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Personnel

**READINESS MANAGEMENT PERIODS
(RMPS)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRPD 36-1, *General Civilian Personnel Provisions and Authorities*. It provides guidance and procedures for Commanders or their designated representative on the use of Readiness Management Periods (RMPs).

1. Readiness Management Periods (RMPs). An additional form of inactive duty, are approved to accomplish readiness/training requirements. As such, RMPs may be utilized to conduct training preparation, maintenance training/support, unit administrative support, and other related activities that are not authorized to be accomplished during additional ground training periods (AGTPs).

2. Specific authorization requirements/limitations are as follows:

2.1. Commanders or their designated representatives will authorize all RMPs in advance of the duty being performed and will include specific readiness/training requirements to be performed.

2.2. The performance of RMPs is strictly voluntary.

2.3. RMPs are authorized without any restrictions related to the member's, i.e., officer, enlisted, ART, non-ART status.

2.4. AF Form 40a will be used to authorize each RMP to be performed. Specific training/readiness duties to be performed will be documented in the Section II "Remarks" portion of the AF Form 40a. The attachment depicts the specific items to be completed on AF Form 40a for authorization of RMPs.

2.5. Members performing RMPs will receive basic Inactive Duty for Training (IDT) pay and the award of one point credit for their performance of the RMP. RMPs, as with all IDT periods, are to be based on a 4-hour minimum for the award of one point. These periods coincide with the duty hours established by the commander to accomplish the task for which the RMP is being authorized. Commanders may extend a RMP beyond the normally scheduled 4-hour period to meet mission needs.

NOTE: The extension of the RMP beyond the 4-hour period does not entitle the member to any additional pay or points. No more than one RMP may be authorized per member per calendar day.

2.6. RMPs will not be authorized to be performed on the same calendar day which any other type of inactive duty training (UTA, AFTP, AGTP, ET) is performed. **NOTE:** RMPs cannot be performed on the same calendar day as an active duty period is performed.

2.7. Members may be authorized to perform a maximum of 24 RMPs per fiscal year.

2.8. RMPs may not be used as a substitute for completion of FY statutory inactive duty training (IDT-UTA) requirements.

2.9. Scheduled RMPs which are missed will not be coded as unexcused/excused but rather will be handled on a case-by-case basis with the squadron commander or operations officer.

2.10. Members are not authorized travel pay, lodging, per diem or other entitlements for RMPs, except those listed in this instruction. (**NOTE:** Because lodging is NOT an entitlement authorized with RMPs, be careful when scheduling RMPs before or after other training periods.) All non-commuters should be informed about restricted benefits associated with RMPs.

Example #1: A person who works a RMP on Friday prior to the UTA will be authorized lodging on Friday night because the unit pays for lodging in conjunction with UTA. However, lodging is not authorized the Thursday night prior to the RMP.

Example #2: A reservist works a RMP on Monday after the UTA. The member is not authorized lodging Sunday night if they were released from the UTA at 1600.

Example #3: A reservist works a manday on Thursday and is scheduled to do a RMP on Friday. The member is authorized lodging Wednesday night prior to the manday, but not Thursday night prior to the RMP.

2.11. Aviation incentive pay is authorized for aircrew members IAW established inactive duty flight pay requirements.

3. Commanders will establish procedures which ensure:

3.1. RMP approval is completed in advance of the duty period being performed.

3.2. No more than one RMP is performed per calendar day per member.

3.3. No member performs more than 24 RMPs per fiscal year.

3.4. A copy of all certified AF Forms 40a for RMPs is retained for each assigned member who performs an RMP.

3.5. Certified AF Forms 40a, upon the completion of the RMP, are forwarded to the Reserve Pay Office (RPO) for payment and point credit accounting.

4. Time and attendance reporting for Air Reserve Technicians. ARTs performing RMPs follow time and attendance procedures as outlined in 315 AW Instruction 36-103.

5. Finance/Pay. procedures and processes have been established by 315 AW/FM.

6. **MPF/DPMPE.** will maintain copies of certified AF Forms 40a.

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