

**AIR NATIONAL GUARD ORDER APPLICATION REQUEST**

The proponent agency is ANG/A6. The prescribing directive is ANGI 33-101.

**PRIVACY ACT STATEMENT**

1. AUTHORITY: Title 5 USC Section 552a; and Executive Order 9397.
2. PURPOSE: Information provided will be entered into the Air National Guard Reserve Order Writing System (AROWS).
3. ROUTINE USES: None.
4. DISCLOSURE: Voluntary; However, if SSN is not provided, order application request will not be processed.

REQUEST TYPE:

AROWS TRACKING NUMBER:

(Select Initial if creating a new order application; For original orders created in AROWS select Modification or Cancellation and enter original AROWS tracking number.)

**PART A - NEW APPLICATION**

MEMBER NAME:

MEMBER SSN:

MEMBER TYPE:

(Status in which member will be performing duty)

RANK/GRADE:

ORDER TYPE:

**PART B - ORDER INFORMATION****SECTION I - PERSONNEL & CONTACT INFORMATION**

MEMBER ADDRESS: (Residence, No P.O. Boxes)

ALTERNATE ADDRESS:

NEW EMAIL ADDRESS:

SUPPORT OF OFFICIAL CONTINGENCY?

IS THIS A PCS?

NUMBER OF CARS AUTHORIZED:

SHIPPING HOUSEHOLD GOODS?

DEPENDENT'S NAME

RELATIONSHIP

DATE OF BIRTH

ADDRESS

**SECTION II - DUTY PURPOSE**

DUTY PURPOSE:

SPECIFICATION: (If required)

POINT OF CONTACT (POC):

PHONE NUMBER (POC):

EMAIL ADDRESS (POC):

FAX NUMBER (POC):

IS THIS AN ADDENDUM TO AN ORDER ORIGINALLY CREATED IN "IAOS" ?

(Select Yes if member is on long tour order into FY07.)

**SECTION III - TDY LOCATIONS**

MEMBER WILL DEPART FROM:

(Specify if Other)

MEMBER WILL RETURN TO:

(Specify if Other)

**SECTION IV - DUTY LOCATION**

(To add multiple duty locations, see Section XIII Additional Duty Locations, on page 4.)

TRAVEL START DATE:

INITIAL REPORT DATE:

TIME:

TRAVEL END DATE:

FOR DUTY WITH:

PRIMARY DUTY LOCATION?

TDY LOCATION: (Enter PAS Code, TDY Unit Name, and/or TDY Point)

TDY ADDRESS:

COMMUTING STATUS:

CONFIRMATION ORDER?

DATE OF CONFIRMATION:

FIELD CONDITIONS?

(If Yes, Enter dates)

PER DIEM LOCATION:

START DATE:

END DATE:

MODE OF TRANSPORTATION:		BUS/TRAIN DEPARTURE DATE:	
AIRPORT DEPARTURE DATE:		DEPARTURE AIRPORT:	ARRIVAL AIRPORT:
IS RENTAL CAR AUTHORIZED AT TDY LOCATION?		RENTAL CAR TYPE:	
PICK-UP DATE:	TIME:	PICK-UP LOCATION:	
DROP-OFF DATE:	TIME:	DROP-OFF LOCATION:	
TMO TO MAKE HOTEL/MOTEL RESERVATIONS?		SELECT QUARTERS STATEMENT:	
BILLETING LOCATION:		SELECT MESSING STATEMENT:	
SPECIAL INSTRUCTIONS & JUSTIFICATIONS: (Rental Cars, other than compact; Departure/Arrival Airport and Hotel/Motel)			
<b>SECTION V - TOUR</b>			
TYPE OF ACCOUNT:		GTCC NUMBER: (Last 8 Only)	EXPIRATION DATE: (mm/yy)
(Failure to provide GTCC information will result in this application being stopped in TMO)			
HAS VARIATION OF ITINERARY BEEN AUTHORIZED?		HAS EXCESS BAGGAGE BEEN AUTHORIZED?	
HAS DUAL LODGING BEEN AUTHORIZED?		WEIGHT ALLOWANCE EXCESS BAGS NOT TO EXCEED:	
HAS IN AND AROUND MILEAGE BEEN AUTHORIZED?		NUMBER OF EXCESS BAGS AUTHORIZED:	TOTAL COST:
HAS MIXED MODE OF TRAVEL BEEN AUTHORIZED?		OFFICIAL LIMITED LONG DISTANCE PHONE CALLS BEEN AUTHORIZED?	
HAS MEMBER BEEN AUTHORIZED TO CARRY FIREARMS?		IS TECHNICIAN EXERCISING THE 44-DAY LEAVE RIGHTS?	
WILL MEMBER BE PERFORMING DUTY IN A COMBAT ZONE?		IS TECHNICIAN AUTHORIZED TRAVEL OUTSIDE NORMAL DUTY HOURS?	
IS MEMBER REQUESTING 150% AEA?		IS MEMBER REQUESTING 300% AEA?	
DOES THIS PERIOD OF DUTY APPLY TO TANKER ALERT, AIR SOVEREIGNTY ALERT, OR COUNTERDRUG MISSION?			
IS MEMBER TAKING LEAVE ENROUTE?	NUMBER OF LEAVE DAYS:	BEGIN DATE:	END DATE:
COMPLETE LEAVE ADDRESS:			PHONE:
AMOUNT OF REGISTRATION FEE:		NUMBER OF MEALS INCLUDED:	
NUMBER OF NIGHTS LODGING INCLUDED:		DATES OF MEALS:	
<b>SECTION VI - PARAGRAPHS</b>			
LIST CODES FOR ALL APPLICABLE MISCELLANEOUS PARAGRAPHS: (Paragraph Codes are listed on page 7)			
LIST NON-STANDARD PARAGRAPHS: (Additional Remarks)			
<b>SECTION VII - JUSTIFICATION</b>			
GENERAL COMMENTS & JUSTIFICATION INFORMATION FOR HARD HOLDS:			

**SECTION VIII - FUNDING INFORMATION**

Orders Specialist (OS), please select separate funding for each Fiscal Year (FY).

WORK UTILIZATION CODE (WUC): (Required for active duty order types)      ESP CODE: (If known)

LOCAL FUNDING INFORMATION/DESCRIPTION:

OTHER FUNDING INFORMATION/DESCRIPTION:

**SECTION IX - SCHOOL**

BETM refer to Training Line Number RIP(s) for all school information.

LIST ANY SPECIAL NOTES TO BASE EDUCATION AND TRAINING MANAGER:

**SECTION X - ACTIVATION**

EXECUTIVE ORDER:      AERO RATING:

OTHER (SPECIFY):      FLYING STATUS:

RESERVE ACTIVE DUTY REASON:      UTC:

MOBILIZATION INDICATOR:      MOBILIZATION AUTHORIZATION NUMBER:

**SECTION XI - AGR TOUR**

This Section is to be completed by the Duty Section.

DUTY TITLE:

UMDG PAS CODE:      CAFSC:

MILITARY FUNCTIONAL ACCOUNT CODE:      PAFSC:

MILITARY POSITION NUMBER:      DAFSC:

MILITARY AUTHORIZED GRADE:      TAFMS DATE:

This Section is to be completed by the Human Resources Office (HRO)

TAFMS:      UMDA PAS CODE:

GAINING COMMAND:      UMDA POS NUMBER:

UNIT OF ASSIGNMENT:      UMDA FUNCTIONAL CODE:

RESOURCE IDENTIFICATION CODE (RIC):      UMDA POS TITLE:

ANG ACTIVE DUTY STATUS CODE:      UMDA AUTH MIL GRADE:

UMDA AUTH CIV GRADE:

**SECTION XII - SIGNATURES**

SUPERVISOR SIGNATURE:

APPROVING OFFICIAL SIGNATURE:

LOCAL AUTHORIZATION: (Optional and may be locally assigned. Example: Unit Workday Control Officer, Resource Advisor, etc.)

**SECTION XIII - ADDITIONAL DUTY LOCATIONS**

**DUTY LOCATION 2**

TRAVEL START DATE:	INITIAL REPORT DATE:	TIME:	TRAVEL END DATE:
FOR DUTY WITH:			PRIMARY DUTY LOCATION?
TDY LOCATION: (Enter PAS Code, TDY Unit Name, and/or TDY Point)			
TDY ADDRESS:			
COMMUTING STATUS:			
CONFIRMATION ORDER?	DATE OF CONFIRMATION:	FIELD CONDITIONS? (If Yes, enter dates)	
PER DIEM LOCATION:		START DATE:	END DATE:
MODE OF TRANSPORTATION:		BUS/TRAIN DEPARTURE DATE:	
AIRPORT DEPARTURE DATE:	DEPARTURE AIRPORT:	ARRIVAL AIRPORT:	
IS RENTAL CAR AUTHORIZED AT TDY LOCATION?	RENTAL CAR TYPE:		
PICK-UP DATE:	TIME:	PICK-UP LOCATION:	
DROP-OFF DATE:	TIME:	DROP-OFF LOCATION:	
TMO TO MAKE HOTEL/MOTEL RESERVATIONS?	SELECT QUARTERS STATEMENT:		
BILLETING LOCATION:	SELECT MESSING STATEMENT:		
SPECIAL INSTRUCTIONS & JUSTIFICATIONS: (Rental Cars, other than compact; Departure/Arrival Airport and Hotel/Motel)			

**DUTY LOCATION 3**

TRAVEL START DATE:	INITIAL REPORT DATE:	TIME:	TRAVEL END DATE:
FOR DUTY WITH:			PRIMARY DUTY LOCATION?
TDY LOCATION: (Enter PAS Code, TDY Unit Name, and/or TDY Point)			
TDY ADDRESS:			
COMMUTING STATUS:			
CONFIRMATION ORDER?	DATE OF CONFIRMATION:	FIELD CONDITIONS? (If Yes, enter dates)	
PER DIEM LOCATION:		START DATE:	END DATE:
MODE OF TRANSPORTATION:		BUS/TRAIN DEPARTURE DATE:	
AIRPORT DEPARTURE DATE:	DEPARTURE AIRPORT:	ARRIVAL AIRPORT:	
IS RENTAL CAR AUTHORIZED AT TDY LOCATION?	RENTAL CAR TYPE:		
PICK-UP DATE:	TIME:	PICK-UP LOCATION:	
DROP-OFF DATE:	TIME:	DROP-OFF LOCATION:	
TMO TO MAKE HOTEL/MOTEL RESERVATIONS?	SELECT QUARTERS STATEMENT:		
BILLETING LOCATION:	SELECT MESSING STATEMENT:		
SPECIAL INSTRUCTIONS & JUSTIFICATIONS: (Rental Cars, other than compact; Departure/Arrival Airport and Hotel/Motel)			

## INSTRUCTIONS TO COMPLETING ANG ORDER APPLICATION REQUEST

This form must be filled out completely or orders will not be processed. All "dates" will be entered as (yyyymmdd), unless otherwise specified.

### PART A - NEW APPLICATION

1. Member Name and Social Security Number - enter name of member performing duty and/or travel.
2. Order Type - select appropriate order type applicable to the type of duty and/or travel the member is performing.
3. Rank/Grade - enter grade if in civilian status and enter rank if in military status, if ITO enter appropriate Mr., Mrs., Ms. or Miss.
4. Member Type (Status) - select civilian or military for the type of status in which the member will be performing duty.

### PART B - ORDER INFORMATION

#### SECTION I - PERSONNEL & CONTACT INFORMATION

1. Member's Residence - enter member's complete home address to include street address with city, state, and zip+4 (No P.O. Boxes). This will not update VMPPF.
2. Alternate Address - use this block as an alternate address to include street address with city, state, and zip+4 if needed for delivery of paper airline tickets.
3. New E-mail address - enter e-mail address of member, (other than .mil).
4. Support of Official Contingency - select yes or no based on the definition: Official Contingency is a military operation designated by SECDEF. Contact your Unit Deployment Monitor, Logistics Readiness Section, or Wing Plans for assistance.
5. Is this a PCS? - select yes or no for permanent change of station (PCS).
6. Number of Cars Authorized (PCS Only) - Only use if PCS is authorized, reference JFTR for more information.
7. Shipping House Hold Goods - Shipment of Household Goods may be authorized for TDY(JFTR Para U4710/JTR C2300) and for PCS (JFTR U5300/JTR C5152).
8. Dependent's Name, Relationship, Date of Birth, and Address - complete the blocks with only the dependents that will be moving (PCS) with the member.  
(Note: If more space is needed please provide information on a blank sheet of paper and attach it to the form.)

#### SECTION II - DUTY PURPOSE

1. Duty Purpose - select applicable duty purpose. If "other" is selected member must enter the purpose in the Specification block.
2. Name of TDY Point of Contact - enter the point of contact's name at the TDY location if available.
3. Phone and Fax number of POC - enter the point of contact's phone number at the TDY location to include area code or designate as DSN.
4. E-mail of POC - enter the point of contact's e-mail address at the TDY location.
5. Addendum statement - select yes, if member is on a long tour order that crosses into Fiscal Year (FY) 07 and was originally created in IAOS.

#### SECTION III - TDY LOCATIONS

1. Member will depart from? and Member will return to? - select Permanent Duty Station (PDS) or Other. If "other" selected enter the address in the next block. Enter complete address to include street address with city, state, and zip+4 (No P.O. Boxes).

#### SECTION IV - DUTY LOCATION (Note: If multiple locations, use the space provided on page 4)

1. Travel Start Date - enter first travel day.
2. Initial Report Date - enter date to report on the first duty day. Initial Report Time - enter time to report on the first duty day (military time).
3. End Date - enter the last travel day for this location. If multiple legs enter the last travel day for each location.
4. For Duty With - enter the unit that you will be supporting at TDY location.
5. Primary Duty Location - Select appropriate answer, last duty location or furthest point of travel prior to return to home station.
6. TDY Location - enter PAS Code, TDY Unit Name, and/or TDY point.
7. TDY Address - address of TDY point (No P.O. Boxes). If you entered the PAS Code in the previous block you do not need to complete this block. Enter member's complete TDY address to include street address with city, state, and zip+4.
8. Commuting Status - select appropriate status.
9. Confirmation Order - (Verbal Orders of the Commander); Date of Confirmation - enter date of the verbal order (1st date of duty or before) (AFI 33-327 Section A).  
Note to Order Specialist: VOCO information must be typed as a non-standard paragraph.
10. Field Conditions - select whether or not the member will be in field conditions. If yes, enter Start Date and End Date of field conditions.
11. Per Diem Locations - enter Per Diem locations of City/County and State/Country.
12. Mode of Transportation - select mode of transportation for travel.
13. Bus/Train Departure Date - enter date of departure.
14. Airplane Departure Date - enter date of departure; Enter appropriate departure airport; Enter appropriate arrival airport.
15. Is a rental car authorized at TDY location? - select yes or no; if yes complete rental car size, pick-up information, and drop-off information blocks.
16. Rental Car Size - select appropriate size of rental vehicle.
17. Pick-Up Date - enter the pick-up date of the rental car; Enter the time member will pick-up rental car; Enter location member will pick-up rental car.
18. Drop-Off Date - enter the drop-off date of the rental car; Enter the time member will drop-off rental car; Enter location member will drop-off rental car.
19. Select if TMO to make Hotel/Motel reservations - enter appropriate answer if you need TMO to make your hotel/motel reservations.
20. Select Quarters Statement - select appropriate quarters statement; Billeting - If quarters available, provide location if known (Example: Navy Lodge).
21. Select Messing Statement - select appropriate meal statement
22. Special Instructions and Justifications - enter any special instructions to TMO to include hotel/motel reservations and justifications for special authorizations.  
Justifications will be needed for all rental car sizes except compact.

#### SECTION V - TOUR

1. Select Government Travel Charge Card (GTCC) Statement - select the appropriate GTCC statement.
2. Type of Account - select type of GTCC to be used to charge the commercial airline ticket. Individually Billed Account (IBA) or Centrally Billed Account (CBA- TMO's)
3. GTCC Number (last 8 only) - enter the last 8 digits of the IBA GTCC number if using IBA to purchase commercial airline ticket; Enter the expiration date (mm/yy).  
Members who do not provide this information must contact TMO directly for airline tickets.
4. Has variation of itinerary been authorized? Variations in Itinerary can only be approved prior to member traveling. (JFTR U2135/JTR C4425).
5. Has dual lodging been authorized? When a member retains lodging at one TDY location for other than personal convenience and procures lodging at a second TDY location on the same calendar day (JFTR U4135/JTR C4555).
6. Has in and around mileage been authorized? In and around mileage must be logged daily and turned in to Finance on a SF 1164 or a log to file with the final settlement travel voucher (JFTR U3500/JTR C2402)
7. Has mixed mode of travel been authorized? Travel by two or more modes of transportation (Example: Bus, Plane, or POC (JFTR U3305/JTR C4661).
8. Has the member been authorized to carry firearms? Refer to reporting instructions if available.
9. Will the member be performing duty in a combat zone? Refer to reporting instructions if available.
10. Is the member requesting 150% AEA? Wing Cdr can approve AEA up to 150% of the locality per diem rate for both lodging and/or meals (JFTR U4200 and Appendix L/JTR C4600).
11. Does this period of duty apply to Tanker Alert, Air Sovereignty Alert, or Counter Drug Mission? Members on these three order types must sign a sanctuary waiver if they will obtain 18 years of Total Active Federal Military Service (TAFMS) during the effective date of the order.

SECTION V - TOUR Continued

12. Has excess baggage been authorized? Reference JFTR U3015/JTR C2300 for shipment of excess baggage. Refer to reporting instructions, if available. If yes, complete the following. Enter number of excess bags authorized and total cost ; Enter weight allowance in pounds of excess bags not to exceed.
13. Has official limited long distance phone calls authorized? Reference JFTR U1410 for Reimbursement of official telephone calls.
14. Is technician exercising the 44-Day Leave rights? and Is technician authorized travel outside normal duty hours? select appropriate answer.
15. Is member requesting 300% AEA? 300% AEA approval is delegated to the Wing Cdr for requests that include lodging only. 300% AEA that includes meals and lodging must be routed through NGB/FMF for approval. Please fax or email the request justifications to NGB/FMF. See JFTR U4230 for sample letter format. Member must also select type of 300% AEA.
16. Is the member taking leave en-route? If yes, member is taking leave in conjunction (before, during, or after) with their TDY. The following 4 items must also be completed. Number of leave days; Leave phone number - enter the commercial phone number; Beginning date of leave; Ending date of leave.
17. Complete address of leave point - enter member's complete leave address to include street, address with city, state, and zip+4 (No P.O. Boxes)
18. Amount of registration/conference fee - For ANG sponsored conferences please reference the following ANG FM web site:  
[https://fmserver.ang.af.mil/FMHome/ShowPage.aspx?Page=TravelTravel\\_ConfFees](https://fmserver.ang.af.mil/FMHome/ShowPage.aspx?Page=TravelTravel_ConfFees).
19. Number of nights lodging included in registration fee - enter the number of nights lodging included in registration fee.
20. Number of meals included in registration fee - enter the number of meals included in registration fee. (It no longer matters which meals); Dates of meals - enter the dates of the meals included in registration fee.

SECTION VI - PARAGRAPHS

1. Complete List of Codes listed on page 7.
2. Non-Standard Paragraphs - enter additional remarks applicable to this application.

SECTION VII - JUSTIFICATION

1. General Comments/Justifications for Hard Holds - enter any general comments and all known justification information that you may have.

SECTION VIII - FUNDING INFORMATION

(Note: OS select separate funding for each FY)

1. WUC Code - enter appropriate Workday Utilization Code (required for active duty order types)
2. ESP Code - enter ESP Code in known (Note: will be in reporting instructions)
3. Local Funding Information/Description - enter fund cite or description if known.
4. Other Funding Information/Description - enter fund cite or description if known.

SECTION IX - SCHOOL

(BETM- Please refer to Training Line Number (TLN RIP's) for all school information)

1. List any special notes - enter any special notes to Base Education & Training Manager (an example of this could be member's security clearance)

SECTION X - ACTIVATION

(Send copy of CMAS message to Orders Specialist along with this request)

1. AERO Rating and Flying Status (Aircrew only) - select appropriate answer yes or no.
2. Executive Order - if you select "Other" you must specify the exact EO number in the next block. Only use "Other" if appropriate EO is not listed in drop-down. Information will be available in the CMAS message.
3. Other (Specify) - enter appropriate Executive Order if "Other" was selected in previous block.
4. Reserve Active Duty Reason - select appropriate answer.
5. UTC (Mandatory for mobilization) - enter appropriate Unit Type Code. Information will be available in the mobilization message.
6. Mobilization Indicator - select appropriate answer from drop-down (Only use cancellation if member did not perform any of the duty, otherwise use modification to change dates).
7. Mobilization Authorization Number - enter appropriate information from classified mobilization message. Contact UDM or LGRR for this information. Entry is mandatory for mobilization. The field is as follows: PM # (i.e 001) M/A (i.e. M); Mob Package (i.e. 0301); line # (i.e. 00001) MPF ID (i.e. A2); I.E. 001M-0301-00001-A2.

SECTION XI - AGR TOUR

(To be completed by the Duty Section)

1. Information will be retrieved from the unit manning document (UMD) or unit alpha roster.
2. TAFMS Date - information must be retrieved from Mission Support Flight (Force Sustainment Section).

(This section to be completed by HRO)

3. Information will be retrieved from the unit manning document active (UMDA) and the local unit alpha roster.

SECTION XII - SIGNATURES

1. Supervisor Signature - member's Supervisor must sign in this block.
2. Approving Official Signature - member's Approving Official must sign in this block.
3. Local Authorization - optional and may be locally assigned (Example: Unit Workday Control Officer, Resource Advisor, etc).

SECTION XIII - ADDITIONAL DUTY LOCATIONS

1. See Section IV instructions to complete the additional duty locations. If more locations are needed please provide additional information and attach it to the form.

PARAGRAPHS CODES

- 1005 By Order of the Secretary of the Air Force, or delegated official, ANG aircrew members performing alert duty will automatically convert to Title 10 U.S.C. 12301(D) when accomplishing an operational federal mission. Members will revert to their original/previous status upon completion of such duty.
- 1006 By order of the Secretary of the Air Force, or delegated official, ANG members performing duties related to air sovereignty mission (aerospace warning, aerospace control, etc., as required) will automatically convert to Title 10 U.S.C. 12301(D) when accomplishing an operational/federal mission. Members will revert to their original/previous status upon completion of such duty.
- 1071 Member authorized hazardous duty pay.
- 1072 Civilian attire authorized due to the nature of the mission.
- 1073 Battle dress uniforms (BDUs) are authorized.
- 1075 Shipment of unaccompanied baggage is authorized.
- 1076 Authorizations to cite the next fiscal year does not constitute authorizations to obligate funds until approved by Congress.
- 1077 Include address and facsimile information for other DoD agencies/services when the travel voucher must be forwarded to those agencies/service for settlement.
- 1079 Member is authorized special leave and space required transportation to the nearest port in the contiguous states and return transportation from the port to the PDS. Authority: 1 U.S.C. 705 and AFI 36-3003.
- 1080 When performing inactive duty training at other than your home drill site, reimbursement for travel is limited to the cost from your home drill site to the location at which your inactive duty will be performed. In a travel status no pay and allowances are authorized. If you perform this period of inactive duty at your home drill site you are directed to return these orders as unexecuted. (JFTR U7150)
- 1081 For travel abroad, refer to the DoD Foreign Clearance Guide.
- 1082 For Sheppard AFB Billeting call DSN 736-4538 or 1-888-235-6343. Report to Billeting, Bldg 1600, Sheppard Inn. Check the Student Information Board for school start time and in-processing procedures. All personnel will report to the ANG Liaison Office, 511 9th Ave, Bldg 920, A Wing, Rm 103, to in-process on the first duty day after class begins.
- 1083 For Keesler AFB Billeting call DSN 597-9986/2420 or 1-888-235-6343. Report to Billeting, Bldg 2101, Muse Manor, NET 0800 and NLT 1600, 1 day prior to class start date. All personnel will report to the ANG Liaison Office, Bryan Hall, Bldg 6901, Rm 140, to in-process on the first duty day after class begins.
- 1084 For Lackland AFB Billeting call DSN 473-4277 or 1-888-235-6343. Report to Billeting, (Training Side) VAQ Bldg 10203, for in processing and course information. All personnel will report to the ANG Liaison Office, Office, 1500 Wurtsmith St, Suite 2, Bldg 5725, Rm 224, to in-process on the first duty day after class begins.
- 1085 Report to McGhee-Tyson ANGB, TN, Bldg 412, billeting office, NLT one day prior to Class Start Date between 1200 hours and 2300 hours. Government quarters will be provided. Effective 1 Oct 2004, billeting cost is \$10.00 per night. Full payment is due upon arrival. If, on Saturday or Sunday, you discover for any reason, your arrival will be delayed beyond 1700 hours on Sunday, you MUST call Student Affairs as DSN 266-3539, or COM (865) 985-3539, and leave a message with your name and reason for delay. STUDENT MUST also be prepared to provide unit, state, and updated time of arrival. Students need not be in uniform when reporting. Students must bring with them 10 copies of their orders, their medical and dental records, and ANY PERTINENT WAIVERS. All travelers are reminded that under Public Law 105-264, use of government travel card is mandatory for all lodging expenses, rental car expenses and transportation expenses incurred by the traveler, unless the traveler has been exempted. Expenses for parking, dry cleaning, meals, and tips, etc., can be handled however you like.
- 1086 Report to McGhee Tyson ANGB, TN, Bldg 410 Rm C7, no later than 1700 on Sunday afternoon prior to class start date (CSD). If, on Saturday or Sunday you discover for any reason, your arrival will be delayed beyond 1700 hours you MUST call Student Affairs as DSN 266-3539, or commercial (865) 985-3539, and leave a message with your name and reason for delay. STUDENT MUST also be prepared to provide unit, state, and updated time of arrival. Scheduled students who have not reported by 1700 and have not notified Student Affairs of a travel delay could lose their class assignment. Military transportation is not provided from the airport or bus station. Students must take a taxi or the airport limousine service to the TEC. This is a reimbursable expense. Government billeting and messing are available. AMS students do not pay for their room or meals.
- 1087 Report to Bldg 412, between 1200 and 2300, on day BEFORE class start date, unless prior arrangements are made with billeting. For administrative in-processing, you need to report in accordance with the info/schedule provided in the billeting arrival packet, along with copies of your orders.
- 1088 On the first day of training, TDY students will report to building 10215 (Carter Hall-located directly behind the Gateway Inn) at 0600 hours. Student must be in BDU's and hand carry three copies of orders, a pen and a notepad.
- 1089 TDY students will report to the 312 Training Squadron (TRS), Louis F. Garland Fire Academy, Bldg 3453, Room 216, no later than 0600 hours on the first day of training. Military members need to hand-carry their medical records.
- 1090 Split training students, please report to the Military Training Leaders office, BLDG 3201, room A104, NLT six duty days before class start date. Military members need to hand carry their medical records.
- 1091 Students (military only) need to bring PT gear with them so they can participate in squadron mandated physical conditioning activities.
- 1093 Member is in permanent change of station (PCS) without permanent change of assignment (PCA) status while attending a course of 121 academic days or more in duration at one location.
- 1094 Authority is given for any period of alert duty, and the individual will automatically be placed under Title 10 U.S.C. 12301(d) for the duration of that period of duty, and will automatically revert to Title 32 U.S.C. 502(f) after completion of the period.
- 1123 MPA Order (Not in Support of Contingency Operations/30 Days or Less).
- 1124 By direction of the President, the ANGUS member listed on this order is ordered to active duty, based on instructions received from higher headquarters.
- 1127 Movement of dependents and household goods at USAF expense is not authorized. Except for Selected Reserve members activated in place, travel by government-procured transportation will be directed when not within commuting distance.
- 1129 This active duty order does not constitute authority to deploy from the unit location. If further deployment is required after reporting to Commander of assigned unit, a Contingency Exercise Deployment (CED) order must be published and furnished to the individual prior to departure. Deploying personnel must out-process through the servicing Military Personnel Flight as directed.
- 1137 Personnel are non-rated, not on flying status unless otherwise indicated. Personnel on flying status are authorized to take part in flying activities during the period of active duty covered by this order. Pursuant to AFH 32-6009, Housing Handbook, 1 Jun 1996, you will report to the base housing referral office servicing your new duty station before entering into any rental, lease, or purchase agreement for off-base housing. Authorizations to cite fiscal year XX and YY (enter next fiscal year funds) does not constitute authorizations to obligate funds until approved by Congress.
- 1138 Based on these orders to Active Federal Service for a period of 31 days or more in support of a contingency operation dated after 06 Nov 2003, members and eligible dependents may have been eligible for TRICARE benefits. Eligibility period for this benefit began upon notification or receipt of Delayed-Effective-Date order to active duty or up to sixty (60) days prior to being placed on active duty, whichever is later. A Delayed-Effective-Date order may be written or verbal notification of being placed on active duty. Benefits are effective the date you receive notification that you are (or will be) ordered to active duty for a period of 31 days or more in support of a contingency operation as defined in provisions of law, 10 U.S.C. 101(a)(13)(b). Members should contact their servicing MPF for eligibility periods by logging onto the Guard/Reserve portal at <https://www.dmdc.osd.mil/app/esgr/index.jsp> before submitting claims to TRICARE. Claim procedures have been posted at <http://www.tricare.osd.mil/claims>. TRICARE enrollment procedures can also be found at <http://www.tricare.osd.mil/reserve>.