

# 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 [vMPF](#).
- Readiness should be green in [ARCNet](#): 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 [AFMAN 36-2136](#), 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 **WILL NOT** 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**

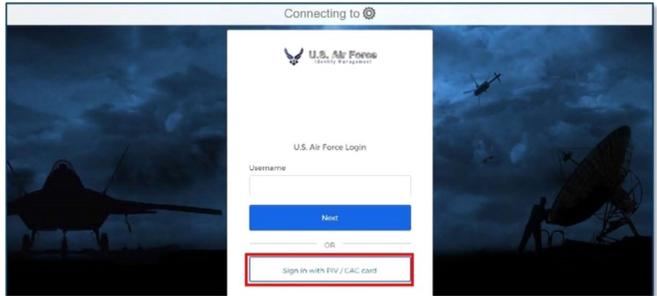
1. Go to the [myFSS HomePage](#).
2. Select myFSS Login.
3. Select Sign in with PIV/CAC Cert

is no longer a need to use the former (legacy) login process that required a username and password.

Note: Each user should be aware that users may not be able to distinguish between Certificates of Authentication within browsers other than Microsoft Edge.



2. Select the Sign in with PIV / CAC card button.



4. Select the appropriate certificate for authentication and select OK.

3. Select the appropriate certificate for authentication and select OK.



4. Enter the PIN and select OK to authenticate.



5. Review the DoD Notice and Consent and the Privacy and Security Notice before selecting I Agree – Continue.



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

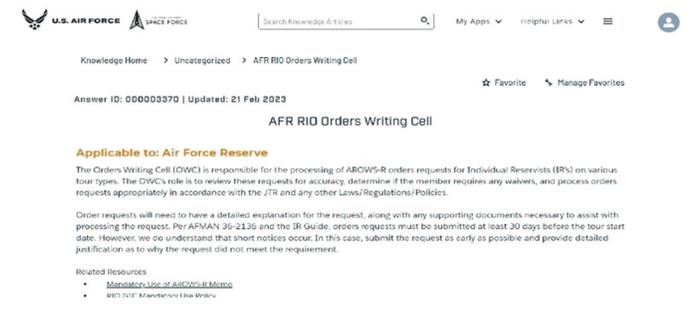
6. Following a successful navigation to the Airman Community Landing Page, enter AFR RIO Orders Writing Cell into the Knowledge Article search bar.



7. Select the AFR RIO Orders Writing Cell search result to open the Knowledge Article.



8. Review the Knowledge Article.



**Applicable to: Air Force Reserve**

The Orders Writing Cell (OWC) is responsible for the processing of AROWS-R order requests for Individual Reservists (IRs) on various tour types. The OWC's role is to review these requests for accuracy, determine if the member requires any waivers, and process order requests appropriately in accordance with the JTR and any other applicable Laws/Regulations/Policies.

Order requests will need to have a detailed explanation for the request, along with any supporting documents necessary to assist with processing the request. Per AFMAN 36-2136 and the IR Guide, order requests must be submitted at least 30 days before the tour start date. However, we do understand that short notices occur. In this case, submit the request as early as possible and provide detailed justification as to why the request did not meet the 30-day requirement.

We are aware that some IRs are experiencing the "unhandled fault" when attempting to submit via this myFSS Orders Request link. If this happens to you, fill out this [Order Request Worksheet](#) and submit it via myFSS to the [HQ RIO Request link](#), general zeke.

Related Resources

- [Mandatory Use of AROWS-R Memo](#)
- [BIO-GIC Mandatory Use Policy](#)
- [Annual Tour Special Request Form](#)
- [HQ RIO Telecommute Agreement](#)
- [RENTAL CAR REQUEST](#)
- [FY23 IDT Travel Reimbursement Guide V3](#)

myFSS

**CREATE A REQUEST**

9. Select "Create A Request" on the bottom of the page.

10. Select the type of request. Note: If this request is other than a New Order Request, please add supporting documents and specific request needed to avoid confusion of the requested action.

11. Select the applicable response to:

- "Is your address up to date?"

10. Select the applicable option for type or order being requested, then select Next.

HQ RIO Order Writers Cell (OWC)

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Order requests will need to have a detailed explanation for the request, along with any supporting documents necessary to assist with processing the request. Per AFMAN 36-2136 and the IR Guide, orders requests must be submitted at least 30 days before the tour start date. However, we do understand that short notices occur. In this case, submit the request as early as possible and provide detailed justification as to why the request did not meet the requirement.

What type of order are you requesting?

- New Orders/Request
- Modification Request
- Cancellation Request
- General Inquiry

**Next**

11. Select the applicable response to Is your address up to date.

HQ RIO Order Writers Cell (OWC)

Is your address up to date?

Yes  
No

Address  
Street

State/Province  
Postal Code  
Country

Previous Next

12. Select the applicable response to what status are you going to be performing during this tour, then select Next.

**Note:** If you selected "no," populate the Address section with updated information and then select Next, you will be taken to a different screen where you will need to update your address in vMPF before submitting your request.

HQ RIO Order Writers Cell (OWC)

What status are you going to be performing during this tour?

- Annual Training (AT)
- RPA/ADOS
- Modification
- Cancellation
- General Inquiry

**Next**

13. Select the applicable responses to the prompts on the page. Based on your responses, different questions and popups will appear, including a list of required documentation.

HQ RIO Order Writers Cell (OWC)

Please upload the following documents:

- Upload File
- Cancel
- No

**Next**

12. If not accurate, update information in vMPF. Wait 2-3 days for the address to flow to myFSS and try again.

13. Provide as much detail to provide a clear request.

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.

3. 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.

5. If you were given reporting instructions, upload them. Select **NEXT**.

This screenshot shows the 'Please attach the following documents' section of the Annual Training request form. A red box highlights the instructions: 'Please attach the following documents: Reporting instructions, if available provided; and Additional documents (This includes if you are currently on a profile, please upload copy of your AF Form 413 or 422)'. A green arrow points to the 'Next' button at the bottom right of the form.

15. After uploading the required supporting documentation select Done.

This screenshot shows the 'Upload Files' section of the Annual Training request form. Two files are listed: 'TEST DOCUMENT.docx' and 'TEST DOCUMENT.pdf', both with green checkmarks indicating they have been successfully uploaded.

16. Review the information provided on the request and select Next.

This screenshot shows the 'Please attach the following documents' section of the Annual Training request form. A red box highlights the 'Next' button at the bottom right of the form.

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

This screenshot shows the 'HQ RIO Order W/aux Call (OWC)' section of the Annual Training request form. A red box highlights the 'Next' button at the bottom right of the form.

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).

8. 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)

- 13. 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.

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

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

21. Select the applicable responses to the prompts on the page and provide necessary comments/justification in the textbox, then select Next.

22. Select Upload Files to provide additional required documentation to the request as necessary (in this instance, a Rental Car Request Form).

23. After uploading the required supporting documentation select Done, then select Next.

- 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.

2. 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.

26. To navigate to the myFSS Community Landing Page click on the U.S. AIR FORCE logo in the top left corner of the screen



27. Scroll down to myFSS CASES and select the arrow below OPEN.



28. Locate the submitted request and select Details.

CREATED	SUBJECT	STATUS	SUB-STATUS	UPDATED	CASE #	Details
3/2/2023	AROWS-R Orders Request: Routine TDY Request	New		3/2/2023 3:51 pm	03958078	Details
2/28/2023	Career Information Program	New		2/28/2023 11:45 am	03709933	Details
2/24/2023	TEST	New		2/24/2023 2:04 pm	03553303	Details
2/24/2023	Cost of Living Allowance (COLA)	New		2/24/2023 10:28 am	03404041	Details

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.

25. The request has been created, select Finish to exit.

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

30. Select the Communication tab.

6. This page will be automatically filled with your name, SSN, and assignment information.

7. Select your RIO detachment or HQ.

8. Select where you are reporting to and coming from (PDS/home station, Other, HOR).

9. Travel start date should be the day prior to the report date if traveling over 50 miles.

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

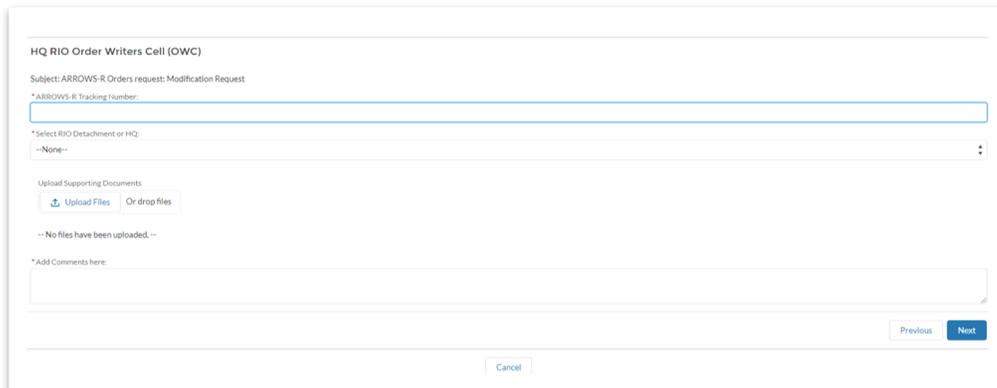
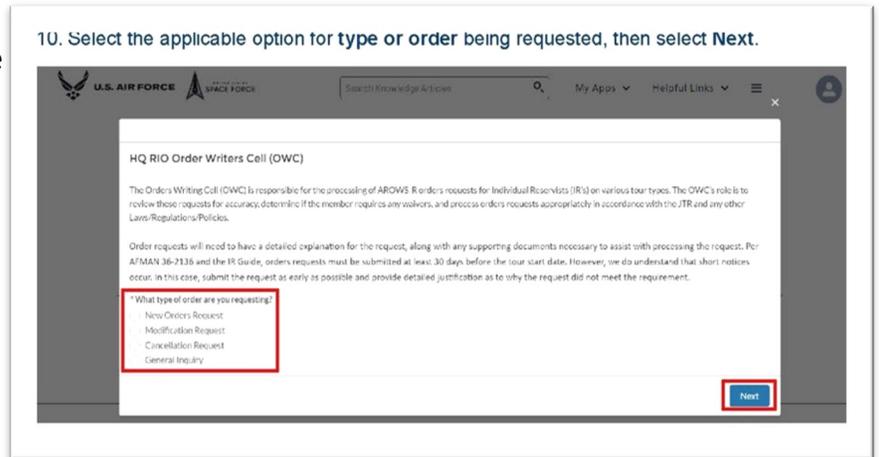
## ROUTINE TDY

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

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

10. Select the applicable option for type or order being requested, then select **Next**.



4. For modifications and cancellations, provide the AROWS-R tracking number of the order.
5. 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**.

