

United States Air Force Reserve

Integrity - Service - Excellence



CC/Director Brief on IR Matters

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U.S. AIR FORCE



- **HQ Readiness & Integration Organization (HQ RIO)**
 - **Mission & Vision**
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 - **Detachment (Det) & Operating Location (OL) Structure**
 - **Det & OL Locations**
- **Individual Reserve Participation**
- **Mobilization Readiness**
- **Unit/Directorate Responsibilities**
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- **Line of Duty (LOD) Determinations**
- **IR Deployment Process**
- **TAP (Transition Assistance Program)**
- **JA Considerations**
- **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

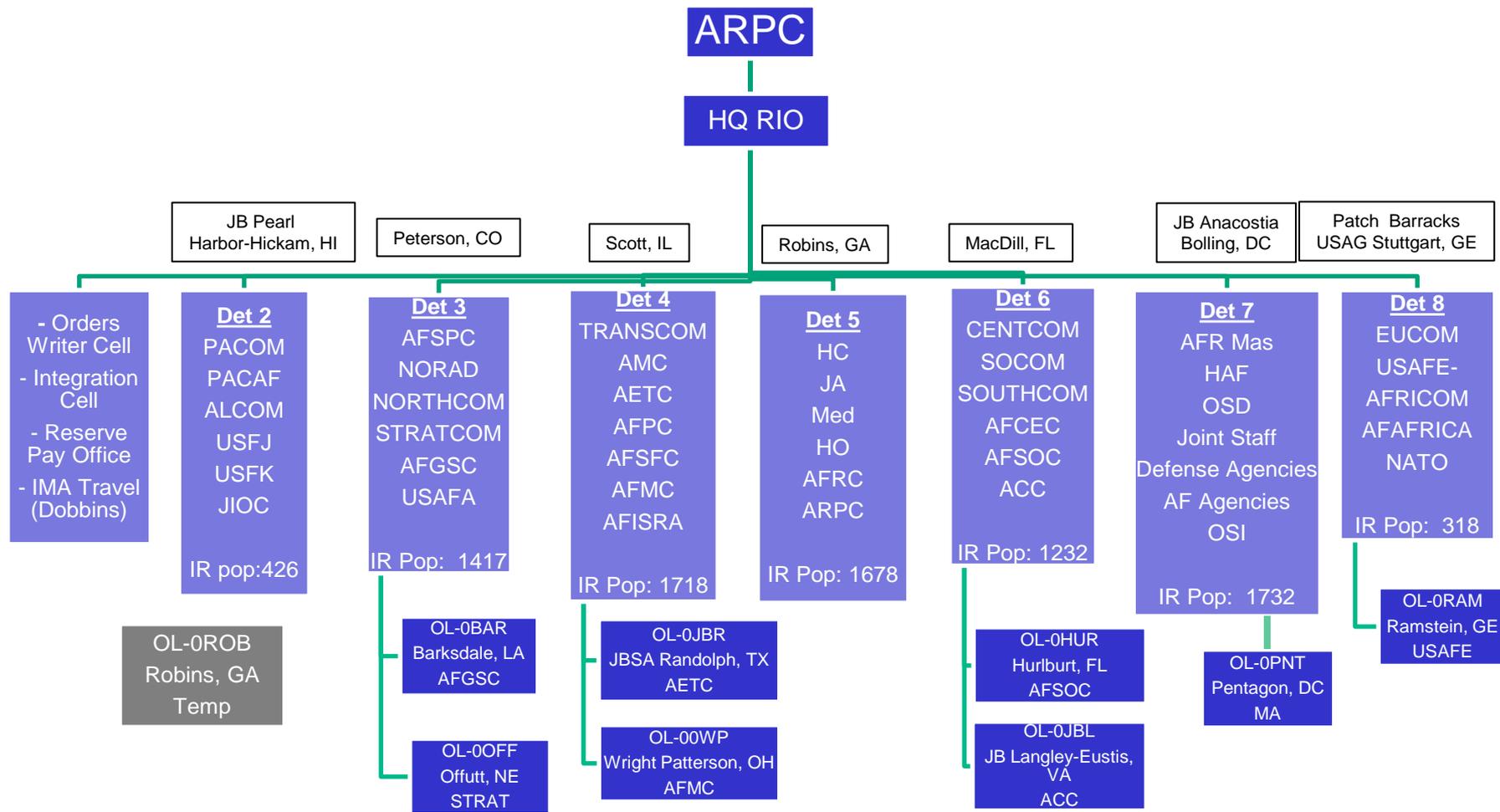
- **Standardize management of IRs; this includes Individual Mobilization Augmentees (IMAs), Participating Individual Ready Reserve (PIRR) personnel (CAT E) and Mobilization Assistants (MAs)**
- **Provides IRs a chain of command, with accountability through ARPC to the AFRC/CC**
- **Supports Active Component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



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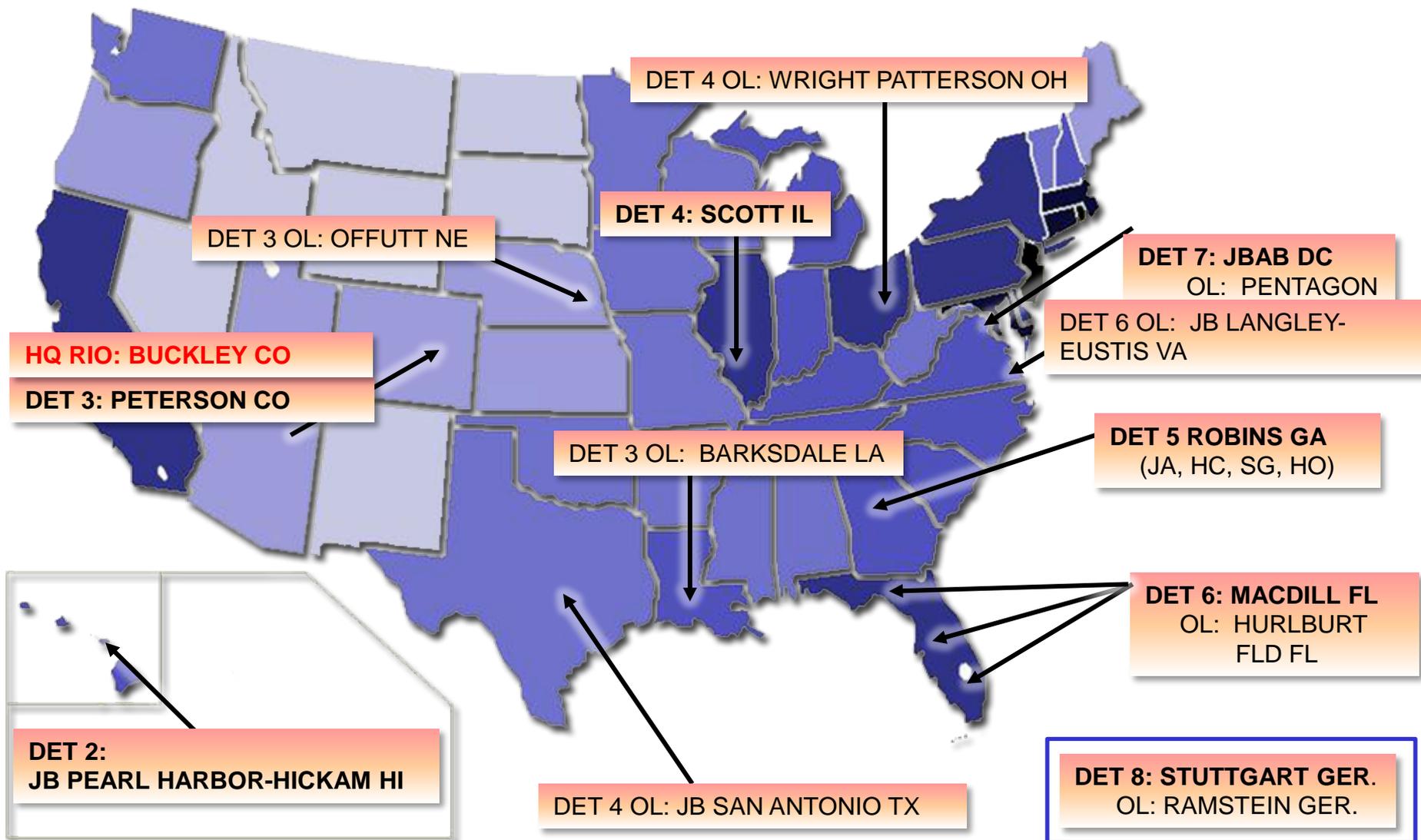
HQ RIO: Det Structure





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HQ RIO: Detachment/Operating Locations





IR Participation Requirements

AFI 36-2254, Vol 1

- What is an Individual Reservist (IR)?
 - Reserve member assigned/attached to an active duty unit for training & surge capability
 - AD unit is responsible for accountability, trng, admin supt, mobilization & readiness
 - Individual Reservist Annual Participation Requirements:
 - Reserve Section Code (RSC) **“MC”**
 - 24 IDTs; 12 AT
 - Training Category **“B” (Cat B)**
 - IDTs & AT funded by AFRC
 - Reserve Section Code (RSC) **“ME”**
 - 48 IDTs; 12 AT
 - Training Category **“B” (Cat B)**
 - IDTs & AT funded by AFRC
 - Reserve Section Codes (RSC) **“MT”, “MX”**
 - Participating Individual Ready Reserve (PIRR)
 - No paid Annual Tour
 - Training Category **“E” (Cat E)**
 - Earn points by IDTs, ECI, MPA/RPA (RPA is very restricted for PIRRs)
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IR Participation Requirements

AFI 36-2254 Vol 1

- **IRs must earn 50+ points w/in their R/R year to achieve a satisfactory year**
 - **20 satisfactory years = Reserve retirement eligibility**
 - **Points Accrual:**
 - **Automatically awarded 15 membership points each R/R**
 - **Inactive Duty for Training (IDT) = earn 1 pt per 4 hrs; NTE 2 pts per day**
 - **Duty performed at unit of assignment**
 - **Annual Training (AT) = earn 1 pt per day**
 - **Duty performed at unit of assignment**
 - **Special Tours/MPA/RPA = earn 1 pt per day**
 - **Can perform tours outside their unit of assignment w/CC concurrence**
 - **ECI points are earned based on number of course hours completed (PME by correspondence)**
 - **IRs who cannot complete their annual requirements must request an FY Participation Waiver**
 - **IR initiates/unit CC concurs/Det CC final approval authority**
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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 (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



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Mobilization Readiness: Medical & Dental

- **Annual RCPHA**
 - *AFI 44-176 Access to Care Continuum*
 - **IR completes annual AF Web HA located on the AF Portal**
 - **Reviewed by base level AC Medical Treatment Facility (MTF)**
 - **To find a MTF: <http://www.tricare.mil/mtf/>**
 - **Most AC Public Health Clinics manage the HA process**
 - **IR required to be in mil status day of appointment**
 - **Mbr provides AF Form 40A from UTAPS or copy of AT orders**
 - **No status required to make an appointment (Ref AFI 44-176)**
- **Annual Dental**
 - **Civ or mil dentist (mbr must see mil dentist every 3rd yr)**
 - **IR required to be in mil status day of appointment**
 - **DD Fm 2813 used to document dental exam by civ provider**
 - **IR provides source doc to servicing DS for update of applicable system of record**



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Mobilization Readiness: Fitness, Clearance and Training

- **Fitness**
 - **IR contacts Unit Fitness Program Manager (UFPM) to schedule test date. IR/UFPM ensure update of Air Force Fitness Management System (AFFMS)**
- **Security Clearance**
 - **IR contacts Unit Security Manager to initiate reinvestigation**
- **AFSC Training**
 - **Enlisted – must obtain DAFSC skill-level. If member goes overtime in training it will reflect in ARCNet. Supv/IR/URC contact Unit Training Manager (UTM) to initiate AF IMT 2096 once requirements are complete and forwards AF IMT 2096 to applicable Det**
 - **Officer – if requirements are completed IAW Officer Classification Directory, contact UTM to initiate AF IMT 2096 for upgrade and forward to applicable Det**



Basic Unit/Directorate Responsibilities: AFI 36-2629

- **Unit CC/Director**
 - **Appoints a URC by submitting an official URC Appointment Letter to servicing detachment**
 - Don't know your servicing det? Reference slide 5; det contact list is located on HQ RIO website
 - HQ RIO website: <http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>
 - **Ensure URC's attend Initial URC Training (new URCs) & Recurring Training (all URCs)**
 - Initial Trng: 1st Thurs of every month, 0800/1100 MST & qtrly 1530 sessions (Apr/Jul/Oct)
 - Recurring Trng: 4th Thurs of every month, 0800/1100 MST & qtrly 1530 sessions (Apr/Jul/Oct)
 - All training sessions are conducted via DCO
 - Ref IC website for monthly DCO weblinks, bridgeline & training slides/aides
 - IC website: <http://www.arpc.afrc.af.mil/Home/HQRIO/HQRIOIntegrationCell>
 - **Integrate IRs into Unit/CC programs (recall, drug demand, family care, fitness)**
 - **Ensure OJT training records are current & track all IRs in UGT (UTM responsibility)**
 - **Ensure EPRs/OPRs are written in a timely manner IAW AFI 36-2406**
 - **Ensure deserving IRs are receiving decorations IAW AFI 36-2803**
 - **Ensure reservists are "GREEN" and ready for the call**
 - It is VITAL IRs maintain currency on all mobilization readiness requirements



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Unit Reserve Coordinator (URC): AFI 36-2629

- **Unit/Division/Directorate focal point for Individual Reserve (IR) issues**
 - **Open comm lines between IR, supervisor and CC/Director**
 - **Create and maintain an IR Management Folder on all assigned unit/dir IRs**
 - **AF Form 1288, Reserve Appt Order, current FY participation schedule, unit welcome letter, if promoted in your unit; promo order, SRP/DD4 if IR reenlists in your unit, SURF/DVB**
 - **Maintain an IR INTRO Program; ensure inbound IRs are sent a unit welcome letter**
 - **In/out process all assigned IRs (use unit in/out processing checklist)**
 - **Create and maintain an internal URC program continuity binder**
 - **Integrate IRs into unit recall roster**
 - **Maintain an IR supervisor roster (ensure supervisor is current!)**
 - **CRO's are u/d by your servicing FSS, Force Management office**
 - **Report IR readiness stats to commanders/supervisors on a routine basis**
 - **Manage IR mobilization processes on behalf of the Unit/CC**
 - **Familiarize yourself w/the mob process in the event a full or partial mob order is executed**
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- **Used for Reserve Support only**
 - **ADOS (Support)**
 - **ADT (Training)**
 - **School Tours**

- **Man day request routing procedures (upon supervisor & CC approval)**
 - **Member enters AROWS-R request**
 - **AROWS-R request is approved/disapproved by Det/CC**
 - **Request is routed to member's RPO**
 - **Request is approved/disapproved by DET/CC**
 - **Member receives orders in "Approved Orders" inbox**

- **Outside the local area-- lodging, travel & per diem entitled**



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MPA Tours

AFI 36-2619

- Used for Active Component Support only
- Managed by USAF/A1 (AF distributes man days to each MAJCOM/A1 man day mgr)
- Man day req routing procedures (upon supervisor/CC approval)
 - Req submitted to AC man-day manager (FAM)
 - Man-day manager inputs req into M4S for authorization
 - ACC/A1RR (MMO) allocates days
 - Member receives M4S Tasking ID (old CMAS #) from MAJCOM FAM
 - Member inputs M4S Authorization information into AROWS-R
 - AROWS-R req is approved/disapproved by DET/CC
 - Req is routed to member's RPO (Reserve Pay Office)
 - Req is approved/disapproved by RIO
 - Member receives order in AROWS-R "Approved Orders" inbox
- Outside the local area-- lodging, travel and per diem entitled



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Enlisted Promotions AFI 36-2502

- **Unit Vacancy Program**
 - Meet minimum requirements, (TIG, TIS, PME, etc IAW Table 8.2) & there is a “true” unit vacancy
 - A/O Dec 2014 a CCAF is required for promotion to SMSgt & CMSgt
 - Enlisted Promotion Rosters are produced monthly; sent from ARPC to det to unit
 - AC/CC is the approval authority
- **STEP I**
 - SSgt’s w/16+ sat years
- **STEP II**
 - Board meets each summer
 - Promotion effective date: 1 October
 - Announcement sent Apr/May; Submit packages from AC/CC to Det (packages normally due in June)
 - Similar to AD STEP...tool to promote outstanding performers!



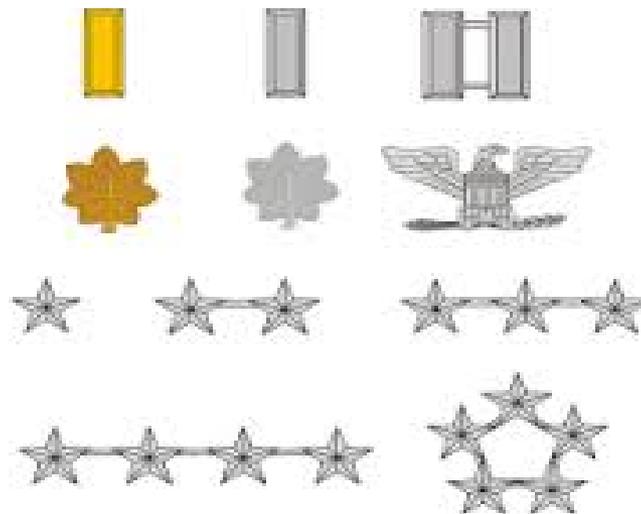


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Officer Promotions

AFI 36-2504

- **Managed/processed by local FSS, Career Development section**
 - **Unit/directorate promotions POC**
- **Information posted on myPers (dashboard; promotions)**
 - <https://gum-rm.csd.disa.mil/app/login/redirect/home>
- **CY 15 TIG Eligibility Criteria to Pin-On...**
 - **Position Vacancy**
 - Lt/Capt: N/A
 - Maj: 5 years
 - Lt Col: 5 years
 - Col: N/A
 - **Mandatory**
 - Lt/Capt: 2 years
 - Maj: 7 years
 - Lt Col: 7 years
 - Col: 4 years





Line of Duty Determination

AFI 36-2910

- **IRs are considered “in status” on official orders directly to/from duty**
 - **If a reservist becomes ill or injured on mil status, IR must:**
 - **Notify URC and First Sergeant**
 - **Report to the nearest Military Treatment Facility (MTF) for care**
 - **Take military order**
 - **AF Form 938 (AT/MPA/RPA); AF Form 40A (IDT)**
 - **PCM will initiate an AF IMT 348 (if warranted)**
 - **AF IMT 348 will be routed to IRs unit CC for remarks/recommendation**
 - **CC-signed 348, supporting civ/mil medical docs, current PCARS rip, signed briefings (med, FM, pers), & certified orders go to IRs servicing detachment for further processing**
 - **An approved LOD grants long-term medical care for that specific injury/ailment (on the 348)**
 - **LOD packages are processed in ECT (Electronic Case Tracking) system, through AFRC SG & JA; AFRC CV holds final authority**
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Volunteer Deployment Process

AFI 10-402/403 & AFI 36-3802

- IRs volunteer for deployment opportunities through:
 - Volunteer Reserve System (VRS -- located on ARCNet)
 - AFRC Functional Area Managers (FAMs)
 - Assigned unit and/or the gaining command
 - Assuming they agree to provide associated mandays
 - ***Caveat:** 0-6 and above need AFRC/CV approval
 - Deployments/exercises are a voluntary process
 - IRs submit a Statement of Understanding (SOU) & AF Form 49 to servicing RIO det to volunteer for deployments/exercises/mobs
 - HQ RIO/IPR processes all IR CED (Contingency Exercise Deployment) orders
 - IRs in/out process for dep/mob/exercises through their local FSS Personnel Readiness section
 - UDM plays an active role with the IR deployment/mobilization process
 - Always ensure your IRs are assigned an AEFI
 - UDM sends IR AEFI information to servicing det for update
 - POC for IR AEFIs is HQ RIO/IPR (plans & readiness)
 - IPR org box: arpc.ipr@us.af.mil
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Transition Assistance Program (TAP)

Public Law 112-56

- **Mandated -- VOW to Hire Heroes Act**
- **Applicable to retiring/separating IRs and anyone on continuous orders over 179 days**
- **IRs schedule TAP through their local A&FRC (Airman & Family Readiness Center)**
- **If returning to civ employment; only required to attend the 1 day VA portion**
 - **There are NO exemptions from attending the mandated VA Briefing**
 - **POC is the member's assigned base Airman & Family Readiness Center**

TAP CLASS

- **Mandatory pre-separation/retirement briefing***
- **TAP Workshop (Individual Transition Plan)***
- **Capstone Briefing***
- **Resume-Writing, Interviewing, Career Assessment**
- **Resource Center**
- **Job Search Assistance**
- **Annual Job Fair**
- **Survivor Benefits Plan**
 - **By appointment only**





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JA Considerations

AFI 36-2907, AFI 36-3209

- **Reserve personnel are subject to UCMJ jurisdiction when in military status**
 - **UCMJ punishment can only be administered in military status**
 - **Administrative action (LOA/LOC/LOR) can be certified mailed to reserve member when not in military status (ref: AFI 36-3209)**
 - **Ex: not maintaining readiness standards/unsat participation**
- **Always document poor performance with progressive discipline and accurate evaluations**
 - **Source documentation is initiated by the active duty unit & vital to pursue involuntary reassignment/discharge**
 - **If IR is on orders and served UCMJ punishment or admin action, do not remove them from orders w/out consultation with your local JA and detachment commander**





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- **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>





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Questions?



~We welcome your feedback!~

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

AFRC.HQRIO.IntegrationCell@us.af.mil
