

8 INVITATIONAL TRAVEL ORDERS

CREATING:

- ITOs
- ITO AMENDMENTS
- DEFAULT ITOs

8.0 INVITATIONAL TRAVEL ORDERS (ITO)

Invitational Travel Orders are what allows the IMS to enter into training provided by the U.S. Military. The ITO identifies who the student is, the training he/she is authorized to participate in, how the training will be paid, as well as various other authorizations and privileges the student is granted while in a training status. ITOs and ITO Amendments are both the responsibility of and created by the SAO. ITOs will be valid only when created using the TMS program.

8.1 ITO GENERAL RULES:

Before an SAO can create an ITO, they must have received an ITO Authorization from the MILDEP. This comes as a download in the STL. “Emergency” ITOs created without an ITO Authorization will be flagged and scrutinized by the MILDEP for accuracy.

For IMET, CTFP, and other Programs as appropriate, the fund cite will be provided in the ITO Authorization and will automatically appear on the ITO.

ITOs are created only for Training Tracks that are identified as IMS in the STL.

If an ITO has been published and subsequently the training is canceled, that ITO must be rescinded and the amendment uploaded to the SAN.

If an ITO has been published and subsequently a different student will attend the training, the original ITO must be (1.) rescinded, (2.) deleted and then (3.) reissued to the new student.

Hint: The reissued ITO will contain the same ITO number with an extra alphanumeric character at the end identifying it as a reissued ITO.

To delete, cancel or rescind a published ITO, an ITO Amendment must be created and the amendment will read, “0.0 Rescind ITO.” The amendment must be uploaded to the SAN.

ITO Amendments must be done in TMS. No manual offline amendments will be allowed.

Published ITOs and ITO Amendments must be uploaded to the SAN. ITOs uploaded to the SAN are used by IMSOs as well as MILDEP Financial Computer systems to generate correct payment vouchers. In addition, ITOs will remain on the SAN in the SAN ITO Repository for future reference.

As long as one training line in the Training Track is has an ITO Line Authorization, an ITO can be generated without it being flagged as an “Unauthorized ITO”.

If an ITO is created without the proper ITO Authorization from the MILDEP, TMS will mark/flag that ITO as being created without MILDEP authorization. Therefore, in emergency situations (and only in emergency situations), it is possible to create an ITO without an authorization.

Printing the “Official ITO” will lock the ITO and any subsequent changes must be done with an ITO amendment.

8.2 EDITING THE ITO:

The following instructions outline how to access the “ITO” window in TMS.

- ▶ From the TMS Main Menu:
 - Click, the “**Student Information and Forms**” dropdown box
 - Select, “**Student Data**”.
 - The “**Student Selection**” window will appear. Enter the criteria you are looking for.
 - Click, “**OK**”
 - “**Student List**” window will appear.
 - Locate the appropriate WCN and **double click** the line.
 - “**Student Information**” window will appear for the selected WCN.
 - Complete the appropriate entries in this window.
 - Click, the **ITO** button at the top of the window.
 - The “**ITO Line Authorization**” window will appear identifying the fund cite (if required) and which training lines have been authorized for the ITO.
 - **Hint:** As long as one training line in the track has an issued (I) “ITO Line Authorization” from the MILDEP, the ITO can be generated without flags. (All lines will appear on the ITO whether Auth or not.)
 - **Hint:** RTS, Navy Standard Document Number, Cycle Control Number and Cycle Control Updated date are for DSAMS use.
 - **Hint:** Action Type: Identifies what action the ITO Line Authorization is doing.
 - I = Authorization Issued, A = Amend Authorization, R = Rescind Authorization
 - **Hint:** DSAMS Date: Identifies the date of the ITO Authorization Action. Lets the user know which Action Type is the most recent.

The screenshot shows the 'ITO Authorization' window. At the top, there are buttons for 'ITO', 'Track', and 'Close'. Below these are fields for 'Fund Citation', 'Return Date', 'RTS', 'Navy Standard Document Number', 'Cycle Control Number', and 'Cycle Control Updated'. The values shown are: Fund Citation: 21-1161081-57-1888 0; Return Date: 21T2 F06R00611210Q 04; RTS: 24-May-07; Navy Standard Document Number: 005160; Cycle Control Number: 27-Jun-06.

Below this is a table titled 'ITO Authorization Per Training Line' and 'Training Line Status'. The table has columns for WCN, SUF, RPT_DT, START_DT, END_DT, Status, and Funding Status.

WCN	SUF	RPT_DT	START_DT	END_DT	Status	Funding Status
1210	A	21-Dec-06	04-Jan-07	08-Jan-07	C	U
1210	B	03-Jan-07	04-Jan-07	24-May-07	C	U

ITO Authorization window

- Click, the **ITO** button
- The ITO window will appear.

Invitational Travel Order PIB07I0011713

Page 1 Page 2 Print Options Display Name Amend Save/Close
 Electronic Signature Indicator (//Signature//) Print ITO View ITO

Invitational Travel Order (ITO) for International Military Student (IMS)

1. ITO Number PIB07I0011713 - 2. Country/International Organization Bandaria 3. Date:

ITO Issuance: View ITO Issuance Statement

4. Issuing Security Assistance Organization (SAO).
 a. Name of Organization: Office of Defense, Bandaria
 b. Mailing Address: Address 1: Unit 4095-PSC 80 City: APO
 Address 2: State: AE
 Address 3: Zip: 09785-1005
 c. E-mail Address: jcsmith@san.osd.mil

5. Program Type: IMET: 1-Year Intl. Military Education and Training PI-B-07I001

6. IMS Information.
 a. Name: MULKE HADIN
 b. Sex: MALE
 c. Country Service Rank: Col
 d. U.S. Equivalent Rank/Pay Grade: OFF - 05
 e. Country Service: Army
 f. Country Service Number: OF 128493-7
 g. Date of Birth:
 h. Place of Birth: Philippines
 i. Passport Number: 890-240457890
 j. Country of Citizenship: Philippines
 k. Visa Number:
 l. Visa Type:

7. Invitation The Secretary of (Applicable U.S. MILDEP) Department of the Army invites the IMS listed in Item 6 of this Order, to proceed in Item 6 of this Order, to proceed on or about (Report Date) 22-Jan-07 from (Debarcation point) Bandaria to (Training Location) FT LEE, VA 23801-170 for the purpose of commencing training listed in Item 8 of this Order.

8. Authorized Training.

Case	WON	MASL	TITLE
07I001	1713 A	B159000	INTL OFF LOG PREP-CLC3
	Military Service Course No: ALMC-IL		School: ARMY LOGISTICS MANAGEMENT COLLEGE
	Location: FT LEE, VA 23801-1705		Report Date: 22-Jan-07 End Date: 09-Feb-07
07I001	1713 B	B171545	COMBINED LOG OPT CAREER
	Military Service Course No: 8-10-C22 (LOG)		School: ARMY LOGISTICS MANAGEMENT COLLEGE
	Location: FT LEE, VA 23801-1705		Report Date: 13-Feb-07 End Date: 30-Mar-07
07I001	1713 C	B171545	COMBINED LOG OPT CAREER

ITO window

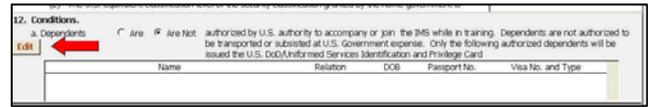
- Most of the information should be pre-populated for you. Select the appropriate clauses and enter the appropriate information in the fields that are not pre-populated.
- Click **Page 2** button to go to the next window and continue editing the ITO.

8.2.1 MISCELLANEOUS INFORMATION REGARDING ITO EDITING:

The below comments may provide assistance when editing an ITO:

- Place a check in the “Electronic Signature Indicator” block if you want //Signed// to appear in the signature field of the ITO when it is printed. (//Signed// will automatically appear on the ITO that is uploaded to the SAN whether the box is checked or not.)
- Section: 9. Funding
 - NTE = Not to exceed amount
 - b. Navy Fund Cite and Standard Document Number:

- c. RTS Travel Order Number:
- Click the **Edit** button associated with a clause to enter specific information pertaining to that clause. (i.e. To enter dependent information that was left off of the student information form, click **Edit** button in the Dependent section of the ITO.)



Edit button - for the “Dependents Section” of ITO window

8.3 PRINTING THE ITO:

Once the all the data has been entered into the ITO, it is ready to be created/printed.

Hint: Printing the “Official ITO” will lock the ITO and any subsequent changes must be done with an ITO amendment. The following 2 sections show how to view a Planning ITO without locking it and then how to create the Official ITO.

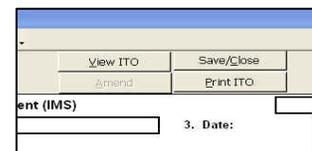
8.3.1 VIEW THE ITO:

It may be helpful to see what the ITO will look like prior to printing the “Official ITO” and locking it. Viewing the ITO will create a Planning ITO showing what the ITO will look like when complete. Keep in mind, you can print a Planning ITO and this will not lock the ITO. If errors are found you can simply return to the ITO or Student Information window and make any corrections necessary.

To View the Planning ITO:

- ▶ From the ITO window:

- Click, the **View ITO** button.
- The ITO will be displayed exactly how it will look when finalized. Except:
 - It will say “Planning ITO” across the top.
 - It will not have an ITO Date.
 - And, the ITO is not locked; you can still go back and make changes.
- If you wish to print the Planning ITO, click the printer Icon at the top left corner of the window.
- To close the Planning ITO, click the **Close** button in the toolbar.
 - **Hint:** You can make changes to the ITO, view and print the Planning ITO as many times as you want, until the “Official ITO” is created and the ITO becomes locked.



View ITO button



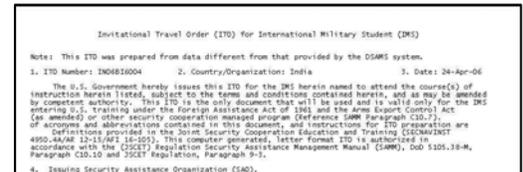
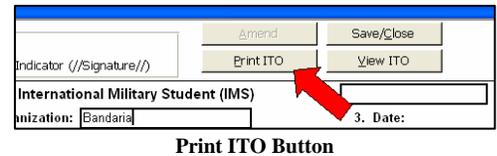
Planning ITO

8.3.2 CREATE THE OFFICIAL ITO:

Once the ITO has been checked for errors and it is complete, you are ready to print the “Official ITO” which will be uploaded to the SAN and will be used by the student during their training. Hint: Once you create the “Official ITO”, the ITO will become locked and any subsequent changes to the ITO will have to be done with an ITO Amendment.

To Print the Official ITO:

- ▶ From the ITO window:
 - Click, the **Print ITO** button.
 - A message will appear asking, “This will lock the ITO. Any changes to the ITO will have to be done with an ITO Amendment. Do you want to continue?” Click, “Yes”.
 - The Official ITO will be created and displayed.
 - No longer is it a Planning ITO
 - The ITO Date now appears.
 - Use the Printer icon in the toolbar to print the ITO.



Official ITO

8.4 ITO Amendment:

If the Official ITO has been created (the ITO is locked) and if any change needs to be made to the ITO, an ITO Amendment must be done. Changes could include correcting errors in the ITO, cancelling an Official ITO, reissuing an Official ITO to a different student etc.

To create an ITO Amendment:

- ▶ Pull up the ITO window for the ITO in question:
 - Click, the **Amend** button.

The screenshot shows the 'Invitational Travel Order (ITO) for International Military Student (IMS)' window. The window title is 'Invitational Travel Order (ITO) for International Military Student (IMS)'. The toolbar includes 'Amend', 'Save/Close', 'Print ITO', and 'View ITO'. A red arrow points to the 'Amend' button. Below the toolbar, there are fields for '1. ITO Number: PIB0710011713', '2. Country/International Organization: [Bandaria]', and '3. Date: 13-Nov-06'. The main content area is divided into sections: '4. Issuing Security Assistance Organization (SAO)', '5. Program Type: [MET: 1-Year Intl. Military Education and Training PI-B-07001]', and '6. IMS Information'. Section 6 includes fields for 'a. Name: [VULKE HADIN]', 'b. Sex: [MALE]', 'c. Country Service Rank: [Col]', 'd. U.S. Equivalent Rank/Pay Grade: [OFF - [OS]', and 'e. Country Service: [Army]'. The 'Amend' button is highlighted with a red arrow.

ITO window, with Amend button

- The “ITO Amendment List” window will appear.
- Click, the **Add** button.

Amendment Number	Date

ITO Amendment List window

- “ITO Amendment” window will appear.
- Click the “ITO Section” dropdown box and select which section to Amend.
- “Amend to Read As” window will appear. Enter the corrected statement as it should appear.
- Click, “Save/Close”
- To amend another section, select the next ITO Section dropdown box and follow above steps.

Name (Surname, First Name)	ITO Number	Original ITO Date	Amendment Print Date
Villar, Ryan Villarros	PIB0810011823	17-Jan-08	

ITO Amendment window

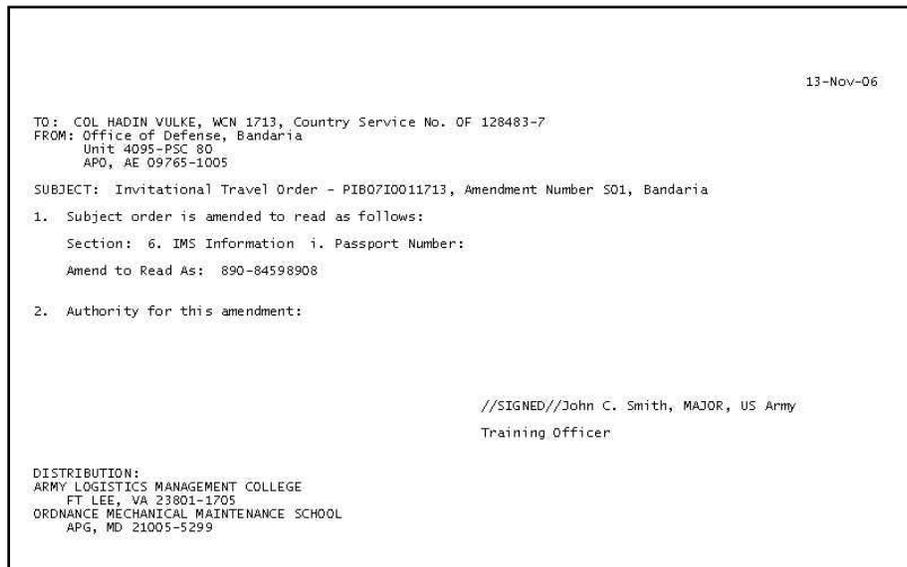
8.4.1 VIEW THE ITO AMENDMENT:

- ▶ To View the ITO Amendment, from the ITO Amendment Window:
 - Click, the **View ITO Amendment** button.
 - This will create the Planning ITO Amendment, similar to the Planning ITO.

8.4.2 PRINT/CREATE THE OFFICIAL ITO AMENDMENT:

- ▶ To Print the “Official ITO Amendment”, from the ITO Amendment Window:
 - Click, the **Print ITO Amendment** button.

- A message will appear warning that the Amendment will be locked.
- Click, “Yes”
- ITO Amendment will appear.
 - The Official ITO Amendment is now created and locked.
 - Any additional changes must now be made with a new ITO Amendment with a new ITO Amendment number (which TMS will generate)
 - To create a new ITO Amendment, follow steps above for creating an Amendment.
- Use the Printer icon in the toolbar to print the amendment



Official ITO Amendment printout

8.5 Rescind or Cancel an ITO:

If an ITO has been officially created but will not be used or will be issued to another student, several actions must be taken depending on the situation.

Situation 1. If an Official ITO has been published but no student will attend the course (i.e. student gets sick and there is no one to take their place.)

- The Official ITO must be **Rescinded**

Situation 2. If an Official ITO has been published but ultimately a different student will attend the training (i.e. ITO has been issued, Student gets sick, and a different Student will take their place.)

- The Official ITO must be:

1. **Rescinded**
2. **Deleted**
3. **Reissued to the other student.**

Hint: Rescinding and/or deleting an ITO DOES NOT cancel the WCN. To cancel a WCN, one must notify the appropriate MILDEP CPM through e-mail or a phone call.

Below outlines the steps to Rescind, Cancel or Delete an Official ITO that has been uploaded to the SAN or issued to a student.

To Rescind an Official ITO:

- ▶ From the TMS Main Menu:
 - Click, the “**Student Information and Forms**” dropdown box
 - Select, “**Student Data**”
 - Enter your criteria on the “Student Selection” window.
 - Click, **OK** button
 - Locate the training track and double click the line.
 - “Student Detail” window will appear. Click, **ITO** button.
 - “ITO Line Authorization” window will appear. Click, **ITO** button.
 - “Invitational Travel Order” window will appear. Click, **Amend** button.
 - “ITO Amendment List” window will appear. Click, **Add** button to create a new amendment.
 - “ITO Amendment” window will appear. Click the “ITO Section” dropdown box.
 - Select, “**0.0 Rescind ITO**”
 - “Amend to Read As” window will appear. Click, **Save/Close** button.
 - Click **Print ITO Amendment** to create the Official ITO Amendment.
 - Click **Yes** to lock the ITO Amendment.
 - Close the ITO Amendment.
 - Click, **Save/Close** button on the “ITO Amendment” window.
 - Click, **Save/Close** button on “Invitational Travel Order” window.

8.6 Reissue an ITO that has been Rescinded:

Follow the steps below to reissue an ITO that has already been Rescinded. (i.e. Sending a different student may be one instance in which you would want to reissue an ITO.)

Once the ITO is created again, a dash followed by a letter will appear at the end of the ITO Number designating this is an ITO that has been: Rescinded and then Reissued.

First, the ITO must be rescinded (see Section 8.5 above).

Then, To Reissue the Official ITO:

► From the **TMS Main Menu**:

- Click, the “**Student Information and Forms**” dropdown box
- Select, “**Student Data**”
- Enter your criteria on the “Student Selection” window.
- Click, button.
- Locate the training track and **Single click** on the line. (The cursor should be blinking on the line.)
- Click, button.
- Answer to delete BOTH the ITO and all of the Student Information.
- Answer if the Official ITO has been given to the student or if it has been uploaded to the SAN. The student information and ITO will be deleted.
- Locate the appropriate training track again on the Student List window and **double click** the line.
- Enter the appropriate information on the “Student Information”
- Click, button.
- Click, button.
- The “Invitational Travel Order” window will appear. *Hint:* Notice the ITO Number, it should now have a dash, followed by a letter character (i.e. BNB06I0011108-A)

