

Sir or Ma'am,

If you anticipate having any orders (except MPA) with a start date between Oct. 1 and Oct. 15, 2015, YOU MUST ENSURE YOUR ORDERS REQUEST IS SUBMITTED IN AROWS-R NO LATER THAN SEP 18, 2015. Please reference the HQ ARPC/FM guidance below for more details.

To properly plan for systems downtime in conjunction with the end of the fiscal year, the following AROWS-R orders guidance will be in effect through Sept. 30:

1. Orders with duty or travel start dates between Oct. 1 and 15, including travel dates in conjunction with IDTs, must be submitted in AROWS-R no later than Sept. 18, 2015. Any orders that are not fully certified by Sep. 30, 2015 cannot be processed until the systems come back on line on/around Oct. 8, 2015; Verbal Orders of the Commander (VOCO) will need to be in place for those orders that have not been published 5 duty days prior to tour start date. You must work with your Detachment Commander to obtain VOCO orders.

2. Current FY15 orders (MPA-excluded) may not extend beyond Sept. 30, as Continuing Resolution (CR) guidance has not been formally issued by AFRC. If you have continuing requirements for ADOS (Active Duty for Operational Support), a new order with an Oct. 1 start date and an end date not to exceed Nov. 15, 2015, should be generated. If your requirement is long term (31+ days), the initial order should be published for at least 31 days, to allow you to pre-certify for pay and other DEERS/TRICARE benefits. When required, orders can be further extended as funding or new CR expiration dates become available. Updated CR Guidance may supersede the information above.

3. MPA orders do not fall under CR limitations. Orders with approved M4S and Fund Cite Authorizations (if applicable) can be published for the full time period. Formal School Training orders that result in travel are also published for the full duration of the orders (funding levels permitting).

HQ RIO will provide updated guidance from ARPC/FM as it becomes available. Please contact your servicing HQ RIO Detachment for more information.

HQ Individual Reservist Readiness and Integration Organization

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