

**12 August 1998**



**Financial Management**

**ADMINISTRATIVE ORDERS**

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Pages: 9

Distribution: F

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This instruction implements AFPD 65-1, *Management of Financial Services*. It establishes responsibilities, procedures, and provides detailed instructions, timetables and administrative requirements necessary to accomplish effective orders processing to meet and satisfy all customer expectations and requirements. This publication interfaces with AFMAN 37-128/AFRES Sup 1, *Administrative Orders*; AFI 65-103, *Temporary Duty Orders*; and AFI 65-109, *Preparation of AF Form 938*. It applies to all assigned and attached 433d Airlift Wing (AW) personnel. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air force.

**1. Responsibilities.** Duties and responsibilities are identified as follows:

1.1. Authenticating Official. Appointed by the 433 AW Commander to authenticate orders and has the authority to publish them. The authenticating official is responsible for orders authentication, control numbers assignment, reproduction, distribution, and maintenance of record sets. Is the primary point of contact for orders questions and clarification, orders training, and disseminating higher headquarters orders updates/information to Wing personnel (see AFIs 65-103 and 65-109). The authenticating official is not responsible for any corrections to administrative orders. Any identified clerical errors will be referred to the appropriate unit/staff office for correction. Repeated errors by orders technicians will be documented and forwarded to individual's supervisor.

1.2. Orders-Issuing/Approving Officials (AO). Individuals assigned to staff positions as indicated below are designated Orders-Issuing/Approving Officials for AF Form 973, **Request and Authorization for Change of Administrative Orders**; AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**; and DD 1610, **Request and Authorization For TDY Travel of DOD Personnel**.

433 AW and assigned Group/Unit Commanders/Senior ARTs

\*Deputy Group Commanders

\*Squadron Superintendents (433 LSS, 433 AGS, 433 MXS, 433 CLSS)

Chief, Military Personnel Flight

\*Chief, Customer Support

Chief of Aircrew Sections, 68 AS and Primary Aircrew Schedulers (as designated by memorandum)

Senior Recruiter

\*Assistant Senior Recruiter

\*May approve orders in the absence of their supervisor.

1.3. Budget Office. Receive and process all administrative orders (AF Forms 973, 938 and DD Form 1610) and verify funds availability for each order.

1.4. Orders Technician. Use the Air Force Automated Orders Program to generate automated orders. Review orders for clerical errors and appropriate required statements in the remarks prior to submitting orders to the AO for approval. Provide the AO a draft copy of each proposed order along with any supporting documentation (see para 1.5.) for review and signature. Submit the orders transmittal, one draft copy of each proposed order, supporting documentation, and a 3.5-inch floppy diskette to the Budget office (433 AW/FMA) for further processing.

1.5. Individual Members, Supervisors, and Training Technicians. Timely submission and fully justified requests will assist with accurate orders preparation (i.e., fund cite, school codes, reporting instructions, special authorization, per diem, etc.). Include copies of supporting documentation to justify special requirements such as registration fees and higher headquarter AT/RPA/MPA support requests.

**2. Orders Submission and Processing Procedures.** Generate AF Forms 938 and DD Forms 1610 using the Air Force Automated Orders Program. Use electronic form filler software such as JETFORM FORM-FLOW to generate AF Forms 973. Use of manual orders may be required for unusual circumstances such as contingencies. Coordination between 433 AW/FMA and requesting unit should be accomplished prior to generating manual orders. See AFIs 65-103 and 65-109 for specific orders preparation instructions.

2.1. Routine Orders. Orders not requiring immediate processing.

2.1.1. Routine orders will be processed between 0730-1100 hours, Monday through Friday, and published within three working days. Orders received after 1100 hours will require an additional working day.

2.1.2. Draft copy of proposed orders, transmittals, diskettes, and applicable supporting documentation relative to the orders should be submitted to 433 AW/FMA NLT three workdays prior to the earliest start date. Place all routine orders in the "ROUTINE ORDER" box. Proposed draft copies of orders are required for audit and review purposes.

2.1.3. School tour and MPA tour orders will be submitted to the Wing Training Office (433 MSS/DPMAT) for review and approval prior to submission to 433 AW/FMA. **NOTE:** Annual tour and special tour orders (when used in lieu of school tour) and DD Forms 1610 for formal training (civilian and military TDY) will be submitted to 433 MSS/DPMAT as well. Ensure MPA tour orders include a memorandum or message authorizing the use of another command's funds. Exceptions are not authorized.

2.1.4. AT and Special ADT/ADS tour orders can be exported to the same diskette. School tour, MPA tour, and DD Form 1610 (TDY) orders must be exported on to separate diskettes. This procedure will help preclude funding problems and funds limitations during end of quarter processing.

2.1.5. To minimize damage to the FMA Travel Budgeting and Accounting System (TBAS) in the event of faulty orders diskettes, *export no more than 15 proposed orders on one diskette.*

2.1.6. Orders can be processed up to 30 days prior to the start date of the tour. **Exception:** When funding is limited due to end of quarter processing, fiscal year-end closeout, and availability of funds. Orders requiring more than a 30-day lead time should be identified to 433 AW/FMA office for funding consideration on an individual basis or for group deployment.

2.2. Priority orders. Orders that require immediate processing.

2.2.1. Handcarry priority orders (draft copy of proposed orders, transmittals letters, diskettes, and applicable supporting documentation relative to the orders) to 433 AW/FMA as soon as requirements are identified. Place orders in the "PRIORITY ORDER" box by 1030 hours for morning schedule processing.

2.2.2. Priority orders should be available for pickup from 433 AW/FMA NLT 1300 hours the same day received.

2.2.3. It is the orders technician responsibility to pick up priority orders.

2.2.4. Orders received for processing between 1300-1500 hours will be processed on an individual basis. This procedure provides time-based efficient processing methods sufficient to satisfy internal and external customer service requirements.

2.2.5. *Mission* orders will be processed as priority orders; inform the 433 AW/FMA Budget Analyst to ensure timely processing. Orders technicians are responsible to pickup *mission* orders.

2.3. Follow-up Inquiry. Follow-up inquiries should start with the orders technician. Inquiry of orders require the following information for effective research:

2.3.1. Log number.

2.3.2. Order number.

2.3.3. Name of individual.

2.3.4. Individual's SSN.

**3. AF Form 973, Request and Authorization for Change of Administrative Orders.** Orders technicians prepare and submit original AF Form 973, previous amendment (if one has been published), and a copy of orders being amended to 433 AW/FMA. Place orders in the "AMENDMENT" box for processing. Unless specified for priority process, amendments will be processed same as routine orders. See AFI 37-128/AFRES Sup 1 for orders preparation.

**4. Verbal/Confirmatory Orders.** Verbal/confirmatory orders confirmed more than one duty day after the member's reporting date must be issued/approved at Group level or higher (see AFIs 65-103 and 65-109).

**5. Rescind/Revoke.** Rescind/revoke with another order (see AFI 37-128/AFRES Sup 1). Process the new/correct order within five working days of the original order publishing date.

**6. Distribution Requirement.** Distribution requirements for orders are established in Table 1. The proper distribution code letter will be indicated in the distribution section of an order and any added requirements.

**Table 1. Distribution Requirements.**

<b>DISTRBUTION D</b>	<b>DISTRIBUTION F</b>	<b>DISTRIBUTION G</b>
<b>RO D/RO DA</b> Annual/Special/ School/MPA	<b>SO T/ SO TA</b> Mil/Civ TDY	<b>SO Y/SO YA</b> Civ TDY (Training Attendance)
1 - FMBT	1 - FMBT	1 - FMBT
1 - Unit of assignment	1 - Unit of assignment	1 - Unit of assignment
2 - Individual	2 - Individual	2 - Individual
1 - SA-ALC/FMXST	1 - SA-ALC/FMXST	1 - SA-ALC/FMXST
1 - DPMAT (MPA only)		
Total: 6	Total: 5	Total: 5

**NOTE:** Financial Management Officer, Unit Orders Issuing/Approving Official or designated representative may increase or decrease the number of copies reproduced based on the tour length or individual need. Amounts indicated are minimum copies required.

**7. Special Authorization Approval Authority.** 433 AW Group Commanders are designated approval authorities for all special authorizations. 433 AW assigned Squadron Commanders/Senior ARTs are designated special authorization approving authorities for POV and excess baggage only. See AFIs 65-103 and 65-109.

**8. Special Authorization Approval Procedures.** Traveler/Project Officer/Team Chief will coordinate requests for special authorizations prior to orders preparation; submit a memorandum request with justification and a cost analysis as applicable (see attachment 2). Additional costs and justification are required to be stated when the special authorization is necessary for mission accomplishment and not advantageous to the government. Once coordinated, proposed order will be generated reflecting the appropriate special authorization cost analysis statement and the transmittal/approving document submitted to the AO for signature indicating actual approval of the special authorization. The approving official section of the order must reflect the authorizing official's name. Approved requests will be posted IAW AFI 37-128/AFRES Sup 1 and maintained in the traveler's unit for one year; file as background material to orders IAW AFMAN 37-139. **NOTE:** Requests are not required to be submitted to 433 AW/FMA unless specifically requested (see paragraph 2.1.3.).

**9. Travel Limitations.** For unit-fund cost effectiveness, supervisors may permit late reporting during the morning of the first duty day and early release during the afternoon on the last duty day (see AFMAN 36-8001, *Reserve Personnel Participation*).

PETER T. BENTLEY, Col, USAFR  
Commander

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

AFI 37-128, *Administrative Orders (PA)*  
AFI 65-103, *Temporary Duty Orders*  
AFI 65-109, *Preparation of AF Form 938*  
AFCAT 36-2223, *Air Force Training Catalog*  
AFMAN 36-8001, *Reserve Personnel Participation*

***Abbreviations and Acronyms***

**ADS**—Active Duty (Support)  
**ADT**—Active Duty (Training)  
**AF**—Air Force  
**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFPD**—Air Force Policy Directive  
**AGS**—Aircraft Generation Squadron  
**AO**—Authorizing Official  
**ART**—Air Reserve Technician  
**AS**—Airlift Squadron  
**AT**—Annual Tour  
**AW**—Airlift Wing  
**CLSS**—Combat Logistics Support Squadron  
**DoD**—Department of Defense  
**LSS**—Logistics Support Squadron  
**MPA**—Military Personnel Appropriations  
**mxs**—Maintenance Squadron  
**POV**—Privately Owned Vehicle  
**RO**—Reserve Order  
**RPA**—Reserve Personnel Appropriations  
**SO**—Special Order  
**TBAS**—Travel Budgeting and Accounting System

**TDY**—Temporary Duty

**TR**—Transportation Request

Attachment 2

SAMPLE MEMORANDUM

(date)

MEMORANDUM FOR 68 AS/DO  
433 OG/CC  
IN TURN

FROM: 68 AS/DOL (CMSgt Smith)

SUBJECT: Request for Approval of Special Authorization—Rental Car (or POC)

1. I will be TDY to \_\_\_\_\_ conference on \_\_\_\_\_ being held at \_\_\_\_\_.  
(Attach message or letter). I will have one passenger, SSgt Jones, who is also attending. We will be flying on a government TR to \_\_\_\_\_. We will be billeted in off-base quarters and no government transportation is available per coordination with MSgt Jackson, 1234 LG/LGTV, Robins AFB, GA.

2. A rental car will cost \$\_\_\_\_\_ (\$ \_\_\_\_\_ per day for \_\_\_\_\_ days). A cost analysis follows:

a. Shuttle from \_\_\_\_\_ IAP to \_\_\_\_\_ and return:

\$\_\_\_\_\_ round trip x 2 individuals is \$ \_\_\_\_\_.

b. Taxi from \_\_\_\_\_ IAP to \_\_\_\_\_ and return:

\$ \_\_\_\_\_ round trip is \$ \_\_\_\_\_.

c. Taxi daily from quarters - conference site estimated at \$ \_\_\_\_\_ per day (\_\_\_\_\_ days): \$ \_\_\_\_\_.

Cost savings: \$\_\_\_\_\_.

Rental car vs. shuttle/taxi (a & c): \$\_\_\_\_\_.

Rental car vs. taxi/taxi (b & c): \$\_\_\_\_\_.

3. If you have any questions or further clarification, contact the undersigned at 6-4320.

JANIE P. SMITH, CMSgt, USAFR  
Chief, Flight Engineer

Attachment

HQ AFRES/DO, \_\_\_\_\_ msg