

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 36-2619

25 NOVEMBER 2019



Personnel

**ACTIVE DUTY OPERATIONAL
SUPPORT (ADOS) –
ACTIVE COMPONENT (AC)
MAN-DAY PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication implements Air Force Policy Directive (AFPD) 36-26, *Total Force Development and Management*, AFPD 36-29, *Military Standards*, AFPD 36-30, *Military Entitlements* and AFPD 36-81, *Total Force (TF) Human Resource Management (HRM) Domain Governance*.

The ADOS-AC man-day program is compliance oriented, governed by law, and supports operational and strategic needs of the Regular AF (RegAF). The term ADOS-AC man-day is used interchangeably with Military Personnel Appropriation (MPA) in this document. This publication applies to RegAF, AF Reserve (AFR), and the Air National Guard (ANG). It has been developed in collaboration with the Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1), the Chief of the Air Force Reserve (AF/RE), and the Director of the Air National Guard (NGB/CF). This publication may be supplemented at any level; Major Command (MAJCOM)-level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. This instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 USC § 9013, *Secretary of the Air Force*, 5 USC § 522a, *Records Maintained on Individuals*. The applicable System of Records Notices F0 33 AFRC A, *Reserve Participation Management System Records*, F036 AF PC Q, *Personnel Data System*, and F065 AFRC C, *Reserve Order Writing System-Reserves Records*, is available at: <http://dpclo.defense.gov/Privacy/SORNS.aspx>. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

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SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include controls to ensure proper accountability of appropriations; implements policy changes for Air Reserve Component (ARC) Airmen who are or become pregnant during an ADOS-AC tour; updates ADOS-AC man-day management guidance; updates medical continuation (MEDCON) process; establishes policy for synchronization of Operational and Maintenance resources with ADOS-AC man-day requirements; clarifies guidance on who can attend Inactive Duty Training/Unit Training Assembly/Annual Tour (IDT/UTA/AT) while on ADOS-AC tours and ADOS-AC tour eligibility. This revision also synchronizes the ADOS-AC man-day program with the mission requirements policies and procedures as set forth in AFI 10-301, *Managing Operational Utilization Requirements of the Air Reserve Component Forces*.

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CHAPTER 1

OVERVIEW

1.1. Overview: This instruction provides guidance as it applies under 10 USC § 12301(d) and (h) and all Title 10 mobilization authorities for ADOS-AC for the RegAF, with the exception of ADOS-AC resulting in reassignment from the Ready Reserve to a RegAF position in accordance with AFI 36-2008, *Voluntary Extended Active Duty (EAD) For Air Reserve Commissioned Officers*. The RegAF MPA (3500 Appropriation) funds the ADOS-AC man-day program. The overarching purpose for ADOS-AC man-day program is to provide the AF with skilled manpower to support AF missions when regular component resources are not available or sufficient. All AF personnel will use the ADOS-AC man-day program to access capabilities within the ARC to support RegAF missions, and Total Force Integration (TFI) tasked operational missions. For mobilization under Title 10 and the management of ARC utilization requirements, also refer to processes outlined in AFI 10-401, *Air Force Operations Planning and Execution*, AFI 10-402, *Mobilization Planning* and AFI 10-301.

1.1.1. Guidance in this AFI applies to all ADOS-AC authorities-unless specifically identified. An ADOS-AC man-day tour will specify a continuous period of activation under the authorities specified in **paragraph 1.1**.

1.1.2. The institutionalized, requirements-based management plan uses the Program Objective Memorandum (POM) process, where the commands, staffs, and agencies work closely with their respective Combatant Commanders, Directorate of Current Operations, and Strategic Plans and Programs staffs to identify annual ADOS-AC man-day requirements.

1.1.3. Before volunteering for activation for an ADOS-AC man-day tour:

1.1.3.1. ANG Airmen must have concurrence of their state and wing leadership. **(T-1)**.

1.1.3.2. Unit Reservist must have concurrence of the supporting commander. **(T-1)**.

1.1.3.3. Individual Mobilization Augmentees (IMA) must have approval of owning RegAF commander/director and detachment commander. **(T-1)**.

1.1.3.4. Supporting units will verify all ARC Airmen meet AF readiness requirements as well as uniform, dress and appearance standards. **(T-1)**.

1.1.4. ARC Airmen cannot perform ADOS-AC tours for the same chain of command that evaluates them as a civilian or contractor employee. **(T-1)**.

1.1.5. ARC Airmen, regardless of activation authority, are subject to the Uniform Code of Military Justice (UCMJ) while performing MPA man-day tours.

1.2. Roles and Responsibilities.

1.2.1. Functional Area Roles and Responsibilities.

1.2.1.1. Secretary of the AF. The Secretary of the Air Force serves as the approval authority for all General Officer 1,095 requests affecting RegAF end strength reporting (30 September). Requests for approvals must be coordinated with the General Officer Management Office (AF/DPG), AF/A1, AF/JA, SAF/GC, and SAF/MR. General officer

authorizations must comply with 10 USC § 526 and 10 USC § 12004, *Restrictions On General Officer End Strength (T-0)*.

1.2.1.2. Secretary of the AF for Manpower and Reserve Affairs (SAF/MR).

1.2.1.2.1. Establishes policy for the overall management of the ADOS-AC man-day program.

1.2.1.2.2. Unless otherwise delegated, SAF/MR serves as the approval authority for 1,095 requests affecting RegAF end strength reporting (30 September). They also are the approval authority for previously disapproved/denied 1,095 questionnaires at AF level, for Airman affecting RegAF end strength with more than 1,400 total ADOS days.

1.2.1.2.3. Serves as a voting member of the ADOS panel.

1.2.1.3. Secretary of the Director of Budget Operations (SAF/FMBO).

1.2.1.3.1. Establishes management controls for operating the AF MPA as a Centrally Managed Allotment.

1.2.1.3.2. Serves as a voting member of the ADOS panel.

1.2.1.4. Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1), in coordination with AF/A3, manages and executes the overall ADOS-AC man-day program.

1.2.1.5. Director of Manpower, Organization, and Resources (AF/A1M).

1.2.1.5.1. Implements the MPA program in accordance with SAF/MR policies and ensures compliance with Office of Secretary of Defense and Office of Management and Budget (OMB) directives, the AF Annual Planning and Programming Instructions and referenced laws, directives and instructions.

1.2.1.5.2. In collaboration with War Planning and Policy Division (AF/A3OD), collects, adjudicates and advocates MPA requirements to the AF Corporate Structure for funding consideration.

1.2.1.5.3. Chairs and establishes ADOS panel business rules. Provides ADOS business rules to panel members prior to convening the ADOS panel.

1.2.1.5.4. Determines the eligible amount of man-days that may be applied to each valid ADOS-AC requirement using manpower programming guidance issued at the beginning of the POM cycle. Provides eligible amounts of man-days for each command to AF/A3OD.

1.2.1.5.5. Allocates MPA man-days, informed by AF/A3 force-wide mission prioritization, to commands, staffs, and agencies before, during and throughout the Fiscal Year (FY).

1.2.1.5.6. Conducts mid-year and as needed reviews of MPA man-day requirements in coordination with AF/A3OD. Addresses funding issues through the corporate structure and the Personnel Budget Review Committee.

1.2.1.5.7. In coordination with SAF/FMBOP and AF/A3OD, authorizes transfers, withdrawals, category conversions and reallocations of MPA man-days between using commands, staffs and agencies.

- 1.2.1.5.8. For supplemental requirements (e.g., contingency), coordinates with AF/A3OD to develop timeline and collection tools used to identify supplemental requirements for funding consideration in accordance with the latest guidance provided by Assistant Secretary of the AF, Financial Management and Comptroller (SAF/FM) and OMB.
- 1.2.1.5.9. Develops and maintains the MPA man-day accounting, allocation, and execution database.
- 1.2.1.5.10. Periodically, informed by the ARC, reconciles disconnects between MPA and ARC databases.
- 1.2.1.5.11. Reviews 1,095 and 1,400 end strength accounting packages and provides recommendations to SAF/MR.
- 1.2.1.5.11.1. Obtains a monthly ADOS-RC listing from the ARC to incorporate into the MPA database to ensure all eligible ADOS in the past 1,460 days is captured.
 - 1.2.1.5.11.2. Updates status of all 1,095 threshold requests in MPA database.
- 1.2.1.5.12. Reviews and allocates MEDCON ADOS-AC MPA using the AF MPA database. Provides MPA management guidance on MEDCON tours where necessary and within the purview of proper man-day guidance and operations.
- 1.2.1.6. Deputy Chief of Staff for Operations (AF/A3) in coordination with AF/A1, manages ARC operational utilization requirements in accordance with AFPD 10-3, *Operational Utilization of the Air Reserve Component Forces* and AFI 10-301.
- 1.2.1.7. War Planning and Policy Division (AF/A3OD).
- 1.2.1.7.1. Specifies systems, methods, and responsibilities for ARC utilizing organizations to document their ARC operational utilization requirements for the planning, programming, budgeting, and execution system.
 - 1.2.1.7.2. Develops, communicates, and applies a standardized weighting methodology for ARC operational requirements and derives an AF-prioritized mission requirements list for ARC operational utilization and provides it to AF/A1M.
 - 1.2.1.7.3. Manages the AF involuntary mobilization program in coordination with SAF/MR.
 - 1.2.1.7.4. Serves as a focal point, along with AF/A1M, for out of cycle ARC operational utilization requirements in any funding discussions, decisions, panels needed to source those requirements.
 - 1.2.1.7.5. Compiles and maintains comprehensive ARC utilization projections in coordination with relevant resource managers (those in MAJCOMs, on the Headquarters AF staff, or elsewhere).
 - 1.2.1.7.6. Serves as a voting member of the ADOS panel.
- 1.2.1.8. AF Director of Staff for Integration (AF/DSI) serves as a voting member of the ADOS panel.

1.2.1.9. AF/REP serves as a voting member of the ADOS panel.

1.2.1.10. NGB/A1X serves as a voting member of the ADOS panel.

1.2.2. Commands, Staffs and Agencies:

1.2.2.1. Supported commander or deputy commander (or civilian equivalent).

1.2.2.1.1. Manages and executes the command's ADOS-AC man-day program.

1.2.2.1.2. Ensures coordination with the ARC to identify TFI requirements based on workload shifted between RegAF and ARC. **(T-1)**.

1.2.2.2. Command A1, staff or agency equivalent.

1.2.2.2.1. Oversees their ADOS-AC man-day program.

1.2.2.2.2. Appoints in writing a uniformed or appropriated funded RegAF civilian as the command's ADOS-AC Man-Day Manager. Provides AF/A1M the name, grade, office symbol, and telephone number of the ADOS-AC Man-Day Manager and reports changes as they occur. **(T-1)**.

1.2.2.2.3. Annually reviews MPA database generated *ADOS Trend Report* to determine if consideration has been given to documenting a full time RegAF requirement. **(T-2)**.

1.2.2.2.4. Monthly or as needed reviews all 1,095 threshold requests for recommendation, approval or denial. Evaluates each 1,095 package and applies approved measures of merit provided by SAF/MR and other command related criteria as appropriate. **(T-1)**.

1.2.2.2.5. Approves tours for Airmen who will exceed 1,095 days to enter tours not extending beyond 29 September. Documents panel decisions and forwards results to AF/A1MT monthly. **(T-1)**. **Exception:** Airmen exceeding 1,400 ADOS days within the last four years and Airmen who have been disapproved by SAF/MR must go thru SAF/MR for approval prior to starting a MPA tour.

1.2.2.2.5.1. Requests for Airmen denied or disapproved in prior FYs, regardless of tour length, must be submitted to AF/A1MT under a signed memo or email by the supported command deputy commander, staff director or agency deputy director for SAF/MR consideration. **(T-1)**.

1.2.2.2.5.2. Airmen exceeding 1,400 ADOS days within the last four years must be submitted to AF/A1M under a signed memo or email by the supported command deputy Commander, Staff director or Agency deputy director. **(T-1)**.

1.2.2.3. The ADOS-AC Man-Day Management Office (MMO):

1.2.2.3.1. Works closely with command RegAF Functional Area Managers (FAMs) (Ref AFI 10-401, para 6.1, 10.21.7, 12.9), as well as the ANG and Reserve Advisors to gain a better understanding of ARC Personnel policies and participation requirements (training, medical, fitness, sanctuary, etc). Ensures the ANG and Reserve Advisors understand command ADOS-AC man-day procedures and policies.

- 1.2.2.3.2. Formulates and executes ADOS-AC man-day program which enables total force solutions. **(T-1)**.
- 1.2.2.3.3. Annually submits ADOS-AC man-day requirements as tasked by AF/A1MT by appropriate funding category (Steady State and Supplemental funded), following the guidance in the applicable data calls. When identifying requirements, works with associate unit to include a total force solution for both Global Force Management and Non-Global Force Management requirements. **(T-1)**.
- 1.2.2.3.4. Submits Steady State ADOS-AC man-day requests via the Manpower MPA data system for validation. Each request must include a justification for using man-days; i.e., why is the assigned capability unable to support the requirement, and why is ARC augmentation the solution? AF/A1MT, AF/A3OD, along with command, staff, or agency representatives within the AF Corporate Structure, will provide advocacy for funding during the POM. **(T-1)**.
- 1.2.2.3.5. Executes authorization approval of the ADOS-AC man-day program and establishes such control as necessary to ensure the program is in compliance with this instruction, referenced laws and directives (**Attachment 1**). MMOs may not sub-allocate below the command level (e.g., to numbered AF or wing level). **(T-1)**.
- 1.2.2.3.6. Approves and allocates ADOS-AC man-days for valid requirements. Ensures the ADOS-AC man-days are not over allocated. **(T-1)**.
- 1.2.2.3.7. Ensures days allocated for tasked requirements are only used for that specific requirement and individual performing the ADOS-AC man-day duty. **(T-1)**.
- 1.2.2.3.8. Monitors questionnaires, registrations, and certifications (e.g., Sanctuary waivers (see para 4.5.3) and 1,095 End Strength Accounting (see **Chap 4**)). **(T-1)**.
- 1.2.2.3.9. Ensures compliance with the Joint Travel Regulation (JTR): <https://www.defensetravel.dod.mil/site/travelreg.cfm> . **(T-0)**.
- 1.2.2.3.10. Ensures ADOS-AC man-day requests are not allocated after the Airman has performed duty, unless a valid Verbal Order of the Commander (VOCO) was authorized in accordance with **para 1.2.2.4.10** **(T-1)**.
- 1.2.2.3.11. Administers the ADOS-AC man-day program between the command's organizations, associated subordinate RegAF and supporting ANG and AFR Units. **(T-1)**.
- 1.2.2.4. The ADOS-AC Man-Day Account Functional Manager/Validating Authority:
- 1.2.2.4.1. Ensures all MPA requirements are validated and include how the requested days were calculated (i.e., more specifically justification substantiates the use of MPA man-days). **(T-1)**.
- 1.2.2.4.2. Ensures ARC operational utilization requirements are documented in accordance with AFI 10-301 and unique mission identification numbers are assigned to each mission by AF/A3. Mission identification numbers are attached to requirements submitted annually to command, staff or agency ADOS-AC man-day program managers for review and consolidation.

1.2.2.4.3. Ensures that Operations and Maintenance funds needed to support the estimated travel and per diem costs are included as part of the program and budget submission; also ensures that these funds align with the appropriate MPA requirements submitted to the MMO. **(T-1)**.

1.2.2.4.4. Ensures documentation is maintained for tours that include a permanent change of station (PCS) greater than or equal to 180 days at one location. Documentation should justify why the requirements are critical to the success of the mission and how the PCS cost is advantageous to the government. Further, Airman must be counselled that voluntary curtailments will not be supported unless a minimum of 180 days are served at the PCS location. **(T-1)**. A1 or Deputy must endorse the request and submit to AF/A1MT to release the PCS.

1.2.2.4.4.1. Traffic Management Office has guidance that determines shipment allowances based on length of PCS tour.

1.2.2.4.4.2. If a PCS tour is extended the PCS fund cite can be continued for a period not to exceed 5 FYs, providing there is no change to the requirement or a break in tour.

1.2.2.4.5. Advise that dependent travel/Command Sponsorship to an overseas area is not authorized unless requested and approved through SAF/MR. At the minimum, justification must include a valid funded AF Position number and personnel accounting symbol Code. **(T-1)**.

1.2.2.4.6. Advise the Airman that PCS entitlements upon completion of the tour may be effected in accordance with JTR based on changes to IDT location and/or subsequent ADOS tour(s). **(T-1)**.

1.2.2.4.7. Obtains ARC Functional Manager approval before selecting volunteers outside their primary AF Specialty Code (AFSC) prior to starting the tour. The ARC AFSC functional managers must coordinate on any request that involves Airmen working outside of their career field. **(T-1)**

1.2.2.4.8. Ensures allocated ADOS-AC man-days are only used for the specified requirement or individual and expeditiously curtailed when the requirement no longer exists. Tour curtailment may result in JTR implications. **(T-1)**.

1.2.2.4.9. Ensures ARC Airmen volunteering for an ADOS-AC man-day tour who are approaching or who are in the active duty retirement sanctuary zone comply with the requirements of AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*. Limit tours to no more than the period specified in AFI 36-2131. **(T-1)**.

1.2.2.4.10. Ensures verbal orders by the Commander (VOCO) are issued only by exception and are not used to circumvent core administrative processes. **(T-1)**. Airmen requiring 1,095 end strength or accounting per diem waivers are not authorized VOCO. **(T-1)**.

1.2.2.4.11. Verifies and notifies the requestor whether or not sufficient days are available in the ADOS-AC man-day account.

1.2.2.4.12. Updates the MPA database within 3 duty days after issuance of the VOCO.

1.2.2.4.13. Reports requests to AF/A1MT through the MMO for man-days submitted after the ARC Airman has performed the duty and the duty does not fall within VOCO guidance. **(T-1)**.

1.2.2.4.14. Functional Managers may require or request the ARC Airman to provide Air Force Reserve Orders Writing System (AROWS) orders for accounting and or auditing purposes. **(T-1)**.

1.2.2.4.15. Performs 1,095 accounting responsibilities.

1.2.2.4.15.1. Reviews ADOS-AC data system generated *ADOS Trend Report* at the beginning of each FY. This list identifies Airmen having tours at one location and within the same career field for 730 or more days cumulative ADOS (MPA or Reserve Personnel Appropriation) in the past four years. This review assists in determining if this requirement is an “enduring requirement”. If enduring, rationale must be provided as to why it is not considered or documented as a full time RegAF requirement as part of the mitigation plan on the questionnaire.

1.2.2.4.15.2. When selecting an Airman for an ADOS tour, reviews the ADOS status in MPA database, which will be updated monthly to show total MPA and ADOS days. This is used to determine an Airman’s 1,095 status. If Airman has over 1,095 man-days or the tour will trigger the Airman to go over 1,095 man-days, a questionnaire is required. If one is not automatically generated by the MPA data system one can be manually generated.

1.2.2.4.15.3. Ensures sufficient justification is provided on the questionnaire prior to confirming the questionnaire. Address why this individual is being selected to continue or fill this requirement.

1.2.2.4.15.4. Includes a mitigation plan with the current status of any long term requirements (greater than 180 days).

1.2.2.4.15.5. Every effort must be made to allocate tours for personnel required beyond 29 September and exceed the 1,095 threshold, no later than June.

1.2.3. Air Force Reserve Command Force Generation Center (AFRC/FGC) and Air National Guard Readiness Center (ANGRC):

1.2.3.1. Acts as the single focal point for the RegAF to request ARC manpower assistance.

1.2.3.2. Assigns the RegAF tasking to the appropriate wing, group, unit and/or local IMA Readiness and Integration Organization Detachment who provide volunteers or non-volunteers to meet the assigned man-day requirement.

1.2.3.3. Ensures ARC required oversight and reporting requirements are met through coordination with system and program OPRs.

1.2.4. ARC Case Management Division (ARCCMD):

1.2.4.1. Maintains supporting documentation required to determine eligibility prior to submitting requests for MEDCON.

1.2.4.2. Practices due diligence in requesting MPA man-days.

1.2.4.3. Conducts audit actions pertaining to MEDCON ADOS-AC MPA funding certification.

1.2.5. Supporting ARC Units and Units/Organizations to which ARC Airmen are assigned:

1.2.5.1. Acknowledges and confirms receipt of MPA allocation in the MPA database within 2 duty days of the allocation.

1.2.5.2. Identifies volunteer filling the ADOS-AC tasking and ensure Airmen meet basic AF readiness requirements (e.g., training, fitness, immunizations, dental, medical, security clearance). **(T-1)**.

1.2.5.3. Ensures Airmen are counseled on active duty retirement sanctuary when Total Active Federal Military Service is exceeded in accordance with AFR/NGB established guidance. **(T-0)**.

1.2.5.4. Ensures days allocated for tasked requirement are only used for that specific requirement/individual. **(T-0)**.

1.2.5.5. Ensures tours are curtailed within both allocation and orders data systems and in accordance with the SAF/MR policy. **(T-1)**.

1.2.5.6. Ensures orders are not published without a valid ADOS-AC man-day allocation authorization and maintains a copy of the allocation message with each order.

1.2.5.7. Ensures orders do not authorize more days than the number authorized in the ADOS-AC man-day allocation. All ADOS-AC man-day orders must match the specification and reporting instructions provided in the ADOS-AC man-day Authorization. This requirement can only be waived by AF/A1M. **(T-1)**.

1.2.5.8. Ensures a copy of the order is provided to the ADOS-AC Man-Day Account Functional Manager/validating authority who validated the requirement, if requested. **(T-1)**.

1.2.5.9. Ensures no Airman performs duty without orders unless there is a documented request per [paragraph 1.2.2.4.10](#) **(T-1)**.

1.2.5.10. Publishes MEDCON (10 USC § 12301(h)) AROWS order, within 5 duty days after receipt of allocation or prior to expiration of MEDCON tour whichever occurs earlier and forward a copy to AF/A1MT. **(T-0)**.

1.2.5.11. If initial MEDCON (10 USC § 12301(h)) is authorized and no further MEDCON is requested, ensures AF/A1MT is notified the reason for not continuing Airman beyond the initial MEDCON, via email and endorsed by the commander. **(T-0)**.

1.2.5.12. Determines the 1,095 count prior to assigning the Airman to an ADOS-AC tour. If Airman will exceed 1,095 days while on ADOS-AC tour, justification must be provided on the ADOS-AC data system generated 1,095 questionnaire. If questionnaire is not automatically generated in the ADOS-AC data system, the submitter will manually generate the questionnaire. **(T-1)**.

1.2.5.13. Ensures 1,095 end strength reporting and per diem registration waiver and approval is completed no later than 60 days prior to tour start date. In the case of emergent

requirements with less than 60 days' notice, submits questionnaires as soon as possible, but before the activation begins.

1.2.6. ARC Airmen.

1.2.6.1. Maintains AF readiness requirements. **(T-1)**.

1.2.6.2. Does not perform duty without orders. **(T-1)**.

1.3. ADOS-AC Man-day Management Guidance.

1.3.1. ARC Airmen are subject to the UCMJ while on ADOS-AC man-day tours. If disciplinary action is necessary, the Airmen's RegAF supervisors and commanders should consult with a servicing Staff Judge Advocate office. For ANG Airmen, coordinate actions with the 201st Mission Support Squadron, Joint Base Andrews, MD 20762; the 201 Mission Support Squadron retains Administrative Control over ANG Airmen on MPA tours. For IMA Airmen, coordinate actions with the Airmen's detachment Program Managers; for all other AFR Airmen, coordinate actions with the AF Reserve Command Staff Judge Advocate (AFRC/JA). For information on tour curtailment for cause see [paragraph 2.3](#). Tour Curtailment Notifications. **(T-1)**.

1.3.2. Travel and per diem is not included in the ADOS-AC man-day fund citation. Supported units are responsible for providing the fund citation such as their Operations and Maintenance or Transportation Working Capital Funds to cover travel and per diem costs in accordance with AFI 65-601 Vol 1.

1.3.3. Commands, staffs and agencies should make every reasonable effort to find volunteers that are aligned to their commands as this maximizes the operational readiness of the ARC asset.

1.3.4. ARC Airmen must not be in dual status (civilian/military) on the same day for the same period of performance. Military Technicians/Civil Service employees must be in military status when performing an ADOS-AC man-day tour. **(T-0)**.

1.3.5. Annual leave programs give Airmen the opportunity to take leave within the constraints of operational requirements.

1.3.5.1. All ADOS-AC man-day tours include authorized travel time and tours longer than 30 days include leave. Barring unforeseen circumstances, Airmen must be afforded the opportunity to take unused leave, prior to the end of their tour. Additional tours or extensions may not be created for the sole purpose of taking leave. **(T-1)**.

1.3.5.2. ARC members may use, carry forward and/or sell unused leave in accordance with AFI 36-3003, *Military Leave Program*. **(T-1)**. Airmen wishing to take leave carried over from a previous tour must coordinate and gain approval from the supported unit commander prior to starting the tour so all projected leave can be accounted in the tour length. Leave will be taken within the parameters of the order in which it was requested, as orders will not be extended for the sole purpose of taking leave or leave carryover. For additional information, refer to [Chapter 3](#).

1.3.6. Supplemental ADOS-AC man-day tours may include Combatant Commander-directed training and/or Joint Expeditionary Team training, as required for deployment and identified by specific line item remarks.

1.3.7. ADOS-AC man-days are based on calendar days and not by hours.

1.3.8. Members may attend UTA/IDT while on an MPA tour only if requested by the ARC commander and approved by the RegAF commander, and if attendance is required to maintain mission certification as applicable to their AFSC. Members may not collect dual compensation for UTA/IDT while on an MPA tour. Approved documentation must be maintained by the RegAF unit supported and the MPA functional manager prior to the start of the ADOS-AC tour. These members will not receive additional pay, points or other compensation for supporting unit mission training requirements, participating in mission certification training while on long term ADOS. (T-0).

1.3.9. Once an ARC Airman begins an ADOS-AC man-day tour, they are obligated to fulfill the entire tour length unless: a) they are found not capable or unfit to perform the RegAF mission for which they were selected; b) the ARC commander (supporting commander) requests early termination based on ARC mission requirements; or, c) the RegAF commander (supported commander) approves early release based on the ARC member's request. For RegAF missions completed earlier than expected, refer to **Chapter 3** for tour curtailment policy. (T-1).

1.3.10. ADOS-AC man-days are not transferred from one FY to the next; however, tours may be approved to cross FYs (multi-year tours) provided a Continuing Resolution Authority statement is included in the allocation and on the Airman's order. The Continuing Resolution Authority statement indicates the AF is operating on a limited MPA budget until regular appropriations acts are enacted by Congress. Commands must consider that all tours crossing the FY, results in an automatic obligation of future MPA allocation. Adjustments to tours based on Continuing Resolution Authority approval may be required as part of effective ADOS-AC man-day program management. (T-0).

1.3.11. The MMOs at the commands, staffs, and agencies will coordinate on any Memorandums of Agreements or Memorandums of Understanding that involves ADOS-AC man-day usage. (T-1.)

1.3.12. Off duty employment concurrent with an ADOS-AC man-day tour requires coordination and approval from the supported RegAF supervisor. ARC Airmen must accomplish an AF Form 3902, *Application and Approval for Off-Duty Employment*, and receive approval prior to beginning of tour or off duty employment. (T-1).

1.3.13. When allocating ADOS-AC man-days, MMOs should consider command manning levels in required AFSCs and allocate man-days in stressed AFSCs or those most vital to the command. Command A1's can obtain manning statistics from the AF Personnel Center (AFPC) Secure Site - Retrieval Application Website.

1.3.14. ADOS-AC tours can be allocated for telecommuting only if the respective RegAF organizations has established telework procedures/guidelines. Telework agreements must be provided to the MMO prior to tour allocation. Agreement must be in compliance with DoDI 1035.01, *Telework Policy*. (T-0). For additional guidance, refer to **paragraph 5.3**

1.4. ADOS-AC Man-day Tour Eligibility; ARC Airmen:

1.4.1. Approaching sanctuary will be treated in accordance with AFI 36-2131. If an ARC Airman exceeds Total Active Federal Military Service established limitations, the supporting

ARC Unit/IMA detachment is responsible for identifying ARC Airman and completing a sanctuary waiver, and notifying the supported command, staff, or agency of applicable tour limitations. **(T-1)**.

1.4.2. Must not have a mandatory discharge, retirement, or enlistment that will expire prior to the end of the ADOS-AC man-day Tour. **(T-1)**.

1.4.3. Must meet requirements in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, AFI 36-2905, *Fitness Program*, AFI 48-123, *Medical Examinations and Standards*, and AFI 36-2651, *Air Force Training Program*. **(T-1)**.

1.4.4. Must possess the appropriate security clearance required in the proposed duty assignment. **(T-1)**. Interim clearances will be accepted only with concurrence of the commander of the RegAF unit for which the ARC Airman will work.

1.4.5. For female ARC Airmen determined to be pregnant while serving on ADOS-AC duty orders refer to **paragraph 5.2** for guidance. **(T-1)**.

1.4.6. Must gain approval from their Administrative Control (ADCON) commander before performing a man-day tour. Further, ADCON commander may withdraw his/her consent to release for cause, due to mission requirement, etc., as needed. If performing duty for another command, staff, or agency, the Airman remains obligated to fulfill necessary training requirements as directed by the supported unit or parent organization. ARC commanders must adhere to **paragraph 1.3.7** **(T-1)**.

1.4.7. Must possess the necessary AFSC and skill level required to perform the RegAF mission. **(T-1)**.

1.4.8. Retired reserve or active duty Airmen are not eligible to perform ADOS-AC man-day tours. **(T-1)**.

1.4.9. While serving on an ADOS-AC man-day tour, ANG Airmen are not authorized to conduct work or training in a Title 32 status. **(T-1)**.

1.4.10. Full Time Support (FTS) and MPA eligibility (**Note:** The PCS process is a different process). The primary duties of Active Guard and Reserve (AGR) Airmen serving under 10 USC § 12310 or 32 USC § 328 are organizing, administering, recruiting, instructing or training the RC. The primary duties of AFR Air Reserve Technicians (10 USC § 10216 and ANG Technicians (32 USC § 709) and Title 10 dual-status technicians include organizing, administering, instructing or training the Selected Reserve and maintaining or repairing supplies and equipment (including aircraft) of the armed forces. Title 32 technicians' primary duties include organizing, administering, instructing or training the National Guard and maintaining or repairing supplies and equipment (including aircraft) of the armed forces. In addition to these primary duties, FTS Airmen (AGRs and technicians) can support various operations or missions specified in statutes, as long as those additional duties "do not interfere" with Airmen's primary duties. Requests for voluntary ADOS-AC orders for more than 180 days (cumulative in a 12 month period), for an FTS Airmen, require units to initiate the M4S FTS request, which certifies Unit supports release of FTS Airmen. The MMO cannot release the allocation for FTS Airmen ADOS-AC tours that exceed 180 days until this acknowledgement is received from the unit via M4S. AFRC has further limited AF Reserve

Unit Commanders who allow FTS Airmen to exceed 180 days on a voluntary MPA tour, from backfilling the position vacated by FTS Airmen with ADOS-RC days. **(T-0)**.

1.4.11. While ADOS-AC man-days cannot be programmed to backfill RegAF Personnel on terminal or ordinary leave, routine temporary duty (TDY), or in school, the commands, staffs, or agencies have the authority to realign days within their allocation during the year of execution, to fill those requirements that are deemed critical to their mission. When this option is exercised, MAJCOMs must assign mean code 131 in M4S.

1.5. Invalid uses of ADOS-AC man-days include:

1.5.1. To backfill Active Guard/Reserve (AGR) or statutory tour status personnel. **(T-0)**.

1.5.2. To accomplish ARC missions, support, or special projects. **(T-0)**.

1.5.3. In lieu of establishing a valid, funded RegAF authorization on the Unit Manning Document. **(T-1)**.

1.5.4. For the sole purpose of performing additional duties or volunteer activities (e.g., Combined Federal Campaign Project Officer, air shows). **(T-1)**.

1.5.5. To fill/backfill civilian employee positions. **(T-1)**.

1.5.6. To fill a position/function where RC volunteer is the same person who normally performs this duty as a full time Federal Civil Service employee or government contractor. **(T-0)**.

1.5.7. To meet mission requirements of another command, staff or agency (e.g., Air Combat Command (ACC) ADOS-AC man-days cannot be used to support an Air Education and Training Command (AETC) mission requirement). **Exception:** centrally managed activities such as the Judge Advocate General's Corps and Intelligence community. **(T-1)**.

1.5.8. To attend upgrade training (e.g., AFSC training (officer or enlisted), formal school, professional military education (PME), seminars, technical training, contractor course (e.g., Franklin Quest), or courses offered at universities and high schools). **(T-0)**.

1.5.9. Exclusively to attend conferences, workshops and seminars, except RC personnel filling General Officer positions. IMAs will be considered for possible attendance to conferences when it can be clearly substantiated that it will be in the best interest of the AF and beneficial to the organization to allow an IMA to attend, in lieu of the RegAF personnel. Requests must be approved by command MMOs. **(T-1)**.

1.5.10. To participate in guard and reserve internal exercises unless the Airman on MPA orders is augmenting a RegAF unit or serving as an evaluator. **(T-0)**.

1.5.11. To support non-DoD requirements, unless reimbursement is provided. Possible missions include missions supporting Defense Support to Civil Authorities; DoD's response to natural disasters, chemical, biological, radiological, or nuclear incidents; wildland firefighting on US territories; support to other federal agencies; support to Foreign Military Sales, National Science Foundation, US Forest Service, National Security Agency, Federal Emergency Management Agency, State Partnership Program, and Personnel Force Innovation requirements. **(T-1)**.

1.5.12. To support unfunded authorizations. **(T-1)**.

1.6. Valid uses of ADOS-AC Man-Days (this list is not all-inclusive and does not guarantee funding):

- 1.6.1. To support Combatant Commander requirements registered in a Global Force Management system of record and ordered to the ARC by the Secretary of Defense.
- 1.6.2. To support a substantiated surge (operational or workload), which is not expected to exceed 180 days. **(T-1)**.
- 1.6.3. To support a RegAF requirement where the capability only exists in the ARC. **(T-1)**.
- 1.6.4. To support a short-term (i.e., no more than 2 years) RegAF requirement. **(T-1)**.
- 1.6.5. To provide a bridge for approved RegAF programmatic actions, documented by an approved Change Control Number.
- 1.6.6. For Joint Organizations, requests for staff augmentation, in functions where manning levels are below AF average. Requests for manning at or above AF average, new missions, or special projects must be submitted to the Joint Staff in accordance with the Global Force Management Implementation Guidance for validation and appropriate sourcing.
- 1.6.7. To integrate ARC Airmen in the Headquarters AF to provide cross component integrated working groups to develop policy and provide decision support.

CHAPTER 2

MPA MAN-DAY TOUR PROVISIONS DETERMINING ADOS-AC MAN-DAY REQUIREMENTS

2.1. Planning and Programming for Steady State ADOS-AC Man-day.

2.1.1. The AF has a requirements-based process to identify and validate all Man-Day requirements. This process is embedded into the AF planning and programming process. ADOS-AC man-day requirements are vetted through AF senior leadership for approval and linked to resource allocation decisions. This process ensures that approved requirements are appropriately funded. It also ensures the use of MPA man-days is appropriate and valid, and allows for Headquarters Air Force (HAF) tracking of reimbursable funds.

2.1.2. In accordance with AFI 10-301, AF/A3 will manage ARC operational utilization requirements by collecting, categorizing and prioritizing operational mission requirements with cross-functional coordination at all levels. AF/A3 collects ARC operational utilization requirements through a system specified by AF/A3, then prioritizes them using a published weighting methodology.

2.1.3. Units will submit requests for ADOS-AC man-days to AF/A1M, who will consolidate and verify the requirements before presenting them to the ADOS Panel Members. The verification process includes ensuring the Program Element Code, AF Position Number and AFS are earned through manpower standards assigned to the MAJCOM. **Attachment 2** defines the assignment categories for those ADOS-AC requests. The assignment categories enables AIM to better identify requirements to the Corporate Structure after the ADOS Panel decision. AF/A1MT, AF/A3OD and SAF/FMBOP collaborative recommendations are prepared and presented to the AF planning and programming process for funding. AF and MAJCOM level manning are constant, objective criteria used in this review, with other objective criteria identified in the Planning and Programming Instructions (PPI).

2.1.4. Joint Organizations with functions manned below AF-average levels may submit requests for staff augmentation, which will be reviewed but the ADOS panel and if validated will compete for ADOS-AC funding. If the request is for manning above AF average, new missions, or special projects, submit requests through Global Force Management Implementation Guidance process for validation and appropriate sourcing.

2.1.5. Additional guidance will be distributed via the Planning and Programming Instructions.

2.2. Activation Periods. The MPA man-day request will typically include the following man-days in the activation period: pre-deployment admin time (2 days); pre-deployment training listed within the Time Phased Force Deployment Data line item remarks/Combatant Commander directed training; travel to/from the Area of Responsibility as defined by the Joint Travel Regulation/United States Transportation Command planning factors; the estimated tour length/time-in-theater; redeployment in-processing (2 days if not authorized reconstitution downtime or if authorized reconstitution downtime, redeployment in-processing will be accomplished during the downtime); commands, staffs, and agencies downtime (dependent on the length of the tour, and no more than 14 days), accrued leave, and post-activation out-processing.

2.3. Tour Curtailment Notifications.

2.3.1. This applies to all ADOS-AC activations except mobilization. In situations where it is necessary to curtail an authorized delayed-effective-date active duty order after the period of activation commences – and where the AF is unable to re-mission the individual Airman – the AF will not curtail the Airman’s orders immediately. Unless waived by the ARC Airman, individuals on MPA man-day tours of 90 days or more will remain on orders for 60 days from the date of notification or until their original tour end date, whichever is sooner. Individuals on MPA man-day tours of 31 to 89 days will remain on orders for 30 days from the date of notification or until their original tour end date, whichever is sooner. **(T-1)**.

2.3.2. Airmen may request curtailment of orders; however, approval is based on the needs of the RegAF commander and supported mission. **(T-1)**.

2.3.3. The notification requirement does not apply if the commander determines an Airman is no longer fit to perform duties (e.g., revoked security clearance required for the job hired, fitness standards, etc.).

2.3.4. If, after obtaining legal advice, the commander determines UCMJ actions is appropriate, the member’s orders 10 USC § 12301(d)(h), 10 USC § 12302, and 10 USC § 12304b will be terminated and transferred into 10 USC § 802 status. Contact AF/A1MT for further guidance. **(T-0)**.

2.3.5. Medical Continuation (MEDCON) 10 USC § 12301(h) tours are terminated when the member’s medical issues are resolved or Airman elects not to participate in accordance with Department of Defense Instruction 1241.01, *Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements*. Therefore, the tour curtailment notification requirements do not apply to MEDCON tours.

2.3.6. All ADOS-AC orders contain a start and an end date. ARC Airmen must remain cognizant of these dates. If/when the official tour end date is modified (curtailed or extended), ARC Airmen will be provided advance notice, as outlined in **paragraph 2.3.1**, of the new tour end date to allow for adequate transition time for the Airman. **(T-1)**. Recommend Airmen sign a Statement of Understanding, an example is at **Attachment 3**.

2.3.7. Mobilization Curtailment Hardship Application Request.

2.3.7.1. An ARC Airman may submit a hardship application for evaluation if unable to be re-missioned to meet another AF requirement and Airman has incurred a “hardship” because of early mobilization curtailment. Hardship should be the result of mobilization and early deactivation/demobilization; however, other circumstances that may prevent an individual from returning to civilian status may be considered.

2.3.7.2. Airmen with approved hardship cases may be retained for a period up to 60 days but not to exceed the original activation period.

2.3.7.3. Hardship requests (see **Table 2.1**) will not be based on a problem(s) that existed prior to activation (e.g., individuals who were unemployed when activated, cannot base their hardship application on the fact that they “do not have a job to go back to”).

Table 2.1. Hardship Requests Considerations.

Examples considered for approval (not all inclusive)	<ul style="list-style-type: none"> - Individual voided an employment contract to complete an ADOS-AC tour for <u>12 months</u>. Airman was scheduled for deactivation after 60/90 days with no prospect for a new employment contract until 6 months after release from ADOS-AC tour. - Individual sold his/her medical practice believing he/she would be on an ADOS-AC tour for at least 24 months. - Individual was between jobs, accepted a job with a new employer, but had not yet started with a new employer when activated. - Individual signed privately owned business over to another individual for the 12 months he/she was activated.
Examples not considered for approval (not all inclusive)	<ul style="list-style-type: none"> - Individual was unemployed when activated. - Individual makes more money on ADOS-AC tour than in his/her civilian job. - Individual requests retention for the purpose of skill level upgrade to be qualified for enlistment in the RegAF. - Individuals will not be retained to attend schools, backfill, or for the purpose of upgrading Status of Resources Training System levels. - Individuals will not be retained on ADOS-AC tours for the purpose of gaining eligibility for entitlements.

2.3.8. Hardship Process: An Airman must request retention on ADOS-AC tours for hardship reasons (personal, financial or medical caused by mobilization and early deactivation/demobilization) and submit all required documents at least 15 days prior to established deactivation/demobilization date. Example **at Attachment 4. (T-3)**.

2.3.8.1. The hardship application request shall be submitted to the ANGRC or AFR FGC for review, determination of other tour opportunities, and recommendation. Recommendations from the ARC will include a statement from the ANGRC or FGC detailing other opportunities, if available; explain whether they were offered to the Airman; and if not, why not. The statement must also include, information on any tours offered and declined by the Airman. **(T-3)**.

2.3.8.2. The ANGRC or FGC forwards hardship application requests with their recommendation to AF/A1MT, who will convene an ADOS Panel. If approved, AF/A1MT will provide instructions to the ARC for placing the Airman on 10 USC §12301(d) “voluntary” duty status.

2.3.8.3. If the ADOS Panel does not recommend approval of the hardship application package, the package will be forwarded to SAF/MR for further review and consideration.

2.4. Leave Entitlements.

2.4.1. Annual leave programs give Airmen the opportunity to take leave within the constraints of operational requirements. The unit or squadron commander (or equivalent) will provide an opportunity to use leave to AFR and ANG Airmen serving man-day tours longer than 30 consecutive days. Airmen are encouraged to use leave for the maximum benefit of the Airman, prior to the end of their tour if military requirements permit. Additional tours or extensions may not be created for the purpose of taking leave.

2.4.2. MPA man-day Activations and Mobilizations. Leave is calculated based on the mission start date and end date and any leave days earned are included within the start and end date.

2.4.3. While serving on a man-day tour, ARC Airmen request leave using the AF Form 988, *Leave Request/Authorization*, from their RegAF supervisor. RegAF supervisor approves leave requests and validates upon the member's return. Airmen will provide their RegAF supervisors with the appropriate supporting unit and/or the ARC member's associated leave processing office (T-1). Supervisors will forward approved leave requests to the ARC member's supporting leave processing office (T-1). As a condition of employment, ARC Airmen will submit a "Leave Plan" showing when leave will be taken during the number of days the Airmen have been requested to perform (T-1). As leave management for ARC Airmen is a manual process, RegAF supervisors and Airmen have a shared responsibility to ensure proper accounting for leave usage. (T-1).

2.4.4. Reserve Carry Over Leave. Refer to AFI 36-3003, paragraph 7.13.

2.4.5. Parental Leave is authorized; however, it has to be taken within the confines of the order. Any leave authorized under the Parental Leave Program for a covered Reserve component Airman that is not taken by the time the member is separated from active service shall be forfeited. (Refer to AFI 36-3003, para 4.2.4.8)

2.5. Travel and Per Diem.

2.5.1. The JTR, Chapters 2 and 3, addresses travel and transportation allowances for ARC Airmen. The maximum allowable time to receive per diem at one location is 180 days. Requests for per diem beyond that timeframe must have SAF/MR approval prior to the start of the tour or prior to the effective date of any amendment extending the tour. (T-1).

2.5.1.1. Restriction on Consecutive Number of Days TDY to Any One Location (Other than for Training or Operational/Contingency Deployments). In accordance with Comptroller General Decision, 36 Comptroller General 757 (1957), and JTR paragraph 030303, a TDY assignment at one location may not exceed 180 consecutive days, except when authorized through the secretarial process. Airmen authorized to perform a TDY under this provision are authorized per diem entitlements.

2.5.1.2. Tours exceeding 180 consecutive days The office of the Deputy Assistant Secretary, Force Management Integration, AF Principal to Per Diem, Travel and Transportation Allowance Committee (PDTATAC), is the Secretariat level approval authority in matters under the JTR and is the authority for TDYs. Requests for waivers to the restrictions in [paragraph 2.5.1.1](#) (more than 180 consecutive days) are submitted using

the M4S to process the per diem waiver. TDYs requiring an AF Principal to PDTATAC waiver must be submitted for approval prior to the start if the tour initially exceeds 180 days.

2.5.1.3. Tour extensions exceeding 180 consecutive days. If an extension will cause a MPA tour to exceed 180 days, waiver request must be submitted to the AF Principal to PDTATAC no later than 30 days in advance of the 181st day of duty to be considered. Waivers will only be considered when mission objectives or unusual circumstances develop requiring an Airman to be TDY for longer than 180 consecutive days.

2.5.1.4. Tours exceeding 365 consecutive days. All TDYs that are projected to exceed 365 consecutive days require MAJCOM Deputy Commander or staff equivalent endorsement prior to submitting request in M4S. Justification letter will include: a) date TDY began and date current TDY period ends (including any prior waivers); b) Justification for the TDY or additional TDY term; c) Number of additional days required and new TDY completion date; d) Volunteer status of Airman and commander's recommendation; and e) statement regarding any hardship the Airman may incur. **(T-1)**.

2.5.1.5. Individual TDY waivers do not need to be processed for SecDef approved Operational/Contingency Deployments in Excess of 180 days, but less than 365 days; the AF Principal to PDTATAC has determined that mission objectives requiring TDYs for more than 180 consecutive days are appropriate and a TDY waiver is authorized.

2.5.1.6. Individual TDY waivers need to be processed for SecDef approved Operational/Contingency Deployments in excess of 365 Days. Supporting units will process a per diem waiver for periods in excess of 365 consecutive days through the deputy MAJCOM commander, or staff equivalent, to the PDTATAC via the MPA database.

2.5.1.7. Annual reporting of all TDY assignments exceeding 180 consecutive days at any one location is required. The report will be used to identify tour duration and type trends. Each calendar year, AF/A1, will submit a report broken out by component for ADOS-AC tours. The report will reflect the type of tour, i.e., operational / contingency and all other TDYs (except training); length of Tour broken out as follows: 180 days or less; 181 to 190 days; 191 to 200 days; 201 to 210 days; greater than 210. Reports will be submitted annually per request for the calendar year period (1 Jan – 31 Dec) to SAF/MRM via Task Management Tool no later than 28 February.

2.5.2. When authorized, travel and per diem payments associated with ADOS-AC tours are normally funded by the RegAF requesting agency or organization.

2.5.3. Per Diem entitlement cannot be waived by the Airman or denied by the orders issuing authority

2.5.4. The installation commander determines corporate limits and commuting distance of the duty location where ADOS-AC tour is performed.

2.5.5. ARC member's travel time is always included when computing MPA tour length in accordance with JTR, Chapter 2, Travel Time.

2.5.6. Orders may not be accomplished after the fact to provide an entitlement for per diem.

2.5.7. DD Form 1351-2, *Travel Voucher or Subvoucher* or Defense Travel System travel voucher must be signed by the ARC Airman for payment of per diem and travel expenses. **(T-0)**.

2.5.8. The Airman should submit travel documentation to the appropriate servicing finance office within 5 working days after tour completion.

2.5.9. ARC Airmen performing a long tour (over 180 days) who do not live within commuting distance must report to the base housing referral office serving the duty location before entering into a rental, lease, or purchase agreement for off-base housing. **(T-3)**.

2.6. Post Deployment/Mobilization and Respite Absence (PDMRA).

2.6.1. PDMRA is a benefit, not an entitlement. MPA tours should include allowance for PDMRA for ARC Airmen who mobilize or deploy with a frequency beyond established Department of Defense rotation policy thresholds. Deployments/mobilizations to Continental United States (CONUS) and non-foreign Outside Continental United States (OCONUS) locations (Hawaii, Alaska, Guam, Puerto Rico, etc.) are not eligible for PDMRA regardless of the type of deployment/mobilization orders.

2.6.1.1. Refer to AFI 36-3003 for eligibility and calculation of PDMRA days.

2.6.1.2. Commanders will ensure Airmen are advised to use accrued PDMRA as soon as possible after returning from deployment. Accrued PDMRA earned during one MPA tour cannot be carried over to a subsequent MPA tour, a new permanent duty station, a new unit of assignment, or into sanctuary status. It is a use or lose benefit during the mobilization order period under which it is earned. **(T-1)**.

2.6.1.3. Member's unit commander must report to SAF/MR through their chain of command to explain why ARC Airmen are unable to utilize accrued PDMRA days during their current mobilization order. **(T-1)**.

CHAPTER 3

MPA ALLOCATION FOR MEDICAL CONTINUATION (MEDCON)

3.1. Overview. Per AFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*, the purpose of MEDCON is to authorize medical and dental care for Airmen who incur or aggravate an injury, illness or disease in the line of duty and to provide pay and allowances while they are being evaluated, treated for or recovering from a service-connected injury, illness or disease.

3.1.1. ARC Airmen may be entitled to MEDCON when they are unable to perform military duties due to an injury, illness or disease incurred or aggravated while serving in a duty status.

3.1.2. See AFI 36-2910, Chapter 5 for MEDCON eligibility, roles and responsibilities, case management process, as well as validation, approval, termination and appeals processes.

3.2. Extension of MPA Orders for Initial MEDCON Consideration. Initial MEDCON is to allow medical provider time to assess an Airman's medical condition. An ARC member on ADOS-AC orders may be continued under 10 USC § 12301(h) orders up to 30 days to ensure necessary documentation is submitted to the ARC Case Management Division (ARCCMD) at the AF Personnel Center for further eligibility review. This action should be initiated upon notification of injury/illness or disease and will take precedence over downtime/leave, etc. AF/A1M will consider extensions to the initial 30 days with a documented timeline of events, and commander's letter addressing what the unit is doing to avoid similar issues/delays.

3.2.1. The following documentation is required for all initial MEDCON requests:

3.2.1.1. Member's acknowledgement for initial MEDCON orders extension

3.2.1.2. DD Form 2870, *Authorization for disclosure of Medical or Dental Information*

3.2.1.3. Commander's memorandum approving initial MEDCON orders. Memorandum should include date of injury, date returned from deployment and dates of medical attention received.

3.2.2. Members medical condition must be promptly reported (ideally within 72 hours or less from when injury occurred) to the member's commander and servicing medical facility/unit. Members returning from deployments must report medical condition within 72 hours of in-processing home station. Failure to report the injury, illness or disease in a timely manner will require a written explanation to the commander and servicing medical facility/unit and submitted with required documentation identified in [paragraph 3.2.1](#)

3.2.3. If there is a break in tour and a finalized line of duty determination has not been completed the Airman is ineligible for MEDCON. If a break in tour occurs, Airmen have up to 180 days to request consideration for a finalized in-LOD determination. Follow the procedures outlined in AFI 36-2910. **(T-1)**.

3.2.4. Early redeployment for in-patient treatment **(T-1)**:

3.2.4.1. Must be reported within 24 hours of admission.

3.2.4.2. Unit must request MEDCON orders via ARCCMD immediately upon notification. Once MEDCON approved, current tour must be curtailed without a break in service. (Note: Do not curtail tour until ARCCMD approves MEDCON eligibility).

3.2.5. Early redeployment for out-patient treatment:

3.2.5.1. Must be reported within 24 hours of return to home station.

3.2.5.2. Unit must request initial MEDCON immediately upon notification. Current tour must be curtailed to allow activation of initial MEDCON orders. (Note: Do not curtail tour until ARCCMD approves MEDCON eligibility).

3.2.6. MEDCON tours under 10 USC § 12301(h), must be entered into M4S. The RegAF Unit being supported or ARC unit or Military Treatment Facility will submit an initial MEDCON request (10 USC § 12301(h)), while keeping the original Emergency and Special Program code, and Per Diem fund cite used when Airman was injured. The RegAF unit will be responsible for funding Per Diem, if applicable, until Airman is returned to duty and released from MEDCON. **(T-1)**.

3.3. Requesting MEDCON Orders. Requests for MEDCON orders are submitted to the ARCCMD for validation, approval, and certification. All ADOS-AC days required to support MEDCON orders will be requested, validated, approved, allocated, certified, tracked, managed, and reported through MPA database **(T-1)**. All information entered into electronic databases shall comply with Health Insurance Portability and Accountability Act (HIPAA) requirements and AFI 41-210, *TRICARE Operations and Patient Administration Functions*. **(T-1)**.

3.4. Allocation and Issuance of MEDCON Orders. MEDCON may be funded by ADOS-AC or ADOS-RC. The following guidance is for ADOS-AC. MEDCON under ADOS-AC is for Airmen whose injury was incurred or aggravated on an ADOS-AC tour. If MEDCON is result of an ADOS-AC tour, the ARCCMD will ensure certification form to support a request for MEDCON, in accordance with AFI 36-2910, is generated.

3.4.1. When a request for MEDCON orders has been validated, approved, and certified by the Chief, ARCCMD, the MEDCON request will be submitted to AF/A1MT, at a minimum of two days prior to expiration date of the previous tour, for review and allocation.

3.5. Termination of MEDCON Orders. When MEDCON orders are terminated, supporting units will update AROWS or AROWS-R in accordance with AFI 36-2910 and the MPA database and return unused days to AF/A1MT. **(T-1)**.

CHAPTER 4

ADOS-AC 1,095 END STRENGTH ACCOUNTING

4.1. Overview. Title 10 USC § 115, *Personnel Strength*, requires the AF to count ARC Airmen on ADOS-AC funded tours against RegAF end-strength, regardless of grade or rank, when the call or order to active duty or fulltime National Guard duty specifies a period of greater than three years or when the cumulative activation time exceeds 1,095 days (3 years) out of the previous 1,460 days (4 years).

4.1.1. These tours include ADOS-AC under Title 10 USC § 12301(d), or on full-time National Guard duty under Title 32 USC § 502(f)(2) (or any combination thereof) performing ADOS. 1,095 ADOS requirements includes Reserve Personnel Appropriation and MPA tours; however, guidance in this instruction applies to MPA tours only. See AFI 36-2254 Vol 1, *Reserve Personnel Participation*, for guidance on ADOS-RC tours.

4.1.2. Members electing to serve more than 1,095 of the previous 1,460 requires approval prior to the start of the ADOS tour. Each 1,095 request has an expiration date and is linked to a specific tour. If the Airman does not have a previously disapproved 1,095, and tour does not exceed 29 September, the command, staff or agency level may approve requests up to 1,400 days. A member's ADOS-AC tour should not be stopped on 29 September only to restart on 1 October to fill the same requirement. This practice will be viewed as avoiding end-strength reporting.

4.1.3. MPA database automatically generates a 1,095 questionnaire when members exceed the 1,095 threshold. Airmen will be identified by name and mission duty on a memo or email endorsed by the supported Command senior leader (Deputy Commander or designated representative), staff directors or agency equivalents. **(T-2).**

4.1.4. Airmen returning after SAF level disapproval, regardless of tour length, must be submitted to AF/A1M under a signed memorandum or email by the supported commander, deputy commander, staff directors or agency equivalents. **(T-1).**

4.1.5. If an Airman has a previously approved 1,095 for the same FY, duties and location, but requires a separate set of orders, requestor may submit a new questionnaire documenting the Airman's previous 1,095 approval and the appropriate MPA authorization number. The supported command MMO verifies the mission is the same, updates the MPA database and sends an email to AF/A1MT requesting an update to the approval status to allocate the tour. **(T-1).**

4.2. 1,095 Related Issues.

4.2.1. Ongoing, long-term (180 days or greater) ADOS-AC requirements must be reviewed for the proper resource actions. Potential alternate sourcing options should be addressed in mitigation plan (i.e., programmed or requesting AC end-strength increase, AGR or civilian requirement increase).

4.2.2. If ARC augmentation is the best resource to fill this requirement, commanders should expand MPA man-day opportunities to other ARC volunteers.

4.2.3. All Airmen who will reach 18 years of Total Active Federal Military Service during a tour must have a signed sanctuary waiver before a tour is allocated (waiver can be signed for 179 days). Annotate sanctuary requirements in the 1,095 questionnaires. **(T-1)**.

4.3. Key Dates for 1,095 ADOS Accounting Process.

4.3.1. **Monthly:** Supported commands, staffs, and agency panels convene to evaluate 1,095 threshold requests; submit any HAF requests (Airmen previously denied by SAF/MR or Airmen with more than 1,400 total ADOS days) by the 5th of the month. HAF forwards decisions back to commands by the 15th of the month. **Note:** Submit packages 60 days prior to tour start in order to allow time for review, coordination, and notification to Airman. **(T-1)**.

4.3.2. **1 June:** Supported commands, staffs, and agencies will forward their approved, prioritized non-Air Expeditionary Force (AEF) 1,095 Threshold Requests for Airmen with 1,095 days ADOS and on tour beyond 29 September to AF/A1M. **(T-1)**.

4.3.3. **1 July:** Supported commands, staffs and agencies review total ADOS time for Airmen who will be on tour after 1 October to determine which Airmen will attain 1,095 and/or 1,400 status during the next FY. **(T-1)**.

4.3.4. **16 July:** Supported commands, staffs and agencies notified of all request dispositions for their prioritized submissions. Airmen denied 1,095 request for 30 September or beyond, must be off tour no later than **29 September**. **(T-1)**.

4.3.5. Requests for SAF/MR reconsideration will be an exception, not the norm. All requests for reconsideration must be approved by the supported command deputy commander or staff/agency directors or deputies and forwarded to AF/A1MT for review and recommendation and approval by SAF/MR.

CHAPTER 5

MISCELLANEOUS MILITARY PERSONNEL APPROPRIATION ACTIONS

5.1. Air Expeditionary Force (AEF) Military Personnel Appropriation Process.

5.1.1. The AF presents its forces via an Air & Space Expeditionary Force. Since a substantial capability resides in the ARC, the AF relies on its Total Force to meet its taskings. Air & Space Expeditionary Force requirements are validated Combatant Commander-requests that have been ordered by the SecDef on active Joint Manning Documents or through Requests for Forces that appear in the Global Force Management Allocation Plan. There are two types of activation: “volunteerism” and “involuntary recall to Active Duty”.

5.1.2. AFPC, Directorate for Personnel Operations (AFPC/DP2) will provide ACC, Air Operations Division (ACC/A3O) with the ANG and AFR planned agile combat support participation as identified in the Agile Combat Support Planning Schedule. Planned participation will be submitted via unclassified email channels using the AEF man-day Tour Requirement Template (**Attachment 5**) as soon as possible after receipt of the AFR and ANG proposed planned agile combat support requirements.

5.1.3. ACC/A3O will provide the accepted agile combat support participation plan by component in the approved template format via unclassified email channels to ACC, Readiness and Integration Division (ACC/A1RR), no later than 20 days after accepting the ARC planned requirement. Prior to tasking of AEF mission requirements to the ARC the ACC/A3O must ensure a Military Interagency Purchase Request is prepared to confirm funding exists to support tasked member’s travel and transportation per diem costs associated with the AEF agile combat support participation plan.

5.1.4. ACC/A1RR is the MMO and is responsible for building the AEF agile combat support participation requirements in their POM submission to AF/A1MT. ACC/A1RR will task the AEF agile combat support requirement to the ARC Force Provider Center [ANGRC or AFR/FGC] accordingly once AEF agile combat support requirements are validated and man-days provided by AF/A1MT.

5.1.5. Combat AF/Mobility AF Scheduling Integrated Product Teams will inform their MAJCOM MMOs of ARC AEF sourcing solutions for inclusion in their POM submission to AF/A1MT.

5.1.6. The AFR FGC and ANGRC will ensure only Combatant Commander-directed training identified by the line remarks and AETC, Operations and Readiness Division is approved.

5.1.7. Tasked unit will ensure volunteer’s SSN is in the Deliberate and Crisis Action Planning and Execution Segments system in accordance with timelines established in AFI 36-3802, *Personnel Readiness Operations*. Units are also responsible for completing the Unit AEF Tasking page or IMA page in AF-directed MPA man-day data system and submitting to the respective ARC section for validation. **(T-1)**. Indicate in the notes whether 1,095 registration/per diem waiver is appropriate and accomplished. **(T-1)** Airmen deployed on AEF tours are eligible to take their leave at the end of the tour or carry their leave forward. If leave is being carried forward then tour must be curtailed by the amount of leave carried forward.

5.2. Pregnancy.

5.2.1. An ARC Airman determined to be pregnant shall ordinarily be permitted to continue serving as long as there is a valid requirement and the Airman's AF Form 469, *Duty Limiting Condition Report*, does not prohibit the Airman from performing the full-time duty required under the ADOS-AC orders. If the Airman does not meet the 12-month maternity leave threshold, the Airman can continue serving, if determined medically qualified to meet mission requirements, until end of the requirement or the date of birth, whichever is earlier (see [paragraph 5.2.5](#)). (T-1).

5.2.2. Once pregnancy is confirmed, by a certified medical provider, Airman must present a current AF Form 469 within 3 duty days to the supported commander. The AF Form 469 will be used to determine whether any specified duty limitations will prevent the Airman from performing the normal duties required under the ADOS-AC order. If the supported commander determines the duty limitations do not prevent performance of the expected ADOS-AC tour, the Airman may be activated or continued on the ADOS-AC orders. (T-1).

5.2.3. If the supported commander determines that duty limitation interferes or is not consistent with the duties to be performed during the MPA tour, at the member's request, the supported commander may seek other opportunities for which an Airman may be qualified to perform or may curtail the member's ADOS-AC orders. The effective date of the curtailment is 45 days after receipt of the limitation notification. (T-1).

5.2.3.1. Airmen who reside within the CONUS are restricted to ADOS-AC tours in the 48 contiguous states. (T-1).

5.2.3.2. Airmen who reside OCONUS are restricted to ADOS-AC tours in that OCONUS location. (T-1).

5.2.4. For pregnant ARC Airmen, activation of duty and/or continued duty is contingent upon the member's ability to maintain access to obstetric care. Provisions for obstetric care must be arranged within a reasonable travel distance of the duty location, as determined by a military medical provider. Supported commanders may curtail orders, notwithstanding whether the Airman is able to perform the duties of the orders, if obstetric care is not available and if medical personnel/facilities are not capable of managing the pregnancy. (T-1).

5.2.5. Department of Defense Maternity Leave Policy – The 12-week maternity leave policy applies to AC and RC Airmen serving on call or order(s) to active service for a continuous period of at least 12 months. (T-1).

5.2.5.1. Airmen on ADOS tours of less than 12 months do not qualify for maternity leave and their orders will terminate at the date of birth or end of tour, whichever date is earlier. At the member's request, however, ADOS-AC tours may be extended to reach the 12-month pregnancy threshold, if there is a valid requirement, if funding is available, and with both permanent unit commander and supported unit commander approval.

5.2.5.2. An interruption of ADOS orders to participate or attend IDT/UTA periods will constitute a break and negate the 12 month continuous period. (T-1).

5.2.5.3. ADOS-AC tours will not be extended for the sole purpose of allowing or completing maternity leave. (T-1).

5.2.5.4. Unused maternity leave at the end of the requirement shall be forfeited. (T-1).

5.2.6. MEDCON for RC pregnant Airmen:

5.2.6.1. Transition Assistance Medical Program (TAMP): Airmen on contingency orders or 10 USC § 12304b orders for greater than 30 days qualify for TAMP (180 day TRICARE benefits after end of tour).

5.2.6.2. TRICARE Reserve Select: established to provide continuity of service between orders.

5.2.6.3. Secretarial Designee Status: An ARC Airman coming off duty orders for more than 30 days and is pregnant, may apply for Secretarial Designee status at their nearest military hospital or clinic for care. If awarded, they would be able to get care at a military hospital or clinic as a secretarial designee, but not in the purchased care sector. All three services have the program and could use other Service Military Treatment Facilities through reciprocity.

5.3. Telework.

5.3.1. Telework may be authorized if the RegAF determines the ADOS-AC mission requirement can be met via telework agreement. Telework may not be approved out of convenience to the Airman or as a mechanism for the organization to avoid funding travel and transportation allowances.

5.3.2. Tours involving Telework should specify deliverables required during the ADOS-AC tour and may not be open-ended. Telework agreements must conform to the RegAF unit's telework policies.

5.3.3. Organizations employing ARC resources under this method must accomplish a Telework agreement using DD-Form 2946, *Department of Defense Telework Agreement* and online training at <https://www.telework.gov/>. Organizations must maintain a Telework agreement and provide to the supported command ADOS-AC Man-Day Account Manager if requested. **(T-0)**.

5.3.4. ARC resources assigned to or performing ADOS-AC tours with organizations belonging to the HAF (Secretariat and Air Staff) should reference and comply with guidance outlined in HOI 36-16, *Telework-Readiness Program*. **(T-0)**.

SHON J. MANASCO
Assistant Secretary of the Air Force
Manpower and Reserve Affairs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

5 USC § 522a, *Records Maintained on Individuals*

10 USC § 115, *Personnel Strengths: Requirement for Annual Authorization*

10 USC § 802, *Art. 2. Persons Subject to this Chapter*

10 USC § 526, *Authorized Strength: General and Flag Officers on Active Duty*

10 USC § 9013, *Secretary of the Air Force*

10 USC § 12004, *Strength in Grade: Reserve General and Flag Officers in an Active Status*

10 USC § 12301, *Reserve Components Generally*

10 USC § 12302, *Ready Reserve*

10 USC § 12304, *Selected Reserve and Certain Individual Ready Reserve Members; Order To Active Duty Other Than During War Or National Emergency*

10 USC § 12310, *Reserves: for Organizing, Administering, etc., Reserve Components*

10 USC § 10216, *Military Technicians (Dual Status)*

32 USC § 328, *Active Guard and Reserve Duty: Governor's Authority*

32 USC § 709, *Technicians: Employment, Use, Status*

JTR <http://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>

DoDI 1035.01, *Telework Policy*, 4 April 2012

DoDI 1215.06, *Uniform Reserve, Training and Retirement Categories for the Reserve Components*, 11 March 2014

DoDI 1241.01, *Reserve Component (RC) Line of Duty Determination for Medical and Dental Treatments and Incapacitation Pay Entitlements*, 19 April 2016

AFPD 10-3, *Operational Utilization of the Air Reserve Component Forces*, 29 November 2017

AFPD 36-26, *Total Force Development and Management*, 18 March 2019

AFPD 36-30, *Military Entitlements*, 11 April 2019

AFPD 36-81, *Total Force (TF) Human Resource Management (HRM) Domain Governance*, 15 November 2013

AFI 10-301, *Managing Operational Utilization Requirements of the Air Reserve Component Forces*, 20 December 2017

AFI 10-401, *Air Force Operations Planning and Execution*, 7 December 2006 AFI 10-402, *Mobilization Planning*, 8 March 2018

AFI 33-360, *Publications and Forms Management*, 1 December 2015

AFI 36-2008, *Voluntary Extended Active Duty (EAD) For Air Reserve Commissioned Officers*, 5 Nov 2002

AFI 36-2131, *Administration of Sanctuary in the Air Reserve Components*, 27 June 2011

AFI 36-2651, *Air Force Training Program*, 3 Jan 2019

AFI 36-2254, Vol 1, *Reserve Personnel Participation*, 26 May 2010

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

AFI 36-2905, *Fitness Program*, 21 October 2013

AFI 36-2910, *Line of Duty (Misconduct) Determination*, 8 October 2015

AFI 36-3003, *Military Leave Program*, 11 May 2016

AFI 36-3802, *Personnel Readiness Operations*, 23 February 2009

AFI 41-210, *TRICARE Operations and Patient Administration Functions*, 6 June 2012

AFI 48-123, *Medical Examinations and Standards*, 5 November 2013

AFMAN 65-601 Vol 1, *Budget Guidance and Procedures*, 24 October 2018

AFMAN 33-363, *Management of Records*, 1 March 2008

F036 AF PC Q, *Personnel Data System*

F065 AFRC C, *Reserve Order Writing System-Reserves Records*

Comptroller General Decision, *36 Comptroller General 757 (1957)*

HOI 36-16, *Telework-Readiness Program*, 20 June 2011

System of Records Notice(s) F0 33 AFRC A, *Reserve Participation Management System Records*

Adopted Forms

DD Form 1351-2, ***Travel Voucher or Subvoucher***

DD Form 2870, ***Authorization for Disclosure of Medical or Dental Information***

DD Form 2946, ***Department of Defense Telework Agreement***

AF Form 469, ***Duty Limiting Condition Report***

AF Form 847, ***Recommendation for Change of Publication***

AF Form 938, ***Request and Authorization for Active Duty Training/Active Tour***

AF Form 988, ***Leave Request/Authorization***

AF Form 3902, ***Application and Approval for Off-Duty Employment***

Abbreviations and Acronyms

AC—Active Component

ACC—Air Combat Command

ACC/A30—Air Combat Command Air Operations Division
ACC/A1RR—Air Combat Command Readiness and Integration Division
ADCON—Administrative Control
ADOS—Active Duty Operational Support
AEF—Air and Space Expeditionary Force
AETC—Air Education and Training Command
AF/A1—Deputy Chief of Staff for Manpower, Personnel and Services
AF/A1M—Director of Manpower, Organization, and Resources
AF/A3—Deputy Chief of Staff for Operations
AF/A3OD—War Planning and Policy Division
AF/DPG—General Officer Management Office
AF/DSI—Air Force Director of Staff for Integration
AF/JA—Air Force Judge Advocate
AF/RE—Chief of the Air Force Reserve
AFI—Air Force Instruction
AFPC—Air Force Personnel Center
AFPC/DP2—AFPC, Directorate for Personnel Operations
AFR—Air Force Reserve
AFPD—Air Force Policy Directive
AFRC—Air Force Reserve Command
AFRC/FGC—Air Force Reserve Command Force Generation Center
AFSC—Air Force Specialty Code
AGR—Active Guard Reserve
ANG—Air National Guard
ANGRC—Air National Guard Readiness Center
AOR—Area of Responsibility
ARC—Air Reserve Component
ARCCMD—ARC Case Management Division
AROWS—Air Force Reserve Orders Writing System
AROWS-G—Air Force Reserve Orders Writing System –Air National Guard
CONUS—Continental United States
CCDR—Combatant Commander Requirement

DoD—Department of Defense
FAM—Functional Area Managers
FGC—Force Generation Center
FTS—Full Time Support
FY—Fiscal Year
HAF—Headquarters Air Force
IMA—Individual Mobilization Augmentee
JTR—Joint Travel Regulation
M4S—Manpower MPA Man-day Management System
MAJCOM—Major Command
MEDCON—Medical Continuation
MMO — ADOS-AC Man—Day Management Office
MPA—Military Personnel Appropriation
MTF—Military Treatment Facility
NGB/A1X—Director of the Air National Guard, Chief, Plans and Integration Division
NGB/CF—Director of the Air National Guard
OCONUS—Outside of the Continental United States
OMB—Office of Management and Budget
OPR—Office of Primary Responsibility
PCS—Permanent Change of Station
PDMRA—Post Deployment Mobilization and Respite Absence
PDTATAC—Per Diem, Travel and Transportation Allowance Committee
POM—Program Objective Memorandum
RC—Reserve Component
RegAF—Regular Air Force
RIO—Readiness and Integration Organization
SAF/FMBO—Deputy Assistant Secretary of the Air Force for Budget Operations
SAF/FMBOP—Deputy Assistant Secretary of the Air Force for Budget Operations and Personnel
SAF/GC—General Counsel
SAF/FM—Assistant Secretary of the Air Force, Financial Management and Comptroller
SAF/MR—Secretary of the Air Force for Manpower and Reserve Affairs
SecDef—Secretary of Defense

TAMP—Transition Assistance Management Program

TDY—Temporary Duty

TFI—Total Force Integration

USC—United States Code

UCMJ—Uniform Code of Military Justice

ULN—Unit Line Number

UTA—Unit Training Assembly

Terms

Active Duty Operational Support Active Component (ADOS-AC)—ADOS-AC provides the necessary skilled manpower assets to support existing or emerging requirements. (Reference DoDI 1215.06). ADOS-AC support is defined as all active duty under Title 10 USC § 12301(d) (except Active Guard/Reserve (AGR) duty and periods of involuntary mobilization and MEDCON; and Active Duty for Training performed at the direction of an organizational or operational commander (active or reserve); or as a result of reimbursable funding. ADOS-AC is funded by the AC's appropriation in support of the AC's roles and missions.

Active Duty Sanctuary Protection—Sanctuary protection begins with 18 years of Total Active Federal Military Service and ends with 20 years of Total Active Federal Military Service. The absence of an approved waiver provides the entitlement to remain on active duty for the purpose of qualifying for an active duty military retirement while serving in an ARC full-time position.

Active Duty Sanctuary Candidate—Airmen whose upcoming tour or extension would entitle them to invoke sanctuary protection are considered sanctuary candidates.

Active Guard Reserve (AGR)—National Guard and Reserve Airmen of the Selected Reserve who are ordered to active duty or full-time National Guard duty for the purpose of organizing, administering, recruiting, or training the RC units.

Air Force Specialty Code (AFSC)—A combination of numbers and alpha characters used to identify an AF occupation. Officer AFSCs consist of four characters; Airman AFSC's consist of five characters. When more specific position requirements or individual qualifications are needed, alpha prefixes or suffixes are authorized for use with the numerical codes.

Air Force Reserve (AFR)—The AFR is a Reserve Component of the AF consisting of Air Force units, organizations and Airmen; the AFR does not include ANG resources.

Air Force Reserve Command (AFRC)—The MAJCOM responsible and accountable for the peacetime and wartime readiness of the AFR.

Air National Guard (ANG)—That part of the organized militia of the several states and Territories, Puerto Rico, and the District of Columbia, active and inactive, that (a) is an AF; (b) is trained, and has its officers appointed, under the sixteenth clause of section 8, article I of the Constitution; (c) is organized, armed, and equipped wholly or partly at Federal expense; and (d) is federally recognized.

Air National Guard AEF Cell—Centrally manages all deployment processes for the ANG at the component level. Processes all Deliberate and Crisis Action Planning and Execution Segments system requirements for Wing sourcing and verification. Also serves as the Deployed Requirements Manning Document POC for AEF aviation and agile combat support. Synchronizes planned activities (e.g., training, exercises, inspections, PME, etc.) with the AEF battle rhythm to ensure forces are ready during their scheduled AEF deployment period. Also manages AF directed MPA man-day data system processing for AEF man-days within the ANG.

Air National Guard Readiness Center (ANGRC)—The department within the National Guard Bureau responsible and accountable for the peacetime training and wartime readiness of the Air National Guard.

Air Reserve Component (ARC)—All units, organizations, and Airmen of the ANG and the AFR.

AEF Rotation Tour—The dates an Airman performs an Air and Space Expeditionary Tour of duty (AEF); for the purpose of MPA accountability the rotation does not include travel, downtime or leave. These elements are programmatically calculated by the AF directed MPA man-day data system at time of AEF tour input and establish the overall MPA tour.

Allocation—Man-days given to a command staff functional manager for expenditure (also referred to as sub-allocation).

Authorization—In terms of ADOS-AC man-day program, this is a MPA man-day allocation issued by the supported AC command, staff or agency which authorizes the publication of a MPA man-day tour order on a particular ARC member or Airmen to support/augment an Active Force mission.

ARC Unit Airman—An ANG or AFR Airman assigned to an ARC wing/group for training and support of military requirements.

Combatant Commander Requirement—A mission requirement that is recorded in the Joint Capabilities Requirements Manager or Electronic Joint Manpower and Personnel System and contained in the Global Force Management Allocation Plan or Service directed and Global Force Management Data Initiative compliant tool.

Command Man-day General Manager—The person charged with accountability and responsibility of the command's total MPA man-day program within the AC Command A1/J1 directorate.

Downtime—For the purpose of this instruction, downtime when used in conjunction with deployments is personnel reconstitution time.

Fiscal Year—A designated 12 month period that starts 1 October of one calendar year and continues through 30 September of the next calendar year.

Force Generation Center (FGC)—The single agency responsible for generating AFR forces by leveraging AFR strategic capabilities to meet operational needs in support of Global Force Management internal and external requirements. The FGC performs all aspects of force generation to include oversight, visibility, and accountability of all AFR forces. Its span of control extends from the Individual Reservist to entire Combat Capable Units, supporting a broad array of organizations from AF units to Combatant Commands, through all stages of activation from Volunteerism up to and including Full Mobilization.

Individual Mobilization Augmentee (IMA)—An ARC Airman from the AFR (not ANG), assigned and/or attached to an AC organization for training and support of all military requirements

Long MPA Tour/Activation—A MPA tour or activation to a period of over 180 days in length (JTR Chapter 5).

Man-day—A MPA man-day is defined as a 24 hour calendar day of active duty for which base pay, Basic Allowance for Housing, Basic Allowance for Subsistence and similar compensation elements are drawn from the MPA to pay ARC Airmen for performance of duty. (This does not include travel and per diem related compensation).

Man-day Tour—Usually a string of continuous calendar days with a start and stop date during which an ARC Airman performs a tour of active duty.

Man-day Tour Length or man-day Activation Time—The number of man-days authorized for performance of duty which includes mission time as well as travel, leave, downtime (if earned), and PDMRA (if earned).

Military Personnel Appropriation (MPA)—The centrally managed 3500 RegAF military personnel account that provides pay and allowances for both AC and Reserve Component activated for current contingencies. This account funds the ADOS-AC man-dayman-day program.

Military Personnel Appropriation (MPA) Man-day—Supports operational and strategic requirements of the active force by authorizing man-days annually to non-Extended Active Duty (EAD) officers, NCOs, and enlisted personnel. Pay and allowances for personnel performing man-days is from the MPA account (a RegAF account) managed by AF/A1MT.

MPA Man-day Tour Start Date—The first day of the tour when Airman reports for duty or starts travel, normally the first calendar day of the member's tour as designated in block 13 of the AF Form 938 (reserve order).

MPA Man-day Tour Stop Date—The last day of the tour when the Airman usually returns home. Also referred to as the release date, normally the last calendar day of the Airmen's tour as designated in block 14 of AF Form 938 (reserve order).

PAS Number—A four digit alphanumeric code identifying the ARC member's unit of assignment.

Pay and Allowance Fund Cite—The funding authority which entitles payment of base pay, Basic Allowance for Subsistence and Basic Allowance for Housing.

Per Diem and Travel Fund Cite—The funding authority provided to the command man-day manager by the using agency for TDY entitlements of the ARC Airman performing a man-day tour (paid by Operations & Maintenance account).

Personnel Budget Review Committee—Oversees the RegAF MPA budget and advises the AF Board and the AF Council on all issues related to the personnel program, budgeting and execution. Reviews RegAF MPA budgets and personnel management plans, evaluates risk mitigation, and assesses the impact of execution strategies on out-year programs and budgets. Operates as a forum to provide leadership with an update on the AF personnel budget and to provide recommendations to the AF Board and AF Council for final approval. Reference AFI 65-601 Vol 3.

Program Objective Memorandum—An annual memorandum submitted to the Secretary of Defense from each military department and defense agency. It proposes total program requirements for the next five years. It includes rationale for planned changes from the approved Future Years Defense Program baseline within the fiscal guidance issued by the Secretary of Defense. Reference AFI 65-601 Vol 3.

Reserve Integration Office (RIO)—the AFR organization to manage the Individual Mobilization Augmentee (IMA) program.

Regular Air Force (RegAF)—The component of the AF that consists of persons whose continuous service on active duty in both peace and war is contemplated by law, and of retired members of the RegAF.

Reimbursable Program—Program funded via Military Interdepartmental Purchase Requests based on departmental memoranda of agreement e.g., Defense Support to Civil Authorities; DoD's response to natural disasters, chemical, biological, radiological, or nuclear incidents; wildland firefighting on US territories; support to other federal agencies; support to Foreign Military Sales requirements.

Standard Command FAM Construct—The standard operation of an AC command, staff and agencies. The command staff (A1, A3, A4, etc.) validates the mission requirement as needing ARC augmentation, thereby enabling the command, staff or agency's MPA Management Office to authorize/approve the MPA allocation to the appropriate ARC Wing.

Statutory Tour—A controlled tour of active duty service. Usually, a precise number of years at a specific location.

Steady State—planned force structure and resources to meet continuous or recurring operational mission commitments.

Supplemental Funding—A Congressional appropriation to support surge requirements such as Overseas Contingency Operations based on mobilization authority linked to a declaration of a national emergency or some future declaration-based authority in response to a contingency.

Total Force Enterprise—The strategic, corporate level process consisting of the three components (RegAF, ANG, AFR) and Civil Service who make up the USAF that provides an enterprise level force mix analysis and macro-level options for force balancing through Total Force Integration initiatives which include Classic and Active Associate constructs for balancing of Active Duty, ANG, AFR and AF civilian personnel and equipment.

Unit Reconstitution—Unit-focused activity following a deployment or operation that is dedicated to accounting for unit assigned members, equipment and supplies, and for stabilizing/replenishing equipment and supply levels commensurate with pre-deployment/pre-operation levels.

Volunteer—an Airman activated under 10 USC § 12301(d).

Attachment 2**ASSIGNMENT LEVELS FOR STEADY STATE MPA REQUIREMENTS****A. Support for non-supplemental funded Air Expeditionary Force(s) (AEF) rotations.**

A1 – Aviation AEF Rotations

A2 – TFI Unit filling AEF Rotations

A3 – Agile Combat Support (ACS)

A4 – Title 10 USC Section 12304b: Pre-planned CCDR requirements, involuntary activation

A5 – Title 10 USC Section 12302: Non-OCO 12302 authority

B. Support for continuing/enduring missions operational requirements. These missions performed at a wing/operational level.

B1 – Total Force Integration/Enterprise Missions and AF directed training: non-AEF established TFI or other documented associations (AC & ARC integrated) missions

B2 – Unit Equipped Missions

B3 – ARC Capability not in the AC

B4 – Emergent requirements to support Total Force Enterprise AC/RC Mix Guidance (not identified in other B categories)

C. Support for operational requirements in new and emerging missions not funded with supplemental funding (e.g., cyberspace, remotely piloted aircraft support). This category would be used at the unit/wing/operational level.

C1 – Direct support of Nuclear Deterrence Mission

C2 – Direct support of Intelligence, Surveillance, and Reconnaissance

C3 – Direct support of Cyber and Space Operations

D. Support for Named Contingencies (non-supplemental funded). Support for non-supplemental funded domestic contingencies missions which are not sourced via AEF (i.e., Operation NOBLE EAGLE (ONE); Coronet Oak, etc). This category would be used at the operational level.

E. Support to Unified Combatant Commands. Includes building partnerships/building partner capacity events, Combatant Commander exercises, and Theater Security Cooperation/Theater Security Package missions. Building partnerships includes missions such as the Light Attack and Armed Reconnaissance and Light Mobility Aircraft support and Contingency Response Group . This category is used in support of the Combatant Commander and not sourced via AEF.

E1 – Combatant Command Exercises

E2 – Theater Security Cooperation/Theater Security Package (not reimbursable)

E3 – Light Attack/Armed Reconnaissance and Light Mobility operations support

E4- Other Building Partnerships/Building Partnership Capacity events.

F. Reimbursable. This is used for man-days funded via Military Interdepartmental Purchase Requests (MIPRs) or other reimbursable funds based on departmental memoranda of agreement (MOA). Also supports missions supporting Defense Support to Civil Authorities (DSCA); DoD's response to natural disasters, chemical, biological, radiological, or nuclear incidents; wildland firefighting on US territories; support to other Federal Agencies; support to Foreign Military Sales requirements; etc.

G. Short term operational support not specifically identified in the other priorities

G1 – Short-term augmentation of RegAF Missions: Military Honors/Funerals

G2 – Short-term augmentation of RegAF Missions: Medical/Legal Continuation

G3a – Short-term augmentation of RegAF Missions: Operational-level Critical Skill support (must be on Critical Skills Lists)

G3b – Short-term augmentation of RegAF Missions: MAJCOM/NAF-level Critical Skill support (must be on Critical Skills Lists)

G3c – Short-term augmentation of RegAF Missions: AF-level Critical Skill support (must be on Critical Skills Lists)

G3d – Short-term augmentation of RegAF Missions: Other CCMD-level support (must be on Critical Skills Lists)

G4– Short term augmentation of RegAF Missions: Exercise and Training support

G5– Short term augmentation of RegAF Missions: Education support

G6a– Short term augmentation of RegAF Missions: Other Operational-level support

G6b – Short-term augmentation of RegAF Missions: Other MAJCOM/NAF-level support

G6c– Short term augmentation of RegAF Missions: Other AF -level support

G6d – Short-term augmentation of RegAF Missions: Other CCMD-level support

Attachment 3

STATEMENT OF UNDERSTANDING WAIVER OF NOTIFICATION FOR TOUR MODIFICATION

A3.1. Waiver Notification.

I, _____, understand my right to be notified of any modification to my orders within 60 days if my orders are for 90 days or more, or 30 days for orders 30-89 days in length.

(Please Initial)

_____ I understand that for each type of military personnel appropriation tour, a new waiver will be required and accomplished.

_____ I understand that my military personnel appropriation tour will not begin until I acknowledgement of my rights.

_____ I elect to receive/not receive (circle one) advance notification of tour extension or curtailment.

Member's Signature (Date) Ist

Ind, (Commander) (Date)

I support the action of (Requestor) to waive his/her notification of military personnel appropriation tour modification to perform the above voluntary military personnel appropriation tour.

Typed Signature Block and Signature cc:

Individual

The authority to collect and maintain this information exists in Title 5 USC § 552(a) (2000), the release of your SSN is for identification purposes and voluntary. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with the AF Records Disposition Schedule (RDS) located in the Air Force Records Information Management System (AFRIMS).

Attachment 4

HARDSHIP REQUEST CHECKLIST REQUEST CHECKLIST

Figure A4.1. Hardship Request Checklist.

* <i>Hardship should be the result of mobilization and early deactivation/demobilization</i>
Grd/Name: _____ Unit: _____ PM: _____
Mob window: _____ Current deactivation/demobilization date: _____
ULN: _____ Reason for Hardship: Personal <input type="checkbox"/> Financial <input type="checkbox"/> Medical <input type="checkbox"/>
Is Airman an ART? Yes <input type="checkbox"/> No <input type="checkbox"/> Date FGC contacted for other tour possibilities: _____
If not reason: _____
All packages must include the following supporting documentation:
1. Statement of hardship from Airman (must be endorsed by Unit and Wing CC) – will need to Include: social security number, Air Force Specialty Code, Duty Title, Expiration of Term of Service (ETS) (if applicable), how the Airman will be utilized if hardship status is granted, and a detailed explanation of how the early demobilization will cause a hardship.
1. Timeline of hardship to include specific dates; notices of curtailment, travel back, earned leave, downtime, and new demobilization date <i>*New date CANNOT exceed current mob authority</i>
1. Original and/or copy of Contingency Exercise Deployment and AF Form 938 orders and amendments, as applicable
1. Copy of Personnel Report Individual Person (A#D001, BAD001 – Enlisted/Officer Personal Data)
Other documents that may be required based on hardship type:
1. Statement from doctor: Must include date medical issue arose (based on hardship). Must identify a “get well date” or estimate the length of recovery. Must state physical limitations that will affect the member ability to activate/deactivate?
1. Statement from employer: Must include dates of employment. Must state when Airman can return to work. If unable to return to work must provide reason is ineligible for employment.
1. Statement from creditor: Must identify total outstanding debt and 12 months of payment history.

1. Statement from school: Must show admission to program, actual start date and identify if enrollment can be deferred post mobilization without subsequent impacts.

1. Copy of Emergency Leave paperwork

1. Red Cross Number

1. Other Documents as required

If the Airman is submitting a financial hardship the following documentation must be included:

1. Notarized statement of expenses directly incurred as a result of mobilization

1. Leave and Earning Statement

1. Pay Stub from other income sources

1. Copy of Mortgage or Residential Lease

1. Other attachments as directed

*****FOR ARC USE ONLY*****

Date package received _____

Date package returned to unit for corrections: _____

When forwarding package make sure to include a statement on any tours that were offered yet declined by the Airman (must state if a tour was offered and why it was not taken)

Date package forwarded to AF/AIMT with recommendation

Date decision reached: _____ Date Unit notified: _____

Follow-up	Person Contacted
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Follow-up	Person Contacted
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Follow-up	Person Contacted
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