



U.S. AIR FORCE

Welcome

Good Morning! Welcome to IR Refresher Training. We will be conducting training on AROWS-R & DTS 0800/1100/1530 MST. If you would like to listen to the training via telecon call in at DSN 497-9370 or Comm 478-327-9370 pin 4971553

Please ensure you mute your phone to prevent any distractions.

Do not place your phone on hold during the duration of the training.

Thank you.



U.S. AIR FORCE

United States Air Force Reserve

Integrity - Service - Excellence

Air Force Reserve Orders Writing System (AROWS-R) Lab



Mr. Grogan

13 May 2015

U.S. AIR FORCE

Fly, Fight and Win...



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Overview

- **AROWS-R defined**
- **Requirements**
- **Navigating the system**

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- **Requests must be submitted well in advance**
 - **Min 15 days prior to start date for Annual, Special tours, School Tours and Military Pay Appropriation (MPA) orders**
 - **Once you have submitted your orders, keep checking status!!!**
- **All Annual tour request must be submitted by 1 Jun each year, per AFI 36-2254, Volume 1**
- **Special authorizations must be fully justified**



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Requirements (Cont.)

- **IMAs must be “green” in these areas before requesting orders (with exception of Annual Tour):**
 - **Physical Health Assessment (PHA)**
 - **Dental**
 - **Immunizations**
 - **Physical Fitness testing**
 - **Security Clearance current**
 - **Applicable Skill Level (special tours)**
 - **Annual Tour Special Request Forms can be found on the RIO website**
 - **Split tours**
 - **Tours over the Holidays and Weekends**
 - **Rental Car Authorization**
 - **Non-regular 2 week tour (i.e. Not Mon-Fri)**
 - **RIO Webpage:**
 - <http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>
-

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Navigating the System

Air Force Reserve Order Writing System [AROWS-R]
Version: 1.59.0.0018 Server: P1 Page Refreshed At: 2013/04/12 20:17 EDT

CAC Login

Login

... or ...

Password Login

Login ID:

Password:

Login

[Forgot Your Password?](#)

CAC Login Information:

AROWS-R users are now able to use their Common Access Cards (CAC) for logging in. Once you select "Login" button under the "CAC" section, a pop-up window will appear with a list of certificates. You must select your certificate that starts with "DOD CA". DO NOT SELECT the certificate that starts with "DOD EMAIL CA." If you select the certificate that starts with "DOD EMAIL CA", you will receive a "Page Can't Be Displayed" error.

E-Mail Password Reset:

For security reasons, password resets will no longer be accomplished over the phone.

If you have forgotten your password, Login ID, or have been locked out of AROWS-R, you must email the Help Desk for assistance. Remember you can click on 'Forgot Your Password', give the answer to your question and gain the ability to change your password. If you can not answer your question, email the AROWS-R Help Desk at AFRCFM.AROWSR@US.AF.MIL with your full name and the last 5 of your SSN and a new password will be sent to the email address that your email was sent from.

Help! I'm A New User!

If you are a Member (Reservist):

Your initial Login is your SSN. Please enter it without dashes, for example 123456789.

Your initial Password is your Date of Birth in the YYYY/MM/DD format. The slashes are required, for example 1967/12/01.

If you are a Role other than a Member or if you are having trouble logging in, please contact the AROWS-R Help Desk at AFRCFM.AROWSR@US.AF.MIL.

Help Desk Information

Hours: 0700-1700 EST

Phone (Toll Free): 1-877-294-5822

Email: AFRCFM.AROWSR@US.AF.MIL

Browser Requirements

To use AROWS-R, you will need either [Internet Explorer](#) (version 6.0 or higher) or [Mozilla Firefox](#) (version 1.5 or higher).



- Access through AF Portal or directly at <https://arowsr.afrc.af.mil/arows-r>
- CAC enabled or use established password; once you make it CAC access you cannot use a password after that.

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- Please Select A Menu ▾
- Please Select A Menu
- Member**
- UTAPS

AFRCFM.AROWSR@US.AF.MIL

Important Links

- » AFRC
- » JFTR/JTR Per Diem Tables
- » DoD FMR
- » DToD
- » AFPC
- » Air Force Knowledge Mgmt
- » Passenger Reservation (Virtually There)
- » Passenger Reservation (View Trip)
- » Lodging and Dining Availability
- » GSA City Pairs

[Home](#) | [Switch Profile](#) | [My Account](#) | [Logout](#)

Welcome **MICHELLE POLK** to the AROWS-R Home Page
 Your current login was on Wednesday, September 21, 2011 10:19:39 AM
 Your previous successful login was on Wednesday, September 21, 2011 09:37:14 AM

Your current phone number is: 571-830-9622
 Your current email address is: michelle.polk@afncr.af.mil

Your applications will be processed by: RMG DET 11 AFDW
 Point of Contact is: [RMG DET 11](#)
 Phone Number is: 202-767-3080

Your Latest Broadcast messages:

2008/08/14	REMINDER: All members should ensure their email certified; therefore, accurate email addresses ensur
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAIL DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m.




Please Select A Menu ▾

[Home](#) | [Switch Profile](#) | [My Account](#) | [Logout](#)

Member Menu

- [Create Application](#)
- Applications Awaiting Action
- Applications In Progress
- Pull Back Application
- Approved Orders

Tour of Duty

- Create Certification
- Certifications Awaiting Action
- Certifications In Progress
- Approved Certifications

Welcome **MICHELLE POLK** to the AROWS-R Home Page
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Your applications will be processed by: RMG DET 11 AFDW
 Point of Contact is: [RMG DET 11](#)
 Phone Number is: 202-767-3080

Your Latest Broadcast messages:

2008/08/14	REMINDER: All members should ensure their email is certified; therefore, accurate email addresses ensure
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAIL: [REDACTED] DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m
2006/03/24	ATTENTION -- " PRIVACY ACT INFORMATION - The i protected in accordance with the Privacy Act and AF!
2005/11/10	REMINDER: IMAs still need to provide a copy of their



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Types of Orders: Select One



Air Force Reserve Order Writing System [AROWS-R]

Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 11:44 EDT

Current Profile: Member

Please Select A Menu

Home | Switch Profile | Change Password | My Account | Logout

«Bottom

Member Menu

- [Create Application]
- Applications Awaiting Action
- Applications In Progress
- Pull Back Application
- Approved Orders

Tour of Duty

- Create Certification
- Certifications Awaiting Action
- Certifications In Progress
- Approved Certifications

Create An Application

Select Order Type:

ACTIVATION (MOBILIZATION)
ACTIVE DUTY FOR SPECIAL WORK
ACTIVE DUTY FOR TRAINING
ANNUAL TRAINING
FINANCIAL ASSISTANCE PROGRAM
HEALTH PROFESSION SCHOLARSHIP PROGRAM
MEDICAL HOLD
MILITARY PERSONNEL APPROPRIATION
RELIGIOUS PROFESSION SCHOLARSHIP PROGRAM
SCHOOL
SCHOOL UPT/UNT
TEMPORARY DUTY



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Application Overview

Overview

Tracking #: 4482373/0	Name:	Start Date: 0000/00/00
Order Type: AT	SSN:	Report Date: 0000/00/00 00:00
Status: INITIAL	Grade: E5	End Date: 0000/00/00
Total Travel Days: 0		Total Days: 0

Step 0 of 6: Overview for this Application

Section: 0. Overview

1. Personnel and Contact Information [Edit](#)

Home Address on File: VENICE, FL 34293-0000

2. Duty Purpose Information [Edit](#)

Type of Duty: ANNUAL TRAINING
 POC: Not Set
 Phone: Not Set
 E-mail: Not Set
 Commercial Duty Phone(PDS): ()

3. Departure/Return Locations [Edit](#)

Member will Depart From: Home Of Record
 Departure Address: VENICE, FL 34293-0000
 Member will Return To: Home Of Record
 Return Address: VENICE, FL 34293-0000

4. Duty Locations and Travel [Edit](#)

Date	Travel By	Rental Car	Location
Not Set	None	None	Unit Name: Not Set Address: UNITED STATES
Not Set	None	None	Unit Name: Home Of Record Address: VENICE, FL 34293-0000

5. Tour [Edit](#)

Govt Travel Card: Not Set
 IDT In Conjunction: No

6. Justification [Edit](#)

Justifications: Not Set
 Alternate Means Justification: Not Set
 Justifications for Hard Hold: Not Set
 Justifications for Waivers: Not Set



Step 1: Personnel and Contact Information

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Air Force Reserve Order Writing System [AROWS-R]

Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 12:09 EDT

Current Profile: Member

Please Select A Menu

Home | Switch Profile | Change Password | My Account | Logout

«Bottom»

Personnel Info

Tracking #: 4482373/0	Name:	Start Date: 0000/00/00
Order Type: AT	SSN:	Report Date: 0000/00/00 00:00
Status: INITIAL	Grade: E5	End Date: 0000/00/00
Total Travel Days: 0		Total Days: 0

Step 1 of 6: Personnel and Contact Information

Section: 1. Personnel Info

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Contact Information

Contact Email:
Contact Phone:

Home Address and Delivery Address Information

Home Address on File:

VENICE, FL 34293-0000

Time Zone:

GMT-5:00 (Eastern Standard Time) - EST

[Save Time Zone as Default](#)

Previous Next Save Save & Close Save & Route Cancel Changes

- Home address is changed through MILPDS or vMPF
**Ensure your address is updated and current before you proceed with your order request.
Address cannot be changed once orders are published**
- Select time zone from drop-down menu
- Click Next

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Step 2: Duty Purpose Information

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Duty Purpose

Tracking #: 4482373/0	Name:	Start Date: 0000/00/00
Order Type: AT	SSN:	Report Date: 0000/00/00 00:00
Status: INITIAL	Grade: E5	End Date: 0000/00/00
Total Travel Days: 0		Total Days: 0

Step 2 of 6: Duty Purpose Information

Section: 2. Duty Purpose

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Point of Contact Information

Point of Contact

Phone

Email

* Commercial Duty Phone(PDS)

[Save Duty Phone as Default](#)

* Reserve Pay Office(RPO)

Is this request for Points Only(No Pay)? Yes No

PCS/HHG Information

Is House Hold Goods (HHG) applicable on this order? Yes No

Estimated total cost for House Hold Goods 0.00

Is this a Permanent Change of Station (PCS) order? Yes No

- All red asterisk fields are required.
- Point of Contact Information (required). This is your personal phone# and e-mail address where you can best be contacted
- RPO defaults to what you have set in your "My Account" profile or you choose from drop-down menu
- Answer Points Only (Note: if you choose Yes, you will not get paid and will only receive Points!)
- Answer PCS/HHG's questions; Select Next

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Step 3: Departure/Return Locations

Departure/Return Locations

Tracking #: 4541904/0	Name: Airman, Citizen	Start Date: 0000/00/00
Order Type: AT	SSN: 111-11-1111	Report Date: 0000/00/00 00:00
Status: INITIAL	Grade: E5	End Date: 0000/00/00
Total Travel Days: 0		Total Days: 0

Step 3 of 6: Departure/Return Locations

Section: 3. Departure/Return

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Home Station/Other Address Information

The address should not be a Post Office (P.O.) box.

Member will depart from? Other Home Address PDS In Place

111 First St
VENICE, FL 34293-0000

Member will return to? Other Home Address PDS In Place

111 First St
VENICE, FL 34293-0000

Previous Next Save Save & Close Save & Route Cancel Changes

- Select Departure and Return Locations
- Do not select “In Place” if member will not be returning home between orders.
- Click Next

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Step 4: Duty Locations and Travel (Top)

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Duty Locations

Tracking #: 4541904/0	Name:	Start Date: 0000/00/00
Order Type: AT	SSN:	Report Date: 0000/00/00 00:00
Status: INITIAL	Grade: E5	End Date: 0000/00/00
Total Travel Days: 0		Total Days: 0

Step 4 of 6: Duty Locations and Travel

Section: 4. Duty Locations

Help is available by clicking on the field labels. Fields marked with a red asterisk (*) are required.

Location Information

VOCC Order

* Travel Start Date: 2012/11/03  

* Initial Report Date/Time: 2012/11/03  07:30  

* End Date for this Location: 2012/11/03  

Duty Location: [Lookup](#) [Get Address](#) [Get Home Station](#)

Unit Name, FAS, Motel/Hotel Etc.:

* Address Line 1 | [DTOD Lookup](#)

Address Line 2:

* Country: United States

* City:

* State/Province:

* Zip Code:

Home Of Record: VENICE, FL	
Depart on	0000/00/00
1. UNITED STATES Edit	
Travel by	None
Start Date	0000/00/00
Duty Thru	0000/00/00
Per Diem	Not Authorized
Edit	
Home Of Record: VENICE, FL	
Travel by	None
Arrive on	0000/00/00
Edit	

- Travel Start Date: Day the member departs home enroute to duty station
- Initial Report Date: Day member reports for duty
- End Date: Day the member returns home (back-end travel day)
- Selecting duty location by using Lookup, Get Address, or Get Home Station hyperlinks or manually enter the required information (Note: In the above "City" field you may enter City or Base)
- Click Next



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Step 4: Duty Locations and Travel (Bottom)

Per Diem & Travel Information

- * Is this within the corporate city limits of Member's residence? (NO POV MILEAGE REIMBURSEMENT IS AUTHORIZED) Yes No ←
- * Is this within commuting distance from Member's residence? (ONE ROUND TRIP POV MILEAGE REIMBURSEMENT IS AUTHORIZED) Yes No ←

At this point, you can

[Fill out Travel to this Location](#)
[Fill out Per Diem at this Location](#)
[Add Another Location](#)
[Delete this Location](#)
[Fill out Travel for the last leg](#)

- Corporate Limits : living in government housing or within the same zip code of the base
- Commuting Distance: Most installations set at "50" mile radius, however, contact the installation's FM/CPTS office for actual
- Click Next

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Step 4a: Fill Out Travel to This Location

Travel

Tracking #: 4541904/0	Name:	Start Date: 2012/11/03
Order Type: AT	SSN:	Report Date: 2012/11/03 07:30
Status: INITIAL	Grade: E5	End Date: 2012/11/03
Total Travel Days: 0		Total Days: 1

Step 4 of 6: Duty Locations and Travel

Section: 4. Duty Locations

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Travel Options

* Mode of Transportation

At this point, you can

- No Travel Authorized
- Commercial Airline
- Commercial Ship
- Commercial Train
- Commercial Bus
- Commercial Rental Vehicle
- Government Airplane
- Government Vehicle
- Government Ship
- Personal Plane - Adv to Govt
- Personal Automobile - Adv to Govt
- Personal Motorcycle - Adv to Govt
- Personal Airplane - Not Adv to Govt
- Personal Automobile - Not Adv to Govt
- Personal Motorcycle - Not Adv to Govt
- Passenger in a POV

Home Of Record: VENICE, FL	
Depart on	2012/11/03
1. MACDILL AFB, FL	
Travel by	None
Start Date	2012/11/03
Duty Thru	2012/11/03
Per Diem	Not Set
Home Of Record: VENICE, FL	
Travel by	None
Arrive on	2012/11/03

- Select Mode of Transportation from drop-down menu
- POV is consider advantageous up to 400 miles from the installation, and 1 day of travel authorized.
- If installation is more than 400 miles away, procure airline tickets via CTO or will receive up to the TR cost for transportation reimbursement
- Click Next

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Step 4b: Fill Out Per Diem at This Location

Per Diem

Tracking #: 4541904/0	Name:	Start Date: 2012/11/03
Order Type: AT	SSN:	Report Date: 2012/11/03 07:30
Status: INITIAL	Grade: E5	End Date: 2012/11/03
Total Travel Days: 0		Total Days: 1

Step 4 of 6: Duty Locations and Travel

Section: 4. Duty Locations

Help is available by clicking on the field labels. Fields marked with a red asterisk (*) are required.

Per Diem Location

* Per Diem Location | [Lookup](#)



Rental Car Information

* Is a rental car required? Yes No

Registration and Lodging

Are lodging costs included in registration fees? Yes No

Quarters and Messing

'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

* Quarters

* Messing

- Click on Per Diem Location "Lookup" hyperlink
- Per diem entitlements
 - On base billeting with a Dining Hall
 - Off base billeting with a Non-availability statement
- Full Per diem vs. Partial Per diem

Home Of Record: VENICE, FL	
Depart on	2012/11/03
1. MACDILL AFB, FL	
Travel by	Personal Automobile(Adv)
Start Date	2012/11/03
Duty Thru	2012/11/03
Per Diem	,
Home Of Record: VENICE, FL	
Travel by	None
Arrive on	2012/11/03

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Step 4b: Fill Out Per Diem at This Location (Cont.)

Per Diem Locations

Please select a State and enter either a Locality City and/or County.

[Change Search Criteria](#)

Locality City	County	State
No Rows Selected		

Search

* State: ↩

Locality City Contains: (Min. of 2 Chars. Required) ↩

County Starts With: (Min. of 2 Chars. Required)

Per Diem Locations

[Change Search Criteria](#)

Locality City	County	State
FT. STEWART	LIBERTY COUNTY	GEORGIA
HIAWASSEE	TOWNS COUNTY	GEORGIA
HOWARD	TAYLOR COUNTY	GEORGIA
MIDWAY	LIBERTY COUNTY	GEORGIA
STEWART	NEWTON COUNTY	GEORGIA
STEWART COUNTY	STEWART COUNTY	GEORGIA
STONEWALL	FULTON COUNTY	GEORGIA
SUWANEE	GWINNETT COUNTY	GEORGIA
SWAINSBORO	EMANUEL COUNTY	GEORGIA
WADLEY	JEFFERSON COUNTY	GEORGIA
WALKER COUNTY	WALKER COUNTY	GEORGIA
WALTHOURVILLE	LIBERTY COUNTY	GEORGIA
WALTON COUNTY	WALTON COUNTY	GEORGIA
WARE COUNTY	WARE COUNTY	GEORGIA
WARESBORO	WARE COUNTY	GEORGIA
WARING	WHITFIELD COUNTY	GEORGIA
WARM SPRINGS	MEADWELL COUNTY	GEORGIA

- Select State from drop-down menu, enter city name, click search
- Search produces list of Per Diem Locations, then select applicable location

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Step 4b: Fill Out Per Diem at This Location (Cont.)

Per Diem Location

* Per Diem Location | [Lookup](#)

WARNER ROBINS (HOUSTON COUNTY) / GEORGIA
01/01-12/31
Max Lodging: \$77
Max Meals: \$41

Rental Car Information

* Is a rental car required?

Yes No

Registration and Lodging

Are lodging costs included in registration fees?

Yes No

Quarters and Messing

'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

* Quarters

Available
Not Available
Available At No Cost

* Messing

At this point, you can

- [Fill out Travel to this Location](#)
- [Add Another Location](#)
- [Edit Location Information](#)
- [Fill out Travel for the last leg](#)

Home Of Record: VENICE, FL	
Depart on	2012/11/03
1. MACDILL AFB, FL	
Travel by	Personal Automobile(Adv)
Start Date	2012/11/03
Duty Thru	2012/11/03
Per Diem	,
Home Of Record: VENICE, FL	
Travel by	None
Arrive on	2012/11/03

[Previous](#) [Next](#) [Save](#) [Save & Close](#) [Save & Route](#) [Cancel Changes](#)

- Answer rental car question — rental cars require prior approval from your Detachment CC (unless funded by your unit or other source, requires funding letter)
- Answer Registration, if applicable
- For lodging and Dining Facilities availability on base (both Enlisted and Officers), refer to <http://www.defensetravel.dod.mil/Docs/afman34-102-c.pdf>
- Make appropriate selections from drop-down menus
- Click Next

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Step 4c: Add Another Location

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Step 4 of 6: Duty Locations and Travel

Section: 4. Duty Locations

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Do you wish to add another location?

Yes No



Home Of Reco

Depart on

[1. MACDILL AFB](#)

[Travel by](#)

Start Date

Duty Thru

[Per Diem](#)

Home Of Reco

[Travel by](#)

Arrive on

Previous

Next

Save

Save & Close

Save & Route

Cancel Changes

- Select Yes to enter another location, otherwise select No
- Click Next

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Step 4d: Fill Out Travel for Last Leg

Step 4 of 6: Duty Locations and Travel

Section: 4. Duty Locations

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Travel Options

* Mode of Transportation

Drop-down menu options:

- No Travel Authorized
- Commercial Airline
- Commercial Ship
- Commercial Train
- Commercial Bus
- Commercial Rental Vehicle
- Government Airplane
- Government Vehicle
- Government Ship
- Personal Plane - Adv to Govt
- Personal Automobile - Adv to Govt
- Personal Motorcycle - Adv to Govt
- Personal Airplane - Not Adv to Govt
- Personal Automobile - Not Adv to Govt
- Personal Motorcycle - Not Adv to Govt
- Passenger in a POV

Home Of Record: VENICE, FL	
Depart on	2012/11/03
1. MACDILL AFB, FL	
Travel by	Personal Automobile(Adv)
Start Date	2012/11/03
Duty Thru	2012/11/03
Per Diem	WARNER ROBINS, GEORGIA
Home Of Record: VENICE, FL	
Travel by	None
Arrive on	2012/11/03

Buttons: Previous, Next, Save, Save & Close, Save & Route, Cancel Changes

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVA](#)

umber



- Select Mode of Transportation from drop-down menu
- Click Next

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Step 5: Tour

Government Travel Card Information | [Select](#) ←

* Does the Member have a Government Travel Charge Card (GTCC)/Controlled Spend Account (CSA)?

None Selected

* Description:

None Selected

* Type of Account:

None Selected

[Save Government Travel Card Info as Default](#)

BELOW QUESTIONS NOT REQUIRED TO BE COMPLETED BY MEMBER

Has variation of itinerary been authorized?

Yes No

Has in and around mileage been authorized?

Yes No

Has mixed mode of travel been authorized?

Yes No

Has limited long distance phone calls home been authorized?

Yes No

Will the Member be performing duty in a combat zone?

Yes No

Is the Member requesting 150% AEA?

Yes No

Is the Member requesting 300% AEA?

Yes No

Customer Identification Code:

Is the Member taking leave in Conjunction?

Yes No

If excess baggage has been authorized:

Number Of Excess Baggage

Weight Not To Exceed

0.00 Total Cost

Additional Travel Info

Will there be a possibility of any Orders that will start the day before or after this Order?

Yes No

Are there any TDY Orders that will take the member for further TDY during this set of Orders?

Yes No

IDT Information (To Be Used Only For IDT At Home Station)

Will there be IDTs in conjunction with this order?

Yes No

Registration Information

Is there a Registration Fee?

Yes No

- Click on Government Travel Card Information “Select” hyperlink
- Contact your Active Duty Agency Program Coordinator (APC) to apply for Government Travel Card (GTC)
- You will not be able to use the Defense Travel System (DTS) without a GTC

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Step 5: Tour (Cont.)

Government Travel Card

← Member does not have a government travel card

	Description
<input type="radio"/>	IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
<input type="radio"/>	HAS APPLIED FOR, BUT NOT RECEIVED CARD. ADVANCE AUTHORIZED.
<input type="radio"/>	IS INELIGIBLE FOR CARD. TO RECEIVE AN ADVANCE, MUST HAVE A LETTER FROM COMMANDER TO AUTHORIZE.
<input type="radio"/>	IS INELIGIBLE FOR CARD. NO ADVANCE AUTHORIZED.
<input type="radio"/>	EXEMPT FROM USE. INFREQUENT TRAVELER (TWO OR LESS TIMES PER YEAR). TO RECEIVE AN ADVANCE, MUST HAVE LETTER FROM COMMANDER.

[Select](#)

[Close](#)

- If member does not have a GTC, ensure check box is selected
- Select rationale as to why member does not have a GTC
- Click Select, then Close

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Step 5: Tour (Cont.)

Government Travel Card

← Member does not have a government travel card

	Description
<input type="radio"/>	IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
<input checked="" type="radio"/>	NO ADVANCE AUTHORIZED ←
<input type="radio"/>	NO ADVANCE AUTHORIZED. CANNOT CHARGE CERTAIN ITEMS
<input type="radio"/>	CIRCUMSTANCES PRECLUDE USE. ADVANCE AUTHORIZED
<input type="radio"/>	NO STATEMENT NEEDED. (NO PER DIEM OR PCS TOUR.)

Type of Account:

GTR/CENTRALLY BILLED ACCOUNT(GTR/CBA) ▾
 GTR/CENTRALLY BILLED ACCOUNT(GTR/CBA)
 CENTRALLY BILLED ACCOUNT(CBA)
 GOVERNMENT TRAVEL CARD(GTCC)
 CONTROLLED SPENDING ACCOUNT(CSA)

[Select](#)

[Close](#)

- If member has a GTC, ensure check box is un-checked
- Select "No Advance Authorized" (most common)
- Select "Government Travel Card (GTCC)" from drop-down menu
- Click Select, then Close



Step 5: Tour (Cont.)

BELOW QUESTIONS NOT REQUIRED TO BE COMPLETED BY MEMBER

Has variation of itinerary been authorized?

Yes No

Has in and around mileage been authorized?

Yes No

Has mixed mode of travel been authorized?

Yes No

Has limited long distance phone calls home been authorized?

Yes No

Will the Member be performing duty in a combat zone?

Yes No

Is the Member requesting 150% AEA?

Yes No

Is the Member requesting 300% AEA?

Yes No

Customer Identification Code:

Is the Member taking leave in Conjunction?

Yes No

If excess baggage has been authorized:

Number Of Excess Baggage

Weight Not To Exceed

0.00 Total Cost

Additional Travel Info

Will there be a possibility of any Orders that will start the day before or after this Order?

Yes No

Are there any TDY Orders that will take the member for further TDY during this set of Orders?

Yes No

IDT Information (To Be Used Only For IDT At Home Station)

Will there be IDTs in conjunction with this order?



Yes No

Registration Information

Is there a Registration Fee?

Yes No

- Answer all tour questions, (yes) or (no)
- Select “Yes” if you are doing IDTs in conjunction with this order



Step 5: Tour (Cont.)

Additional Travel Info

Will there be a possibility of any Orders that will start the day before or after this Order?

Yes No

Are there any TDY Orders that will take the member for further TDY during this set of Orders?

Yes No

IDT Information (To Be Used Only For IDT At Home Station)

Will there be IDTs in conjunction with this order?

Yes No

IDT duty dates prior to this period of duty:

 to 2012/11/02

IDT duty dates following this period of duty:

2012/11/04 to 

Registration Information

Is there a Registration Fee?

Yes No

Previous

Next

Save

Save & Close

Save & Route

Cancel Changes

- Enter IDT dates to be worked in conjunction with this order
Enter IDT dates only if there is no break in dates (Example: In IDT status on 08 Dec and AD status on 09 Dec)
- Click Next



Step 6: Justification

Justification

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking #: 4541904/0	Name:	Start Date: 2013/03/06
Order Type: AT	SSN:	Report Date: 2013/03/06 07:30
Status: INITIAL	Grade: E5	End Date: 2013/03/06
Total Travel Days: 0		Total Days: 1

Step 6 of 6: Justification

Section: 6. Justification

Help is available by clicking on the field labels. Fields marked with a red asterisk (*) are required.

The following hard holds were detected:

Condition

General Comments/Justifications	
Alternate Means Justification	

Back to Back Orders

Tracking Number	Mod Number	Start Date	End Date	Is this a Back to Back Order?
4540319	0	2012/11/20	2013/03/05	Yes <input type="radio"/> No <input checked="" type="radio"/>

- Enter any comments for the orders technician or additional justification
 - No break-Straight From AT (Fri) to IDT (Sat & Sun)
 - Special tour request
 - Rental Car request
- Do not mark orders back to back if member goes home between consecutive orders
- Click "Save & Route" to submit your orders request to your Orders Specialist (OS)



Check on Orders Status



Please Select A Menu ▼ Home | Switch Profile | My Account | Logout

Member Menu

[Create Application](#)

Applications Awaiting Action

Applications In Progress

[Pull Back Application](#)

Approved Orders

Tour of Duty

[Create Certification](#)

Certifications Awaiting Action

Certifications In Progress

Approved Certifications

Welcome **MICHELLE POLK** to the AROWS-R Home Page
 Your current login was on Wednesday, September 21, 2011 10:19:39 AM
 Your previous successful login was on Wednesday, September 21, 2011 09:37:14 AM

Your current phone number is: 571-830-9622
 Your current email address is: michelle.polk@afncr.af.mil

Your applications will be processed by: RMG DET 11 AFDW
 Point of Contact is: [RMG DET 11](#)
 Phone Number is: 202-767-3080

Your Latest Broadcast messages:

2008/08/14	REMINDER: All members should ensure their email is certified; therefore, accurate email addresses ensure
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAIL: DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m.
2006/03/24	ATTENTION -- " PRIVACY ACT INFORMATION - The i protected in accordance with the Privacy Act and AFJ
2005/11/10	REMINDER: IMAs still need to provide a copy of their



Sample Types of Military Pay Appropriation (MPA) Orders

U.S. AIR FORCE

The screenshot displays the 'Air Force Reserve Order Writing System [AROWS-R]' interface. The top navigation bar includes the system name, version (1.62.1.0011), server (P3), and page refresh time (2013/11/14 14:30 EST). The current profile is 'RMG SWC Certifier - READINESS MANAGEMENT GROUP - RMG SWC'. The main menu on the left lists various options under 'Orders Specialist Menu', including 'My Inbox', 'Individual Orders', 'Templates', 'Civilian Selection Lists', 'Military Selection Lists', 'Multiple Orders', and 'Mass Update'. The main content area is titled 'New Application' and contains the following fields and options:

- Enter SSN:** 123456789
- Are you creating an order published outside of AROWS-R for the purpose of modifying or amending the order?** Yes No
- Select Order Type:** MILITARY PERSONNEL APPROPRIATION
- Select Order Sub Type:** A dropdown menu with the following options:
 - CONTINGENCY
 - MPA MEDICAL CONTINUATION (CONTINGENCY)
 - MPA MEDICAL CONTINUATION (NON-CONTINGENCY)
 - NON-CONTINGENCY

- Sub order sub type: Contingency, supporting Active Duty missions in the AOR, as well as backfilling an Active Duty member who's going TDY to the AOR
- Sub order sub type: Non-Contingency, steady-state missions
- Sub order sub type: MPA Medical Continuation (Contingency/Non-Contingency), injured on Active Duty orders

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Email Auto-notification

Phone Number:

Email Address:

Travel Voucher Distribution List:
(separate by semicolon)

Number of Items per Page: (used as a default for inboxes)

Profile Name	Notifications
RIODET2	<input type="checkbox"/> Notify me when I have work in this profile
PRE FY15 RIO	<input type="checkbox"/> Notify me when I have work in this profile
MEMBER	<input checked="" type="checkbox"/> Notify me when my requests become approved orders
MEMBER	<input checked="" type="checkbox"/> Notify me when my requests are disapproved
RMG DET 11 IMA SUPV	<input type="checkbox"/> Notify me when I have work in this profile

Save Changes



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References

- **AROWS Direct Link** <https://arowsr.afrc.af.mil/arows-r/>
- **AROWS Help Desk** AFRCFM.AROWSR@US.AF.MIL



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Questions ?

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U.S. AIR FORCE

United States Air Force Reserve

Integrity - Service - Excellence

DTS OVERVIEW



Mr. Kyle Goldberg

HQ ARPC/FM

14 May 2015

U.S. AIR FORCE

Fly, Fight and Win...



- **AFRC Defense Travel System Overview**
- **DTS vs RTS**
- **RMG DTS POCs**



AFRC Defense Travel System Overview

- **WELCOME TO DTS!**
 - **DTS- is a fully integrated, electronic end-to-end travel management system that automates temporary duty (TDY) travel for DOD Personnel**
 - **Contact your detachment for DTS registration guidance**
 - **“R” designator after social security number REQUIRED**
- **Orders are requested through AROWS-R; if the order meets the current AFRC DTS Business Rules the order will flow via electronic transfer from AROWS-R to DTS**
 - **Email notification is sent to the traveler from DTS once the order has transferred**
 - **LOAs are housed and controlled in AROWS-R**
 - **AFRC does not have cross-org capabilities (no Funding in DTS)**
 - **CAC Card required to access DTS**



AFRC Defense Travel System Overview

- **EFT and SPLIT DISBURSEMENT MANDATORY PER DODFMR Vol 9 Chp 2 para 020102**
 - **Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within the Department of Defense. Split disbursement permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount remaining**



AFRC Defense Travel System Overview

- **What system do I file my voucher in?**
 - Your order will indicate which system you will be completing your travel: On the 2nd pg of the AF 938 line item “e” states “If a travel voucher is required for this order you will file your voucher in: It will either state RTS or DTS.

- **DTS is a 2-Step process**
 - Authorization
 - Voucher



AFRC Defense Travel System Overview

- **When the AROWS-R order flows to DTS, and you have received a notification from DTS; you then log into DTS an under official travel; you will click “ Edit” on the document that is in “CREATED” status and add the following if applicable**
 - **Airfare via the DTS Reservation Module**
 - **Rental Car (Require pre-authorization from your AD Organization or Detachment CC)**
 - **Any Travel Related Expense (known up front cost)**
- **ALL AF Reserve personnel will upload a copy of their certified orders and any mods associated with the initial order once duty is complete when filing the travel voucher**



- **Order types that currently flow from AROWS-R to DTS**
 - Annual Tour Only (no IDTS on front or back end)
 - MPA/RPA less than 30 days
 - Back to Back Orders less than 45 days total

- **Order types that will continue to be processed manually via RTS**
 - RPA/MPA greater than 30 DAYS
 - IDT Reimbursement outside normal commute with command approval
 - IDT Reimbursement filed on the AF Form 1164



- **Order types that will continue to be processed manually via RTS (Con't)**
 - **IDT Reimbursement filed on the AF Form 1164**
 - **Annual Tour with IDT's in conjunction (front or back end)**
 - **PCS Orders**
 - **Non-Government Travel Card Holder (GTC)**
 - **Any Classified order**
 - **Orders with Multiple LOAs**
 - **AF 938s with forward deployment (CED orders)**



- **On page 2 of the AF Form 938 line item E will Identify the system for completing and filing your travel voucher**

ANNUAL TRAINING

Continuation of AF Form 938, Block 18. Remarks (AFMAN 36-8001):

- a. AUTH: 10 USC 12301(b)
 - b. PAY AND ALLOWANCE ESP CODE: N/A.
 - c. TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA).
 - d. IF THIS ORDER CONFLICTS WITH THE JFTR/JTR, THE JFTR/JTR PREVAILS.
 - e. IF A TRAVEL VOUCHER IS REQUIRED FOR THIS ORDER IT MUST BE FILED IN: DTS.
- **On the first line of the DD1610 in the remarks section Identifies the system for filing your travel voucher**

16. REMARKS *(Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)*

IF A TRAVEL VOUCHER IS REQUIRED FOR THIS ORDER IT MUST BE FILED IN: DTS. TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA).



U.S. AIR FORCE

DTS HELP DESK HQ RIO POC's

- **DTS SUPPORT**

- Tier 1 (Help Desk) Detachment ODTA

- Tier 2 (Help Desk) IMA-TRAVEL OFFICE

- Customer Service 1-800-808-5942 Opt 3 for DTS

- DTS EMAIL: imatravel.dts@us.af.mil

- Travel Companion Guide:

- <http://www.arpc.afrc.af.mil/shared/media/document/AFD-140505-021.pdf>



DTS

