

myPers Order Request

A Quick Guide from HQ RIO

How to submit a request for orders via myPers.

PRIOR TO SUBMISSION:

- Current HOR should be up to date in [vMPF](#).
- Readiness should be green in [ARCNet](#): Dental class, Immunizations, Labs, fitness test, etc.
- Make sure you have a good personal email in your myPers profile so you receive any responses in a timely manner.

Now is a GREAT time to remind you to ...

1. Set up a username and password for myPers so you can access it without a CAC. Just click the **PASSWORD** button near your **PROFILE** in the upper left-hand corner after you CAC in.
2. Learn how to access myPers from your smartphone! [ANDROID](#) [iPhone](#)

THINGS TO KEEP IN MIND:

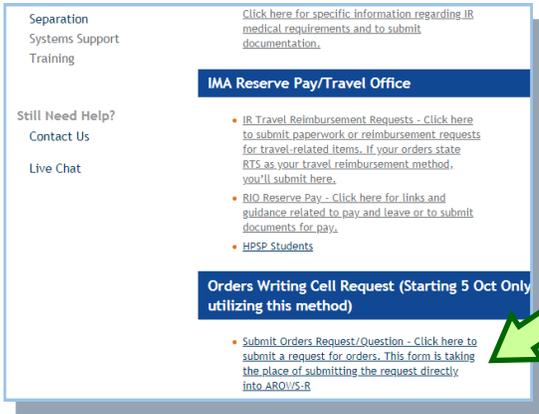
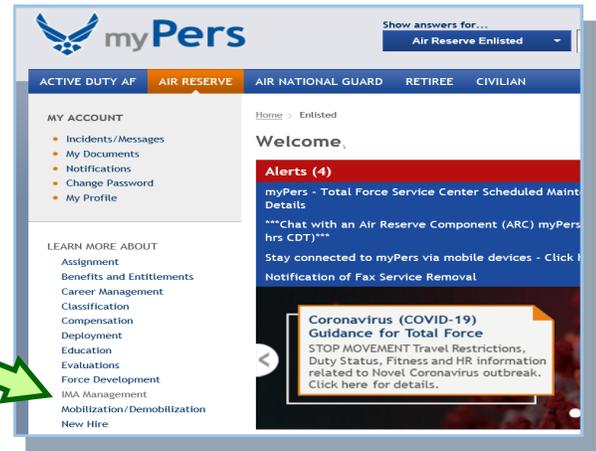
- Per [AFMAN 36-2136](#) and [HQ RIO IR Guide](#), Annual Tour requests for the current FY must be submitted NLT 31 May.
- Annual Tour should typically start on a Monday and end the following Friday – it should not cross over two weekends or any Federal Holidays.
- For IDT travel reimbursement, member must be on that fiscal year's critical DAFC list as well as reside outside a 150-mile radius of duty location.
- IDT travel reimbursement is limited to \$500 regardless of mode of transportation, distance, or duty location.
- A rental car is NEVER authorized on IDT status regardless of whether it is within \$500 limit.
- A waiver is required for RPA/ADOS tours that exceed the 1095 rule.
- After the OWC creates the orders in AROWS-R, you'll be able to track the progress there.

REQUIRED DOCUMENTS: **If applicable to tour**

- ◇ [ANNUAL TOUR SPECIAL REQUEST FORM \(ATSRF\)](#) – split tour/duty away from home station
- ◇ [SANCTUARY WAIVER](#) – if TAFMS is between 16.5 and 20 years – not applicable to AT
- ◇ [RENTAL CAR REQUEST FORM](#)

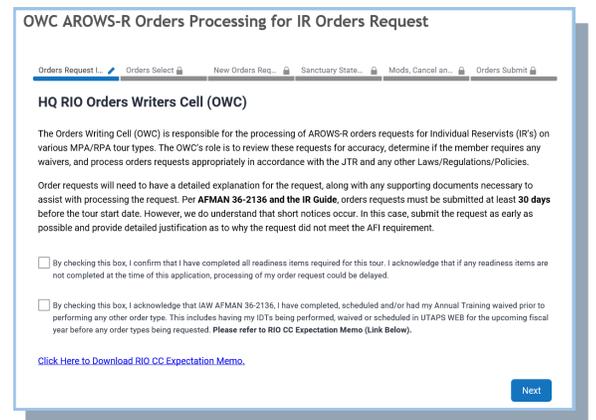
INITIAL STEPS

1. Log in to [myPers](#). Click **IMA Management**, found on the left side of the homepage.

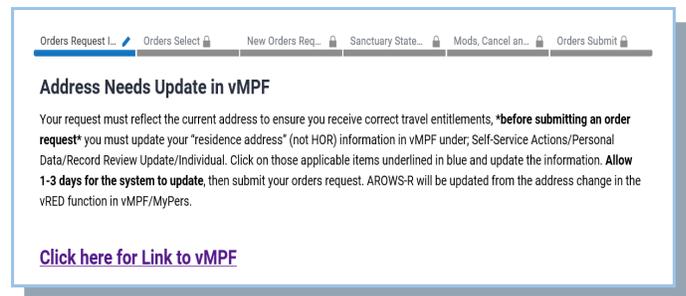
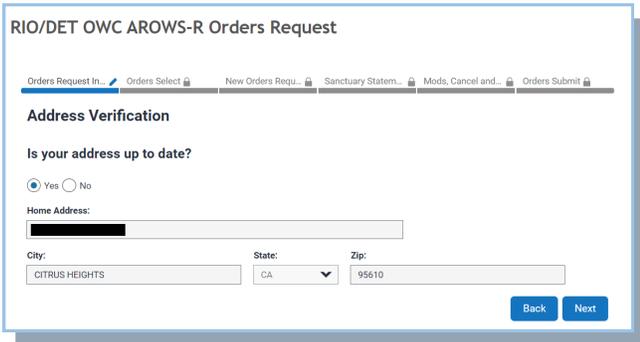


2. Click **Submit Orders Request/Question** under **Orders Writing Cell Request**.

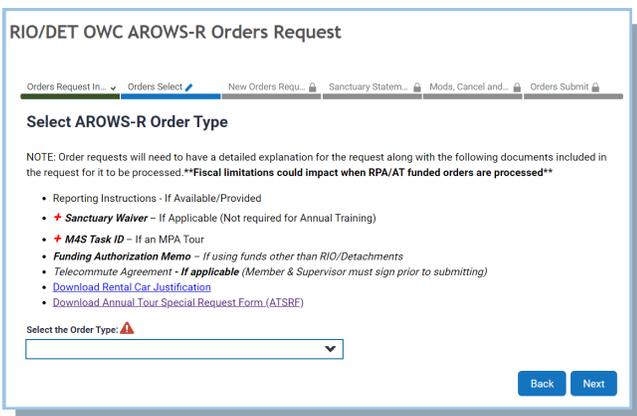
3. Check the boxes to confirm your readiness and acknowledge that AT requirements have been completed, scheduled, or waived IAW AFMAN 36-2136. (Due to system limitations, those to whom these acknowledgments don't apply will need to check the boxes anyway.)



4. Verify if your address is up to date - if not, update it in **vMPF** and wait three days to submit your request.



5. Select Order Type.



The following pages are divided the type of orders you are requesting. For the next steps:

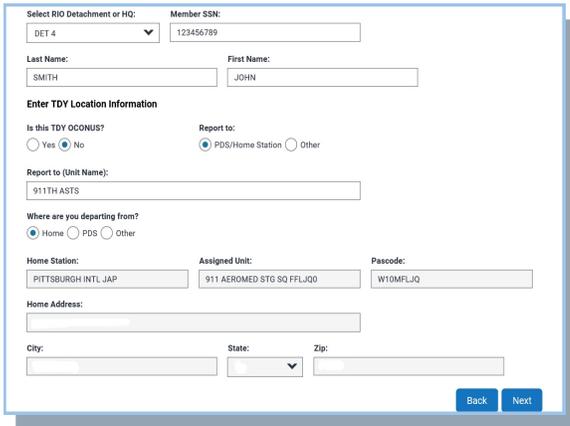
- Annual Training (AT): page 3
- RPA/ADOS: page 4
- TDY: page 5
- IDT Travel for Critical AFSCs: page 6
- Modification/Cancellation: page 7

ANNUAL TRAINING

1. After selecting **Annual Training**, check the box to certify that your supervisor received and approved of the request for AT. Answer the questions on the form.

- Upload Special Tour Request, *if applicable*.
- If you were given reporting instructions, upload them.

2. Click **Next**.



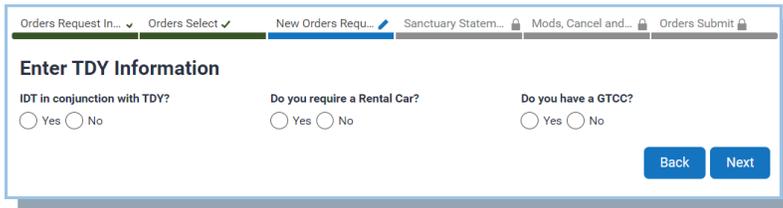
5. Fill out the trip details here. The trip duration should be multiday. Use military time (i.e. 4 p.m. is entered as 16:00).

- If travel is more than 400 miles, choose commercial air as mode of transportation.

Choose the closest international airport to departing/arrival location (you may enter the 3-letter code or city, state).

- If travel is 399 miles or less, choose personal auto advantageous to gov.

6. Click **Next**.

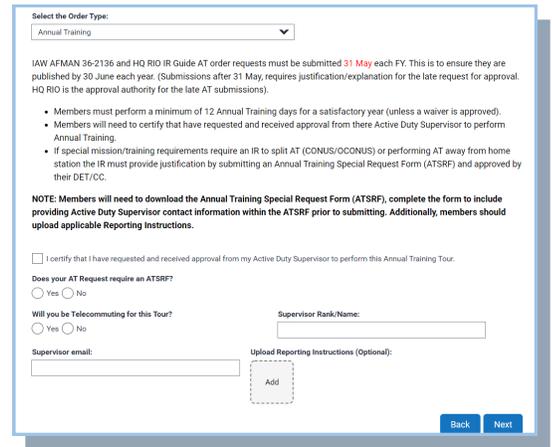


- If you are outside commuting distance (50 miles) and are requesting a rental car, it needs to be authorized on the Fund Cite Authorization Letter (FCAL). The rental car will only apply for the AT days.

8. Click **Next**.

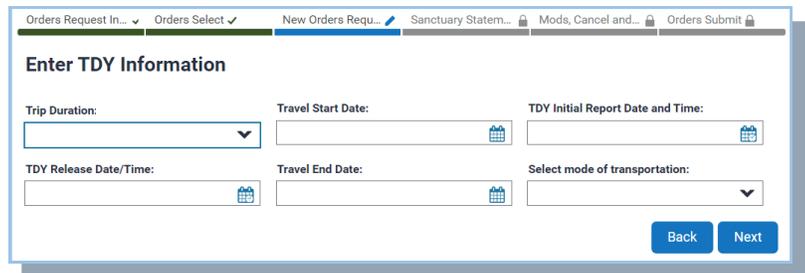
9. Be sure to read the complete submission page before marking whether the request is being submitted within 30 days of the tour starting. Add additional comments for the orders writer here.

10. When you're ready, click **SUBMIT!**



3. Continue filling out the form that are not already populated. Select RIO detachment or HQ RIO. Select where you are reporting to and coming from — the answers should be PDS/home station and HOR for this order type.

4. Click **Next**.



7. Answer the questions regarding IDT in conjunction, rental car and GTCC.

- If completing IDTs in conjunction, they need to end the day prior to AT or start the day after.

****If your request differs from the instructions in these steps, you should have attached a special request form in step 2****

RPA/ADOS

1. After selecting **RPA/ADOS Order Request**, read the page carefully and supply the needed documentation (email with funding info) and if sanctuary, MedCon, leave carryover, or PCS applies.
 - Will this tour put you on orders for more than 1,095 days out of the last 1,460? If so, upload your waiver (if not already on file).

- If outside commuting distance, upload your Fund Cite Authorization Letter (FCAL).

- If a PCS, list all dependents who will be accompanying you by name in the box that pops up.

2. Click **Next**.

Does this request require a Sanctuary Waiver?
 Yes No

Subject:
AROWS/R Orders Request: RPA/ADOS Order Request

Select RIO Detachment or HQ: Member SSN:

Last Name: First Name:

Enter TDY Location Information
Is this TDY OCCASIONAL? (To include AK, HI, US Territories)
 Yes No

Report to:
 PDS/Home Station Other

Report to (Unit Name):

Where are you departing from?
 Home PDS Other

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3. Continue filling out the form that are not already populated.

- Select RIO detachment or HQ RIO.

- Select where you are reporting to and coming from (PDS/home station, Other, HOR).

- Upload Sanctuary Waiver, *if applicable*.

4. Click **Next**.

5. Fill out the TDY details here. Use military time (i.e. 4 p.m. is entered as 16:00).

- Travel start date should be the day prior to the report date if traveling over 50 miles.

- If travel is more than 400 miles, choose commercial air as mode of transportation. Choose the closest international airport to departing/arrival location (you may enter the 3-letter code or city, state).

- If travel is 399 miles or less, choose personal auto advantageous to gov.

- If you are outside commuting distance (50 miles) and are requesting a rental car, it needs to be authorized on the FCAL.

Orders Request L... Orders Select ✓ New Orders Req... Sanctuary State... Mods, Cancel and... Orders Submit

Enter TDY Information

Trip Duration: Multiday Travel Start Date: 07/12/2020 TDY Initial Report Date and Time: 07/13/2020 07:00

TDY Release Date/Time: 07/24/2020 16:00 Travel End Date: 07/24/2020 Select mode of transportation: Commercial Air

Departure Airport: Pittsburgh Arrival Airport: Denver

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6. Click **Next**.

Orders Request In... Orders Select ✓ New Orders Requ... Sanctuary Statem... Mods, Cancel and... Orders Submit

Enter TDY Information

IDT in conjunction with TDY?
 Yes No

Do you require a Rental Car?
 Yes No

Do you have a GTCC?
 Yes No

Back Next

7. Answer the questions regarding IDT in conjunction, rental car and GTCC. Upload any necessary documentation.

8. Click **Next**.

9. Be sure to read the complete submission page before marking whether the request is being submitted within 30 days of the tour starting. Add additional comments for the orders writer here.

10. When you're ready, click **SUBMIT!**

ROUTINE TDY

1. After selecting **Routine TDY Request**, answer the questions on the form.

- If on an underlying MPA or RPA tour, provide the tracking number for those orders when the box pops up.
- If you reside within 50 miles please mark Yes. (You will be in commuting distance and not entitled to lodging or per diem). If the answer is *No*, upload your Fund Cite Authorization Letter (FCAL).

Select the Order Type:
Routine TDY Request

Common Order Request for assigned Civilian personnel and/or Military members going TDY (1610) while on an underlying order (MPA, RPA, AGR).

Are you on an underlying MPA/RPA Tour?
 Yes No

Will you be Telecommuting for this Tour?
 Yes No

Do you reside within 50 miles of the TDY location or are you using RIO/DET Funds?
 Yes No

Do you have any reporting instructions/information?
 Yes No

Attach additional documents:
Add

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2. Click **Next**.

New Orders Request

Subject:
AROWS-R Orders Request: Routine TDY Request

Select RIO Detachment or HQ: TDY Purpose:

Member SSN: Conference Attendance
Entitlement Travel
IDY Away From Home Station
Site Visit
Special Mission Travel
Training Attendance
Other Travel

First Name:

Enter TDY Location Information

Is this TDY OCONUS? (To include AK, HI, US Territories)
 Yes No

Report to:
 PDS/Home Station Other

Report to (Unit Name):

Where are you departing from?
 Home PDS other

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3. Continue filling out the form that are not already populated.

- Select RIO detachment or HQ RIO.
- Select reason for TDY. Unless you're sure one of the other categories applies, select Other Travel. It will ask to Describe Other Travel— put the reason for the trip (example: Yellow Ribbon, Det visit, workshop)
- If your report to location is Other, provide the address and unit name of the TDY location.
- Departing from location can vary from *PDS*, *HOR* if telecommuting, or *other*.

4. Click **Next**.

5. Fill out the TDY details here. Use military time (i.e. 4 p.m. is entered as 16:00).

- Travel start date should be the day prior to the report date if traveling over 50 miles.
- If travel is more than 400 miles, choose commercial air as mode of transportation. Choose the closest international airport to departing/ arrival location (you may enter the 3-letter code or city, state).
- If travel is 399 miles or less, choose personal auto advantageous to gov.
- If you are outside commuting distance (50 miles) and are requesting a rental car, it needs to be authorized on the FCAL.

Enter TDY Information

Trip Duration: Multiday

Travel Start Date: 07/12/2020

TDY Initial Report Date and Time: 07/13/2020 07:00

TDY Release Date/Time: 07/24/2020 16:00

Travel End Date: 07/24/2020

Select mode of transportation: Commercial Air

Departure Airport: Pittsburgh

Arrival Airport: Denver

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12. Be sure to read the complete submission page before marking whether the request is being submitted within 30 days of the tour starting. Add additional comments for the orders writer here.

13. When you're ready, click **SUBMIT!**

TDY IDT at Home Station (IDT Travel Reimbursement for critical AFSCs)

1. To find out if you are eligible for IDT travel reimbursement for critical AFSCs, check the current year's [GUIDE](#). You may put this request into myPers before or after the IDTs have been performed.
2. Select **TDY IDT at Home Station Request**. The system will pull your DAFSC and, if eligible, will allow you to continue.
3. Attach either a 40A or a screenshot of your UTAPS calendar as your supporting documents. Select if you will be telecommuting.
4. Click **Next**.

Select the Order Type:
TDY IDT at Home Station Request

In order for Individual Reservists to be eligible for this portion of the IDT Travel Reimbursement entitlement, members must possess the Identified Officer/Enlisted Duty Air Force Specialty Code (DAFSC) and reside outside the defined commuting limits (i.e., 150 miles one way from their duty station).

- Effective Jan 19, eligible members may receive up to \$500 in IDT Travel reimbursement per round trip. Members are authorized reimbursement for up to 12 round trips per CY.
- This order type is only valid for travel to and from member's assigned unit. Upon completion of IDT travel, the Individual Reservist will follow normal travel voucher submission procedures, i.e., submission of the travel voucher with accompanying supporting documents are to be provided to IR Travel agency for payment, etc. reimbursable payment not to exceed \$500.00.

NOTE: Members must attach supporting documents of scheduled/performed IDTs. i.e. signed 40A or UTAPS Calendar with days marked GREEN or BLACK.

DAFSC:
3N056

Your DAFSC is eligible for IDT Travel Reimbursement, click Next to continue

Attach Supporting document showing IDTs have been scheduled or performed:
Add

Will you be Telecommuting for this Tour?
 Yes No

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Orders Request In... Orders Select ✓ New Orders Requ... Sanctuary Statem... Mods, Cancel and... Orders Submit

New Orders Request

Subject:
AROWS-R Orders Request: TDY IDT at Home Station Request

Select RIO Detachment or HQ: Member SSN:
Last Name: First Name:

Enter TDY Location Information

Is this TDY OCONUS? (To include AK, HI, US Territories)
 Yes No

Report to:
 PDS/Home Station Other

Report to (Unit Name):

Where are you departing from?
 Home PDS Other

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5. Continue filling out the form that are not already populated.
 - Select HQ RIO or Det, where you are reporting to and coming from (PDS/ Home Station, Other, HOR).
 - If the TDY is OCONUS, you will need to include the location information.
6. Click **Next**.

7. Enter TDY details. Use military time (i.e. 4 p.m. is entered as 16:00).

- Travel start date should be the day prior to the report date if traveling over 50 miles.
- If travel is more than 400 miles, choose commercial air as mode of transportation.

Choose the closest international airport to departing/arrival location (you may enter the 3-letter code or city, state).

- If travel is 399 miles or less, choose personal auto advantageous to gov.
- If you are outside commuting distance (50 miles) and are requesting a rental car, it needs to be authorized on the FCAL.

8. Click **Next**.

9. Answer the question regarding the GTCC, then click **Next**.

10. Be sure to read the complete submission page before marking whether the request is being submitted within 30 days of the tour starting. Add additional comments for the orders writer here.

10. When you're ready, click **SUBMIT!**

Orders Request In... Orders Select ✓ New Orders Requ... Sanctuary Statem... Mods, Cancel and... Orders Submit

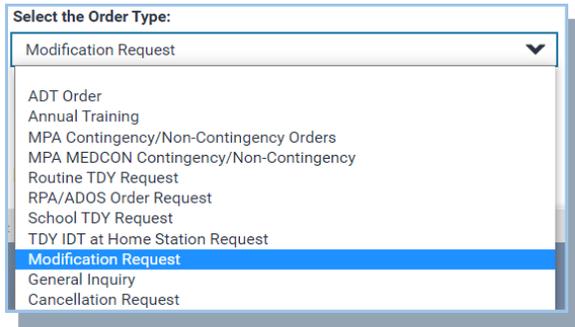
Enter TDY Information

Trip Duration: Travel Start Date: TDY Initial Report Date and Time:
TDY Release Date/Time: Travel End Date: Select mode of transportation:

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MODIFICATION or CANCELLATION

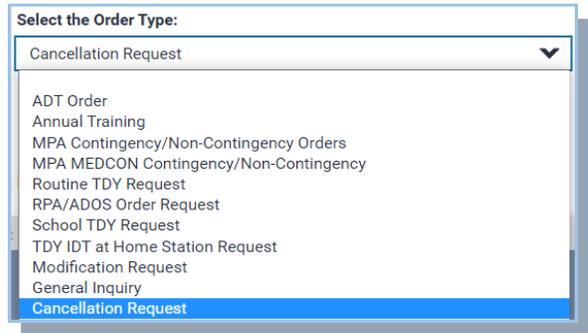
1. Select **Modification Request** or **Cancellation Request**.



Select the Order Type:

Modification Request

- ADT Order
- Annual Training
- MPA Contingency/Non-Contingency Orders
- MPA MEDCON Contingency/Non-Contingency
- Routine TDY Request
- RPA/ADOS Order Request
- School TDY Request
- TDY IDT at Home Station Request
- Modification Request**
- General Inquiry
- Cancellation Request

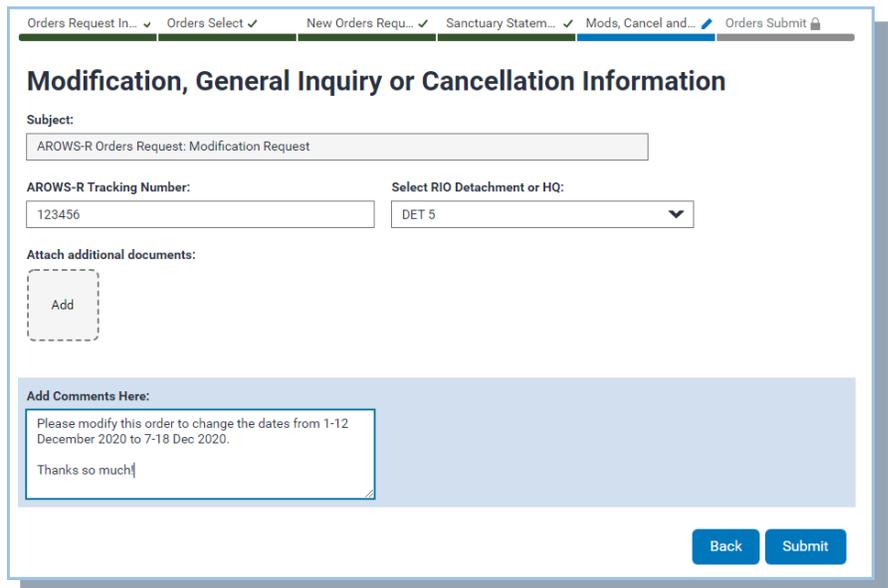


Select the Order Type:

Cancellation Request

- ADT Order
- Annual Training
- MPA Contingency/Non-Contingency Orders
- MPA MEDCON Contingency/Non-Contingency
- Routine TDY Request
- RPA/ADOS Order Request
- School TDY Request
- TDY IDT at Home Station Request
- Modification Request
- General Inquiry
- Cancellation Request**

2. Provide the tracking number of the order you want modified or cancelled and select your detachment.
3. Attach any documentation, if necessary.
4. Provide details of EXACTLY what modification(s) you are requesting OR clearly state the reason you want that order cancelled. **BE SPECIFIC!**
5. When you're ready, click **SUBMIT!**



Orders Request In... Orders Select ✓ New Orders Requ... ✓ Sanctuary Statem... ✓ Mods, Cancel and... Orders Submit

Modification, General Inquiry or Cancellation Information

Subject:
AROWS-R Orders Request: Modification Request

AROWS-R Tracking Number: 123456 Select RIO Detachment or HQ: DET 5

Attach additional documents:
Add

Add Comments Here:
Please modify this order to change the dates from 1-12 December 2020 to 7-18 Dec 2020.
Thanks so much!

Back Submit