



U.S. AIR FORCE

United States Air Force Reserve

Integrity - Service - Excellence

IR Participation Requirements Training



SMSgt Tammi Soto

IC Superintendent

SMSgt Cheryl Henry

IC Operations Manager

MSgt Andrew Sandoval

NCOIC, IR Program Analysis

MSgt Kim Roach

NCOIC, IR Field Management

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Fly, Fight and Win...



- **Types of Participation Requirements**
 - Satisfactory Participation
 - Unsatisfactory Participation
 - Fiscal Year (FY)
 - Retirement/ Retention Year (R/R)
- **Participation Requirements**
 - Inactive Duty Training (IDT)
 - Annual Training (AT)
- **Systems**
 - UTAPS
 - AROWS-R
- **Types of FY Waivers**
 - Substitution
 - Excusal
 - Late AT Request
- **FY Waiver process**
- **Sanctuary Program**
 - Sanctuary Statement of Understanding (SOU)
 - Sanctuary SOU Process
- **Support Tools**



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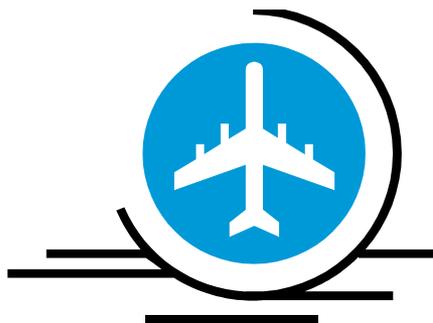
Participation Requirements: AFI 36-2254 Vol 1

Satisfactory Participation

- Ensures Individual Reservists (IR) fulfill their participation and category requirements.
- To assist IRs, take the appropriate action and request a FY waiver for not fulfilling FY participation requirements.

Unsatisfactory Participation

- If the IR does not complete FY requirements or obtain a FY waiver, IR may be discharged/separated/retired, as applicable.





Participation Requirements: Fiscal Year (FY) & Retirement/Retention (R/R) Year

There are two types of participation requirements

- Fiscal Year Participation (FY)
 - AT/IDT performed within the FY
i.e. “1 Oct – 30 Sep” each year
- Retirement/Retention (R/R) Year Participation
 - Accumulate a minimum of 50 pts between your R/R date
i.e. “1 March 14 – 28 Feb 15”
 - 50 pts = 1 Satisfactory Year towards reserve retirement

Note: FY requirements do not apply to PIRR (Cat E)





Sat FY vs. R/R Year

	FY14 (AT & IDTs)												FY15 (AT & IDTs)												
													R/R (Earn at least 35 Pts)												
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
IDT					8	8			8								8	8			8				24 IDT pts
	8		8		8		8		8			8	8		8		8	8		8		8			48 IDT pts
AT						12																			
Good Year																	15								

24/48 IDTs
+ 12 AT
Sat FY

R/R: 1 Mar – 28 Feb
24/48 IDT
12 AT
+ 15 Membership
51/75 Total Points (Sat R/R)



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Participating Individual Ready Reserve (Cat E) Participation

- PIRR members **DO NOT** have a FY “annual tour” requirement
 - Sat year requirement based on Retention/Retirement (R/R) year
- Must earn a minimum of 50 points
 - 15 membership points awarded; IR earns 35 (minimum) points
- 50 points result in 1 sat year for Reserve retirement purposes
- May perform unlimited MPA days for pay and points; RPA is very restricted
- Performs points-only IDTs
 - Points-only duty is requested/approved in UTAPS-web
- **Members must maintain READINESS at all times in order to participate in AT, MPA, RPA or school tour**



Participation Requirements: AFI 36-2254 Vol 1

- **Minimum of 50 points w/in the R/R for a satisfactory year**
 - Every IR has an R/R year; found on a Points Credit Accounting and Reporting Statement rip pulled from vMPF (Self Service Actions/Personal data/PCARS)
 - R/R yr based on entry into Uniformed Service, change in status or break in service
 - 20 years sat service = eligible for Reserve retirement
- **Points Accrual:**
 - Automatically awarded 15 membership points each R/R
 - Inactive Duty for Training (IDT) = earn 1 pt minimum 4 hr period; NTE 2 pts per day
 - Annual Training (AT) = earn 1 pt per day
 - Special Tours/MPA/RPA = earn 1 pt per day
 - ECI points are earned based on number of course hours completed (PME by correspondence)
- **IRs who cannot complete their annual requirements must request a FY Participation Waiver**
 - IR initiates/unit CC concurs/Det CC final approval authority
 - Contact your servicing det to for FY Participation template



Participation Requirements: Inactive Duty Training (IDT)

- 12 days (24 IDT periods) if RSC is **MC**
- 24 days (48 IDT periods) if RSC is **ME**
 - Reserve Section Code (RSC) found on AF 1288/alpha roster/SURF
- Base pay only – 1 day of mil pay for minimum 4 hr period
- No travel or per diem authorized (*normal circumstances*)
 - IDT = “Inactive” status; hence no travel entitlements
 - IR does **NOT** file travel voucher
- Lodging always authorized/reimbursed
 - SF 1164, lodging receipt & AF Form 40a
 - IR sends to IMA Travel for reimbursement
- **Some AFSCs qualify for IDT travel reimbursement** (Provide RIO Link)
 - Critical AFSC List/Guide posted on HQ RIO website Resources Page:
<http://www.arpc.afrc.af.mil/library/rio/resources/index.asp>
 - 150 miles/limited up to \$300 reimbursed
 - IDT travel reimbursement process outlined
 - <http://www.arpc.afrc.af.mil/library/rio/index.asp>



Participation Requirements: Annual Training

- **2 week Annual Training (AT) = 12/14 days/points**
 - **Req duty in Air Reserve Orders Writing System (AROWS-R)**
 - **IRs receive base pay and allowances, travel and per diem**
 - **Tours begin on Monday, end on Friday, with only one weekend and no holidays**
 - **Exceptions must be pre-approved by DET/CC**
- **Split AT**
 - **Accommodates special mission or training requirements, not at the convenience of the member**
 - **IR supervisor must provide justification for split tour in the remarks section of the order request**
 - **Must be approved in advance by Det Commander and/or OL Program manager**
- **Special/School Tours for CME, DE, Formal Schools; can substitute for AT (Substitution Waiver)**



Scheduling Participation

- AT Schedule is projected/requested in AROWS-R
 - IR submits a request for orders; dates can always be modified
 - Request is electronically routed through AFRC channels (utilizes AFRC funding NOT unit funding)
 - AT req/mods must be submitted (at least) **15 days prior to duty effective date**; Det CC's can disapprove last min req's
- IDT Schedule is projected in UTAPS-web
 - **Project duty NLT 15 Aug EVERY YEAR for upcoming FY**
 - IR request's IDTs using "IMA/PIRR Schedule" prompt (this will take them directly to their IMA Calendar)
 - Duty projected & approved PRIOR to IR traveling to unit
 - Supervisor (or designated rep) approves projected duty
 - Supervisor (or designated rep) certifies duty upon completion; electronically routes to RMG/RPO (Reserve Pay Office) for pay
 - Project IDT duty NLT 15 Aug EVERY YEAR for upcoming FY

Note: Paper AF Form 40a became obsolete 1 Oct 10 – DO NOT use it!



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Participation Waivers

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

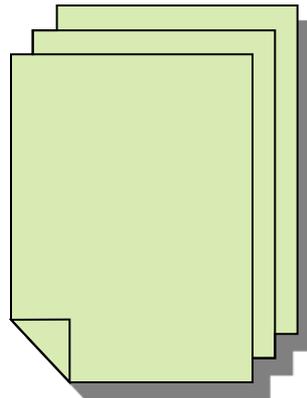




Participation Waivers

Waiver

- **FY Participation requirements may be waived by Det/CC after the FY has ended. Reasons for waiver may include civilian job conflict, performance of Contingency/Steady State tour and substitution was not requested prior to start of tour, personal hardship, etc.**
- **Det/CC is approval authority for 2 FY waivers throughout member's IMA career. Subsequent waivers thereafter must be approved by RIO/CC**
- **Reference the Integration Cell link in slide 22 "Support Tools"**

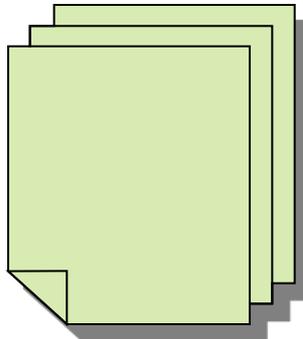




Participation Waivers

Waivers

- **Substitutions**
 - Contingency support and/or school tours only
 - 30 days prior to tour
 - RIO/CC is the approval authority for school tour subs.
- **Excusals**
 - Hardships and unusual circumstances
 - By 1 Jun of current FY (AT and/or IDT)

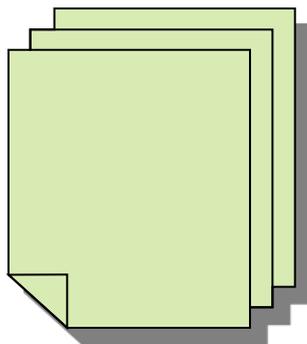




Substitution Waivers

Substitution

- Use MPA/RPA tour in place of FY Participation requirements (12 AT or 24/48 IDTs)
- **MUST** be submitted and approved PRIOR to start of MPA/RPA tour
- **School Substitution** – Total days of School tour must equal or exceed AT requirement. If tour does not, remaining days must be performed. (example – School tour is 8 days long, member must then complete 4 days AT prior to end of FY)





Excusal

- **Member is released from performing FY requirements due to extraordinary circumstances i.e. family emergencies, work-related...OR member is released to perform MPA/RPA tour performing duties in Primary Air Force Specialty Code (PAFSC)**
- **Excusal of AT or IDTs must be approved prior to end of FY**

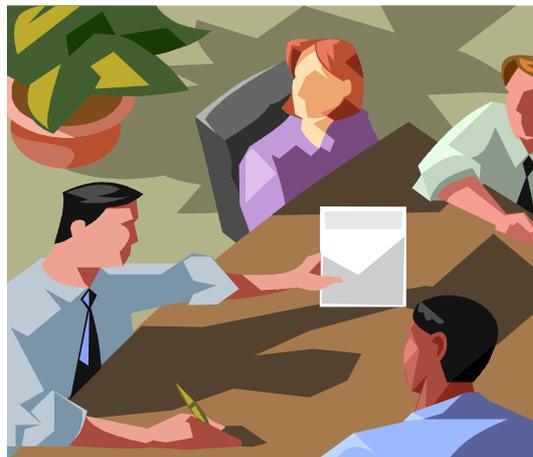




Late AT Request

Late AT Request

- AT orders must be published prior to 1 June
- Unit justification is required to cut AT orders after 1 June deadline
- **Justification approved by HQ RIO**





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Sanctuary Program





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Sanctuary Program: AFI 36-2131

Sanctuary Program

Goal: Monitor Reserve members who are close to attaining 18 years of TAFMS and ensure they do not perform an AD (non ADT) tour without an approved sanctuary waiver





Sanctuary Program: AFI 36-2131

Sanctuary

- AROWS-R requires SOUs to be on file beginning at 16.5 years TAFMS
- Members who have obtained 18 years TAFMS must have approved Statement of Understanding (SOU) on file covering period of Active Duty performed
- SOUs should be a period of less than 179 days (and cannot exceed 179) **cannot cross fiscal year**
- **i.e. “1 Oct 14 -28 Mar 15, 29 Mar -23 Sep15, & 24 Sep -30 Sep 15”**
- **SOUs must be submitted NLT 45 days prior to tour start for processing and approval**
- RIO/CC has delegated signature authority to Det/CC or designated representative who signs “FOR THE COMMANDER”





Sanctuary Statement Of Understanding (SOU) Process

- Receive SOU 45 days prior to tour start date
 - Ensure accuracy and timeliness of sanctuary SOU from source **
 - If SOU isn't accomplished orders will not be published
 - SOU is initiated by the member then forwarded to URC
 - Then, URC sends SOU to Detachment/ (OL) Operating Location for further processing
- SOU is then prepared for DET/CC or designated representative for review and signature
- Once signed, a copy is uploaded in Share Point

Note: Sanctuary SOU is also known as Sanctuary waiver. Most recent version is dated 21 May 14



Support and Tools

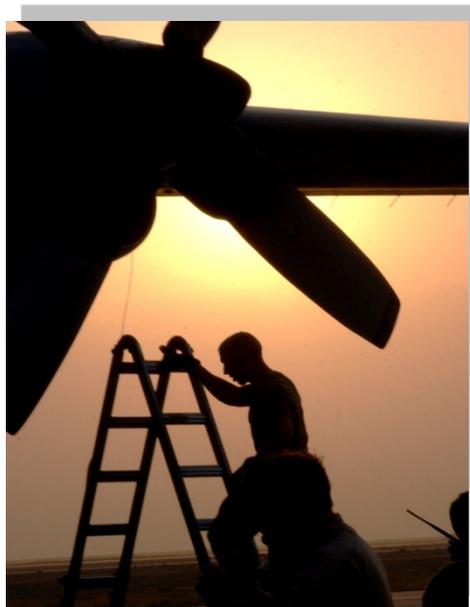
- **Total Force Service Center: 1-800-525-0102 or <http://www.arpc.afrc.af.mil/services/index.asp>**
- **myPers website: <https://gum-rm.csd.disa.mil/app/login/redirect/home>**
- **HQ RIO website: <http://www.arpc.afrc.af.mil/library/rio/index.asp>**
- **HQ RIO resource page: <http://www.arpc.afrc.af.mil/library/rio/resources/index.asp>**
- **HQ RIO Integration Cell afrc.hqrio.IntegrationCell@us.af.mil**
- **AROWS-R homepage or helpdesk: <https://AROWS-Rr.afrc.af.mil/AROWS-R-r> or AFRCFM.AROWS-RR@us.af.mil (0700-1700 EST M-F)**
- **UTAPS website: AFRC.UTAPSweb@afrc.af.mil**
- **Your servicing detachment**





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ONE TEAM = TOTAL FORCE



With IR accountability and proper management, we will be READY... Anytime, Anywhere

