

APPLICATION FOR MPA MAN-DAY TOUR

AUTHORITY: 10 U.S.C. 672(d) and 8013; 44 U.S.C. 3101; and EO 9397 **PRINCIPAL PURPOSE:** To make application for MPA Man-day tours. **ROUTINE USES:** Information furnished may be disclosed to any DoD component, other Federal, state and local governmental agencies in the pursuit of their official duties. **DISCLOSURE IS VOLUNTARY:** Failure to provide the information will preclude the publishing of orders and member will not perform tour of duty. If marital status information is not disclosed, dependents will be denied the use of authorized facilities and services during period of duty by member.

I. PERSONAL INFORMATION (To be completed by Individual)

| | | | | | |
|------------------------------------|---------------------------------|---------------------------|--------------------------------|-----------------------------------|----|
| TO (Unit of Assignment) | | NAM (Last, First, MI) AND | | SSN | |
| CURRENT ADDRESS (Include ZIP Code) | | | HOME TELEPHONE (Inc area code) | NO. OF MAN-DAYS PERFORMED CURRENT | |
| | | | WORK TELEPHONE (DSN) | YEA | MP |
| MARITAL | | NAMES OF FAMILY | | | |
| <input type="checkbox"/> Married | <input type="checkbox"/> Single | | | | |

II. MPA TOUR INFORMATION

| | | | | | |
|---|--|--|---------------------------------|-------|--|
| MPA-TOUR-TITLE CODE (To be completed by MAJCOM/FOA/Single Mgr IMAs) | | DUTY | AFO (where payment made) | | |
| NO OF DAYS (Including travel) | | REPORT TO (Complete organization and address including ZIP code) | | | |
| INCLUSIVE (Including travel) | | | | | |
| TRAVEL (Will not commute tours only) (Check One) I understand the ticket will be sent to me with my orders. | | | | | |
| <input type="checkbox"/> I will travel by personal conveyance. I understand I will be paid for the mileage according to official distance tables at current rates. I further understand that the official travel time is determined by commercial air (Tours less than 90 days) and travel in excess of that is at personal risk. Note: Your reimbursement for mileage may be limited to the Government's cost for airfare. | | | | | |
| <input type="checkbox"/> I will travel by commercial air and request a ticket be obtained in my behalf. I wish to depart from/return to | | AIRPOR | I am available for travel after | HOURS | |
| NOTE: You will normally be scheduled to arrive and depart as nearly as possible to required reporting and departure times. Your pay and travel allowance will be based upon this schedule even though you may travel at other dates or times for personal convenience, whether by personal conveyance (private auto) or commercial air. If you want to vary your travel schedule for personal reasons, indicate your desired schedule in the remarks section. | | | | | |
| <input type="checkbox"/> I will arrange my own transportation thru the local SATO. | | | | | |

| | |
|------|--------------|
| DATE | SIGNATURE OF |
|------|--------------|

III. COMMAND INFORMATION (To be completed by commander or authorized representative where performing duty)

| | | | | |
|--|-----------------------------------|---|--|-------------------|
| Reporting/Departure Time (Complete only if mission requires specific times) | REPORT NLT - | REPORT NLT - DATE | DEPART NLT - TIME | DEPART NLT - DATE |
| ACTIVE DUTY | | Approval has been obtained from unit with which active duty is to be performed. Explain in remarks, tours with holidays and tours that do not conform with the local work week. | | |
| <input type="checkbox"/> Disapproved | <input type="checkbox"/> Approved | | | |
| THE INSTALLATION COMMANDER HAS DETERMINED THAT THE MEMBER'S HOME OR PLACE FROM WHICH ORDERED TO DUTY AND DUTY | | | | |
| <input type="checkbox"/> Are within the corporate limits of the same municipality. | | | | |
| <input type="checkbox"/> Are not within the same corporate limits and are not within commuting distance. | | | | |
| <input type="checkbox"/> Are not within the same corporate limits but are within commuting distance and the nature of duty | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> Does | <input type="checkbox"/> | <input type="checkbox"/> Does not prevent member from commuting. | |

| | | |
|-----|----------------------------------|----------|
| DAT | NAME, GRADE, AND (Type or Print) | SIGNATUR |
|-----|----------------------------------|----------|

IV. MAN-DAY MANAGER ACCOUNTABILITY

| | | |
|---|----------------------------|--------------------------------------|
| CHARGE MPA MANDAYS TO ACCOUNT | | (For MAJCOM/FOA/Single Manager use) |
| DAT | TITLE OF MAJCOM/SOA/SINGLE | SIGNATUR |
| WAIVE (If required, fill in when individual will exceed 139 days, when approved by HQ USAF/DPMRE. Example of authority: HQ USAF/DPMRE letter, 19950110) | | |
| <input type="checkbox"/> Approved (Give authority) | | <input type="checkbox"/> Disapproved |
| TRAVEL, TDY, AND PER DIEM FUND (Provided by using activity when applicable) | | |
| REMARKS (If more space is needed, continue on reverse and identify Item) | | |

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The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

Remarks Continued.