



Contingency, Exercise



U.S. AIR FORCE



and Deployment (CED) orders



Objective



U.S. AIR FORCE

- Comprehend and perform tasks associated with the generation of Contingency, Exercise, and Deployment (CED) and North Atlantic Treaty Organization (NATO) orders



Overview



U.S. AIR FORCE

- Administrative Orders
- General Information
- Responsibilities of the Orders Issuing or Approving Official
- North Atlantic Treaty Organization (NATO) Orders
- Amendments
- Preparing the DCAPES-Generated CED Orders
- Preparing DD Form 1610 CED Orders



Administrative Orders



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- Establishes procedures
- Provides the following items:
 - 1) Guidance for preparation
 - 2) Issuance
 - 3) Numbering
 - 4) Funding
 - 5) Authentication
 - 6) Distribution
 - 7) Maintenance of CED orders
- All orders must adhere to Joint Federal Travel Regulation (JFTR)



General Information



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- CED orders are used for:
 - 1) Contingency movement
 - 2) Exercise
 - 3) Deployment
- When can CED orders be cut? What if DCAPE is down?
- Rules that govern the creation and management of orders
 - 1) Official administrative orders are considered “Authenticated”
 - 2) Effective date is the date the orders go into effect
 - 3) Orders issuing or approving official designated in writing
 - 4) Orders must cite the approval authority
 - 5) All CED orders will be series “TE”
 - 6) Identify personnel by name, grade, and SSN



General Information



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- Cont. Rules that govern the creation and management of orders
 - 7) When two or more people are on one set of orders there will be two sets issued
 - Why 2 sets? Who gets what set?
 - 8) Must show 8 digit PAS code
 - 9) OSI will always show 72 for grade
 - 10) Do not issue verbal orders unless time or error prevent written orders being issued
 - 11) You may reproduce any order or portion of it, as a true copy
 - 12) Reproduction of CED orders is the responsibility of the orders-issuing official



Responsibilities of the Orders Issuing or Approval Official



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- Declares use of government procured transportation
- Approves and answers for special authorizations
 - If you can't justify it don't issue it
 - What do we use to justify the special authorization?
 - Examples:
 - Off base lodging
 - Rental car
 - Partial rate per diem



North Atlantic Treaty Organization (NATO)



U.S. AIR FORCE

- Was designed at the end of WWII to be the Watch dog in the Western block countries of Europe
- Protects the member and host country
- Does not provide monetary benefits
- When DCAPES is not available use AF Form 1631
- NATO order can be generated out of AROWS



Amendments



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- Are used to make an adjustment to a set of orders after they have been published
- Examples:
 - 1) Extension of tour
 - 2) Change of originally scheduled departure date
 - 3) Addition of specific remarks or legends
- Difference between revoke and rescind
 - 1) Revoke- any time the orders need to be cancelled but no movement has occurred or no money has been spent
 - 2) Rescind- any time movement has occurred or money has been spent
- What if DCAPES is down?



Preparing DCAPES Generated CED/NATO Orders



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- DCAPES is authorized source of CED generation
- Deployer must be in TSC “C”
- Can only assign orders to a member not currently assigned orders



Header Tab



U.S. AIR FORCE

DCAPES: TDY Orders @janezora

File Edit Options Tools Help

USER ID: spostan1 UNCLASSIFIED SCREEN ID: TDY100

Sequence Number 0000000021

Header Footer CED NATO Amendment

Unit: 46TS

Address: 101 DAYTONA AVENUE

Base: EGLIN AFB, FL

Proceed On/About (YYYY-MM-DD): TDY Length (#Days): 0

Purpose Of TDY:

From: To 1st: Return To:

To 2nd:

To 3rd:

View Mode Apply Delete Clear Generate Close

<Top of Buffer>



Footer Tab



U.S. AIR FORCE

File Edit Options Tools Help

USER ID: spostan1 UNCLASSIFIED SCREEN ID: TDY101

Sequence Number

Header **Footer** CED NATO Amendment

Authority:

Approving Official:

Approving Official's Title:

Authenticator:

Authenticator's Title:

Distribution:

FUND Cite 1:

CIC 1:

FUND Cite 2:

CIC 2:



CED TAB



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DCAPES: TDY Orders @janezora

File Edit Options Tools Help

USER ID: spostan1 UNCLASSIFIED SCREEN ID: TDY102

Sequence Number 000000021

Header Footer **CED** NATO Amendment

Per Diem Rate: PARTIAL GOVERNMENT MEALS ARE AVAILABLE AND DIRECTED.

PERSTEMPO Code: PERSTEMPO TRAVEL CODE A APPLIES.

Remarks Legends

Remarks

View Mode Apply Delete Clear Generate Close

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NATO Tab



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File Edit Options Tools Help

USER ID: spostan1 UNCLASSIFIED SCREEN ID: TDY103

Sequence Number

Header Footer CED NATO Amendment

Country Of Origin:

Country Personnel Will Travel From:

Departure Date (YYYY-MM-DD): Return Date (YYYY-MM-DD):

Is Authority Granted To Possess And Carry Arms? Yes No

Number Of Sealed Dispatches Which May Be Carried:

Sealed Dispatches Are Numbered:

VIA:

View Mode



Amendments Tab



U.S. AIR FORCE

File Edit Options Tools Help

USER ID: spostan1 UNCLASSIFIED SCREEN ID: TDY104

Sequence Number

Header Footer CED NATO Amendment

Type: Amended Rescinded Revoked

Form: Totally In Part

Basic Order Being Amended TE- Date (YYYY-MM-DD):

Which Was Previously Amended By TE- Date (YYYY-MM-DD):

Relating To TDY:

Item:

As Reads:

Is Amended To Read:

Is Amended To: Include Delete None

Remarks:

View Mode



Preparing DD Form 1610 CED Orders



U.S. AIR FORCE

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulation (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)						1. DATE OF REQUEST (YYYYMMDD) CURRENT DATE	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle initial) SEE REVERSE			3. SOCIAL SECURITY NUMBER SEE REVERSE		4. POSITION TITLE AND GRADE/RATING SEE REVERSE		
5. LOCATION OF PERMANENT DUTY STATION (PDS)				6. ORGANIZATIONAL ELEMENT SEE REVERSE		7. DUTY PHONE NUMBER (include Area Code) IPR DSN	
8. TYPE OF AUTHORIZATION CED		9. TDY PURPOSE (See JTR, Appendix H) SPECIAL MSN TRAVEL		10a. APPROX. NO. OF TDY DAYS (including travel time)		b. PROCEED DATE (YYYYMMDD) DATE OF DEPARTURE	
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED FROM - WHERE THE TRAVELER(S) IS/ARE ASSIGNED TO - SHOW SPECIFIC LOCATION UNLESS COCOM SAYS OTHERWISE OR INCLUSION WILL CLASSIFY ORDERS RETURN TO - WHERE THE TRAVELER IS ASSIGNED							
12. TRANSPORTATION MODE							
a. COMMERCIAL			b. GOVERNMENT			c. LOCAL TRANSPORTATION	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
						TAXI	
						<input type="checkbox"/>	
						OTHER	
						<input type="checkbox"/>	
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)						PRIVATELY OWNED CONVEYANCE (Check one)	
						RATE PER MILE: \$	
						<input type="checkbox"/>	
						ADVANTAGEOUS TO THE GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTED COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
						<input type="checkbox"/>	
13. <input checked="" type="checkbox"/> a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input checked="" type="checkbox"/> b. OTHER RATE OF PER DIEM (Specify) WHEN DIRECTED BY HAF							
14. ESTIMATED COST							
a. PER DIEM		b. TRAVEL		c. OTHER		d. TOTAL	
\$		\$		\$		\$	
15. ADVANCE AUTHORIZED \$							
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.) TO BE USED FOR INSTRUCTIONS, SPECIAL AUTHORIZATIONS, AND ANY OTHER PERTINENT INFORMATION APPLYING TO ALL PERSONNEL APPEARING ON THE CED ORDERS. TABLE 7.1 OF AFI 36-3802 IDENTIFIES MANATORY STATEMENTS TO BE USED ON ALL CED ORDERS TABLE 7.1 OF AFI 36-3802 IDENTIFIES OPTIONAL STATEMENTS APPLYING TO PERSONNEL LISTED ON THE CED ORDERS THE OPORD, OPLAN, COMPONENT COMMAND'S REPORTING INSTRUCTIONS, OR DEPLOYMENT AUTHORITY WILL IDENTIFY THE APPLICABLE OPTIONAL STATEMENTS. DO NOT CHANGE THE WORDING OF ANY OPTIONAL STATEMENTS USED THE SUPPORTED COMPONENT COMMAND HAS APPROVAL/DISAPPROVAL AUTHORITY FOR ANY ADDITIONAL STATEMENTS NOT LISTED IN TABLE 7.1 OR 7.2 OF AFI 36-3802							
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)				18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature)			
AUTHORIZATION							
19. ACCOUNTING CITATION							
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)						21. DATE ISSUED (YYYYMMDD)	
						22. TRAVEL AUTHORIZATION NUMBER	



Summary



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