

Electronic Tour of Duty Certification (TODC)

1. Tour of Duty Certification (TODC):

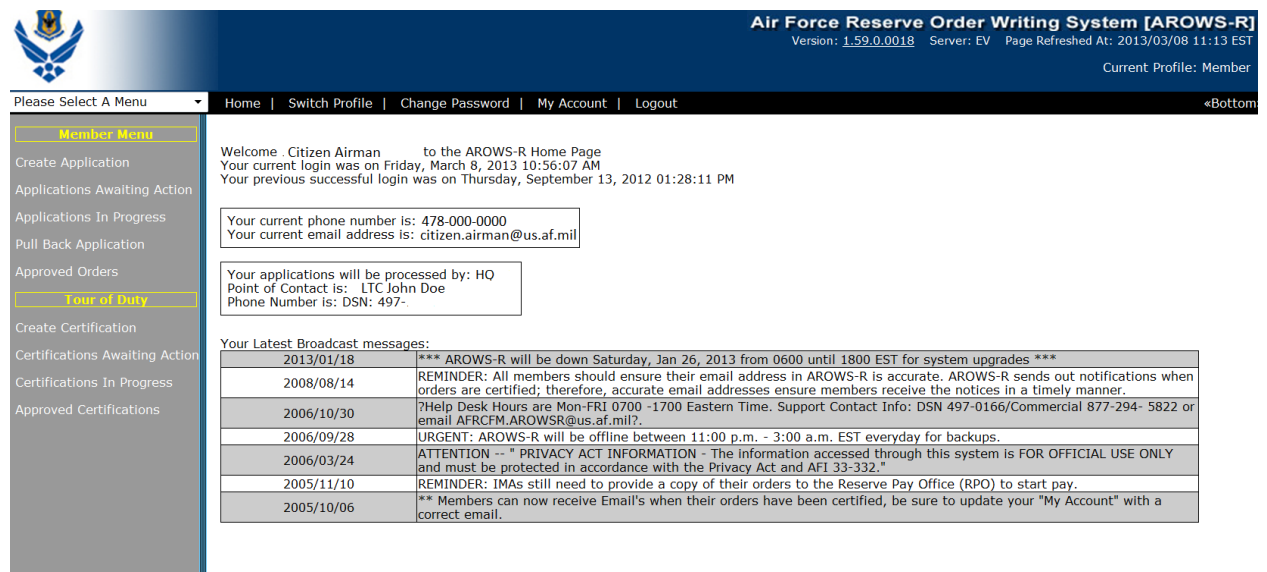
Members can now electronically sign the Tour of Duty Certifications for orders less than 30 days. Members have the capability to input their departure and arrival dates in AROWS-R, and sign using their CAC and have the order route to their supervisor for supervisor certification.

The Reserve Pay office will pull the TODC pay files once a day from AROWS-R so member is paid in a timelier manner.

Member and Supervisor must use non-email CAC credentials.

Step 1: Member will need to sign into AROWS-R and go to the Member's Menu. There will be two sections- Member Menu and Tour of Duty.

Select "Create Certification".



Air Force Reserve Order Writing System [AROWS-R]
Version: 1.59.0.0018 Server: EV Page Refreshed At: 2013/03/08 11:13 EST
Current Profile: Member

Please Select A Menu | Home | Switch Profile | Change Password | My Account | Logout

Member Menu

- Create Application
- Applications Awaiting Action
- Applications In Progress
- Pull Back Application
- Approved Orders
- Tour of Duty**
- Create Certification
- Certifications Awaiting Action
- Certifications In Progress
- Approved Certifications

Welcome Citizen Airman to the AROWS-R Home Page
Your current login was on Friday, March 8, 2013 10:56:07 AM
Your previous successful login was on Thursday, September 13, 2012 01:28:11 PM

Your current phone number is: 478-000-0000
Your current email address is: citizen.airman@us.af.mil

Your applications will be processed by: HO
Point of Contact is: LTC John Doe
Phone Number is: DSN: 497-

Your Latest Broadcast messages:

| | |
|------------|---|
| 2013/01/18 | *** AROWS-R will be down Saturday, Jan 26, 2013 from 0600 until 1800 EST for system upgrades *** |
| 2008/08/14 | REMINDER: All members should ensure their email address in AROWS-R is accurate. AROWS-R sends out notifications when orders are certified; therefore, accurate email addresses ensure members receive the notices in a timely manner. |
| 2006/10/30 | ?Help Desk Hours are Mon-FRI 0700 -1700 Eastern Time. Support Contact Info: DSN 497-0166/Commercial 877-294- 5822 or email AFRGFM.AROWSR@us.af.mil? |
| 2006/09/28 | URGENT: AROWS-R will be offline between 11:00 p.m. - 3:00 a.m. EST everyday for backups. |
| 2006/03/24 | ATTENTION -- " PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332." |
| 2005/11/10 | REMINDER: IMAs still need to provide a copy of their orders to the Reserve Pay Office (RPO) to start pay. |
| 2005/10/06 | ** Members can now receive Email's when their orders have been certified, be sure to update your "My Account" with a correct email. |

Step 2: New Tour of Duty Certification Inbox will appear and member selects “Create” on the record to certify. Orders will be available on the last day of the tour for certification if the order qualifies for electronic TODC.

Air Force Reserve Order Writing System [AROWS-R]
 Version: 1.59.0.0018 Server: EV Page Refreshed At: 2013/03/08 10:58 EST
 Current Profile: Member

Please Select A Menu | Home | Switch Profile | Change Password | My Account | Logout | «Bottom

New Tour Of Duty Certification Inbox

Change Search Criteria 1-10 Currently sorted by: Start Date

| Action | Tracking Number | Start Date | End Date | Order Type | |
|--------|-----------------|------------|------------|------------|--------|
| Create | 1111111 | 2011/01/17 | 2011/01/20 | AT | Delete |
| Create | 2222222 | 2011/01/31 | 2011/02/07 | AT | Delete |
| Create | 3333333 | 2011/05/31 | 2011/06/02 | ADSW | Delete |
| Create | 4444444 | 2011/08/14 | 2011/08/18 | ADSW | Delete |
| Create | 5555555 | 2011/09/21 | 2011/09/23 | ADSW | Delete |
| Create | 6666666 | 2011/10/05 | 2011/10/07 | AT | Delete |
| Create | 7777777 | 2011/12/05 | 2011/12/08 | AT | Delete |
| Create | 8888888 | 2012/03/22 | 2012/03/29 | ADSW | Delete |
| Create | 9999999 | 2012/04/16 | 2012/04/20 | AT | Delete |
| Create | 1234567 | 2012/05/07 | 2012/05/09 | ADSW | Delete |

1-10 Total Records: 16

Step 3: Tour of Duty Certification Detail will appear. Select Departure Date & Time and Arrival Date & Time and Mode of Transportation. Red asterisk items are required. If a travel day is authorized at the beginning of the tour on the order the difference in the depart date and arrive date is the authorized travel day. This is the same as filling out a manual Tour of Duty on the AF 938.

Tour of Duty Certification Detail

[New Tour Of Duty Certification Inbox](#) >> Tour of Duty Certification Detail

Tour of Duty Certification Detail

[Track This Application](#) | [View Application Details](#) | [Print Official](#)

| | | |
|----------------------|-----------------------|-------------------------------|
| Tracking #: 1234567 | Name: Airman, Citizen | Start Date: 2012/05/07 |
| Order Type: ADSW | SSN: :111-11-1111 | Report Date: 2012/05/07 07:00 |
| Status: MOD | Grade: E9 | End Date: 2012/05/09 |
| Total Travel Days: 0 | | Total Days: 3 |

AF Form 938 Block 38 A & B

| | |
|--|--|
| Depart (City / State / Zip / Country) | Arrive (City / State / Zip / Country) |
| * ROBINS AFB | SAN ANTONIO |
| * Georgia | TEXAS |
| * 310981635 | 78205-0000 |
| * United States | UNITED STATES |
| * 2012/05/07 00:00 | * 2012/05/07 07:00 |
| * Mode of Transportation | |

AF Form 938 Block 38 C & D

| | |
|--|--|
| Depart (City / State / Zip / Country) | Arrive (City / State / Zip / Country) |
| SAN ANTONIO | ROBINS AFB |
| TEXAS | Georgia |
| 78205-0000 | 310981635 |
| UNITED STATES | United States |
| * 2012/05/09 00:00 | * 2012/05/09 00:00 |
| * Mode of Transportation | |

AF Form 938 Block 38 C & D

| | |
|--|--|
| Depart (City / State / Zip / Country) | Arrive (City / State / Zip / Country) |
| SAN ANTONIO | * ROBINS AFB |
| TEXAS | * Georgia |
| 78205-0000 | * 310981635 |
| UNITED STATES | * United States |
| * 2012/05/09 00:00 | * 2012/05/09 00:00 |
| * Mode of Transportation | |

AF Form 938 Blocks 37 - 40

* My spouse **WAS** / **WAS NOT** In Active Duty status during this tour.

* I **DID** / **DID NOT** occupy government quarters.

* Report Date 2012/05/07 07:00

* Release Date 2012/05/09 00:00

*Were there IDTs in conjunction with this order? Yes No

* Supervisor Email Address
Supervisor Name, Rank
Supervisor Phone Number

Comments for Supervisor

AF Form 938 Block 36 A & B Section: The member will ensure the DEPART and ARRIVE at the beginning of the tour information is correct for the departure city, state, zip, country, and date/time; if the information needs to be updated with different departure and arrival dates then the member has the opportunity to change this information. Also, the Mode of Transportation needs to be selected from the drop down list.

AF Form 938 Block 36 C & D: This section identifies the DEPART and ARRIVE for the ending of the tour. The member will ensure the information to include departure date/time and arrival city, state, zip code, country, and date/time is valid. In addition, the Mode of Transportation will need to be selected from the drop down list.

AF Form 938 Block 37 – 40: The member needs to select the appropriate answer for Blocks 37 – 40 include whether spouse was in Active Duty status during this tour, whether the member occupied government quarters and whether the REPORT DATE/RELEASE Date information is correct.

IDT Section: The member will identify YES/NO on the IDT in conjunction with this order. Member will need to input the FRONT DATES/BACK DATES if the member had IDT associated with this order.

Supervisor Section: The member will need to identify the email address for the individual that can approve the tour certification; this may be the member's immediate supervisor or anyone that can substantiate the tour. An email will be generated and sent to the email address so that individual can electronically approve the tour.

Save & Sign Section: Once the member has filled out the entire section, the member will need to select “SIGN & SAVE” to electronically sign the document and move it on to the supervisor. Also, the “SAVE & CLOSE” link is available if the member has only filled out a few items and wants to save the information so they can come back later and complete the certification section. After the member selects “Save & Sign”, the application will refresh with all the information the member input and asks one more time to select OK to digitally sign the tour of duty certification. Sometimes it takes a few minutes for the OK button to go from grey to black.

* Report Date 2012/05/07 07:00
* Release Date 2012/05/09 00:00

* Were there IDTs in conjunction with this order? Yes No

* Supervisor Email Address John.Doe@US.AF.MIL
Supervisor Name, Rank
Supervisor Phone Number

Comments for Supervisor

Save & Sign Save & Close Cancel

| Routed To | Action Type | Action Date/Time | Name | Comments |
|--------------------------|-------------|------------------|------|----------|
| No Information Available | | | | |

Export Details


| Routed To | Action Type | Action Date/Time | Name | Comments |
|--------------------------|-------------|------------------|------|----------|
| No Information Available | | | | |

Member Trusted sites | Protected Mode: Off 150%

Step 4: The Member’s Supervisor will receive an email with a link in the body of the email. The Supervisor can copy and paste the link into the internet URL address line or convert the email to HTML format and select the hyperlink.

Step 5: If the member is an ART or has dual profiles (Civilian and Military) in AROWS-R, the TODC will route to the member's timekeeper for final approval.

Tour of Duty Inboxes



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Tour Of Duty Certification In Progress Inbox

Change Search Criteria

Currently sorted by: **Start Date**

| Action | Tracking Number | Start Date | End Date | Order Sub Type | Date Routed |
|---|-----------------|------------|------------|----------------|-------------|
| Re-send Pullback View | 1234567 | 2012/05/07 | 2012/05/09 | ADSW-ADSW | 2013/03/08 |

Total Records: 1

Search

By Tracking Number:

By Duty Dates: To

By Order Sub Type:

By Date Routed: To

Display: 10 per page

Certifications in Progress

Member can pullback and send to a different supervisor if the original one selected is not available.

Member can also resend if the supervisor states that he did not receive the email.

Member can view the status of his TODC.

Certifications Awaiting Action

If Member saves and closes TODC it will move to his "Certifications Awaiting Action" inbox.

Approved Certifications

All approved TODCs will be available in the Approved Certification inbox.

General Information:

1. Members will be paid their mileage on the TODC if the order qualifies for Mileage Only (member is a commuter with only one round trip mileage expense).
2. Once the supervisor certifies the TODC it cannot be electronically changed. If there is a mistake on the TODC- pen and ink changes should be made and the manual TODC turned in to the Reserve Pay Office.
3. If a modification is in progress in AROWS-R on an order being certified- the member will receive an error. TODC cannot be signed until the modification to the order has been certified.
4. Error Code 136- This is a CAC credential error. Either the email CAC has been selected or member has changed his CAC since he first certified. Member must sign and resend the TODC again if CAC changed.
5. Members may delete certifications from their inbox if they have already turned in a manual TODC for pay. Once deleted they cannot be retrieved.
6. JAVA Error- JAVA 7.0 or higher is recommended.