



NAVY RESERVE ORDER WRITING SYSTEM
(NROWS)
SAILOR USERS GUIDE
August 2007

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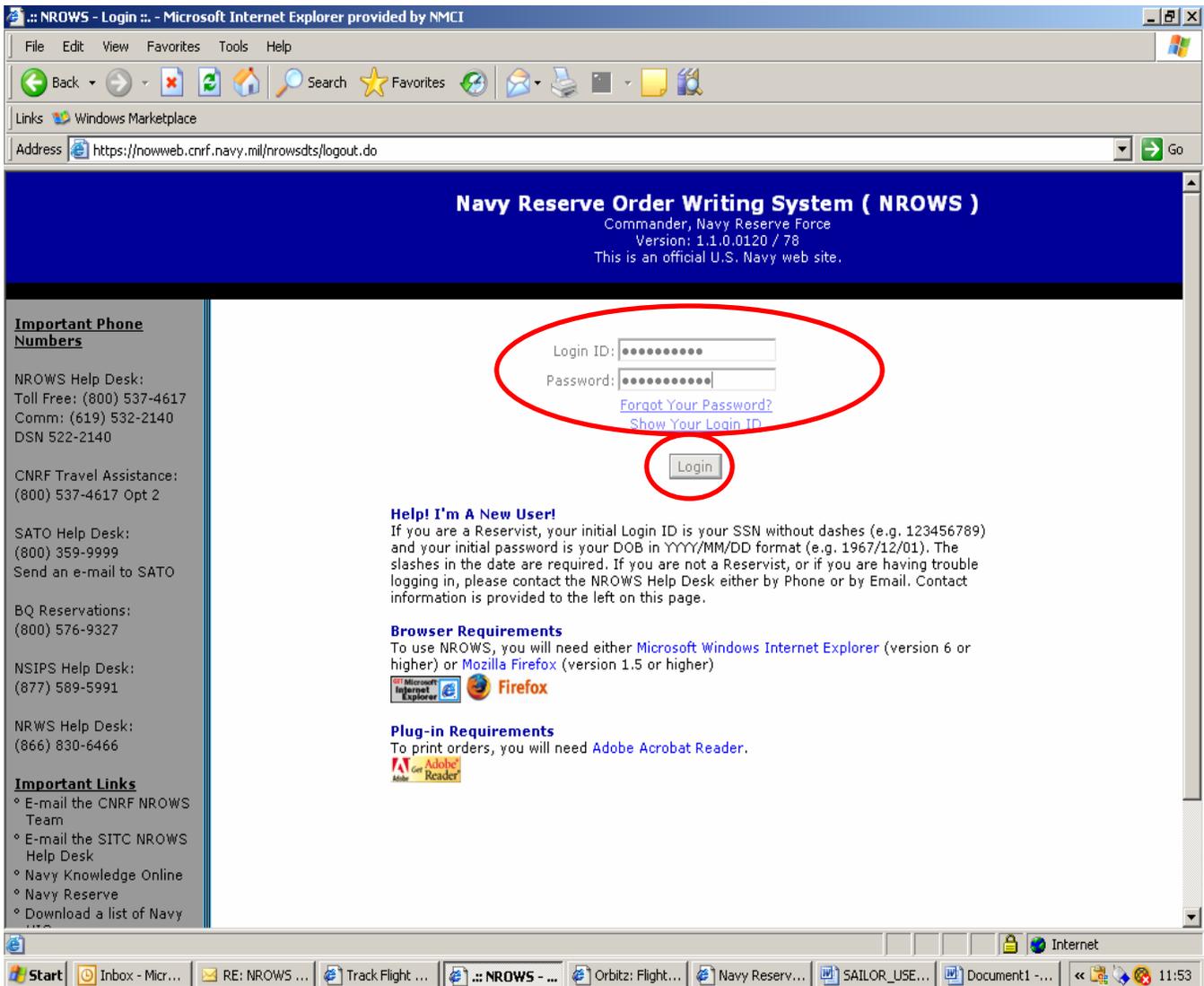
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SECTION 1: INITIAL **ORDERS**

- It is important to click “**Save**” after completing each section of your Initial Application. If you accidentally close out of your web browser or in the event of a power outage that causes your computer to shut off, all information entered in your application will be lost if it was not saved. By clicking “Save”, all information will be saved online and none of it will be lost in the event of a power outage on your computer, etc.



Step #1: Enter your login ID and Password in the available fields, and then click the “Login” button.

NOTE: If you forget your password, click the “Forgot Your Password” link and you will be asked your security question so that you may reset.

Microsoft Internet Explorer provided by NMCI

Address: https://nowweb.cnrf.navy.mil/nrowsdts/login.do

Navy Reserve Order Writing System (NROWS)

Commander, Navy Reserve Force
Version: 1.1.0.0120 / 78
This is an official U.S. Navy web site.
** To print orders, you will need [Adobe Acrobat Reader](#)

Navigation: [Home] | **Sailor** | Change Profile | Contacts | User Guide | Help | Logout

Welcome **JOHN DOEA** to the NROWS Home Page

Your applications will be processed by: NAF WASHINGTON
Point of Contact is: [CHIEF FLOWER](#)
Phone Number is: 444 555-1111

Your Latest Broadcast messages:

2007/06/13	OPERATIONAL SUPPORT CODES & SUPPORT TRACKING CODES: Have been changed to reflect U.S. Fleet Forces Command guidance and policy. This impacts all orders in the system, including historical orders. Any order in the Sailor, Unit Approver, or Order Specialist Inbox will require the new codes before proceeding. Additionally, any order that is pulled back or modified will be required to choose the new codes. Full information and definitions are included on the Navy Reserve Website (NRWS) (private side), go to the Commander, Navy Reserve Forces Command Main Menu > Site Map > Training/Operations > Operations SOPs > "NROWS Codes for Operational Support Reporting".
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Taskbar: Start | Inbox - Microsof... | RE: NROWS Use... | NROWS - Ina... | The Spot - Page ... | NROWS - Ho... | SAILOR_USER_... | Document1 - Mic... | 11:15

Step #2: Your welcoming screen will appear and your name should be visible. In the pull-down menu to your left, select "Sailor".

Microsoft Internet Explorer provided by NMCI

Address: https://nowweb.cnrf.navy.mil/nrowsdts/member.do

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Home | [Sailor] | Change Profile | Contacts | User Guide | Help | Logout

Please Select A Menu

Sailor Menu

- My Inbox
- Create Application**
- Pull Back Application
- Modify Order
- Cancel Order
- Reinstate Cancelled Order

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Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON

Taskbar: Start, Inbox - Microsoft O..., RE: NROWS User G..., NROWS - Home ..., NROWS - Login ..., SAILOR_USER_GUI..., Document1 - Micros..., 12:01

Step #3: Select "Create Application" from the "Sailor Menu" in the gray box.

Microsoft Internet Explorer provided by NMCI

Address: https://nowweb.cnrf.navy.mil/nrowsdts/member_new.do

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Commander, Navy Reserve Force
Version: 1.1.0.0120 / 78
This is an official U.S. Navy web site.
**** To print orders, you will need [Adobe Acrobat Reader](#)**

Please Select A Menu | Home | [Sailor] | Change Profile | Contacts | User Guide | Help | Logout | «Bottom»

Control Tracking #: N/A	Name: DOEA, JOHN	Start Date: 0000/00/00
Requirements Tracking #: N/A	SSN: 111111111	Report Date: 0000/00/00 00:00
Tracking #: 2068142/0	Grade: O6	End Date: 0000/00/00
Order Type: Not Set	Status: INITIAL	Total Days: 0

Step 0 of 7: Overview for this Application Section: 0. Overview

- Personnel and Contact Information** [Edit](#)

Mailing Address on File: 111 NROWS STREET
ANNANDALE, VA 22003-4606

Method of Delivery: Web

Deliver Paper Tickets to: Same As Above
- Duty Period Information** [Edit](#)

Type of Duty: Not Set

Operational Support Reporting: Operations / Exercises / Events: Not Set
Mission Priority: Not Set
Command / Capability Supported: Not Set
Fleet Readiness Enterprise: Not Set
Provider Enterprise: Not Set

Billet Control Number (BCN): Not Set

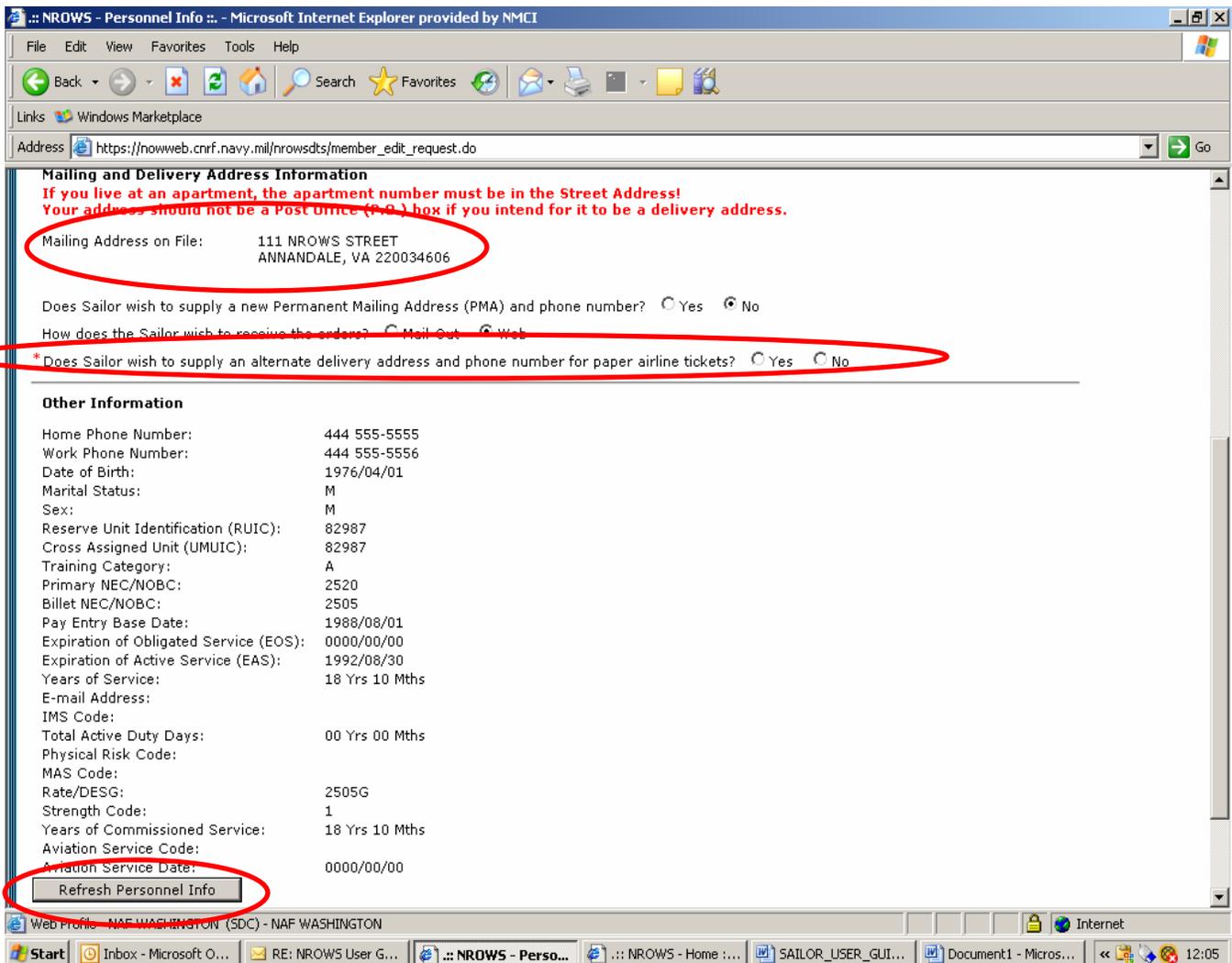
Security Clearance Required: Not Set
- Duty Locations and Travel** [Edit](#)

Date	Travel By	Rental Car	Location

Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON Internet

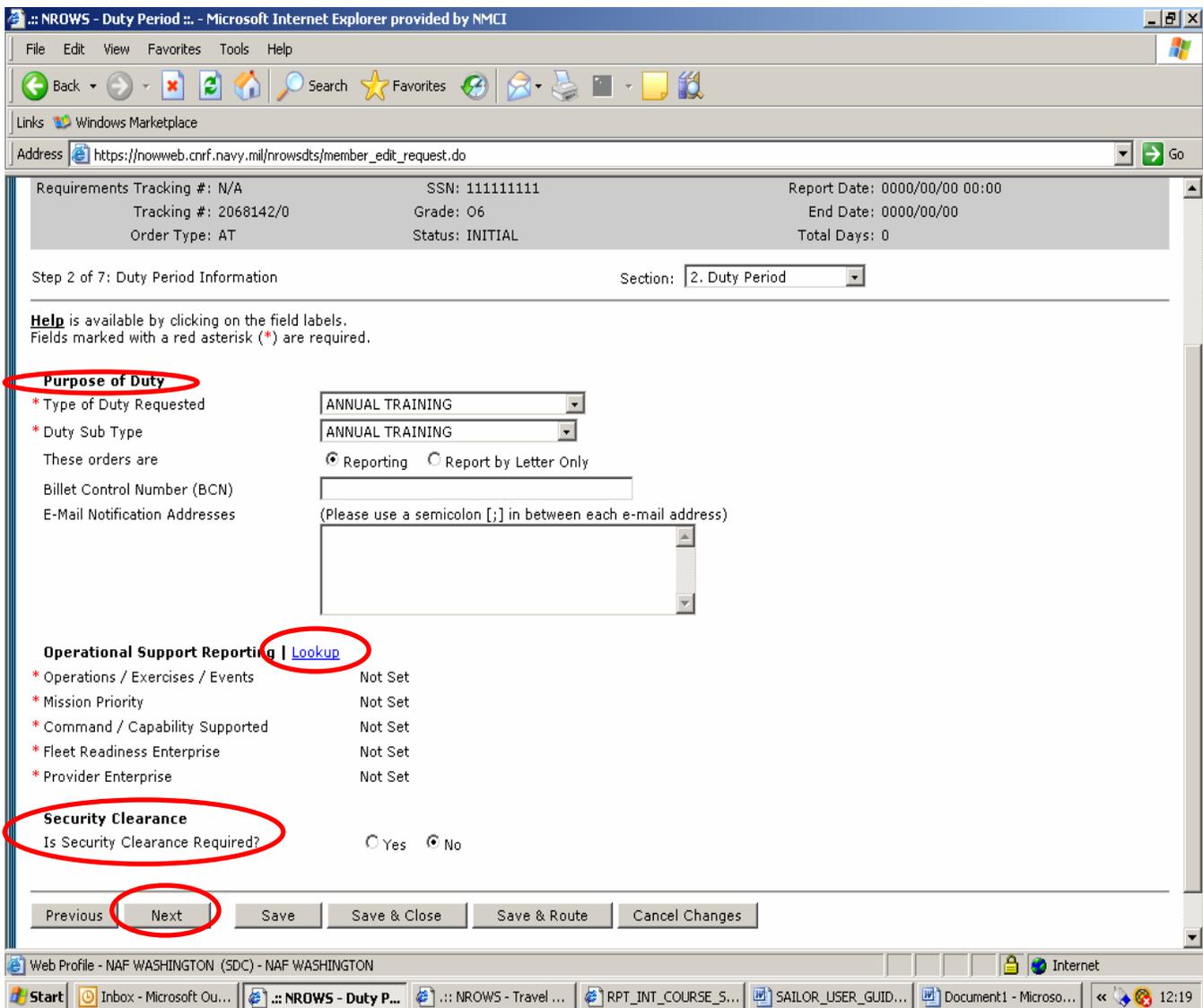
Start | Inbox - Microsoft O... | RE: NROWS User G... | NROWS - Overvi... | NROWS - Home :... | SAILOR_USER_GUI... | Document1 - Micros... | 12:03

Step #4: The next screen is the “Overview” screen of your orders application. Select “Edit” to the right of “Personnel and Contact Information” to begin your application.



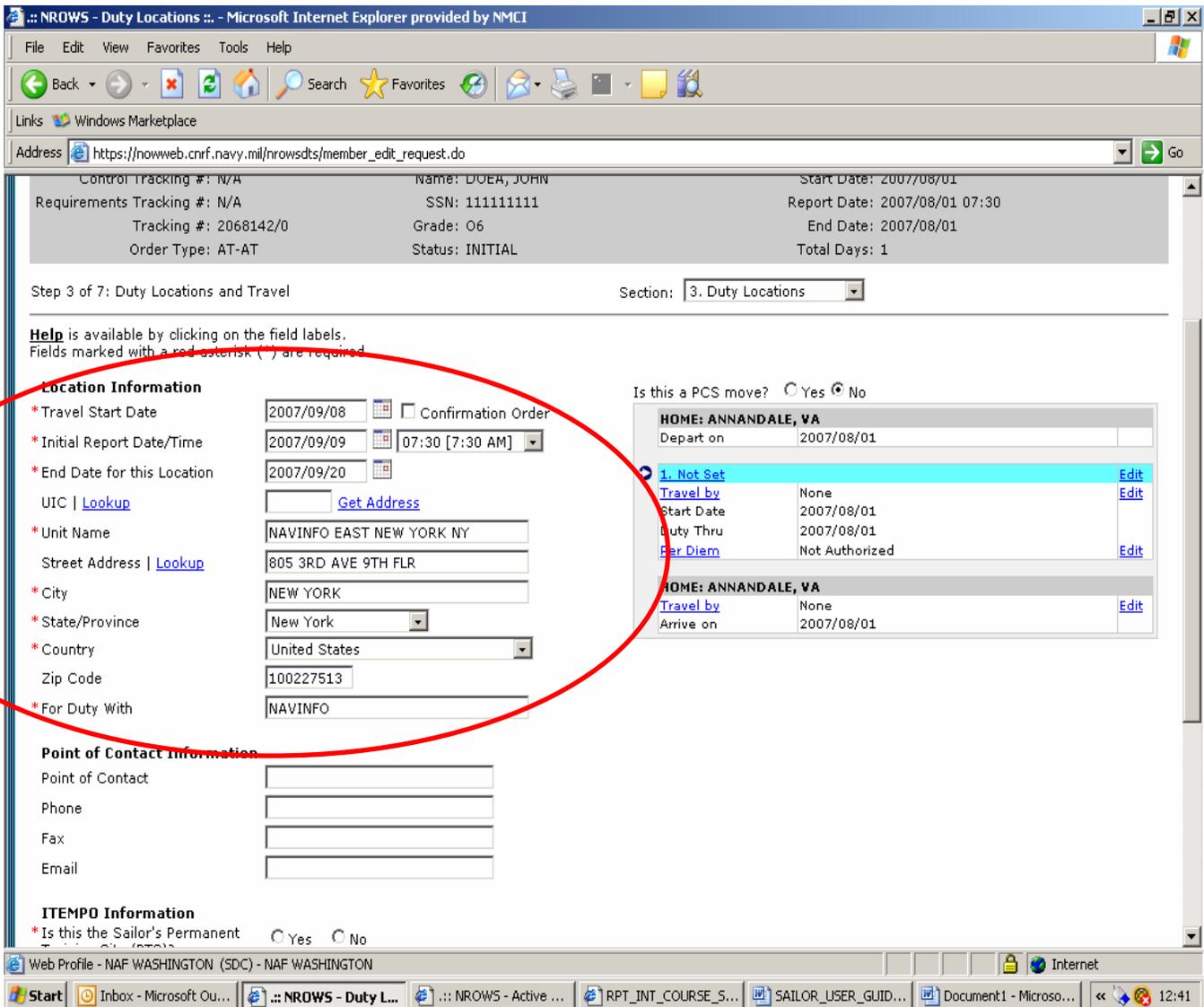
Step #5: Your “Personnel Info” page will load up. Double check this page to make sure all the information is correct. To input a new Permanent Mailing Address, select “Yes.” Also, be sure to answer the question, “Does Sailor wish to supply an alternate delivery address and phone number for paper airline tickets?” Select “Save” to save your information, then click “Next” to move on.

NOTE: *Using the “Change of Address” feature for the purposes of traveling from a location other than home due to business or personal reasons is not authorized. Changing the PMA for unauthorized purposes will be considered a violation of the Uniform Code of Military Justice and may result in disciplinary action against the offending member*



Step #6: At this screen you will input your Duty Type (i.e. AT, IDTT, etc.), Operational Support Reporting, and Security Clearance information. To select your purpose of duty, use the drop-down menu(s) next to “Type of Duty Requested” and “Duty Sub Type”. You can use the “Lookup” feature to look up the Operational Support information, or you can get this information from your Orders Specialist at your NOSC. After entering your info, click “Save” and then “Next” to move on.

NOTE: It is important to click “Save” periodically to prevent accidental loss of any information you input into the system.



Step #7: This is the “Duty Locations and Travel” screen. Start with entering the dates for your duty. Next, you will enter the Unit Name and address. Be sure to answer ALL items that have a red asterisk beside them. After filling out this information, click “Save” at the bottom. After saving, click the link at the bottom that says “Fill out Travel to this Location” or the “Next” button.

Scroll down for more information that relates to this same screen.

Microsoft Internet Explorer provided by NMCI

Address: https://nowweb.cnrf.navy.mil/nrowsdts/member_edit_request.do

Point of Contact Information

Point of Contact:

Phone:

Fax:

Email:

ITEMPO Information

* Is this the Sailor's Permanent Training Site (PTS)? Yes No

* Is this within 100 miles or 3 hours driving time of Sailor's permanent civilian residence? Yes No

* ITEMPO Category:

* ITEMPO Purpose:

For Duty Afloat? Yes No

Per diem & Travel Information

* Is this within the corporate city limits of Sailor's residence? Yes No

* Is this within commuting distance from Sailor's residence? Yes No

* Does Sailor wish to commute via billeting? Yes No

Field Duty Dates (if applicable): to

At this point, you can:

- [Fill out Travel to this Location](#)
- [Fill out Per Diem at this Location](#)
- [Add Another Location](#)
- [Delete this Location](#)
- [Fill out Travel for the last leg](#)

Previous Next Delete **Save** Save & Close Save & Route Cancel Changes

When you answer “No” to the first question in the “ITEMPO Information” section of the application, a new question will appear underneath it. If this second question is answered as “No”, then two pull-down menus will appear asking for the ITEMPO category and purpose. The same will happen if you answer “No” to the “Per diem & Travel Information” question. If your duty is afloat, input this information accordingly in the space provided. If you have any Field Duty Dates, this is the section of the application where you will input these. When you have completed this page entirely, click the blue link at the bottom of the page that says “Fill out Travel to this Location”.

NOTE: Your start date should be 1 day before your report date if you are traveling INCONUS, 2 days before if you are traveling OCONUS.

Step #8: You are now at the “Travel Options” page where you will enter all of your travel information for your duty. First you must select your Mode of Transportation. For this example we will use “Commercial Airline” as the Mode of Transportation. Use the drop-down menu and click on “Commercial Airline”. Once this is selected, you will be able to enter your Desired Departure Date and desired time to depart. After entering your dates, click “Lookup” next to “Arrival Airport” to select your Departure and Arrival Airports. When you click “Lookup” a new window will appear for you to select your airport(s). After picking your airport(s) from the drop-down menu(s) in this new window, hit “Select” to save the information and return to the “Travel Options” page. If airport justification is necessary for the airports you selected, then type it in the appropriate field; along with any Special Instructions to Travel. Once all travel is entered, click “Save” at the bottom of the page. After the application saves, click “Fill out Per Diem at this Location” or “Next” to move on.

NOTE: If you are doing back to back orders, annotate this in the “Travel Special Instructions” section.

Per Diem Location
 * Per Diem Location | [Lookup](#) MANHATTAN/NEW YORK
 01/01-06/30
 Max Lodging: \$214
 Max Meals: \$61
 07/01-08/31
 Max Lodging: \$196
 Max Meals: \$61
 09/01-09/30
 Max Lodging: \$274
 Max Meals: \$61
 10/01-12/31
 Max Lodging: \$274
 Max Meals: \$61

Rental Car Information
 * Is a rental car required? Yes No

Quarters and Messing
 'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

* Quarters
 There is no Q available, therefore, a CNA is not required.

* Messing

At this point, you can
[Fill out Travel to this Location](#)
[Add Another Location](#)
[Edit Location Information](#)
[Fill out Travel for the last leg](#)

Previous Delete Save & Close Save & Route Cancel Changes

Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON
 Start | Inbox - Microsoft Ou... | NROWS - Per Die... | NROWS - Active ... | RPT_INT_COURSE_5... | SAILOR_USER_GUID... | Sailor User Guide 07 ... | 12:59

Step #9: At the Per Diem page, first enter your Per Diem Location. Use the “Lookup” feature to enter the location. A new window will appear for you to select the location. Once you select the location from the drop-down menu(s), click “Select” to save the information on the Per Diem page. Make sure to select whether or not you will need a rental car. Next you will provide information on whether or not quarters and messing are available. After all of this is complete, click “Save”. Once saving is complete, click “Fill out Travel for the last leg”.

Control Tracking #: N/A Name: DOEA, JOHN Start Date: 2007/09/08
 Requirements Tracking #: N/A SSN: 111111111 Report Date: 2007/09/09 07:30
 Tracking #: 2068142/0 Grade: O6 End Date: 2007/09/20
 Order Type: AT-AT Status: INITIAL Total Days: 13

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations

Help is available by clicking on the field labels.
 Fields marked with a red asterisk (*) are required.

Travel Options
 * Mode of Transportation: Commercial Airline

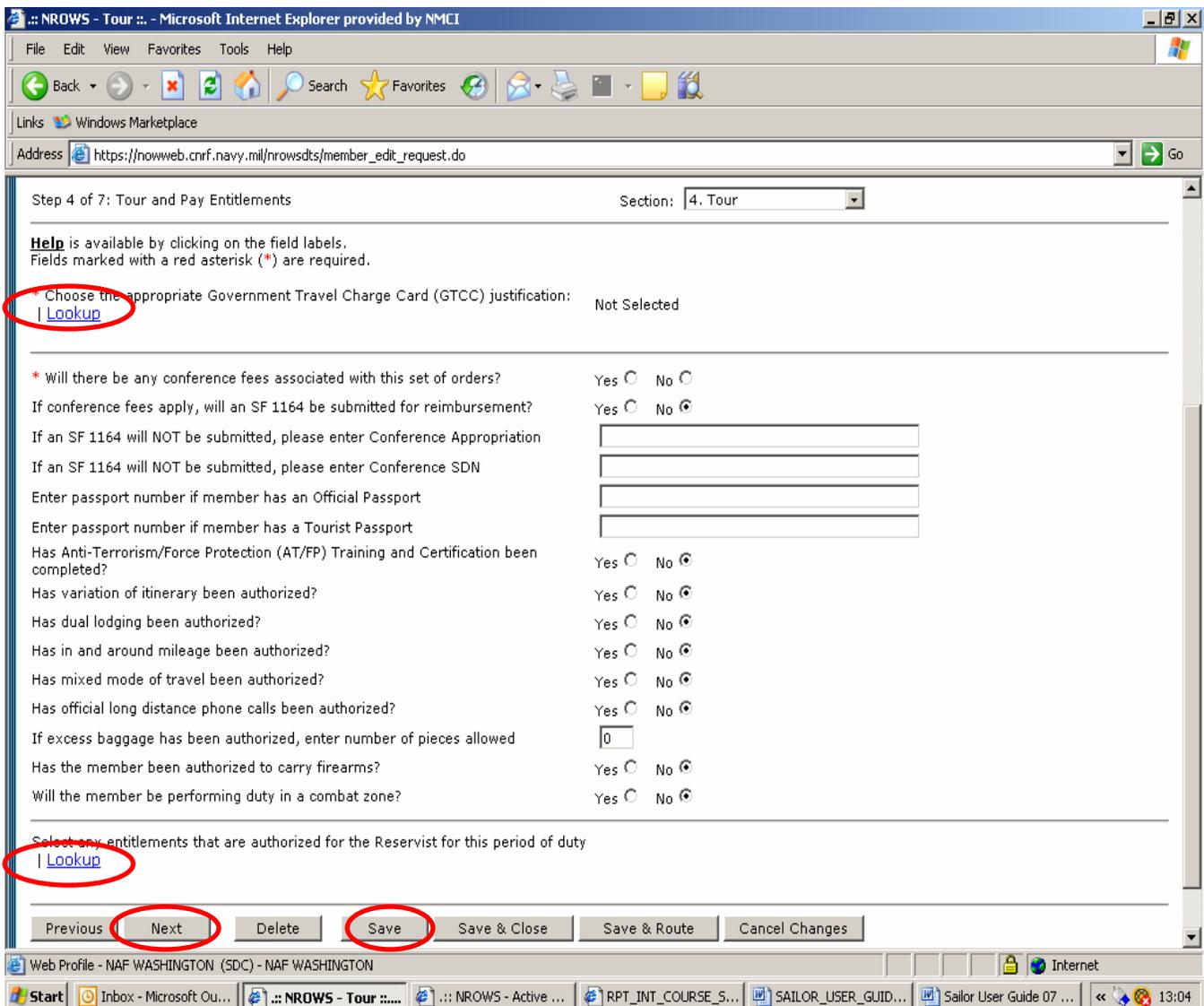
Preferred Arrangements
 * Desired Departure Date: 2007/09/20
 No Earlier Than Time: 12:00 [Noon]
 No Later Than Time: 17:00 [5:00 PM]
 * Departure Airport | [Lookup](#): LGA New York NY USA
 * Arrival Airport | [Lookup](#): DCA Washington DC USA
 Award YCA Fare: 99.00
 Departure Airport Justification:
 Arrival Airport Justification:
 Special Instructions to Travel:

HOME: ANNANDALE, VA	
Depart on	2007/09/08
1. NEW YORK, NY	
Travel by	Airline
Start Date	2007/09/08
Duty Thru	2007/09/20
Per Diem	MANHATTAN, NEW YORK
HOME: ANNANDALE, VA	
Travel by	Airline
Arrive on	2007/09/20

Previous **Next** Delete **Save** Save & Close Save & Route Cancel Changes

Step #10: You are now at the “Travel Options” page for your last leg of travel. As before, select “Commercial Airline” from the drop-down menu as your “Mode of Transportation”. Next enter your desired departure date and use the drop-down menus to select you “No Earlier Than” and No Later Than” times. Again you will use the “Lookup” feature next to “Arrival Airport” to select your Departure Airport and Arrival Airport. After you click “Lookup”, a new window will appear that is identical to the one from filling out the first leg of travel. As before, enter Departure/Arrival Airport justification if necessary; along with any Special Instructions to Travel. Once complete, click “Save” at the bottom to save all the information. Once everything is saved, click “Next” to move on.

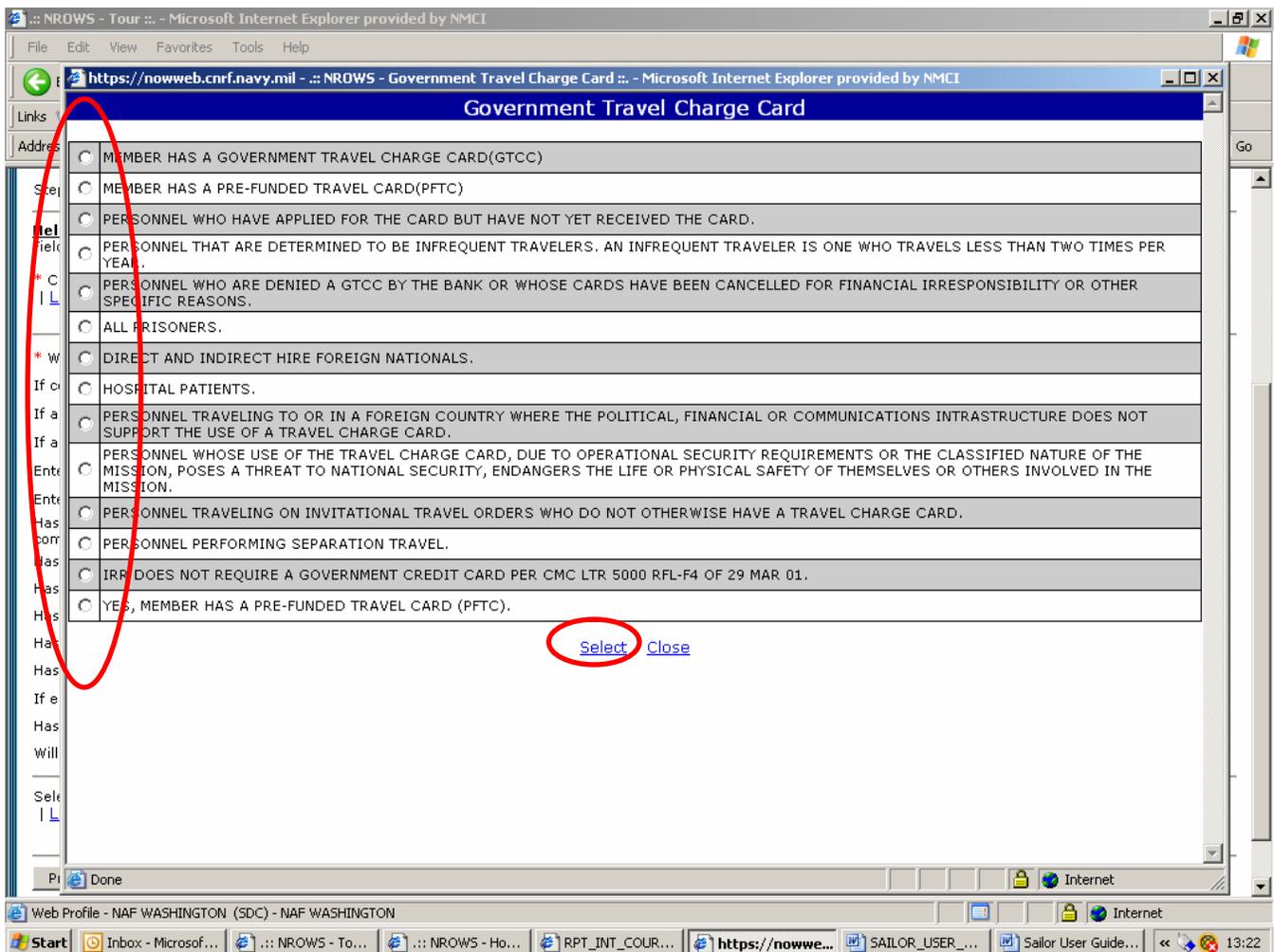
NOTE: *If you are doing back to back orders, annotate this in the “Travel Special Instructions” section.*



Step #11: This is the “Tour and Pay Entitlements” page. The first thing you need to do is choose the appropriate Government Travel Charge Card justification. To do this, click “Lookup” and a new window will appear (screenshot on next page). Also, you will be required to select “Yes” or “No” as to whether or not there will be conference fees associated with the orders.

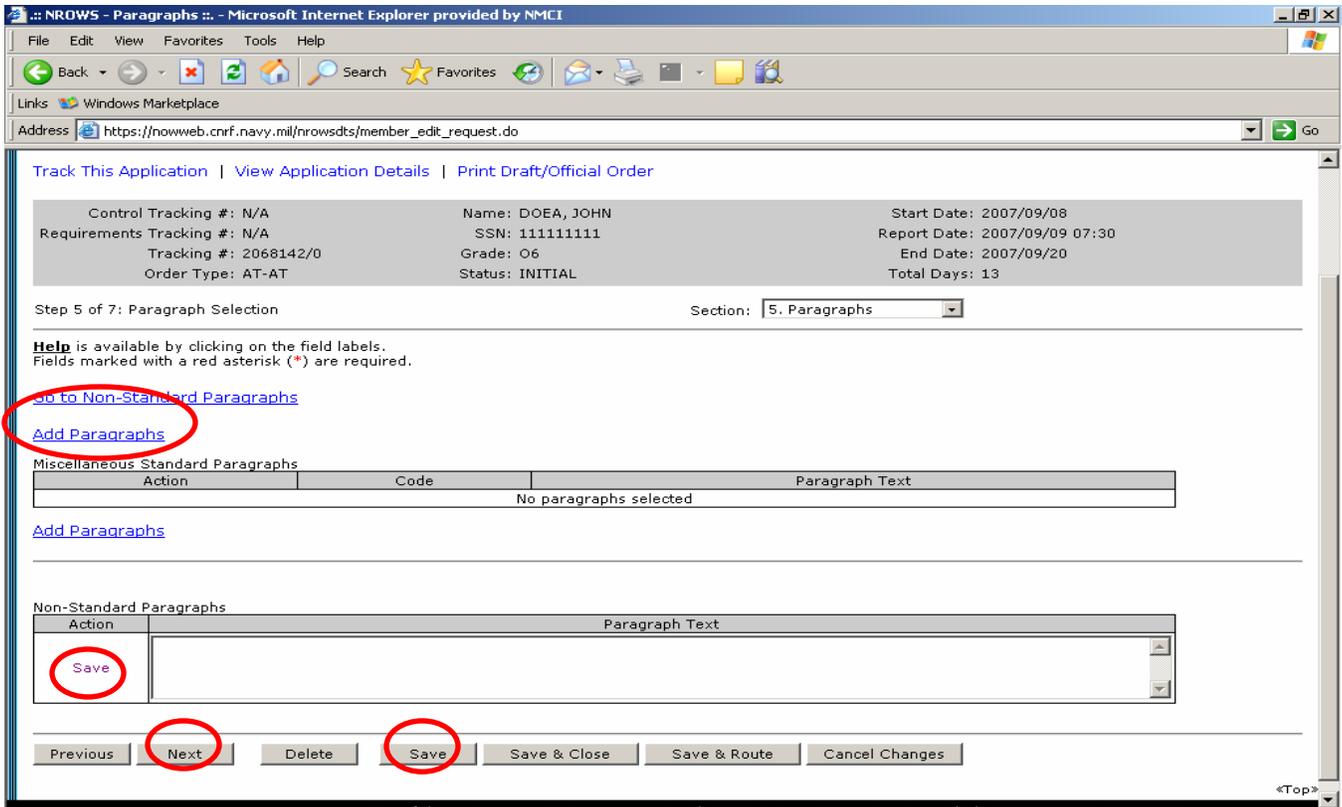
NOTE: “Tour and Pay Entitlements” need to be reviews carefully. This section will add the appropriate paragraphs to the orders for entitlements.

Scroll down for more information that relates to this same page.

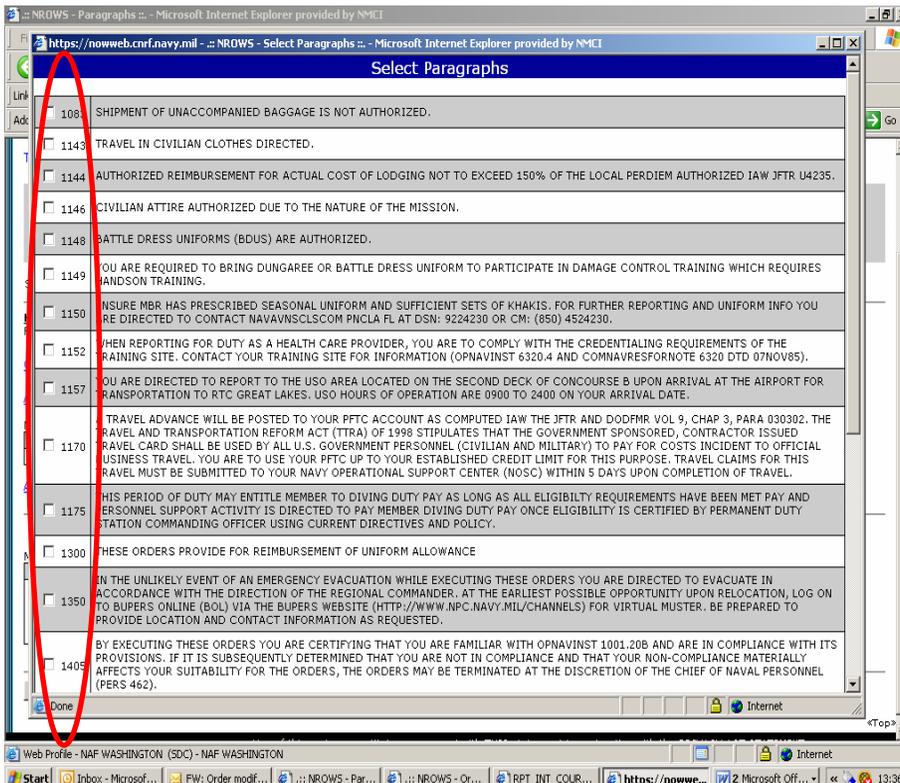


Mark the correct justification and click “Select” to save it to the application.

Next, go through all the questions the application asks you and choose the correct response. The last thing you will need to select is whether there are any special entitlements for the Reservist in these orders. Click “Lookup” near the bottom of the page and a new window will appear. Select all applicable special entitlements and click “Select” to save them to the application. After everything is complete, click “Save”. Once saving is complete, click “Next” to go to the next step.



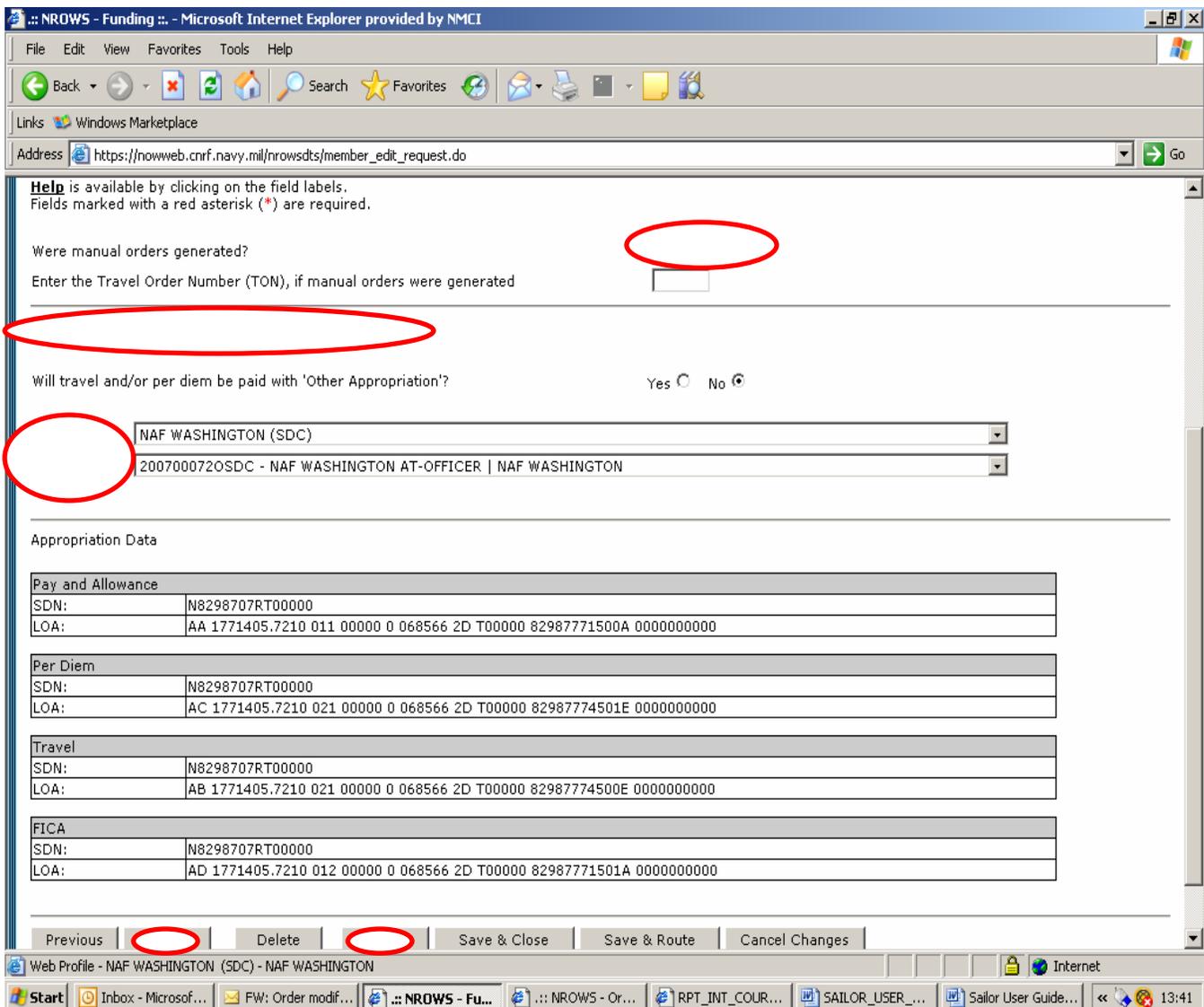
Step #12: This is the “Paragraph Selection” page. To include Standard Paragraph(s) in these orders, click on “Add Paragraphs” and this window will appear:



Select the correct Standard Paragraph(s) and click “Select” to save them to the application.

If you need to type in a Non-Standard Paragraph then do so in the box provided. Once your paragraph is complete, click “Save” to the left of the typing field. Next, click “Save” at the bottom of the application.

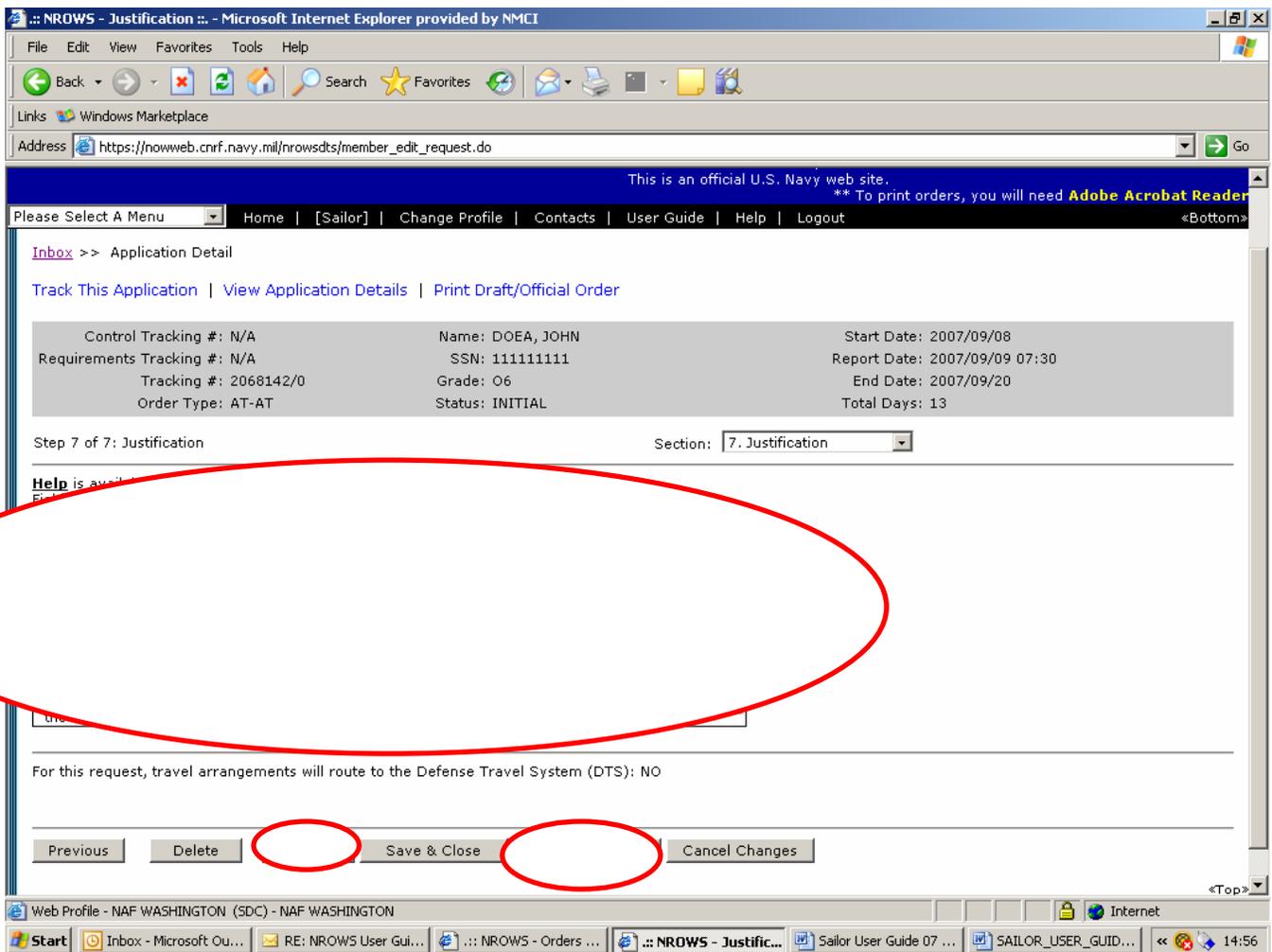
Once saving is complete, click “Next” to move on.



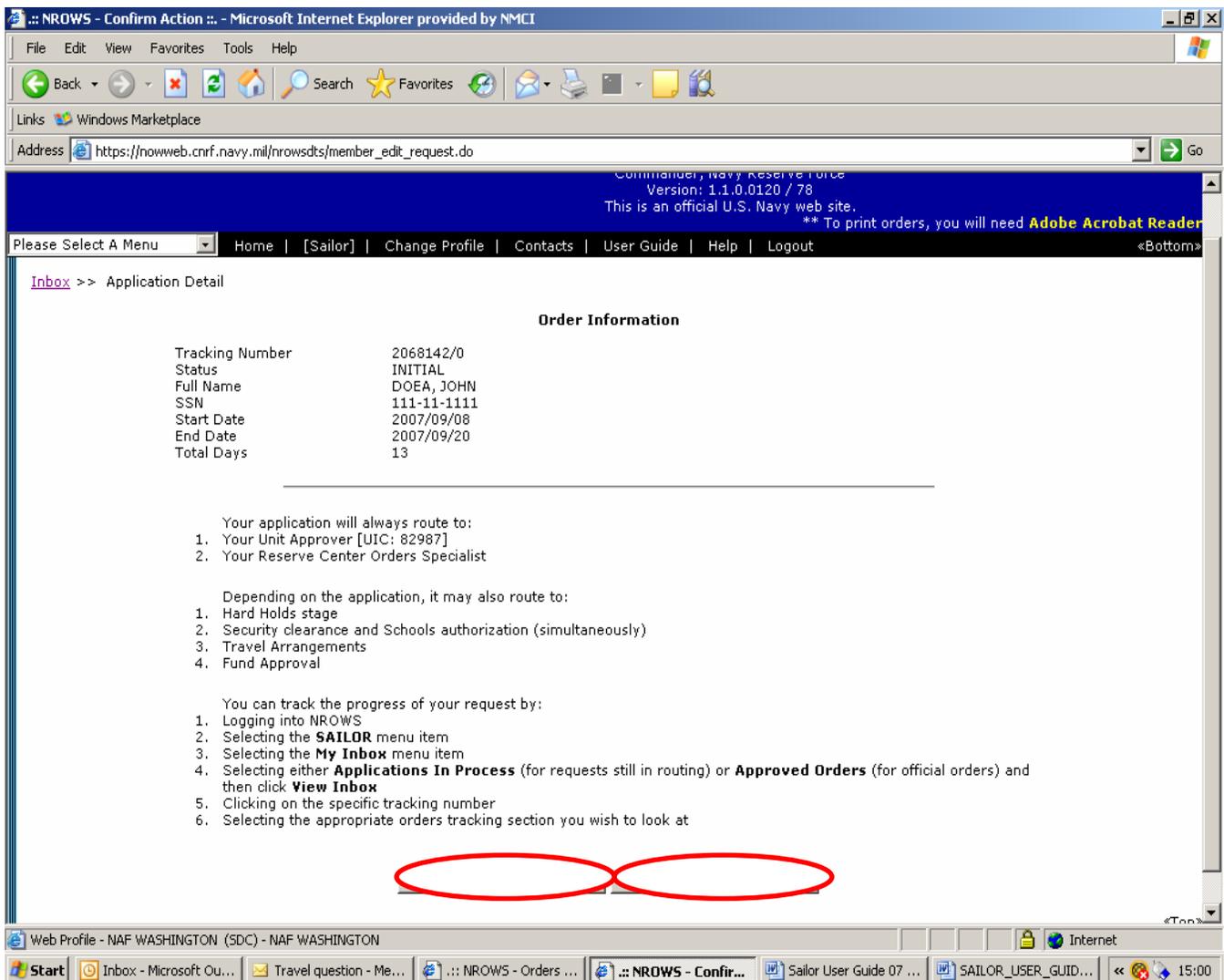
Step #13: You are now at the “Funding Information” page. If these orders were manually generated then click “Yes” and enter the Travel Order Number. Double check to make sure that the Fiscal Year, Command, and Funding Source Code are correct. If they need to be changed, use the drop-down menu(s) next to each selection. After determining the information is correct, click “Save”. Once saving is complete, click “Next” to move on.

NOTE: *AT is defaulted to the NRA you are assigned and is normally not changed. IDTT is defaulted to the NRA you are assigned but usually paid by the Program Specific Funding (ex. CB’s, Intel, Wings, etc.). ADT funding needs to be coordinated through the command requesting the member.*

If you select “Yes” for “Other Appropriation” then your orders will NOT be sent to NAVPTO/SATO for travel to be booked. “Other Appropriation” means that someone else is making your travel reservations for you.



Step #14: At the “Justification” page you can enter any General Comments, or justification for any Hard Holds. If you enter any comments or justification, click “Save” at the bottom of the page. Once saving is complete, click “Save & Route” to process the orders



Step #15: The “Order Information” page will appear after clicking the “Save & Route” button. Here you can review information about your orders. If you see anything you need to change about these orders then click “Return to Application” to get back into the application and make the necessary changes. If everything is correct, click “Route Application Forward” to forward the orders for approval.

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SECTION 2:

PULLBACK ORDERS

- Once an application is pulled back, the routing of the application will stop until it is routed forward again. The application will then go through the same routing process as it did prior to the pullback.

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- Sailor**
- Utilities

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Start | Inbox - Microsoft O... | NROWS - Orders... | NROWS - Home... | Welcome to your me... | Sailor User Guide 07... | SAILOR_USER_GUI... | 7:58

Step #1: This is the welcome page you see after logging into NROWS. Use the pull-down menu on the left and click "Sailor".

Microsoft Internet Explorer provided by NMCI

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Taskbar: Start | Inbox - Microsoft O... | NROWS - Orders... | NROWS - Home... | Welcome to your me... | Sailor User Guide 07... | SAILOR_USER_GUI... | 8:00

Step #2: The menu on the left is the “Sailor Menu.” Click “Pull Back Application” from this menu to move to the next step.

Microsoft Internet Explorer provided by NMCI

Address: https://nowweb.cnrf.navy.mil/nrowsdts/member_pullback.do

Navy Reserve Order Writing System (NROWS)

Commander, Navy Reserve Force
Version: 1.1.0.0120 / 78
This is an official U.S. Navy web site.
** To print orders, you will need [Adobe Acrobat Reader](#)

Please Select A Menu | [Home](#) | [\[Sailor\]](#) | [Change Profile](#) | [Contacts](#) | [User Guide](#) | [Help](#) | [Logout](#) <Bottom>

i Please select at least one search criteria.

[Change Search Criteria](#) Currently sorted by: **Start Date**

Tracking Number	Mod #	SSN	Start Date	End Date	Order Type	Status
No current routings						

Search

By Tracking Number:

By Fiscal Year:

Display: per page

<Top>

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON

Start | Inbox - Microsoft O... | NROWS - Orders... | NROWS - PullBa... | Welcome to your me... | Sailor User Guide 07... | SAILOR_USER_GUI... | 8:02

Step #3: At this menu you will type in the tracking number (NROWS number) for the orders you wish to pull back. Type this number in the field provided and click “Search.”

Microsoft Internet Explorer provided by NMCI

Address: https://nowweb.cnrf.navy.mil/nrowsdts/member_pullback.do

Navy Reserve Order Writing System (NROWS)

Commander, Navy Reserve Force
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Please Select A Menu | Home | [Sailor] | Change Profile | Contacts | User Guide | Help | Logout | <Bottom>

Change Search Criteria | Currently sorted by: **Start Date**

Tracking Number	Mod #	SSN	Start Date	End Date	Order Type	Status
2068142	0	111-11-1111	2007/09/08	2007/09/20	AT-AT	INITIAL

Total Records: 1

Search

By Tracking Number:

By Fiscal Year:

Display: per page

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON | Internet

Start | Inbox - Microsoft Ou... | :: NROWS - Orders ... | :: NROWS - PullBac... | VisaJourney.com -> ... | Sailor User Guide 07 ... | SAILOR_USER_GUID... | 8:42

Step #4: Once your search is complete and you see the orders you wish to pull back, click the tracking number.

Navy Reserve Order Writing System (NROWS)
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Please Select A Menu [Home](#) | [\[Sailor\]](#) | [Change Profile](#) | [Contacts](#) | [User Guide](#) | [Help](#) | [Logout](#) «Bottom»

[Pull Back List](#) >> Pull Back Information

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Order Information

Tracking Number	2068142
Status	INITIAL
Full Name	DOEA JOHN
SSN	111111111
Start Date	2007/09/08
End Date	2007/09/20
Total Days	13

This is currently routed.
Do you wish to delete all routings and pull the order request back to the Sailor?

«Top»

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Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON Internet

Start | Inbox - Microsoft Ou... | :: NROWS - Orders ... | :: NROWS - PullBac... | VisaJourney.com -> ... | Sailor User Guide 07 ... | SAILOR_USER_GUID... | 8:44

Step #5: This is the Order Information page. Make sure you double check the information on the screen to make sure you are working with the correct set of orders. Once you verify this information, click the “PullBack Order” button to pull the orders back.

Microsoft Internet Explorer provided by NMCI

Address: https://nowweb.cnrf.navy.mil/nrowsdts/member_pullback_update.do

Version: 1.1.0.0120 / 78
This is an official U.S. Navy web site.
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Please Select A Menu | Home | [Sailor] | Change Profile | Contacts | User Guide | Help | Logout | <<Bottom>>

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Control Tracking #: N/A	Name: DOEA, JOHN	Start Date: 2007/09/08
Requirements Tracking #: N/A	SSN: 111111111	Report Date: 2007/09/09 07:30
Tracking #: 2068142/0	Grade: O6	End Date: 2007/09/20
Order Type: AT-AT	Status: INITIAL	Total Days: 13

Step 0 of 7: Overview for this Application Section: 0. Overview

1. Personnel and Contact Information [Edit](#)

Mailing Address on File: 111 NROWS STREET
ANNANDALE, VA 22003-4606

Method of Delivery: Web

Deliver Paper Tickets to: Same As Above

2. Duty Period Information [Edit](#)

Type of Duty: ANNUAL TRAINING
AT Type: ANNUAL TRAINING

Operational Support Reporting: Operations / Exercises / Events: DISTANT THUNDER
Mission Priority: OIF/OEF/GWOT Spt - Direct Op Spt to OEF/OIF
Command / Capability Supported: DON - Naval Criminal Investigative Service
Fleet Readiness Enterprise: Naval Aviation
Provider Enterprise: Naval Installations Command

Billet Control Number (BCN): Not Set
Security Clearance Required: Not Set

3. Duty Locations and Travel [Edit](#)

Date	Travel By	Rental Car	Location

Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON

Start | Inbox - Microsoft Ou... | NROWS - Orders ... | NROWS - Overvi... | VisaJourney.com -> ... | Sailor User Guide 07 ... | SAILOR_USER_GUID... | 8:46

Step #6: Once you've pulled back the orders, the "Overview" screen for the orders will appear. From here you can make any necessary changes, then re-submit. When orders are pulled back, they can be found in the inbox of the individual that pulled them back.

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SECTION 3: MODIFY

ORDERS

- An order modification should only be submitted after the application is completed/approved. When the orders are still pending or in the draft stage, a pullback is more suitable.

Microsoft Internet Explorer provided by NMCI

Address: <https://nowweb.cnrf.navy.mil/nrowsdts/member.do>

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Home | [Sailor] | Change Profile | Contacts | User Guide | Help | Logout

Sailor Menu

- My Inbox
- Create Application
- Pull Back Application
- Modify Order**
- Cancel Order
- Reinstate Cancelled Order

Welcome **JOHN DOE** to the NROWS Home Page

Your applications will be processed by: NAF WASHINGTON
Point of Contact is: [CHIEF FLOWER](#)
Phone Number is: 444 555-1111

Your Latest Broadcast messages:

2007/06/13	OPERATIONAL SUPPORT CODES & SUPPORT TRACKING CODES: Have been changed to reflect U.S. Fleet Forces Command guidance and policy. This impacts all orders in the system, including historical orders. Any order in the Sailor, Unit Approver, or Order Specialist Inbox will require the new codes before proceeding. Additionally, any order that is pulled back or modified will be required to choose the new codes. Full information and definitions are included on the Navy Reserve Website (NROWS) (private side), go to the Commander, Navy Reserve Forces Command Main Menu > Site Map > Training/Operations > Operations SOPs > "NROWS Codes for Operational Support Reporting".
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2007/05/29	All orders that were submitted manually during the NROWS downtime, must be submitted via NROWS and entitlements must match the manual orders.
2007/05/19	On Thursday May 24, 2007 to Friday May 25, 2007 from 1800 to 0600 Central Standard Time, NROWS will be down for maintenance. Please submit and finalize all applications for personnel who will be traveling or affected during this period. Thank you in advance CNRFC N-33 Force Travel Department.
2007/01/16	There is a 17 day limit on AT orders for FY07, not including travel days (1 day for CONUS & 2 days for OCONUS). COMNAVRESFORCONNOTE 1001, 13 Sept. 2006
2006/08/22	Weekend and Monday Travel: Orders supporting travel over the weekend or on Mondays cannot be processed in time if fund-approved late Friday. The Navy Personnel Transportation Office and Commercial Travel Office are not funded to support travel arrangements after normal working hours (0730-1600 M-F). Effective now, it is required that NOSC or OST Commanding Officers contact CNRFC N33 ahead of time if there is an operational requirement for these orders to be processed for weekend or Monday travel.
2006/03/09	There is a 17 day limit on AT orders for FY06, not including travel days (1 day for CONUS & 2 days for OCONUS).

Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON

Start | Inbox - Microsoft Ou... | :: NROWS - Orders ... | :: NROWS - Home ... | VisaJourney.com -> ... | Sailor User Guide 07 ... | SAILOR_USER_GUID... | 9:32

Step #1: From the “Sailor Menu” on the left, click on “Modify Order”.

Microsoft Internet Explorer provided by NMCI

Address: https://nowweb.cnrf.navy.mil/nrowsdts/member_modify.do

Navy Reserve Order Writing System (NROWS)

Commander, Navy Reserve Force
Version: 1.1.0.0120 / 78
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**** To print orders, you will need [Adobe Acrobat Reader](#)**

Please Select A Menu: Home | [Sailor] | Change Profile | Contacts | User Guide | Help | Logout

Change Search Criteria Currently sorted by: **Start Date**

Tracking Number	Mod #	SSN	Start Date	End Date	Order Type	Status
1937787	0	111-11-1111	2007/07/09	2007/07/13	AT-AT	INITIAL

Total Records: 1

Search

By Tracking Number:

By Fiscal Year:

Display: per page

«Top»

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Taskbar: Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON | Start | Inbox - Microsoft Ou... | NROWS - Orders ... | NROWS - Sailor ... | VisaJourney.com -> ... | Sailor User Guide 07 ... | SAILOR_USER_GUID... | 9:39

Step #2: From this screen you will enter the tracking number for the orders you wish to modify or the Fiscal Year of the order start date. Once you enter this information, click “Search” to find the orders. The orders will then show up, then click the tracking number to move on.

Navy Reserve Order Writing System (NROWS)
Commander, Navy Reserve Force
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** To print orders, you will need **Adobe Acrobat Reader**

Please Select A Menu | Home | [Sailor] | Change Profile | Contacts | User Guide | Help | Logout | <Bottom>

[Modify Order List](#) >> Modify Order Information

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Order Information

Tracking Number	1937787
Status	INITIAL
Full Name	DOEA R JOHN
SSN	111-11-1111
Start Date	2007/07/09
End Date	2007/07/13
Total Days	5

This is currently an APPROVED Order.
Do you wish to create a modification to this order?

<Top>

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Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON | Internet

Start | Inbox - Microsoft Ou... | :: NROWS - Orders ... | :: NROWS - Sailor ... | VisaJourney.com -> ... | Sailor User Guide 07 ... | SAILOR_USER_GUID... | 9:49

Step #3: This is the “Order Information” page. From here you can look over the order information to make sure you are modifying the correct orders. After verifying all the information, click “Modify Order” to move on.

Microsoft Internet Explorer provided by NMCI

Address: https://nowweb.cnrf.navy.mil/nrowsdts/member_modify_info.do

Please Select A Menu | Home | [Sailor] | Change Profile | Contacts | User Guide | Help | Logout

Track This Application | View Application Details | Print Draft/Official Order

Control Tracking #: N/A	Name: DOEA, JOHN R	Start Date: 2007/07/09
Requirements Tracking #: N/A	SSN: 111111111	Report Date: 2007/07/09 07:30
Tracking #: 1937787/1	Grade: O5	End Date: 2007/07/13
Order Type: AT-AT	Status: MOD	Total Days: 5

Step 0 of 7: Overview for this Application

Section: 0. Overview

1. Personnel and Contact Information [Edit](#)

Mailing Address on File: 111 NROWS STREET
ANNANDALE, VA 22003-4606

Method of Delivery: Web

Deliver Paper Tickets to: Same As Above

2. Duty Period Information [Edit](#)

Type of Duty: ANNUAL TRAINING
AT Type: ANNUAL TRAINING

Operational Support Reporting: Operations / Exercises / Events: - NO EXERCISE OR CONTINGENCY SUPPORTED
Mission Priority: CONTRIBUTORY SUPPORT
Command / Capability Supported: GAINING COMMAND
Fleet Readiness Enterprise: FLEET TRAINING
Provider Enterprise: SEA WARRIOR

Billet Control Number (BCN): Not Set
Security Clearance Required: Not Set

3. Duty Locations and Travel [Edit](#)

Date	Travel By	Rental Car	Location
2007/07/09	None	No	Unit: JOHN DOEA [UIC: 68323] Address: 111 NROWS STREET

Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON

Start | Inbox - Microsoft Ou... | NROWS - Orders ... | NROWS - Overvi... | VisaJourney.com -> ... | Sailor User Guide 07 ... | SAILOR_USER_GUID... | 9:51

Step #4: You are now at the “Overview” screen. This is the same screen that you used when filling out your initial orders. Navigate through the sections and make the necessary changes. After making the changes, return to the “Overview” screen by using the pull-down menu.

Microsoft Internet Explorer provided by NMCI

Address: https://nowweb.cnrf.navy.mil/nrowsdts/member_modify_info.do

2007/07/13	None	No	Duty With:	WASHINGTON, DC OJAG CODE 63
			Unit:	HOME
			Address:	111 NROWS STREET ANNANDALE, VA 22003-4606

4. Tour and Pay Entitlements [Edit](#)

Govt Travel Charge Card: Not Set
Official Passport: Not Set
Tourist Passport: Not Set
Conference Fee: No

5. Paragraph Selection [Edit](#)

6. Funding Information [View Cost Breakdown](#) | [Edit](#)

Fiscal Year	Funding Source
2007	NAF WASHINGTON AT-OFFICER [200700072OSDC] Work Center: NAF WASHINGTON

7. Justification [Edit](#)

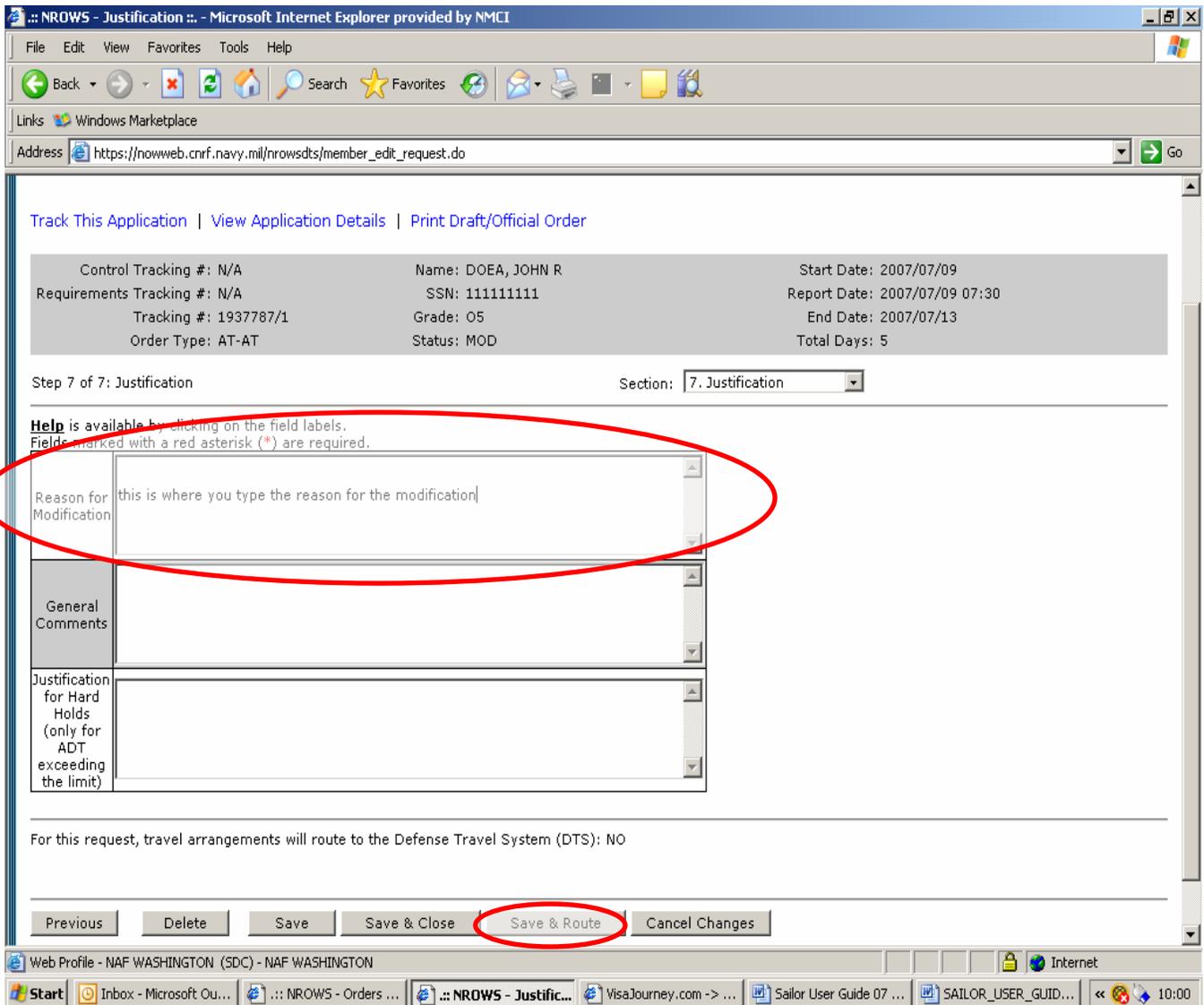
Reviewed By Unit Reviewer: No
Reason for Modification: Not Set
Justification: Not Set
AT/ADT over 29 Days: Not Set
Travel System: SATO

Next Delete Save Save & Close Save & Route Cancel Changes

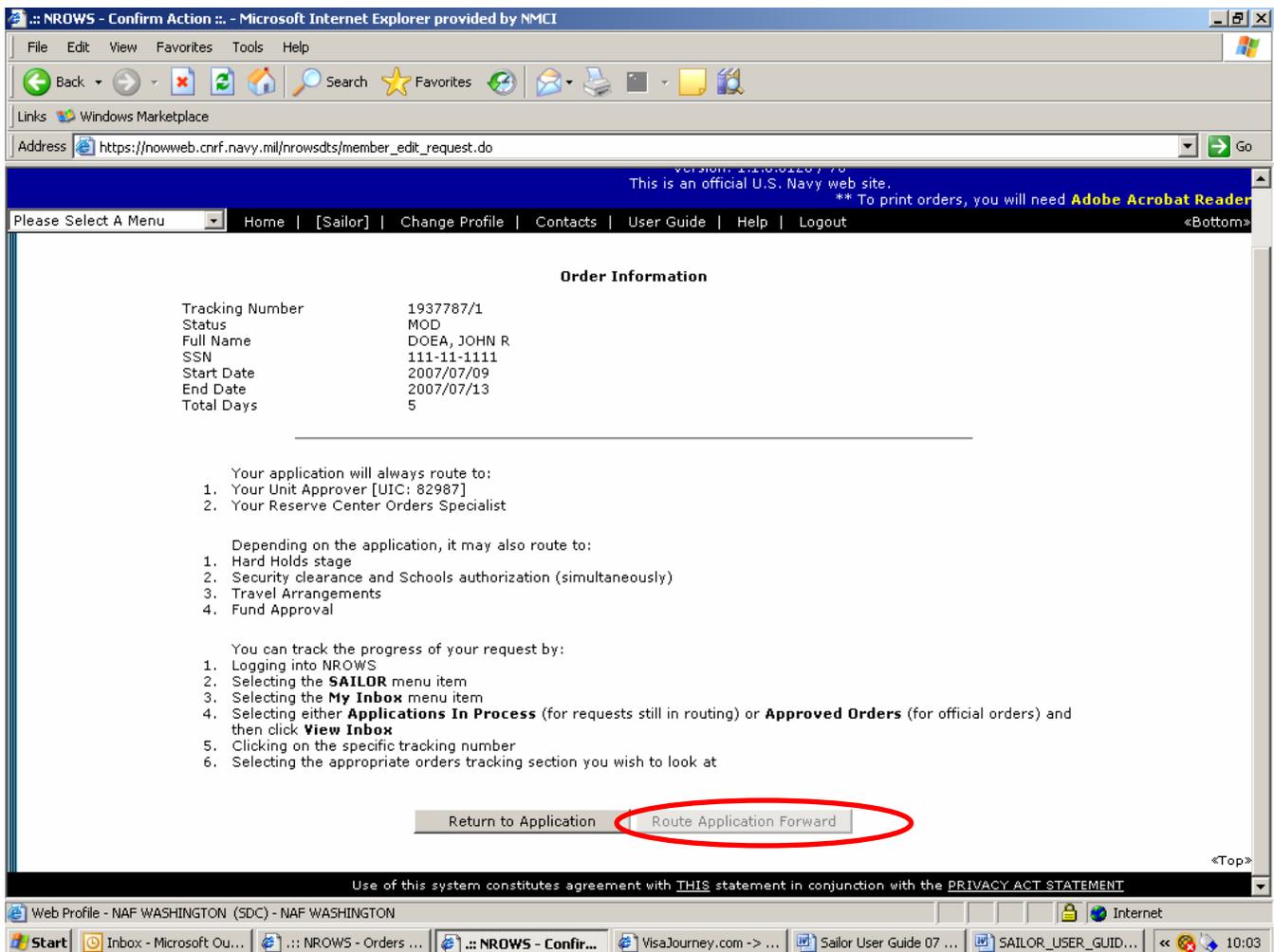
Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON

Start | Inbox - Microsoft Ou... | :: NROWS - Orders ... | :: NROWS - Overvi... | VisaJourney.com -> ... | Sailor User Guide 07 ... | SAILOR_USER_GUID... | 9:57

Step #5: Once you return to the “Overview” screen, scroll down to **Section 7: Justification** and click “Edit”.



Step #6: At the “Justification” page you will be required to put in a “Reason for Modification”. This is required for all modified orders. Type the reason for the modification in the provided space. When complete, click “Save & Route”.



Step #7: At the “Order Information” page you can review all the information about the modification. After you verify all the information is correct, click “Route Application Forward” to submit your orders for approval.

[Back to Table of Comments>](#)

SECTION 4: **CANCELING** **ORDERS**

- Cancellation of orders is **NOT** authorized once expenditures have been paid on a set of orders. For cases like this, a modification is more suitable.
- Cancellation of a modification cancels the **ENTIRE** set of orders.

Microsoft Internet Explorer provided by NMCI

Address: <https://nowweb.cnrfl.navy.mil/nrowsdts/member.do>

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Home | [Sailor] | Change Profile | Contacts | User Guide | Help | Logout

Please Select A Menu

Sailor Menu

- My Inbox
- Create Application
- Pull Back Application
- Modify Order
- Cancel Order**
- Reinstate Cancelled Order

Welcome **JOHN DOEA** to the NROWS Home Page

Your applications will be processed by: NAF WASHINGTON
Point of Contact is: [CHIEF FLOWER](#)
Phone Number is: 444 555-1111

Your Latest Broadcast messages:

2007/06/13	OPERATIONAL SUPPORT CODES & SUPPORT TRACKING CODES: Have been changed to reflect U.S. Fleet Forces Command guidance and policy. This impacts all orders in the system, including historical orders. Any order in the Sailor, Unit Approver, or Order Specialist Inbox will require the new codes before proceeding. Additionally, any order that is pulled back or modified will be required to choose the new codes. Full information and definitions are included on the Navy Reserve Website (NRWS) (private side), go to the Commander, Navy Reserve Forces Command Main Menu > Site Map > Training/Operations > Operations SOPs > "NROWS Codes for Operational Support Reporting".
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2007/05/19	On Thursday May 24, 2007 to Friday May 25, 2007 from 1800 to 0600 Central Standard Time, NROWS will be down for maintenance. Please submit and finalize all applications for personnel who will be traveling or affected during this period. Thank you in advance CNRFC N-33 Force Travel Department.
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2006/08/22	Weekend and Monday Travel: Orders supporting travel over the weekend or on Mondays cannot be processed in time if fund-approved late Friday. The Navy Personnel Transportation Office and Commercial Travel Office are not funded to support travel arrangements after normal working hours (0730-1600 M-F). Effective now, it is required that NOSC or OST Commanding Officers contact CNRFC N33 ahead of time if there is an operational requirement for these orders to be processed for weekend or Monday travel.
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Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON

Start | Inbox - Microsoft Ou... | :: NROWS - Orders ... | :: NROWS - Home ... | VisaJourney.com -> ... | Sailor User Guide 07 ... | SAILOR_USER_GUID... | 10:14

Step #1: From the “Sailor Menu” on the left, click “Cancel Order”.

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Commander, Navy Reserve Force
Version: 1.1.0.0120 / 78
This is an official U.S. Navy web site.
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Please Select A Menu | Home | [Sailor] | Change Profile | Contacts | User Guide | Help | Logout | <Bottom>

Change Search Criteria | Currently sorted by: **Start Date**

Tracking Number	Mod #	Start Date	End Date	Order Type	Status
2068142	0	2007/09/08	2007/09/20	AT	INITIAL

Total Records: 1

Search

By Tracking Number:

By Fiscal Year:

Display: per page

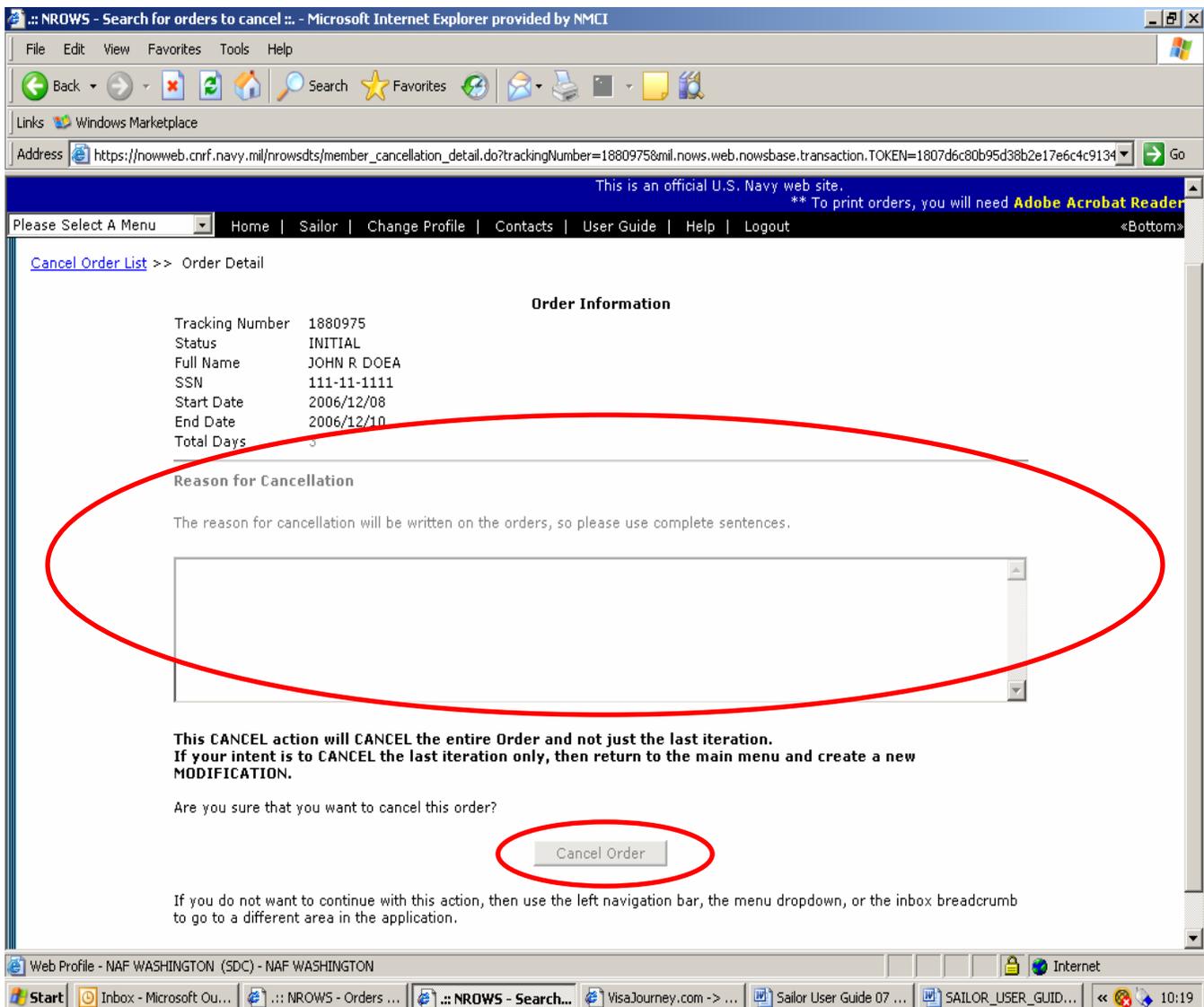
<Top>

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Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON | Internet

Start | Inbox - Microsoft Ou... | :: NROWS - Orders ... | :: NROWS - Search... | VisaJourney.com -> ... | Sailor User Guide 07 ... | SAILOR_USER_GUID... | 10:16

Step #2: At this screen you must enter the tracking number or Fiscal Year of the orders in which you want to cancel. Enter the tracking number/Fiscal Year in the “Search” box and then click the “Search” button. When the orders you want to cancel appear, click on their tracking number to move on.



Step #3: This is the “Order Information” page. From this page you need to review the information provided to make sure you are canceling the correct set of orders. Type in a reason for the cancellation in the space provided. After typing the reason for cancellation, click the “Cancel Order” button to cancel the orders.

[Back to Table of Comments>](#)

SECTION 5:
CHANGING USER
INFORMATION IN
NROWS

Microsoft Internet Explorer provided by NMCI

Address: https://nowweb.cnrf.navy.mil/nrowsdts/login.do

Navy Reserve Order Writing System (NROWS)

Commander, Navy Reserve Force
Version: 1.1.0.0120 / 78
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[Home] | Sailor | Change Profile | Contacts | User Guide | Help | Logout

Please Select A Menu

- Please Select A Menu
- Sailor
- Utilities

NROWS Help Desk:
Toll Free: (800) 537-4617
Comm: (619) 532-2140
DSN 522-2140

CNRF Travel Assistance:
(800) 537-4617 Opt 2

SATO Help Desk:
(800) 359-9999
Send an e-mail to SATO

BQ Reservations:
(800) 576-9327

NSIPS Help Desk:
(877) 589-5991

NRWS Help Desk:
(866) 830-6466

Important Links

- E-mail the CNRF NROWS Team
- E-mail the SITC NROWS Help Desk
- Navy Knowledge Online
- Navy Reserve
- Download a list of Navv

Welcome **JOHN DOE** to the NROWS Home Page

Your applications will be processed by: NAF WASHINGTON
Point of Contact is: [CHIEF FLOWER](#)
Phone Number is: 444 555-1111

Your Latest Broadcast messages:

2007/06/13	OPERATIONAL SUPPORT CODES & SUPPORT TRACKING CODES: Have been changed to reflect U.S. Fleet Forces Command guidance and policy. This impacts all orders in the system, including historical orders. Any order in the Sailor, Unit Approver, or Order Specialist Inbox will require the new codes before proceeding. Additionally, any order that is pulled back or modified will be required to choose the new codes. Full information and definitions are included on the Navy Reserve Website (NRWS) (private side), go to the Commander, Navy Reserve Forces Command Main Menu > Site Map > Training/Operations > Operations SOPs > "NROWS Codes for Operational Support Reporting".
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Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON

Start | Inbox - Microsof... | RE: NROWS Use... | :: NROWS - Or... | :: NROWS - Ho... | Where is my rec... | Sailor User Guide... | SAILOR_USER_... | 9:16

Step #1: From the “Welcome Screen”, use the pull-down menu and select “Utilities”.

Microsoft Internet Explorer provided by NMCI

Address: <https://nowweb.cnrf.navy.mil/nrowsdts/utilities.do>

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Please Select A Menu: Home | Sailor | Change Profile | Contacts | User Guide | Help | Logout <<Bottom>>

Utilities Menu

- My Account**
- Change Password
- Change Profile
- System Comments

Welcome **JOHN DOE** to the NROWS Home Page

Your applications will be processed by: NAF WASHINGTON
Point of Contact is: [CHIEF FLOWER](#)
Phone Number is: 444 555-1111

Your Latest Broadcast messages:

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2007/01/16	There is a 17 day limit on AT orders for FY07, not including travel days (1 day for CONUS & 2 days for OCONUS). COMNAVRESFORCONNOTE 1001, 13 Sept. 2006
2006/08/22	Weekend and Monday Travel: Orders supporting travel over the weekend or on Mondays cannot be processed in time if fund-approved late Friday. The Navy Personnel Transportation Office and Commercial Travel Office are not funded to support travel arrangements after normal working hours (0730-1600 M-F). Effective now, it is required that NOSC or OST Commanding Officers contact CNRFC N33 ahead of time if there is an operational requirement for these orders to be processed for weekend or Monday travel.
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Taskbar: Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON | Internet | Start | Inbox - Microsof... | RE: NROWS Use... | :: NROWS - Or... | :: NROWS - Ho... | Where is my rec... | Sailor User Guide... | SAILOR_USER_... | 9:17

Step #2: From the “Utilities Menu” on the left of the screen, click “My Account”.

Navy Reserve Order Writing System (NROWS)
Commander, Navy Reserve Force
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This is an official U.S. Navy web site.
** To print orders, you will need [Adobe Acrobat Reader](#)

Please Select A Menu | Home | Sailor | Change Profile | Contacts | User Guide | Help | Logout | <Bottom>

Phone Number: 555555555
Email Address:
Question: DOG
Answer: CAT

Number of Items per Page: 10 (used as a default for inboxes)

Profile Name	Notifications
SELRES	<input type="checkbox"/> Notify me when my requests become approved orders
	<input type="checkbox"/> Notify me when my requests are disapproved orders
	<input type="checkbox"/> Notify me when my requests are modified and/or cancelled

Save Changes

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON | Internet | 9:18

Step #3: From this screen you can edit your **phone number**, **email address**, **security question/answer**, and **notifications** for your profile. After you have made your changes, click “Save Changes” to save them into the system.

Microsoft Internet Explorer provided by NMCI

Address: https://nowweb.cnrf.navy.mil/nrowsdts/my_account.do

Navy Reserve Order Writing System (NROWS)

Commander, Navy Reserve Force
Version: 1.1.0.0120 / 78
This is an official U.S. Navy web site.
** To print orders, you will need [Adobe Acrobat Reader](#)

[Home] | Sailor | Change Profile | Contacts | User Guide | Help | Logout

 Successful update of your account properties

Welcome **JOHN DOE** to the NROWS Home Page

Your applications will be processed by: NAF WASHINGTON
 Point of Contact is: [CHIEF FLOWER](#)
 Phone Number is: 444 555-1111

Your Latest Broadcast messages:

2007/06/13	OPERATIONAL SUPPORT CODES & SUPPORT TRACKING CODES: Have been changed to reflect U.S. Fleet Forces Command guidance and policy. This impacts all orders in the system, including historical orders. Any order in the Sailor, Unit Approver, or Order Specialist Inbox will require the new codes before proceeding. Additionally, any order that is pulled back or modified will be required to choose the new codes. Full information and definitions are included on the Navy Reserve Website (NRWS) (private side), go to the Commander, Navy Reserve Forces Command Main Menu > Site Map > Training/Operations > Operations SOPs > "NROWS Codes for Operational Support Reporting".
2007/06/11	*** NROWS ACCESS *** NROWS access will be disrupted for approx 2 hours for a system upgrade beginning at 2200 on Monday, 11 JUN 2007.
2007/05/29	All orders that were submitted manually during the NROWS downtime, must be submitted via NROWS and entitlements must match the manual orders.
2007/05/19	On Thursday May 24, 2007 to Friday May 25, 2007 from 1800 to 0600 Central Standard Time, NROWS will be down for maintenance. Please submit and finalize all applications for personnel who will be traveling or affected during this period. Thank you in advance CNRFC N-33 Force Travel Department.
2007/01/16	There is a 17 day limit on AT orders for FY07, not including travel days (1 day for CONUS & 2 days for OCONUS). COMNAVRESFORCONNOTE 1001, 13 Sept. 2006
2006/08/22	Weekend and Monday Travel: Orders supporting travel over the weekend or on Mondays cannot be processed in time if fund-approved late Friday. The Navy Personnel Transportation Office and Commercial Travel Office are not funded to support travel arrangements after normal working hours (0730-1600 M-F). Effective now, it is required that NOSC or OST Commanding Officers contact CNRFC

Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON

Once your information has been saved, there will be a message stating that the save was successful.

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SECTION 6:
CHANGING YOUR
NROWS PASSWORD

Microsoft Internet Explorer provided by NMCI

Address: https://nowweb.cnrf.navy.mil/nrowsdts/broadcast.do

Navy Reserve Order Writing System (NROWS)

Commander, Navy Reserve Force
Version: 1.1.0.0120 / 78
This is an official U.S. Navy web site.
** To print orders, you will need [Adobe Acrobat Reader](#)

[Home] | Sailor | Change Profile | Contacts | User Guide | Help | Logout

Please Select A Menu

- Sailor
- Utilities**

NROWS Help Desk:
Toll Free: (800) 537-4617
Comm: (619) 532-2140
DSN 522-2140

CNRF Travel Assistance:
(800) 537-4617 Opt 2

SATO Help Desk:
(800) 359-9999
Send an e-mail to SATO

BQ Reservations:
(800) 576-9327

NSIPS Help Desk:
(877) 589-5991

NRWS Help Desk:
(866) 830-6466

Important Links

- E-mail the CNRF NROWS Team
- E-mail the SITC NROWS Help Desk
- Navy Knowledge Online
- Navy Reserve
- Download a list of Navv

Welcome **JOHN DOE** to the NROWS Home Page

Your applications will be processed by: NAF WASHINGTON
Point of Contact is: [CHIEF FLOWER](#)
Phone Number is: 444 555-1111

Your Latest Broadcast messages:

2007/06/13	OPERATIONAL SUPPORT CODES & SUPPORT TRACKING CODES: Have been changed to reflect U.S. Fleet Forces Command guidance and policy. This impacts all orders in the system, including historical orders. Any order in the Sailor, Unit Approver, or Order Specialist Inbox will require the new codes before proceeding. Additionally, any order that is pulled back or modified will be required to choose the new codes. Full information and definitions are included on the Navy Reserve Website (NRWS) (private side), go to the Commander, Navy Reserve Forces Command Main Menu > Site Map > Training/Operations > Operations SOPs > "NROWS Codes for Operational Support Reporting".
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2007/05/29	All orders that were submitted manually during the NROWS downtime, must be submitted via NROWS and entitlements must match the manual orders.
2007/05/19	On Thursday May 24, 2007 to Friday May 25, 2007 from 1800 to 0600 Central Standard Time, NROWS will be down for maintenance. Please submit and finalize all applications for personnel who will be traveling or affected during this period. Thank you in advance CNRFC N-33 Force Travel Department.
2007/01/16	There is a 17 day limit on AT orders for FY07, not including travel days (1 day for CONUS & 2 days for OCONUS). COMNAVRESFORCONNOTE 1001, 13 Sept, 2006
2006/08/22	Weekend and Monday Travel: Orders supporting travel over the weekend or on Mondays cannot be processed in time if fund-approved late Friday. The Navy Personnel Transportation Office and Commercial Travel Office are not funded to support travel arrangements after normal working hours (0730-1600 M-F). Effective now, it is required that NOSC or OST Commanding Officers contact CNRFC N33 ahead of time if there is an operational requirement for these orders to be processed for weekend or Monday travel.
2006/03/09	There is a 17 day limit on AT orders for FY06, not including travel days (1 day for CONUS & 2 days for OCONUS).

Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON

Taskbar: Start, Inbox - Microsoft Ou..., :: NROWS - Orders ..., :: NROWS - Home ..., VisaJourney.com -> ..., Sailor User Guide 07 ..., SAILOR_USER_GUID..., 10:26

Step #1: From the “Welcome Screen”, use the pull-down menu to the left to select “Utilities”.

Microsoft Internet Explorer provided by NMCI

Address: <https://nowweb.cnrf.navy.mil/nrowsdts/utilities.do>

Navy Reserve Order Writing System (NROWS)

Commander, Navy Reserve Force
Version: 1.1.0.0120 / 78
This is an official U.S. Navy web site.
**** To print orders, you will need [Adobe Acrobat Reader](#)**

Please Select A Menu: Home | Sailor | Change Profile | Contacts | User Guide | Help | Logout

Utilities Menu

- My Account
- Change Password**
- Change Profile
- System Comments

Welcome **JOHN DOE** to the NROWS Home Page

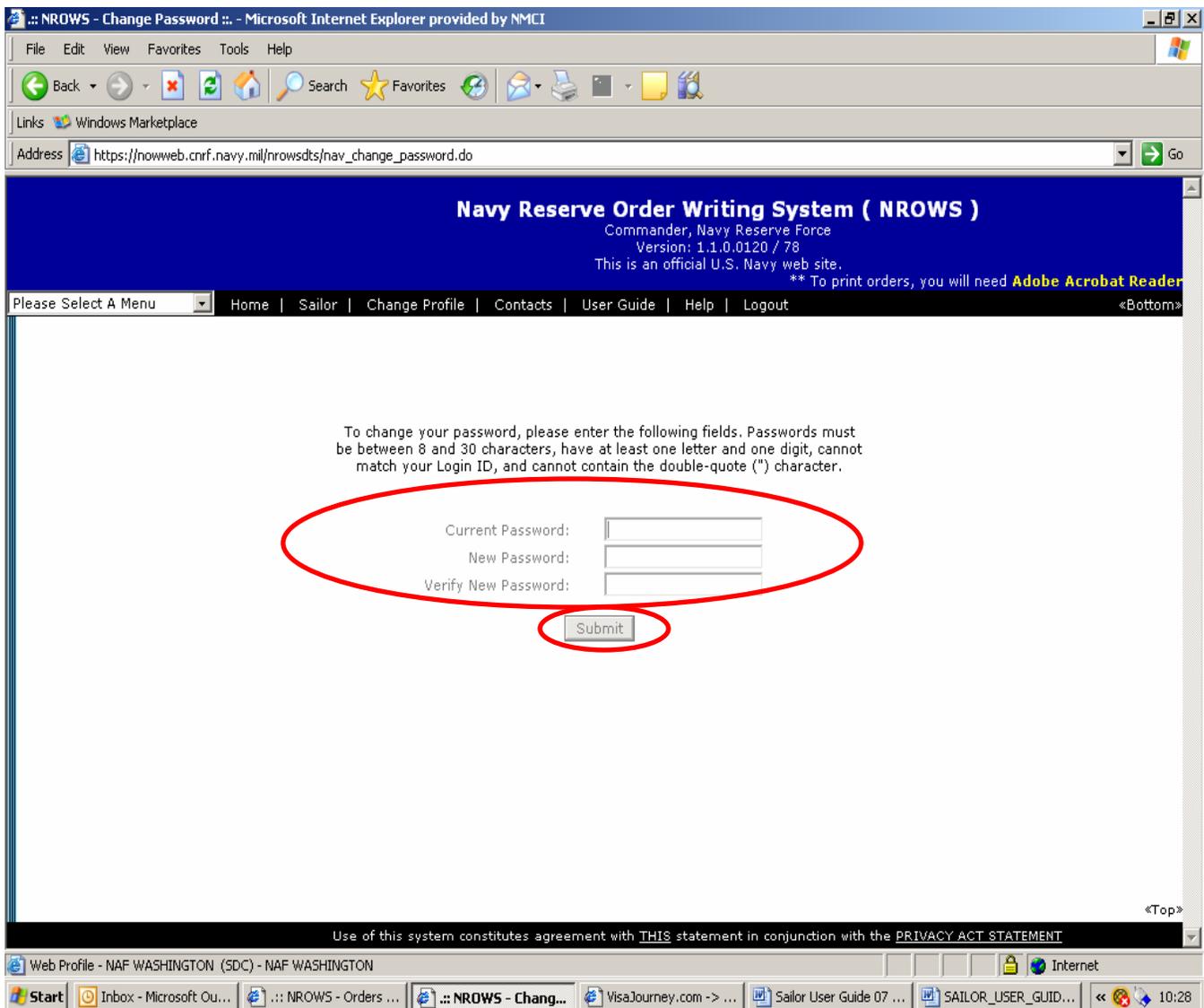
Your applications will be processed by: NAF WASHINGTON
Point of Contact is: [CHIEF FLOWER](#)
Phone Number is: 444 555-1111

Your Latest Broadcast messages:

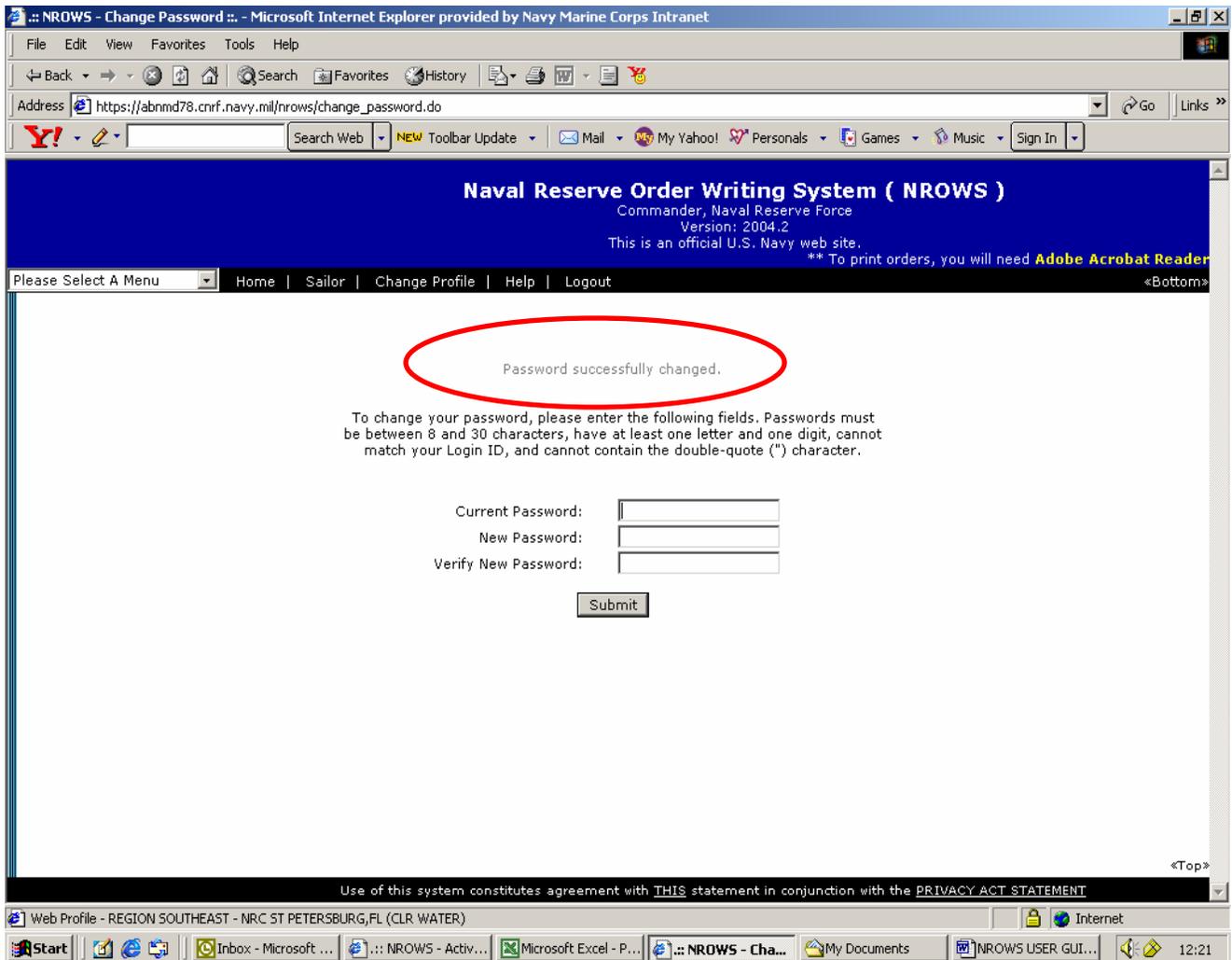
2007/06/13	OPERATIONAL SUPPORT CODES & SUPPORT TRACKING CODES: Have been changed to reflect U.S. Fleet Forces Command guidance and policy. This impacts all orders in the system, including historical orders. Any order in the Sailor, Unit Approver, or Order Specialist Inbox will require the new codes before proceeding. Additionally, any order that is pulled back or modified will be required to choose the new codes. Full information and definitions are included on the Navy Reserve Website (NRWS) (private side), go to the Commander, Navy Reserve Forces Command Main Menu > Site Map > Training/Operations > Operations SOPs > "NROWS Codes for Operational Support Reporting".
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2007/05/29	All orders that were submitted manually during the NROWS downtime, must be submitted via NROWS and entitlements must match the manual orders.
2007/05/19	On Thursday May 24, 2007 to Friday May 25, 2007 from 1800 to 0600 Central Standard Time, NROWS will be down for maintenance. Please submit and finalize all applications for personnel who will be traveling or affected during this period. Thank you in advance CNRFC N-33 Force Travel Department.
2007/01/16	There is a 17 day limit on AT orders for FY07, not including travel days (1 day for CONUS & 2 days for OCONUS). COMNAVRESFORCONNOTE 1001, 13 Sept. 2006
2006/08/22	Weekend and Monday Travel: Orders supporting travel over the weekend or on Mondays cannot be processed in time if fund-approved late Friday. The Navy Personnel Transportation Office and Commercial Travel Office are not funded to support travel arrangements after normal working hours (0730-1600 M-F). Effective now, it is required that NOSC or OST Commanding Officers contact CNRFC N33 ahead of time if there is an operational requirement for these orders to be processed for weekend or Monday travel.
2006/03/09	There is a 17 day limit on AT orders for FY06, not including travel days (1 day for CONUS & 2 days for OCONUS).

Address: https://nowweb.cnrf.navy.mil/nrowsdts/nav_change_password.do

Step #2: From the “Utilities Menu” on the left, click “Change Password”.



Step #3: From this screen you will need to type in your current password in the top field, and the new password you desire in the middle and bottom field(s). After filling out these fields, click the submit button.

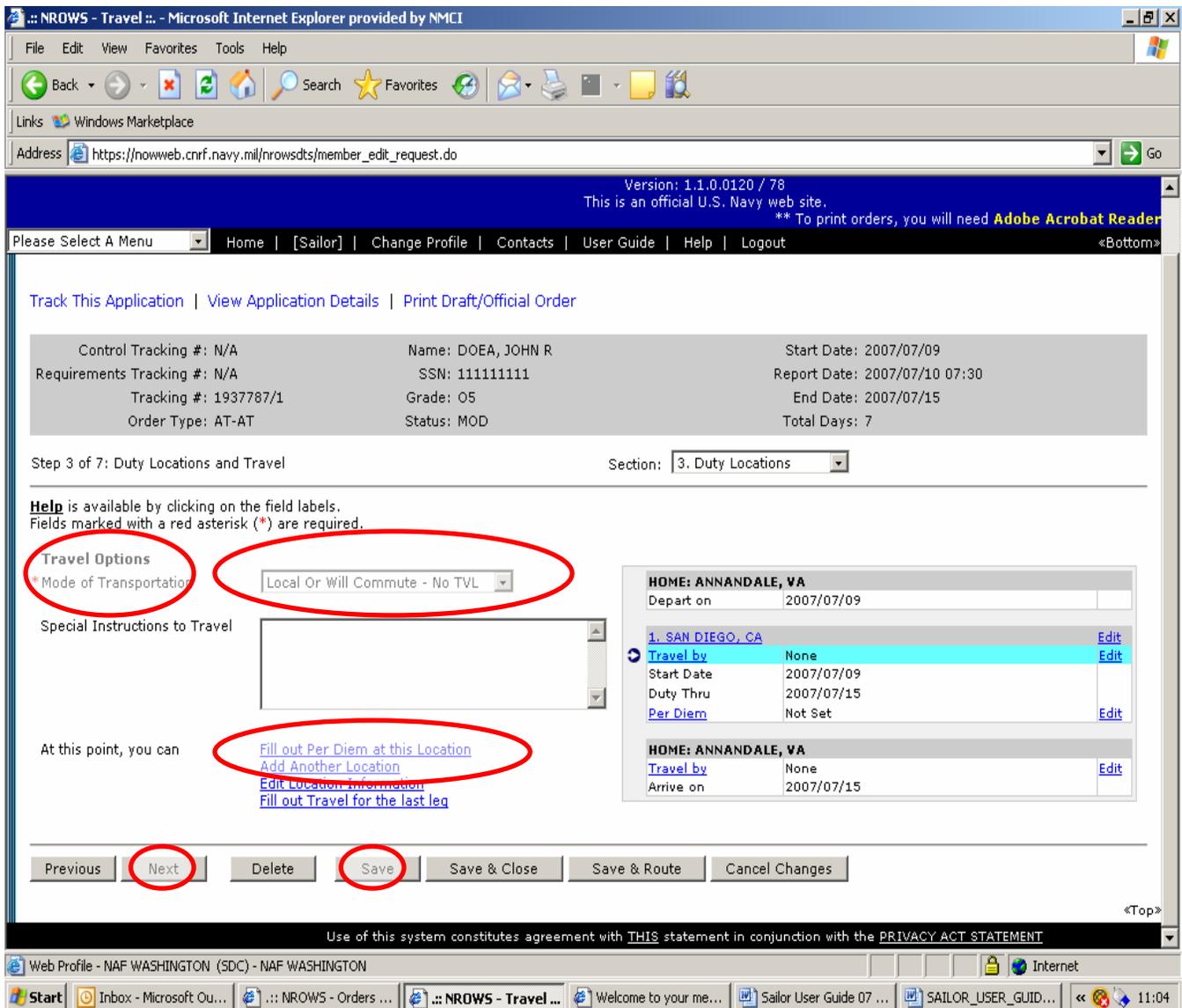


If the password change was successful, it will say “Password successfully changed” at the top of the new screen and password fields will be blank. Your password has been changed.

[Back to Table of Contents>](#)

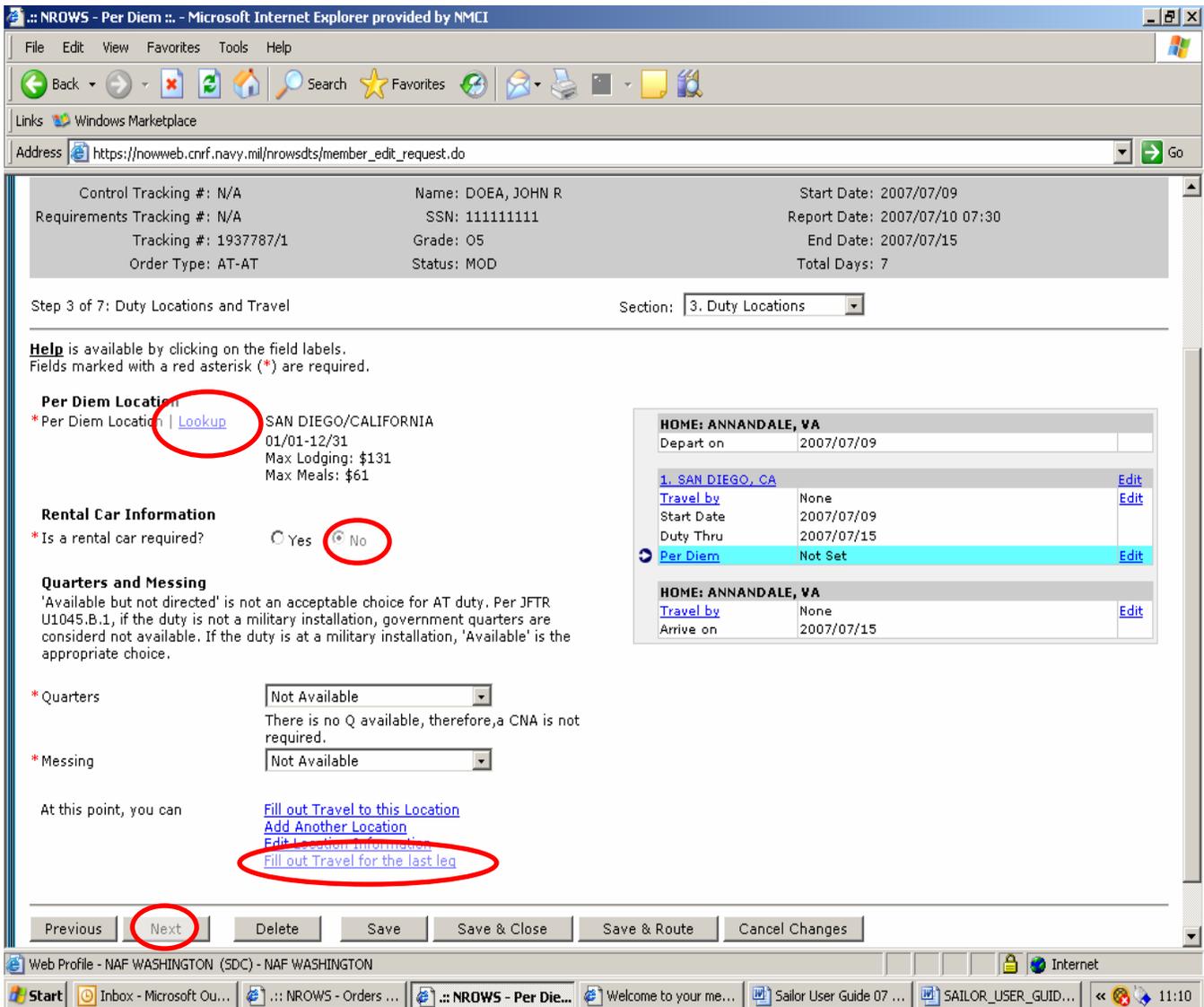
SECTION 7: BACK- TO-BACK ORDERS

- Back-to-back orders are orders that take place consecutively and are in the **SAME** location.
- When submitting back-to-back orders, the **SECOND** set of orders must be submitted and **APPROVED** before the **FIRST** set is submitted.
- All travel arrangements are entered on the **FIRST** set of orders. The **SECOND** set of orders should have **NO** travel information. Only per diem is authorized on the **SECOND** set.



NOTE: This is *SECOND* set of orders that is being shown.

Step #1: When submitting back-to-back orders. Submit the *SECOND* set of orders first. At the travel section of the application, select “Local or Will Commute – No TVL” from the pull-down menu. After this has been selected, click “Save”. When saving is complete, click “Fill out Per Diem at this location” or “Next” to move on.



Step #2: From this screen, you can fill out your Per Diem information. Rental car will be arranged on the FIRST set of orders, therefore, check “no” on the second set even if a rental car is required. After this is complete, click “Save”. When saving is complete, click “Fill out Travel for the last leg” or “Next” to continue.

Commander, Navy Reserve Force
Version: 1.1.0.0120 / 78
This is an official U.S. Navy web site.
** To print orders, you will need [Adobe Acrobat Reader](#)

Please Select A Menu | Home | [Sailor] | Change Profile | Contacts | User Guide | Help | Logout | <Bottom>

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Control Tracking #: N/A	Name: DOEA, JOHN R	Start Date: 2007/07/09
Requirements Tracking #: N/A	SSN: 111111111	Report Date: 2007/07/10 07:30
Tracking #: 1937787/1	Grade: O5	End Date: 2007/07/15
Order Type: AT-AT	Status: MOD	Total Days: 7

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

Travel Options
* Mode of Transportation: Local Or Will Commute - No TVL

Special Instructions to Travel

HOME: ANNANDALE, VA	
Depart on	2007/07/09
1. SAN DIEGO, CA	
Travel by	None
Start Date	2007/07/09
Duty Thru	2007/07/15
Per Diem	SAN DIEGO, CALIFORNIA
HOME: ANNANDALE, VA	
Travel by	None
Arrive on	2007/07/15

Previous | **Next** | Delete | **Save** | Save & Close | Save & Route | Cancel Changes

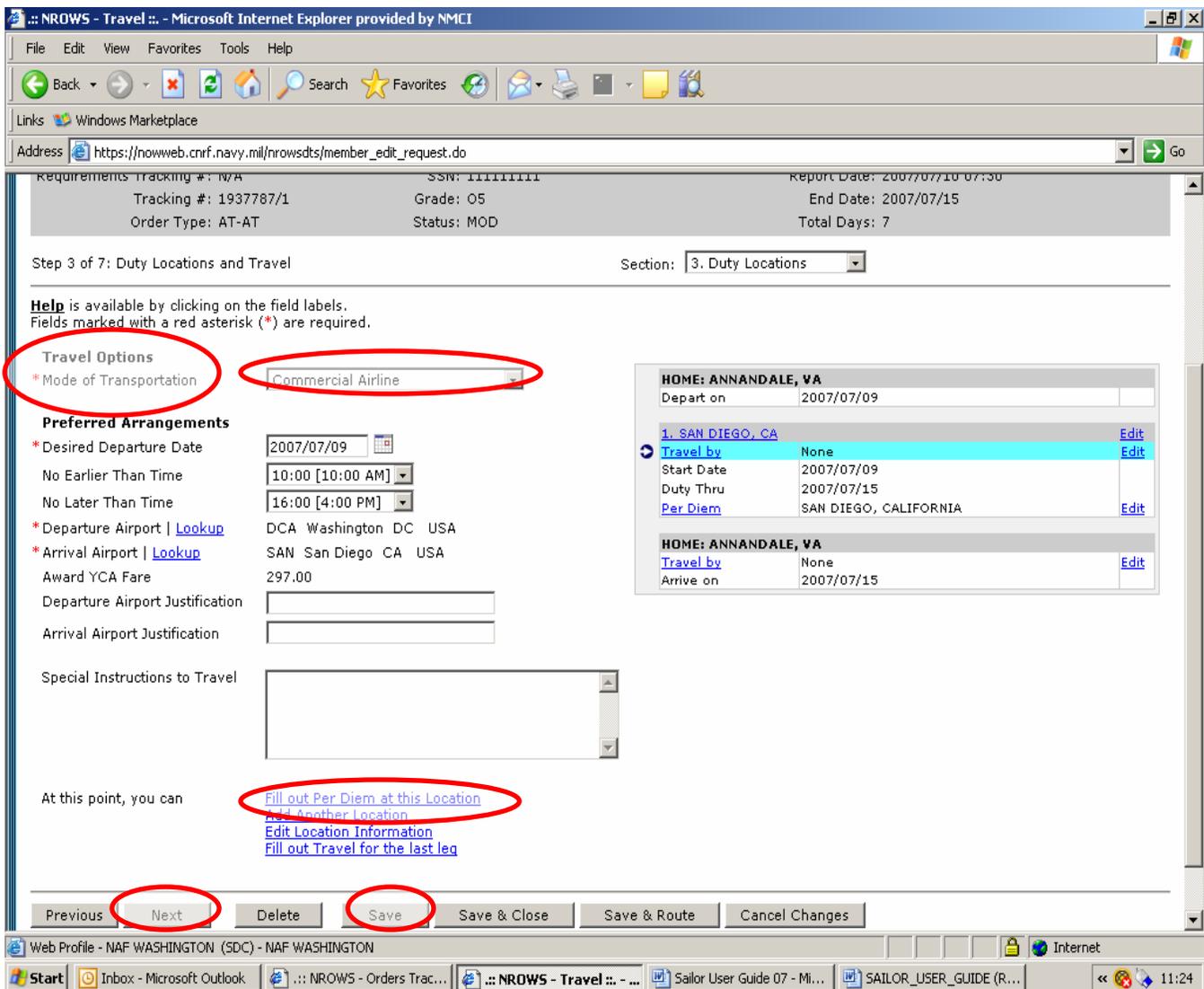
Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Web Profile - NAF WASHINGTON (SDC) - NAF WASHINGTON

Start | Inbox - Microsoft Outlook | NROWS - Orders Trac... | NROWS - Travel :: - ... | Sailor User Guide 07 - Mi... | SAILOR_USER_GUIDE (R... | 11:15

Step #3: For the second leg of travel, you will also select “Local or Will Commute – No TVL” as the Mode of Transportation. Select this from the pull-down menu. Next you will click “Save” and once the saving is complete, click “Next”.

Step #4: From this point, continue filling out the application as described in [Section 1](#) and route it forward for approval.



NOTE: This is the FIRST set of orders that is being shown.

After the second set of orders has been approved, you will submit the FIRST set of orders.

Step #1: From the travel screen (Duty Locations) select your Mode of Transportation from the pull-down menu. For this guide we will use “Commercial Airline”. Fill out the travel in the same manner described under [Section 1](#). After you fill out the travel information, click the “Fill out Per Diem at this location” link or “Next” to move on.

Control Tracking #: N/A Name: DOEA, JOHN R Start Date: 2007/07/09
 Requirements Tracking #: N/A SSN: 111111111 Report Date: 2007/07/10 07:30
 Tracking #: 1937787/1 Grade: O5 End Date: 2007/07/15
 Order Type: AT-AT Status: MOD Total Days: 7

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations

Help is available by clicking on the field labels.
 Fields marked with a red asterisk (*) are required.

Per Diem Location
 * Per Diem Location | [Lookup](#) SAN DIEGO/CALIFORNIA
 01/01-12/31
 Max Lodging: \$131
 Max Meals: \$61

Rental Car Information
 * Is a rental car required? Yes No

Quarters and Messing
 'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

* Quarters
 There is no Q available, therefore, a CNA is not required.

* Messing

At this point, you can
[Fill out Travel to this Location](#)
[Add Another Location](#)
[Edit Location Information](#)
[Fill out Travel for the last leg](#)

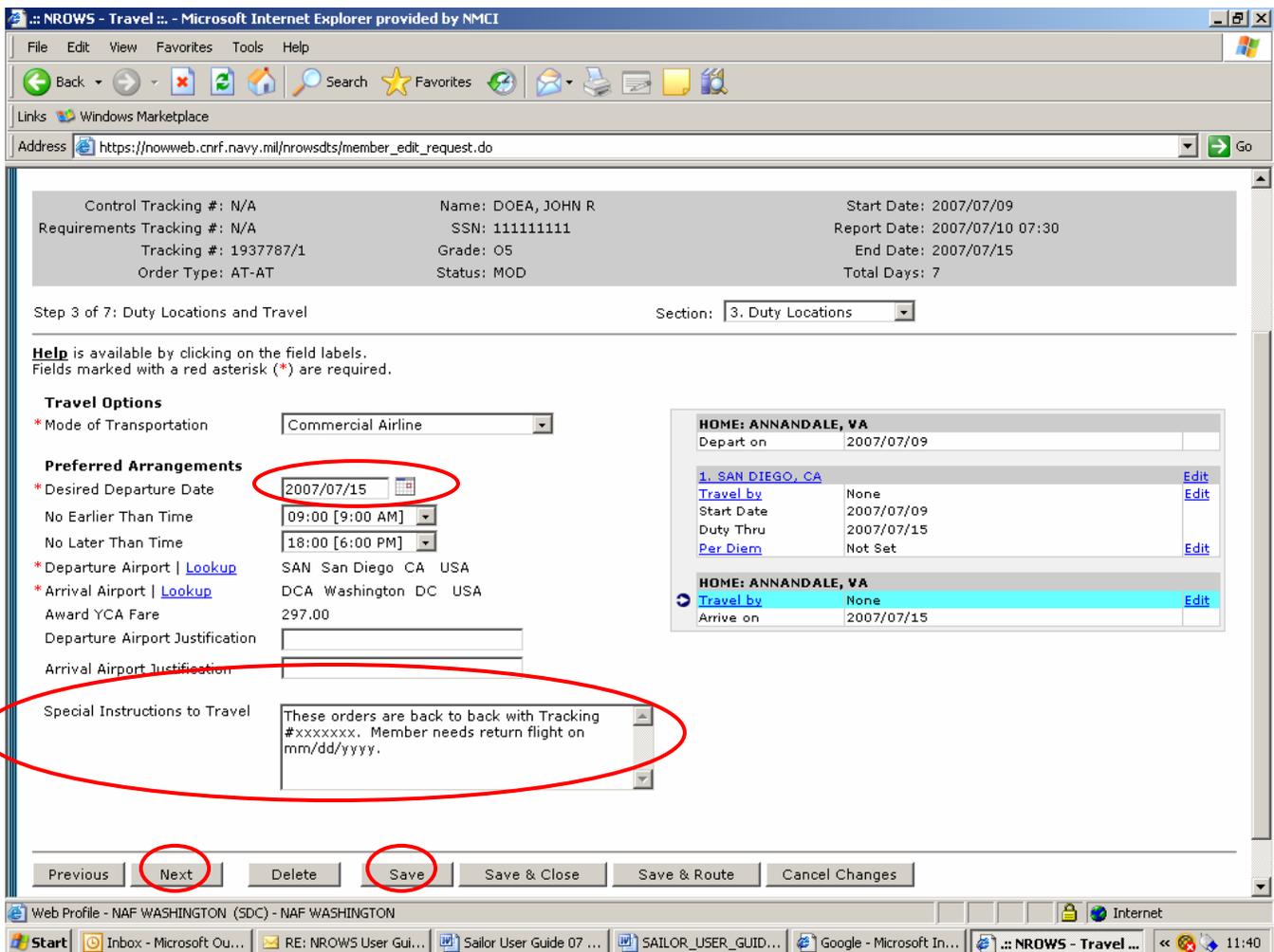
HOME: ANNANDALE, VA
 Depart on 2007/07/09

1. SAN DIEGO, CA		Edit
Travel by	Airline	Edit
Start Date	2007/07/09	
Duty Thru	2007/07/15	
Per Diem	SAN DIEGO, CALIFORNIA	Edit

HOME: ANNANDALE, VA
 Travel by None [Edit](#)
 Arrive on 2007/07/15

Previous **Next** Delete **Save** Save & Close Save & Route Cancel Changes

Step #2: From this screen you can fill out your Per Diem information. If a rental car is required then indicate it in the space provided. After you have entered the information, click “Save”. When saving is complete, click “Fill out Travel for the last leg” or “Next.”



Step #3: From this screen you will fill out your return travel information. Your desired departure date should be the end date for the FIRST orders. Type the following in the “Special Instructions to Travel” box:

“These orders are back-to-back with Tracking # XXXXXXX. Member requests return flight on mm/dd/yyyy.”

This statement lets N33 Travel know that they must adjust the date of the return flight to match the second set of orders.

After all this information has been entered, click “Save”. Once saving is complete, click “Next”.

Track This Application | View Application Details | Print Draft/Official Order

Control Tracking #: N/A	Name: DOEA, JOHN	Start Date: 2007/09/21
Requirements Tracking #: N/A	SSN: 111111111	Report Date: 2007/09/21 07:30
Tracking #: 2068245/0	Grade: O6	End Date: 2007/09/24
Order Type: ADT-SPEC	Status: INITIAL	Total Days: 4

Step 7 of 7: Justification Section: 7. Justification

Help is available by clicking on the field labels.
Fields marked with a red asterisk (*) are required.

General Comments

Justification for Hard Holds (only for ADT exceeding the limit)

For this request, travel arrangements will route to the Defense Travel System (DTS): NO

Back to Back Orders

Tracking Number	Mod Number	Start Date	End Date	is this a Back to Back Order?
2068142	0	2007/09/08	2007/09/10	Yes <input checked="" type="radio"/> No <input type="radio"/>

Previous Delete Save Save & Close **Save & Route** Cancel Changes

Step #4: Navigate through the rest of the application until you reach the “Justification” section. If you need help navigating you can refer to [Section 1](#) of this User Guide. At the “Justification” section you will see a box asking if the orders are back-to-back. You must be sure to click “YES” in this box. Be sure to double check that the information in the box is correct. After you have checked “Yes” on this page, click “Save & Route” to route the application forward.

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SECTION 8: FOR **FURTHER** **ASSIGNMENT**

- For Further Assignment Orders require a member to perform services at a site other than the initial reporting Unit Identification Code (UIC).
- The main difference between FFA orders and Back-to-Back orders is that FFA orders include travel to a new location. Back-to-back orders take place at the SAME location.

Control Tracking #: N/A Name: DOEA, JOHN R Start Date: 2007/07/09
 Requirements Tracking #: N/A SSN: 111111111 Report Date: 2007/07/10 07:30
 Tracking #: 1937787/1 Grade: O5 End Date: 2007/07/20
 Order Type: AT-AT Status: MOD Total Days: 12

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations

Help is available by clicking on the field labels.
 Fields marked with a red asterisk (*) are required.

Per Diem Location
 * Per Diem Location | [Lookup](#) SAN DIEGO/CALIFORNIA
 01/01-12/31
 Max Lodging: \$131
 Max Meals: \$61

Rental Car Information
 * Is a rental car required? Yes No

Quarters and Messing
 'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

* Quarters
 There is no Q available, therefore, a CNA is not required.

* Messing

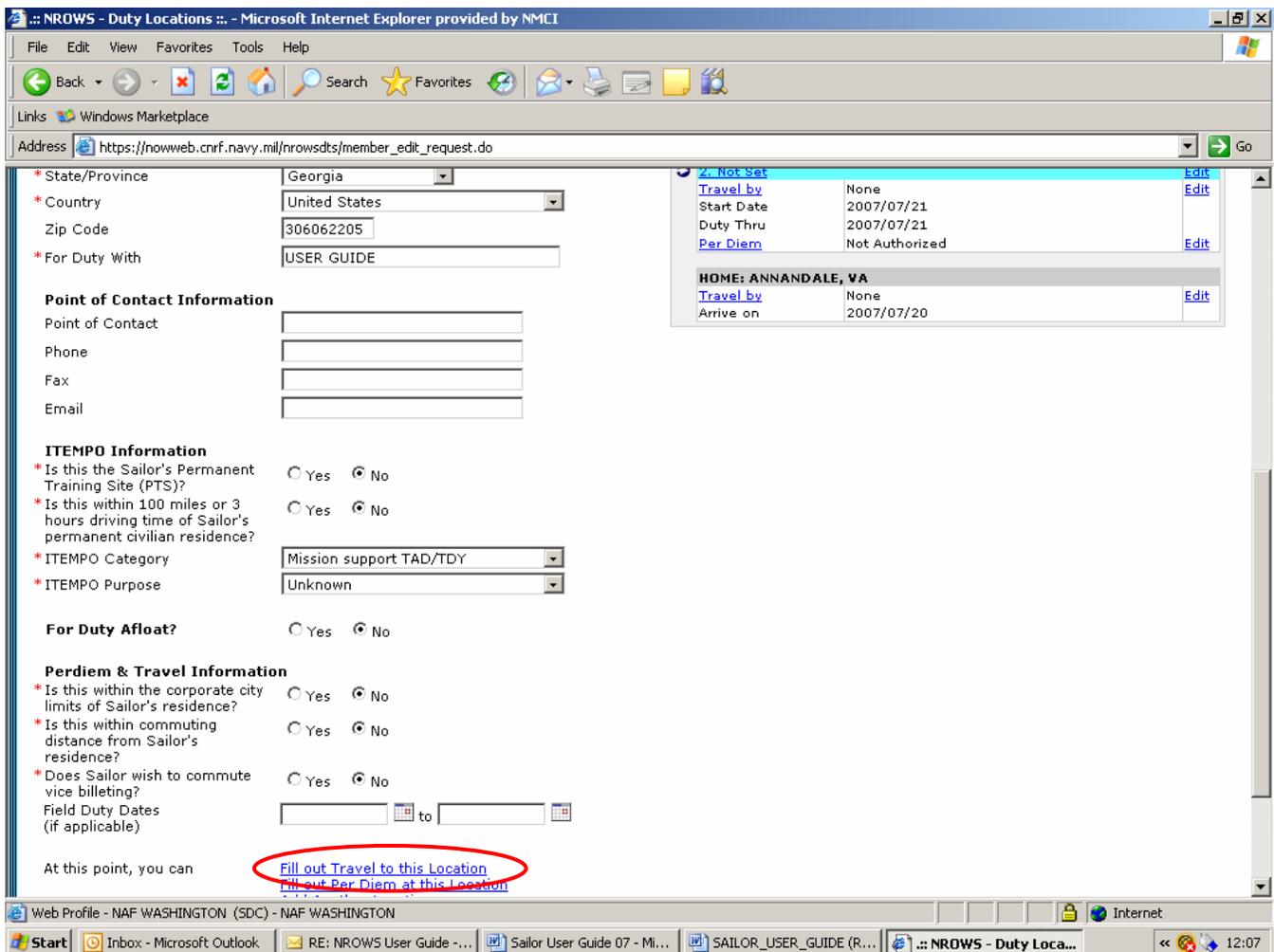
At this point, you can

- [Fill out Travel to this Location](#)
- [Add Another Location](#)
- [Edit Location Information](#)
- [Fill out Travel for the last leg](#)

HOME: ANNANDALE, VA	
Depart on	2007/07/09
1. SAN DIEGO, CA Edit	
Travel by	Airline Edit
Start Date	2007/07/09
Duty Thru	2007/07/20
Per Diem	Not Set Edit
HOME: ANNANDALE, VA	
Travel by	None Edit
Arrive on	2007/07/20

Previous Next Delete Save Save & Close Save & Route Cancel Changes

Step #1: When you reach section 3 of the application, you will be able to enter FFA information. After you fill out the travel and per diem information for your first location, click “Add Another Location” at the bottom of the Per Diem screen.



Step #2: You are now at a “Location Information” page that is identical to the one you entered your previous information in. If you need help with filling out this section, please refer to [Section 1](#) of this User Guide. From this screen you need to indicate your dates of travel and where you are traveling. Once you have entered all the required information, click “Save”. When saving is complete, click “Fill out Travel to this Location” to move on.

Tracking #: 1937787/1 Grade: O5 End Date: 2007/07/23
 Order Type: AT-AT Status: MOD Total Days: 15

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations

Help is available by clicking on the field labels.
 Fields marked with a red asterisk (*) are required.

Travel Options
 * Mode of Transportation: Commercial Airline

Preferred Arrangements
 * Desired Departure Date: 2007/07/21
 No Earlier Than Time: 06:00 [6:00 AM]
 No Later Than Time: 19:00 [7:00 PM]
 * Departure Airport | [Lookup](#): SAN San Diego CA USA
 * Arrival Airport | [Lookup](#): ATL Atlanta GA USA
 Award YCA Fare: 527.00
 Departure Airport Justification:
 Arrival Airport Justification:
 Special Instructions to Travel:

HOME: ANNANDALE, VA	
Depart on	2007/07/09
1. SAN DIEGO, CA	
Travel by	Airline
Start Date	2007/07/09
Duty Thru	2007/07/20
Per Diem	SAN DIEGO, CALIFORNIA
2. ATHENS, GA	
Travel by	None
Start Date	2007/07/21
Duty Thru	2007/07/23
Per Diem	Not Set
HOME: ANNANDALE, VA	
Travel by	None
Arrive on	2007/07/23

At this point, you can [Fill out Per Diem at this Location](#)
[Add Another Location](#)
[Edit Location Information](#)
[Fill out Travel for the last leg](#)

Previous Next Delete **Save** Save & Close Save & Route Cancel Changes

Step #3: You are now at the travel page. All the travel arrangements on this page are for travel to your FFA site. Fill in this page the same way as previous travel pages. When you are done entering the information, click “Save”. When saving is complete, click “Fill out Per Diem at this Location”

Control Tracking #: N/A Name: DOEA, JOHN R Start Date: 2007/07/09
 Requirements Tracking #: N/A SSN: 111111111 Report Date: 2007/07/10 07:30
 Tracking #: 1937787/1 Grade: O5 End Date: 2007/07/23
 Order Type: AT-AT Status: MOD Total Days: 15

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations

Help is available by clicking on the field labels.
 Fields marked with a red asterisk (*) are required.

Per Diem Location
 * Per Diem Location | [Lookup](#) ATHENS/GEORGIA
 01/01-12/31
 Max Lodging: \$81
 Max Meals: \$36

Rental Car Information
 * Is a rental car required? Yes No

Quarters and Messing
 'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

* Quarters
 There is no Q available, therefore, a CNA is not required.

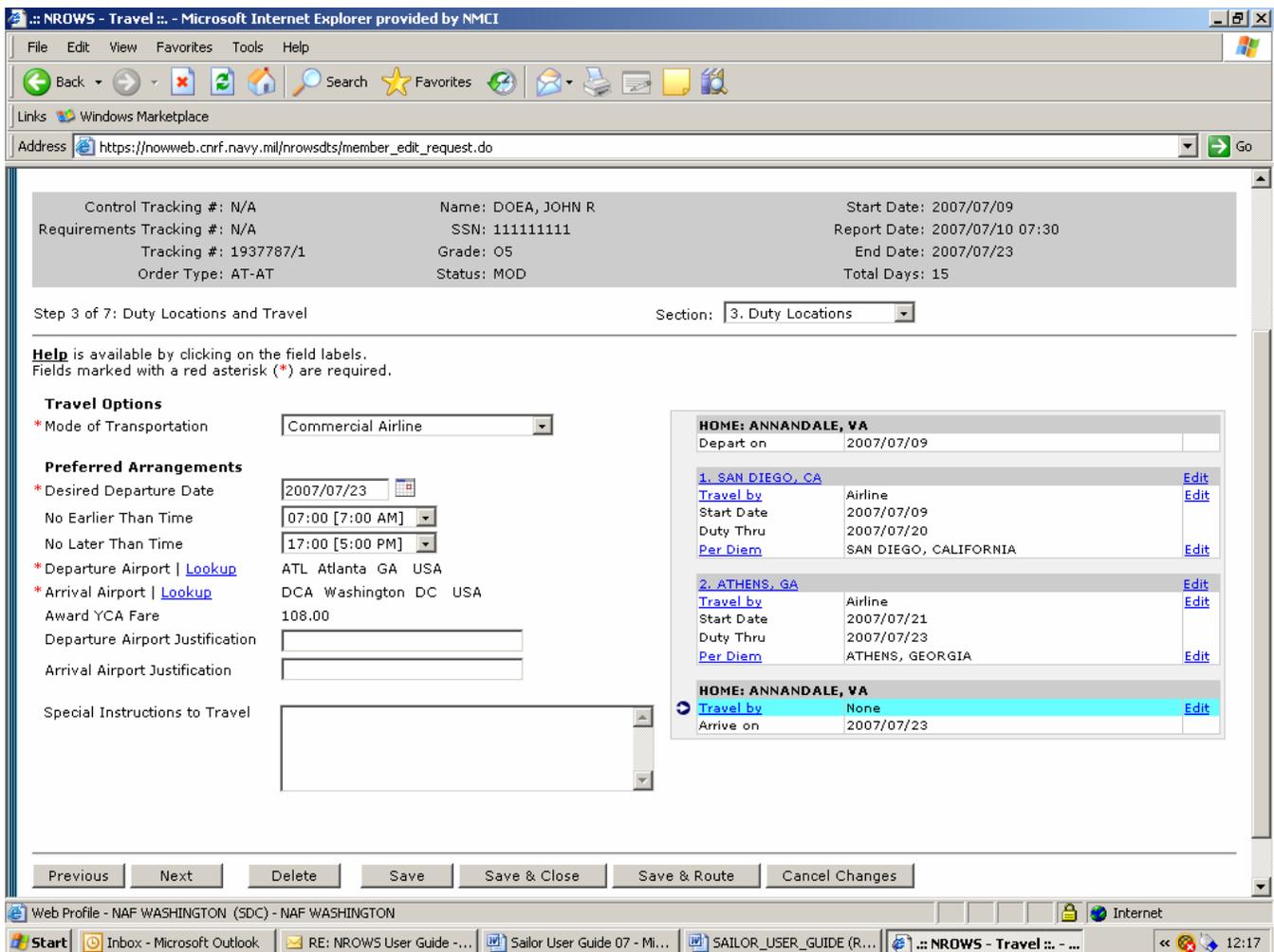
* Messing

At this point, you can
[Fill out Travel to this Location](#)
[Add Another Location](#)
[Edit Location Information](#)
[Fill out Travel for the last leg](#)

HOME: ANNANDALE, VA	
Depart on	2007/07/09
1. SAN DIEGO, CA Edit	
Travel by	Airline
Start Date	2007/07/09
Duty Thru	2007/07/20
Per Diem	SAN DIEGO, CALIFORNIA
2. ATHENS, GA Edit	
Travel by	Airline
Start Date	2007/07/21
Duty Thru	2007/07/23
Per Diem	Not Set
HOME: ANNANDALE, VA Edit	
Travel by	None
Arrive on	2007/07/23

Previous Next Delete **Save** Save & Close Save & Route Cancel Changes

Step #4: You are now at the Per Diem page. Fill out the Per Diem information for your FFA site just as you filled out previous Per Diem page(s). When all the information has been entered correctly, click "Save". When saving is complete, click "Fill out Travel for the last leg".



Step #5: This is the travel page for your returning leg of travel. This will return you home from your FFA site, or it will take you to your next FFA site (if there is one). Fill this travel page out the same way as previous travel page(s). Once you have filled everything out, click “Save”. When saving is complete, click “Next”.

After clicking “Next”, fill the rest of the application out and route it forward for approval. For assistance with this, refer to [Section 1](#) of this User Guide.

[Back to Table of Comments>](#)