



## DCMA Manual 4202-06

### Joint Reserve Force Planning and Execution Process

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**Purpose:** This Manual, in accordance with the authority in DoD Directive 5105.64, provides and defines procedures for planning, revalidation, allocation, and execution of DCMA Joint Reserve Force requirements in support of the Agency's mission.

## TABLE OF CONTENTS

<b>SECTION 1: GENERAL ISSUANCE INFORMATION</b> .....	4
1.1. Applicability.....	4
1.2. Policy .....	4
<b>SECTION 2: RESPONSIBILITIES</b> .....	5
2.1. Director. ....	5
2.2. Deputy Director.....	5
2.3. Mobilization Assistant to the Director.....	5
2.4. Component Heads, Commanders/Directors .....	5
2.5. Director, Military Personnel Office.....	6
2.6. Commander, Army Reserve Element.....	6
2.7. Commander, Navy Reserve Units .....	7
2.8. Joint Reserve Leaders.....	7
2.9. Functional Account Managers.....	7
2.10. Reserve Members.....	7
<b>SECTION 3: PLANNING, REVALIDATION, ALLOCATION, AND EXECUTION PROCESS</b> .....	9
3.1. Overview .....	9
3.2. Planning Phase .....	9
3.3. Revalidation Phase .....	10
3.4. Allocation Phase.....	11
3.5. Execution Phase .....	11
<b>SECTION 4: ARMY RESERVE</b> .....	13
4.1. Overview .....	13
4.2. Planning Phase .....	13
4.3. Revalidation Phase .....	13
4.4. Allocation Phase.....	14
4.5. Execution Phase .....	15
<b>SECTION 5: NAVY RESERVE</b> .....	16
5.1. Overview .....	16
5.2. Planning Phase .....	16
5.3. Revalidation Phase .....	17
5.4. Allocation Phase.....	17
5.5. Execution Phase .....	17
<b>SECTION 6: AIR FORCE RESERVE</b> .....	18
6.1. Overview .....	18
6.2. Planning Phase .....	18
6.3. Revalidation Phase .....	18
6.4. Allocation Phase.....	18
6.5. Execution Phase .....	19
<b>GLOSSARY</b>	
G.1. Definitions .....	20
G.2. Acronyms .....	21

**REFERENCES**.....23

**TABLES**

Table 1. Representation of the Planning, Revalidation, Allocation and Execution Cycle.....9

## **SECTION 1: GENERAL ISSUANCE INFORMATION**

**1.1. APPLICABILITY.** This Manual applies to all DCMA Joint Reserve Force (JRF) operations unless applicable laws, DoD Instructions, Service regulations, policy, guidance, or Memoranda of Agreement/Understanding take precedence.

**1.2. POLICY.** It is DCMA policy to equitably and judiciously assign DCMA's JRF, utilizing each individual reservist's military specialty, unique skillsets, training, and talents in support of the Agency's highest priority support requirements. The process of identifying and validating Agency priority support requirements and assigning best-fit reservists is complex and requires involvement by Component Heads and Commanders, JRF Leaders, and Military Personnel Office.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. DIRECTOR.** The Director will:

- a. Oversee the Agency's JRF program to ensure accountability and transparency of Service provided resources and compliance with appropriate DoD and Service regulations.
- b. Provide annual guidance on priorities for reserve force manpower support utilization no later than end of Fiscal Year (FY) Third Quarter. This guidance will shape FY+1 reserve resource allocation and execution.

### **2.2. DEPUTY DIRECTOR.** The Deputy Director will:

- a. Provide final approval of requirements priorities through the Agency Workload and Resource (WAR) Room process.
- b. Serve as approval authority for any new requests for allocations from the Agency's Military Personnel Appropriations (MPA) management through the WAR Room process.
- c. Serve as approval authority for adjustments to MPA mission requirements through the WAR Room process.

### **2.3. MOBILIZATION ASSISTANT TO THE DIRECTOR.** The Mobilization Assistant to the Director will:

- a. Assist the Director with oversight of the JRF program. Implement Director intent, vision, and priorities by providing strategic and operational direction for the JRF.
- b. Advise the Director, Components Heads, and Commanders/Directors on JRF capabilities to meet DCMA mission requirements.
- c. Interface with Army, Navy, and Air Force Reserve Service leadership on mission requirements, and advocate for reserve support allocations and funding resources for DCMA as required.
- d. Provide oversight of and guidance to the JRF Annual Execution Plan to ensure the plan meets Director's priorities and expectations.

### **2.4. COMPONENT HEADS, COMMANDERS/DIRECTORS.** The Component Heads and Commanders/Directors must:

- a. Develop, consolidate, prioritize, and maintain reserve support requirements to provide input for use in the development of the JRF Long Range Plan (LRP), Interim Plan (IP), and Annual Execution Plan (AEP).

- b. Manage the execution of allocated reserve resources in accordance with (IAW) JRF AEP, coordinating with Contract Management Office (CMO) Commanders, as applicable.
- c. Conduct a cost analysis for all non-local support requirements for more than 30 days in duration.
- d. Coordinate with the Military Personnel Office for use of centralized funding in support of per diem and travel for all reservists.

**2.5. DIRECTOR, MILITARY PERSONNEL OFFICE.** The Director, Military Personnel Office will:

- a. Be the principal advisor to the Commanders and Directors in the management, utilization, and development of assigned reservists.
- b. Request and manage supplemental funding received from the Services for orders, travel and per diem.
- c. Manage the centralized reserve travel budget and provide detailed updates at the Agency WAR financial budget execution brief during the first month of each quarter.
- d. Maintain Agency priority categories by military specialty as approved by the Director or Deputy Director.
- e. Initiate the requirements identification, collection, and approval process in order to finalize the Agency's LRP.
- f. Serve as the central consolidation point for responses to data calls, program objective memorandum (POM) funding submissions to the Services, formal tasking, senior-level briefing materials, and historical JRF requirements and allocation records.
- g. Be responsible for the timely approval of JRF order requests in the Services' systems prior to services' established processing suspenses.
- h. Retain approved Region and Agency LRPs, IPs, AEPs, and Service submission documents utilizing current "system of record" for a minimum of 5 years.

**2.6. COMMANDER, ARMY RESERVE ELEMENT.** The Commander, Army Reserve Element (ARE) must:

- a. Ensure assigned members remain mobilization ready.
- b. Request, utilize, and manage Service allocations IAW the JRF AEP.
- c. Assist in the identification of qualified and available members to fill allocations IAW JRF AEP.

- d. Provide approval for all ARE tours in support of DCMA activities.

**2.7. COMMANDER, NAVY RESERVE UNITS.** The Commander, Navy Reserve Unit must:

- a. Ensure each member of their unit is mobilization ready; ensure unit remains mobilization ready.
- b. Request and utilize Service allocations IAW JRF AEP.
- c. Assist in the identification of qualified and available members to fill allocations IAW JRF AEP.

**2.8. JOINT RESERVE LEADER.** The Joint Reserve Leader (JRL) will:

- a. Support Component Heads and Commanders/Directors in the identification, collection, and prioritization of Region requirements for reserve manpower support.
- b. Identify and recruit qualified and available reservists, within their assigned organization, to support Agency priority requirements identified in the JRF AEP.

**2.9. FUNCTIONAL ACCOUNT MANAGER (FAM).** The FAM will:

- a. Administer the Air Force (AF) MPA Program IAW AF Instruction (AFI) 36-2619, “Military Personnel Appropriation Manday Program.”
- b. Input and submit approved prioritized requirements to the Military Personnel Office via the Manpower MPA Manday Management System (M4S).
- c. Validate requirements and provide annual estimated travel costs.
- d. Ensure allocated MPA mandays are only used for the specified requirements and orders are curtailed when requirements no longer exist.
- e. Be responsible for the timely processing of assigned JRF order requests in the Air Force system (M4S) prior to suspense dates.
- f. Receive initial MPA training from AF/AF Manpower, Organization, and Resources Division (A1M) IAW AFI 36-2619 prior to assuming role.

**2.10. RESERVE MEMBERS.** The Reserve Member will:

- a. Maintain individual readiness and work to ensure tracking systems reflect current information IAW individual service requirements.
- b. Perform FY duty as required by their service and program.

- c. Report on their accomplishments after duty periods to their DCMA Chain of Command.
- d. Communicate any changes in schedule, ability to execute assigned orders, or other impediments to participation to the appropriate authorities.
- e. Comply with DCMA requirements applicable to reservists.



## SECTION 3: PLANNING, REVALIDATION, ALLOCATION, AND EXECUTION PROCESS

**3.1. OVERVIEW.** The purpose of the planning, revalidation, allocation, and execution (PRAE) process is to systematically identify, prioritize, approve, submit, allocate, and finally execute Service-provided reserve manpower in support of the Agency’s most critical capabilities. A complete PRAE process is executed in four distinct phases over a multi-year cycle. The phases in sequence are planning, revalidation, allocation, and execution. However, the Agency is also simultaneously operating in multiple phases during each FY as depicted in Table 1.

**Table 1. Representation of PRAE Cycle**

PH I-Planning	FY21	FY22	FY23
PH II-Revalidation	FY20/FY19	FY21/FY20	FY22/FY21
PH III-Allocation	FY19	FY20	FY21
PH IV-Execution	FY18	FY19	FY20

**3.2. PLANNING PHASE.** The purpose of this phase is to identify, prioritize, and submit requirements for reserve support manpower in future FYs. The planning phase is focused on 3 years out requirements (FY+3). This phase begins with the annual request by the Military Personnel Office for CMOs to submit their consolidated reserve support requirements and ends when the Agency has an approved Reserve LRP.

a. On or about 1 March each year, the Military Personnel Office will formally task the Directorate/Regions through their LNOs to identify, collect, consolidate, and prioritize FY+3 joint reserve support requirements for their Directorate or Region.

b. JRLs will receive the consolidated list from the Directorate/Region LNO and coordinate with their assigned Commanders/Directors to identify each Service's unique requirements for FY+3.

c. JRLs will provide their Commanders/Directors a prioritized consolidated list for review, and approval. Once approved, the LRP must be submitted to the Military Personnel Office no later than 31 March annually.

d. Prior to submission, Commanders/Directors will carefully review their LRP to identify the correct Service to provide the requested support and the maximum number of days required. In addition, they will determine and submit their estimated DCMA funded temporary duty (TDY) travel expenses.

e. The Military Personnel Office will consolidate the submitted LRPs and review for compliance with Agency and Service specific priorities. DCMA's Military Personnel Office will identify and discuss any discrepancies identified between what the field has submitted as their LRP and the Services' priorities, and provide a copy of the LRPs to the JRLs prior to submitting the Agency consolidated LRP to the Deputy Director for review.

f. DCMA's Military Personnel Office will schedule the Agency's Reserve LRP for discussion with the JRL and Commanders/Directors to the Agency Deputy Director no later than the May WAR Room.

g. Following an endorsement by the WAR Room, DCMA'S Military Personnel Office will make any final adjustments to the LRP and submit the document for the final approval by the Director. The Military Personnel Office will provide the Component Heads, Commanders, Directors and JRF Leadership with the approved consolidated Agency LRP.

h. The Military Personnel Office will generate the AF POM submittal from the approved Agency LRP to AF A1M annually in December.

**3.3. REVALIDATION PHASE.** The purpose of this phase is to revalidate and update the LRP based on any mission, priority, or resourcing changes during the previous 12 months. The Revalidation Phase is focused on 2 years out requirements (FY+2) and 1 year out requirements (FY+1). This phase also begins with the annual request by the Military Personnel Office for the Components Heads and Commanders/Directors to submit their updated reserve support requirements and ends when the Agency has an approved Reserve IP. Similar to the previous phase, the Agency IP will be the basis for reserve support requested from both the Army and Navy.

a. On or about 1 March, the Military Personnel Office will formally task the Component Heads and Commanders/Directors to revalidate the joint reserve support requirements listed on the approved Agency LRP for their Directorate or Region.

b. JRLs will coordinate with their assigned subordinate Commanders/Directors to determine if the workload and level of support identified in the LRP remains valid and to identify any newly identified requirements.

c. Component Heads and Commanders/Directors will revalidate LRP requirements, re-prioritize (if necessary), and approve any newly identified requirements. Once approved, the IP will be submitted to the Military Personnel Office no later than 31 March annually.

d. Prior to submission, Component Heads and Commanders/Directors should adjust the estimated DCMA funded TDY expenses based on any changes or additions to the IP.

e. The Military Personnel Office will consolidate the Directorate/Region IP and review changes and additions for compliance to Agency and Service specific priorities. The Military Personnel Office will discuss any issues with the proposed IP with the Directorate/Region prior to submitting the Agency consolidated IP to the Deputy Director for review.

f. The Military Personnel Office will schedule the Agency's Reserve IP for discussion by exception to the Agency Deputy Director no later than the May WAR Room. The goal is to gain Deputy Director concurrence of the revalidated list during this meeting.

g. Based on the outcome of the WAR Room deliberations, the Military Personnel Office will make final adjustments to the Agency IP and submit the document for the final approval by the Deputy Director. The Military Personnel Office will provide the Commanders/Directors, and JRF Senior Leadership with the approved consolidated Agency IP.

h. Requests for funding from the Army and Navy to support DCMA requirements take place during this phase. The Military Personnel Office will generate the Army and Navy specific POM submittal from the approved Agency IP annually. The Military Personnel Office will review and update the AF POM submission if required.

**3.4. ALLOCATION PHASE.** The purpose of this phase is to allocate all Service provided reserve manpower days in preparation for the upcoming FY. The Allocation Phase is short and focused on 1 year out requirements (FY+1). This phase begins annually between June and September when the Agency should receive both core mission and unique mission allocation from the Service. Specifically:

a. Annually in late July/early August, the Military Personnel Office will host an in-person Reserve Annual Execution Plan Workshop. At a minimum, the workshop will include representatives from the Military Personnel Office, Directorates, Operational Units, and JRF Senior Leaders. The purpose of the workshop will be to finalize the Agency's JRF AEP.

b. The Military Personnel Office should distribute the FY of execution general allocation for core mission support IAW with the approved Agency requirements.

c. The AEP will contain at a minimum: unit, location, capability supported, specific mission requirement, number of reserve manpower days, and military specialty required. Directorates and Operational Units will provide the service member name and dates to complete the AEP.

d. The Military Personnel Office will provide the AEP to the Directorates no later than (NLT) 15 September each year. This will allow for the final planning and administrative processing of required paperwork to facilitate use beginning early in first quarter.

e. FAMs will input approved prioritized AF requirements via the M4S.

f. The Military Personnel Office will review the core mission support biennially (every 2 years) and propose any adjustment with rationale to the Agency WAR Room for action. The review must be complete and any adjustments made by June of even numbered years. The Agency Deputy Director is the approval authority for proposed adjustments to the allocation percentages.

**3.5. EXECUTION PHASE.** The purpose of this phase is to execute all of the Service provided reserve manpower days in support of the Agency's core missions. This phase is solely focused on current FY requirements. This phase begins on 1 October annually and includes the timely processing of orders, travel, access, and any other Agency support to assist the reservists in accomplishing their assigned missions. This phase ends on 30 September or when all reserve manpower days have been used.

a. Directorates and Operational Units, through their appointed FAM, are responsible for the timely submittal of the Request for Orders and Fund Cite Letter. All funding requests shall be tied back to the AEP. The AEP will include funding for all non-local Inactive Duty Training (IDT) and Travel, Active Duty for Training (ADT), Active Duty for Special Work (ADSW), Active Duty for Operational Support (ADOS); contingency operation (CO)-ADOS/Operational Support-ADOS) and Individual Mobilization Augmentee (IMA) support requests.

b. Directorates and Operational Units will provide an update on the status of the AEP monthly during the Agency WAR Room.

c. In addition, requests to change any of the Agency's MPA requirements will be reviewed during the monthly Agency WAR Room, with the exception of critical, time-sensitive emergent requirements, which necessitates out of cycle approval by DCMA Director or designated official and will be briefed at the next WAR Room.

d. Adjustments to the AEP in this phase, can be approved by the Commanders/Directors during the WAR room in coordination with the Military Personnel Office.

e. The Military Personnel Office will conduct a mid-year review with Commanders/Directors annually in February. The focus of the review should be execution, allotment for any unused management reserve, potential additional mid-year requests back to Service, and mid-year drops of Service mandays. Use of management reserve mandays must be transparent to all stakeholders.

f. The Military Personnel Office will communicate results of mid-year review to the commanders and brief updates to the following WAR Room.

g. Any request to modify the planned and approved utilization of JRF support must be routed to the cognizant commander/director for action.

## SECTION 4: ARMY RESERVE

**4.1. OVERVIEW.** The purpose of this section is to outline the reserve manpower policies and procedures that are unique to Army Reservist and/or their assignments to DCMA. The following information is important to understand to support the PRAE process outlined in Section 3.

a. The United States Army Reserve (USAR) has two duty status configurations assigned to DCMA: the ARE; and the IMA.

(1) The ARE is a traditional Army unit with a formal chain of command, organizational structure, and hierarchical readiness reporting requirement. The ARE is assigned to the Army Reserve Sustainment Command (ARSC), a 1-star USAR Command. DCMA has Operational Control of the ARE. ARE Soldiers are authorized 14 days of Annual Training (AT) and 48 IDT periods per FY. A substantial portion of the ARE's IDT is used for Soldier readiness such as medical, dental, physical fitness testing, weapons qualification and other mandatory training.

(2) Soldiers who are IMAs are assigned directly to DCMA. IMAs are authorized 12 days of AT and 48 days IDT per FY. IAW current U.S. Army Human Resources Command Guidance, no exception to policy beyond 12 days AT will be considered.

b. ARE Soldiers may request up to an additional 15 AT days per FY in support of any critical DCMA mission. AT is not a restricted fund code and does not have to align with members' Military Occupational Specialty (MOS) or duty description.

c. ARE Soldiers that are members of the Army Acquisition Corps are eligible to request Army Defense Acquisition Workforce Development Funding (DAWDF), formally known as 852 fund code tours. Only Program Management (MOS 51A), Contracting (MOS 51C), and Acquisition Immaterial (MOS 51Z) are eligible for DAWDF tours. The tours are typically 6 to 12 months in length and should begin and conclude within the same FY. Duty requirements are strictly limited to Defense Acquisition Workforce Improvement Act (DAWIA) requirements certification.

d. The Military Personnel Office Army Program Manager will ensure all DCMA Commanders/Directors are provided current Army G3 support requirement guidelines to increase funding probability.

**4.2. PLANNING PHASE.** No additional Army Reserve unique requirements during this phase.

**4.3. REVALIDATION PHASE.** In addition to the general process outlined in Section 3, the following aspects are unique to the Army Program:

a. The IP should separately reflect the number of Soldiers requiring additional AT days and number of DAWDF-funded tours and proposed duration.

b. The IP serves as the basis for the DCMA Army POM submission. The Military Personnel Office provides the approved IP for FY+2 requirements to the ARE Commander NLT 1 August each year for submission to Army Reserve Support Command by 1 September.

c. The Military Personnel Office Army Program Manager will submit the IP to the Army G3 annually in February for Contingency Operation-Active Duty for Operational Support (ADOS) and April for ADOS.

**4.4. ALLOCATION PHASE.** In addition to the general process outlined in Section 3, the following aspects are unique to the Army Program:

a. Each March, the ARE utilizes the IP requirements to prepare a Mission Training Brief (MTB) for the ARSC G-3. The ARE MTB is conducted in the April/ May timeframe. Final additional AT and DAWDF funding approval will be provided by the ARSC to The Military Personnel Office prior to the JRF AEP Workshop.

b. DAWDF tours are normally conducted in the local geographical area where the Soldier is assigned, therefore no travel or per diem is authorized. DCMA is responsible for travel and per diem if the DAWDF tour location is outside the Soldier's local commuting distance.

c. If additional AT requirements are identified after the MTB, a 60-day lead time is required for ARSC approval. The DCMA activity must make the request for additional AT days on a memorandum to the DCMA-ARE Commander for submission through the ARSC chain of command approval.

d. If additional DAWDF requirements are identified after the MTB, a 120-day lead time is required for ARSC approval.

e. Prior to submission of a DAWDF funded request, the activity should verify the following:

(1) The mission is Army related.

(2) The mission description strictly supports acquisition related duties leading to DAWIA requirements certification.

(3) DCMA will provide funding for travel and per diem if the duty location is outside the local commuting area.

(4) Ensure workspace, automation and system requirements are available to the Soldier.

f. The requesting Commander/Director or Executive Assistant will submit USAR DAWDF tour request packages.

g. If the emergent DAWDF funded requirement is validated by the WAR Room, a Memorandum of Support is routed through the DCMA Deputy Director or Mobilization Assistant, and the DCMA-ARE Commander to the ARSC Commander for a determination in support of an emergent DAWDF funded requirement to the WAR Room for approval.

h. The Military Personnel Office Army Program Manager secures the required documentation and through coordination with G3 enters ADOS requirements into the Army Tour of Duty (TOD) system. Army G3/5/7 will approve/disapprove the requirement to be posted in the Army's mobilization site making it active and visible to Soldiers. Tours are usually approved 60 days prior to commencement.

**4.5. EXECUTION PHASE.** In addition to the general process outlined in Section 3, the following aspects are unique to the Army Program:

a. ARE final approved and funded requirements are usually published in September of the year prior to execution.

b. The Military Personnel Office Army Program Manager will enter the IMA ADOS Soldiers by name into Army TOD site. Next, Soldiers must follow TOD instructions. Upon approval by Army, G-3/5/7 will electronically process the Soldier against the requirement pushing it through the internal Army process starting on the Non-classified Internet Protocol Router Network, and then moving onto the Secret Internet Protocol Router Network for final approvals. The Army program manager will follow the steps on both networks and ensure coordination. Orders will normally be approved/disapproved by the Army G3 in August prior to FY commencement and be published to the Soldiers' records in the Interactive Personnel Electronic Records Management System.

c. Soldiers may utilize a variety of funding types to accomplish the mission. If travel or per diem is required, members will submit a Fund Cite Letter to the Military Personnel Office Funds Certifying Officer (FCO) no later than 30 days prior to the orders start date.

## SECTION 5: NAVY RESERVE

**5.1. OVERVIEW.** The purpose of this section is to outline the reserve manpower policies and procedures that are unique to Navy Reservists and/or their assignments to DCMA. The following information is important to understand to support the PRAE process outlined in Section 3.

a. DCMA's Navy reserve manpower consists of five traditional units. Each reserve unit is assigned to either a Region, CMO, or to Headquarters. All officers are Supply Corps Officers, with the vast majority being credentialed contracting, auditing, or project management professionals. All enlisted members are logistics non-commissioned officers.

b. Navy Reserve unit members are authorized 14 days of AT and 48 IDT drill periods per FY. The primary mission during IDT drill periods is to complete individual and unit requirements that will increase mobilization readiness; secondarily, IDT periods will be used to provide CMO mission support. AT will normally be used to support the assigned CMO, but may be used to fill Agency emergent requirements or DoD and Navy schools or courses required for professional development.

c. Navy Reserve members are authorized to do Exceptional-AT (E-AT) up to 29 days per FY when funding is available. Commander, Navy Reserve Forces Command manages E-AT funding and generally authorizes additional days during the first two quarters.

d. ADT funded tours are typically 30 days or less in duration and are fully funded by the service.

e. ADSW funded tours are typically 45 days or more in duration. If DCMA requires the Sailor to work at a different location than assigned unit location, the Agency will be responsible for travel and per diem expenses.

f. Commanders can request any Navy support regardless of specialty or rate. DCMA has the ability to request Navy Reservists not assigned to DCMA by contacting the Military Personnel Office Navy Operational Support Officer (OSO).

**5.2. PLANNING PHASE.** In addition to the general process outlined in Section 3, the following aspects are unique to the Navy Program:

a. Annually, in August, the Navy OSO will draft an Operational Support Plan (OSPLAN) for FY+1 and submit to Commander, Navy Installations Command (CNIC) as a request for funding based on validated Agency requirements included in the JRF AEP.

(1) The OSPLAN includes AT, IDT, and ADT planned requirements and acts as a budget request from DCMA to the Navy.

(2) The OSPLAN budget is directed by Navy guidance released annually in mid-July.



(3) In addition to submitting the OSPLAN to CNIC, the OSO will create group orders in the Navy Reserve Orders Writing System (NROWS). Members must submit a DCMA Director of Reserves Request for Orders (DR-2) for specific individual orders.

(4) The annual funds allocated by CNIC are not tied to specific IDT or ADT requirements and are used at the discretion of the Military Personnel Office Navy OSO.

b. Component Heads and Commanders can request unplanned and unfunded emergent requirements throughout the FY. Funding is not guaranteed.

**5.3. REVALIDATION PHASE.** In addition to the general process outlined in Section 3, the IP will serve as the basis for the DCMA Navy FY+1 ADSW Data Call. The Navy OSO will submit the FY+1 ADSW Data Call to CNIC on or about 10 May.

**5.4. ALLOCATION PHASE.** In addition to the general process outlined in Section 3, the following aspects are unique to the Navy Program:

a. CNIC releases funds for FY+1 first quarter only in mid-September of each year .

(1) Navy Reserve members cannot commence orders on the first day of the FY, unless they are in receipt of pre-approved ADSW orders.

(2) Navy funds for IDT and ADT are normally released 2 weeks prior to the start of the next quarter.

b. The Military Personnel Office will allocate Navy funds by the 15<sup>th</sup> of the second month in the quarter, or the funds will be at risk of reprogramming by CNIC.

c. Funds will be allocated based on the approved JRF AEP.

**5.5. EXECUTION PHASE.** In addition to the general process outlined in Section 3, the following aspects are unique to the Navy Program:

a. It is the member's responsibility to ensure all orders are created in NROWS and are approved by the unit, forwarded to the servicing Naval Operations Support Center (NOSC) in a timely manner in order for the Military Personnel Office Navy OSO to fund.

b. Sailors will submit all travel and per diem requests via a Fund Cite Letter to the Military Personnel Office FCO 30 days prior to the start of orders for IDT non-pay orders or ADSW orders.

## SECTION 6: AIR FORCE RESERVE

**6.1. OVERVIEW.** The purpose of this section is to outline the reserve manpower procedures that are unique to Air Force Reservists and/or their assignments to DCMA. The following information is important to understand to support the PRAE process outlined in Section 3.

a. DCMA's AF reserve manpower consists solely of IMAs as governed by AFI 36-2629, "Individual Mobilization Augmentee Management."

b. The IMA program provides for 12 days of AT and 24 IDT drill periods per FY for each service member. These training days can be used individually or combined by the member to support accomplishment of a CMO's mission.

c. The AF MPA program provides a vehicle for obtaining additional AF mandays. The AF MPA program is governed by AFI 36-2619 and centrally managed by AF/A1M. MPA will be primarily used for core DCMA mission tasks.

d. Prior to 15 August, an AF IMA must have an approved plan to use all AT/IDT days before receiving MPA days.

e. Directorates, Unit JRLs and LNOs are the single focal point for reviewing all AF IMA related paperwork for accuracy and completeness prior to submittal through the approval process.

f. AF Manday Management Officer (MMO) is assigned to the Military Personnel Office and serves as the Manday Program Manager. The MMO is the primary point of contact for all AF manday data calls and is responsible for the timely approval of AF requests for orders submitted in Service systems.

**6.2. PLANNING PHASE.** In addition to the general process outlined in Section 3, the Agency LRP will serve as the basis for the AF unique manpower requirements.

**6.3. REVALIDATION PHASE.** In addition to the general process outlined in Section 3, in August of each year, the Military Personnel Office FCO will submit an estimated travel cost plan generated from the IP to DCMA Financial Business Directorate and submit supporting reimbursable Military Interdepartmental Purchase Request to AF Reserve Personnel Command.

**6.4. ALLOCATION PHASE.** In addition to the general process outlined in Section 3, the following aspects are unique to the AF IMA Program:

a. Component Heads and Commanders will give priority to core mission requirements specified as supported by AF/A1M.

b. Use of MPA mandays for non-core mission requirements that have not been previously approved will require pre-approval from AF/A1M before allocation (for example, use of MPA mandays to support IT, protocol or staff work).

**6.5. EXECUTION PHASE.** In addition to the general process outlined in Section 3, members will submit all travel and per diem requests on a Fund Cite Letter to the Military Personnel Office FCO 14 days prior to the start of order.

a. Reserve Members must concurrently submit an AF IMT 49, “Application for MPA MAN-DAY Tour,” and Fund Cite Letter (for non-local tours) package to their JRL and supervisor.

b. JRL reviews submission, matches to the AEP and makes adjustments or suggestions as necessary.

c. JRL submits the package to the supported CMO Commander/Director for concurrence.

d. Supported CMO Commander/Director, concurs and routes the package to the Region LNO.

e. The LNO forwards to the Military Personnel Office FAM who inputs the request in the M4S system within 5 business days of receipt. If the orders are disapproved the reason for the disapproval will be forwarded to the member and JRL.

f. The FAM will send the M4S number to the Reservist and JRL along with the tour start and end dates. Once the Reservist receives the M4S number, they will request orders through the Air Force Reserve Orders Writing System (AROWS-R) system IAW The Guide for Individual Reservists and The Travel Companion for Individual Reservists (located on the Resource Page). For non-local tours, the Reservist will email the Fund Cite Letter to [arows@us.af.mil](mailto:arows@us.af.mil) immediately after they request orders.

g. The Reservist will comply with orders published through AROWS-R. Non-local orders will specify settlement through the Reserve Travel System(RTS), which necessitates submitting a travel authorization and filing a voucher through the Defense Travel System (DTS). The Travel Companion for Individual Reservists covers this topic in more detail (located on the Resource Page).

h. The Reservist will notify their FAM if there are any changes to their order dates or details to allow for proper accounting and full use of MPA days.

i. After duty completion, the Reservist will obtain orders certification and file any required travel vouchers. Once the voucher has been paid, the Reservist will forward the “Advice of Payment” to the appropriate Military Personnel Office contact.

## GLOSSARY

### G.1. DEFINITIONS.

**AIM.** Office symbol for the Air Force Manpower, Organization, and Resources Division, which resides within the office of the Air Force Deputy Chief of Staff for Manpower, Personnel and Services (AF/A1).

**Annual Execution Plan.** Captures all varieties of JRF manpower and supported requirements for current or pending fiscal year of execution. Developed during the Annual Execution Plan Workshop in the late July/early August timeframe, must contain at a minimum: CMO, location, capability supported, specific mission requirement, number of reserve manpower days, military specialty required, service member name, and dates. Utilizes revalidated FY+1 Interim Plan as its basis, along with assigned and specially allocated JRF resources. An Annual Execution Plan can exist at various levels, to include the Agency, Region, Directorate, CMO, etc.

**G-3/5/7.** Responsible for operations, including staff duties, exercise planning, training, operational requirements, combat development & tactical doctrine. Manages all information received by the Operations Center and transmits all official Army messages. Performs force tracking, risk management and force protection assessments. Consolidates information and prepares reports for higher headquarters. Synchronizes and battle tracks all Army assets within the Area of Responsibility (AOR).

**Interim Plan.** Consists of consolidated, prioritized JRF support requirements 1 to 2 years out (Current FY+1, Current FY+2) that have been revalidated and adjusted from prior year's Long Range Plan or Interim Plan. Developed during the Revalidation Phase (PH2), this document is a product of the annual data call by the Military Personnel Office that includes a request for FY+1 and FY+2 requirements. An Interim Plan can exist at various levels, to include the Agency, Region, Directorate, CMO, etc. The FY+1 Interim Plan serves as the basis for the Annual Execution Plan and for Army and Navy specific support requests.

**Long Range Plan.** Consists of consolidated, prioritized JRF support requirements 3 years out (Current FY+3). Developed during the Planning Phase (PH1), this document is a product of the annual data call by the Military Personnel Office that includes a request for FY+3 requirements. A Long Range Plan can exist at various levels, to include the Agency, Region, Directorate, CMO, etc. Serves as the basis for DCMA's AF POM submittal for MPA support.

**Operational Units.** For the purposes of this Manual, Operational Units are defined as the Regional Command, Contract Management Office, Tertiary CMO, or other operating unit within DCMA that has a Military Commander or Civilian Director, and where Reservists may be assigned.

## GLOSSARY

### G.2. ACRONYMS.

ADOS	Active Duty for Operational Support
ADSW	Active Duty for Special Work
ADT	Active Duty for Training
AEP	Annual Execution Plan
AF	Air Force
AFI	Air Force Instruction
ARE	Army Reserve Element
AROWS-R	Air Force Reserve Orders Writing System
ARSC	Army Reserve Sustainment Command
AT	Annual Training
CMO	Contract Management Office
CNIC	Commander, Navy Installations Command
DAWDF	Defense Acquisition Workforce Development Fund
DAWIA	Defense Acquisition Workforce Improvement Act
DTS	Defense Travel System
E-AT	Exceptional Annual Training
FAM	Functional Account Manager
FCO	Funds Certifying Officer
FY	Fiscal Year
IAW	In Accordance With
IDT	Inactive Duty Training
IMA	Individual Mobilization Augmentee
IP	Interim Plan
JRF	Joint Reserve Force
JRL	Joint Reserve Leader
LRP	Long Range Plan
MMO	Manday Management Officer
MOS	Military Occupational Specialty
MPA	Military Personnel Appropriations
MTB	Mission Training Brief
M4S	Manpower MPA Manday Management System
NLT	No Later Than

NROWS	Navy Reserve Order Writing System
OSPLAN	Operational Support Plan
OSO	Operational Support Officer
POM	Program Objective Memorandum
PRAE	Planning, Revalidation, Allocation, and Execution
RTS	Reserve Travel System
TDY	Temporary Duty
TOD	Tour of Duty
USAR	U.S. Army Reserve
WAR	Workload and Resource

## **REFERENCES**

- Air Force Instruction 36-2619, “Military Personnel Appropriation Manday Program,”  
July 18, 2014
- Air Force Instruction 36-2629, “Individual Mobilization Augmentee Management,”  
December 10, 2001
- Air Force - The Guide for Individual Reservists, Version 5.1, April 8, 2018
- AFRC HQ Reservist Readiness and Integration Organization (RIO) – “The Travel Companion  
for Individual Reservists,” updated March 13, 2018
- DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013