

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.

Air Force Reserve Order Writing System [AROWS-R]
Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 08:06 EDT
Current Profile: Member

Please Select A Menu | Home | Switch Profile | Change Password | My Account | Logout

Please Select A Menu
Member
UTAPS
AFRCFM.AROWSR@US.AF.MIL

Important Links
» AFRC
» JFTR/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 Citizen Airman to the AROWS-R Home Page
Your current login was on Monday, October 29, 2012 08:06:12 AM
Your previous successful login was on Monday, October 29, 2012 08:05:04 AM

Your current phone number is: 111-11-1111
Your current email address is: Citizen.Airman@US.AF.MIL

Your applications will be processed by:
Point of Contact is: Jane Doe
Phone Number is: 111-11-1111

Your Latest Broadcast messages:

2012/08/24	***AROWS-R will be offline Monday, 27 August 2012 from 0530 until 0600 EST for system upgrades****
2008/08/14	REMINDER: All members should ensure their email address in AROWS-R is accurate. AROWS-R sends out notifications when orders are certified; therefore, accurate email addresses ensure members receive the notices in a timely manner.
2006/10/30	?Help Desk Hours are Mon-FRI 0700 -1700 Eastern Time. Support Contact Info: DSN 497-0166/Commercial 877-294- 5822 or email AFRCFM.AROWSR@us.af.mil?
2006/09/28	URGENT: AROWS-R will be offline between 11:00 p.m. - 3:00 a.m. EST everyday for backups.
2006/03/24	ATTENTION -- " PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332."
2005/11/10	REMINDER: IMAs still need to provide a copy of their orders to the Reserve Pay Office (RPO) to start pay.
2005/10/06	** Members can now receive Email's when their orders have been certified, be sure to update your "My Account" with a correct email.

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

Air Force Reserve Order Writing System [AROWS-R]
Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 08:17 EDT
Current Profile: Member

Please Select A Menu | Home | Switch Profile | Change Password | 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

Welcome to the AROWS-R Home Page
Your current login was on Monday, October 29, 2012 08:06:12 AM
Your previous successful login was on Monday, October 29, 2012 08:05:04 AM

Your current phone number is:
Your current email address is:

Your applications will be processed by:
Point of Contact is:
Phone Number is:

Your Latest Broadcast messages:

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Create Application

Select Order Type and Create Application

The screenshot displays the Air Force Reserve Order Writing System (AROWS-R) interface. At the top right, the system name and version (1.57.2.0009) are shown, along with the server (EV) and page refresh time (2012/10/29 11:44 EDT). The current profile is identified as 'Member'. A navigation bar includes links for Home, Switch Profile, Change Password, My Account, and Logout. A left sidebar contains a 'Member Menu' with options like 'Create Application' and 'Applications Awaiting Action', and a 'Tour of Duty' section with options like 'Create Certification' and 'Certifications Awaiting Action'. The main content area is titled 'Create An Application' and features a 'Select Order Type:' dropdown menu. The dropdown is open, showing a list of order types: ACTIVATION (MOBILIZATION), ACTIVE DUTY FOR SPECIAL WORK, ACTIVE DUTY FOR TRAINING, ANNUAL TRAINING (highlighted in blue with a red arrow), FINANCIAL ASSISTANCE PROGRAM, HEALTH PROFESSION SCHOLARSHIP PROGRAM, MEDICAL HOLD, MILITARY PERSONNEL APPROPRIATION, RELIGIOUS PROFESSION SCHOLARSHIP PROGRAM, SCHOOL, SCHOOL UPT/UNT, and TEMPORARY DUTY. The bottom of the page shows a status bar with 'Member', 'Trusted sites | Protected Mode: Off', and a zoom level of 150%.

Air Force Reserve Order Writing System [AROWS-R]
Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 11:44 EDT
Current Profile: Member

Please Select A Menu | Home | Switch Profile | Change Password | My Account | Logout | «Bottom»

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

«Top»

Member | Trusted sites | Protected Mode: Off | 150%

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	Unit Name:	Location
Not Set	None	None	Not Set	UNITED STATES
Not Set	None	None	Address: Home Of Record	
			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](#)



<Top>

Select "Next"

Step 1 Personnel Info



Personnel Info

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 1 of 6: Personnel and Contact Information

Section: 1. Personnel Info

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

Contact Information

Contact Email:
Contact Phone:

Home Address and Delivery Address Information

Home Address on File:

VENICE, FL 34293-0000

Time Zone:

GMT-5:00 (Eastern Standard Time) - EST

[Save Time Zone as Default](#)

Previous Next Save Save & Close Save & Route Cancel Changes

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

Step 2 Duty Purpose

Duty Purpose

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 2 of 6: Duty Purpose Information

Section: 2. Duty Purpose

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

Point of Contact Information

Point of Contact

Phone

Email

* Commercial Duty Phone(PDS)

[Save Duty Phone as Default](#)

* Reserve Pay Office(RPO)

Is this request for Points Only(No Pay)? Yes No

PCS/HHG Information

Is House Hold Goods (HHG) applicable

on this order? Yes No

Estimated total cost for House Hold

Goods 0.00

Is this a Permanent Change of Station (PCS) order? Yes No

Previous Next Save Save & Close Save & Route Cancel Changes

Member

Trusted sites | Protected Mode: Off

150%

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



Please Select A Menu | Home | Switch Profile | Change Password | My Account | Logout

Departure/Return Locations

Tracking #: 4541904/0	Name: Airman, Citizen	Start Date: 0000/00/00
Order Type: AT	SSN: 111-11-1111	Report Date: 0000/00/00 00:00
Status: INITIAL	Grade: E5	End Date: 0000/00/00
Total Travel Days: 0		Total Days: 0

Step 3 of 6: Departure/Return Locations Section: 3. Departure/Return

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

Home Station/Other Address Information

The address should not be a Post Office (P.O.) box.

Member will depart from? Other Home Address PDS In Place

111 First St
VENICE, FL 34293-0000

Member will return to? Other Home Address PDS In Place

111 First St
VENICE, FL 34293-0000

Previous Next Save Save & Close Save & Route Cancel Changes

Select Departure and Return Locations.

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

Duty Locations

Tracking #: 4541904/0	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 4 of 6: Duty Locations and Travel Section: 4. Duty Locations

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

Location Information

VOCC Order

* Travel Start Date 2012/11/03

* Initial Report Date/Time 2012/11/03 07:30

* End Date for this Location 2012/11/03

Duty Location | [Lookup](#) [Get Address](#) [Get Home Station](#)

* Unit Name, FAS, Motel/Hotel Etc.

* Address Line 1 | [DIQD Lookup](#)

Address Line 2

* Country United States

* City

* State/Province

* Zip Code

Per Diem & Travel Information

* Is this within the corporate city limits of Member's residence? Yes No

(NO POV MILEAGE REIMBURSEMENT IS AUTHORIZED)

At this point, you can

[Fill out Travel to this Location](#)
[Fill out Per Diem at this Location](#)
[Add Another Location](#)
[Delete this Location](#)
[Fill out Travel for the last leg](#)

Home Of Record: VENICE, FL	
Depart on	0000/00/00
1. UNITED STATES	
Travel by	None
Start Date	0000/00/00
Duty Thru	0000/00/00
Per Diem	Not Authorized
Home Of Record: VENICE, FL	
Travel by	None
Arrive on	0000/00/00

Previous Next Save Save & Close Save & Route Cancel Changes

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.

Duty Locations

Tracking #: 4541904/0	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 4 of 6: Duty Locations and Travel Section: 4. Duty Locations

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

Location Information

VOCC Order

* Travel Start Date: 2012/11/03

* Initial Report Date/Time: 2012/11/03 07:30

* End Date for this Location: 2012/11/03

Duty Location | [Lookup](#) [Get Address](#) | [Get Home Station](#)

* Unit Name, FAS, Motel/Hotel Etc.:

* Address Line 1 | [DTOD Lookup](#)

Address Line 2:

* Country: United States

* City:

* State/Province:

* Zip Code:

Per Diem & Travel Information

* Is this within the corporate city limits of Member's residence? (NO POV MILEAGE REIMBURSEMENT IS AUTHORIZED) Yes No

At this point, you can:

- [Fill out Travel to this Location](#)
- [Fill out Per Diem at this Location](#)
- [Add Another Location](#)
- [Delete this Location](#)
- [Fill out Travel for the last leg](#)

Buttons: Previous, Next, Save, Save & Close, Save & Route, Cancel Changes

Home Of Record: VENICE, FL	
Depart on	0000/00/00
1. UNITED STATES Edit	
Travel by	None Edit
Start Date	0000/00/00
Duty Thru	0000/00/00
Per Diem	Not Authorized Edit
Home Of Record: VENICE, FL	
Travel by	None Edit
Arrive on	0000/00/00

Options for selecting duty locations:

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

Red Asterisk fields are required.

Address Line 2	BLDG 1105	Arrive on	0000/00/00
* Country	United States		
* City	MACDILL AFB		
* State/Province	Florida		
* Zip Code	336211607		
Per Diem & Travel Information			
* Is this within the corporate city limits of Member's residence? (NO POV MILEAGE REIMBURSEMENT IS AUTHORIZED)	<input type="radio"/> Yes <input checked="" type="radio"/> No		
* Is this within commuting distance from Member's residence? (ONE ROUND TRIP POV MILEAGE REIMBURSEMENT IS AUTHORIZED)	<input type="radio"/> Yes <input checked="" type="radio"/> No		
At this point, you can:	Fill out Travel to this Location Fill out Per Diem at this Location Add Another Location Delete this Location Fill out Travel for the last leg		
Buttons: Previous, Next, Save, Save & Close, Save & Route, Cancel Changes			

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Answer Per Diem & Travel Information Questions; Select Next.

Travel

Tracking #: 4541904/0 Order Type: AT Status: INITIAL Total Travel Days: 0	Name: SSN: Grade: E5	Start Date: 2012/11/03 Report Date: 2012/11/03 07:30 End Date: 2012/11/03 Total Days: 1
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Step 4 of 6: Duty Locations and Travel Section: 4. Duty Locations

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

Travel Options

* Mode of Transportation

At this point, you can

- No Travel Authorized
- Commercial Airline
- Commercial Ship
- Commercial Train
- Commercial Bus
- Commercial Rental Vehicle
- Government Airplane
- Government Vehicle
- Government Ship
- Personal Plane - Adv to Govt
- Personal Automobile - Adv to Govt
- Personal Motorcycle - Adv to Govt
- Personal Airplane - Not Adv to Govt
- Personal Automobile - Not Adv to Govt
- Personal Motorcycle - Not Adv to Govt
- Passenger in a POV

Buttons: Previous, Next, Save, Save & Close, Save & Route, Cancel Changes

Home Of Record: VENICE, FL	
Depart on	2012/11/03
1. MACDILL AFB, FL	
Travel by	None
Start Date	2012/11/03
Duty Thru	2012/11/03
Per Diem	Not Set
Home Of Record: VENICE, FL	
Travel by	None
Arrive on	2012/11/03

Select Mode of Transportation

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

Travel Options

* Mode of Transportation: Personal Automobile - Adv to Govt

Personal Vehicles

Miles / Cost: 82 / \$45.51

Travel Justification

At this point, you can

- [Fill out Per Diem at this Location](#)
- [Add Another Location](#)
- [Edit Location Information](#)
- [Fill out Travel for the last leg](#)

Buttons: Previous, Next, Save, Save & Close, Save & Route, Cancel Changes

Home Of Record: VENICE, FL	
Depart on	2012/11/03
1. MACDILL AFB, FL	
Travel by	None
Start Date	2012/11/03
Duty Thru	2012/11/03
Per Diem	Not Set
Home Of Record: VENICE, FL	
Travel by	None
Arrive on	2012/11/03

Use of this system constitutes agreement with THIS statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Select "Next"

Per Diem

Per Diem

Tracking #: 4541904/0 Order Type: AT Status: INITIAL Total Travel Days: 0	Name: SSN: Grade: E5	Start Date: 2012/11/03 Report Date: 2012/11/03 07:30 End Date: 2012/11/03 Total Days: 1
--	----------------------------	--

Step 4 of 6: Duty Locations and Travel Section: 4. Duty Locations

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

Per Diem Location

* Per Diem Location | [Lookup](#) /

Rental Car Information

* Is a rental car required? Yes No

Registration and Lodging

Are lodging costs included in registration fees? Yes No

Quarters and Messing

'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

* Quarters

* Messing

At this point, you can

- [Fill out Travel to this Location](#)
- [Add Another Location](#)

Home Of Record: VENICE, FL	
Depart on	2012/11/03
1. MACDILL AFB, FL	
Travel by	Personal Automobile(Adv)
Start Date	2012/11/03
Duty Thru	2012/11/03
Per Diem	
Home Of Record: VENICE, FL	
Travel by	None
Arrive on	2012/11/03

Select Per Diem hyperlink

Per Diem Locations

 Please select a State and enter either a Locality City and/or County.

[Change Search Criteria](#)

Locality City	County	State
No Rows Selected		

Search

* State: (Min. of 2 Chars. Required)

Locality City Contains: (Min. of 2 Chars. Required)

County Starts With: (Min. of 2 Chars. Required)

[Close](#)

Select a state and city; Search

Per Diem Locations

[Change Search Criteria](#)

Locality City	County	State
FT. STEWART	LIBERTY COUNTY	GEORGIA
HIAWASSEE	TOWNS COUNTY	GEORGIA
HOWARD	TAYLOR COUNTY	GEORGIA
MIDWAY	LIBERTY COUNTY	GEORGIA
STEWART	NEWTON COUNTY	GEORGIA
STEWART COUNTY	STEWART COUNTY	GEORGIA
STONEWALL	FULTON COUNTY	GEORGIA
SUWANEE	GWINNETT COUNTY	GEORGIA
SWAINSBORO	EMANUEL COUNTY	GEORGIA
WADLEY	JEFFERSON COUNTY	GEORGIA
WALKER COUNTY	WALKER COUNTY	GEORGIA
WALTHOURVILLE	LIBERTY COUNTY	GEORGIA
WALTON COUNTY	WALTON COUNTY	GEORGIA
WARE COUNTY	WARE COUNTY	GEORGIA
WARESBORO	WARE COUNTY	GEORGIA
WARING	WHITFIELD COUNTY	GEORGIA
WARM SPRINGS	MERIWETHER COUNTY	GEORGIA
WARNER ROBINS	HOUSTON COUNTY	GEORGIA
WARREN COUNTY	WARREN COUNTY	GEORGIA
WARRENTON	WARREN COUNTY	GEORGIA
WARSAW	FULTON COUNTY	GEORGIA
WARTHEN	WASHINGTON COUNTY	GEORGIA
WARWICK	WORTH COUNTY	GEORGIA
WASHINGTON	WILKES COUNTY	GEORGIA
WASHINGTON COUNTY	WASHINGTON COUNTY	GEORGIA
WATKINSVILLE	OCONEE COUNTY	GEORGIA
WAVERLY	CAMDEN COUNTY	GEORGIA
WAVERLY HALL	HARRIS COUNTY	GEORGIA
WAYCROSS	WARE COUNTY	GEORGIA
WAYNE COUNTY	WAYNE COUNTY	GEORGIA
WAYNESBORO	BURKE COUNTY	GEORGIA
WAYSIDE	JONES COUNTY	GEORGIA

Search

* State: (Min. of 2 Chars. Required)

Locality City Contains: (Min. of 2 Chars. Required)

County Starts With: (Min. of 2 Chars. Required)

[Close](#)

Select Per Diem Location

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

Per Diem Location

* Per Diem Location | [Lookup](#) WARNER ROBINS (HOUSTON COUNTY) / GEORGIA
01/01-12/31
Max Lodging: \$77
Max Meals: \$41

Rental Car Information

* Is a rental car required? Yes No

Registration and Lodging

Are lodging costs included in registration fees? Yes No

Quarters and Messing

'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

* Quarters

- Available
- Not Available
- Available AT No Cost

* Messing

At this point, you can

[Fill out Travel to this Location](#)
[Add Another Location](#)
[Edit Location Information](#)
[Fill out Travel for the last leg](#)

Home Of Record: VENICE, FL	
Depart on	2012/11/03
1. MACDILL AFB, FL	
Travel by	Personal Automobile(Adv)
Start Date	2012/11/03
Duty Thru	2012/11/03
Per Diem	,
Home Of Record: VENICE, FL	
Travel by	None
Arrive on	2012/11/03

[Previous](#)

[Next](#)

[Save](#)

[Save & Close](#)

[Save & Route](#)

[Cancel Changes](#)

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

Answer Registration and Lodging question

Select Quarters and Messing availability

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

Per Diem Location

* Per Diem Location | [Lookup](#) WARNER ROBINS (HOUSTON COUNTY) / GEORGIA
01/01-12/31
Max Lodging: \$77
Max Meals: \$41

Rental Car Information

* Is a rental car required? Yes No

Registration and Lodging

Are lodging costs included in registration fees? Yes No

Quarters and Messing

'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

* Quarters

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

At this point, you can

[Fill out Travel to this Location](#)
[Add Another Location](#)
[Edit Location Information](#)
[Fill out Travel for the last leg](#)

Home Of Record: VENICE, FL	
Depart on	2012/11/03
1. MACDILL AFB, FL	
Travel by	Personal Automobile(Adv)
Start Date	2012/11/03
Duty Thru	2012/11/03
Per Diem	,
Home Of Record: VENICE, FL	
Travel by	None
Arrive on	2012/11/03

[Previous](#)

[Next](#)

[Save](#)

[Save & Close](#)

[Save & Route](#)

[Cancel Changes](#)

Select Next

Additional Duty Locations

Step 4 of 6: Duty Locations and Travel Section: 4. Duty Locations

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

Do you wish to add another location? Yes No 

Home Of Record: VENICE, FL		
Depart on	2012/11/03	
1. MACDILL AFB, FL Edit		
Travel by	Personal Automobile(Adv)	Edit
Start Date	2012/11/03	
Duty Thru	2012/11/03	
Per Diem	WARNER ROBINS, GEORGIA	Edit
Home Of Record: VENICE, FL		
Travel by	None	Edit
Arrive on	2012/11/03	

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

Step 4 of 6: Duty Locations and Travel Section: 4. Duty Locations

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

Travel Options
* Mode of Transportation

- No Travel Authorized
- Commercial Airline
- Commercial Ship
- Commercial Train
- Commercial Bus
- Commercial Rental Vehicle
- Government Airplane
- Government Vehicle
- Government Ship
- Personal Plane - Adv to Govt
- Personal Automobile - Adv to Govt
- Personal Motorcycle - Adv to Govt
- Personal Airplane - Not Adv to Govt
- Personal Automobile - Not Adv to Govt
- Personal Motorcycle - Not Adv to Govt
- Passenger in a POV



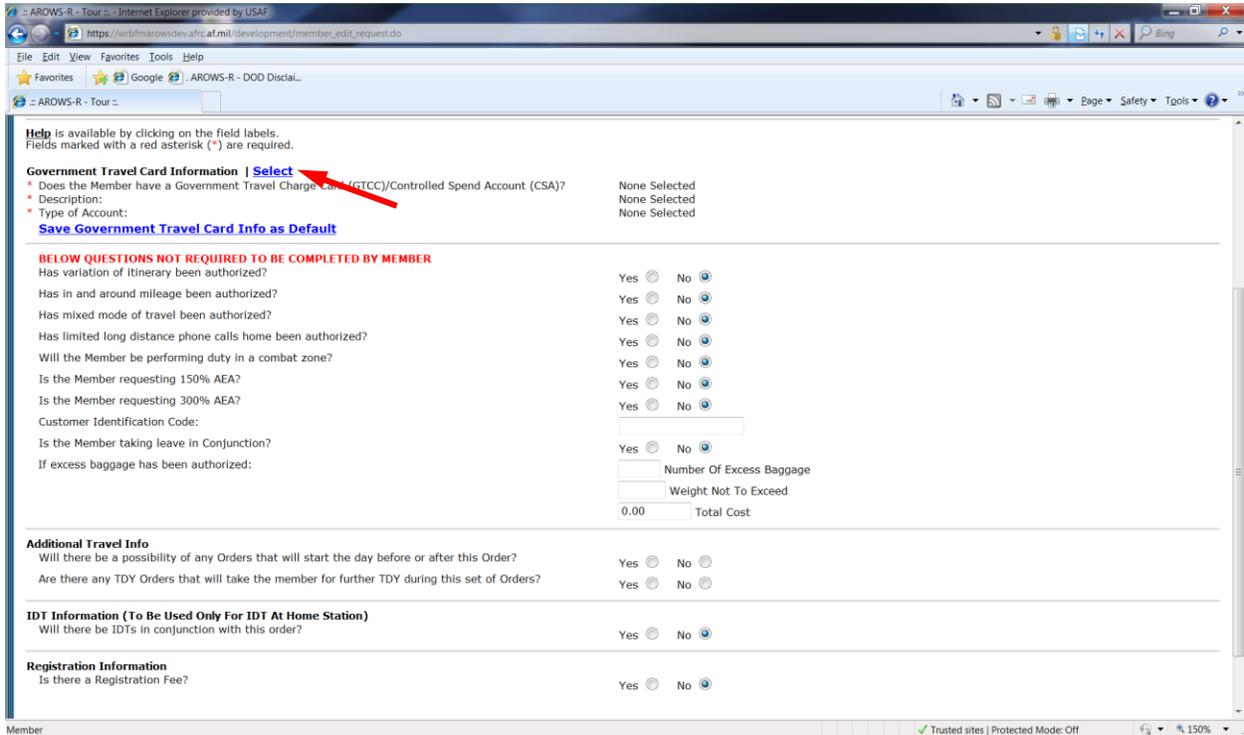
Home Of Record: VENICE, FL		
Depart on	2012/11/03	
1. MACDILL AFB, FL Edit		
Travel by	Personal Automobile(Adv)	Edit
Start Date	2012/11/03	
Duty Thru	2012/11/03	
Per Diem	WARNER ROBINS, GEORGIA	Edit
Home Of Record: VENICE, FL		
Travel by	None	Edit
Arrive on	2012/11/03	

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Member Trusted sites | Protected Mode: Off

Select transportation for the leg home. "Next"

TOUR



Select GTCC Info and save as Default

Government Travel Card

Member does not have a government travel card

	Description
<input type="radio"/>	IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
<input type="radio"/>	HAS APPLIED FOR, BUT NOT RECEIVED CARD. ADVANCE AUTHORIZED.
<input type="radio"/>	IS INELIGIBLE FOR CARD. TO RECEIVE AN ADVANCE, MUST HAVE A LETTER FROM COMMANDER TO AUTHORIZE.
<input type="radio"/>	IS INELIGIBLE FOR CARD. NO ADVANCE AUTHORIZED.
<input type="radio"/>	EXEMPT FROM USE. INFREQUENT TRAVELER (TWO OR LESS TIMES PER YEAR). TO RECEIVE AN ADVANCE, MUST HAVE LETTER FROM COMMANDER.

[Select](#) [Close](#)

Government Travel Card

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:

- GTR/CENTRALLY BILLED ACCOUNT(GTR/CBA)
- CENTRALLY BILLED ACCOUNT(CBA)
- GOVERNMENT TRAVEL CARD(GTCC)**
- CONTROLLED SPENDING ACCOUNT(CSA)

[Select](#) [Close](#)

Tour

AROWS-R - Tour - Internet Explorer provided by USAF
https://wbfmarowidev.af.mil/development/member_edit_request.do

File Edit View Favorites Tools Help
Favorites Google AROWS-R - DOD Discal...

AROWS-R - Tour

Description: NO ADVANCE AUTHORIZED
Type of Account: GOVERNMENT TRAVEL CARD(GTCC)
[Save Government Travel Card Info as Default](#)

BELOW QUESTIONS NOT REQUIRED TO BE COMPLETED BY MEMBER

Has variation of itinerary been authorized? Yes No

Has in and around mileage been authorized? Yes No

Has mixed mode of travel been authorized? Yes No

Has limited long distance phone calls home been authorized? Yes No

Will the Member be performing duty in a combat zone? Yes No

Is the Member requesting 150% AEA? Yes No

Is the Member requesting 300% AEA? Yes No

Customer Identification Code:

Is the Member taking leave in Conjunction? Yes No

If excess baggage has been authorized:

Number Of Excess Baggage
 Weight Not To Exceed
0.00 Total Cost

Additional Travel Info

Will there be a possibility of any Orders that will start the day before or after this Order? Yes No

Are there any TDY Orders that will take the member for further TDY during this set of Orders? Yes No

IDT Information (To Be Used Only For IDT At Home Station)

Will there be IDTs in conjunction with this order? Yes No

Registration Information

Is there a Registration Fee? Yes No

Previous Next Save Save & Close Save & Route Cancel Changes

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

Member Trusted sites | Protected Mode: Off 150%

Answer all of the tour questions

Additional Travel Info

Will there be a possibility of any Orders that will start the day before or after this Order? Yes No

Are there any TDY Orders that will take the member for further TDY during this set of Orders? Yes No

IDT Information (To Be Used Only For IDT At Home Station)

Will there be IDTs in conjunction with this order? Yes No

IDT duty dates prior to this period of duty: to 2012/11/02

IDT duty dates following this period of duty: 2012/11/04 to

Registration Information

Is there a Registration Fee? Yes No

Previous Next Save Save & Close Save & Route Cancel Changes

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

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.

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"/>



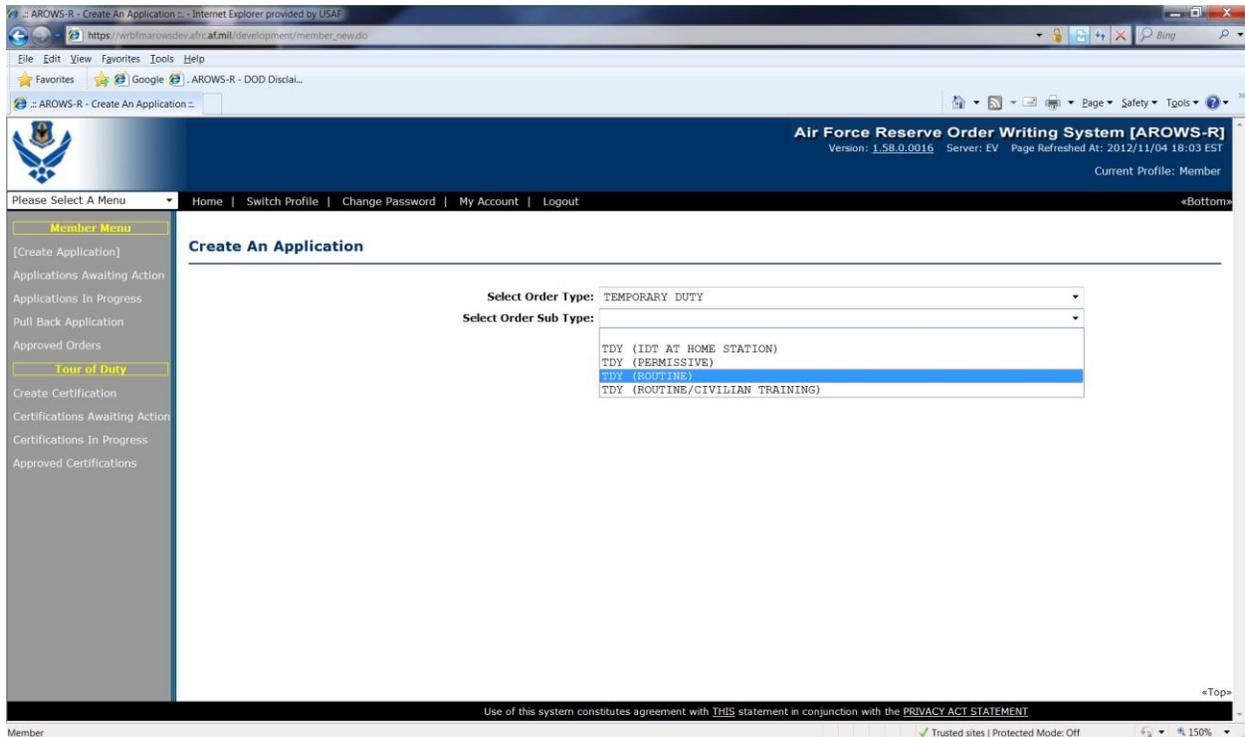
General Comments may be input for the Order Specialist.

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

Overview

Tracking #: 4541905/0	Name:	Start Date: 0000/00/00
Order Type: TDY	SSN:	Report Date: 0000/00/00 00:00
Status: INITIAL	Grade: ES	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

Home Address on File: VENICE, FL 34293-0000

2. Duty Purpose Information

Type of Duty: TEMPORARY DUTY
 TDY Type: TDY (ROUTINE)
 Purpose: Not Set
 POC: Not Set
 Phone: Not Set
 E-mail: Not Set
 Commercial Duty Phone(PDS): (813) 828-4635

3. Departure/Return Locations

Member will Depart From: Permanent Duty Station
 Departure Address: 4701 S. SHORE AVE
 BLDG 1105
 MACDILL AFB, FL 33621-1607

Member will Return To: Permanent Duty Station
 Return Address: 4701 S. SHORE AVE
 BLDG 1105
 MACDILL AFB, FL 33621-1607

4. Duty Locations and Travel

Date	Travel By	Rental Car	Unit Name:	Location
Not Set	None	None	Not Set	UNITED STATES
Not Set	None	None	Address: Permanent Duty Station	4701 S. SHORE AVE
			Address: BLDG 1105	MACDILL AFB, FL 33621-1607

5. Tour

Govt Travel Card: Not Set
 IDT In Conjunction: No

6. Justification

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

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

Select Next

Personnel Info

Personnel Info

Tracking #: 4541905/0	Name:	Start Date: 0000/00/00
Order Type: TDY	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 1 of 6: Personnel and Contact Information Section: 1. Personnel Info

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

Contact Information

Contact Email:
Contact Phone:

Home Address and Delivery Address Information

Home Address on File: VENICE, FL 34293-0000
Time Zone: GMT-5:00 (Eastern Standard Time) - EST

[Save Time Zone as Default](#)

Previous Next Save Save & Close Save & Route Cancel Changes

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

Duty Purpose

Duty Purpose

Tracking #: 4541905/0	Name:	Start Date: 0000/00/00
Order Type: TDY	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 2 of 6: Duty Purpose Information Section: 2. Duty Purpose

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

TDY Purpose [Lookup](#) None Selected
Travel Purpose Notes

Point of Contact Information

Point of Contact
Phone
Email

* Commercial Duty Phone(PDS)
[Save Duty Phone as Default](#)
* Reserve Pay Office(RPO) EGLIN 919 SOW

IMA's Supervisor Information
* IMA's Supervisor Email Address heather.sebourn@soccent.centcom.mil
[Save Email Address as Default](#)

Previous Next Save Save & Close Save & Route Cancel Changes

Select TDY Purpose lookup; Select IDT Away from Home Station

TDY Purpose Lookup

- Site Visit
- Information Meeting
- Training Attendance
- Speech or Presentation
- Conference Attendance
- Entitlement Travel
- Special Mission Travel
- IDT Away From Home Station
- Other Travel
- IDT Outside Normal Commute

Other Travel / Additional Travel Purpose Notes:

Select Close

Duty Purpose

Tracking #: 4541905/0	Name:	Start Date: 0000/00/00
Order Type: TDY	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 2 of 6: Duty Purpose Information Section: 2. Duty Purpose

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

TDY Purpose [Lookup](#) IDT Away From Home Station
Travel Purpose Notes

Point of Contact Information

Point of Contact:

Phone:

Email:

* Commercial Duty Phone(PDS):

[Save Duty Phone as Default](#)

* Reserve Pay Office(RPO):

IMA's Supervisor Information

* IMA's Supervisor Email Address:

[Save Email Address as Default](#)

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

Departure/Return Locations

Tracking #: 4541905/0	Name:	Start Date: 0000/00/00
Order Type: TDY	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 3 of 6: Departure/Return Locations Section: 3. Departure/Return

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

Home Station/Other Address Information
The address should not be a Post Office (P.O.) box.

Member will depart from? Other Home Address PDS In Place

4701 S. SHORE AVE
BLDG 1105
MACDILL AFB, FL 33621-1607

Member will return to? Other Home Address PDS In Place

4701 S. SHORE AVE
BLDG 1105
MACDILL AFB, FL 33621-1607

Civilians must depart and return to PDS.

Select Next

Duty Locations- Next screens are same as above.