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Financial Management

USE OF 944 FW FORM 15, ORDERS REQUEST



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 65-1, *Management of Financial Services*. It establishes procedures for use of the 944 FW Form 15, **Orders Request**. Additional references are AFI 65-103, *Temporary Duty Orders* and AFI 65-109, *Preparation of AF Form 938*. This instruction applies to all personnel assigned and attached to the 944th Fighter Wing.

**1. General.** The 944 FW Form 15 will be used for all requests requiring the issuance of an AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour** or DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel**. This form also includes request and approval of special authorizations (i.e., rental car, excess baggage). Additional information and or justification not covered on the front of the form will be entered on the reverse side of the form. The reverse of this form is available for optional office use (i.e., request for Resource Management Period (RMP), rescheduled unit training assembly (UTA), etc.).

**2. Procedures:**

2.1. Complete one 944 FW Form 15 per request for issuance of AF Form 938 or DD Form 1610. **NOTE:** Use the reverse side of the form for additional information and or justification not covered on the front of the form.

2.2. Obtain the appropriate approval signatures to include special authorizations.

2.3. Submit completed 944 FW Form 15 to unit orders clerk.

2.4. Unit orders clerk will process 944 FW Form 15 and issue orders to requestor. **Note:** For disposition of 944 FW Form 15, see AFMAN 37-139, *Records Disposition Schedule*, Table 37-13, Rule 1.

**3. Forms Prescribed.** 944 FW Form 15, **Orders Request.**

CRAIG S. FERGUSON, Colonel, USAFR  
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