

HQ INDIVIDUAL RESERVIST READINESS & INTEGRATION ORGANIZATION

The Readiness Report

Take a step back this holiday season

By Col. Christopher Cronce,
Commander, HQ RIO



It's amazing to me how quickly 2014 has gone by—it seems we just put away the holiday decorations in January and now we're already in December pulling them out again! Part of the reason the year has gone so quickly is that between our family activities, our civilian jobs and our military jobs, we've all been busy.

That's why December is a great time to do two things. First, take a step back and think about all of the things you've accomplished this year—and be proud! Second, take the time to focus on making some great memories with family and friends. Not only will your relationships be strengthened, but you'll come back feeling refreshed and reenergized for what I expect to be a busy 2015.

So, catch your breath, enjoy those special moments with family and friends, and recharge your batteries. I also recommend taking the following advice from Mr. Andy Rooney, who was best known for his time on the CBS News program, *60 Minutes*, "One of the most glorious messes in the world is the mess created in the living room on Christmas day. Don't clean it up too quickly."

From all of us at HQ RIO, Happy Holidays!



IMA helps in fight against Ebola — Maj. Kyle Johnson (left), of HQ RIO Detachment 3, works with two of his troops to set up tactical communication equipment at Barclay Training Center, Monrovia, Liberia. Johnson and his joint team established command and control capabilities for all of Operation United Assistance | [Read the full story](#) (Courtesy photo)

The enlisted perspective

CM5Sgt. J. Seth Perron

"Attitude is contagious, so make sure your team is catching the right one."

-John C. Maxwell

The attitude of each RIO member impacts the performance and morale of our organization. With that in mind, each of us should assess how ours is perceived.

So often we go through our day, hit a couple speed bumps and don't take the opportunity to pause and think about how our attitude has been affected. It's important for us to reflect on these events and ask: "Did I provide great customer service?"; "Did I help a team member

better understand the guidance or process?"; or "Did I act professionally towards others?"

This self-reflection gives each of us the opportunity to build and refine our attitude - and ultimately that of our organization. This deliberate approach toward our attitude will provide a positive atmosphere for our organization.

Please take a few moments, both personally and with your team, to reflect on events, especially in times of difficulty. The extra time spent will pay off when our Airmen reach their potential and the organization raises the bar on performance.

Chief Perron out.

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Risk management key to happy holiday

By MSgt. Jerrod Kester

The holidays are a time of cheer and festivity, a time to be with family and friends. But without proper risk management, those special moments can quickly be ruined. Consider these seasonal safety tips to keep your holiday happy.

If you're decorating your home, be aware of situations that could cause falls, fires or electrocution. Use a spotter if climbing a ladder and don't go on your roof in icy conditions. If you're putting up a tree, be sure to keep it away from heat sources and check your lights for signs of damage,

such as frayed wires.

Expecting guests? Take responsibility and ensure alcohol is used appropriately and that designated drivers are available. If not, offer those who are too intoxicated to drive a place to sleep. Having plenty of food on hand will encourage guests to drink less.

If you're traveling, avoid driving for extended stretches without rest. If you live in a cold climate, winterize your vehicle and have emergency items on hand, such as blankets, water and food. Most importantly, avoid speeding and drunk driving.

Using risk management in your decision making this holiday season will help ensure a season filled with special memories. Happy holidays!



HQ RIO Enlisted Leadership



CMSgt. J. Seth Perron
Superintendent



MSgt. Jerrod Kester
First Sergeant

HQ RIO Quick Links

- [HQ RIO Website](#)
- [Detachment Directory](#)
- [The IR Guide](#)
- [IMA Travel Guide](#)
- [Wingman Toolkit](#)
- [CMSAF Roll Call](#)
- [www.Move.mil](#)
- [MyPers](#)
- [UTAPSWeb](#)
- [AROWS-R](#)
- [Defense Travel System](#)

Share your story!

Have an incredible Air Force story? Tell it by contacting the HQ RIO Public Affairs office at 720-847-3787.

HQ RIO News

BAH Recertification must be complete by Dec. 31

<http://www.arpc.afrc.af.mil/news/story.asp?id=123430737>

BAH Recertification webpage: <http://www.arpc.afrc.af.mil/library/rio/bahrecert.asp>

The Air Force has directed all Airmen who claim dependents to complete a recertification of their basic allowance for housing. This effort began on March 1 and must be completed no later than Dec. 31.

HQ RIO unfurls new unit flag

<http://www.arpc.afrc.af.mil/news/story.asp?id=123429609>

When Brig. Gen. Samuel "Bo" Mahaney, commander of the Headquarters Air Reserve Personnel Center, handed the freshly-minted Headquarters Individual Reservist Readiness and Integration Organization flag to its commander, Col. Christopher Cronce, Oct. 28, an ancient ritual was playing out, allowing the ranks to see and recognize the colors around which they rally in a time of battle.

IMA helps in fight against Ebola

<http://www.arpc.afrc.af.mil/news/story.asp?id=123432496>

Maj. Kyle Johnson, an individual mobilization augmentee, was recently given the job of establishing command and control capabilities for the fight against the Ebola Virus Disease in Africa.

Changes coming to officer board documents

<http://www.arpc.afrc.af.mil/news/story.asp?id=123432480>

Changes are coming to the advanced academic degree and developmental education information visible on officer selection briefs for promotion boards.

Beginning Dec. 1, advanced academic degree information for line officers will be masked for promotion selection boards below the grade of colonel.

Tool to safeguard PII scheduled for AF-wide December rollout

<http://www.af.mil/News/ArticleDisplay/tabid/223/Article/555199/tool-to-safeguard-pii-scheduled-for-af-wide-december-rollout.aspx>

The Digital Signature Enforcement Tool is scheduled for Air Force-wide integration Dec. 5, providing Microsoft Outlook email users with an interactive, automated virtual assistant to help ensure the security of personally identifiable information.

Leave carryover policy change

At the end of fiscal year 2015, the maximum number of days of leave members can carry from one year to the next will change.

Effective Sept. 30, 2015, the current leave carryover policy will expire and the maximum number of leave days

that can be carried over will change from 75 to 60.

Individual reservists should be aware that leave and earning statements will continue to reflect a use or lose balance based on the 75 day leave carryover policy until the pay systems can be updated to reflect these changes.



One Airman, Global Impact:

TSgt. Jay Messer

461 OSS, IMA to the Superintendent of Wing Intelligence

Messer, an HQ RIO Detachment 6 individual reservist, recently completed NCO Academy at the top of his class. In addition to being the flight leader for the course, which took place at the Gaylor NCO Academy, Lackland AFB, Texas, he also earned the Distinguished Graduate award.



"[As flight leader] I was being asked to lead a group of proven enlisted leaders with varied backgrounds and experience; I was worried to say the least," said the Airman, who is also a graduate research assistant at the University of Tennessee's Department of Forestry, Wildlife and Fisheries, where he is pursuing a master's degree in forestry.

Messer's first enlistment was in 2002 and he transitioned to the Individual Reserve in 2005 in order to pursue his education while continuing to serve.

The intelligence analyst believes his education and civilian job, in which he regularly conducts research and reviews data, has a direct relation to his Air Force career, where he's required to perform the similar tasks.

"This helps keep me comfortable in my core job functions within my career field," he said.

While he appreciated the honors of being flight leader and distinguished graduate, Messer credited his unit with his success.

"I owe my team members [at the 461st and 116th] a great debt for their contributions to my success and personal growth as a Reservist, NCO, and an individual."

Did you know? | Tips for the Individual Reservist

Did you know you can look for volunteer TDYs and deployment opportunities in the Volunteer Reserve System? Visit <https://www.my.af.mil/arcnetprod/ARCNet/VRS/Home> (.mil only) to find an opportunity today!

Notes from the Orders Writing Cell

- Ensure your present street address is updated in AROWS-R prior to submitting an orders request. If your address needs updating, log into V-MPF, select Self-Service Actions, select Personal Data, select Record Review/Update, select Individual, click (home Address - blue hyperlink), click OK.
- Detachment approval is necessary prior to submitting an annual tour request under the following conditions: *split tour, over a federal holiday, over two weekends, alternate duty location.*
- In order to process your order in a timely manner, please submit your orders request 15 days prior to the start date of the order.

BAH recertification deadline is Dec. 31

By CMSgt. Todd Littfin, HQ RIO Reserve Pay Office

As you may know, the deadline for completion of the Air Force-wide BAH Recertification is Dec. 31. The HQ RIO RPO has received over 1,700 hits on the BAH recertification website since going live Nov. 12, and we've received over 1,250 recertification packages. Thanks to all who have submitted their documentation. It's a great start!

However, we still have a long way to go. As of Dec. 1, more than 3,000 Individual Reservists have not completed recertification. If you have not completed this, please do so immediately.

We have received several emails and phone calls about the need for families in which both spouses are in the military to recertify, even if the IR does not claim a dependent. If a member is entitled to the "with dependent" rate, they must recertify even, if they are not claiming that BAH rate. While this may not matter now, if your spouse retires or separates from the service, and you forget to update this change, you will not be retroactively paid the "with dependent" rate. This could cost you thousands of dollars if serving on a long tour.

For assistance with recertification, please utilize our [BAH Recertification webpage](#). There you will find example documentation and instructions for filing your recertification.

If you require additional assistance, call our BAH Recertification Hotline at 720-847-3711, Monday through Friday, 7:30 a.m. - 3:00 p.m. (MST).

Travel invoice system no longer available

From the IMA Travel Office

The software program Virtually There, a service allowing government travelers and commercial travel offices to download travel invoices, is no longer available.

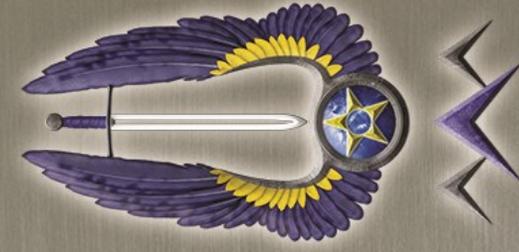
Because of this, individual travelers and CTOs can no longer request copies of missing invoices through that software. As a result, travelers should keep the original copy of their invoice, issued by email at the time of ticketing.

Omega World Travel, Manassas Travel and CWTSato do have alternate processes in place for travelers to obtain replacement invoices, but these requests can take up to one business day to process. For information on how to obtain replacement invoices, visit <http://www.defensetravel.dod.mil/site/news.cfm?ID=33>.

"It's important for individual reservists to maintain their original, emailed invoice," said Ms. Cynthia Cropper, Chief of IMA travel. "The travel office does not have access to a traveler's invoices and it will delay travel reimbursement until appropriate receipts are provided."



HQ RIO Detachment Structure



10 Detachment 2
JB Pearl Harbor-Hickam, HI
Manages: PACOM, PACAF, ALCOM, USFJ, USFK, JIOC

4 Detachment 3
Peterson AFB, CO
Manages: AFSPC, NORAD, NORTHCOM, STRATCOM, AFGSC, USAFA
16 OL - Barksdale AFB, LA (AFGSC);
25 OL - Offutt AFB, NE (STRATCOM)

2 Detachment 4
Scott AFB, IL
Manages: TRANSCOM, AMC, AETC, AFPC, IMSC, AFMC, AFISRA
7 OL - JB San Antonio-Randolph, TX (AETC);
12 OL - Wright-Patterson AFB, OH (AFMC)

3 Detachment 6
MacDill AFB, FL
Manages: CENTCOM, SOCOM, SOUTHCOM, AFSOC, ACC
 OL - Hurlburt Field, FL (AFSOC);
8 OL - JB Langley-Eustis, VA (ACC)

11 Detachment 7
JB Anacostia-Bolling, DC
Manages: AFR MAs, HAF, OSD, Joint Staff, Defense Agencies, AF Agencies, OSI
29 OL - Pentagon, D.C. (AFR MAs)

21 Detachment 8
Patch Barracks, USAG, Stuttgart, GE
Manages: EUCOM, USAFE-AFRICA, AFRICOM, NATO
9 OL - Ramstein Air Base, GE (USAFE)

14 Detachment 5
Robins AFB, GA
Manages: HC, JA, SG, HO, AFRC

OL = Operating Location

● = Former RMG Detachment