

THE READINESS REPORT

FOR INDIVIDUAL RESERVISTS

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*The official magazine of the
Headquarters Individual Reservist Readiness and Integration Organization*

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CONNECT

Web: www.arpc.afrc.af.mil/HQRIO.aspx
 Email: arpc.rio.det1@us.af.mil
 Phone: [720-847-3RIO](tel:720-847-3RIO)



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LEADERSHIP



*Col. Carolyn Stickell
Commander*



*Chief Master Sgt. Dolores Colella
Group Superintendent*



*Master Sgt. Wendy Barraza
First Sergeant*

ABOUT HQ RIO

The Headquarters Individual Reservist Readiness and Integration Organization (HQ RIO) is located at 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 the Individual Reserve 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-component positions, and Participating Individual Ready Reservists (PIRRs), who participate for points towards retirement only. Both IMAs and PIRRs augment active-component missions and are rated by active-component or government agency supervisors.

There are more than 2,700 enlisted members and more than 4,500 officers in the IR. IMAs and PIRRs support more than 50 major commands, combatant commanders and government agencies.



Watch >> the AFRC Community Spotlight of HQ RIO on YouTube:
https://youtu.be/SXGHTuLuB_k

NEWS BRIEFS

New feature allows Reservists to post resume, skills to VRS

ARCNet and the Volunteer Reserve System (VRS) now give reservists the capability to post their civilian and military resume to their ARCNet profiles where it can be searched by VRS job posters.

VRS is the platform the Air Force uses to solicit for volunteer support from reservists for manning shortfalls.

To post a resume and add job tags, log into ARCNet (CaC only) through the Air Force Portal, select the "Member" tab and then "Change my profile." Scroll down to the "VRS Skills Search info" section and select "Opt-in to make this profiles searchable in VRS." Reservists may then add their AFSC, skill tags, write a short biography and upload a resume (up to 9MB, no PII). Select "Update Profile" at the bottom of the page to save your changes.

Once a member has opted-in to the VRS Skills Search, requisitioners can then search for them based on their tagged skills and AFSCs.

AROWS-R temporarily only available from .mil network

Due to network issues with AROWS-R, that system is temporarily only available from a .mil network.

Technicians are actively working to resolve this issue but there is no resolution date at this time. We will notify you when AROWS-R is available from .com networks.

If you need to request or access your orders during this outage and you do not have access to a .mil network, please contact our servicing HQ RIO Detachment. Contact information can be found online at www.arpc.afrc.af.mil/hqrio/directory.aspx.

CY16 Air Force Reserve Line and Nonline Colonel Promotion results

Air Reserve Personnel Center officials announced results for the Calendar Year 2016 Air Force Reserve Line and Non Line Colonel Promotion Selection Boards, Dec. 21. The boards selected more than 150 Citizen Airmen for promotion.

The selection boards convened at ARPC October 3 - 7 to determine those officers best and fully qualified to assume the next higher grade. Board members selected 186 of 1,521 officers considered. A complete list of Airmen selected for promotion is available online by clicking [here](#) or visiting the Air Reserve Officer Promotion page on myPers.

Temporary change to twenty-year letter

Due to a recent programming error in Points Credit Accounting System (PCARS), the system used to capture Guard/Reserve points, the Air Reserve Personnel Center has temporarily discontinued the issuance of Twenty-Year Letters. Members can still apply for retirement without having received the Twenty-Year Letter. ARPC anticipates resuming the Twenty-Year Letter process in February 2017.

This error will cause a delay in the opportunity to make election concerning Reserve Component Survivor Benefit Plan (RCSBP). This error will not affect the 90-day timeline to make election. Once ARPC has reached resolution and updating is restored, members will maintain the opportunity and the 90-day timeline to make election.

Did You Know?

Career tips for Individual Reservists

Did you know that Reservists who have served on continuous orders for more than 180 days since November 2012 are required to complete the Transition Assistance Program (TAP)?

TAP is a congressionally-mandated, multi-day program designed to provide service members the skills needed to return to the civilian life following periods of active duty. The program consists of four parts: pre-separation counseling,

three-day Department of Labor employment training (opt-out with proven employment/eligible school enrollment), VA benefits briefing (if opting out of DOL training), and Capstone.

To learn more, visit <http://www.arpc.afrc.af.mil/HQRIO/Benefits.aspx> or contact your local Airman and Family Readiness Center.

Five tips for faster travel voucher payment

By Col. Jodi Clayton, HQ RIO Director of Operations

According to the Headquarters Individual Reservist Readiness and Integration Organization Travel Pay office, in 2015 nearly one in five RTS travel vouchers submitted using DD Form 1351-2 were returned to the traveler for errors.

Not only does this high return rate create an excessive amount of re-work and decrease organizational efficiency, it also dramatically increases the number of days it takes for an Individual Mobilization Augmentee to be reimbursed for travel expenses.

In order to ensure travel vouchers are processed and paid as quickly as possible, be sure to avoid these five common mistakes:

1. Incomplete itinerary: be sure to document the dates in column A, the place in column B for each place stopped, and the reason for stop in column D (common reasons are: AT – awaiting transportation, TD – temporary duty and MC – mission complete). A complete itinerary is necessary to calculate your entitlements.
2. Missing signatures: all travel documents must be signed by the traveler, the reviewer (usually the member's supervisor) and the approving official. Bottom line – travel pay documents cannot be processed with only the claimant's signature.
3. Missing lodging receipts: Department of Defense travel regulations require receipts for lodging, regardless of the cost.
4. Missing orders: orders provide the technician processing the claim with the authority for reimbursement – orders must be included with your paperwork when submitting a travel claim.
5. Duplicate travel days: you can only get paid for one day once – duplicate travel dates can occur when submitting multiple vouchers but the system catches this and prevents the technician from processing the claim. Most often this happens with either multiple 1351-2s or with requests for IDT lodging reimbursement using SF1164.

Bottom line – you can only get paid for one day once – so review your dates with previous requests to ensure there is no duplication.

By reducing the errors above, coupled with the organizational process improvements HQ RIO is implementing, IMA travel processing delays can be reduced by 78 percent! So, next time you travel on RTS orders, help us help you get your reimbursement quicker by reviewing your travel documents carefully before you submit them for pay!

Online Green Dot Training available

By Master Sgt. Timm Huffman

Individual Reservists who are unable to complete Green Dot training with their active-duty unit may perform training online.

IRs are directed to make every possible attempt to complete the face-to-face Green Dot training. However, when that is not feasible due to scheduling conflicts, online training is available to fulfill the training requirements.

To complete the online Green Dot training, visit www.arpc.afrc.af.mil/hqrio.aspx, select "Training" and then Green Dot training.

After reviewing all course material, fill out and print the certificate from the final page of the training and send it to your unit reserve coordinator or unit training manager to update your training record in ADLS.

Note: The website and/or embedded videos may be slow to load when accessing from a .mil network. Please allow the videos sufficient time to load before viewing. If you receive an error and cannot access this training from the .mil network, you will need to complete the training from a home computer or a computer outside the .mil domain.

Please direct all questions regarding Suicide Prevention training to your URC or servicing HQ RIO detachment. Contact information is available on the [HQ RIO website](#).



IMA assumes command of active-duty squadron

By Master Sgt. Timm Huffman

A month into his tenure as commander of an active-duty squadron, reservist Maj. Christopher Humphrey said he is excited about the leadership opportunities his new job offers.

As commander of the 460th Comptroller Squadron at Buckley Air Force Base, Colorado, Humphrey is responsible for an organization that provides customer support to 80,000 customers in the Denver area, manages the 460th Space Wing's finances, and ensures all financial laws and regulations are followed.

The command opportunity is unusual, as reservists are not normally considered for active-duty assignments. Humphrey was able to compete for the position through the extended active-duty program. The EAD program gives qualified reservists the opportunity to fill active-duty positions for a pre-determined amount of time. In Humphrey's case, he expects to be in command at the 460th for about 22 to 24 months, after which, he will return to the Air Force Reserve's Individual Mobilization Augmentee program.

Humphrey's new assignment is the latest chapter in a life-long relationship with the service that started as a child. An Air Force brat, Humphrey attended the Air Force Academy, graduated in 2000 and began his career in

GPS directorate. After the move, his old boss told him about a vacant IMA billet and invited him to once again don the uniform and come to work for him as an Air Force Reservist.

After several years as an IMA at LA AFB, Humphrey took a new reserve position as the IMA to the chief of the financial analysis division at Headquarters Air Force Space Command at Peterson Air Force Base, Colorado; right next door to his alma mater. While assigned there, he decided he wanted to further reinvigorate his Air Force career and give back to the service that had given him so much.

Col. Brian Kehl, the active-duty member Humphrey augmented there, said his IMA was an incredibly proactive team member and always came in ready

"Chris was very proactive and made huge contributions during his tours; I was very impressed with his performance."

-Col. Brian Kehl

to work. He said Humphrey would have all of his readiness items accomplished ahead of time and was ready to focus on accomplishing projects during his time in the office.

"IMAs require a lot of investment in paperwork and logistics and you want them productive when they perform annual duty," said Kehl. "Chris was very proactive and made huge contributions during his tours; I was very impressed with his performance."

That's why, when Kehl received a call from his boss, a general officer who was on the active-duty financial management officer development team, asking about Humphrey's track record, he was able to give a glowing recommendation.

In the development team, Humphrey was measured against the active-duty officers who were also being eyeballed for the squadron commander list and was selected to fill one of the slots. Humphrey said making it onto the squadron commander candidate list was no guarantee of a job, let alone a desirable one. That didn't matter to him; he just wanted to give back to the Air Force.

Fortunately for the comptroller, he was selected to lead the squadron at Buckley, just a 60-mile drive north of his assignment in Colorado Springs.

Humphrey's selection says a lot about him, said Kehl. In order to earn command of an active-duty squadron, Humphrey had to be put forward by the Air Force Reserve, approved by the development team, and then hired out of a pool of candidates by the wing commander. (Continued on page 6)



Change of command | Col. David N. Miller, Jr. (left), 460th Space Wing commander, passes the 460th Comptroller Squadron guidon to Maj. Christopher Humphrey during a change of command ceremony at Buckley Air Force Base, Colorado, Dec. 12. (U.S. Air Force photo/Airman Jacob Deatherage)

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Humphrey believes his long history with AFSPC, along with his experience in the civil service, active-duty and reserve worlds, give him a unique edge and perspective for working with the civilian and military members of his squadron.

Kehl and others at AFSPC worked hard to get all the paperwork and logistics in place and were able to get him in command on time, which included a permanent change of station move from his home in Los Angeles.

Humphrey officially assumed command of the squadron from Maj. Douglass Eagleton during a ceremony, Dec. 12.

In addition to the technical responsibilities of the new assignment, Humphrey said he is also excited about the human relations aspect of leadership. As an acquisitions officer, his exposure to the enlisted force has been limited, he said. As commander, he looks forward to mentoring and developing his young Airmen and junior officers.

Kehl, who attended the change of command ceremony and has spoken with Humphrey several times since, said the new squadron commander is taking charge and working hard to improve his new squadron.

"It's a great honor for Chris [to be selected] and he's doing a great job," said Kehl.



People person | Maj. Christopher Humphrey, back row, sixth from the left, with his team at the 460th Comptroller Squadron. Humphrey said one of the things he is most looking forward to during his tenure as squadron commander is mentoring and leading his enlisted troops, civilians and junior officers. (U.S. Air Force photo/Airman Jacob Deatherage)

ESGR enhances employer support for Reservists

The Employer Support of the Guard and Reserve is a Department of Defense program dedicated to improving relationship between civilian employers and their reservists.

The programs exist to help Reservists mitigate service-related disputes with their employers, as well as to recognize employers who go above and beyond the call of duty to support their military employees.

For more information, visit the ESGR website at www.ESGR.mil or call 1-800-336-4590, Opt. 1



AF changes pregnancy policy for Reservists on ADOS orders

The Air Force has changed its policy of automatically limiting or curtailing the orders of pregnant members of the Air Force Reserve serving on Active Duty Operational Support (ADOS) orders at 34 weeks of pregnancy.

To review the full policy, visit the resources section of the HQ RIO website at www.arpc.afrc.af.mil/HQRIO/Resources.aspx. The document is located under the Memos section.

Questions or concerns should be directed to the member's servicing HQ RIO Detachment. Contact information can be found on the HQ RIO website.

Reservist is voice of NORAD Tracks Santa

By Master Sgt. Timm Huffman, Headquarters RIO Public Affairs

When Lt. Col. Karl Fruendt's four children were younger, they had a family tradition of tracking Santa on his Christmas Eve journey around the globe on NORAD Tracks Santa.

The children have outgrown the Santa Tracker, but Fruendt now helps others experience his family's tradition by lending his time and voice talent to the North American Aerospace Defense Command (NORAD)-led service.

Fruendt, who is now an Individual Mobilization Augmentee assigned to U.S. Northern Command as a joint logistics planner at NORAD, moved to Colorado Springs, Colorado, in 2011 when he took a new Active Guard Reserve position there. He first volunteered to support the NORAD Tracks Santa in 2012, which relies on about 1,500 volunteers every year. The logistics officer told the NORAD Tracks Santa public affairs team he could help by operating a booth outside official holiday concerts at the U.S. Air Force Academy.

He did five events the first year, handing out tchotchkes and promotional materials touting the service. He continued in 2013 but was also invited on-stage during the musical performances to narrate the history of NORAD Tracks Santa.

Fruendt would tell of how the program began by accident, in 1955, when an advertising misprint in a Colorado Springs newspaper directed children to call the Continental Air Defense Command's operations center for information on Santa. Instead of sending them away, Col. Harry Shoup, who came to be known as the Santa Colonel, had his operators find the location of Santa Claus and report to each child who phoned in that night.

Following Fruendt's monologue, Santa would come out and visit with the children. The Reservist has continued doing this every year since. When his AGR tour ended in 2015, he transferred from the Air National Guard to the Air Force Reserve's Individual Reserve program doing essentially the same job he was doing as an AGR Guardsman.

These factors, along with the job vacancy, brought Fruendt to the IMA program. His assignment allows him to continue his support to NORAD on a full-time basis, provides additional flexibility in his personal life and also allows him to support NORAD Tracks Santa during the holidays.

When the media team was looking for voice talent to support the Santa Tracker website, Fruendt was a natural choice. According to 1st Lt. Lauren Hill, from the NORAD Public Affairs office, Fruendt is always willing to help out. Since arriving on station, he has become the voice of NORAD/USNORTHCOM, often narrating official events, and always willing to support NORAD

Tracks Santa.

The trained broadcaster, who spent 10 years in radio and television news in Topeka, Kansas, has a crisp, smooth delivery, and just a hint of a Midwestern accent. He also served as an enlisted motion media specialist (the predecessor to combat camera) with the Kansas Air National Guard from 1989 until he commissioned as a public affairs officer in 1997.

Armed with those credentials, Fruendt entered the NORAD public affairs office's recording studio in 2014 to cut audio tracks for a number of video clips used on the Santa Tracker website. Since then, he's recorded the audio for all of the English-language clips used by the Santa Tracker website, about 20 in total, and is always willing to update the voice track as scripts change.

The videos and voiceovers are just a small piece of the NORAD Tracks Santa operation, though. Hill, who is also the volunteer coordinator for NORAD Tracks Santa, said the organization is run by NORAD and supported by pro-bono donations from 51 companies and

charities which donate everything from web and app development time to hardware, like the computers in their call center. That call center opens at 4 a.m. (MST) on Christmas Eve and will have as many as 164 volunteers working at any given time. Hill will cycle almost 1,600 volunteers through the center during the 24-hours of Dec. 24.

Last year the center received more than 100 calls a minute from all over the globe, while the website received 22 million hits in 2015.

For his part, Fruendt is happy to play his role in the overall operation.

"When I was given the opportunity to tell the story of NORAD Tracks Santa, I couldn't have been happier and I am proud to have the chance to help carry on the tradition of the last 60 years," he said.



Lt. Col. Karl Fruendt, right, shakes hands with Santa Claus after telling the story of NORAD Tracks Santa at a Christmas performance. (Courtesy photo)

AF evolves policies to access more talent, maintain high standards

By Secretary of the Air Force Public Affairs

The Air Force announced new policies on dress and appearance with regard to tattoos, as well as changes to service medical accession policy Jan. 9.

These changes result from a review of Air Force accessions policies directed by Air Force Secretary Deborah Lee James in 2016.

“As part of our effort to attract and retain as many qualified Airmen as possible we periodically review our accessions policies,” she said. “In this instance, we identified specific changes we can make to allow more members of our nation to serve without compromising quality.”

Authorized tattoos on the chest, back, arms and legs will no longer be restricted by the “25 percent” rule. Tattoos, brands or body markings on the head, neck, face, tongue, lips and/or scalp remain prohibited. Hand tattoos will be limited to one single-band ring tattoo, on one finger, on one hand. Current Airmen with existing hand tattoos authorized under the previous policy will be grandfathered in under the old policy standards.

A recent review of Air Force field recruiters revealed almost half of contacts, applicants and recruits had tattoos. Of these, one of every five were found to have

discrimination remain prohibited in and out of uniform. Commanders will retain the authority to be more restrictive for tattoos, body ornaments and/or personal grooming based on legal, moral, safety, sanitary, and/or foreign country cultural reasons.

The new tattoo policy is effective Feb. 1, 2017. Further implementation guidance will be released in an addendum to the policy guidance.

The Air Force’s periodic review of medical accession standards and advancement of medical capabilities prompted policy changes with respect to waivers for common conditions that have routinely disqualified prospective Airmen from service. Waivers for eczema, asthma and ADHD currently constitute the highest volume of requests from Air Force recruiters. Additionally, current Air Force accession policy with respect to pre-service marijuana use is not reflective of continuing state-level legalization.

While medical accession standards are standardized across the Services, the Air Force has modified some of its more restrictive service policy, or established specific criteria to streamline and standardize waiver processes to increase the number of qualified candidates entering service. These changes include:

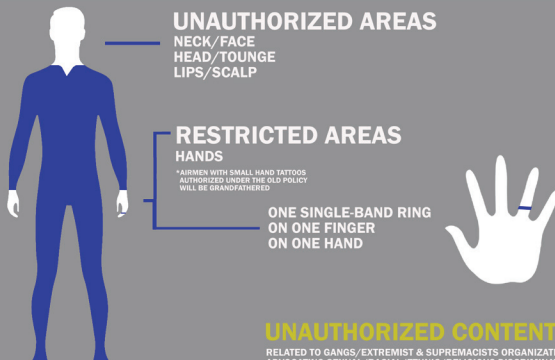
- Eczema: Select candidates medically classified as having mild forms of eczema will be processed for a waiver. Certain occupational restrictions may be applied to secure personal and mission safety.
- ADHD: Candidates who do not meet the standard of never having taken more than a single daily dosage of medication or not having been prescribed medication for their condition for more than 24 cumulative months after the age of 14 will be processed for a waiver if they have demonstrated at least 15 months of performance stability off medication immediately preceding enlistment and they continue to meet criteria in Defense Department Instruction 6130.03.
- Asthma: The Air Force will use the Methacholine Challenge Test to provide an objective measure of candidates with an ambiguous or uncertain history of asthma. Candidates who successfully pass this test will be processed for a waiver.
- Pre-accession marijuana usage: The revised policy will remove the service-prescribed numerical limitations on prior use of marijuana when determining accession qualifications. A medical diagnosis of substance-related disorders or addiction remains medically disqualifying. Any legal proceedings associated with pre-service use will be reviewed and adjudicated separately and may be disqualifying. The Air Force will maintain a strict “no use” policy and applicants or enlistees will be disqualified for service if they use drugs after the initial entrance interview.

The waiver process changes are effective immediately.

NEW

TATTOO POLICY

25% COVERAGE RULE ELIMINATED



tattoos requiring review or that may be considered disqualifying; the top disqualifier was the 25 percent rule on “excessive” tattoos. The new policy lifts the 25 percent restriction on authorized tattoos to the chest, back, arms and legs, opening up this population for recruitment into the Air Force.

Tattoos, brands and body markings anywhere on the body that are obscene, commonly associated with gangs, extremist and/or supremacist organizations, or that advocate sexual, racial, ethnic or religious