

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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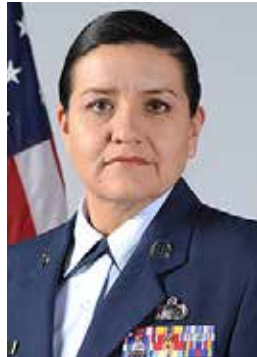
RIO Connect - IMA Mobile Wingman



LEADERSHIP



*Col. Kelli B. Smiley
Commander*



*Chief Master Sgt. Dolores Colella
Group Superintendent*



*Vacant
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. 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 What is the Individual Reserve video on YouTube:
<https://youtu.be/r0bMSNnYhUE>.

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NEWS BRIEFS

RSSB deadline for Individual Reservists is Dec. 11

Individual Reservists applying for the CY18A Reserve School Selection Board must ensure their package is routed to their servicing HQ RIO Detachment by Dec. 11.

The HQ Air Reserve Personnel Center RSSB invitation to apply, as well as application instructions, are available in [ARPC NOTAM 228](#).

Additional force development information for IRs is available at www.arpc.afrc.af.mil/HQRIO/Education-Force-Development/.

Questions specific to the RSSB process should be emailed to arpc.dpaf.rssb@us.af.mil. Any other questions or concerns should be directed to your servicing [HQ RIO Detachment](#).

IDT travel and lodging reimbursements delayed

IDT lodging and travel reimbursements are currently delayed 30-45 days due to a combination of fiscal year-end delays at DFAS and several new processing requirements that went into effect in October.

This delay also impacts travel reimbursement for orders performed in conjunction with IDT travel, as system requirements dictate IDT reimbursements be paid first.

In the interim, cardholders, who through no fault of their own, cannot pay their Government Travel Charge Card bill, may request their GTCC to be placed in a Mission Critical status to prevent the account from suspension (61 days past billing). This message may be provided to your active-duty Agency Program Coordinator (APC) as backup documentation for your request.

To accelerate the claims process, use the OF1164, instead of the obsolete SF1164, and ensure 40As have the Certifying Official's signature and title, as well as the reservist's name. Include lodging receipt and, if applicable, contract quarters authorization/non-availability statement.

The HQ RIO Individual Reserve Travel Office and ARPC FM are working closely to process claims as quickly as possible and a notification will be sent once the delay is resolved.

Solicitation for multiple awards

The following awards are currently soliciting nominations:

- NCO Association Vanguard Award | Susp: Dec. 18, 2017
- Gen. and Mrs. Jerome F. O'Malley Award | Susp: Dec. 18, 2017
- Joan Orr Air Force Spouse of the Year Award | Susp: Dec. 18, 2017
- The Spirit of Hope Award Military Program | Susp: Jan. 12, 2018

Award details, including eligibility and nomination package instructions, are available on the [HQ RIO Awards and Boards](#) page.

Nomination packages are due to your servicing [HQ RIO Detachment](#) no later than listed suspense. Late submissions will not be accepted.

Did You Know?

Career tips for Individual Reservists

Did you know Individual Reservists can get paid faster following orders less than 30 days in duration by completing an electronic tour of duty certification (TOD-C) in AROWS-R?

To complete a TOD-C, log-in to AROWS-R and select "Create Certification" from the Member menu. When the "New Tour of Duty Certification" inbox opens, select "Create" in the column to the left of the order. After filling in the required

information, select "Sign and Save" to close out the member portion and have the document automatically routed to the supervisor. The supervisor will receive an email directing them to review and sign the certification. Once signed, the order will be automatically processed for pay.

For complete TOD-C instructions, as well as many other reserve pay resources, visit www.arpc.afrc.af.mil/HQRIO/.

IR Travel gets new home, contact info

By Senior Master Sgt. Timm Huffman

The Individual Reserve Travel Office, formerly IMA Travel, completed a six-month relocation from Dobbins Air Reserve Base, Georgia, to Buckley Air Force Base, Colorado, Nov. 15. The IR Travel Office is now co-located with its parent agency, the Headquarters Individual Reservist Readiness and Integration Organization, inside the Air Reserve Personnel Center. It supports the travel needs of the more than 7,200 Individual Reservists serving around the globe.



Along with the new home, the IR Travel Office also received new contact information. Individual Reservists should use the following phone, fax and email when submitting travel documentation:

- Phone: 720-847-3501 (DSN 847)
- Fax: 720-847-3969 (DSN 847)
- Email: arpc.hqrio.travel@us.af.mil
- Hours of operation: Monday-Friday, 6:30 AM - 4:30 PM; Wednesdays, closed for training, 1:00 - 3:00 PM. All times in Mountain Standard Time.

The relocation puts all the financial aspects of the organization under one roof, allowing for increased oversight and better organizational integration, said Carlos Oria, the chief of IR Travel.

“Normally, all departments within a finance organization are situated at the same location,” said Oria. For HQ RIO, the travel office was the last piece of the puzzle.”

The travel chief also noted the new location offers IR Travel a stronger IT infrastructure, resolving the communications issues that have plagued the office for a number of years.

The move marks the first time the travel office has been co-located with its parent organization since the inactivation of the Readiness Management Group in 2014. The RMG was eliminated that year and recreated as HQ RIO, following an Air Force decision to consolidate manpower actions at centralized locations. The travel pay function was not included in that move from Georgia to Colorado.

“Relocating the IR Travel Office has been a top priority for us,” said Dianne Ferrarini, the HQ RIO director of operations. “Having all of our financial operations centralized here at ARPC gives leadership better oversight, helps us to gain efficiencies and, ultimately, will allow us to provide better service to our Individual Reservists.”

For more information on the IR Travel Office, or for IR travel resources, visit www.arpc.afrc.af.mil/HQRIO/IRTravel/.

Air Force updates military standards policy

Secretary of the Air Force Public Affairs

WASHINGTON--The Air Force recently updated guidance reinforcing military standards after an extensive review of current Air Force publications.

“Military members are required to maintain, both on and off duty, the high standards of personal conduct set for Air Force members,” said Mr. Daniel Sitterly, Acting Assistant Secretary of the Air Force for Manpower and Reserve Affairs. “Airmen are accountable for their

words and actions, including those conveyed by means of electronic communication.”

The guidance memorandum reemphasizes expectations of military standards as they pertain to social media and electronic communication, while providing additional guidance on nonconsensual posting of sexual imagery. It addresses the importance of upholding professionalism while using social media and maintaining interactions that treat others with dignity, fairness and respect.

The memorandum was distributed to Air Force commanders to share with their Airmen and is available. (http://static.e-publishing.af.mil/production/1/af_a1/publication/afgm2017-36-29-01/afgm2017-36-29-01.pdf)

IRs have until Dec. 31 to complete BRS requirements

By Senior Master Sgt. Timm Huffman



Individual Reserve Airmen are required to complete the Blended Retirement System acknowledgement and online opt-in training by Dec. 31, 2017.

These requirements provide information to members about the new retirement plan options that will come available to them beginning Jan. 1, 2018.

Individual Reservists who have already completed their Blended Retirement System Opt-in training in the Joint Knowledge Online system must provide their certificate of completion to their Unit Training Monitor to have their ADLS account updated. Training data does not automatically flow between the two systems.

BRS Acknowledgement | Time: <10 minutes

Reservists complete the BRS acknowledgement in myPers, which can be accessed with a CAC or username and

password. If a member has forgotten their username and password, they can call the TFSC to have this reset--1-800-525-0102.

- https://mypers.af.mil/ci/documents/detail/2/AFR_BRSN

BRS Opt-in Training | Time: ~2 hours

(Note: this course provides information regarding the new system and how it differs from the legacy retirement program. Completing the course does not opt members into the new program).

- Training is available via ADLS (course number ZZ133146, located under Selected Force Training)

If the member already completed the BRS Opt-in Training in JKO, they must provide their training certificate to their Unit Training Manager in order to have ADLS updated to receive credit for the training.

IRs must get flu vaccine by Dec. 31

Individual Reservists must receive their flu vaccination, either from their servicing military treatment facility or a civilian provider, by Dec. 31.

Failure to ensure the Aerospace Medicine Information Management System (ASIMS) is updated by Jan. 1, 2018, will result in your Individual Medical Readiness (IMR) turning red.

In accordance with AFI 36-2254, Vol. 1, Reserve Personnel Participation, if your IMR status turns red, your Detachment commander may disapprove any further participation, or subsequent orders may direct you to obtain the vaccine while in status. After Jan. 1, it is also common for the AFRC/ CV to direct members be placed in a "no pay, no points" status until they receive their vaccine.

Vaccinations from Military Treatment Facilities:

Members must be in duty status to utilize a Military Treatment Facility (MTF). Only the inactivated (no live virus) vaccine, administered intramuscularly (into the deltoid muscle) in those up to age 65, will be provided by MTFs.

Vaccinations from Civilian providers:

The FluMist form is no longer approved for DoD personnel; any other form of the Flu vaccine is acceptable. Submit civilian proof of vaccination to your servicing MTF.

If you encounter any issues, please contact your servicing [HQ RIO Detachment](#) for support.



IMA chaplain is first of his kind in Air Force

By Senior Master Sgt. Timm Huffman

Reserve Citizen Airman 1st Lt. Brett Campbell became one of the newest Air Force chaplains when he graduated chaplain school in late September.

Campbell, who is assigned as an Individual Mobilization Augmentee at the 460th Space Wing chapel at Buckley Air Force Base, Colorado, is the first, and only, Buddhist chaplain in the Air Force.

The new chaplain said his life's goal is to help other people and that led him to military service.

The Iowa native who was raised Catholic discovered meditation and was introduced to Buddhism while at Iowa State University. He said he was attracted to the religion because it was more of a life philosophy and he was frustrated with the mainstream church culture and system that was so susceptible to corruption. After

school at Naropa University in Boulder, Colorado, and continued to pursue his new faith. He earned his masters of divinity in 2013 and was also ordained as a Buddhist upasaka, translated devoted layman, by renowned Buddhist teacher Dzogchen Ponlop Rinpoche.

Campbell wanted to serve as a chaplain, especially in the military. He began pursuing both the Navy and Air Force chaplain programs and filled the intervening years by serving in religious and teaching roles at several different hospitals, including the Denver VA hospital, where he taught meditation and loving-kindness classes on the PTSD ward with fellow Buddhist Steve Burden.

"I was really impressed with Brett," said Burden. "He has empathy, compassion and an ability to reach out to the younger guys."

During this time, Campbell applied and was accepted into the Air Force Reserve's chaplain candidate program.

According to Lt. Col. Amy Hunt, the Air Force Reserve's chaplain recruiter, the Air Force Chaplain Candidate Program is an opportunity for seminary and other professional religious school students to evaluate their compatibility and potential for commissioning as an Air Force chaplains. Prior to entering the program, which focuses on experiencing ministry in the Air Force during summer training internships, candidates must receive an ecclesiastical endorsement. Chaplain candidates draw on their background, education and experience to function as part of a chapel team. Upon entering the program, the candidate commissions as a chaplain candidate, second lieutenant. After graduating, the chaplain candidate may be eligible for reappointment as an Air Force chaplain. More information on the program is available at <https://afreserve.com/Chaplain>.

After completing his requirements and graduating from Commissioned Officer Training in April 2017, Campbell began his ministry to the Airmen at Buckley, serving on active-duty orders through the summer, prior to attending his formal chaplain training. In addition to leading a small Buddhist gathering each Thursday, Campbell counseled Airmen who came into the chapel, taught secular meditation and mindfulness classes and would offer his own, unique style of invocations when called upon to support functions.

With no model for a Buddhist invocation, Campbell



Chaplain (1st Lt.) Brett Campbell addresses an audience at the Buckley Air Force Base chapel. Campbell is an Individual Mobilization Augmentee and is the Air Force's first Buddhist chaplain. (U.S. Air Force Photo/Amn. Jake Deatherage)

graduation, Campbell joined the Peace Corps and served in Mongolia where he said he began identifying as a Tibetan Buddhist.

Buddhism, Campbell explained, is about learning how our minds control how we relate to the world we live in and then training them to do things that enable us to live more peaceful, relaxed lives.

"There is a spiritual aspect," he added, "but I describe it in those terms because it's easier for people to understand."

After returning to the U.S., he began graduate

said he had to work through what these public “prayers” would look like. They have evolved over the past six months but he said he uses them to provide Airmen with a moment of self-reflection. In one recent invocation, he encouraged Airmen to reflect on the benefits of their work relationships and how each individual could do their part to strengthen those bonds.

Chaplain (Lt. Col.) Robert Ward, the 460th Space Wing chaplain and Campbell’s boss, said the Reservist came to the unit already possessing a strong, well-rounded skillset and carries a calmness with him that settles on those around him.

“Chaplain Campbell has a knack,” said Ward. “People gravitate towards him and he has a very unique way of being present and available [to others].”

Ward said the Air Force Reserve chaplain is a valuable asset in the mission to support the base’s 19,000 employees. Chaplains aren’t just focused on their religion, said Ward, a large part of their role is to be present as a resource to help when people need guidance, advice or counseling.

Campbell said counseling is a topic he enjoyed learning more about during his chaplain training at Maxwell Air Force Base, Alabama. It was something he’d touched on in school and elsewhere, but the training he received through the Air Force was much more in-depth and was something that, just from his first summer on duty, he knew he’d use frequently in the military.

While the Buddhist chaplain brings diversity to the chaplaincy at Buckley, Ward said the reservist also brings manpower flexibility. The Reserve Citizen Airman came to the unit at a time when the office was short two chaplains, said Ward. The ability to bring Campbell on active-duty orders allowed the chapel staff to better support Buckley Airmen during that shortfall.

As an Individual Mobilization Augmentee, Campbell has a minimum commitment of 24 days each year, which Campbell is working to complete this fall. With the 460th chaplain staff is back at full staff, Campbell, like all reservists, will return to his civilian life for a while after that commitment is finished. However, while he’s not required to, the new chaplain has committed to returning to Buckley on a weekly basis to mind his small but growing Buddhist flock.

Ward said he was concerned there might be pushback to hiring a chaplain who wasn’t from a major faith group but that those fears were unnecessary.

“Since he’s been here, that hasn’t happened one bit,” said Buckley’s head chaplain. “People in the military get it; he has a place at the table, he has a skillset, he can do his job.”



1st Lt. Brett Campbell addresses Airmen during a lunch gathering at the Buckley Air Force Base chapel. Campbell’s invocations and public deliveries focus on encouraging Airmen to reflect about how their actions impact others. (U.S. Air Force Photo/Amn. Jake Deatherage)



The Get1Now Program is a great way for Reservists to keep the Air Force Reserve strong by recommending qualified people with whom they wish to serve. You can refer someone you believe will make a good member of the Air Force Reserve. Once your referral is verified as a qualified lead, you become eligible for one of many awards.

Visit the Get1Now website for information on how to refer candidates, as well as the various prizes available for making qualifying referrals: www.Get1Now.us.

5 steps to get you on the road to enjoy running

By Staff Sgt. Andrew Park, 94th Airlift Wing Public Affairs

My recruiter told me to start exercising regularly to prepare for boot camp, since I'd be shipping out in a matter of weeks. I told him not to worry as I lit a cigarette, filling my grungy lungs with black tar.

Staying true to my word, I decided to run around my neighborhood later that day. I took off running up the street from my house, reaching the top of the hill and turning down another road to begin my loop around the block, trusting what I was sure to be a human's innate ability to feel when the body has run exactly a mile and a half.

My overly ambitious sprint at the beginning of the run lulled to a jog and then eventually one of those weird mall-walking struts as I rounded turn three of my arbitrary course. Panting, I gave myself a victorious "atta boy" and walked home. Later on, I decided to calibrate my "internal odometer" using my car's odometer (I could have run more than a mile and a half, after all – maybe even three miles or more!). But I was sorely disappointed as my car eased around the final turn; I was shocked to discover I had barely run a quarter mile.

Where did I go wrong? I'm proud to say that after six years in the military, I've learned a few things to help me not only bear the brunt of preparing for PT tests, but to actually start enjoying it.

Establish goals.

Knowing the reason why you're running before you start can help you establish a regular running routine. Do you want to improve your Fit-to-Fight run time? Or better yet, are you ready to stop sneaking by the Falcon 5K table on the way to chow and maybe sign up?

A better run time or participating in an organized race is a great motivator for sticking to a regular routine, which brings me to my next point.

Create a schedule.

Once you've established your goal, it's time to plan your path for reaching it.

"Most people, I tell them, start 90 days out," said Kenneth Duhart, 94th Airlift Wing exercise physiologist. "90 days to success. 90 days to excellence."

Giving yourself enough time to ease into running will make it less stressful. As you get closer to your goal – about eight weeks out – you can then increase the intensity and get more competitive with run times and performance, Duhart said.

There are also loads of resources online for creating a weekly schedule that includes moderate increases in speed, distance, etc. If you're preparing for your Fit to Fight, Duhart recommends the following schedule.

"Run the mile and a half twice a week and do your pushups and situps. Between those two runs, run a mile but sprint through the straightaways and jog through the curves. This will increase your foot speed."



Location. Location. Location.

When I first started running, I would run around my apartment complex's parking lot. Needless to say, it left a lot to be desired regarding scenery. Having a great running location can help keep you motivated to follow your new schedule. Search for nearby parks, trails, and greenways. These locations can even serve as mini-vacations (a stretch I know, but bear with me). Each Friday I look forward to running in Piedmont Park after work. It's one of my favorite places in Atlanta so I'm constantly looking forward to it throughout the week.

Don't overdo it.

It might be tempting to "go for the gusto" and take full advantage of your newfound motivation for running and to really push it to the limit on your first few runs. A schedule won't do you any good if you're physically injured and can't run. If running is too painful at first and you find yourself quickly approaching your limit, slow it down a bit and walk; however, keep challenging yourself to walk less and less as you set out to achieve your weekly goals.

But how do you know how much more to challenge yourself? Navy Seal David Goggins recommends the "40% rule." His rule states that when doing extraneous exercise and you feel like you're running out of gas, you typically have about 60% left in the tank. So to borrow from this idea, if you find yourself only being able to run a half mile your first week of running, try running at least three quarters of a mile the next.

On the flipside, you also don't want to underdo it. Once you start, try to run consistently so that you don't regress.

According to Duhart, many people get started on a consistent schedule to prepare for an event such as Fit to Fight, but then they stop running about a week before their test since they'll be running for the test anyway.

"Do not do that," Duhart advised. "You'll regress quickly. Continue working up to a day before the test. The day before, you don't want to go all out, but go on a nice walk or something like that."

Make it enjoyable.

Consistency is key to any workout routine, said Duhart. To maintain consistency, you have to enjoy running. There are a few ways of making running an appealing activity rather than an appalling chore.

One of the greatest benefits of running is that it can be coupled with other enjoyable activities. For instance, I sometimes run while listening to a favorite album, audiobook, or podcast. To really keep yourself motivated, only allow yourself to listen to these favorites while running so that you can reward yourself for doing something good.

Following these tips can help put you on the right path to building a passion for running. As you run more, you'll identify your individual areas of weakness and begin focusing on making specific improvements. The most important thing to remember is to keep running on a regular schedule no matter what. Speaking of which, it's time for me to go for my weekly 5K run – verified first by my car's odometer, of course.



2018 Chief of Staff of the Air Force Reading List: <http://static.dma.mil/usaf/csafreadinglist/>