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 <u>vMPF</u>.
- Readiness should be green in <u>ARCNet</u>: 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.

THINGS TO KEEP IN MIND:

- Per <u>AFMAN 36-2136</u> and <u>HQ RIO IR Guide</u>, 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*

- ♦ <u>ANNUAL TOUR SPECIAL REQUEST FORM (ATSRF)</u> split tour/duty away from home station
- ♦ <u>SANCTUARY WAIVER</u> if TAFMS is between 16.5 and 20 years not applicable to AT
- ♦ <u>RENTAL CAR REQUEST FORM</u>

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! <u>ANDROID</u> <u>iPhone</u>

INITIAL STEPS

 Log in to <u>myPers</u>. Click **IMA Management**, found on the left side of the homepage.



my Pers

By checking this box, I confirm that I have completed all readines not completed at the time of this application, processing of my completed.

Click Here to Download RIO CC Expectation M

Ву

By checking this box, I acknowledge that IAW AFMAN 36-2136, I have completed, scheduled and/or h performing any other order type. This includes having my IDTs being performed, waived or scheduled year before any order types being requested. Please refer to RIO CC Expectation Memo (Link Below).

CTIVE DUTY AF

Incidents/Messages My Documents Notifications Change Password Air Res

dge that if any readiness items are

AIR NATIONAL GUARD RETIREE CIVILIAN

Home > Enlisted

Welcome

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.



ANNUAL TRAINING

- 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.

	Member SSN:	
DET 4	✔ 123456789	
Last Name:	First Name:	
SMITH	JOHN	
Enter TDY Location Informati	on	
Is this TDY OCONUS?	Report to:	
🔿 Yes 💿 No	PDS/Home Station Other	
Report to (Unit Name):		
911TH ASTS		
Where are you departing from?		
Where are you departing from? Home PDS Other Home Station:	Assigned Unit:	Pascode:
Where are you departing from? Home PDS Other Home Station: PITTSBURGH INTL JAP	Assigned Unit: 911 AEROMED STG SQ FFLJQ0	Pascode: W10MFLJQ
Where are you departing from? Home PDS Other Home Station: PITTSBURGH INTL JAP Home Address:	Assigned Unit: 911 AEROMED STG SQ FFLJQ0	Pascode: W10MFLJQ
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Where are you departing from? Home O PDS Other Home Station: PITTSBURGH INTL JAP Home Address: City:	Assigned Unit: 911 AEROMED STO SQ FFLJQ0 State: Zip:	Pascode: W10MFLJQ
Where are you departing from? Home PDS Other Home Station: PITTSBURCH INTL JAP Home Address: City:	Assigned Unit: 911 AEROMED STO SQ FFLJQ0 State: Zip:	Pascoda: W10MFLJQ
Where are you departing from? Home PDS Other Home Station: PITTSURGH INTL JAP Home Address: City:	Assigned Unit: 911 AEROMED STG SQ FFLJQ0 State: Zip:	Pascode: W10MFLJQ

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.

Annual Training	¥
IAW AFMAN 36-2136 and HQ RIO IR Guide AT o published by 30 June each year. (Submissions HQ RIO is the approval authority for the late AT	order requests must be submitted 31 May each FY. This is to ensure they are after 31 May, requires justification/explanation for the late request for approval. submissions).
Members must perform a minimum of 12 Members will need to certify that have re- Annual Training. If special mission/training requirements is station the R must provide justification b their DET/CC.	2 Annual Training days for a satisfactory year (unless a waiver is approved). quested and received approval from there Active Duty Supervisor to perform require an IR to split AT (CONUS/OCONUS) or performing AT away from home y submitting an Annual Training Special Request Form (ATSRF) and approved by
NOTE: Members will need to download the An providing Active Duty Supervisor contact infor upload applicable Reporting Instructions.	nual Training Special Request Form (ATSRF), complete the form to include rmation within the ATSRF prior to submitting. Additionally, members should
NOTE: Members will need to download the Ann providing Active Duty Supervisor contact infor upload applicable Reporting Instructions.	rual Training Special Request Form (ATSRF), complete the form to include mation within the ATSRF prior to submitting. Additionally, members should val from my Active Duty Supervisor to perform this Annual Training Tour.
NOTE: Members will need to download the An providing Active Duty Supervisor contact infor ppload applicable Reporting Instructions.] certify that I have requested and received appro- Does your AT Request require an ATSRP? Vec _ No	nual Training Special Request Form (ATSRF), complete the form to include mation within the ATSRF prior to submitting. Additionally, members should wal from my Active Duty Supervisor to perform this Annual Training Tour.
NOTE: Members will need to download the Am providing Active Duty Supervisor contact infor upload applicable Reporting Instructions.] I certify that I have requested and received appro- Does your AT Request require an ATSRF? Ves O No	nual Training Special Request Form (ATSRF), complete the form to include mation within the ATSRF prior to submitting. Additionally, members should wal from my Active Duty Supervisor to perform this Annual Training Tour. Supervisor Rank/Name:
NOTE: Members will need to download the Am United States and the second applicable Reporting Instructions.	nual Training Special Request Form (ATSRF), complete the form to include mation within the ATSRF prior to submitting. Additionally, members should val from my Active Duty Supervisor to perform this Annual Training Tour. Supervisor Rank/Name:
NDTE: Members will need to download the Am providing Active Dury Supervisor contact infor upload applicable Reporting Instructions.	nual Training Special Request Form (ATSRF), complete the form to include mation within the ATSRF prior to submitting. Additionally, members should vel from my Active Duty Supervisor to perform this Annual Training Tour.
NDTE: Members will need to download the Am Vortex Information and the second applicable Reporting Instructions.	nual Training Special Request Form (ATSRF), complete the form to include mation within the ATSRF prior to submitting. Additionality, members should vel from my Active Duty Expension to perform this Annual Training Tour.

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.

Enter I DY Information	1		
Trip Duration:	Travel Start Date:	TDY Initial Report D	ate and Time:
	~	#	6
TDY Release Date/Time:	Travel End Date:	Select mode of tran	sportation:
	#	m	~

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.

Orders Request In 🗸 Orders Select 🗸	 New Orders Requ Sanctuary S 	Statem 🔒 Mods, Cancel and 🔒 Orders Submit 🔒
Enter TDY Information		
IDT in conjunction with TDY?	Do you require a Rental Car?	Do you have a GTCC?
Ves No	Ves No	Ves No
		Back 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 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!

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

RPA/ADOS

 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/ADO	5 Order Request		
Select RIO Detachment or HQ:	Member SSN:		
Last Name:	First Name:		
Enter TDY Location Information			
Is this TDY OCONUS? (To Include AK, I Yes No	II, US Territories)		
Report to:			
OPDS/Home Station Other			
Report to (Unit Name):		_	
Where are you departing from?			
Home PDS Other			
		Back	Next

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.

Enter TDY Informa	tion		
Trip Duration:		Travel Start Date:	TDY Initial Report Date and Time:
Multiday	v	07/12/2020	07/13/2020 07:00
TDY Release Date/Time:		Travel End Date:	Select mode of transportation:
07/24/2020 16:00	Ê	07/24/2020	Commercial Air 🗸 🗸
Departure Airport:		Arrival Airport:	
		Denver	

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

6. Click 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!

Order Request using Reserve Appropriat	ions supporting reserve missions.	
 Orders Specialist will need Email fr etc.) or BRS message. Submit approved Leave carry pack If your TAFMS is between 16.5 - 2ⁱ If this tour is for a Medical Hold (M 	om Organizations Resource Advisor et (if applicable). D years, you must have a sanctuary o edCon), upload supporting documen	with funding information (Wing, OWA, ESP Code waiver. Its provided by HQ RIO SGO.
Does this tour require a 1095 waiver?	Are you being extended	d for Medical Hold?
◯ Yes ◯ No ◯ On File With Det	◯ Yes ◯ No	
Will you be Telecommuting for this Tour?	Do you reside v	within 50 miles of the TDY
◯ Yes ◯ No	location or are	you using RIO/DET Funds?
		0
+ Are you carrying over any leave?	Do you have any reporting	Is this a PCS Tour? (i.e. tour 179+ days or
○ Yes ○ No	instructions/information?	140+ days for a school tour (with some exceptions))
0 0		Yes No
		0 0
Attach additional documents:		
Add		
7.65		
·/		
		Back Next

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

	Select the Order Type:	
	Routine TDY Request	¥
-	Common Order Request for assigned Civ order (MPA, RPA, AGR). Are you on an underlying MPA/RPA Tour?	vilian personnel and/or Military members going TDY (1610) while on an underlying
	Will you be Telecommuting for this Tour?	Do you reside within 50 miles of the TDY location or are you using RIO/DET Funds? Ves No
	Do you have any reporting	Attach additional documents:
	instructions/information?	bbA
		Back Next

answer is No, upload your Fund Cite Authorization Letter (FCAL).

2. Click Next.

AROWS-R Orders Request: Routine	e TDY Request
Select RIO Detachment or HQ:	TDY Purpose:
*	· · · · · · · · · · · · · · · · · · ·
Member SSN:	Conference Attendence
	Entitlement Travel IDT Away From Home Station
First Name:	Site Visit Special Mission Travel
	Training Attendance
Enter TDY Location Information	
Is this TDY OCONUS? (To Include Al	K, HI, US Territories)
Is this TDY OCONUS? (To Include Al	K, HI, US Territories)
Is this TDY OCONUS? (To Include Al Yes No Report to:	K, HI, US Territories)
Is this TDY OCONUS? (To Include Al Yes No Report to: PDS/Home Station Other	K, HI, US Territories)
Is this TDY OCONUS? (To Include Al Yes No Report to: PDS/Home Station Other Report to (Unit Name):	K, HI, US Territories)
Is this TDY OCONUS? (To Include AI Yes No Report to: PDS/Home Station Other Report to (Unit Name):	K, HI, US Territories)
Is this TDY OCONUS? (To Include AI Yes No Report to: PDS/Home Station Other Report to (Unit Name):	K, HI, US Territories)
Is this TOY COONUS? (To include AI Yee) No Report to: PDS/Home Station Other Report to (Unit Name): Where are you departing from?	K, HI, US Territories)

- 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.
- 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).

Enter TDY Informati	ion				
Trip Duration:		Travel Start Date:		TDY Initial Report Date and Tir	ne:
Multiday	~	07/12/2020		07/13/2020 07:00	**
TDY Release Date/Time:		Travel End Date:		Select mode of transportation	
07/24/2020 16:00	6	07/24/2020		Commercial Air	~
Departure Airport:		Arrival Airport:			
Pittsburgh		Denver			

- 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.

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)

- To find out if you are eligible for IDT travel reimbursement for critical AFSCs, check the current year's <u>GUIDE</u>. 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.
- Attach either a 40A or a screenshot of your UTAPS calendar as your supporting documents. Select if you will be telecommuting.

TDY IDT at Home Station Request In order for Individual Reservists to be eligible for this portion of the IDT Travel Reimbursement entitlement, members is possess the identified Officer/Enlisted Duty Air Force Specialty Code (DAFSC) and reside outside the defined commuti (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 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 Ind 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. :meburseberg
In order for Individual Reservists to be eligible for this portion of the IDT Travel Reimbursement entitlement, members r possess the identified Officer/Enliated Duty Air Force Specialty Code (DAFSC) and reside outside the defined commuti (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 authorized eimbursement 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 Ind 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. :mibursbale pays
In order for Individual Reservists to be eligible for this portion of the IDT Travel Reimbursement entitlement, members r possess the identified Officer/Entited Duty Air Force Specialty Code (DAFSC) and reside outside the defined commutin (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 is 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 Ind 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. :mibrusbale pays
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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 paym
accompanying supporting documents are to be provided to IR Travel agency for payment, etc. reimbursable payn
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to exceed \$500.00.
NOTE: Members must attached supporting documents of scheduled/performed IDTs, i.e. signed 40A or UTAPS Caler
ays marked GREEN or BLACK.
JAFSC:
3N056
Your DAESC is eligible for IDT Travel Reimburstment, click Next to continue
Tour DATSC is engine for IDT traver kennburstment, click Next to continue
Attach Supporting document showing IDTs have been scheduled or performed:
Add
VIII you be Telecommuting for this Tour?
VIII you be Tolecommuting for this Tour?
/III you be Telecommuting for this Tour?) Yes ◯ No

4. Click Next.

orders Request III V Orders Select V	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 HO: Mem	ber SSN:			
v				
Last Name'	Einst Name:			
Last Hume.				
Enter TDY Location Information				
is this TDY OCONUS? (To Include AK, HI, US T	Territories			
U Yes U No				
Report to:				
PDS/Home Station Other				
Report to (Unit Name):				
Where are you departing from?				
Home PDS Other				

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.
- 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!

)rders Request In 🗸	Orders Select 🗸	New Orders Requ 🧪	Sanctuary Statem 🕯	Mods, Cancel and 🔒	Orders Submit 🔒
Enter TDY Info	ormation				
rip Duration:		Travel Start Date:		TDY Initial Report Date a	nd Time:
	*		**		11
DY Release Date/Time	e:	Travel End Date:		Select mode of transpor	tation:
	<u>ees</u>		龠		~

MODIFICATION or CANCELLATION

1. Select Modification Request or Cancellation Request.

Select the Order Type:	Select the Order Type:
Modification Request	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	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	General Inquiry Cancellation Request

- Provide the tracking number of the order you want modified or cancelled and select your detachment.
- 3. Attach any documentation, if necessary.
- 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**!

Subject:				
AROWS-R Orders Request: Modification Re	equest			
AROWS-R Tracking Number:	Select RIO Detachment or HQ:		_	
123456	DET 5	×		
Attach additional documents:				
Attach additional documents:]	
Add Comments Here: Please modify this order to change the dat December 2020 to 7-18 Dec 2020.	ies from 1-12		-	