# myFSS Order Request

## A Quick Guide from HQ RIO

### How to submit a request for orders via myFSS.

### **PRIOR TO SUBMISSION:**

- Your home of record must be up-to-date in <u>vMPF</u>.
- Readiness should be green in <u>ARCNet</u>: Dental class, Immunizations, Labs, fitness test, etc.
- Make sure you have a good personal email and phone number in your myFSS profile so you can receive any responses in a timely manner.

## THINGS TO KEEP IN MIND:

- Per <u>AFMAN 36-2136</u>, All Annual Tour requests for the current FY are due by 31 May.
  - Applicable Example: 1 Oct 2023-30 Sept 2024 must be submitted NLT 31 May 2024.
- Unless there is an mission-based need for work on weekends or federal holidays, annual tours will start on a Monday and end the following Friday.
- Members <u>WILL NOT</u> submit an order request for IDT travel (formerly AF Form 1610) in myFSS. This will be coordinated in DTS initially as an authorization with an approved 40A attached. Member must meet the criteria directed on the applicable fiscal year's approved IDT Travel Reimbursement Guide.
- A waiver is required for RPA/ADOS tours that exceed the 1825 rule.
- After the OWC creates the orders in AROWS-R, you'll be able to track the progress there.
   Once the orders are approved in AROWS-R, you can download them and use the information in the comments to create your DTS authorization.
- Some members experience an "unhandled fault" when submitting an orders request in myFSS. To work around this, upload a document when prompted, even a blank one.

### DOCUMENTS NEEDED FOR THE REQUEST: \*If applicable to tour\*

- ANNUAL TOUR SPECIAL REQUEST FORM (ATSRF) (click link) split tour/duty away from home station (Approved by DET CC)
- SANCTUARY WAIVER (click link) if TAFMS is between 16.5 and 20 years not applicable to AT
- *RENTAL CAR REQUEST FORM*—No longer used for orders request. Only submit with DTS Auth.

#### **INITIAL STEPS**

1. Go to the myFSS HomePage.

### 2. Select myFSS Login.

### 3. Select Sign in with PIV/CAC Cert



- 5. Enter your PIN and select OK.
- Review the DOD Notice and Consent and the Privacy and Security Notice before selecting "I Agree—Continue".
- In the "Search Knowledge Articles", type
   "AFR RIO Orders Writing Cell" and select.
- 8. Review the Knowledge Article for applicable action & guidance.



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Applicable to: Air Force Reserve	
The Orders Writing Cell (OWC) is responsible for tour types. The OWC's role is to review these re- requests appropriately in accordance with the J	r the processing of AROWS-R orders requests for Individual Reservists (IRs) on various quests for accuracy, determine if the member requires any valvers, and process orders. The and any other Lows/Regulations/Policies.
Order requests will need to have a detailed exp processing the request. Per AFMAN 36-2136 or date. However, we do understand that short no justification as to why the request did not meet	lanation for the request, along with any supporting documents necessary to assist with of the IR Guide, orders requests must be submitted at least 30 days before the tour start sizes occur. In this case, submit the request as early as possible and provide detailed the requirement.
Related Resources Mandatory Use of ARCWS-R Memo BIG STC Mandatory Use Policy	



The following pages are divided by the next steps based on the type of orders you're requesting:

Annual Training (AT): page 4 - RPA/ADOS: page 6

- Modification/Cancellation: page 7

### **ANNUAL TRAINING**

- 1. Select Annual Training.
- 2. Certify that you have supervisor approval for your AT.
- Select whether or not your request requires an Annual Tour Special Request Form (ATSRF). The NOTE above explains why you might need one. If an ATSRF is needed, fill it out and attach it. The OWC will route it to your det CC for approval.
  - 4. Type the name and email of your active component supervisor.
  - If you were given reporting instructions, upload them. Select NEXT.

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6. Your name, SSN, and assignment info will automatically populate.

7. Select RIO detachment or HQ (HQ is only for members assigned to HQ RIO).

Select where you are reporting to and coming from — the answers should be PDS/home station and HOR for this order type. Select **NEXT**.

9. Trip duration should be multiday.

10. If travel is more than 400 miles, choose commercial air as mode of transportation. If not, choose personal auto advantageous to gov.

11. Choose the closest international airport to departing/arrival location (you may enter the 3-letter code or city, state).

12. Select NEXT.

### **ANNUAL TRAINING (con't)**

- Select YES or NO for IDTs in conjunction. If completing IDTs in conjunction, they need to end the day prior to AT or start the day after. Enter the dates of your IDTs. Those fields will only appear if you select YES.
- 14. If you are traveling via commercial air and are requesting a rental car, check YES. You do not need to upload a rental car request here. You will, however, need to add the rental car request form to your DTS authorization when you create it. If approved, rental car reimbursement only applies to Annual Tour dates. Rental cars are not authorized on IDTs.

#### 18. Select the applicable responses to the prompts on the page, then select Next.

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#### 19. Select the applicable responses to the prompts on the page, then select Next.

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#### 20. Review the information provided on the screen (in this instance, the Annual Training Special Request Form), then select Next.

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# 15. Select YES/NO for your government travel card (GTCC). Select **NEXT**.

16. Be sure to read the complete submission page before marking whether the request is being submitted within 30 days of the tour starting. At this point you can add additional comments for the orders writer.

17. When you're ready, click SUBMIT!

### **RPA/ADOS**

1. Select RPA/ADOS Order Request.

 Supply the needed documentation (email with funding info) and if sanctuary, MedCon, leave carryover, or PCS applies.

- 3. Will this tour put you on orders for more than 1,825 days out of the last 2,190? If so, upload your waiver (if not already on file).
- 4. If outside commuting distance, upload your Fund Cite Authorization Letter (FCAL).
- 5. If a PCS, list dependents accompanying you by name in the box that pops up.

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- This page will be automatically filled with your name, SSN, and assignment information.
- 7. Select your RIO detachment or HQ.
- Select where you are reporting to and coming from (PDS/home station, Other, HOR).
- Travel start date should be the day prior to the report date if traveling over 50 miles.

#### 24. Review the submittal information on the page, then select the applicable responses to the prompts and provide necessary comments in the textbox, then select Submit.

To measure to submitted Holomore decision on the start date, you can expect to see the processing in ArXVIV Troughly 3 to 4 weeks provide the start care.
For requests submitted 30-44 days prior to the start date, you can expect to see the order since they? A WWF-R within 2 to 3 weeks prior to the start date.
Any request submitted ID or fearer data strate date will require alte submission justification.
NOTE: Depending ensurient the request was submitted, our goal is to ensure enfant are approved NCT7 days prior rotour start data. Late Submissions can bell impact when orders can be approved
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Click Submit to send your request to HQ RIO OWC.
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#### 25. The request has been created, select Finish to exit.

New Order Request Submitted				
Your request has been sent to your RIO/DET OWC. Once your Orden <u>trindex isp</u> Information can be found under related resources.	s specialist processes your request, yo	u can view status via https://arow	scatrc at mil/arows-	
To view the status or request an update of your incident, click this lini incident.	k to get to the myPers home page: myl	FSS. Click under "myFSS CASES" t	o view the status of your	
Guides/Templates:				
IDT Reimbursoment Guide				
<ul> <li>The Guide for Individual Reservists</li> </ul>				
<ul> <li>The Travel Companion for Individual Reservists</li> </ul>				
<ul> <li>AFRC AROWS IR User Guide</li> </ul>				
<ul> <li>HQ RIO Order Navigation landing page</li> </ul>				
Leave Calculator				
VOCO Letter Template				
LRPs:				
<ul> <li>AFI 65-103, Temporary Duty Orders</li> </ul>				
Detense Travel Site - Per Diem Calc				

#### 29. Validate the following fields: Personnel Name and Status.

CLOSED (D)		CASE #03958078	×	
	DETAILS COMMUNI	CATION RELATED DOCUMENTS		
SUBJECT	Personnel Name	Status New	CASE #	
AROWS-R Or TDY Request	Case Calegory	Sati-Collegory	03958078	
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#### 30. Select the Communication tab.

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	TEST				

10. If travel is over 400 miles, choose commercial air as mode of transportation. If not, choose personal auto advantageous to gov't.

### **ROUTINE TDY**

Routine TDY orders are no longer requested in myFSS. You'll only create the authorization and voucher in DTS. Ensure you know which Line of Accounting (LOA) to choose. If you don't see it, have the unit funding your TDY "cross org) their LOA and routing list into your DTS profile.

### **MODIFICATION, CANCELLATION, or QUESTION**

- If you need to modify or cancel an order that is already processing, make the appropriate selection and click NEXT.
- If you just have a question for your orders writers, select GENERAL INQUIRY and click NEXT.



RROWS-R Tracking Number:		
elect RIO Detachment or HQ:		
None		
pload Supporting Documents		
Upload Files     Or drop files		
No files have been uploaded		
dd Comments here:		
		Previous
	Cancel	

 For modifications and cancellations, provide the AROWS-R tracking number of the order.

 Choose your servicing detachment. The HQ RIO selection is only for AGRs, civilians, and active duty on full time staff at HQ RIO.

6. Explain IN DETAIL the modification you are requesting, the cancellation reason, or your question. Attach any supporting documentation, if necessary. Click **SUBMIT**.