

ORDERS REQUEST

PRIVACY ACT STATEMENT

Authority: The Privacy Act of 1974, 5 U.S.C. 552a.

Purpose: Information will be used to request travel orders in the Air Force Reserve Order Writing System [AROWS-R] and to receive authorization and approval.

Routine Use(s): To substantiate requests and approval of travel orders in AROWS-R.

Disclosure: Voluntary; however, non-disclosure may result in disapproval of this request.

SECTION I - PERSONAL INFORMATION

1. NAME	<input type="text"/>	2. GRADE	<input type="text"/>	3. UNIT/OFFICE SYMBOL	<input type="text"/>	4. REQUEST DATE	<input type="text"/>		
ADDRESS	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>			
CITY	<input type="text"/>	STATE	<input type="text"/>	ZIP CODE	<input type="text"/>	5. PERSONNEL STATUS	<input type="text"/>	6. PHONE	<input type="text"/>
7. PURPOSE/JUSTIFICATION	<input type="text"/>								

SECTION II - DUTY INFORMATION

8. GOVERNMENT TRAVEL CARD	<input type="text"/>	9. ORDER TYPE	<input type="text"/>
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SECTION III - ITINERARY

10. TRAVEL DATE	<input type="text"/>	11. DEPARTURE LOCATION	<input type="text"/>	12. RETURN LOCATION	<input type="text"/>	13. DEPARTING AIRPORT	<input type="text"/>	14. ARRIVAL AIRPORT	<input type="text"/>
15. REPORT LOCATION (Unit/Address/Base/City)	<input type="text"/>		16. REPORT DATE	<input type="text"/>	17. REPORT HOUR	<input type="text"/>	18. TRAVEL MODE	<input type="text"/>	
20. DUTY END DATE	<input type="text"/>	21. RETURN TRAVEL DATE	<input type="text"/>	22. RETURN TRAVEL MODE	<input type="text"/>	23. GOVERNMENT TRANSPORTATION REQUEST COST			
25. RENTAL CAR AUTHORIZED (If Yes, specify in ADDITIONAL EXPENSES)		26. UNIT TRAINING ASSEMBLY WITH THIS ORDER (If Yes, specify Dates in REMARKS)		27. LODGING	<input type="text"/>	28. MEALS			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No						

Section IV - OTHER

29. ADDITIONAL EXPENSES	30. REMARKS
<input type="checkbox"/> Conference / Registration Fees (Specify in REMARKS if meals are included)	<input type="text"/>
<input type="checkbox"/> Excess Baggage Fees	
<input type="checkbox"/> Car Rental Cost	

Section V - AUTHORIZED SIGNATURES

31. MEMBER	<input type="text"/>	DATE	<input type="text"/>	CLICK TO SIGN	<input type="text"/>
32. SUPERVISOR	<input type="text"/>	DATE	<input type="text"/>	CLICK TO SIGN	<input type="text"/>
33. RESOURCE ADVISOR	<input type="text"/>	DATE	<input type="text"/>	CLICK TO SIGN	<input type="text"/>
34. APPROVING OFFICIAL	<input type="text"/>	DATE	<input type="text"/>	CLICK TO SIGN	<input type="text"/>
35. GROUP CC (Civilian TDY Only)	<input type="text"/>	DATE	<input type="text"/>	CLICK TO SIGN	<input type="text"/>