

How to fill out a 1610 in AROWS  
for the IMA Travel Reimbursement Program

Sign onto: <https://arowsr.afrc.af.mil/arows-r/login.do>

In the top left hand corner of the homepage there is a drop down box containing “Please Select A Menu”

Click “Member”

Under “Member Menu” click “Create Application” hyperlink

- 1) Select Order Type – Temporary Duty  
\*Click “Create Application”
- 2) Select – IDT At Home Station

**Section: 0. Overview**

**See information already entered**

**Click “Next” at the bottom of the page**

**Section: 1. Personnel Info**

- 3) Confirm Personal Contact Information (email and phone), and home address  
“Next”

**Section: 2 Duty Purpose**

TDY Purpose : IDT Outside Normal Commute (should already be entered)

Travel Purpose Notes: (should be blank)

- 4) Enter Point of Contact Information  
POC – Supervisor’s Info  
Phone –  
Email –
- 5) Enter Duty Phone # - (Ex: 5804817485)
- 6) Enter Reserve Pay Office (RPO) – RIO RPO (If IMA)
- 7) Enter IMA Supervisor Email Address –  
“Next”

**Section: 3. Departure/Return**

- 8) Enter address Member will depart from? – Home Address
- 9) Enter address Member will return to? – Home Address  
“Next”

**Section: 4 Duty Locations**

- 10) VOCO box should be unchecked
- 11) Enter Travel date
- 12) Enter Initial Report Date
- 13) Enter End Date for this Location
- 14) Enter Duty Location (you can look it up or click **Get Home Station** hyperlink – this will automatically enter your Unit Name, Address, Country, City, State, and Zip Code information for you.

**Under Per Diem & Travel Information**

- 15) **No** should be selected for “Is this within the corporate city limits of Member’s residence?”

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16) No should be selected for “Is this within the commuting distance from Member’s residence?”  
“Next”

**Still under Section: 4 Duty Locations**

**Travel Options**

17) Mode of Transportation – Personal Automobile – Adv to Govt

18) Travel Justification – None

“Next”

**Still under Section: 4 Duty Locations**

19) Per Diem Location – Lookup

\* Select State

\* Locality/City County – your base of attachment then click “Select”

20) Rental Car Information – No should be selected for “Is a rental car required?”

21) Registration and Lodging – No should be selected for “Are lodging costs included in registration fees?”

22) Quarters and Messing – Available should be selected for “Quarters”

23) Quarters and Messing – All Government Meals Are Available and Directed should be selected for “Messing”

“Next”

**Still under Section: 4 Duty Locations**

24) “Do you wish to add another location?” – No

“Next”

**Still under Section: 4 Duty Locations**

**Travel Options**

25) Mode of Transportation – Personal Automobile – Adv to Govt

Travel Justification – Blank

“Next”

**Section: 5. Tour**

26) Has GTCC – Yes (Or you can select the information – save this information as default with blue hyperlink)

27) Description – No Advance Authorized

28) Type of Account – Individually Billed Account (IBA)

29) Has variation of itinerary been authorized – No

30) Has dual lodging been authorized – No

31) Has mixed mode of travel been authorized – No

32) Has limited long distance phone calls been authorized – No

33) Will the member be performing duty in a combat zone – No

34) Is the Member requesting 150% AEA – No

35) Is the Member requesting 300% AEA – No

36) Customer Identification Code – Blank

37) Is the member taking leave in Conjunction – No

38) Member is a Reservist performing a TDY (1610) while on an active duty tour? – No

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39) If excess baggage has been authorized – No  
**“Next”**

**“Save & Route”**  
**“Route Application Forward”**