

Please note the following instructions for requesting an FY11 LOA in DTS:

1. Please send all requests to FASTDATAHelp@nps.edu and the subject line must state:
"REQUEST FOR FY11 JOB ORDER TO BE ESTABLISHED IN DTS"
2. We will only load job orders into DTS for the following conditions:
 - a. International Travel
 - b. Travel that crosses Fiscal Years
 - c. Travel will begin during the first 2 weeks of fiscal year 11.

Reimbursable Job Orders will require additional information:

1. Job Order Number (JON)
2. Travel Dates
3. Estimated Travel amount
4. Estimated Labor amount

If the above information is not on the e-mail, it will cause a delay in establishing the job order in DTS

Exceptions will be handled on a case by case basis.