

Overview

The Air Force (AF) Form 938 order places Individual Reservists (IRs) in Active Duty (AD) status. The types of AD tours an IR may perform include:

- Annual Training (AT)
- AD for Operational Support (ADOS)¹
- AD for Training (ADT) for School Tours
- Military Personnel Appropriation (MPA) Man-day Program

The AF Form 938 most Unit Reserve Coordinators (URCs) see is for AT. URCs need to know how the form looks and how the IR and the certifier should properly certify it in blocks, 36 – 44 (see sample on page 2). If the IR does not fill out this form correctly, their Reserve Pay Office (RPO) will not process their pay and the IR will not receive point credit. By not receiving point credit, the IR may have a bad Retention/Retirement (R/R) year. If the IR has a bad R/R year, they may have to perform duty for an additional year to meet their retirement goals.

IRs must send the certified copy to their RPO. They must send another copy with their Department of Defense (DD) Form 1351-2² to the Individual Mobilization Augmentee (IMA) Travel Office at Dobbins Air Reserve Base. IRs should only do it this way if using the Reserve Travel System (RTS). The AF Form 938 indicates whether the IR has to use Defense Travel System (DTS)³ or the RTS. URCs must keep a copy of the certified AF Form 938 in the IR's Management Folder.

References

- See AFI 36-2254, V1, ADOS
- See AFI 36-2254, V1, Attachment 2 for ADT for School Tours
- See AFI 36-2619 for information about MPA Man-day Program
- See AFI 65-109, Attachment 2 for instructions on how to complete the AF Form 938

¹ ADOS was formerly AD for Special Work (ADSW)

² Please see the DD Form 1351-2 Job Aid on the RIO SharePoint site

³ When using DTS, the entire process is automated



AF Form 938



Sample AF Form 938 for Annual Tour (For Training Purposes Only)

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR						BY ORDER OF THE SECRETARY OF THE AIR FORCE				
PRIVACY ACT STATEMENT										
<p>AUTHORITY: 10 USC 8013; Executive Order 9397. PRINCIPAL PURPOSES: Used to request and authorize Air Force reservist tours of active duty as well as acting as a temporary duty travel order. SSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication; enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable. ROUTINE USES: A copy of the order may be provided to civilian employers to substantiate active duty military requirements. DISCLOSURE IS VOLUNTARY: However, without this information and SSN the Air Force cannot act on your travel, per diem and pay entitlements.</p>										
1. NAME (Last, First, MI) Doe, Mary, K				2. GRADE TSgt		3. SSN 123-45-6789				
4. PRESENT STREET ADDRESS 852 Main Drive				5. CITY Anywhere		6. STATE TX		7. ZIP CODE 12345		
8. UNIT OF ASSIGNMENT 325 FIGHTER WG		9. LOCATION Tyndall AFB FL 32403				10. PAS CODE TX0JF301				
11. Mbr is ordered to ANNUAL TRAINING for 12 * days plus auth tvl time. (1 Tvl Day)										
12. WILL REPORT TO (Unit and location) 325 FIGHTER WG, Tyndall AFB FL				13. REPORTING DATA (Hour) 0730 (YYYYMMDD) 20140224			14. RELEASE DATE (YYYYMMDD) 20140307			
15. CORPORATE LIMITS			16. COMMUTING AREA			17. BAS CODE				
18. REMARKS AUTH: AFMAN 36-8001 (File travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed DODFMR authorized travel time. Per diem is based on availability of gov't quarters and mess; contact the base billeting office since gov't quarters must be used when available.)										
19. TNG-CAT-IND		20. TOUR-IND			21. MEAN CODE			22. MAN-DAY ID		
ESTIMATED COST >		23. TRAVEL		24. PER DIEM		25. OTHER		26. TOTAL		
27. PAY AND ALLOWANCE										
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> This is how the Air Force Reserve Order Writing System (AROWS-R) populates block 31 </div>										
28. TRAVEL REQUESTING OFFICIAL COL DOE, JAMES (Typed name, grade, DSN)						29. SIGNATURE "ELECTRONICALLY APPROVED"		30. DATE 20140219		
31. DEPARTMENT OF THE AIR FORCE (Enter designation and location of headquarters.) AIR RESERVE PERSONNEL CENTER (AFRC) DENVER, CO 80280				TDN: FOR THE COMMANDER 35. AUTHORIZING/ORDER ISSUING OFFICIAL (Title and Signature) SUSAN ANN DOE, GS11 "ELECTRONICALLY APPROVED"						
32. RESERVE ORDER NO. D8XHCK		33. DATE 20140219		34. DISTRIBUTION						
36. STATEMENT OF TOUR OF DUTY										
	LOCATION	HOUR (mil)	DAY	MONTH		LOCATION	HOUR (mil)	DAY	MONTH	MODE OF TRAVEL
a.	HOR	1600	23	FEB	b.	TYNDALL AFB	2000	23	FEB	POV
DEPART					ARRIVE					
c.	TYNDALL AFB	1400	07	MAR	d.	HOR	1800	07	MAR	POV
DEPART					ARRIVE					
37. I certify that I have complied with the above order. The statements on this form are true and complete. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. My Spouse (Circle One) was <u>not</u> in Active Duty status during this tour. I (Circle One) did <u>not</u> occupy gov't quarters.						40. Member reported for duty at 0730 hours on 20140224 and was released from duty at 1400 hours on 20140307				
38. MEMBER'S SIGNATURE Member signs here						41. CERTIFYING OFFICIAL'S PRINTED NAME John Lee Doe		42. DSN 123-4567		
39. DATE 2014 MAR 07			43. CERTIFYING OFFICIAL'S SIGNATURE Certifying Official signs here			44. DATE 2014 MAR 07				
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.						45. TIMEKEEPER SIGNATURE				

AF FORM 938, 20080724

PREVIOUS EDITIONS ARE OBSOLETE