

**AROWS-R Contact Information**  
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**The AROWS-R Fast Guide**

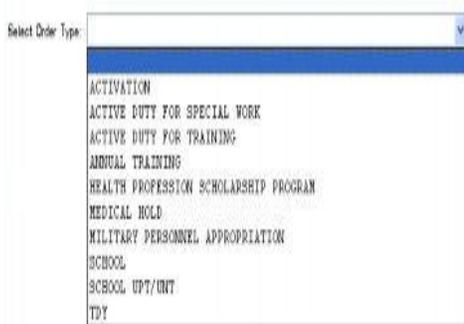
**Background:** Effective 1 Oct 05, Air Reserve Personnel Command (ARPC) replaced four legacy orders writing applications with AROWS-R, a single application to be used throughout AFRC. For the Individual Reservist (IR), AROWS-R is the vehicle to request, track, and print approved orders.

**Logging In:**

The application is available at <https://arowsr.afrc.af.mil> from any computer with internet access. Once logged in, select “Member” from the drop down menu.

**Requesting Orders:**

Choosing the “Create Application” Menu Option brings up the following drop down menu:



The user only gets one chance to choose the right Order Type! It is impossible to fix an error made at this stage without completely starting over (**Note: If uncertain, please contact your detachment.**)

**The most common choices are:**

- Annual Training (12-14 days , w/4 travel days max, if necessary, per FY)
- School Tours
- Active Duty for Special Work + ADTs (RPA Days) *\*Annotate the reason for tour in general comments block*
- Military Personnel Appropriations (Funded by Active Duty unit)

**Navigating AROWS-R Screens**

AROWS is a series of 6-7 screens. There are generally three ways to navigate thru AROWS:

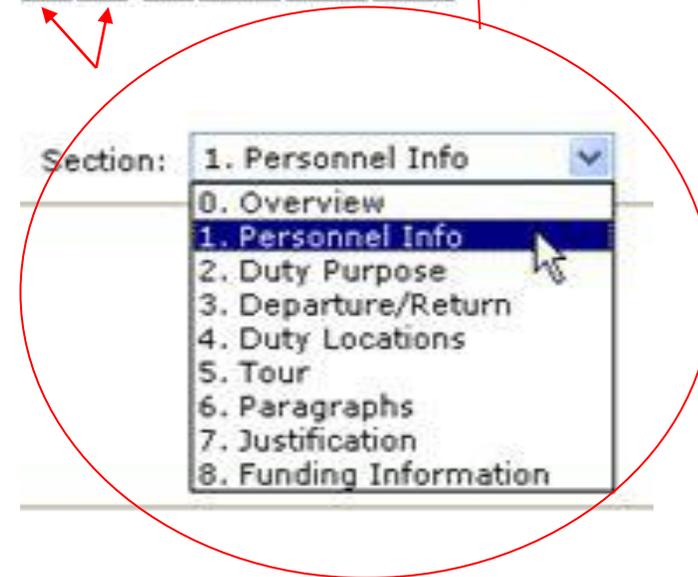
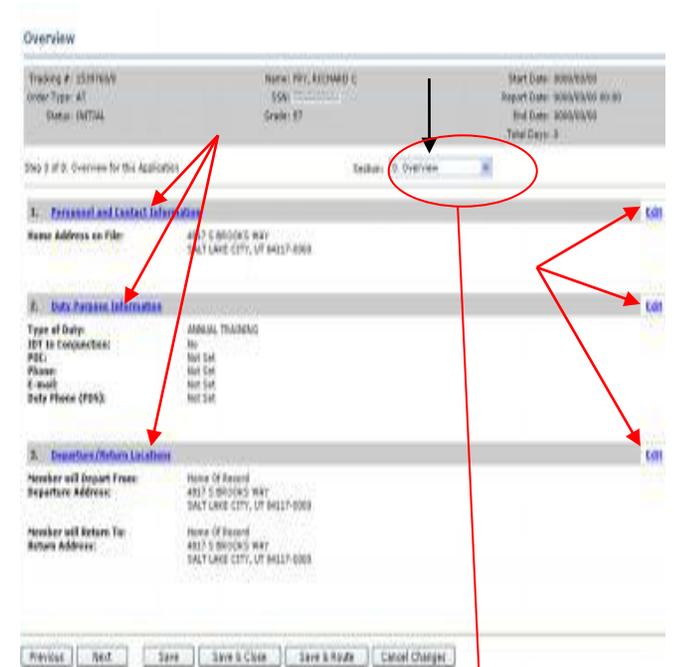
1. Drop down menu
2. Previous/Next Buttons
3. Section Links

The user should click the **SAVE** button after completing each screen.

**SAVE & CLOSE** is for when the user will return and complete the application later.

**SAVE & ROUTE** is used **ONLY** when the application is complete and the user is ready to forward for processing.

**CANCEL** deletes changes since last saved.



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**Section 1 Enter your email and phone number**

**Section 2 (Duty Purpose):**

- POC Info—Good email or phone number to answer orders technician questions.
- Duty Phone/RPO—user’s phone number.
- IMA Supervisor Info/Email – Self-Explanatory.
- Points Only/HHG/PCS—normally answered “No.”

**Section 3 (Departure/Return Locations)**

**Section 4 (Duty Locations)**

- Travel/Report/End Dates-Self-Explanatory.
- Duty Location: 3 ways to complete:
  - “Get Home Station” populates w/unit of assignment
  - Fill in the Blank with known information
- Per Diem & Travel Info—includes self-explanatory questions about commuting distance
- Select Mode of Transportation from the drop down menu. Most common choices are Commercial Airline or Personal automobile

- Fill Out Per Diem info based on duty location.
- Rental Car Information/Registration & Lodging/Quarters & Messing—Self-Explanatory.
- Fill Out Travel for Return to Starting Point—AROWS has a simple one-click option for users whose return trip mirrors the outbound trip.

**Section 5 (Tour)**

- GTCC Information—AROWS offers default credit card information; user options include indicating centrally billed accounts and authorization for travel advance. For government travel card holders, select individually billed account.
- Remaining questions –Self-Explanatory.

**Section 6 (Justifications): are in 2 Types:**

- General—commonly used to give additional information to the program manager to facilitate approval of orders, e.g., justification for a rental car, and any additional information/details you have for the orders technician. Be Specific.
- Hard Hold—AROWS indicates the existence of Justifications— Orders Technician will populate this box.
- Alternate Means Justification – users are required to input a reason for travel. **\*You must answer this question.**

**Military Personnel Appropriations (MPA)**

- After selecting MPA tour the user must indicate whether the tour is a contingency
  - Non-contingency tour is most common.
  - Contact your CMAS manager for contingency-related questions.

**Note: The Training Category will be entered by the Orders Technician.**

- Section 5 requires a CMAS authorization Number & Mean Code (provided on CMAS from users CMAS POC) ***If these items are unknown, the user can enter “000” for CMAS Auth. No. and Mean Code.***
- Also shows a drop down menu that indicates whether tour was authorized by the MAJCOM or Unit Commander
- Section 5 will show a drop down menu for Executive Order—from which the user should either choose “89999M Mandays (All Others)” or, if applicable, the name of operation the user is supporting.