

Sir or Ma'am,

All Air Force Reserve Airmen are required to update their Civilian Employment Information annually. Updated CEI provides Defense officials visibility of who can be called up for active military duty without jeopardizing the civilian forces responsible for safeguarding our country. Airmen can access the CEI site through the Air Force Portal under the Personnel and Career heading. Once you click on the CEI link, log in using your CAC, then click on the CEI Update/Review from the upper tab. Simply click on the link applicable to you (full time, part time, student, etc) and fill in each box with your position and employer information. Once completed, click the Add box. Please ensure to update this information on an annual basis.

For further guidance and information on the Civilian Employment Information (CEI) program reference the Reservist User Guide

<http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/CEI%20Guide.pdf?ver=2016-01-06-133737-420×tamp=1452105504380>).

HQ Individual Reservist Readiness and Integration Organization

Connect with HQ RIO online

[HQ RIO Website](#)

[Facebook](#)

[Twitter](#)

[YouTube](#)

Previous ARCNet messages are located in the [Resources section](#) of our website