

15 SEPTEMBER 1999



Personnel

READINESS MANAGEMENT PERIOD
POLICY GUIDANCE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Instruction implements AFD 36-80, *Reserve Training and Education* and establishes procedures and policy for performing Readiness Management Periods (RMP). This instruction applies to all personnel assigned to the 944th Fighter Wing.

SUMMARY OF REVISIONS

This revision incorporates text format changes, adds para **1.5.**, revises para **2.3.**, **2.4.**, **3.1.**, **3.3.**, **3.4.**, **3.7.**, and **Attachment 1**. A “[” indicates revised material since the last edition.

1. Definition of RMP:

- 1.1. An RMP differs from mandays in that an RMP period is for four hours of duty for pay and points only. No travel pay, per diem, or entitlements are authorized.
- 1.2. The performance of RMP is strictly voluntary. A reservist in any status: officer, enlisted, Air Reserve Technician (ART), or non-ART is eligible to perform an RMP.
- 1.3. An RMP is used to prepare for maintenance training, maintenance support, and unit administrative support within the member's Duty Air Force Specialty Code (DAFSC). An RMP cannot be used for training. See **Attachment 1** for a complete RMP use list.
- 1.4. Individuals exceeding 75 annual points for retirement in a Retirement/Retention year (R&R) receive pay only. Additional points are not allowed.
- 1.5. Individuals are authorized to perform no more than 24 RMPs during a fiscal year (FY).

2. Unit Responsibilities:

- 2.1. The Military Personnel Flight (MPF), Career Enhancement Office (944 MSS/DPMSC) is the Office of Primary Responsibility (OPR) for implementing wing RMP policy.

2.2. Unit Commanders or their designated representatives authorize an RMP in advance of duty performance and specify readiness/training preparation requirements to be performed.

2.3. Units input all AF Forms 40A's, *Record For Inactive Duty Training*, in the Unit Training Assembly Processing System (UTAPS). Members performing RMP's are required to sign in and out at their appropriate UTAPS station. Units forward the resulting UTAPS export lists to 944 FW/FM (Military Pay Section) and 944 MSS/DPMSC.

2.4. Units and 944 MSS/DPMSC track RMP's ensuring no individual performs more than 24 in a fiscal year (FY). Copies of the certified AF Form 40A are maintained until the end of the FY by the units.

3. RMP Procedures:

3.1. Prepare an individual computer generated AF Form 40A on each member for each RMP. An AF Form 40A is generated for each four hour RMP, i.e., a reservist working RMPs four consecutive days generates four AF Form 40A's. Only the computer generated form is accepted for administrative purposes. Units will maintain certified copies IAW AFMAN 37-139, *Records Disposition Schedule*.

3.2. An RMP is one (1) four-hour period, no more, no less. Unit commanders may extend an RMP beyond the normally scheduled four-hour period to meet mission needs. The extension of the RMP beyond the four-hour period does not entitle the member to any additional pay or points.

3.2.1. The Unit commander may waive the four-hour minimum in special cases, however, at least two hours must be performed.

3.3. Only one RMP is authorized per calendar day. No other type of inactive/active duty training is performed in conjunction with an RMP. An ART must perform an RMP before or after the normal duty day or the ART must be in an appropriate civilian leave status.

3.4. Specific duties being performed must be listed in the Training Location/Remarks block in Training Data, Section II of AF Form 40A (See [Attachment 1](#) for listing of RMP uses.) For an ART performing an RMP, a civilian timekeeper certification statement must also appear in this block.

3.5. An RMP cannot be used as a substitute for completion of FY statutory inactive duty training requirements.

3.6. Flying is not authorized during an RMP.

3.7. Units forward the UTAPS export lists of the completed AF Form 40A/RMPs to both 944 FW/FM for payment and point credit accounting and 944 MSS/DPMSC for quality control purposes.

CRAIG S. FERGUSON, Colonel, USAFR
Commander

Attachment 1

VALID RMP USES

A1.1. Preparing for Maintenance Training

A1.2. Preparing for OJT Classes

A1.3. Pre-Flight Aircraft (Crew Chief)

A1.4. Preparing for QAFA/ORI (Support, Paperwork, Continuity Books)

A1.5. Administrative Support (Catch up on filing, Paperwork, Orders, Letters, Awards, Etc.)

A1.6. Preparing Food List for Dining Facility

A1.7. Signing for Dining Facility Food Prior to UTA

A1.8. Pre-UTA Billeting Arrangements

A1.9. Pre-UTA Meetings

NOTE: When completing the Training Location/Remarks block in Training Data Section II of AF FORM 40A the key word is **preparing**, e.g., a reservist **prepares** for an UTA, **prepares** for training, **prepares** an engine for installation, **prepares** a jet for flight, or **prepares** for an inspection.

A1.10. A reservist working an RMP does not **conduct or receive** training.

A1.11. Questions regarding specific wording of duties being performed should be addressed to the 944 MSS/DPMSC, Career Enhancement section.

Attachment 2

SAMPLE AF FORM 40A

RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING				
<i>(Use to report days within the same month)</i>				
PRIVACY ACT STATEMENT				
AUTHORITY: 10 U.S.C., Section 12732.				
PRINCIPAL PURPOSES: To record Reserve Member's inactive duty training for payment, and/or points for years of service credit, and determining fulfillment of requirements for retention in Ready Reserve.				
ROUTINE USES: Information may be disclosed to individuals' employers to verify military duty.				
DISCLOSURE IS VOLUNTARY: Failure to provide the information, including the SSN, could result in the improper recording of training and retirement credits, thus adversely affecting retirement actions.				
I. PERSONAL/PAY DATA (Type or print clearly in ink)				
RANK SSGT	NAME (Last, First, MI) SMITH, JOHN Q.	HOME MAILING ADDRESS 11267 RANDOM ROAD ANYTOWN, AZ 85999-9999	<input type="checkbox"/> CHECK IF NEW	
SSN 000-00-0000	RPO (MMA) UNIT (Only Reservists) 944 LSS			
PAY STATUS (MUST use separate form for pay and non-pay. Non-pay (DTs - submission to ARPC/DPK applies to IMAs Only.)		INCENTIVE/SPECIALTY PAY		
<input checked="" type="checkbox"/> PAY		Aviation Career Incentive Pay (ACIP)		
<input type="checkbox"/> NON-PAY		Reservist Duty Incentive Pay (RDIP) (Provide authorizing documents)		
		Other (Specify)		
TYPE OF TRAINING				
TRAINING PERIOD		EQUIVALENT TRAINING		<input checked="" type="checkbox"/> Other (Specify) RMP
RETENTION/RETIREMENT (R/R) DATE				
II. TRAINING DATA (List each day of training separately)				
DATE YYMMDD	DUTY HOURS WORKED (Inclusive)	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATION/REMARKS
2000105	1600-2000	4	1	PREPARING FOR UPCOMING DEPLOYMENT
4		TOTAL NUMBER OF HOURS WORKED		1
				TOTAL NUMBER OF POINTS
III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE (Required for lodging only and shall not exceed the number of training days. Complete and return to reservist prior to the reservist reporting for scheduled training.)				
See AFI 34-246, Air Force Lodging Program, and AFI 34-401, Food Service Management. Reservists on Inactive Duty Training (IDT) are authorized to occupy VOQ/VAQ, including contract quarters, in conjunction with the date(s) shown above. On an IDT day, only enlisted reservists in pay status are authorized subsistence-in-kind if training is 8 hours or more in any 1 day, if the duty is less than 8 hours or is non-pay status, or if the reservist is an officer, the reservist MUST pay the full food charge. The Authorizing Official is the commander of the assigned unit or a representative designated IN WRITING.				
AUTHORIZING OFFICIAL'S SIGNATURE AND TITLE		LODGING AUTHORIZED	DATE (Must be same or prior to first date of training)	SUBSISTENCE AUTHORIZED
GEORGE X. JONES, COMMANDER		YES <input checked="" type="checkbox"/> NO	19991220	YES <input checked="" type="checkbox"/> NO
IV. CERTIFICATION (Certifying official is the military member or civilian who supervised the training and has knowledge it was performed.)				
The penalty for willfully making false claims is: A maximum fine of \$10,000 or maximum imprisonment of 5 years (18 U.S.C., Section 2871). By signing and dating this form, the Reservist and Certifying Official (training supervisor who has knowledge training was performed) verify satisfactory completion of all training period(s) listed in Section II. The dates must be on or after the last date of training.				
RESERVIST'S NAME & PHONE NO. (Type or Print legibly in ink)		RESERVIST'S SIGNATURE (In Ink)		DATE
JOHN Q. SMITH, 6-9999				20000105
CERTIFYING OFFICIAL'S NAME/GRADE/PHONE (Type or Print legibly in ink)		OFFICIAL'S SIGNATURE (In Ink)		DATE
JANE V. DAVIS, MSGT, 6-9996				20000105
V. DISTRIBUTION				
The Certifying Official will send copy 1 to member's Reserve Pay Office (RPO) for Paid IDTs, HQ ARPC/DPK (IMAs and IRRs only) 6760 E Irvington Pl, Denver CO 80280, for Non-Paid IDTs not later than 2 days for unit members and 30 days for IMAs and IRRs after the member completes the training. One copy each to supervisor, member, and lodging.				