

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 65-103

**PACIFIC AIR FORCES COMMAND
Supplement 1**

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Financial Management

TEMPORARY DUTY ORDERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units or members.

SUMMARY OF REVISIONS

Updates guidance on forms to be used for TDY. Updates guidance on approval/authority for blanket travel orders. Delegates the approval/authority for invitational travel orders. Provides guidance on travel of government contractors.

AFI 65-103, 23 February 2001, is supplemented as follows:

1.2.4. Flying squadrons will prepare and authenticate orders affecting aircrew flights on PACAF Form 106, Flight Order, using their own organization heading (use DD Form 1610, Request for TDYs not involving Flight duties). Unit commanders will assign authentication responsibilities. Publish Flight Orders in the same "T" series/subseries as other TDY orders. Flying squadrons are responsible for reproduction, maintenance of record sets and distribution. Ensure published copies of PACAF Form 106, which authorize travel pay, are sent to the servicing Financial Services Office, Travel Section (FMFC). HQ PACAF/DOO is command OPR for these orders. See AFI 11-401/PACAF Supplement 1 for additional information.

1.2.5. Commanders of Numbered Air Force, Wings, Groups, Squadrons and Medical Centers may delegate authority to sign orders as issuing/approving officials, in writing, if they so desire.

1.2.5.1. (Added) **(HQ PACAF Only)**. The Director of Staff, directors, and their assistants, Chiefs of Special Staff Agencies, Division Chiefs within a directorate, Command Section Chief of Executive Services and personnel occupying a designated executive position may act as orders issuing/approving officials. Directors may delegate orders issuing/approving authority, in writing, if they so desire.

1.2.8. When approving official's organization is different from that in the heading, the abbreviated organization of the approving official must be part of the signature element.

1.2.24.1. (Added) Orders issuing/approving officials will determine whether vicinity travel (see JFTR, Vol 1, U3505 and U4105H, U4510 and JTR C2401) or a TDY order is more appropriate. For vicinity travel, the traveler prepares an SF 1164, Claim for Reimbursement of Expenditures on Official Business, or an SF 1034, Public Voucher for Purchases and Services Other than Personal, for reimbursement of a registration fee, as applicable. The unit resource advisor must provide and initial the fund cite on the SF1164 before the individual presents it for payment.

2.3.1. (Added) The approval authorities for Blanket Travel Orders (BTOs) are as follows:

2.3.1.1. (Added) MAJCOM: Commander/Vice Commander, Director of Staff and each Director (General Officer Directors may delegate to Deputy Director if grade is O-6 or above)

2.3.1.2. (Added) NAF: Commander/Vice Commander and/or appropriate O-6 in the Command Section

2.3.1.3. (Added) Wing: Commander/Vice Commander and Group Commanders

2.3.1.4. (Added) To further streamline the process, a Wing Vice Commander can approve the Wing Commander's BTO. At the MAJCOM and NAF, the Commander and Vice Commander may have their BTOs approved by the appropriate O-6 referenced above. General Officer Directors can have their BTOs approved by their Deputy Director. Group Commanders will have their BTOs approved by their respective Wing or Vice Wing Commander. Before taking action, however, approval authorities must consider the recommendation of the FSO required in paragraph 2.3.4.

2.3.1.5. (Added) Organizations can submit requests for BTOs to the respective approval authority via written memorandum, rather than require the approval authority to sign each individual BTO. Once approved, the memorandum must be retained in the unit as the authority, and an authorized individual within the organization can sign the BTOs. This memorandum must be provided to the base Financial Services Office prior to BTO publication and will expire the same date as the BTO. This procedure will also prevent your approval authority from having to endorse every BTO to add such items as meal direction and special authorization. The individual authorized to sign the BTO can then perform these administrative tasks within the unit.

3.3.2. Approval of adverse effect statements, before orders are published, is limited to Numbered Air Force Commanders, Wing Commanders, or appropriate designees. At HQ PACAF, approval is limited to the Directorate level.

3.3.5. During periods of TDY or delay of 24 hours or more, the orders issuing/approving official or aircraft commander will determine when available government or open mess meals will adversely affect the mission or performance of duties and complete the certification table on the back of PACAF Form 106.

4.3.2. Invitational Travel Orders (ITOs) can be published by any authorized orders publishing agency. Approval authorities for ITOs, except for spouse travel, are Commanders of groups and above, and their deputies or vice commanders. For spouse travel, four-star MAJCOM commanders, selected three-star general officers serving as overseas or combined commanders are delegated approval of their own spouse's travel, and for spouses of those assigned under their command. See AFI 24-101 for more detailed information.

4.7. (Added) Travel of Contract Personnel. The use of Invitational Travel Orders is not authorized for government contractor employee travel. The Joint Travel Regulations (JTR), Appendix E, para. D requires use of a Letter of Identification (LOI) for government contractor employee travel.

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