



U.S. AIR FORCE

United States Air Force Reserve

Integrity - Service - Excellence

Enlisted Promotion Training



HQ RIO Integration Cell

Buckley AFB CO

Training Date: Thurs. 23 Jul 2015

Time: 0800, 1100, & 1530 MDT

Commercial # 478-327-9370 DSN 497-9370

PIN#497- 1553

U.S. AIR FORCE

Fly, Fight and Win...



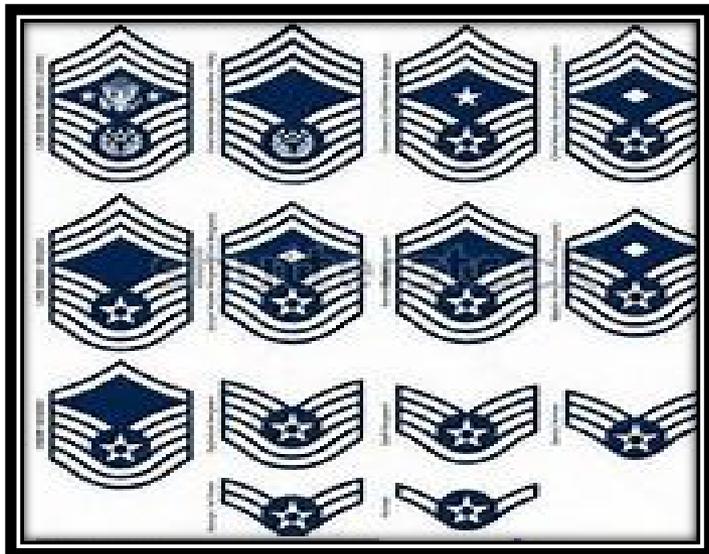
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U.S. AIR FORCE

Enlisted Promotions

AFI 36-2502





USAFR Promotion Authorities: AFI 36-2502 Table 8.1

RULE	Assignment	Affected Individuals	Authority
1	USAFR Unit Members (Note 1)	SMSgt and CMSgt	Wing or detached group Commander
		Amn through MSgt	Commander of unit of assignment. May delegate promotion authority to detachment unit commander
2	Title 10 U.S.C. Section 12310 AGR (Note 2)	AFRCRS Assigned personnel	AFRCRS/CC (Notes 1,3)
		Amn assigned to AFRC, except Recruiters	AFRC/A1 (Notes 1,3)
		Amn assigned to ARPC	ARPC/CC (Note 3)
		Unit Level AGR Amn through MSgt	Group or Squadron Commander
		Unit Level AGR SMSgt and CMSgt	Wing or detached Group Commander (Note 3)
		Amn assigned to IR/RIO	IR/RIO/CC (Note 3)
		Others	USAF/RE (Note 3)
3	IMAs and PIRR	Amn through CMSgt	Unit Commander
4	STEP II	TSgt and MSgt	Wing/NAF/IR/RIO Commander
		SMSgt and CMSgt	AFRC/CC

Notes:

1. NAF commanders may delegate promotion authority to Vice commander or Director of Staff for unit personnel reporting directly to the NAF. Designate all authority delegations in writing and provide them to the servicing MPS Chief. Commanders/Directors of MAJCOM, FOA, DRU may delegate the authority to approve a promotion, in writing. AFRC/A1 will retain a copy of delegations.
2. Individuals assigned as Title 10 U.S.C. Section 12310 are Reservists on AD and remain under the Air Force Reserve promotion system for AGRs.
3. Promotion to the grade of SMSgt and CMSgt must be coordinated with AF/A1A for grade ceiling and strength limitations.



Eligibility Requirements: AFI 36-2502 Table 8.2

R U L E	A If promotion is to the grade	B and the PAFSC is (Note 2)	C and TIG is (Note 3)	D and enlisted service is (Note 4)	E and satisfactory years for retirement are (Note 5)	F and following mandatory education is completed (Note 6)	
1	Amn (Note 1, 7, 10)	N/A	6 months	N/A	N/A	N/A	
2	A1C (Note 1, 7, 10)		6 months		N/A		
3	SrA (Note 1, 10)	3 skill lvl	8 months		1 year		
4	SSgt (Note 1, 10)	5 skill lvl (3 lvl if AFSC does not have 5 lvl)	12 months		4 years	(Note 8)	
5	TSgt (Note 1, 10)	7 skill lvl	24 months		6 years	N/A	
6	MSgt (Note 1, 10)	7 skill lvl	24 months		8 years	8 years	NCO Academy (Note 9)
7	SMSgt (Note 1, 10)	7 or 9 skill lvl			10 years	11 years	SNCO Academy and Associates Degrees from Community College of the Air Force (CCAF) (Notes 11, 12, 13, 14)
8	CMSgt (Note 1, 10)	9 skill lvl				14 years	COC or AFRCCO and Associates Degree from Community College of the Air Force (CCAF) (Notes 11, 12, 13, 14)



Eligibility Requirements: AFI 36-2502 Table 8.2 Cont.

Notes:

1. All eligibility requirements stated in paragraph 7.3, Eligibility Requirements, apply as well as the information listed in this Table. Local promotion boards are not authorized to select enlisted members for unit vacancy promotions. The Promotion Authority may solicit input from supervisors/chain of command officials. The Promotion Authority makes final decision on the promotion approval. For Airmen not recommended for promotion, the commander annotates the reason for non-recommendation and notifies the individual in writing. Promotion effective date is the first day of the month except for promotions to E-2 through E-4. The effective date for those grades is the date in which all eligibility conditions are met. (This note applies to all Rules, i.e. Rule 1 – 8 of Table 7.2)
2. The Promotion Authority may waive the PAFSC skill level requirement for Airmen performing in a Special Duty Identifier (SDI, for example: SDI 8R000 Recruiter). On reassignment from duty in SDI, Airmen must qualify for the skill level required in Column B, within the time limits specified in AFI 36-2201, Volume 3, *Air Force Training Program, On-the-Job Training Administration*.
3. Airmen must complete basic military training. TIG for Airmen enlisted in the grades of AB, Ann, or A1C begins on the date the Airman entered IADT.
4. This includes AD and non-AD enlisted service. Do not credit service in a commissioned, warrant, or flight officer status. This does not count for enlisted promotions.
5. Includes AD and non-AD service. Credit service in a commissioned, warrant, or flight officer status. PIRR must accrue 50 retirement points in the preceding R/R year to be recommended for promotion, under STEP I or STEP II.
6. All PME may be completed in-residence or by correspondence.
7. Promotion Authority may promote an AB on IADT to Ann or Ann to A1C. The Airman must maintain a satisfactory scholastic record in the course and be otherwise eligible for promotion.
8. SSgt. The NCO Preparatory Course (MilPDS code X), the NCO Leadership School (MilPDS code U), the Airman Leadership School (MilPDS code O), or the NCO Orientation Course (MilPDS code 8).
9. MSgt. The NCO Academy (in-residence or correspondence). *Exception:* The Airman was promoted when the PME was not required, satisfactorily served in the higher grade, and completed the SNCO Academy course.
10. Members are required to comply with Air Force Fitness standards IAW AFI 36-2905, *Fitness Program*. Commanders should use AFI 36-2905, *Fitness Program*, Attachment 19, for administrative options regarding Airmen who fail to maintain fitness standards. (This note applies to all Rules, i.e. Rule 1 – 8 of Table 7.2)



Eligibility Requirements: AFI 36-2502 Table 8.2 Cont.

11. Effective date of this publication, any personnel selected to fill SMSgt/CMSgt authorizations are required to have completed the SNCOA (in-residence or by correspondence) prior to assignment to the higher graded position. This policy is to be implemented without exception.

12. Effective date of this publication, any enlisted member of the AFR currently holding the grade of E-7 or E8 will not be promoted to the next higher grade (E8 and E9 respectively), without successful completion of a CCAF degree. The CCAF credit/degree can be in any discipline and must be updated in MiLPDS for promotion eligibility.

13. Effective the date of this publication, any enlisted member of the AFR currently holding the grades of E-6, E-7 or E-8 will not be PLACED into or against positions graded of E8 and E9 without prior successful completion of a CCAF degree. The CCAF degree can be in any discipline must be updated in MiLPDS prior to placement in the higher graded position.

14. Any E-8 or E-9 in a valid position commensurate with their current grade prior to the date of this publication, are not required to have a completed CCAF degree and are deemed to have met requirements to retain their current grade. However, these members are highly encouraged to complete their CCAF degree enabling them to be promoted to E-9 and compete for a higher leadership position. Any E-8 who does not complete their CCAF degree will not be authorized promotion to the grade of E-9.



Ineligibility Requirements:

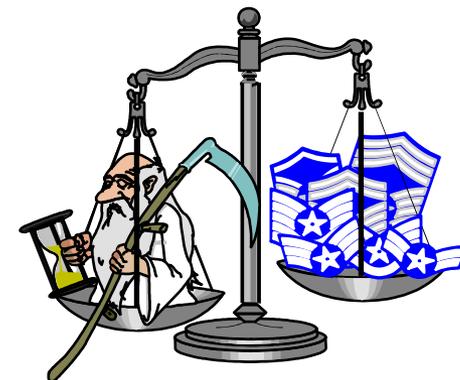
- **Grades E-6 and above within 12 months of BRAC, unit deactivation or other programmatic actions. (Note: Enlisted promotions through the grade of E-5 will be allowed to continue until final closure of the losing organization).**
- **Airmen projected for reassignment to an inactive status, separation, or retirement within six months of promotion date.**
- **Airmen in Training Status Code “T”, Failure to Progress.**
- **Airmen within one year of a referral Enlisted Performance Report (EPR) or a rating of “2” or less, unless a new EPR is rendered with an overall rating of “3” or higher, whichever occurs first**
- **Airmen above the grade of SSgt in an overage/overgrade code for their position**
- **Airmen with UIF Code 2 or 3.**
- **Airmen whose Reserve Component Physical Health Assessment (RCPHA) or Dental exam is not current.**
- **Airmen (E-6 through E-8) that are within 24 months of HYT. (Note: Members must have 24 months retainability before being considered for promotion to E-7 through E-9).**



U.S. AIR FORCE

Unit Vacancy Program AFI 36-2502

- **Unit Vacancy Program**
 - **Meet minimum requirements, (TIG, TIS, PME, etc IAW Table 8.2) & there is a “true” unit vacancy**
 - **Enlisted Promotion Rosters are produced monthly; sent from ARPC to Det to units**
 - **Unit CC is the approval authority**





Stripes for Exceptional Performers (STEP I): AFI 36-2502

STEP 1

- This program authorizes promotion to the rank of TSgt (IMAs, and Participating Individual Ready Reserve (PIRR) for a member who meets the criteria in Table 8.2 (except a vacant position)
- Completed 16 years of satisfactory service
- For PIRR members, unit vacancy promotion is not an option; STEP I is available. *Note:* SSgts assigned to SSgt or SrA positions are eligible for consideration.
- Meets all other eligibility criteria specified in this chapter and Table 8.2 and have the approval of the Promotion Authority specified in Table 8.1.

Note: The Commander must recommend the member; member must meet all minimum requirements.





Stripes for Exceptional Performers (STEP II): AFI 36-2502

- **STEP II**
 - **This program authorizes promotion to the rank of TSgt - CMSgt (IMAs, and Participating Individual Ready Reserve (PIRR) for a member who meets the criteria in Table 8.2 (except a vacant position)**
 - **Board meets each summer**
 - **Promotion effective date: 1 October**
 - **Announcement sent Apr/May; Submit packages from unit CC to Det (packages normally due May/June)**
 - **Similar to AD STEP...tool to promote outstanding performers!**

Note: This is a highly competitive process; members are competing against the entire SelRes . Package must be solid.





U.S. AIR FORCE

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



HQ RIO

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/vMPF
- 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-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.



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.

Leadership



Col Carolyn Stickell



CMSgt. J. Seth Perron
Superintendent



MSgt. Jerrod Kester
First Sergeant

HQ RIO:

DSN: 847-3746
Comm: 720-847-3746



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	TH 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 (Exp)
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



- **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/UTAPs or 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 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**





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 and 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.



- **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 each FY**



U.S. AIR FORCE

Participation Waivers

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





Substitution

- Substitution is 1 for 1 in regards to days requested to be substituted (i.e. 180 day MPA tour, member can request 12 days AT substitution waiver) –same for RPA substitutions
- Substitution waiver MUST be submitted to Det and approved PRIOR to submitting promotion package
- Substitution waivers MUST be approved/disapproved 30 days prior to tour start date
 - **School tours will be performed in “school tour status” only!**

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 RIO/CC
- Excusal waivers must be submitted to DET & approved/disapproved by 1 Jun of current FY for all remaining AT/IDT days



- **Medical & Dental Readiness**
 - *Complete AF Web HA located on the AF portal (Annually)*
 - *Must see Primary Care Manager every 3rd year*
 - *Civ or mil dentist (must see mil dentist every 3rd yr) and complete DD Form 2813*
- **IDTs**
 - *IDT should not be used for the sole purpose of fitness assessment; member must work in the office in conjunction with fitness assessment*
 - *IDTs should be done at home stations. If alternate location is approved member must a telecommute agreement.*
- **ATs**
 - **Ensure that AT request is submitted 15 days prior to tour start date**
- **Substitution Waivers**
 - **No substitution waiver allowed for school tours. School tours will be performed in “school tour status” only!**
- **STEP I**
 - **The Commander must recommend the member; member must meet all minimum requirements**
- **Step II**
 - **This is a highly competitive process; members are competing against their peers . Package must be solid.**

***NOTE: POC for Enlisted Promotion is your servicing HQ RIO Detachment/Operating Location
Detachment contact information is located on the HQ RIO website. Link located on slide 23****



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/HQRIO.aspx>

HQ RIO Integration Cell Website

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

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

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

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

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>





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>**





We welcome your feedback!

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

AFRC.HQRIO.IntegrationCell@us.af.mil
