



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

19 November 2019

MEMORANDUM FOR INDIVIDUAL RESERVISTS

FROM: HQ RIO/CC
18420 E Silver Creek Ave
Buckley AFB CO 80011

SUBJECT: IR Program Expectations

1. Welcome to the Individual Reservist (IR) program! Thank you for being part of a flexible and powerful Air Force Reserve team. Your primary mission is to be ready to fulfill your duties at all times. I expect you to consistently meet the basic standards of readiness. The attached spreadsheet details these requirements. Please read this information as it is critical to your success in the IR program. The HQ RIO website located at <http://www.arpc.afrc.af.mil/HQRIO> contains a wealth of information and is a great place to find all the information you need regarding the IR program. Another beneficial resource is the RIO Connect App. This free app can be downloaded on your personal device and provides IMA news, alerts and other critical resources.
2. Your Supervisor and Unit Reserve Coordinator (URC) are vital communication links between you and your unit. Coordinate with them to schedule participation and to complete your readiness requirements. If you need contact information for your Supervisor or URC, contact your servicing HQ RIO Detachment (see attachment, HQ RIO website or RIO Connect App for Detachment contact information).
3. HQ RIO was established to help you support your unit's mission, and we are committed to doing that. You are our #1 priority and we work each day to make it easier for you to serve. HQ RIO's current mission is: Provide, integrate and sustain ready IR forces globally, and our vision is: One trusted team making it easy to serve!
4. The entire HQ RIO team looks forward to serving you and improving the processes and systems we all work with. Please don't hesitate to reach out to your Detachment, HQ RIO or myself if you need assistance. I can be reached at DSN 847-3696 or amy.boehle@us.af.mil. Thank you for your service and ALL you do!

AMY J. BOEHLE, Colonel, USAF
Commander

Attachment:
IR Requirements, Resources & Detachment Contacts

ATTACHMENT
Individual Reservist (IR) Requirements

	Expectations	Governing AFI/Resource	Primary POC
IR Management	Members are required to maintain five readiness factors - PHA (to include immunizations and lab work), Dental, Fitness Assessment, Upgrade Training, and Security Clearance. Ensure personal contact information is updated and AF standards are met at all times.	AFI 36-2629	URC
Medical Standards	Members are required to maintain AF medical standards - members must complete web PHA every year and must be seen at MTF 1x/3 yrs or submit a completed Reserve Health Readiness Program (RHRP) document to servicing MTF for update. A member must be in a duty status to attend an appointment at an MTF; but is not required to be in a status to "schedule" an appointment. If member resides outside 40 miles from assigned base, member can be seen at the nearest MTF to residence.	AFI 48-123 AFI 44-170 AFI 44-176 AFI 10-250	MTF
Dental Standards	Annual requirement - can be seen by a civilian dentist. Use DD Form 2813, " <i>Department of Defense Active Duty/Reserve/Guard/Civilian Forces Dental Examination</i> ", to document visit with civilian provider.	AFI 10-250	MTF
Fitness Standards	Must complete every six months NLT the last day of the month. If you score an "excellent" you only have to test once per year. Fitness failure retests must test NLT 90 days from failure date; must be in a duty status when testing (AT/IDT - paid IDT or non-paid IDT); may test at an AD FAC, a TR unit or ANG unit.	AFI 36-2905	Unit Fitness Program Manager (UFPM)
Duty Limiting Conditions	Ensure you are registered with your Servicing MTF. Servicing MTFs will initiate, and a Military Medical Provider will determine, Fitness, Duty and/or Mobility restrictions. If Fitness or duty restrictions are recommended by civilian providers: 1) Contact HQ RIO/IRM for AF469 Request Form, 2) Have Civilian provider complete, 3) Submit form to MTF with supporting medical documents (i.e., medical visit, x-rays, surgical notes). Letters and memos are not sufficient supporting documents.	AFI 10-203 AFI 36-2629 AFI 44-176 AFI 48-123	MTF
Participation Standards	A member's top priority is to complete all Annual Training (AT) and paid Inactive Duty Trainings (IDTs) within the Fiscal Year and R/R. AT/IDTs must be scheduled before additional tours can be approved. AT orders must be submitted in AROWS-R NLT 31 May each year and must be published by 30 June. (AFMAN 36-2126, para 5.7.1). Supervisors will work with Individual Reservists to develop a schedule of Inactive Duty Training periods NLT 15 August for the upcoming FY (AFMAN 36-2136, para 4.2.1.2).	AFMAN 36-2136 AFI 36-2629	URC IR Supervisor Servicing Detachment

Security Clearance	Members must maintain necessary clearance. Periodic Review (PR) every 6 years for TS/SCI and 10 years for Secret. PR can be initiated within 60 days of clearance end date.		Unit Security Manager
Annual SCI Training	Only required for members with a TS/SCI clearance who have been indoctrinated into an SCI program. Must complete annually via ARCNet. Request SCI link from the ARCNet Help desk. Once training is complete, forward certificate to the ARCNet help desk for update in ARCNet.		ARCNet Help Desk arcnet@us.af.mil
Total Force Annual Training (TFAT)	Complete as directed via ADLS. Must have CAC access. If you do not have a CAC reader, contact your respective Detachment to provide you one by mail.		Unit Training Manager (UTM)
Orders	All members must be in a duty status before reporting for duty. Orders must be requested in AROWS-R to the Detachment 30 days prior to the start date (NLT 21 days). MPA orders requests must have a corresponding M4S task ID number in AROWS-R. Processing of orders submitted less than 15 days prior will be at the discretion of the Det CC. Certified orders and vouchers must be submitted w/in 5 duty days of duty completion. Orders will not be processed when the member has outstanding unpaid orders or travel vouchers.	AFMAN 36-2136 AFI 65-103 JTR AFI 36-3629	Detachment Orders Writers Cell (OWC)
Verbal Order of the Commander (VOCO)	If orders have not been published 3 duty days prior to tour start date, the member should contact their detachment to coordinate for a VOCO. VOCOs are at the discretion of the Det CC. The member must have a competent authority (supervisor/commander) submit a VOCO request via email or phone call to the Det CC. This will be followed up by a written request. VOCOs will not be accepted on or after the travel date to duty. The VOCO letter template can be found on the HQ RIO Website/Resources. IRs must never travel/report to duty without an order in hand or a final VOCO approval from your respective Det CC. RegAF cannot unilaterally issue a VOCO without coordinating their request through the member's respective Det CC to verify readiness.		Servicing Detachment Detachment Orders Writers Cell (OWC)
Travel Vouchers	Must be submitted w/in 5 calendar days of military duty completion. DTS implemented for all IRs (orders state whether to file in DTS or RTS). The IMA Travel Companion Guide is accessible via the HQ RIO website.	FMR Vol 9, Ch 8, para 0805 IMA Travel Companion Guide	TFSC 1-800-525-0102 MyPers https://www.arpc.afrc.af.mil/HQRIO/IRTravel.aspx

AD Sanctuary Waivers	AD sanctuary is between 18-20 years TAFMS; sanctuary waiver required at 16.5 years TAFMS. This does not deny entitlement to 20 year AD retirement. The template is on the HQ RIO Website/Resources.	Title 10 U.S.C 1176 (b) and 1286 (a) AFI 36-2619, para 6.3 AFI 36-2254 V1 para 6.2	Servicing Detachment
Split Annual Tour	When performing AT and traveling back to the member's HOR, duty must be performed on the last day. Departure before 1200 hrs is generally not authorized. Split AT is allowed when in the best interest of the AF and the cost per day factor to accommodate special mission/training requirements (not to perform any IDT) are not exceeded. Overseas travel and training at locations other than "duty assigned" requires Det CC approval. The template can be found on the HQ IR RIO Website/Resources.	AFMAN 36-3126 para 5.11	URC
Telecommute	Teleworking allows IMAs to work/train in an official capacity for pay and/or points away from the official duty location for AT or IDT. This must be pre-authorized in writing by the member's Det CC. The required telecommute agreement and checklist can be found at the HQ IR RIO Website/Resources.	AFMAN 36-2136 para 11.2	Servicing Detachment
Military Personnel Appropriation (MPA) Manday Program	The member must have MAJCOM concurrence and be fully ready. This may require a 1095 waiver and/or per diem waiver. Must be processed in M4S well in advance to allow for 15 calendar days processing time in AROWS.	AFI 36-2619	MPA Manager & FAM

ADDITIONAL RESOURCES

The Guide for Individual Reservists

<https://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-Guide-For-IRs.pdf>

IMA Travel Companion Guide

<https://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-IR-Travel-Guide.pdf?ver=2018-11-01-161927-000>

HQ RIO website

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

Facebook

www.facebook.com/HQRIO

RIO Connect App

Found in any app store for use on your phone.

HQ IR RIO DIRECTORY

HQ IR RIO

Buckley Air Force Base, CO
720-847-3746 | DSN 847-3746
arpc.det1.rio@us.af.mil

Detachment 2 | PACOM, PACAF, ALCOM, USFJ, JIOC, USFK
Joint Base Pearl Harbor-Hickam, HI
DSN 315-449-0585
arpc.hqriodet2@us.af.mil

Detachment 3 | AFSPC, NORAD, NORTHCOM, STRATCOM, AFGSC, USAFA,
STRATCOM, AF Admissions Liaison Officers (ALOs)
Peterson Air Force Base, CO
719-554-7684 | DSN 692-7684
rio.det.3.1@us.af.mil

Detachment 4 | AMC, AETC, AFOTEC, AFPC, AFSCFC, AFMC, TRANSCOM
Scott Air Force Base, IL
618-229-7919 | DSN 779-7919
arpc.hqriodet4@us.af.mil

Detachment 5 | Medical, JAG, Chaplain, Historian, AFRC
Robins Air Force Base, GA
478-327-2331 | DSN 497-2331
HQRIODet5Robins@us.af.mil

Detachment 6 | ACC, AFSOC, AFTAC, CENTCOM, SOCOM and SOUTHCOM
MacDill Air Force Base, FL
813-828-5035 | DSN 968-5035
riodet6@us.af.mil

Detachment 7 | AFRC MAs, CYBERCOM, HAF, OSD, Joint Staff, Defense Agencies, Air
Force Agencies, OSI
Joint Base Anacostia-Bolling, Washington, D.C.
202-767-3080 | DSN 297-3080
arpc.hqriodet7@us.af.mil

Detachment 8 | EUCOM, USAFE, AFRICOM, NATO
Patch Barracks, USAG Stuttgart, GE
DSN 324-412-0181, Commercial 011-49-711-7080-0181
eucom.stuttgart.eccs.mbx.rio-det-8@mail.mil