6 INVITATIONAL TRAVEL ORDERS

CREATING:
- ITOs
- ITO AMENDMENTS
- DEFAULT ITOs

6.0 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 travel and living allowance associated with 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 SCO. ITOs will be valid only when created using the TMS 8 program.

6.1 ITO GENERAL RULES:

Before a SCO can create an ITO, they must receive an ITO Authorization from the MILDEP. "Emergency" ITOs created without an ITO Authorization will be flagged and scrutinized by the MILDEP for accuracy. In addition, all training that does not have an ITO Authorization will appear as Pending Training on an ITO instead of Authorized Training. A student is not allowed to go to courses that are in Pending Training status.

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If an ITO has been published and subsequently the training is canceled, that ITO must be rescinded and the amendment created in the SAN.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 rescinded, (2.)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 first be created in the SAN and the amendment will read, "0.0 Rescind ITO."

ITO Amendments must be done in TMS 8. No manual offline amendments will be allowed.

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

As long as one training line in the Training Track has an ITO Line Authorization, an ITO can be generated without it being flagged as an "Unauthorized ITO". Unauthorized courses will still show as Pending Training.

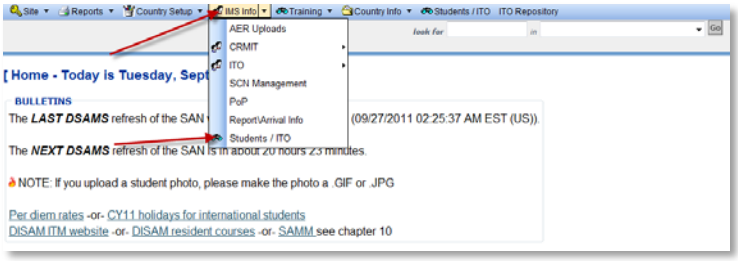
If an ITO is created without the proper ITO Authorization from the MILDEP, TMS 8 will mark/flag that ITO as being created without MILDEP authorization. Therefore, in emergency situations (and only in emergency situations), it is possible to create an ITO without an authorization.

When clicking on the "Issue ITO" button, the "Official ITO" is created and is locked. Any subsequent changes must be done with an ITO amendment.

6.2 EDITING THE ITO:

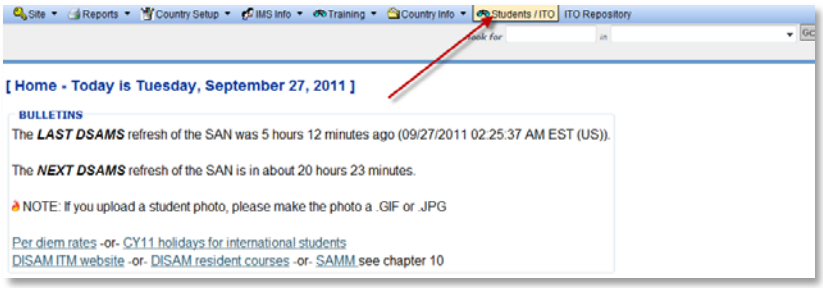
The following instructions outline how to access the "ITO" screen in TMS 8.

- From the TMS 8 Main Menu:
  - Click, the "**IMS Info**" dropdown box
  - Select, "**Students/ITO**"



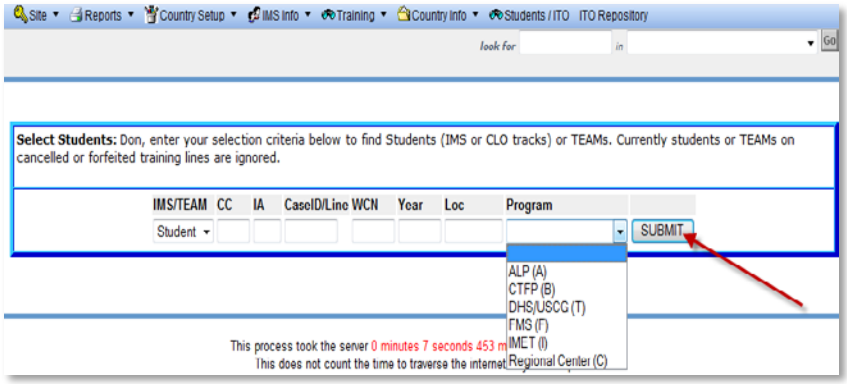
Or

- Click, the "**Students/ITO button**" in the navigation bar at the top



- The "**Select Students**" window will appear. Use this window to identify and narrow the results down to specific criteria you are looking for.

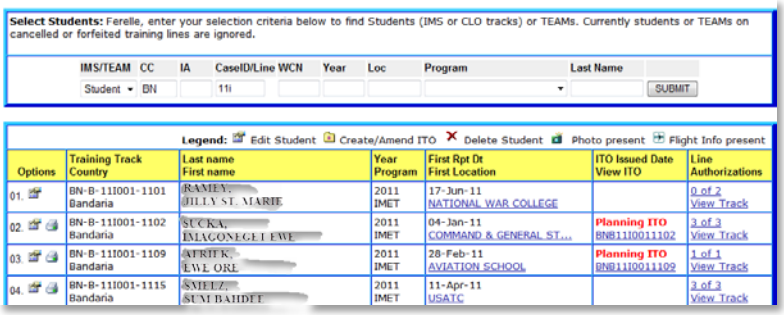
Hint: Only enter criteria in fields you want to narrow the results down to, leave the remaining fields empty.



- Click, "**SUBMIT**"

Based on your criteria, a list of training tracks will appear.

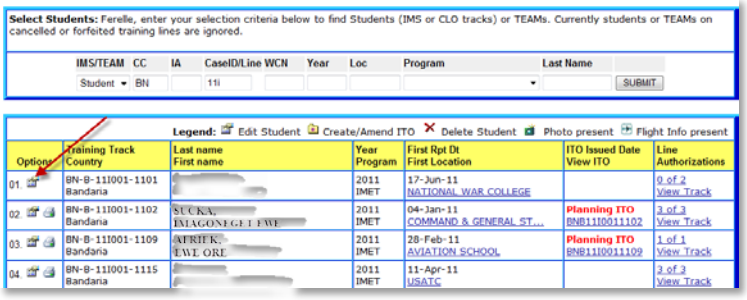
NOTE: If you allow the cursor to hover over the icons in the Options column, a message appears explaining the function of the icon. Or you can read the Student Entry Legend:



Student Entry Legend:

6.3 CREATING, OR EDITING STUDENT INFORMATION:

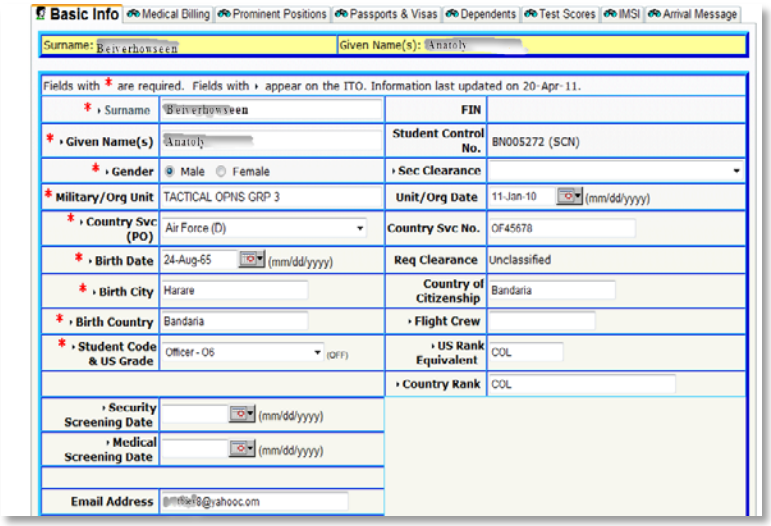
- Click the "Edit Student" icon [denoted by a hand on paper]in the Options column for the training track that you will enter student information



The student entry window will appear. It is broken out into tabs along the top.

- Select each tab as appropriate to enter data. Required fields are identified by a red asterisk *.

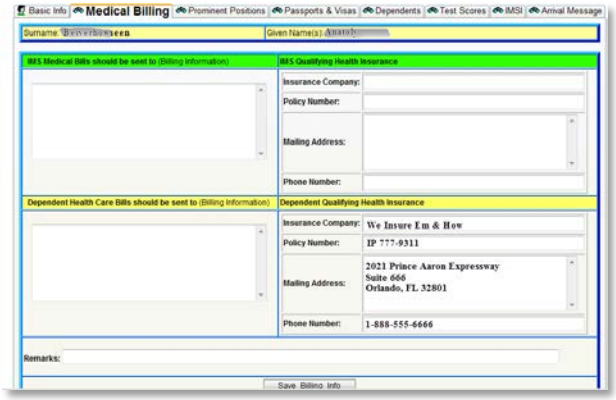
- "**Basic Info**" Tab



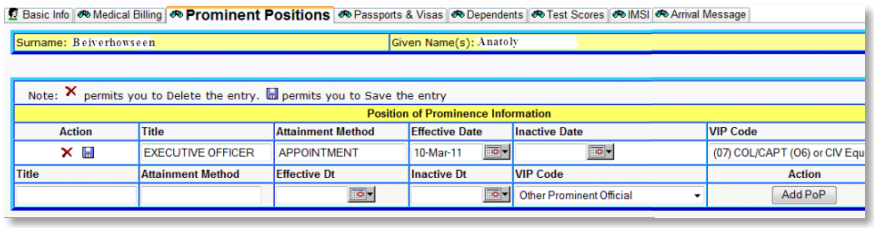
NOTE: Once the required, asterisked fields are filled out on the "Basic Info" Tab and saved, a folder icon will appear in the Options column enabling an ITO to be created. (Though remember, more information is needed on the ITO than just the fields with an asterisk.) Once the Official ITO is created, clicking the folder icon allows the ITO to be amended.

Warning: For most screens in TMS 8, you must press the "Save" button before you leave the screen in order to keep the data you input. Leaving a screen without pressing the "Save" button will result in all the information you input being lost.

- "**Medical Billing**" Tab



- "**Prominent Positions**" Tab

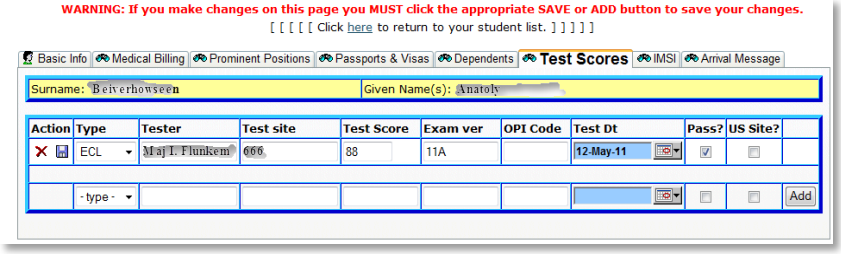


- "**Passports & Visas**" Tab

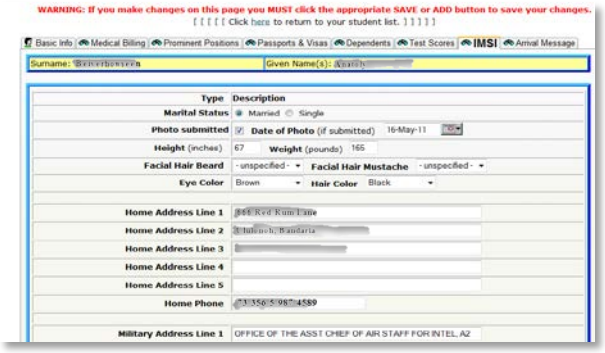
Hint: To Save the Passport information, click the "Add Passport" button. To Save the Visa information, click the "Add Visa" button.

- "**Dependents**" Tab

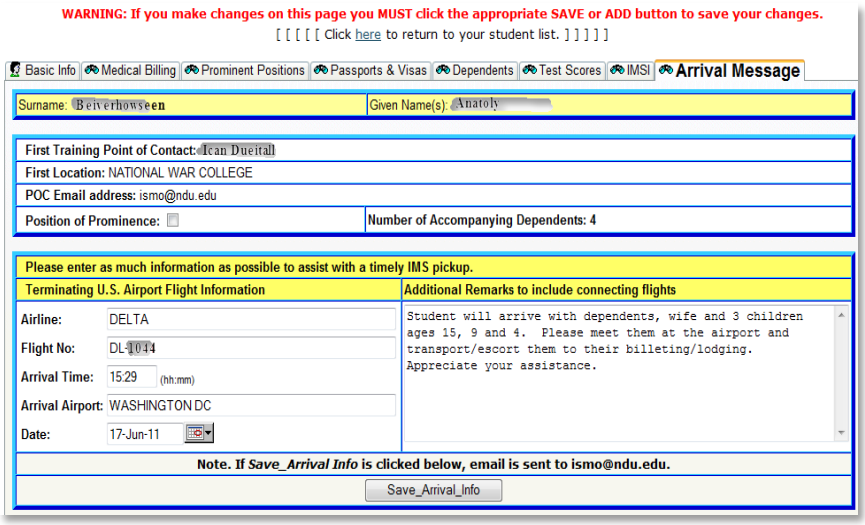
- "**Test Scores**" Tab



- "IMSI" Tab



➢ "Arrival Message" Tab

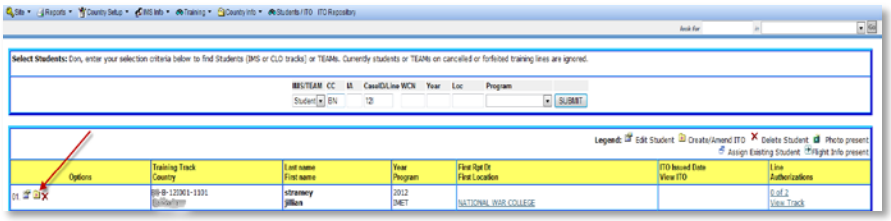


NOTE: Arrival information is **very important information** the IMSO needs in order to perform his/her duty(ies). According to the JSCET Chapter 7.4a, "After travel arrangements have been completed, the Security Cooperation Organization will send an advance arrival notice through the Security Assistance Network Security Cooperation Organization training Web, to the first training installation, with information copies to the Military Service as appropriate. This notice must arrive at the first training installation at least 15 days prior to IMS scheduled arrival or 30 days in advance if accompanied by dependents. If the IMS name or arrival information is not available, the Security Cooperation Organization will inform the IMSO at the first training installation and the appropriate Military Service by e-mail.

Warning: For most screens in TMS 8, you must press the "Save" button before you leave the screen in order to keep the data you input. Leaving a screen without pressing the "Save" button will result in all the information you input being lost.

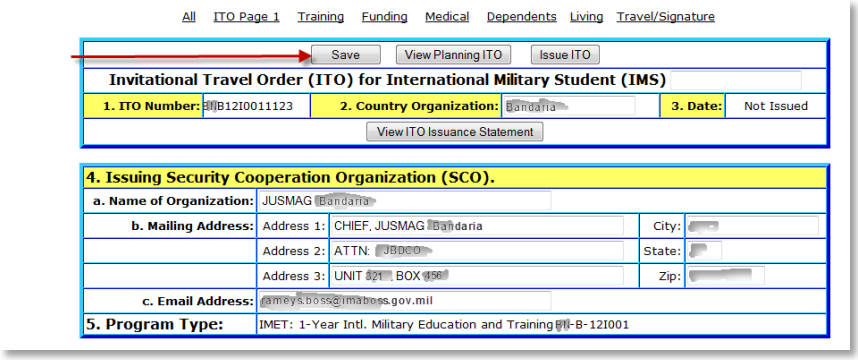
Once the required, asterisked fields are filled out on the "Basic Info" Tab and saved, a folder icon will appear in the Options column enabling an ITO to be created. (Though remember, more information is needed on the ITO than just the fields with an asterisk.)

➢ Click the Create/Amend ITO folder icon

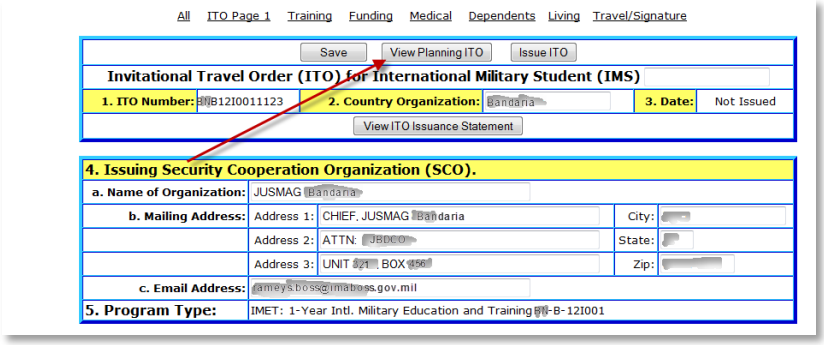


The next screen is the ITO screen. You can use the headings at the top of the ITO screen to view and make changes to specific sections of the ITO.

- Once you have made all your changes and additions to the ITO, press the "Save" button to ensure your changes will be saved



- If you want to view the ITO without issuing it or "going final", press the "View Planning ITO" button



This will bring up a Planning ITO. You can see how the ITO will look and make changes as appropriate on all Planning ITOs.

Once you have the necessary line authorizations and have input all the necessary student data on the ITO, you can "go final" or issue the ITO.

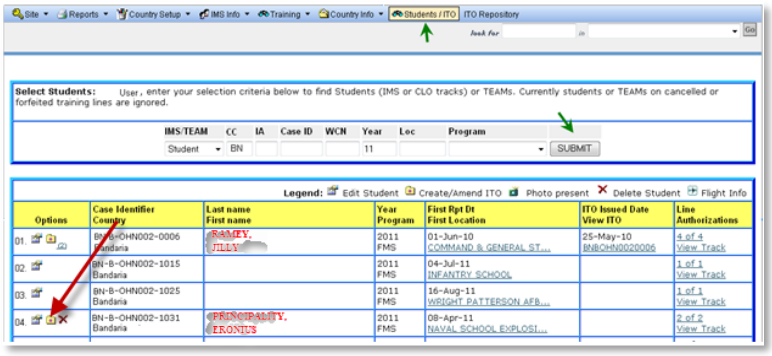
- In order to issue the ITO, press the "Issue ITO" button.

NOTE: Once the ITO has been issued, future changes will require an ITO amendment.

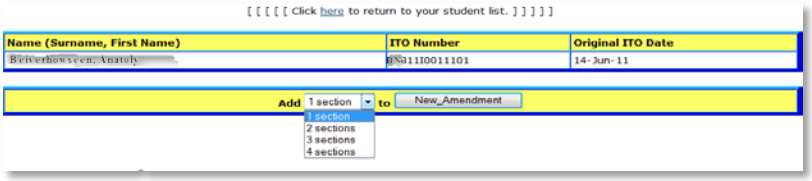
6.4 AMENDING ITO

Once the official ITO has been created, locked and the ITO Number appears in the View ITO column of the Student List, you can now create an ITO Amendment, if needed.

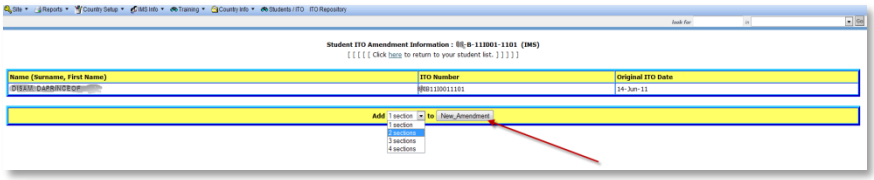
- Click, the "**Create/Amend**" icon [denoted by a folder]



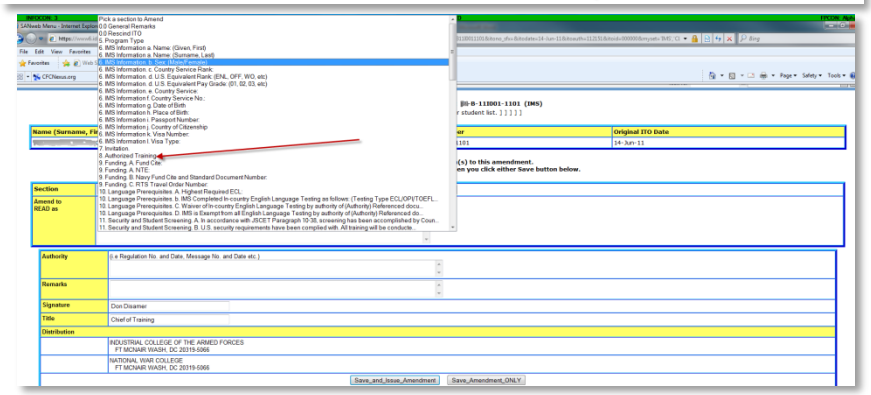
The "Amend ITO" screen will appear



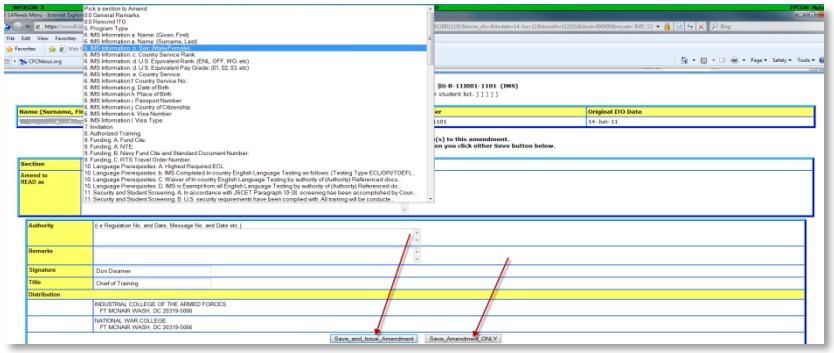
- Select how many sections need amending and press the "New_Amendment" button



- On the next screen, select the section of the ITO that you would like to amend



- Once you have finished the amendment, you can either save it, by pressing the "Save_Amendment_ONLY" button; or you can save and issue the amendment by pressing the "Save_and_Issue_Amendment" button.



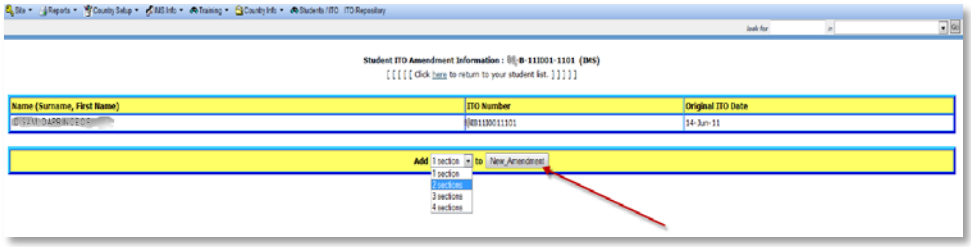
If an ITO has been published and subsequently the training is canceled, that ITO must be rescinded and the amendment created in the SAN.

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.

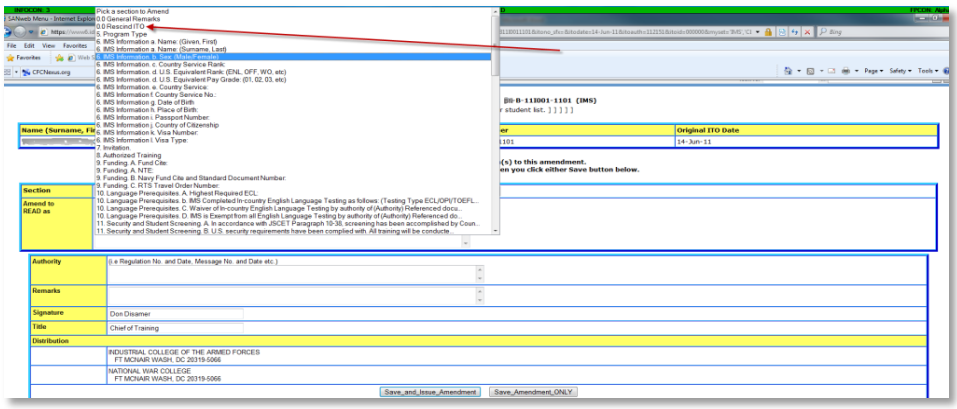
Hint: The reissued ITO will contain the same ITO number with an extra alphanumeric character at the end identifying it as a reissued ITO.

To delete, cancel or rescind a published ITO, an ITO Amendment must be created in the SAN and the amendment will read, "0.0 Rescind ITO."

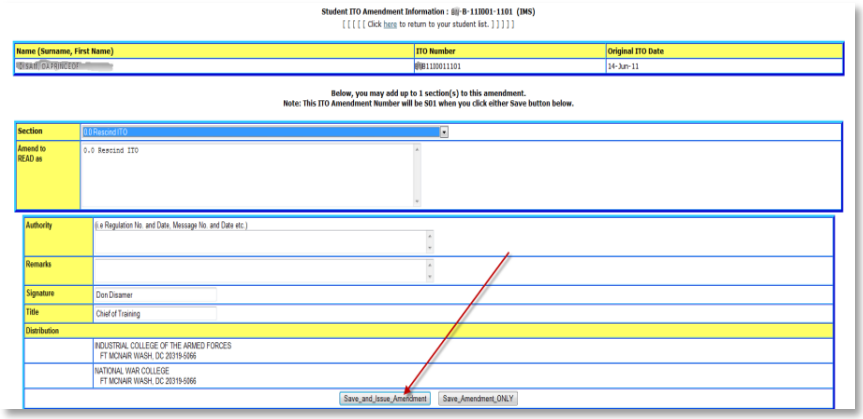
- In order to do this, select "1 section" for the number of sections to amend and press the "New_Amendment" button



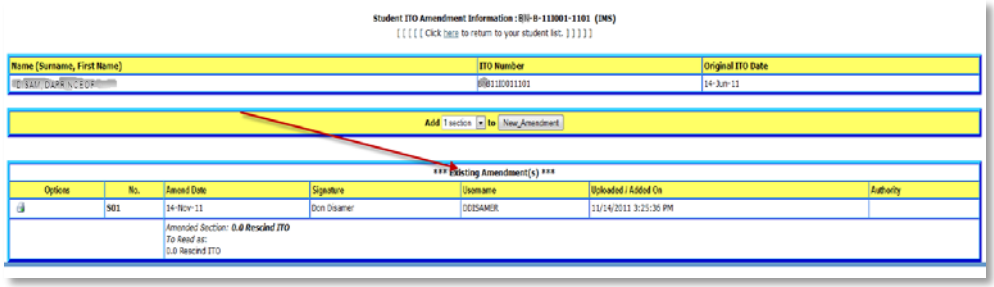
- From the selection dropdown menu, select section "0.0 Rescind ITO"



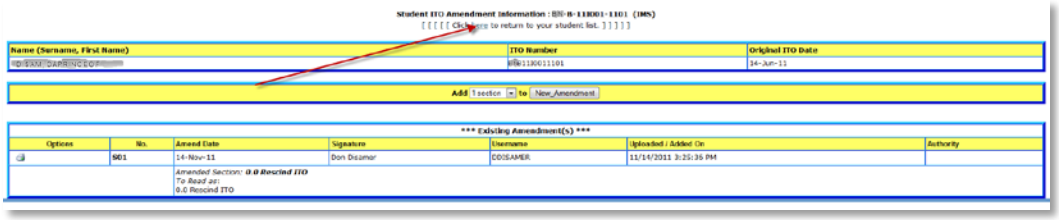
- Press the Save_and_Issue_Amendment" button to issue this "Rescind ITO" amendment



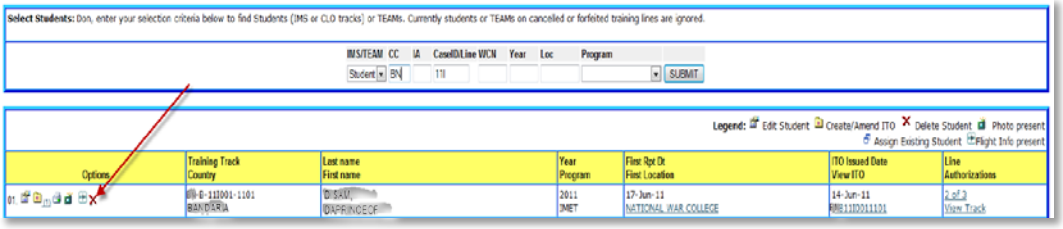
The "Student ITO Amendment Information" screen will appear with the newly created ITO listed under the "***Existing Amendment(s)***" section



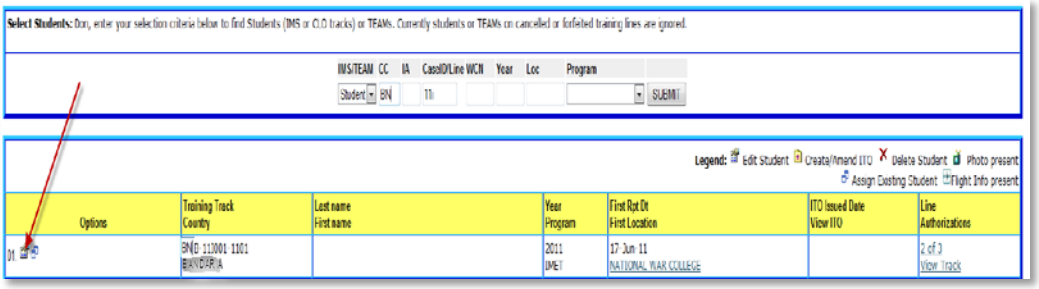
- Return to the student list by clicking "here" at the top of the screen



- Find the training line for the amendment you just created and click the red "X" to delete the ITO

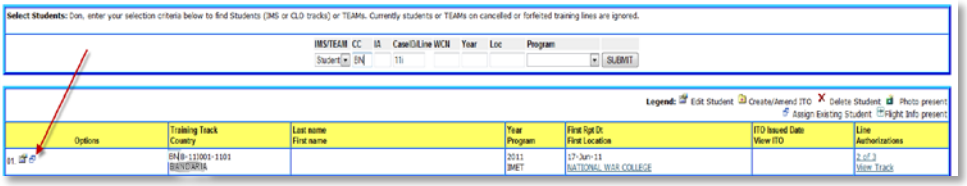


- To re-issue this ITO with a different student, find the same training line and click on the hand holding paper icon to edit student information to begin the process of creating the ITO.



You can also search a database of previous students you have entered in ITOs and directly input their existing data into the training track line.

- Click on the double paper icon to bring up the existing student database

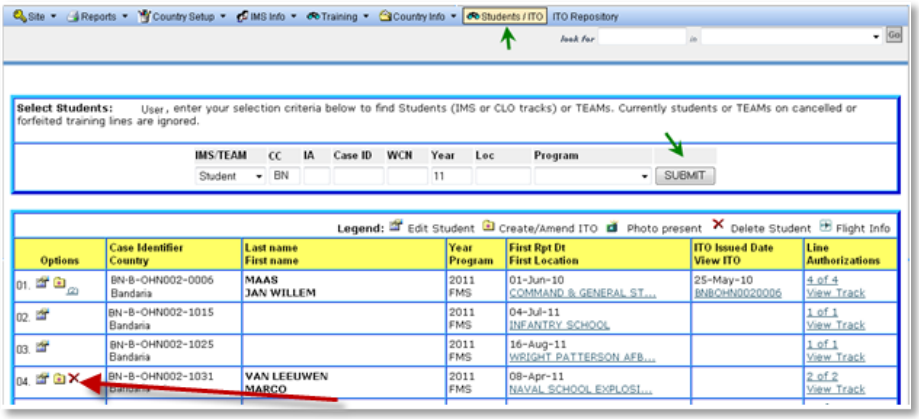


- To find your previous student's data, input a last name in the blank block and press the "Find Student" button or you can select from the entire listing displayed. Once you identify the student whose data you want to use, mark the "Pick Me" box beside the student's name.

That student's data is now entered as the student data for the training track line you selected.

6.5 DELETING A STUDENT ENTRY:

- Click the "Delete Entry" icon [denoted by the red x]in the Options column for the training track that you want to delete student information.



This will delete the entire student information and the ITO. Before a locked ITO is deleted, you must do an ITO Amendment to Rescind the ITO (See Chapter 6.4).

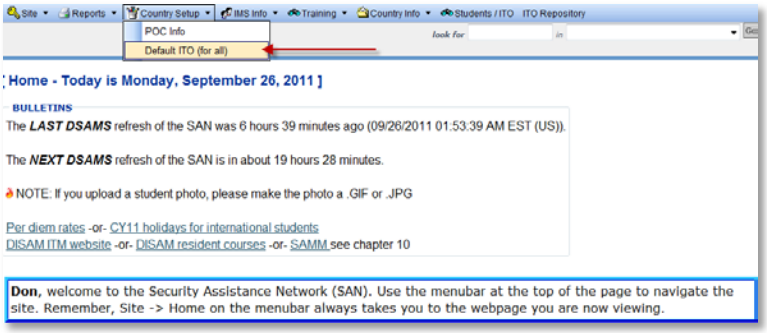
6.6 CREATING A DEFAULT ITO

To create a default ITO:

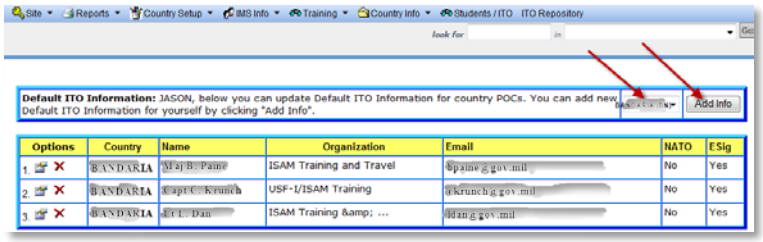
If you are a SCO POC and you create ITOs, you have the capability to create a Default ITO profile for yourself.

► From the TMS 8 Main Menu:

- ➢ Click, the "Country Setup" dropdown menu
- ➢ Select, "Default ITO (for all)"

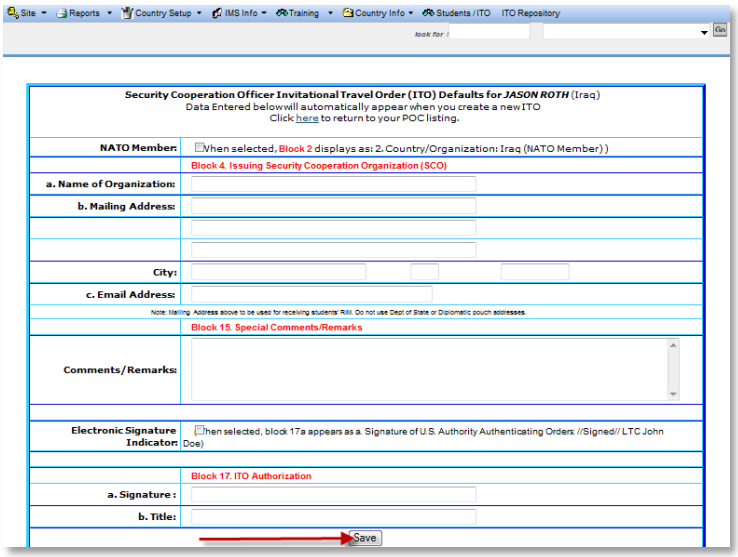


- ➢ Click the dropdown for the appropriate country
- ➢ Click the "Add Info" button

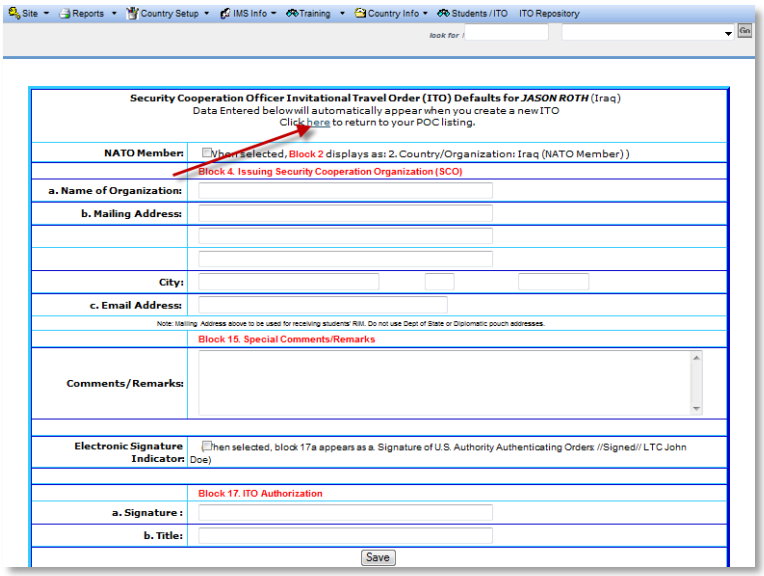


Fill in all the pertinent information on the screen.

- ➢ Click the "Save" button to save the information you just input.



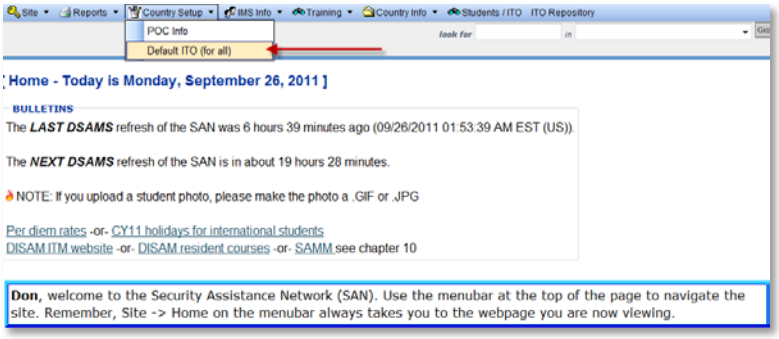
Once you have saved the information, you can return to the POC listing by clicking the “here” hyperlink at the top of the screen.



6.7 EDITING A DEFAULT ITO

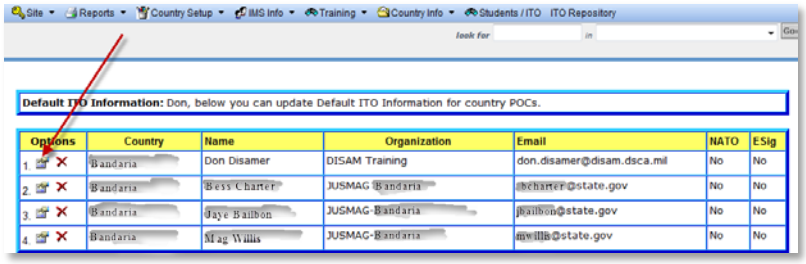
► From the TMS 8 Main Menu:

- ➢ Click, the "Country Setup" dropdown menu
- ➢ Select, "Default ITO (for all)"



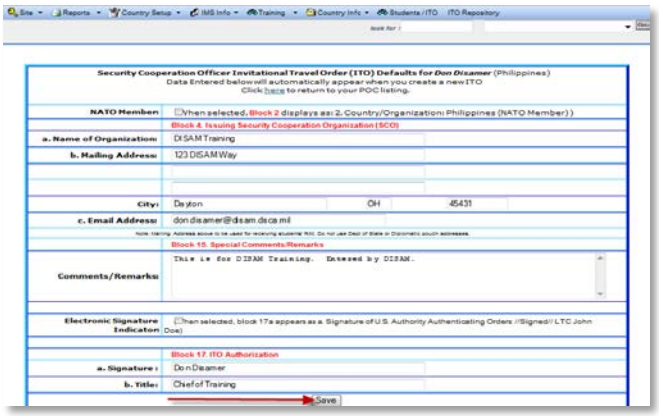
➢ From the Default ITO Information screen:

- ➢ Click the edit entry symbol denoted by a hand on a piece of paper for the SCO whose default ITO you want to edit.

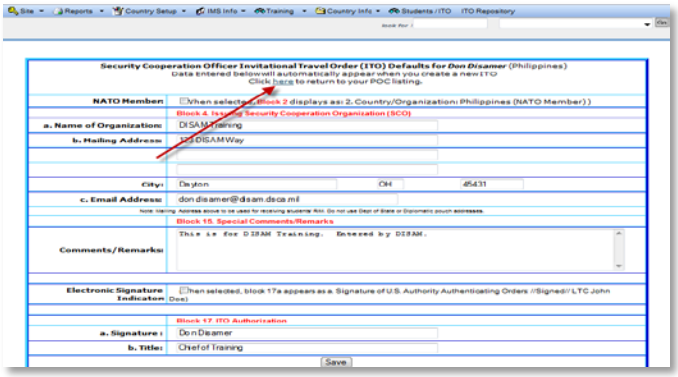


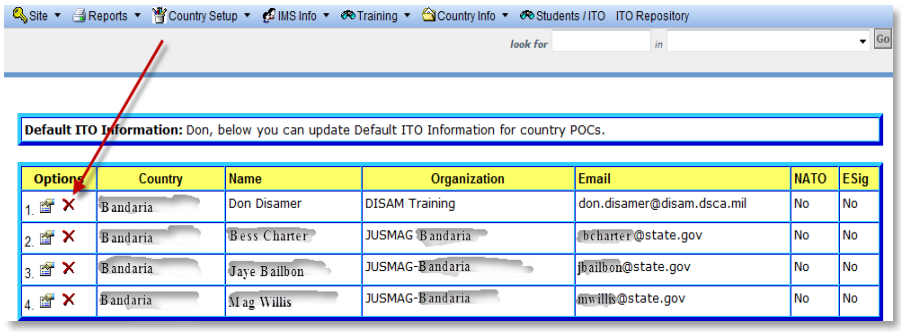
Edit all the pertinent information on the screen.

- ➢ Click the "Save" button to save the information you just input.



- ➢ Once you have saved the information, you can return to the POC listing by clicking the "here" hyperlink at the top of the screen.



6.6 DELETING A DEFAULT ITO

- From the Default ITO Information screen:
  - Click the delete entry symbol denoted by the red x for the ITO you want to delete.