



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR EDUCATION AND TRAINING COMMAND

SPECIAL AUTHORIZATION

Date of Request: _____
DD-MMM-YY

MEMORANDUM FOR 2 AF/A3OP

FROM: _____
UNIT/OFFICE SYMBOL

SUBJECT: (FOUO) REQUEST FOR SPECIAL AUTHORIZATION RENTAL CAR: (Refer to Page 9 of HQ AETC TDY-to-School Program handbook)

TDY Student: _____
Rank Last, First, MI

Home Base (Base Name): _____

Official E-mail (.mil): _____

DSN (not commercial): _____

Supervisor information: _____ DSN: _____
Rank Last, First, MI

TDY Location: _____

15-Character Course Number (Include spaces): _____

Course Start Date: _____ DD-MMM-YY Course Grad Date: _____ DD-MMM-YY

1. As a general rule, TDY to School **does not** fund rental cars, you should check with your unit first.
2. **DO NOT** submit a request if your class has already graduated: requests for special authorizations must be approved prior to travel. If you have rented without 2AF/MRTP approval, you or your unit will be responsible for the funding.
3. **DO NOT** submit a request to MRTP if your training is Air University Training, Medical Training, Flying Training or Air Force Institute of Technology Training as these courses do not belong to MRTP and have their own POC - - see TDY to School Handbook for POC.
4. **DO NOT** submit a request if you have **not** received an AETC TDY to School fund cite (i.e., unit funded training, reserve or guard funded training, P or N Quota Types).
5. I have attached all required documents (**Send ALL items listed below**; requests that are missing any of the below items **will not be processed**: Do not send orders):
 - a. Signed Training RIP. INITIALS
 - b. DTS screen shot (or detailed SATO travel itinerary) with booked “**Compact**” Rental Car Reservation. The rental car reservation includes pick-up (1 day prior to CSD) and drop-off (1 day after CGD) dates, the GARS rate, **no** extras or “add-ons” (Insurance, navigation, etc.) and the TOTAL estimated cost of the car. **DO NOT CANCEL THIS RESERVATION UNLESS DISAPPROVED OR ASSIGNED AS A PASSENGER!** INITIALS
 - c. Non-Availability Letter from lodging or lodging reservation information. INITIALS

6. I understand that in accordance with Air Force Instruction 36-2616, 7.6.3.4, AETC funded rental cars are issued one car per five students. I further understand that sharing of the authorized rental vehicle by official travelers at the training location is required when using AETC funds. Additionally, I understand that by submitting this request, I could be placed as a passenger. INITIALS

- a. I understand that if assigned as a driver or a passenger, it is my responsibility to initiate contact with other approved travelers and arrange travel details, arrival times, hotel locations, and make necessary changes as required. INITIALS

7. I understand that AETC funded rental cars are not authorized for personal preference or minor inconvenience. INITIALS

8. I understand that use of AETC funded rental car is limited to official purposes. INITIALS

9. I understand that submitting this request DOES NOT mean automatic authorization. INITIALS

Printed Name

Signature

Date Signed

NOTES:

1. 2 AF MRTP is not the approval authority for Air University, Air Force Institute of Technology, Medical, or Flying Training. Refer to the TTS Handbook for appropriate POC for these courses.
2. Send all correspondence **in an encrypted e-mail** to 2AF.MRTP@US.AF.MIL. Please do not send to individual program managers; this causes a delay in processing.
3. Fuel, taxi, shuttle, receipts will be filed with your DTS travel voucher.
4. If all required documentation is not included with initial request, your request may be delayed or not approved.

References:

- Joint Travel Regulations (JTR) and all Appendices
- AFI 36-2651, Air Force Training Program, (dated 3 Jan 19), Attachment 7, Training Detachment (TD) Policy & Procedures.
- AFI 36-2616, *Technical Training Requirements Programs (Officer and Enlisted)*, (dated 9 Oct 2018), Section 7.6., Special Authorizations.
- AFI 65-103, *Temporary Duty Orders*
- HQ AETC TDY-to-School Program Handbook located:
<https://tdyotoschool.us.af.mil/help/TTSHandbook.pdf>

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