



U.S. AIR FORCE

United States Air Force Reserve

Integrity - Service - Excellence

Initial Unit Reserve Coordinator Training



**HQ RIO
Integration Cell**

U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

- **AFRC/ARPC/RIO Org Structure**
 - **Organization and Personnel**

 - **RIO Mission and Vision**
 - **Definition of an Individual Reservist (IR)**
 - **Participation Requirements**
 - **Annual Training (AT)**
 - **AROWS-R**
 - **IDTs**
 - **UTAPS**
 - **PIRR**

 - **IR Readiness**
 - **Medical & Dental**
 - **Fitness, Sec Clearance, AFSC Training**

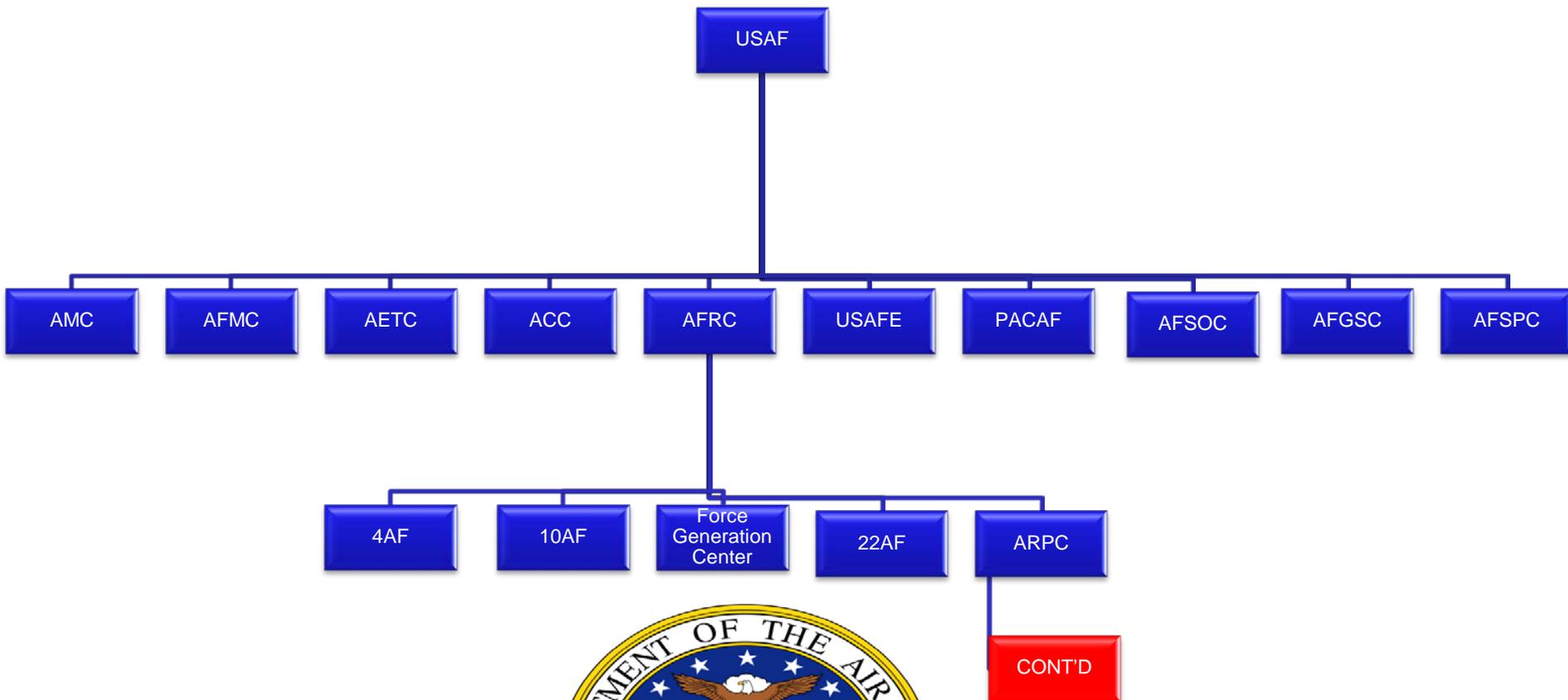
 - **Responsibilities**
 - **Integration Cell**
 - **Detachment/Operating Location**
 - **Unit/Directorates**
 - **FSS Responsibilities**
 - **Force Management**
 - **Career Development**

 - **Programs**
 - **Enlisted/Officer Promotions**
 - **Reenlistments/SRP/Bonus**
 - **Deployments**
 - **Mobilizations**
 - **LODs**
 - **Uniform Issue**
 - **AF Fitness Program**
 - **SAPR Training**
 - **JA Considerations**
 - **TAP**

 - **Reserve Pay & Travel, DTS**
 - **Support & Tools**
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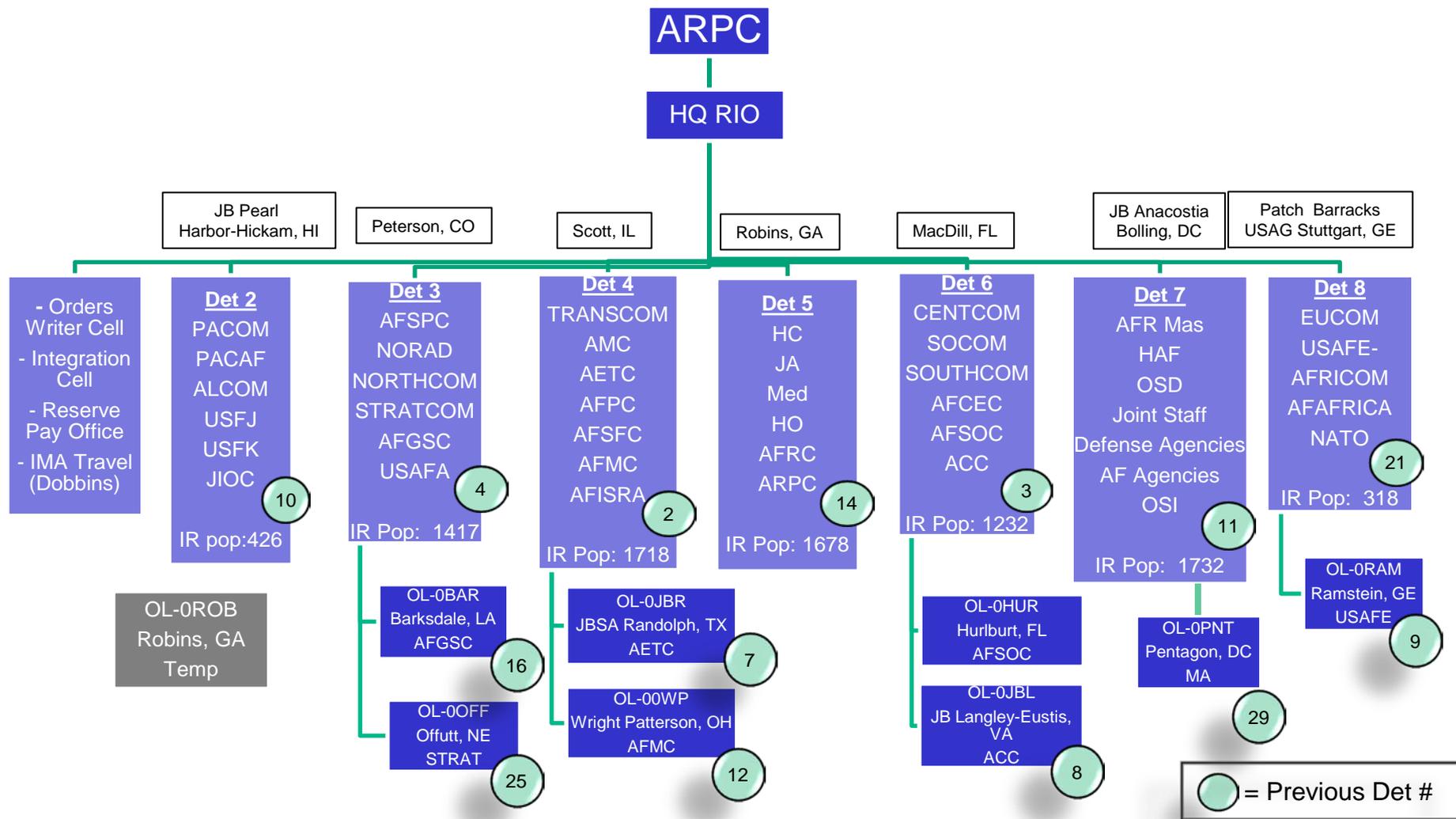


USAF Structure





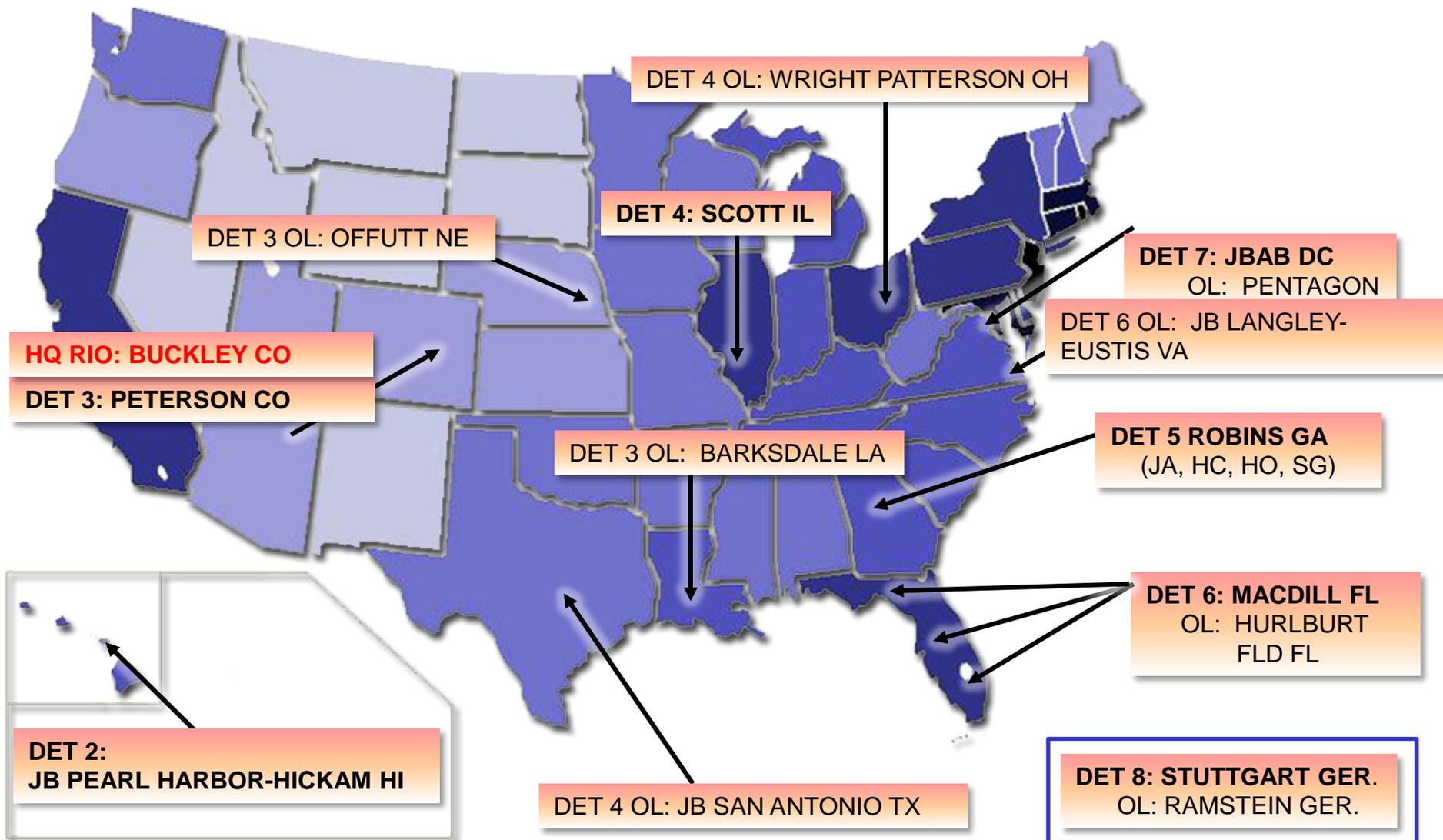
HQ RIO: Detachment Structure





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HQ RIO: Detachment/Operating Locations





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HQ RIO Mission/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



What is an “Individual Reservist?”

- 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”, “NC”, or “ND”**
 - 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)
 - Ref slide 17 for more info on PIRR



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Participation Requirements: AFI 36-2254 Vol 1

- **Must acquire a minimum of 50 points w/in the R/R for a satisfactory year**
 - **Every IR has an R/R year; this can found on a Points Summary rip pulled from vMPF (Self Service Actions)**
 - **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 per 4 hrs; 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**
-



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Participation Requirements: Annual Training

- **2 week Annual Tour (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...**

- **Authorized 1 Split Tour per local area**
 - **Mission justification sent to Det from IR's supervisor or CC**
 - **Special/School Tours for CME, DE, Formal Schools; can substitute for AT (Substitution Waiver)**
 - **Must be approved in advance by Det Commander and/or OL Program Manager**

- **Annual Tour special request form is located on HQ RIO website:**
<http://www.arpc.afrc.af.mil/Home/HQRIO/Resources>



Scheduling Annual Training

- AT is projected/requested in AROWS
- <https://arowsr.afrc.af.mil/arows-r>
 - IR submits a request for orders
 - dates can always be modified throughout the FY
 - 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 have authority to disapprove AT request's w/in a 15 day window of orders start date



AROWS-R Screen Shot and Reminders

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Air Force Reserve Order Writing System [AROWS-R]
 Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 08:06 EDT
 Current Profile: Member

Home | Switch Profile | Change Password | My Account | Logout

Please Select A Menu
 Member / UTAPs Link

Welcome Citizen Airman to the AROWS-R Web Site
 Your current login was on Monday, October 29, 2012 08:06:12 AM
 Your previous successful login was on Monday, October 29, 2012 08:05:04 AM

Your current phone number is: 111-11-1111
 Your current email address is: Citizen.Airman@US.AF.MIL

Your applications will be processed by:
 Point of Contact is: Jane Doe
 Phone Number is: 111-11-1111

Your Latest Broadcast messages:

2012/08/24	**AROWS-R will be of
2008/08/14	REMINDER: All member orders are certified; th
2006/10/30	?Help Desk Hours are i email AFRCFM_AROWS
2006/09/28	URGENT: AROWS-R will
2006/03/24	ATTENTION -- * PRIVAC and must be protected
2005/11/10	REMINDER: IMAs still r
2005/10/06	** Members can now re correct email.

Air Force Reserve Order Writing System [AROWS-R]
 Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 11:44 EDT
 Current Profile: Member

Home | Switch Profile | Change Password | My Account | Logout

Create An Application

Select Order Type:

- ACTIVATION (MOBILIZATION)
- ACTIVE DUTY FOR SPECIAL WORK
- ACTIVE DUTY FOR TRAINING
- ANNUAL TRAINING**
- FINANCIAL ASSISTANCE PROGRAM
- HEALTH PROFESSION SCHOLARSHIP PROGRAM
- MEDICAL HOLD
- MILITARY PERSONNEL APPROPRIATION
- RELIGIOUS PROFESSION SCHOLARSHIP PROGRAM
- SCHOOL
- SCHOOL UPT/UNT
- TEMPORARY DUTY



Participation Requirements: Inactive Duty for Training (IDT)

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- 12 days (24 IDT periods) if RSC is **MC**
- 24 days (48 IDT periods) if RSC is **ME**
 - RSC found on AF 1288/alpha roster/SURF
- Base pay only – 1 day of mil pay for each 4 hr period
- **Note: IDT should not be used for the sole purpose of fitness assessment; member must work in the office in conjunction with fitness assessment. Also, IDTs should be done at home stations. If alternate location is approved member must a telecommute agreement.**
- 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**
 - Critical AFSC List/Guide posted on HQ RIO website
 - <http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/RIO-IDT-Travel-Reimbursement-Guide.pdf>
 - 150 miles/limited up to \$300 reimbursed
 - IDT travel reimbursement process outlined in IR guide (**Pending Rewrite**)



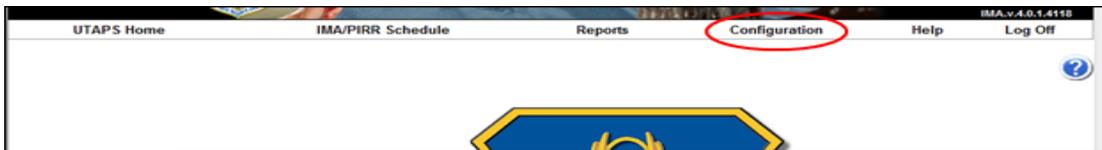
Scheduling Inactive Duty for Training (IDTs)

- IDTs are projected & scheduled in UTAPS-web
- Newly gained IRs and their supervisor do need to create an account in UTAPS
 - IR request's IDTs using “IMA/PIRR Schedule” prompt (this will take them directly to their IMA Calendar)
 - Duty **must be** projected & approved **PRIOR** to IR traveling to unit
 - Supervisor (or Tour of Duty Certifier) approves projected duty
 - Supervisor (or Tour of Duty Certifier) certifies duty upon completion **AND** electronically routes the certification to RIO/RPO (Reserve Pay Office) for pay (simply click on the “submit” button)
 - Duty must be certified AND exported to RIO/RPO to initiate the member's request for pay
 - Project IDT duty NLT 15 Aug EVERY YEAR for upcoming FY, IAW AFI 36-2254, Vol 1, para 4.2



UTAPs Screen Shot and Reminders

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IMA/PIRR Member Editor

Roles: IMA/PIRR ▾

Supervisor
Tour Of Duty Certifier

Supervisors

<p style="text-align: center;">Assigned <i>(Current supervisor - Display only)</i></p> <p style="text-align: center;">RONNELL HORNER ronnell.horner@wpafb.af.mil</p>	<p style="text-align: center;">Available <i>(Click on a name to view details below)</i></p> <div style="border: 1px solid #ccc; padding: 2px;"> <p style="background-color: #4f81bd; color: white; margin: 0;">horner, ronnell</p> <p style="margin: 0;">howell, carolyb</p> <p style="margin: 0;">hughes, ty</p> <p style="margin: 0;">hume, robert</p> </div>
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Search by name

If you can not locate your Supervisor in the lists above use this search box to find him/her.

Enter Name: (Lastname, Firstname)

(Examples: "Smith, James"; "Smith, J"; "Smith"; "Smi"; "Jam")

If you still can not locate your Supervisor using the Search, click the "Add New Supervisor" button to add a new one.

Supervisor Details:

First Name *: Last Name *:

Email *:

Phone# *:



UTAPs Screen Shot and Reminders

Legend Print

Return to List

Pts by Qrt

October 2011							November 2011							December 2011							January 2012							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1				1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30	31								
30	31																											

February 2012							March 2012							April 2012							May 2012								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
			1	2	3	4					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5		
5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12		
12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
26	27	28	29	25	26	27	28	29	30	31	29	30	27	28	29	30	31	27	28	29	30	31							

June 2012							July 2012							August 2012							September 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
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17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29	30				

		Q1	Q2	Q3	Q4	FY
	IDT	4	15	0	5	24
	RMP	0	0	0	0	0
	FHD	0	0	0	0	0
	PNT	0	5	0	1	6
	Split					

	Built					
	Pending					
	Rejected					
	Approved					
	Worked					
	Paid					

Color Codes

***New reminder email notification sent to member & supervisor (after duty date)



UTAPs Screen Shot and Reminders

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ANGIE A ALLEN

10/1/2009

Schedule Type:

Period: Start Date:

Start Time: End Date:

Telecommute: Validator:

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Telecommute	Work Date	Work Time	Status	Comment
1	10/01/2009	0800	10/01/2009	1200	EXC	False			Approved	<input type="button" value="Comment"/>
2	10/01/2009	1300	10/01/2009	1700	IDT	False			Approved	<input type="button" value="Comment"/>





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PIRR (Cat E) Participation

- **Participating Individual Ready Reserve (PIRR)**
 - members **DO NOT** have an FY “annual tour” requirement
 - Sat year requirement based on Retention/Retirement (R/R) year
- **Must earn a minimum of 50 points to earn a satisfactory year towards reserve retirement**
 - 15 membership points automatically awarded
 - IR must earn 35 additional points
- **Points can be earned by:**
 - MPA (pay & points tour)
 - RPA (pay & points tour; RPA duty is very restricted IAW AFI 36-2254, Vol 1)
 - Points-only IDTs
 - Points-only duty is requested/approved in UTAPS-web
- **Members must maintain READINESS at all times!!**



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



- **Annual PHA**

- IR completes 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**

- **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**



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**



~Responsibilities~





- **Initial URC Training**
 - **First Thurs** of every month; 0800 & 1100 (MST)
 - **Recurring Training for URCs and supervisors**
 - **Fourth Thurs** of every month; 0800 & 1100 (MST)
 - **March topic is IR Retirement Process**
 - **April topic is IR Assignment Process & Unit Responsibilities w/In & Out Processing**
 - **IR Refresher Briefing**
 - **Second Thurs** of every month; 0800 & 1100 (MST)
 - **Quarterly IR Commander Briefing**
 - **Third Thurs** of: Apr, Jul, Oct; 0800 & 1100 (MST)
 - ***NOTE*** We also provide a 1530 trng session every qtr (Jan, Apr, Jul, Oct) for PACAF
 - **Tier 2 Support Center function**
 - **Facilitates enlisted promotions, RMVS reports & the quarterly IR Orientation**
 - **Manages IR Virtual Feedback Program (*coming live April 2015 in myPers*)**
 - **Manages quarterly IC Newsletter (*target live date: Jun 15*)**
-



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HQ RIO Detachments: AFI 36-2629

- **Assignments (Vol, IRR & Invol to IRR)**
 - **IR Welcome Packages**
 - **Reenlistments/SRP/Bonus**
 - **Enlisted Promotions**
 - **Readiness**
 - **Deployments & Mobilizations**
 - **LODs/MEB/RILO**
 - **Participation (to include waivers)**
 - **Formal School Requests (FSR), enlisted upgrade/officer classification & OJT rosters**
 - **Seasoning Training**
 - **Special Trophies/Awards**
 - **UIF Management**
 - **Discharge actions**
 - **Uniform Issue**
 - **AROWS/UOO**
-



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HQ RIO Operating Locations: AFI 36-2629

- **DTS Authorizations & Vouchers**
- **Resource Advisor**
- **REDB/RSSB**
- **Readiness Monitoring**
- **Award Solicitation**
- **ECT Coordination (formerly ALOD)**
- **ARCNet Management**
- **M4S/AROWS Orders**



Basic Unit/Directorate Responsibilities: AFI 36-2629

• Unit CC/Director

- Appoints a URC by submitting an official URC Appointment Letter
 - **Letter requires:** primary & alt URC names, phone numbers, email addresses, unit PASCODE(S), DOD ID num (from back of CAC) & portal ID (the latter two are required to grant ARCNet permissions)
 - Forward URC Appointment Letter to **servicing detachment**
- Ensure URC's attend Initial URC Training
- Recommend URC's/supervisors attend monthly recurring training sessions
- Integrate IRs into Unit/CC programs (recall, drug demand, family care, fitness)
- Ensure each IR has an IR Management Folder IAW AFI 36-2629
 - Folders can be electronic or hard copy and are maintained by the URC
- 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
 - Ref "Readiness Slides" 19 & 20 for a breakdown of mob req's



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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/Dir**
 - **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 process all newly assigned IRs (use unit in processing checklist)**
 - **Out process all outbound IRs (use unit 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!)**
 - **Use an IR alpha roster to verify supervisor and duty info is correct in MilPDS**
 - **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**
-



- Ensure the IRs they rate are ALWAYS mobilization **READY!**
 - Manage/approve participation schedules
 - Create a UTAPS account to approve proj duty and certify completed duty
 - Ensure their IR duty info is correct (duty title, supv, skill level, etc)
 - Duty info is on the IR Assigned/Attached roster (Alpha Roster) or individual SURF
 - IR can pull an RRR (Record Review Rip) from vMPF
 - SURF can be requested from your CSS or local FSS
 - Team up with UTM to ensure IR meets/maintains training requirements
 - AFSC-specific trng, OJT & ancilliary
 - Recommend reenlistment and promotion when applicable
 - Ensure deserving IRs receive Awards and Decorations IAW AFI 36-2803
 - Ensure performance feedback and EPR/OPRs are accomplished IAW AFI 36-2406
 - Supervisor request's eval shell from CSS or local FSS Force Management section
-



U.S. AIR FORCE

FSS: Career Dev & Customer Support

AFI 36-2629 & PSDM 12-96

- **Career Development - Officer promotions**
 - Provide AD/CCs with eligibility lists for Position Vacancy and Mandatory Boards
 - Provide OPBs, PRF notices and ROPs to Sr. raters
 - Monitor additions, deletions and senior rater ID changes
 - Notify commanders of updates/results
 - **IR Officer Promotions are integrated directly with AC; POC is YOUR BASE FSS, Career Development section**

- **Customer Support**
 - Update DEERS/MILPDS (address, marital status, name change, etc)
 - Create ID cards for IRs & eligible family members
 - Accomplish/distribute SGLI/FSGLI documentation



FSS: Force Management Per AFI 36-2629 & PSDM 12-96

- **Evaluations**
 - **Update rater changes in MilPDS**
 - **Unit coordinates rater changes directly with FSS**
(No Det involvement required)
 - **Ensures evaluation due dates are correct/updated in MILPDS**
 - **Provides monthly evaluation rosters to units/tracks status**
 - **Reviews/forwards completed evaluations to ARPC via CMS**
 - **ARPC updates MilPDS**
 - **FSS must track reports through to completion**
 - **Requests feedback notices and evaluation shells in MilPDS**
- **Decorations**
 - **Forwards orders (for approved unit awards applicable to IRs) to ARPC for update**
 - **Requests Décor 6's**



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FSS: Personnel Readiness Per AFI 36-2629 & PSDM 12-96

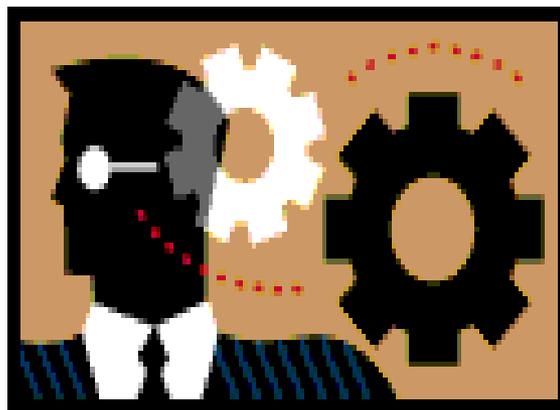
- **Ensure deploying IRs (for contingency operations & exercises) out process the FSS Readiness office prior to departing**
- **Ensure IRs have CED orders published by RIO/IRR**
- **Track deployed reserve personnel for accountability purposes**
- **Ensure IRs in-process with FSS Readiness upon return**
- **ALL deploying IRs MUST in/out process through the AC FSS, Personnel Readiness section**
- **Do NOT send IR down range on a DD Form 1610**



U.S. AIR FORCE

Personnel Programs

~Program Management~





Performance Evaluation System (Current State) AFI 36-2406

- **Evaluations**
 - **EPRs required biennially – Current State**
 - **CRO EPRs required**
 - **When rater changes AND**
 - **Enlisted member earned 16 points under his/her rater w/(@ minimum) 120 days supervision**
 - **OPRs required annually – Current State**
 - **CRO OPRs required**
 - **When rater changes AND**
 - **Officer earned 16 points under his/her rater w/(@ minimum) 120 days supervision**
 - **Annotating work performed on military status is VERY helpful—file “Tour of Duty Report” in IR Management Folder**
 - **Include information from civilian life that impacts/supports military career**



Individual Reservist (IR)

Rank	Initial ACA Closeout	Midterm ACA Closeout	Evaluation SCOD
CMSgt (E-9)	N/A*	31 Jan 15	31 May 15
SMSgt (E-8)	31 Jul 14**	31 Jul 15	31 Jul 16
MSgt (E-7)	N/A*	30 Sep 14	30 Sep 15
TSgt (E-6)	30 Nov 14**	30 Nov 15	30 Nov 16
SSgt (E-5)	31 Jan 15**	31 Jan 16	31 Jan 17
SrA (E-4)	N/A*	31 Mar 15	31 Mar 16

* Denotes an initial feedback provided prior to the implementation of ACA

** Denotes a date of initial evaluation rating period; feedback should be conducted within 60 days of initial rating period beginning.



U.S. AIR FORCE

Performance Evaluation System (Future State) AFI 36-2406

- **Evaluations**

- **EPRs required biennially – Future State**
- **CRO EPRs will no longer be required**
 - **CMSgt – 31 May 2015**
 - **SMSgt – 31 Jul 2015**
 - **MSgt – 30 Sep 2015**
 - **TSgt – 30 Nov 2015**
 - **SSgt – 31 Jan 2016**
 - **SrA & below – 31 Mar 2016**
- **OPRs required annually – Future State**
- **Pending guidance**
- **Annotating work performed on military status is VERY helpful—file “Tour of Duty Report” in IR Management Folder**
- **Include information from civilian life that impacts/supports military career**



U.S. AIR FORCE

ACA Requirements

Rank	Initial ACA Closeout	Midterm ACA Closeout	End of Reporting Period
CMSgt (E-9)	w/i 60 days of new supervision	Not Required	Conduct w/i 60 days of evaluation closeout*
SMSgt (E-8)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Not Required
MSgt (E-7)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Not Required
TSgt (E-6)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout
SSgt (E-5)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout
SrA (E-4)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout

Note : Officer: Initial within 60 days, mid-term, annually thereafter

Chief and Colonels: Initial feedback, no further feedback necessary unless there is a CRO

Telephonic feedback acceptable

Unit requests feedback notice from CSS, FSS/Force Management, or HQ CCQ

For revised requirement for CMSgt ACAs visit https://gum-crm.csd.disa.mil/app/answers/detail/a_id/27767



Performance Evaluation System (Eval Ext Req For Fitness) - AFI 36-2406

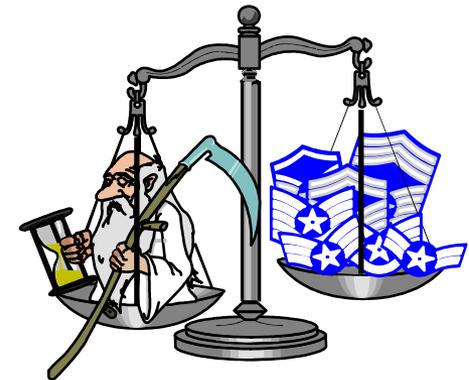
- **Commanders may request 59 day extension of close-out date for fitness:**
 - **If member tests immediately preceding the c/o and fails**
 - **Extension may be up to 59 days**
 - **Request should be initiated prior to c/o**
 - **Approval authority is AFRC/A1**
 - **Routing channels: Unit-RIO Det-HQ RIO-AFRC A1**
 - **Call/email Force Management or applicable det w/questions**
 - **Evaluations are processed between unit and local FSS or HQ CCQ; IR evals DO NOT require Det coordination**
 - **Direct eval questions & IR rater change requests to your local CSS, FSS or HQ CCQ**



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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**
 - **Enlisted Promotion Rosters are produced monthly; sent from ARPC to Det to units**
 - **Unit 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 unit CC to Det (packages normally due May/June)**
 - **Similar to AD STEP...tool to promote outstanding performers!**





Officer Promotions

AFI 36-2504

- **Managed/processed by local FSS, Career Development section**
 - **Unit/directorate promotions POC**
- **Information posted on myPers (dashboard; promotions)**

- **CY 15 TIG Eligibility Criteria to Pin-On...**

- **Position Vacancy**

- **Lt/Capt: N/A**

- - **Maj: 5 years**

- **Lt Col: 5 years**

- **Col: N/A**

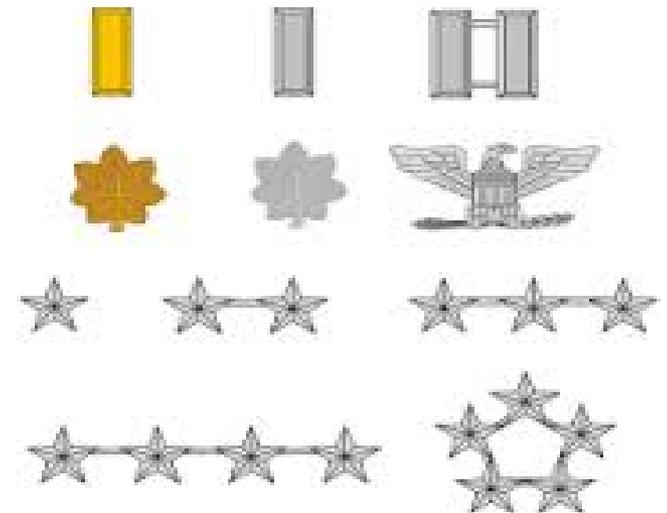
- **Mandatory**

- **Lt/Capt: 2 years**

- **Maj: 7 years**

- **Lt Col: 7 years**

- **Col: 4 years**





- **SRPs**
 - **Detachment forwards the SRP to URC 12 months from ETS**
 - **Member, supervisor and CC sign/date**
 - **URC forwards completed SRP to det**
 - **Det forwards to ARPC for MilPDS update and DD Form 4 processing**

- **DD Form 4**
 - **Produced upon completion of SRP and 6 months out from ETS**
 - **Detachment forwards to URC**
 - **IRs are eligible to reenlist within a 180 day window of ETS**
 - **AFSC bonus eligible IRs must reenlist within a 30 day window of ETS**
 - **URC forwards completed DD 4 to det**
 - **Det forwards DD 4 to ARPC for ETS update in MilPDS**

- ***If you need to initiate an SRP or request a DD 4, contact your servicing detachment**



U.S. AIR FORCE

Volunteer Deployment Process

- **IRs may volunteer for deployment opportunities through:**
 - **Volunteer Reserve System (VRS) – AFSC approved**
 - **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 must have a valid Unit Line Number (ULN)**
- **Deployments/exercises are a voluntary processes**
- **Members must 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 deployments through their local FSS Personnel Readiness section**
- **UDM plays an active role with the IR deployment process**
 - **Always ensure your IRs are assigned an AEFI**
 - **POC for IR AEFIs is HQ RIO/IPR (plans & readiness)**
 - **IPR org box: arpc.ipr@us.af.mil**



Mobilization Process—Authorization

U.S. AIR FORCE

- **Two-year forecast of CCDR reqs are reviewed each Oct**
- **If AEF reqs exceed AC 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 works with the AC FAM to identify eligibles**
- **AFRC FAM selects eligible members based on AEF Indicator, dwell rate and deployment availability codes**
- **Selectee names are sent to RIO/IPR for further staffing to RIO Dets & Unit Reserve Coordinators (URCs)**
- **URCs work w/AC commanders to notify members they have been selected for a potential mobilization**
- **URC forwards names along w/ proof of notification back to RIO Dets and RIO/IPR**
- **Package is staffed back to the FAM; changes can be made prior to endorsement**



U.S. AIR FORCE

Line of Duty Determination

AFI 36-2910

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



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Uniform Issue

AFI 36-3014

- **Officer**
 - ***Normally* ineligible for uniform replacements. However, if the IR has served on active duty for 91 or more consecutive days, they may be entitled to a clothing allowance every 2 years.**
 - **IR submits AF Form 1969, Officer Uniform Allowance Certification to their respective Reserve Pay Office (RPO)**
- **Enlisted**
 - **Authorized initial issuance upon entry into reserve**
 - **Authorized replacement items every 3 years**
 - **Request needed items using AF IMT 656**
- **Must wear Air Force physical training uniform, or PTU, for unit fitness activities**



AF Fitness Program: AFI 36-2905

- Total Force Integration; FIT TO FIGHT applies to all USAF components
- IRs must meet AF fitness standards!
- IRs must be in **military status** to test
- IRs cannot be ordered to active duty solely to fit test
 - Test in AT/IDT status; to include points-only IDT status, MPA or RPA status
- If IR fails fitness test:
 - On-line brief (Be Well program) is required; documented and managed by AD UFPM; unit tracking and follow-up is **crucial!**
- No exemptions w/o profile; AF Form 469 must be reviewed by FAC/exemptions annotated in AFFMS





- **IRs should make every attempt possible to complete training in person**
 - **Schedule classroom training with your URC/UTM**
- **Exception to Policy for IRs – AFRC/CV memo dated 14 May 2015**
- **If SAPR cannot be accomplished in classroom, it can be completed on line**
 - **Training will be available on the HQ RIO website by July 2015 and strat comms sent to the IRs**
 - **Completion certificate must be sent to the IRs UTM (Unit Training Manager) for u/d into ADLS**
 - **This training is required annually**



U.S. AIR FORCE

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 from active duty unit to the detachment & vital for unit to pursue involuntary reassignment/discharge.**
 - **If IR is on orders and served UCMJ punishment or admin action, do not remove them from orders until consultation with your local JA and detachment commander**





Transition Assistance Program (TAP) Public Law 112-56

- Mandated by Public Law 112-56, VOW to Hire Heroes Act
- Applicable to retiring/separating personnel and anyone on continuous orders 180 + days
- Schedule the class through your local A&FRC (Airman & Family Readiness Center)
- Members returning to a civilian job are exempt from the Transition GPS briefing

Status of Member	Preparation Counseling	Transition GPS	VA Briefings Only	Capstone
IR (180+ day MPA/RPA)	YES/2648-1	YES (UNLESS EXEMPT)	YES	YES



- IRs must establish a mil pay account w/RPO (Reserve Pay Office)
- All IRs will have (2) pay offices—travel pay (Dobbins) & mil pay
 - Pay documents and set-up instructions are in the IR Welcome Package
- Travel pay/lodging reimbursement- send to IMA Travel Office, Dobbins ARB:
(dobbins.imatravel@us.af.mil)
 - Vouchers are mandatory for all active duty orders (AT/MPA/RPA)
 - SF 1164 is used for lodging reimbursement for IDTs
- IR Travel Companion: <http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/RIO-IR-Travel-Guide.pdf>
- File for military pay, signed AF 938 is sent to IRs respective RPO
- Government Travel Card is required for members outside commut
 - Managed by squadron GTC Coordinator





U.S. AIR FORCE

How does an IMA get paid?

BLUE – RESERVE PAY OFFICE

RED – DOBBINS IMA TRAVEL OFFICE



- **Annual tour (AROWS-R)** - AF 938, Request and Authorization for AD Training/AD Tour
- **Inactive Duty Training (UTAPS)** - AF 40A, Record of Individual Inactive Duty Training
 - **IDT Lodging Reimbursement** – SF 1164
 - **IDT Travel Reimbursement (AROWS-R/1610)** – for critical AFSCs only
 - 2015 IDT Travel Reimbursement Guide:
- **MPA/RPA tours (M4S & AROWS-R)** – AF 938
- **TDY - DD 1610 (Funding letter & AROWS-R)** - Request and
- **Authorization for TDY Travel of DoD Personnel**
- **Travel Voucher-RTS (DD 1351-2) OR DTS** - Travel authorization reimbursements



U.S. AIR FORCE

Defense Travel System (DTS)

- **DTS is used to file travel vouchers only; orders are processed in AROWS**
- **IRs must create a DTS account; input GTC information**
 - **Based on SSAN with “R” at the end**
 - **Select Georgia...AF Reserve Command...RIO...your servicing detachment**
- **Orders flow from AROWS to DTS**
- **IR & Det/CC must push authorization**
- **Voucher is filed**
 - **Check “remarks” section on orders for direction on how to file voucher (RTS or DTS)**
- **Voucher is reviewed by pay technician at Dobbins IMA Travel**
- **Pushed to Det/CC for review**
- **DTS Help Desk & email**
 - **(800) 808-5942, Opt 3; imatravel.dts@us.af.mil**



Defense Travel System
A New Era of Government Travel



U.S. AIR FORCE

Support and Tools

IMA Travel Companion

<http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/RIO-IR-Travel-Guide.pdf>

AROWS-R homepage or helpdesk:

<https://arowsr.afrc.af.mil/arows-r/cac/login.do>

Email:

AFRCFM.AROWSR@us.af.mil (0700-1700 EST)

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/HORIO.aspx>

HQ RIO Integration Cell Website

<http://www.arpc.afrc.af.mil/Home/HORIO/HORIOIntegrationCell>

HQ RIO Integration Cell workflow

AFRC.HORIO.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

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

Total Force Service Center (ARPC)

1-800-525-0102





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)**

- **myPers website: <https://gum-crm.csd.disa.mil/app/login/redirect/home>**
 - **vPC (virtual Personnel Center)**

- **DTS/DoD Travel Assistance Center: 1-888-435-7146 or <http://www.defensetravel.osd.mil/>**

- **Your servicing detachment or Operating Location**
 - **Ref slide 4 to locate your Det**
 - **<http://www.arpc.afrc.af.mil/Home/HQRIIC>**





~We welcome your feedback!~

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

AFRC.HQRIO.IntegrationCell@us.af.mil
