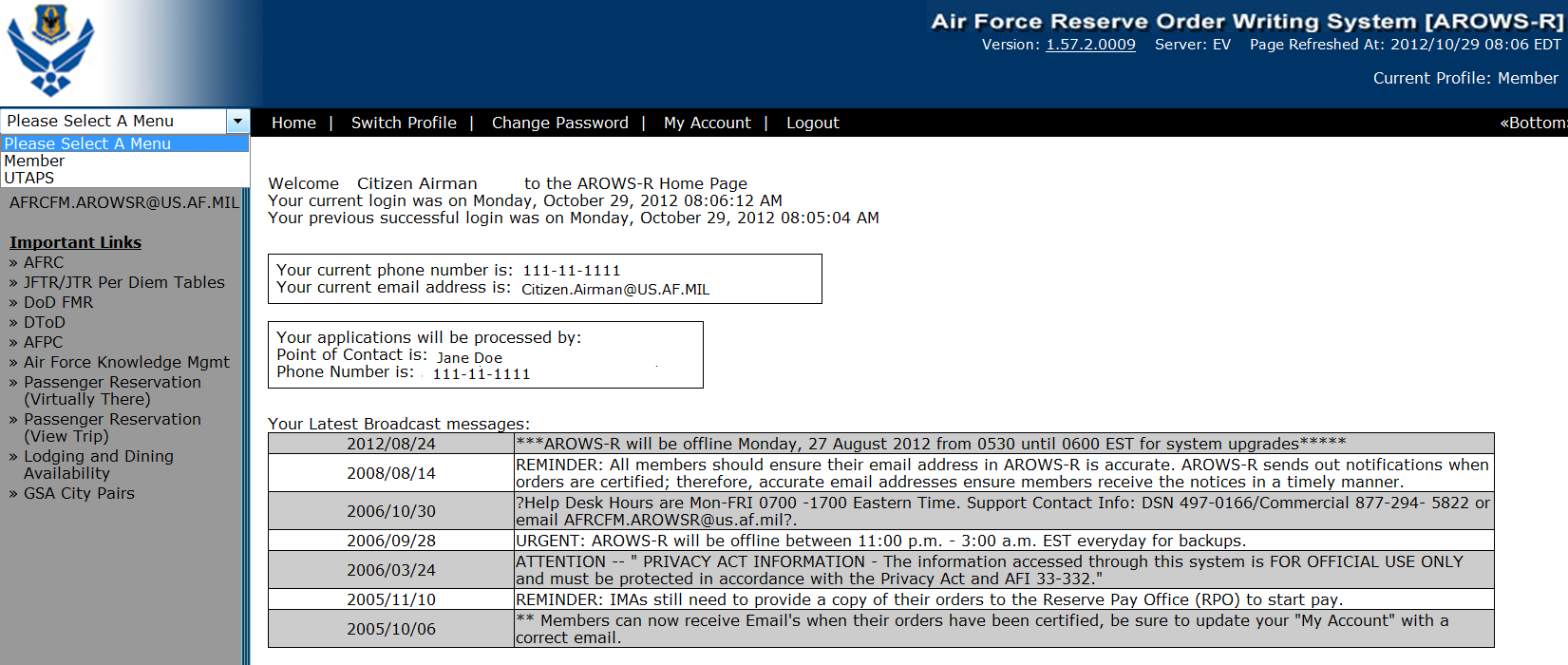
**Member User Guide**

Military Member AF Form 938

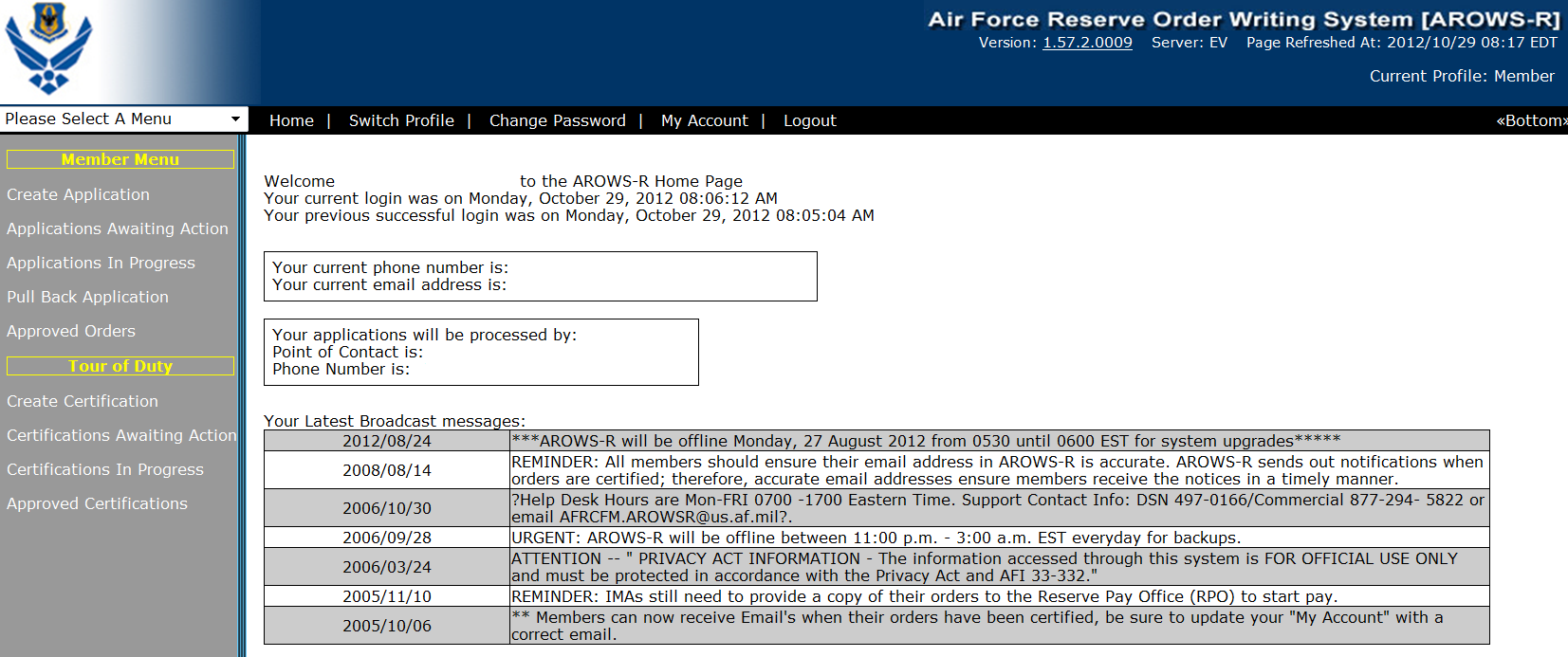
**All members can now do the initial create of their own orders.**

**If you need help creating an order contact your local Order Specialist or your Wing Administrator.**

**The orders will route to an Order Specialist to complete the orders for further routing.**

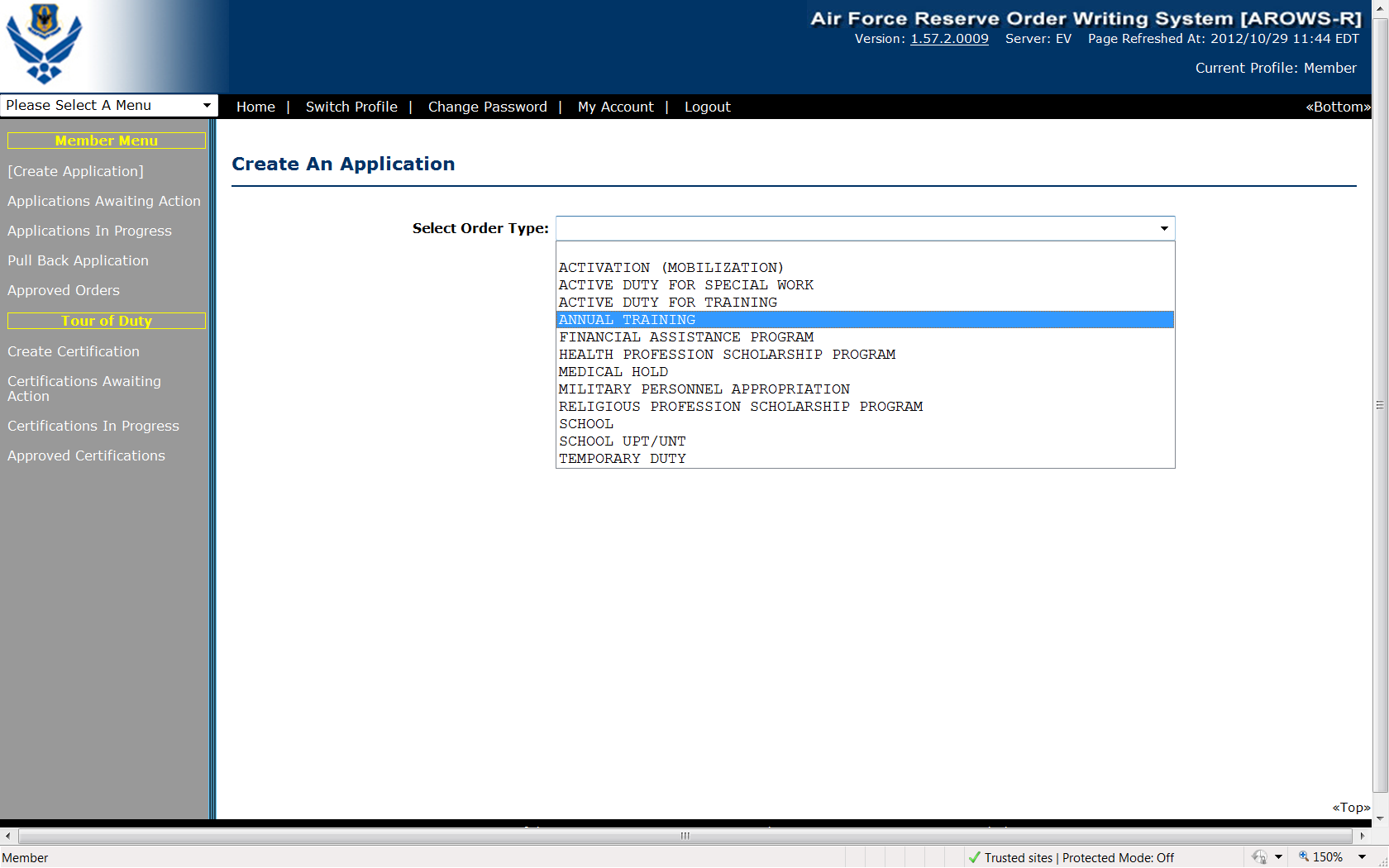


**Select Member Profile. If you have multiple roles you must be in the your web profile role to create your own order.**

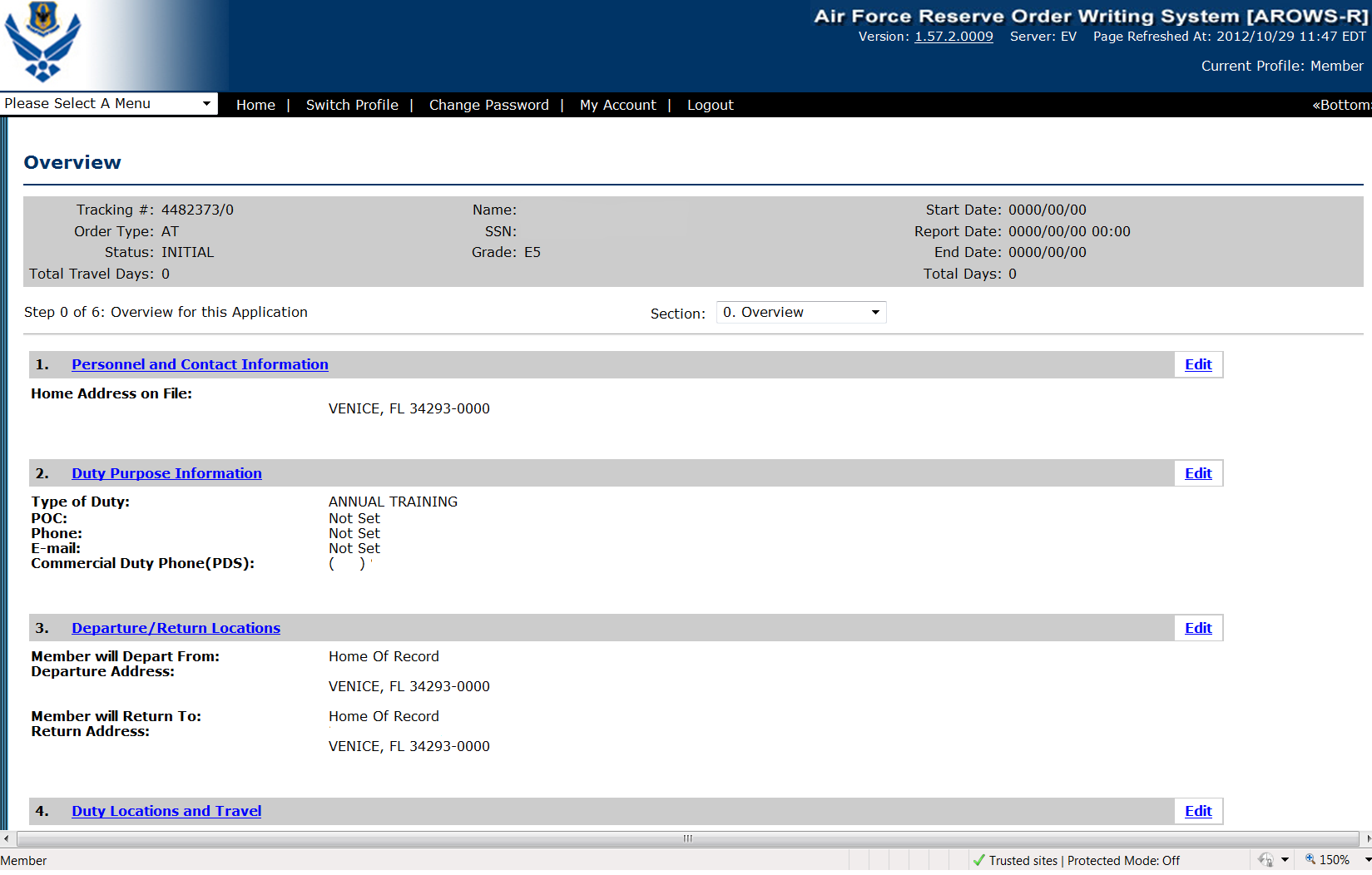


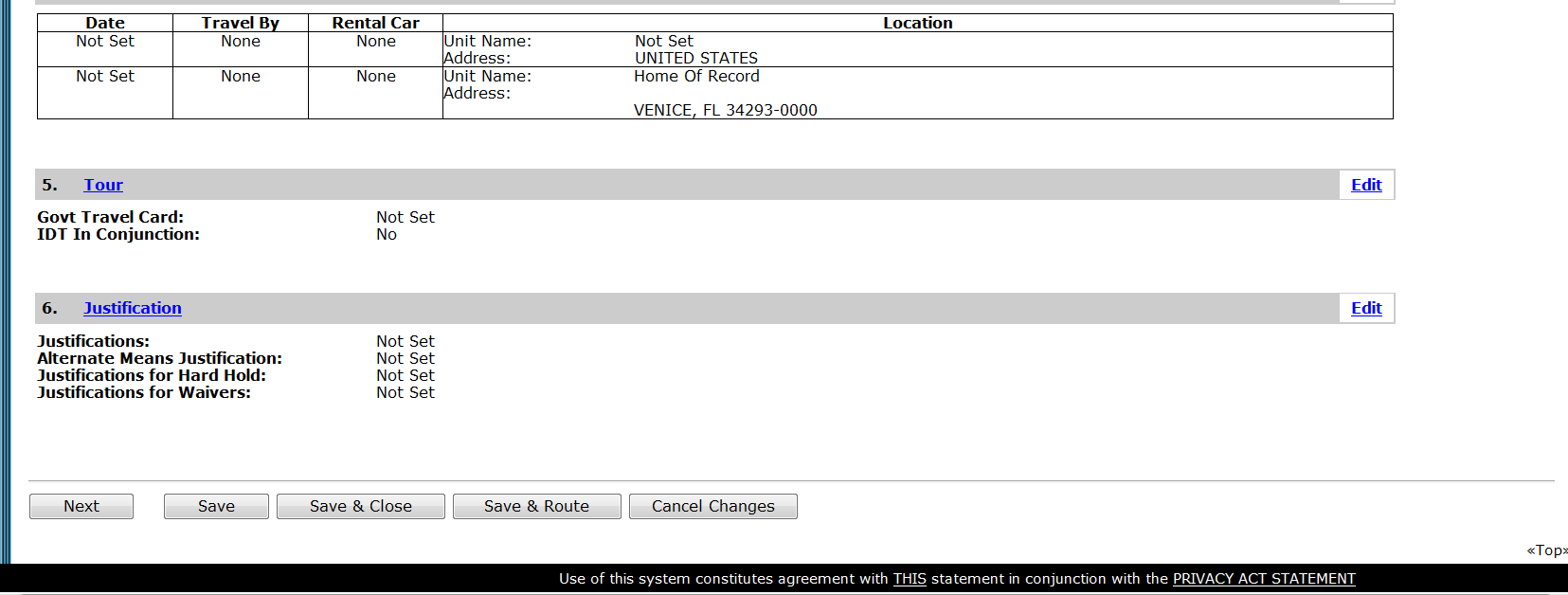
**Create Application**

**Select Order Type and Create Application**

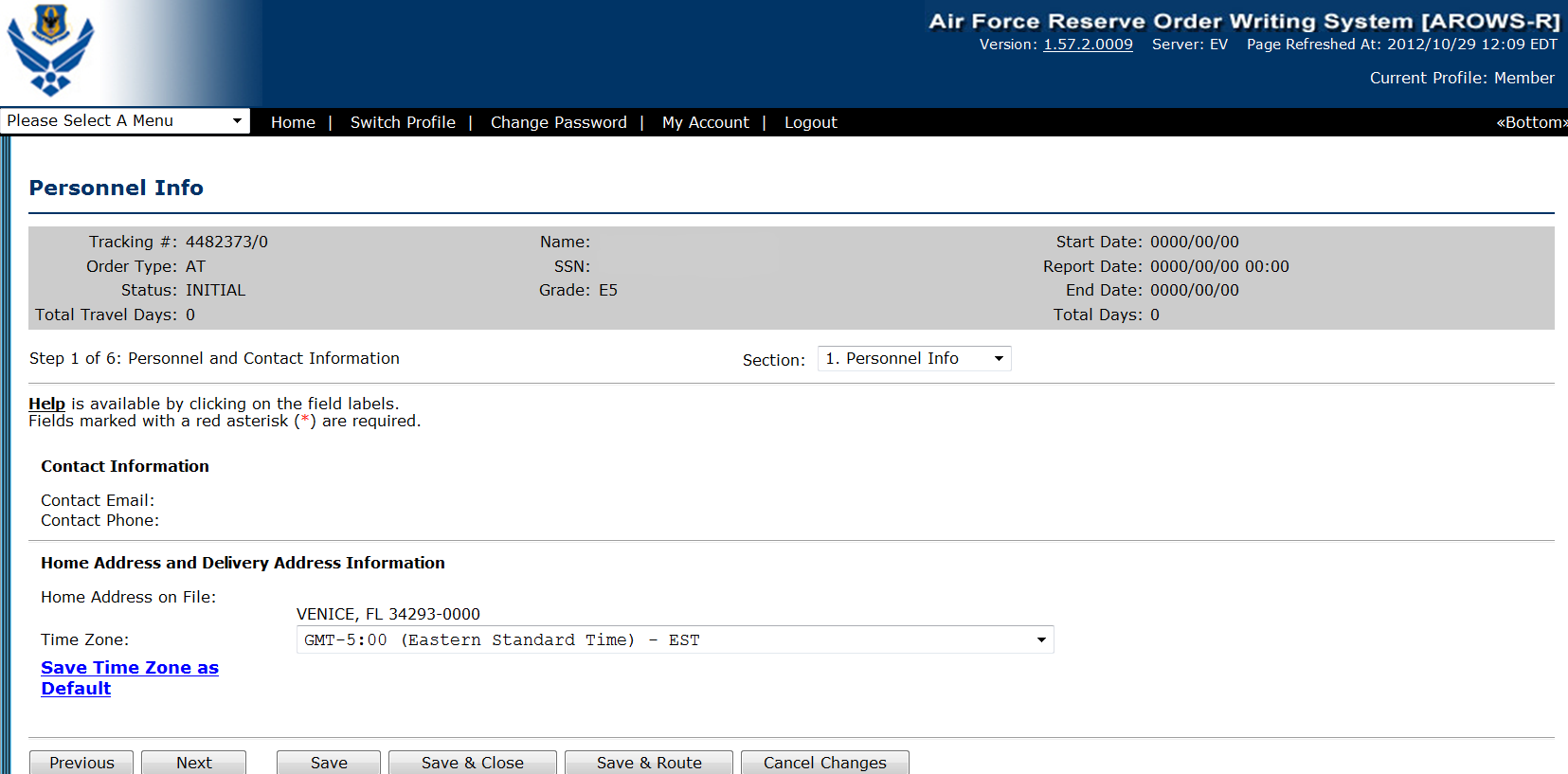


**Overview**

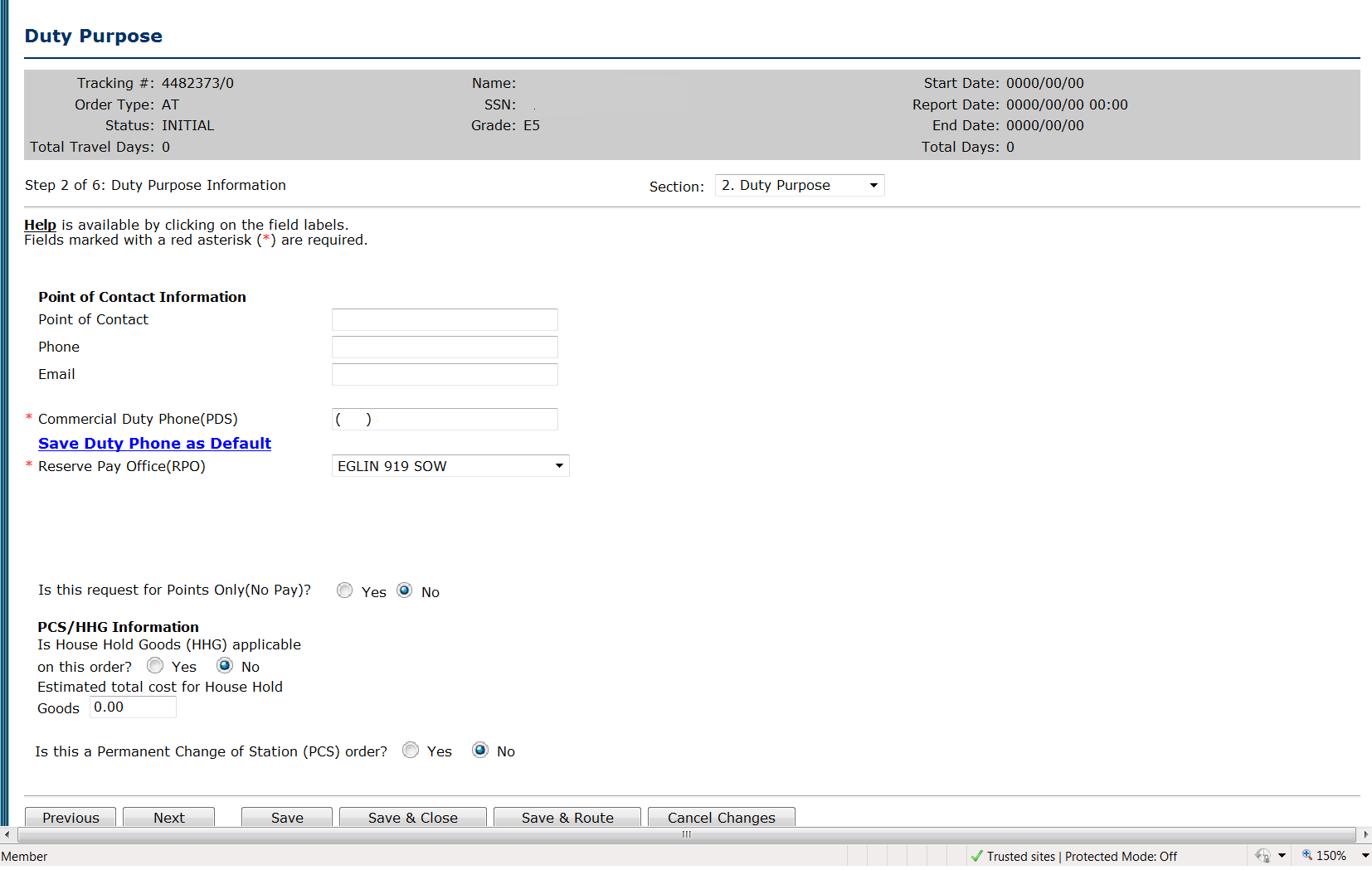




Select “Next”

***Step 1 Personnel Info***

Home address is changed through MILPDS or Virtual MPF. **D**efault Time Zone should be saved. Select Next.

***Step 2 Duty Purpose***

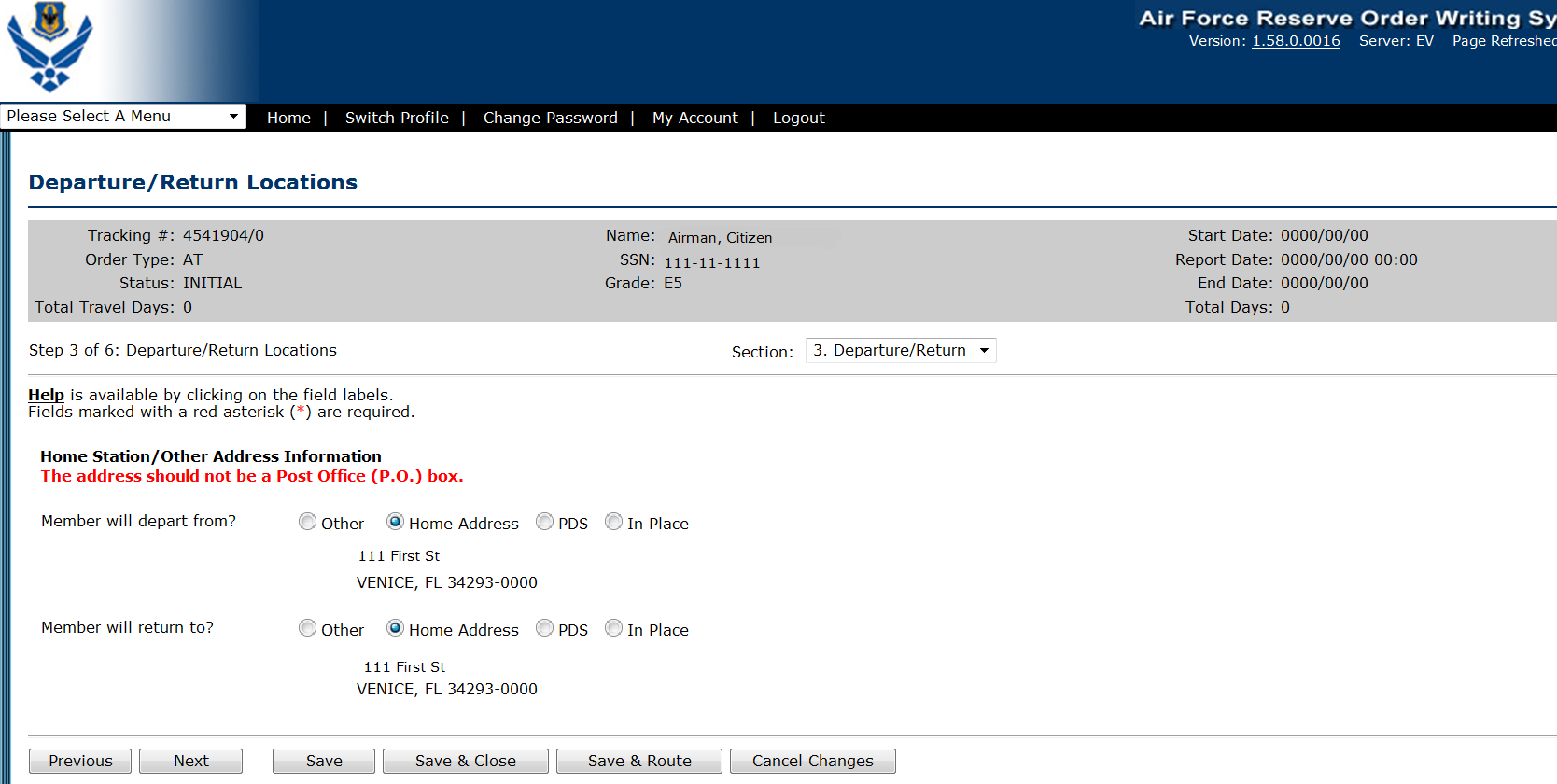
All red asterisk fields are required.

POC Information is optional.

Commercial duty phone is required.

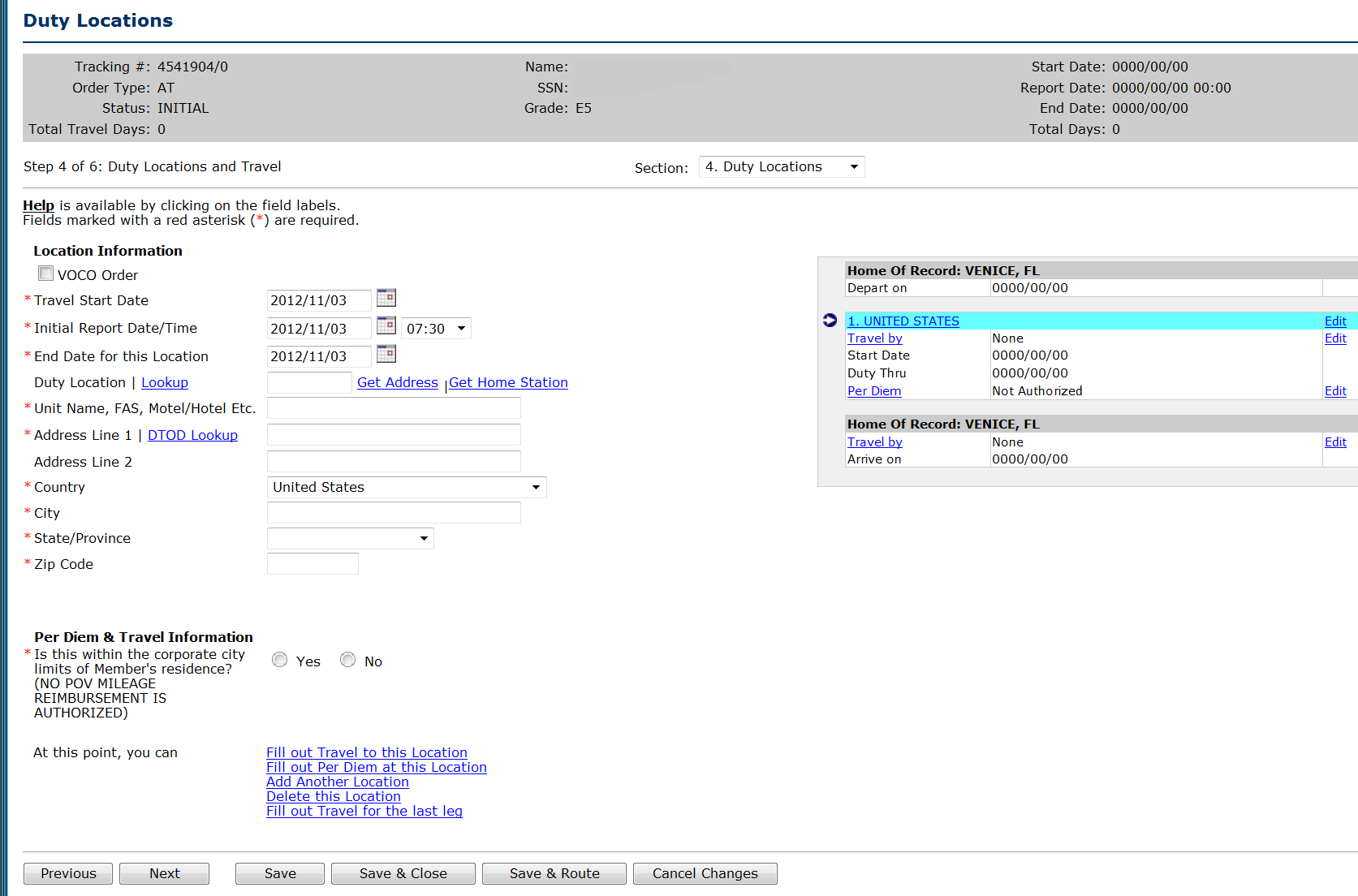
Answer Points, PCS and HHG’s questions; Select Next

***Step 3 Departure/Return Locations***

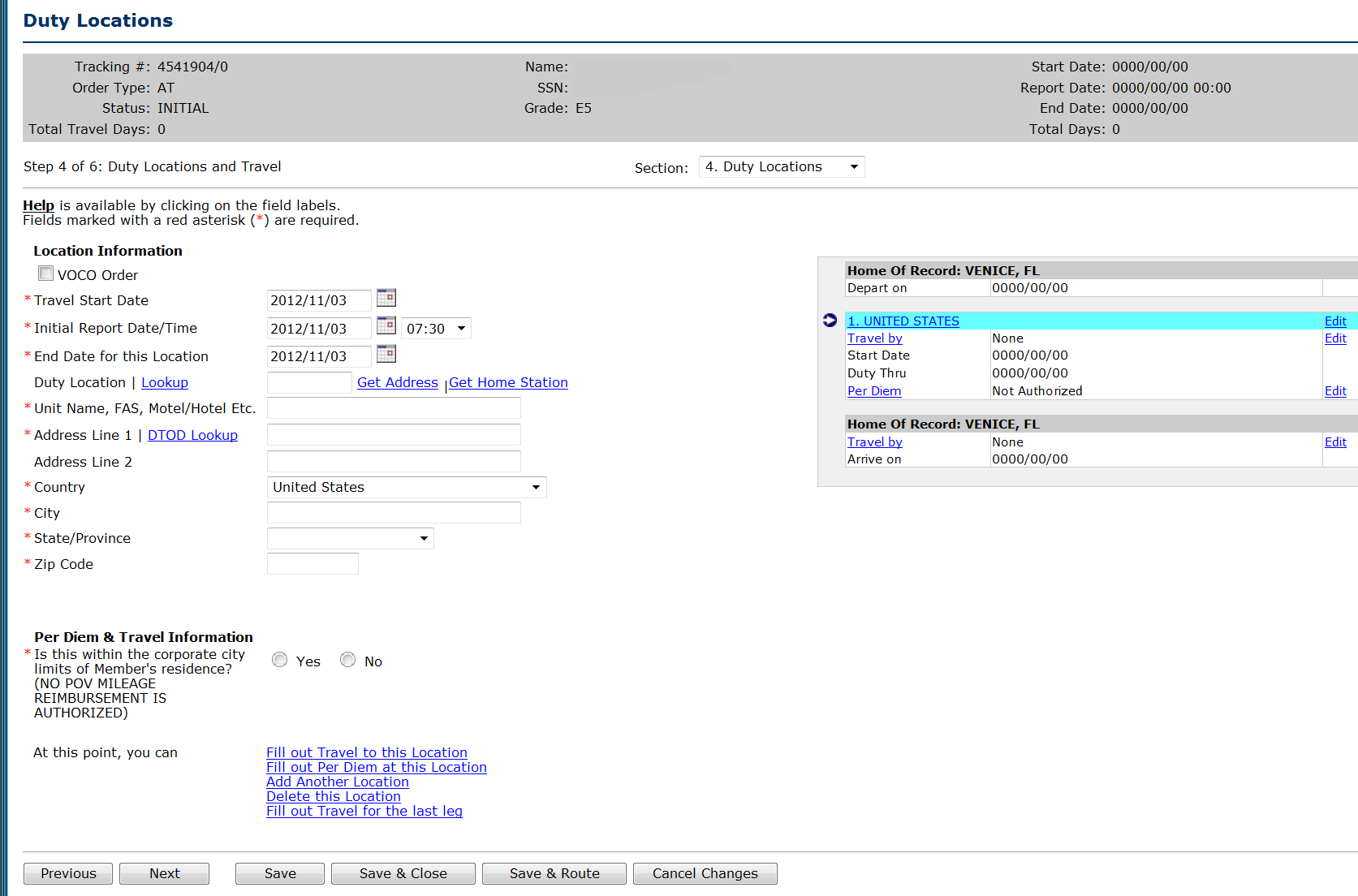


Select Departure and Return Locations.

Do not select “In Place” if member will be returning home between orders.



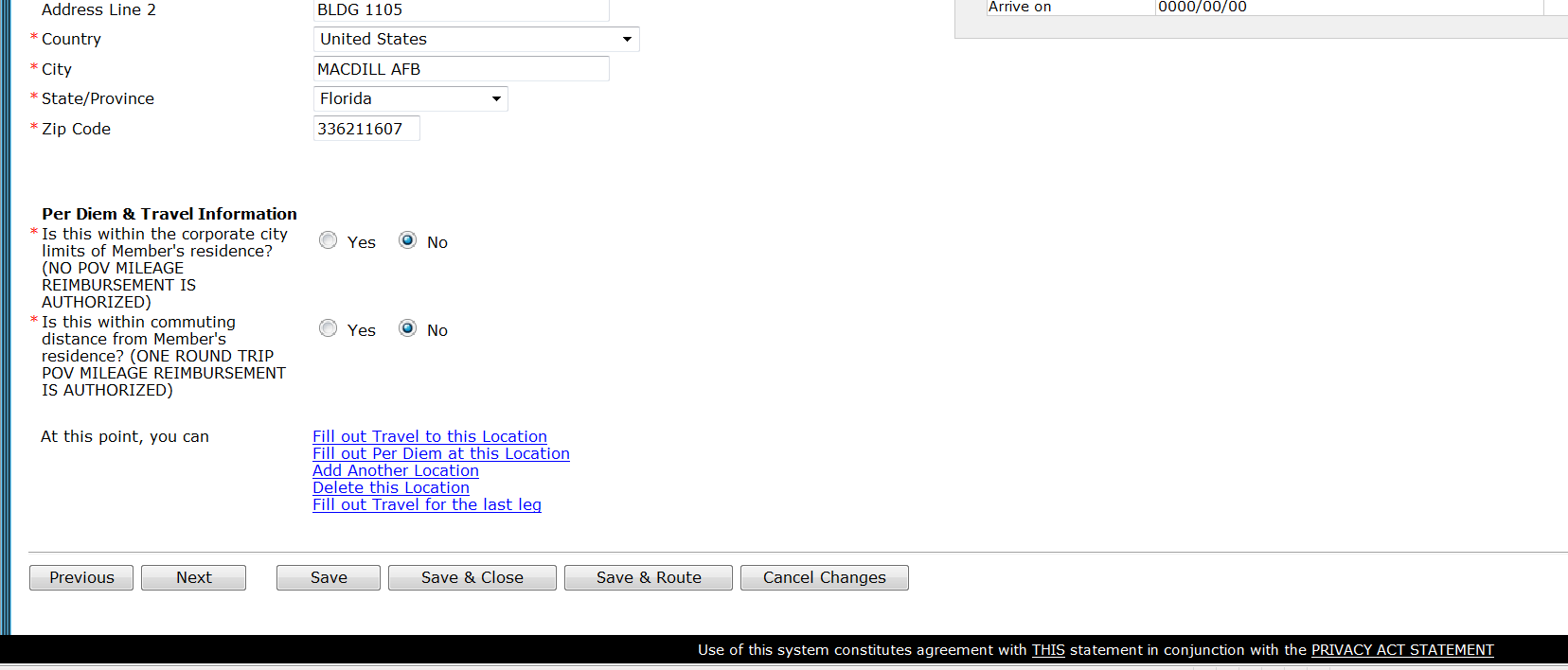
The difference between the travel start day and initial report day is the travel day on the front of the order. The difference in the end date of the duty location and the release date is the travel day on the end of the order.



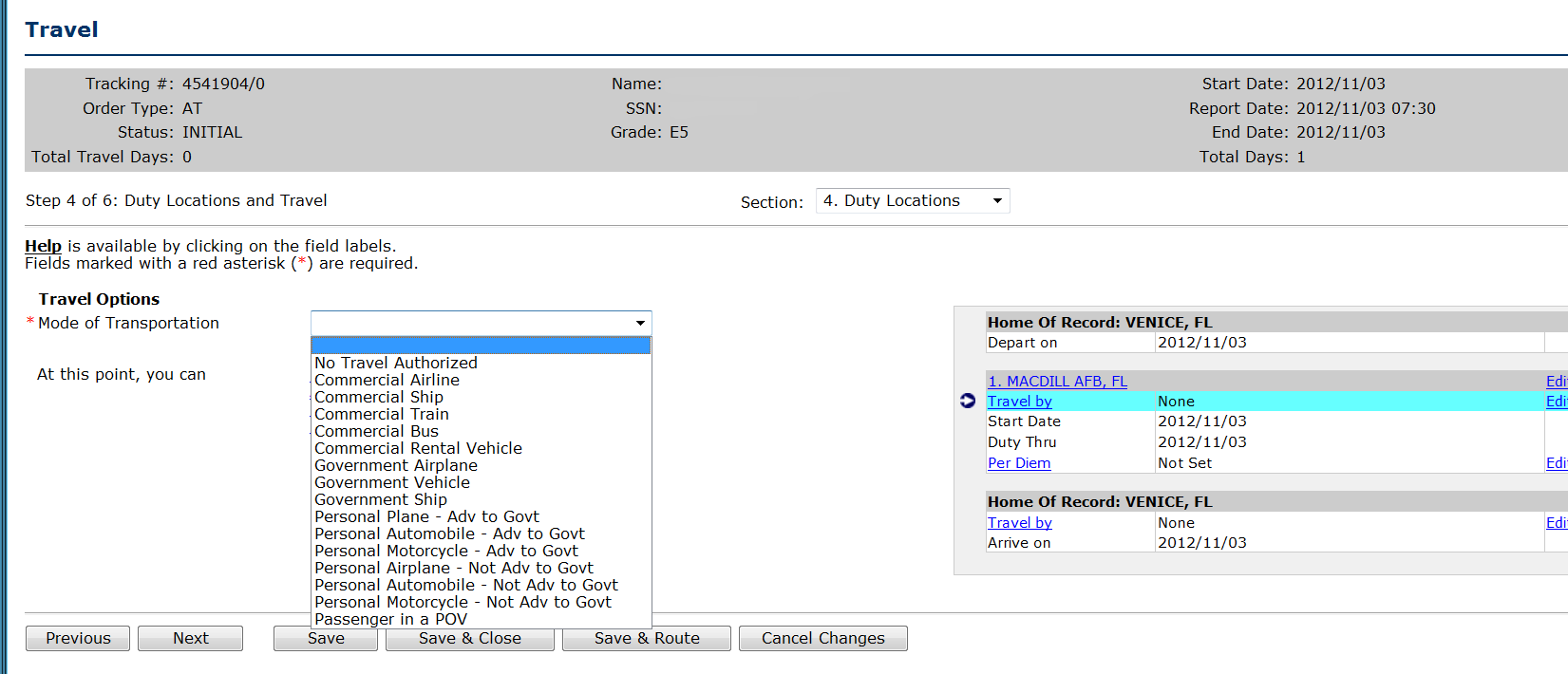
Options for selecting duty locations:

* Duty location lookup
* Get Address hyperlink
* Get Home station hyperlink
* Type in Duty Location

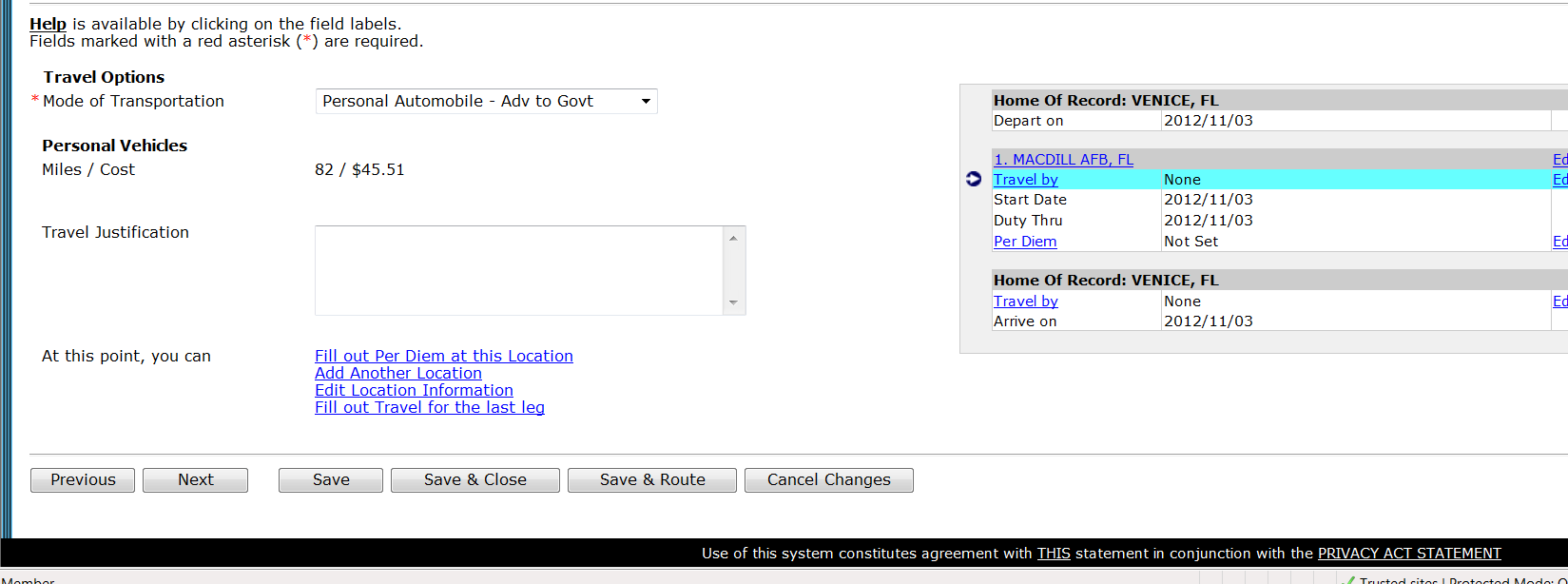
Red Asterisk fields are required.



Answer Per Diem & Travel Information Questions; Select Next.



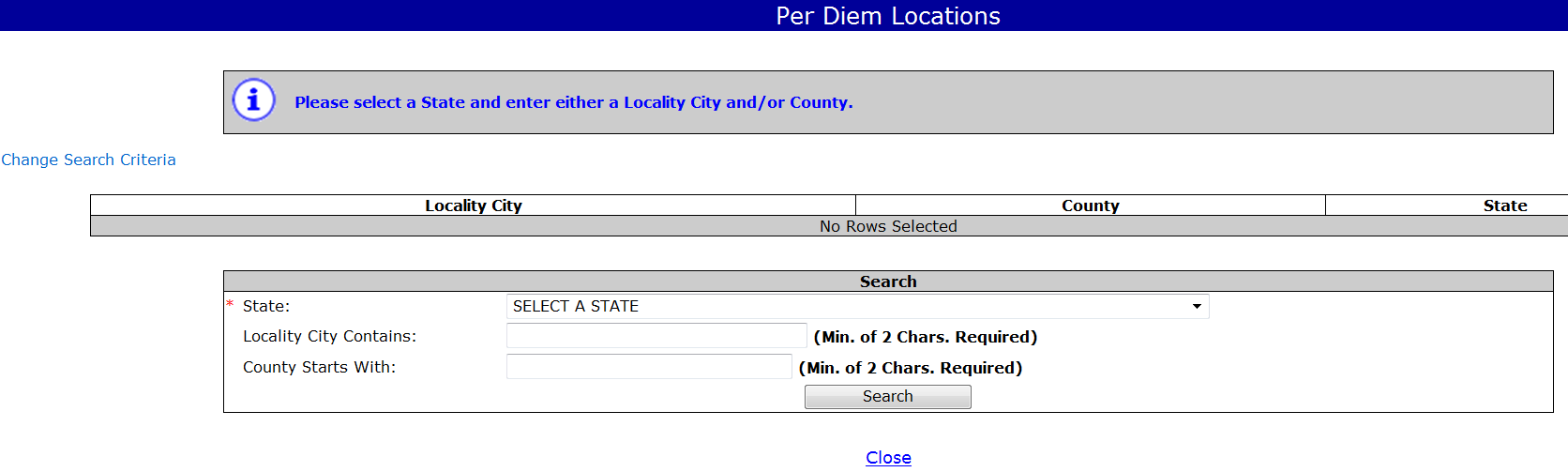
Select Mode of Transportation



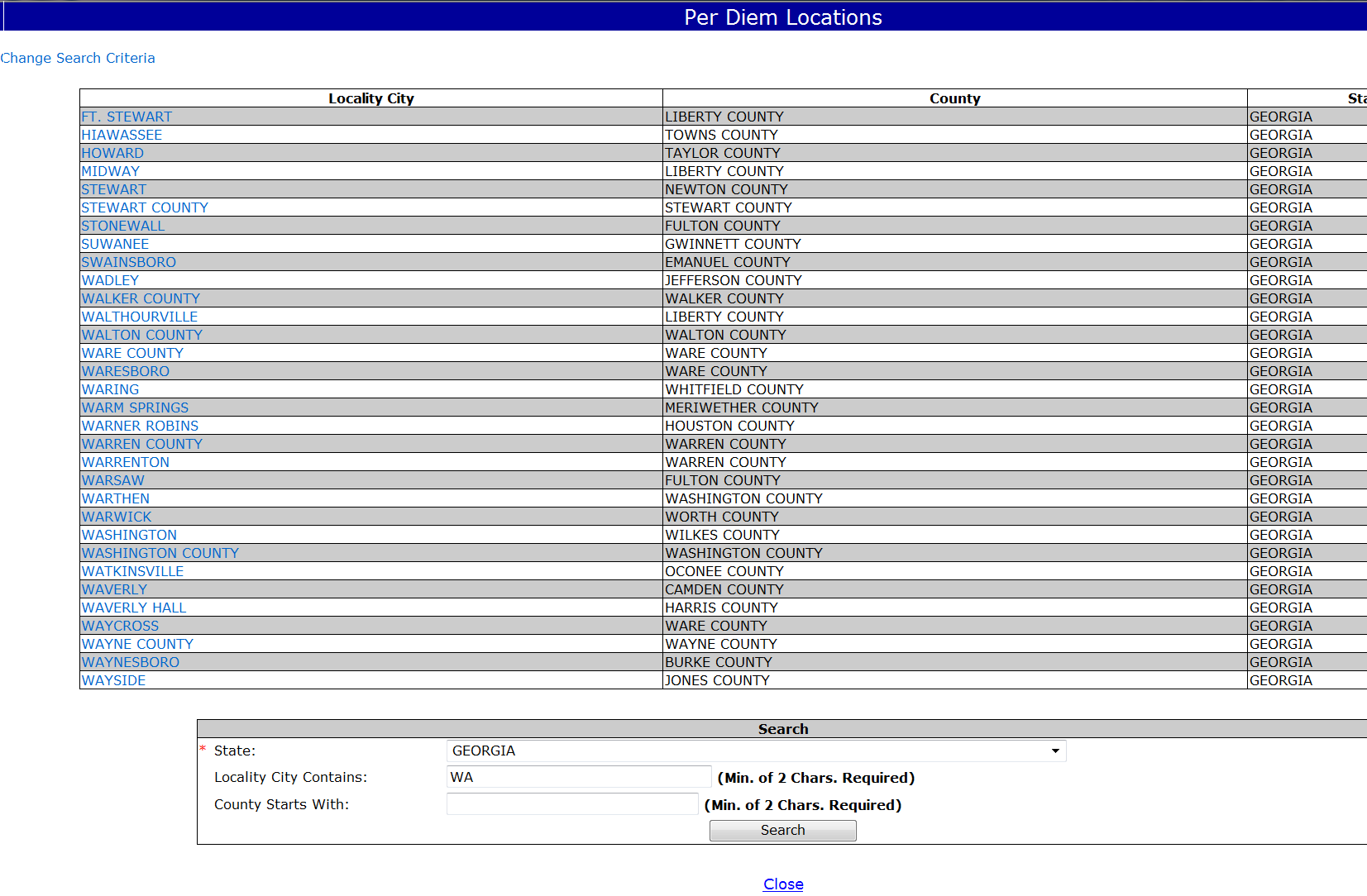
Select “Next”

***Per Diem***

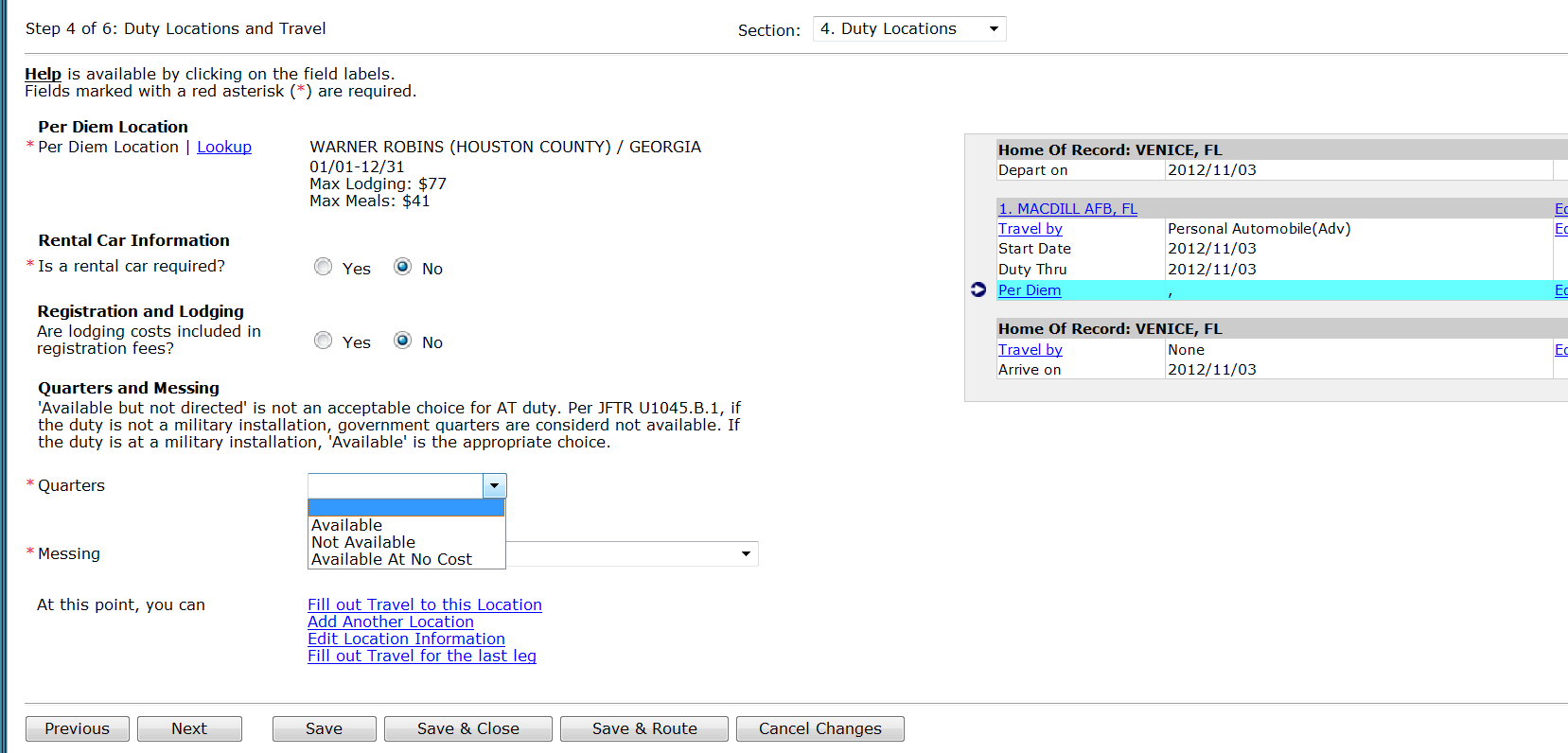
Select Per Diem hyperlink



Select a state and city; Search



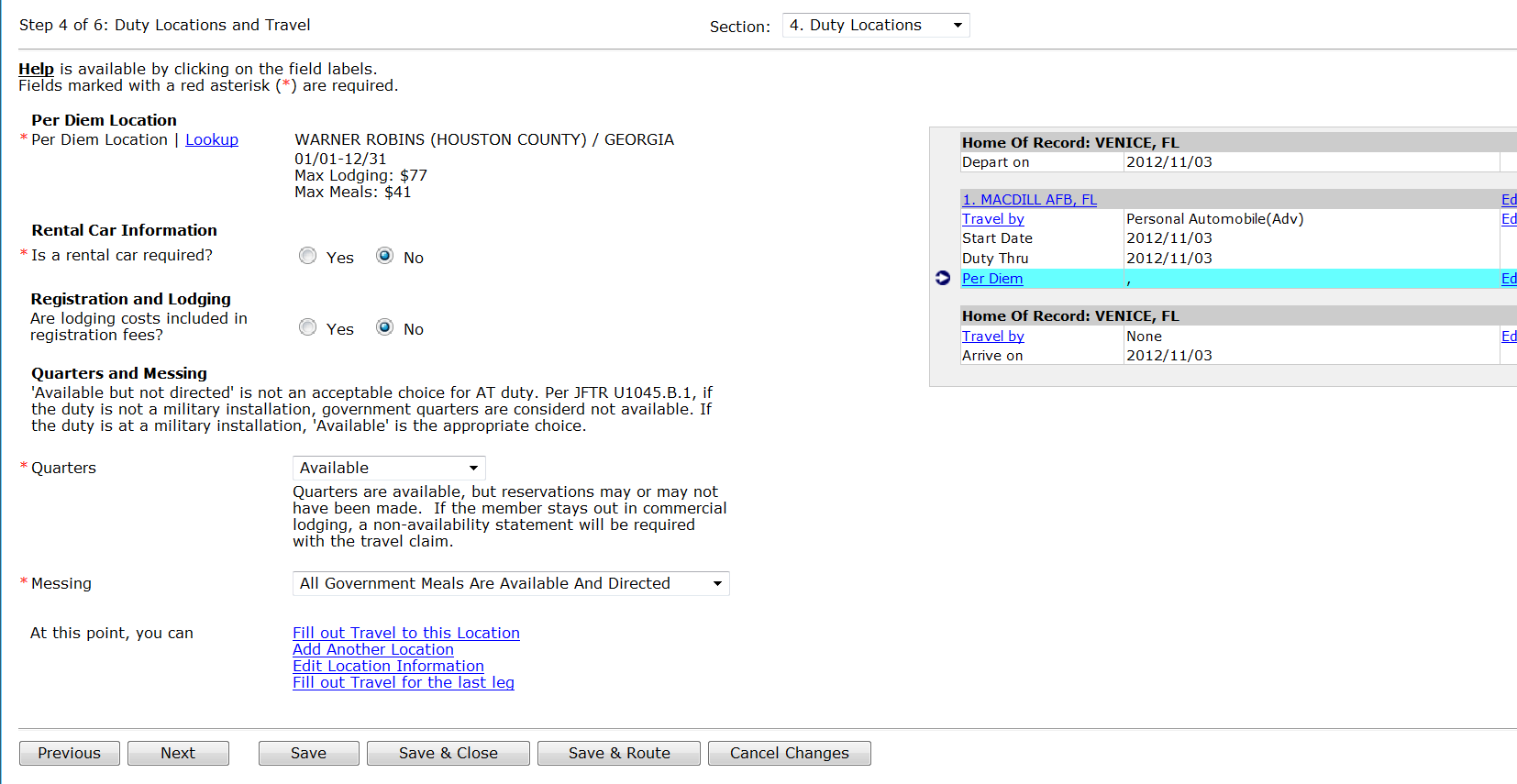
Select Per Diem Location



Answer Rental Car question. Any car other than Compact requires a Justification.

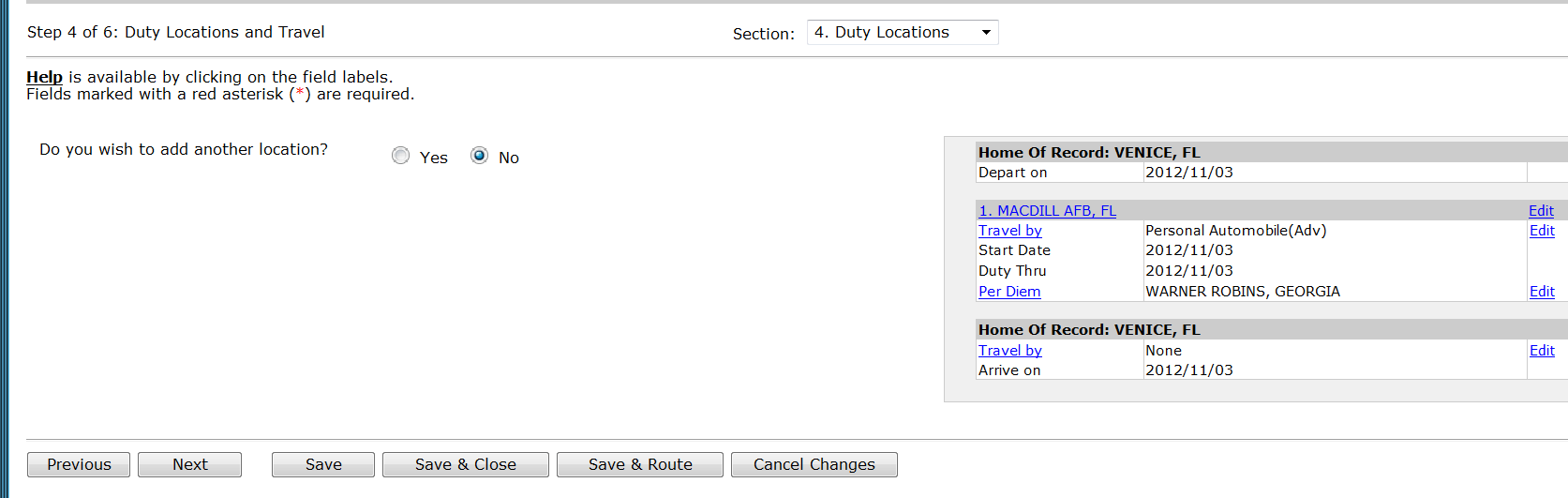
Answer Registration and Lodging question

Select Quarters and Messing availability

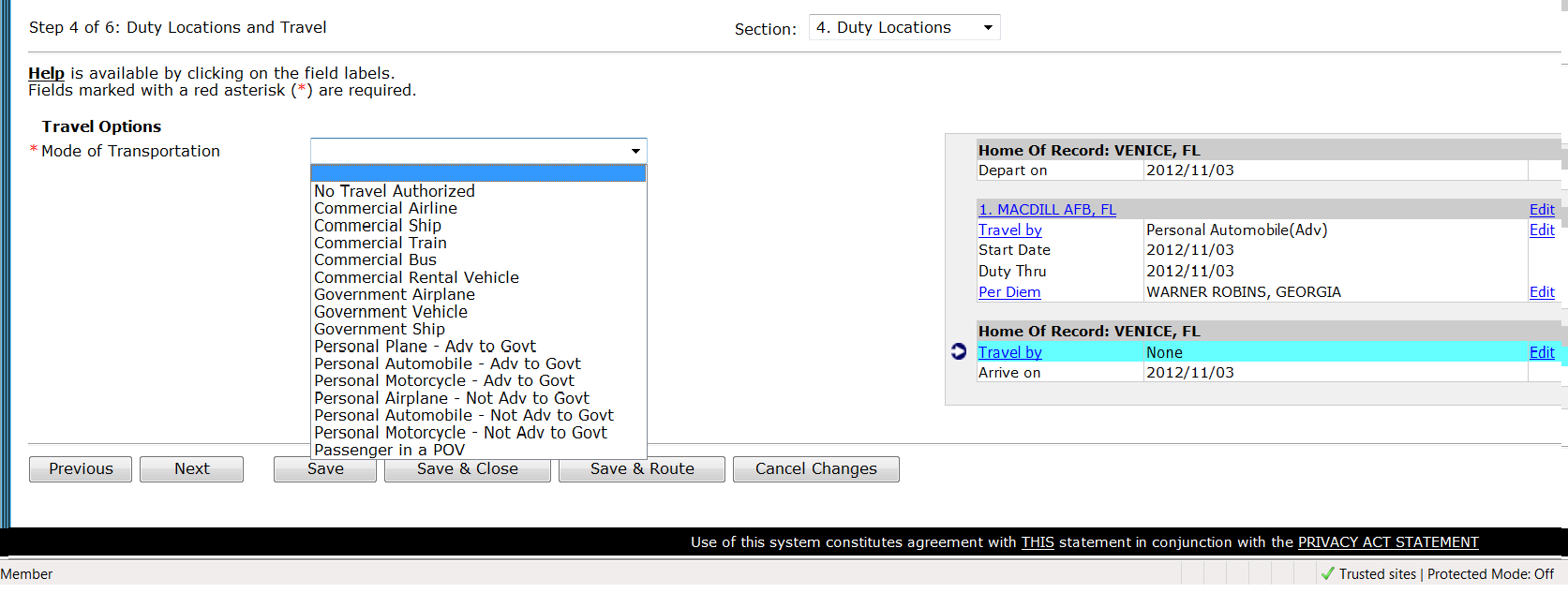


Select Next

***Additional Duty Locations***

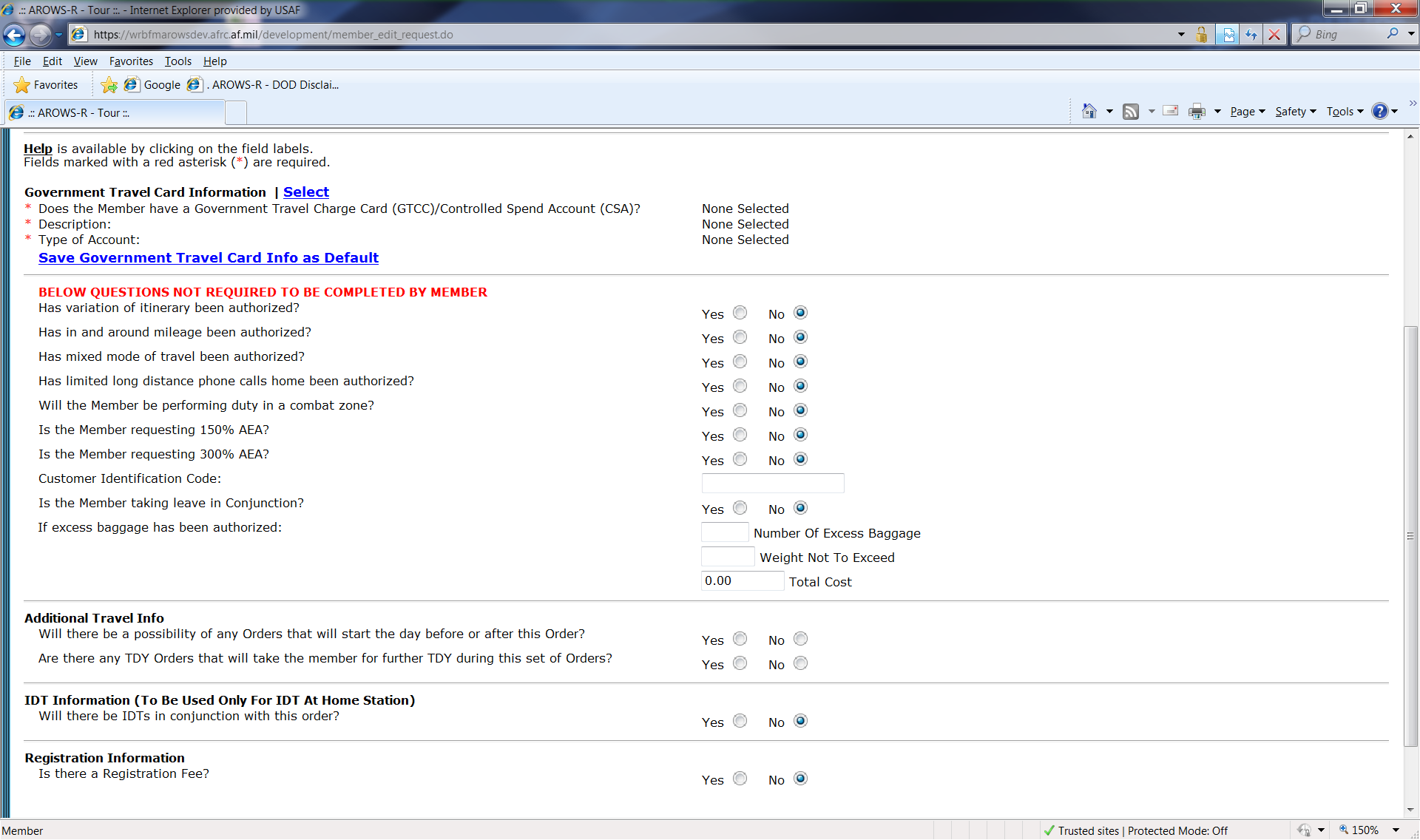


Answer “Yes” if there are other duty locations and “No” if not. Select “Next”

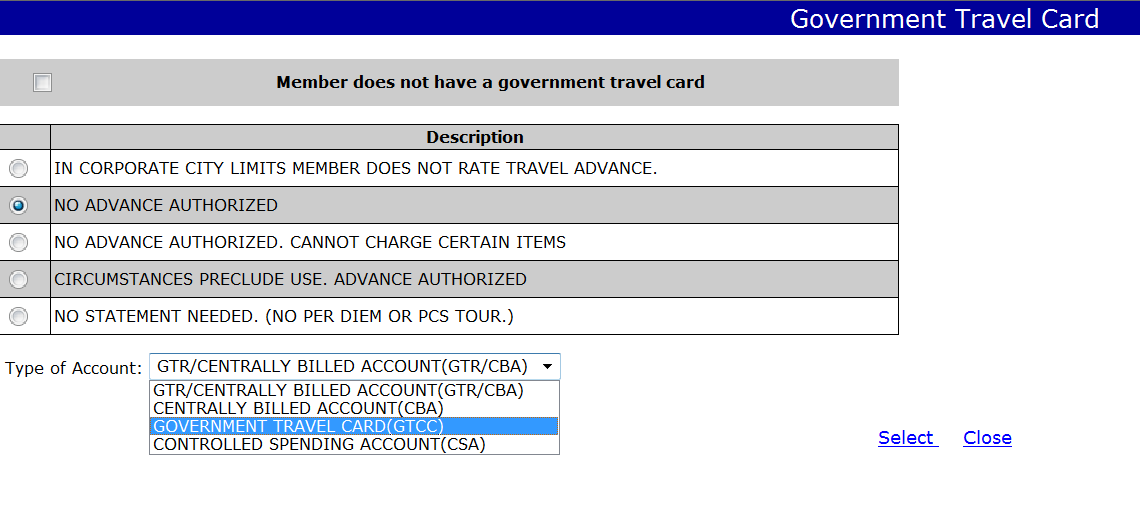
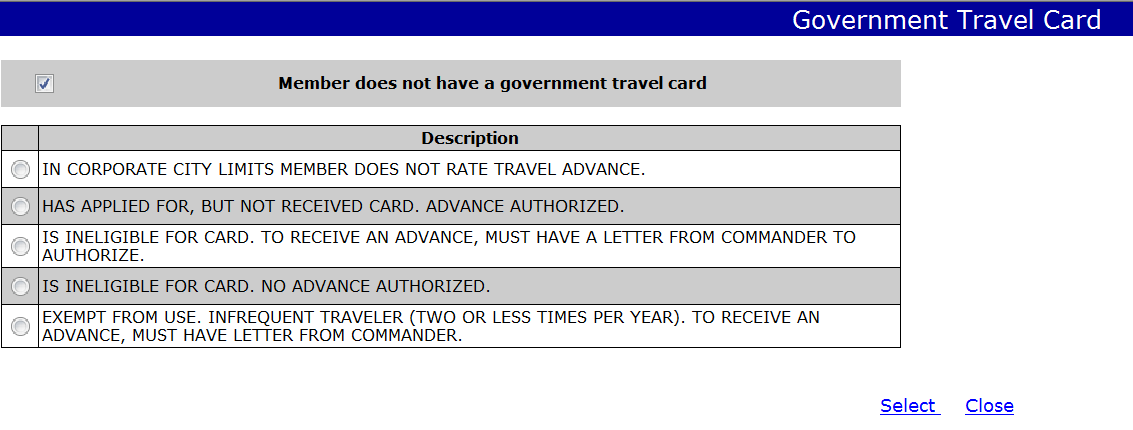


Select transportation for the leg home. “Next”

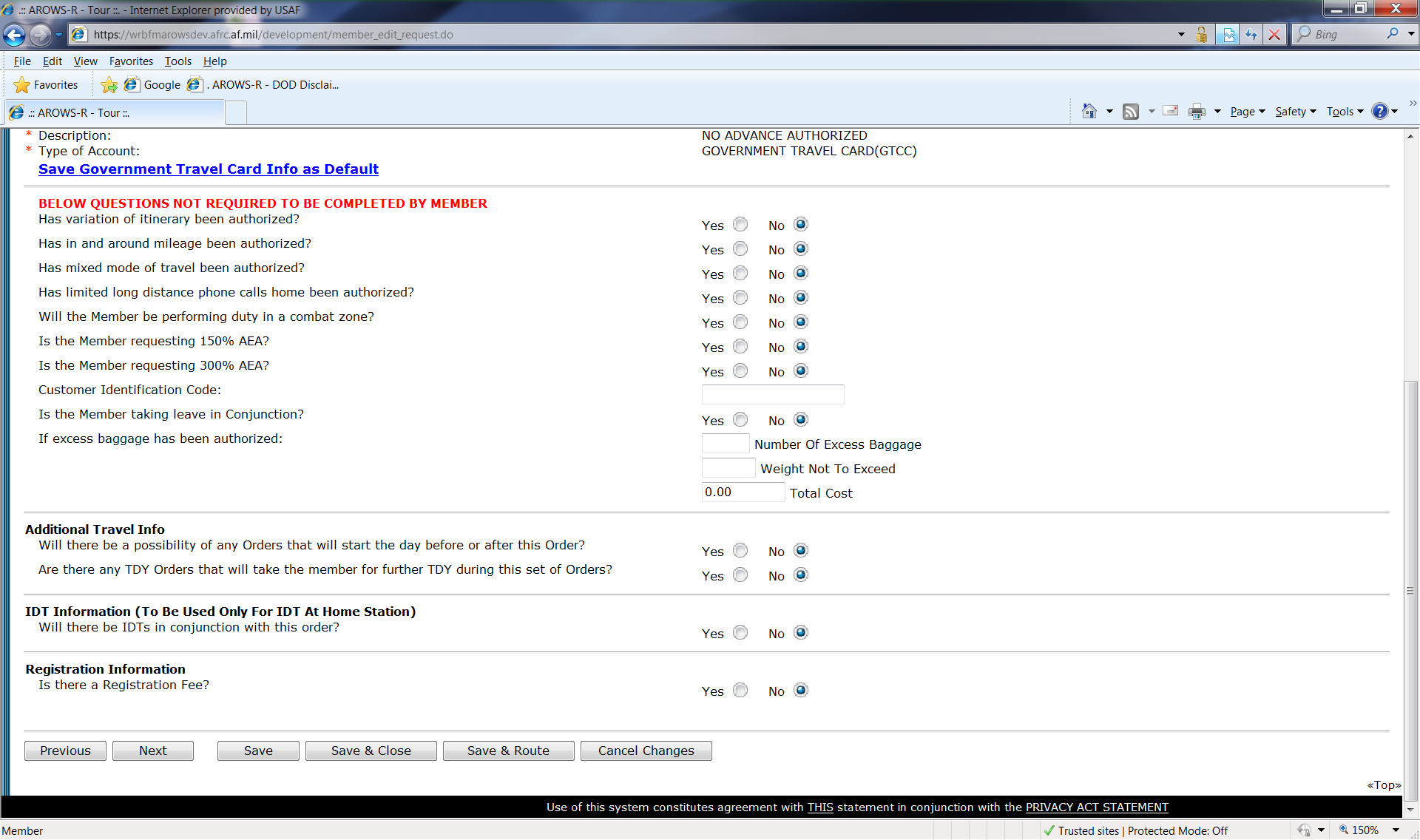
***TOUR***



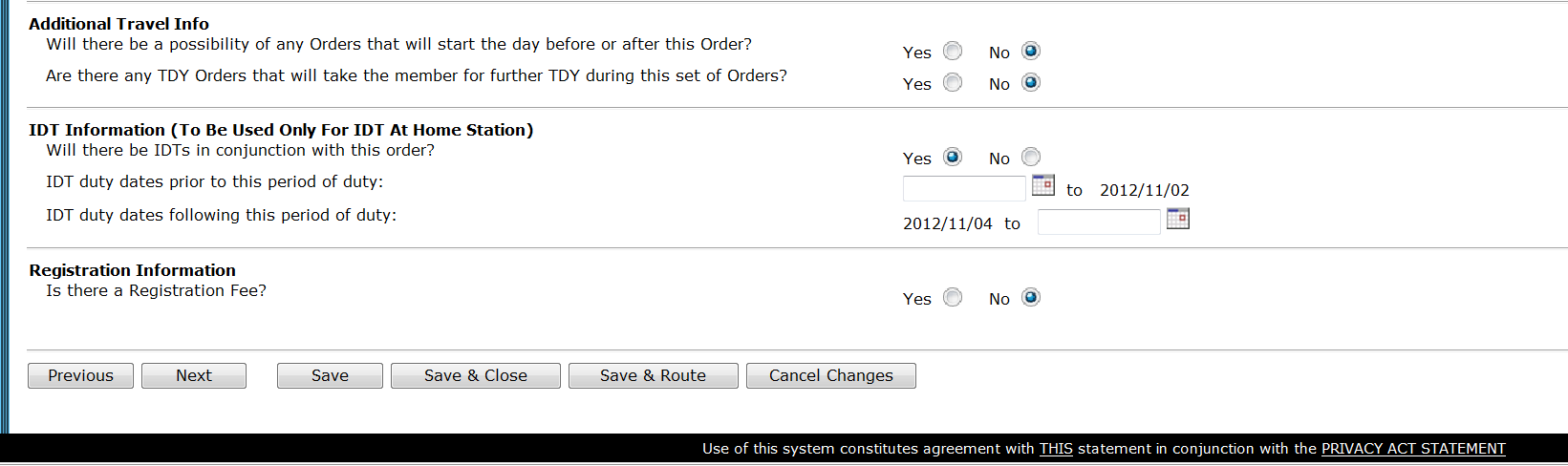
Select GTCC Info and save as Default



***Tour***



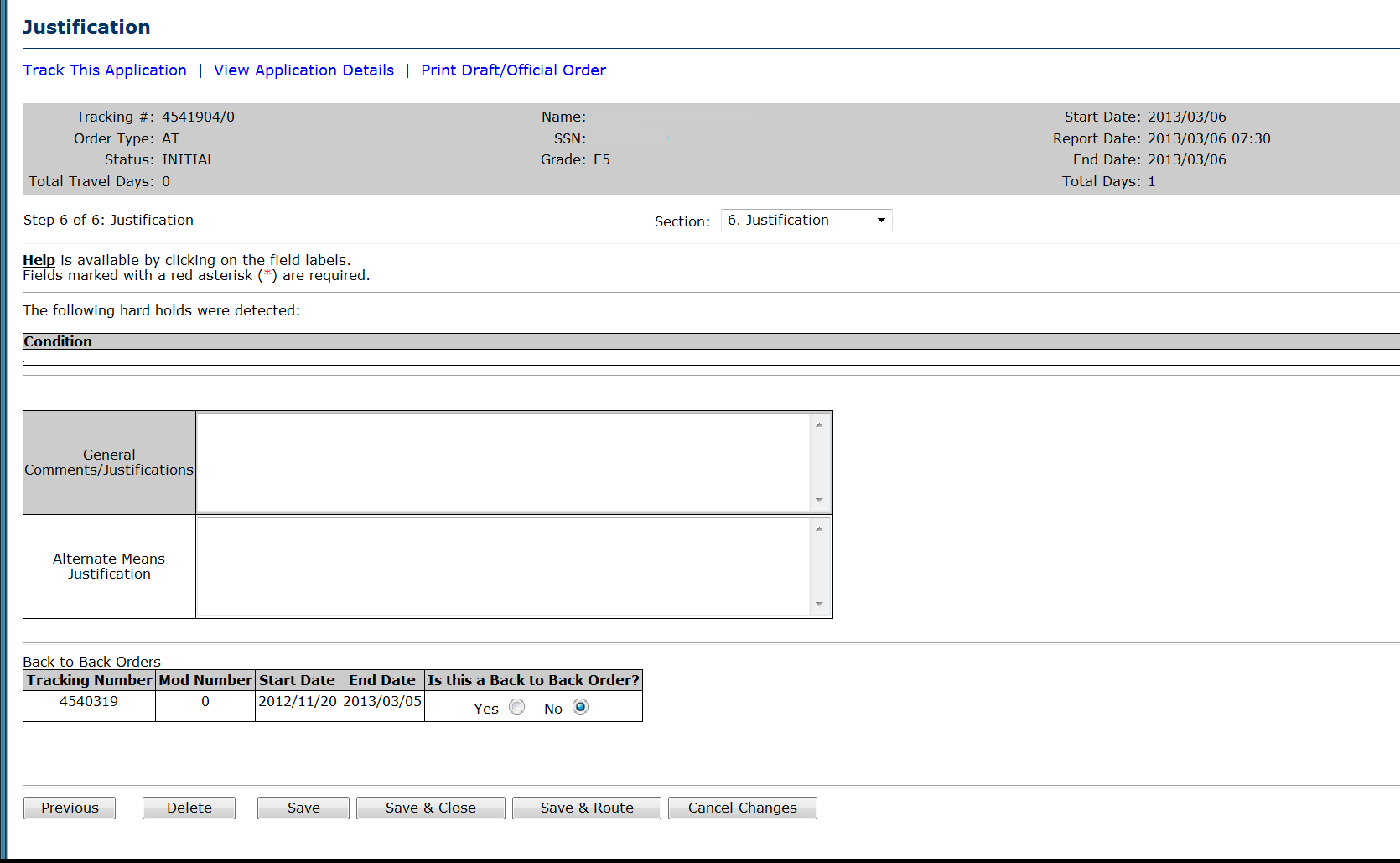
Answer all of the tour questions



Input IDT dates if this order is IDT at Home Station in conjunction with this order.

Select Next

***Justification***

***Orders back to back if member goes home between orders.*** ******

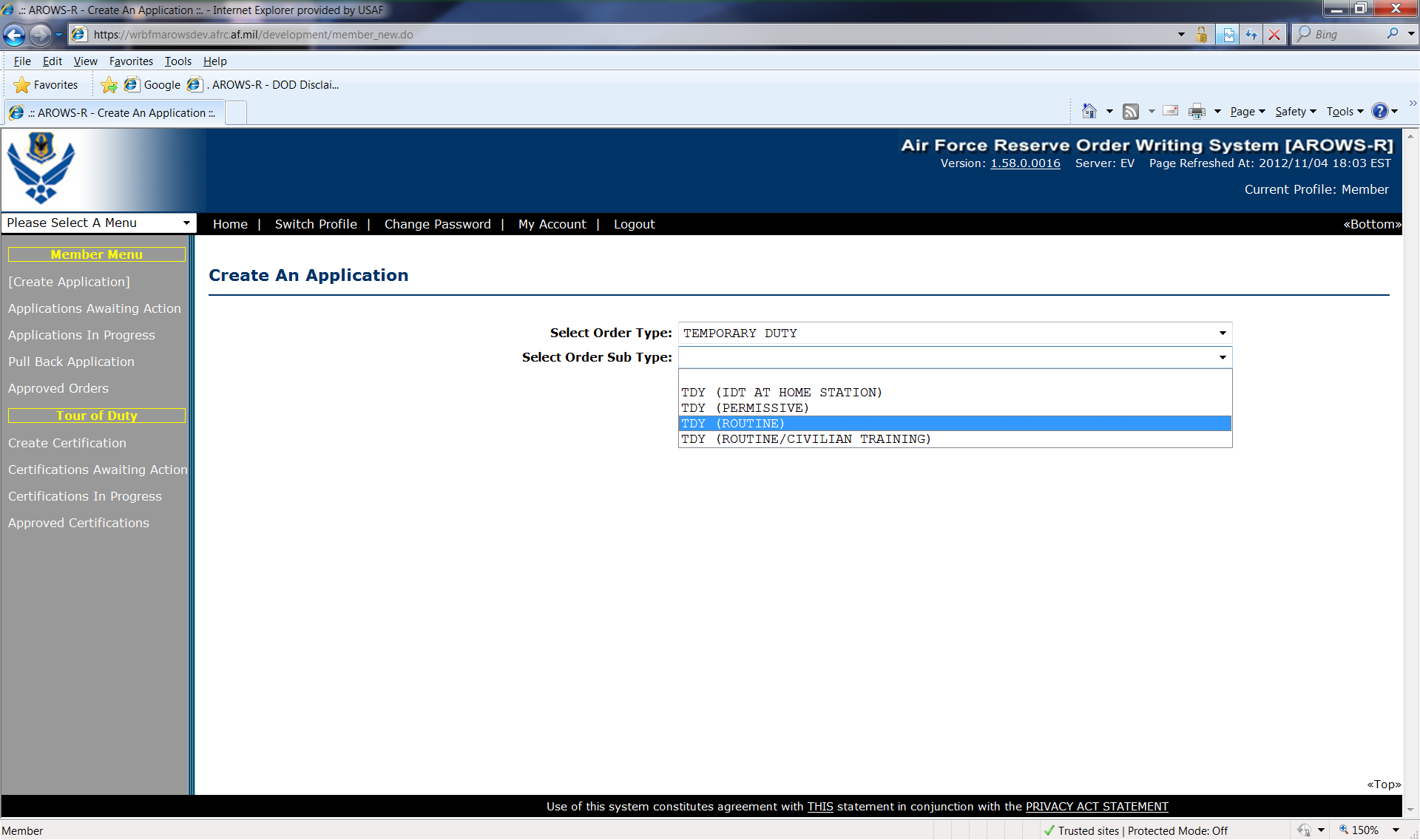
General Comments may be input for the Order Specialist.

Alternate means paragraph is required but may be input by the Order Specialist.

Do not mark orders back to back if member goes home between consecutive orde

Save & Route to your Order Specialist.

***Military Member TDY***



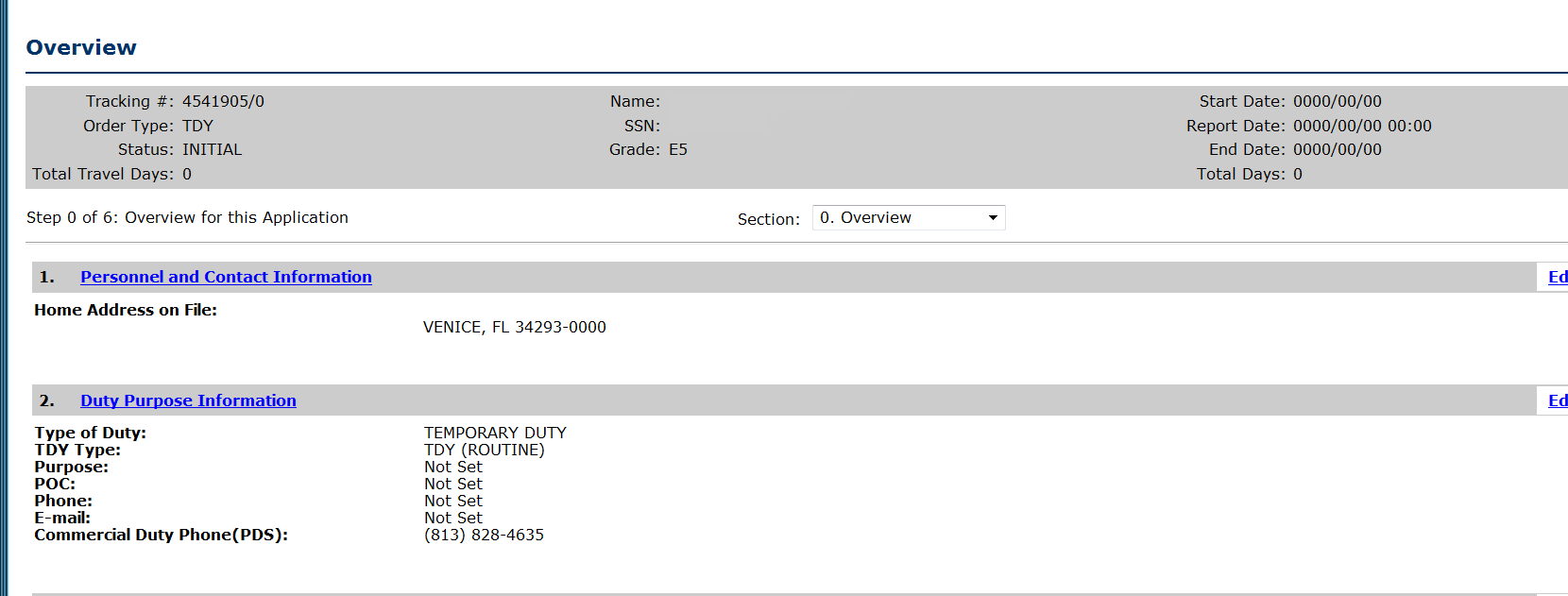
Select Temporary Duty

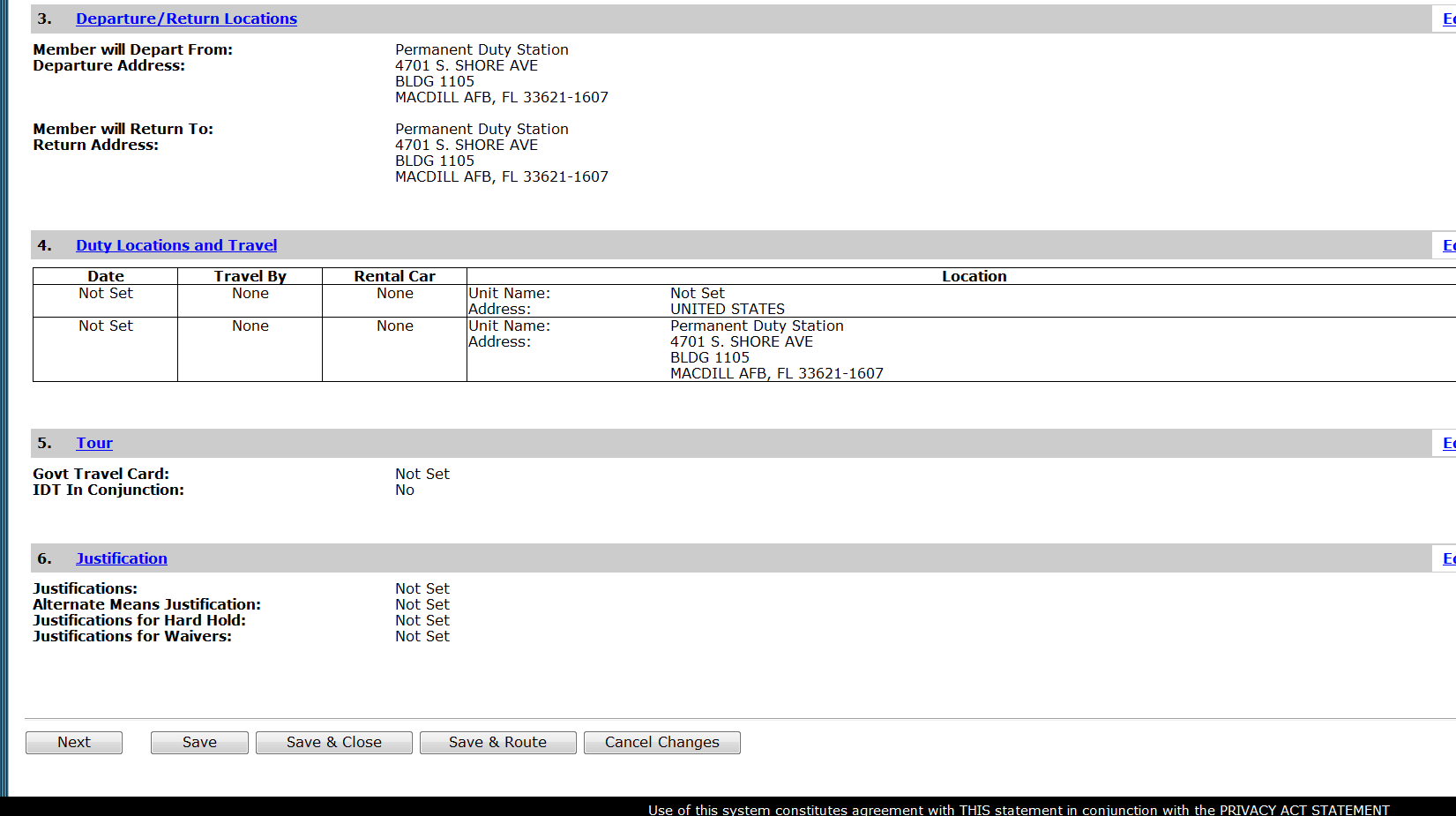
Select TDY (Routine)

Create Application

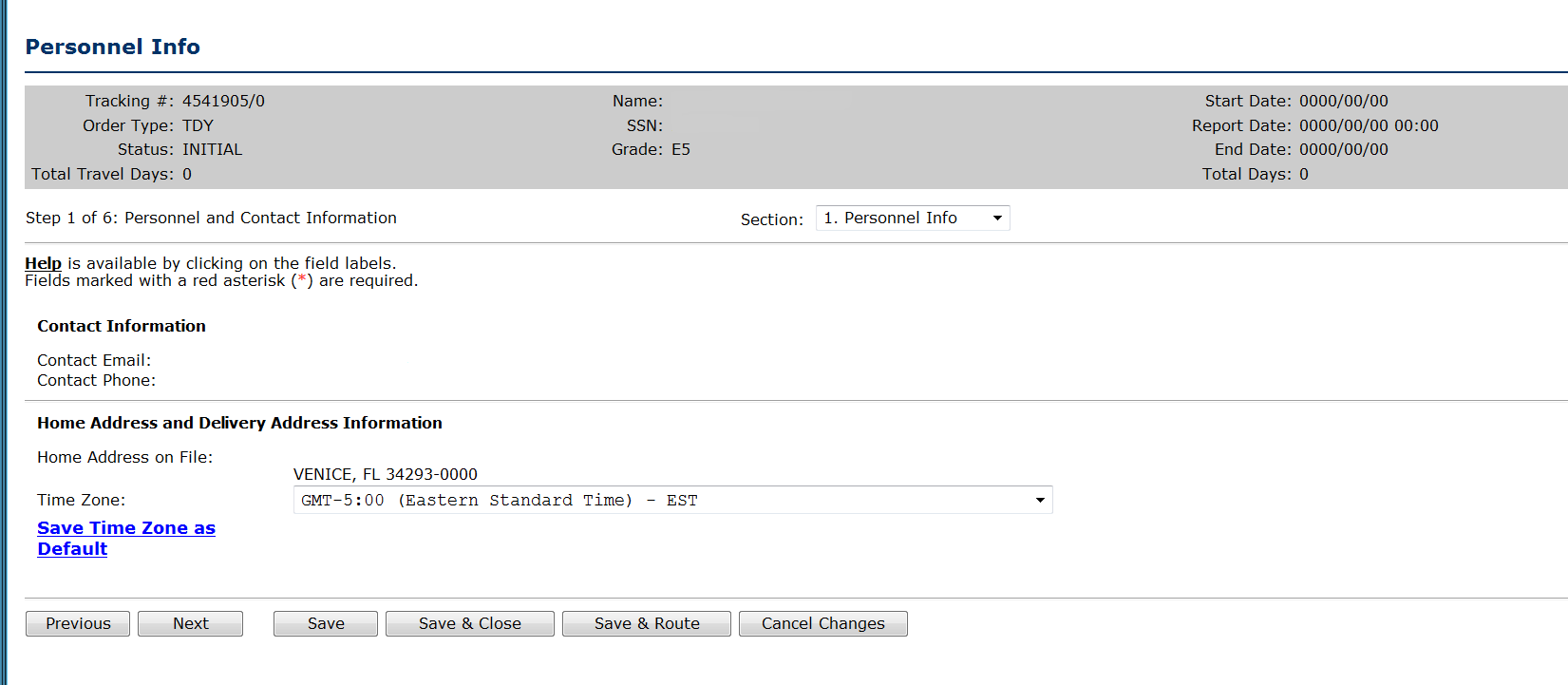
Military Member must first be called to Active Duty on a 938 before creating a 1610 except for IDT Outside Normal Commute and IDT Away from Home Station.

***Overview***

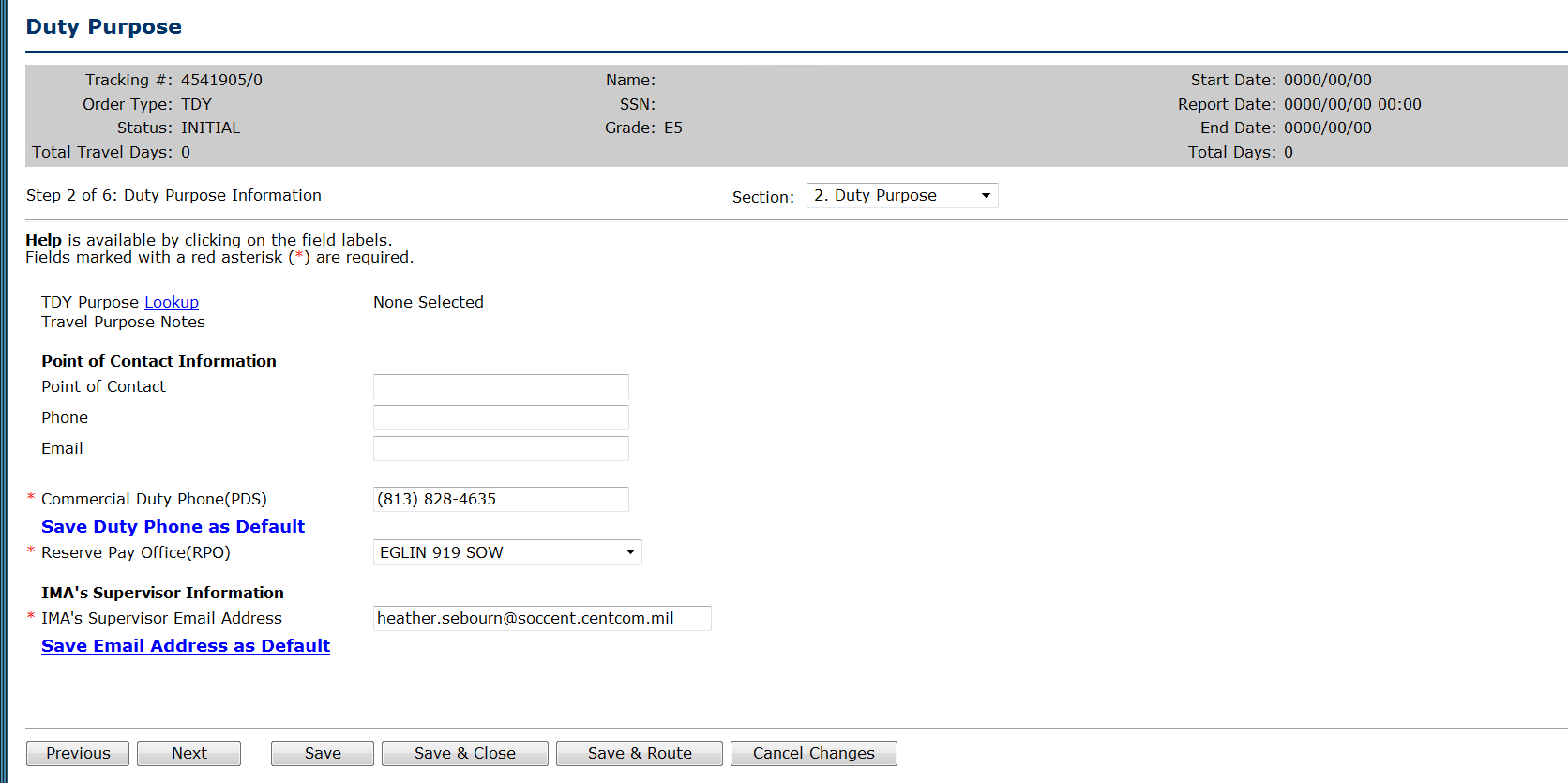
******

******

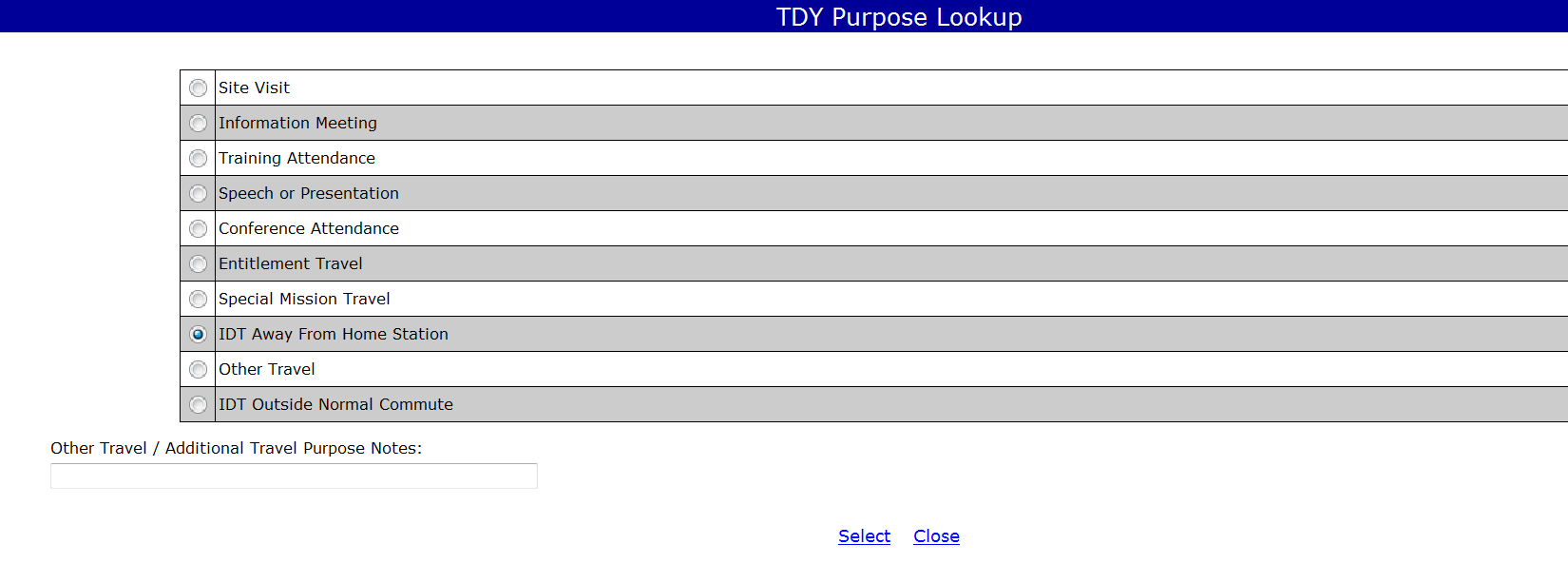
Select Next

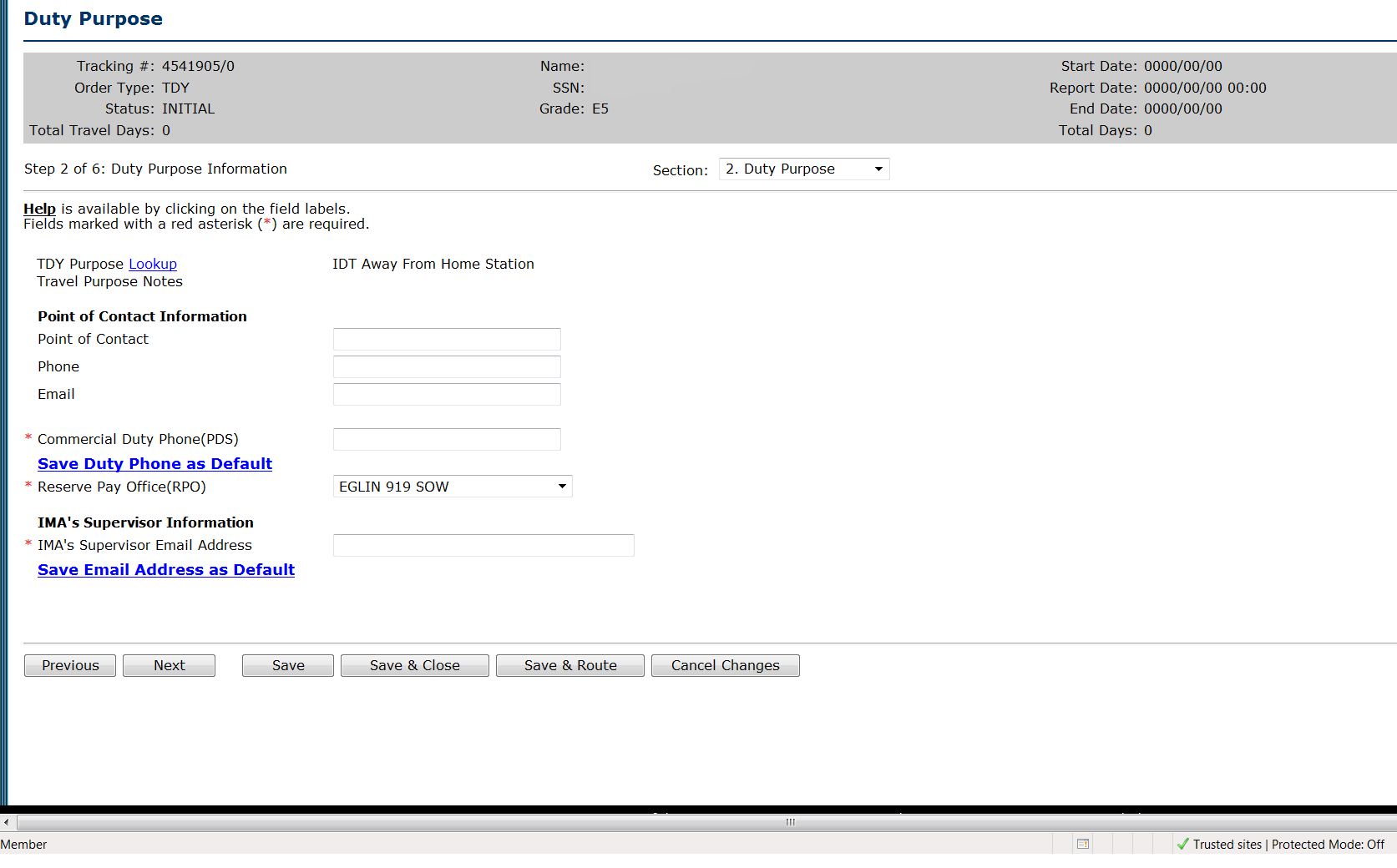
***Personnel Info***

If time zone isn’t save-select and save as Default; Select next.

***Duty Purpose***

Select TDY Purpose lookup; Select IDT Away from Home Station



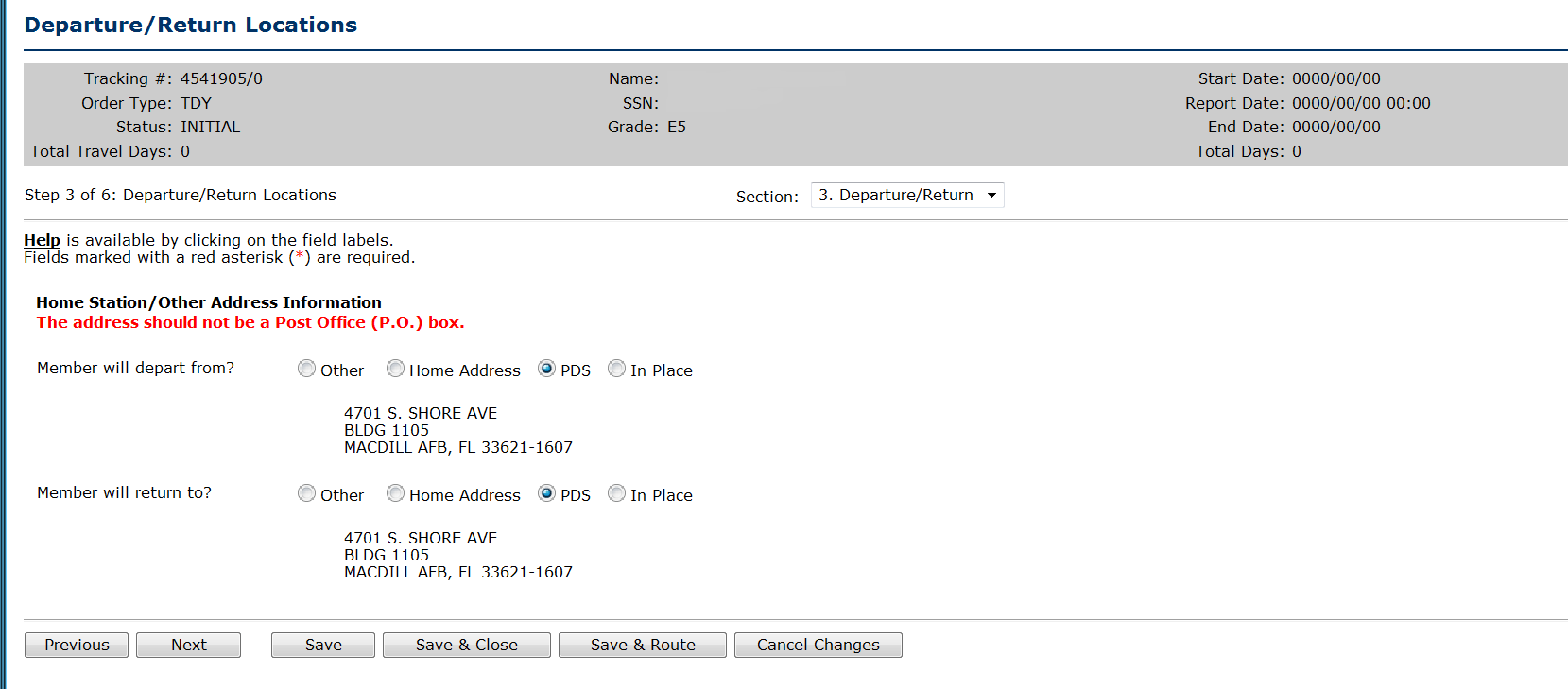


Commercial duty phone is required.

RPO and Supervisor email are required at this time but will be removed in the future.

Select Next.

***Departure/Return Locations***

******

Civilians must depart and return to PDS.

Select Next

***Duty Locations- Next screens are same as above.***