

United States Air Force Reserve

Integrity - Service - Excellence



CC/Director Brief Commander Support Staff Programs

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U.S. AIR FORCE



- **HQ Readiness & Integration Organization (HQ RIO)**
 - **Mission & Vision**
 - **Basic Responsibilities**
 - **Detachment (det) & Operating Location (OL) Structure**
 - **Det & OL Locations**
 - **CSS Programs**
 - **EPRs/OPRs**
 - **Decorations**
 - **Fitness Program**
 - **GTC**
 - **Leave**
 - **Family Care**
 - **DDR (Drug Demand Reduction)**
 - **IMA Assignments**
 - **Unit vacancies**
 - **Process**
 - **In/Out Processing for IMAs**
 - **Support & Tools**
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HQ RIO: Mission and Vision

Mission

Seamlessly integrate war-time ready Individual Reserve Forces to meet Air Force and Combatant Commander requirements.



Vision

Individual
Capability
Leveraged
Worldwide

HQ IR READINESS & INTEGRATION ORGANIZATION



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HQ RIO: Responsibilities

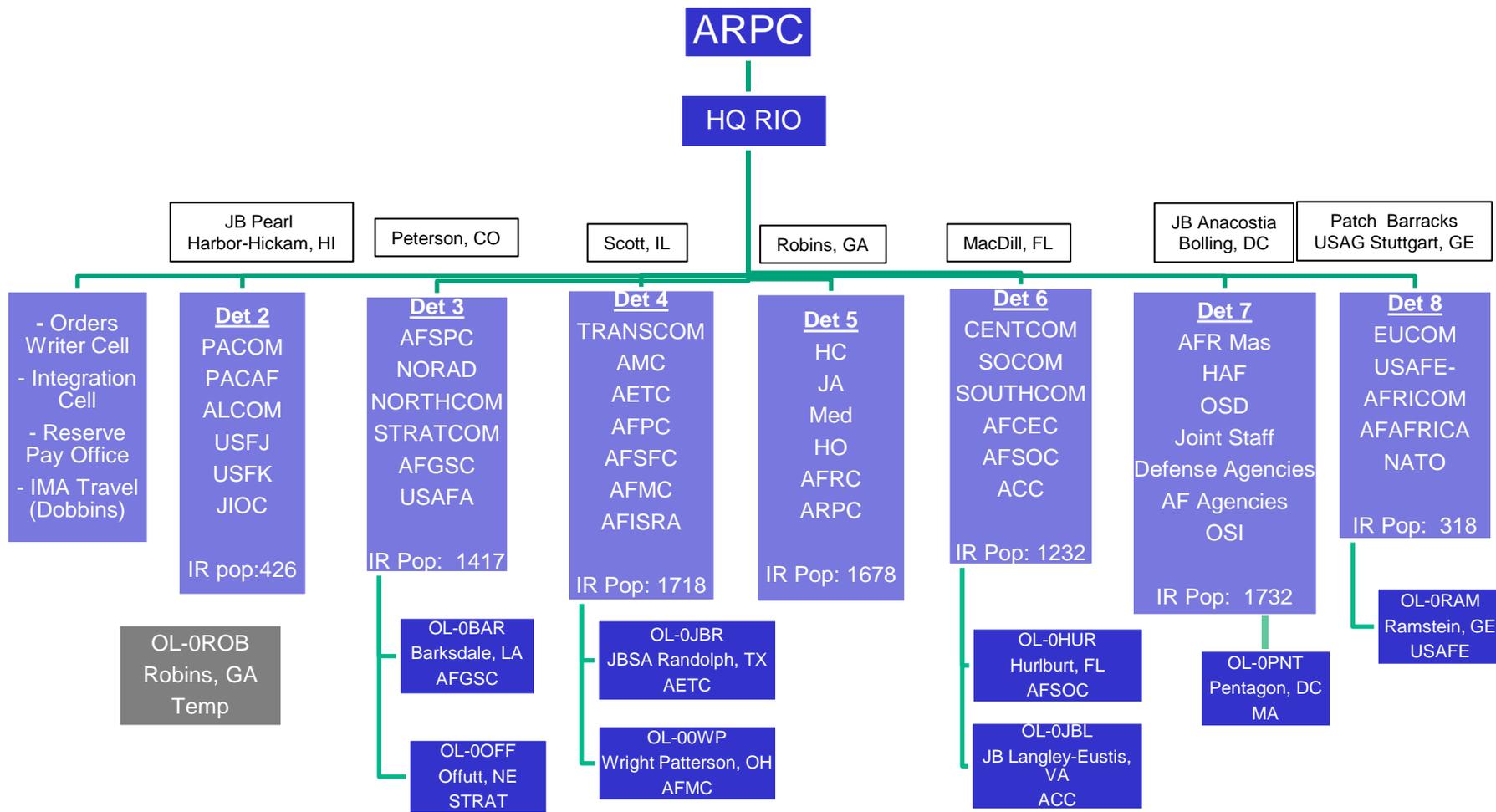
- **Standardize management of IRs; this includes Individual Mobilization Augmentees (IMAs), Participating Individual Ready Reserve (PIRR) personnel (CAT E) and Mobilization Assistants (MAs)**
- **Provides IRs a chain of command, with accountability through ARPC to the AFRC/CC**
- **Supports Active Component (AC) with education & training on IR management to ensure full integration/utilization of IRs**
- **Maintains concurrent ADCON w/AC commanders**



Col Carolyn Stickell



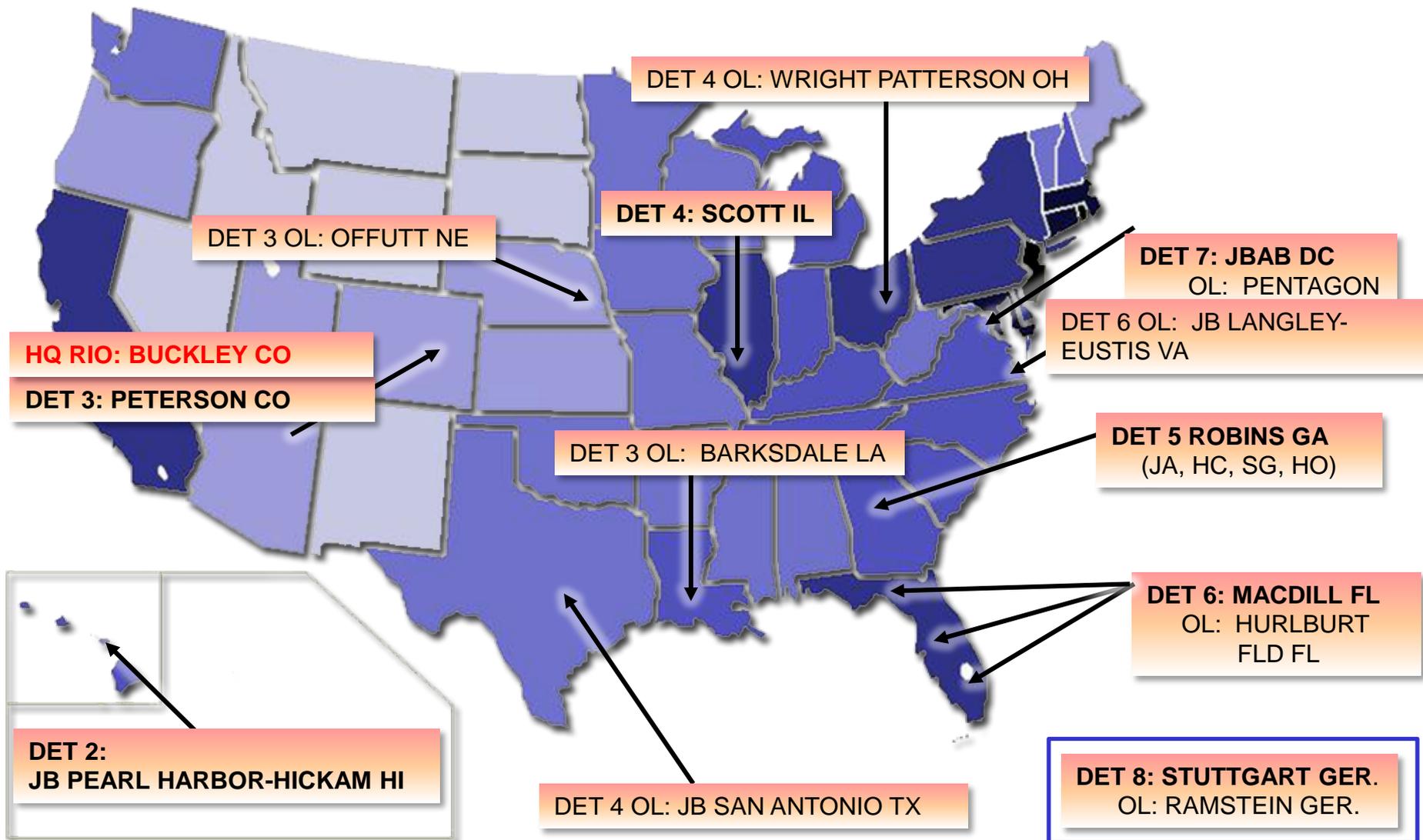
HQ RIO: Det Structure





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HQ RIO: Detachment/Operating Locations





Performance Evaluation System (Current State) AFI 36-2406

- **Evaluations**
 - **EPRs required biennially**
 - **CRO EPRs required**
 - **When rater changes AND**
 - **Enlisted member earned 16 points under his/her rater w/(@ minimum) 120 days supervision**
 - **OPRs required annually**
 - **CRO OPRs required**
 - **When rater changes AND**
 - **Officer earned 16 points under his/her rater w/(@ minimum) 120 days supervision**
- **Annotating work performed on military status is VERY helpful—file “Tour of Duty Report” in IR Management Folder**
 - **Include information from civilian life that impacts/supports military career**



IRs

Rank	Initial ACA Closeout	Midterm ACA Closeout	Evaluation SCOD
CMSgt (E-9)	N/A*	31 Jan 15	31 May 15
SMSgt (E-8)	31 Jul 14**	31 Jul 15	31 Jul 16
MSgt (E-7)	N/A*	30 Sep 14	30 Sep 15
TSgt (E-6)	30 Nov 14**	30 Nov 15	30 Nov 16
SSgt (E-5)	31 Jan 15**	31 Jan 16	31 Jan 17
SrA (E-4)	N/A*	31 Mar 15	31 Mar 16

* Denotes an initial feedback provided prior to the implementation of ACA

** Denotes a date of initial evaluation rating period; feedback should be conducted within 60 days of initial rating period beginning.



Performance Evaluation System (Future State) AFI 36-2406

- **CRO Reports**
 - **With the implementation of Static Close Out Date (SCOD) CRO reports will be phased out**
 - **As the SCOD evaluations are being implemented, CRO reports will be phased out by rank**
- **AF Form 77, Letter of Evaluation**
 - **Supervisors are encouraged to use AF Form 77 to document accomplishments when member is assigned a new rater**
 - **Member is encouraged to request an AF Form 77 from losing supervisor**
- **The following forms will be utilized for EPRs**
 - **AF Form 910 (AB thru TSgt), AF Form 911 (MSgt thru SMSgt) and AF Form 912 (CMSgt)**



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ACA Requirements

AFI 36-2406

Rank	Initial ACA Closeout	Midterm ACA Closeout	End of Reporting Period
CMSgt (E-9)	w/i 60 days of new supervision	Not Required	Conduct w/i 60 days of evaluation closeout*
SMSgt (E-8)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Not Required
MSgt (E-7)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Not Required
TSgt (E-6)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout
SSgt (E-5)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout
SrA (E-4)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout

Note : Officer: Initial within 60 days, mid-term, annually thereafter

Chief and Colonels: Initial feedback, no further feedback necessary unless there is a CRO

Telephonic feedback acceptable

Unit requests feedback notice from CSS, FSS/Force Management, or HQ CCQ

For revised requirement for CMSgt ACAs visit https://gum-crm.csd.disa.mil/app/answers/detail/a_id/27767



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Performance Evaluation System (Eval Ext Req For Fitness) AFI 36-2406

- **Commanders may request 59 day extension of close-out date for fitness:**
 - **If member tests immediately preceding the c/o and fails**
 - **Extension may be up to 59 days**
 - **Request should be initiated prior to c/o**
 - **Approval authority is AFRC/A1**
 - **Routing channels: Unit-RIO Det-HQ RIO-AFRC A1**
 - **Call/email Force Management or applicable det w/questions**
- **This is only applicable for current state EPRs**
 - **Extensions will not apply with SCOD evals**
- **Evaluations are processed between unit and local FSS or HQ CCQ; IR evals DO NOT require det coordination**
 - **Direct eval questions & IR rater change requests to your local CSS, FSS or HQ CCQ**



Eligibility for Awards/Decorations

AFI 36-2803

- **IRs assigned or attached to an active unit are eligible for decorations upon extended tour, one-time achievement, reassignment, separation, or retirement**
 - **The IR can be nominated for the following decorations:**
 - **Air Force Achievement Medal (AFAM)**
 - **Air Force Commendation Medal (AFCM)**
 - **Meritorious Service Medal (MSM)**
 - **Aerial Achievement Medal (AAM)**
 - **Combat Readiness Medal (CRM)**
 - **Military Outstanding Volunteer Service Medal (MOVSM)**
 - **Awards and Decorations will be processed through the AD MPS. The use of vPC is authorized June 2015 and will become mandatory effective 1 October 2015**
 - **Coordination will mirror that of the assigned unit/attached unit**
 - **IMA decoration approval authority is the attached unit chain of command**
 - **PIRR decoration approval authority is ARPC**
 - **For further guidance on processing these awards and decorations within vPC, reference the Total Force Awards and Decorations PSD Guide**
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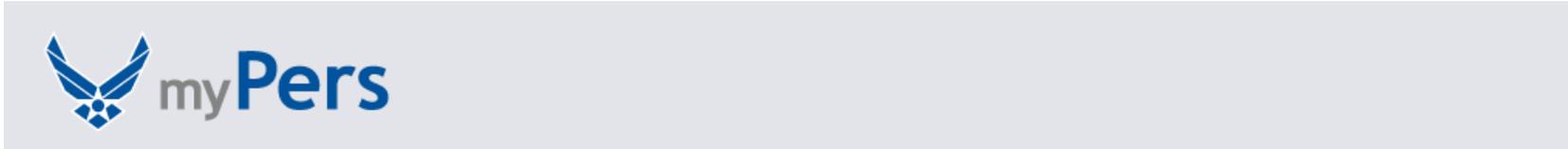


Eligibility for Awards/Decorations

AFI 36-2803

U.S. AIR FORCE

- The nominating official can access vPC via Secured Applications or via myPers-Awards and Decorations Nomination
 - The following areas are required: Nominee Information, Decoration Information, Attachments and Coordination



Awards and Decorations Nomination

Note: OEF/OIF decorations are processed by [USAFCENT/UDPU](#) rather than using vPC

1. Select the Service for the nominee from the 'Branch*' drop down menu.
2. Use the 'Select' button to select the person you wish to nominate for an award if the nominee is a member of the U.S. Air Force.
3. Use the 'Input Member' button to input the personnel information for nominees who are not members of the U.S. Air Force.
4. Enter the decoration and certificate information and preview the certificate for accuracy.
5. Attach any supporting documents and the next level of coordination.
6. Press the 'Submit' button.

[Instructions](#)

Nominee Information		Member Rank and Name	
Branch*	U.S. Air Force <input type="button" value="Select"/> <input type="button" value="Clear"/>	Rank*	<input type="text"/>
Component*	<input type="text"/>	Gender*	<input type="text"/>
Unit*	<input type="text"/> <input type="button" value="Menu"/>	Effective Date of Change Strength Accountability	<input type="text"/>
Office Symbol*	<input type="text"/>	Date Arrived / Assigned Station	<input type="text"/>
		Effective Retirement / Separation Date	<input type="text"/>
		Member Departed*	<input checked="" type="radio"/> No <input type="radio"/> Yes



Fixing Problems with Awards/Decorations

AFI 36-2803

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- Visit the vPC for submitting requests to update or correct awards or decorations



Dashboard

Role Filter [Role Filter Help](#)

[myPers Home Page](#)

Overview Worklist **Action Requests** My Roles / Delegations

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD

Online Services Component Default

[Action Requests Help](#)

Documents I've Requested

[Track Previous Support Requests](#)

Need further assistance with a request not listed on this page?

[Create a New Support Request](#)

Records (updates and corrections)

[Request Personal Data Updates](#)

[Update Civilian Employment Information \(CEI\)](#)

[Update DEERS Information](#)

[Request Duty History Changes or Corrections](#)

[Update Missing Awards and Decorations Order History](#)

[Request Military Service Date Changes and/or Corrections](#)

[Request Retirement Points Corrections](#)

[Review your Electronic Officer Selection Record \(eOSR\)](#)

[Request Correction to my DD Form 214](#)

[Review your Form 69](#)

My Official Military Personnel Record (view/request copy)

[View and Print Documents Online \(.mil domain required\)](#)

[View Current Retirement Points](#)

[Request a copy of your Performance Report](#)

[Request a 20 Year Letter \(reissue\)](#)

[Request a Mortgage Letter](#)

[Request a Reduced Retired Pay Eligibility Date](#)

[Request a VA Home Loan Letter](#)

[Request a copy of your Federal Award or Decoration](#)

[Request a list of your current Federal Awards and Decorations](#)

[Request your DD Form 214, Certificate of Release or Discharge](#)

[Request Other Documents](#) (Select to view types and descriptions)

[Request a copy of your DD Form 215 \(DD Form 214 Correction\)](#)

Information Links

Evaluations (Overview)

[MPS or CSS Initiate Officer or Enlisted Performance Report](#)

[Appeal an Evaluation](#)

[Request a Shell on a Member](#)

Officer Promotions (Overview)

[Submit a Letter to the Promotion Board \(Officer\)](#)

[Request a post-Board Counseling \(Officer\)](#)

[Accelerated Promotion Request](#)

[Promotion Calculator](#)

Federal Awards and Decorations (Overview)

[Nominate a Member for MSM, AFM, AFAM, AAM](#)

[Submit a Military Outstanding Volunteer Service Medal \(MOVSM\)](#)

[Combat Readiness Medal Certification](#)

[Amend or Revoke a Federal Award or Decoration](#)

[Deny Air Reserve Forces Meritorious Service Medal \(ARFMSM\)](#)

Retirements (Overview)

[Apply for Retirement \(Reserve, AGR, Mandatory, Pay at Age 60\)](#)

[Notification of Eligibility for Retired Pay/RCSBP Package](#)

[Request information on my current RCSBP Election](#)

[Request Assistance on Retired Pay Issues](#)

[Reserve Retired Pay Calculator](#)

[RCSBP Calculator](#)

[Reduced Retired Pay Age](#)

Force Development (Officer Overview)(Enlisted Overview)

[Reserve Developmental Education Designation Board \(RDEDB\)](#)

[Reserve School Selection Board \(RSSB\)](#)

[Reserve Officer Development Plan \(R-ODP\)](#)

[Reserve Enlisted Development Plan \(R-EDP\)](#)

[AGR Review Board](#)





AF Fitness Program: AFI 36-2905

- Total Force Integration; FIT TO FIGHT applies to all USAF components
- IRs must meet AF fitness standards!
- IRs must be in **military status** to test
- IRs cannot be ordered to active duty solely to fit test
 - Test in AT/IDT status; to include points-only IDT status, MPA or RPA status
- If IR fails fitness test:
 - On-line brief (Be Well Program) is required; documented and managed by AC UFPM; unit tracking and follow-up is **crucial!**
- No exemptions w/o profile; AF Form 469 must be reviewed by FAC/exemptions annotated in AFFMS
 - With AC/CC, approval assigned Unit Fitness Program Manager (UFPM) may coordinate with alternate locations if member is not local to assigned base
 - Failure to complete or an overdue fit test will result in a referral evaluation





- **IR will initiate efforts to develop a FCP**
 - **IR will notify the commander or first sergeant immediately, or within 60 days while in the Selected Reserve if changes in personal status or family circumstances require completion of an AF Form 357**
 - **Due to birth or adoption of a child**
 - **Loss of a spouse through death, separation, or divorce**
 - **Enlistment or commissioning in the military (active duty or Reserve component) when the member and spouse become a dual military couple with family members**
 - **Assumption of sole care for an elderly or disabled family member**
 - **Absence of a spouse through career or job commitments or other personal reasons**
- ***See AC First Sgt regarding Family Care Plans***



Government Travel Card (GTC)

DoD 7000.14 - R

- **Mandatory use for airline tickets**
 - **May be used for meals & incidentals**
 - **GTC may be used for IDT travel costs (hotel)**
 - **Payment: Split disbursement on voucher is mandatory**
- **GTC Agency Program Coordinator (APC)**
 - **Located at IRs assigned/attached unit**
 - **Responsible for processing application & monitoring use**
- **IR is responsible for full & timely payment**
 - **AC commanders may discipline for unauthorized use or delinquency**
 - **Delinquency may be reported on personal credit report**
 - **Not a personal credit card, for official use only!**





Accruing Leave

AFI 36-3003

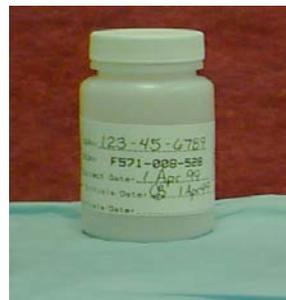
- **IRs can earn 2.5 leave days per month while on an active duty tour 30 or more days, (including a school tour or initial active duty tour for training (IADT))**
- **Leave can be rolled from one tour to the next for consecutive orders each of 30 or more days. This does not include annual tours**
- **If there are one or more days between consecutive long tour (30+ days) orders and a member has not used all of the leave days earned, the individual may sell unused leave back. IR may request payment for accrued leave upon reenlistment, retirement, separation under honorable conditions, or death**
 - **Payments of accrued leave are limited to 60 days in a military career**
- **IRs can request leave on AF Form 988 and forwards to their supervisor**
 - **If leave is approved, the supervisor signs the leave form and forwards the part 1 to the pay office for a leave number. The pay office will then email the leave number to the supervisor/member**
- **Once leave is completed the supervisor/member has 3 business days to send the part 3 of the leave to the pay office. If there were any changes made to the leave dates please annotate in Section III the correction**



Drug Demand Reduction

AFI 90-507

- **Group, Squadron, and Detachment Commander Responsibilities**
 - **IRs who are on, pass, quarters, flying status, crew-rest, missile duty, or non-duty status, or who did not attend training where their names were randomly selected for drug testing, will report for testing during the next training/drug testing period**
 - **Commanders must not notify IRs of their selection sooner than two hours prior to the scheduled collection time**
 - **IR drug testing is the responsibility of the AC commanders**



DO NOT COMPROMISE DRUG TESTING PROGRAM!



- **What is the IMA assignment process? I need to fill vacancies in my unit?**
 - **IR Assignments are managed by the det office in conjunction with the AD unit**
 - **The det advertises vacancies in the Reserve Vacancy System (RMVS)**
 - **The det will establish advertisement suspense; ensuring positions are filled within time frame established by AFI**
 - **The applicant(s) send their packages to the servicing det. The det forwards all packages to the URC o/a close-out date, unit has 30 days to make a selection**
 - **Interviews are to be conducted for all E-7 or O-4 and above positions**
 - **The CC signs/approves the 1288 and sends it back to the det for further processing**
 - **The det informs the member of the selection/non-selection**
 - **The det may return applications and re-advertise position if no decision is made within established time frame**
 - **AC manages all Colonel Key, Command and Joint billets**
 - **HAF/REG manages all Colonel positions**
- **REFERENCE: AFI 36-2115 para 1.8.1.6. To ensure timely processing, a 30-calendar day timeline has been established for the interview and approval/disapproval process.**



- **Unit CC/Director Responsibilities**
 - **Ensure IRs are incorporated in the unit INTRO program IAW AFI 36-2103, *Individualized Newcomer Treatment and Orientation (INTRO) Program*, upon assignment/attachment**
 - **Ensure inbound IRs are sent a Unit Welcome Letter**
 - **In-process all newly assigned IRs (use Unit In-processing Checklist)**
 - **Out-process all outbound IRs (use Unit Out-processing Checklist)**
 - **Conduct out-processing briefing for assigned or attached IRs upon notification of retirement, separation, discharge or reassignment IAW AFI 36-2629**



- **Local Force Support Squadron (MPS)/or CCQ-CSS**
 - **OPRs, EPRs, Supervisor Updates (Force Management)**
 - **DEERS, Officer Promotions (Customer Service/Career Dev)**
 - **Deployment out processing (Personnel Readiness)**

 - **Total Force Service Center: 1-800-525-0102 or <http://www.arpc.afrc.af.mil/services/index.asp>**
 - **TFSC is the Tier 1 Supt Center for IR questions**

 - **myPers website: <https://gum-rm.csd.disa.mil/app/login/redirect/home>**
 - **VPC (Virtual Personnel Center)**

 - **HQ RIO website: <http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>**

 - **UTAPS website: AFRC.UTAPSweb@afrc.af.mil**

 - **DTS/DoD Travel Assistance Center: 1-888-435-7146 or <http://defensetravel.dod.mil/site/tac/cfm>**

 - **AROWS-R homepage or helpdesk: <https://arowsr.afrc.af.mil/arows-r> or AFRCFM.AROWSR@us.af.mil **(0700-1700 EST M-F)****
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Support and Tools (cont'd)

- **HQ RIO Integration Cell workflow:** AFRC.HQRIO.IntegrationCell@us.af.mil
 - **IC website:** <http://www.arpc.afrc.af.mil/Home/HQRIO/HQRIOIntegrationCell>
 - **IC Corporate line:** DSN 847-3638/Comm 720-847-3638

- **Your servicing detachment or Operating Location (OL)**
 - **Ref slide 5 to locate your det; det contact list posted on HQ RIO website:**
 - <http://www.arpc.afrc.af.mil/Home/HQRIO/About/HQRIODirectory>





~We welcome your feedback!~

Please email the IC workflow box with your comments/suggestions...

AFRC.HQRIO.IntegrationCell@us.af.mil