DEPARTMENT OF DEFENSE
PERSONNEL FORCE INNOVATION
8899 EAST 56th STREET
INDIANAPOLIS, IN 46249

[DoD Agency]

Thank you for your interest in collaborating with PFI. We appreciate the opportunity to assist you in finding a resource to fill your manpower need.

We want to ensure we are providing you with quality information so that you can continue to make informed and appropriate decisions while filling your employment needs. Please review the contents of this letter carefully. If you have any questions regarding information in this letter, please call (317) 212-2828, and we will be happy to answer them.

Purpose of PFI: Personnel Force Innovation is a program designed to fill operational needs within DoD Agencies by facilitating voluntary active duty tours of Reserve Component personnel from all Military Services. The need for supplication of the workforce must either stem from a *non-permanent human capital need* or *specialized workforce requirements*. Please take a moment to evaluate if your workforce requirement falls into one of those categories. If it does not, we encourage you to explore other sources for fulfilling your mission needs, such as civilian candidates or other appropriate resources.

Funding: PFI requires the DoD agency to fund the reimbursable tour with Working Capital Funds(WCF) or Foreign Military Sales (FMS)funds. This requirement is listed in the DoD Financial Management Regulation(FMR) Volume 2B Chapter 9. If an agency does not have WCF or FMS, we will be unable to assist. You can determine if your agency has WCF or FMS by contacting your finance specialist.

Tour Length: Agencies with enduring missions should keep in mind that Reservists may remain on ADOS-AC orders for only three years during a four year period (i.e. 1095 days out of 1460). The Agency will have the discretion of setting the length of the tour based on mission requirement. Agencies may re-advertise tours for a new candidate if their Reservist hits 1095 and their mission has not been completed. In addition, the authorizer of the tour must review the orders annually.

PFI Position Order Form: Attached is the PFI Position Order Form. This form will be used to create the position announcement or a by-name-request on the http://pfi.dod.mil website. Agencies should be as thorough and complete as possible when completing the form to ensure they receive quality applicants for their position. This form must be signed by an individual who is authorized to make hiring decisions within their organization and expend funds for that purpose. If the Agency intends to delegate the selection of candidates or other actions related to the position, the form should identify the individual who will be acting in that capacity in the "Agency Information"-"Primary Point of Contact" box. Agencies must provide a signed copy of this form, verifying their authorization to expend funds for each additional tour, whether they be tour extensions or new positions.

Agencies should ensure all key stakeholders within this process are aware of the guidelines and limitations outlined above. This will ensure transparency within the program and aid decision makers in their process. Please call us with any questions or concerns.

[Current as of August 2015]

Personnel Force Innovation (PFI)
Position Order Form

Phone: 317-212-2828/DSN:699
FAX: 317-212-0275
Email: dfas.indianapolis-in.zh.mbx.pfi@mail.mi

☐ New Position Request - Complete Blocks 1,2,4
☐ Initial By-Name Request - Complete Blocks 1,2,3
☐ Extension of service member already on tour - Complete blocks 1,3

1 **Agency Information**	Major Command or Agency	
	Office/Activity	
	Address	Street/ Bldg City/ Base State Zip
	Primary Point of Contact	Rank Name Email Phone
	Point of Contact for Funding	Rank Name Email Phone
2 **Position Information**	Position Title	
	Duty Location	City/ Base State UIC
	Tour Length	Desired Start Date # of Personnel Required
	Travel Required?	☐ None ☐ <25% ☐ 25-50% ☐ >50%

Duty Description:

3 **Requested Service Member**	Rank Full Name	Branch Select One
	Email Home Ph	Cell Ph
	Length of Extension:	
4 **Qualifications**	Branch Select One Security Clearance Select One AFSC/MOS	
	Grade: E3 ☐ E4 ☐ E5 ☐ E6 ☐ E7 ☐ E8 ☐ E9 ☐	
	W1 ☐ W2 ☐ W3 ☐ W4 ☐ O1 ☐ O2 ☐ O3 ☐ O4 ☐ O5 ☐ O6 ☐	

Qualification Requirements:

CERTIFICATION: I certify that I have the authority to expend funds for the purpose of activating a reserve component service member under the PFI Program to fill the above requirements. My organization will fund the active duty cost of the service member with working capital funds or foreign military sales funds cited on a MIPR (DD Form 448) IAW the DoD Financial Management Regulation and that the member will support our organization. We have followed internal procedures and determined the PFI Program best fits our needs and meets the intent of the PFI Program for this person and/or position. The Primary Point of Contact listed above is authorized to action and communicate hiring and extension decisions for this position.

Signature	Printed Name	Title/Grade
Email	Phone	Date