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Personnel

**LONG TERM ORDER PROGRAM
ADMINISTRATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Wing Instructions are available on 908 AW SharePoint website, <https://maxwell.eis.aetc.af.mil/908AW/default.aspx> and on the e-Publishing website at www.e-publishing.af.mil/.

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OPR: 908 AW/CC

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This instruction establishes the Long Term Order Program for the 908 AW and provides guidelines and procedures to effectively administer the program for non-mobilization/non-deployment MPA/RPA orders. Refer recommended changes and/or corrections to this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through your chain of command. Submit waiver requests to guidance in this publication to the OPR through appropriate chain of command channels. 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 Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rim/cfm>. This OI applies to all personnel assigned to the 908th Airlift Wing. Reference AFI 36-2619, *Military Personnel Appropriation Manday Program* and AFI 10-401 AFRC Supplement, *Air Force Operations Planning and Execution*.

1. General Information. This instruction outlines the process when a Request For Forces by an external agency (those other than AFRC MAJCOM RPA orders) is made for 908 AW members to augment duty missions for more than 30 days or sets of orders that total more than 30 days. It clarifies the roles and responsibilities of personnel involved in the program's operation. Reference AFI 36-2619.

2. Roles and Responsibilities. There are eight roles involved in the administration process of the Long Term Order Program: Office of Primary Responsibility/Point of Contact (OPR/POC),

Coordinators, Commanders, Supervisors, Commander Support Staff (CSS), Force Support Squadron (FSS), Orders Clerks, and the Military Member.

2.1. **OPR/POC.** The OPR for the overall management of the Long Term Order program is the 908 AW/CC's office. The point of contact (POC, henceforth referred to as Wing POC) is responsible for ensuring all aspects of the Long Term Order process are followed and that the tracking mechanism established is maintained and accurate.

2.2. **Coordinators.** Personnel who work in an advisory capacity for an organization requesting forces and are counterparts to the 908 AW Wing POC. When an outside agency requires augmentation the Coordinator submits a *Request For Forces* (RFF) to the Wing POC at 908aw.rff@us.af.mil. He/she is also responsible for ensuring that all information needed to initiate long-term orders is identified and requested from the Wing POC, to include the completion of the Form 49, *Application for Manday Tour*, to initiate processing through M4S.

2.3. **Commanders.** Responsible for ensuring members meet all requirements to be eligible for a long term order tour to include but not limited to Sanctuary, active duty end strength (1095), medical readiness and fitness standards. Their authority extends to termination of orders for a member's failure to comply with Air Force Reserve requirements.

2.3.1. Wing Commander. Has overall authority over the Long Term Order program and is responsible for appointing the Wing POC. Is the approving authority for long-term orders greater than 179 days. Is the in-turn approving authority for an Air Reserve Technician on a long-term order greater than 179 days, final approval authority is AFRC/CV.

2.3.2. Group Commander. Is the approving authority for a long-term order 140-179 days. In the absence of a squadron commander, is also the approving authority for a long-term order up to 139 days. Responsible for ensuring the CSS personnel track squadron members who perform long-term orders and update the wing tracking spreadsheet. Ensures members performing long-term orders are 'constructively present' at Unit Training Assemblies.

2.3.3. Squadron Commander. Is the approving authority for a long-term order up to 139 days. Responsible for ensuring the CSS personnel track squadron members who perform long-term orders and update the wing tracking spreadsheet. Ensures members performing long-term orders are 'constructively present' at UTAs.

2.4. **Supervisors.** Supervisors are the initial approving authority for any long-term order request. Will ensure that the member meets fitness standards, all medical readiness requirements, and there are no disciplinary actions pending against the member. Responsible for ensuring the members complete all required paperwork and forward it up the chain of command for approval. Upon approval, will refer interested members to the Wing POC at 908aw.rff@us.af.mil.

2.5. **CSS.** Will validate their unit's long-term order applicants to ensure that members meet all requirements to perform long-term orders: Total Active Duty (AD) points, number of points until member reaches sanctuary zone, number of points until member reaches 1095 over the last four years, AFFMS printout, Commander's approval (908 AW MPA Authorization Request worksheet).

2.6. **FSS/FSO.** Will ensure that all CSS's receive Sanctuary reports quarterly. Will provide training and/or assistance to CSS personnel regarding: access to ACDU End Strength Reports in AROWS-R, determining total AD points and computing points until Sanctuary.

2.7. **Orders Clerks.** Responsible for running ACDU End Strength Reports and creating the member's Military Personnel Appropriations (MPA) order in AROWS-R once the long-term order authorization is received from the Wing POC.

2.8. **Member.** Will make his/her interest in long-term orders opportunities known by contacting the Wing POC and submitting the required documentation for long-term order requests in paragraph 3 to 908aw.rff@us.af.mil. The member's request will need to be updated if more than 12 months have passed. If selected for a long-term order, the member is required to maintain all AFR requirements.

2.8.1. The member is also required to inform his/her unit if there is a possibility of tour extensions and must request approval from the appropriate level of authority for those extensions by following the 908 AW Long Term Order request process in this instruction.

3. **Process.** The process will flow as follows:

3.1. Member e-mails the Wing POC at 908aw.rff@us.af.mil to express their interest in working long term orders.

3.1.1. Initial contact consists of an electronic package of the following forms: Statement of Understanding (SOU) endorsed by unit commander, Resume (Optional), 908 AW Form 6 Man-Day Authorization Request Worksheet which requires supervisor's signature and Squadron Commander's signature (or Group Commander's signature if unavailable), Air Force Fitness Management System (AFFMS) printout (showing all history), includes CSS validation of AD points for Sanctuary and 1095 for member.

3.2. Wing POC will ensure packages are complete and kept on file in the Long Term Order Program folder on the 908 AW SharePoint site. Updates Long Term Order tracking document on 908 AW SharePoint site.

3.3. Coordinator submits a Request For Forces to the Wing POC at 908aw.rff@us.af.mil. The Wing POC will provide the Coordinator a list of potential candidates with contact information if the Coordinator would like to interview candidates.

3.4. The Wing POC will accept input from the Coordinator, make a final selection and notify the member's commander to start the approval process outlined in paragraph 2.3. Any further information required for the order authorization will be requested by the Coordinators. Once received from the POC, if the order is an MPA order, the request will be submitted through the Manpower MPA Man-Day Management System (M4S). After the authorization number is assigned, the Coordinator forwards the authorization information to the Wing POC who will make a final eligibility check before forwarding to the appropriate CSS for orders processing.

3.5. Orders clerk will then generate the MPA/RPA order in AROWS-R and notify the Wing POC of the dates of the order.

3.6. Extensions to long term orders will be treated as new RFF's and the process will be repeated.

4. Required Forms.

4.1. Statement of Understanding (SOU). Member is required to sign, acknowledging that he/she understands the expectation to maintain all AFR requirements during the long term order tour.

4.1.1. Member is required to participate at the discretion of the home unit commander. Refer to AFI36-2254V1, 26 May 2010, paragraph 4.3.

4.1.2. Member is required to maintain all annual and AFSC refresher training as appropriate.

4.1.3. Member is required to maintain all medical readiness standards.

4.2. 908 AW Man-Day Authorization Worksheet. Completed by the member requesting to be considered for a long-term order.

4.3. AF Form 49, *Application for MPA Man-Day Tour*. Members who have been selected for an MPA tour will complete Section III, then route the form to their unit commander for signature and the Coordinator for processing.

ADAM B. WILLIS, Colonel, USAFR
Commander

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

AFI 10-401 AFRC Supplement, *Air Force Operations Planning and Execution*

AFI 36-360, *Publications and Forms Management*, 7 February 2013

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

AFI 36-2619, *Military Personnel Appropriation Manday Program*, 18 July 2014

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

Prescribed Form

908 AW Form 6, *Man-Day Authorization Request Worksheet*

Adopted Forms

AF Form 49, *Application for MPA Man-Day Tour*

AF Form 673, *Air Force Publication/Form Action Request*

AF Form 847, *Recommendation for Change of Publication*

908 AW, *Statement of Understanding*

Abbreviations and Acronyms AD—Active Duty

AFR—Air Force Reserve

AFFMS—Air Force Fitness Management System

M4S—Manpower MPA Man-Day Management System

MPA—Military Personnel Appropriation

OI—Operating Instruction

OPR—Office of Primary Responsibility

POC—Point of Contact

RPA—Reserve Personnel Appropriation

SOU—Statement of Understanding

UTA—Unit Training Assembly

Terms

Coordinator—Liaison between Active Duty, Air Force Reserve and Air/National Guard MPA programs.

Military Personnel Appropriation—The active duty account that funds the man-day program.

Office of Primary Responsibility (OPR)—The OPR for a publication is assigned to office of primary responsibility. The OPR is not a person, but an office.

Point of Contact (POC)—A person assigned to the OPR responsible for maintaining a publication.

Attachment 2

MPA PROCESS FLOWCHART

A2.1. MPA Process Flowchart.

Figure A2.1. MPA Process Flowchart

