ISR 200 DTS Instructions: Let’s be safer than the NSA
Brought to you by your Lemay/IN Approver
- Book Flights if required: Flights will be allocated to SOS TDY TO SCHOOL LOA
- Book rental car if approved by home unit: Rental car will be allocated to home unit LOA
- Skip lodging reservations: Lodging reservations will be handled by SOS/ISR 200 staff. Disregard Non-A notification in DTS. See next three slides for SOS guidance from SOS Reporting Instructions
3. Per Diem is $41.00
Lodging

Do not book Lodging through DTS!

• Single lodging rooms are **automatically** reserved for students
  • Shared buildings and floors w/ flight (usually)
  • Room keys assigned during In-Processing
  • All rooms have refrigerators & microwaves, some have kitchenettes
  • Children & pets are **NOT** allowed in SOS lodging rooms

• **Non-A slips NOT** received through or in coordination with SOS will not be honored
  • Ignore anything generated through DTS or system generated email
  • SOS will coordinate with lodging if Non-A slips are required and will distribute to you by the end of the course.

• All Students are **required** to stay on-base. You must receive pre-approval from SOS to stay off-base.
  • *This does **NOT** mean you are entitled to a Non-A.*

  c E-mail SOS Student services at noc.dps@us.af.mil to request approval and state why you need to be off base
  • Request should be sent in **NL T 14** days prior to class start
  • Reasons include bringing; Children, pets, etc...

  c You will then be required to book your own lodging off-base
  • Be aware, you will only receive up to $77.00 per day for lodging (Cost of Govt Quarters)

• Local students are **NOT** required/authorized base lodging or per diem
Accompanied Students

- Accompanied students are always welcome, but...
  - Lodging, child care, & costs incurred are student's responsibility
  - E-mail SOS Student services at soc.dps@us.af.mil and ask to be placed in the accompanied Squadron
    - We MUST receive request NLT 14 days prior to class start
    - SOS will NOT move you after Day 1

- Bringing someone other that your spouse? (kids and/or pets)
  - You must tell us and will have to arrange lodging off-base or FamCamp
  - SOS can't recommend off-base lodging
  - You will be paid up to the cost of govt quarters ($70/day), you pay difference out of pocket
  - Need childcare? Contact Maxwell CDC (Students' children are Space-A Only)

- PCSing on route? (With Dependents?)
  - TLF may be available (You'll need orders)
    - TLF at 334-953-1690 ext 6016
  - If TLF is full....Lodging will provide a Non-Availability Letter through SOS

IMPORTANT NOTICE
SOS is NOT an accompanied TDY
Being in the accompanied SQ is a courtesy SOS extends to students. Being in the accompanied SQ does NOT guarantee childcare or lodging will be available. It is YOUR responsibility to coordinate special accommodations.

Spouses please join the SOS Accompanying Spouses’ FB Group
https://m.facebook.com/groups/2157339691247004?ref=bookmarks
(Note: further information is available at Accompanied Spouses Guide)
- Add additional expenses as required (i.e. mileage, rental car fuel (on Unit’s LOA, taxi’s, etc)
Follow SOS guidance for lodging and partial per diem rates in the per diem section of DTS (Slide 3)

- ISR 200 follows the same partial per diem guidance as SOS. If SOS guidance changes we will continue to pay per diem for lunch only. Your final voucher will adjust the days at SOS
- If for some unforeseen reason you cannot make it to breakfast or dinner, annotate and we will decide if full per diem is applicable for that day

** This is an old picture used to show the more accurate amount of per diem for your final voucher. Again, ISR200 only pays lunch per diem during the week you’re in attendance
Lines of Accounting

- Add appropriate LOA’s to authorization/voucher
  - You should have a TDY to School LOA for SOS (you will obtain this after signed SOS Training RIP is loaded into the system)
  - You should have an ISR 200 LOA from LeMay Center- 23 NEW ISR 200 or 24 NEW ISR 200
  - If approved for a rental car you should have a home unit LOA
  - PLEASE do not allocate the entirety of your SOS TDY to the 23 NEW ISR 200 LOA. Even if you don’t have a TDY to school LOA yet, wait until you do
Editing LOAs

- Click on Edit LOA Allocations
Allocating Specific Expenses

- **Select Specific Expenses**
MOST IMPORTANT STEP!!! (LOA’s in picture are just an example, do not reflect actual LOA)

- Go through each day and each expense and allocate appropriately
  - All travel costs (airfare, mileage, travel day per diem) should be allocated to TTS SOS LOA
  - All lodging for ISR 200 will be allocated to 23 NEW ISR 200
  - All partial per diem for ISR 200 will be allocated to ISR 200 LOA
  - Does not included travel day: Allocated to TTS SOS LOA
  - All lodging during days of SOS will be allocated to TTS SOS LOA
  - All partial per diem for SOS will be allocated to TTS SOS LOA
  - All Rental Car/Fuel costs will be allocated to home unit LOA if approved
AND THAT'S HOW YOU SIGN A VOUCHER ON DTS