



U.S. AIR FORCE

# ***United States Air Force Reserve***

*Integrity - Service - Excellence*

## **IR Refresher Training Participation/Readiness**



**HQ RIO  
Integration Cell  
Buckley AFB, CO**

**U.S. AIR FORCE**

*Fly, Fight and Win...*



- **HQ RIO/CC Responsibilities**
- **Participation**
- **Readiness**
- **Resources**



U.S. AIR FORCE

# HQ RIO/CC: Responsibilities

- **Standardize management of IRs; this includes Individual Mobilization Augmentees (IMA/Category B), Participating Individual Ready Reserve (PIRR/Category E) personnel and Mobilization Assistants (MAs)**
- **Provides IRs a chain of command, with accountability through ARPC to the AFRC/CC**
  - **Maintains concurrent ADCON w/AD commanders**
- **Supports Active Duty (AD) with education & training on IR management to ensure full integration/utilization of IRs**



**Col Carolyn Stickell**



U.S. AIR FORCE

# HQ RIO Mission/Vision

## Mission

Seamlessly integrate war-time ready Individual Reserve Forces to meet Air Force and Combatant Commander requirements.



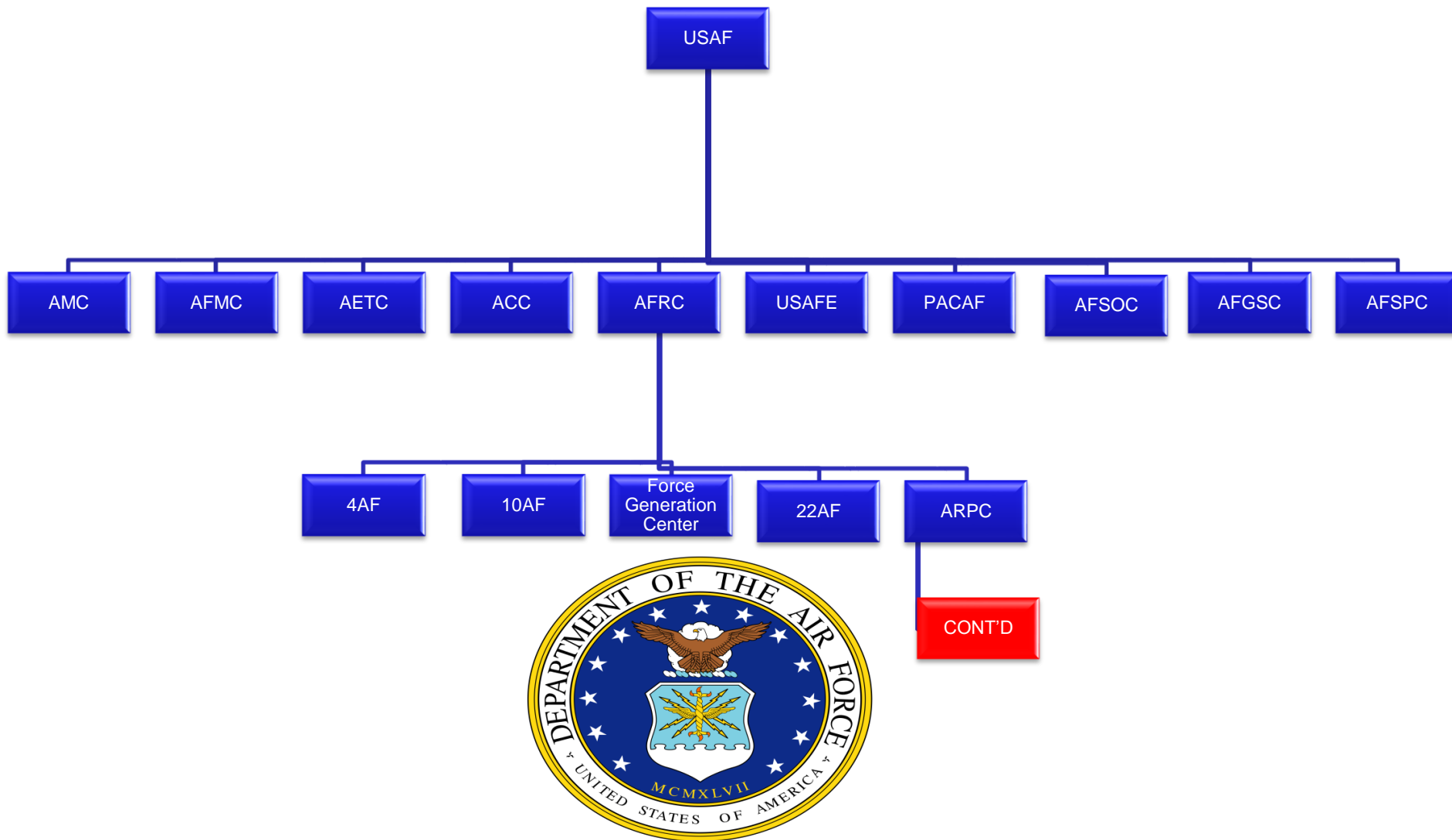
## Vision

Individual  
**Capability**  
Leveraged  
**Worldwide**

HQ IR READINESS & INTEGRATION ORGANIZATION



# USAF Structure



# HQ RIO Organizational Structure

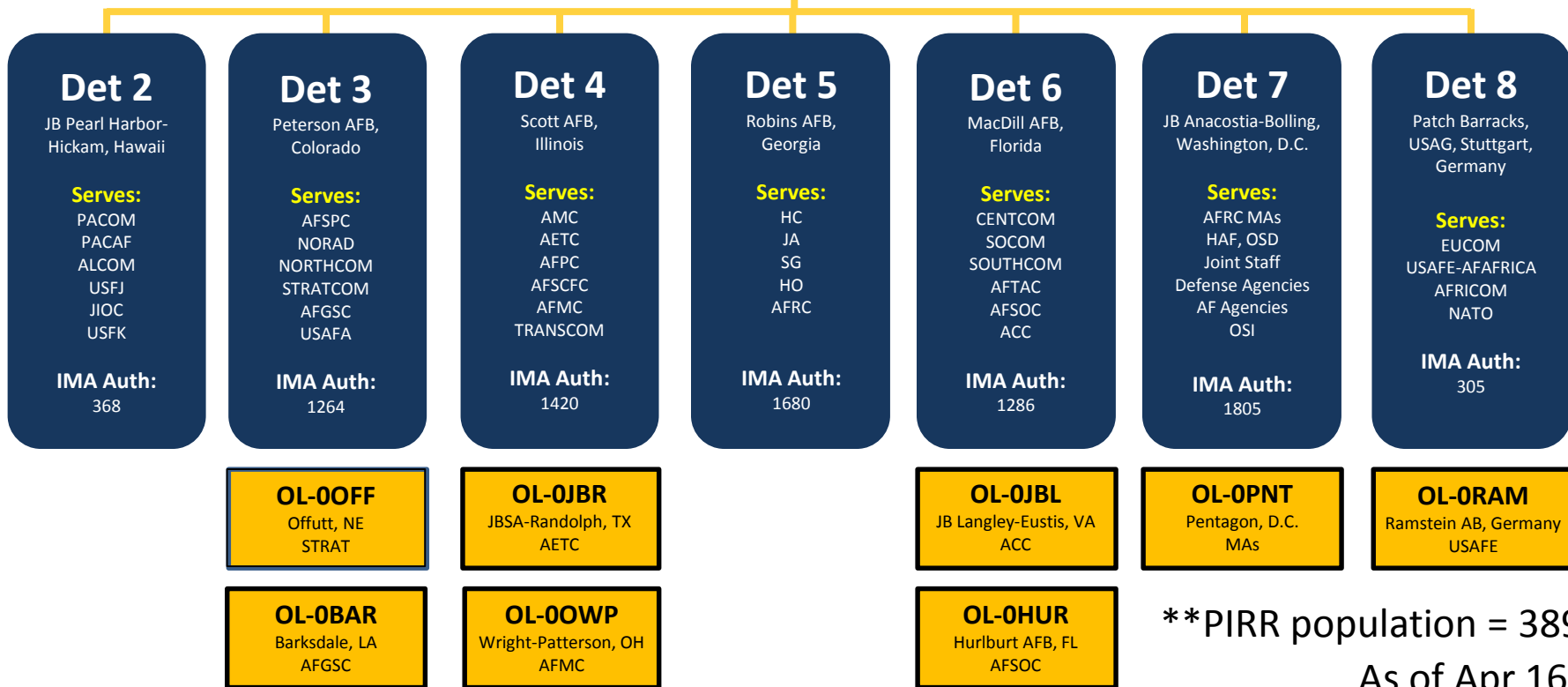
## HQ ARPC

Buckley AFB,  
Colorado



## HQ RIO

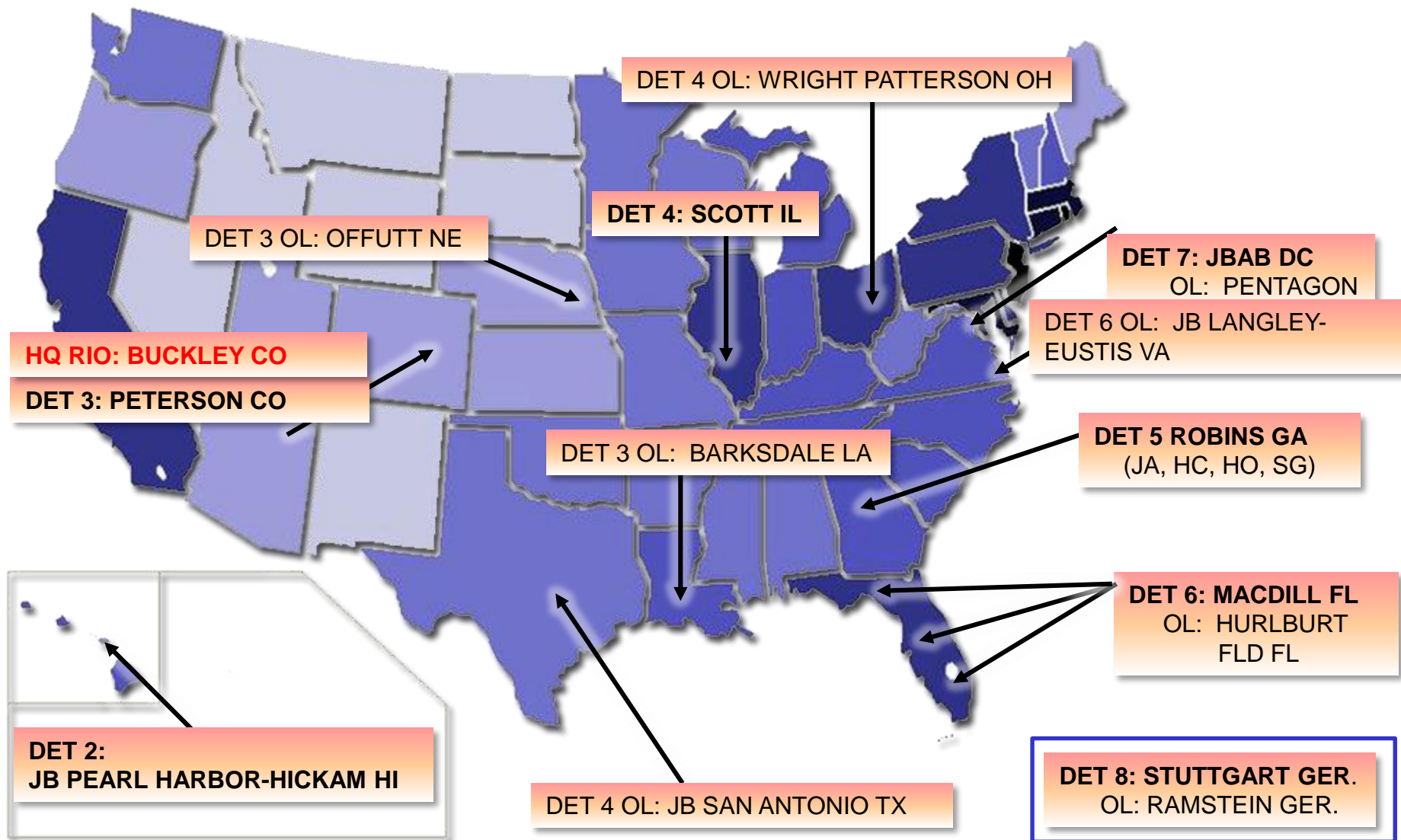
Buckley AFB,  
Colorado



\*\*PIRR population = 389  
As of Apr 16



# DET/OL Locations





# ***What is an “Individual Reservist?”***

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- **HQ ARPC VA 36-3001, Reserve Categories refers to the IR**
- **The IR is an Individual Mobilization Augmentee (IMA) and the Participating Individual Ready Reserve (PIRR)**
- **IRs are assigned/attached to an active duty organization or federal agency. Your sole purpose is to augment Active Duty mission when the unit is deployed, or deploy/mobilize to meet combatant commander requirements**
- **IMA (Category "B")**
  - **Have a R/R and FY participation requirements**
- **PIRR (Category “E”)**
  - **Primarily participate for points only and are attached to AD units**
  - **May earn pay and points on MPA or RPA status**
  - **DO NOT have a FY participation requirement, but must still earn 50 points a year**
  - **Assignments are only valid for up to 3-years**





- **Individual Reservist Annual Participation Requirements:**
  - **IMA Reserve Section Code (RSC) “MC”**
    - **24 Inactive Duty Training (IDT) periods; 12 Annual Training (AT)**
    - **Training Category “B” (Cat B)**
    - **IDTs & AT funded by AFRC**
  - **IMA Reserve Section Code (RSC) “ME”**
    - **48 IDTs; 12 AT**
    - **Training Category “B” (Cat B)**
    - **IDTs & AT funded by AFRC**
  - **PIRR Reserve Section Codes (RSC) “MT”, “MX”, “NC”, or “ND”**
    - **Participating Individual Ready Reserve (PIRR)**
    - **Training Category “E” (Cat E)**
    - **Earn points by unpaid IDTs, ECI, paid MPA/RPA (RPA is very restricted for PIRRs)**
    - **Minimum point requirement is 35 non-paid for a good Retention/Retirement year**



# ***Participation Requirements***

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- **Must acquire a minimum of 50 points within the Retention/Retirement year for a satisfactory year**
  - **Every IR has a R/R year date; found on Point Credit Accounting and Reporting System (PCARS) RIP from Virtual Military Personnel Flight (vMPF)**
    - **R/R year is based on Date of Initial Entry into Uniformed Service (DIEUS); no change unless member has status change or break in service**
    - **20 years satisfactory service = Reserve retirement eligibility**
  - **Points Accrual**
    - **Automatically awarded 15 membership points each R/R year**
    - **Inactive Duty for Training (IDT) = member earns 1 point per 4 hours = 2pt per day**
    - **Annual Training (AT) = member earns 1 point per day**
    - **School / Special Tours/MPA/RPA = member earns 1 point per day**
    - **ECI points = earned based on number of course hours completed (PME by correspondence)**
  - **IRs who cannot complete annual requirements must request a **FY Participation Waiver****
  - **IR → AD CC concurs/non-concurs → detachment CC final approval/disapproval for the participation waiver**
-



## School Substitution of AT

- **IR will not attend school in AT status, however if circumstances warrant, the IR may substitute their entire AT (ADT school tour must be for the same consecutive length)**
- **School Substitution waiver MUST be approved by unit commander, submitted to detachment and approved 30 days PRIOR to start of MPA/RPA tours**

## MPA Substitution of AT/IDT

- **IR may request substitution of AD MPA that supports contingency ops/exercises (ops code will be noted on order) for AT/IDT**
- **MPA Substitution waiver MUST be approved by unit cc, submitted to Det and approved 30 days PRIOR to start of MPA/RPA tours**
- **Members may request the substitution of AD MPA participation that supports contingency operations/exercises (a code name operation which typically has a plan ID associated with it) for AT and IDT requirements**
- **Information on FY Participation and templates may be found on our HQ RIO website:  
<http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>**

**Note: Member must obtain 50 points during their R/R year (this includes 15 membership pts)**



- **IRs may request an excusal waiver for certain circumstances**
- **Reasons for waiver may include civilian job conflict, personal hardship, performance of MPA/RPA tours and substitution was not requested prior to start of tour**
- **Excusal waiver must contain number of days requested to be excused**
- **FY Participation excusal waivers may be excused by the unit commander, submitted to detachment for final approval**
- **Information on FY Participation and templates may be found on our HQ RIO website:  
<http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>**

**Note: Member must obtain 50 points during their R/R year (this includes 15 membership pts)**



# Scheduling Annual Training

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- **2 week Annual Training (AT) = 12/14 days (for pay/points)**
  - **Request orders via Air Reserve Orders Writing System-Reserve (AROWS-R)**
  - **IRs receive base pay, allowances, travel & per diem**
  - **Tours begin on Monday, end on Friday, one weekend & no holidays**
    - **Exceptions must be pre-approved by detachment CC**
- **Authorized 2 Split Tours outside the local area per FY**
  - **Mission justification sent to detachment from IR's supervisor or CC**
  - **Special/School Tours for Continuing Medical Education, Developmental Education, Formal Schools; can substitute for AT (Substitution Waiver)**
  - **Must be approved in advance by detachment CC and/or Operating Location Program Manager**



# ***Scheduling Annual Training Cont'd***

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- **AT is projected/requested in AROWs-R**
- **IR submits request for orders**
- **Dates can be modified throughout the FY**
- **Request is electronically routed through AFRC channels (utilizes AFRC funding **NOT** active component unit funding)**
- **AT request and modifications must be submitted (at least) 15 days prior to orders start date**
- **Detachment CC has authority to disapprove AT requests submitted within a 15 day window of orders start date**



**Air Force Reserve Order Writing System [AROWS-R]**  
 Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 08:06 EDT  
 Current Profile: Member

Home | Switch Profile | Change Password | My Account | Logout

- Please Select A Menu
- Member
  - UTAPs
  - AFRCFM.AROWSR@US.AF.MIL
- Important Links**
- » AFRC
  - » JFTR/JTR Per Diem Tables
  - » DoD FMR
  - » DToD
  - » AFPC
  - » Air Force Knowledge Mgmt
  - » Passenger Reservation (Virtually There)
  - » Passenger Reservation (View Trip)
  - » Lodging and Dining Availability
  - » GSA City Pairs

**Member / UTAPs Link**

Welcome Citizen Airman to the AROWS-R Home Page  
 Your current login was on Monday, October 29, 2012 08:06:12 AM  
 Your previous successful login was on Monday, October 29, 2012 08:05:04 AM

Your current phone number is: 111-11-1111  
 Your current email address is: Citizen.Airman@US.AF.MIL

Your applications will be processed by:  
 Point of Contact is: Jane Doe  
 Phone Number is: 111-11-1111

Your Latest Broadcast messages:

2012/08/24	**AROWS-R will be off
2008/08/14	REMINDER: All member orders are certified; the
2006/10/30	?Help Desk Hours are
2006/09/28	URGENT: AROWS-R will
2006/03/24	ATTENTION -- * PRIVAC and must be protected
2005/11/10	REMINDER: IMAs still r
2005/10/06	** Members can now re correct email.

**Air Force Reserve Order Writing System [AROWS-R]**  
 Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 11:44 EDT  
 Current Profile: Member

Home | Switch Profile | Change Password | My Account | Logout

- Please Select A Menu
- Member Menu
  - [Create Application]
  - Applications Awaiting Action
  - Applications In Progress
  - Pull Back Application
  - Approved Orders
  - Tour of Duty
  - Create Certification
  - Certifications Awaiting Action
  - Certifications In Progress
  - Approved Certifications

Create An Application

**AROWS Actions**

**Tour Type**

- Select Order Type:
- ACTIVATION (MOBILIZATION)
  - ACTIVE DUTY FOR SPECIAL WORK
  - ACTIVE DUTY FOR TRAINING
  - ANNUAL TRAINING**
  - FINANCIAL ASSISTANCE PROGRAM
  - HEALTH PROFESSION SCHOLARSHIP PROGRAM
  - MEDICAL HOLD
  - MILITARY PERSONNEL APPROPRIATION
  - RELIGIOUS PROFESSION SCHOLARSHIP PROGRAM
  - SCHOOL
  - SCHOOL UPT/UNT
  - TEMPORARY DUTY



# Inactive Duty for Training (IDT)

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- 12 days (24 IDT periods) if Reserve Section code (RSC) is **MC**
- 24 days (48 IDT periods) if RSC is **ME**
  
- **Base pay only – 1 day/mil pay for each 4 hr period (Cat B)**
- **No travel or per diem authorized (*normal circumstances*)**
  - **IDT = “Inactive” status; hence no travel entitlements**
    - **IR does **NOT** file travel voucher**
- **Lodging always authorized/reimbursed**
  - **SF Form 1164, lodging receipt & AF Form 40a**
    - **IR sends source docs to IMA Travel for all reimbursement actions**
  
- **Some AFSCs qualify for IDT travel reimbursement**
  - **Critical AFSC List/Guide posted on HQ RIO website**
    - **150 miles/limited reimbursement; up to \$300**
    - **IDT travel reimbursement process outlined in IR guide**





## Scheduling (IDTs)

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- IDTs are projected & scheduled in UTAPSweb
- Newly gained IRs and their supervisor must create accounts in UTAPSweb
  - IRs request IDTs using “IMA/PIRR Schedule” prompt (goes directly to the members calendar)
    - Duty **must be** projected & approved **PRIOR** to IR traveling to unit
    - Active Duty Supervisor or Tour of Duty Certifier approves projected duty
    - Active Duty Supervisor or Tour of Duty Certifier certifies duty upon completion and electronically routes the certification to HQ RIO/RPO (Reserve Pay Office) for pay (click “submit”)
    - Duty must be **certified and exported** to HQ RIO/RPO; initiates request for pay
      - Project IDT duty NLT **15 Aug** EVERY YEAR for upcoming FY



# UTAPs Screen Shot/Reminders



Below is link for a step-by-step YouTube video to assist:

<http://www.arpc.afrc.af.mil/home/hqrio/resources/trainingvideos.aspx>



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# UTAPs Screen Shot and Reminders

Robins AFB  
Role: IMA/PIRR

UTAPS WEB

UTAPS Home | IMA/PIRR Schedule | Reports | Configuration | Help | Log Off

### IMA/PIRR Calendar

Monthly Schedule View

Today: June 2015 | Submit Schedules | Day | Week | Month | Quarter | Year | Legacy | Print Calendar Reports

	Q1	Q2	Q3	Q4
IDT	0	0	34	12
RMP	0	0	0	0
FHD	0	0	0	2
PNT	0	0	0	4
AFTP	0	0	0	0
AGTP	0	0	0	0
Manday	0	0	0	0
Conflict	0	0	0	0
Split				

Built	
Pending	
Rejected	
Approved	
Worked	
Paid	

Pts by Qrt

Color Codes

\*\*\*New reminder email notification sent to member & supervisor (after duty date)



# UTAPs Screen Shot and Reminders

WILLIAM

6/8/2015  
6/8/2015

Schedule Type: RES  Points Only  
Participation Status Code: 00

Period: 1 Start Date: 6/15/2015 Start Time: 0800 Schedule Period: 1  
Telecommute:  End Date: 6/15/2015 End Time: 1200

Validator: - Supervisor

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	6/15/2015	0800	6/15/2015	1200	RES	00	True			RequestRES	<input type="button" value="Comment"/>
2	06/08/2015	1300	06/08/2015	1700	IDT	00	True			Approved	<input type="button" value="Comment"/>



**ARCNet Links**

**UPDATES - 23 October**

**ARCNet Docs**

[ARCNet CCB Charter](#)

[ARCNet Tasks](#) (save to desktop)

[ARCNet Newsletter](#)

Vol. 1 Iss. 3

[ARCNet September Metrics](#)



**CBTs**

[ADLS/AFRC Unique CBTs](#)

[ANG CBTs](#)

[How to download ARCNet CBTs](#)

**HELP**

[ARCNet Duty Hours Guides](#)

[Update Readiness-NEW](#)

[What is ARCNet?](#)

[ARCNet Features](#)

[ADLS Data Interface](#)

[Webinar Training Calendar](#)

[How Are We Doing?](#)

**TRAINING SLIDES**

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[Class Schedule](#)

[Duty Plan](#)

**AF PORTAL LINKS**

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### QUICK LINKS

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## HQ Individual Reservist Readiness & Integration Organization



HQ RIO is located within HQ Air Reserve Personnel Center, Buckley Air Force Base, Colorado. Its mission is to seamlessly integrate wartime-ready Individual Reserve forces to meet Air Force and Combatant Commander requirements.

HQ RIO standardizes the processes for service members in the Individual Reservist program. The IR force is comprised of Individual Mobilization Augmentees (IMAs), who are accountable to the Air Force Reserve Command and assigned to funded, active-duty positions, or Participating

Individual Ready Reservists (PIRRs). Both IMAs and PIRRs augment active-component missions and are rated by active-duty or government agency supervisors.

There are more than 2700 enlisted members and more than 4500 officers within RIO. IMAs and PIRRs support 53 separate major commands, combatant commanders and government agencies. To be fully ready for mobilization, Reservists must meet annual medical and dental requirements, have a current security clearance, and are fully-qualified in their Air Force Specialty.

**Mission:** Seamlessly integrate war-time ready Individual Reserve forces to meet Air Force and Combatant Commander requirements.

**Vision:** Individual Capability, leveraged worldwide



To determine your servicing HQ RIO Detachment, visit the "My Readiness" link above, select "My Readiness Report" and Your detachment number will be listed in the "General Information" section.

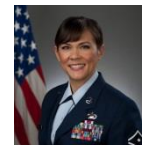
### Leadership



**Col. Carolyn A. Stickell**  
Commander



**CMSgt Dolores Colella**  
Superintendent



**MSgt Wendy Barraza**  
First Sergeant

**HQ RIO:**  
DSN: 847-3746  
Comm: 720-847-3746



## Ready vs. Not Ready

**ARCNet Individual Readiness Detail**

[Click here for details on interpreting this information](#)

**General Info**

Name	C (SMS)	Mob Auth
Overall Readiness	Fully Ready	Position #
Duty Title	FIRE PROTECTION SUPERINTENDENT	PAS
Det	Det 4	Office Symbol
Unit	0021 CIVIL ENGINEER SQ	Location
MSD	4/1/2015	DAVA
HYT		DAVL
ETS	6/19/2015	DAVP
		DAVT

**Medical Readiness**

Overall IMR Status	Fully Ready	DLC Status
Actions Needed		

**HRR/PHA**

HRR Status	Green	Dental Status
Last PHA Date	01 Nov 2012	Dental Class
HRR Source	PIMR	Dental Date
		Dental Source

**Immunization**

Immun. Status	Green	Lab Status
Immun. Source	PIMR	Lab Source

**Fitness Readiness**

Fitness Status	Excellent (Exp-90)	
Next Due Date	31 Jan 2013	

**Security Clearance Readiness**

Security Status	Valid/Suff	
Date Invest. Compl.	19 Feb 2009	
Years Valid	10	
SAR of Position	6	
Clearance Awarded	SECRET	

**AFSC Training Readiness**

**ARCNet Individual Readiness Detail**

[Click here for details on interpreting this information](#)

**General Info**

Name	TH J (SSG)	Mob Auth
Overall Readiness	Not Ready	Position #
Duty Title	COMPANY FIRE OFFICER	PAS
Det	Det 4	Office Symbol
Unit	0021 CIVIL ENGINEER SQ	Location
MSD	8/1/2034	DAVA
HYT		DAVL
ETS	10/22/2015	DAVP
		DAVT

**Medical Readiness**

Overall IMR Status	Need Attention	DLC Status
Actions Needed		

**HRR/PHA**

HRR Status	Green	Dental Status
Last PHA Date	15 May 2012	Dental Class
HRR Source	PIMR	Dental Date
		Dental Source

**Immunization**

Immun. Status	Yellow	Lab Status
Immun. Source	PIMR	Lab Source

**Fitness Readiness**

Fitness Status	Satisfactory (Expd)	
Next Due Date	31 Jan 2012	

**Security Clearance Readiness**

Security Status	Invalid/Expired	
Date Invest. Compl.	21 May 2001	
Years Valid	10	
SAR of Position	6	
Clearance Awarded	SECRET	

**AFSC Training Readiness**



- **Annual PHA**
  - IR completes AF Web HA located on the AF Portal
  - Reviewed by base level AD Medical Treatment Facility (MTF)
  - **Member must see Primary Care Manager every 3<sup>rd</sup> year**
  
- **Annual Dental**
  - Civilian or military dentist (**member must see military dentist every 3<sup>rd</sup> year**)
  - DD Form 2813 used to document civ provider dental exams then provided to mil clinic for update in dental database for system of record
  
- No status required to make an appointment (PHA & dental) but member **MUST** be in military status day of appointment (example: AT, IDT, MPA or RPA status)



U.S. AIR FORCE

# ***Readiness: Fitness, Clearance & Training***

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- **Fitness**
  - **IR contacts AD Unit Fitness Program Manager (UFPM) to schedule test date**
- **Security Clearance**
  - **IR coordinates with AD Unit Security Manager (USM) to initiate reinvestigation**
- **AFSC Training**
  - **IR coordinates with Unit Training Manager (UTM) for upgrade training matters**



# ***Unit Training Manager Responsibilities***

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**The Unit Training Manager (UTM) manages IR training by coordinating training related issues with the servicing detachment, including submission of AF Form 2096, Classification/On-The-Job Training Action, formal school requests and providing upgrade training status to the detachment, as requested. The IR Training mirrors the AD Training Program.**

- **AD Supervisor works with AD UTM to ensure IR meets/maintains training requirements to include Ancillary Training**
- **AD UTM will ensure OJT training records are current & track all IRs in upgrade training**
- **AFSC Training**
  - **Enlisted – Required to obtain DAFSC skill-level**
    - **URC coordinates with AD UTM to initiate AF Form 2096**
    - **Completed documents forward to servicing detachment for updating**
  - **Officer –IAW Officer Classification Directory, upon requirements completion;**
    - **Member will contact UTM to initiate AF Form 2096.**
    - **Forward source document to servicing detachment for updating**



- **HQ RIO Website**
  - <http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>
  
- **HQ RIO Integration Cell:**
  - **Comm: 1-800-525-0102**
  - **Self-Service ticket: myPers...Incidents/Messages...email us**
  
- **AF Portal:**
  - **To request orders- AROWs-R: <https://arowsr.afrc.af.mil/arows-r/>**
  - **To schedule IDTs- UTAPS: <https://utapsweb.afrc.af.mil/utapsweb/>**
  - **To file travel voucher- DTS: <http://www.defensetravel.osd.mil/dts/site/index.jsp>**
  - **myPers: <https://mypers.af.mil/>**
  - **ARCNet: <https://www.my.af.mil/arcnetprod>**
  - **To view fitness records: AFFMS II:  
<https://www.my.af.mil/afpc2affms/affms/ui/dashboard.jsp>**
  - **VRS: <https://www.my.af.mil/arcnetprod/ARCNet/VRS/Home/>**



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Note: If accessing this page from a .mil computer, you may need to refresh the browser cache to see the latest content; On Windows OS, use Ctrl+F5.

## Headquarters RIO

Headquarters Individual Reservist Readiness and Integration Organization

The home for U.S. Air Force Individual Mobilization Augmentees (IMA) and Participating Individual Ready Reservists (PIRR)

One Airman, Global Impact

Community Spotlight Video RIO

### Mission

Seamlessly integrate war-time ready Individual Reserve forces to meet Air Force and Combatant Commander requirements.

**HQ RIO SMILE MOMENTS**

-unknown

I just wanted to say thanks [Del 4] again for really helping me get what I needed to get for this re-enlistment! You guys in that office are awesome and I really enjoy knowing that I have a great group

**QUICK LINKS**

- [HQ RIO DIRECTORY](#)
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- [IMA DEPLOYMENTS](#)
- [NEWCOMERS](#)
- [AROWS-R | ORDERS](#)
- [UTAPSWEB | IDT](#)
- [DEFENSE TRAVEL SYSTEM](#)
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- [AIR FORCE PORTAL](#)

**RIO NEWS**

- [Website redesign streamlines resources for Individual Reservists](#)
- [AF Reserve IMA selected as ROA annual award winner](#)
- [Reserve Lieutenant Colonel promotions announced](#)
- [#BeThere\\_before the call](#)
- [Reserve marathon team member winning with life balance](#)

**IMA NEWSLETTER**

2016  
• August



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# Questions