

20 January 2016

Ma'am/Sir,

We have improved the Individual Reservist (IR) clothing replacement process to better serve the IR Community. Your servicing detachment will no longer process clothing requests effective 13 January 2016.

IRs will submit a self-service ticket via myPers (<https://gum-crm.csd.disa.mil/app/login/redirect/home>) utilizing the 'Incidents/Message'. Select 'Email-us' to start the ticket. Select 'Compensation' as the category. Input 'Uniform Replacement' in the subject. Please include the required AF Form 656 under 'Attach Documents'. An automated email will be sent to the HQ RIO Integration Cell to perform quality checks and sign as required.

Please reference the Standard Operating Procedure ARPC/FM-002, Individual Reservist (IR) Clothing Replacement Process, for detailed information and procedures. This document can be found on the HQ RIO website, under the 'Resources' tab. The document can also be found below.

IR Clothing Replacement Process SOP
<<https://www.my.af.mil/arcnetprod/CoP/O-6/ARPC FM SOP-002 IR Clothing Replacement Process.pdf>>

Please contact the Total Force Contact Center for questions, assistance and concerns at 1-800-525-0102. For all other inquiries, please contact your servicing detachment. Contact information can be found at the HQ RIO website (<http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>) under 'Detachments' or 'HQ RIO Directory' links.

HQ Individual Reservist Readiness and Integration Organization

Previous ARCNet messages are located in the Resources section <<http://www.arpc.afrc.af.mil/Home/HQRIO/Resources.aspx>> of our website

Connect with HQ RIO online

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