

**BY ORDER OF THE
CHIEF, NATIONAL GUARD BUREAU**

**AIR NATIONAL GUARD INSTRUCTION
65-101**



23 JANUARY 2015

Incorporating Change 1, 13 APRIL 2016

FINANCIAL MANAGEMENT

**AIR NATIONAL GUARD (ANG) WORKDAY
ACCOUNTING AND REPORTING
PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: there are no releasability restrictions on this publication.

OPR: NGB/FMF

Certified by: NGB/FM
(Col Donald B. Brewer)

Pages: 30

Supersedes: ANGI65-101, 15 April 1994

This instruction outlines policies and procedures for the Air National Guard base level responsibilities of the base workday program and supplements Air Force and DoD guidance. This instruction applies to all Comptroller Flights, and any other accounting and finance offices which support payments and funds accountability. Maintain and dispose of all records created as a result of prescribed processes in accordance with Air Force Manual (AFMAN) 37-139, Records Disposition Schedule.

SUMMARY OF CHANGES

This interim changes all references for the following forms: Changes **paragraph 1.7.2** “To ensure effective internal controls, three different individuals are required to prepare, approve, and certify financial documents regardless of the automated system in which they are prepared. Documents include, but are not limited to, ANG Form 105, ANG Form 633 and NGB Form 46-14.” Changes **paragraph 3.1.3** “ANG Form 105S, *Individual Inactive Duty Authorization/Certification*”. Changes **paragraph 3.1.4.1** “The unit commander or designated representative will certify that the ANG Form 633, *Regularly Scheduled Drill Roster*, is ready for payment”. Change **Attachment 1**: “NGB Form 633, *Unit Training Assembly Attendance*

Roster” changed to read, “ANG Form 633, *Regularly Scheduled Drill Roster*” and “NGB Form 105S, *Authorization for Individual Inactive Duty*” changed to “ANG Form 105S, *Individual Inactive Duty Authorization/Certification*”. Changes **Attachment 4**: ANG Form 105S, *Individual Inactive Duty Authorization/Certification*. Changes **Attachment 5**: ANG Form 633, *Regularly Scheduled Drill Roster*

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Chapter 1

GENERAL INFORMATION

1.1. Authorization. The authorization and limitations for Air National Guard Integrated Military Personnel System (IMPS) workday accounting and reporting are found in the regulations and policies listed in Attachment 1.

1.2. The Integrated Military Personnel System (IMPS). The Integrated Military Personnel System (IMPS) is a MAintaining, Preparing and Producing Executive Report (MAPPER) data base program used by the Air National Guard to manage and pay military training workdays. This three-part system contains three years of pay and workday data; first prior fiscal year, current fiscal year and first future fiscal year.

1.3. Applicability. The provisions of this instruction are mandatory for members of the Air National Guard. Deviations are not authorized without approval from NGB/FM.

1.4. Responsibilities. This instruction establishes the following responsibilities:

1.4.1. Adjutant General will:

1.4.1.1. Manage the State workday/financial management (FM) program.

1.4.1.2. Ensure financial policies and procedures are in accordance with all applicable policies and directives.

1.4.2. United States Property and Fiscal Officer (USP&FO) will:

1.4.2.1. Advise the Adjutant General of the status of the workday/funding programs under their control.

1.4.2.2. Review the workday program allocation and program execution at each base to ensure compliance with current policies and directives. Monthly review of the base workday summary reports is recommended.

1.4.3. Wing/Base Commander will:

1.4.3.1. Oversee the base level ANG workday program.

1.4.3.2. Ensure the Base Financial Manager/Comptroller and alternate are appointed on a DD Form 577, *Appointment/Termination Record*, or appointment letter.

1.4.4. Financial Manager/Comptroller. The Base Financial Manager/Comptroller (Assistant USP&FO for Fiscal) will:

1.4.4.1. Implement the base workday/funding program.

1.4.4.2. Sub-allocate workdays/funding to the units.

1.4.4.3. Transfer workdays/funding between units.

1.4.4.4. Schedule, review, and distribute workday management products.

1.4.4.5. Request re-phasing of workdays/funding by NGB/FM.

1.4.4.6. Provide the Wing/Base Commander and USP&FO monthly copies of workday/funding reports.

1.4.4.7. Serve as the base focal point for all workday/funding requests and inquiries to/from NGB/FM.

1.4.4.8. Monitor data systems used to support the workday/funding accounting and military pay operations.

1.4.4.9. Monitor workday/funding usage and availability ensuring quarterly allocations are not exceeded.

1.4.4.10. Brief the base Financial Management Board (FMB) on workday/funding status and trends that may affect the workday resource program.

1.4.4.11. Ensure technician time and attendance records are audited to detect and correct instances of dual compensation.

1.4.4.12. Ensure excessive systems access is audited once a month and segregation of duties internal control is maintained.

1.4.5. Each unit commander will:

1.4.5.1. Serve as the Responsibility Center Manager (RCM) and is normally the Group or Squadron Commander. The RCM is responsible for planning, directing, and coordinating the activities of their organization (IAW ANGI 65-601, *Air National Guard (ANG) Resource Management Policies and Responsibilities for Commanders*).

1.4.5.2. Appoint resource advisor(s) (RA) to manage the unit's workday/funding programs. Ensure each RA completes training prior to appointment and send copies of appointment training certification to the Comptroller.

1.4.5.3. Monitor unit member's duty performance to ensure compliance with ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard*.

1.4.5.4. Review unit level workday/funding resource products to ensure appropriate use of workdays/funding.

1.4.6. Unit Resource Advisor (formerly known as Unit Workday Control Officer) will:

1.4.6.1. Be appointed in writing by the unit commander. These appointments letters are subject to Comptroller concurrence and validation of completed of training. IMPS allows for the creation of "pseudo" squadrons for the purpose of tracking workdays used by multiple squadrons for a specific mission or exercise. (i. e. Mission Readiness Airlift (MRA), alert, Red Flag, etc.). These "pseudo" squadrons may be assigned to an RA at the discretion of the Comptroller.

1.4.6.2. Verify the availability of unit workdays/funding prior to approving requests for orders.

1.4.6.3. Monitor unit workday balances.

1.4.6.4. Request re-phasing or additional unit workdays/funding from the Comptroller.

1.4.6.5. Provides unit workday status to Comptroller upon request.

1.4.6.6. Review unit workday management products and initiate necessary changes or corrections.

1.5. Signature Acceptance.

1.5.1. Wet Signature Acceptance.

- 1.5.1.1. Wet signatures are acceptable on any printed document.
- 1.5.1.2. Documents may be submitted with “wet” signatures or digital signatures.
- 1.5.1.3. It is not permissible to have a mixture of wet signatures and digital signatures on any document.
- 1.5.1.4. All documents must be legible.
- 1.5.1.5. Documents may be prepared in ink or using a computer.
- 1.5.1.6. Corrections may be made with pen and ink. Draw a single line through the incorrect entry and initial; do not obliterate the original entry.
- 1.5.1.7. White out or corrective tape will not be used.

1.5.2. Electronic Signature Acceptance.

- 1.5.2.1. An electronic signature is acceptable on any digitally signed document.
- 1.5.2.2. Financial documents with the typed word “//SIGNED//” will not be accepted as a valid certified or approved document.
- 1.5.2.3. All financial documents must be signed using a DoD Public Key Infrastructure (PKI) CAC certificate utilizing one of the Air Force approved digital signature applications, or manually signed with a written “pen and ink” signature as proper methods of authentication as defined in AFI 33-321, *Authentication of Air Force Records*.
- 1.5.2.4. Do not print out a digitally signed document. It creates a signature that cannot be authenticated.

1.6. Electronic Pay Certification.

- 1.6.1. Members are not required to provide hard copy documentation (i.e. wet signed) to FM for payment if the electronic signatures are maintained within a system and the documents are initiated, approved, and certified for payment within said system (i.e. AROWS, ATAAPS, DTS, etc.).

1.7. Preparation, Approval, and Funds Certification of Financial Documents.

- 1.7.1. Maintaining segregation of duties ensures no one individual has control over the entire process and is of utmost importance in preventing mismanagement of funds.
- 1.7.2. To ensure effective internal controls, three different individuals are required to prepare, approve, and certify financial documents regardless of the automated system in which they are prepared. Documents include, but are not limited to, ANG Form 105, ANG Form 633 and NGB Form 46-14.
- 1.7.3. Separation of duties may be waived in contingency operations in order to balance mission accomplishment with acceptable risk. The waiver applies only when an approved automated system cannot be utilized and thus these documents must be prepared manually. In these circumstances, the following statements must be printed on the form depending on which condition applies:

1.7.3.1. “This document was created manually while in a contingency operation due to the lack of an approved automated system.”

1.7.3.2. “There are not enough personnel at the deployed site for three different individuals to prepare, approve, and certify this document.”

1.7.4. The preparer of workday/funding documents may be a military member, government employee, or a government contractor. However, the approver and funds certifier must be a properly appointed/authorized military member or government employee.

1.7.5. Control tasks such as review, audit, and reconcile may not be performed by the same individual responsible for recording or reporting the transaction. Individuals authorized to perform an audit role in any automated workday/funding management system may not also possess the ability to input transactions into the same system (e.g. DMO). Individuals must not possess the ability to enter and audit the same transactions.

Chapter 2

WORKDAY REPORTING AND MILITARY PAY PROCESSING

2.1. General.

2.1.1. Military Pay personnel process pay and entitlement transactions for ANG personnel. Workday commitments and obligations are updated when transactions are created and deleted. Workday status reports are generated each time a payroll is created. The resulting payroll files are electronically transmitted to DFAS.

2.1.2. The Comptroller enters the base workday allocations for annual, Full Time National Guard Duty (FTNGD), school, additional flying training periods (AFTPs), unit training assemblies (UTA/RSDs)/Regularly Scheduled Drills (RSD), training period preparation assembly (TPPA)/Readiness Management Period (RMP), and proficiency training (PT)/Additional Training Period (ATP) workdays/funding into IMPS/AROWS based on workday documents and instructions issued by ANGRC.

2.1.3. Workday accounting reports are generated and used by the Comptroller, Resource Advisor, and ANGRC to manage the workday program.

2.2. Authority to Expend Workdays.

2.2.1. NGB/A1 controls ANG workdays/funding through the use of annual workday programs and quarterly allocations. Units receive allocations for annual, special, school, PT, and TPPA workdays/funding. Other workdays/funding (i.e AFTPs, UTA/RSDs, BMT, etc.) are regulated by statute or are specifically approved by and distributed through NGB/A1.

2.2.2. Annual workday allocations are communicated to units in the form of workday documents through the Checkbook system. Annual funding allocations are communicated to units in the form of funding documents issued to the USP&FO through Automated Funds Management (AFM) system. The USP&FO certifies the documents and forwards them to the Assistant USP&FO for Air (Fiscal). Changes to the annual allocations will be coordinated between the USP&FO and Comptroller. The "BWCO" portion of IMPS will be maintained based on these documents.

2.3. MAPPER Workday Management Accounting and Reporting Procedures for Military Pay.

2.3.1. Workday Accounting Stages.

2.3.1.1. Allocated. Workdays/funding are issued to the base for specific functions. The allocations are the limit beyond which the base will not commit or obligate.

2.3.1.2. Committed. Workdays/funding scheduled for dates after the current calendar day. A published special order must exist to support active duty records.

2.3.1.3. Obligated. Workdays/funding scheduled or performed on or before the present calendar day. A published special order must exist to support active duty records.

2.3.1.4. The Active/Inactive Duty Bump Routine moves workday from the committed to the obligated status based on the current calendar.

2.3.2. MAPPER Military Payroll Stages:

2.3.2.1. Suspense. The duty transactions scheduled to be performed and awaiting certification and those certified but waiting processing by Military Pay. Inactive duty suspense records are created from Rescheduled Unit Training Assembly (RUTA/RSD), Split Unit Training Assembly/Split Regularly Scheduled Drills (SUTA/SRSD), or Equivalency Training (EQT) data entered on the UTA/RSD Attendance Roster during UTA/RSD processing. Suspense records may be created manually with proper supporting documentation.

2.3.2.2. Ready to Pay. The workdays/funding have been performed, certified for payment and the suspense updated by the military pay section but not yet processed as payroll transactions to be sent to DFAS.

2.3.2.3. Paid. Workdays/funding performed, certified, for payment, processed by military pay and transmitted to DFAS for payment. This stage includes any records that have been rejected by DFAS and have not been corrected or updated by the military pay section.

Chapter 3

INACTIVE DUTY PROCEDURES

3.1. Manual/Paper Document Processing.

3.1.1. Authorization and Certification. Unit commanders/RCMs will provide the base comptroller with DD Forms 577 appointing Attendance Departmental Accountable Officials (DAO) to authorize attendance and certify UTA/RSD attendance rosters.

3.1.2. NGB Form 105A. *Automated Inactive Duty Daily Attendance Roster*. (See Attachment 3):

3.1.2.1. The Automated Inactive Duty Attendance List is an IMPS computer generated list used to authorize and certify all types of inactive duty except UTA and SUTA.

3.1.2.2. The list is created from the IMPS inactive duty suspense records for the selected date and unit. Members may be marked present, RUTA or EQT.

3.1.3. ANG Form 105S, *Individual Inactive Duty Authorization/Certification*.

3.1.3.1. Attendance of the member may be verified by the DAO and the document certified ready for payment by the unit Certifying Official.

3.1.3.2. This form may be used to authorize and certify all types of inactive duty except UTA/RSD and SUTA/SRSD.

3.1.3.3. A maximum of two (2) periods per day can be reported per form.

3.1.3.4. A workday utilization code (WUC) is required.

3.1.3.5. Completed documents will be submitted to the military pay section daily.

3.1.3.6. Data elements and fields will not be altered, although the comptroller may establish local procedures for the "Local Use" data field.

3.1.3.7. The privacy act statement must appear on each form.

3.1.4. NGB Form 633, *Unit Training Assembly Attendance Roster* (See [Attachment 5](#)).

3.1.4.1. The unit commander or designated representative will certify that the ANG Form 633, *Regularly Scheduled Drill Roster*, is ready for payment.

3.1.4.2. The UTA/RSD Attendance Roster is the primary document used to record UTA/RSD attendance of status at scheduled UTA/RSDs and SUTA/SRSDs.

3.1.4.3. The attendance roster may also be used to schedule member for future duty such as SUTA/SRSD, RUTA/RSD, or EQT. The MilPDS is the source of member assignment data used to prepare the attendance roster.

3.1.4.4. Military pay will provide an attendance roster for each member scheduled for duty. Members may not be added to this preprinted roster.

3.1.4.5. To report duty preformation for members assigned, but not appearing on the preprinted attendance roster, the unit must prepare a supplemental attendance roster,

complete with the certification statement at the end of the roster. UTA/RSD/SUTA/SRSD attendance will be recorded as follows:

3.1.4.6. Place a checkmark () in the appropriate column for all personnel who are physically present when attendance is recorded. No entry will be made for personnel not physically present.

3.1.4.7. When attendance has been recorded, the Attendance DAO recording attendance will count the number of check marks and enter the total at the bottom of the column of the last page of the attendance roster. A head count will be made by an individual other than the person who recorded the attendance and the result will be compared with the total entered at the bottom of the last page of the attendance roster. Any discrepancy will be resolved immediately. When the two individuals agree on the total, the attendance certifying DAO places his or her initials below those of the individual who recorded the attendance.

3.1.5. Unit commanders will ensure the remaining blocks are completed on the attendance roster using the codes below. This may be accomplished in each section or the unit orderly room as desired by the unit commander.

3.1.5.1. **P.** Member is present for duty, but not in formation.

3.1.5.2. **S.** Member is scheduled for a SUTA/SRSD. Enter the specific dates in the "remarks" column of the attendance roster. SUTA/SRSD dates provided will be for two periods each, unless otherwise indicated. This code may be used only on the primary UTA/RSD roster.

3.1.5.3. **R.** Member is scheduled for a RUTA/RSD. Enter the specific dates in the "remarks" column of the attendance roster. Failure to enter RUTA/RSD dates will create RUTA/RSD suspense transactions using the date of the UTA/RSD period missed and a management notice will be entered on the commander's report for action. RUTA/RSD dates provided will be for two periods each, unless otherwise indicated.

3.1.5.4. **Q.** Member is scheduled to perform EQT. Dates may be entered into the remarks section, but are not required. EQT dates provided will be for two periods each, unless otherwise indicated.

3.1.5.5. **X.** Member is constructively present (performing active duty or physically unable to perform duty due to military incapacitations - LOD).

3.1.5.6. **E.** Member has been excused from the UTA/RSD/SUTA/SRSD by the unit commander. Future duty performance is not anticipated.

3.1.5.7. **B.** Member has performed duty prior to the scheduled UTA/RSD/SUTA/SRSD.

3.1.5.8. **A.** Unexpected absence from the UTA/RSD/SUTA/SRSD.

3.1.6. Unit commanders or designated representatives will annotate the number of UTA/RSD periods to be paid (via check marks and "P"s) to the right of each member's attendance and the grand total at the bottom of the last page of the UTA/RSD attendance roster.

3.1.7. Changes to the attendance roster (i.e. changing attendance code) will be requested in writing to the unit commander or designated representatives.

3.1.8. SUTA/SRSD rosters are generated after the primary UTA/RSD. A UTA/RSD attendance roster will be produced for the dates shown in the “remarks” column on the original UTA/RSD attendance roster. Attendance code “S” will not be used on SUTA/SRSD rosters. For a SUTA/SRSD prior to the primary UTA/RSD, unit commanders will notify the comptroller, in writing, identifying the members scheduled for the SUTA/SRSD at least five (5) working days prior to the SUTA/SRSD dates. SUTA/SRSD attendance rosters will be prepared based on this notification.

3.1.9. Certification of Flight and Jump Incentive Pay. The Host Aviation Resource Management (HARM) representative or designated representative will certify entitlements IAW AFI 11-421.

3.2. Electronic Document Processing. - RESERVED.

Chapter 4

ACTIVE DUTY PROCEDURES

4.1. Authorization and Certification. Active duty performance is authorized by the published active duty order. Active duty orders will be certified by the member's supervisor for the duty period. When a member submits a statement of duty for payment of active duty, the certification must agree with the active duty order. If a certification is received that requires an amendment, it will be returned to the unit. It may be subsequently resubmitted with the applicable amendment attached.

4.2. Military pay processes based on the five (5) categories below:

4.2.1. Short Tours. Less than thirty (30) days in length.

4.2.2. Long Tours. Thirty (30) days or more in length.

4.2.3. BMT Tours. Basic Military Training and Technical School (IADT for non-prior service members).

4.2.4. Pre-certified tours. For deployment training.

4.2.5. AGR Duty (6 months or longer). Paid through Defense Joint Military Pay System-Active Component (DJMS-AC).

4.3. Short Tours (Less than 30 Days). Military pay processes the active duty tour for payment (C01) when the duty is completed and the certified statement of duty is received. The certification for payment will not process in IMPS or DMO prior to the last day of the tour (exception, see **para 3.7.6**, pre-certified tours).

4.4. Long Tours (30 Days or longer). Once the long tour is processed by DFAS, members are paid through the fifteenth of the month at the mid-month and through the 30th or the 31st of the month at the end of the month.

4.5. Tour Payment Starts. The attendance certifying official certifies the "reported for duty" portion of the statement of duty and submits it to military pay for processing. Submit the long tour pay transaction (A24) to DFAS on or after the first day of the tour to start payment. When tour payment is started before the certified statement of duty is received:

4.5.1. Stop tour payments if the certified statement for the tour duty is not received after 10 workdays/funding of the report date.

4.5.2. Collect the payments made if the certified statement for tour start is not received after 20 workdays/funding of the report date.

4.5.3. The member's reporting official will certify the "release of duty" portion of the statement of duty prior to tour completion and the member will submit it to military pay. The certified order confirms the tour end date and supports processing of member's leave payment transactions.

4.5.4. Leave accrual and payment. Leave will be managed IAW AFI 36-3003, *Military Leave Program*.

4.5.5. CONUS long tours over 180 days in length may be processed in DJMS-AC as prescribed by AFMAN 65-116.

4.6. Initial Active Duty Training/Basic Military Training (BMT). A BMT tour is only performed by a non-prior service member. Workdays/funding are centrally managed by NGB/A1 and not accounted for at base level. The complete tour, including the initial skill training is accounted for under the BMT military personnel accounting project (522). The guidance for long tours ([para 3.3.2.4](#) above) applies with the following exceptions:

4.6.1. Tour start and completion do not require a certified duty statement. Submit the active duty transactions (A24) to DFAS once the first "E01" partial payment posts to the DJMS-RC accounts receivable file. Verify completion of training when member returns from BMT/Technical Training.

4.6.2. BMT leave days are not deducted from base workday allocations since the workdays/funding are not managed at base level.

4.7. Pre-certified Tours.

4.7.1. Only Annual and Special Training tour types are eligible for payment as a pre-certified tour.

4.7.2. Unit commanders will request pre-certified tour processing from Military Pay, as far in advance as possible.

4.7.3. The pre-certified tour will be at least twelve (12) days long and have at least ten (10) members participating as a unit. Waivers to the minimum number of members may be requested from NGB/FMF.

4.7.4. Changes for "highest paid date" may be requested through NGB/FMF. The highest date paid for the end-of-month "code three" run cannot be charged.

4.7.5. In order to prevent overpayment or unauthorized payment of pre-certified tours, the following procedures are required:

4.7.5.1. Military Pay will produce the Annual Training Roster in multiple copies. The Military Pay Office will retain one copy and provide at least two to certifying officials.

4.7.5.2. On the first day of the tour, the appointed Attendance Certifying DAO verifies attendance by calling roll. The certifying official will line through the names of the members not present and has the appropriate orders revoked.

4.7.5.3. Any members present, but not on the Annual Training Roster will be added to the end of the roster.

4.7.5.4. Hand carry, e-mail, or fax one copy of the roster, revoked orders, and copies of orders for military members added to the roster, to the Military Pay Office by the established deadline for submission.

4.7.5.5. During the tour, the appointed Attendance Certifying DAO will update the roster for any members who do not complete the scheduled tour and obtain amended orders.

4.7.5.6. On the last day of the tour, the appointed Attendance Certifying DAO official will again verify attendance by calling roll. They will annotate the roster for members not present at the end of the tour. The roster, with amended orders, will be submitted to

the Military Pay Office by the established deadline. Military Pay will make the appropriate collections.

4.7.5.7. The certifying official may elect to have the member sign in and sign out on the Annual Training Roster if a roll call is not feasible.

4.8. AGR Tours Paid through DJMS-AC.

4.8.1. Members performing AGR tours longer than six months will be transferred into DJMS-AC.

4.8.2. The DJMS-RC record will be closed using the A24, pay status K transaction) for the period of the AGR tour to prevent dual compensation.

4.8.3. AGR Workdays/funding are centrally managed and not accounted for at the state and ANG levels.

4.9. Military Personnel Appropriation (MPA) Tours.

4.9.1. MPA tours are AF Mandays and are normally paid through DJMS-RC.

4.9.2. They may be short or long tours and follow the guidance listed in **paragraph 2.4.2.3, 2.4.2.4, and 2.4.3.**

4.9.3. Leave days are not deducted from base workday allocations since the workdays/funding are not managed at the base level.

4.9.4. All amendments to orders should be coordinated through the authorizing headquarters.

4.10. Overseas Permanent Change of Station (PCS) Tour Processing. Overseas PCS tours should be processed in the following manner:

4.10.1. OCONUS long tours orders over 180 days in length will be processed in DJMS-AC in order to establish all overseas entitlements correctly.

4.10.2. OCONUS long tours orders over 30 days in length may be processed in DJMS-AC in order to establish overseas entitlements correctly (if applicable).

4.10.3. OCONUS short tour orders less than 30 days in length will be processed in DJMS-RC.

4.10.4. New Orders (DJMS-AC).

4.10.4.1. Members should be coded: "G" (REGAF) in DJMS-AC.

4.10.4.2. At a minimum, members shall receive entitlements as specified in **Attachments 6-7.**

4.10.5. Existing Orders (DJMS-RC).

4.10.5.1. To the greatest extent possible, orders with greater than 6 months in duration should be transitioned to DJMS-AC. (NOTE: This transition may cause a disruption of the member's pay).

4.10.5.2. The payment of Move in Housing Allowance is not possible in DJMS-RC. A Case Management System (CMS) case must be established for the payment of this entitlement. (NOTE: It may take 2-4 months for this entitlement to be paid by DFAS).

4.10.5.3. The simultaneous payment of Basic Allowance for Housing (BAH) and Overseas Housing Allowance (OHA) is not possible in DJMS-RC. A CMS case must be established for the payment of this entitlement every month. (NOTE: It may take 2-4 months for this entitlement to be paid by DFAS).

4.10.5.4. If a member is already on orders AND their entitlements are incorrect, amendments will need to be issued to update entitlements.

4.10.6. The member's home Comptroller Flight will be responsible for the following:

4.10.6.1. Serve as the focal point for any military pay and travel pay inquiries, updates, and corrections.

4.10.6.2. Process the PCS travel voucher and amendments (if applicable) for the member.

4.10.6.3. Input applicable pay entitlements into DJMS-AC.

4.10.6.4. Verify the DJMS-RC pay record is suspended, if applicable.

4.10.6.5. Verify the member is in an appropriate civilian leave status, if applicable.

4.11. Defense Military Pay Office (DMO) System Pay Processing.

4.11.1. Manual processing of "Mileage Only" claims will be completed via DMO.

4.11.2. Active duty military pay will be processed via DMO.

4.11.3. Manual processing of Active Duty Military Pay Transactions previously processed via the Maintaining, Preparing and Producing Executive Reports (MAPPER) System, excluding Active Guard Reserve (AGR) Personnel, must be processed through DMO.

4.11.4. Processing of Military Pay Transactions for AGRs must be completed manually within the Integrated Military Personnel System (IMPS).

Chapter 5

REPORTS AND MANAGEMENT PRODUCTS

5.1. General. Reports and management listings are available in IMPS, MAPPER, and AROWS to assist commanders, comptrollers, and the payroll office in managing the workday program and payment to unit members.

5.2. IMPS/MAPPER Workday Products.

5.2.1. ADSN Totals Report. Provides a detailed summary of base level workdays allocated, quarterly commitments and obligations, by type of training. The report is available for prior, current and next fiscal year. Produce report as required. Monthly distribution to USP&FO is recommended.

5.2.2. Active/Inactive Duty List. Listing summarizes active and inactive duty, both scheduled and performed, for all unit members. Distribute this listing as required by each unit. Monthly distribution is recommended.

5.2.3. Squadron Totals List. A detailed summary of each unit's workdays allocated, quarterly commitments and obligations; by officer or enlisted and workday type.

5.2.4. Workday Control Report. Summary of workday by unit, duty code and officer/enlisted status. Indicates the total annual authority, allocated, obligated, committed and available workdays. This report will be distributed at least monthly to the unit RAs.

5.2.5. The UTA Absent Report. Report may be selected by Unit or SSN. Lists members reported absent for UTA/RSD. Distribute as required to Unit Commanders and the Force Support Squadron (FSS).

5.2.6. Base versus Squadron Allocation Report. Provides a comparison of the sum of all squadron/unit allocations versus the ADSN allocation. Monthly distribution to USP&FO is recommended.

5.3. Military Pay Products. Daily payroll processing is recommended to provide timely payment to the ANG member and reduce the effect of possible data loss. Military Pay must audit the daily payroll transaction list to ensure all transactions are supported by proper documentation. IMPS provides the following reports and management listings:

5.3.1. Conflict Reports. The UTA, Active Duty and Inactive Duty reports should be reviewed daily or as activity requires. Conflicts should be resolved and proper payment transactions processed promptly.

5.3.2. Active Duty Edit Report (ADEDIT). The ADEDIT listing should be run daily and the listed conflicts resolved based on the messages posted in the Active Duty Conflict file. Forward the listing to the Unit RA and/or Comptroller for resolution of remaining conflicts. Clear the ADEDIT file not less than weekly by requesting the ADEDIT with the no date option. Failure to follow this procedure reduces the efficiency of IMPS.

5.3.3. Late Statement of Active Duty Report. Lists members by squadron who have not filed a certified Statement of Duty for scheduled active duty. Distribute this report to Comptroller and Unit Commanders at least monthly. More frequent production is

recommended during critical workday reporting periods (i.e., end of year or end of quarter). The report will be annotated as shown below and returned to Military Pay.

5.3.3.1. Duty Performed (certification attached or will be forwarded).

5.3.3.2. Duty Performed (certification previously submitted on _____. Amended/Revoked by S.O. # _.

5.3.3.3. Amendment/Revocation to follow.

5.3.4. Late Inactive Duty Report. Lists by unit, all inactive duty that has been scheduled and no performance certification document has been received for payroll processing. This report will be provided to the Comptroller and Unit Commanders at least monthly. The annotated report will be returned to Military Pay. The Unit Commander or representative will annotate the line entries as shown below:

5.3.4.1. P = Duty Performed (certification attached or will be forwarded).

5.3.4.2. B = Duty Previously Performed on __ . (Certification previously submitted, attached or to be forwarded).

5.3.4.3. R = Rescheduled to __ (enter new scheduled date).

5.3.4.4. E = Excused. Member has been excused. A letter changing the roster is attached and the record should be deleted. Unit and Military Pay will file letters with UTA attendance rosters and the unit will provide a copy to the FSS.

5.3.4.5. A = Absent. Member has been excused. A letter changing the roster is attached and the record should be deleted. Unit and Military Pay will file letters with UTA attendance rosters and the unit will provide a copy to the FSS.

5.3.5. Technician Listing (TECH) - will be produced at least monthly. The dual compensation audit will be performed to ensure technician members are in a proper leave status during performance of military duty. The audit consists of comparing military duty paid in IMPS against technician time and attendance reports. Document when audits are performed, what discrepancies were identified and the actions taken to resolve the discrepancies. Audit documentation will be maintained in accordance with applicable DoD and AF guidance. Correspondence associated with resolving the discrepancies will be maintained.

5.3.6. Commanders Notification Listing - Records are written to the commander's report each time limits are exceeded, IAW ANGI 36-2001, or when RUTAs are posted to the UTA roster without make-up dates. Run this report monthly and provide to Unit Commanders and Comptroller. Members who exceed the duty limitations, IAW ANGI 36-2001, must have appropriate approval in unit RA files to perform and receive pay for such duty.

5.3.7. The UTA attendance percentage report is a product of UTA processing. It indicates the UTA duty status by squadron for members on the attendance roster.

5.3.8. Workday Utilization Code Report (WORKWUC) - Workday report generated from military pay detail records summarizing workday usage by duty type, WUC and rank. Generate as desired or requested by ANGRC.

5.4. AROWS Workday Reports. The following describes Workday and Funding reports within the Air National Guard Reserve Order Writing System (AROWS) and should be used to properly manage the funding/workday program:

Table 5.1. AROWS Workday Reports.

Title	Accessibility	Purpose	Recommended Review Schedule
Work Center by Type by Member Report	Budget Analyst MSF Approver Resource Advisor	To display Workdays and Funding for specific orders within a Work Center	As Required
Type by Work Center Report	Budget Analyst	To display Obligated and Committed Workdays and Funding, along with the remaining quantity of Workdays available, within a Work Center	As Required
Work Center by Type by WUC Report	Budget Analyst Resource Advisor School Order Specialist AGR Order Specialist Unit Order Specialist	To display Obligated and Committed Workdays and Funding, along with the remaining quantity of Workdays available, by WUC within a Work Center	Monthly
Personnel Management Report	Budget Analyst Resource Advisor NGB/FM Approver	To display Workdays used by Member and the Annual Training Balance by officer days and by enlisted days on each squadron. The Annual Training balance is compared to the remaining officer/enlisted days to be performed to compute the delta for a work center or all work centers in that wing.	As Required
National Guard Assistant Program (NGAP) Report	NGB/GO Approver	To display Workdays used by Member	As Required
MPF ID by Type Report	NGB/FM Approver	To display Workdays Loaded, Obligated, Committed and Remaining Balance by Unit	As Required
MPF ID by Type by WUC Report	NGB/FM Approver	To display Workdays Loaded, Obligated, Committed and Remaining Balance by Squadron/WUC	Monthly
Title	Accessibility	Purpose	Recommended Review Schedule
Personnel Management NGB Roll Up Summary Report	NGB/FM Approver	To display Workdays used by Workday Type and the remaining Annual Training Days Required by Wing	As Required
WUC By Type by MPF ID Report	NGB/FM Approver Program Manager	To display Workdays Loaded, Obligated, Committed and Remaining Balance by WUC/Squadron	As Required
Title	Accessibility	Purpose	Recommended Review Schedule
School and BMT Report	NGB/A1 (Schools & Training) Approver	To display Allocated, Obligated, Committed Days and Funds, along with remaining balances, specific for School and BMT Workday Types	Monthly
Status of Workdays Report	Budget Analyst Resource Advisor	To display Workday Types, along with their Description, Fund Code, WUC, Current Balance	Monthly

		and Over Obligation ability.	
Workday Execution Report	Budget Analyst Certifier Comptroller Resource Advisor	To display Issued, Obligated and Committed Workdays and Funds by Work Center, Workday Type, and WUC.	Monthly
NGB Workday Execution Report	NGB/A1 (AGR) Approver NGB/A1 (Policy) Approver NGB/A1 (School & Training) Approver NGB/A3 Approver NGB/FM Approver NGB/HR Approver NGB/GO Approver	To display Workdays Loaded, Obligated, and Committed, along with remaining Balance by MPF ID, Work Center, Workday Type, and WUC.	Monthly

Table 5.2. AROWS Funding Reports.

Title	Accessibility	Description	Recommended Review Schedule
Work Center by Appropriation by Type Report	Budget Analyst Comptroller Resource Advisor	To display Allocated, Committed, and Obligated Funds, along with the remaining Balance by Work Center, Appropriation, and Assigned Order Type	As Required
Wing by Appropriation by Type Report	Budget Analyst Comptroller	To display Allocated, Committed, and Obligated Funds, along with the remaining Balance by Wing, Appropriation, and Assigned Order Type	As Required
Wing by Type by Work Center Report	Budget Analyst Comptroller Resource Advisor	To display Allocated, Committed, and Obligated Funds, along with the remaining Balance by Wing, Squadron Code, RCCC, and Work Center	Monthly
Work Center by Type by ESP Report	Budget Analyst Comptroller Resource Advisor	To display Allocated, Committed, and Obligated Funds, along with the remaining Balance by Work Center, Workday Type, and ESP Code	As Required
Status of Funds Report	Budget Analyst Comptroller Resource Advisor	To display Fund Cites, along with their Description, Current Balance, Over Obligation ability, and Distribution Status	Monthly
Wing Order Log Report	Budget Analyst Certifier Comptroller MSF Approver Resource Advisor	To display order cost and duty location information for Members assigned to a specific Wing and Work Center	As Required

STANLEY E. CLARKE III, Lieutenant General,
USAF
Director, Air National Guard

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

10 U.S.C. §101, *Definitions*

10 U.S.C. § 8013, *Secretary of the Air Force: Power and Duties: Delegation By*

32 U.S.C. § 101, *Definitions*

31 U.S.C. § 1341,1342 and 1501-1519 *Anti-Deficiency Act*

AFCSM 36-699V1, *Personnel Data Systems*

AFH 10-416, *Personnel Readiness and Mobilization*

AFI 10-402v1, *Mobilization Planning and Personnel Readiness*

AFI 33-328, *Administrative Orders*

AFI 33-332, *Privacy Act Program*

AFI 33-360, *Publications and Forms Management*

AFI 36-2608, *Military Personnel Records System*

AFI 36-2619, *Military Personnel Appropriation (MPA) Manday Program*

AFI 36-3003, *Military Leave Program*

AFI 65-103, *Temporary Duty Orders*

Air Force Records Disposition Schedule (available at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>)

ANGI 36-101, *The Air National Guard Active Guard Reserve (AGR) Program*

ANGI 36-2001, *Management of Training and Operational Support Within the Air National Guard*

ANGI 36-2101, *Assignments within the Air National Guard*

The Privacy Act of 1974 and applicable amendments

OMB Circular A-123 - *Managements Responsibilities for Internal Controls*

DoD FMR, NIST.FIPS PUB 186-4, (<http://dx.doi.org/10.6028/NIST.FIPS.186-4>)

Forms Prescribed

NGB Form 105A, *Automated for Individual Inactive Duty Training*

ANG Form 105S, *Individual Inactive Duty Authorization/Certification*

ANG Form 633, *Regularly Scheduled Drill Roster*

Abbreviations and Acronyms

ADA—Anti-deficiency Act

ADSN—Accounting Disbursing Station Number
AEDIT—Active Duty Edit Report
AFI—Air Force Instruction
AFTP—Additional Flying Training Period
AFM—Automated Funds Management
AFMAN—Air Force Manual
AFSAT—Air Force Security Assistance Training
AFSC—Air Force Specialty Code
AFTP—Additional Flying Training Period
AGR—Active Guard Reserve
ANG—Air National Guard
ANGI—Air National Guard Instruction
AROWS—ANG Reserve Orders Writing System
ATAAPS—Automated Time, Attendance, and Production System
BMT—Basic Military Training
CONUS—Continental United States
DAO—Departmental Accountable Officer
DFAS—Defense Finance and Accounting Services
DJMS-AC—Defense Joint Military Pay System-Active Component
DJMS-RC—Defense Joint Military Pay System-Reserve Component
DMO—Defense Military Pay Office
DoD—Department of Defense
EQT—Equivalent Training
FM—Financial Management
FSS—Force Support Squadron
HARM—Host Aviation Resource Management
IADT—Initial Active Duty Training
IDT—Inactive Duty Training
IMPS—Integrated Military Personnel System
MAPPER—Maintaining, Preparing and Producing Executive Reports
MSF—Mission Support Flight
OCONUS—Outside Continental United States

OPR—Office of Primary Responsibility
PCS—Permanent Change of Station
PKI—Public Key Infrastructure
PT—Proficiency Training
RA—Resource Advisor
RMP—Readiness Management Period
RSD—Regularly Scheduled Drill
RUTA—Rescheduled Unit Training Assembly
SO—Special Order
SOC—Schedule of Changes
SUTA—Split Unit Training Assembly
TPPA—Training Period Preparation Assembly
U.S.C. or USC—United States Code
USP&FO—United States Property and Fiscal Officer
UTA—Unit Training Assembly

Attachment 2

ACRONYM CROSS REFERENCE TABLE¹

OLD ACRONYM	OLD TERM	NEW ACRONYM	NEW TERM
ADOT	Active Duty for Other than for Training	ADOT	Active Duty for Other than for Training
ADSW	Active Duty Schedule Work	ADOS	Active Duty Operational Support
ADT	Active Duty for Training	ADT	Active Duty for Training
AFTP	Additional Flying Training Period	AFTP	Additional Flying and Flight Training Period
AGR	Active, Guard, Reserve/Statutory Tour	FTNGD-AGR	Full Time National Guard Duty - Active, Guard, Reserve
AGR/STAT Tour	Active, Guard, Reserve/Statutory Tour	AGR	Active, Guard, Reserve
AGTP	Air Ground Training Period	DELETED	DELETED
AS	Active Service	AD	Active Duty
AT	Annual Training	AT	Annual Training
AT	Annual Training	FTNGD-AT	Full Time National Guard Duty - Annual Training
BUTA	Before Unit Training Assembly	RD	Rescheduled Drill
EQT	Equivalent Training	ET	Equivalent Training
FTNGD	Fulltime National Guard	FTNGD	Full Time National Guard Duty
IADT	Initial Active Duty for Training	IADT	Initial Active Duty Training
ID	Inactive Duty	ID	Inactive Duty
IDT	Inactive Duty for Training	IDT	Inactive Duty Training
OTD	Other Training Duty	OTD	Other Training Duty
PT	Proficiency Training	ATP	Additional Training Period
RUTA	Rescheduled Unit Training Assembly	RD	Rescheduled Drill
ST	Special Training	FTNGD-OTD	Full Time National Guard Duty - Other Training Duty
SUTA	Split Unit Training Assembly	SRSD	Split-Regularly Scheduled Drill
TPPA	Training Period Preparation Assemblies	RMP	Readiness Management Period
UTA	Unit Training Assembly	RSD	Regularly Scheduled Drills
OLD ACRONYM	OLD TERM	NEW ACRONYM	NEW TERM
None	None	IAD	Involuntary Active Duty
None	None	Other	Other
None	None	FTNGD-T	Full Time National Guard Duty - Training
None	None	FTNGD-OT	Full Time National Guard Duty - Other Than For Training

¹ New terms defined in DoDI 1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve Components*

None	None	FTNGD-OS	Full Time National Guard Duty - Operation Support
None	None	FTNGD-Invol	Full Time National Guard Duty - Involuntary
None	None	Vol IDT	Voluntary Inactive Duty Training
None	None	AIDT	Additional Inactive Duty Training
None	None	FHD	Funeral Honor Duty
None	None	MD	Muster Duty
None	None	FS	Federal Service

Attachment 3

NGB FORM 105A, AUTOMATED LNACTIVE DUTY DAILY ATTENDANCE ROSTER.

 AUTOMATED INACTIVE DUTY DAILY ATTENDANCE LIST
 PERSONAL DATA - PRIVACY ACT OF 1974

DIRECTIONS: IF MEMBER PERFORMS DUTY AS SCHEDULED, COMPLETE THE BLOCKS MARKED START TIME, END TIME, MEMBER'S SIGNATURE, AND CERTIFYING OFFICIAL'S SIGNATURE. IF MEMBER IS NOT PRESENT FOR DUTY, ENTER 'ABSENT,' 'EXCUSED,' OR THE NEW SCHEDULED DATE IN THE MEMBER'S SIGNATURE BLOCK. ALWAYS COMPLETE THE AUTHORIZING OFFICIAL PORTION. SEE ANGI65-101 FOR MORE DETAILED INSTRUCTIONS.

DATE OF DUTY: YYMMDD SQUADRON: X FLIGHT: X

NAME	SSAN	DUTY CODE	PERIOD	WUC	START TIME	END TIME	MEMBER'S SIGNATURE	CERTIFYING OFFICIAL'S SIGNATURE
XXXXXXXXXX	123456789	U	1	XX	0730	1130	B. Brown	y.g. yates

PRINTED NAME, GRADE, AND TITLE OF AUTHORIZING OFFICIAL	SIGNATURE OF AUTHORIZING OFFICIAL
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<p style="text-align: center;">DUTY CODE TABLE</p> <p style="text-align: center;">UTA</p> <p>F = AFTP P = PT Q = EQT T = TPPA U = RUTA/UTA</p>	<p style="text-align: center;">WORKDAY UTILIZATION CODE TABLE</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;">AFTP</p> <p>LA = MISSION READY (MR) LB = MISSION SUPPORT (MS) LC = MR (GROUND) LD = MS (GROUND)</p> </td> <td style="width: 50%; vertical-align: top;"> <p style="text-align: center;">PT</p> <p>HA = CRASH/FIRE RESCUE HB = COMBAT CONTROL TEAM HC = AIR WEAPONS CONTROLLER HD = AIR TRAFFIC CONTROLLER HE = OTHER</p> </td> </tr> </table>	<p style="text-align: center;">AFTP</p> <p>LA = MISSION READY (MR) LB = MISSION SUPPORT (MS) LC = MR (GROUND) LD = MS (GROUND)</p>	<p style="text-align: center;">PT</p> <p>HA = CRASH/FIRE RESCUE HB = COMBAT CONTROL TEAM HC = AIR WEAPONS CONTROLLER HD = AIR TRAFFIC CONTROLLER HE = OTHER</p>
<p style="text-align: center;">AFTP</p> <p>LA = MISSION READY (MR) LB = MISSION SUPPORT (MS) LC = MR (GROUND) LD = MS (GROUND)</p>	<p style="text-align: center;">PT</p> <p>HA = CRASH/FIRE RESCUE HB = COMBAT CONTROL TEAM HC = AIR WEAPONS CONTROLLER HD = AIR TRAFFIC CONTROLLER HE = OTHER</p>		

NGB Form 105A
 1 MAR 94

Attachment 4

ANG FORM 105S, INDIVIDUAL INACTIVE DUTY AUTHORIZATION/CERTIFICATION

INDIVIDUAL INACTIVE DUTY AUTHORIZATION/CERTIFICATION					
The proponent agency is NGB/FM. The prescribing directive is ANGI 65-101.					
PRIVACY ACT STATEMENT					
1. AUTHORITY: Title 10 USC 275, Title 37 USC 204, and Executive Order 9397.					
2. PURPOSE: Used to verify performance of Inactive Duty Training for pay purposes and awarding of retirement point credit.					
3. ROUTINE USES: None.					
4. DISCLOSURE: Mandatory; SSN is required by the Defense Joint Military Pay System (DJMS). If SSN is not provided, individual will not be paid.					
5. USE: Only one duty type per form.					
<i>To ensure effective internal controls, three different individuals are required to prepare, approve and certify auditable financial documents required for payment.</i>					
AUTHORIZATION					
NAME (Last, First MI, Grade):			SSN:		
MEMBER ORGANIZATION:			DUTY CODE (Check One):		
LOCATION DUTY PERFORMED:			<input type="checkbox"/> C = FHD <input type="checkbox"/> P = ATP <input type="checkbox"/> T = RMP		
			<input type="checkbox"/> F = AFTP <input type="checkbox"/> Q = ET <input type="checkbox"/> U = RD		
WORK DAY UTILIZATION CODES (Check One): Other Work Day Utilization Code: <input type="checkbox"/> _____ ET (Equivalent Training) and RD (Rescheduled Drill): <input type="checkbox"/> KA - Pay Category A (Prior Service) <input type="checkbox"/> KB - Pay Category P (Non Prior Service) RMP (Readiness Management Period): <input type="checkbox"/> IT - Unit Prep Period Assembly FHD (Funeral Honors Duty): <input type="checkbox"/> 17 - Enlisted <input type="checkbox"/> 07 - Officer ATP (Additional Training Period): <input type="checkbox"/> HA - Crash/Fire Rescue <input type="checkbox"/> HB - Combat Control Team <input type="checkbox"/> HC - Air Weapons Controller <input type="checkbox"/> HD - Air Traffic Controller <input type="checkbox"/> HE - Other AFTP (Additional Flying and Flight Training Period): <input type="checkbox"/> LA - Mission Ready (MR) Flying <input type="checkbox"/> LB - Mission Support (MS) Flying <input type="checkbox"/> LC - Mission Ready Ground <input type="checkbox"/> LD - Mission Support Ground					
FUNERAL HONORS ENTITLEMENT (Check One): <input type="checkbox"/> Base Pay <input type="checkbox"/> Retirement Points Only <input type="checkbox"/> \$50.00 Stipend <input type="checkbox"/> Retiree (Must be done on SF 1034)					
PERIOD	ORIGINAL DUTY		NEW DUTY		
1	DATE:	TIME IN:	DATE:	TIME IN:	TIME OUT:
2	DATE:	TIME IN:	DATE:	TIME IN:	TIME OUT:
3	DATE:	TIME IN:	DATE:	TIME IN:	TIME OUT:
4	DATE:	TIME IN:	DATE:	TIME IN:	TIME OUT:
<i>I authorized the requested duty, as annotated above.</i>					
AUTHORIZING OFFICIAL (Last, First MI):			SIGNATURE:		DATE (yyyymmdd):
LOCAL USE ONLY					
CERTIFICATION					
<i>The information provided is correct and accurately reflects duty performed.</i>					
MEMBER (Last, First MI):			SIGNATURE:		DATE (yyyymmdd):
<i>I certify that the preceding information is correct and accurate and the member performed the duty as annotated.</i>					
APPOINTED ATTENDANCE CERTIFYING DAO (Last, First MI):			SIGNATURE:		DATE (yyyymmdd):
<i>I attest to the correctness of statements, facts and accounts appearing on this document. I understand I am pecuniary liable for payments in accordance with 31 U.S.C. 3528</i>					
APPOINTED CERTIFYING OFFICIAL (Last, First MI):			SIGNATURE:		DATE (yyyymmdd):

Attachment 6

OCONUS ENTITLEMENT REFERENCE GUIDE

Dependency Status	Dependents Relocate	Dependent Restricted	Assigned Govt Quarters/Family	Assigned Govt Quarters/Single	Entitlement
With	Yes	Yes	Yes	N/A	Single rate COLA, TLA(if applicable)
With	Yes	Yes	No	N/A	Single rate OHA, single rate COLA, TLA (if applicable)
With	Yes	No	Yes	N/A	With dependent COLA, TLA(if applicable)
With	Yes	No	No	N/A	With dependent OHA, with dependent MIHA, TLA (if applicable and applicable)
With	No	Yes	N/A	Yes	With dependent BAH I for single rate COLA, FSA-R, TLA(if applicable)
With	No	Yes	N/A	No	With dependent BAH I for single rate OHA, single rate COLA, FSA-R, TLA(if applicable)
With	No	No	N/A	Yes	Single rate COLA, TLA(if applicable)
With	No	No	N/A	No	Single rate OHA, single rate COLA, TLA (if applicable)
Without	N/A	N/A	N/A	Yes	Single rate COLA, TLA(if applicable)
Without	N/A	N/A	N/A	No	Single rate OHA, single rate COLA, TLA(if applicable)

NOTE: This guide is meant to be used as a reference and does not override the JTR or applicable DoD instructions.

Attachment 7

DISLOCATION ALLOWANCE REFERENCE GUIDE

Status	Dependency Status	Dependents Relocate	
Technician/DSG	With	Yes	With
Technician/DSG	With	No	
Technician/DSG	Without	N/A	
AGR	With	Yes	With
AGR	With	No	
AGR	Without	N/A	

NOTE: This guide is meant to be used as a reference and does not override the JTR or applicable DoD instructions.