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**Financial Management**

**PROCEDURES FOR USING RESERVE  
SUPPORT**

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OPR: AFRC/FMAR (Kimberly Dickerson)

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This is the initial publication of this document. This instruction implements AFD 65-1, *Management of Financial Services*. It provides staff responsibilities for financial planning, management and execution of reserve personnel appropriation (RPA) special tour support at HQ Air Force Reserve Command (AFRC), other locations in support of HQ AFRC, USAF/RE, HQ Air Reserve Personnel Center (ARPC), or the numbered air force (NAF) headquarters. It applies to all Air Force Reserve Command units. It does not apply to Air National Guard.

**1. Funding Overview .** RPA funds are programmed and managed using the Air Force Resource Management System (RMS) concept. RMS decentralizes resource management to consumption level and integrates programming, budgeting, and execution. Decentralization of RPA financial management places responsibility for programming and management with unit commanders for unit reservists and HQ ARPC for Individual Mobilization Augmentees (IMA). Each organization has a designated resource advisor (RA) to identify, program, and present its requirements to its financial committee. Under the RMS concept, each RA programs, budgets, and executes RPA funds through its senior Comptroller representative. For special tours in support of HQ AFRC, USAF/RE, HQ ARPC, and the NAFs, the member's unit of assignment cuts the orders for the tour using their unit fund cites. Then, Comptroller representatives may request reimbursement of funds expended through procedures established by HQ AFRC/FMA.

**2. Budgeting/Programming .** Each headquarters directorate/special staff, USAF/RE, HQ ARPC/CC, and NAF/CC identifies all known requirements to HQ AFRC/FMAR for inclusion in the command account for special tours. The command account requirement is presented to the Command Financial Management Board (FMB) for funding consideration.

**3. Headquarters Functional Office of Primary Responsibility (OPR) Requirements.** Each functional area director and head of special staff office may request special tour support for requirements at HQ AFRC or other locations in support of a HQ AFRC mission. USAF/RE HQ ARPC/CC, and the NAF/

CCs may request special tour support for requirements at their respective locations. Tours performed in the realm of HQ support fall into one of the following training category codes (TCC) and emergency and special program (ESP) codes:

- 3.1. Regular HQ Support man-days, TCC - LB, ESP - 2J.
- 3.2. HQ Support for NCOLDP, TCC - LE, ESP - LS.
- 3.3. HQ Support for BRAC, TCC - LO, ESP - BH.
- 3.4. HQ Support for TRANSAM, TCC - LK, ESP - TR.

All RPA special tours used in support of HQ AFRC, USAF/RE, HQ ARPC, and the NAFs are coded under Active Duty for Support (ADS) according to AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*. This category counts towards the special tour limitation authority.

**4. Execution Procedures - Unit Reservist** . Each functional area director or head of special staff office uses the following procedures to request a unit reservist for special tours where the unit of assignment may be reimbursed by HQ AFRC/FMAR:

- 4.1. Coordinate with the appropriate unit of assignment of the member to obtain concurrence from the commander to use the individual for special tour support.
- 4.2. Verify through the member's unit (information may be obtained from the Commander's Active Duty Report out of the FM Personnel Budgeting and Analysis System (PBAS)) the total number of RPA Active Duty for Support (ADS) days the member has performed during the current fiscal year. If the tour will cause the member to exceed 139/179 RPA ADS days in a given fiscal year a waiver request signed by the wing commander must accompany the tour request. Individuals on tours exceeding 139 consecutive days will be in a Permanent Change of Station (PCS) status and therefore will not receive per diem. Tours exceeding 179 days must be forwarded through AFRC/DPMF to AFRC/CS and then forwarded to HQ USAF/REP for final approval/disapproval. For instructions on how to staff a waiver for a unit member, contact HQ AFRC/DPMF. HQ AFRC/DPMF advises functional area POCs whether waivers are approved/disapproved.
- 4.3. Verify through member's unit that the member will not enter active duty sanctuary without the appropriate waiver. "Sanctuary" is when any officer or Air Reserve Component (ARC) enlisted member attains 18 (but less than 20) years of active duty service (other than for training). These members must be retained on active duty unless voluntarily separated, medically disqualified for continued service, or separated/discharged for cause. Members may waive sanctuary entitlements prior to the beginning of an active duty tour (other than for training) of less than 180 days. Unit commanders must work with military personnel flights (MPF) to monitor individuals nearing active duty sanctuary. Unit commanders ensure members are not placed on ADS tours if the period of active duty results in the member qualifying for the active duty sanctuary, unless sanctuary entitlements are waived prior to the period of active duty.
- 4.4. Determine whether the unit plans to request reimbursement of the tour. If not, the unit processes the orders with their funds and the remaining procedures may be bypassed.
- 4.5. If the unit plans to request reimbursement, prepare an AF Form 1768, **Staff Summary Sheet**, (SSS) for HQ AFRC/CS approval for any individual tour exceeding 4 days. For tours in support of USAF/RE or the NAFs, the applicable commander is the approval authority for the SSS. See attachment 1.

- 4.6. If the tour is 4 days or less, a SSS is not required, but the request must still be forwarded to HQ AFRC/FMAR.
- 4.7. Prepare a request to the member's unit of assignment for orders. Include the unit of assignment/CC/directorate providing support, the wing/CC/FM providing support, the NAF/CC, and the HQ directorate receiving support, as addressees.
- 4.8. The SSS request (or approved SSS in the case of tours supporting USAF/RE or the NAFs), orders authorization message, and any approved waivers, if applicable, should be routed through HQ AFRC/FMA for coordination before sending to the unit. HQ AFRC/FMAR prepares a cost estimate and the funds to support the tour are set apart from the appropriate functional area's allocation. AFRC/FMA forwards the request package to AFRC/CS for approval.
- 4.9. Approved packages are returned to the functional area requesting the support. The requester forwards the orders authorization message to the addressees.
- 4.10. The member's unit processes the orders with their own fund cite but codes the orders with the appropriate code as described in paragraph 3.
- 4.11. The unit's FM then requests reimbursement by name and tour date from AFRC/FMAR for pay and travel/per diem. Once reimbursement is received, the FM reimburses the appropriate unit's Project 727 account.
- 4.12. The requester of the tour must notify HQ AFRC/FMAR if the SSS is not approved or the member does not perform the duty. The funds set aside by FMAR for that tour are restored to their account.

**5. Execution Procedures - IMA .** Each functional area director or head of special staff office uses the following procedures to request an IMA for special tours where HQ ARPC/DRO may be reimbursed by HQ AFRC/FMAR:

- 5.1. Coordinate with the appropriate IMA program manager to obtain concurrence to use the individual for a HQ support tour.
- 5.2. Verify through the IMA MAJCOM program managers at ARPC that the IMA will not enter active duty sanctuary during the tour. For members who have 17 years, 3 months or more total active Federal military service, program managers must obtain waivers for active duty sanctuary from HQ ARPC/DR.
- 5.3. The program manager must also ensure the tour will not cause the total number of ADS days during the current fiscal year to exceed the 139/179 day point without the appropriate waiver. Active Duty for Training (ADT) does not count against the 139/179 day accumulator. A waiver of the 139 day point must be requested by the IMA program manager to HQ ARPC/DR, while those exceeding 179 days must be evaluated by HQ ARPC/DR before submission to HQ USAF/REP for approval/disapproval. For instructions on how to staff a waiver for an IMA contact HQ ARPC/DRB.
- 5.4. Determine whether ARPC plans to request reimbursement for the tour. If not, ARPC/DR processes the orders with their funds and the remaining procedures may be bypassed.
- 5.5. If ARPC plans to request reimbursement, the "requester" of the tour prepares a SSS with justification for any individual tour exceeding 4 days. For IMAs, the SSS should be signed by the requester and coordinated with the IMA's program manager, HQ AFRC/DPM (only if a man-day waiver is

required), HQ AFRC/FMA, and then approved by HQ ARPC/DR. A signed AF Form 1289, **Application for Active Duty Training** (RPA Tours), should accompany the SSS.

5.6. If the tour is 4 days or less, a SSS is not required, but the AF Form 1289 must still be forwarded to HQ AFRC/FMAR.

5.7. The approved SSS (if over 4 days), approved waivers (if applicable), and a signed AF Form 1289 should be forwarded to AFRC/FMAR. They do a cost estimate for the tour and log the information into their database. They also sign the AF Form 1289 and write in the appropriate TCC and ESP codes to be used on the orders. The order is coded with one of the codes described in paragraph 3.

5.8. Once the SSS is approved, it is returned to the requester. The requester forwards the AF Form 1289, orders authorization message, and approved SSS to ARPC/DRO for orders processing through the IMA's program manager.

5.9. Based on the approved SSS, the AF Form 1289 is processed. ARPC/DRO processes the orders with their fund cite but codes the orders with the appropriate code as described in paragraph 3.

5.10. ARPC/DRO then requests reimbursement by name and tour date from HQ AFRC/FMAR for pay and travel/per diem. Once reimbursement is received, ARPC/DRO reimburses the appropriate MAJCOM program manager's account.

5.11. The requester of the tour must notify HQ AFRC/FMAR if the SSS is not approved or the member does not perform the duty. The funds set aside by FMAR for that tour are restored to their account.

**6. Orders Authorization Message Format .** This message must contain the following:

6.1. The name, SSN, and unit of assignment of the requested member.

6.2. Tour dates.

6.3. Tour description.

6.4. Statement of internal accountability (office symbol and phone of the office originating support).

6.5. If the tour exceeds the 139/179 RPA ADS man-day limitation, include a statement that the appropriate man-day waivers were approved.

6.6. Instructions to use TCC code LB and ESP code 2J in the orders (or one of the other codes described in paragraph 3 if appropriate).

6.7. Reporting instructions for the reservist.

6.8. A statement that the individual's commander has agreed to the member being used for the duty.

6.9. A statement that the request has been coordinated with HQ AFRC/FMAR.

**NOTE:**

For sample of each request type, see attachments 3 through 6.

**7. Approval and Accountability :** Each directorate/special staff, USAF/RE, HQ ARPC/CC, or NAF/CC:

7.1. Has approval authority and accountability for reservists/IMAs used in his or her organization. Appoint a special tour monitor to manage the program and maintain detailed records for tours requested and completed.

7.2. Is notified of the estimated level of funding available for use by his or her organization after the initial FMB meets for a given fiscal year and approves the command account. A copy of cost factors used for estimating the cost of tours is provided by HQ AFRC/FMAR. Each area is responsible for tracking the estimated amount of funds needed for each approved tour and for ensuring the level of funding available for that area is not exceeded.

7.3. Is notified if the requests routed through HQ AFRC/FMAR for coordination have estimated costs which will soon exceed the dollar allocation for his or her respective organization.

7.4. Must get HQ AFRC/CS approval for additional allocation of funds if order requests exceed the original allocation.

7.5. Is the point of contact during the duty tour and certifies duty performance before the member's release.

**8. Special Considerations .** Consider the following when determining special tour support requests:

**8.1. Travel Cost.** Travel cost should be kept to the minimum required for mission accomplishment. Whenever possible, use the reservist closest to the job site. Rental vehicles should be authorized only in special situations. Pay and travel costs are funded by the same appropriation; therefore, increased travel costs reduce pay funds availability.

**8.2. Length of Tour.** A reservist accrues leave at the rate of 2 1/2 days for each month on active duty in a pay status for 30 consecutive days or more, including allowable travel time (AFM 177-373, Volume III, *Air Reserve Forces Pay and Allowance System (ARPAS)*, paragraph 29-2). Accrued leave must be included in tour orders of 30 days or more (according to AFMAN 36-8001). The reservist may elect to be paid for unused leave. However, payment is restricted to a career maximum of 60 days of unused leave after 9 Feb 76. Tour length and benefits payable should be weighed against mission accomplishment.

**8.3. Reporting and Release Times.** Whenever possible, these times should be designated to preclude an additional travel day. The reporting time should allow the reservists to travel and arrive at the duty station in the same duty day; and be released in time to travel and return home the same duty day of release.

**8.4. Lodging.** Make advanced lodging reservations to ensure government quarters are available, whenever possible. Messing facilities are not available to reservists staying off-base; therefore, per diem costs will increase.

**8.5. Unit Training Assembly (UTA) Participation.** UTA participation should not adversely affect the special tour. Members performing active duty during a scheduled Inactive Duty for Training (IDT) are considered constructively present according to AFM 36-8001. However, at the commander's discretion, a member may attend IDTs at special tour location or reschedule IDT according to AFM 36-8001 and command policy.

**8.6. Temporary Duty, PCS, or PCS/Permanent Change of Address.** *Joint Travel Regulation*, Volume 1, outlines entitlements based on duty status. Chapter 7, part G, limits per diem entitlements

to active duty less than 20 weeks (139 days). Mission versus cost should be considered for active duty tours for 20 weeks or more.

ROBERT A. MCINTOSH, Major General, USAF  
Chief of Air Force Reserve

## Attachment 1

### GLOSSARY OF REFERENCES, ABBREVIATIONS AND ACRONYMS

#### *References*

AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*

AFM 177-373, Volume III, *Air Reserve Forces Pay and Allowance System (ARPAS)*

*Joint Travel Regulation, Volume I*

#### *Abbreviations and Acronyms*

**ADS**—Active Duty for Support

**ADT**—Active Duty for Training

**AFRC**—Air Force Reserve Command

**ARC**—air reserve components

**ARPC**—Air Reserve Personnel Center

**ESP**—Emergency and Special Program

**FMB**—Financial Management Board

**IDT**—Inactive Duty for Training

**IMA**—Individual Mobilization Augmentee

**MPF**—Military Personnel Flights

**NAF**—Numbered Air Force

**OPR**—Office of Primary Responsibility

**PBAS**—Personnel Budgeting and Analysis System

**PCS**—Permanent Change of Station

**RA**—Resource Advisor

**RMS**—Resource Management System

**RPA**—Reserve Personnel Appropriation

**SSS**—Staff Summary Sheet

**TCC**—Training Category Code

**UTA**—Unit Training Assembly

## Attachment 2

### REQUEST FOR HQ SUPPORT SPECIAL TOUR DAYS

**A2.1.** This is a sample of information included on the AF Form 1768, Staff Summary Sheet.

DPM	Coord	(Only if a 179 day waiver is required)
FMA	Coord	
CVEA	Log	
CVE	Coord	
CS	Approved	

1. Include a short statement justifying the reason for the requested special tour days.
2. Include information about the individual being requested. Include name, rank, SSAN, unit of assignment, date of tour, and # of days of the tour.
3. Include statement of approximate cost of the tour.
4. Include a statement that this information is subject to the Privacy Act and should be safeguarded.
5. RECOMMENDATION: CS approve specified number of RPA special tour days for HQ Support for the individual indicated.

Signature of Director Requesting Days

**Attachment 3**

**REPORTING TO HQ AFRC 951 RSPTS - LONG TOUR**

**A3.1.** This is a sample of a message used when requesting a long tour to HQ AFRC.

01 01 170005Z MAR 97 RR RR UUUU

MCX005

HQ AFRC ROBINS AFB GA//(HQ AFRC directorate initiating support)//

47FS BARKSDALE AFB LA//CC//(directorate providing support)//

INFO 917WG BARKSDALE AFB LA//CC//FM/(HQ directorate being supported)//

10AF CARSWELL ARS TX//CC//

UNCLAS

SUBJ: RPA SPECIAL TOUR--1LT JOE W. GILLESPIE, 123-45-6789

1. REQUEST MBR BE AUTHORIZED RPA SPECIAL TOUR OF ACTIVE DUTY SUPPORT FOR PERIOD 1 MAY - 20 SEP 95, 143 DAYS (TRAVEL DAY IS 1 MAY). FY MANDAY LIMIT WAIVER AND COST WAIVER APPROVED BY AFRC/CS ON 3 FEB 95. LEAVE WILL ACCRUE. MBR WILL BE SUPPORTING INITIATIVES ON THE TOTAL QUALITY MANAGEMENT (TQM) TRAINING PROGRAM AT HQ AFRC/QI. INTERNAL ACCOUNTABILITY IS AFRC/(TDY DIRECTORATE/PHONE NUMBER).
2. INDIVIDUAL'S COMMANDER HAS CONCURRED WITH THE DUTY. ENSURE MBR MEETS DRESS STD (AFI 36-2903) AND WEIGHT STD (AFI 40-502). MBR WILL BE WEIGHED DURING IN-PROCESSING. MBR MUST BE IN COMPLIANCE OR BE ON THE WEIGHT MANAGEMENT PROGRAM. MBR WILL BE REQUIRED TO PRESENT DOCUMENTS STATING SATISFACTORY PROGRESS. FAILURE TO PRODUCE ADEQUATE DOCUMENTATION WILL RESULT IN MBR BEING RETURNED TO HOME STATION.
3. FOR ORDERS, PLEASE ENSURE TNG CAT CODE LB IS INSERTED IN AF FORM 938, ITEM 17, FOR HQ AFRC SUPPORT; AND ESP 2J IS REFLECTED IN FUND CITE. THE FOLLOWING STATEMENTS SHOULD BE INCLUDED IN ADDITION TO NORMALLY REQUIRED STATEMENTS IN ITEM 26: "MBR AUTHORIZED PCS ENTITLEMENTS. PURSUANT TO AFI 32-6001, REPORT TO BASE HOUSING REFERRAL OFFICE SERVICING THE NEW DUTY STATION BEFORE ENTERING INTO ANY RENTAL, LEASE OR PURCHASE AGREEMENT FOR OFF-BASE HOUSING. REPORT TO MPF/DPMU PRIOR TO DEPARTURE.
4. REPORTING INSTRUCTIONS: MBR WILL REPORT AT 0800, 2 MAY 95 TO HQ AFRC, BLDG 210, 951 RSPTS ORDERLY ROOM, ROBINS AFB GA, DSN 497-1117. PROCESSING IN AND OUT OF 951 RSPTS ORDERLY ROOM IS REQUIRED FOR EACH EXTENSION OF ORDERS. THIS IS A HQ AFRC/FMAR COORDINATED MSG.

DIRECTOR'S SIGNATURE

## Attachment 4

### HQ DIRECTED SUPPORT SHORT TOUR

**A4.1.** This is a sample message used when requesting a short tour for HQ directed support.

01 01 170005Z APR 97 RR RR UUUU

MCX005

HQ AFRC ROBINS AFB GA//(HQ AFRC directorate initiating support)//

47FS BARKSDALE AFB LA//CC//(directorate providing support)//

INFO 917WG BARKSDALE AFB LA//CC/FM/IM/(HQ directorate being supported)//

452AMW MARCH ARB CA//CC//

10AF CARSWELL ARS TX//CC//

UNCLAS

SUBJ: RPA SPECIAL TOUR--1LT JOE W. GILLESPIE, 123-45-6789

1. REQUEST MBR BE AUTHORIZED RPA SPECIAL TOUR OF ACTIVE DUTY FOR PERIOD 2-20 MAY 95, 19 DAYS (TRAVEL DAY IS 1 MAY). LEAVE WILL NOT ACCRUE. MBR WILL BE SUPPORTING INITIATIVES ON THE SELF-CONTAINED NAVIGATION SYSTEM (SCNS) PROJECT AT MARCH AF CA. INTERNAL ACCOUNTABILITY IS AFRC/(HQ DIRECTORATE/PHONE NUMBER).
2. INDIVIDUAL'S COMMANDER HAS CONCURRED WITH THE DUTY. ENSURE MBR MEETS DRESS STD (AFI 36-2903) AND WEIGHT STD (AFI 40-502). MBR WILL BE WEIGHED DURING IN-PROCESSING. MBR MUST BE IN COMPLIANCE OR BE ON THE WEIGHT MANAGEMENT PROGRAM. MBR WILL BE REQUIRED TO PRESENT DOCUMENTS STATING SATISFACTORY PROGRESS. FAILURE TO PRODUCE ADEQUATE DOCUMENTATION WILL RESULT IN MBR BEING RETURNED TO HOME STATION.
3. FOR ORDERS, PLEASE ENSURE TNG CAT CODE LB IS INSERTED IN AF FORM 938, ITEM 17, FOR HQ AFRC SUPPORT; AND ESP 2J IS REFLECTED IN FUND CITE.
4. REPORTING INSTRUCTIONS: MBR WILL REPORT AT 0800, 2 MAY 95, (POC AT LOCATION BEING SUPPORTED), BLDG XXX, MARCH AFB CA 92518-1768, DSN 000-0000. DELAY REPORT TIME TO NLT 1500 IF IT WILL AVOID SEPARATE TRAVEL DAY.
5. LODGING RESERVATIONS WILL BE MADE BY UNIT/MARCH WHEN ARRIVAL TIME OF MBR IS KNOWN. THIS IS A HQ AFRC/FMAR COORDINATED MSG.

DIRECTOR'S SIGNATURE

## Attachment 5

### USAF/RE, ARPC, OR NAF DIRECTED SUPPORT - SHORT TOUR

**A5.1.** This is a sample message used when requesting a short tour for RE, ARPC, or NAF directed support.

01 01 170005Z MAY 97 RR RR UUUU

MCX005

4 AF MCCLELLAN AFB CA//(HQ 4 AF directorate initiating support)//

47FS BARKSDALE AFB LA//CC//(directorate providing support)//

INFO 917WG BARKSDALE AFB LA//CC/FM/IM/(HQ directorate being supported)//

433 AW KELLY AFB TX//CC//

HQ AFRC ROBINS AFB GA//FMARB//

UNCLAS

SUBJ: RPA SPECIAL TOUR--1LT JOE W. GILLESPIE, 123-45-6789

1. REQUEST MBR BE AUTHORIZED RPA SPECIAL TOUR OF ACTIVE DUTY FOR PERIOD 2-20 MAY 95, 19 DAYS (TRAVEL DAY IS 1 MAY). LEAVE WILL NOT ACCRUE. MBR WILL BE SUPPORTING THE 4 AF STAFF ASSISTANCE VISIT (SAV) TO THE 433 AW AT KELLY AFB, TX. INTERNAL ACCOUNTABILITY IS HQ 4 AF/(HQ DIRECTORATE INITIATING SUPPORT/PHONE NUMBER).
2. INDIVIDUAL'S COMMANDER HAS CONCURRED WITH THE DUTY. ENSURE MBR MEETS DRESS STD (AFI 36-2903) AND WEIGHT STD (AFI 40-502). MBR WILL BE WEIGHED DURING IN-PROCESSING. MBR MUST BE IN COMPLIANCE OR BE ON THE WEIGHT MANAGEMENT PROGRAM. MBR WILL BE REQUIRED TO PRESENT DOCUMENTS STATING SATISFACTORY PROGRESS. FAILURE TO PRODUCE ADEQUATE DOCUMENTATION WILL RESULT IN MBR BEING RETURNED TO HOME STATION.
3. FOR ORDERS, PLEASE ENSURE TNG CAT CODE LB IS INSERTED IN AF FORM 938, ITEM 17, FOR HQ SUPPORT; AND ESP CODE 2J IS REFLECTED IN FUND CITE.
4. REPORTING INSTRUCTIONS: MBR WILL REPORT AT 0800, 2 MAY 95, (POC AT LOCATION BEING SUPPORTED), BLDG XXX, KELLY AFB TX, 78241-5552, DSN 000-0000. DELAY REPORT TIME TO NLT 1500 IF IT WILL AVOID SEPARATE TRAVEL DAY.
5. LODGING RESERVATIONS WILL BE MADE BY XXXX WHEN ARRIVAL TIME OF MBR IS KNOWN. THIS IS A HQ AFRC/FMAR COORDINATED MSG.

HQ USAF/RE; HQ ARPC/CC; OR NAF/CC SIGNATURE (AS APPROPRIATE)

## Attachment 6

### USING AN IMA FOR HQ SUPPORT - SHORT TOUR

**A6.1.** This is a sample message used when requesting a short tour for HQ support by an IMA.

01 01 170005Z JUN 97 RR RR UUUU

MCX005

HQ AFRC ROBINS AFB GA//(HQ AFRC directorate initiating support)//

MAJCOM OF IMA'S ASSIGNMENT//(directorate providing support)//

INFO HQ ARPC//CC//DRO//(HQ directorate being supported)//

UNCLAS

SUBJ: RPA SPECIAL TOUR--1LT JOE W. GILLESPIE, 123-45-6789

1. REQUEST MBR BE AUTHORIZED RPA SPECIAL TOUR OF ACTIVE DUTY FOR PERIOD 2-20 MAY 95, 19 DAYS (TRAVEL DAY IS 1 MAY). LEAVE WILL NOT ACCRUE. MBR WILL BE SUPPORTING INITIATIVES ON THE TOTAL QUALITY MANAGEMENT (TQM) TRAINING PROGRAM AT HQ AFRC/DOO. INTERNAL ACCOUNTABILITY IS AFRC/(HQ DIRECTORATE/PHONE NUMBER).
2. INDIVIDUAL'S COMMANDER HAS CONCURRED WITH THE DUTY. ENSURE MBR MEETS DRESS STD (AFI 36-2903) AND WEIGHT STD (AFI 40-502). MBR WILL BE WEIGHED DURING IN-PROCESSING. MBR MUST BE IN COMPLIANCE OR BE ON THE WEIGHT MANAGEMENT PROGRAM. MBR WILL BE REQUIRED TO PRESENT DOCUMENTS STATING SATISFACTORY PROGRESS. FAILURE TO PRODUCE ADEQUATE DOCUMENTATION WILL RESULT IN MBR BEING RETURNED TO HOME STATION.
3. A COPY OF THE APPROVED AF FORM 1289 IS ATTACHED. FOR ORDERS, PLEASE ENSURE TNG CAT CODE LB IS INSERTED IN AF FORM 938, ITEM 17, FOR HQ AFRC SUPPORT; AND ESP CODE 2J IS REFLECTED IN FUND CITE.
4. REPORTING INSTRUCTIONS: MBR WILL REPORT AT 0800, 2 MAY 95 TO HQ AFRC, BLDG 210, 951 RSPTS ORDERLY ROOM, ROBINS AFB GA, DSN 497-1117. PROCESSING IN AND OUT OF 951 RSPTS ORDERLY ROOM IS REQUIRED FOR EACH EXTENSION OF ORDERS. THIS IS A HQ AFRC/FMAR COORDINATED MSG.

DIRECTOR'S SIGNATURE