



United States Air Force Reserve

Integrity - Service - Excellence

IR Readiness/Participation Training



**HQ RIO
Integration Cell
Buckley AFB CO**

U.S. AIR FORCE

Fly, Fight and Win...



- **IR Readiness**
 - **Medical**
 - **Dental**
 - **Fitness**
 - **Sec Clearance**
 - **AFSC Training**
 - **AF Fitness Program**
- **Readiness**
- **ARCnet report**
- **IR Participation**
 - **IDTs**
 - **AT**
- **Participation Waivers**
 - **Substitution**
 - **Excusal**



HQ Readiness and Integration Organization

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



U.S. AIR FORCE

ARCnet Homepage

HQ RIO

Goto Unit

RIO

ARCNet Links

UPDATES - 22 May

ARCNet Docs

ARCNet CCB Charter
ARCNet Tasks (save to desktop)
ARCNet Newsletter
Vol .1 Iss. 3
ARCNet April Metrics

CBTs

ADLS/AFRC Unique CBTs
ANG CBTs
How to download ARCNet CBTs

HELP

ARCNet Duty Hours Guides
Update Readiness-NEW
What is ARCNet?
ARCNet Features
ADLS Data Interface
Webinar Training Calendar
Ancillary Policy
How Are We Doing?

TRAINING SLIDES

Training Details
Class Schedule
Duty Plan
Ancillary Breakout

AF PORTAL LINKS

AEF Online
AF Portal
AF E-publishing
AF Fitness
AFRC Biographies
AFRC/CC Message
ARMS/RMVS/vMPP
E-Finance
LeaveWeb

HQ Individual Reservist Readiness & Integration Organization

QUICK LINKS

MY READINESS

HQ RIO WEBSITE

CONTACT DIRECTORY

INTEGRATION CELL

RESERVE PAY OFFICE

IMA TRAVEL

DEFENSE TRAVEL SYSTEM

AROWS-R

UTAPSweb

myPERS

FAQs



HQ RIO is located within HQ Air Reserve Personnel Center, 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 service members in the Individual Reservist 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-duty positions, or Participating

Individual Ready Reservists (PIRRs). Both IMAs and PIRRs augment active-duty component missions and are rated by active-duty or government agency supervisors.

There are more than 2700 enlisted members and more than 4500 officers within RIO. IMAs and PIRRs support 53 separate major commands, combatant commanders and government agencies. To be fully ready for mobilization, Reservists must meet annual medical and dental requirements, have a current security clearance, and are fully-qualified in their Air Force Specialty.

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

Vision: Individual Capability, leveraged worldwide.

Leadership



Col. Christopher E. Cronce
Commander



CMSgt. J. Seth
Perron
Superintendent



MSgt. Jerrod
Kester
First Sergeant

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



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.



Ready vs. Not Ready



ARCNet Individual Readiness Detail

[Click here for details on interpreting this information](#)

| General Info | | |
|-------------------|--------------------------------|---------------|
| Name | C (SMS) | Mob Auth |
| Overall Readiness | Fully Ready | Position # |
| Duty Title | FIRE PROTECTION SUPERINTENDENT | PAS |
| Det | Det 4 | Office Symbol |
| Unit | 0021 CIVIL ENGINEER SQ | Location |
| MSD | 4/1/2015 | DAVA |
| HYT | | DAVL |
| ETS | 6/19/2015 | DAVP |
| | | DAVT |

| Medical Readiness | | |
|--------------------|-------------|------------|
| Overall IMR Status | Fully Ready | DLC Status |
| Actions Needed | | |

| HRR/PHA | | |
|---------------|-------------|---------------|
| HRR Status | Green | Dental Status |
| Last PHA Date | 01 Nov 2012 | Dental Class |
| HRR Source | PIMR | Dental Date |
| | | Dental Source |

| Immunization | | |
|---------------|-------|------------|
| Immun. Status | Green | Lab Status |
| Immun. Source | PIMR | Lab Source |

| Fitness Readiness | | |
|-------------------|--------------------|--|
| Fitness Status | Excellent (Exp-90) | |
| Next Due Date | 31 Jan 2013 | |

| Security Clearance Readiness | | |
|------------------------------|-------------|--|
| Security Status | Valid/Suff | |
| Date Invest. Compl. | 19 Feb 2009 | |
| Years Valid | 10 | |
| SAR of Position | 6 | |
| Clearance Awarded | SECRET | |

| AFSC Training Readiness | | |
|-------------------------|--|--|
| | | |

ARCNet Individual Readiness Detail

[Click here for details on interpreting this information](#)

| General Info | | |
|-------------------|------------------------|---------------|
| Name | IH J (SSG) | Mob Auth |
| Overall Readiness | Not Ready | Position # |
| Duty Title | COMPANY FIRE OFFICER | PAS |
| Det | Det 4 | Office Symbol |
| Unit | 0021 CIVIL ENGINEER SQ | Location |
| MSD | 8/1/2034 | DAVA |
| HYT | | DAVL |
| ETS | 10/22/2015 | DAVP |
| | | DAVT |

| Medical Readiness | | |
|--------------------|----------------|------------|
| Overall IMR Status | Need Attention | DLC Status |
| Actions Needed | | |

| HRR/PHA | | |
|---------------|-------------|---------------|
| HRR Status | Green | Dental Status |
| Last PHA Date | 15 May 2012 | Dental Class |
| HRR Source | PIMR | Dental Date |
| | | Dental Source |

| Immunization | | |
|---------------|--------|------------|
| Immun. Status | Yellow | Lab Status |
| Immun. Source | PIMR | Lab Source |

| Fitness Readiness | | |
|-------------------|---------------------|--|
| Fitness Status | Satisfactory (Expd) | |
| Next Due Date | 31 Jan 2012 | |

| Security Clearance Readiness | | |
|------------------------------|-----------------|--|
| Security Status | Invalid/Expired | |
| Date Invest. Compl. | 21 May 2001 | |
| Years Valid | 10 | |
| SAR of Position | 6 | |
| Clearance Awarded | SECRET | |

| AFSC Training Readiness | | |
|-------------------------|--|--|
| | | |



Readiness: Medical & Dental

- **PHA**
 - To find a MTF: <http://www.tricare.mil/mtf/>
 - Public Health manages PHA process
 - No status required to schedule an appointment
 - Must be in MIL status at the time of appointment (40A from UTAPs/IMT 938 AROWS-R)
 - **Must see Primary Care Manager every 3rd year**
 - Complete AF Web HA located on the AF portal (**Annually**)
 - Reserve Health Readiness Program (RHRP) - 1.800.666.2833 (option 3); for those reservists not local to a MTF
- **Dental**
 - Civ or mil dentist (**must see mil dentist every 3rd yr**)
 - Member must be in status day of appt & provide source doc that reflects status
 - Use DD Fm 2813 to document dental exam accomplished by civ provider
 - Member provides DD Fm 2813 to servicing dental clinic for update of applicable system of record
 - Member provides source doc to servicing DS for update of applicable system of record



Readiness: Fitness, Clearance and Training

Fitness

- **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**
- **Reserve members must be in military status day of testing**
- **No exemptions w/o a current profile (AF Fm 469)**



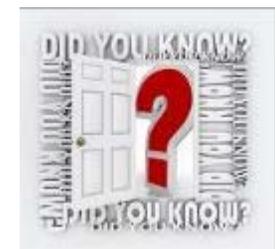
Security Clearance

- **Member coordinates w/Unit Security Manager to initiate reinvestigation**
- **Top Secret Clearance Initiate 6 Months out**



AFSC Training

- **Enlisted – must obtain DAFSC skill-level**
- **Contact Unit Training Manager (UTM) to initiate AF Form 2096 once requirements are complete and forward to servicing DET**
- **Officer – If requirements are completed IAW Officer Classification Directory, contact UTM to initiate AF Form 2096. Forward source doc to servicing DET**





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Inactive Duty Training (IDT)

- 1 IDT period = minimum of 4 hours of work = 1 Point
 - 2 Pts per day = 2 days of base pay
 - Entitled to lodging and meals where available (enlisted only)
 - No - Allowances (BAH, BAS, travel or per diem)

Note: IDT should not be used for the sole purpose of fitness assessment; member must work in the office in conjunction with fitness assessment

- All members are entitled to Points Only (No Pay)
 - Allowable when paid IDTs for FY have been exceeded
 - For retention or retirement point accountability
 - Lodging is always reimbursable when in mil status
- IDTs used for activities in preparation for full time utilization or mobilization
 - Ancillary training, specialty training, AF Web HA, fitness testing
 - Participation schedules must be scheduled in UTAPSweb NLT 15 Aug for the upcoming FY

Note: IDTs should be done at home stations. If alternate location is approved by DET/CC member must have an approved telecommute agreement.



U.S. AIR FORCE

Annual Training (AT)

- **Primary purpose of AT**
 - **Provide individual and/or unit readiness training**
 - **Support active component missions and combatant CC requirements**
- **Submit request via AROWS-R**
 - **NLT 15 days prior to tour start date**
 - **Orders published NLT 30 June**
- **Split Annual Training**
 - **Requires supervisor concurrence and Det/CC approval**
 - **Can be requested via email—Det/CC approval/disapproval based on best interest of the Air Force**
 - **Member annotates waiver approval date in AROWS-R remarks section**
 - **Annual Tour special request form is located on HQ RIO website:**

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

- **Substitution**
- **Excusal**





Substitution Waivers

Substitution

- Substitution is 1 for 1 in regards to days requested to be substituted (i.e. 180 day MPA tour in support of contingency operations/exercises, AEF, same for RPA substitutions)
 - Member can request 12 days AT substitution waiver
- Substitution waiver MUST be submitted to Det and approved PRIOR to start of MPA/RPA tours
- Substitution waivers MUST be approved/disapproved 30 days prior to tour start date

- **School tours will be performed in “school tour status” only!**



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Excusal Waivers

Excusal

- **Reasons for waiver may include civilian job conflict, personal hardship, performance of MPA/RPA tours and substitution was not requested prior to start of tour**
- **Excusal waiver must contain number of days requested to be excused**
- **Det/CC is approval authority for first 2 FY excusal waivers throughout an IR's career**
- **Subsequent excusal waivers must be approved by HQ IR RIO/CC**
- **Excusal waivers must be submitted to DET & approved/disapproved by 1 Jun of current FY for all remaining AT/IDT days**



U.S. AIR FORCE

Support and Tools

myPERS website

<https://gum-crm.csd.disa.mil/app/login/redirect/home>

Total Force Service Center (ARPC)
1-800-525-0102

Orders Writing Cell (OWC)
478-327-2167/DSN 497
rmg.orders@us.af.mil

RIO Pay Office
720-847-3711/DSN 847
FAX: 847-3960
Arpc.riorpo.1@us.af.mil

DTS/DoD Travel Assistance Center: 1-888-435-7146 or
<http://www.defensetravel.osd.mil/>

HQ RIO Website

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

HQ RIO Integration Cell Website

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

HQ RIO Integration Cell workflow
AFRC.HORIO.IntegrationCell@us.af.mil

HQ RIO Integration Cell Main Line
Comm 720-847-3638 or DSN 847-3638

AROWS-R homepage or helpdesk:

<https://arowsr.afrc.af.mil/arows-r/cac/login.do>

Email:

AFRCFM.AROWSR@us.af.mil (0700-1700 EST)

IMA Travel Companion

<http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/RIO-IR-Travel-Guide.pdf>

UTAPS Website

<https://utapsweb.afrc.af.mil/utapsweb/>

UTAPSweb Email:

AFRC.UTAPSweb@afrc.af.mil

IMA Travel: 1-800-808-5942
EMAIL: Dobbins.imatravel@us.af.mil
FAX: 478-327-0625 or **DSN** 497-0625
MAIL: IMA TRAVEL
1392 Second St.
Dobbins ARB GA 30069-4823





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Support and Tools cont'd

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

- **DTS/DoD Travel Assistance Center: 1-888-435-7146 or <http://www.defensetravel.osd.mil/>**

- **Your servicing detachment or Operating Location (OL)**
 - **Ref slide 4 to locate your Det**
 - **<http://www.arpc.afrc.af.mil/Home/HQRIO/HQRIODetachments>**





Questions?



We welcome your feedback!

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

AFRC.HQRIO.IntegrationCell@us.af.mil
