

Order Request Form

AROWS-R ORDERS WORKSHEET

RANK _____	NAME (LAST, FIRST, MI) _____	FULL SSN _____	EMAIL ADDRESS _____
DUTY LOCATION _____		DUTY LOCATION ADDRESS _____	PHONE _____
TRAVEL DATE _____	REPORT DATE _____	TOUR TYPE M4S TASK ID (MPA only) _____	NUMBER OF DAYS _____
RETURN DATE _____	REMAIN IN-PLACE YES _____ NO _____	REASON FOR TRAVEL Conference _____ Mission _____ Training _____ Other _____	
MODE OF TRANSPORTATION Air (Reservations must be made through the CTO OR DTS) Departure Airport: _____ Arrival Airport: _____ Note: POV is only advantageous to the government if the mileage is less than 400 mi one way or 800 mi round trip. POV _____ Passenger in POV _____ Rental Car _____ Government Vehicle _____ Other _____		LODGING/ MEALS On-base reservations made YES _____ NO* _____ MEALS AVAILABLE YES _____ NO _____ <i>*if no, non-availability attached utilization of gov qtrs will adversely affect</i> YES _____ NO _____ CONUS Quarters & Messing Availability: Link OCONUS Quarters & Messing Availability: Link	
ESTIMATED COSTS NO COST: LOCAL _____ NON-LOCAL _____ TRANSPORTATION: _____ PER DIEM: _____ FEES: _____ MISC: _____ RENTAL CAR: _____ TOTAL: _____ Per Diem Rate Lookup: Link		ADDITIONAL REQUEST I IDTS IN CONJUNCTION DATES _____ TO _____ R RENTAL CAR (IF AUTHORIZED) V VARIATIONS AUTHORIZED G GOVERNMENT CREDIT CARD HOLDER ADDITIONAL INFORMATION: _____ _____	
***JUSTIFICATION REQUIRED FOR NON-UTILIZATION OF GOVERNMENT QUARTERS, RENTAL CAR https://www.hqrio.afrc.af.mil/Orders/Special-Authorizations/			
***FOR NON-LOCAL TOURS A FUND CITE AUTHORIZATION LETTER IS REQUIRED PLEASE ATTACH TO THIS ORDER REQUEST			
***TEMPLATES FOR ATSRF, VOCO, FCAL, AND TELECOMMUTE FORMS ARE LOCATED IN HQ RIO PAGE https://www.hqrio.afrc.af.mil/Orders/			
APPROVAL	PRINT NAME/DIGITAL SIGNATURE		DATE
SERVICE MEMBER	_____		_____
SUPERVISOR	_____		_____
DETACHMENT 7	_____		_____
* IF YOU HAVE QUESTIONS AND YOU'RE APART OF DET 2, 3, AND 4, PLEASE EMAIL RIO.OWC.WEST@US.AF.MIL. FOR MEMBERS IN OR SUPPORTING HQ RIO/DET 5, 6, 7, AND 8, PLEASE EMAIL RIO.OWC.EAST@US.AF.MIL. *			

Justification