

## Procedure for RASS/DTS – Careerists Attending Professional Development:

1. Submit training request in RASS (rass.army.mil)
  - a. Enter Vendor Information – will be the university, school, or USACRC....whoever is delivering course
  - b. Select “No” to question – is this part of ADT?
  - c. Select “Travel and Per Diem funded by FCR” – IF CP 12 FCR HAS AGREED TO FUND ENTIRE TDY. If arrangements were made for organization to fund travel – select “no TDY”
  - d. Tuition – enter amount of tuition (if any). If course is funded by CP 12 on a group request, and you are requesting travel funds only, tuition will be zero.
  - e. Information on supervisor at bottom of form: be sure to enter only the AKO username and not the full email – ex: john.doe NOT john.doe@us.army.mil
  - f. Be sure to select a supervisor that is available to approve. If they do not approve, it never comes to FCR
  - g. See attached sample 182
  - h. You may check status of 182 anytime by logging into RASS and checking “my forms”. One of 5 statuses will show by the 182:
    - i. Incomplete
    - ii. Submitted
    - iii. Approved by supervisor
    - iv. Approved by FCR
    - v. Approved by BA
  - i. Once you see “approved by BA” – you know it is “fully approved”
2. Once 182 is fully approved, create your DTS authorization.
  - a. IF YOUR ORGANIZATION IS FUNDING YOUR TDY, CREATE DTS AS NORMAL AND DO NOT PROCEED TO THE FOLLOWING STEPS. If CP 12 is funding your TDY – move to step “b” through “h”
  - b. Create your authorization as normal but DO NOT CHOOSE A LINE OF ACCOUNTING AND DO NOT SIGN THE AUTHORIZATION
  - c. Upload your approved 182 into “substantiating documents” under the expenses tab
  - d. Once you have created the authorization, Army G 3/5/7 has 10 days to add the LOA (they will go into your DTS and add the LOA from HQDA)
  - e. You are not notified when this happens – you must go in and check your DTS daily
  - f. If you have selected commercial air, the reservations may fall off, but this does not cancel the DTS authorization. Just keep adding the commercial flights back on.
  - g. RENTAL CARS AND GASOLINE FOR RENTAL CARS ARE NOT AUTHORIZED WITH ACTEDS FUNDS. Do not list a rental car on your authorization. If your organization will be funding a rental car, wait until the CP 12 LOA is added, then go in and add the rental car with your organizations LOA clearly funding it
  - h. If you are driving your POV instead of commercial air, you must complete the Constructive Worksheet in DTS. Please ensure it is complete and accurate or it will delay the approval of your DTS
3. If you are within 2 business days of travel (and only if you are within 2 days) and you have no LOA, email [tamara.nazario@us.army.mil](mailto:tamara.nazario@us.army.mil) with your DTS number and your approved 182 number
4. When the LOA is added, sign your DTS, send up your hierarchy as normal and print orders