

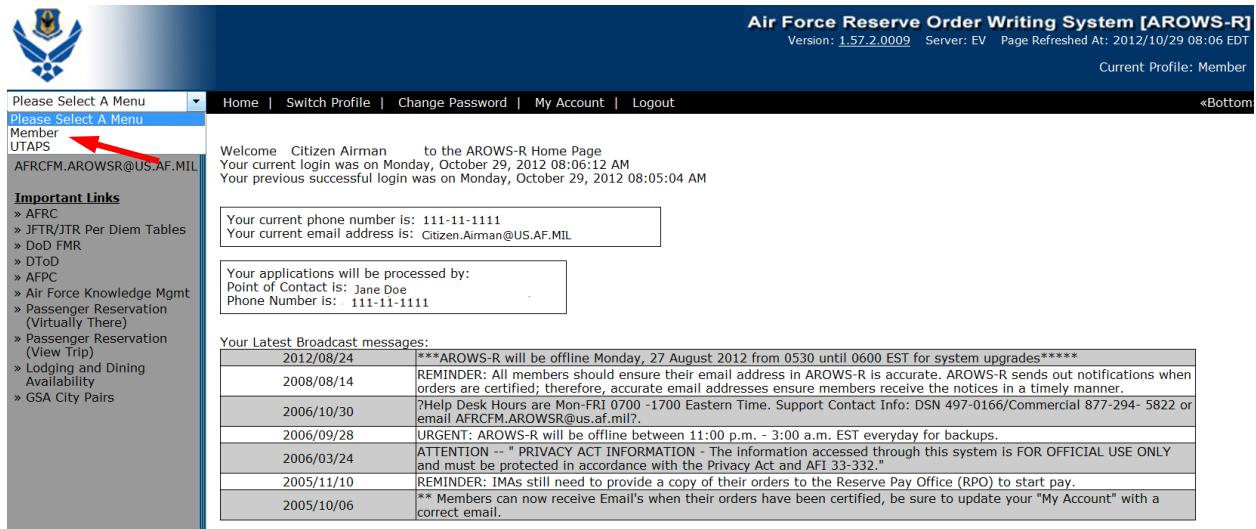
Member User Guide

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

Member 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

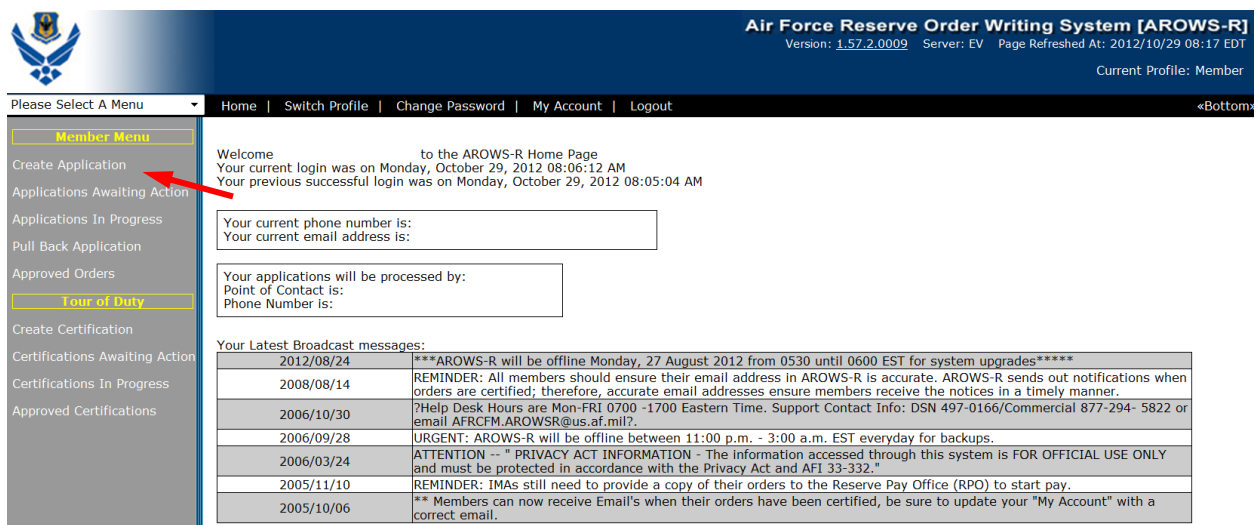
Your current phone number is: 111-11-1111
Your current email address is: Citizen.Airman@US.AF.MIL

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

Your Latest Broadcast messages:

Date	Message
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 your web profile 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:

Date	Message
2012/08/24	***AROWS-R will be offline Monday, 27 August 2012 from 0530 until 0600 EST for system upgrades*****
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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?
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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.

Create Application

Select Order Type and Create Application



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



Air Force Reserve Order Writing System [AROWS-R]
Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 11:47 EDT
Current Profile: Member

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

Overview

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

«Top»

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

Select "Next"

Step 1 Personnel Info



Air Force Reserve Order Writing System [AROWS-R]
Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 12:09 EDT
Current Profile: Member

Please Select A Menu ▾ | [Home](#) | [Switch Profile](#) | [Change Password](#) | [My Account](#) | [Logout](#) «Bottom»

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) EGLIN 919 SOW 

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



Air Force Reserve Order Writing System
Version: 1.58.0.0016 Server: EV Page Refreshed

Please Select A Menu

Home | Switch Profile | Change Password | My Account | Logout

Departure/Return Locations

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

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

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

Previous Next Save Save & Close Save & Route Cancel Changes

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

* Country: United States

* City: MACDILL AFB

* State/Province: Florida

* Zip Code: 336211607

Arrive on: 0000/00/00

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

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](#)

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
--	----------------------------	--

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

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](#)

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](#)
[Edit Location Information](#)

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:

SELECT A STATE

Locality City Contains:

(Min. of 2 Chars. Required)

County Starts With:

(Min. of 2 Chars. Required)

Search

[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:

GEORGIA

Locality City Contains:

WA

(Min. of 2 Chars. Required)

County Starts With:

(Min. of 2 Chars. Required)

Search

[Close](#)

Select Per Diem Location

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](#)
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](#)

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	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

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

Answer Registration and Lodging question

Select Quarters and Messing availability

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](#)
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

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

At this point, you can
[Fill out Travel to this Location](#)
[Add Another Location](#)
[Edit Location Information](#)
[Fill out Travel for the last leg](#)

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	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 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		
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	

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

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		
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	

[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

Select transportation for the leg home. "Next"

TOUR

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

Government Travel Card Information | [Select](#)

* Does the Member have a Government Travel Charge Card (GTCC)/Controlled Spend Account (CSA)? None Selected
 * Description: None Selected
 * Type of Account: None Selected
[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 ☒

Member

Trusted sites | Protected Mode: Off

Select GTCC Info and save as Default

Government Travel Card

☒ **Member does not have a government travel card**

	Description
☐	IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
☐	HAS APPLIED FOR, BUT NOT RECEIVED CARD. ADVANCE AUTHORIZED.
☐	IS INELIGIBLE FOR CARD. TO RECEIVE AN ADVANCE, MUST HAVE A LETTER FROM COMMANDER TO AUTHORIZE.
☐	IS INELIGIBLE FOR CARD. NO ADVANCE AUTHORIZED.
☐	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
☐	IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
☒	NO ADVANCE AUTHORIZED
☐	NO ADVANCE AUTHORIZED. CANNOT CHARGE CERTAIN ITEMS
☐	CIRCUMSTANCES PRECLUDE USE. ADVANCE AUTHORIZED
☐	NO STATEMENT NEEDED. (NO PER DIEM OR PCS TOUR.)

Type of Account: GTR/CENTRALLY BILLED ACCOUNT(GTR/CBA) ▼
 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://wpfmarowisdev.af.mil/development/member_edit_request.do

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

AROWS-R - Tour

* Description:
* Type of Account:
Save Government Travel Card Info as Default

NO ADVANCE AUTHORIZED
GOVERNMENT TRAVEL CARD(GTCC)

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 ☐ No ☒

Previous

Delete

Save

Save & Close

Save & Route

Cancel Changes

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

AROWS-R - Create An Application - Internet Explorer provided by USAF
https://wbfmarowsdev.af.mil/development/member_new.do

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

AROWS-R - Create An Application

Air Force Reserve Order Writing System [AROWS-R]
Version: 1.58.0.0016 Server: EV Page Refreshed At: 2012/11/04 18:03 EST
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: TEMPORARY DUTY
Select Order Sub Type:
TDY (IDT AT HOME STATION)
TDY (PERMISSIVE)
TDY (ROUTINE)
TDY (ROUTINE/CIVILIAN TRAINING)

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

Member Trusted sites | Protected Mode: Off 150%

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: 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 [Ed](#)

Home Address on File: VENICE, FL 34293-0000

2. Duty Purpose Information [Ed](#)

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 [Ed](#)

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 [Ed](#)

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

5. Tour [Ed](#)

Govt Travel Card: Not Set
IDT In Conjunction: No

6. Justification [Ed](#)

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](#)
Travel Purpose Notes

None Selected

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

Order Type: TDY

Status: INITIAL

Total Travel Days: 0

Name:

SSN:

Grade: E5

Start Date: 0000/00/00

Report Date: 0000/00/00 00:00

End Date: 0000/00/00

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](#)

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

[Save Email Address as Default](#)

Previous

Next

Save

Save & Close

Save & Route

Cancel Changes

Member

Trusted sites | Protected Mode: Off

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

Order Type: TDY

Status: INITIAL

Total Travel Days: 0

Name:

SSN:

Grade: E5

Start Date: 0000/00/00

Report Date: 0000/00/00 00:00

End Date: 0000/00/00

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

Previous

Next

Save

Save & Close

Save & Route

Cancel Changes

Civilians must depart and return to PDS.

Select Next

Duty Locations- Next screens are same as above.