All members can now do the initial create of their own orders.

If you need help creating an order contact your local Order Specialist or your Wing Administrator.

The orders will route to an Order Specialist to complete the orders for further routing.

Select Member Profile. If you have multiple roles you must be in the member role to create your own order.

Create Application
Select Order Type and Create Application
Overview

Select “Next”
Step 1 Personnel Info

Home address is changed through MILPDS or Virtual MPF. Default Time Zone should be saved. Select Next.

Step 2 Duty Purpose

All red asterisk fields are required.

POC Information is optional.

Commercial duty phone is required.

Answer Points, PCS and HHG’s questions; Select Next
Step 3 Departure/Return Locations

Select Departure and Return Locations.

Do not select “In Place” if member will be returning home between orders.

The difference between the travel start day and initial report day is the travel day on the front of the order. The difference in the end date of the duty location and the release date is the travel day on the end of the order.
Options for selecting duty locations:

- Duty location lookup
- Get Address hyperlink
- Get Home station hyperlink
- Type in Duty Location

Red Asterisk fields are required.

Answer Per Diem & Travel Information Questions; Select Next.
Select Mode of Transportation

Select “Next”

Per Diem

Select Per Diem hyperlink
Select a state and city; Search

<table>
<thead>
<tr>
<th>Locality City</th>
<th>County</th>
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<tbody>
<tr>
<td>FT. STEWART</td>
<td>LIBERTY COUNTY</td>
<td>GEORGIA</td>
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<tr>
<td>HAMMOND</td>
<td>TAYLOR COUNTY</td>
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<td>HOPKINS</td>
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<td>WAYNESBORO</td>
<td>WAYNESBORO COUNTY</td>
<td>GEORGIA</td>
</tr>
</tbody>
</table>

Select Per Diem Location
Answer Rental Car question. Any car other than Compact requires a Justification.

Answer Registration and Lodging question

Select Quarters and Messing availability

Select Next
**Additional Duty Locations**

Answer “Yes” if there are other duty locations and “No” if not. Select “Next”

Select transportation for the leg home. “Next”
Select GTCC Info and save as Default

Government Travel Card

Member does not have a government travel card

Description
- IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
- HAS APPLIED FOR, BUT NOT RECEIVED CARD. ADVANCE AUTHORIZED.
- IS INELIGIBLE FOR CARD. TO RECEIVE AN ADVANCE, MUST HAVE A LETTER FROM COMMANDER TO AUTHORIZE.
- IS INELIGIBLE FOR CARD. NO ADVANCE AUTHORIZED.
- EXEMPT FROM USE, INFREQUENT TRAVELER (TWO OR LESS TIMES PER YEAR). TO RECEIVE AN ADVANCE, MUST HAVE LETTER FROM COMMANDER.

Type of Account:
- GTR/CENTRALLY BILLED ACCOUNT (GTR/CBA)
- CENTRALLY BILLED ACCOUNT (CBA)
- CONTROLED SPENDING ACCOUNT (CSA)

Select Close

Government Travel Card

Member does not have a government travel card

Description
- IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
- NO ADVANCE AUTHORIZED
- NO ADVANCE AUTHORIZED. CANNOT CHARGE CERTAIN ITEMS
- CIRCUMSTANCES PRECLUDE USE. ADVANCE AUTHORIZED
- NO STATEMENT NEEDED. (NO PER DIEM OR PCS TOUR.)
Answer all of the tour questions

Input IDT dates if this order is IDT at Home Station in conjunction with this order.

Select Next
Orders back to back if member goes home between orders.

General Comments may be input for the Order Specialist.

Alternate means paragraph is required but may be input by the Order Specialist.

Do not mark orders back to back if member goes home between consecutive orders.

Save & Route to your Order Specialist.
Military Member TDY

Select Temporary Duty

Select TDY (Routine)

Create Application

Military Member must first be called to Active Duty on a 938 before creating a 1610 except for IDT Outside Normal Commute and IDT Away from Home Station.
## Overview

**Tracking #:** 4541905/0  
**Order Type:** TDY  
**Status:** INITIAL  
**Total Travel Days:** 0  
**Start Date:** 0000/00/00  
**End Date:** 0000/00/00  
**Total Days:** 0

**Home Address on File:** VENICE, FL 34293-0000

**Temporary Duty Information**

<table>
<thead>
<tr>
<th>Type of Duty</th>
<th>TDY Type</th>
<th>Purpose</th>
<th>POC</th>
<th>Phone</th>
<th>Commercial Duty Phone (PDS)</th>
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</thead>
<tbody>
<tr>
<td>TEMPORARY DUTY</td>
<td>TDY (ROUTINE)</td>
<td>Not Set</td>
<td>Not Set</td>
<td>Not Set</td>
<td>(813) 828-4015</td>
</tr>
</tbody>
</table>

**Departure/Return Locations**

- **Member will Depart From:** Permanent Duty Station  
  **Departure Address:** 4701 S. SHORE AVE  
  **POC:**  
- **Member will Return To:** Permanent Duty Station  
  **Return Address:** 4701 S. SHORE AVE  
  **POC:**

**Date** | **Traveled By** | **Rental Car** | **Location** | **Local** | **Address** |
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<th></th>
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</thead>
<tbody>
<tr>
<td>Not Set</td>
<td>None</td>
<td>None</td>
<td>Not Set</td>
<td>UNITED STATES</td>
<td></td>
</tr>
</tbody>
</table>
| Not Set | None            | None           | Permanent Duty Station  
  **Address:** 4701 S. SHORE AVE  
  **POC:**  

**Justification**

- **Justification:** Not Set  
- **Alternate Means Justification:** Not Set  
- **Justifications for Waiver:** Not Set

---

Select Next
### Personnel Info

| Tracking #: | 4341909398 | Name: | | | Start Date: | 06/01/2000 |
| Order Type: | TDY | SSN: | | | Report Date: | 06/01/2000 00:00 |
| Status: | INITIAL | Grade: | E5 | | End Date: | 06/01/2000 |
| Total Travel Days: | 0 |

**Section:** 1. Personnel Info

**Help:** Fields marked with a red asterisk (*) are required.

#### Contact Information
- **Contact Email:**
- **Contact Phone:**

#### Home Address and Delivery Address Information
- **Home Address on File:** VENICE, FL 34203-0000
- **Time Zone:** GMT-5:00 (Eastern Standard Time) - EST

#### Save Time Zone as Default

---

If time zone isn’t save-select and save as Default; Select next.

### Duty Purpose

#### Duty Purpose

| Tracking #: | 4341909398 | Name: | | | Start Date: | 06/01/2000 |
| Order Type: | TDY | SSN: | | | Report Date: | 06/01/2000 00:00 |
| Status: | INITIAL | Grade: | E5 | | End Date: | 06/01/2000 |
| Total Travel Days: | 0 |

**Section:** 2. Duty Purpose

**Help:** Fields marked with a red asterisk (*) are required.

- **TDY Purpose Lookup:** None Selected
- **Travel Purpose Notes:**

#### Point of Contact Information
- **Phone:**
- **Email:**

#### IMU’s Supervisor Information
- **IMU’s Supervisor Email Address:** heather.seburn@occent.centcom.mil

#### Save Email Address as Default

---

Select TDY Purpose lookup; Select IDT Away from Home Station

### TDY Purpose Lookup

- Site Visit
- Information Meeting
- Training Attendance
- Speech or Presentation
- Conference Attendance
- Entitlement Travel
- Special Mission Travel
- IDT Away From Home Station
- Other Travel
- IDT Outside Normal Commute

**Other Travel / Additional Travel Purpose Notes:**
Commercial duty phone is required.

RPO and Supervisor email are required at this time but will be removed in the future.

Select Next.

**Departure/Return Locations**

Civilians must depart and return to PDS.

Select Next

**Duty Locations- Next screens are same as above.**