

MPA Man-Day Tour Checklist

- Have approval of active duty supervisor of unit of assignment
- Have current PHA on file with ARPC (*database is sent to RE*)
- Have all mandatory training completed or projected (*AT projected in WOTS and IDTs coordinated with AD supervisor/Detco*)
- Prepare an AF Fm 49 (Application for MPA Man-Day Tour) with a copy to RE Office with all required signatures
- Fax a copy of final orders (AF Fm 938) to the RE Office at (240) 857-9525
- Have a waiver request prior to tour start date for tours over 139 days (*see RE website*)
- Comply with military standards for dress and appearance

RESTRICTIONS:

- Members who have between 17 years 3 months and 20 years Total Active Federal Military Service (TAFMS) must sign a sanctuary waiver prior to tour start date that precludes them from claiming sanctuary during the tour. (*See RE website*)
- ARC members cannot be paid for an MPA tour and draw disability compensation pay at the same time.

NEED TO KNOW:

- Using unit pays all travel and per diem.
- Leave must be included in the number of days requested
- Substitution of annual tour and IDT requirements for MPA tour in support of contingency operations (real world; not exercises) must be approved in advance by Chief Meyer or Col Bearden **prior** to tour start date.