

United States Air Force Reserve

Integrity - Service - Excellence

Understanding the Orders Process



1 9 4 8 - 2 0 1 8
RESERVE

HQ RIO/Det 6

12 Oct 2018 at 1000 EST MacDill AFB

Bldg 296 (927th ARW)

Commander's Conference Rm (2nd Floor)

DCS Link:

<https://conference.apps.mil/webconf/FDBriefing>

Telecom # (813) 828-8255 ID & PIN 813#

Please dial in 5-10 minutes prior to start time

- **Order Specialist role**
- **Required Items: What is needed to make the process smooth?**
 - **Documents**
- **New MPA Requirement**
- **Understanding the routing process**
- **VOCOs: What is this? When is it required? Who is required to do one?**
- **Common mistakes**
 - **By the member & By the order specialist**
- **FAQ**
 - **By the member & By the order specialist**
- **Resources**
- **Contact information**
- **Questions?**

- **WELCOME!!**
 - Col Paul R. Delano Jr., Commander
 - Mrs. Charmaine Nance, Civ
 - Mrs. Gul Fasulo, Civ

- **Get IRs to the fight!**
 - Member must have an approved order or Verbal order of the commander (VOCO) approved by Det 6/CC prior to reporting

- **Benefits of an official order**
 - Travel authorization
 - Entitlements
 - PCS Authorization
 - Medical



- IRs must submit order request in AROWS-R
- IRs readiness must be current- **Green** to Go
- Allow ample processing time
 - **10-15 days – per Det 6/CC memo**
- Documents
 - RPA(ADOS)/MPA: *Out of Unit Voluntary Tour Checklist, *Fund Cite Authorization Letter, *M4S Task Number, *Sanctuary Waiver, *Participation Waiver
 - AT: *Rental Car Request, *Annual Tour Special Tour Request
 - TDY: Fund Cite Authorization Letter
 - School: Signed training rip
- Understanding
 - Det 6 population consists of ~1500 IRs assigned to 2 MAJCOMs and 3 COCOMs
 - Approximately 400 orders per month
- Cooperation from IRs/URCs/AD Unit is greatly appreciated!

***as applicable**

- **ARCORT Number:** A seven digit number used to identify **Operational** Requirements / Missions (not for training reqt's) to accurately track execution and match it to requirements approved for funding
 - POC: Likely the MAJCOM / Agency FAM, GC or RA (or equivalent)

Step 2 of 10: Duty Purpose Information

Section:


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

TRAINING CATEGORY NOT REQUIRED TO BE COMPLETED BY MEMBER

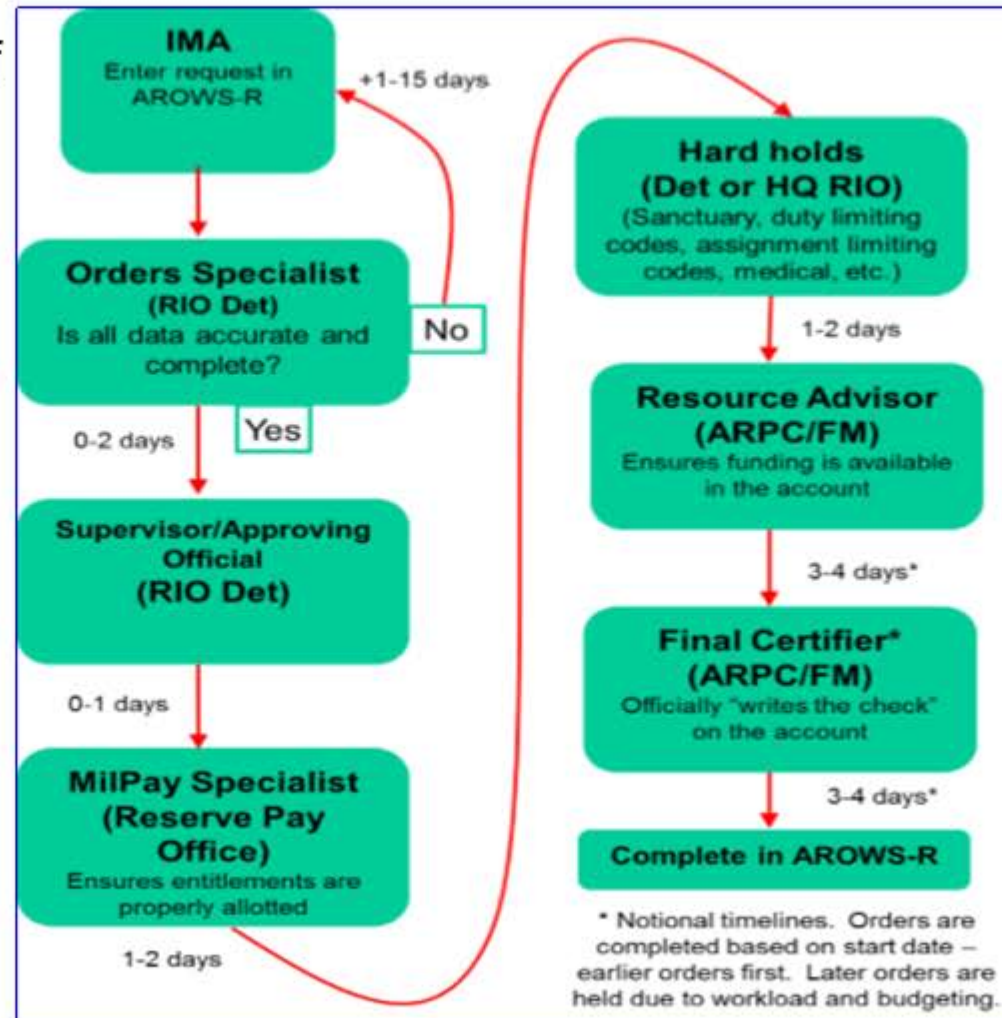
* Training Category | [Lookup](#)

AIR COMBAT COMMAND

* ARCORT Number

V. ADDITIONAL			
49. REMARKS/COMMENTS:		50a. M4S TRACKING #:	
<p>THESE MAN-DAYS AND FUND CITES ARE PROVIDED FOR THIS SPECIFIED MISSION. Please return all unused man-days using the M4S Curtail or Rescind tour actions. This will programmatically return all unused man-days to the appropriate MAJCOM FA account. Rescind Component Service members performing ADOS will not attend IDT or AT with their unit of assignment IAW DoDI 1215.06, dated March 11, 2014, Enclosure 8, para 5b(9).</p> <p>Use of this MPA 3500 fund cite and the MPA (RegAF) man-days associated with it are contingent upon the signing of the Fical Year Appropriations Bill or Congressional approval of a Continuing Resolution Authority (CRA).</p>		<input type="text"/>	
		50b. ARCORT #:	
		<input type="text" value="9999999"/>	
		50c. UMD POS #:	
		<input type="text"/>	
VI. APPROVAL AUTHORITY			
51. DEPARTMENT OF THE AIR FORCE	52. AUTHENTICATING OFFICIAL	53. DATE AUTHORIZED	

■ Pelican Brief



-
- **What is this?**
 - A VOCO is a written verbal order of the commander
 - **When is it needed?**
 - If your order is not approved 1 week prior to the start date
 - **When is the member required to provide the VOCO?**
 - If the Order Specialist is waiting on additional documentation or information from member
 - Order not submitted within the required timeframe for order processing (**10-15 duty days**)
 - VOCO must provide valid justification and signed by AD/CC
 - **When is Det 6 required to provide the VOCO?**
 - When order is held up due to system delays or within ARPC

- ***By the member***
 - **Incorrect order types**
 - **Active Duty for Training vs Annual Training**
 - **Military Personnel Appropriation (MPA) vs MPA- Medical**
 - **Contingency vs Non-Contingency**
 - **Excessive number of duty days on AT orders that include IDT days**
 - **IDTs must be consecutive to be in-conjunction with AT (IDTs are noted in the “Tour” section of an order)**

- **By the member**

- **Commuting Questions**

- Yes, only if Home of Record (HOR) is on the AF base w/ duty is being performed
- Yes, only if within 50 miles of duty location

Per Diem & Travel Information

- Is this within the corporate city limits of Member's residence? (NO POV MILEAGE REIMBURSEMENT IS AUTHORIZED) Yes No
- Is this within commuting distance from Member's residence? (ONE ROUND TRIP POV MILEAGE REIMBURSEMENT IS AUTHORIZED) Yes No

- **Quarters and Messing AFMAN 34-102**

Quarters and Messing

• *Quarters*

Available

Quarters are available, but reservations may or may not have been made. If the member stays out in commercial lodging, a non-availability statement will be required with the travel claim.

• *Messing*

All Government Meals Are Available And Directed

- **By the member**

- **GTC information**

- **ALL IR'S ARE REQUIRED TO HAVE A GTC**

Check only if you do **NOT** have a GTC

Member does not have a government travel card

	Description
<input type="radio"/>	IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
<input checked="" type="radio"/>	NO ADVANCE AUTHORIZED
<input type="radio"/>	NO ADVANCE AUTHORIZED. CANNOT CHARGE CERTAIN ITEMS
<input type="radio"/>	CIRCUMSTANCES PRECLUDE USE. ADVANCE AUTHORIZED
<input type="radio"/>	NO STATEMENT NEEDED. (NO PER DIEM OR PCS TOUR.)

Type of Account: ▼

- *By the member*

- POC information

- Please input contact information of someone that can verify the details of the duty being performed

Point of Contact Information

Point of Contact	SABRINA MORRIS
Phone	813.828.5035
E-mail	SABRINA.MORRIS@US.AF.MIL
* Commercial Duty Phone(PDS)	813-828-5035

- *By the OS*
 - Funding information
 - Incorrect Line of Accounting (LOA) selections often on school tours
 - Incorrect manually typed LOA



- ***By the member***

- **Q: What is the status of my order?**

- **A: You can check the status of your order by clicking the tracking number of the application in progress.**

Note: If the order has not been routed to the OS yet, it will be saved in the member's "Applications Awaiting Action" inbox.

If the order has been routed to the OS but awaiting further action, the OS can provide an update on what is needed from the member to push the order forward.

- **VOCOs will be produced by the Det if an order is delayed during the routing process or system issues**

- ***By the member***

- **Q: How do I make travel/lodging arrangements?**

- **A:**

- **If your order is approved, in DTS if paragraph e. on page 2 of your 938 says DTS**
- **If you are on VOCO or waiting for an approved order, call the lodging facility and servicing travel office**

- **By the member**

- **Q: I had a modification to my order-How do I print my original order?**

- **A:**

- view Member Menu

- go to [Approved Orders]

- under the **Status** column look for the **MOD** that corresponds to the tracking number and dates you need

- click "**Print**" Mod # 0 to see 032

Approved Orders

Action	Mod #	Start Date	End Date	Total Days	Order Type	Status
Print	6	2016/10/01	2017/05/08	220	ADOS	MOD
Print	5	2016/10/01	2017/04/30	212	ADOS	MOD
Print	4	2016/10/01	2017/01/31	123	ADOS	MOD
Print	3	2016/10/01	2016/12/25	86	ADOS	MOD
Print	2	2016/10/01	2016/12/09	70	ADOS	MOD
Print	1	2016/10/01	2016/11/30	61	ADOS	MOD
Print	0	2016/10/01	2016/10/31	31	ADOS	INITIAL

- ***By the member***

- **Q: How do I get paid for the days I worked?**

- **A:**

- if order is less than 30 days, complete electronic TODC in AROWS-R
- if order is greater than 30 days, manually pre-certify order and submit myPers request
- if you or your supervisor have technical issues with the electronic TODC, manually pre-certify order and submit myPers request

AS OF 15 OCT 2018, THE RESERVE PAY OFFICE WILL NO LONGER ACCEPT DOCUMENTS VIA EMAILS, AMRDEC-SAFE, OR FAX

Submit your myPers request by going to:

<https://www.arpc.afrc.af.mil/hqrio/IMA-RPO.aspx>

- ***By the member***

- **Q: How do I file my travel voucher?**

- **A:**

- in **DTS**, if paragraph e. on page 2 of your 938 says **DTS**
- via **myPers** if paragraph e. on page 2 of your 938 says **RTS (DD form 1351-2)**

Submit your myPers request by going to:

<https://www.arpc.afrc.af.mil/hqrio/IRTravel.aspx>

- ***By the order specialist***

- **Q: You have selected an address other than your HOR on file to depart/return to. Please provide justification for the “other” address OR update your HOR in vMPF before routing order.**
- **Q: This duty location is over 100 miles from your HOR but travel date and start date are the same. Are you traveling or are you in place?**
- **Q: Are IDTs really in conjunction with this order? Are you working the day immediately following your AT?**
- **Q: Overdue readiness items: Dental/PHA/Fitness Assessment. Please provide status.**
- **You split your AT, want to work over a federal holiday or AROWS-R submission includes a rental car. Please provide a Special Tour Request (STR) or Rental Justification**

- [AROWS-R User Guide](#)
- **HQ RIO Website**
<https://www.arpc.afrc.af.mil/HQRIO.aspx>
- **RIO Connect App**
 - Available for Apple and Android

-  **"Like" us on Facebook at "RIO Det 6"**

Det 6 Force Development Briefs

- 26 Oct 18 – Reserve Assignments
- 16 Nov 18 – Joint Officer Qualification
- 7 Dec 18 – Retirement Preparation
- Conducted at MacDill AFB – DCS/Telecom available



"Like" us on Facebook at "RIO Det 6"

OL – JB Langley-Eustis VA
757-764-5101/DSN 574

[HQRIO.DET6OL-
JBLE@us.af.mil](mailto:HQRIO.DET6OL-JBLE@us.af.mil)

IR Guide

<http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/TheIRGuide-1.pdf>

IMA Travel Companion Guide

<http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/RIO-IR-Travel-Guide-2016.pdf>

HQ RIO Website

<http://www.arpc.afrc.af.mil/hqrio.aspx>

Main Customer Service Line
(813) 828-5035/DSN 968

Opt 1 - Force Management
(Assignments, Enlisted Prom, UPMR Mgt)

riodet6_force_mgt@us.af.mil

Opt 2 – Readiness & Integration
(Orders, Readiness, Waivers, Formal School)

riodet6_readiness@us.af.mil

Opt 5 - Resource Management
(All other services , DTS)

riodet6@us.af.mil

Commander: Col Paul Delano (at MacDill)
(813) 828-5035 Opt 4/DSN 968; clifton_stargardt@us.af.mil

Superintendent: CMSgt Walisar Villarreal
(813) 828-5035 Opt 3/DSN 968

Walisar.villarreal@us.af.mil

OL - Hurlburt Field FL
850-884-2820/DSN 579

RIODET6OLHURLBURT@us.af.mil

Total Force Service Center (ARPC)

(800) 525-0102
(210) 565-0102/DSN 665

Orders

Orders Writing Cell (OWC) 478-327-2167/DSN 497

rmq_orders@us.af.mil

ARPC/RIO Pay Office

(720) 847-3711/DSN 847
Fax: (720) 847-3960/DSN 847
arpc.riopo.1@us.af.mil

IMA Travel

720-847-3501 **Fax:** (720) 847-3969497
Arpc.hqrio.travel@us.af.mil

QUESTIONS?