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Personnel

**PREPARATION AND USE OF RESERVE
MANAGEMENT PERIODS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 913 MSS/DPMP
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This instruction implements Air Force Policy Directive 36-80. It provides guidance on the voluntary use of Reserve Management Periods (RMPs) and the mandatory use of the 913 AW Form 9. It applies to all reserve personnel including Air Reserve Technicians (ARTs) stationed at Willow Grove Air Reserve Station.

1. Purpose. To accomplish readiness/training requirements that are four hours in duration. No more than one RMP can be accomplished in a twenty-four hour period. This cannot be combined with any other military duty. RMP's may be utilized to conduct training preparation, maintenance training support, unit administrative support and other related training activities that are not authorized to be accomplished during aircrew ground training periods.

2. Authorization. Unit commanders or their designated representatives will authorize on AF Form 40a all RMPs prior to the duty being performed and will include specific readiness/training requirement to be performed.

3. Preparation:

3.1. Use AF Form 40a to authorize and certify completion of the RMP performed.

3.1.1. Complete the AF Form 40a as you normally would for a reschedule. However, in section I, under the type of training block select "other" and type RMP. In section II "remarks" portion of the AF Form 40a type the location and the specific training and/or readiness duties to be performed.

3.2. Use the 913 AW Form 9, **RMP Transmittal**, to document the individual's name from the AF Form 40a.

4. Responsibilities:

4.1. Commanders will establish procedures which ensure RMP approval is completed in advance of the duty period being performed.

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

4.1.2. No member performs more than twenty-four RMPs per fiscal year.

4.2. Unit orderly rooms will establish procedures for timely processing and maintenance of the forms for this program.

4.2.1. The original and one copy of the certified AF Form 40a will be submitted with the 913 AW Form 9, to the 913 MSS/DPMPE (Career Enhancement) office for processing.

4.2.2. Maintain a copy of all records in the unit orderly room as per current guidance for other AF Form 40a's.

4.3. DPMPE will initiate procedures by tracking the number of RMPs used and ensure completed paperwork is submitted to FMFP for payment processing.

4.4. FMFP will ensure payment processing is completed in a timely manner.

5. Form Availability. The form is available in Banyan Vines for use with the FORMFLOW/PERFORM PRO program. It can also be obtained in hard copy form in the servicing Publications Distribution Office.

6. Forms Prescribed . 913 AW Form 9.

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Commander