

Instructions and Guide for Completing the MARFOREUR/AF Orders Request (RLO 4-22)

If there are any questions, please contact the Reserve Liaison Office where someone can assist with the completion of your request at DSN: 431-3611 or Commercial: +49 703-115-3611.

ALL SECTIONS WILL BE COMPLETED. ALL DATES WILL BE WRITTEN IN YYYYMMDD(20220421) FORMAT.

(Section 1) Complete this block by filling in all of the following: your Rank, Last Name, First Name, Middle Initial, EDIPI (can locate on back of ID), MOS, Work Section, and the date you completed this request form.

(Section 2) Select the commanding unit/component you belong to. This will help the Reserve Liaison Office to identify how long, and by whom, your orders will need to be coordinated with for authentication.

(Section 3) Select the type of orders you are requesting to be written.

***NOTE** that any PCS, School/PME, or any type of Annual Training other than "Standard AT" (12 days, +1 for travelers outside the established commuting distance) will need to have HQMC and/or RAM-1 approval within their routing for authentication.

(Section 4) Provide the inclusive dates of your trip to include the first date you will depart, and final day you will return to your primary residence address.

(Section 5) Provide the purpose for the orders request and who of your section will be your POC. If there are any special circumstances and/or you will be in support of an exercise, please specify in this section.

(Section 6) Per MARADMIN 204/15 all Reserve Component Marines must have their Primary Residence Address updated to show where they currently reside. This will be the address MROWS pulls from MCTFS for your orders start and end location. If your PRA does not match where you live please contact the Reserve Liaison Office for assistance in updating this record.

(Section 7) Provide each leg of official travel while on orders to include date and location of departure, by means of getting to your next location, and the number of days you will be at that location.

***NOTE.** "Departure from" and then "TDY Location" should not be used as: "PRA to airport", "airport to TDY", and return. Instead it should read as each individual location you go to for official business. For example;

Line 1: 20220401 "PRA LOCATION ABOVE" using Commercial Air to "Stuttgart, Germany" for 3 days.

Line 2: 20220404 "Stuttgart, Germany" using Train to "Naples, Italy" for 10 days.

Line 3: 20220414 "Naples, Italy" using Commercial Air to "PRA/HOR".

(Section 8) Specify whether lodging and messing, will/will not be available, and if at, or not at, any cost. Please refer to the JTR and DTMO website for any questions regarding what entitlements are rated at different duty sites.

***NOTE** for any duty in or around Stuttgart, Germany you must get with either the **Panzer Kaserne Garrison Hotel (+49 0711-7295793)** or **Kelly Barracks Hotel (+49 0711-7292815)** for a Certificate of Non-Availability **BEFORE** you arrange any lodging off base.

(Section 9)

(PCS Orders) Specify if these orders are over 180 days as PCS Orders, if yes please provide the contact for the unit so that the Reserve Liaison Office can better coordinate the accurate creation and routing of your orders.

(Drills in Conjunction) Specify if you are requesting to complete drills in conjunction with these orders and if so, how many individual drill periods will be utilized.

***NOTE** that any drills in conjunction will be executed after any active duty period is completed first, for more information please refer to **MCO 1001R.1L**.

(Authorized Rental Car) Specify if a rental has been authorized with your orders.

***NOTE** Due to MARFOREUR/AF Policy and funding capabilities, we will only be able to authorize rentals in extremely rare cases. If you have a section or outside source willing to fund a rental car then please coordinate with that section to have them cross-org to your DTS-R Profile the respective LOA. Rental Cars **WILL NOT** be funded in any case with IDT Orders or "drills in conjunction" due to DTS-R not being able to be utilized with these types of orders.

(Imminent Danger/Hazardous Duty) Specify if any location within these orders will be executed in a location rating Imminent Danger or Hazardous Duty Pay.

***NOTE** that this will require a waiver approved by HQMC, RAP-1. Any request of this nature must be requested at a minimum of **60 days** in advance per HQMC, RAP-1 and will not be approved containing any type of "drills in conjunction".

(Section 10) Include the dates of your current PHA, HIV, and CEI. Note that if these three requirements are not met your orders request will be delayed until completed. If completed but not updated in MCTFS, you will be required to submit an EPAR and provide us with the EPAR number so the Reserve Liaison Office can take action. Also specify if you have an active and current GTCC for any travel expenditures, if any waivers may be needed in order for you to execute orders, and finally a valid contact phone number and personal email the Reserve Liaison office can use in case we need to discuss with you any details about your orders request.

(Routing List) This form after completed in its entirety, must be signed by first the individual traveler. Then second, from your respective section, either the **Assistant Chief of Staff, Section Deputy, or Senior Enlisted Advisor ONLY**. This form is always to be submitted to the Reserve Liaison Office no later than **30 DAYS** prior to requested departure date. If this form is not completed and returned to the Reserve Liaison Officer within **30 DAYS** of departure, it will require justification and will be worked on a case by case basis.

DATA REQUIRED BY THE PRIVACY ACT OF 1974 Authority: 5 US Code 552, Disclosure of Social Security Number. 37 US Code 404, Travel and transportation allowances: general. **Principal Purposes:** To provide a request that temporary additional orders and transportation arrangements are funded correctly and given to Member in a timely manner. The form is used to provide correct funding sites to be utilized. Form is sent through command channels to service finance offices for payment. **Mandatory or Voluntary disclosure and effect on individual not providing information:** The personal information (including Social Security Number) is required for identification purposes only. The disclosure of this information is voluntary. However, failure to provide any of the requested data may cause delays.