



U.S. AIR FORCE

# ***United States Air Force Reserve***

*Integrity - Service - Excellence*

## **Individual Reservists (IR) Utilization**

**RIO/Det 6**

**15 May 2014 at 1000 EST MacDill AFB**

**Bldg 296 (927<sup>th</sup> ARW)**

**CDR Conf Rm (2<sup>nd</sup> Floor)**



**Telecom # (813) 828-8255 PIN 386**

**<https://conference.apps.mil/webconf/39531>**

**cc056d575029fdecdb1a965022c**

**U.S. AIR FORCE**

**Please dial in 5-10 minutes prior to start  
time**

*Fly, Fight and Win...*



- **Voluntary Tour Process (Getting Orders)**
- **Volunteer Reserve System/Process Overview**
- **IR Mobilization Process**
- **Types of Orders**
- **1095 Policy Change**
- **Tricare**



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## *Why do I need orders?*

- **Ensures your duty is authorized**
- **Provides proper entitlements/pay/travel/per diem**
- **Orders process ensures you are ready/auth to perform duty**
- **All AF Reservists must use AROWs to generate ALL orders**



# *Ready and AFR Requirements*

- **Readiness Verification:** Pull ARCNet Report (**NOTE:** Must be current in PHA, Dental, Immunizations, Labs, and Fitness. If Security Clearance is overdue, re-investigation must be initiated. ***Verification is required from Unit Security Manager***)

<https://www.my.af.mil/arcnetprod/resnet/classic/home.asp>

- **Reserve Requirements (AT & IDTs)**
  - **Inactive Duty Training (IDT):** If not already completed, must be scheduled and approved by AD Supervisor (green) in UTAPS web: <https://utapsweb.afrc.af.mil/utapsweb/>
  - **Annual Training (AT):** If not already completed, must be scheduled and routed in AROWS-R: <https://arowsr.afrc.af.mil/arows-r/>



- **Sanctuary Waiver:** Required if your Total Active Federal Military Service (TAFMS) is 16 years or more, but less than 20 years
  - Template for letter (needs only your signature)  
<http://www.arpc.afrc.af.mil/Home/HQRIO/Resources>
  - Your TAFMS can be viewed in your military record located in the vMPF:  
<https://ww3.afpc.randolph.af.mil/vmpf/Hub/Pages/Hub.asp>
  - Approved by Det CC



- **Purpose:** “Provide the AF with skilled manpower to support Af missions when regular component resources are not available or sufficient” (AFI 36-2619)
- **Manpower MPA Man-day Management System (M4S)**
  - FAM (M4S Manager) will track, validate, account and report usage of man-days under their respective function
  - FAM will initiate MPA by-name man-day tasking
    - FAM will utilize the “IMA Group” in M4S when creating tasking
- **MAJCOM Management Office (MMO)** - ensures funds are available and allocates authorization through M4S
- **Force Generation Center/Support Division (FGC/FGCI)**
  - FGCI will assign by-name tasking to appropriate HQ RIO Det



# *Detachment Responsibilities*

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- **HQ RIO/Detachment**

- Det will assign IMA member to by-name tasking
- Conduct readiness check, complete TAFMS information and determine travel distance (within corporate limits, commuting area, telecommute, or beyond commute)
- Obligate tasking, reclama tasking, or coordinate with FAM to make corrections before obligating
- **Orders Specialist** - will verify published authorization and process order



# *Reservist's Responsibilities*

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- **Coordinate report date/time with supervisor**
  - If tour is not within assigned unit then use Det 6 template letter (checklist coming soon) to coordinate and get approval to perform duty outside assigned unit.
  - Initiate order in AROWs at least 15 days prior to report date, preferably 30 days
    - Ensure correct type requested
    - For MPA - Select Military Personnel Appropriation as Order Type then select Non-Contingency as Order Sub Type
    - Once order is published make travel arrangements, can be made through DTS
  - Sign in on order and send to RIO RPO; enroll in Tricare if eligible



- **VRS is intended to be a repository of available volunteer opportunities for AFRC airmen**
- **Provides members with a standardized application and approval process**
- **The VRS application is accessed through the Air Force Portal via the ARCNet application under the tab “VRS”**

<https://www.my.af.mil/reservenetprod/ARCNet2011/VRS/Home/>



# Volunteer Management

The Volunteer page has links to training slides which will familiarize members with the new process. Also provided is the POC contact email for questions on VRS. Click on VRS tab and select “Volunteer Opportunities” to start search and application process.

ARCNet

Home Participation Duty Plan ATMT Readiness VRS Member Email Web Admin Library

warisar.villarreal Help Log Out

Volunteers Requisitioners External Links Feedback

Some of the volunteer application buttons may not function while using Internet Explorer (IE) versions 9 and below. While we are working to redesign these tools to work with IE 9 and below, all volunteer application buttons are functional while using Google Chrome and IE 10/11 with the correct security settings. If you have any questions, you may contact ARCNet customer support at DSN 497-2387 or Comm 478-327-2387. We sincerely apologize for any inconvenience.

Volunteer Reserve System (VRS), has been revised to enhance usability for the Volunteer and Requisitioner. This newer version continues to provide service to Reserve/Guard members for short-term and funded assignment vacancies. Force Generation Center (FGC) has management control of VRS. Volunteers should address specific questions concerning the vacancy to the POC listed. Should you have questions regarding the process for VRS, please email the FGC/FGS at [afrc.fgs@us.af.mil](mailto:afrc.fgs@us.af.mil).

Users will notice several new key features in this version, all designed to make the matching process more efficient. Volunteers can search for opportunities by a variety of factors (specific dates, ranks, AFSCs, locations, keywords). Volunteers can track application status within VRS. Supervisor permission is the first step in the application process. Emails to the volunteer are sent during the final steps of the application process to offer acceptance.

VRS is voluntary and Requisitioners are responsible to ensure each listing reflects a current requirement. In addition, Requisitioners are responsible for the validity and accuracy of each posting.

**Training**

- [Training Calendar](#)

**Slide Decks**

- [How to Volunteer](#)
- [How to be a Requisitioner](#)

**Entitlements**

- [Entitlements](#)

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The application approval process for IMAs

The **IMA process** has 7 steps which starts with Supervisor's approval. The Supervisor receives an email to approve/disapprove the request and if approved, enters an email address of the next approval in the process.

Step 2 UDM/URC recommendations

Step 3 RIO/Det

Step 4 RIO/IRPR

Step 5 FAM Approval

Step 6 FGC

Step 7 Requisitioner's Review



# Volunteer Opportunities

Volunteer menu view will search all available opportunities using the listed search options. Click on **“Search Guide”** which further explains the capabilities & how to maximize the search tool. The **“Searches This Session”** menu saves each search used and will remain available as an option until you logout or select the **“Clear”** button.

Volunteer reviews available opportunities and begins by pressing **“Apply”** on desired posting

The screenshot displays the 'Volunteer Management' interface. On the left is a navigation menu with 'Volunteer Opportunities' selected. The top right has buttons for 'Volunteers', 'Requisitioners', and 'Feedback'. The main area features an 'Advanced Search' form with fields for Job Id, Keyword, AFSC, Job Source, Grade, Duration, and Location. A 'Searches This Session' box is on the left of the search form. Below the search form is a table of job opportunities with columns for Job, Title, AFSCs, Description, Location, Report (NLT), App Due, Duration, Desired Grade, Min Grade, and Max Grade. Each row has an 'Apply' button. The table shows 6 items, with a total of 12481 items displayed.

Job	Title	AFSCs	Description	Location	Report (NLT)	App Due	Duration	Desired Grade	Min Grade	Max Grade	
<a href="#">9691</a>	SFS MIL WORKING DOG TRAINER	3P051	SFS MIL WORKING DOG TRAINER	CONUS	5/15/2012		150	(Unknown)			Apply
<a href="#">9697</a>	IA UNMOG CNTR-IED OFCR JU-IA	032E3	IA UNMOG CNTR-IED OFCR JU-IA	CONUS	9/1/2012		365	O-4			Apply
<a href="#">9704</a>	2AF DET SUPPLY (DET)	2S071	2AF DET SUPPLY (DET)	CONUS	9/1/2012		182	(Unknown)			Apply
<a href="#">9767</a>	USAFE FILL: USAFE LNO JU-IA	016G4	USAFE FILL: USAFE LNO JU-IA	OCONUS	9/15/2012		179	O-4			Apply
<a href="#">10136</a>	COD PR SERE SPECIALIST	1T051	COD PR SERE SPECIALIST	OCONUS	7/15/2012		120	(Unknown)			Apply
<a href="#">10368</a>	AIRCRAFT MAINTENANCE SUPERINTENDENT	2A571	AIRCRAFT MAINTENANCE SUPERINTENDENT	OCONUS	7/1/2012		135	(Unknown)			Apply



# Volunteer Opportunities

To view additional information on vacancy click on “+” or “Job ID”. Click “Apply” to start application process.



Volunteer Management

Volunteer Opportunities Applications

Advanced Search

Searches This Session:

[#1 Search](#) [Grade: E-7]

[Clear](#)

Job Id

Job Source ANY

Location

Keyword

Separate keywords with a comma (,)

Grade MSgt (E-7)

AFSC

Wildcard: X

Duration ANY

[Search Guide](#)

Drag a column header and drop it here to group by that column

Displaying items 1 - 20 of 85

Job	Title	AFSCs	Description	Location	Report (NLT)	App Due	Duration	Desired Grade	Min Grade	Max Grade	
<a href="#">19145</a>	PER PERSCO ACCOUNTABILITY FW	35091	PER PERSCO ACCOUNTABILITY FW	CONUS	6/1/2013		365	E-7			<input type="button" value="Apply"/>
<a href="#">23086</a>	CCQ Assistance - Personnel	35051	The primary purpose of this position is to manage ...	JB Langley-Eustis	8/1/2012	7/13/2012	120	E-6	E-4	E-7	<input type="button" value="Apply"/>
<a href="#">23087</a>	Imagery Analyst	-1N151	The National Geospatial-Intelligence Agency (NGA) ...	NGA - Springfield, VA / St. Louis, MO	10/1/2012	9/21/2012	179	E-6	E-4	E-7	<input type="button" value="Apply"/>
<a href="#">23088</a>	Assistant NCOIC, Commander's Support Staff	35071	The National Geospatial-Intelligence Agency (NGA) ...	NGA - Springfield, VA	5/31/2012	5/31/2012	179	E-6	E-5	E-7	<input type="button" value="Apply"/>



# Volunteering for an opportunity

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- Volunteer enters supervisor's email and "Apply"

Volunteers
Requisitioners
Feedback

Volunteer Management

**Application Process For NATC-A HQ (G1 MANPOWER&FORCE STRUCTURE ADVISOR)**  
**FGC Agreement**  

In an effort to provide the best reserve personnel to fill the Air Force needs, the Force Generation Center has implemented a vetting process prior to your application arriving to the requisitioner. While this may delay the Requisitioner's receipt of your Application, this will provide the requisitioner with a fully ready, funded, trained Volunteer that can meet their requirements.

**Opportunity Information**  

<b>Title</b>	NATC-A HQ (G1 MANPOWER&FORCE STRUCTURE ADVISOR)		
<b>AFSCs</b>	038F4 (4)		
<b>Description</b>	NATC-A HQ (G1 MANPOWER&FORCE STRUCTURE ADVISOR)		
<b>AdditionalInfo</b>	<p>The Report (NLT) date reflected in this advertisement is the correct month, but not the exact day; for the exact day of the month, contact your LRS or the job POC. STA: LINE REMARK EAC ALSO APPLIES. IF THIS IS AN EXTENDED DEPLOYMENT (ITDY) OF APPROXIMATELY 365 DAYS LINE REMARK UHI ALSO APPLIES. MEMBER IS PART OF AN EMBEDDED TRANSITION TEAM REPORTING TO THE 438 AEW (CAPTF) IN AFGHANISTAN. A 23-DAY PREDEPLOYMENT TRAINING COURSE IS REQUIRED. REFER TO AEF ONLINE FOR REPORTING INSTRUCTIONS: <a href="https://aef.afpc.randolph.af.mil/AFRIT/afrit.aspx?cat=30">https://aef.afpc.randolph.af.mil/AFRIT/afrit.aspx?cat=30</a> IN ADDITION, ALL TASKED PERSONEL MUST CONTACT AETC/A3QP FOR TRAINING LOCATIONS AND DATES AT DSN 487-4993/6574 OR CMML 210-652-4993/6574 AND SEE ONLINE COP FOR DETAILS <a href="https://afkm.wpafb.af.mil/ASPs/CoP/CoP.asp?Filter=AE-ED-01-32">https://afkm.wpafb.af.mil/ASPs/CoP/CoP.asp?Filter=AE-ED-01-32</a>. REQUIRES OFFICIAL PASSPORT. ALL MEMBERS WILL CARRY M9 AND M4/GAU-5. MEMBERS CAN CALL DSN 318-237-3936 TO OBTAIN SPONSOR INFORMATION. ADDITIONAL NEWCOMER INFORMATION IS MAINTAINED AT <a href="https://afkm.wpafb.af.mil/ASPs/CoP/CoP.asp?Filter=OO-DP-AC-68">HTTPS://AFKM.WPAFB.AF.MIL/ASPs/CoP/CoP.asp?Filter=OO-DP-AC-68</a>. FIRST TERM AIRMEN NOT ELIGIBLE.</p>		
<b>Location</b>	AOR		
<b>Local Area</b>	Preferred		
<b>Report Date (NLT)</b>	9/1/2012	<b>Application Due</b>	365
<b>Desired Grade</b>	O-4	<b>Minimum Acceptable Grade</b>	<b>Maximum Acceptable Grade</b>

**IMA Application Process**  

Supervisor Approval  
Step: 1

UDM Approval

Detachment Approval

RMG/DPX Approval

FAM Approval

FGC Approval

Requisitioner Review

\*You may be fully approved but not necessarily selected for the opening

Supervisor Email:

Requisitioner Request Documents: Not Specified

Apply
Cancel

**Current Step Information**  

<b>Title</b>	Supervisor Approval
<b>Description</b>	Obtain supervisor approval



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# Volunteering for an opportunity

- Email sent to supervisor with link

The screenshot shows an email client window with a green header bar containing 'INFOCON: 3', 'UNCLASSIFIED', and 'FPCON: Alpha'. The subject of the email is 'VRS approval required for MAJ Jeffery Kressin - Message (Plain Text)'. The email body contains the following text:

\*\*\*\*\* THIS IS A SYSTEM GENERATED MESSAGE - DO NOT REPLY \*\*\*\*\*

To Whom It May Concern,

MAJ Jeffery Kressin has volunteered for the opportunity 18 "Counterdrug Support/HQ AFRC". Your approval is required.

Please select the following link to review the position and submit your comments,

<https://www.my.af.mil/reservenetprod/ARCNET2011/Vrs/ApplicationProcess/StepUpdate?token=22420b9f-77f5-4aaf-9056-c683fe1c0c43>

Thank you,

ARCNet - Vrs

Contact ARCNet  
Toll Free: 800-223-1784 ext 497-2387  
Commercial: (478) 327-2387  
DSN: 497-2387  
[ARCNet@us.af.mil](mailto:ARCNet@us.af.mil)

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# Volunteering for an opportunity

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- Supervisor reviews request, makes comments, enters UDM/URC's email, press "Approve or Deny". Forwards SOU/49 to next approving authority.

Volunteer Reserve System

Volunteers Requisitioners Feedback

## Volunteer Management

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AFSCs	038F4 (4)		
Description	NATC-A HQ (G1 MANPOWER&FORCE STRUCTURE ADVISOR)		
AdditionalInfo	The Report (NLT) date reflected in this advertisement is the correct month, but not the exact day; for the exact day of the month, contact your LRS or the job POC. STA: LINE REMARK EAC ALSO APPLIES. IF THIS IS AN EXTENDED DEPLOYMENT (ITDY) OF APPROXIMATELY 365 DAYS LINE REMARK UHI ALSO APPLIES. MEMBER IS PART OF AN EMBEDDED TRANSITION TEAM REPORTING TO THE 438 AEW (CAPTF) IN AFGHANISTAN. A 23-DAY PREDEPLOYMENT TRAINING COURSE IS REQUIRED. REFER TO AEF ONLINE FOR REPORTING INSTRUCTIONS: <a href="https://aef.afpc.randolph.af.mil/AFRIT/afrit.aspx?cat=30">https://aef.afpc.randolph.af.mil/AFRIT/afrit.aspx?cat=30</a> IN ADDITION, ALL TASKED PERSONEL MUST CONTACT AETC/A3QP FOR TRAINING LOCATIONS AND DATES AT DSN 487-4993/6574 OR CMLL 210-652-4993/6574 AND SEE ONLINE COP FOR DETAILS <a href="https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=AE-ED-01-32">https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=AE-ED-01-32</a> . REQUIRES OFFICIAL PASSPORT. ALL MEMBERS WILL CARRY M9 AND M4/GAU-5. MEMBERS CAN CALL DSN 318-237-3936 TO OBTAIN SPONSOR INFORMATION. ADDITIONAL NEWCOMER INFORMATION IS MAINTAINED AT <a href="https://afkm.wpafb.af.mil/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AC-68">HTTPS://AFKM.WPAFB.AF.MIL/ASPs/CoP/OpenCoP.asp?Filter=OO-DP-AC-68</a> . FIRST TERM AIRMEN NOT ELIGIBLE.		
Location	AOR		
Local Area	Preferred		
Report Date (NLT)	9/1/2012	Application Due	365
Desired Grade	O-4	Minimum Acceptable Grade	Maximum Acceptable Grade

#### IMA Application Process



Apply Cancel



# Cancel Application

If member decides to cancel a request, click cancel on the vacancy listed on the Application Status List. The “cancel tab” will not be visible after the Requisitioner step in the process.

Volunteer Management

### Cancel Application Confirmation

Are you sure you want to cancel this application?

#### AF Reserve ARCNet Administrator

Do what you like, when u like and this job doesn't have any benefits and no pay. You will receive a certificate to show you are an Administrator of nothing.

Started On 8/16/2011

Step PoC michael.thomas.72.ctr@us.af.mil

Cancel This Application

Back



# Requisitioner Review

After the application has been reviewed by each member in the approval process, the Requisitioner reviews all applications and then submits a request to the selected candidate. Their status will show “Offer Sent” to member.

reserve civilian  
reserve civilian  
Started On 9/14/2011  
Step PoC kaushal.parekh.ctr@us.af.mil  
Current Step Requisitioner Review  
Description The Requisitioner of this opportunity will review the application  
Status of the step **Offer Sent**  
Accept Offer View Comments

The offer **WAS** accepted. This completes the VRS Application Process. Please contact the requisitioner for further processing.  
The page will reload shortly...

If member accepts the offer, a box will appear to show that the offer “accepted” and accepted will show in the final step of the process

reserve civilian  
reserve civilian  
Started On 9/14/2011  
Step PoC kaushal.parekh.ctr@us.af.mil  
Current Step Requisitioner Review  
Description The Requisitioner of this opportunity will review the application  
Status of the step **Accepted**  
View Comments

The selected candidate will be contacted after the accepted offer has been received for further instructions



# Application Status List

After member has submitted an application for a vacancy, the status will show under the Applications tab. This tab lists the application status and approval process, and any vacancies the member has applied. The application process is determined by the applicant's military status. Members can also view comments and/or cancel application in this part of the process.

Volunteer Management

Volunteer Opportunities Applications

Current Applications

**Fun in the Sun**  
Having fun in the sun on the flight lines of Homestead ARB.  
Started On 11/15/2011  
Step PoC mkt5@cox.net;michael.thomas.72.ctr@us.af.mil;mkt4@n

Supervisor Approval UDM Approval Detachment Approval RMG/DPX Approval FAM Approval FGC Approval Requisitioner Review Step: 7

Current Step Requisitioner Review  
Description The Requisitioner of this opportunity will review the applica  
Status of the step Offer Sent

Accept Offer View Comments



- **VRS does not replace local vetting/approval process**
  - **Continue using forms (SOU, AF Form 49, etc...)**
  - **Continue routing potential volunteers thru any office you deem appropriate**
  - **AC Chain of command can approve or deny volunteers**
  - **Col/O-6 volunteers still must obtain AFRC/A1L approval**



## *What does VRS do for you?*

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- **Mandates that certain process steps be followed to ensure chain of command coordinates on application**
  - **Process begins with member submitting application through AC supervisor**
  - **Next step is the Unit Deployment Manager or the directorate URC if there is no command deployment manager**
  - **Next step is Det 6 (riodet6.readiness@us.af.mil)**
  - **Then RIO/IRPR**
  - **Then FAM**



## *How does VRS impact RegAF?*

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- **Manday advertisements:**
  - **Units desiring manday assistance follow standardized Requisitioner Process**
  - **Advertisements get ARC-wide visibility increasing likelihood of finding desired skill set**
  - **Requisitioners have visibility on number of applicants and their application status**



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# Volunteering -COCOM IRs

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- **Steps 1 thru 7:**
  - **1) Supervisor will input the Unit Reserve Coordinator's (URC) email address as the UDM. The URC will receive the next email from VRS in the same manner and also sign the SOU/49**
    - **Ensure Unit CC signs SOU prior to submitting to Det**
  - **2) URC will input the det's email address (RIODet6.readiness@us.af.mil). The Detachment will receive the next email from VRS in the same manner and also sign the SOU/49**
  - **3) Detachment will input HQ RIO/IRPR's email address and forward SOU/49**
    - **Routing process continues...4) HQ RIO/IRPR → 5) AFRC FAM → 6) AFRC Force Generation Center → 7) Requisitioner**
    - **Process terminates if anyone denies request**
    - **Denied request will lock the record and the volunteer will not be able to apply for the same job again unless an unlock is granted through the ARCNet Help Desk DSN 497-2387**
- 

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# Volunteering –MAJCOM IRs

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- **Steps 1 thru 7:**
- **1) Supervisor will input the UDM'S email address. The UDM will receive the next email from VRS in the same manner and also sign the SOU/49**
  - **Ensure Unit CC signs SOU prior to submitting to Det**
- **2) UDM will input the Det's email address (RIODet6.readiness@us.af.mil). The Detachment will receive the next email from VRS in the same manner and also sign the SOU/49**
- **3) Detachment will input RIO/IRPR's email address and forward SOU/49**
  - **Routing process continues... 4) RIO/IRPR → 5) AFRC FAM → 6) AFRC Force Generation Center → 7) Requisitioner**
  - **Process terminates if anyone denies request**
  - **Denied request will lock the record and the volunteer will not be able to apply for the same job again unless an unlock is granted through the ARCNet Help Desk DSN 497-2387**



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# IR Statement of Understanding

## IR Volunteer Statement of Understanding AEF, Non-AEF (with ULN) and Exercise (with ULN)

### DIRECTIONS:

- Part I - Member completes
- Part II - UDM/RegAF unit completes
- Part III - PM completes and uploads completed package (SOU/49) to HQ RIO/IRPR

**IMPORTANT: IMAs are not authorized to participate in active flying or flying training while deployed.**

### PART I - MEMBER INFORMATION

Last	First	Middle	Rank	Social Security Number
------	-------	--------	------	------------------------

Home Address (Before and During deployment)

Home Phone	Cell Phone	DSN Work Phone
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Email address (both personal and work)

Attached Unit (where you perform duty)	Base and State	PAS Code
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Duty AFSC

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# *IR Statement of Understanding*

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I am a volunteer to deploy in support of an Active Component requirement. I understand I must meet all IR readiness requirements before volunteering for this deployment; and that it is my responsibility to check my readiness level in ARCNET prior to my RIO Detachment forwarding this request. I further understand that once I am assigned against a ULN for a specific deployment, that I am committed to that tasking. If I am unable to fill this requirement, I must notify my RegAF Commander who will be responsible for filling the tasking or submitting the reclama to AFPC/DPW. I must also notify my Detachment/PM Staff. Initial \_\_\_\_\_

If selected for this deployment, **I understand I may use any remaining IDT or Annual tour days to complete ancillary training requirements associated with deployment.** Furthermore, I understand I must depart from and return to my unit of attachment provided above. I understand that I am only entitled 14 days post deployment for reconstitution and in-processing activities per current SAF Manday policy, and that the **14 days start immediately upon my return to unit of assignment.** Leave time is a separate entitlement. I acknowledge upon signing this SOU that I have read and understand Part I and will comply with all pre-deployment training requirements to include ancillary training prior to deployment. Initial \_\_\_\_\_

\_\_\_\_\_ **Date**

**IR Signature**

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## *Volunteering for an opportunity*

- **Future upgrades include RIO Det drop down menu**
- **Supervisors and UDMs/URCs cannot 'recall' an application once they click 'Approve' or 'Deny'**
  - **ARCNet Help Desk can re-set applications if needed**
- **Timely processing by all involved parties is key to volunteer selection & supported mission success**



## *VRS Application Approved*

- **Volunteers are notified directly if requisitioners accept their application**
- **Member's responsibility to notify Det, supervisor and UDM/URC upon selection**
- **RIO/IRPR sends sourcing email to FGC/FARs**
- **FGC/FARs validates tasking and sources to RIO/IRPR**
- **RIO/IRPR loads IR against tasking and requests M4S**
- **RIO/IRPR receives e49 from M4S server and inputs orders request in AROWS-R**
- **Once orders are approved in AROWS-R and member completes the AOR Out-processing Checklist, RIO/IRPR will produce CED orders and forward to Det**



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# *Troubleshooting/Technical Support*

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- **VRS Technical Support: ARCNet Help Desk**
- **Technical Support Contact Information:**
  - **Email address: [ARCNet@us.af.mil](mailto:ARCNet@us.af.mil)**
  - **Commercial: (478) 327-2387**
  - **DSN: 497-2387**
- **ARCNet Help Desk provides troubleshooting and technical support for the VRS system**
  - **User access, permissions, token issues, web browser compatibility, display issues, etc.**



# *Suggestions to Improve VRS??*

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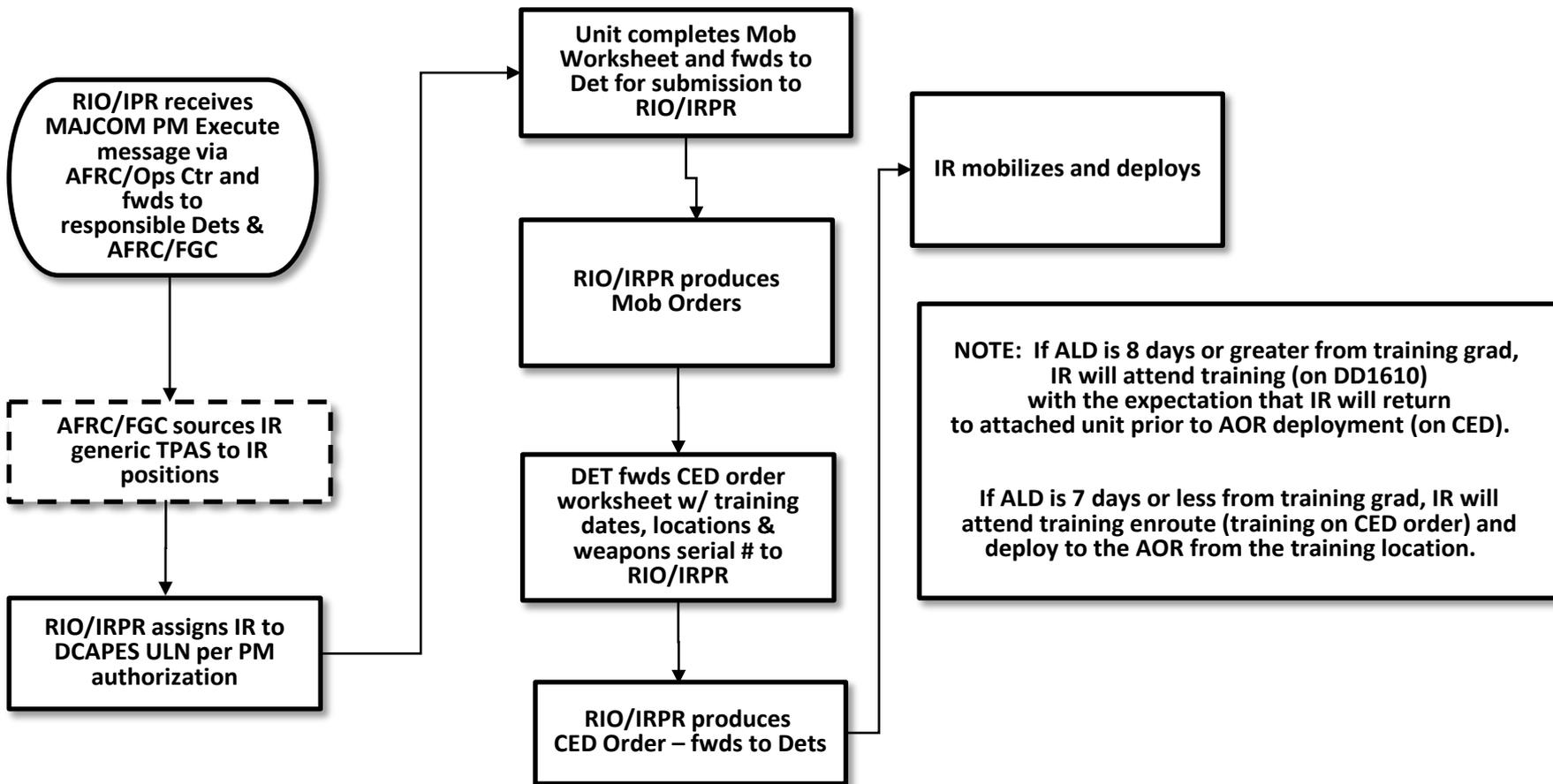
- **VRS OPR: FGC\FGF (Forces Division)**
- **OPR Contact Information:**
  - **Email address: FGC/FGF Fars [[a3me.fars@us.af.mil](mailto:a3me.fars@us.af.mil)]**
  - **Commercial: (478) 222-6073**
  - **DSN: 472-6073**
- **Feedback will be accepted in verbal or written form**
- **Feedback will be reviewed and prioritized for inclusion into future releases**
- **Available resources and system architecture will play a role in future enhancements to the system**



- **Mobilization has three phases**
  - **Authorization**
  - **Activation**
  - **Demobilization**
- **Post-deployment/mobilization respite absence (PDMRA)**



# IMA Mobilization Process





U.S. AIR FORCE

## *Mobilization Process—Authorization*

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- **Two-year forecast of CCDR reqs are reviewed each Oct**
- **If AEF reqs exceed RegAF resources, HAF FAM works with AFPC/DPW to develop a mobilization proposal**
- **Mobilization proposal is sent to AFRC/FGC for coord; AFRC/FGC forward to appropriate AFRC FAM**
- **AFRC FAM identifies eligible members based on AEF Indicator, dwell rate and deployment availability codes**
- **Eligible names are sent to RIO/IRPR for further staffing to RIO Dets & URCs**
- **URCs work w/ AC commander to pick the deploying IRs then notify member they have been selected for potential mobilization**



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## ***Mobilization Process—Activation***

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- **Requirements loaded in system upon SecDef approval**
- **MAJCOM provides travel & per diem fund cites to RIO within 3 days of receipt of execution message**
  - **Pay and allowances are funded from MPA Account; travel & per diem paid from O&M account...both will be captured via M4S in the future**
- **Exact training dates are loaded for each requirement**
  - **Amendment staffed to SecDef if training dates outside authorized mobilization window**
  - **Ancillary training (including Tier 1 & Tier 2a) is mandated prior to AEF vulnerability periods per AFI 36-2201; these mandays are rarely included in the mobilization package**
- **RIO prepares all orders within 2 weeks of notification**



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# Mobilization Process—Activation

- **Member signs acknowledging Mobilization and returns to Detachment**

**ACKNOWLEDGEMENT OF TITLE 10 USC 12302 ACTIVATION**

Member's Full Name (Print) \_\_\_\_\_

Rank/Grade: \_\_\_\_\_ SSN: \_\_\_\_\_

"I understand that I may receive an order which will activate me through partial mobilization orders as authorized by Executive Order 13223 and Title 10 USC 12302. I understand that once the order is generated, I will be serving based on the needs of the Air Force."

Possible mobilization time period \_\_\_\_\_

I have fully read and understand the above and note my decision below.

I have been notified within the 180 day timeframe that it is possible that I might be involuntary mobilized I will accept such orders without objection. (Initial) \_\_\_\_\_

I have been notified within the 90 day timeframe that it is possible that I might be involuntary mobilized I will accept such orders without objection. (Initial) \_\_\_\_\_

Member (Signature/Date) \_\_\_\_\_

Member phone and E-mail \_\_\_\_\_

Mobilization Pkg No. (e.g., M-648) \_\_\_\_\_ & Unit Line Number \_\_\_\_\_

URC or UDM \_\_\_\_\_  
(Signature)

Detachment Representative \_\_\_\_\_  
(Name/Title)

URC or UDM phone number and E-mail \_\_\_\_\_

Please send the attachment to \_\_\_\_\_ no later than \_\_\_\_\_ also include the mobilization worksheet so that activation orders can be created in a timely manner. If you have any questions please call me at \_\_\_\_\_.





# Mobilization Process—Activation

- Active Duty completes MOB order worksheet and forward to Det

**Mob Order Worksheet - Microsoft Excel**

1 **Submission of this form implies that Detachment has verified all Mobility limitations for all identified members:**  
2 **includes (but is not limited to): valid security clearance, ETS/MSD verification,**  
3 **pending/approved retirements, medical profiles, pending assignment actions**  
4  
5 **Det #/POC: - Det number and Point of Contact (i.e. Det 25, MSgt John Doe)**  
6 **Submit Date: - Date worksheet submitted Format:DD-MON-YYYY (i.e.31-JAN-20**  
7 **PM#: Partial Mobilization (i.e. PM 123)**  
8 **PM Date: Date of PM Message (i.e. DTG 011300Z FEB 2003 converts to 01-Feb-21**  
9 **Notification Date: This is the date the member was notified of the Mobilization**  
10  
11 **NAME** **SSAN** **Grade** **ULN** **Rptg PAS Code** **Activation Date** **Reporting** **Mob Start/End**  
12 **Last Name, First Name and Middle Initial (i.e. Doe, John E)** **without dashes** **msg** **PAS Code where they will be repor** **date mbr will start** **date mbr will sh** **get dates from PM**  
13  
14  
15  
16 **At AD Station Fund Cite (1st FY): obtained from AD unit resource Advisor**  
17 **At AD Station Fund Cite (2nd FY)**  
18 **At AD Station Fund Cite (3rd FY)**  
19 **Remarks: Used for rental car authorizations, additional fund cites, etc.**  
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**Mob Worksheet** | **Instructions**





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## ***Mobilization Process—Demobilization***

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- **End dates are stipulated in the authorization message; deviations must be coordinated in advance through AFRC to AF/A5XW, who will acquire subsequent approval, as needed**
- **Unless waived, members on tours of 61-days or more will require 60-days advanced notice of any changes to tour length; members on tour for 31-60 days will be given 30-days advanced notice of tour curtailment**
- **AFRC FGC coords demobilization / rescission requests**
- **Member notifies Detachment upon return from AOR**



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## *Post-Deployment/Mobilization Respite Absence*

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- **Post-deployment/mobilization respite absence (PDMRA)**
  - **Admin days off following mobilization**
    - **12-18 months = 1 day per month**
    - **18-24 months = 2 days per month**
    - **>24 months = 4 days per month**
  - **Voluntary tours to Iraq/Afghanistan and surrounding areas defined in policy letter eligible following subsequent mobilization after 19 Jan 2007**
  - **72 month look back (rolling window)**
  - **This is in addition to post-deployment reconstitution**
  - **AFRC Policy letter contains multiple examples on applying creditable time**



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- **RIO needs the following information from the Detachment to figure out PDMRA:**
- **AOR return date (this is the date they hit the ground at home station)**
- **RIO will calculate the PDMRA using the PDMRA calculator provided by AFRC/A1XX and then route for final approval**
- **Once PDMRA is approved RIO will modify the mobilization order and send an e-mail of the new dates.**





- **Title 10 orders place member in Active Duty MPA status**
- **First day of active duty starts the date member begins pre-deployment administrative actions, training, or travel in compliance with an active duty order**
- **Title 10 order includes mandays for the following:**
  - **Required Pre-Deployment Training (i.e., CST)**
  - **Out-processing from your home unit**
  - **Travel to deployed location**
  - **Entire deployment period (ETL) , plus required overlap days**
  - **Re-deployment travel**
  - **In-processing at your home unit**
  - **Accrued leave and Post-deployment stand-down time**
- **VOCO letters from AC unit are required if orders are not published by start date**



U.S. AIR FORCE

# Title 10 Orders

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR				BY ORDER OF THE SECRETARY OF THE AIR FORCE															
<p><b>PRIVACY ACT STATEMENT</b></p> <p>AUTHORITY: 10 USC 9013; Executive Order 9397.</p> <p>PRINCIPAL PURPOSES: Used to request and authorize Air Force reservist tours of active duty as well as acting as a temporary duty travel order. SSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication; enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable.</p> <p>ROUTINE USES: A copy of the order may be provided to civilian employers to substantiate active duty military requirements.</p> <p>DISCLOSURE IS VOLUNTARY: However, without this information and SSN the Air Force cannot act on your travel, per diem and pay entitlements.</p>																			
1. NAME (Last, First, MI)	2. GRADE LT COL	3. SSN	4. SECURITY CLEARANCE																
5. PRESENT STREET ADDRESS	6. CITY	7. STATE	8. ZIP CODE																
9. UNIT OF ASSIGNMENT	10. LOCATION	11. PAS CODE		12. Nbr is ordered to MILITARY PERSONNEL APPROPRIATION for 7 * days plus auth tr time.															
13. WILL REPORT TO (Unit and location) OL PLAZ 882 TRAINING GP F9950, ANDREWS AFB, MD OL AC ACC PROG MGMT SQ FF780, SHAW AFB, SC		14. REPORTING DATA (Hour) 0730 20061127	15. RELEASE DATE (YYYYMMDD) 20061203																
16. CORPORATE LIMITS		17. COMMUTING AREA																	
19. REMARKS AUTH: AFMAN 36-8001 (File travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days exceed DODPM authorized travel time. Per diem is based on availability of gov't quarters and mess; contact the base billing office since gov't quarters must be used when available. Turn in all promotional items (gifts, bonus tickets, etc.) to the AFO.)																			
PAY AND ALLOWANCE: ESP CODE: SA. TRAVELER USES CENTRALLY BILLED ACCOUNT (CBA). AUTH: TITLE 10 USC (230) (D) (MAJCOM TASKING) PER EXECUTIVE ORDER 89945 'SCHOOL' AND AFI 36-2619. ADDITIONAL DISTRIBUTION: IF MPA TOUR EXCEEDS 119 DAYS, SEND 1 COPY TO HQ USAF/DPJR. MEMBER WAS NOTIFIED ON 20061103. FOR THIS ORDER, MEMBER WILL DEPART FROM SA SAVAGE, MN AND RETURN TO SAVAGE, MN. MEMBER'S DUTY STATUS IS 73. PERSTEMPO CODE: IS II, Mission Support (within 100 miles). PERSTEMPO LOCATION IS SOUTH CAROLINA. PER AF24-101, USE OF TMO/CTO TO ARRANGE OFFICIAL TRAVEL IS MANDATORY DOD																			
20. TMO-CAT-IND OM	21. TOUR-IND	22. MEAN CODE 696	23. PERIOD CODE N																
ESTIMATED COST		24. TRAVEL \$923.00	25. PER DIEM \$705.50	26. OTHER \$0.00	27. TOTAL \$1,628.50														
28. PAY AND ALLOWANCE \$773500 327 511 525725 30110M		TRAVEL AND PER DIEM \$773400 307 785F 1984RV 01 409 667100 SA																	
29. FUNDS CERTIFYING OFFICIAL	30. APPROVING OFFICIAL (Typed name, grade, DSN)	31. SIGNATURE 'ELECTRONICALLY APPROVED'	32. DATE 20061113																
33. DEPARTMENT OF THE AIR FORCE (Enter designation and location of Headquarters) 94TH AIRLIFT WING (AFPC) DOBBINS AFB GA 30089-5000		37. SIGNATURE ELEMENT OF AUTHENTICATING OFFICIAL 'ELECTRONICALLY APPROVED' CIV 'ELECTRONICALLY APPROVED'																	
34. RESERVE ORDER NO.	35. DATE 20061115	36. DISTRIBUTION																	
38. STATEMENT OF TOUR OF DUTY																			
<table border="1"> <thead> <tr> <th>LOCATION</th> <th>HOUR (m)</th> <th>DAY</th> <th>MONTH</th> <th>ARRIVE</th> <th>DEPART</th> <th>MODE OF TRAVEL</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>						LOCATION	HOUR (m)	DAY	MONTH	ARRIVE	DEPART	MODE OF TRAVEL							
LOCATION	HOUR (m)	DAY	MONTH	ARRIVE	DEPART	MODE OF TRAVEL													
39. I certify that I have complied with the above order. The statements on this form are true and complete. If this tour was extended under the variable tour provisions, it was with my prior knowledge and consent. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. My Spouse (Circle One) was/was not in Active Duty status during this tour. I (Circle One) did/did not occupy gov't quarters.																			
40. MEMBER'S SIGNATURE		41. DATE	42. Member reported for duty at _____ hours on _____ and was released from duty at _____ hours on _____		43. CERTIFYING OFFICIAL'S PRINTED NAME														
44. MEMBER'S SIGNATURE		45. DATE	46. CERTIFYING OFFICIAL'S SIGNATURE		47. DSN														
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.		48. TIMEKEEPER SIGNATURE		49. FMO INITIALS															

**938 BRINGS YOU TO UNIT OF ASSIGNMENT**

**ORDER END DATE; INCLUDES EARNED LEAVE**

**TITLE 10 AUTHORITY**



- **Deployment / TDY Order**
- **Authorization to enter the AOR**
- **States the estimated period of time you perform mission at deployed location; does not include overlap**
- **Tour starts in the AOR on the RDD/DRI**
- **Proceed on or about (o/a) date is an estimate; you may actually move up to 7 days before or after this date**
- **CED orders are valid up to 30 days past ETL expiration**





# Understanding Dates on Orders

- Your tour length (ETL) starts on the day following your RDD date and NOT the date you arrive (even if you arrive early or late)
- RDD/DRI + ETL + Overlap (as required) = Tour End Date
  - *USAFCENT Personnel Policies Guidebook, dtd OCT 10*, advises that All requirements in the CENTCOM AOR have a mandatory 3 day overlap. Requirements necessitating more than a 3-day overlap will be identified on a case-by-case basis via ULN line remark.





- **1095 ADOS Policy**
  - **No reservists may exceed 1095 RPA/MPA days in a 1460 day timeframe**
  - **SAF/MR driven policy - Title 10 mandated**
  - **14 Jun 12: SAF/MR FY 12 ADOS policy released**
  - **Utilization of same reservist 3 yrs+ no longer realistic**
  - **Must find reservist not impacted by 1095**
  - **SAF/MR scrutinizing all 1095 waivers (MPA & RPA)**
  - **AFRC/CC 1095 Policy in line with SAF/MR**
  - **MPA waivers processed via M4S & utilizing MAJCOM**
  - **RPA waivers processed via AFRC/A1R**



- **What counts toward 1095**
  - **Active Duty for Special Work (ADSW)/RPA**
  - **Voluntary Deployments**
- **What doesn't count toward 1095**
  - **Involuntary Mobilizations**
  - **School Tours**
  - **HQ/AFRC funded Seasoning Training Plan (STP)**
  - **Annual Tour (AT)**



- **Member issued delayed-effective-date active duty orders for more than 30 days in support of a contingency operation**
  - **Are eligible for "early" TRICARE medical/dental benefits beginning on the later of either the date orders issued or 180 days before reporting to AD**
  - **If not meeting these "early eligibility" requirements, your coverage (and your family's coverage) will begin on the first day of your orders**
  - **Reimbursement for treatment during this period *may* occur if member was not aware of this benefit**



## ***TRICARE-Enrolling upon activation***

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- **DMDC has locked down the ability of your local MPS to update/modify orders (31 days or more) in DEERS as well as create the Transitional Assistance (TA-180) personnel entitlement condition.**
- **Send a copy to ARPC via myPers (<https://gum-crm.csd.disa.mil/app/login/redirect/home>)**
  - **Click on My Documents under MY ACCOUNT**
  - **Click on E-mail Us (upper right side of screen)**
  - **Component: Air Reserve then officer or enlisted**
  - **Category: Benefits and Entitlements**
  - **Subject: Orders Update in DEERS**
  - **Question: Explain what you need**
  - **Attached copy of orders/mod**
  - **Click CONTINUE**
  - **Click FINISH SUBMITTING QUESTION**
- **If you need your DEERS eligibility (for family) ASAP, make note of incident number, then call TFSC**
- **Phone numbers: DSN 665-0102 and Commercial 210-565-0102 or Toll Free # 1-800-525-0102**



- **Transitional Assistance Management Program (TAMP)**
  - Available when activated in support of a contingency operation
  - Provides 180 days of continued (premium-free) TRICARE coverage
  - Includes prescription drug coverage
  - Family members are eligible for TAMP coverage
  - Receive TA-180 cards upon return—MPF



# *Det 6 Force Development Briefs*

U.S. AIR FORCE

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- 5 Jun 15 – Reserve Assignments
  - 19 Jun 15 – Understanding the Importance of Your EPR/OPR
  - 17 Jul 15 – Prepare to Detach from your MPA/RPA Long Tour
  - 31 Jul 15 – Officer Promotion Board Prep – CY16 Major’s Board
- 
- Conducted at MacDill AFB – DCO available





U.S. AIR FORCE

# ***RIO/Det 6 Social Media & Support***

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**"Like" us on Facebook at "RIO Det 6"**

# Contacts for Det 6 IRs



**Main Customer Service Line**  
**813-828-5035/DSN 968**

**Opt 1 - Force Management**  
*(Assignments, Enlisted Prom, UPMR Mgt)*  
[Riodet6forcemgmt@us.af.mil](mailto:Riodet6forcemgmt@us.af.mil)

**Opt 2 – Readiness & Integration**  
*(Orders, Readiness, Waivers, Formal School)*  
[Riodet6.readiness@us.af.mil](mailto:Riodet6.readiness@us.af.mil)

**Opt 5 - Resource Management**  
*(All other services , DTS, Clothing Request)*  
[riotdet6@us.af.mil](mailto:riotdet6@us.af.mil)

**Commander: Col Malia Spranger (at MacDill)**  
**813-828-5035 Opt 4/DSN 968;**  
[malia.spranger@us.af.mil](mailto:malia.spranger@us.af.mil)

**Superintendent: CMSgt Jeannie Norton**  
**813-828-5035 Opt 3/DSN 968**  
[Debra.norton@us.af.mil](mailto:Debra.norton@us.af.mil)

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

**OL – JB Langley-Eustis VA**  
**757-764-5101/DSN 574**  
[HQRIO.DET6OL-JBLE@us.af.mil](mailto:HQRIO.DET6OL-JBLE@us.af.mil)

**OL - Hurlburt Field FL**  
**850-884-2820/DSN 579**  
[RIODET6OLHURLBURT@us.af.mil](mailto:RIODET6OLHURLBURT@us.af.mil)

**IR Guide**  
<http://www.arpc.afrc.af.mil/s/hared/media/document/AFD-141014-034.pdf>

**IMA Travel Companion**  
<http://www.arpc.afrc.af.mil/Portals/4/Document/s/RIO/RIO-IR-Travel-Guide.pdf>

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

**Total Force Service Center (ARPC)**  
**1-800-525-0102**  
**210-565-0102/DSN 665**

**Orders Writing Cell (owc)**  
**478-327-2167/DSN 497**  
[rmg.orders@us.af.mil](mailto:rmg.orders@us.af.mil)

**RIO Pay Office**  
**720-847-3711/DSN 847**  
**FAX: 847-3960**  
[Arpc.riorpo.1@us.af.mil](mailto:Arpc.riorpo.1@us.af.mil)



U.S. AIR FORCE

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UNCLASS

***QUESTIONS?***

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UNCLASS

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