

## Special Authorization (SA) Instructions

Read these instructions before completing your special authorization (SA) request.

- **For Orders, amendment, and fund cite questions call: 502 CPTS, DSN 487-2971**
- **For DTS assistance, please contact your unit DTS expert or DTS approving official**
- **Send all correspondence to [2AF.MRTP@US.AF.MIL](mailto:2AF.MRTP@US.AF.MIL) to avoid any delays in processing.**
- **FTD (J4) courses**
  - Per AFI 36-2232, para 6.7, Authorization for a special conveyance (i.e., rental car) is a parent unit responsibility. However, if your unit denies your request, follow the instructions on page 2, to complete/submit a request package. Please note, 99% of the time the answer is “no”, but, we are aware certain circumstances arise and we will take those into consideration.
- **All requests are approved on a first-come-first-serve basis.** If you are the first approved requester, you will most likely receive passengers. Otherwise, you will be a passenger and given an authorization letter for taxi or shuttle fare to/from the airport if necessary. It is your responsibility to contact each other and coordinate lodging arrangements to simplify your daily travels to/from class.
  - \* **IAW AFI 36-2616** - AETC-funded rental cars are authorized for up to five (05) AETC-funded students. FOUO transportation to/from airport, billeting, and the training location, is eligible for reimbursement with PAID rental car receipts. Ensure DTS and/or SATO itinerary shows the cost of the rental car.
- Go to **Education and Training Course Announcements (ETCA)** <https://etca.randolph.af.mil/>. Select the “Search” tab and enter your Course ID to find specific information for your course.
- We are **not** the approval authority for POV travel. POV travel is approved by the student’s unit. If POV travel is approved, the student’s unit is responsible for mileage reimbursement to and from training location. Cost comparison worksheets and accompanying documentation must be submitted with Vicinity Mileage requests.
- 2 AF/TTOC-O MRTP does not process special authorizations for Flying, Medical, Survival, AFIT, Defense Acquisition University, and Air University training because those organizations have their own POCs and approval processes.

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### References:

- Joint Federal Travel Regulations (JFTR) Vol 1, Vol 2 (JTR) and all Appendices
- AFI 36-2201, *Air Force Training Program*, (dated 15 Sep 2010), Attachment 19, Training Detachment (TD) Policy & Procedures.
- AFI 36-2616, *Technical Training Requirements Programs (Officer and Enlisted)*, (dated 24 Apr 2013), Section 7.6., Special Authorizations.
- AFI 65-103, *Temporary Duty Orders*
- HQ AETC TDY-to-School Program Handbook

**\*\*\* SA REQUEST *DOES NOT* MEAN AUTOMATIC AUTHORIZATION \*\*\***

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### INSTRUCTIONS FOR COMPLETING SA REQUEST LETTER

#### Section 1:

- Select special authorization(s) being requested (select all that apply to this TDY)
  - o **Rental car** – compact with **NO** extras (Any insurance, navigation, etc.)
  - o **Vicinity Mileage** – driving a unit approved personal vehicle (calculated from billeting to the training location); mileage is authorized **only** for training days.
  - o **Actual Expense Allowance (AEA)** – **ONLY** applies to Goodfellow AFB, TX. This is to cover the cost of billeting above the authorized \$83.00/day due to the oil boom.
  - o **Excess Baggage** – will only be authorized if it is clearly stated in ETCA. This is not the standard baggage fee charged by many airlines.
- Fill-in all lines accordingly. Be sure to include the name of your base with your unit and office symbol. Be sure to give a **DSN** number, NOT a commercial number. If overseas, include the country code.
- If taking leave before or after your TDY, enter the dates and number of days from your training RIP. (Ensure rental car dates and leave dates do not overlap)
- Course Number(s) (15-characters including spaces) is on the RIP and/or on the TDY orders. (Example: **E3OBR33S1 0A1A**. NOTE: **(O)** Ohs and **(0)** Zeros can look the same – be specific.). Your course(s) of instruction must not exceed 99 training days/20 weeks (not counting travel time to and from) at any one location; if so, contact your MPF.
- Circle/highlight “**yes or no**” to the questions and enter passenger names if applicable.

#### Section 2:

- Circle/highlight “**is or is not**” if you are staying on a military installation.
- If you are staying on an adjacent base (i.e., Lackland/Kelly, Pensacola/Corry Station, etc.) identify that in section 3. (**This could be the difference between approval and disapproval**).

#### Section 3:

- If billeted OFF-BASE, provide the hotel name, street address, city, state, and ZIP.
- This information is used to compute FOUO mileage for FOUO gasoline reimbursement (mileage is paid for training days only and is defined as the distance to/from school; the distance from the off-base quarters to training location).
- Enter the number of nights and the nightly rate for your off-base hotel. You may be asked to change your reservation if your hotel is a significant distance from class and there are closer options available or in coordination with an assigned driver or passenger.

#### Section 4:

- Provide the mileage from the airport to billeting (1-way) using *Google Maps*.
- Provide the mileage from billeting to the training facility (1-way) using *Google Maps*. The address should be listed in the course announcement on ETCA.

#### Section 5:

- Justification/Extenuating circumstances for your request. **Be specific**; explain why you need what you are asking for. Hint: Passengers and off-base billeting miles are normally primary reasons; however, some bases or hotels do provide off-base shuttle services.

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### Section 6:

- Attach your **signed** training RIP or TDY Orders (orders must include course number, course title, start date and grad date).

### Section 7:

- Attach your DTS and/or SATO itinerary showing a COMPACT rental car has been **reserved**. If a larger vehicle is required and approved, you will be instructed to change your reservation.
- Must show **agency, dates, and total cost** of the rental car. **Do not** send the DTS generated email. Take a screenshot of the information or send a scanned copy of the printout.
- **You must get the mandatory GARS rate** to ensure you receive all the benefits (listed on the approval letter).

### Section 8:

- If applicable and available, submit billeting Non-Availability Statement (may not be issued by sister-services).

### Section 9:

- For Vicinity Mileage requests, if your unit has approved POV use, submit the cost comparison worksheet and all accompanying documentation (airline/rental car quotes, etc.) from DTS with your request package.

**\*\*\* Send all correspondence to [2AF.MRTP@US.AF.MIL](mailto:2AF.MRTP@US.AF.MIL). Please do not send to individual program managers; this causes a delay in processing. \*\*\***

### Additional Notes:

1. SA request **does not** mean an automatic authorization.
2. We review the Special Authorization request.
  - If approved, an **Official Authorization** memo is provided **before** member departs on TDY. This memo **MUST** be filed with the DTS voucher or member risks the chance of non-reimbursement for special authorizations.
  - If disapproved, the member will receive an e-mail stating the reason for disapproval.
3. FOUO FUEL REIMBURSEMENT IS FOR TRAINING DAYS ONLY.
4. Member should review ETCA <https://etca.randolph.af.mil/> for transportation provisions. Note: Rental Car "Highly Recommended" **does not** mean automatic compact rental car authorization.
5. **Ensure all e-mail correspondence containing Privacy Act and PII information is encrypted.**

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