

## **REPORTING INSTRUCTIONS / TDY INFORMATION**

1. **BEFORE YOU ARRIVE:** Test development is a demanding task. It requires research, writing skills, and discussion with fellow team members to ensure agreement on test content and wording of individual test questions. You can prepare yourself by reviewing the study references before you arrive.

- a. For PFE projects please take some time to become familiar with the grade specific study guide for your project at [pdg.af.mil](http://pdg.af.mil).
- b. For SKT projects a list of references can be found in the current *Enlisted Promotions References and Requirements Catalog* (EPRRC) at <https://www.omsq.af.mil/>, and most CDC references are available at <http://cdc.aetc.af.mil/>.

2. **TOUR OF DUTY:** Report to the bldg. 661, 73 Main Circle, from 0715 to 0730, on the reporting date specified in your TDY orders. Normal duty hours at AAD are 0700 to 1600. However, your daily work schedule may vary according to the specific tasks required for your project. Your project leader should contact you approximately one week before your TDY is scheduled to begin. Teams are released after **all** project requirements are met.

- a. PFE projects can last for up to 14 calendar days (including travel days); this is the *maximum* length of your TDY.
- b. SKT projects vary in length from 7 to 21 calendar days (including travel days). Please verify the length of your TDY before making any travel arrangements.
- c. To ensure the integrity of the test development process, SMEs are not allowed to bring laptop computers, recording devices, computer disks of any type, or personal digital assistants into Building 661. **Additionally, briefcases, backpacks, or other storage containers are not allowed to be carried in to or out of bldg. 661.**

3. **UNIFORMS:** For this TDY, AAD does not have a uniform wear policy; SMEs wear uniforms based on their permanent duty location. Civilian attire is authorized for special agents.

4. **LODGING INSTRUCTIONS:** **YOU MUST REPORT TO BILLETING DO NOT MAKE RESERVATIONS AT AN OFF-BASE HOTEL.** Reservations are made for you at lodging under your name and/or team project number. Check-in time is after 1500 hours on the day before your reporting date. If you plan on checking in after 1800, you need to reserve your room with a credit card or it may be given to someone else. When you report to the lodging desk, Bldg 112, 415 B Street East, advise the desk clerk of the assigned project number. Reservations are made for only 1 day prior to your project start date. Please contact Ms. Vicki Patrick at DSN 487-6813 or Mrs. Dolores Camacho at 487-5811, or commercial 210-652-xxxx, if you require additional days.

5. **TRANSPORTATION:** If taking a taxi from the San Antonio Airport, you may want to have the taxi wait to take you to your specific lodging facility as it may not be the same building you check in at. For any expenses (including airfare, taxi fare, baggage, etc.) remember to get a receipt to submit with your travel voucher for reimbursement. As a reminder, baggage tips are **not** reimbursable. Tips for taxis will only be reimbursed for up to 10% of the fare.

- a. Rental cars. AAD does not fund rental cars or the associated fuel. If a member's unit will fund a rental car, a letter or email must be attached in DTS approving the rental car and it must be (attached in Substantiating Records) and the costs (to include fuel) must be charged to a unit fund cite. Limited transportation is available via the base taxi (652-TAXI) or **a limited number of government vehicles** assigned to AAD (assigned to teams during in-processing).
- b. POV Travel. If you wish to drive your POV you must submit a DTS constructed travel work sheet with your travel authorization when the distance exceeds 400 miles one way. Your reimbursement is limited to no more than the government contracted airfare (available at <http://apps.fas.gsa.gov/citypairs/search/>) plus the CTO fee no matter the mileage. Please see the "Additional Authorization and Voucher Information" letter on our website for additional information and procedures.
- c. Travel to/from San Antonio International Airport via taxi. The JBSA- Randolph Gate Defenders will **only** allow Yellow Cab or Towne Cars Cab access on-base, if the driver possesses a valid Fort Sam Houston DBIDS credential. **All other taxi companies will not be allowed on base.**

6. **DINING FACILITIES:** The Randolph AFB dining facility is in Bldg 860. Our dining facility operates under the a-la-carte system. All TDY personnel receive per diem based on available lodging and dining. Work hours allow you to use the dining facility.

7. **TDY ORDERS:** Your fund cite will be sent to you. TDY orders must be completed in DTS whenever available.

8. **EMERGENCY INFORMATION:** If an emergency situation arises, family or unit members should contact you directly or through AETC A9 SAS First Sergeant who can be reached at 210-652-4907 (duty hours) or 210-367-3741 (non-duty hours). Please ensure the caller informs the 1<sup>st</sup> Sergeant you are an SME at AAD.

9. **WEB PAGE:** SME Information is available at the Airman Advancement Division web page; <https://www.omsq.af.mil/>.