HOW TO DOCUMENT AUGMENTATION IN YOUR eOPF A. Prior to Embarking Print your Travel Authorization

- 1. Login to E2.
- 2. Go to your Trips then navigate to show your Travel Authorization Summary
- 3. Under 'Other Actions' you can choose either printable authorization version to print or save as pdf.

Solutions MY E	2 MY APPROV
Trip Dashboard Author	ization
 <u>Basic Information</u> <u>Reservation</u> 	Step 7
3 <u>Site Details</u>	Traveler N
 4 <u>Expenses</u> 5 <u>Accounting</u> 6 <u>Travel Policy</u> 7 <u>Summary</u> 	Per DO extend
7	Basic Infor
Other Actions	
Attachments	Type of T
Printable Authorization	Specific 1
Compact Printable Authorization	Documer

B. Get your Travel Authorization Endorsed:

- 1. Have a responsible authority (usually CO, XO, or OOD) sign and date your time of arrival/departure to/from the temporary duty station at the bottom of your TA. This can be either a digital or ink signature. Ink is usually expeditious.
- 2. Digitally scan/save the signed document file

	44 CDT	7 2023						
PRIVACY ACT NOTIC form is required under the purpose of facilitat The information contai performance of their d regulatory investigation	E: The for the provising author and in this dies. Informations, or pro-	flowing inform stons of 5 U.S rization action is form will be secutions. Fail	ation is pro C. Chapter and the rec used by the e transform hure to provi	vided to comply wi 57(es amended), guest for advance o Federal agency of d to appropriate Fe ide the information	In the Privacy Executive Or of funds for the ficens and en derail, State, required will	Act of 1974(P.) ders 11609 of Ja avel and other a sployees who ha local, or foreign result in delay o	5. 93-579), T dy 22, 1971, xpenses to b rive a need fi agencies wf r suspension	he information requested on the and 1102 of March 27, 1962, for a incurred under administrative, or such information in the sen relevant to civil, criminal or o of the processing of this form.
Authorization In	forma	tion						
Document Number	Tr	rip Status		Authorization Id		Type of Authori	rolles	
A1423026559 Authorization Approved		13182452		/Trip-by-Trip Au	thorization			
Travelor	E	mpiloyee ld		Official Duty Sta	tion	Title		Travel Charge Card
	and he			Montgomery Co	unty, MS	/		Yes
Maling Address		1		Office Phone		Home Phone		
				1		NA		
	1							
Type of Travel	Tr	ravel Purpose		Estimated Dates	of Travel			
Authorized Itin Cabin Class Coach	Sh Gr Brary (Rail)	ip Ferdinand 11-6/20	R. Hassler					
	4	Time	Location		Car	Hotel	Mode	Notes
Arrive Depa				Silver Spring, MD				
Arrive Depa 2023-06-11 2023	06-11	NIA	Silver Sj	pring, MD	NONE	No	CR	
Arrive Depa 2023-06-11 2023 2023-06-11 2023	06-11	NIA NIA	Silver Sj	pring, MD VA	NONE	No No	CR OV	Temporary Duty, LDG \$98, M & IE \$99
Arrive Depa 2023-06-11 2023 2023-06-11 2023 2023-06-20 2023	06-11 06-12 06-20	NIA NIA NIA	Silver Sj Norfolk, Norfolk,	pring, MD VA VA	NONE	No No	CR OV CR	Temporary Duty, LDG \$96, M & IE \$59 Temporary Duty, LDG \$9, M & IE \$0
Active Deput 2023-06-11 2023 2023-06-11 2023 2023-06-20 2023 2023-06-20 2023	06-11 06-12 06-20 06-20	NIA NIA NIA NIA	Silver Sj Norfolk, Norfolk, Silver Sj	pring, MD VA VA pring, MD	NONE NONE NONE	No No No	CR GV CR NONE	Temporary Duty, LDG \$98, M & IE \$99 Temporary Duty, LDG \$9, M & IE \$0

- C. Upload your Endorsed Travel Authorization to your eOPF
 - 1. Login to your eOPF

- 2. Click the 'TDY/Detail' Tab
- 3. Click the'+Add' button
- 4. Select the file of your endorsed Travel Authorization
- 5. Fill in the metadata:
 - a. Document date
 - i. can correspond to the last date of your TDY
 - b. Duty Type
 - i. TDY
 - c. Billet
 - i. Blank
 - d. Assignment Type
 - i. Sea Duty
 - e. Branch
 - i. Full name of ship
 - f. Position
 - i. Augmenting OOD
 - g. City/State
 - i. Where you traveled to meet the ship
 - h. Fleet
 - i. Select ship name from dropdown
- 6. All other inputs can be left blank

D. Submit for Approval

- 1. Hit Save
- 2. A ticket is generated and sent to the Assignment Coordinator's inbox
- 3. The Assignment Coordinator reviews your document and metadata for accuracy then validates it
- 4. Your 'Accepted' TDY Summary looks like this in your eOPF scrolling to the right

+	+ Add Export to PDF Export to Excel											
	Start Date 🍸	End Date 🛛 🝸	Assignment Type	T	Branch	T	Positi	on 🕇	City	T	State Y	Duty
•	▼ Status: Accepted											
	06/11/2023	06/20/2023	Sea Duty		NOAA Ship Ferd Hassler	linand R.	Augm	enting SWO	Norfolk		VA	TDY
+	+ Add Export to PDF Export to Excel											
Ŧ	State Y	Duty Type	Y Billet	T	Project T Code	Task Cod	e 🕇	Fleet T	TDY Order T Number			
												^
	VA	TDY						Ferdinand Hassler		~	• 📋 🖂	
And	And like this to Personnel Boards (no scrolling)											
6/1	6/11/2023 6/20/2023 Sea Duty NOAA Ship Ferdinand R. Hassler Norfolk, VA											

E. To Report an Issue

- 1. Scroll all the way to the right
- 2. Click the envelope icon
- 3. Provide the change request information.

+ Add Export to PDF Export to Excel									
٣	State T	Duty Type 🛛 🝸	Billet T	Project Code	Task Code 🛛 🝸	Fleet T	TDY Order Number		
	VA	TDY				Ferdinand Hassler		v • t	

This will generate a ticket in the Assignment Coordinator's inbox to review and make corrections to your TDY report.