

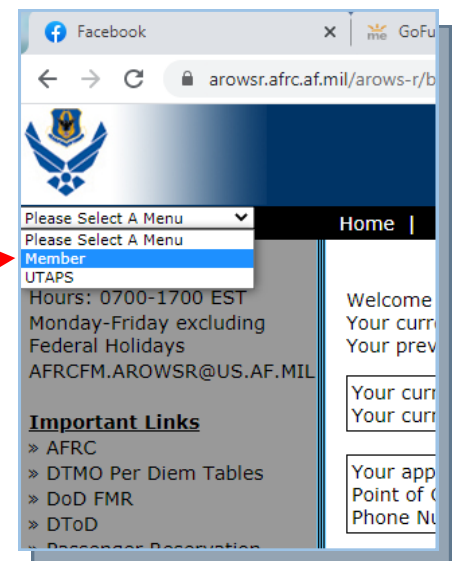
AROWS-R Tour of Duty Certification

A Quick Guide from HQ RIO

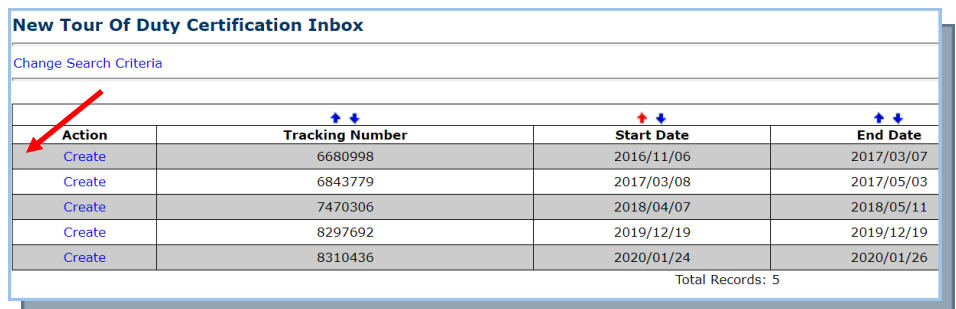
How to certify your orders in AROWS-R

The online Tour of Duty Certification (TODC) via AROWS-R can be used for short tours (orders that are 29 or fewer days). It cannot be used for tours of 30 or more days. Certifying your orders via AROWS-R results in you receiving your pay more quickly. It also processes automatically, which allows RIO Pay technicians to work on other tickets that need to be manually processed. It is now mandatory to use the online TODC for short tours.

1. Log in to AROWS-R (<https://arowsr.afrc.af.mil/arows-r/cac/login.do>).
2. Log in using your CAC. Be sure to select your authentication certificate.
3. Click **Member** under the “Please Select A Menu” dropdown.
4. Click **Create Certification** under “Tour of Duty.”



5. Locate the order you'd like to certify and click **Create** under Action. If you have more than one order awaiting certification, double check the dates to make sure it's the correct one.



Action	Tracking Number	Start Date	End Date
Create	6680998	2016/11/06	2017/03/07
Create	6843779	2017/03/08	2017/05/03
Create	7470306	2018/04/07	2018/05/11
Create	8297692	2019/12/19	2019/12/19
Create	8310436	2020/01/24	2020/01/26

Total Records: 5

6. This will bring up the **Tour of Duty Certification Detail**. Double check the populated information and fill in any blanks (see next page).

7. The TODC can be certified by your supervisor or **any E-5 and above who can attest you worked the days.** Enter the email of the person who you wish to certify the orders. Keep in mind that the link can time out, so make sure whoever is receiving the email is aware and ready to act. You can also quickly see if the system is working by entering your own email (personal or .mil). Once you receive the email, forward it to the certifier.
8. If you're ready to submit, click **Save & Sign**. If you're not ready, you can **Save & Close** to finish later, or **Cancel** to start over at another time.
9. You can check the status of your certification by selecting **Certifications in Progress** from the side menu in AROWS-R.

Tour of Duty Certification Detail

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

Tracking #: 8310436/0	Name: ██████████	Start Date: 2020/01/24
Order Type: ADOS	SSN: ██████████	Report Date: 2020/01/24 12:00
Status: INITIAL	Grade: E5	End Date: 2020/01/26
Total Travel Days: 0		Total Days: 3

AF Form 938 Block 36 A & B

<p>Depart (City / State / Zip / Country)</p> <p>* CITRUS HEIGHTS</p> <p>* CALIFORNIA</p> <p>* 95610</p> <p>* UNITED STATES</p> <p>* 2020/01/24 07:00</p> <p>* Mode of Transportation: Commercial Airline</p>	<p>Arrive (City / State / Zip / Country)</p> <p>COSTA MESA</p> <p>CALIFORNIA</p> <p>92626-0000</p> <p>UNITED STATES</p> <p>2020/01/24 10:00</p>
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AF Form 938 Block 36 C & D

<p>Depart (City / State / Zip / Country)</p> <p>COSTA MESA</p> <p>CALIFORNIA</p> <p>92626-0000</p> <p>UNITED STATES</p> <p>2020/01/26 16:00</p> <p>* Mode of Transportation: Commercial Airline</p>	<p>Arrive (City / State / Zip / Country)</p> <p>* CITRUS HEIGHTS</p> <p>* CALIFORNIA</p> <p>* 95610</p> <p>* UNITED STATES</p> <p>* 2020/01/26 18:00</p>
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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: 2020/01/24 07:00

* Release Date: 2020/01/26 16:00

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

* Supervisor Email Address: ██████████

Supervisor Name, Rank

Supervisor Phone Number

Comments for Supervisor