

The following information on using the Defense Travel System to apply for summer RAT travel orders was developed by FEA Pacific Area Director Melanie Horton and the FEA Pacific Area Leadership (PAL) Council.

Please send any questions you have regarding this information to FEALegal@nea.org

DTS Instructions - May 21-2018

FEA PAL Council is providing some basic guidance on how to apply for Summer RAT travel orders.

- 1.) Put in for your orders in TOPS, like you have done in the past.
 - a.) They will come back with ZERO dollars on them.
- 2.) Once you have received your TOPS orders, there is nothing for you to do.
- 3.) Once you put your orders in TOPS, they are automatically sent to DTS/Resource Management Department (RMD).
- 4.) You will receive an email from DTS with your orders attached OR with clarifying questions. If you receive clarifying questions, you will need to respond to DTS with responses to their questions. Only reply to the email you are sent with the clarifying questions.
- 5.) When you receive your orders, please verify that the orders are correct.
 - a.) Verify the following:
 - i.) All dependents and sponsor are listed - verify the spelling of travelers names
 - ii.) Accounting information is present (remember they use GSA city pair fares)
 - iii.) 100 lbs per person unaccompanied baggage - please refer to the email sent out from FEA HQ the week of May 14, 2018.
- 6.) If you have any questions, please refer back to the memo sent out by Director Tom Brady. The memo contains contact information for all questions pertaining to this process.