



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

25 March 2003

MEMORANDUM FOR ALL AIR UNIVERSITY (AU) ORGANIZATIONS

FROM: HQ AU/CCR
55 Le May Plaza South
Maxwell AFB AL 36112

SUBJECT: AU Military Personnel Appropriation (MPA) Man-Day Policy

1. The HQ AETC MPA Man-Day program is managed IAW AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program*. It provides a quick overview on the day-to-day application of this program.

2. Programmed MPA Budget Call: Annually, HQ AETC Reserve Affairs (HQ AETC/CCR) requests a projection and justification of MPA man-day usage for the up-coming fiscal year, from all AETC functional managers. HQ AETC/CCR will task HQ AU/CCR to provide input toward the next year MPA man-day allocation projections. HQ AU/CCR compiles and forwards AU MPA requirements to HQ AETC/CCR, NLT 1 June. HQ AETC/CCR reviews and forwards all AETC projections and justifications to HQ USAF/DPPR NLT 15 June. HQ USAF/DPPR uses this data to determine the AETC MPA man-day budget for the next fiscal year (FY).

a. All AU gained units and organizations will communicate their next year MPA man-day projections to AU/CCR NLT 15 May. AU/CCR will provide specific direction to AU gained units and organizations on the appropriate methodology for communicating MPA requirements NLT 15 Apr.

b. Programmed MPA man-day projections and justifications are used to determine the total number of Air University man-days allotted during the up-coming FY.

b. The Unit Reserve Coordinator (URC), representing the interests of the unit/organization commander, is responsible for communicating organizational MPA requirements, MPA usage and MPA accountability. HQ AU/CCR will provide specific direction on the appropriate methodology for submitting individual reservist MPA tour requests i.e., MPA tour request via WEB, or via backup method, via AF Form 49, Application for MPA Man-Day Tour.

3. Request for Unprogrammed MPA Man-Days: Organizations that require additional MPA man-days must submit a letter of justification to HQ AU/CCR for adjudication and disposition. Requests must be routed through the unit commander and should be received by HQ AU/CCR **not later than 15 days** prior to tour start date. HQ AU/CCR is the final approval authority for additional MPA man-days. Unprogrammed emergency MPA tour requests are handled on a

case-by-case basis. Requests should be certified by the unit commander or equivalent and must contain the following:

- a. A statement of the AU/AETC mission to be performed by the reserve augmentees, an explanation of how requested MPA man-days will support the mission and a statement of the impact on command mission if denied.
- b. Travel and per diem fund cite (if applicable).
- c. Grade range requirement.
- d. AFSC/specialty or unique experience/qualifications required.
- e. Inclusive dates augmentation is required.
- f. Statement of active duty manning in requested specialty, auth vs. asgn, proj gain/loss.
- g. Letter of justification (when current active duty manning is at or above 95 percent).
- h. All attempts to obtain active force assistance (utilization local resources, TDY manning assistance, etc.).

4. Unprogrammed MPA Volunteer: If the organization has a reserve volunteer, a completed MPA tour request should accompany and/or precede the letter of request for additional man-days. These actions are coordinated through the URC and must reach HQ AU/CCR NLT 7 days prior to the man-day tour start date.

5. Utilization of Non AETC IMA: Requests to utilize personnel assigned/attached to another MAJCOM, Reserve Unit or the Air National Guard will contain the MAJCOM PAS Code, the MPA-tour-Title Code and a statement of concurrence (from the MAJCOM Reserve Advisor for IMAs, Squadron Commanders for Unit Reservist/ANG personnel or the authorized representative). Requests will also list unit POC, DSN, FAX and street address.

6. Policy:

a. MPA man-days are authorized to support **short-term** needs of the active-duty force and are used only when there is a **temporary need** for personnel, unique skills or resources that cannot be economically met from the resources of the active duty force. Approval will be for the convenience of the government and neither the experience gained or the enhancement of a member's mobilization readiness will be a factor in the approval of requests.

b. Request for MPA man-days will be approved for specific projects of a predetermined duration only; each approved request will have a specific mean code assigned. In no case will man-days be used to perform workloads not included in the original approved request unless approved by the unit commander and HO AU/CCR. Requests to extend a previously approved

request must be submitted via letter and contain the same information as the original request. Unused man-days will be returned to HQ AU/CCR and then reallocated to other AU gained organizations or AETC.

c. Continuous MPA man-day tours may be used for individuals; however, the using organization must specify the duration in the request letter. Unit Reservists (Category A) personnel are authorized to be on continuous MPA man-day orders while also working weekend duty (IDT/UTA) with their unit of assignment. The Reservist will be coded as "Constructively Present" for the UTAs that would fall under the man-day order. Reservists, IMAs or ANG personnel will work the duty hours of the organization where man-days are performed. Personnel working man-days will not be allowed to perform duty without being on active duty orders (AF Form 938, Request and Authorization for Active Duty Training/Active Tour). The using organization supervisor must verify this before allowing personnel to work man-days. Verbal Orders of the Commander (VOCO) will not be published (unless under severe and extenuating circumstances). Unless VOCO is directed, **do not** proceed until you receive written orders. HQ AU/CCR must not backdate orders, unless the Program Manager has documented confirmation of VOCO in writing. IMAs may be utilized in support of contingency operations if prior approval from the unit commander and HQ AU/CCR is received. Qualified active duty personnel should be considered first prior to using IMAs.

d. Personnel who have attained 17 years and 3 months total active federal military service are in a **Sanctuary Monitoring Zone**. These individuals must submit a waiver statement of understanding and a letter of justification--addressed to HQ ARPC/DPAFP and coordinated through HQ AU/CCR at least **5 weeks** --before start of any tour. Reservist should submit an MPA request and if required, a 139/179-day waiver request should be also requested. The reservist will not be allowed to perform MPA/RPA man-days unless all waiver requests are fully coordinated and approved.

e. All MPA man-day tours for reservists are limited to 139 days per fiscal year including accumulated leave and travel time. Extension waivers for unit Reservists' (Category A) work beyond 139 days in support of AETC taskings are initiated by the using organization and submitted to HQ AU/CCR for approval. (Sample format for waiver requests is located on the AU/CCR web site at www.vrs-rf.org) Upon AU/CCR approval, requests are forwarded to HQ USAF/DPPR for final review and approval. The following circumstances will dictate when to submit waivers.

(1) When the using organization knows in advance that an individual will be used beyond 139/179 MPA days, the using organization should submit a waiver request with an MPA tour request allowing at least 30 days to process the waiver through AF/DPPR. MPA tour request dates must be projected 30 days from the date the waiver request is submitted to HQ AU/CCR.

(2) Using organizations should consider submitting a waiver request by the 100th man-day served. Waiver requests may be submitted once the using organization has determined the individual will be utilized beyond 139/179 point. Additional man-days beyond 139/179 days will not be performed until the extension waiver is approved by and received from HQ USAF/DPPR.

f. AETC IMAs will not be permitted to work man-days until they have projected their annual tour for the current FY. Annual tour is projected via the Web Orders Transaction System (WOTS) NLT 1 January of each calendar year.

7. Orders: The using organization should be familiar with local commuting area and corporate limits for their military installation to determine appropriate travel entitlements for man-day support. This information may be obtained from the local finance office. Travel entitlements are paid from the O&M funds of the using organization and cannot be waived by the member or denied by orders issuing officials. It is the responsibility of the using commander/supervisor to ensure members are used for the purpose they were intended. The using organization supervisor must complete the statement of tour of duty on the bottom of the man-day order and certify by signature. It is the supervisor's responsibility to insure HQ AU/CCR receives a certified copy of the order once the tour has been completed. It is the member's responsibility to forward the certified copy of their man-day order to their Reserve Pay Office for pay. If travel is involved, a travel voucher must also be filed.

a. MPA man-day orders for AU IMAs in support of the AETC mission are published by HQ AU/CCR.

b. AU IMAs in support of other organization or command missions will have their orders published by AU/CCR. Prior supervisor approval must be obtained and if required, the using command must provide appropriate fund cite information to HQ AU/CCR.

c. IMAs from other organization and/or commands in support of the AETC mission will receive their orders through their program manager. Cross command approval must be obtained and if required, appropriate fund cites will be provided by AU/CCR.

d. HQ AU/CCR will publish Unit Reservist (Category A) personnel man-day orders. If required, the using organization will provide AU/CCR a fund cite to cover travel and per diem. AU/CCR provides the unit order issuing official with the AETC man-day fund cite and using organizational fund cite, if travel and per diem are required.

c. Orders in support of AEF: Personnel deploying in support of AEF will process through HQ AETC/CCR. HQ ACC/CCR will publish travel orders.

8. Reserve Member:

a. Completes all required information for processing MPA tour requests and obtains required certifying official approvals.

b. Submits MPA tour requests (within required time lines set forth in this policy memorandum) through their unit/organization supervisor and certifying official. Certifying official will approve/disapprove and forward to HQ AU/CCR as appropriate. MPA tour requests must reach AU/CCR NLT 3 days prior to tour start date.

9. This guidance memorandum will remain in effect until 30 September 2004 and will be updated annually. HQ AU/CCR POC is Mr. Horenkamp, DSN: 493-6265, or email: joe.horenkamp@maxwell.af.mil.

A handwritten signature in black ink, appearing to read "Robert G. Shaw". The signature is fluid and cursive, with a large initial "R" and "S".

ROBERT G. SHAW, Colonel, USAF
Reserve Advisor to the Commander
Air University

Distribution:

1 BIMAA

1 ARMO

1 ea Unit Reserve Coordinator

1 ea Senior Reservist