



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

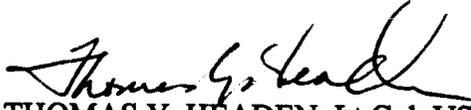
25 Mar 04

MEMORANDUM FOR SQUADRON PERSONNEL

FROM: 367 RCS/CC
3990 East Bijou Street
Colorado Springs CO 80909-6806

SUBJECT: Confirmatory Temporary Duty (TDY) Policy

Planning is essential in our field of Recruiting, especially when forecasting TDYs. It is imperative for everyone to forecast their TDYs far enough in advance to ensure TDY orders are published ahead of time. However, there may be rare circumstances when TDY orders cannot be published prior to your departure. In these cases, you **must** secure verbal confirmation from me to travel without published TDY orders in hand. Specifically, go through your chain of command until I have given verbal orders to travel and my authorization has been passed back to you. Afterwards, Flight Chiefs must ensure TDY order requests (on a DD Form 1610) are forwarded to Information Management ASAP so orders may be published in a timely manner.


THOMAS Y. HEADEN, Lt Col, USAF
Commander