



## Request for Orders - Army

Instructions and Privacy Act Statement

### PRIVACY ACT STATEMENT


**AUTHORITY:** NGR 310-10.

**PRINCIPAL PURPOSE:** Request orders for pay or travel and determine costs for activity manager input into automated fiscal systems.

**ROUTINE USES:** Used to request orders for pay and allowances or temporary duty travel. Serves as an authorizing document for expenditure and accountability of funds by applicable activity/program managers.

**DISCLOSURE:** Optional. Failure to provide this information could result in a delay in the processing of the Request for Orders.

### PREFERRED USE

Electronic data entry and signatures using the PureEdge Form Viewer and Approvelt Signature software is the preferred method for completing this form. Context Sensitive Help is available for fillable fields when using the PureEdge Viewer application. To access the help on a specific field, click on the  button on the top menu bar and move the mouse over the desired field to view the help message. Electronically signing the form as the REQUESTER, will lock all the fields above it, (Blocks 1-14). Electronically signing as the ACTIVITY MANAGER APPROVAL, (Bottom of the form), will lock the entire form and prevent any further changes.

### INSTRUCTIONS

*(For manual completion of blank form)*

#### Blocks 1-6

Self-explanatory.

#### Block 7

Normally this field is left blank, unless there is some special condition or consideration regarding the necessity of the RFO, its timing or some other out of the ordinary circumstance that requires explanation. If a conference or registration fee is required to attend the duty, enter the nature of the expense(s) here and enter the total dollar figure in Block 15, in the Conference/Reg Fees Amount field.

#### Blocks 8-10

Self-explanatory.

#### Block 11

Select the type of duty. If the duty is for Retirement Points Only, do not check any boxes. Make sure to check the appropriate box in Block 12.

#### Block 12

- DTS Travel orders apply only to individuals serving in AGR, FTNGD-OS (ADOS tours 31 days or longer) or Technician status. The order covers travel requirements only.

- AFCOS travel orders may be necessary for individuals performing duty in ADT, FTNGD-OS (less than 31 days), IDT or AT status. For example; if the individual is already being paid on an existing order.

- Pay and Allowances Only option is rarely selected. The possibility for a Pay and Allowance Only order could exist if another State or the Department of the Army was providing for the travel and/or travel expenses and only the individual's pay and allowances would track against this order.

- Retirement Points Only option is selected when the individual is to receive no pay or allowances for the duty; only Retirement Point(s). If this box is checked, do not select any boxes in the Type Duty Block, (Block 11).

#### Block 13

Select the Mode of Travel. If Commercial Air is selected, enter the desired Departing Air Terminal in space provided.

#### Block 14

Check the YES or NO box for each item in this block. If the Conference/Reg Fee YES box is checked, enter the dollar amount of the fee in the space provided below.

#### Block 15

Requester enters Name, Rank, Signature and Date signed.

#### Block 16

Name, Rank, Signature and Date signed of the individual authorized to approve the Request for Orders.

#### Block 17

For Joint Force Headquarters Activity Manager Use Only.

#### Block 18

For Joint Force Headquarters Activity Manager Use Only.

#### Block 19

For Joint Force Headquarters Activity Manager Use Only.

#### Block 20

Name, Rank, Signature and Date signed of the Joint Force Headquarters Activity Manager authorized to approve the expenditure of funds for this Order.