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

1948 - 2018
RESERVE

HQ RIO/OWC
15 May 2018

Overview

- Requirements
- Detachments
- AROWS-R Set Up
- Misc Orders Information
- Check Orders Status/Approved Orders

Requirements

- Per AFI 36-2254, Vol 1 Section 6.5.4 orders must be submitted at least 30 days before the tour start date. We understand short notices do occur, submit as early as possible for all AT, ADOS, School Tours and Military Pay Appropriation (MPA) orders.
- All Annual tour requests must be submitted by 1 Jun each year. This is to ensure they are published by 30 June each year per AFI 36-2254, Vol 1
- AFRC/CC policy letter dated 23 Jan 2015, reservists are required to publish all AF Form 938 and DD Form 1610 orders in AROWS-R.
- The use of a Government Travel Charge Card (GTCC) is mandatory for all Air Force personnel when conducting official travel, per a SAF/FM memo dated Nov. 8, 2017
  - Commercial Travel Offices (CTO) are required to adhere to the new GTCC policy and a member's failure to utilize their GTCC will result in an inability to make travel arrangements for official business.
  - Additionally, it is against regulations to utilize personal means or personal credit cards to make travel arrangements.
  - Contact your Active Duty Agency Program Coordinator (APC) to apply for Government Travel Card (GTC)

Requirements (cont.)

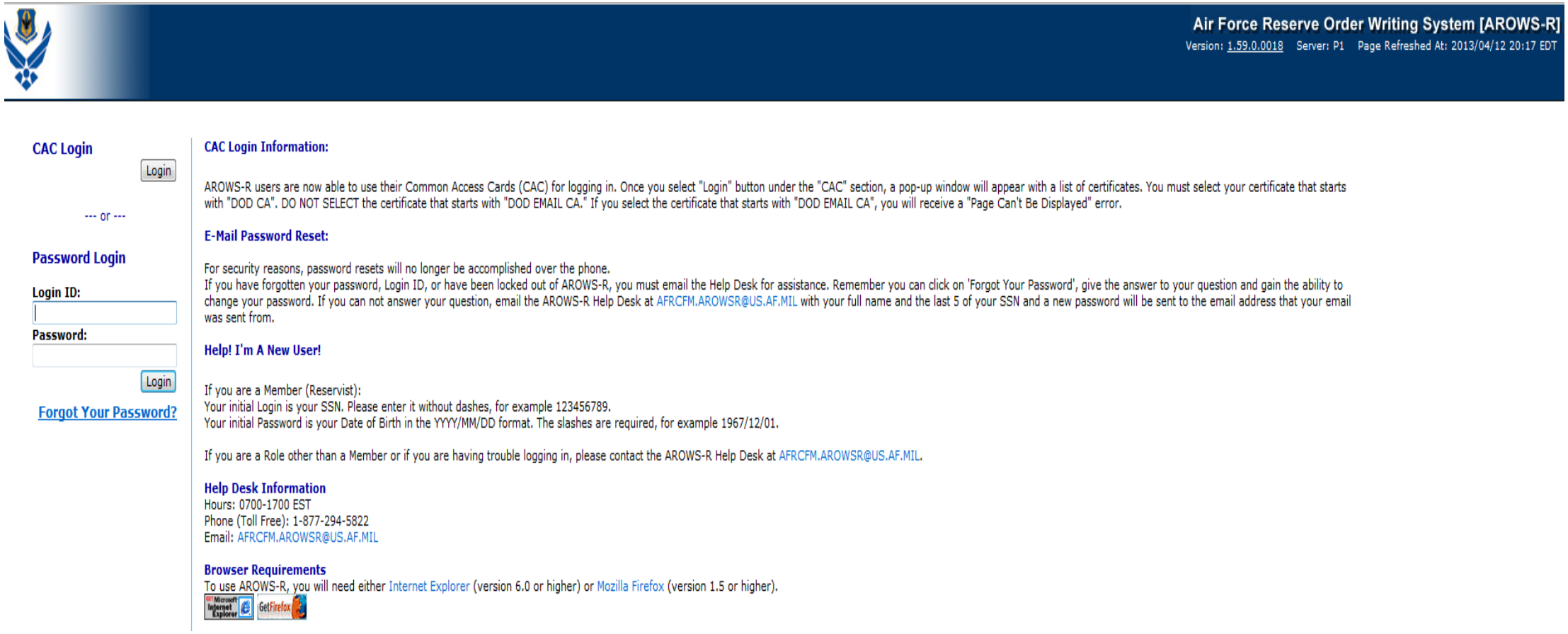
- Once orders are submitted, you can check the status within AROWS-R.
- Update the “My Account” tab to receive email notifications when order requests are approved/disapproved.
- IRs must be current in these areas before requesting orders (with exception of Annual Tour):
  - Physical Health Assessment (PHA)
  - Dental
  - Immunizations
  - Physical Fitness testing
  - Security Clearance current
  - Applicable Skill Level (special tours)

Requirements (cont.)

Special authorizations must be fully justified on AT Special Tour Request

- Annual Tour Special Request Forms can be found on the RIO website
  - Split AT orders (only when travel is required)
  - AT away from Home Station
  - AT during Federal Holidays and Weekends
  - Rental Car Authorization
  - Non-regular 2 week tour (i.e. AT starts on non-holiday Mon. and ends on the 2nd Fri.)
- RIO Webpage: http://www.arpc.afrc.af.mil/Home/HQRIO.aspx

AROWS-R Set Up



- 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.

Email Auto-Notification (Under "My Account")

Phone Number:

Email Address:

Travel Voucher Distribution List:
(separate by semicolon)

Number of Items per Page: 10 (used as a default for inboxes)

Profile Name	Notifications
RIODET2	☐ Notify me when I have work in this profile
PRE FY15 RIO	☐ Notify me when I have work in this profile
MEMBER	☑ Notify me when my requests become approved orders
MEMBER	☑ Notify me when my requests are disapproved
RMG DET 11 IMA SUPV	☐ Notify me when I have work in this profile

Save Changes

Select Member

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

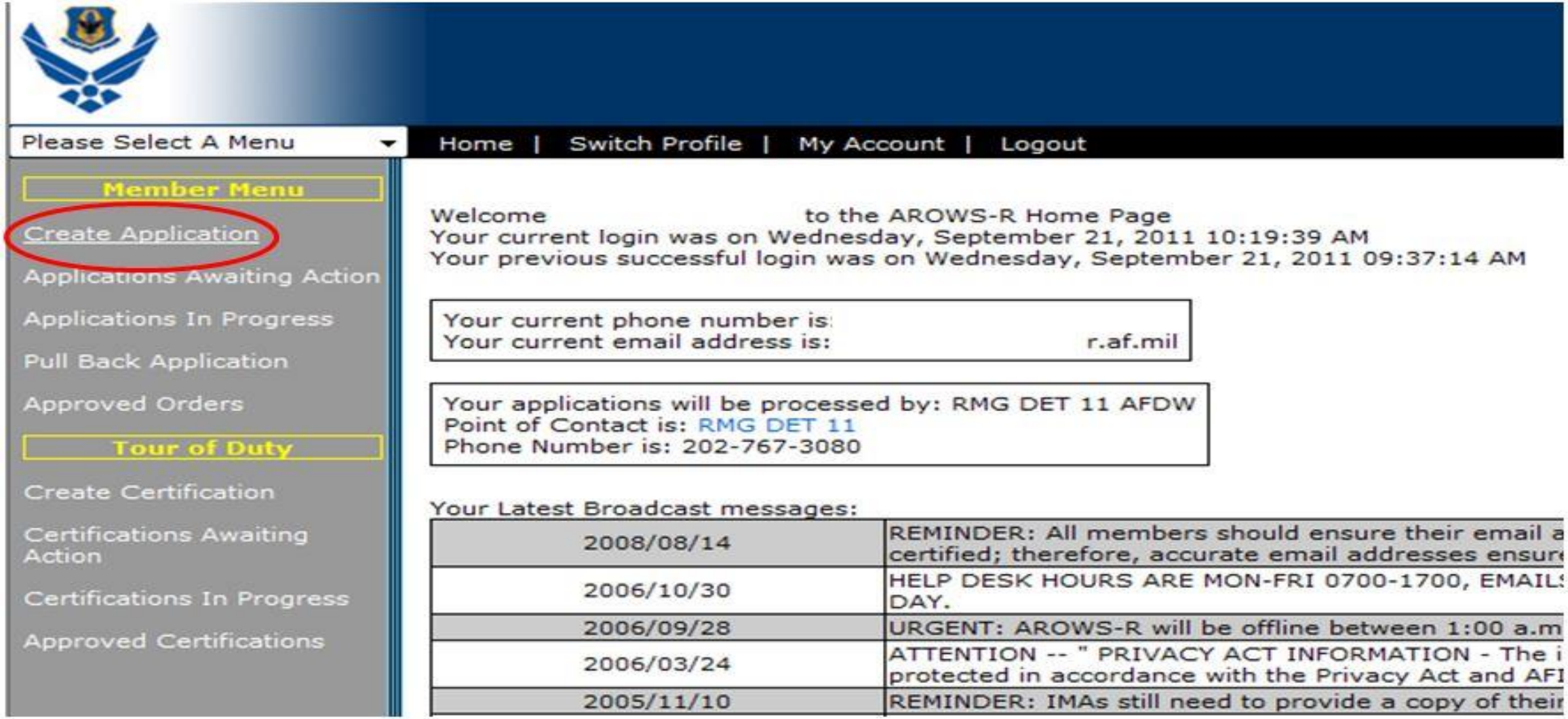
Your current phone number is: 571-830-9622
Your current email address is: michelle.polk@afncr.af.mil

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

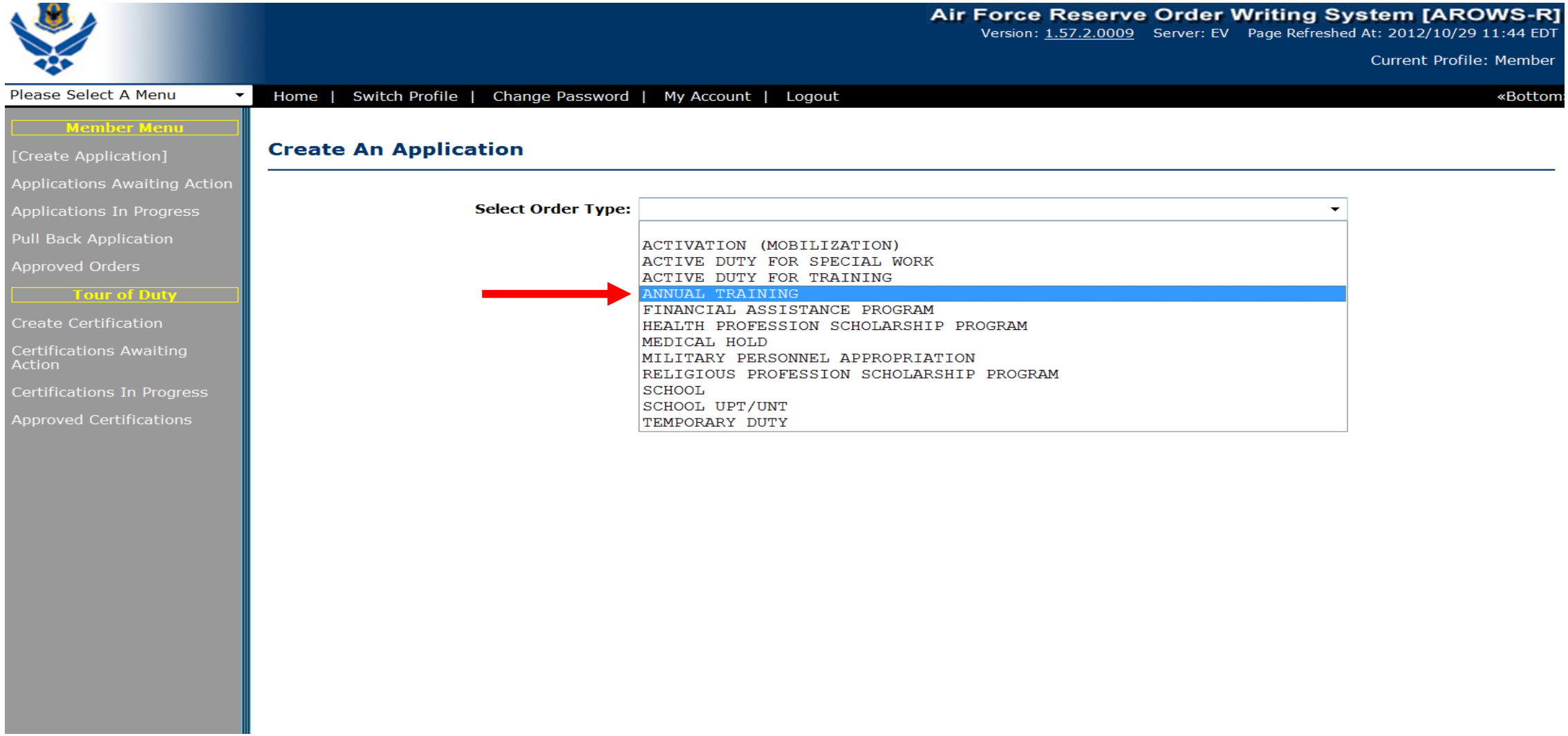
Your Latest Broadcast messages:

2008/08/14	REMINDER: All members should ensure their email a 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

Create Application



Types of Orders: Select One



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: Address:	Not Set UNITED STATES
Not Set	None	None	Unit Name: Address:	Home Of Record 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

Next | Save | Save & Close | Save & Route | Cancel Changes

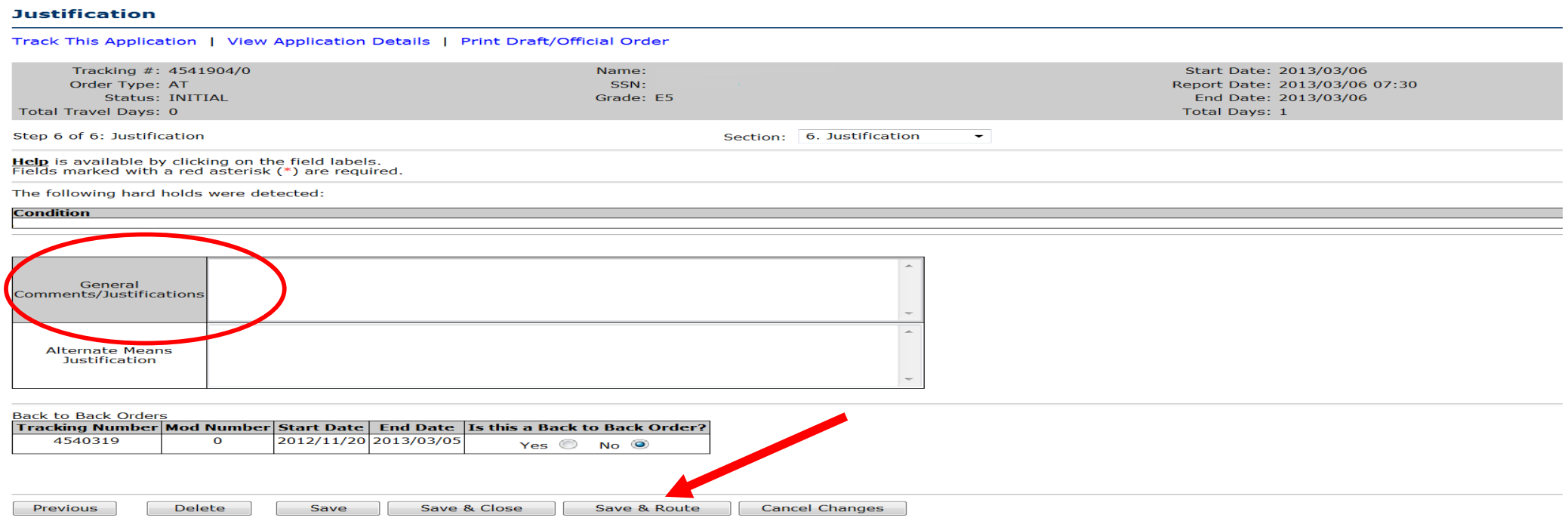
MISC ORDERS INFORMATION

- When creating your application ensure all red asterisk fields are properly filled out
- Do not route an order request if your address is not correct. Address cannot be changed once orders are published.
  - Home address updates are made in MILPDS or vMPF. If address is not current you will need to hold off on submitting request until the MILPDS update flows to AROWS-R
- Travel Start Date: Day the member departs home and travels to the duty location
- Initial Report Date: Day the member reports for duty
- End Date: Day the member returns home (return travel date)
- Duty Location: For PDS select "Get Home Station" or manually enter the full address. (Note: If performing duty at a military installation you need to list the specific base as the city)
  - Duty Location Continued: If duty is at Non-Military installation ensure you put the full name and address of the location.
- Corporate Limits: When the member resides on the military installation where duty is being performed or resides within the same city that the gates of the installation open up to (No travel authorized)
- Commuting Distance: Most AF installations set a "50" mile radius, unless the AF installation where the duty is being performed has defined the local area for official travel HQ RIO will utilize the 50 mile radius (One round trip mileage authorized)

MISC ORDERS INFORMATION CONT

- When selecting Authorized Mode of Transportation from drop-down menu
  - When travel is between 51 and 400 miles one way from the members home address to the duty location Personal Automobile-Advantageous to Government (1 day of travel authorized)
  - When travel is 401 miles or more one way from the members home address to the duty location select Commercial Airline (Note: If you choose to drive reimbursement is limited to the cost of the authorized mode of transportation)
- When selecting Per Diem location state from the dropdown menu
  - Select State from dropdown menu
  - If duty is being performed at an AF installation type the base into the search field
  - If duty is not being performed at an AF installation type the city where duty is being performed into the search field
- Rental cars —require approval from your DET/CC.
  - Rental cars larger than compact require justification and approval from DET/CC
- For lodging and Dining availability on base (both Enlisted and Officers), refer to AFMAN 34-102 http://www.defensetravel.dod.mil/Docs/afman34-102-c.pdf

Submitting Request/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 No

Previous | Delete | Save | Save & Close | Save & Route | Cancel Changes

- Enter any comments for the orders technician or additional justification
  - Special tour request
  - Rental Car request justification
  - Funding information if known
- Do not mark orders back to back if member goes home between consecutive orders
- Click “Save & Route” to submit your orders request to your DET Order Writing Cell (OWC)

Check the Status of Orders

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

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2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAILS 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 AFI
2005/11/10	REMINDER: IMAs still need to provide a copy of their

Check the Status of Orders

Air Force Reserve Order Writing System [AROWS-R]
Version: 1.77.0.0003 Server: P4 Page Refreshed At: 2018/05/14 15:20 EDT
Current Profile: HQ RIO-OS - HQ ARPC - HQ RIO

Please Select A Menu | Home | Switch Profile | 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

Member Applications In Progress Inbox

Change Search Criteria

Currently sorted by: **Start Date**

Tracking Number	Status	PAS Code	SSN	Name	Start Date	End Date	Total Days	Order Type
7339389	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2018/05/27	2018/06/01	6	TDY

Total Records: 1

Search

By Tracking Number:
By Duty Dates: To
By Order Type:
Display: 25 per page

Search

Check the Status of Orders

Display Section: Current Status

View Application Details | Print Draft/Official Order

Routed To	Action Type	Action Date/Time	Last Name	OWA
Member				
AGR Admin				
Order Specialist	Approved	2018/05/03 14:38	KEELE	
Supervisor	Approved	2018/05/10 17:22	EVANS	
Invitational Event				
MilPay Specialist				
Hard Hold - Unit Commander				
Hard Hold - Military Personnel Flight				
Hard Hold - Wing Commander				
Hard Hold - Cross Wing Funding				
Resource Advisor	Routed	2018/05/03 14:38		RIOOTHER
Waiver				
Training Program				
Certifier	Future Routing			RIOOTHER
Final Certifier	Future Routing			ARPC SWC
Authentication				
DTS				

Close this Window

Approved Orders

Air Force Reserve Order Writing System [AROWS-R]
Version: 1.77.0.0003 Server: P4 Page Refreshed At: 2018/05/14 14:08 EDT
Current Profile: HQ RIO-OS - HQ ARPC - HQ RIO

Please Select A Menu | Home | Switch Profile | 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

Member Approved Orders Inbox

Change Search Criteria 1-25 Currently sorted by: **Start Date**

Mask SSN: ☑

Tracking Number	Status	PAS Code	SSN	Name	Start Date	End Date	Total Days	Order Type
7130355	CANCEL	BU0MFWBF	*****0366	BLEA, BRANDI	2017/09/15	2017/09/22	8	TDY
7050340	MOD	BU0MFWBF	*****0366	BLEA, BRANDI	2017/07/21	2017/07/24	4	TDY
6703988	MOD	BU0MFWBF	*****0366	BLEA, BRANDI	2016/12/05	2016/12/07	3	TDY
6683211	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2016/11/13	2016/11/18	6	TDY
6362971	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2016/05/01	2016/05/14	14	TDY
6342775	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2016/04/10	2016/04/22	13	TDY
6148229	MOD	BU0MFWBF	*****0366	BLEA, BRANDI	2016/01/10	2016/01/15	6	TDY
6148126	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2015/12/01	2015/12/09	9	TDY
6147340	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2015/10/26	2015/10/30	5	TDY
6119196	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2015/09/24	2015/10/03	10	TDY
6091705	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2015/09/01	2015/09/16	16	TDY
6077223	MOD	BU0MFWBF	*****0366	BLEA, BRANDI	2015/08/31	2019/08/31	1462	AGR
5568084	MOD	W80MFVQB	*****0366	BLEA, BRANDI	2014/10/01	2015/08/30	334	ADOS

References

- **AROWS Direct Link:** https://arowsr.afrc.af.mil/arows-r/
- **AROWS Help Desk (Hours: Monday-Friday, 0700-2100 ET, excluding federal holidays)**
- **Email:** AFRCFM.AROWSR@US.AF.MIL
- **Phone:** 1-877-294-5822

Q & A

Questions ?