

# Didja Know?



- Are you AGR and going to any of the following:
- MOB related functions such as SRP, Pre MOB training, Redeployment/Reintegration.
- AT events such as AT recons, Advance party, AT support.
- MOS producing, MOB related or NCOES School?
- Follow these instructions and you can solve the “mystery” of what routing list you should use.



# Trip Description

- First off, to help the Approving Officials understand what is the purpose of your TDY, you **MUST** give detailed information in the Trip Description block in DTS.
- If we cannot understand your intent, we will need to return the request back to you for more information.
- This will cause further delays in the approval process.



# Trip Description

The following information is mandatory:

- AGR TvI or AGR G3
- Your phone number (office, Blackberry, cell, whatever number we can find you at).
- A detailed description\* without acronyms



# Trip Description

\*Here's an example of a trip description:

Travel to Salina, KS in support of my mobilizing unit (put your unit name here).

This is AGR Mission Travel.

Select AGR Tvl Routing List



# Trip Description

\*How about another example of a trip description:

Travel to Salina, KS for MOB support for any unit (put unit name here).

Examples are CONEX load-out, inventories, DMD/Personnel scrubs, transport of CIF materials, picking up vehicles for MOB related events.

Since this is MOB support, this is to be funded by AGR Mission travel funds.

Select AGR Tvl Routing List.



# Trip Description

\*Here's an example of a trip description:

Travel to Salina, KS as a part of my mobilizing unit in a training capacity (put your unit name here).

Now we understand this is to be funded by Overseas Contingency Operation Funds.

This is not AGR Mission Travel Funds.

Select G3 Routing List



# Trip Description

## Redeployment

Any travel involving Redeployment is funded by AGR Mission Travel Funds.

Select AGR Tvl Routing list.



# Trip Description

## Reintegration (Yellow Ribbon)

Any travel for ***participation*** in Reintegration Training (Yellow Ribbon) is funded by AGR Tvl.

Select AGR Tvl Routing list.

Any travel for ***support*** of Reintegration Training (Yellow Ribbon) is funded by AGR G3.

Select AGR G3 Routing list.



# Trip Description

\*Here's another example of a trip description:

Travel to Salina, KS in support of AT for (put unit name here).

Since you are not supporting YOUR unit, we understand this is to be funded by AGR Mission travel funds.

Select AGR Tvl Routing List



# Trip Description

\*How about another example of a trip description:

Travel to Salina, KS for AT recon (or advance party or AT support) for my unit (put unit name here).

Since you are not in an AT status yet, we understand this is to be funded by AGR Mission travel funds.

Select AGR Tvl Routing List



# Trip Description

\*How about another example of a trip description:

Travel to Salina, KS for AT with my unit (put unit name here).

Since you are in an AT status, we understand this is to be funded ***jointly*** by HRO and G3.

Select AGR Tvl Routing List.



# Trip Description

Funded *jointly* by HRO and G3???

HRO will fund your round trip mileage from your home of record to your duty site.

Only ONE round trip. And no lodging, meals, nor incidental expenses.

Once HRO receives the authorization, we will assign our Line of Accounting for the one round trip only and forward the request to G3.



# Trip Description

\*How about another example of a trip description:

Travel to Salina, KS for SRP support for another unit  
(put unit name here).

Examples of support personnel are medical, legal, and  
SIDPERS staff.

Since this is SRP SUPPORT, G3 funds this.

Select AGR G3 Routing List.



# Trip Description

\*How about another example of a trip description:

Travel to Salina, KS for SRP of my mobilizing unit (put unit name here).

G3 funds this.

Select AGR G3 Routing List.



**So, Now Do You Think The Trip  
Description Is Important??**



The Trip Description Is The  
Most Important Element of The  
DTS Authorization Request.

# Ok, I'm Ready



- Once have your created your Authorization, you need to proceed to the Digital Signature page.
- Next slide, please!

Logged In As: [Redacted]  
Traveler Name: [Redacted]

Document Name: LBKSRTISALINA051409\_A01  
Document Type: Authorization  
Screen ID: 1059.1

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### Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

#### Document Action

\* Submit this document as:

Routing List:

Additional Remarks:

[Submit Completed Document](#)

*This is your normal default*

**Use the AGR Tvl Routing List normal day to day Mission travel.**

#### Pending Routing Actions

Awaiting Status Change To	By	Level
Signed	SGT Snuffy	0

#### Document History

Logged In As: [Redacted]  
Traveler Name: [Redacted]

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#### Document Action

\* Submit this document as:

Routing List:

Additional Remarks:

[Submit Completed Document](#)

*This is your normal default*

**Use the AGR Tvl Routing List if you going on an AT Recon or Advance party or AT support.**

#### Pending Routing Actions

Awaiting Status Change To	By	Level
Signed	SGT Snuffy	0

#### Document History

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Traveler Name:

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### Document Action

\* Submit this document as:

Routing List:

Additional Remarks:

**AGR Tvl Routing List**

**Use this routing list if you are supporting a Mobilizing unit.**

**Click**

[Submit Completed Document](#)

### Pending Routing Actions

Awaiting Status Change To	By	Level
Signed	SGT Snuffy	0

### Document History

Logged In As:   
Traveler Name:

Document Name: LBKSRTISALINA051409\_A01  
Document Type: Authorization  
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#### Document Action

\* Submit this document as:

Routing List:

Additional Remarks:

G3 travel Routing List

Use this Routing List if you are attending Pre-Mob or Mob related training.

Click

[Submit Completed Document](#)

#### Pending Routing Actions

Awaiting Status Change To	By	Level
Signed	SGT Snuffy	0

#### Document History

Logged In As: [Redacted]  
Traveler Name: [Redacted]

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### Document Action

\* Submit this document as:

Routing List:

Additional Remarks:

**G3 travel Routing List**

**Use this Routing List if you are attending MOS producing or NCOES School.**

**Click**

[Submit Completed Document](#)

### Pending Routing Actions

Awaiting Status Change To	By	Level
Signed	SGT Snuffy	0

### Document History

Logged In As:   
Traveler Name:

Document Name: LBKSRTISALINA051409\_A01  
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### Document Action

\* Submit this document as:

Routing List:

Additional Remarks:

**AGR travel Routing List**

**Use this Routing List if you are attending A Functional Course at PEC.**

**Click**

[Submit Completed Document](#)

### Pending Routing Actions

Awaiting Status Change To	By	Level
Signed	SGT Snuffy	0

### Document History

# And now for some more guidance/information for AGRs on AT status



- ✓ ONE Round Trip POV mileage is authorized from home of record to duty site.
- ✓ All meals, lodging and incidental expenses will be removed from DTS.
- ✓ A signed courtesy copy of your DA Form 4187 suspending separate rations will be upload in the Substantiating Records of DTS. *The DA Form 4187 still needs to be submitted to the AGR section to be placed on a Transmittal Letter to Military Pay.*

# And now for some more guidance/information for AGRs on AT status



- ✓ Any other expenses requested will be authorized on a case by case basis.
- ✓ Rental vehicles for AT events will not be authorized by HRO.
- ✓ Rental vehicles for AT events must be authorized and approved by G3.



## Routing Lists

	AGR TvI	AGR G3			
AT Recon	X				
AT Advance party	X				
Attending AT	X	HRO funds R/T to duty site then forwards to G3			
AT Support of another unit	X				
Attending SRP for YOUR unit		X			
Supporting SRP of another unit		X			
Supporting another unit MOB	X				
Supporting YOUR mobilizing unit	X				
Attending MOB Training		X			
Attending MOS/NCOES school		X			
Attending PEC Functional Course	X				



# Ta-Da!

Now you understand the importance of an accurate Trip Description.

And if you select the correct routing list, your orders will be on the DTS Super Highway to either HRO or G3.