



Financial Management

TEMPORARY DUTY ORDERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

OPR: 919 SOW/FM (Mr. Bascom R. Grant Jr.)

Certified by: 919 SOW/CC
(Brig Gen Thomas M. Stogsdill)

Supersedes: AFI 65-103/919 SOW Sup1, 15 Dec 1999

Pages: 2
Distribution: F

AFI 65-103, 1 September 1997, is supplemented as follows:

1.2.5. Commanders must forward to 919 SOW/FMFR, a letter of authority for approving officials to publish orders.

1.2.14. All verbal orders will be put on a separate disk for publication and have letter of justification with unit commander's concurrence block and approval block for wing commander. Orders will not be published without the approving official, unit commander, and wing commander signatures (or designated representative). Units are encouraged to establish in-house procedures to eliminate verbal orders.

1.2.15. To prevent unreasonable delays in revoking or rescinding travel orders, unit supervisor or approving officials will submit revoke or rescind action to orders clerk as soon as possible, but no later than two (2) work days, after the end of tour date on order.

1.2.15.1. To prevent unreasonable delays in revoking or rescinding travel orders; unit orders clerk will process and submit revoke or rescind action to 919 SOW/FMFR, within two (2) workdays of receipt from supervisor or approving official.

1.2.15.2. 919 SOW/FMFR will process and publish revoke or rescind action within two (2) workdays after receipt from unit orders clerk and submit to Eglin FSO, for de-obligation of unit funds.

1.2.15.3. 919 SOW/FMFR will provide unit Resource Advisors (RAs) with Reserve Personnel Appropriation (RPA) unpaid listings weekly. This product will be distributed by RAs within respective units and be used as a tool by unit approving officials and supervisors to track orders, which need to be revoked or rescinded.

1.2.20. Administrative order disk(s) will not be routed through mail distribution. Orders disk with signature of issuing/approving official on transmittal and approving document, will be hand carried to 919 SOW/FMFR for processing/publication except for 5 SOS and 719 MXS/ CCQ. The orders request for 5 SOS and 719 MXS/CCQ (GSUs) will be sent by data file to 919 SOW/FMFR before orders will be published using data file. FM requests three (3) workdays prior to orders report date for normal publication of orders. Occasional walk through/rush orders are understandable, but require unit individual to remain with orders request until processing/publication is complete.

THOMAS M. STOGSDILL, Brig Gen, USAFR
Commander