

Headquarters U.S. Air Force

Integrity - Service - Excellence

IMA Deployments



**24 May 2018
Version #1**

U.S. AIR FORCE



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Overview

- **Seeking deployment opportunities**
- **IMA Volunteer process**
- **Statement of Understanding (SOU)**
- **Involuntary activations**
- **Deployment Waivers**
- **AEFI's**



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Seeking Deployment Opportunities

- **Must be “GREEN-TO-GO”**
- **Most deployments require passing fitness assessment; see location-specific Reporting Instructions**
- **Must possess a 3-level in AFSC unless otherwise specified in the requirement**
- **Work through detachment & Active component chain of command**
- **Active Duty unit responsible for training & equipping**
 - **Note: UDM handles training dates, transportation, unit-funded equipment**
- **RIO/IPR facilitates tasking the member in DCAPEs, requests mandays and initiates all order actions**
 - **Exception: Gaining MAJCOMs process manday requests for exercise participation**



IMA Volunteer Process

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- **IRs may volunteer for deployment opportunities advertised through:**
 - **Volunteer Reserve System (VRS) – AFSC approved**
 - **AFRC Functional Area Managers (FAMs)**
 - **Assigned unit and/or the gaining command assuming they agree to provide associated mandays**
 - **0-6 and above need AFRC/CV Approval**
- **Deployments must have a valid Unit Line Number (e.g. be an approved SecDef deployment req tracked in SIPR-based system)**
- **Members must submit a Statement of Understanding (SOU) through supporting RIO Det**



Volunteer Reserve System (VRS)

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- Access ARCNet through AF Portal
- Select “VRS” tab from the main ARCNet page

ARCNet Links
UPDATES - 26 April
 ARCNet Docs
 ARCNet CCB Charter
 ARCNet Tasks (save to desktop)
 ARCNet Newsletter
 Vol. 1 Iss. 3
 ARCNet March Metrics

CBTs
 ADL S/AFRC Unique CBTs
 ANG CBTs
 How to download ARCNet CBTs

HELP
 ARCNet Duty Hours Guides
 Update Readiness-NEW
 What is ARCNet?
 ARCNet Features
 ADL S Data Interface
 Webinar Training Calendar
 How Are We Doing?

TRAINING SLIDES
 AFR Ancillary Training
 Training Details
 Class Schedule
 Duty Plan

AF PORTAL LINKS
 AEF Online
 AF Portal
 AF E-publishing
 AF Fitness
 AFRC Biographies
 AFRC/C Message
 ARMS/RFV/SvM/PF
 E-Finance
 LeaveWeb
 My Pay

MISC LINKS
 ANG CBTs

QUICK LINKS
 MY READINESS
 HQ RIO WEBSITE
 CONTACT DIRECTORY
 INTEGRATION CELL
 RESERVE PAY OFFICE
 IMA TRAVEL
 DEFENSE TRAVEL SYSTEM
 AROWS-R
 UTAPSweb
 myPERS
 FAQs

Leadership
 Col Carolyn A. Slickell
 Commander
 CMSgt Dolores M. Colella
 Superintendent
 MSgt Wendy T. Barraza
 First Sergeant

HQ RIO:
 DSN: 847-3746
 Comm: 720-847-3746

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.



VRS (Cont.)

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- Select Volunteers tab to start search and application process

Volunteer Reserve System (VRS), has been revised to enhance usability for the Volunteer and Requisitioner. This newer version continues to provide service to Reserve/Guard members for short-term and funded assignment vacancies. Force Generation Center (FGC) has management control of VRS. Volunteers should address specific questions concerning the vacancy to the POC listed. Should you have questions regarding the process for VRS, please email the FGC/FGF FARS at afrc.fgc.far@us.af.mil.

Users will notice several new key features in this version, all designed to make the matching process more efficient. Volunteers can search for opportunities by a variety of factors (specific dates, ranks, AFSCs, locations, keywords). Volunteers can track application status within VRS. Supervisor permission is the first step in the application process. Emails to the volunteer are sent during the final steps of the application process to offer acceptance.

VRS is voluntary and Requisitioners are responsible to ensure each listing reflects a current requirement. In addition, Requisitioners are responsible for the validity and accuracy of each posting.

Training

- [Training Calendar](#)

Slide Decks

- [How to Volunteer](#)
- [How to be a Requisitioner](#)

Entitlements

- [Entitlements](#)

© 2016 - ARCNet Release Version 2.4 Branch v3.5.0 CLR Image v4.0.30319 Build v2010.3.1317.0 Build Date 04/21/2016 14:01:13

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VRS (Cont.)

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- Volunteer menu view will search all available opportunities using the listed search options

The screenshot displays the VRS web application interface. At the top, there is a navigation bar with the ARCNet logo and menu items: Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Web Admin. The user is logged in as 'charnique.j.jones [cosmo]'. Below the navigation bar, there are tabs for 'Home', 'Volunteers', 'Requisitioners', 'External Links', and 'Feedback'. The main content area is titled 'Volunteer Opportunities' and 'Applications'. It features a search bar with a magnifying glass icon and a search button. Below the search bar, there are several search filters: Job Id, Keyword (with a note to separate keywords with a comma), Job Source (a dropdown menu), Location, AFSC, Grade, and Duration. A 'Wildcard' checkbox is also present. Below the filters are buttons for 'Search (ENTER)', 'Clear Search', and 'Search Guide'. A blue arrow points to the 'Wildcard' checkbox. Below the search filters, there are buttons for 'Export to Excel' and 'Export to PDF'. A table of search results is displayed, with columns for Job, Title, AFSCs, Location, Report (NLT), Duration, and Desired Grade. The table contains two rows of results. A blue arrow points to the 'Apply' button for the second row.

Job	Title	AFSCs	Location	Report (NLT)	Duration	Desired Grade	
191400	Air Refueling Planner/Executor (copy)	011M4	Scott AFBS Scott AFB Illinois United States USNORTHCOM	5/31/2016	180	0-4	Apply
191411	24 AF MPA Support	32E4	24AF Lackland AFB TX	6/29/2015	0	0-4	Apply



VRS (Cont.)

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- To view additional information on vacancy click on “+” or “Job”
- Click “Apply” to start application process

The screenshot shows the ARCNet VRS application interface. The top navigation bar includes links for Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Web Admin. The main content area features a search form with fields for Job Id, Keyword, Job Source (set to VRS), Location, AFSC (set to 350), Grade, and Duration. Below the search form is a table of search results. The table has columns for Job, Title, AFSCs, Location, Report (NLT), Duration, and Desired Grade. Two rows are visible: one for job 192536 and another for job 192572. Each row has an 'Apply' button and a printer icon. A large blue arrow points to the 'Apply' button for job 192536.

Job	Title	AFSCs	Location	Report (NLT)	Duration	Desired Grade	Apply	Print
192536	USSOCOM J1 Plans, Policy, and Programs Superintendent	3S071	MacDill AFB, FL	5/22/2016	120	E-8	Apply	Print
192572	350 Personnel Tech	3S051	Robins AFB GA	5/21/2016	131	E-6	Apply	Print



VRS (Cont.)

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- After application is submitted it traverses the following process:

The screenshot displays the ARCNet VRS application process interface. The page title is "TR Application Process (AFRC application process for TR members)". The interface includes a navigation menu with options like Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Web Admin. The main content area shows a table with columns for "Step in Application", "Point of Contact's Comments", and "Date and Time". The "Step in Application" column lists various approval steps: Volunteer (highlighted in green), Supervisor Approval, UDM Approval, LRS Approval, Wing CC Approval, FAM Approval (CIV Elsie Houey), FGC Approval (CIV Michael Carter), and Requisitioner Review (Col Brett Buras). A large blue arrow points to the "Point of Contact's Comments" column. Below the table is an "Upload Files" section with a "Maximum Combined File Size: 9 MB" warning and a "Select files..." button.



Deployment Responsibilities

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HQ RIO

Per AFI 36-3802 Attachment 2

- Cuts CED orders for **ALL** IR's
- Initiates AEF tasking in M4S
(Exception: Gaining MAJCOMs process M4S for exercise participation)
- Initiates Contingency Orders and AROWS-R (AROWS-R orders are Title 10 orders for IR's to be paid, CED orders are for travel to and from AOR)
- Updates DPDRT (Deployment Discrepancy System)
(Note: a discrepancy will count against the IR's tasking unit)

AD Unit

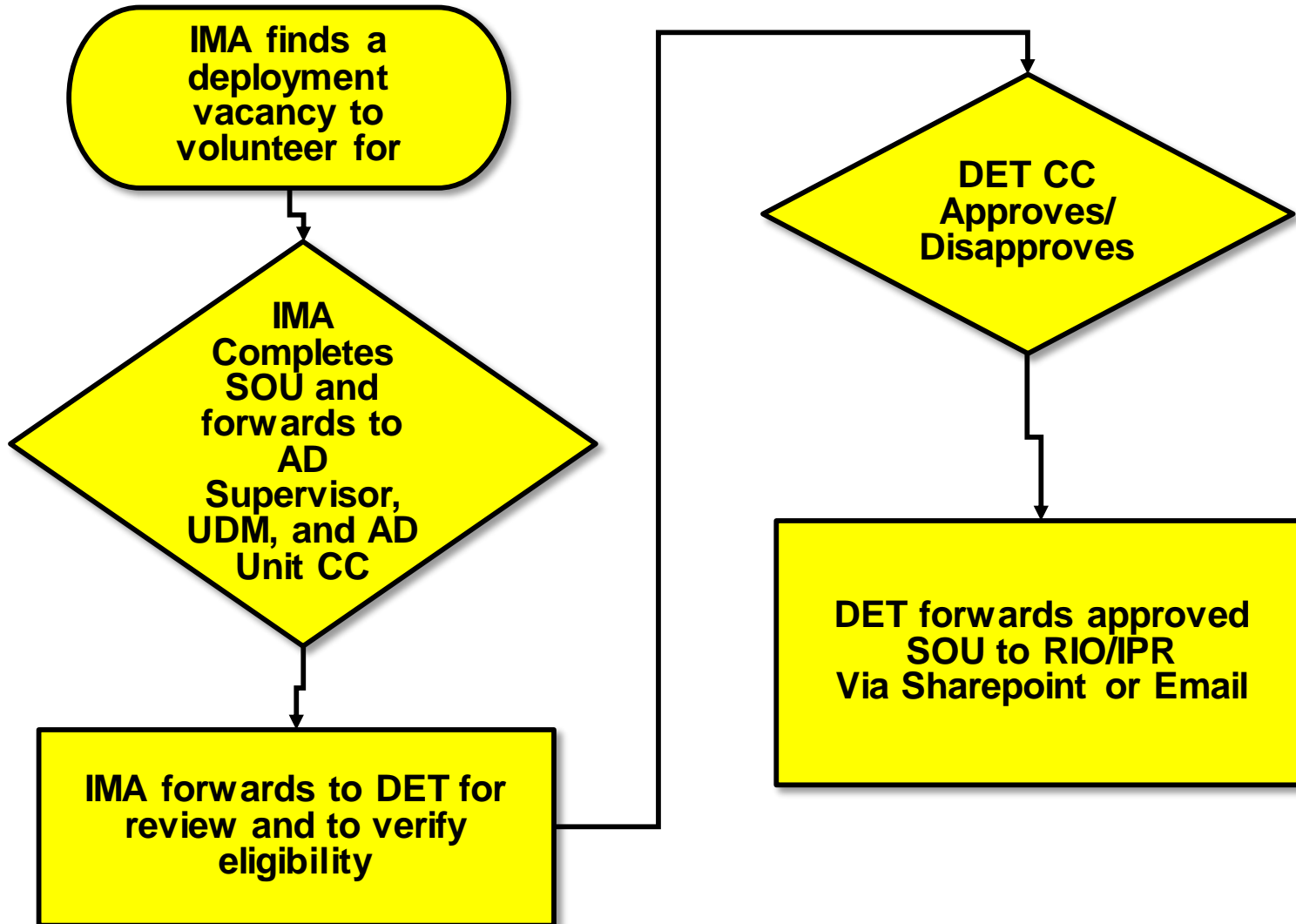
Per AFI 10-401

- Forecast 2 years in advance for MPA Money if considering using IR's for deployments
- Trains
- Equips- uniforms and equipment
- Schedules Pre-deployment training
- Schedules Transportation to AOR
- In and Out-Processing
- Provide reason for DPDRT Discrepancy
- Submits Delayed Report
- Submits the reclama when an IR is unable to fill a requirement



IMA Volunteer Process (phase 1)

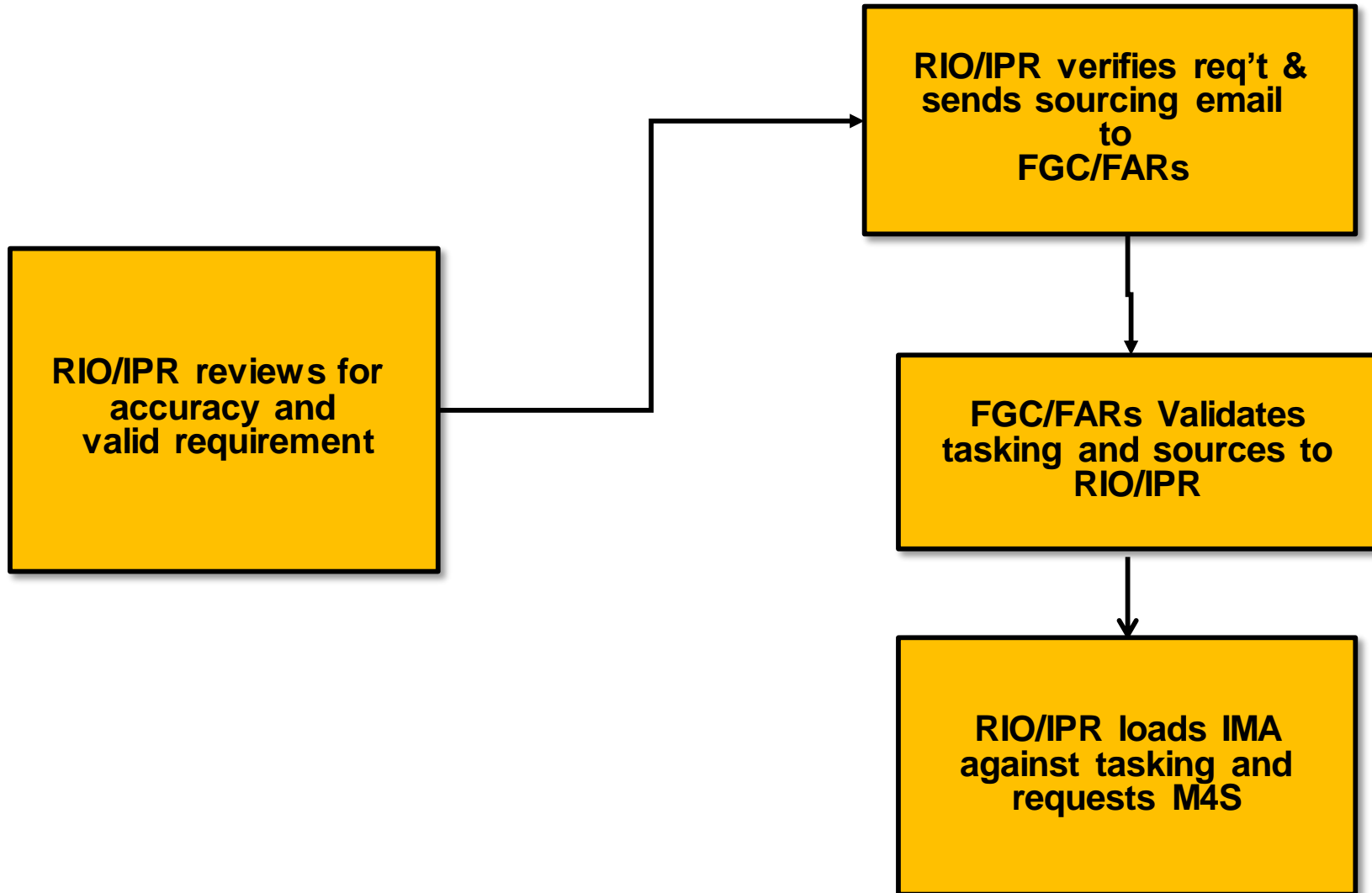
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IMA Volunteer Process (phase 2)

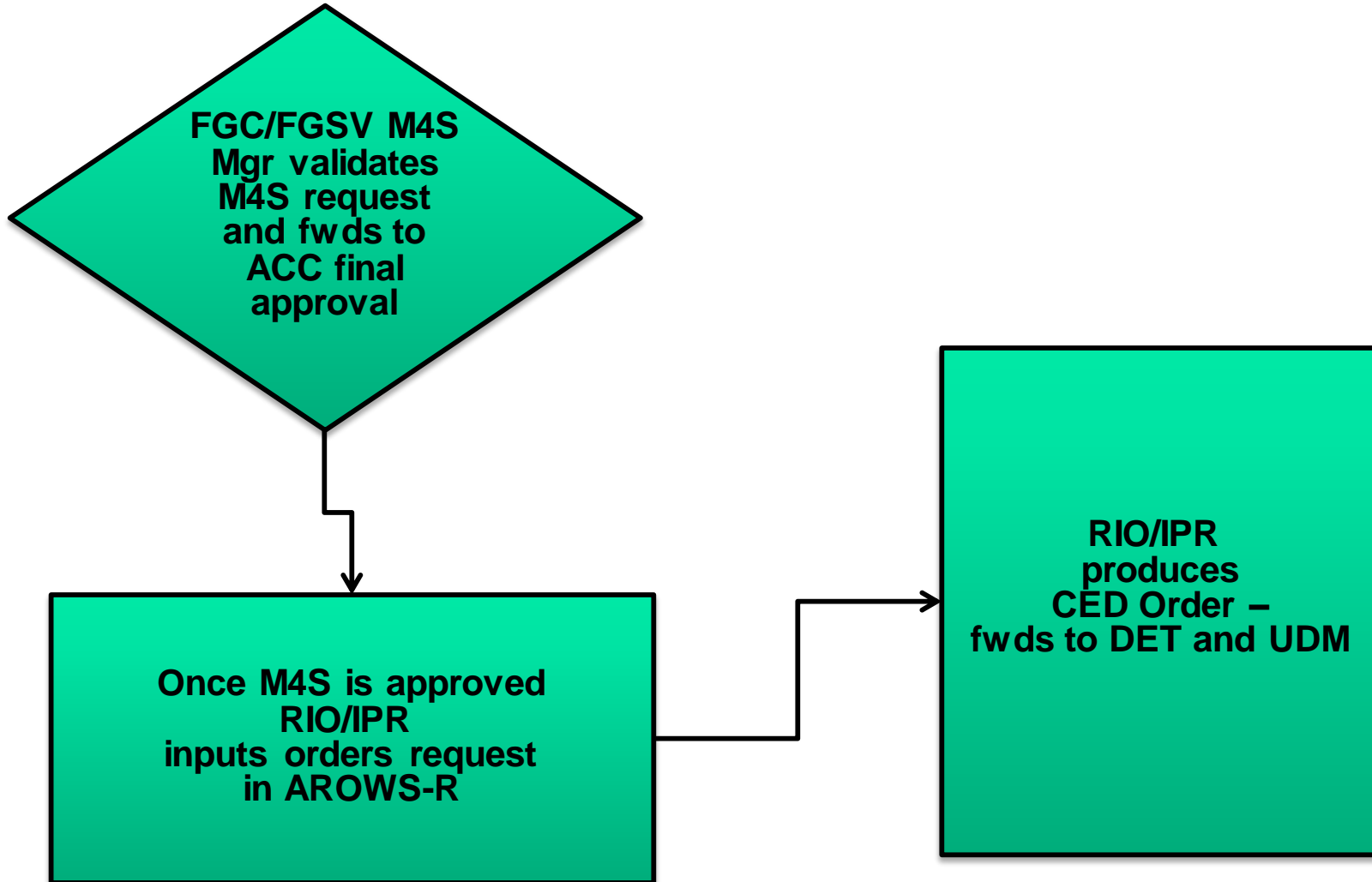
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IMA Volunteer Process (phase 3)

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Statement of Understanding (SOU)

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- All Deployment and Exercise request require members to submit a Statement of Understanding (SOU) through supporting RIO Det

**IR Volunteer Statement of Understanding
AEF, Non-AEF (with ULN) and Exercise (with ULN)**

DIRECTIONS:

Part I - Member completes

Part II - UDM/RegAF unit completes

Part III - PM completes and uploads completed package (SOU/49) to HQ RIO/IPR at arpc.ipr@us.af.mil

IMPORTANT: IMAs are not authorized to participate in active flying or flying training while deployed.

PART I - MEMBER INFORMATION

_____ Last	_____ First	_____ Middle	_____ Rank	_____ Social Security Number
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Home Address (Before and During deployment)

_____ Home Phone	_____ Cell Phone	_____ DSN Work Phone
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Email address (both personal and work)

_____ Attached Unit (where you perform duty)	_____ Base and State	_____ PAS Code
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Duty AFSC

I am a volunteer to deploy in support of an Active Component requirement. I understand I must meet all IR readiness requirements before volunteering for this deployment; and that it is my responsibility to check my readiness level in ARCNET prior to my HQ RIO Detachment forwarding this request. I further understand that once I am assigned against a ULN for a specific deployment, that I am committed to that tasking. If I am unable to fill this requirement, I must notify my RegAF Commander who will be responsible for filling the tasking or submitting the reclama to AFPC/DPW. I must also notify my Detachment/PM Staff. Initial _____

If selected for this deployment, I understand I may use any remaining IDT or Annual tour days to complete ancillary training requirements associated with deployment. Furthermore, I understand I must depart from and return to my unit of attachment provided above. I understand that I am only entitled 14 days post deployment for reconstitution and in-processing activities per current SAF Manday policy, and that the **14 days start immediately upon my return to unit of assignment.** Leave time is a separate entitlement. I acknowledge upon signing this SOU that I have read and understand Part I and will comply with all pre-deployment training requirements to include ancillary training prior to deployment. Initial _____

_____ Date	_____ IR Signature
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Involuntary Activations

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- **All members of the SelRes are subject to mobilization**
 - **Discuss vulnerability windows with your AFRC FAM**
 - **Proactively identify any deployment-limiting conditions**
- **Requirements for involuntary activations are submitted to AFRC and then sourced by the AFRC FAM**
- **Mobilization packages require GO concurrence from IMAs command of assignment**
- **Once tasked, members are ineligible for any other personnel actions (i.e. retirement, IRR transfer)**
- **Volunteers can be substituted for non-vols**
 - **Original member remains frozen until vol deploys**





Deployment Waivers

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- **1095—A waiver is required for participation exceeding 1095 days in a rolling 4-year window**
 - **If greater than 1095 but less than 1400 & does not cross fiscal years = AFRC & ACC CV approval required**
 - **If greater than 1400 and/or crosses fiscal years = SAF/MR approval required**
 - **1095 waivers are not required for 12302 and 12304(b)**
- **Per Diem—Any TDY greater than 180 days automatically results in a PCS without PCA; members will receive local BAH entitlements vs per diem**
 - **Members can request a waiver to receive per diem at TDY location; SAF/MR is approval authority**
 - **Waivers not required for OCONUS hazardous duty locales**



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AEFI for IRs

- **All IMAs must have an AEF Indicator entered into MilPDS**
 - All IRs should have an AEFI code assigned in MILPDS by their assigned unit which should correspond to their unit's AEF vulnerability period. i.e. X1, X2 etc. (Note: IRs assigned to those organization can be tasked only through mobilization or volunteer process).



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Questions?

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