

Financial Management

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

This regulation establishes the Air National Guard base level responsibilities for management of the base workday program and the prompt payment of Air National Guard (ANG) personnel. It applies to all federally recognized Air National Guard Units.

**SUMMARY OF CHANGES**

This instruction provides procedures and guidance for ANG workday accounting and reporting using the Integrated Military Personnel System. It replaces ANGR 177-02 and the prior ANGWARS system and punch card processing. New and revised forms prescribed are: NGB Forms 105M and 105S, the automated Inactive Duty Daily Attendance Roster and NGB Form 633, Attendance Roster. NGB Forms 105 (1 Feb 76) and 633 (1 Jan 91) are obsolete. Precertified tour certification procedures have been modified due to payment by direct deposit.

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## Chapter 1

### GENERAL SYSTEMS DESCRIPTION

**1.1. Authorization.** The authorization and limitations for Air National Guard Integrated Military Personnel System (IMPS) workday accounting and reporting are found in the following regulations and policies: AFI 36-8001 (formerly designated as AFR 35-41, volume 2) and AFR 35-41, volume 4; NGR (AF) 50-1, AFCAT 36-2223 (formerly designated as AFM 50-5), AFI 36-2205 (formerly designated as AFR 51-4); NGR (AF) 53-2; Department of Defense Financial Management Regulation, volume 7, part A, (DoDMRPM) and AFM 177-373, volume 3.

**1.2. General.** 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.

**1.2.1. Military Pay (IMPS)** creates pay and entitlement transactions for ANG personnel. Workday commitments and obligations are updated when transactions are created or deleted. Workday status reports are generated each time a payroll is created. Resulting payroll files are electronically transmitted to DFAS, Denver, CO for payment, and workday files are electronically transmitted to ANGRC/TE, Andrews AFB MD.

**1.2.2. Base Workday Control Officers (BWCO)** enter the base workday allocations for annual, special, school, additional flying training periods (AFTPs), unit training assemblies (UTAs), training period preparation assembly (TPPA), and proficiency training (PT) workdays into the IMPS system based on workday documents and instructions issued by the Air National Guard Readiness Center/Directorate of Training (ANGRC/TE). Workday accounting reports are generated and used by the BWCO, Unit Workday Control Officer (UWCO) and ANGRC to manage the workday program.

**1.2.3. Integrated Automated Orders System (IAOS)** is designed to update military pay active duty suspense and workday accounting information as active duty orders are published.

**1.3. Responsibilities.** This instruction establishes the following responsibilities:

**1.3.1. The Adjutant General will:**

**1.3.1.1. Manage the State ANG workday program.**

**1.3.1.2. Ensure ANG workdays are used in accordance with NGB policies and directives.**

**1.3.2. The USPFO will:**

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

**1.3.2.2. Periodically 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 (for example, the ADSN Totals Report (paragraph 5.2.3.) and the Base vs Squadron Allocation Report (paragraph 5.2.6.)).**

**1.3.3. The Air Commander will:**

**1.3.3.1. Manage the base level ANG workday program.**

**1.3.3.2. Ensure the BWCO and alternate are identified by appointment letter.**

**1.3.4. The Base Financial Manager (Assistant USPFO for Fiscal) will serve as the BWCO and will:**

**1.3.4.1. Implement the base workday program.**

**1.3.4.1.1. Suballocate workdays within IMPS to the UWCOs.**

**1.3.4.1.2. Transfer workdays between units.**

**1.3.4.1.3. Schedule, review and distribute workday management products.**

**1.3.4.1.4. Request rephasing of workdays by ANGRC/TE.**

**1.3.4.1.5. Provide the USPFO monthly copy of workday reports (ADSN Totals Report (paragraph 5.2.3.) and the Base versus Squadron Allocation Report (paragraph 5.2.6.) recommended).**

**1.3.4.2. Serve as the base focal point for all workday requests and inquiries from ANGRC/TE.**

**1.3.4.3. Monitor the data systems used to support the workday accounting and military pay operations.**

**1.3.4.4. Monitor workday usage and availability ensuring quarterly allocations are not exceeded.**

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

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

**1.3.5. Each Unit Commander will:**

**1.3.5.1. Monitor unit members duty performance to ensure compliance with NGR (AF) 50-1.**

**1.3.5.2. Review base level workday products to ensure appropriate use of workdays.**

**1.4. Terms.** Here are the terms that are used in this instruction.

**1.4.1. BWCO - The Base Workday Control Officer monitors the overall execution of the workday program.**

**1.4.2. IAOS - Integrated Automated Orders System.** A MAPPER-based program used by the ANG to publish orders.

**1.4.3. IMPS - Integrated Military Personnel System.** The MAPPER-based ANG program used for workday control and military pay processing.

**1.4.4. JUMPS-AC - Joint Uniform Military Pay System - Active Component.** The pay system controlled and maintained by DFAS Denver used to pay Active duty Air Force members. ANG members in the Active Guard/Reserve Program (AGR) are paid in the JUMPS-AC System.

**1.4.5. JUMPS-RF - Joint Uniform Military Pay System - Reserve Forces.** The system controlled and maintained by DFAS Denver used to pay the ANG and Reserve component members.

**1.4.6. MAPPER - MAIntaining, Preparing and Producing Executive Reports.** The data base management information system used as the basis for ANG workday control and military payment programs (IMPS).

**1.4.7. UWCO - The Unit Workday Control Officer monitors the unit workday program.**

## Chapter 2

### BASE WORKDAY ACCOUNTING PROCEDURES

**2.1. General.** This chapter describes the procedures used to expend and account for workdays. Workday records are subject to audit by the USPFO, Air Force Audit Agency, and other Federal Audit Agencies.

#### 2.2. Authority to Expend Workdays:

2.2.1. ANGRG/TER controls ANG training workdays through the use of annual workday programs and quarterly allocations. Units receive allocations for annual, special, school, PT, and TPPA workdays. Other workdays, (AFTPs, UTAs, BMT), are regulated by statute or are specifically approved by and distributed through ANGRG/TER.

2.2.2. Annual workday allocations are communicated to units in the form of workday program/allocation documents issued to the USPFO. The USPFO certifies the documents and forwards them to the Assistant USPFO for Air (Fiscal), the BWCO. Changes to the annual allocations will be coordinated between the USPFO and BWCO. The BWCO portion of IMPS will be maintained based upon these documents.

#### 2.3. Unit Workday Control Officer (UWCO):

2.3.1. The Unit Commander appoints the UWCOs in writing. The appointments are subject to BWCO concurrence. The IMPS system 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. guardlift, alert, Red Flag, etc.). These "pseudo" squadrons may be assigned to a UWCO at the discretion of the BWCO.

2.3.2. The UWCO will:

2.3.2.1. Verify the availability of unit workdays prior to approving requests for orders.

2.3.2.2. Monitor unit workday balances.

2.3.2.3. Request rephasing or additional unit workdays from the BWCO.

2.3.2.4. Respond to requests from the BWCO on the unit workday status.

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

**2.4. Workday Accounting Stages.** The records created in IMPS process through several stages. The stages are defined differently for the military pay and the BWCO portions of IMPS.

2.4.1. BWCO stages:

2.4.1.1. Allocated - workdays are issued to the base for specific functions. The allocations are the limit beyond which the base will not commit or obligate.

2.4.1.2. Committed - workdays scheduled for dates after the current calendar day. A published special order must exist to support active duty records.

2.4.1.3. Obligated - workdays scheduled or performed on or before the present calendar day. A published special order must exist to support active duty records.

2.4.1.4. The Active/Inactive Duty Bump Routine moves workdays from the committed to the obligated stage based on the current calendar date.

2.4.2. Military payroll stages:

2.4.2.1. Suspense - The duty transactions in IMPS scheduled to be performed and awaiting certification and those certified awaiting processing by Military Pay. Inactive duty suspense records are created from the RUTA, SUTA or EQT dates entered on the UTA Attendance Roster during UTA processing. Active duty suspense records are generated when IAOS orders are published. Suspense records may be created manually with proper supporting documentation.

2.4.2.2. Ready-to-pay - The workdays 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-DE.

2.4.2.3. Paid - workdays performed, certified for payment, processed by military pay and transmitted to DFAS-DE, for payment. This stage includes any records that have been rejected by DFAS-DE and have not been corrected or updated by the Military Pay section.

## Chapter 3

## INACTIVE DUTY PROCEDURES

**3.1. General.** Air National Guard members may perform duty in a variety of inactive status: UTA, SUTA, RUTA, EQT, AFTP, PT and TPPA. Inactive duty definitions, limitations and unique terms used in this chapter are defined in NGR (AF) 50-1.

**3.2. Authorization and Certification.** Unit commanders will provide the base comptroller with a letter appointing individuals to authorize attendance and certify UTA attendance rosters. Signature cards are not required. Documents will be accepted for payment processing based on these appointment letters.

**3.2.1.** All documents will be legible, prepared in ink or by machine, with original signatures. Data Facsimile (FAX) documentation is acceptable based on DFAS-DE/JA message R161421Z Nov 93. See AFM 177-373, volume 3 for further information on data FAX documentation. Corrections will be made with pen and ink. Draw a single line through the incorrect entry and initial; do not obliterate the original entry. Whiteout and correction tape will not be used.

**3.2.2.** The unit commander or appointed attendance roster certifying official will certify the NGB Form 633, Attendance Roster (figure 3.1.).

**3.2.3.** AF Form 40, Authorization for Inactive Duty Training, (figure 3.2.), and NGB Form 105, Authorization for Inactive Duty Training (all versions) may be certified by section supervisors, but can only be authorized by squadron commanders or appointed authorizing officials. Any of the versions of the NGB Form 105 (A, M, S) (figures 3.3., 3.4., and 3.6.) may be used to authorize and certify inactive duty attendance for dates other than the scheduled UTA.

**3.3. NGB Form 633, Attendance Roster.** The UTA Attendance Roster is the primary document used to record UTA attendance or status at scheduled UTAs and SUTAs. The attendance roster may also be used to schedule members for future duty such as SUTA, RUTA or EQT. The automated personnel data system is the source of member assignment data used to prepare the attendance roster. Military Pay will provide an attendance roster to each unit scheduled for duty. Members may not be added to this preprinted roster. To report duty performance 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/SUTA attendance will be recorded as follows (figure 3.1.):

**3.3.1.** Place a checkmark (/) in the appropriate column for all personnel who are physically present

when attendance is recorded. No entry will be made for those personnel not physically present.

**3.3.2.** When attendance has been recorded, the individual recording attendance will count the number of check marks and enter the total at the bottom of the column on 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 verifier places his or her initials below those of the individual who recorded the attendance.

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

**3.3.3.1. P =** Member is present for duty, but not in formation (supported by a corresponding entry on AF Form 40).

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

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

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

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

**3.3.3.6. E =** Member has been excused from the UTA/SUTA by the Unit Commander. Future duty performance is not anticipated.

**3.3.3.7. B =** Member has performed duty prior to the scheduled UTA/SUTA.

3.3.3.8. A = Unexcused absence from the UTA/SUTA.

3.3.4. Unit commanders will annotate the number of UTA periods to be paid (check marks and Ps) to the right of each member's attendance and the grand total at the bottom of the last page of the UTA attendance roster.

3.3.5. Changes to the attendance roster (i.e., changing attendance code) will be requested, by letter, by the Unit Commander or roll call certifying official.

3.3.6. SUTA rosters are generated after the primary UTA. A UTA attendance roster will be produced for the dates shown in the "remarks" column on the original UTA attendance roster from the primary UTA. Attendance code "S" will not be used on SUTA rosters. For a SUTA prior to the primary UTA, Unit Commanders will notify the Comptroller, in writing, identifying the members scheduled for the SUTA, at least five working days prior to the SUTA dates. SUTA attendance rosters will be prepared based on this notification.

3.4. **AF Form 40, Authorization for Inactive Duty Training (IADT).** The AF Form 40 will only be used in conjunction with the NGB Form 633, Attendance Roster. It is used to document attendance at scheduled UTAs and SUTAs for members who are not physically present at roll call. Member's name, grade and SSN will be printed or typed on the form. The member will sign and annotate the time of arrival for period one or departure for period two. The AF Form 40 may be certified by section supervisors, but may only be authorized by Unit Commanders or their designees. Commanders are responsible for ensuring members meet the minimum four hour time requirement for each period of duty (figure 3.2.).

3.5. **NGB Form 105A, Automated Inactive Duty Daily Attendance Roster.** The Automated Inactive Duty Attendance List is a IMPS computer-generated list used to authorize and certify all types of inactive duty except UTA and SUTA. 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 (see figure 3.3.).

3.6. **NGB Form 105M, Authorization for Inactive Duty Training.** This form may be used to authorize and certify all types of inactive duty except UTA and SUTA for one or more members of a unit (see figure 3.4.). A maximum of two periods may be reported per person per form and date. A Workday Utilization Code (WUC) is required. Valid codes are listed in NGR (AF) 50-1. Submit completed documents to military pay daily. The NGB Form 105M may be computer generated. Data elements and fields will not be altered. The base

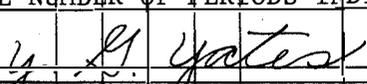
comptroller may establish local procedures for use of the "Local Use" data field. The Privacy Act statement must appear on each form. The certifying official may draw a diagonal line across the certification blocks for all members they are certifying duty performance for and enter a single signature on the line to certify performance.

3.7. **NGB Form 105S, Authorization for Individual Inactive Duty Training.** The NGB Form 105S may be used to authorize and certify all types of inactive duty except UTA and SUTA. (see figure 3.6). A maximum of two periods per day can be reported per form. A Workday Utilization Code (WUC) is required. Valid codes are listed in NGR (AF) 50-1. Completed documents will be submitted to the military pay section daily. The NGB Form 105M may be computer generated. Data elements and fields will not be altered, although the comptroller may establish local procedures for the "Local Use" data field. The Privacy Act statement must appear on each form.

3.8. **Certification of Incentive Pay.** The base operations officer or designated representative will review active duty and inactive duty flight records to determine if flight requirements have been met by members who are entitled to hazardous duty incentive pay, and by rated officers who are not automatically entitled to aviation career incentive pay. Certifications of entitlements to, or denial of, incentive pay will be accomplished in either of the following ways:

3.8.1. Positive certification - at the beginning of the month, the base operations officer or designated representative will send military pay a letter listing the members who have adequate banked flying time to qualify them for incentive or hazardous duty pay for the current month. Supplemental letters will be provided for members not on the original letter as they meet flying requirements during the month. The names of members who qualify for incentive or hazardous duty pay for previous months, under the grace period provisions, should be included in a letter which is sent to military pay at the end of the month.

3.8.2. Negative certification - at the beginning of the month, the base operations officer or designated representative will send military pay a letter listing only those members who do not have enough banked flying time to qualify them for incentive or hazardous duty for the month. During the month, additional letters must be provided to amend the original letter or to inform the military pay section of any required adjustments.

(PERSONAL DATA - PRIVACY ACT OF 1974)									
ATTENDANCE ROSTER									
					<b>A - ABSENT</b> <b>E - EXCUSED</b> <b>X - CONSTRUCTIVELY PRESENT</b> <b>/ - PRESENT IN FORMATION</b> <b>P - PRESENT, NOT IN FORMATION</b>		<b>S - SUTA</b> <b>R - RUTA</b> <b>B - BUTA</b> <b>Q - EQT</b>		
<b>ORGANIZATION</b>				<b>LOCATION</b>				<b>YEAR AND MONTH</b>	
999TH MISSION SUPPORT SQUADRON 3				AND BASE TOWN STATE				1993 JUL	
<b>DATES OF SCHEDULED UNIT TRAINING ASSEMBLIES</b>								<b>PAGE 1 OF 1 PAGES</b>	
10 & 12 JUL 93									
GRADE	SSAN	NAME	1	2	3	4	TOTAL	REMARKS	
03	XXXXXXXXXX	ANDERSON, ALLEN A.	P	✓	✓	✓	4		
01	XXXXXXXXXX	BROWN, BONNIE B.	T	R	R	S	S	∅	17+18 JUL 93
02	XXXXXXXXXX	DOE, DONALD D.	A	X	X	X	X	∅	
01	XXXXXXXXXX	PHILLIPS, PAULA P.		✓	✓	Q	Q	2	25 SEP 93
35	XXXXXXXXXX	ALLEN, ALICE		B	B	E	E	∅	11 JUL 93 MBR DPTS for AMS
33	XXXXXXXXXX	DECKER, DARRIN D.		P	P	✓	✓	4	
37	XXXXXXXXXX	GARDNER, GARY G.	A	X	X	X	X	∅	
36	XXXXXXXXXX	LANE, LOIS L.		R	R	✓	✓	2	17 JUL 93
33	XXXXXXXXXX	SMITH, STANLEY S.	T	A	A	A	A	∅	
33	XXXXXXXXXX	WEST, WILLIAM S.		✓	✓	P	P	4	
38	XXXXXXXXXX	YATES, YVONNE Y.		✓	✓	✓	✓	4	
		LAST ITEM							
I CERTIFY THAT THE PRECEDING ROSTER CONSISTING OF 1 PAGE(S) IS CORRECT AND									
THAT ALL PERSONNEL HAVE QUALIFIED FOR THE NUMBER OF PERIODS INDICATED.									
 _____ (CERTIFYING OFFICIAL)									
<b>TOTAL PRESENT FOR ROLL CALL</b>							344420		
<b>INITIALS OF FLIGHT LEADER</b>							GG/GG/GG/GG NY/NY/NY/NY		

NGB FORM 633 (Replaces NGB Form 633, dated 1 Jan 91, which is obsolete)  
 1 MAR 94

Figure 3.1. NGB Form 633, Attendance Roster



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**AUTOMATED INACTIVE DUTY DAILY ATTENDANCE LIST**  
**PERSONAL DATA - PRIVACY ACT OF 1974**  
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**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 ANGI 65-101 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	<u>0730</u>	<u>1130</u>	<u>B. Brown</u>	<u>y.g. gates</u>

-----  
**PRINTED NAME, GRADE, AND TITLE OF AUTHORIZING OFFICIAL**

-----  
**SIGNATURE OF AUTHORIZING OFFICIAL**

-----  
**DUTY CODE TABLE**

F = AFTP	KA = PAY CATEGORY A	UTA
P = PT	KB = PAY CATEGORY P	
Q = EQT		TPPA
T = TPPA		IT = ALL TPPA
U = RUTA/UTA		

-----  
**WORKDAY UTILIZATION CODE TABLE**

AFTP	PT
LA = MISSION READY (MR)	HA = CRASH/FIRE RESCUE
LB = MISSION SUPPORT (MS)	HB = COMBAT CONTROL TEAM
LC = MR (GROUND)	HC = AIR WEAPONS CONTROLLER
LD = MS (GROUND)	HD = AIR TRAFFIC CONTROLLER
	HE = OTHER

-----  
**Figure 3.3. NGB Form 105A, Automated Inactive Duty Daily Attendance Roster**



**PRIVACY ACT STATEMENT**

- 1. **Authority: Title 37 US Code Sec 204 SSAN: Executive Order 9397 10 USC 275.**
- 2. **Principal Purpose (s) : Authorize individuals to perform Inactive Duty Training.**
- 3. **Routine Uses: Used to verify performance of Inactive Duty Training for pay purposes and awarding of retirement point credit.**
- 4. **Mandatory or Voluntary Disclosure and Effect on Individual Not Providing Information: Providing information on this form is mandatory. SSAN information is one of the edits in the Joint Uniform Military Pay System. If SSAN is not on form individual will not be paid.**

**WORKDAY UTILIZATION CODES**

**PROFICIENCY TRAINING**

- HA - Crash/Fire Rescue
- HB - Combat Control Team
- HC - Air Weapons Controller
- HD - Air Traffic Controller
- HE - Other

**AFTP**

- LA - Mission Ready (MR) FLYING
- LB - Mission Support (MS) FLYING
- LC - Mission Ready Ground
- LD - Mission Support Ground

**UTA (RUTA and EQT Only)**

- KA - Pay Category A
- KB - Pay Category P

**TPPA**

- IT - Unit Training Preparation  
Period Assembly

AUTHORIZATION FOR INDIVIDUAL INACTIVE DUTY TRAINING				
SQUADRON: <u>999MSS/3</u> DATE PERFORMED: <u>25 SEP 93</u>				<u>Duty Type Codes</u> F = AFTP    U = RUTA P = PT      T = TPPA Q = EQT
SSAN		Name		Member's Signature
XXX-XX-XXXX		PHILLIPS, FAULA P.		P.P. Phillips
Duty Code	WUC	Time In	Time Out	Certifying Official's Signature
Q	KA	0730	1600	
Local Use Only				
EQT FOR PERIODS 1 & 2, 11 JUL 93				
<u>Authorizing Official</u>				
Printed Name, Grade & Title			Signature	

NGB Form 105S  
1 MAR 94

AUTHORIZATION FOR INDIVIDUAL INACTIVE DUTY TRAINING				
SQUADRON: _____ DATE PERFORMED: _____				<u>Duty Type Codes</u> F = AFTP    U = RUTA P = PT      T = TPPA Q = EQT
SSAN		Name		Member's Signature
Duty Code	WUC	Time In	Time Out	Certifying Official's Signature
Local Use Only				
<u>Authorizing Official</u>				
Printed Name, Grade & Title			Signature	

NGB Form 105S  
1 MAR 94

Figure 3.6. NGB Form 105S, Authorization for Individual Inactive Duty Training

**PRIVACY ACT STATEMENT**

1. Authority: Title 37 US Code Sec 204 SSAN: Executive Order 9397 10 USC 275.
2. Principal Purpose (s) : Authorize individuals to perform Inactive Duty Training.
3. Routine Uses: Used to verify performance of Inactive Duty Training for pay purposes and awarding of retirement point credit.
4. Mandatory or Voluntary Disclosure and Effect on Individual Not Providing Information: Providing information on this form is mandatory. SSAN information is one of the edits in the Joint Uniform Military Pay System. If SSAN is not on form individual will not be paid.

**WORKDAY UTILIZATION CODES**

**PROFICIENCY TRAINING**

HA - Crash/Fire Rescue  
 HB - Combat Control Team  
 HC - Air Weapons Controller  
 HD - Air Traffic Controller  
 HE - Other

**AFTP**

LA - Mission Ready (MR) FLYING  
 LB - Mission Support (MS) FLYING  
 LC - Mission Ready Ground  
 LD - Mission Support Ground

**TPPA**

IT - Unit Training Prep Per Assembly  
 UTA (RUTA, SUTA & EQT)  
 KA - Pay Category A  
 KB - Pay Category P

NGB Form 105S  
 1 MAR 94

**PRIVACY ACT STATEMENT**

1. Authority: Title 37 US Code Sec 204 SSAN: Executive Order 9397 10 USC 275.
2. Principal Purpose (s) : Authorize individuals to perform Inactive Duty Training.
3. Routine Uses: Used to verify performance of Inactive Duty Training for pay purposes and awarding of retirement point credit.
4. Mandatory or Voluntary Disclosure and Effect on Individual Not Providing Information: Providing information on this form is mandatory. SSAN information is one of the edits in the Joint Uniform Military Pay System. If SSAN is not on form individual will not be paid.

**WORKDAY UTILIZATION CODES**

**PROFICIENCY TRAINING**

HA - Crash/Fire Rescue  
 HB - Combat Control Team  
 HC - Air Weapons Controller  
 HD - Air Traffic Controller  
 HE - Other

**AFTP**

LA - Mission Ready (MR) FLYING  
 LB - Mission Support (MS) FLYING  
 LC - Mission Ready Ground  
 LD - Mission Support Ground

**TPPA**

IT - Unit Training Prep Per Assembly  
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NGB Form 105S  
 1 MAR 94

Figure 3.7. Privacy Act Statement - Reverse of NGB Form 105S

## Chapter 4

### ACTIVE DUTY PROCEDURES

**4.1. General.** ANG members may perform duty in a variety of active duty status: Annual Training, Special Training, School Training, Initial Active Duty Training (BMT), Active Guard/ Reserve (AGR) duty and Military Personnel Appropriation Duty (MPA). Reference NGR (AF) 50-1 for duty definitions, and limitations. Active duty pay transactions are created in the IMPS active duty suspense file by IAOS when the special order is published. Military Pay can enter duty transactions directly into IMPS. All updates will be based on published orders.

**4.2. Authorization and Certification.** Active Duty performance is authorized by the published active duty special 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 which requires an amendment, it will be returned to the unit. It may subsequently be resubmitted with the applicable amendment attached. Documents will be legible, prepared in ink or by machine with original signatures. Corrections will be made in pen and ink. Draw a single line through the incorrect entry and initial; do not obliterate the original entry. Whiteout and correction tape will not be used. Data facsimile (FAX) documentation is acceptable based on DFAS-DE/JA message R161421Z Nov 93. See AFM 177-373, volume 3 for further information on data FAX documentation. Military Pay processes active duty based on the five general categories below:

- 4.2.1. Short Tours - less than 30 days in length.
- 4.2.2. Long Tours - 30 days or more in length.
- 4.2.3. BMT Tours - Basic military training & technical school (IADT for non-prior service only).
- 4.2.4. Pre-certified tours - for deployment training.
- 4.2.5. AGR Duty - Paid through JUMPS (6 months or longer).

**4.3. Short Tours (Less Than 30 Days).** Short tours are usually performed in Annual Training, Special Training, School Training and MPA status. Military Pay processes the active duty tour for payment (C01) when the duty is complete and the certified statement of duty is received. The certification for payment will not process in IMPS prior to last day of the tour (exception, see paragraph 4.6., precertified tours).

**4.4. Long Tours (30 Days Or Longer).** Long tours are usually performed in School Training, Special Training or Temporary AGR status. Once

the long tour pay transaction is processed by DFAS, members are paid through the fifteenth of the month at mid-month and through the thirtieth or thirty-first of the month at the end of the month.

4.4.1. Tour payment starts. The reporting official certifies the "reported for duty" portion of the statement of duty and submits it to military pay. 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:

4.4.1.1. Stop tour payments if the certified statement for the tour start is not received after 10 workdays of the report date.

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

4.4.2. The member's reporting official will certify the "release of duty" portion of the statement of duty upon 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.

4.4.3. Leave accrual and payment. Members performing active duty tours of duty, for 30 days or longer, accrue 2.5 leave days per month. Whenever possible members should be scheduled to use the accrued leave during the tour. It is not ANG policy to extend tours to accommodate use of leave. Leave authorization numbers are issued by Military Pay and the AF Form 988, Leave Authorization Request will be approved by the member's reporting official. Copies I and III of the completed AF Form 988 will be transmitted to Military Pay for processing. Unused leave will be paid after the completion of the tour, provided the member has not exceeded the 60-day career limitation. Paid leave days are charged to the current year base workdays for annual, school, special and temporary AGR programs by DFAS-DE.

**4.5. Initial Active Duty Training (BMT).** A BMT tour is only performed by a non-prior service member. Workdays are centrally managed 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 (paragraph 4.4. above) applies with the following exceptions:

4.5.1. Tour start and completion do not require a certified duty statement. Submit the active duty transaction (A24) to DFAS once the first "E01" partial payment posts to the JUMPS-RF accounts

receivable file. 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 are not managed at base level.

**4.6. Pre-certified Tours.** Only Annual and Special Training tour types are eligible for payment as a precertified tour. Unit commanders will request precertified tour processing from Military Pay, as far in advance as possible.

4.6.1. The precertified tour will be at least 12 days long and have at least 10 members participating as a unit. Waivers to the minimum number of members may be requested from ANGRC/FMF.

4.6.2. Changes for "highest date paid" may be requested through ANGRC/FMF. The highest date paid for the end-of-month "code three" run cannot be changed.

4.6.3. Direct Deposit to the member's financial institution will be the normal method of payment for precertified tours (effective with the DFAS-DE 1993 program change implementation). Those members not participating in Direct Deposit will receive checks mailed to their home address.

4.6.4 In order to prevent overpayment or unauthorized payment of precertified tours, the following procedures are required:

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

4.6.4.2. On the first day of the tour, the certifying official verifies attendance by calling roll. The certifying official lines through the names of members not present and has the appropriate orders revoked. Any members present but not on the Annual Training Roster will be added to the end of the roster. Hand carry or fax one copy of the roster, copies of revoked orders and copies of orders for members added to the roster, to the Military Pay Office by the established deadline for submission.

4.6.4.3. During the tour, the certifying official will update the roster for any members who do not complete the scheduled tour and obtain amended orders.

4.6.4.4. On the last day of the tour, the certifying 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.

4.6.4.5. 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 JUMPS.** Members performing AGR tours longer than six months will normally be transferred into the JUMPS pay system. The JUMPS-RF record will be closed (using the A24, pay status K transaction) for the period of the AGR tour, to prevent dual compensation. The Military Pay Office will function as the CBPO and AFO liaison for AGR members. Workdays are centrally managed and not accounted for by IMPS at base level; AGR authorizations are managed at the state and ANG levels.

**4.8. MPA Tours.** Military Personnel Appropriation tours are Air Force mandays paid through JUMPS-RF. They may be short or long tours and follow the guidance listed in paragraphs 4.3. and 4.4. above. Leave days are not deducted from base workday allocations since the workdays are not managed at base level. All amendments to orders should be coordinated through the authorizing headquarters.

## Chapter 5

## REPORTS AND MANAGEMENT PRODUCTS

**5.1. General.** Reports and management listings are available in IMPS to assist commanders, workday control officers and the payroll office in managing the workday program and payment to unit members. Reference the AFM 171-688 series, IMPS Military Pay and BWCO User's Manuals, for additional information and instructions on how to produce specific reports.

**5.2. BWCO Products.**

**5.2.1. ADSN Totals Report** - Provides a detailed summary of base level workdays allocated, quarterly commitments and obligations, by type of training. Report is available for prior, current and next fiscal year. Produce report as required. Monthly distribution to USPFO 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. The Workday Control Report** - Summary of workday by unit, duty code and officer/enlisted status. Indicates the ABA, allocated, obligated, committed and available workdays. This report will be distributed at least monthly to the UWCOs.

**5.2.5. The UTA Absent Report** - Report may be selected by Unit or SSN. Lists members reported absent for UTA. Distribute as required to Unit Commanders and the Consolidated Base Personnel Office (CBPO).

**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 USPFO 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. Three files may be created during payroll processing, JUMPS and JUMPS-RF payroll files for transmission to DFAS-Denver and a base workday summary file for transmission to ANGRC/TER. Refer to the IMPS and BWCO users manuals and ANGRC file transfer procedures for additional guidance. 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. The 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 UWCO and/or BWCO 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 and IAOS.

**5.3.3. The Late Statement of Active Duty Report.** - Lists, by squadron, members who have not filed a certified Statement of Duty for scheduled active duty. Distribute this report to BWCO 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.

Duty Performed (certification attached or will be forwarded).

Duty Performed (certification previously submitted on \_\_\_\_\_).

Amended/Revoked by S.O. # \_\_\_\_\_.

Amendment/Revocation to follow.

**5.3.4. The 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 BWCO 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 CBPO.

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 CBPO.

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 AFI 37-133, volume 2, formerly AFR 4-20, volume 2. Correspondence associated with resolving the discrepancies will be maintained until the discrepancies are resolved.

5.3.6. The Commanders Notification Listing - Records are written to the commander's report each time the NGR (AF) 50-1 limits are exceeded, or when RUTAs are posted to the UTA roster without make-up dates. Run this report monthly and provide to Unit Commanders and BWCO. Members who exceed the duty limitations of the NGR (AF) 50-1 must have appropriate approval in UWCO 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.

**DONALD W. SHEPPARD**  
Major General, USAF  
Director, Air National Guard

**OFFICIAL**

**E. DARDEN BAINES**  
Chief  
Administrative Services

## DUTY CODE TABLE

DUTY DESCRIPTION	TOUR TYPE DFAS-DE (C01)	PAY STATUS DFAS-DE (A24)	DUTY CODE IMPS
ANNUAL TRAINING	1	M	A
BASIC MILITARY TRAINING	0	V/W	B
ADDITIONAL FLYING TRAINING	8	-	F
TEMPORARY AGR TOURS	9	Z	K
MPA DAYS	5	O	M
EQUIVALENT TRAINING	7	-	Q
PROFICIENCY TRAINING	A	-	P
SPECIAL TRAINING	5	O	S
TPPA	A	-	T
UNIT TRAINING ASSEMBLY	7	-	U
SCHOOL TRAINING	3	T	X