

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

**AIR NATIONAL GUARD INSTRUCTION
65-101**



10 MAY 2018

FINANCIAL MANAGEMENT

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

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: NGB/FMF Policy Branch

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

Supersedes: ANGI65-101, 1 March 2016

Pages: 26

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 and DOD 7000.14-R Financial Management Regulation; Volume 1, Chapter 9: Financial Records Retention, dated February 2016. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This instruction has been substantially revised and must be reviewed in its entirety.

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Chapter 1

GENERAL INFORMATION

1.1. Authorization. The authorization and limitations for Air National Guard use of the Defense MilPay Office (WebDMO) and the Air National Guard Reserve Order Writing System (AROWS) has have been coordinated and approved through the Air Force Accounting and Finance Office (AFAFO) and the Defense Finance and Accounting Service (DFAS).

1.2. Applicability. The provisions of this instruction are mandatory for members of the Air National Guard. Deviations are not authorized without approval from the National Guard Bureau Financial Management Directorate (NGB/FM).

1.3. Responsibilities. This instruction establishes the following responsibilities:

1.3.1. Adjutant General will:

1.3.1.1. Exercise oversight for the State workday/financial management (FM) program.

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

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

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

1.3.2.2. 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.

1.3.3. Wing/Base Commander will:

1.3.3.1. Manage the base level ANG workday program.

1.3.3.2. Ensure the Base Financial Manager/Comptroller and designated alternates are appointed on a DD Form 577, Appointment/Termination Record, or appointment letter.

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

1.3.4.1. Implement the base workday/funding program.

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

1.3.4.3. Transfer workdays/funding between units.

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

1.3.4.5. Request re-phasing of workdays/funding through NGB/FM.

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

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

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

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

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

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

1.3.4.12. Ensure excessive system access is audited once a month and separation of duties internal control is maintained.

1.3.5. Each unit commander will:

1.3.5.1. 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).

1.3.5.2. 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.

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

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

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

1.3.6.1. Be appointed in writing by the unit commander. These appointments letters are subject to Comptroller concurrence and validation of completed of training.

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

1.3.6.3. Monitor unit workday balances.

1.3.6.4. Request re-phasing or additional unit workdays/funding through the Comptroller.

1.3.6.5. Provides unit workday status to Comptroller upon request.

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

1.4. Signature Acceptance.

1.4.1. Wet Signature Acceptance.

1.4.1.1. Wet signatures are acceptable on any printed document.

1.4.1.2. Documents may be submitted with "wet" signatures or digital signatures.

1.4.1.3. It is not permissible to have a mixture of wet and digital signatures on any document.

1.4.1.4. All documents must be legible.

1.4.1.5. Documents may be prepared in ink or using a computer.

1.4.1.6. Corrections may be made with “pen and ink”. Draw a single line through the incorrect entry and initial; do not obliterate the original entry.

1.4.1.7. White out or corrective tape will not be used.

1.4.2. Electronic Signature Acceptance.

1.4.2.1. An electronic signature is acceptable on any digitally signed document.

1.4.2.2. Financial documents with the typed word “//SIGNED//” will not be accepted as a valid certified or approved document.

1.4.2.3. 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.

1.4.2.4. Digitally signed documents that are printed may not be used for official purposes.

1.5. Electronic Pay Certification.

1.5.1. 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.).

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

1.6.1. Maintaining separation of duties ensures no one individual has control over the entire process and is of the utmost importance in preventing mismanagement of funds.

1.6.2. 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.

1.6.3. 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:

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

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

1.6.4. 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.

1.6.5. 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. WebDMO). 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 processes 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 Training (AT), Special Training (ST), Full Time National Guard Duty (FTNGD), Formal Schools, Additional Flying Training Period (AFTP), Regularly Scheduled Drills (RSD), Readiness Management Period (RMP), and Additional Training Period (ATP), Equivalent Training (ET) and Funeral Honors Duty (FHD) workdays/funding into AROWS based on workday documents and instructions issued by ANGRC.

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

2.2. Authority to Expend Workdays.

2.2.1. NGB/FM controls ANG workdays/funding through the use of annual workday programs and quarterly allocations. Units receive allocations for AT, ST, School, RSD, ATP, and RMP workdays/funding. Other workdays/funding (i.e. AFTPs, BMT, etc.) are regulated by statute or are specifically approved by and distributed through NGB/FM.

2.2.2. Annual workday allocations are communicated to units in the form of workday documents through the FM Checkbook application. 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.

2.3. 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.

2.3.2. Military Payroll Process:

2.3.2.1. Financial Transaction for Inactive duty documents certified in AROWS are compiled into a batch file. Military Pay exports the batch file from AROWS into WebDMO. The payroll file is electronically submitted to DFAS for payment.

2.3.2.2. Financial transactions for Active Duty Orders certified in AROWS will route to the Military Pay Specialist inbox for review and final approval. Approved orders are exported to WebDMO”. The payroll file is electronically submitted to DFAS for payment.

Chapter 3

INACTIVE DUTY PROCEDURES

3.1. Document Processing Procedures.

3.1.1. Effective 1 October 2015, AROWS was directed as the system used to create/update/delete inactive duty pay transactions in the Defense Joint Military Pay System – Reserve Component (DJMS-RC). The following establishes new procedures for processing inactive duty pay transactions within AROWS.

3.1.2. Authorization and Certification. USP&FOs and Assistant USP&FOs (i.e. appointed Comptrollers) will provide DD Form 577s appointing DAOs whose duties include authorization of attendance and certification of RSD attendance rosters and Individual Inactive Duty Performance.

3.1.3. Allocation. NGB/FM will allocate RSD, ATP, AFTP, RMP Inactive Duty Days by Wing via FM Checkbook.

3.2. Inactive Duty Processing Rules and Responsibilities.

3.2.1. Budget Analyst. Update paragraph to state, “Budget Analyst. Loads Pay and Allowance Days for all Inactive Duty, individual and group into AROWS once a workday documents is received. RSD, AFTP, ATP, and RMP Days are allocated by Wing from NGB/FM via FM Checkbook application.

3.2.2. ID Administrator (“Document Preparer”). Creates and disseminates RSD Roster in AROWS. Inputs RSD Attendance into AROWS. Creates, modifies, and cancels individual Inactive Duty Authorization Requests in AROWS.

3.2.3. Unit Commander (Hard Holds). Reviews and approves the Inactive Duty requests for specific situations to include, but not limited to, Rescheduled Drill (RD) and Equivalent Training (ET) IAW ANGI 36-2001 Management of Training and Operational Support within the Air National Guard.

3.2.4. ID Attendance Certifier (“Appointed Attendance Certifying DAO”). Reviews RSD Roster and Individual Inactive Duty Certification for accuracy prior to the document being forwarded to the ID Certifier.

3.2.5. ID Certifier (“Appointed Certifying Official”). Appointed individual must ensure they fully understand their responsibility in performing their specific duties as a Certifying Official and be aware of the consequences and the potential pecuniary liability implications for their actions. Approves RSD Attendance Roster and Individual Inactive Duty Certification for payment.

3.2.6. Member (Web Profile) [DD Form 2875 not required]. Creates, modifies, and cancels individual Inactive Duty Authorization and Certification requests.

3.2.7. Supervisor (“Authorizing Official”). Approves Individual Inactive Duty authorizations.

3.2.8. HARM Approver. Reviews/approves Inactive Duty Certifications for AFTP, RSD (Flying Status), and ET (Flying Status).

3.2.9. Military Pay Specialist. Inputs the approved Wing RSD Schedule at the beginning of each FY. Export batch files into WebDMO and electronically sends to DFAS for payment. Reviews Inactive Duty Conflict Report for cancelations or modifications to Inactive Duty transactions.

3.2.10. The AF Form 1444, Certification of the Air Reserve Pay and Allowance System (ARPAS) Input Transactions. Will be used to document the certification and transmission of military pay for each payroll file.

3.2.11. Inactive Duty Certification for Debt Collection Actions. Run WebDMO import. Manually process changes to pay transactions identified via the Inactive Duty Conflict Report that did not flow to DJMS. Debts resulting from cancelations or modifications of Individual Inactive Duty periods are automatically established through the DMO Export. Any debts resulting from the modification of a previously certified Inactive Duty Group roster (Inactive Duty Group rosters cannot be canceled) populate on the "Inactive Duty Group Certified Modification Report". This report is then used to manually establish debts or make payments using WebDMO.

3.3. Forms.

3.3.1. ANG Form 105S, Individual Inactive Duty Authorization/Certification. This form may be used to authorize and certify all types of inactive duty except Regularly Scheduled Drill (RSD). A maximum of two (2) periods per day can be reported for two days per form. A workday utilization code (WUC) is required. Data elements and fields will not be altered, although the comptroller may establish local procedures for the "Local Use" data field. The Military Pay Specialist exports all available transactions to WebDMO. Attendance of the member may be verified by the DAO and the document certified ready for payment by the unit Certifying Official. In the event AROWS is non-operational, a paper version of the ANG Form 105S may be used to manually input into WebDMO. However, once AROWS is back on-line, the duty must be input into AROWS to track duty performance limitations.

3.3.2. ANG Form 633, Regular Scheduled Drill Roster. The RSD Attendance Roster is the primary document used to record attendance at scheduled RSDs. MilPDS is the source of member assignment data used to prepare the attendance roster. AROWS will populate the attendance roster based on PAS Code assignments with each member scheduled for duty. Members may not be added to or deleted from this system generated roster. To report duty performance for members assigned, but not appearing on the preprinted attendance roster, the unit must prepare an Individual Inactive Duty Authorization/Certification using the appropriate code. Changes to the attendance roster (i.e. changing attendance code) will be requested in writing to the unit commander or designated representatives. Approved changes to the attendance roster will be provided to the ID Administrator for input into AROWS. A paper version of the ANG Form 633 may be used to manually input into WebDMO in the event AROWS is non-operational for an extended period of time. However, once AROWS is back on-line, the duty must be input into AROWS to track duty performance limitations.

Chapter 4

ACTIVE DUTY PROCEDURES

4.1. Authorization and Certification. IAW AFI33-328 Administrative Orders, Air National Guard Supplement, AROWS must be used for all computer generated Active Duty Orders. Integral to this process, an ANG Form 336, Air National Guard Order Request, must be used by all ANG Order Writing Activities to initiate Military Pay Orders within AROWS. Active duty orders are electronically certified by the member and their supervisor (SOD Attendance Certifier) for the duty performed. When a member submits a statement of duty for payment, it must agree with the active duty order. If a signed statement of duty is received by the supervisor and needs an amendment, it should be returned to the member and amended by the order specialist. Once the amendment is published, the member must electronically certify the statement of duty for the order with the amended dates.

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 electronically. The certification for payment will not process in WebDMO prior to the last day of the tour (exception, see [para 4.7.6](#), pre-certified tours).

4.4. Long Tours (30 Days or Longer). Certification of the statement of duty on a long tour is available on the first day of the order. Once processed by Military Pay, the member is paid at mid-month on the 15th and end of the month on the 30th or 31st. The attendance certifying official certifies the “reported for duty” portion of the statement of duty and submits it to Military Pay for processing. Once Military Pay approves the order, the system creates a long tour pay transaction (A24) to send to DFAS on or after the first day of the tour to start payment.

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

4.5. 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 applies with the following exceptions:

4.5.1. Tour start and completion do not require a certified statement of duty. Submit the active duty transaction (A24) directly into WebDMO before the “E01” transaction is

processed by active duty. The “E01” can be viewed in processed transactions. Verify completion of training when member returns from BMT/Technical Training.

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

4.6. Pre-certified Tours.

4.6.1. 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.

4.6.2. 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.

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

4.6.3.1. 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.

4.6.3.2. 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.

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

4.6.3.4. 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.

4.6.3.5. 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.

4.6.3.6. 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.

4.6.3.7. 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.

4.7. AGR Tours Paid Through DJMS-AC.

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

4.7.2. The DJMS-RC record will be suspended using the A24K for the period of the AGR tour to prevent dual compensation and maintain members RC-MMPA.

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

4.8. Military Personnel Appropriation (MPA) Tours.

- 4.8.1. Short or long MPA tours are AF Mandays and are normally paid through DJMS-RC.
- 4.8.2. Leave days are not deducted from base workday allocations since the workdays/funding are not managed at the base level.
- 4.8.3. All amendments to orders should be coordinated through the authorizing headquarters.

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

- 4.9.1. OCONUS long tours orders over 30 days in length “may be”, while tours over 180 days “will be”, processed in DJMS-AC in order to establish overseas entitlements correctly.
- 4.9.2. OCONUS short tour orders less than 30 days in length will be processed in DJMS-RC.
- 4.9.3. New Orders (DJMS-AC). Members should be coded: “G” (REGAF) in DJMS-AC.
- 4.9.4. Existing Orders (DJMS-RC).
 - 4.9.4.1. 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).
 - 4.9.4.2. The payment of Move in Housing Allowance (MIHA) 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).
 - 4.9.4.3. 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).
 - 4.9.4.4. If a member is already on orders AND their entitlements are incorrect, amendments will need to be issued to update entitlements.
- 4.9.5. The member’s home unit Comptroller Flight will be responsible for the following:
 - 4.9.5.1. Serve as the focal point for any military pay and travel pay inquiries, updates, and corrections.
 - 4.9.5.2. Process the PCS travel voucher and amendments (if applicable) for the member.
 - 4.9.5.3. Input applicable pay entitlements into DJMS-AC.
 - 4.9.5.4. Verify the DJMS-RC pay record is suspended, if applicable.
 - 4.9.5.5. Verify the member is in an appropriate civilian leave status, if applicable.

4.10. Defense Military Pay Office (WebDMO) System Pay Processing.

- 4.10.1. Manual processing of “Mileage Only” claims will be completed via WebDMO.
- 4.10.2. Active duty military pay will be processed via WebDMO.
- 4.10.3. Manual processing of Active Duty military pay transactions previously processed via MAPPER must be processed in WebDMO. Additionally, Force Support Flight (FSF) is

required to upload substantiating documentation to the Case Management System (CMS) before Military Pay can process former MAPPER transactions for AGR Personnel.

Chapter 5

REPORTS AND MANAGEMENT PRODUCTS

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

5.2. 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.

5.3. AROWS Inactive Duty Reports.

Table 5.1. AROWS Inactive Duty Reports.

<i>Inactive Duty Performed.</i>	Shows all Inactive Duty Performed by Work Center, Duty Type, Member.
<i>Inactive Duty Individual Uncertified.</i>	Shows all Authorized Uncertified Individual Inactive Duty by Work Center, Duty Type, Member.
<i>Inactive Duty Group Certified.</i>	Shows all Certified Inactive Duty Rosters by Work Center, Roster Name.
<i>Inactive Duty Group Certified Modification Report.</i>	Shows information modified on a previously Certified Inactive Duty Roster.
<i>Inactive Duty Group Uncertified.</i>	Shows all Uncertified Group Inactive Duty Rosters by Work Center, Roster Name.
<i>Inactive Duty Group Wing Schedule.</i>	Shows RSD Schedule by Wing, Fiscal Year.
<i>Members Absent from Regularly Scheduled Drill.</i>	Displays members marked absent for at least one period on a certified RSD Roster.
<i>Workday Inactive Duty Monthly Execution Report.</i>	Shows workday execution for Inactive Duty.
<i>Member Certified Duty Report.</i>	Shows certified Active Duty and Inactive Duty for a Member.

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 5.2. AROWS Workday Reports.

Title	Accessibility	Purpose	Recommended Review Schedule
Work Center by Type by Member Report	Budget Analyst MSF Approver	To display Workdays and Funding for specific orders	As Required

	Resource Advisor	within a Work Center	
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
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
School and BMT Report	NGB/A1 (Schools & Training) Approver	To display Allocated, Obligated, Committed Days	Monthly

		and Funds, along with remaining balances, specific for School and BMT Workday Types	
Status of Workdays Report	Budget Analyst Resource Advisor	To display Workday Types, along with their Description, Fund Code, WUC, Current Balance and Over Obligation ability.	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.	NGB Workday Execution Report

Table 5.3. 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	Monthly

		Work Center	
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

LEON S. RICE, 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*

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

32 U.S.C. § 101, *Definitions*

AFCSM 36-699V1, *Personnel Data Systems*,

AFH 10-416, *Personnel Readiness and Mobilization*,

AFI 10-402, *Mobilization Planning*, 1 May 2012

AFI 33-321, *Authentication of Air Force Records*, 3 August 2011

AFI 33-328, *Administrative Orders*, 16 January 2007

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 36-2608, *Military Personnel Records System*, 26 October 2015

AFI 36-2619, *Military Personnel Appropriation (MPA) Manday Program*, 18 July 2014

AFI 36-3003, *Military Leave Program*, 11 May 2016

AFI 65-103, *Temporary Duty Orders*, 5 August 2005

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

ANGI 36-101, *The Active Guard/Reserve (AGR) Program*, 3 June 2010

ANGI 36-2001, *Management of Training and Operational Support within the Air National Guard*, 19 October 2009

ANGI 36-2101, *Assignments within the Air National Guard(ANG)*, 10 April 2012

ANGI 65-601, *Air National Guard (ANG) Resource Management Policies and Responsibilities for Commanders*, 31 May 2005

OMB Circular A-123 – *Managements Responsibilities for Internal Controls*, 21 December 2004

Prescribed Forms

AF Form 1444, *Certification of the Air Force Reserve Pay and Allowance System (ARPAS) Input Transactions*, 1 January 1969

ANG Form 633, *Regularly Scheduled Drill Roster Instructions*

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

Abbreviations and Acronyms

ADA—Anti-deficiency Act

ADSN—Accounting Disbursing Station Number

ADEDIT—Active Duty Edit Report

AFI—Air Force Instruction

AFTP—Additional Flying Training Period

AFM—Automated Funds Management

AFMAN—Air Force Manual

AFTP—Additional Flying Training Period

AGR—Active Guard Reserve

ANG—Air National Guard

ANGI—Air National Guard Instruction

AROWS—ANG Reserve Orders Writing System

AT—Annual Training

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

DoD—Department of Defense

EQT—Equivalent Training

FM—Financial Management

FTNGD—Full Time National Guard Duty

HARM—Host Aviation Resource Management

IADT—Initial Active Duty Training

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
RD—Rescheduled Drill
RMP—Readiness Management Period
RSD—Regularly Scheduled Drill
RUTA—Rescheduled Unit Training Assembly
SO—Special Order
SOC—Schedule of Changes
ST—Special Training
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
WebDMO—Defense Military Pay Office

Attachment 2

ACRONYM CROSS REFERENCE TABLE

Table A2.1. Acronym Cross Reference Table1.

OLD ACRONYM	OLD TERM	NEW ACRONYM	NEW TERM
BUTA	Before Unit Training Assembly	RD	Rescheduled Drill
EQT	Equivalent Training	ET	Equivalent Training
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

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

Attachment 3

**ANG FORM 105S, INDIVIDUAL INACTIVE DUTY
AUTHORIZATION/CERTIFICATION**

Figure A3.1. ANG Form 105S.

TRACKING NUMBER / MOD / STATUS: 8575449 / 0 / INITIAL AUTHORIZATION

INDIVIDUAL INACTIVE DUTY AUTHORIZATION/CERTIFICATION					
The proponent agency is NGB/PM. The prescribing directive is ANGI 65-101					
PRIVACY ACT STATEMENT					
<p>1. AUTHORITY: Title 10 USC 275, Title 37 USC 204, and Executive Order 12957.</p> <p>2. PURPOSE: Used to verify performance of Inactive Duty Training for pay purposes and awarding of retirement point credit.</p> <p>3. ROUTINE USES: None.</p> <p>4. DISCLOSURE: Mandatory; GSN is required by the Defense Joint Military Pay System (DJMS). If GSN is not provided, individual will not be paid.</p> <p>5. USE: Only one duty type per form.</p> <p><i>To ensure effective internal controls, three different individuals are required to prepare, approve and certify accurate financial documents required for payment.</i></p>					
AUTHORIZATION					
NAME (Last, First MI, Grade):				SSN:	
MEMBER ORGANIZATION:				DUTY CODE (Check One):	
LOCATION DUTY PERFORMED:				<input type="checkbox"/> C - FHD <input type="checkbox"/> D - ATP <input type="checkbox"/> T - RMP <input type="checkbox"/> F - AFTP <input type="checkbox"/> G - ET <input checked="" type="checkbox"/> U - RD	
WORK DAY UTILIZATION CODES (CHECK ONE): RMP (Readiness Management Period) ATP (Additional Training Period) AFTP (Additional Flying and Flight Training Period)					
Other Work Day Utilization Code <input type="checkbox"/>		<input type="checkbox"/> IT - Unit Prep Period Assembly <input type="checkbox"/> RA - Crash/Fire Rescue <input type="checkbox"/> ET (Equivalent Training) and RD (Rescheduled Drill) <input type="checkbox"/> MA - Cordal/Cordal Team <input type="checkbox"/> LA - Mission Ready (MR) Fly/IG <input checked="" type="checkbox"/> KA - Pay Category A (Prior Service) <input type="checkbox"/> FHD (Funeral Honors Duty) <input type="checkbox"/> MC - Air Weapons Controller <input type="checkbox"/> LB - Mission Support (MC) Flying <input type="checkbox"/> KB - Pay Category B (Non Prior Service) <input type="checkbox"/> IT - Injured <input type="checkbox"/> MD - Air Traffic Controller <input type="checkbox"/> LC - Mission Ready Ground <input type="checkbox"/> OT - Officer <input type="checkbox"/> HE - Other <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 authorize the requested duty, as annotated above.					
AUTHORIZING OFFICIAL (Last, First MI):			SIGNATURE:		DATE (yyyymmdd):
LOCAL USE ONLY					
CERTIFICATION					
The information provided is correct and accurately reflects duty performed.					
MEMBER (Last, First MI):			SIGNATURE:		DATE (yyyymmdd):
I certify that the preceding information is correct and accurate and the member performed the duty as annotated.					
APPOINTED ATTENDANCE CERTIFYING DAO (Last, First MI):			SIGNATURE:		DATE (yyyymmdd):
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. 3526.					
APPOINTED CERTIFYING OFFICIAL (Last, First MI):			SIGNATURE:		DATE (yyyymmdd):

