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SECRETARY OF THE AIR FORCE**



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PREPARATION OF AF FORM 938

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This instruction implements Air Force Policy Directive 65-1, *Management of Financial Resources*, and provides specific guidance on the preparation of AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**.

It applies to all active and Air Force Reserve (AFRES) organizations. Send any comments or suggested improvements on AF Form 847, **Recommendation for Change of Publication**, to HQ AFRES/IMAO, 155 2nd St, Robins AFB GA 31098-1635. This instruction **IS NOT** applicable to the Air National Guard.

(914AW) This supplement adds and extends guidance of Air Force Instruction (AFI) 65-109, *Preparation of the Air Force Form 938*, 1 September 1996. It applies to all 914 Airlift Wing (AW) personnel in the processing of 914 AW Form 2, **Request for Travel Orders**. It clarifies authentication authority and preparation of Cost Comparison Worksheet for Special Authorizations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF form 847, *Recommendation for change of*

Publication; route the AF Form 847 to the 914 CS/SCOK. 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 (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

SUMMARY OF CHANGES

This interim change establishes new procedures brought about by the implementation of the Air Force Reserve Order Writing System (AROWS), updates orders processing procedures for IMAs and specifies orders approving procedures for Commanders/Supervisors. A bar (|) indicates a revision from the previous edition.

(914AW) It applies to all 914 Airlift Wing (AW) personnel in the processing of 914 AW Form 2, *Request for Travel Orders*. It clarifies authentication authority and preparation of Cost Comparison Worksheet for Special Authorizations.

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Chapter 1

GENERAL INFORMATION

1.1. Abbreviations and Acronyms. See [Attachment 1](#).

1.2. Purpose of AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour. Use AF Form 938 to order members of the Air Force Reserve to special, annual, school, military personnel appropriation (MPA) tours, and special tours of active duty without pay for the purpose of permissive temporary duty (TDY). Do not use AF Form 938 to order members to extended active duty; to involuntarily recall a member to active duty for the purpose of disciplinary action, or to continue a member beyond the time limits of an existing order to satisfy disciplinary purposes under the Uniform Code of Military Justice (UCMJ); or to order an individual to active duty for the purpose of medical treatment or hospitalization.

1.2. (914AW)Purpose of AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour. Member, resource advisor, supervisor/scheduler and commander/authorizing official will use 914 AW Form 2, *Request for Travel Orders*, when requesting all orders.

1.3. Identifying AF Form 938. Publish AF Forms 938 generated by the Air Force Reserve Orders Writing System-Reserves (AROWS-R) for unit-assigned reservist and IMAs with a prefix of "D" to identify the series of orders (for example, D-1, D-2). In the event orders are required to be prepared manually, use a two-letter prefix to differentiate between those orders prepared in AROWS and those prepared manually..

1.4. When Not to Publish an Amendment. Do not publish an amendment to:

1.4.1. DELETED.

1.4.2. DELETED.

1.4.3. DELETED.

1.4.4. Replace one name with another name.

1.4.5. Add an individual after the order has been published.

1.4.6. Change a member's grade.

1.4.7. Correct inaccurate first and middle names and initials or other personal data except when required to enter a foreign country.

1.4.8. DELETED.

1.4.9. Change a Training Category Code (TCC) which will deny a member the opportunity to apply for an active duty retirement (unless the TCC was erroneously coded as active duty support, ADS) or change a TCC when the original order inadvertently permitted the member to attain active duty sanctuary (18 years active duty), or placed a member already in the sanctuary zone into an active duty status which would allow the member to request retention on active duty for the purpose of gaining an active duty retirement.

1.5. Orders Issuing or Approving Official. The orders issuing or approving official is the competent authority who determines the need for an order, requests its publication, justifies

special authorizations, and approves claims for reimbursing items not authorized in the order or which require administrative approval. He or she furnishes adequate background material on request, or maintains it on file. This official signs manually prepared orders in item 31, or the orders transmittal and approving document for automated orders.

1.5. (914AW)Orders Issuing or Approving Official. 914 Airlift Wing Commander, 914th Operations Group Commander, 914th Maintenance Group Commander, 914th Mission Support Group Commander, and those individuals appointed in writing by the Wing Commander or respective Group Commander are authorized to be orders approving officials. Forward letter of appointment request to FM.

1.6. Authority to Authenticate AF Form 938. Commanders, deputies, and vice-commanders are authorized to authenticate orders. The following may also authenticate AF Form 938:

1.6. (914AW)Authority to Authenticate AF Form 938. Authenticating authority at Niagara Falls ARS is the Financial Management Office.

1.6.1. Chiefs of Information Management, regardless of grade.

1.6.2. Information Management officers and their assistants, or an officer of a comparable staff position who has been designated an "information management" officer for this purpose. This person must be a civilian in the grade of GS-7 or higher when an officer is not available or may be an Air Reserve Technician (ART) regardless of rank.

1.7. Who May Amend AF Form 938.

1.7.1. The following may issue amendments to and revocations and rescissions of AF Form 938:

1.7.1.1. The unit issuing the original order.

1.7.1.2. The next higher level of command when the organization that published the original order has been inactivated.

1.7.1.3. A redesignated unit when the original order was published under its old designation.

1.7.1.4. A unit that assumes the records, personnel, functions, etc., of an inactivated or transferred unit that published the order.

1.7.2. Activities of major commands conducting schools or instruction courses may publish amendments to:

1.7.2.1. Extend the tour of a student when funds of their command are cited in the original order.

1.7.2.2. Change orders to show an earlier date of release from training of a reservist attending a course of instruction when required by reason of elimination, advancement of graduation dates, etc.

1.7.3. Technical training schools may publish amendments to school tour orders when required for follow-on training or extension of course requirements. Coordinate with the reservist's parent unit before publication of any amendment requiring fund cite authorization.

1.8. General Orders Guidance. Refer to AFI 33-328, *Administrative Orders*, and AFI 65-103, *Temporary Duty Orders*, for general orders guidance not found in this instruction. Effective 1 December 2006, all AF Forms 938 for unit assigned reservists and IMAs (including MPA tours) will be prepared using AROWS-R.

1.9. Permanent Duty Station. In the case of multiple annual tour locations, all locations are not always considered a permanent duty station (PDS). The nature of the duty determines whether a location is considered a PDS or TDY.

Chapter 2

PREPARING AF FORM 938

2.1. Preparation of AF Form 938. Prepare AF Form 938 according to instructions in [Attachment 2](#).

2.2. Citing Authority for Publication. Cite an authority in all orders that involve travel at government expense. Use AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*, as the authority on AF Form 938.

2.3. Further Temporary Duty. When the commander authorizes further temporary duty not stated in the AF Form 938, publish DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel**, according to AFI 65-103, *Temporary Duty Orders*. Include in the remarks section of this order the statement, "Individual is on a tour of active duty per (cite reserve order bringing individual on tour, headquarters that published the order, and the date of the original order)."

2.4. DELETED.

2.5. Adjustment of Tour Dates and Report Time. Prepare a modification to the basic order should the start date or end date of the tour change. In the event the member's report time changes, modify the basic order with the new report time if the time change results in additional entitlements being paid the member (for example, a paid travel day). If no entitlement change is incurred, a pen and ink change to the time is acceptable.

2.6. Early Termination of Tours. In the event of early termination of a tour, modify the basic order to show the actual release date.

2.7. Travel Advance Statements. Include the appropriate travel advance statement (see [Table 2.1](#)) on orders any time per diem entitlements are payable. Inclusion of an appropriate travel advance statement is not required when preparing an order and per diem is not payable. If an advance is required and the order does not include a travel advance statement, travel advance by FSOs shall not be authorized unless an amended order is published.

2.8. Special Tours of ADT without Pay for the Purpose of Permissive TDY. Permissive TDY orders are issued to reservists performing active duty without pay to participate in AFRC level or higher Services (SV) events sanctioned by the Department of the Air Force. Prepare permissive TDY orders according to AFI 65-103, using DD Form 1610. Permissive TDY will be at no appropriated fund cost to the government. Before performing permissive TDY, the member must be placed on active duty without pay at their unit of assignment using AF Form 938. A sample order (Figure A2.1.) is provided in Attachment 2. Members performing active duty without pay receive subsistence (where appropriate), as well as reimbursement for quarters while at their unit of assignment. Round trip travel to the unit of assignment is also payable. HQ AFRC/CV approves all orders to active duty in a non-pay status for the purpose of further permissive.

2.9. NATO Travel Orders. Refer to AFI 65-103 for guidance on the preparation of NATO travel orders.

2.10. Adverse Effects Statements. Aircraft commanders and team leaders issue adverse effect statements for individuals traveling as a team when the use of government facilities would

adversely affect the mission. For IMAs, the program manager at the using MAJCOM/Central Manager issues adverse effects statements when the use of government facilities would adversely affect the mission.

2.11. Orders for Formal Schools. To ensure compliance with AFCAT 36-2223, *USAF Formal Schools*, coordinate school tour orders prepared for attendance at a formal school with unit MPF training personnel prior to authentication. Accomplish coordination before the order is processed through the Travel Budget and Accounting System (TBAS).

2.12. DELETED.

2.13. Special Authorizations. A special authorization is something that adds to the cost of travel. Request special authorizations only when necessary to accomplish the mission.

2.13. (914AW)Special Authorizations. When traveling to an Air Force installation you must contact the base transportation office about the availability of a government vehicle, before requesting a rental.

2.13.1. Justifying Special Authorizations. Justifications for special authorizations must show that they are more advantageous to the government or necessary for mission accomplishment. Convenience to the traveler is never a factor in approving special authorizations. Indicate special authorizations in item 19 of AF Forms 938 by including the appropriate remark from [Table 2.1](#).

2.13.1. **(914AW)** When the cost analysis does not show a savings to the government, an approving official signature is necessary.

2.13.2. Traveler or project officer coordinates special authorization requests with the orders issuing or approving official before orders preparation. Obtain verbal or other informal approval before the order is finalized. Formal approval of the special authorization is indicated by the signature of the orders issuing or approving official in item 31 of manually prepared AF Forms 938 or the automated orders transmittal and approving document. Headquarters directors and the senior commander at the unit level determine special authorization approval procedures for their assigned personnel.

2.13.2. **(914AW)** It is the responsibility of the traveler to prepare a Cost Comparison Worksheet for Special Authorizations. Forward this worksheet along with the *Request for Travel Orders* form to be approved by the resource advisor, supervisor/scheduler and commander/authorizing official before travel order is processed. The orders supervisor has the responsibility to ensure that requests for special authorizations are necessary and justified. A file copy of this authorization will be maintained in accordance with Air Force Records Disposition Schedule T 33-44 R 01.00.

2.13.3. Place an asterisk by the cost analysis statement and the traveler's name on orders where the special authorization applies to some, but not all travelers on a group order.

2.13.4. When there is more than one TDY point, indicate the actual location (or locations) where any special conveyances will be used.

2.13.4. **(914AW)** If traveling to two separate consecutive duty locations, include a Cost Comparison Worksheet for Special Authorizations for each TDY location.

2.14. Mission Essential Ground Personnel (MEGP). Follow guidance as provided for in applicable MAJCOM or GMAJCOM instructions.

2.15. Temporary Duty Travel Abroad. Refer to DoD 5200.1-R, *DoD Information Security Program Regulation*; DoD Directive 4500.54, *Official Temporary Duty Travel Abroad*; and DoD 4500.54-G, *Department of Defense Foreign Clearance Guide*, for requirements and restrictions concerning overseas travel.

Table 2.1. Required Remarks for AF Form 938. (See notes 1 and 2)

	A	B
RULE	If member shown in order	then include in remarks
1	Is enlisted and performs annual tour where government quarters and mess are available. Member is not authorized BAS.	Member is not charged at government mess. Unit pays lodging costs.
2	is enlisted and performs AT, special ADT/ADS, MPA, or school tour for less than 20 weeks at any one location. Member is not in a per diem status	Member pays basic meal rate only at government mess.
3	is authorized BAS and performs annual tour where government quarters and mess are available. Member is not in a per diem status.	Member is not charged for on-base lodging and pays basic meal rate only.
4	is officer or enlisted, authorized BAS, and performs AT, special ADT/ADS, MPA, or school tour for less than 20 weeks at any one location. Member is in a per diem status.	Member pays lodging costs, basic meal rate, and surcharge at government mess.
5	is officer or enlisted, authorized BAS, and performs AT, special ADT/ADS, MPA or school tour at a location where the member is not in per diem status. Member has further TDY and is in a per diem status.	While further TDY, member pays lodging costs, basic meal rate, and surcharge at government mess.
6	performs active duty tour and commander directs travel by a specific mode (see notes 4 and 7)	Travel by (mode) is directed if available, unless TMO provides non-availability certificate or TR.

	A	B
RULE	If member shown in order	then include in remarks
7	performs active duty tour and the commander directs travel arrangements be made through TMO (see note 4)	Government procured transportation directed. Report to TMO ASAP.
8	is authorized to make own travel arrangements not to exceed cost of TR (does not apply to transoceanic travel)	TR cost from (location) to (location) and return is (enter cost as provided by local commercial ticket office (CTO).
9	resides within or outside commuting distance of reporting location and the issuing/approving official determines a TR is not available (see note 4)	TR cost N/A.
10	is authorized utilization of privately-owned conveyance as more advantageous to the government (requires cost analysis) (see note 11) POC.	POC. This mode has been determined more advantageous to the government. The cost has been reviewed and justified.
11	is authorized fly-it- yourself aircraft (requires cost analysis) (see notes 11, 12 and 13)	Hire of fly-it-yourself aircraft is authorized between (location) and (location). The cost has been reviewed and justified.
12	is authorized use of aero club aircraft	Use of aero club aircraft is authorized
13	is authorized use of special conveyance (rental car) that is restricted to area of TDY station (requires cost analysis) (see notes 10, 11, and 19)	Use of rental car authorized within area of TDY station. The cost has been reviewed and justified.
14	is authorized use of special conveyance (rental car) that is not restricted to the area of the TDY station (requires cost analysis) (see notes 10, 11, and 19)	Use of rental car authorized. The cost has been reviewed and justified.
15	is authorized reimbursement for travel pay within and around duty station (requires cost analysis)	Reimbursement for vicinity travel is authorized. The cost has been reviewed and justified.

	A	B
RULE	If member shown in order	then include in remarks
16	performs duty in which changes in the itinerary are likely to occur (see notes 9 and 14)	Variations in itinerary authorized.
17	performed an active duty tour without published orders (see notes 5 and 15)	Verbal orders of the commander on (date) are confirmed. Circumstances prevented written orders in advance.
18	changes status during tour of duty which requires another order, i.e., civilian TDY, school, annual tour, special tour (first order)	Individual converts to (appropriate status), (date), and continues per (order number), (date of order), this headquarters.
19	changes status from another order, for example, MPA to RPA (second order)	Individual in place per (order number), (date of order), this headquarters.
20	resides within commuting area but must remain on station during tour of duty	Due to mission requirements, member must remain overnight (inclusive dates).
21	Performs IDT before tour of active duty away from home station. Member is in a per diem status (notes 3 and 8)	Member performs IDT for pay (enter dates). Member pays lodging cost and surcharge at govt mess. Date of travel is (enter date).
22	Performs IDT after tour of active duty away from home station. Member is in a per diem status (notes 3 and 8)	Member remains in place and performs IDT for pay (enter dates). Member pays lodging costs, basic meal rate, and surcharge at govt mess. Date of travel is (enter date).
23	Resides outside commuting area and performs IDT before or after tour of active duty at home station (see note 3)	Member performing IDT (enter dates). Unit pays lodging costs. Date of travel is (enter date).
24	is authorized reimbursement for a fee required to attend federally or non-federally sponsored meetings which includes either meals or lodging (see notes 6 and 16)	Registration fee is approved on (enter date) in the amount of (enter dollar amount). Fee covers cost of (number) B, (number) L, (number) D, and (number) nights lodging.

	A	B
RULE	If member shown in order	then include in remarks
25	is authorized reimbursement for a fee required to attend federally or non-federally sponsored meetings which includes no meals or lodging (see notes 6 and 16)	Registration fee is approved on (enter date) in the amount of (enter dollar amount). Fee covers no meals or lodging.
26	performs duty away from home station for 30 days or more	Report to MPF/Personnel Relocation Section prior to departure.
27	performs active duty for 20 weeks or more at one location	PCS entitlements authorized. Report to base housing referral office servicing your new duty station before entering into any rental, lease, or purchase agreement for off-base housing.
28	is officer or enlisted and performing duty under field conditions	Individual will be quartered and subsisted under field conditions (enter inclusive dates).
29	is deploying as part of a group of three or more members for which transportation is furnished by government conveyance or GTR and the orders issuing or approving official determines group travel status is applicable (see note 17)	This is a group travel order.
30	is authorized non-utilization of available government quarters and/or mess (cost analysis/justification required) (see note 18)	Use of government (quarters) (mess) at (enter duty location), or, for the period of (enter inclusive dates) adversely affects the (mission)(performance of duties). The cost has been reviewed and justified.
31	is authorized excess accompanied baggage and is traveling via commercial aircraft (cost analysis/justification required)	(enter number) pieces, (enter number) pounds of excess baggage is authorized. The cost has been reviewed and justified.
32	is authorized excess accompanied baggage and is traveling via military aircraft (cost analysis/justification required)	(enter number) pieces of excess baggage is authorized. The cost has been reviewed and justified.

	A	B
RULE	If member shown in order	then include in remarks
33	is eligible for, and has been issued a government contractor issued travel charge card with PIN number	Advanced payments from FSO's not authorized. ATM cash withdrawals shall be limited to \$(enter daily M&IE amount) per day.
34	is eligible for, but has declined the card or had it revoked or suspended	Travel advance payments from FSO's are not authorized without commander's approval.
35	is not eligible for the card	Travel payments from FSO authorized.
36	has applied for but not yet received a government contractor-issued travel charge card	Travel payments from FSO authorized.
37	will operate their POC and transport another duty traveler	Traveler will be accompanied by (passenger's name) in his/her POC.
38	is a passenger in a POC operated by another duty traveler	Traveler will be a passenger in a POC driven by (driver's name).

NOTES:

1. Special purpose orders may require additional remarks; i.e., school and MPA orders. Refer to applicable directive (RIP, message, or other documents) authorizing travel. Use only standard remarks where possible. The use of non-standard, one-time use only statements may be authorized at the discretion of the unit IM. However, if these remarks are to be used on a continuous basis, they must be coordinated through and approved by HQ AFRES/IM.
2. If traveling in or through a foreign country, comply with the Foreign Clearance Guide.
3. When an individual performs IDT immediately before or after the tour, and is authorized travel according to DOD 7000.14-R, volume 7, part A, *Department of Defense Military Pay and Allowances Entitlements Manual*, table 1-2-4 and paragraph 10242, include the date of travel to the reporting location.
4. If an itinerary is included in the order, appropriate transportation statements are required if travel is accomplished by a different mode than used to the initial reporting location, as shown in item 13 of AF Form 938.
5. Confirm verbal orders no later than one duty day after the member's reporting date.
6. If known in advance, include the number of meals by types and number of nights lodging provided in the appropriate statement. If it is unknown whether meals and lodging is provided, use remark 25.

7. If this mode is not available, an amendment is not required if a non-availability statement or TR is provided by TMO.
 8. If member is performing IDT for pay immediately before or after a tour of active duty away from home station, include the appropriate statements in the remarks section and the IDT fund cite in the accounting citation block of AF Form 938, item 28. A separate DD Form 1610 for TDY in IDT status is not required.
 9. An itinerary must be indicated in the remarks section before variations in itinerary can be authorized.
 10. When an itinerary is shown in the order, indicate the actual locations where the special conveyance is approved for.
 11. In the case of a multiple name order, if a special authorization does not apply to all travelers, the order must state to whom it applies.
 12. Do not authorize private aircraft to carry passengers unless the pilot has a commercial pilots license or a private pilot's license and is also instrument rated. This requirement does not apply to aero club aircraft.
 13. TMO is required to arrange for hire of fly-it-yourself aircraft (Joint Federal Travel Regulation (JFTR), volume 1, paragraph U3415B).
 14. Variations in itinerary are not to be used in lieu of adequate planning, nor is it interpreted as granting blanket travel authorization. They should be authorized only when essential to the success of the mission. Do not authorize variations in an order when the purpose is to attend a school or course of instruction except when unspecified field trips or flight training courses are required and authorized in the training outline or AFCAT 36-2223. Additionally, do not authorize variations in itinerary for attendance at seminars, conferences, or scientific, technical, or professional meetings. Variations in itinerary may be authorized on orders for aircrew members and required non-aircrew members (crew chiefs or other required personnel who travel with an aircraft) when performing flying missions as directed by a higher headquarters. Variations in overseas travel does not exempt requirements for proper foreign area clearances.
 15. The date entered in the VOC statement will be prior to, or not later than the effective date (tour start date) of the tour. On orders where the member is authorized a travel day, the VOC date must be the same date, or prior to the day travel commences.
 16. Refer to AFI 65-601, volume 1, *Budget Guidance and Procedures*, for more information on reimbursement of registration fees.
 17. Refer to JFTR, volume 1, paragraph U4000, for more information on group travel.
 18. Refer to AFI 65-103 and AFR 177-103, *Travel Transactions at Base Level*, for more information on the non-utilization of government facilities.
 19. Orders issuing and approving officials ensure travelers are briefed on specific guidance concerning rental vehicles (see AFI 24-101, *Passenger Movement*).
- 2.16. Form Prescribed.** This instruction prescribes AF Form 938.

2.16. (914AW)Form Prescribed. 914 Airlift Wing Form 2, *Request for Travel Orders*.

ROBERT A. McINTOSH, Maj General, USAF
Chief of Air Force Reserve

(914AW)

STEVEN B. PARKER, Colonel, USAFR
Commander

Attachment 1**GLOSSARY OF ABBREVIATIONS AND ACRONYMS*****References***

(914AW) Air Force Records Disposition Schedule T 33-44 R 01.00

Prescribed Forms

(914AW) ***Prescribed Forms***

(914AW) 914 AW Form 2, Request for Travel Orders

Abbreviations and Acronyms

ACIP—Aviation Career Incentive Pay

ADS—Active Duty Support

ADT—Active Duty Training

AFRES—Air Force Reserve

ARPC—Air Reserve Personnel Center

(Added-914AW) ARS—Air Reserve Station

ART—Air Reserve Technician

ASCAS—Automated Security Clearance Approval System

AT—Annual Tour

BAS—Basic Allowance for Subsistence

CIC—Customer Identification Code

CONUS—Continental United States

CTO—Commercial Travel Office

(Added-914AW) FM—Financial Management

FMO—Flight Management Office

FSO—Financial Services Office

GMAJCOM—Gaining Major Command

GTR—Government Transportation Request

HDIP—Hazardous Duty Incentive Pay

HPSP—Health Profession Scholarship Program

IMA—Individual Mobilization Augmentee

MAJCOM—Major Command

MEGP—Mission Essential Ground Personnel

MPA—Military Personnel Appropriation

MPF—Military Personnel Flight

M&IE—Meals and Incidental Expenses

NATO—North Atlantic Treaty Organization

PAS—Personnel Accounting System

PBAS—Personnel Budgeting Analysis System

PDS—Permanent Duty Station

POC—Personally Owned Conveyance

SV—Services

TBAS—Travel Budget and Accounting System

TCC—Training Category Code

TDY—Temporary Duty

(914AW) TDY—Temporary Duty

TMO—Traffic Management Office

UCMJ—Uniform Code of Military Justice

Attachment 2**INSTRUCTIONS FOR PREPARING AF FORM 938, REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR****A2.1. General Instructions.** Use this form to:

A2.1.1. Order reserve personnel to active duty to perform annual, special, school, and MPA tours.

A2.1.2. Order reserve personnel to active duty without-pay for the purpose of participating in Services sponsored events.

A2.1.3. Estimate travel costs and certify funds availability

A2.1.4. Provide estimated travel costs for the purpose of tracking travel expenses recorded in USAF accounting systems.

A2.1.5. Certify performance of active duty tour.

NOTE: If preparing a group travel order, do not include privacy act information, for example, SSNs and addresses, on copies of orders given to travelers. Copies with privacy act information will be given to base agencies who receive normal distribution of travel orders from the orders publishing activity.

A2.1.6. Follow these instructions for completing AF Form 938:

Item 1. Name. Enter member's last name, first name, and middle initial in all capital letters. Enter "(ART)" in this block if the member is an Air Reserve Technician.

Item 2. Grade. Enter member's current military grade.

Item 3. SSN. Enter member's social security number.

Item 4. Security Clearance. Enter member's security clearance as shown on AF Form 2584, **Record of Personnel Security Investigation and Clearance**, or Automated Security Approval Systems (ASCAS) roster. Enter the word "NONE" if the member has no clearance. For orders prepared for special ADT without pay, enter "N/A."

Item 5. Present Street Address. Enter the member's street address of residence or place from which called to active duty. Post office boxes will not be used.

Item 6. City. Enter the city of member's residence or place from which called to active duty.

Item 7. State. Enter member's state of residence or place from which called to active duty.

Item 8. ZIP Code. Enter complete 9-digit ZIP Code of city of residence or place from which called to active duty.

Item 9. Unit of Assignment. Enter member's unit of assignment.

Item 10. Location. Enter base (or city if not located on a base), state, and complete 9-digit ZIP Code where unit is located.

Item 11. PAS Code. Enter code from unclassified PAS Directory.

Item 12. Enter the type of tour, (i.e., annual tour, special (ADT), special (ADS), school or MPA) and the total number of duty days. Enter "Special ADT without Pay" for orders prepared for the purpose of participating in Services sponsored recreational events.

Item 13. Will Report To. Enter the unit, office symbol, and location where the member is ordered to report for duty.

Item 13.1. Formal School Courses. Follow reporting procedures outlined in AFCAT 36-2223 or higher headquarters instructions for members attending a formal school or course of instruction.

Item 13.2. Performing Duty at Different Locations. Enter the initial reporting location in item 13. Include an itinerary in item 20 when the commander orders a member to perform a tour of active duty to several different locations using the same fund citation.

Item 13.3. Annual Tour Deployments. Enter duty station to report to for government transportation to the deployed location and the name of the deployed location where the member performs the annual tour. For example, "Charleston AFB SC for govt trans to Howard AFB, Panama." Enter duty station to report to for government transportation to the deployed location and the name of the deployed location where the member performs the annual tour. For example, "Charleston AFB SC for govt trans to Howard AFB, Panama."

NOTE: Used only for annual tour deployments.

Item 13.4. Duty Status Conversions. Enter "IN PLACE" and the location in item 13 on second and subsequent orders when the member is converting duty status which require two or more orders. Aircrew members converting status while performing flying missions away from home station, where the actual location is not known in advance, uses "Report to Aircraft Commander In-Place."

Item 14. Reporting Data. Enter anticipated reporting time and effective date of the tour.

NOTE: The tour start date of any tour may be adjusted 7 days before or after the tour start date subject to the restrictions as stated in paragraph 2.5.

Item 14.1. Formal School Course. When provided, follow reporting instructions contained in AFCAT 36-2223 or other higher headquarters instructions.

Item 14.2. Annual Tour Deployments. Enter the required time and date unit personnel must report to the location for government transportation to the deployed duty location. For example, "0830, 21 Jan 95."

Item 14.3. Duty Status Conversions. Enter "0001" and the appropriate date on second and subsequent orders when a member changes duty status which requires two or more orders.

Item 14.3.1. Enter specific reporting time and date when performing IDT immediately prior to an active duty tour. For example, "0700, 21 Jan 95" (applies only to members in a non-commuting status).

Item 14.3.1.1. For aircrew members performing IDT immediately prior to a tour of active duty and reporting to "aircraft commander in-place," use "0001" as the reporting time.

Item 15. Release Date. Enter the anticipated release date from this tour of active duty.

Item 16. Corporate Limits. Enter an "X" in this block if the member's duty station and home address, or place from which called to active duty, are within the established corporate limits. Contact your servicing Financial Services Office (FSO) to determine the established corporate limits, if any, for your unit.

Item 17. Commuting Area. Enter an "X" in this block if the member's duty station and home address, or place from which called to active duty, are within the established commuting area. Contact your servicing FSO to determine the commuting area for your unit. **NOTE:** Enter an "X" in this block if the member's duty station and home address, or place from which called to active duty, are within the established commuting area. Contact your servicing FSO to determine the commuting area for your unit. Installation commanders or senior area commanders (where units are located in an area with more than one military installation) will determine the local commuting area according to AFR 177-103, chapter 3.

Item 18. BAS Code. Applies to enlisted members only. Enter one of the following codes: "0" - not on BAS; "B" - separate rations; "H" - rations in-kind not available; and "K" - rations under emergency conditions. For further information on BAS codes, see AFM 177-373, volume 3, Air Reserve Forces Pay and Allowance System (ARPAS), or contact your servicing reserve pay office.

Item 19. Remarks. Refer to [Table 2.1](#) for required standard remarks. Use non-standard remarks when required by AFCAT 36-2223, the, or as required by other directives. Coordinate the use of continued-use, non-standard remarks not cited in [Table 2.1](#), AFCAT 36-2223, etc., through appropriate channels to HQ AFRES/IM, 155 2nd St, Robins AFB GA 31098-1635. If desired, the purpose of the tour may be placed in this block. Unit IMs may authorize the use of non-standard, non-prescribed remarks on a one-time use basis only. **NOTE:** Include only the following remarks in orders prepared for the purpose of performing special ADT without pay: "TR cost N/A (or other appropriate transportation statement). Member performing duty in a non-pay, points only status. According to JFTR, volume 1, member is authorized standard travel entitlements from home-of-record (or place from which called to active duty) to reporting location and return. If enlisted, member is authorized BAS."

Item 20. Training Category Indicator. Enter appropriate training category indicator. For further guidance, contact your servicing reserve pay office. **NOTE:** Enter appropriate training category indicator. For further guidance, contact your servicing reserve pay office. Include the training category indicator "HA" on orders prepared for the purpose of performing special ADT without pay for Services sponsored events.

Item 21. Tour Indicator. Enter the course number from AFCAT 36-2223 or other provided documentation, when purpose of the tour is to attend a school or course of instruction. Enter short title from PDS Local Table 177 for participation in formal exercises.

Item 22. Man-day Expenditure Authorization Number (Mean Code). For use with MPA man-day tours only. Enter code provided by the activity that authorized the use of MPA man-days.

Item 23. Man-day Identification (Man-day ID). Applies only to MPA man-day tours. Enter man-day ID as provided by the activity that authorized the use of MPA man-days.

Item 24. Estimated Cost - Travel. Enter estimated transportation costs to include POC mileage, commercial transportation, government transportation, and government procured transportation.

Item 25. Estimated Cost - Per Diem. Enter total estimated per diem costs. Included in the per diem is total lodging costs, total M&IE, and any special authorizations included in the order for the affected period.

Item 26. Estimated Cost - Other. Enter any estimated costs other than travel and per diem. As a rule, registration fees are included in this block.

Item 27. Estimated Cost - Total. Enter the sum of items 24, 25, and 26.

Item 28. Pay and Allowances - Travel and Per diem. Charge travel and per diem costs along with those for pay and allowances for Air Force Reserve members performing tours of active duty to Reserve Personnel Appropriation (RPA) - 3700. Include a customer identification code (CIC) on all orders authorizing travel outside the CONUS.

Item 29. Funds Certifying Official. The authorized funds approving official initials in this block.

Item 30. Approving Official. Enter name, grade, and DSN number of authorized orders issuing or approving official. The orders issuing or approving official is the competent authority who determines the need for an order and requests its publication. HQ AFRC/CV approves all orders prepared for special ADT without pay for the purpose of permissive TDY. No AFRC commanders/supervisors will have his or her orders approved within their own unit, i.e. squadron commanders will have orders approved by Group Commander or higher, Group Commander by the Wing Commander or above, etc. Commanders will ensure procedures are in place to make the orders approving official aware of any sanctuary considerations.

Item 31. Signature. The orders approving official electronically approves the order generated from AROWS-R

Item 32. Date. AF Forms 938 generated by AROWS-R will be electronically dated with the date the approving official approves the order.

Item 33. Issuing Headquarters. Enter issuing headquarters unit designation, mailing address, and location of headquarters.

Item 34. Reserve Order Number. Enter appropriate reserve order prefix and number. Publish AF Forms 938 in the "D" series according to AFI 33-328, paragraph 2.5. Number AF Forms 938 on a fiscal year basis.

Item 35. Date. Enter date order is authenticated. **NOTE:** Date AF Forms 938 on a fiscal year basis.

Item 36. Distribution. Use a distribution code letter to indicate distribution. **NOTE:** The orders publishing authority establishes distribution requirements in a local supplement to AFI 33-328 or in a separate listing.

Item 37. Signature Element of Orders Authenticating Official. Enter the signature element of the orders authenticating official. The orders publishing authority authenticates

the order by signature or "official" seal. If used, the seal may extend over lines so long as it does not obliterate any information. **NOTE:** Official seals must reflect the same headquarters designation as reflected in item 33. Refer to AFI 37-121 (AFR 4-9), for information on the use of "official" seals.

Item 38. Statement of Tour of Duty. The "DEPART" block should show the same information as items 6 and 7. The "ARRIVE" block should show the same information as item 13. When converting duty status from another order, enter in the "DEPART" block, "IN PLACE" with time and date from item 14.

Item 39. Indicate whether spouse was or was not in active duty status or the member did or did not occupy government quarters by circling the appropriate selection.

Items 40 and 41. Self-explanatory.

Items 42 thru 46. The certifying official completes the certification and takes the following actions:

- Provides the original signed statement of tour of duty on the order to the servicing reserve pay office
- Ensures length of tour agrees with number of days in the order.
- Requests member's unit prepare a modification to the AF Form 938 when the length of active duty training exceeds the number of tour days in item 12 or the tour start date has been changed.

Items 47 and 48. Timekeeper Statement and Signature. Timekeeper of federal civil service employees signs and turns a copy of certified order in to civilian payroll office when member uses paid military leave.

Item 49. FMO Initials. Only pertains to members currently on flying status only. Unit Flight Management Office (FMO) personnel initial this block on orders of members entitled to "conditional" ACIP/HDIP. This is done prior to submission to the unit reserve pay office for payment.

Figure A2.1. Sample Special ADT W/O Pay Order.

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR (THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - USE BLANKET PAS - AF FORM 11.)						BY ORDER OF THE SECRETARY OF THE AIR FORCE		
1. NAME (Last, First, MI) DOE, JOHN E.			2. GRADE CMSGT	3. SSN 123-45-6789		4. SECURITY CLEARANCE N/A		
5. PRESENT STREET ADDRESS 316 BURNS DRIVE			6. CITY WARNER ROBINS			7. STATE GA	8. ZIP CODE 31088-5735	
9. UNIT OF ASSIGNMENT 952d RSPTS		10. LOCATION ROBINS AFB GA 31098-1635				11. PAS CODE R10MFBPP		
12. Mbr is ordered to Special ADT w/o Pay for 5 * days plus auth tvl time. Order need not be amended unless it exceeds 10 days.								
13. WILL REPORT TO (Unit and location) 952 RSPTS/CCQ ROBINS AFB GA 31098-1635				14. REPORTING DATA (Hour) (Dy, Mo, Yr) 0700 15 Dec 96		15. RELEASE DATE (Dy, Mo, Yr) 20 Dec 96		
16. CORPORATE LIMITS <input checked="" type="checkbox"/>						17. COMMUTING AREA <input checked="" type="checkbox"/>	18. BAS CODE B	
19. REMARKS AUTH: AFMAN 36-8001 (File travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed DODPM authorized travel time. Per diem is based on availability of gov't quarters and mess; contact the base billeting office since gov't quarters must be used when available. Turn in all promotional items (gifts, bonus tickets, etc) to the AFO.) TR cost N/A. Member performing duty in a non-pay, points only status. According to JFTR, Vol 1, member is authorized standard travel entitlements from home of record (or place from which called to active duty) to reporting location and return. If enlisted, member is entitled to BAS.								
20. TNG-CAT-IND HA		21. TOUR-IND		22. MEAN CODE		23. MAN-DAY ID		
ESTIMATED COST		24. TRAVEL \$0.00	25. PER DIEM \$0.00	26. OTHER		27. TOTAL \$0.00		
28. PAY AND ALLOWANCE 5773700 507 6272 727.02 380100 TRAVEL AND PER DIEM 5773700 507 6295 MV0001 P727.15 P727.16 503300								
30. APPROVING OFFICIAL (Typed name, grade, DSN)						31. SIGNATURE		32. DATE
33. DEPARTMENT OF THE AIR FORCE (Enter designation and location of headquarters.)						TDN: FOR THE COMMANDER		
34. RESERVE ORDER NO.						35. DATE		36. DISTRIBUTION
37. SIGNATURE ELEMENT OF AUTHENTICATING OFFICIAL								
38. STATEMENT OF TOUR OF DUTY								
a. DEPART		LOCATION	HOUR (mil)	DAY	MONTH	b. ARRIVE		MODE OF TRAVEL
c. DEPART		LOCATION	HOUR (mil)	DAY	MONTH	d. ARRIVE		MODE OF TRAVEL
39. I certify that I have complied with the above order. The statements on this form are true and complete. If this tour was extended under the variable tour provisions, it was with my prior knowledge and consent. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. My Spouse (Circle One) was/was not in Active Duty status during this tour. I (Circle One) did/did not occupy gov't quarters.								
40. MEMBER'S SIGNATURE								
41. DATE				42. Member reported for duty at _____ hours on _____ and was released from duty at _____ hours on _____			43. CERTIFYING OFFICIAL'S PRINTED NAME	
44. DATE				45. CERTIFYING OFFICIAL'S SIGNATURE			46. DATE	
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.						48. TIMEKEEPER SIGNATURE		49. FMO INITIALS

Attachment 3**VARIABLE TOUR AUTHORIZATION LETTER - SAMPLE FORMAT**

MEMORANDUM FOR TO WHOM IT MAY CONCERN

FROM: (unit/office symbol)

SUBJECT: Extension of Special ADT/ADS/School Tour of Active Duty

1. This is to affirm that the active duty tour of (rank) (name), (SSN), as authorized by Reserve Order D-_____, (date), (unit), has been extended for (number) days from (date) to (date). During this period the usual entitlements for reservists and dependents are authorized.
2. The unit Financial Management Office has coordinated on this authorization and required funds are obligated.

Commander

or

FOR THE COMMANDER

Orders Issuing or Approving Official

Attachment 4

TOUR ADJUSTMENT LETTER - SAMPLE FORMAT

MEMORANDUM FOR TO WHOM IT MAY CONCERN

FROM: (Unit/Office Symbol)

SUBJECT: Adjustment of Tour of Active Duty

This is to affirm that the reporting date and/or time of active duty training tour of (rank) (name), (SSN), as authorized by Reserve Order D-_____, (date), (unit), has been adjusted from (date and/or time) to (date and/or time). During this period the usual entitlements for reservist and dependents are authorized.

Commander

or

FOR THE COMMANDER

Orders Issuing or Approving Official