

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**



**AIR FORCE RESERVE COMMAND
HEADQUARTERS OPERATING
INSTRUCTION 65-102**

22 OCTOBER 2003

Financial Management

CONTROL OF TDY FUNDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This operating instruction implements AFD 65-1, *Management of Financial Resources*, and defines HQ AFRC staff agency responsibilities for Temporary Duty (TDY) Operation and Maintenance (O&M) and Reserve Personnel Appropriation (RPA) funds.

SUMMARY OF REVISIONS

This revision updates office symbols and clarifies roles and responsibilities when funding support is authorized to outside agencies (paragraph 4.). A (I) indicates revision from previous edition.

1. Who May Authorize Funds for TDY . The host (WR-ALC) Financial Services Office (FSO) delegated certification authority to fund headquarters TDY to AFRC/FMAPH.

2. How Funds Are Authorized . The appropriate HQ AFRC staff agency prepares TDY order requests (DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**; AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**; and invitational travel orders) and forwards to FMAPH for validation/certification of the fund citation.

3. Specific Authorizations . Except for members assigned to the 952 RSPTS in Reserve status, HQ AFRC IG team augmentees are paid with O&M funds allocated to AFRC/IG. The AFRC/IG may fund early return of staff augmentees to their permanent duty station based upon completion of assigned inspection duties, availability of government provided transportation, and prior coordination with the inspection team chief. HQ AFRC staff augmentees who perform further TDY upon completion of their inspection duties with the AFRC/IG team have the entire TDY costs charged to funds allocated to their directorate to include that portion of the TDY in support of the AFRC/IG.

4. Outside Agency Authorizations . In general, HQ AFRC policy prohibits the transfer of AFRC TDY funds to other AFRC units. Funding responsibility rests with the AFRC unit to which an individual is

assigned. However, there are cases when unique support may be required from other than an AFRC organization. If necessary, funds may be transferred to other agencies/departments/services. In this case, the orders are prepared by the organization in which the individual is assigned. Order(s) will then be faxed to HQ AFRC/FMAPH for placement of the requesting organization's fund citation, funds certification, order number and authentication. Upon completion, HQ AFRC/FMAPH will fax the completed order to the individual's organization.

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Commander