



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS IR READINESS & INTEGRATION ORGANIZATION

10 Sep 14

MEMORANDUM FOR ALL NEW INDIVIDUAL RESERVISTS (IR)

FROM: HQ RIO/CC

SUBJECT: IR Program Standards and Expectations

1. On behalf of the staff at Headquarters Individual Reservist Readiness and Integration Organization (HQ RIO), I am pleased to welcome you to the IR family! As your HQ RIO Commander, I feel it's important to make you aware of certain standards and expectations I have for you as an IR, as well as certain expectations you should have for us at HQ RIO. This memorandum summarizes both.

2. The following standards and expectations are universal for all IRs:

a. Readiness Standards: Our primary mission is to be ready to fulfill our duties as an Air Force Reserve member AT ALL TIMES! As an IR supported by HQ RIO, *you are responsible for maintaining current readiness standards as identified on your ARCNet Individual Readiness Detail report at all times (AFI 36-2629, IR Management, para 2.28.3)*. Inactive Duty for Training (IDTs) periods should be used to maintain readiness items and ancillary training, and Annual Training (AT, also referred to as Annual Tour) should be used for performing unit readiness training or active duty requirements. If you elect to perform additional duty, whether on Reserve Personnel Appropriation (RPA) or Military Personnel Appropriation (MPA) funded orders, you must be current in the following areas to obtain those orders: *medical, dental, immunizations, fitness assessment, security clearance, and AFSC qualifications*. Exceptions, based on the needs of the IR's organization, may be approved by the Detachment Commander.

(1) For medical issues, including immunizations, please contact your local medical treatment facility (MTF); active duty MTFs are required to provide service to you. If you experience difficulties, contact your RIO Det for help.

(2) For dental issues, please contact your RegAF dental treatment facility or RIO Det for help.

(3) For fitness issues, please contact your Unit Fitness Program Manager (UFPM) for fit test scheduling.

(4) For security clearance issues, please contact your Unit Security Manager.

(5) For training or AFSC qualification issues, please contact your Unit Training Manager.

(6) For OPR/EPR issues, please contact your active duty supervisor.

b. FY Participation Requirements: *All reservists must schedule all annual AT and IDT requirements before any additional funded tours will be approved*. Participation waivers for those on long-term MPA

or RPA orders will be considered on a case-by-case basis. AFI 36-2254 Vol 1, para 5.7, *Reserve Personnel Participation*, requires publishing of AT orders no later than 30 June of each year. Thus, AT orders must be requested in AROWS-R no later than 31 May. Additionally, AFI 36-2254 Vol 1, para 4.2.1.2 and AFI 36-2629, para 2.18.12, *IR Management*, requires the next fiscal year's IDTs to be projected in UTAPS no later than 15 August.

c. Order & Voucher Submittal: DoD FMR Vol9, chap 8, para 0805 *requires all personnel to submit certified orders and vouchers for payment within 5 days of completing military duty*. If members have unpaid orders or travel vouchers when submitting duty requests, future orders may not be issued until overdue orders and/or travel vouchers are submitted for pay/reimbursement. As soon as you complete military duty, you should receive payment in a timely manner.

d. Active Duty Sanctuary Waivers: Title 10 U.S.C. § 1176(b) and Title 10 U.S.C. § 12686(a) establish an Active Duty (AD) retirement sanctuary for members of all Air Reserve Components. Active Duty sanctuary protection begins with 18 years of Total Active Federal Military Service (TAFMS) and ends with 20 years of TAFMS. IAW AFI 36-2619, para 6.3, *Military Personnel Appropriation Manday Program*, a member must sign a sanctuary waiver at 16 ½ years TAFMS. Please note the sanctuary statute does not deny anyone their entitlement to a 20 year AD retirement; members may continue to accrue AD points while performing any voluntary tour of AD with a signed/approved waiver in place. To ensure regulatory compliance, *RIO will require a signed AD sanctuary waiver on file for those members who will enter active duty sanctuary on a RPA (other than AT or School tour) or MPA tour wherein sanctuary is entered*. This requirement includes sequential waivers to cover the entire fiscal year.

e. Communication with your Unit Reserve Coordinator (URC) and supervisor: The URC is a vital communication link between you and your unit. *IRs must work with both the URC and direct supervisor when scheduling or rescheduling military duty*. It is important for unit leadership to know the participation schedule and readiness of assigned IRs. If you are unsure of who your URC representative or supervisor is, please contact your detachment staff. AFI 36-2629, *IR Management*, outlines guidance, responsibilities, and management of IMAs.

f. Fit to Fight (F2F): The F2F program is a mandatory requirement (AFI 36-2905, *Fitness Program*). *IRs must maintain fitness standards and schedule AT/IDT to comply with this requirement. For all additional MPA and RPA order requests, the IR must be fully ready (current) before orders will be issued*. If your fitness assessment is rated satisfactory, you will be expected to perform IDTs to maintain currency in fitness at the 6 month point. In addition, please reference the IR Guide, as you can take the fitness assessment at locations other than your base of assignment.

g. Defense Travel System (DTS): DTS has now been implemented for all IRs. To determine if your voucher should be filed in DTS, refer to the back of your military order, under item 'e'. If you have questions, you can access additional DTS information at <http://www.arpc.afrc.af.mil/library/rio/resources/index.asp> or use the IMA Travel Companion Guide.

h. Telecommute Agreements: Telecommuting may be available for you to work/train in an official capacity for pay and/or points away from your official duty location (AFI 36-2254 V3, *Reserve Personnel Telecommuting*). *Before commencing any telecommute duty, an IMA must have a completed telecommute agreement and checklist approved by the Det/CC*. The required telecommute agreement and checklist can be found at <http://www.arpc.afrc.af.mil/library/rio/resources/index.asp> in the "Telecommute Worksheet".

i. Air Force Reserve Order Writing System (AROWS-R): AROWS-R is the primary system used for obtaining and certifying orders for military duty. *Per guidance from the AFRC/CC, the use of AROWS-R is mandatory for all AT, MPA, RPA, and travel orders.*

3. If you have questions or need further information on fulfilling your IR duties, you have many resources at your disposal. If your unit has a URC, he/she is a great unit-level resource. If the URC is not able to answer your questions, review the resources available on myPers and the HQ RIO web site at <http://www.arpc.afrc.af.mil/library/rio/index.asp>. If you can't find the answers there, please contact your RIO detachment.

4. What you can expect from HQ RIO:

a. Process Reviews/Improvements using Information Technology (IT): One of the benefits of being collocated with our parent headquarters, HQ ARPC, is having the ability to tap IT resources that exist here, such as myPers. Over the coming months, we will work to streamline many of today's processes and closely collaborate with the ARPC/DPX team to automate those areas, where we can. We are committed to reducing the complexity and time spent on areas such as orders requests, vouchers, etc. so that you can spend that time focusing on the mission.

b. IR Feedback/Outreach: We want your feedback! In the coming months, we will implement additional methods for you to provide your comments/recommendations to your detachment or to us at HQ RIO. We will also add video updates/newsletters on the latest IR news and policy changes (accessible through the HQ RIO website). We will continue the use of social media platforms like Facebook and Twitter, as well as ARCNet messaging when appropriate, to communicate late breaking information and to highlight the great things our IRs do each day. And finally, we will conduct town hall meetings through Defense Connect On-Line events.

c. IR Advocacy/Education: One of our key focus areas involves training, both for our IRs and our RegAF/DOD Agency partners--the commanders, directors, supervisors and URCs/Reserve Liaison Officers (RLOs). Once fully operational, the RIO Integration Cell will conduct initial and recurring training on a monthly/quarterly basis. For our partners, that training will highlight how important your role is to their organization. For our IRs, we will continue our quarterly IR Orientations that are designed to educate IRs new to the program.

d. Our commitment to supporting YOU: You work hard to support the mission, and HQ RIO was established to help you do just that. The same high-level expectations we have for you, you should have for us. If we are not meeting those expectations, we need to hear about it. Based on the resources available and the DoDI/AFI guidance we must adhere to, we will address those issues expeditiously to "adjust fire" and re-focus where necessary.

5. We look forward to serving you in HQ RIO and will continue to work hard to establish and cultivate positive, trusting relationships with you and the unit/organization you support. Again—congratulations on your new assignment and welcome to the IR Program and HQ RIO!

CHRISTOPHER E. CRONCE, Colonel, USAF
Commander