

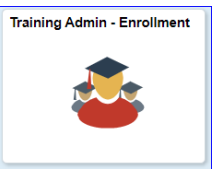
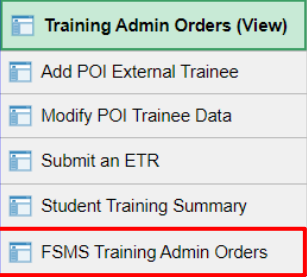
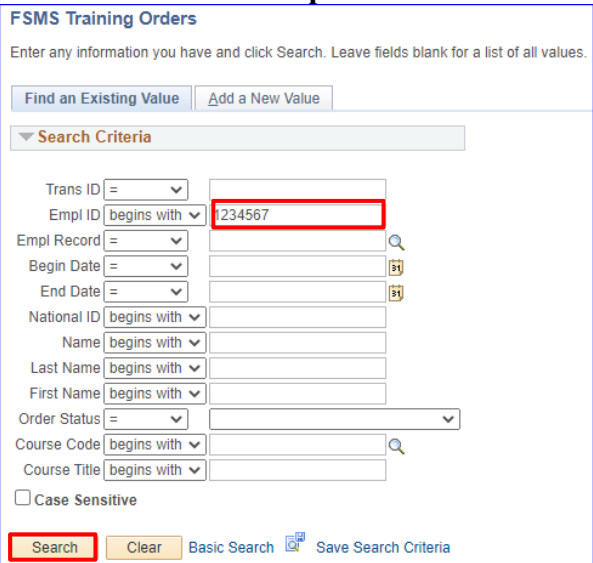
# Viewing / Printing Training Administration Orders (TDY)

**Introduction** This guide provides the procedures for viewing and printing Training Administration Orders (TDY) in Direct Access (DA).

Members may view/print their own orders via Self-Service by clicking [My Airport Terminal Orders](#) under Tasks in the Employee pagelet.

Commands may also view/print a member's TDY orders via the [Airport Terminal](#).

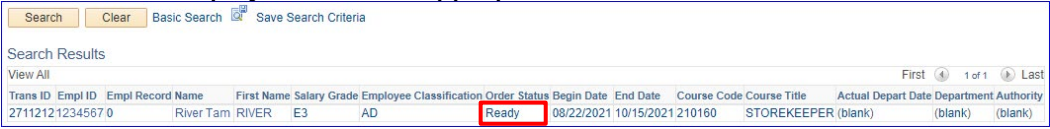
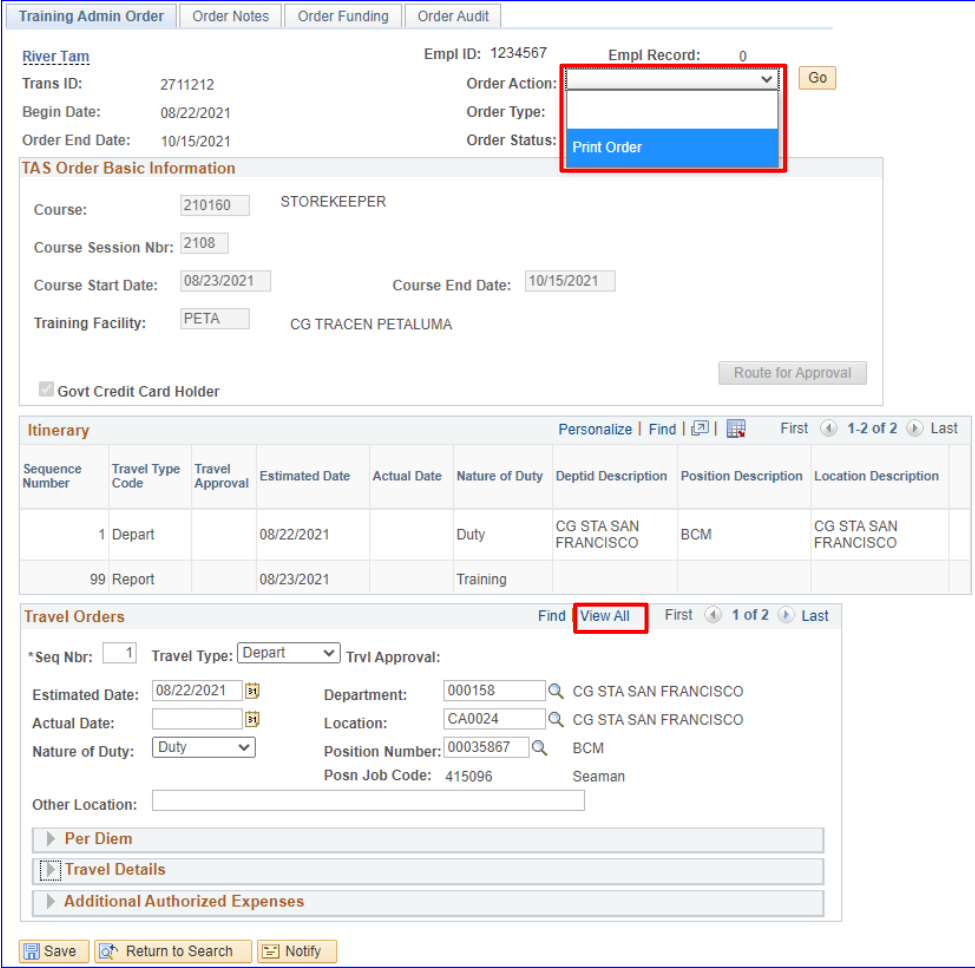
**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Click the <b>Training Admin – Enrollment</b> Tile.</p> 
<p><b>1.5</b></p>	<p>Select the <b>FSMS Training Admin Orders</b> option.</p> 
<p><b>2</b></p>	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> 

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# Viewing / Printing Training Administration Orders (TDY), Continued

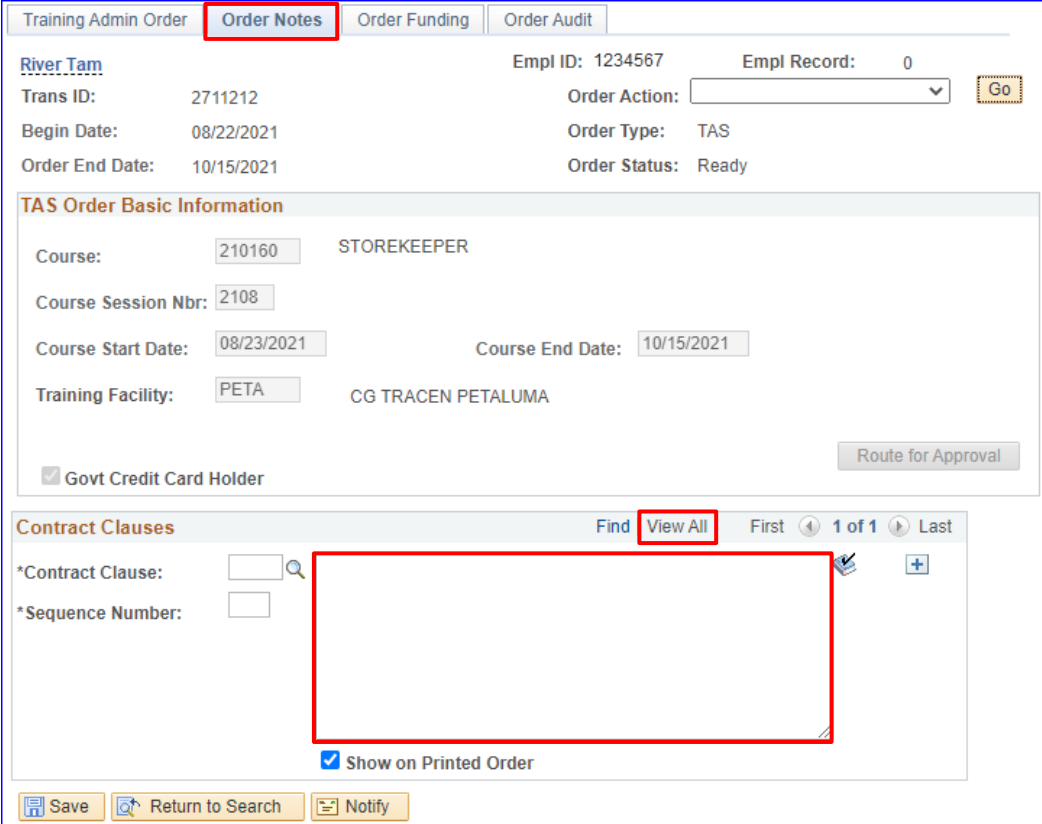
**Procedures,**  
continued

Step	Action
<p><b>3</b></p>	<p>If the member has only a single TDY Order, it will automatically open.</p> <p>If the member has multiple TDY Orders, a list of all TDY Orders for the member will display. Select the appropriate <b>Order Status</b>.</p> 
<p><b>4</b></p>	<p>The Training Admin Order tab will display. To <b>Print</b>, select Print Order from the <b>Order Action</b> drop-down.</p> <p>To <b>View</b> the travel details (depart/report rows) of the Order, scroll down the page to Travel Orders and select <b>View All</b>.</p> 

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# Viewing / Printing Training Administration Orders (TDY), Continued

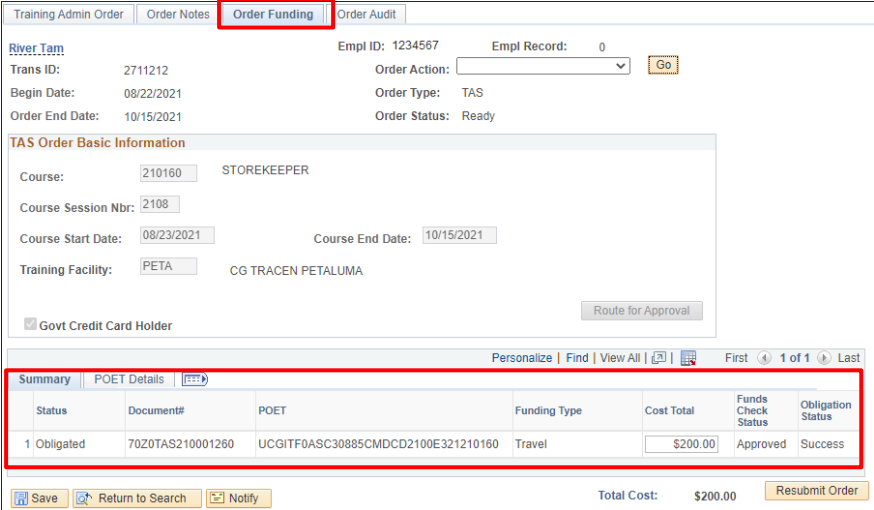
**Procedures,**  
continued

Step	Action
5	<p>To view the travel order notes, select the <b>Order Notes</b> tab.</p> <p>If there are multiple Contract Clauses (Order Notes), click <b>View All</b> to review each Contract Clause.</p> 

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# Viewing / Printing Training Administration Orders (TDY), Continued

**Procedures,**  
continued

Step	Action
<p><b>6</b></p>	<p>To view the funding, select the <b>Order Funding</b> tab.</p> <p><b>NOTE:</b> Do NOT edit the Cost Totals. If there is an issue with the POET Details, contact the Funding Authority. Any questions regarding funding on DA “A” &amp; “C” School orders should be sent to the HQS-SMB-A-C-School Travel Claim Adjustment &lt;<a href="mailto:HQS-SMB-A-C_SchoolTravelClaimAdjustment@uscg.mil">HQS-SMB-A-C_SchoolTravelClaimAdjustment@uscg.mil</a>&gt; mailbox.</p> 
<p><b>7</b></p>	<p>To view the audit information, select the <b>Order Audit</b> tab. The <b>Order History</b> provides a list of all users that have touched the orders. Click <b>Return to Search</b> to exit the Order.</p> 