

**BY ORDER OF THE COMMANDER
OF THE 434TH AIR REFUELING WING**

**434TH AIR REFUELING WING
INSTRUCTION 41-100**



16 JULY 2014

Health Services

**PREPARATION OF 434TH AIR REFUELING
WING (434 ARW FORM 2) MEDICAL
ORDERS REQUEST**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.af.mil/e-publishing.

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(Colonel Douglas J. Schwartz)

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This instruction implements Air Force Instruction (AFI) 41-211, Management of Medical Information Services. This instruction extends the guidance of Air Force Instruction (AFI) 65-103, Temporary Duty Orders and AFI 65-109, Preparation of AF Form 938. It provides guidance and procedures on preparing the 434TH ARW Form 2, Medical Orders Request, to request orders processed in the Air Force Reserve Order Writing System (AROWS). It applies to 434TH ARW and all units assigned to 434TH ARW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force Information Management Tool (AF IMT) 847, Recommendation for Change of Publication; route AF IMTs 847 from the field through the appropriate functional's chain of command. System of records F010 AFA applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afrims.amc.af.mil/>. The use of the name or rank of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

This is the initial publication of 434TH Air Refueling Wing Instruction (ARWI) 41-100, Preparation of 434th Air Refueling Wing Form 2, Medical Orders Request.

1. Orders Request. In order to attend required military medical appointments or in order to begin military medical hold orders, members will prepare 434TH ARW Form 2 to request an Air Force (AF) Form 938, Request and Authorization for Active Duty Training/Active Duty Tour or

Department of Defense (DoD) Form 1610, Request and Authorization for TDY Travel of DoD Personnel. The 434TH ARW Form 2 may cover single/multiple order types with members proceeding to one/multiple locations. The information from the form will be entered into AROWS by the Orders Specialist.

2. Preparation of 434TH ARW Form 2. Prepare 434TH ARW Form 2, Medical Orders Request according to instructions in [Attachment 2](#).

DOUGLAS J. SCHWARTZ, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, Management of Records

AFI 65-103, Temporary Duty Orders

AFI 65-109, Preparation of AF Form 938

AFI 41-211, Management of Medical Information Services

Prescribed Forms

434th ARW Form 2, Medical Orders Request

Adopted Forms

AF IMT 847, Recommendation for Change of Publication

AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour

DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel

Abbreviations and Acronyms

ADSW—Active Duty for Special Work

ADT—Active Duty for Training

AF—Air Force

AF IMT—Air Force Information Management Tool

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AROWS—Air Force Reserve Order Writing System

ARW—Air Refueling Wing

ARWI—Air Refueling Wing Instruction

AT—Annual Tour

DoD—Department of Defense

GOV'T—Government

GTR—Gov't Travel Rate

IDT—Inactive duty training

MPA—Military Personnel Appropriation

OPR—Office of Primary Responsibility

POV—Privately Owned Vehicle

RDS—Records Disposition Schedule

TDY—Temporary Duty

U.S.C.—United States Code

UTA—Unit Training Assembly

Attachment 2***INSTRUCTIONS FOR PREPARING 434 ARW FORM 2, MEDICAL ORDERS REQUEST***

A2.1. Follow these instructions for completing 434 ARW Form 2, Medical Orders Request:

SECTION I - PERSONAL INFORMATION

ITEM 1. NAME. Enter last name, first name, and middle initial.

ITEM 2. MILITARY EMAIL. Enter military e-mail address.

ITEM 3. DATE. Enter date completing order request.

ITEM 4. PURPOSE/JUSTIFICATION. State the reason for requesting an order.

SECTION II - ITINERARY

ITEM 5. TRAVEL DATE. Enter travel start date.

ITEM 6. DEPARTURE LOCATION. Select appropriate box for departing (home of record, permanent duty station, or other. If selecting other, add location in space provided).

ITEM 7. RETURN LOCATION. Select appropriate box for returning (home of record, permanent duty station, or other. If selecting other, add location in space provided).

ITEM 8.

INITIAL REPORT DATE. Enter date reporting to location.

REPORT TIME. Enter anticipated reporting time.

ORDER TYPE. Select the type of tour performing (Activation, Active Duty for Special Work (ADSW), Active Duty for Training (ADT), Annual Tour (AT), Military Personnel Appropriation (MPA), Temporary Duty (1610).

DUTY LOCATION (Unit, address, base, city, state, zip). Enter as much information about the reporting location as possible.

TRAVEL MODE. Select travel mode (No Travel Authorized, Commercial Plane, Commercial Rental Vehicle, Gov't Plane, Gov't Vehicle, Personal Plane-Adv. to Gov't, Personal Automobile- Adv. to Gov't, Personal Motorcycle-Adv. to Gov't., Personal Plane-Not Adv. to Gov't, Personal Automobile- Not Adv. to Gov't, Personal Motorcycle-Not Adv. to Gov't, Passenger in a POV). If commercial plane is selected, enter departing airport/arriving airport with gov't travel rate (GTR. If driving, enter POV mileage cost and names of any passengers. If a passenger, enter driver's name in space provided.

PER DIEM. Enter amount of per diem for reporting location, if known.

RENTAL CAR. Select if rental car is needed and enter cost. Enter type of car: Compact (will be given unless justified in Item 13, REMARKS), Intermediate, Full Size, Full Size Van, or Minivan.

ITEM 9. Complete if differs from Item 8.

ITEM 10.

ORDER END DATE. Enter date of last duty day.

RETURN TRAVEL DATE. Enter date traveling to original location.

RETURN TRAVEL. Select travel mode returning to original location. Refer to Item 8,

TRAVEL MODE.

SECTION III - OTHER

ITEM 11. EXPENSES. Select all that apply with cost. If selecting Conf./Reg. Fees, enter in Item 13, REMARKS, whether meals or lodging is included in cost. For meals, identify what meals (breakfast, lunch, dinner) and number of each meal.

ITEM 12. DUTY. Select if applicable. If selecting AF IMT 40A required, enter dates in Item 13 REMARKS.

ITEM 13. REMARKS. Enter other expenses and/or information that is needed to complete order(s).

Such as:

Fund Cites.

Customer Identification Code.

Is this order in support of an official contingency?

Will drills (UTA/IDT) be performed in conjunction with this set of orders? State dates and periods.

Does member wish to commute vice staying in lodging?

Field condition dates (if applicable)?

Was member authorized to purchase own commercial ticket?

Has variations of itinerary been authorized?

Has dual lodging been authorized?

Has in and around mileage been authorized?

Has limited long distance phone calls home been authorized?

Is the member taking leave in conjunction? State number of leave days.

Member is a reservist performing TDY while on active duty tour?

Is there a Registration Fee? Are meals and/or lodging included in Registration Fee?

SECTION IV - AUTHORIZED SIGNATURES

ITEMS 14 thru 16. Enter name and obtain appropriate signatures.