United States Air Force Reserve

I n t e g r i t y - S e r v i c e - E x c e l l e n c e

Initial
Unit Reserve Coordinator
Training

HQ RIO

Integration Cell

Buckley AFB, CO

U.S. AIR FORCE

Fly, Fight and Win…

Overview

- **HQ RIO/CC Responsibilities**

- **Participation**

- **Readiness**

- **Personnel Programs**

- **Commander Programs**

- **Resources**

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

Mission

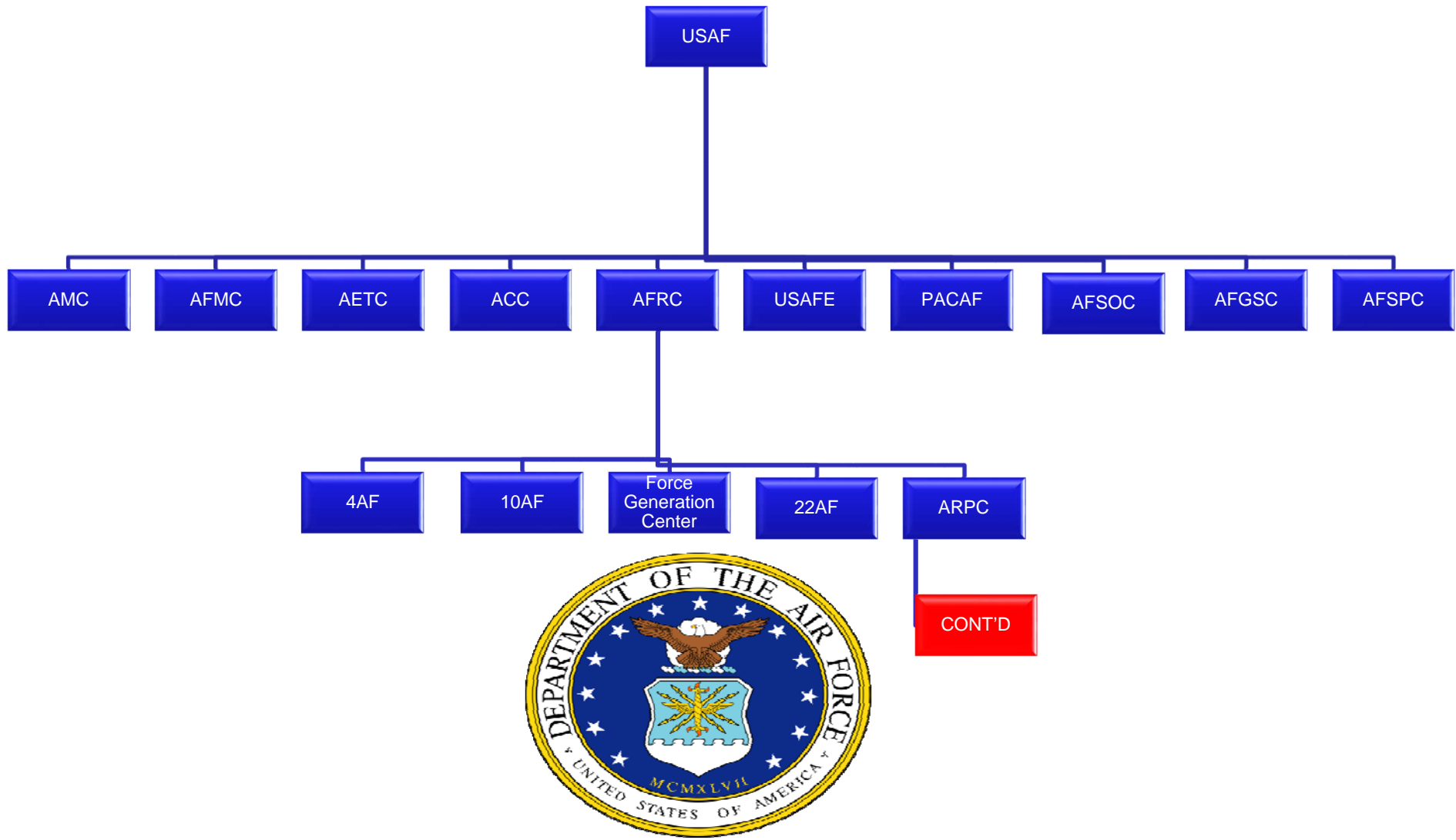Seamlessly integrate war-time ready Individual Reserve Forces to meet Air Force and Combatant Commander requirements.

Vision

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

HQ RIO READINESS & INTEGRATION ORGANIZATION

USAF

AMC | AFMC | AETC | ACC | AFRC | USAFE | PACAF | AFSOC | AFGSC | AFSPC

4AF | 10AF | Force Generation Center | 22AF | ARPC

CONT'D

HQ RIO Organizational Structure

HQ ARPC
Buckley AFB,
Colorado

HQ RIO
Buckley AFB,
Colorado

Det 2
JB Pearl Harbor-
Hickam, Hawaii

Serves:
PACOM
PACAF
ALCOM
USFJ
JIOC

Det 3
Peterson AFB,
Colorado

Serves:
AFSPC
NORAD
NORTHCOM
STRATCOM
AFGSC
USAFA

Det 4
Scott AFB,
Illinois

Serves:
AMC
AETC
AFPC
AFSCFC
AFMC
TRANSCOM

Det 5
Robins AFB,
Georgia

Serves:
HC
JA
SG
HO
AFRC

Det 6
MacDill AFB,
Florida

Serves:
CENTCOM
SOCOM
SOUTHCOM
AFCEC
AFSOC
ACC

Det 7
JB Anacostia-Bolling,
Washington, D.C.

Serves:
AFRC MAs
HAF, OSD
Joint Staff
Defense Agencies
AF Agencies
OSI

Det 8
Patch Barracks,
USAG, Stuttgart,
Germany

Serves:
EUCOM
USAFE
AFRICOM
AFAFRICA
NATO

OL-0OFF
Offutt, NE
STRAT

OL-0BAR
Barksdale, LA
AFGSC

OL-0JBR
JBSA-Randolph, TX
AETC

OL-0OWP
Wright-Patterson, OH
AFMC

OL-0JBL
JB Langley-Eustis, VA
ACC

OL-0HUR
Hurlburt AFB, FL
AFSOC

OL-0PNT
Pentagon, D.C.
MAs

OL-0RAM
Ramstein AB, Germany
USAFE

As of Apr 16

DET/OL Locations

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DET 4 OL: WRIGHT PATTERSON OH

DET 4: SCOTT IL

DET 3 OL: OFFUTT NE

DET 7: JBAB DC
OL: PENTAGON

DET 6 OL: JB LANGLEY-EUSTIS VA

HQ RIO: BUCKLEY CO

DET 3: PETERSON CO

DET 5 ROBINS GA
(JA, HC, HO, SG)

DET 3 OL: BARKSDALE LA

DET 6: MACDILL FL
OL: HURLBURT FLD FL

DET 2:
JB PEARL HARBOR-HICKAM HI

DET 4 OL: JB SAN ANTONIO TX

DET 8: STUTTGART GER.
OL: RAMSTEIN GER.
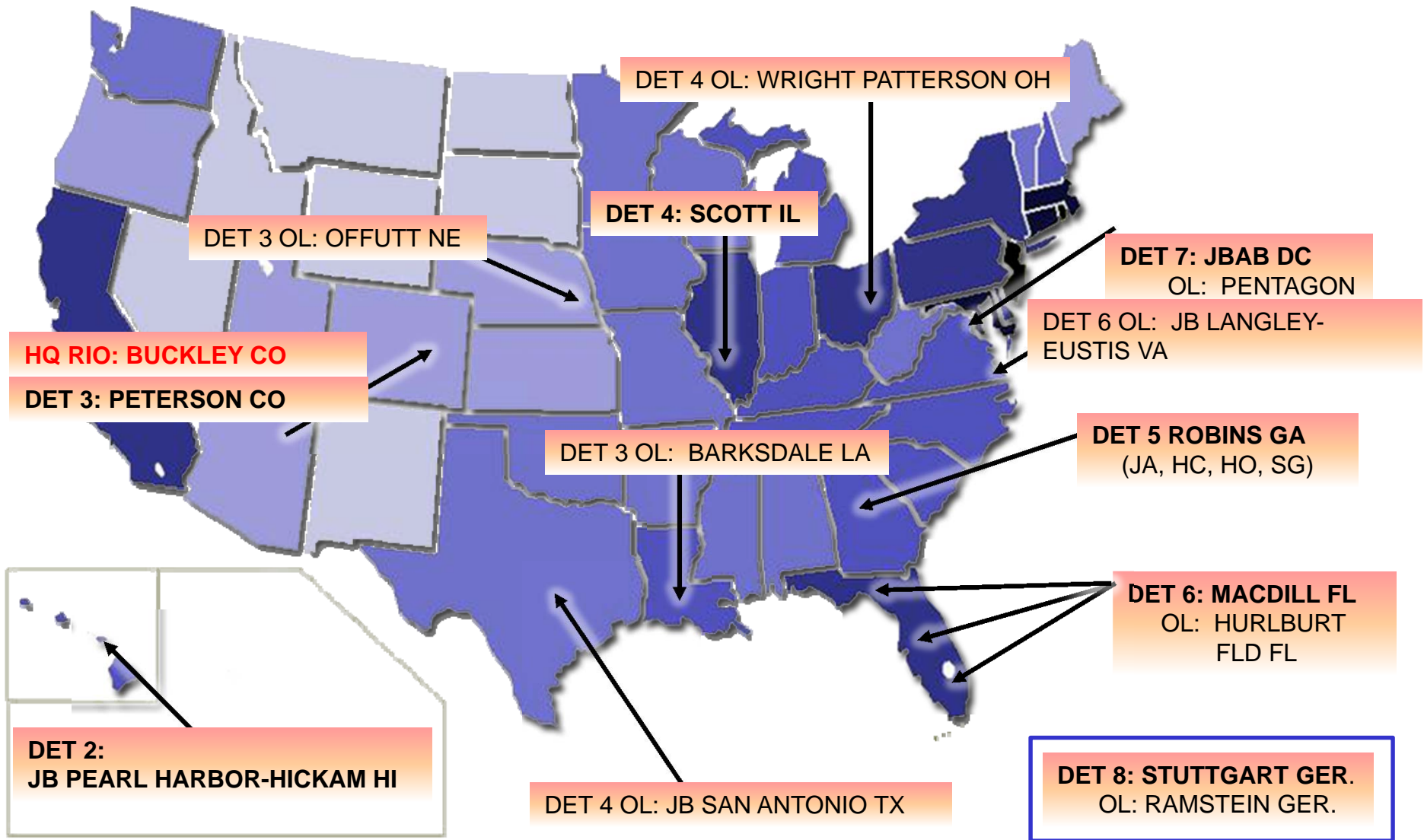
Unit Reserve Coordinator (URC)

Unit Reserve Coordinator (URC) is appointed by the AD Commander/Director for Individual Reserve (IR) issues and is responsible for the following:

- Ensure IRs are in/out-processed with AD unit and base of assignment

- Coordinate with the servicing detachment to ensure newly gained IRs receive the welcome package and briefing

- Create and maintain an IR Management Folder (hardcopy or electronic) IAW AFI 36-2629 on all assigned IRs.

- Manage IR participation and provide guidance/training on both AROWS-R and UTAPSWeb

- **Ensure you have access to ARCNet** to assist IRs with maintaining readiness by scheduling fitness assessment, ancillary training and other required appointments

- Ensure all personnel actions (i.e., promotion rosters, upgrades, master eligibility listings, Promotion Recommendation Forms (PRF)) are completed promptly and routed through the proper chain of command

Six-part Individual Reserve (IR) Management Folder Checklist

IR Name: _____

Supervisor Name: _____

Unit Reserve Coordinator: _____

SECTION I	YES	NO	NA
ASSIGNMENT INFORMATION			
AF Form 1288/ARPC Form 22/Assignment Memo			
AFSC Duty Summary from AFOCD or AFECD			
Training Attachment Agreement (if applicable)			
Current Assignment Order			
Current virtual Record of Emergency Data (vRED)*			
Current SGLI (SGLV 8286, rev Nov 2010)			
Current v-MPF Record Review RIP*			
SECTION II			
PERSONNEL ACTION DOCUMENTS			
Current AF Form 2096s			
SRP (enlisted only)			
Training Allocation Notices			
SECTION III			
PARTICIPATION DOCUMENTATION			
Current Points Credit Summary from (vMPF)*			
AF Form 40a from UTAPSWeb for current FY AF Form 938 from AROWS-R for current FY			
Current FY Participation Waivers (if applicable)			
SECTION IV			
READINESS INDICATORS			
Current AF IMT 422 (physical profile – if applicable)			
Current Fitness Assessment printout from AFFMS			
Current Family Care Plan (if applicable) **			
Security Clearance Verification (JPAS printout)			
SECTION V			
UNIT SPECIFIC DOCUMENTATION			
SECTION VI			
MISCELLANEOUS			
* Review/print item during feedback sessions			
**Meet with Unit First Sgt			

Reviewed by IR/URC/Supervisor   Date: _____

_____   _____
URC or Supervisor name (print)   **URC or Supervisor signature**

_____   _____
IR name (print)   **IR signature**

What is an "Individual Reservist?"

- **HQ ARPC VA 36-3001, Reserve Categories refers to the IR**
- **The IR can be either an Individual Mobilization Augmentee (IMA) or a member of the Participating Individual Ready Reserve (PIRR)**

- **The IR is *assigned/attached to an active duty organization or federal agency.* Their sole purpose is to augment the 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 (IDT) 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**

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Integrity - Service - Excellence

**Participation Leads
To Retirement**

AIR RESERVE PERSONNEL CENTER

- **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 <u>very</u> restricted for PIRRs)**
  - **- Minimum point requirement is 35 non-paid for a good Retention/Retirement year**

  NOTE: IMA and PIRR members received 15 membership points per year

- **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**

  - **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**

- **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**

- **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) <u>15 days prior to orders start date</u>**

- **Detachment CC has authority to disapprove AT requests submitted within a 15 day window of orders start date**

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Member / UTAPS Link

AROWS Actions

Tour Type

Inactive Duty for Training (IDT)

- **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**
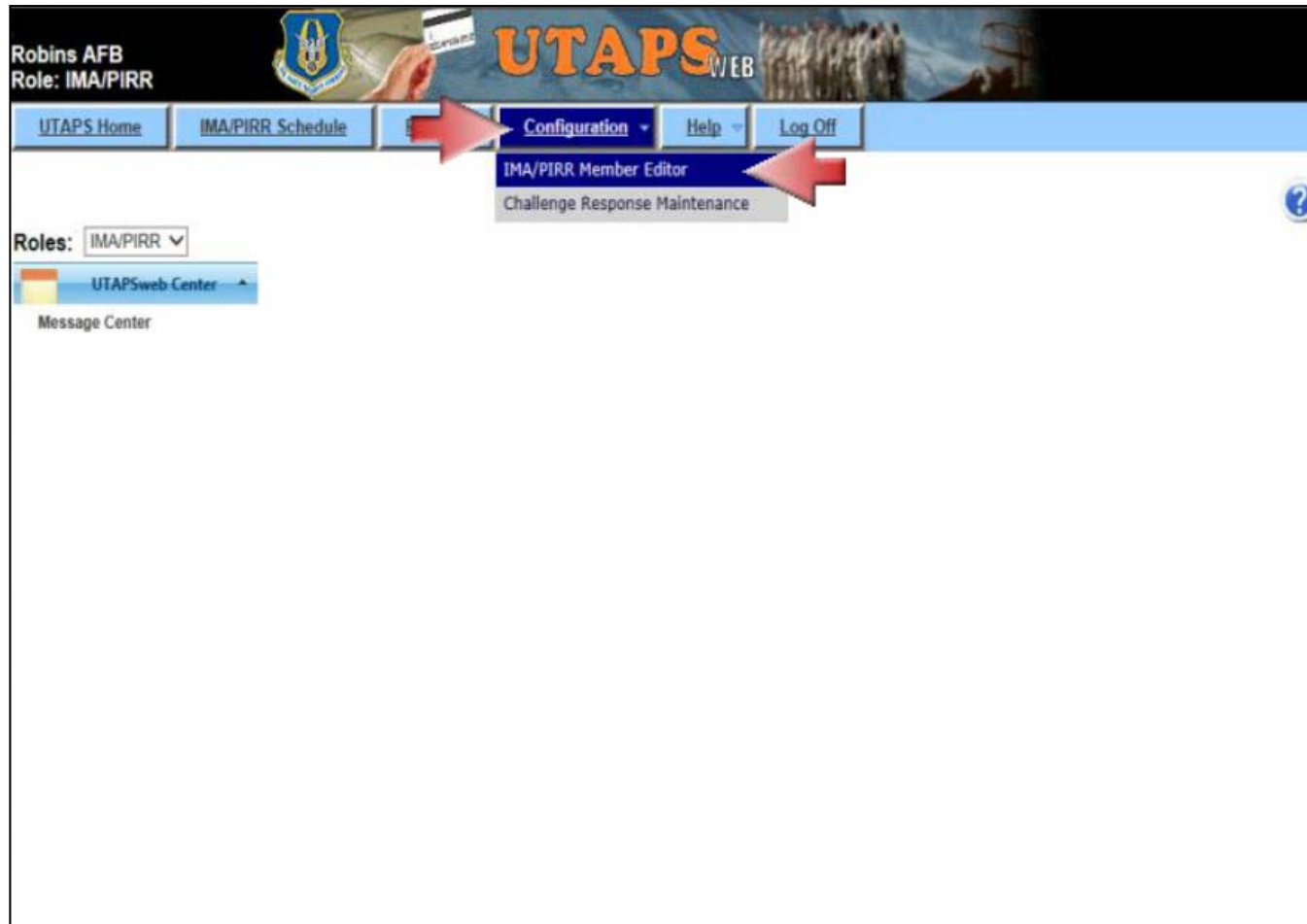   - **IDT travel reimbursement process outlined in IR guide**

- **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

UTAPs Screen Shot and Reminders

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

RPA/MPA Tours (Cat B or Cat E)

- **For RPA/MPA tours IRs must be <u>100% ready</u>**

  - **RPA Tour**
    - **Routing procedures upon supervisor approval**
    - **Submitted in AROWS-R**
    - **Outside the local area--lodging, travel & per diem entitled**
    - **IR → Detachment CC → RPO**

  - **MPA Tour**
    - **Used for Active duty support only**
    - **Managed by MAJCOM/A1**
    - **Submitted in AROWS-R (after M4S authorization received)**
    - **Outside the local area--lodging, travel and per diem entitled**
    - **Supervisor → IR → Detachment CC → RPO**

IMA Travel & Defense Travel System (DTS)

- **Travel pay/lodging reimbursement (SF Form 1164) - send to IMA Travel Office, Dobbins ARB**
- **Check "remarks" section on orders for direction on how to file voucher in DTS or RTS**
- **RTS: the DD Form 1351-2 is completed & sent to IMA travel for processing**
- **DTS: Orders will flow from AROWS-R**
  - **IRs must create a DTS account; input GTC information**
    - **SSAN must have "R" at the end…**
    - **Select Georgia…AF Reserve Command…RIO…your servicing detachment**
  - **Voucher is filed in DTS at end of tour**
  - **IR & Detachment Commander must push authorization**
  - **Pushed to Detachment Commander for review**
  - **Voucher is reviewed by pay technician at IMA Travel Office**
- **IMA Travel and DTS help desk: 1 (800) 808-5942, Option 3**
- **Government Travel Card is not required for infrequent travelers**
  - **Managed by AD squadron GTC Coordinator**

- **IRs must establish a military pay account with HQ RIO/Reserve Pay Office (RPO)**

- **Pay documents and set-up instructions are in the Detachment's IR Welcome Package**

- **File for military pay, certified AF Form 938 is sent to HQ RIO/RPO**

- **Vouchers are mandatory for all active duty orders (AT/MPA/RPA)**

- **Tours LESS THAN 30 days can utilize electronic TODC in AROWS-R**
  - **Below is link for a step-by-step tutorial for establishing a TODC:
    http://www.arpc.afrc.af.mil/home/hqrio/HQRIOPayandTravel.aspx**

1. **Category E Reservists or PIRR perform IDTs for ____ .**
   A. **Pay only**
   B. **Points only**
   C. **Pay & points**

2. **What is the minimum number of points an IR must earn for a satisfactory year towards reserve retirement?**
   A. **15**
   B. **25**
   C. **35**
   D. **50**

3. **Annual Tour (AT) requests are submitted in_____ and Inactive Duty Trainings (IDTs) are submitted in ____.**
   A. **UTAPS / AROWS-R**
   B. **AROWS-R / UTAPS**
   C. **MyPay / UTAPS**

4. **How many membership points does an IR earn every year?**
   A. **50**
   B. **24**
   C. **15**

ARCNet

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
Training Details
Class Schedule
Duty Plan

AF PORTAL LINKS
AEF Online
AF Portal
AF E-publishing
AF Fitness
AFRC Biographies
AFRC/CC Message
ARMS/RMVS/vMPF

HQ Individual Reservist Readiness & Integration Organization

QUICK LINKS

MY READINESS

HQ RIO WEBSITE

CONTACT DIRECTORY

INTEGRATION CELL

RESERVE PAY OFFICE

IMA TRAVEL

DEFENSE TRAVEL SYSTEM

AROWS-R

UTAPSweb

myPERS

FAQs

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

VISIT YOUR HQ RIO DETACHMENT ONLINE

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

U.S. AIR FORCE

Ready vs. Not Ready

- **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 3rd year**

- **Annual Dental**
    - **Civilian or military dentist (member must see military dentist every 3rd 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 <u>make</u> an appointment (PHA & dental) but member MUST be in military status day of appointment (example: AT, IDT, MPA or RPA status, points only)**

Readiness:
Fitness, Clearance & Training

- **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

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**

1. An IR contacts his/her _____ to schedule a fitness assessment date.
   A. Supervisor
   B. Unit Fitness Program Manager (UFPM)
   C. URC

2. As a URC, who do you contact with questions about IR Readiness?
   A. IR Supervisor
   B. HQ RIO
   C. Detachment POC
   D. All of the above

3. What items are required to be 100% ready?
   A. Medical (PHA)
   B. Fitness
   C. Dental
   D. All of the above

Performance Evaluation System

- **EPRs required <u>biennially</u>**

    - Enlisted member earned 16 points under his/her rater with a minimum of 120 days supervision

- **OPRs required <u>annually</u>**

    - Officer earned 16 points under his/her rater with a minimum of 120 days supervision

- Commanders may request 59 day extension of close-out date for fitness

    - Request should be initiated prior to closeout
    - AD Unit → Detachment CC → HQ RIO/CC → AFRC/A1

Individual Reservist (IR)

Rank	Initial ACA Closeout	Midterm ACA Closeout	Evaluation SCOD
CMSgt (E-9)	N/A*	31 Jan 15	31 May 15
SMSgt (E-8)	31 Jul 14**	31 Jul 15	31 Jul 16
MSgt (E-7)	N/A*	30 Sep 14	30 Sep 15
TSgt (E-6)	30 Nov 14**	30 Nov 15	30 Nov 16
SSgt (E-5)	31 Jan 15**	31 Jan 16	31 Jan 17
SrA (E-4)	N/A*	31 Mar 15	31 Mar 16

* Denotes an initial feedback provided prior to the implementation of ACA.

** Denotes a date of initial evaluation rating period; feedback should be conducted within 60 days of the start of the initial rating period.

Performance Evaluation System

- **CRO Reports**
  - **With the implementation of Static Close Out Date (SCOD), CRO reports will be phased out**
  - **As the SCOD evaluations are being implemented, CRO reports will be phased out by rank**

- **AF Form 77, Letter of Evaluation**
  - **Supervisors are encouraged to use AF Form 77 to document accomplishments when member is assigned to a new rater**
  - **Member is encouraged to request an AF Form 77 from losing supervisor**

- **The following forms will be utilized for EPRs**
  - **AF Form 910 (AB thru TSgt), AF Form 911 (MSgt thru SMSgt) and AF Form 912 (CMSgt)**

ACA Requirements

Rank	Initial ACA Closeout	Midterm ACA Closeout	End of Reporting Period
CMSgt (E-9)	w/i 60 days of new supervision	Not Required	Conduct w/i 60 days of evaluation closeout*
SMSgt (E-8)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Not Required
MSgt (E-7)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Not Required
TSgt (E-6)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout
SSgt (E-5)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout
SrA (E-4)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout

Note : Officer: Initial within 60 days, mid-term, annually thereafter
Chief and Colonels: Initial feedback, no further feedback necessary unless there is a CRO
Telephonic feedback acceptable
Unit requests feedback notice from CSS, Force Management Element or HQ CC

Reserve Development Plan(R-DP)

- **Reserve Force Development is improving the way we develop our Reserve members. It is the series of experiences and challenges, combined with education and training opportunities, which develop our officer and enlisted forces.**

- **Reserve Officer Development Plan (R-ODP)**

- **Reserve Enlisted Development Plan (R-EDP)**

- **R-DPs should be completed:**
  - **Annually**
  - **When personal circumstances warrant**
  - **To communicate education/training desires**
  - **To update assignment preferences**

- **Updating R-DP for review and comment**
  - **Officers submit to the coordinator (first Colonel, or Commander, in their rating chain)**
  - **Enlisted submit to Rater/Supervisor/Mentor**

- **Total Force Integration; FIT TO FIGHT applies to all USAF components (paid or unpaid)**

- **IRs must be in military status to test (example: AT, IDT, MPA, RPA or points only IDT)**
  - **IRs cannot be ordered to active duty solely to fit assessment**

- **If IR fails fitness assessment**
  - **On-line brief (Be Well Program) is required; documented and managed by AD UFPM; unit tracking and follow-up is _crucial!_**

- **No exemptions without profile; AF Form 469 must be reviewed by FAC/exemptions annotated in AFFMS II**

- **IRs must wear Air Force physical training uniform (PTU) during the fitness assessment**

- **Unit Vacancy Program**
    - **Meet minimum requirements (TIG, TIS, PME, etc) & there is a unit vacancy**
    - **Enlisted promotion rosters are produced monthly**
    - **Sent from HQ ARPC/DPTSC → Detachments → AD Unit → AD Unit CC**

- **STEP I**
    - **SSgts with 16+ satisfactory years**

- **STEP II**
    - **Board meets each summer**
    - **Promotion effective date: 1 October**
        - **Announcement sent Apr/May; submit packages from Unit/CC to Det (packages normally due May/June)**
        - **Similar to AD STEP…tool to promote outstanding performers**

Officer Promotions

- **Managed/processed by servicing MPS Career Development Element**
  - **Unit/directorate promotions POC**
- **Information posted on <u>myPers</u> (dashboard; promotions)**

- **TIG Eligibility Criteria to Pin-On…**
  - **Position Vacancy (Maj and Lt Col only)**
    - **Maj: 5 years**
    - **Lt Col: 5 years**

  - **Mandatory**
    - **Lt/Capt: 2 years**
    - **Maj: 7 years**
    - **Lt Col: 7 years**
    - **Col: 4 years**

1. Officer Promotions are managed by servicing MPS, Career Development Section
   A. True
   B. False

2. There are 3 ways an enlisted IMA can get promoted: Unit Vacancy Program, STEP I or STEP II
   A. True
   B. False

3. IRs must be in military status to perform fitness assessment
   A. True
   B. False

- **SRP (Selective Reenlistment Process)**
  - **ARPC → Detachment → URC → IR/AD Unit→ URC → Detachment → ARPC**

  - **ARPC updates MilPDS, initiates DD Form 4 process**

- **DD Form 4**
  - **ARPC → Detachment → URC → IR Unit→ URC → Detachment → ARPC**

  - **IRs are eligible to reenlist within a 180 day window of ETS**
    - **AFSC bonus eligible IRs must reenlist within a 30 day window of ETS**

  - **If you need to initiate the SRP or request a DD Fm 4, contact the servicing Detachment**

  - **NOTE: If supervisor or commander DOES NOT recommend reenlistment, an AF Form 418 must be submitted with SRP explaining why reenlistment was not recommended**

- **Officer**
  - *Normally* **ineligible for uniform replacements. However, if the IR has served on active duty for 90 or more consecutive days, they may be entitled to a clothing stipend every 2 years**
    - **IR submits AF Form 1969, Officer Uniform Allowance Certification to the HQ RIO/RPO**

- **Enlisted**
  - **Authorized initial issuance upon entry into reserve**
  - **Authorized replacement items every 3 years**
  - **Request needed items using AF IMT 656**

Volunteer Deployment Process

- **IRs may volunteer for deployment opportunities:**
  - **Volunteer Reserve System (VRS) – AFSC approved**
  - **AFRC Functional Area Managers (FAMs)**
  - **Assigned unit and/or another unit/command**
    - **Assuming they agree to provide associated man-days**
      - **Caveat: 0-6 and above need AFRC/CV Approval**

- **Deployments must have a valid Unit Line Number (ULN)**
- **Members must submit a Statement of Understanding (SOU) to servicing Detachment to volunteer for deployments/exercises/mobilizations**

- **HQ RIO/IPR processes all IR CED (Contingency Exercise Deployment) orders**
- **IRs in/out process through their local MPS Installation Personnel Readiness Element**

- **AD UDM plays an active role with the IR deployment process**
  - **Always ensure your IRs are assigned an AEFI**
    - **POC for IR AEFIs is HQ RIO/IPR**

- **Deployments/exercises are voluntary processes**

- **Two-year forecast of Combatant Commander Down-Range requirements are reviewed each October**
  - **If AEF rqmts exceed AD resources, HAF Functional Area Manager (FAM) works with AFPC/DPW to develop a mobilization proposal**
  - **Mobilization proposal is sent to Air Force Reserve Command (AFRC)/Force Generation Center (FGC) for coord; AFRC/FGC forwards to appropriate AFRC/FAM**
  - **AFRC/FAM works with the AD FAM to identify eligible members**
  - **AFRC/FAM selects eligible members based on Air Expeditionary Force Indicator, dwell rate & Deployment Availability (DAV) Codes**
  - **Selectee names are sent to HQ RIO/Installation Personnel Readiness (IPR) for further staffing to Detachment & URC**
  - **URCs work with AD Commanders to notify members they have been selected for a potential mobilization**
  - **URC forwards names along with proof of notification back to Detachments and HQ RIO/IPR**
  - **Package is staffed back to the AFRC/FAM; changes will be made prior to endorsement**

Note: FGC serves as a single point of contact for Reserve deployment and mobilization needs for AD MAJCOMs and COCOMs

1. **IRs may volunteer for deployment opportunities through:**
   A. **Volunteer Reserve System (VRS)**
   B. **AFRC Functional Area Managers (FAMs)**
   C. **Assigned unit and/or another unit/command**
   D. **All of the above**

2. **Enlisted IRs are authorized uniform replacement items every**
   A. **6 months**
   B. **Fiscal Year (FY)**
   C. **3 years**

U.S. AIR FORCE

Line of Duty Determination

- IRs are considered "in status" when on official orders directly to/from duty

- An <u>approved</u> LOD grants the IR long-term medical care

- If a reservist becomes ill or injured on mil status…
  - Report to the nearest Military Treatment Facility (MTF) for care
  - Take military order
    - AF Form 938 (AT/MPA/RPA) or AF Form 40A (IDT) status
  - MTF/PCM will initiate an AF IMT 348 **(if warranted)**
  - AF IMT 348 will be routed to IR's AD/CC for review/recommendation
  - CC-signed 348, supporting civ/mil medical docs, current PCARS rip, signed briefings (med, fin, pers), & orders go to IR's servicing detachment for further processing
    - LOD packages are processed in ECT (Electronic Case Tracking) system, through HQ AFRC SG & JA; AFRC CV for final approval/disapproval authority

- **IRs should make every attempt possible to complete training in person**

- **Schedule classroom training with your AD UTM**
  - **Exception to Policy for IRs – AFRC/CV memo dated 14 May 2015**

- **If SAPR cannot be accomplished in classroom, it can be completed on-line**

- **Training is available on the HQ RIO website**
  - **Completion certificate must be sent to the IR's AD UTM for ADLS update**
  - **This is an annual training requirement for <u>all</u> AF members**

- **Group, Squadron, and Detachment Commander Responsibilities**
  - **IRs who are on, pass, quarters, flying status, crew-rest, missile duty, or non-duty status, or who did not attend training where their names were randomly selected for drug testing, will report for testing during the next training/drug testing period**
  - **Commanders must not notify IRs of their selection sooner than two hours prior to the scheduled collection time**
  - **IR drug testing is the responsibility of the AD commanders**

  - **The URC should provide the DDR office with the following information:**
    - **Example: Rank Member's Name is an IMA who is currently not on orders. The member is expected to return on day/month/year.**

    DO NOT COMPROMISE DRUG TESTING PROGRAM!

- **Reserve personnel are subject to UCMJ jurisdiction when in military status**
  - **UCMJ punishment can only be administered in military status**
  - **Administrative action (LOA/LOC/LOR) can be certified mailed to reserve member**
    - **Ex: not maintaining readiness standards/unsat participation**

- **Always document poor performance with progressive discipline and accurate evaluations**
  - **Source documentation is initiated from active component unit to the Detachment & is vital for unit to pursue involuntary reassignment/discharge**
  - **If IR is on orders and served UCMJ punishment or admin action, do not remove them from orders until consultation with your local JA and Detachment Commander**

Transition Assistance Program (TAP)

- **Mandated by Public Law 112-56, Vow to Hire Heroes Act of 2011**
- **Mandatory for <u>retiring/separating personnel</u> and anyone on <u>continuous orders over 179 days</u>**
- **Schedule class through local A&FRC (Airman & Family Readiness Center)**
  - **Must be in military status to attend**

- **Mandatory sections of TAP**
  - **DD Form 2648, Pre-separation Counseling Checklist**
  - **Transition Goals, Plans, Success (GPS) Workshop**
  - **Veterans Affairs (VA) Benefits Briefings**
  - **DD Form 2958, Capstone, Service Member's Individual Transition Plan Checklist**

NOTE: GPS <u>OPTIONAL</u> for members returning to a civilian job
  - **There are NO exemptions from attending the mandated VA Briefing**

Resources

- **HQ RIO Website**
  - **http://www.arpc.afrc.af.mil/Home/HQRIO.aspx**

- **HQ RIO Integration Cell:**
  - **Comm: 720-847-3746**
  - **DSN: 847-3746**
  - **Email: AFRC.HQRIO.IntegrationCell@us.af.mil**

- **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/**

HQ RIO Website

References

- **AFI 33-322 - Records Management Program**
- **AFI 36-2254 V1 - Reserve Personnel Participation**
- **AFI 36-2406 - Officer And Enlisted Evaluation Systems**
- **AFI 36-2502 - Airman Promotion/Demotion Programs**
- **AFI 36-2504 - Officer Promotion, Continuation and Selective Early Removal In The Reserve Of The Air Force**
- **AFI 36-2606 - Reenlistment In The United States Air Force**
- **AFI 36-2629 - Individual Reservist (IR) Management**
- **AFI 36-2905 - Fitness Program**
- **AFI 36-2907 - Unfavorable Information File (UIF) Program**
- **AFI 36-2910 - Line Of Duty (Misconduct) Determination**
- **AFI 36-3014 - Clothing Allowances For Air Force Personnel**
- **AFI 36-3209 - Separation And Retirement Procedures For Air National Guard And Air Force Reserve Members**
- **Public Law 112-56 - The Vow to Hire Heroes Act of 2011**