

HQ RIO IRs Orders GUIDE



July 2018

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INTRODUCTION

This reference guide may answer some commonly asked questions with how to submit orders request for the Individual Reservist (IR) order types. It also provides references, governing directives, and points of contact. For the purpose of this guide, when IR is referenced, it is referring to Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reserve (PIRR) unless otherwise specified.

In case of conflict with Air Force (AF) or Major Command (MAJCOM) instructions, the applicable instruction will take precedence over this guide. Send recommended changes for this guide to HQ RIO/OWC, Orders Writers Cell, at richard.keele@us.af.mil. This guide is a living document and changes will be implemented as needed. This guide is affected by the Privacy Act of 1974. Any form is subject to the provisions of [AFI 33-332](#), *Air Force Privacy and Civil Liberties Program*, and contains a Privacy Act Statement either incorporated into the body of the document or in a separate statement accompanying each such document.

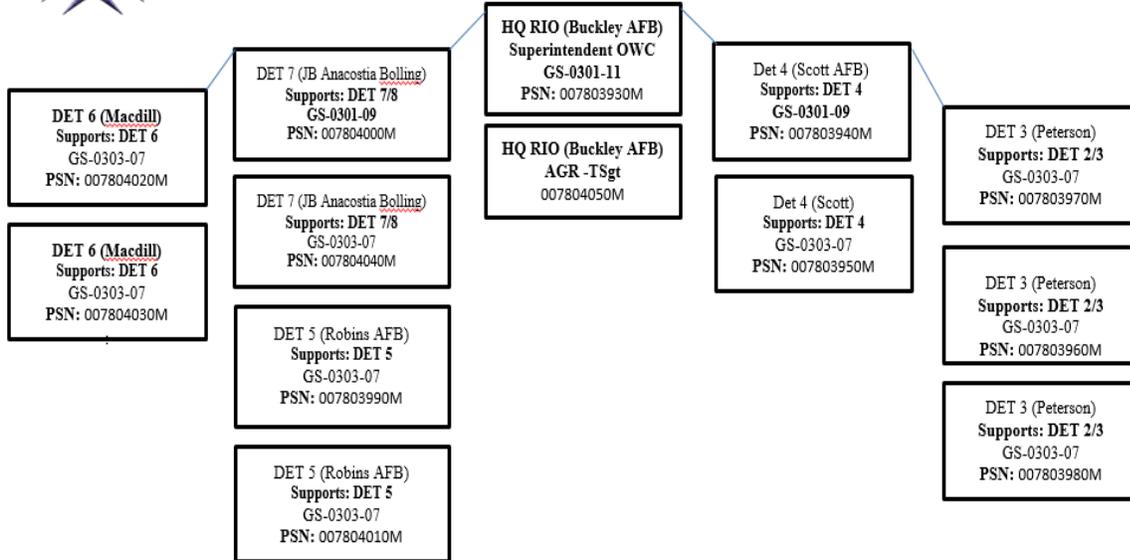
HQ RIO/OWC Org Structure



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 This document contains For Official Use Only (FOUO) information which must be protected under
 "The Privacy Act and AFI 33-332."



HQ RIO OWC Org Structure



DSN: 847-3063
 Commercial: 720-847- 3063
 1. ARPC website <http://www.arpc.af.mil/HORIO/>
 2. 1st Sergeant: MSgt Christopher Gracey
 C: 303-886-6660
 W: 720-847-3301
 3. RIO CSS: 720-847-3775
 4. HQ RIO OWC 720-847-3063
 5. OWC Sharepoint https://afrc.eim.us.af.mil/sites/HQ_RIO_OWC/SitePages/Home.aspx

■ RPA Support

NAME
DET
RPA
Work:

HQ RIO OWC: 720-847-3063

HQ RIO DET 2/3 OWC: 719-544-2561 RIO.DET3.READINESS@US.AF.MIL

HQ RIO DET 4 OWC: 618-229-7919 ARPC.HQRIODET4@US.AF.MIL

HQ RIO DET 5 OWC: 478-327-0410 DET5ORDERS@US.AF.MIL

HQ RIO DET 6 OWC: 813-828-5035 RIODET6.READINESS@US.AF.MIL

HQ RIO DET 7/8 OWC: 202-767-3080 AROWS@US.AF.MIL

INITIAL SET UP/ORDER REQUIREMENTS

- Access through AF Portal or directly at <https://arowsr.afrc.af.mil/arows-r>
- CAC enabled or use established password; once you make it CAC access you cannot use a password after that.
- Once logged in; Under “My Account”
 - Input phone number
 - Input Email Address
 - Input Travel Voucher distro list. i.e your personnel email address
 - Select what you would like to be notified of. Example: Notify me when request are approved
- Per AFI 36-2254, Vol 1 Section 6.5.4 orders must be submitted at least 30 days before the tour start date. We understand short notices do occur; However, submit as early as possible for all AT, ADOS, School Tours and Military Pay Appropriation (MPA) orders
- All Annual tour requests must be submitted by 1 Jun each year. This is to ensure they are published by 30 June each year per AFI 36-2254, Vol 1
- AFRC/CC policy letter dated 01 March 2018, reservists are required to publish all AF Form 938 and DD Form 1610 orders in AROWS-R.
- The use of a Government Travel Charge Card (GTCC) is mandatory for all Air Force personnel when conducting official travel, per a SAF/FM memo dated Nov. 8, 2017
- Special authorizations must be fully justified on AT Special Tour Request
 - Annual Tour Special Request Forms can be found on the RIO website
 - Split AT orders (only when travel is required)
 - AT away from Home Station
 - AT during Federal Holidays and Weekends
 - Rental Car Authorization
 - Non-regular 2 week tour (i.e. AT starts on non-holiday Mon. and ends on the 2nd Fri.)
- RIO Webpage: <http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>

ORDERS REQUEST/APPLICATION OVERVIEW

Always submit a request from your Web/Member profile. You may have to click the switch profile link and use dropped down to select web profile, then click change profile.

The screenshot shows the AROWS-R Home Page. The top navigation bar includes "Home", "Switch Profile", "My Account", and "Logout". The left sidebar contains a "Member Menu" with "Create Application" circled in red. The main content area displays a welcome message, login history, and contact information. A table of broadcast messages is also visible.

Please Select A Menu

Home | Switch Profile | My Account | Logout

Please Select A Menu

Member

UTAPS

AFRCFM.AROWSR@US.AF.MIL

Important Links

- » AFRC
- » JPTR/JTR Per Diem Tables
- » DoD FMR
- » DTOD
- » AFPC
- » Air Force Knowledge Mgmt
- » Passenger Reservation (Virtually There)
- » Passenger Reservation (View Trip)
- » Lodging and Dining Availability
- » GSA City Pairs

Welcome to the AROWS-R Home Page

Your current login was on Wednesday, September 21, 2011 10:19:39 AM

Your previous successful login was on Wednesday, September 21, 2011 09:37:14 AM

Your current phone number is: 571-830-9622

Your current email address is: michelle.polk@afncr.af.mil

Your applications will be processed by: RMG DET 11 AFDW

Point of Contact is: [RMG DET 11](#)

Phone Number is: 202-767-3080

Your Latest Broadcast messages:

2008/08/14	REMINDER: All members should ensure their email certified; therefore, accurate email addresses ensur
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAIL DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m

- Once in the proper profile, you can now create an application

The screenshot shows the AROWS-R Home Page. The top navigation bar includes "Home", "Switch Profile", "My Account", and "Logout". The left sidebar contains a "Member Menu" with "Create Application" circled in red. The main content area displays a welcome message, login history, and contact information. A table of broadcast messages is also visible.

Please Select A Menu

Home | Switch Profile | My Account | Logout

Member Menu

Create Application

Applications Awaiting Action

Applications In Progress

Pull Back Application

Approved Orders

Tour of Duty

Create Certification

Certifications Awaiting Action

Certifications In Progress

Approved Certifications

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2006/03/24	ATTENTION -- " PRIVACY ACT INFORMATION - The i protected in accordance with the Privacy Act and AFI
2005/11/10	REMINDER: IMAs still need to provide a copy of their

- Select order type



- Please Select A Menu
- Member Menu
 - [Create Application]
 - Applications Awaiting Action
 - Applications In Progress
 - Pull Back Application
 - Approved Orders
- Tour of Duty
 - Create Certification
 - Certifications Awaiting Action
 - Certifications In Progress
 - Approved Certifications

Create An Application

Select Order Type:

- ACTIVATION (MOBILIZATION)
- ACTIVE DUTY FOR SPECIAL WORK
- ACTIVE DUTY FOR TRAINING
- ANNUAL TRAINING**
- FINANCIAL ASSISTANCE PROGRAM
- HEALTH PROFESSION SCHOLARSHIP PROGRAM
- MEDICAL HOLD
- MILITARY PERSONNEL APPROPRIATION
- RELIGIOUS PROFESSION SCHOLARSHIP PROGRAM
- SCHOOL
- SCHOOL UPT/UNT
- TEMPORARY DUTY

APPLICATION OVERVIEW

Overview

Tracking #: 4482373/0	Name:	Start Date: 0000/00/00
Order Type: AT	SSN:	Report Date: 0000/00/00 00:00
Status: INITIAL	Grade: E5	End Date: 0000/00/00
Total Travel Days: 0		Total Days: 0

Step 0 of 6: Overview for this Application

Section: 0. Overview

1. Personnel and Contact Information

[Edit](#)

Home Address on File:

VENICE, FL 34293-0000

2. Duty Purpose Information

[Edit](#)

Type of Duty: ANNUAL TRAINING
 POC: Not Set
 Phone: Not Set
 E-mail: Not Set
 Commercial Duty Phone(PDS): ()

3. Departure/Return Locations

[Edit](#)

Member will Depart From: Home Of Record
 Departure Address: VENICE, FL 34293-0000
 Member will Return To: Home Of Record
 Return Address: VENICE, FL 34293-0000

4. Duty Locations and Travel

[Edit](#)

Date	Travel By	Rental Car	Location	
Not Set	None	None	Unit Name:	Not Set
			Address:	UNITED STATES
Not Set	None	None	Unit Name:	Home Of Record
			Address:	VENICE, FL 34293-0000

5. Tour

[Edit](#)

Govt Travel Card: Not Set
 IDT In Conjunction: No

6. Justification

[Edit](#)

Justifications: Not Set
 Alternate Means Justification: Not Set
 Justifications for Hard Hold: Not Set
 Justifications for Waivers: Not Set



- Next
- Save
- Save & Close
- Save & Route
- Cancel Changes

- When creating your application ensure all red asterisk fields are properly filled out

- Do not route an order request if your address is not correct. Address cannot be changed once orders are published.
 - Home address updates are made in MILPDS or vMPF. If address is not current you will need to hold off on submitting request until the MILPDS update flows to AROWS-R

Once all required areas filled out. You can submit for routing.

- Enter any comments for the orders technician or additional justification
 - Special tour request
 - Rental Car request justification
 - Funding information if known
- Do not mark orders back to back if member goes home between consecutive orders
- Click “Save & Route” to submit your orders request to your DET Order Writing Cell (OWC)

SUBMITTING REQUEST/JUSTIFICATION

Justification

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking #: 4541904/0	Name:	Start Date: 2013/03/06
Order Type: AT	SSN:	Report Date: 2013/03/06 07:30
Status: INITIAL	Grade: E5	End Date: 2013/03/06
Total Travel Days: 0		Total Days: 1

Step 6 of 6: Justification

Section: 6. Justification

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

The following hard holds were detected:

Condition

General Comments/Justifications	
Alternate Means Justification	

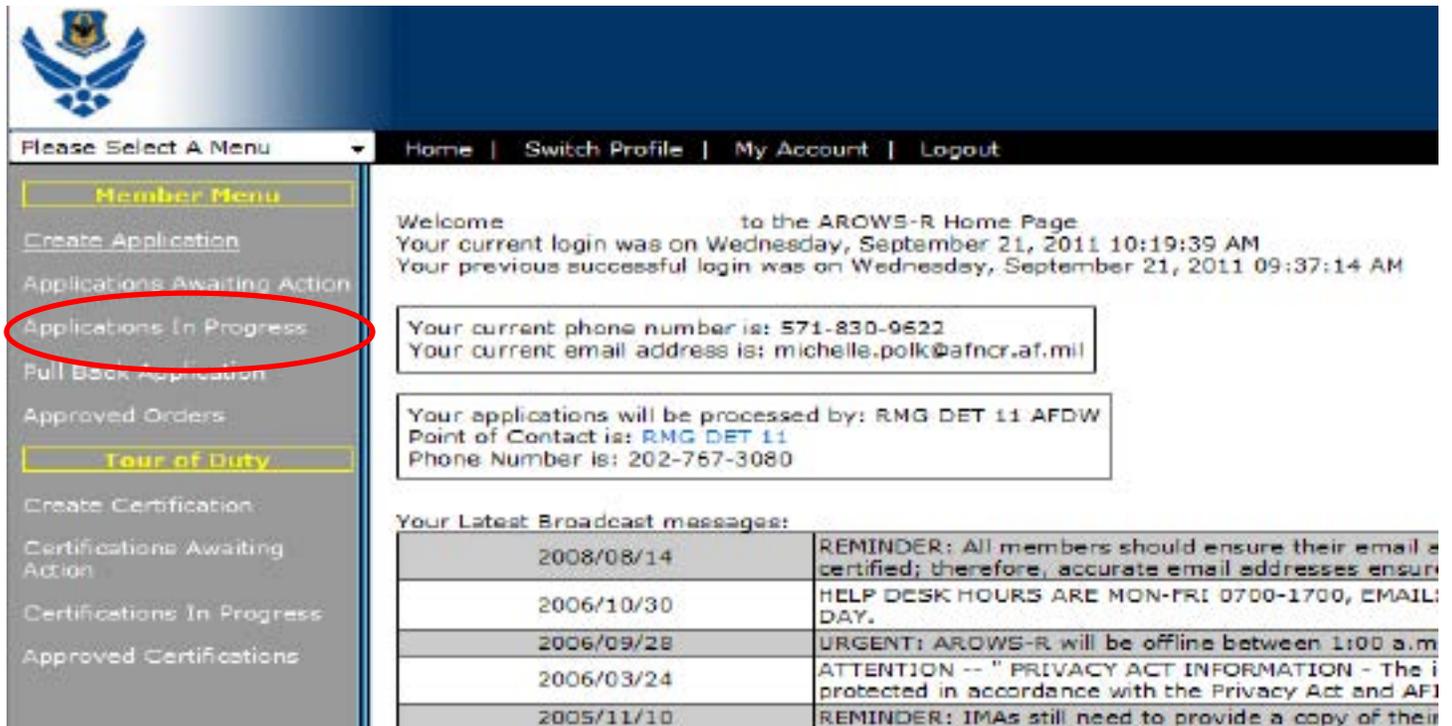
Back to Back Orders

Tracking Number	Mod Number	Start Date	End Date	Is this a Back to Back Order?
4540319	0	2012/11/20	2013/03/05	Yes <input type="radio"/> No <input checked="" type="radio"/>



CHECK STATUS OF ORDERS

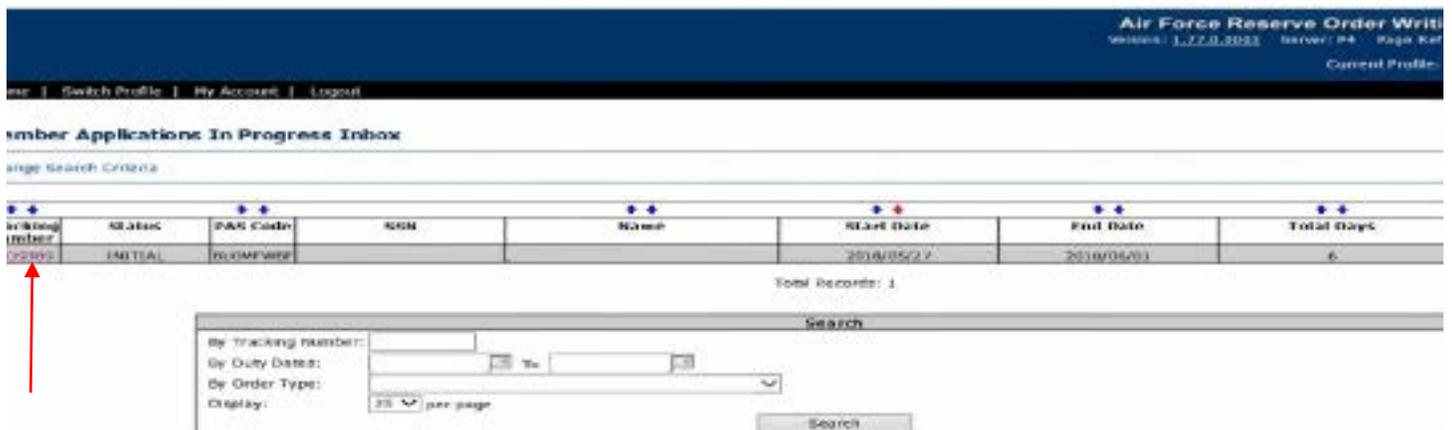
Under Member menu click applications in Progress



The screenshot shows the AROWS-R Home Page. On the left is a 'Member Menu' with options: Create Application, Applications Awaiting Action, Applications In Progress (circled in red), Full Back Application, Approved Orders, Create Certification, Certifications Awaiting Action, Certifications In Progress, and Approved Certifications. The main content area displays a welcome message, login history, contact information (phone: 571-830-9622, email: michelle.polk@afncr.af.mil), and application processing details (by: RMG DET 11 AFDW, phone: 202-767-3080). A 'Your Latest Broadcast messages' table is also visible.

Date	Message
2008/08/14	REMINDER: All members should ensure their email is certified; therefore, accurate email addresses ensure...
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAIL: DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m.
2006/03/24	ATTENTION -- " PRIVACY ACT INFORMATION - The i...
2005/11/10	REMINDER: IMAs still need to provide a copy of their...

You scroll through your orders in progress, or simply use the search function. Click tracking #.



The screenshot shows the 'Member Applications In Progress Inbox' page. It features a table with columns: Tracking Number, Status, PAFS Code, SSN, Name, Start Date, End Date, and Total Days. A red arrow points to the tracking number '022095'. Below the table is a search form with fields for tracking number, duty dates, order type, and display per page.

Tracking Number	Status	PAFS Code	SSN	Name	Start Date	End Date	Total Days
022095	PAFSA	W04MFW02			2010/05/27	2010/06/01	6

You can now see the routing/status of your order request.
Please allow a minimum of 2 duty days at each level.
If it's a short notice trip – work with your DET and OWC to expedite.

Application Details

Display Section: ▼

[View Application Details](#) | [Print Draft/Official Order](#)

Routed To	Action Type	Action Date/Time	Last Name	OWA
Member				
AGR Admin				
Order Specialist	Approved	2018/05/03 14:38	KEELE	
Supervisor	Approved	2018/05/10 17:22	EVANS	
Invitational Event				
MilPay Specialist				
Hard Hold - Unit Commander				
Hard Hold - Military Personnel Flight				
Hard Hold - Wing Commander				
Hard Hold - Cross Wing Funding				
Resource Advisor	Routed	2018/05/03 14:38		RIOOTHER
Waiver				
Training Program				
Certifier	Future Routing			RIOOTHER
Final Certifier	Future Routing			ARPC SWC
Authentication				
DTS				

Close this Window

BASIC MEMBER ORDERS REQUEST OVERVIEW

From Create application view – select the appropriate Order Type

Then select Sub order type

Click create application

Click next to get out of the Overview page

NOTE: The below steps are common fields that require updates and or verify still correct. All fields with a red asterisk are mandatory.

STEP 01: Update personnel/contact information.

- Verify the following info is correct
 - Contact Info
 - Home of Residence
 - Time Zone

STEP 02: Update Duty Purpose Information.

- TDY Purpose: Select the lookup link and select the most appropriate code available.
- POC Information: Member inputs POC information (not a requirement for processing order).
- Commercial Duty Phone: Information needs to be input and saved as default.
- Residential Phone: Information needs to be input and saved as default.
- IMA Supervisor Information: Member inputs this; IMA supervisor receives courtesy email that member submitted request.
- Is this request for Points Only (No Pay): N/A
- PCS: N/A

STEP 03: Update Depart from/return to Locations

- Member must depart from/return to the location of the underlying order (MPA, ADOS, ADT, and AT etc.)

STEP 04: Update Duty Location and travel information.

- Travel Start date: Date must match the information provided on FCAL received from funding authority. (Initial travel time is inclusive to the tour dates referenced on FCAL received from funding authority)

NOTE: Per [JTR](#) Ch. 5 Part A. 050205 If the ordered travel is 400 or fewer miles between official points and the traveler uses a POV, Government automobile or rental vehicle, then 1 day of travel is authorized for the official distance for member to get to duty location

- Initial Report Date/Time: Date must match information provided on FCAL received from funding authority (Will be the day following the travel day if applicable)
- End Date: Date must match information provided on FCAL received from funding authority. (Return Travel is inclusive to the tour dates)
- Trip Duration: Multi day if more than one day.
- Duty Location: Duty location (Unit name, address, country, city, state and zip) must match information provided on FCAL received from funding authority
- Is this within the corporate city limits: If duty is being performed at an AF Installation verify if the installation has defined the local area and adhere to guidance. Corporate city limits is also selected for telecommute, when member's live on the AF Installation where duty is being performed, or when member resides within the city that the gates of the installation open up to. (If yes, No POV mileage reimbursement is authorized)
- Is this within commuting distance from member's residence: If duty is being performed at an AF Installation verify if the installation has defined the local area and adhere to guidance. Member is within commuting distance when HOR is within 50 miles of the duty location. (If yes, one round trip POV mileage reimbursement is authorized)

Note: If the member resides 51 miles or more from the duty location and wishes to commute, AROWS-R will generate a mileage only entitlement (one round trip POV mileage reimbursement is authorized). Option to commute vice staying in billeting needs to be based on a legitimate ability to do so. Option is not intended to remove the travel/per diem requirement when an AD unit refuses to pay travel/per diem entitlements when IRs reside outside of the commuting area.

- Determine the Mode of Transportation: For initial trip
 - Personal Vehicles: Mileage/Cost information will only populate if personal auto is selected
 - If Commercial Air: Use look up for departing/arrival Airport.
 - Travel Justification: Member can update with any travel justification
- Determine Per Diem Location

Note: If Duty is being performed at an AF Installation, this should be used when entering the "City" on the Per Diem Location look-up. Update what member input if incorrect in order for per diem entitlements to be accurate.

- Determine if rental car has been authorized
- Registration and lodging: No- Unless reporting instructions says there is a registration fee
- Determine Quarters/Messing availability
 - For AF Installations Refer to [AFMAN 34-102](#) Directory of Government Quarters and Dining Facilities for CONUS/OCONUS
 - For non AF DoD Installations Quarters/Messing are directed per [Intergrated Lodging Program Pilot \(ILPP\)](#)
- Determine if another location needs to be added: Normally No
- Determine the Mode of Transportation for return trip
 - Same as initial – select appropriate mode

STEP 05 Update Tour Information

- If member does not have an IBA (Government Travel Charge Card "GTCC")
 - Check Member does not have a government travel card
 - Description will be "Exempt from use. Infrequent traveler (two or less times per year). To receive an advance, must have letter from commander"
 - Type of account will be "Centrally Billed Account"
- If member has an IBA (Government Travel Charge Card)
 - Unclick "Member does not have a government travel card"
 - Select "NO ADVANCE AUTHORIZED"
 - type of account "GTCC"

Note: [Mandatory Use of Individual Government Travel Card for Official Government Travel](#), per SAF/FM memo dated Nov. 8, 2017. Exemptions are identified in GTCC Regulations: [DoDI 5154.31](#)

Note [Travel advance](#) process: IR member responsible for emailing a copy of their certified orders with CBA selection and non-standard paragraph authorizing travel advance, a signed IR Travel Advance Memo, DD Form 1351, FMS 2231 to IR Travel via MyPers at least 10 days prior to proceed date to allow IR Travel to process advance

- **Variations of itinerary authorized:** Only when authorized by funding authority

Note: Variations of itinerary is not a substitution for poor planning and cannot be used to create a blanket travel authorization or repeat travel authorization. An authorized variation in a TDY order allows a traveler to: 1. Go to destinations not named in the order, 2. Change the specified time spent at a named destination, 3. Change the sequence of the named destinations, Omit travel to named destinations

- In and around mileage authorized: No
- Has mixed mode of travel been authorized: No
- Will member be performing duty in a combat zone: No
- Is the member requesting 150% AEA: No
- Is the member requesting 300% AEA: No
- Is the member taking leave in conjunction: No
- Excess baggage: No

- Will there be any orders that will start the day before/after this order: Member responds "YES/NO" based on personal situation
- Any TDY orders during this set of orders: Member responds "YES/NO" based on personal situation
- Will there be IDTs in conjunction with this order: Not authorized while on TDY
- Determine if there are Registration fees: Normally No

Note: Per [AFI 36-2254V1](#) IDT can be performed in conjunction with AT, ADT, or ADOS.

- Is there a possibility you will be converting to an active or inactive military duty status during this temporary duty? – Answer question based on circumstance.
- Input any general comments/justification with the tour.
- Once done – click complete

REQUIRED ITEMS FOR TOUR TYPES:

Providing the following items will assist/ensure your orders getting processed.

TDY ROUTINE:

- Any Applicable Reporting Instructions
- Fund Cite Authorization Letter if member is not local
- IMR Printout (Flu shot, Dental Class, PHA/PHAQ, MSD/HYT, ETS, Fitness Test, DAV codes Overall readiness is green)

MPA:

- Any Applicable Reporting Instructions
- M4S Tasking is verified
- Fund Cite Authorization Letter if member is not local
- IMR Printout (Flu shot, Dental Class, PHA/PHAQ, MSD/HYT, ETS, Fitness Test, DAV codes Overall readiness is green)
- Leave carry over packet (if applicable)
- Sanctuary waiver (if applicable)
- 1095 waiver (if applicable)

ADOS:

- Any Applicable Reporting Instructions
- Email from unit budget office with funding information (Wing, OWA, ESP Code) or BRS message
- IMR Printout (Flu shot, Dental Class, PHA/PHAQ, MSD/HYT, ETS, Fitness Test, DAV codes Overall readiness is green)
- Leave carry over packet (if applicable)
- Sanctuary waiver if member is in the zone
- 1095 waiver (if applicable)

IDT REIMBURSEMENT:

- Verify the member performed duty in UTAPS
- AFSC on Critical Skills List
- Ensure overall readiness in ARCNet is green (Flu shot, Dental Class, MSD/HYT, ETS, DAV Codes)

AT:

- If Applicable, [Special Tour Request or Rental Car Justification Request](#)
- Any Applicable Reporting Instructions
- IMR Printout (Flu shot, Dental Class, PHA/PHAQ, MSD/HYT, ETS, Fitness Test, DAV codes Overall readiness is green)

SCHOOL:

- TLN /RIP report signed by Det Commander
- Any Reporting Instructions
- IMR Printout (Flu shot, Dental Class, PHA/PHAQ, MSD/HYT, ETS, Fitness Test, DAV codes Overall readiness is green)

ADT:

- Purpose of ADT
- Email from unit budget office with funding information (Wing, OWA, ESP Code) or BRS message
- IMR Printout (Flu shot, Dental Class, PHA/PHAQ, MSD/HYT, ETS, Fitness Test, DAV codes Overall readiness is green)

MEDCON:

- Any Applicable Reporting Instructions
- M4S Tasking is verified for MPA MEDCON
- Fund Cite Authorization Letter if member is not local
- IMR Printout (Flu shot, Dental Class, PHA/PHAQ, MSD/HYT, ETS, Fitness Test, DAV codes Overall readiness is green)