AROWS requires all AGR orders to be requested utilizing the ANG Form 336. In order to be in compliance with this regulation, we will be altering the AGR order process slightly.

 The following areas need to be completed for the AGR order:

1. DUTY PURPOSE
	1. Duty Purpose : Full-Time Duty
	2. Gaining Major Command: ACC
	3. Phone Comm: Phone number of POC
	4. Phone DSN: DSN of POC
	5. Exercise/Course Name/Other: N/A
	6. POC Name: POC Rank and Full Name
	7. POC Email: Self explanatory
2. APPLICATION INFORMATION
	1. Order Type: Select Active Guard Reserve from the list
	2. Request Type: Select appropriate type, i.e. Initial, Modification, Cancellation
		* + Note: Modifications are only for data changes such as name, new AGR position, etc. Initial tours are not modified to extend order.
	3. AROWS Tracking Number: N/A
	4. Order Number: N/A
	5. Special Circumstances: Do not use.
	6. Include Local Mileage as Only Per Diem: Select Yes or No as appropriate
	7. HHG Applicable to this Order? Select Yes or No as appropriate
	8. Is the Member Authorized Unaccompanied Baggage Allowance? Select Yes or No as appropriate
3. PERSONNEL INFORMATION
	1. Member Name: Self explanatory
	2. SSN: Self explanatory
	3. Depart From: Select appropriate location
	4. Return To: Select duty location
	5. Address: Member’s Depart From address
	6. Address: Member’s Return To address
4. DUTY LOCATIONS
	1. For Duty With: Unit assigned or to be assigned to as an AGR
	2. Unit Name/Duty Location: Unit and either Gowen Field or MHAFB
	3. Order Start Date: Self explanatory
	4. Order End Date: Self explanatory
	5. Address: Unit address
	6. Field Condition From: N/A
	7. Field Condition To: N/A
	8. Actual Expense Allowance: Select appropriate choice from list
	9. Technician Exercising The 44-Day Leave Right: Select appropriate choice from list
		* + There shouldn’t be an need for multiple Duty Locations. If you believe there is, please contact HRO Air AGR Manager to discuss.
5. FUND CITE INFORMATION AND APPROVALS \* Do not fill this section out. Except for electronic signatures.
	1. Supervisor Signature: Group or Unit Commander signature
	2. Approving Official Signature: FW/CC or CV for the Fighter Wing and DOS for JFHQ and GSUs
6. CSS NOTES \* This section is used for freeform communication from individual completing this form for approval
7. SCHOOL \* Not used for AGRs
8. ACTIVATION \*Not used for AGRs
9. ACTIVE GUARD RESERVE \*This section to be completed by unit
	1. Is This in Support of Title 10 Duty for 30 or more consecutive day in support of Active Air Force? Select appropriate response from list
	2. Duty Title: Name of duty position
	3. UMDG PAS Code: Unit PAS code
	4. CAFSC: Member’s Control AFSC
	5. DAFSC: AFSC Member will be working in
	6. PAFSC: Member’s Primary AFSC
	7. TAFMS: Leave blank. HRO and FSS will complete
	8. Military Function Account Code: Military position FAC code
	9. Military Authorized Grade: Military position authorized grade
	10. Military Position Number: Self explanatory
	11. Backfill Date Start: Beginning date of CED order
	12. Backfill Date End: Ending date of CED order
	13. TAFMS Date: Leave blank. HRO and FSS will complete
	14. Resource Identification Code: 148 for enlisted and 034 for officer
	15. ANG Active Duty Status Code: U for occasional and/or backfill orders. O for all other AGR orders
10. PCS DEPENDENT INFORMATION \*For Initial AGR tours, all dependent information must be included. This information does not need to be completed for Continuation tours, Modifications, and/or Curtailments.