

The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974 as amended. Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in criminal and/or civil penalties.

REQUEST FOR AGR ORDERS WORKSHEET

Section 1 - Individual's Information:

Grade: _____ Last Name, First Name, Middle _____

SSN: _____ Date of Birth: _____ Place of Birth: _____ Gender: _____

HOME ADDRESS: _____ City/State/Zip: _____

ETS: _____ RACE: _____ UNIT: _____

Section 2- Type of Orders/Purpose of Orders:

Type Tour: Initial AGR Tour Start Date: _____ End Date: _____

Awarded Job Announcement # AKANG _____ Vice: _____

Continuation Tour Start Date: _____ End Date: _____

Occasional/Temp AGR Start Date: _____ End Date: _____ # Days: _____ Advertisement: _____

Deployment Backfill Start Date: _____ End Date: _____

Amendments:

AROWS Tracking Number to be amended: _____

Change of Assignment *New Information (position #, unit, date.):* _____ Effective Date: _____

Tour Extension: As Reads: From: _____ To: _____ **CHANGE:** From: _____ To: _____

Termination: AS Reads: From: _____ To: _____ **CHANGE:** From: _____ To: _____

Retirement: *Attach copy of retirement order and dependent information*

Other: _____ **TEMP** # Days: _____ Advertisement: _____

Section 3 – FULL TIME POSITION INFORMATION:

Position Title: _____ PASCODE: _____

Authorized Grade: _____ Position ID #: _____

FAC: _____ CAFSC: _____ DAFSC: _____ PAFSC: _____

TAFMSD: _____ Sanctuary: Waiver or Career Airman

If Temp Tour, note position information for authority you're using for the tour- Member will not be moved from their current military position

Section 4 – ORDERS INFORMATION/PARAGRAPHS:

ANG Active Duty Status Code:

Production Recruiter (D)

Recruiting Retention Program Manager (E)

All Other AGR Personnel (O)

Career & Education Manager (P)

Weapons Systems Security (R)

Temp Tour (U)

*****NOTE: ALL BLOCKS MUST BE FILLED OR IT WILL BE RETURNED WITH NO ACTIONS*****

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TRAVEL AND PER DIEM STATEMENT:

- Member's residence is within corporate city limits – will commute/no per diem authorized
- Member's residence is within corporate city limits and commander is requiring the member who lives locally to stay at a specific lodging site – occasional meals and lodging and/or AEA authorized
- Member's residence is within local commuting distance and not within corporate limits – will commute/no per diem authorized
- Member's residence is outside local commuting distance and will not commute
- Member's residence is outside local commuting distance, but member will commute daily – No per diem authorized

GOVERNMENT TRAVEL CARD STATEMENT (mandatory field in AROWS):

- MEMBER HAS A GOVERNMENT TRAVEL CARD
- Personnel who have applied for the card but have not yet received the card
- Personnel that are determined to be infrequent travelers (<2 times per year)
- Other: _____

CHECKLIST:

- Security Clearance
- WWD Statement/ AF Form 422
- Passing FIT Test
- AGR Resignation letter
- Verify no orders in AROWS (Temp/Deployment backfill)
- Other documents as applicable

REMARKS:

*Unit Security Manager: _____ Investigation _____ Clearance Eligibility _____

*Squadron Commander: _____ Date: _____

*Group Commander: _____ Date: _____

*Wing Commander: _____ Date: _____

*HRO Liaison: _____ Date: _____

*Human Resource Specialist (AGR): _____ Date: _____

*HRO Director: _____ Date: _____

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