

# ***United States Air Force Reserve***

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*Integrity - Service - Excellence*

## **Air Force Reserve Orders Writing System (AROWS-R) Lab**



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# *Overview*

- Requirements
- Detachments
- AROWS-R Set Up
- Misc Orders Information
- Check Orders Status/Approved Orders



# *Requirements*

- Per AFMAN 36-2136 and the HQ RIO IR Guide, orders must be submitted at least **30 days** before the tour start date. We understand short notices do occur, 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 AFMAN 36-2136.
- 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
  - Commercial Travel Offices (CTO) are required to adhere to the new GTCC policy and a member's failure to utilize their GTCC will result in an inability to make travel arrangements for official business.
    - Additionally, it is against regulations to utilize personal means or personal credit cards to make travel arrangements.
  - Contact your Active Duty Agency Program Coordinator (APC) to apply for Government Travel Card (GTC)



## ***Requirements (cont.)***

- **Once orders are submitted, you can check the status within AROWS-R.**
  - **Update the “My Account” tab to receive email notifications when order requests are approved/disapproved.**
  - **IRs must be current in these areas before requesting orders (with exception of Annual Tour):**
    - **Physical Health Assessment (PHA)**
    - **Dental**
    - **Immunizations**
    - **Fitness Assessment**
    - **Security Clearance current**
    - **Applicable Skill Level (special tours)**
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## ***Requirements (cont.)***

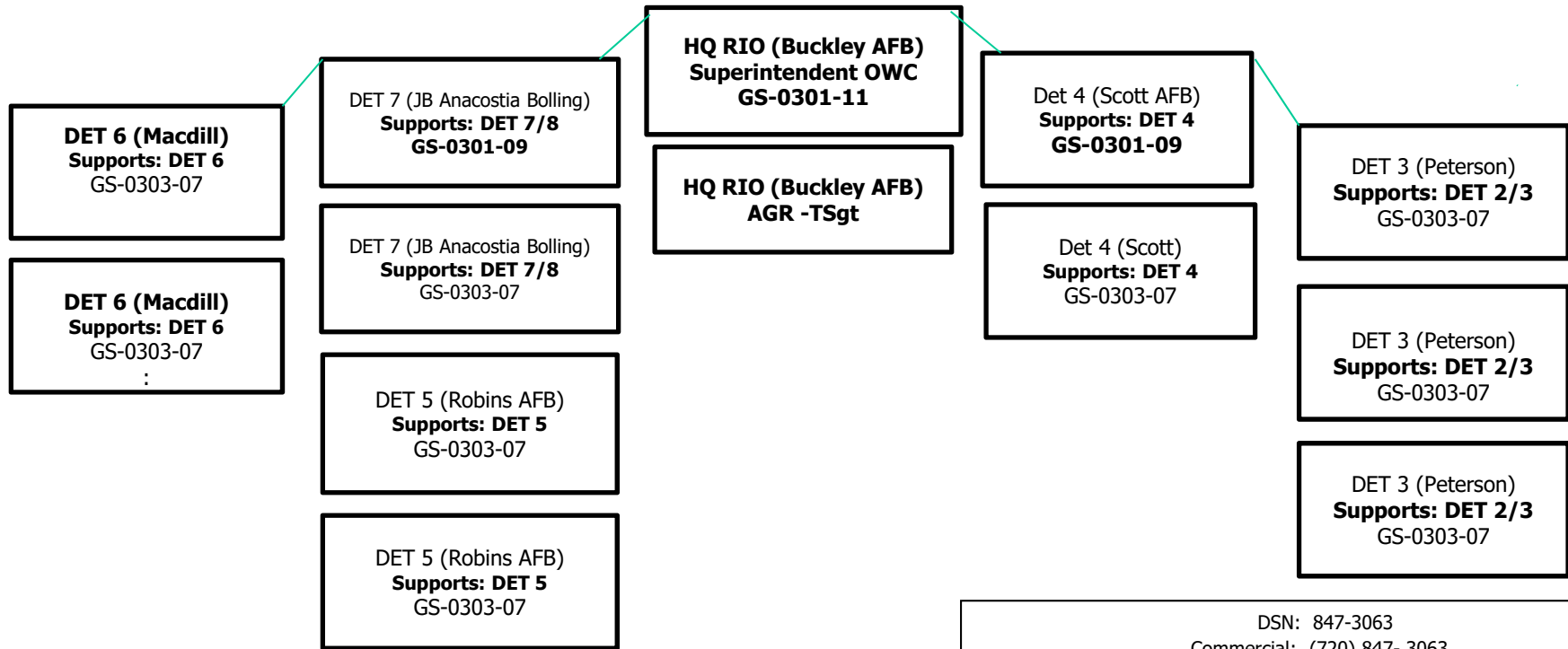
### **Special authorizations must be fully justified on AT Special Tour Request**

- **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**
    - **Forms/Templates: <https://www.arpc.afrc.af.mil/hqrio/owc.aspx>**
    - **AFRC-R User Guide**
    - **IR Orders Guide**
-



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# HQ RIO OWC Org Structure



DSN: 847-3063  
Commercial: (720) 847- 3063

1. ARPC website <http://www.arpc.afrc.af.mil/HORIO/>
2. 1st Sergeant: MSgt Kevin Wilson  
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](https://afrc.eim.us.af.mil/sites/HQ_RIO/OWC/SitePages/Home.aspx)



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## *Detachments*

- **HQ RIO DET 2/3 OWC: (719) 544-2534**
    - [RIO.DET3.READINESS@US.AF.MIL](mailto:RIO.DET3.READINESS@US.AF.MIL)
  - **HQ RIO DET 4 OWC: (618) 229-7919**
    - [HQ.RIODet4.OWC@us.af.mil](mailto:HQ.RIODet4.OWC@us.af.mil)
  - **HQ RIO DET 5 OWC: (478) 327-0410**
    - [DET5ORDERS@US.AF.MIL](mailto:DET5ORDERS@US.AF.MIL)
  - **HQ RIO DET 6 OWC: (813) 828-5035**
    - [RIODET6.READINESS@US.AF.MIL](mailto:RIODET6.READINESS@US.AF.MIL)
  - **HQ RIO DET 7/8 OWC: (202) 767-3080**
    - [AROWS@US.AF.MIL](mailto:AROWS@US.AF.MIL)
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# AROWS-R Set Up



Air Force Reserve Order Writing System [AROWS-R]

Version: 1.59.0.0018 Server: P1 Page Refreshed At: 2013/04/12 20:17 EDT

## CAC Login

Login

--- or ---

## Password Login

Login ID:

Password:

Login

[Forgot Your Password?](#)

### CAC Login Information:

AROWS-R users are now able to use their Common Access Cards (CAC) for logging in. Once you select "Login" button under the "CAC" section, a pop-up window will appear with a list of certificates. You must select your certificate that starts with "DOD CA". DO NOT SELECT the certificate that starts with "DOD EMAIL CA." If you select the certificate that starts with "DOD EMAIL CA", you will receive a "Page Can't Be Displayed" error.

### E-Mail Password Reset:

For security reasons, password resets will no longer be accomplished over the phone.

If you have forgotten your password, Login ID, or have been locked out of AROWS-R, you must email the Help Desk for assistance. Remember you can click on 'Forgot Your Password', give the answer to your question and gain the ability to change your password. If you can not answer your question, email the AROWS-R Help Desk at [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL) with your full name and the last 5 of your SSN and a new password will be sent to the email address that your email was sent from.

### Help! I'm A New User!

If you are a Member (Reservist):

Your initial Login is your SSN. Please enter it without dashes, for example 123456789.

Your initial Password is your Date of Birth in the YYYY/MM/DD format. The slashes are required, for example 1967/12/01.

If you are a Role other than a Member or if you are having trouble logging in, please contact the AROWS-R Help Desk at [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL).

### Help Desk Information

Hours: 0700-1700 EST

Phone (Toll Free): 1-877-294-5822

Email: [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL)

### Browser Requirements

To use AROWS-R, you will need either [Internet Explorer](#) (version 6.0 or higher) or [Mozilla Firefox](#) (version 1.5 or higher).



- 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.





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# Email Auto-Notification (Under "My Account")

**Phone Number:**

**Email Address:**

**Travel Voucher Distribution List:**  ^  
(separate by semicolon) v

**Number of Items per Page:**  v (used as a default for inboxes)

Profile Name	Notifications
RIODET2	<input type="checkbox"/> Notify me when I have work in this profile
PRE FY15 RIO	<input type="checkbox"/> Notify me when I have work in this profile
MEMBER	<input checked="" type="checkbox"/> Notify me when my requests become approved orders
MEMBER	<input checked="" type="checkbox"/> Notify me when my requests are disapproved
RMG DET 11 IMA SUPV	<input type="checkbox"/> Notify me when I have work in this profile



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# Select Member



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

Home | Switch Profile | My Account | Logout

Welcome **MICHELLE POLK** 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

- 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

Your Latest Broadcast messages:

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.



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# Create Application



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

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:  
Your current email address is: r.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 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 information is protected in accordance with the Privacy Act and AFI
2005/11/10	REMINDER: IMAs still need to provide a copy of their



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# Types of Orders: Select One



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





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# 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

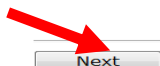
[Edit](#)

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



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## ***MISC ORDERS INFORMATION***

- 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
  - Travel Start Date: Day the member departs home and travels to the duty location
  - Initial Report Date: Day the member reports for duty
  - End Date: Day the member returns home (return travel date)
  - Duty Location: For PDS select "Get Home Station" or manually enter the full address.  
(Note: If performing duty at a military installation you need to list the specific base as the city)
    - Duty Location Continued: If duty is at Non-Military installation ensure you put the full name and address of the location.
  - Corporate Limits: When the member resides on the military installation where duty is being performed or resides within the same city that the gates of the installation open up to (No travel authorized)
  - Commuting Distance: Most AF installations set a "50" mile radius, unless the AF installation where the duty is being performed has defined the local area for official travel HQ RIO will utilize the 50 mile radius (One round trip mileage authorized)
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## ***MISC ORDERS INFORMATION CONT***

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- When selecting Authorized Mode of Transportation from drop-down menu
    - When travel is between 51 and 400 miles one way from the members home address to the duty location Personal Automobile- Advantageous to Government (1 day of travel authorized)
    - When travel is 401 miles or more one way from the members home address to the duty location select Commercial Airline (Note: If you choose to drive reimbursement is limited to the cost of the authorized mode of transportation)
  - When selecting Per Diem location state from the dropdown menu
    - Select State from dropdown menu
    - If duty is being performed at an AF installation type the base into the search field
    - If duty is not being performed at an AF installation type the city where duty is being performed into the search field
  - Rental cars — require prior approval from your DET/CC.
    - Rental cars larger than compact require justification and approval from DET/CC, prior to travel initiation
  - For lodging and Dining availability on base (both Enlisted and Officers), refer to AFMAN 34-102 <http://www.defensetravel.dod.mil/Docs/afman34-102-c.pdf>
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# Submitting Request/Justification

## Justification

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

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

[Previous](#) [Delete](#) [Save](#) [Save & Close](#) [Save & Route](#) [Cancel Changes](#)

- 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)





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# Check the Status of Orders



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

Welcome **MICHELLE POLK** 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 is certified; therefore, accurate email addresses ensure
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAILS DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m.
2006/03/24	ATTENTION -- " PRIVACY ACT INFORMATION - The information is protected in accordance with the Privacy Act and AFI
2005/11/10	REMINDER: IMAs still need to provide a copy of their



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# Check the Status of Orders Cont..



Air Force Reserve Order Writing System [AROWS-R]

Version: 1.77.0.0003 Server: P4 Page Refreshed At: 2018/05/14 15:20 EDT

Current Profile: HQ RIO-OS - HQ ARPC - HQ RIO

Please Select A Menu

Home | Switch Profile | 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

## Member Applications In Progress Inbox

[Change Search Criteria](#)

Currently sorted by: **Start Date**

Tracking Number	Status	PAS Code	SSN	Name	Start Date	End Date	Total Days	Order Type
7339389	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2018/05/27	2018/06/01	6	TDY

Total Records: 1

**Search**

By Tracking Number:

By Duty Dates:  To

By Order Type:

Display:  per page



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# Check the Status of Orders Cont..

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	<a href="#">KEELE</a>	
Supervisor	Approved	2018/05/10 17:22	<a href="#">EVANS</a>	
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



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# Approved Orders



Air Force Reserve Order Writing System [AROWS-R]

Version: 1.77.0.0003 Server: P4 Page Refreshed At: 2018/05/14 14:08 EDT

Current Profile: HQ RIO-OS - HQ ARPC - HQ RIO

Please Select A Menu

Home | Switch Profile | My Account | Logout

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### 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

## Member Approved Orders Inbox

[Change Search Criteria](#)

1-25

Currently sorted by: **Start Date**

Mask SSN:

	Tracking Number	Status	PAS Code	SSN	Name	Start Date	End Date	Total Days	Order Type
	7130355	CANCEL	BU0MFWBF	*****0366	BLEA, BRANDI	2017/09/15	2017/09/22	8	TDY
	7050340	MOD	BU0MFWBF	*****0366	BLEA, BRANDI	2017/07/21	2017/07/24	4	TDY
	6703988	MOD	BU0MFWBF	*****0366	BLEA, BRANDI	2016/12/05	2016/12/07	3	TDY
	6683211	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2016/11/13	2016/11/18	6	TDY
	6362971	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2016/05/01	2016/05/14	14	TDY
	6342775	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2016/04/10	2016/04/22	13	TDY
	6148229	MOD	BU0MFWBF	*****0366	BLEA, BRANDI	2016/01/10	2016/01/15	6	TDY
	6148126	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2015/12/01	2015/12/09	9	TDY
	6147340	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2015/10/26	2015/10/30	5	TDY
	6119196	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2015/09/24	2015/10/03	10	TDY
	6091705	INITIAL	BU0MFWBF	*****0366	BLEA, BRANDI	2015/09/01	2015/09/16	16	TDY
	6077223	MOD	BU0MFWBF	*****0366	BLEA, BRANDI	2015/08/31	2019/08/31	1462	AGR
	5568084	MOD	W80MFVQB	*****0366	BLEA, BRANDI	2014/10/01	2015/08/30	334	ADOS



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# ***AROWS-R Application Example***

- Access through AF Portal or directly at <https://arowsr.afrc.af.mil/arows-r>



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## *References*

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- **AROWS Direct Link:** <https://arowsr.afrc.af.mil/arows-r/>
- <http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>
- **AROWS Help Desk (Hours: Monday-Friday, 0700-2100 ET, excluding federal holidays)**
  - **Email:** [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL)
  - **Phone:** 1-877-294-5822



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*Q & A*

# Questions ?