddout (ex TB, TC, TD, and so forth) are authorized to use them.

**1.2.14.** Verbal orders will be confirmed 3 workdays following the effective date (departure date) in TDY orders. Include in the REMARKS section an explanation why the order was not published prior to the effective date (departure date) of the order. If there is insufficient room in the remarks section a letter of explanation is required.

**Figure 1.2., Item 4.** When the original shows 5 or fewer individuals, type each traveler's name and personal information on the same amendment. Use the statement "**SAME AS BASIC ORDER**" only when the original order has more than five individuals and the amendment applies to all individuals on the original order. If the statement "**SAME AS BASIC ORDER**" is used, a copy of the original order with SSANs must accompany the amendment for publication.

1.2.26. (Added) (3WG). Pen and ink entries are limited to signatures, initials, and travel estimates. Orders containing unauthorized pen and ink entries, typing mistakes, or are incorrectly formatted will be returned to the originator for corrections. The 3 Wing Form 5, *General Use TDY Travel Order (Reverse Side)*, will be used by all agencies preparing DD Form 1610, *Request and Authorization for TDY Travel of DOD Personnel*, one copy, in lieu of a separate sheet of bond paper. Only one copy per TDY order is needed. The original is maintained with orders publishing official. On the Wing Form 5, reverse side of TDY order, Items 1, 2, 7, 8, 13, and 18 entries will be in blue or black ink.

2.3.4. **Review of Blanket TDY Orders.** Traveler (or representative) will notify Finance, in writing, of intent to travel, mode of travel, itinerary, and estimated cost prior to travel. If time does not permit advance notification, the traveler's office will do so the next duty day after travel begins.

**Figure 2.2., Item 7.** COT (Consecutive Overseas Tour) (NOTES 1 and 2)

**NOTES:**

**COT Leave Orders:**

**1. IN-PLACE COT(IPCOT)--**All requests for publishing IPCOT leave orders must be accompanied by the official notification from AFPC. If unavailable, the outbound assignments section of the Military Personnel Flight is able to print out the member's DEROS change information from PCIII.

**2. DEFERRED COT LEAVE ORDERS--**All requests for publishing DEFERRED COT leave orders must be accompanied by the PCS orders that brought the traveler to Elmendorf AFB. The order must show that the member was authorized to defer COT travel entitlement.

**Figure 2.2., Item 12.** Commercial air will not be specified. The mode of transportation will be determined by the transportation officer according to applicable transportation directives.

**Figure 2.2., Item 16n (Remarks).** Registration/conference fee back-up documentation, showing number of meals and number of nights lodging included, will be required for the publication of orders.

**Figure 2.2., Item 16ac (Remarks) (Added).** Last name and duty phone of the individual preparing the order should be typed in the bottom right corner or the remarks block. Individual walking the order through will, if necessary, be responsible for making the administrative corrections on the order.

**4.6. (Added)** (3WG). Form Prescribed: *WG Form 5, General Use TDY Travel Order.*

HUGH C. CAMERON, Brigadier General, USAF  
Commander