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SECRETARY OF THE AIR FORCE**

**DEPARTMENT OF THE AIR FORCE
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Personnel

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

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This publication implements Department of Defense Instruction (DoDI) 1215.06, *Uniform Reserve, Training and Retirement Categories for the Reserve Components*, and supports Department of the Air Force Policy Directive (DAFPD) 36-26, *Total Force Development and Management*; DAFPD 36-29, *Military Standards*; DAFPD 36-30, *Military Entitlements*; and DAFPD 36-81, *Total Force Human Resource Management 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. It applies to both DAF services, the United States Air Force (USAF), the United States Space Force (USSF), the Air Force Reserve (AFR), the Air National Guard (ANG), all DAF civilian employees, and those with a contractual obligation to abide by the terms of DAF issuances, except where noted otherwise. This Instruction requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable SORNS are F033 AFRC A, *Reserve Participation Management System Records*; F036 AF PC Q, *Personnel Data System*; and F065 AFRC C, *Air Reserve Order Writing System-Reserves Records*, is available at: <http://dpclo.defense.gov/Privacy/SORNS.aspx>. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the DAF Form 847, *Recommendation for Change of*

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SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Changes include inclusion of Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) Memo for 1,825 ADOS-AC Approval Delegation Authority for specific Air Force Specialty Codes (AFSCs) and Space Force Specialty Codes (SFSCs). Inclusion of Air Force Director of Staff for Integration (AF/DSI) policy memo regarding multi-year MPA tours and Air Reserve Component (ARC) command sponsorships. Updates to the Medical Continuation (MEDCON) process. The removal of Air Expeditionary Force (AEF) terminology to align with current Joint Doctrine. Specific details on Military Interdepartmental Purchase Request (MIPR) requirements.

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Chapter 1

PROGRAM OVERVIEW

1.1. Overview. This instruction provides guidance as it applies under 10 USC § 12301, *Reserve Components Generally*, (d) and (h) and all Title 10 mobilization authorities for ADOS-AC for the RegAF and USSF, with the exception of ADOS-AC resulting in reassignment from the Ready Reserve to a RegAF position in accordance with DAFI 36-2008, *Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Service Members and the Career Intermission Program*. The RegAF MPA (MILPERS 3500 Appropriation) funds the ADOS-AC man-day program. The overarching purpose for ADOS-AC man-day program is to provide the DAF with skilled manpower to support AF and USSF 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 and USSF missions, as well as 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 DAFI 10-401, *Air Force Operations Planning and Execution*. This program enables all AF personnel to tap into the capabilities within the ARC to bolster RegAF, USSF missions and fulfill TFI obligations for operational missions. In instances of mobilization under Title 10 and the management of ARC utilization requirements, it is essential to consult the procedures outlined in DAFI 10-401, AFI 10-402, *Mobilization Planning*, and AFI 10-301, *Managing Operational Utilization Requirements of the Air Reserve Component Forces*.

1.1.1. Guidance in this DAFI 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, whereby 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. Air National Guard (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 Readiness Integration Organization (RIO) 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, within two supervisory levels, 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. Invalid uses of ADOS-AC Man-Days.

- 1.2.1. To backfill Active Guard and Reserve (AGR) or statutory tour status personnel. **(T-0)**
- 1.2.2. To accomplish ARC missions, support, or special projects. **(T-0)**
- 1.2.3. In lieu of establishing a valid, funded RegAF or USSF authorization on the Unit Manpower Document. **(T-1)**
- 1.2.4. For the sole purpose of performing additional duties or volunteer activities (e.g., Combined Federal Campaign Project Officer, air shows). **(T-1)**
- 1.2.5. To fill/backfill civilian or contract employee positions. **(T-0)**
- 1.2.6. To fill a position/function where ARC volunteer is the same person who normally performs this duty as a full time Federal Civil Service employee or government contractor. **(T-0)**
- 1.2.7. 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:** AF Service components supporting their respective combatant commands consistent with Chairman of the Joint Chiefs of Staff Manual (CJCSM) 3130.06D, *Global Force Management Allocation Policies and Procedures*, Enclosure C, paragraph 11, as well as centrally managed programs such as the Judge Advocate General's Corps, the Air Force Office of Special Investigations (AFOSI), Funeral Honors Duty, and Intelligence, see [paragraph 2.15.12](#).
- 1.2.8. To attend upgrade training (e.g., AFSC/SFSC training (officer or enlisted), formal school, professional military education (PME), seminars, technical training, contractor course, or courses offered at universities and high schools). **(T-0)**
- 1.2.9. Exclusively to attend conferences, workshops and seminars, except ARC 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 or USSF personnel. Requests must be approved by command Man-Day Management Office (MMO). **(T-1)**
- 1.2.10. To participate in guard and reserve internal exercises unless the Airman on MPA orders is augmenting a RegAF or USSF unit or serving as an evaluator. **(T-0)**
- 1.2.11. To support non-Department of Defense (DoD) requirements, unless reimbursement is provided, or a current support agreement is in place with RegAF positions assigned to that unit. Possible missions include missions supporting Defense Support of 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)**
- 1.2.12. To support unfunded authorizations. **(T-1)**
- 1.2.13. To support command staff augmentation beyond AF manning levels. **(T-1)**

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

- 1.3.1. To support Combatant Commander requirements registered in a Global Force Management system of record and ordered by the Secretary of Defense.
- 1.3.2. To support a critical mission in the absence of full-time personnel for a RegAF or USSF position backfill that cannot currently be filled due to a vacancy or deployment. **(T-1)**
- 1.3.3. To support a substantiated surge in workload that is a RegAF or USSF requirement. This can be for a temporary mission increase not expected to exceed 180 days, or a short-term command directed (or higher) special project for no more than 2 years. **(T-1)**
- 1.3.4. To provide a bridge for approved RegAF or USSF programmatic actions, documented by an approved Manpower Change Control Number. **(T-1)**
- 1.3.5. To integrate ARC Airmen in the Headquarters AF to provide cross component TFI working groups to develop policy and provide decision support.
- 1.3.6. For Joint Organizations, requests for staff augmentation in functions where manning levels are below Air Force average. Joint organizations may also request ADOS-AC funding for assigned IMAs consistent with guidance in Chairman Joint Chiefs of Staff Instruction (CJCSI) 1001.01C, *Joint Manpower and Personnel Program*, and CJCSM 3130.06D to support any Phase 0/Phase 1 joint operations and exercises they deem necessary. **(T-1)**
- 1.3.7. To support a RegAF requirement where the capability only exists in the ARC.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. The Secretary of the Air Force (SAF) will: Serve as the approval authority for all General Officer 1,825 requests affecting RegAF and USSF end strength reporting.

2.2. Assistant Secretary of the Air Force for Manpower and Reserve Affairs (SAF/MR) will:

2.2.1. Establish policy for the overall management of the ADOS-AC man-day program.

2.2.2. Unless otherwise delegated, serve as the approval authority for existing and/or previously disapproved 1,825 requests affecting respective RegAF and USSF end-strength reporting (30 September).

2.2.3. Serve as the approval authority for previously disapproved/denied 1,825 questionnaires for Airmen and Guardians affecting RegAF and USSF end strength with more than 2,130 total ADOS-AC days.

2.2.4. Serve as a voting member of the ADOS panel.

2.3. Deputy Assistant Secretary of the Air Force for Budget Operations (SAF/FMBO) will:

2.3.1. Establish management controls for operating the AF MPA as a Centrally Managed Allotment.

2.3.2. Serve as a voting member of the ADOS panel.

2.4. Headquarters Air Force, Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1) will: In coordination with Headquarters Air Force, Deputy Chief of Staff for Operations (AF/A3), manage and execute the overall ADOS-AC man-day program.

2.5. Headquarters Air Force, Directorate of Manpower, Organization, and Resources (AF/A1M) will: Implement the MPA program in accordance with SAF/MR policies and ensure 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.

2.6. Headquarters Air Force, Directorate of Manpower, Organization, and Resources, Current Operations Division (AF/A1MC) will:

2.6.1. In collaboration with War Planning and Policy Division (AF/A3OD), collect, adjudicate and advocate for funding consideration of MPA requirements.

2.6.2. Chair and establish ADOS panel business rules and serve as a voting member. Provide ADOS business rules to panel members prior to convening the ADOS panel and submit Out of Cycle requests to the panel for review.

2.6.3. Allocate MPA man-days, informed by AF/A3 force-wide mission prioritization, to commands, staffs, and agencies before, during and throughout the fiscal year (FY).

2.6.4. Conduct mid-year and intermittent (as needed) reviews of MPA man-day requirements in coordination with AF/A3OD. Address funding issues through the corporate structure and the Personnel Budget Review Committee.

2.6.5. In coordination with the Deputy Assistant Secretary of the Air Force for Budget Operations and Personnel (SAF/FMBOP) and AF/A3OD, authorize transfers, withdrawals, category conversions and reallocations of MPA man-days among using commands, staffs, and agencies.

2.6.6. For supplemental requirements (e.g., contingency), coordinate 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.

2.6.7. Review 1,825 and 2,130 end strength accounting packages, in coordination with Headquarters United States Space Force, Office of the Chief of Space Operations, Current Operations Division (SF/COO/S33), and provide recommendations to SAF/MR.

2.6.8. Update status of all 1,825 threshold requests in MPA database.

2.6.9. Review and allocate 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.

2.7. Headquarters Air Force, Directorate of Manpower, Organization, and Resources, Data Operations (AF/A1MD) will:

2.7.1. Develop and maintain the Manpower MPA Man-day Management System (M4S) that is the database system of record for accounting, allocation, and execution of man-days.

2.7.2. Provide help desk support of M4S transactions.

2.7.3. Reconcile discrepancies between MPA and Total Integrated Mobilization Execution System (TIMES) databases as needed.

2.7.4. Reconcile discrepancies between MPA and ARC databases as needed.

2.7.5. Obtains a monthly ADOS-RC listing from the ARC to incorporate into the MPA database to ensure all eligible ADOS-AC service in the past 2,190 days is captured.

2.8. Headquarters Air Force, Deputy Chief of Staff for Operations (AF/A3) will: In coordination with AF/A1, manage ARC operational utilization requirements in accordance with AFPD 10-3, *Operational Utilization of the Air Reserve Component Forces* and AFI 10-301.

2.9. Headquarters Air Force, Deputy Chief of Staff for Operations, War Planning and Policy Division (AF/A3OD) will:

2.9.1. Specify systems, methods, and responsibilities for ARC utilizing organizations to document their ARC operational utilization requirements for the planning, programming, budgeting, and execution system.

2.9.2. Develop, communicate, and apply a standardized weighting methodology for ARC operational requirements and derive an AF-prioritized mission requirements list for ARC operational utilization and provide it to AF/A1MC.

2.9.3. Manage the AF involuntary mobilization program in coordination with SAF/MR.

2.9.4. Serve as a focal point, along with AF/A1MC, for out of cycle ARC operational utilization requirements in any funding discussions, decisions, and/or panels needed to source those requirements.

2.9.5. Compile and maintain comprehensive ARC utilization projections in coordination with relevant resource managers (those in MAJCOMs, on the Headquarters AF staff, or elsewhere).

2.9.6. Serve as a voting member of the ADOS panel.

2.10. Headquarters Air Force, Director of Staff for Integration (AF/DSI) will: Serve as a voting member of the ADOS panel.

2.11. Headquarters Air Force, Chief of Air Force Reserve, Directorate of Personnel (AF/REP) will: Serve as a voting member of the ADOS panel.

2.12. Director of the Air National Guard, Chief, Plans and Integration Division (NGB/A1X) will: Serve as a voting member of the ADOS panel.

2.13. Headquarters United States Space Force, Office of the Chief of Space Operations, Current Operations Division (USSF/COO/S33) will: Serve as a voting member of the ADOS panel.

2.14. Command A1/J1, staff or agency equivalent will:

2.14.1. Oversee their ADOS-AC man-day program.

2.14.2. Appoint in writing a command level RegAF or USSF military member or a permanent funded DAF civilian as the command's ADOS-AC Man-Day Manager. Provides AF/A1MC the name, grade, position number, office symbol, and telephone number of the ADOS-AC Man-Day Manager and reports changes as they occur. MMOs may not be aligned below the command level (e.g., to numbered AF or wing level). AF/A1MC will review appointment letters annually for updates.

2.14.3. Annually review MPA database generated *ADOS Trend Report* to determine if consideration has been given to documenting a full time RegAF or USSF requirement.

2.14.4. Monthly or intermittently (as needed) review all 1,825 threshold requests for recommendation, approval, or denial. Evaluate each 1,825 package and apply approved measures of merit provided by SAF/MR and other command related criteria as appropriate.

2.14.5. Complete administrative actions for tours with 1,825 service implications, as approved by SAF/MR, and limit tour end dates to either on or before 29 September.

2.15. ADOS-AC Man-Day Management Office (MMO) will:

2.15.1. Administer the ADOS-AC man-day program between the command's organizations, associated subordinate RegAF and USSF units, and supporting ANG and Air Force Reserve (AFR) units.

2.15.2. Be composed of a command level RegAF or USSF military member or a permanent funded DAF civilian as it is an inherently active-duty program.

2.15.3. Work with command RegAF and USSF Functional Area Man-Day Managers (FAMMs) and provide training as required.

- 2.15.4. Formulate and execute their ADOS-AC man-day program to enable total force solutions. Ensure program is in compliance with applicable guidance.
- 2.15.5. Annually review requirements submitted through TIMES as a result of A3OD's annual (per FY) data call. When identifying requirements, work with associate unit to include a total force solution for both Global Force Management and Institutional requirements.
- 2.15.6. Review request justifications for using man-days; i.e., why is the assigned capability unable to support the requirement, and why is ARC augmentation the solution?
- 2.15.7. Approve and allocate ADOS-AC man-days for valid requirements. Ensure the ADOS-AC man-days are not over allocated.
- 2.15.8. Ensure days allocated for tasked requirements are only used for that specific ADOS-AC man-day duty requirement.
- 2.15.9. Monitor waivers and exceptions to policy as required (End-Strength, PCS, Per Diem, etc.).
- 2.15.10. Ensure compliance with the Joint Travel Regulation (JTR): <https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations>.
- 2.15.11. Ensure 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 [paragraph 8.1](#).
- 2.15.12. Ensure centrally managed program requirements such as the Judge Advocate General's Corps, AFOSI, and Intelligence are submitted and coordinated through the functional MMO (Air Force Judge Advocate (AF/JA), AFOSI, or Deputy Chief of Staff for Intelligence, Surveillance, Reconnaissance and Cyber Effects Operations (AF/A2/6)).

2.16. ADOS-AC Functional Account Man-Day Manager (FAMM)/Validating Authority will:

- 2.16.1. Ensure the primary FAMM is a RegAF military member or a permanent funded DAF civilian.
- 2.16.2. Ensure all MPA requirements are validated in TIMES and include how the requested days were calculated (i.e., more specific justification to substantiate the use of MPA man-days).
- 2.16.3. Ensure 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 MMO for review and consolidation.
- 2.16.4. Coordinate with RegAF Resource Advisors during execution year to ensure Operations and Maintenance funds available to bring on members that are outside of the local area.
- 2.16.5. Ensure proper documentation is completed for permanent change of station (PCS) tours over 180 days.

2.16.6. Obtain ARC Functional Manager approval before selecting volunteers outside their primary AFSC/SFSC prior to starting the tour. The ARC AFSC/SFSC functional managers should coordinate on any request that involves Airmen working outside of their career field.

2.16.7. Ensure allocated ADOS-AC man-days are used only for the specified requirement or individual. Once a requirement is identified as no longer valid it should be curtailed within guidelines in [paragraph 5.3](#). Tour curtailment may result in JTR implications.

2.16.8. Ensure verbal orders by the commander (VOCO) are issued within guidance in [paragraph 8.1](#).

2.16.9. As required, request ARC Airman to provide Air Force Reserve Orders Writing System (AROWS) orders for accounting and or auditing purposes.

2.16.10. Perform 1,825 accounting responsibilities within guidance in [paragraph 7.2](#).

2.17. Air Force Reserve Command Force Generation Center (AFRC/FGC) and National Guard Bureau/ Mobilizations and Deployments Branch (NGB/A3XW) will:

2.17.1. Act as the component focal point for the RegAF to request respective AFRC or ANG contingency operation manpower assistance.

2.17.2. Assign the RegAF contingency operation support requirement to the appropriate wing, group, unit and/or assigned IMA RIO Detachment who provide volunteers or involuntarily activated Airmen to meet the assigned man-day requirement.

2.17.3. Ensure respective AFRC or ANG required oversight and reporting requirements for contingency operations are met through coordination with system and program OPRs, including Functional Area Managers.

2.18. Headquarters Air Force Reserve Command Directorate of Manpower, Personnel, and Services (AFRC/A1) will:

2.18.1. Ensure AFRC required oversight and reporting requirements for voluntary taskings outside of the Global Force Management (GFM) process are met through coordination with system and program OPRs.

2.18.2. Ensure AFRC Airmen volunteering for an ADOS-AC man-day tour who are approaching or who are serving in the active-duty retirement sanctuary thresholds comply with the requirements of DAFI 36-2110, *Total Force Assignments*. Limit tours to no more than the period specified in DAFI 36-2110.

2.19. National Guard Bureau, Human Resource Directorate (NGB/HR) will: Ensure ANG Airmen volunteering for an ADOS-AC man-day tour who are approaching or who are serving in the active-duty retirement sanctuary thresholds comply with the requirements of DAFI 36-2110. Limit tours to no more than the period specified in DAFI 36-2110.

2.20. Air National Guard, State the Adjutant General (State TAG) will:

2.20.1. Serve as their state's approval authority and focal point for the RegAF to request ANG manpower assistance outside of the GFM process.

2.20.2. Consider and approve/deny the RegAF voluntary man-day requests for the appropriate wing, group, and/or unit in the applicable state that will provide volunteers to support the man-day requirement outside of the GFM process.

2.21. Air Reserve Component Case Management Division (ARCCMD) will:

- 2.21.1. Maintain supporting documentation required to determine eligibility prior to submitting requests for MEDCON.
- 2.21.2. Practice due diligence in requesting MPA man-days.
- 2.21.3. Conduct audit actions pertaining to MEDCON ADOS-AC MPA funding certification.

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

- 2.22.1. Acknowledge and confirm receipt of MPA allocation in the MPA database within 2 duty days of the allocation.
- 2.22.2. Identify volunteer filling the ADOS-AC tasking and ensure Airmen meet basic AF readiness requirements (e.g., training, fitness, immunizations, dental, medical, security clearance).
- 2.22.3. Ensure Airmen are counseled on active duty retirement sanctuary when Total Active Federal Military Service is exceeded in accordance with AFR/NGB established guidance.
- 2.22.4. Ensure days allocated for tasked requirement are only used for that specific requirement/individual.
- 2.22.5. Ensure tours are curtailed within both allocation (M4S) and orders (AROWS) data systems and in accordance with the SAF/MR policy.
- 2.22.6. Ensure orders are not published without a valid ADOS-AC man-day allocation authorization and maintain a copy of the allocation message with each order.
- 2.22.7. Ensure 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/A1MC.
- 2.22.8. Ensure a copy of the order is provided to the ADOS-AC Man-Day Account Functional Manager/validating authority who validated the requirement, if requested.
- 2.22.9. Ensure no Airman performs duty without orders unless there is a documented request per [paragraph 8.1](#).
- 2.22.10. Complete MEDCON (10 USC § 12301(h)) actions within guidance in [paragraph 6.3](#).
- 2.22.11. Complete 1,825 actions within guidance in [paragraph 7.1](#).

2.23. ARC Airmen will:

- 2.23.1. Maintain AF readiness requirements.
- 2.23.2. Not perform duty without orders.

Chapter 3

DETERMINING ADOS-AC MAN-DAY REQUIREMENTS

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

3.1.1. The AF has a requirements-based process to identify and validate all Man-Day requirements. 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. Furthermore, it identifies the proper and justified utilization of MPA man-days while enabling Headquarters Air Force (HAF) to monitor reimbursable funds.

3.1.2. 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.

3.1.3. Units will submit requests for ADOS-AC man-days in TIMES.

3.1.4. Joint Organizations have different tools available to address manning needs. Requests for ADOS-AC support may be submitted where manning levels are below AF or USSF Active-Component AFSC/SFSC averages for the joint organization. Joint organizations may also request ADOS-AC funding for assigned IMAs consistent with guidance in CJCSI 1001.01C and CJCSM 3130.06D. **(T-1)** Additional 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. Alternatively joint organizations can utilize civilian over hires, contract support or request Joint Individual Augmentation through the Joint Staff. (Refer to CJCSI 1001.01C, *Joint Manpower and Personnel Program*, Enclosure F, paragraph 3)

3.1.5. Additional guidance will be distributed prior to the fiscal year data call.

3.2. Out of Cycle Requests.

3.2.1. To request additional MPA days for emerging requirements that were not included in the fiscal year requirements request, command A3 leadership (or equivalent) can submit an out of cycle (OoC) request to AF/A3OD. OoC requests can be submitted at any time in the fiscal year but must meet the criteria for valid use of ADOS-AC. **(T-1)** Joint Organizations are eligible to submit OoC requests.

3.2.2. AF/A3OD will complete a prioritization review to verify the mission area supported meets the annual weighted criteria approval threshold. If supported, AF/A1MC will convene the ADOS Panel for review and approval.

3.3. Global Force Management (GFM) Military Personnel Appropriation Process.

3.3.1. The AF presents its forces via a Force Generation Model outlined in DAFI 10-401 *Operation Planning and Execution*. Since a substantial capability resides in the ARC, the AF relies on its Total Force to meet its taskings. Air & Space Generation Force requirements are validated Combatant Commander-requests that have been ordered by the Secretary of Defense

(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: “voluntary” and “involuntary recall to Active Duty.”

3.3.2. AFPC, Directorate for Personnel Operations (AFPC/DPMWO) will provide ACC, Air Operations Division (ACC/A3O) with the ANG and AFR planned Combat Support / Command Service Support (CS/CSS) e.g., agile combat support participation as identified in the Force Generation CS/CSS (Agile Combat Support) Planning Schedule. Planned participation will be submitted via unclassified email channels using a Force Generation man-day Tour Requirement as soon as possible after receipt of the AFR and ANG proposed planned agile combat support requirements.

3.3.3. ACC/A3O will provide the accepted Force Generation CS/CSS support participation plan by component in the approved template format via unclassified email channels to ACC, Readiness and Integration Division (ACC/A1XR), no later than 20 days after accepting the ARC planned requirement. Prior to tasking of Force Generation 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 Force Generation CS/CSS support participation plan.

3.3.4. ACC/A1XR is the MMO and is responsible for building the Force Generation agile combat support participation requirements in their annual requirements submission to AF/A1MC. ACC/A1XR will task the Force Generation agile combat support requirement to the ARC Force Provider Center (either ANGRC or AFRC/FGC) accordingly once Force Generation CS/CSS e.g., agile combat support requirements are validated and man-days provided by AF/A1MC.

3.3.5. Combat AF/Mobility AF Scheduling Integrated Product Teams will inform their Major Command (MAJCOM) MMO of ARC Force Generation sourcing solutions for inclusion in their annual requirements submission to AF/A1MC.

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

3.3.7. 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 DAFI 36-3802, *Force Support Readiness Programs*. Units are also responsible for completing the Unit Force Generation Tasking page or IMA page in Air Force-directed MPA man-day data system and submitting to the respective ARC section for validation. **(T-1)** Indicate in the notes whether 1,825 registration/per diem waiver is appropriate and accomplished. **(T-1)** Members deployed on Force Generation 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.

Chapter 4

ADOS-AC MAN-DAY MANAGEMENT GUIDANCE AND TOUR ELIGIBILITY.

4.1. ADOS-AC Man-day Management Guidance.

4.1.1. 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 201st Mission Support Squadron retains Administrative Control over ANG Airmen on MPA tours. For AFR Airmen, coordinate actions with the AF Reserve Command Staff Judge Advocate (AFRC/JA). For information regarding recall authorities and processes see DAFI 51-201, *Administration of Military Justice*, Chapter 3. **(T-1)**

4.1.2. 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 DAFI 65-601 Vol 1, *Budget Guidance and Procedures*.

4.1.3. 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.

4.1.4. 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)**

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

4.1.5.1. 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. **(T-3)** Additional tours or extensions may not be created for the sole purpose of taking leave. **(T-0)**

4.1.5.2. ARC members may use, carry forward and/or sell unused leave in accordance with DAFI 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. The commander's approval must include validation of resource availability, to include Operations and Maintenance funding, if appropriate. Leave will be taken within the parameters of the order in which it was requested **(T-1)**, as orders will not be extended for the sole purpose of taking leave or leave carryover. **(T-0)** For additional information, refer to [paragraph 5.4](#).

4.1.6. 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.

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

4.1.8. Supported RegAF units will not fund travel or per diem costs associated with ARC members performing inactive duty training (IDT), annual training (AT), unit training assembly (UTA) with their unit of assignment. **(T-0)** Refer to DoDI 1215.06, Enclosure 8.

4.1.9. 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 [paragraph 5.3](#) for tour curtailment policy. **(T-1)**

4.1.10. 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. MAJCOMs are limited to using 10% of their total MPA allocation for multi-year MPA tours, to include steady state, European Defense Initiative (EDI) or supplemental funding. However, if EDI or supplemental funding is decreased or eliminated, MAJCOMs will be required to use steady state MPA funding to cover the multi-year MPA cost. **(T-0)**

4.1.11. The MMO at the commands, staffs, and agencies will coordinate on any Support Agreements that involve ADOS-AC man-day usage. **(T-1)**

4.1.12. 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 DAF Form 3902, *Application and Approval for Off-Duty Employment*, and receive approval prior to beginning of tour or off duty employment. **(T-1)**

4.1.13. When allocating ADOS-AC man-days, MMOs should consider command manning levels in required AFSC/SFSCs and allocate man-days in stressed AFSC/SFSCs or those most vital to the command. Command A1s can obtain manning statistics from the AF Personnel Center (AFPC) Secure Site - Retrieval Application Website.

4.1.14. ADOS-AC tours can be allocated for telecommuting or remote work only if the respective RegAF organizations have established telework/remote work procedures/guidelines. Telework/remote work agreements must be provided to the MMO as requested, prior to tour allocation. Agreement must be in compliance with DoDI 1035.01, *Telework and Remote Work*. **(T-0)** For additional guidance, refer to [paragraph 8.3](#).

4.1.15. AGRs in Title 32 status performing ADOS-AC Title 10 duties in support of Air Force active duty requirements should follow guidance in ANGI 36-101, *Air National Guard Active Guard and Reserve (AGR) Program*. To allow appropriate tracking and validate reimbursement requests AGRs should be obligated in M4S without creating a new AROWS order. The gaining MAJCOM should develop a construct for who should auto-convert and for what events.

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

4.2.1. Approaching sanctuary will be treated in accordance with DAFI 36-2110. If an ARC Airman exceeds Total Active Federal Military Service established limitations, the supporting ARC Unit/RIO detachment is responsible for identifying those ARC Airman and completing a sanctuary waiver, and notifying the supported command, staff, or agency of applicable tour limitations. **(T-1)**

4.2.2. 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)**

4.2.3. Must meet requirements in DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, DAFMAN 48-123, *Medical Examinations and Standards*, and DAFMAN 36-2689, *Training Program*. **(T-1)**

4.2.4. 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.

4.2.5. For female ARC Airmen determined to be pregnant while serving on ADOS-AC duty orders refer to [paragraph 8.2](#) for guidance. **(T-1)**

4.2.6. 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. **(T-1)**

4.2.7. Must possess the necessary AFSC/SFSC and skill level required to perform the RegAF or USSF mission. **(T-1)**

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

4.2.9. 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)**

4.2.10. Full Time Support (FTS) and MPA eligibility (**Note:** The PCS process is a different process). The primary duties of AGR Airman serving under 10 USC § 12310, *Reserves: for Organizing, Administering, etc., Reserve Components*, or 32 USC § 328, *Active Guard and Reserve Duty: Governor's Authority*, are organizing, administering, recruiting, instructing or training the Reserve Component (RC). The primary duties of AFR Air Reserve Technicians (10 USC § 10216, *Military Technicians (Dual Status)*), and ANG Technicians (32 USC § 709, *Technicians: Employment, Use, Status*) 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)**

4.2.11. 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 Manday Expenditure Allocation Number (MEAN) code 131 in M4S.

Chapter 5

MPA MAN-DAY TOUR PROVISIONS

5.1. 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.

5.2. Utilization of Air Reserve Component Gap Time for PDT. Gap time for an RC Airman (both NGB and Reserves) is defined as the period of time between pre-deployment training and actual departure for deployment. During gap time, the RC Airman remains mobilized under 10 USC in an active status. Gap time for RC Airmen should be eliminated to the maximum extent possible. In situations where gap time is absolutely unavoidable, the RC Airman will perform duties in support of 10 USC by law or be in a proper leave status.

5.2.1. Commanders will coordinate for the Airman to return to home-station for gainful utilization supporting 10 USC purposes. The length of the gap and the travel costs should be considered when determining what is in the best interest of the government. **(T-2)**

5.2.2. In order to satisfy this legal sufficiency threshold, the RC Airman must perform full-time duty as if on long-term active-duty MPA orders (identical legal requirement). **(T-1)**

5.2.3. This duty is not required to be performed with the home unit; the member may be detailed with an active component unit on the same installation. Commanders have the flexibility to coordinate for the RC Airman to be gainfully employed at a different installation if the situation requires it. **(T-3)**

5.3. Tour Curtailment Notifications.

5.3.1. 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)**

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

5.3.3. 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.).

5.3.4. If, after obtaining legal advice, the commander determines UCMJ actions are appropriate, the member's orders 10 USC § 12301(d)(h), 10 USC § 12302, *Ready Reserve*, and 10 USC § 12304, *Selected Reserve and Certain Individual Ready Reserve Members; Order to Active Duty Other Than During War Or National Emergency*, (b) will be terminated and transferred into 10 USC § 802, *Art. 2. Persons Subject to this Chapter*, status. Contact AF/A1MC for further guidance. **(T-0)**

5.3.5. Medical Continuation (MEDCON) 10 USC § 12301(h) tours are terminated when the member's medical issues are resolved or the Airman elects not to participate in accordance with DoDI 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.

5.3.6. 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 of the new tour end date to allow for adequate transition time for the Airman. **(T-1)** Recommend Airmen sign an appropriately marked Statement of Understanding waiver of notification for tour modification.

5.3.7. Mobilization Curtailment Hardship Application Request.

5.3.7.1. 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. If a hardship request is being considered, Airmen should notify ADOS-AC Program Office (AF/A1MC) (af.a1mt-ados.workflow@us.af.mil) prior to submitting a hardship application.

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

5.3.7.3. Hardship requests (see **Table 5.1**) 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 5.1. Hardship Requests Considerations.

<p>Examples considered for approval (not all inclusive)</p>	<ul style="list-style-type: none"> -Individual voided an employment contract to complete an ADOS-AC mobilization. -Individual was between jobs, accepted a job with a new employer, but had not yet started with a new employer when activated. -Individual benefited from the support of a backfill employee who is fulfilling their responsibilities in their civilian role and does not currently possess a designated position for reinstatement until the originally scheduled deactivation date.
<p>Examples not considered for approval (not all inclusive)</p>	<ul style="list-style-type: none"> -Individual was unemployed when activated.

inclusive)	<p>-Individual experiences a higher compensation during their ADOS-AC tour compared to their compensation in their civilian occupation.</p> <p>-Individual requests retention to attend schools, backfill, or for the purpose of gaining eligibility for entitlements.</p>
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5.3.8. **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 30 days prior to established deactivation/demobilization date. All hardship requests will be provided to the ADOS Panel for consideration. Example at **Attachment 2**.

5.3.8.1. The hardship application request will be submitted to the ANGRC or AFRC/FGC for review, determination of other tour opportunities, and recommendation. Recommendations from the ARC will include a statement from the ANGRC or AFRC/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.

5.3.8.2. The ANGRC or AFRC/FGC forwards hardship application requests with their recommendation to AF/A1MC, who will convene an ADOS Panel. If approved, the ARC will place the Airman on 10 USC §12301(d) “voluntary” duty status.

5.3.8.3. AF/A1MC will convene the ADOS Hardship Panel, consisting of key personnel such as the ARC Requirements Branch Chief, AF/REP representative, Senior Enlisted Advisor, ARC Requirements Officer Liaison, ARC Requirements Manager (SEL), and SAF/FM Budget Analyst. AF/A1MC will facilitate the comprehensive review of the hardship package, ensuring that each panel member is adequately informed (**Attachment 2**). Subsequently, AF/A1MC will compile a decisional document reflecting the outcomes of the panel's deliberations. 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. Both the decisional document and the original hardship package will be forwarded to ANGRC/AFRC/FGC for further dissemination.

5.4. Leave Entitlements.

5.4.1. 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. **(T-2)** Airmen are encouraged to use leave for the maximum benefit of the Airman, prior to the end of their tour if military requirements permit.

5.4.2. 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.

5.4.3. While serving on a man-day tour, ARC Airmen request leave using the DAF 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 the period of time the Airmen will be requested to perform. (T-1) As leave management for ARC Airmen is a manual process, RegAF supervisor and the ARC Airmen have a shared responsibility to ensure proper accounting for leave usage. (T-1)

5.4.4. ARC Carryover Leave. Refer to DAFI 36-3003.

5.4.5. Leave authorized under the Military Parental Leave Program (MPLP) for a covered ARC Airman that is not taken by the time the member is separated from active service may be eligible for the Reserve Component Maternity Leave (RCML) program. Refer to DAFI 36-3003.

5.5. Travel and Per Diem.

5.5.1. 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/MRM approval prior to the start of the tour or prior to the effective date of any amendment extending the tour. (T-1)

5.5.1.1. Restriction on Consecutive Number of Days TDY to Any One Location (Other than for Training or Operational/Contingency Deployments). In accordance with JTR paragraphs 010206 and 030302, 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. For purposes of calculating consecutive days at one location in TDY status, the first day is the date the member arrives in TDY status at the location, not the member's first duty day if that is a different day.

5.5.1.2. For tours exceeding 180 consecutive days at one location the office of the Deputy Assistant Secretary, Force Management, DAF 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 TDY per diem waivers. Requests for waivers to the restrictions in [paragraph 5.5.1.1](#) (more than 180 consecutive days) are submitted using the M4S to process the per diem waiver. TDYs requiring a SAF/MRM waiver must be submitted for approval prior to the start if the tour initially exceeds 180 days.

5.5.1.3. Tour extensions exceeding 180 consecutive days at one location. If an extension will cause an MPA tour to exceed 180 days at one location, a waiver request must be submitted to SAF/MRM no later than 30 days in advance of the 181st day at one location 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 at one location.

5.5.1.4. Tours exceeding 365 consecutive days at one location. 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)**

5.5.1.5. 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 DAF Principal to PDTATAC has determined that mission objectives requiring TDYs for more than 180 consecutive days at one location are appropriate and a TDY waiver is authorized.

5.5.1.6. Individual TDY waivers need to be processed for SecDef approved Operational/Contingency Deployments in excess of 365 days at one location. Supporting units will process a per diem waiver for periods in excess of 365 consecutive days through the MAJCOM Deputy Commander, or staff equivalent, to SAF/MRM via the MPA database.

5.5.1.7. 180 Day Rule Violation. In accordance with Joint Travel Regulation Paragraph 010206, issuing a TDY order for 180 or fewer consecutive days, followed by a brief return to the permanent duty station, followed by another TDY order for return to the same location, is a violation of the 180-consecutive-day policy if the known, reasonably anticipated, TDY duration exceeded 180 days when the initial order was issued.

5.5.1.8. 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 the Deputy Assistant Secretary of the Air Force Office of Strategic Integration (SAF/MRX) via Task Management Tool no later than 28 February.

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

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

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

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

5.5.6. Orders may not be accomplished after the fact to provide an entitlement for per diem. The JTR does not provide any authority for retroactive approval after the member has been at one location for 181 or more consecutive days without a waiver.

5.5.7. 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)**

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

5.5.9. 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)**

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

5.6.1. 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.

5.6.1.1. Refer to DAFI 36-3003 for eligibility and calculation of PDMRA days.

5.6.1.2. 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)**

5.6.1.3. 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)**

5.7. Permanent Change of Station (PCS) Entitlements.

5.7.1. Use of local RC service member is always encouraged as the most cost-advantageous manpower solution but should not impede selection of the most qualified individual for an ADOS-AC assignment. PCS funds are centrally managed, and a limited number of allocations are available each fiscal year. Once the allocations are exhausted it is incumbent upon the supported command to find alternative methods to resource requirements and may be limited to local members only.

5.7.2. Documentation for tours that include a PCS greater than 180 days at one location are required. Submit documentation through the MMO that justifies why the requirements are critical to the success of the mission and how the PCS cost is advantageous to the government. Further, Airmen must be counselled that voluntary curtailments will not be supported unless a minimum of 180 days are served at the PCS location. **(T-1)** Command, or agency equivalent, A1 or deputy must endorse the request and submit to AF/A1MC to release the PCS.

5.7.2.1. Traffic Management Office has guidance that determines shipment allowances based on length of PCS tour. Household goods or privately owned vehicle shipment is not authorized for OCONUS PCS tours less than 1 year.

5.7.2.2. When PCS orders are authenticated, all authorized expenses will be recorded to the current year in which the orders are issued, accessions and separation orders will be tracked independently. **Exception:** The obligation of costs for non-temporary contract commercial storage of HHG, which are obligated either in the period in which the service is rendered or to the appropriation current at the contract award. Record an obligation based on the costs itemized on the traveler's settlement voucher. (Refer to DAFMAN 65-605 Vol 1, *Budget Guidance and Technical Procedures*)

5.7.2.3. If a PCS tour is extended, the PCS fund cite can be continued for a period not to exceed 5 FYs from the date the order is authenticated, commonly known as the special order date or published date (good for the current year, plus 5 more years after the FY closes out), providing there is no change to the requirement or a break in tour. Specific tour limitations should be coordinated within local command guidance.

5.7.3. Dependent travel/Command Sponsorship to an overseas area is not authorized unless requested and approved by AF/A1, ref DoDI 1315.18. Requests are submitted through the MMO to AF/A1MC for staffing. At the minimum, justification must include a valid funded AF position number and personnel accounting symbol code, or clarification of why position number is not available, e.g., surge workload/manning bridge. **(T-1)**

5.7.4. Airmen will be advised that PCS entitlements upon completion of the tour may be affected in accordance with JTR based on changes to IDT location and/or subsequent ADOS-AC tour(s). **(T-1)**

Chapter 6

MPA ALLOCATION FOR MEDICAL CONTINUATION (MEDCON)

6.1. Overview.

6.1.1. Per DAFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*, the purpose of MEDCON is to facilitate the authorization for access to medical and dental care for members who incur or aggravate an injury, illness or disease while in a qualified duty status and to return members to duty as expeditiously as possible. MEDCON orders provide pay and allowances while an Airman is being evaluated, treated for or recovering from a service-connected injury, illness or disease.

6.1.2. 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.

6.1.3. See DAFI 36-2910, Chapter 6 for MEDCON eligibility, roles and responsibilities, case management process, as well as validation, approval, termination and appeals processes.

6.2. Extension of MPA Orders for Pre-MEDCON Consideration.

6.2.1. Pre-MEDCON is to allow additional time for an ARC member while medical provider assesses an Airman's medical condition or provide medical documentation to support a request for MEDCON orders. An ARC member on ADOS-AC orders may be continued under 10 USC § 12301(h) orders up to 30 days on a case-by-case basis 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/A1MC will consider up to 15 days extension to the initial 30 days on a case-by-case basis with a documented timeline of events, and commander's letter that attests conscious effort was put forth to avoid similar issues/delays. ARCCMD does not manage the Pre-MEDCON program.

6.2.2. The following documentation is required for all Pre-MEDCON requests:

6.2.2.1. Member's acknowledgement for Pre-MEDCON orders extension

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

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

6.2.3. For members with 30 days or less remaining on their tour: Members will remain on current order until expiration at which time they will transition to a Pre-MEDCON tour without a break in service. AF/A1MC will provide up to 30 days of 10 USC § 12301(h) MPA days for Pre-MEDCON. It is important that upon receiving notification of injury/illness or disease, medical treatments must take precedence over downtime/leave. Members medical condition must be promptly reported (ideally within 72 hours or less from when injury/illness 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 6.2.2](#).

6.2.4. For members with 31 days or greater remaining on their tour: Members should submit documentation (LOD, diagnosis, treatment plan) to ARCCMD for MEDCON, and not Pre-MEDCON, activation.

6.2.5. Members with an interim LOD and a finding by a credentialed military medical provider that the member has a health condition requiring medical evaluation and treatment that renders the member unable to meet retention or mobility standards in accordance with DAFMAN 48-123, DoDI 6490.07, *Deployment-Limiting Medical Conditions for Service Members and DoD Civilian Employees*, and DoDI 1332.45, *Retention Determinizations for Non-Deployable Service Members*, may apply for MEDCON. Interim LOD may be used for initial MEDCON requests only IAW DAFI 36-2910. **(T-1)**

6.2.6. 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 a Pre-MEDCON or MEDCON request (10 USC § 12301(h)), while keeping the original Emergency and Special Program code used when Airman was injured. **(T-1)** Pre-MEDCON or MEDCON orders do not fund per diem, travel, or lodging expenses. Units should request travel expenses from the originating order authority and engage with the servicing finance office to coordinate funding from the corresponding original qualifying order.

6.3. 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 M4S. **(T-1)** All information entered into electronic databases will comply with Health Insurance Portability and Accountability Act (HIPAA) requirements and AFMAN 41-210, *TRICARE Operations and Patient Administration*. **(T-1)**

6.4. Supporting ARC Units/Organizations MEDCON Actions.

6.4.1. Publish 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/A1MC. **(T-1)**

6.4.2. If Pre-MEDCON (10 USC § 12301(h)) is authorized and no further MEDCON is requested, ensures AF/A1MC is notified the reason for not continuing Airman beyond the Pre-MEDCON, via email and endorsed by the commander. **(T-1)**

6.5. Allocation and Issuance of MEDCON Orders.

6.5.1. 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 DAFI 36-2910, is generated.

6.5.2. When a request for MEDCON orders has been validated, approved, and certified by the Chief, ARCCMD, the MEDCON request will be submitted to AF/A1MC, at a minimum of two days prior to expiration date of the previous tour, for review and allocation.

6.6. Termination of Pre-MEDCON and MEDCON Orders. When MEDCON orders are terminated, supporting units will update AROWS or AROWS-R in accordance with DAFI 36-2910 and the MPA database and return unused days to AF/A1MC. **(T-1)**

Chapter 7

ADOS-AC 1,825 END STRENGTH ACCOUNTING

7.1. Overview.

7.1.1. Title 10 USC § 115, *Personnel Strengths*, requires the DAF to count ARC members on ADOS-AC funded tours against RegAF and USSF 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 1,825 days (five years) out of the previous 2,190 days (six years).

7.1.2. These tours include ADOS-AC under Title 10 USC § 12301(d), or on full-time National Guard duty under Title 32 USC, Sections 502(f) and 502(f)(1)(B) (or any combination thereof) performing ADOS. 1,825 accountability requirements includes Reserve Personnel Appropriation and MPA tours; however, guidance in this instruction applies to MPA tours only. See DAFMAN 36-2136, *Reserve Personnel Participation*, for guidance on ADOS-RC tours.

7.1.3. Members whose projected service will exceed 1,825 days out of the previous 2,190 days require approval prior to the start of the ADOS-AC tour. Each 1,825 request has an expiration date and is linked to a specific tour. If the member does not have a previously disapproved 1,825 request, and the tour does not exceed 29 September, the command, staff, or agency level may approve requests up to 2,130 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.

7.1.4. M4S automatically generates an 1,825 questionnaire when members exceed the 1,825 threshold. Members 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) Exception:** Member exceeding 2,130 ADOS-AC days within the last six years, members that will affect end strength reporting (on tour 30 Sept), and members who have been previously disapproved by SAF/MR must go thru SAF/MR for approval prior to starting a MPA tour.

7.1.5. Requests for Airmen denied or disapproved in prior FYs, regardless of tour length, must be submitted through the MMO to AF/A1MC under a signed memorandum or email by the supported commander, deputy commander, staff directors or agency equivalents for SAF/MR consideration. **(T-1)**

7.1.6. If a member has a previously approved 1,825 service request for the same FY, duties, and location, but requires a separate set of orders, requestor may submit a new questionnaire documenting the member's previous 1,825 service 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/A1MC or SF/COO/S33 requesting an update to the approval status to allocate the tour. **(T-1)**

7.1.7. Members exceeding 2,130 ADOS-AC days within the last six years must be submitted to AF/A1MC or SF/COO/S33 under a signed memo or email by the supported command deputy commander, staff director, or agency deputy director. **(T-1)**

7.2. 1,825 FAMM Accounting Actions.

7.2.1. Reviews ADOS-AC data system generated *ADOS Trend Report* prior to tasking individuals for a tour start date at the beginning of the upcoming fiscal year. 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.

7.2.2. When selecting a member for an ADOS-AC tour, reviews the ADOS-AC status in MPA database, which will be updated monthly to show total MPA and ADOS-AC days. This is used to determine a member’s 1,825 status. If member has over 1,825 applicable active service days or the tour will trigger the member to go over 1,825 active service days within the last 2,190 days, a questionnaire is required. If one is not automatically generated by the MPA data system one can be manually generated.

7.2.3. 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.

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

7.2.5. Every effort must be made to allocate tours for personnel required beyond 29 September and exceed the 1,825 threshold, no later than June.

7.3. 1,825 Supporting ARC Units/Organizations Actions.

7.3.1. Determines the 1,825 count prior to assigning the member to an ADOS-AC tour. If member will exceed 1,825 days while on ADOS-AC tour, justification must be provided on the ADOS-AC data system generated 1,825 questionnaire. If questionnaire is not automatically generated in the ADOS-AC data system, the submitter will manually generate the questionnaire. **(T-1)**

7.3.2. Ensures 1,825 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.

7.4. 1,825 ADOS-AC Approval Delegation Authority.

7.4.1. MAJCOM Deputy Commanders or equivalents are delegated as the approval authority for AFSC/SFSC with projected skill shortages. This delegation includes ADOS-AC all 1,825 day requests throughout the year, end of the year 1,825 day requests (over 2130 up to 2190), and tours ending on 30 Sep. However, Airman/Guardians must hold the designated AFSC/SFSC and be performing MPA duty in that AFSC/SFSC; additionally, they should be no more than one up or one down from the rank identified within the requirement. This delegation includes all ADOS-AC requests (1,825 days) throughout the year, and end of the year 1,825 day requests. **(T-1)** The ADOS-AC Skill Shortage AFSC_SFSC listing is identified in M4S and updated as appropriate.

7.4.2. MAJCOM Deputy Commanders may further delegate approval authority to operational wing commanders, for members conducting Remotely Piloted Aircraft and Distributed

Common Ground System critical missions and associated AFSC/SFSCs. **(T-3)** Wing commanders must manage both expertise and experience to ensure unit readiness in addition to the authorized allocation of ADOS-AC MPA resources. The ADOS-AC Critical Mission AFSC_SFSC listing is identified in M4S and updated as appropriate. MAJCOM Deputy Commanders and equivalents may request an expansion delegation of authority to operational wing commanders for other critical missions recommendation through AF/A1MC or SF/COO/S33 for review and recommendation and approval by SAF/MR.

7.5. 1,825 Related Issues.

7.5.1. 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 military end-strength increase or civilian full-time equivalent increase).

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

7.5.3. All members 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 1,825 questionnaires. **(T-1)**

7.6. Key Dates for 1,825 ADOS-AC Accounting Process.

7.6.1. Monthly: Supported commands, staffs, and agency panels convene to evaluate 1,825 threshold requests; submit any DAF requests (members previously denied by SAF/MR or members with more than 2,130 total ADOS-AC 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 to allow time for review, coordination, and notification to member. **(T-1)**

7.6.2. 1 June: Supported commands, staffs, and agencies will forward their approved, prioritized non- GFM 1,825 Threshold Requests for members with 1,825 days ADOS-AC and on tour beyond 29 September to AF/A1MC or SF/COO/S33. **(T-1)**

7.6.3. 1 July: Supported commands, staffs, and agencies review total ADOS-AC time for members who will be on tour after 1 October to determine which members will exceed 1,825 and/or 2,130 days of active service during the next FY. **(T-1)**

7.6.4. 16 July: Supported commands, staffs, and agencies notified of all request dispositions for their prioritized submissions. Members denied 1,825 request for 30 September or beyond, must be off tour no later than 29 September. **(T-1)**

7.6.5. 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/A1MC for review and recommendation and approval by SAF/MR.

Chapter 8

MISCELLANEOUS MILITARY PERSONNEL APPROPRIATION ACTIONS

8.1. Verbal Orders of the Commander (VOCO).

8.1.1. FAMMs should ensure VOCO are issued only by exception and are not used to circumvent core administrative processes. **(T-1)** Members requiring 1,825 end strength or accounting per diem waivers are not authorized VOCO. **(T-1)**

8.1.2. Prior to issuance of VOCO, written verification and notification from the requestor that sufficient days, and per diem if not local, are available in the ADOS-AC man-day account is required. **(T-1)**

8.1.3. VOCO must be signed prior to the tour start date (JTR 010206) by both ARC and RegAF Commanders. An ADOS-AC MPA VOCO Template is provided on **Attachment 3**. **(T-1)**

8.1.4. Submit the M4S tasking no later than 3 duty days after the tour start date. **(T-1)**

8.1.5. Submit requests to AF/A1MC 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)**

8.2. Pregnancy.

8.2.1. An ARC Airman determined to be pregnant will 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 parental 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. **(T-1)**

8.2.2. Once pregnancy is confirmed by a certified medical provider, the 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)**

8.2.3. 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)**

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

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

8.2.4. 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)**

8.2.5. Refer to DAFI 36-3003 for guidelines regarding MPLP. The parental leave policy applies to ARC service members performing an ADOS-AC tour for 12 months or more consecutively; members are not required to complete 12 months on active duty before the birth/adoption/foster care. **(T-1)** The parental leave is taken as part of their 12 month consecutive tour, do not extend the ADOS-AC tour for the sole purpose of taking MPLP. If the RC member's tour is curtailed after taking all or a portion of parental leave, there is no need to penalize the member or take action to recoup the parental leave days unless the command can prove malicious intent. Additionally, if the ADOS-AC order ends earlier than 12 months, then the member's unused parental leave will be forfeited unless the member is eligible for RCML.

8.2.5.1. Airmen on ADOS-AC tours of less than 12 months do not qualify for MPLP and their orders will terminate at the date of birth or end of tour, whichever date is earlier. ARC members who are released from active duty may be eligible for RCML, per guidelines in DAFI 36-3003, Chapter 4. **(T-1)**

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

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

8.2.6. Medical for RC pregnant Airmen:

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

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

8.2.6.3. 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.

8.3. Telework and Remote Work.

8.3.1. Telework and remote work may be authorized if the RegAF determines the ADOS-AC mission requirement can be met via a signed telework and/or remote work agreement. Telework and remote work may not be approved out of convenience to the Airman. More information can be found in DoDI1035.01_DAFI 36-143, *Telework Program*.

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

8.3.3. Organizations employing ARC resources under these methods must accomplish a telework agreement using DD Form 2946, *Department of Defense Telework Agreement* and online training at <https://www.opm.gov/telework>, any additional remote work agreements will be in accordance with DoDI1035.01_DAFI 36-143. Organizations must maintain a signed telework or remote agreement and provide to the supported command ADOS-AC MMO if requested. **(T-0)**

8.3.4. 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)**

8.4. Military Interdepartmental Purchase Request (MIPR).

8.4.1. Personnel Force Innovation (PFI) MIPR - A reimbursement ADOS-AC support where AF/A1MC provides man-days and/or allocates M4S taskings when received requests from DFAS, DCAS and other agencies with a signed certified MIPR acceptance from SAF/FMBOP. **(T-0)**

8.4.2. Foreign Military Sales (FMS) MIPR – Once AF/A1MC receives FMS MIPR requests provided with a certified MIPR acceptance from SAF/FMBOP, AF/A1MC will review and load man-days into reimbursable account. The MMO associated with the FMS training mission will build M4S tasker and provide Tasker ID. AF/A1MC team will review and process FMS MIPR case within 72 hours. **(T-1)**

8.4.3. Funded Reimbursable Authority (FRA) MIPR – The Consolidated Appropriations Act provides for reimbursement to the National Guard and reserve when members of the National Guard and reserve provide intelligence or counterintelligence support to the combatant commands, defense agencies, and joint intelligence activities. **(T-0)**

ALEX WAGNER
Assistant Secretary
(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 § 526, *Authorized Strength: General and Flag Officers on Active Duty*

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

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

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

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*

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

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

JTR <https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

DoDI 1035.01, *Telework and Remote Work*, 8 January 2024

DoDI 1035.01_DAFI 36-143, *Telework Program*, 29 October 2018

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

DoDI 1315.18, *Procedures for Military Personnel Assignments*, 28 October 2015

DoDI 1332.45, *Retention Determinizations for Non-Deployable Service Members*, 30 July 2021

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

DoDI 6490.07, *Deployment-Limiting Medical Conditions for Service Members and DoD Civilian Employees*, 5 February 2010

CJCSI 1001.01C, *Joint Manpower and Personnel Program*, 21 February 2024

CJCSM 3130.06D, *Global Force Management Allocation Policies and Procedures*, 20 June 2024

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DAFPD 36-81, *Total Force Human Resource Management Governance*, 23 October 2020

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

DAFI 10-401, *Operations Planning and Execution*, 19 July 2024

DAFI 36-2008, *Voluntary Limited Period of Active Duty (VLPAD) for Air Reserve Component (ARC) Service Members and the Career Intermission Program*, 3 March 2023

DAFI 36-2110, *Total Force Assignments*, 15 November 2021

DAFI 36-2903, *Dress and Personal Appearance of Department of the Air Force Personnel*, 29 February 2024

DAFI 36-2910, *Line of Duty (LOD) Determination, Medical Continuation (MEDCON), and Incapacitation (INCAP) Pay*, 3 September 2021

DAFI 36-3003, *Military Leave Program*, 24 August 2020

DAFI 36-3802, *Force Support Readiness Programs*, 9 January 2019

DAFI 65-601 Vol 1, *Budget Guidance and Procedures*, 22 June 2022

DAFI 51-201, *Administration of Military Justice*, 24 January 2024

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

AFI 10-402, *Mobilization Planning*, 8 March 2018

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

DAFMAN 36-2136, *Reserve Personnel Participation*, 15 December 2023

DAFMAN 36-2689, *Training Program*, 31 March 2023

DAFMAN 36-2905, *Department of the Air Force Physical Fitness Program*, 21 April 2022

DAFMAN 48-123, *Medical Examinations and Standards*, 8 December 2020

DAFMAN 65-605 Vol 1, *Budget Guidance and Technical Procedures*, 31 March 2021

DAFMAN 90-161, *Publishing Processes and Procedures*, 18 October 2023

AFMAN 41-210, *TRICARE Operations and Patient Administration*, 10 September 2019

ANGI 36-101, *Air National Guard Active Guard and Reserve (AGR) Program*, 21 April 2022

SORN F033 AFRC A, *Reserve Participation Management System Records*

SORN F036 AF PC Q, *Personnel Data System*

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

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

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

Prescribed Forms

None

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*

DAF Form 847, *Recommendation for Change of Publication*

DAF Form 988, *Leave Request/Authorization*

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

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

AF Form 469, *Duty Limiting Condition Report*

Abbreviations and Acronyms

AC—Active Component

ACC—Air Combat Command

ADCON—Administrative Control

ADOS-AC—Active Duty Operational Support-Active Component

ADOS-RC—Active Duty Operational Support-Reserve Component

AEF—Air and Space Expeditionary Force

AETC—Air Education and Training Command

AFI—Air Force Instruction

AFOSI—Air Force Office of Special Investigations

AFPC—Air Force Personnel Center

AFR—Air Force Reserve

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

AGR—Active Guard and Reserve

ANG—Air National Guard

ANGRC—Air National Guard Readiness Center

ARC—Air Reserve Component

ARCCMD—Air Reserve Component Case Management Division

AROWS-R—Air Force Reserve Orders Writing System-Reserve

AROWS-G—Air Force Reserve Orders Writing System –Air National Guard

AT—Annual Training

CONUS—Continental United States
DoD—Department of Defense
DoDI—Department of Defense Instruction
EDI—European Defense Initiative
FAMM—Functional Area Man-Day Manager
FGC—Force Generation Center
FMS—Foreign Military Sales
FRA—Funded Reimbursable Authority
FTS—Full Time Support
FY—Fiscal Year
GFM—Global Force Management
HAF—Headquarters Air Force
IDT—Inactive Duty Training
IMA—Individual Mobilization Augmentee
JTR—Joint Travel Regulation
LOD—Line of Duty
M4S—Manpower MPA Man-day Management System
MAJCOM—Major Command
MEAN—Manday Expenditure Allocation Number
MEDCON—Medical Continuation
MIPR—Military Interdepartmental Purchase Request
MMO—**ADOS-AC Man**—Day Management Office
MPA—Military Personnel Appropriation
MPLP—Military Parental Leave Program
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

RCML—Reserve Component Maternity Leave
RegAF—Regular Air Force
SecDef—Secretary of Defense
SFSC—Space Force Specialty Code
TAMP—Transition Assistance Management Program
TAG—The Adjutant General
TDY—Temporary Duty
TFI—Total Force Integration
TIMES—Total Integrated Mobilization Execution System
USC—United States Code
UCMJ—Uniform Code of Military Justice
UTA—Unit Training Assembly

Office Symbols

ACC/A3O—Air Combat Command, Air Operations Division
AF/A1—Deputy Chief of Staff for Manpower, Personnel and Services
AF/A2/6—Deputy Chief of Staff for Intelligence, Surveillance, Reconnaissance and Cyber Effects Operations
AF/A1M—Director of Manpower, Organization, and Resources
AF/A1MC—Directorate of Manpower, Organization, and Resources, Current Operations
AF/A1MD—Directorate of Manpower, Organization, and Resources, Data Operations
AF/A3—Deputy Chief of Staff for Operations
AF/A3OD—War Planning and Policy Division
AF/DSI—Air Force Director of Staff for Integration
AF/JA—Air Force Judge Advocate
AF/REP—Chief of Air Force Reserve, Personnel Division
AFPC/DPMWO—Air Force Personnel Center, Directorate for Personnel Operations
AFRC/A1—Air Force Reserve Command, Director of Manpower, Personnel, and Services
AFRC/JA—Air Force Reserve Command, Judge Advocate
AFRC/FGC—Air Force Reserve Command, Force Generation Center
NGB/A1X—Director of the Air National Guard, Chief, Plans and Integration Division
NGB/A3XW—National Guard Bureau, Mobilizations and Deployments Branch
NGB/HR—National Guard Bureau, Human Resource Directorate

SAF/FM—Assistant Secretary of the Air Force, Financial Management and Comptroller

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/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SAF/MRM—Deputy Assistant Secretary of the Air Force Office of Force Management

SAF/MRX—Deputy Assistant Secretary of the Air Force Office of Strategic Integration

USSF/COO/S33—Headquarters United States Space Force, Office of the Chief of Space Operations, Current Operations Division

Terms

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

Active Duty Operational Support Reserve Component (ADOS-RC)—ADOS-RC provides the necessary skilled manpower assets to support existing or emerging RC requirements. (Reference DoDI 1215.06). It is funded by the Reserve Personnel Appropriation in support of RC 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 Guard and 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 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 Force Specialty Code (AFSC)—A combination of numbers and alpha characters used to identify an AF occupation. Officer AFSCs consist of four characters; Enlisted AFSCs 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 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 Reserve Component (ARC)—All units, organizations, and Airmen of the ANG and the AFR.

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.

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 Management Office—The office 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

Individual Reservist (IR)—A descriptive category for two types of individual reservists; IMA and Participating Individual Ready Reserve personnel. IR is used when the subject is applicable to both types of members.

Long Term TDY—A TDY for a continuous period of 31 days or more. (JTR Appendix A).

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-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/A1MC.

Military Interdepartmental Purchase Requests—Reimbursable program funded 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.

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).

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 Accounting Symbol (PAS) Code—A four digit alphanumeric code identifying the ARC member's unit of assignment.

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. Refer to DAFMAN 65-605 Vol 1, *Budget Guidance and Technical Procedures*.

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. Refer to DAFMAN 65-605 Vol 1.

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.

Readiness Integration Organization (RIO)—the AFR organization to manage the IR program.

Space Force Specialty Code (SFSC)—A combination of numbers and alpha characters used to identify a USSF occupation. Officer SFSCs consist of four characters; Enlisted SFSCs 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.

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.

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

AIRMAN MOBILIZATION CURTAILMENT HARDSHIP CHECKLIST

A2.1. Hardship Request Checklist. VERIFIED ELIGIBILITY: Submit all required documents at least 15 days prior to established deactivation/demobilization date.

- Hardship is the result of mobilization and early deactivation/demobilization
- Other circumstance preventing the return to civilian status

REASON FOR HARDSHIP: (Refer to Table 5.1.. Hardship Request Considerations prior to making a selection)

- MEDIAL
- FINANCIAL
- PERSONAL
- OTHER:

AIR FORCE RESERVE COMMAND FORCE GENERATION CENTER (AFRC/FGC):

Contacted for other tour possibilities

- YES DATE:
- NO
- EXPLAIN:

RANK/NAME:

UNIT:

MOBILIZATION ACTIVATION DATE:

CURTAILMENT DATE:

UNIT LINE NUMBER:

ALL PACKAGES MUST INCLUDE THE FOLLOWING SUPPORTING DOCUMENTATION

- THIS AIRMAN MOBILIZATION CURTAILMENT HARDSHIP CHECKLIST
- STATEMENT OF HARDSHIP FROM THE AIRMAN: (Endorsed by both the Unit AND Wing commander's)

Statement must include the following:

- Air Force Specialty Code
- Duty Title
- Expiration of Term of Service (MPA)
- Timeline of Hardship:

Activation Date:

Original Deactivation Date:

New Curtailment Date:

Travel Return Date:

Earned Leave/Downtime Date:

- Detailed explanation of how the early demobilization will cause hardship
*Refer to **Table 5.1**. Hardship Request Considerations
- Details of how the Airman will be utilized should the hardship be granted
- COPY OF CONTINGENCY EXERCISE DEPLOYMENT
- COPY OF AF FORM 938 ORDERS/AMENDMENTS

OTHER APPLICABLE DOCUMENTS: Based upon the type of hardship
MEDICAL:

Doctor Statement: Include date the medical issue arose (based on hardship). Must identify an estimated length of time for recovery. Articulate physical limitations that will affect the Airman's ability to deactivate.

Red Cross Number:

Copy of Emergency Leave paperwork

FINANCIAL:

Notarized statement of expenses directly incurred as a result of mobilization

Leave and Earning Statement

Pay Stub from other income sources

Copy of Mortgage or Residential Lease

PERSONAL:

Statement from creditor: Must identify total outstanding debt as well as 12 consecutive months of payment history.

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.

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

READ AND ACKNOWLEDGING THE FOLLOWING STATEMENT

I hereby declare and affirm the following in connection with the submission of my hardship package to the ADOS Hardship Review Panel:

I understand that, by submitting this hardship package, I have exhausted all other available avenues for resolution, including the possibility of being re-missioned to meet another Air Force requirement.

I acknowledge that my hardship is a direct result of a mobilization curtailment or another circumstance beyond my control, and it is not based on challenges that existed prior to my activation (e.g., unemployment prior to activation).

I have thoroughly reviewed all materials included in my hardship package and affirm their accuracy as of the date of submission.

I am fully aware that the ADOS Hardship Review Panel is not an investigative body, and its decision will be based solely upon the contents of my hardship package.

I understand that, if the board approves my hardship case, I may be retained for a period of up to 60 days; however, this retention will not exceed the original activation period.

I make this declaration with the understanding that providing false or misleading information may adversely affect the outcome of my hardship case.

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

ANGRC AFRC/FGC

- Reviewed package for accuracy / completeness
- Determined there are no other tour opportunities
- ANGRG/AFRC/FGC Recommendation to AF/A1MC
- ANGRG/AFRC/FGC Contact Information

DATE PACKAGE RECEIVED BY AF/A1MC:

DATE ADOS HARDSHIP PANEL CONVENED:

DATE UNIT NOTIFIED OF PANELS DECISION:

Attachment 3

ADOS-AC MPA VERBAL ORDERS OF THE COMMANDER DOCUMENTATION

1. Verbal orders of the Commander (VOCO) are directed for (members grade and name). Member is ordered to proceed on (tour start date) from (starting location) to (working location) for approximately X days for (describe mission).
2. This VOCO is superseded and rescinded upon certification of official orders. Please direct any question to (List name, phone, E-mail address of POC).

1st Ind, (ARC Unit Commander) (Date)

Without this VOCO approval there will be a severe degradation to (Requesting Unit) mission capabilities. Sufficient days, and per diem (if not local) is available to support the orders. The VOCO is confirmed; circumstances prevented written orders in advance.

2nd Ind, (RegAF Unit Commander) (Date)