



# HQ INDIVIDUAL RESERVIST READINESS & INTEGRATION ORGANIZATION

## The Readiness Report

### RPO centralization is almost here!

By Col. Christopher Cronce, Commander, HQ RIO

You may have heard that all Individual Reservists will need to utilize the HQ RIO RPO, here at Buckley Air Force Base. Unlike most rumors, this one is true. Beginning April 1, all IRs will need to use the HQ RIO RPO.

Many individuals have asked me why we're doing this. I often hear that the RPO they utilize (one of 39 within our command) has provided great customer service, and they don't want to change—and I totally understand! Those RPOs are doing a great job for our component. However, as we drive toward standardizing the support we give you, as well as improving and streamlining the reporting capabilities we need when issues like BAH Recertification come up, centralizing operations is essential.

The RPO staff here understands your concerns as well. Todd Littfin, the HQ RIO RPO Chief, and his team are VERY focused on providing you the high level of customer service you expect. The military pay technicians here are finishing up an immersive, hands-on training program and are prepared to meet your pay needs.

That said, the HQ RIO RPO call center will become operational March 23. Call center hours will be from 6:15 a.m. to 5:00 p.m. (MT), Monday-Friday, except federal holidays, and Wednesday's from 1:00 to 3:00 p.m. If you leave a message with the RPO during these closures, we will get back to you on the next business day.

If you have questions regarding this effort, please contact the RPO at 720-847-3711 or [arp.rciorpo.1@us.af.mil](mailto:arp.rciorpo.1@us.af.mil).

Our goal is that the HQ RIO RPO will provide you with the exceptional service you expect from other RPOs. Thank you for your support during this transition.



### HQ RIO announces top Individual Reserve Airmen of 2014

The top Individual Reserve Airmen of the Year for 2014 were selected, announced Col. Christopher E. Cronce, Commander of Headquarters IR Readiness and Integration Organization. The Airmen were selected based on superior leadership, job performance and personal achievements.

"These winners embody the excellence we expect out of all of our Individual Reserve Airmen," said Cronce. "They should be proud of the work they do and the things they have accomplished."

#### Individual Reserve Airmen of the Year:

**Airman of the Year:** Senior Airman Christina Reuter, HQ RIO Detachment 4, AMC Air Intelligence Squadron, Scott Air Force Base, Illinois

**Non-commissioned Officer of the Year:** Technical Sgt. Luanne Bruggeman, HQ RIO Detachment 4, 56th Security Forces Squadron, Luke AFB, Arizona

**Senior NCO of the Year:** Master Sgt. Julie Stephens, HQ RIO Detachment 6, Air Force Technical Applications Center, Patrick AFB, Florida

**Company Grade Office of the Year:** Capt. Benjamin Hendrickson, HQ RIO Detachment 2, US Pacific Command, Joint Intelligence Operations Center, Northeast Asia Division, Joint Detachment Minneapolis, Minneapolis Air Reserve Base, Minnesota

The Individual Reservist of the Year awards program recognizes the accomplishments of outstanding Airman augmenting active duty forces and government agencies world-wide. Individuals wishing to submit for the 2015 IR Airmen of the Year should look for the application process in November.

#### Connect with HQ RIO

720-847-3RIO | [arp.def1.rio@us.af.mil](mailto:arp.def1.rio@us.af.mil) | [Website](#)





## HQ RIO Enlisted Leadership



**CMSgt. J. Seth Perron**  
Superintendent



**MSgt. Jerrod Kester**  
First Sergeant

[Enlisted leader biographies](#)

## HQ RIO Quick Links

- [HQ RIO Website](#)
- [Detachment Directory](#)
- [The IR Guide](#)
- [IMA Travel Guide](#)
- [Wingman Toolkit](#)
- [CMSAF Roll Call](#)
- [www.Move.mil](#)
- [MyPers](#)
- [AROWS-R](#)
- [Defense Travel System](#)

## Share your story!

Have an incredible Air Force story? Tell it by contacting the HQ RIO Public Affairs office at 720-847-3787.

## HQ RIO News

### *IRs must update contact info on recall rosters*

Individual Reservists should contact their active duty supervisors to ensure their contact information on the unit's recall roster is correct. It is crucial for the member's unit to have this information in the event they must conduct a recall for real-world or exercise situations.

### *Summer opportunities for AFR teens*

#### **Air Force Reserve Youth of the Year (Suspense: April 10)**

Air Force Reserve teens, age 14-18, are invited to apply to attend the AF Youth of the Year summer camp, June 23-26, San Antonio, Texas. One youth will be accepted to attend the camp, which is run in conjunction with the Boys and Girls Club of America Military Youth of the Year Program. It is an opportunity for outstanding Air Force youth to receive leadership training and recognition. All transportation, lodging, meals, and program costs while at the Youth of the Year event will be centrally funded at no cost to the participant or their unit/base. For more information, review the electronic Youth of the Year [Application](#), [Memorandum](#), and [Information Sheet](#). Applications should be sent to Ms. Penny Dale, AF Services, [penny.dale@us.af.mil](mailto:penny.dale@us.af.mil).

#### **Residential Camp Call (Suspense April 15)**

Applications are now being accepted for youth interested in applying for Teen Aviation Camp, Teen Leadership Camp, and Space Camp. Lodging, meals, and program cost will be centrally funded at no cost to participants or units. However, travel costs to each camp are the responsibility of the attendee or their unit. Interested youth should review the website and application process at <http://www.myairforcelife.com/youth/>.

#### **Air Reserve Component Teen Council (Suspense: April 17)**

Air Force Reserve dependent youths, grades 9-12, are invited to apply to be a part of the ARC Teen Council. The mission of the ARC Teen Council is to connect military dependent teens from different geographical locations via leadership camps and social media; implement youth programs that improve the lives of military youth; and to attend, volunteer, and lead different military events across the nation. For more information and to apply, review the electronic ARC Teen Council [memorandum](#) and [application](#). Applications should be sent to Ms. Penny Dale, [penny.dale@us.af.mil](mailto:penny.dale@us.af.mil).

#### **AFR Teen Leadership Summits (Suspense: May 15)**

The 2015 Air Force Reserve Teen Leadership Summits will give AFR dependents, ages 14-18, the opportunity to explore and develop leadership skills, build self-confidence and form lasting friendships.

The Classic Teen Leadership Summit is scheduled for July 12-17, Dahlonega, Georgia. Adventure Teen Leadership Summit is scheduled for August 11-16, Estes Park, Colorado.

Teens interested in applying must complete an online application. Completed forms are due by May 15 and will be reviewed by a panel of judges. Final selections will be announced by June 12. Adult chaperones with military affiliation are also needed to support these camps and applications are due by May 1. Both the youth application and the Adult Leader Application Packages are located at <http://georgia4h.org/AFRANGTeenSummit/>.

Questions should be sent to Ms. Penny Dale, [penny.dale@us.af.mil](mailto:penny.dale@us.af.mil). More information can be found at [www.myairforcelife.com/youth](http://www.myairforcelife.com/youth) and additional opportunities for Air Force youth can be found at [http://4-hmilitarypartnerships.org/military-family/dod\\_usda/2015-military-camps/2015-camps/index.html](http://4-hmilitarypartnerships.org/military-family/dod_usda/2015-military-camps/2015-camps/index.html).



# One Airman, Global Impact

*Tech. Sgt. Mark Parker, IMA NCOIC, Training, 673rd Security Forces Squadron, Joint Base Elmendorf-Richardson, Alaska*

When Tech. Sgt. Mark Parker first enlisted as a security forces Airman in 2001, he already knew his long-term goal was to become a civilian law enforcement officer.

After four years on active duty, which included a deployment in support of Operation Iraqi Freedom, he was ready to pursue his goal, but didn't want to let go of the military.

"The Individual Mobilization Augmentee Program gave me the opportunity to have both," said Parker.

He left active duty in 2005 to become a Prescott, Arizona, police officer. At the same time, he joined the Individual Reserve, where he now serves as the IMA non-commissioned officer in charge of training with the 673rd Security Forces Squadron, Joint Base Elmendorf-Richardson, Alaska.

As a civilian, Parker is assigned to the traffic safety section of the Prescott Police Department as a motorcycle officer and says he "absolutely loves it." His focus is on enforcing traffic laws, but has developed a personal penchant for identifying and stopping impaired drivers.

He said that impaired driver enforcement has become a passion and he has tailored his education toward DUI and drug enforcement. He is a certified standardized field sobriety test instructor, drug recognition expert instructor, and law enforcement phlebotomist.

In his decade-long career with the Prescott PD, Parker has personally apprehended over 400 impaired drivers and assisted in the investigation of hundreds more.

He is also a certified traffic crash reconstructionist,

responsible for investigating traffic accidents that resulted in serious injury or death. His team of investigators analyzes evidence from serious crashes, looking at everything from skid marks to car crush zones, and then reconstructs the scene to determine how the crash occurred and if a crime was committed.

He brings these finely-honed skills to the security forces Airmen at Elmendorf. During his annual training time, he will typically host different schools for his Airmen, such as how to utilize speed measuring devices and identify impaired drivers. He also teaches the Standardized Field Sobriety Test course, which certifies Elmendorf's patrolmen to administer sobriety tests to potentially impaired drivers.



"I really enjoy teaching and interacting with the new Airmen," he said. "It's very rewarding, knowing that I am able to provide the Air Force with no-cost training, and the patrolmen are always so motivated to go out and apply what they have just learned. It reminds me of myself when I was on active duty."

In addition to training his Airmen, he also counsels those who are thinking about getting out of the service to consider the Individual Reserve. He

said most don't know about the program and its benefits, like education, training, experience and travel opportunities.

For Parker, though, the flexibility of the Individual Reserve tops his list of reasons for loving his career as an IMA. He said that as a law enforcement officer, the set drill schedule traditional reservists adhere to wouldn't work with his civilian career.

"If it weren't for the [flexibility of the Individual Reserve] program, I don't think I would be able to stay in the military," he said.

Another benefit at the top of Parker's list is that he can see his contribution to the fight.

"I like knowing that every time I come out, I can make a direct impact to the active duty mission," he said.

## ADLS offers limited features via commercial networks with CAC

The Advanced Distributed Learning Service now offers some services to Individual Reservists who do not have access to a .mil network.

Services which are now available to users on commercial networks include : Access to ADLS Gateway (GoLearn, AETC, AU, AFCEC); course list; training records and certifications; system requirements; and support request submission via email or phone.

A CAC is required to access these services and all other sites and features remain accessible only on .mil networks.

### Did you know? | Tips for the Individual Reservist

The Government Travel Charge Card Program provides government travelers with a safe, effective, convenient and commercially available method to pay for expenses associated with official travel.

Use of the travel card is mandated by the Travel and Transportation Reform Act of 1998; additional guidance can be found in the DoD Financial Management Regulation, Vol. 9, Chapter 3.

Individual Reservists should apply for the GTCC through their active duty unit of assignment's Agency Program Coordinator.



## Reserve intel officer authors award-winning fiction

By Master Sgt. Timm Huffman

An Individual Mobilization Augmentee assigned to the 566<sup>th</sup> Intelligence Squadron recently published a novel that took second place in the 2014 Kindle Awards Best Fiction category.

*The Long Journey: Tales from a World Yet to Come* is Capt. Cara J. Swanson's fourth book; all of which she released through her own publishing company.

Swanson has entered writing competitions in the past, but the *The Long Journey* was her first award-winning novel.

"It was awesome to learn that I got second place," she said.

Swanson has always considered herself a writer and credits her father for first encouraging her to write. He told her to write without worrying about structure, format or any of the other things she learned in school. He taught her the most important thing was to just get it on paper.

However, Swanson, who is currently serving on reserve personnel appropriation orders as a project officer at Headquarters Individual Reservist Readiness and Integration Organization, didn't begin writing novels until the mid-2000s. She said she would have these great ideas and short stories but would get bogged down in the details of scenes and couldn't put the whole story together. That all changed about ten years ago.

"Sometime around 2006 something flipped a switch in my brain, and I finished my first book, [*Blood Cult, book one of the Elvestran Chronicles*], shortly after."

When it came time to publish *Blood Cult*, Swanson knew that her only choice was to self-publish. Not only was this something her father did years before with his own book, but seeking an established publisher would mean giving up control of the final product. That's why, in 2006, Swanson decided to found her own publishing house: Nighthawk/Raven Publishing. Having her own publishing company allows Swanson to retain full control of her works from the blank page all the way through the design of the cover and eventual distribution.

Once she started writing, the books kept flowing. She published the sequel to *Blood Cult*, *Daigu*, in 2010, and in 2012, she published *A Writer's Guide to Self-Publishing*. She began work on *The Long Journey* in 2013.

While one might imagine a writer sitting at their desk, hunched over a keyboard, this Air Force Reserve intelligence officer prefers the end of her couch, where the computer and cat fight for lap space. You might also find Swanson in the kitchen, laptop perched on the counter, cooking. She says she will write a few sentences and then jump to the pot on the stove, before returning for a few more sentences. This back-and-forth allows both activities time to marinate.

She will also work at her writing while driving in the car, on her lunch break and during other down times. That's when she is working the story out in her head, figuring out where it will go next. This allows her to spend her limited writing time more efficiently and helps her avoid writer's block. Because her time

is shared between work, family and writing, this efficiency is crucial.

Swanson said writing is important to her because is where she finds balance in life. It's the creative, flip-side to the regimented, structured, professional life of an Air Force officer. Sometimes that equilibrium can be difficult to find, so she says she has to be deliberate about making time for her writing, which she says is deeply personal.

"What doesn't come from my intensely vivid dreams comes from the people I interact with and the things I see," she said.

*The Long Journey*, which began as a short story a decade ago, can be considered post-apocalyptic science fiction. It is set in 2214 and examines the effects that today's decisions

could have on the world of tomorrow. In the book, Earth is barren and desolate; a result of wide-spread pollution and the overuse of pesticides and other contaminants. The influential, the rich, and the elite live in the lap of luxury in the governmental Valley City; the last outpost of civilization. The rest of humanity struggles for survival and shares their decimated world with genetically altered creatures left from civil wars centuries before.

The novel has three main characters: the heroine, Khadija, who is a bounty hunter, her

genetically altered wolf partner, Ula, and a thief, who has been accused of stealing secret documents from Valley City. The book begins when Khadija and Ula are assigned to track down the thief and bring him back for trial. The novel is wrapped around a series of short stories told by these characters, which bring to light the history of their destroyed world and the overarching theme of individuals choosing their own path. These stories, along with conversations about the past, open Khadija's eyes to the reality of the current world and, in what is the author's favorite scene, she is forced to choose between returning to her old life or beginning a new life that will change the course of history.

A self-proclaimed introvert, Swanson says marketing her writing is challenging for her. She's striving to overcome this, and plans to capitalize on her Kindle award and publicize her novel. Part of the prize she received was the opportunity to appear on digital book tours, including online, question and answers and blogging opportunities, beginning in February.

Her book was also reviewed and accepted onto the shelves of the Denver, Colorado, bookstore chain, The Tattered Cover; the bookstore she grew up going to and an accomplishment she shares with her father. She held her first book signing and author's discussion at the Colfax Avenue location, Jan. 27. The discussion revolved around the book's central theme of how today's decisions affect tomorrow and whether it's too late to change course.

Swanson currently has three more books in the works. *When Demons Dance*, a paranormal murder mystery slated to come out later this year, a sequel to *The Long Journey*, and the final book in her *Elvestran Chronicles* trilogy. After these titles are complete, Swanson plans to continue writing because, as she put it, "it's what I do."





# Medical readiness a must

By Master Sgt. Lindsay Estell, HQ RIO Medical

Each Individual Reservist must be prepared to deploy on short notice. An important part of this preparation is ensuring Individual Medical Readiness.

Meeting IMR requirements is the IR's responsibility. The requirements are broken down into six components: immunizations, health records review, dental, lab, duty limiting codes and medical equipment. Fortunately, the MyIMR website is available to track the requirements and indicates whether a requirement is green (current), yellow (due) or red (overdue).

Immunization requirements can be addressed through a medical treatment facility or a private provider, at the member's expense. To accomplish an IMR requirement at an MTF, the member must be in a military status. No appointment is needed if using a local MTF, however, Reservists should call for walk-in hours and vaccination availability prior to their visit. If using a civilian provider, the member must provide their MTF with proper documentation.

The health records review consists of two parts: the annual webHA and the preventative health assessment. The webHA is an annual medical questionnaire. Once complete, the member should contact their MTF to have it reviewed and annotated. The PHA must be accomplished every three years at an MTF and is comprised of the webHA and a medical physical. Reservists in flying or special duty status may have different requirements.

The dental exam is another annual requirement. Members are required to see a military dentist every third year. For the

other years, the requirement can be completed by a military or civilian dentist. Civilian dental exams must be documented on a [DD Form 2813](#), which is filled out and signed by the civilian provider. The signed form must be provided to the servicing MTF. Dental class 3, indicates the member has an issue that must be resolved within one year, and dental class 4 indicates overdue for exam. Dental class 3 limits the member's participation to IDT and Annual Tour duty at home station only.

The lab portion of IMR consists of one-time labs, as well as the biannual HIV screening. The one-time labs are often completed upon entry to the military, so most members will only need to ensure they are receiving their HIV blood draw every other year.

Duty limitation codes apply to those members who have had a medical incident that may prevent participation. A code 31 is associated with a condition that generated the need for a profile but should be resolved within a year. A code 37 indicates a medical condition that may result in permanent duty limitation or disqualification. Members with a code 37 will be reviewed by a medical board. An Assignment Limitation Code (ALC) is given if the member is returned to duty following the medical board process and is permanent.

The medical equipment portion of IMR refers to the issuance of gas mask vision inserts. This requirement is generated by vision screenings at the member's MTF, or when documentation is provided from a civilian provider. It is complete once the gas mask vision inserts are issued.

IMR is a crucial piece of the readiness puzzle and all Reservists are encouraged to ensure they are current (green) in all six categories. To check IMR status, Individual Reservists can visit their ARCNet homepage or go directly to their [MyIMR account](#).

## IMA Travel, RPO closed Wednesday afternoons

The HQ RIO Reserve Pay Office and the IMA Travel Office will be closed Wednesday afternoons, beginning March 4, to complete mandatory training.

The IMA Travel Office will close at 1 p.m. ET and re-open from 3 to 4:30. The Reserve Pay Office will close at 1 p.m. MT and re-open from 3 to 5:30.

For more information on IMA Travel and the RPO, please visit the Pay and Travel section of the HQ RIO website at

<http://www.arpc.afrc.af.mil/Home/HQRIO/HQRIOPayandTravel>

The HQ RIO website got a fresh look, March 3. The new design updates the look and feel of the site and improves ease of navigation. To visit the HQ RIO homepage, go to <http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>



## RIO Detachment X News and Info

### Headlines are Century Gothic, Bold

Body text is Arial regular

#### Col. X

*RIO Det X Commander*

#### CMSgt. X

*RIO Det X Superintendent*

#### Det X Quick Links

- [HQ RIO Website](#)
- [Detachment Directory](#)
- [The IR Guide](#)
- [IMA Travel Guide](#)
- [Wingman Toolkit](#)
- [CMSAF Roll Call](#)
- [www.Move.mil](http://www.Move.mil)
- [MyPers](#)
- [UTAPSweb](#)
- [AROWS-R](#)
- [Defense Travel System](#)

---

#### Contact Det X

Email:

Comm:

DSN: