

Unit funded TDY Request Process

*How do I get orders
and a TONO to go TDY?*

Step 1: Member shall:

1. Assure that TDY Request has been approved by supervisor and funding has been determined.
1. Use the TDY workset that is posted on the Admin website and fill out all areas marked in red.
2. Request shall be emailed
TO: YN1 Little
CC: Mr. Hurst

Step 2: Admin shall:

1. Determine cost estimation.
2. Forward the completed worksheet to Mr. Hurst.

Step 3: Supply shall:

1. Fill in areas on Green and issue TONO.
2. The completed request shall be emailed:
TO: YN1 Little
CC: YNCS Bailey, "MEMBER"

Step 4: Admin shall:

1. Process the requested orders.
3. Notify the member via email that the TDY request has been completed and the orders have been prepared.

