

# ***United States Air Force Reserve***

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*Integrity - Service - Excellence*

## **Individual Reservist Newcomer's Briefing**



**1300 - 1630 EST:**

<https://conference.apps.mil/webconf/Newcomers>  
Briefing

**Telecom # 813-828-8255 Mtg ID & PIN: 813#**

**Please dial in 5 minutes prior  
Detachment 6**

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**As of July 2019**



# ***Rules of Engagement***

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- **Mute your telephone**
- **DO NOT** put your phone on hold
- **Ask questions at any time via DCS Chat, phone, or in class**
  - **Start with your Rank/Name**
- **Use Customs & Courtesies**
- **Please no side bars**
- **Attendance (Rank/Name, Unit Assigned, Status Transferring From)**



- What is an IR
- Who's Who
- OPCON/ADCON
- Readiness/Participation
- Resource Management
- Career Management
- Tools & Resources
- Responsibilities
- IR Survival Tips
- Common AFIs
- RIO Resources
- Quick Reference



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# *Individual Reservist (IR) =*

## Individual Mobilization Augmentee (CAT B)

- **Assigned** to a funded position against an active duty billet
- Counts towards end-strength
- Position determines # of training days
  - Reserve Section Code - MC: 24 IDTs (12 days), 12 days Annual Tour
  - Reserve Section Code - ME: 48 IDTs (24 days), 12 days Annual Tour
- Annual Tours (AT) & Inactive Duty Training (IDT) required for satisfactory FY participation
- Part of the Selected Reserve (SELRES) & subject to mobilization



## Participating Individual Ready Reserve (PIRR) (CAT E)

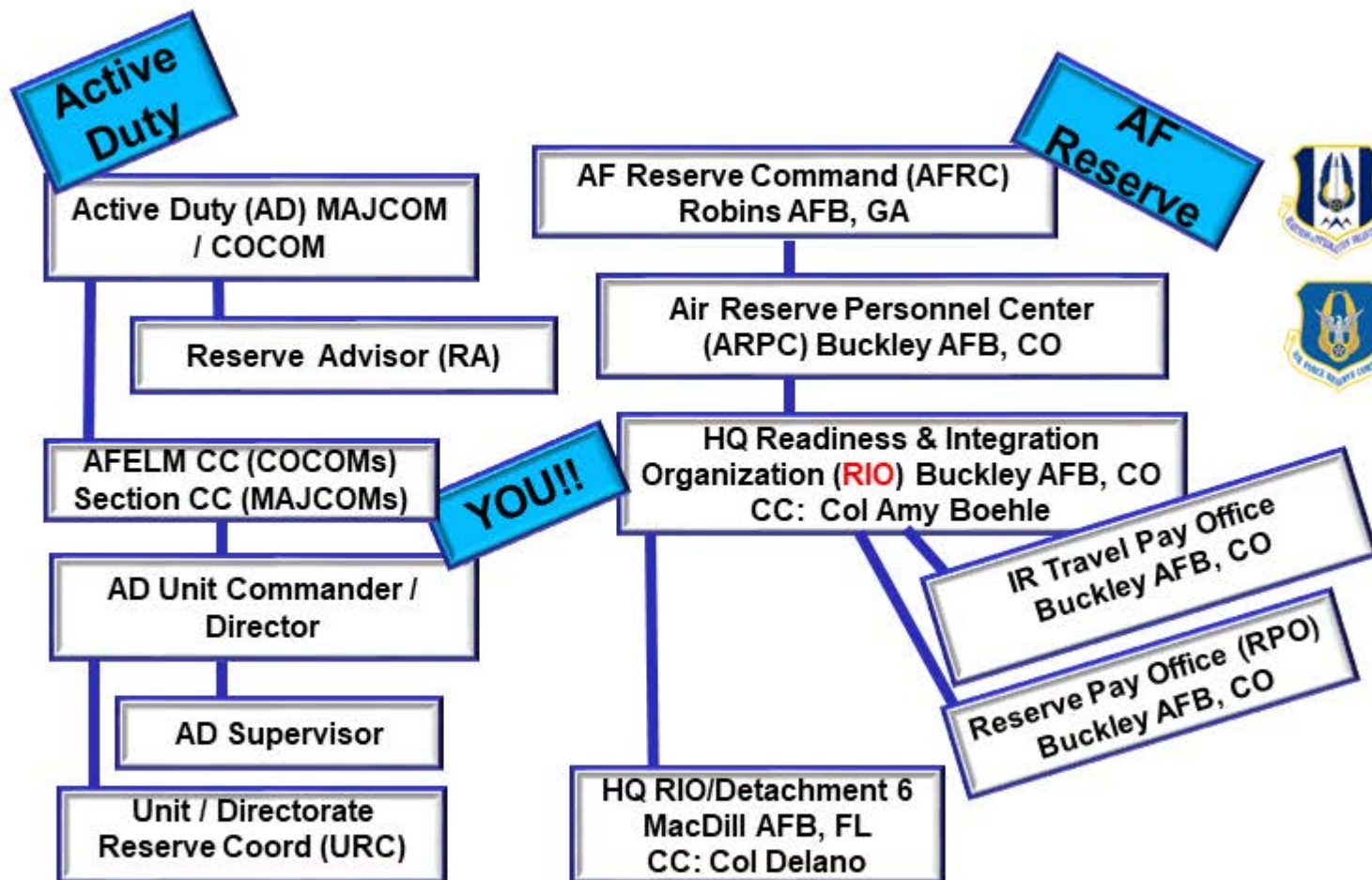
- **NOT assigned** to a position, but attached to active-duty unit
- Not counted towards end-strength
- Reserve Section Code – MX: Points only IDTs
- Must earn points per year based on retirement / retention date
- Consists of Ready Reservists (not part of SELRES) & are subject to active-duty recall by the President or Congress in time of national emergency or war





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# Who's Who for You



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# RIO DET 6 Structure

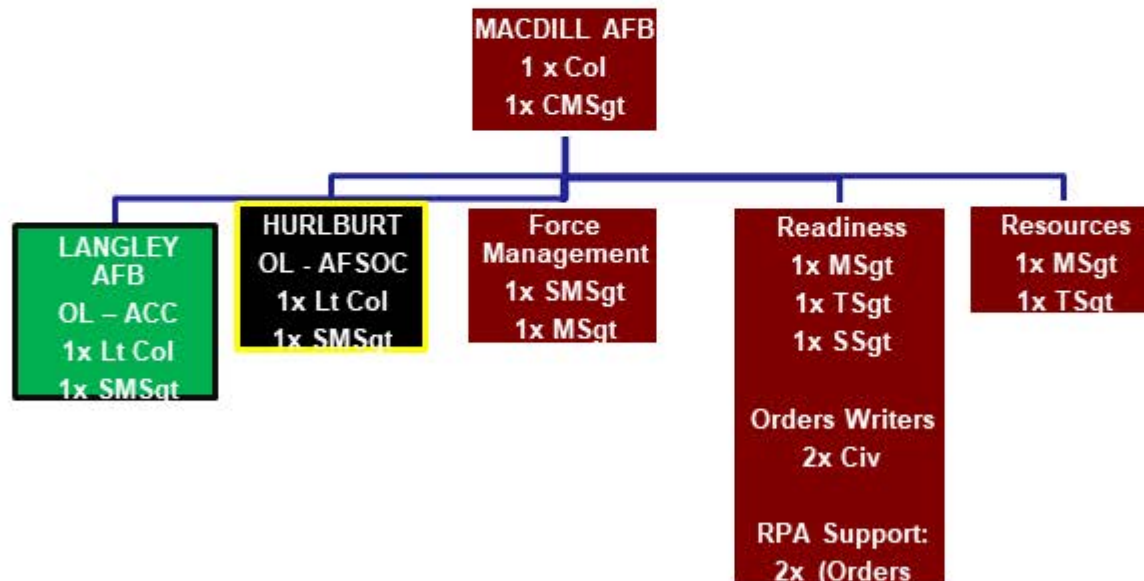


Col Paul Delano

BUCKLEY AFB,  
CO  
HQ RIO



CMSgt Walisa Villarreal



Authorized 1288 IRs / 6 Command Codes

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## OPCON / ADCON

### AD/CC

#### Specified ADCON

- AFSC Skill Level UGT
- AT & IDT Scheduling
- Awards & Decorations
- Deployment Uniforms
- Fitness Requirements
- Security Clearance
- Medical / Dental Requirements
- Mentoring
- Mobilization Auth & Training
- Performance Evaluations
- Promotion Recommendation
- Recall Roster / Accountability (on & off duty)

#### Key Enablers

- Functional Mgmt / Senior IMA
- Mobilization Assistants (MA)
- Reserve Advisors (RA)
- URC / FSS / MPS

## MAJCOM/COCOM

#### Functional Authority

- Development Team
- Functional Review
- Manpower
- MPA Validation / Funding

#### Key Enablers

- Functional Managers

## ADCON

### HQ RIO

#### HQ RIO Det Functions

- Admin Oversight / Special Actions
- AFRC Accountability / Recall
- AFSC Skill Level UGT
- Annual Award Suspense
- Assignment / Manning actions
- DTS
- Formal Training Requests
- Mobilization Orders Processing
- Orders Process via AROWS-R
- Readiness Tracking
- Sanctuary Waivers
- Participation Tracking / Waivers
- Process Enlisted Promotions

#### Key Enablers

- HQ ARPC
- FAMS



## Importance of Remaining

**GREEN**

**ARCNet**

<https://www.my.af.mil/arcnetprod/resnet/classic/home.asp> or  
Air Force Portal

**NOT the system of  
record / pulls from  
multiple systems!!**



**Training Readiness**





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## Readiness (cont.)



## Ready vs. Not Ready



## Individual Readiness Detail

Type: Initial  
 Printed: 11/22/2012 4:38:00 PM

\*FOR OFFICIAL USE ONLY (AR 600-200-11, Volume 4, DOD Information Security Program) Controlled Unclassified Information

[Click here for details on interpreting this information](#)

### General Info

Data From MPDS as of 11/16/2012

Name	NO NAME	Mod Auth	BA
Overall Readiness	<span style="background-color: #90EE90;">Fully Ready</span>	Position #	12345678
Only Title	WEATHER TROOP/Leader	PID	ARCD0070H
Dut	ROD DUT	Offic Symbol	0208
	SPNCC, CAP SPT SGT	Location	AFB
		SAVA	SAVA
		SAUP	SAUP
		SAVT	SAVT
1-0000	SAVT	010	SAVT
	1/1/2012	000000	12/02/11

### Medical Readiness

Data From PMR as of 11/16/2012

Overall PMR Status	<span style="background-color: #90EE90;">Fully Ready</span>	DLI Status	<span style="background-color: #90EE90;">Green</span>
Actions Needed	None		

Status	Green	Last PMR Date	Source	PMR
		10 Jun 2012		

Status	Green	Class	2	Date	10 Jun 2012	Source	ODA
--------	-------	-------	---	------	-------------	--------	-----

Status	Green	Source	PMR
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Status	Green	Source	PMR
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### Financial Readiness

Data From AFTR as of 11/16/2012

Financial Status	<span style="background-color: #90EE90;">Excellent</span>	AC	Cards	Pushups	Shirts	Overall score **
		20.00	16.75	8.75	8.25	80.00
Test Date	1 May 2010	Next Test Date	31 May 2010			

### Security Clearance Readiness

Data From MPDS as of 11/16/2012

Security Status	<span style="background-color: #90EE90;">Valid/OK</span>
Date Rec'd	11/22/2012
Years Valid	5
SAF of Process	5
Clearance Reason	5 DOLDO 1/4 (EUBLE)

### AFSC Training Readiness

Data From MPDS as of 11/16/2012

AFSC Training Status	<span style="background-color: #90EE90;">Fully Ready</span>			
AFSC1	SAFSC2	SAFSC3	Status Date	Status Date
110021	110021	110021	6	11 May 2008

### Education

Data From MPDS as of 11/16/2012

Education	2110-00-00
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### AFSC Equipment

Data From AQL as of 11/16/2012

Total Force Auxiliary Training Status *	<span style="background-color: #90EE90;">Current</span>				
DDG ID	FP	WR	SA	SP	SAVR
SA1101	000101	001101	000101	001101	001101

### AFSC

Data From MPDS as of 11/16/2012

Course	Study Method	Date
NOO Academy	NONE	12 Jun 2012
ARMY LEADERSHIP SCHOOL	NONE	3 Apr 2008

Individual Readiness Detail										Type Detail	
FORM OFFICIAL USE ONLY (FARO) AND DODM 5305.01, Volume 4, C&D Information Security Programs: Controlled Unclassified Information										Initial: 11/30/2018 9:13:27 AM	
Click here for details on interpreting this information											
Accessed user:										Data from MPDCE as of 11/30/2018	
Name		No Name				Multi Auth		N/A			
Overall Readiness		[REDACTED]				Proctor #		E024847			
Duty Title		PLUGGT CHIEF				RAD		AR00DE15			
Duty Loc		R60 Det 8				Office Symbol		SPS			
Unit		SECURITY FORCES SQ				Location		AFB			
MOS		44T	ETS	TA/MS	Last Declassify	DAVA		DAVA	DAVP	DAVT	
11/1/2018			4/30/2019	09/01/17	12/1/2026						
Medical Readiness										Data from PMR as of 11/30/2018	
Overall MMR Status		[REDACTED]				DCL Status		Green			
Refused Services		Influencia Dental									
AFSP/PMR											
Status Reason		Last PMR Date		Source		Status		Class		Date	
		21 Oct 2018		PMR		[REDACTED]		4		30 Oct 2013	
Source		Source		Status		Class		Date		Source	
Yellow		PMR		[REDACTED]		[REDACTED]		[REDACTED]		CDA	
AFSP/PMR											
Status Reason		Last PMR Date		Source		Status		Class		Date	
		21 Oct 2018		PMR		[REDACTED]		4		30 Oct 2013	
Source		Source		Status		Class		Date		Source	
Yellow		PMR		[REDACTED]		[REDACTED]		[REDACTED]		CDA	
AFSP/PMR											
Status Reason		Last PMR Date		Source		Status		Class		Date	
		21 Oct 2018		PMR		[REDACTED]		4		30 Oct 2013	
Source		Source		Status		Class		Date		Source	
Yellow		PMR		[REDACTED]		[REDACTED]		[REDACTED]		CDA	
AFSP/PMR											
Status Reason		Last PMR Date		Source		Status		Class		Date	
		21 Oct 2018		PMR		[REDACTED]		4		30 Oct 2013	
Source		Source		Status		Class		Date		Source	
Yellow		PMR		[REDACTED]		[REDACTED]		[REDACTED]		CDA	
AFSP/PMR											
Status Reason		Last PMR Date		Source		Status		Class		Date	
		21 Oct 2018		PMR		[REDACTED]		4		30 Oct 2013	
Source		Source		Status		Class		Date		Source	
Yellow		PMR		[REDACTED]		[REDACTED]		[REDACTED]		CDA	
AFSP/PMR											
Status Reason		Last PMR Date		Source		Status		Class		Date	
		21 Oct 2018		PMR		[REDACTED]		4		30 Oct 2013	
Source		Source		Status		Class		Date		Source	
Yellow		PMR		[REDACTED]		[REDACTED]		[REDACTED]		CDA	
AFSP/PMR											
Status Reason		Last PMR Date		Source		Status		Class		Date	
		21 Oct 2018		PMR		[REDACTED]		4		30 Oct 2013	
Source		Source		Status		Class		Date		Source	
Yellow		PMR		[REDACTED]		[REDACTED]		[REDACTED]		CDA	
AFSP/PMR											
Status Reason		Last PMR Date		Source		Status		Class		Date	
		21 Oct 2018		PMR		[REDACTED]		4		30 Oct 2013	
Source		Source		Status		Class		Date		Source	
Yellow		PMR		[REDACTED]		[REDACTED]		[REDACTED]		CDA	
AFSP/PMR											
Status Reason		Last PMR Date		Source		Status		Class		Date	
		21 Oct 2018		PMR		[REDACTED]		4		30 Oct 2013	
Source		Source		Status		Class		Date		Source	
Yellow		PMR		[REDACTED]		[REDACTED]		[REDACTED]		CDA	
AFSP/PMR											
Status Reason		Last PMR Date		Source		Status		Class		Date	
		21 Oct 2018		PMR		[REDACTED]		4		30 Oct 2013	
Source		Source		Status		Class		Date		Source	
Yellow		PMR		[REDACTED]							

**NOTE:** Overdue medical, dental, fitness, AFSC training & security clearance WILL prohibit you from performing MPA & RPA tours - unless coordinated and approved by your HQ RIO/Det. Additional information is provided for you to manage your IR career



## Readiness (cont.)

- Complete Periodic Health Assessment Questionnaire (PHAQ) (formally WEB HA), call central appts/PHA Cell to make appt **and/or** update PHA – required appts must be within 30 days
  - Face to face PHA – required every 3 years (unless AD MTF requires it sooner or an answer on your PHAQ requires one earlier)
- Dental is required annually
  - Civilian dental exams – use DD2813 & send the military dental clinic for update
  - Military dental exams – required every 3rd annual dental exam
- NOTE:** Dental Class 4 = No Pay / No Points status
- Fitness Assessment – must be in military status & in Air Force PT uniform
- Security clearance is determined by the position requirement (security access requirement (SAR) code on manning document)
- Must obtain/maintain skill level commensurate w/grade & DAFSC
- Enlisted retrainees must complete required AFSC training within 12 months

**NOTE:** IR does NOT need to be in status to make appointments, but MUST be in status (orders or IDT) for actual appointment



## ***Authorized Medical Treatment***

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- **Wellness Care:**
- **Preventative exam only**
  - PHA
  - Dental exam (cleaning not required by dental clinic)
  - Immunizations
  - Labs (HIV-Must complete within 30 days of it being ordered)
    - Required Status – any military status (i.e. IDT, AT, MPA, RPA etc.)
- **Urgent Care:**
- **Acute in nature - i.e. flu, broken bones, sprained ankle etc.**
  - May require LOD to be initiated if further treatment is needed
    - Required Status – and military status (i.e. IDT, AT, MPA, RPA etc.)
- **Routine Care:**
- **Non-emergent conditions – chronic in nature (i.e. diabetes, chronic back condition, high cholesterol etc.)**
  - Required Status – continuous orders lasting 31 days or more



## ***Medical Profiles/Waivers***

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- Conditions that prevent deployment availability (mobility restriction) & MPA tours are coded on the AF 469 as:
  - **Code 31 – Condition will resolve between 31-365 days**
  - **Code 37 – Condition requires IRILO processing**
  - **Code 81 – Pregnancy (waiver not required before 34<sup>th</sup> week)**
  - **Dental Class 3 – Condition being treated & resolved within 1 year**
  - **Dental Class 4 – Over 15 months since last dental exam (no pay/no points status)**
- **NOTE:** AF 469 with codes 31 & 37 restrict IR from participating for pay & points. An approved medical participation waiver is required.
- A medical participation waiver expires after 120 days unless otherwise noted & is independent of the release date established on the AF 469.
- Local Medical Treatment Facilities (MTFs) are **not** authorized to approve a medical Participation waiver for IRs





## *Line of Duty (LOD)*

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- LOD - process to determine if injury or illness incurred while on duty (or traveling to or from duty) was:
  - Service connected (In the Line of Duty)
  - Existed Prior to Service (EPTS)
  - Not In the Line or Duty
- Member may be eligible for Military Medical Care, Disability Compensation, and/or Medical Evaluation Board (MEB) Processing
- If ill or injured member must report to servicing MTF or civilian provider in a timely manner
  - Provide copy of civilian records to MTF
- Notify your supervisor, commander, URC & HQ RIO/IRMS
- If physician determines an LOD is appropriate, the AF 348 will be initiated by MTF
- LODs must be submitted within **180** days of last day of orders
- Package must consists of: certified orders, AF 348, military/civilian medical documentation
- Det 6 IRs submit LOD request to RIO/IRMS 720-847-3089





## ***Fitness For Duty (FFD)***

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- The FFD evaluation is a process used to document medical conditions & determine continued military service
- Program supports AFRC members with non-service connected issues
- Member is in a no pay/no points status until completion of the FFD process
- Member will receive formal instructions on their responsibilities for the FFD process from HQ RIO/IRMS
- AFRC/SG will make final determination



## *Impact of Not Being Current*

- IRs will not be authorized to perform any tours (except AT & IDTs) until current on all readiness requirements
  - **Duty Limiting Conditions (DLC)** may require a medical participation waiver prior to performing AT & IDTs
- May be involuntarily reassigned to the Individual Ready Reserve (IRR) if they do not maintain a **READY** state of mission readiness
- IRs overdue on fitness **“may”** receive a referral EPR/OPR, LOC, LOR or other administrative actions
- May be placed in a no-pay/no-points status
- Does affect enlisted promotions





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## Readiness POCs

Requirement	Active Component POC	System of Record
PHAQ	Military Treatment Facility (MTF)	<a href="https://imr.afms.mil/imr/AppDir.aspx">https://imr.afms.mil/imr/AppDir.aspx</a>
PHA/Immunizations/Labs	Military Treatment Facility (MTF)	Aeromedical Services Information Management System (ASIMS)
Dental	Dental Clinic	Corporate Dental Application (CDA)
Fitness Assessment (FA)	Assigned Unit Fitness Program Manager (UFPM)	Air Force Fitness Management System (AFFMSII)
Security Clearance	Assigned Unit Security Manager	Joint Personnel Adjudication System (JPAS)
Ancillary Training	Assigned Unit Training Manager (UTM)	Advanced Distributed Learning System (ADLS)
Training Requirements	Assigned Unit Training Manager (UTM)	Military Personnel Data System (MILPDS)

**NOTE:** Verify your medical readiness anytime via Aeromedical Services Information Management System (ASIMS) at <https://imr.afms.mil/imr/AppDir.aspx>

If you have questions please contact Det 6 Readiness section at [riodet6.readiness@us.af.mil](mailto:riodet6.readiness@us.af.mil) or 813-828-5035 opt 2



- Required duty performed to meet minimum requirements
  - IMAs have two mandatory participation requirements:
    - Fiscal Year (FY) requirement
      - Must be completed between 1 Oct - 30 September of each FY
      - Perform 12 days of annual tour (does **not** include travel)
      - Perform ALL 24 **or** 48 paid IDT periods based on the position reserve section code (RSC)
        - Ensure you know which one you must complete
    - Retention/Retirement (R/R) year requirement
      - Individual's R/R date varies from member-to-member
      - Must obtain a minimum of 50 points during their R/R year
        - 35 earned points (any status counts)
        - 15 automatic membership points
      - 50 points = one "Good Year" towards 20 sat years for retirement
- NOTE: PIRR members only have the 50 Point R/R requirement**
-





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## Scheduling FY & R/R requirements

### Example #1: R/R 3 Mar

Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
<b>R/R 1st Half</b>												<b>R/R 2nd Half</b>					
FY Requirement = AT & IDTs from 1 Oct – 29 Sep																	

**R/R Requirement = 50 Points from 3 March – 2 March**

1st half of R/R has 7 months in FY

2nd half of R/R has 5 months in FY

**Recommendation – complete ALL AT & IDTs within 1st half of R/R**

**Example #2: R/R 25 Jul**

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
R/R 1st Half			R/R 2nd Half														
FY Requirement = AT & IDTs from 1 Oct – 29 Sep																	

**R/R Requirement = 50 Points from 25 July – 24 July**

1st half of R/R has 2 months in FY

2nd half of R/R has 10 months in FY

**Recommendation – complete ALL AT & IDTs within 2nd half of R/R**





# Annual Training (AT)

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- Annual Training
  - Provides individual and/or unit readiness training
  - Must coordinate with AD supervisor, based on unit needs & submitted in AROWS-R NLT **31 May** (of current FY) or at least **15 days prior to report date**
    - ATs submitted after 1 Jun must include justification
  - Base pay & allowances, travel & per diem authorized
  - Tours normally start on Monday & end on following Friday with only one weekend authorized & no holidays or down days.
    - Exceptions require advanced approval by RIO detachment
  - Split AT:
    - Authorized only for special mission or training needs, *not at the convenience of the member*
    - Prior approval is obtained from Det w/request from AD commander/supervisor
    - Not to pay for IDT travel
  - Cannot cross fiscal years



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# AROWS-R Orders Processing

- **All** orders (AT, RPA, MPA, TDY, School tour) are submitted & approved using Air Force Reserve Orders Writing System (AROWS-R)

## AROWS-R Website:

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

## AROWS-R User Guide:

<http://www.arpc.afrc.af.mil/HQRIO/training.aspx>

## YouTube IMA Training Videos:

<http://www.youtube.com/HeadquartersRIO>

**NOTE: MUST HAVE AN APPROVED ORDER/VOCO TO REPORT FOR DUTY**

The screenshot shows the AROWS-R login interface. On the left is a sidebar with navigation links: 'Member Menu' (highlighted), 'Online Application', 'Applications Awaiting Action', 'Applications In Progress', 'Full Back Application', 'Approved Orders', 'Your Orders', 'Create Certification', 'Certifications Awaiting Action', 'Certifications In Progress', and 'Approved Certifications'. The main content area displays a welcome message, login status, and fields for phone and email. A red arrow points from the 'Create application' text to the 'Online Application' link in the sidebar.

**Create application**

Air Force Reserve Order Writing System (AROWS-R)  
Version: 1.57.2.0005 Server: 01 Page Refreshed At: 2012/10/26 08:17:01  
Current Profile: Member

Please Select A Menu: Home | Switch Profile | Change Password | My Account | Logout

Welcome to the AROWS-R Home Page  
Your current login was on Monday, October 26, 2012 08:06:12 AM  
Your previous successful login was on Monday, October 25, 2012 08:05:04 AM

Your current phone number is:  
Your current email address is:

Your applications will be processed by:  
Point of Contact is:  
Phone Number is:

Your latest Broadcast messages:

Date	Message
2012/08/24	***AROWS-R will be offline Monday, 27 August 2012 from 0530 until 0600 EST for system upgrades***
2008/08/24	REMEMBER: All members should ensure their email address in AROWS-R is accurate. AROWS-R sends out notifications when orders are certified; therefore, accurate email addresses ensure members receive the notices in a timely manner.
2006/10/30	Trinity Desk hours are Mon-Fri 0700-1700 Eastern Time. Support Contact Info: DSN 487-0104/Commercial 617-294-3622 or email AFRCFM.AROWSR@us.af.mil
2006/09/28	URGENT: AROWS-R will be offline between 11:00 p.m. - 3:00 a.m. EST everyday for backups.
2006/03/24	ATTENTION - "PRIVACY ACT INFORMATION" - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and 48F 35-222.
2005/11/20	REMEMBER: IMOs still need to provide a copy of their orders to the Reserve Pay Office (RPO) to start pay.
2005/10/06	** Members can now receive Email's when their orders have been certified, be sure to update your "My Account" with a correct email.



- Inactive Duty Training
  - Used to complete ancillary/specialty training, medical/dental & fitness test
  - Must be submitted in UTAPSWeb NLT **15 Aug** for the upcoming FY
  - Must be approved by AD supervisor (UTAPSWeb) **prior** to travel/reporting
  - Requirement is based on IMA position Reserve Section Code (RSC)
    - RSC ME = 48 paid periods (24 full days) per FY
    - RSC MC = 24 paid periods (12 full days) per FY
    - RSC MX = non-paid IDT points per R/R year (only for PIRR members)
  - Duration coincides with local duty hours
    - 1 point = 4 hours of work (*a minimum*) = 1 day of base pay
    - No more than 2 points awarded in one calendar day
  - Lodging is authorized for all IDTs (paid/unpaid) - reimbursable with OF 1164
  - Meals are authorized for enlisted @ Dining Facilities, if available
    - Officers will pay the basic charge (GTC not authorized)
  - Allowances (BAH/BAS) & Travel/Per Diem are not authorized
  - Points Only (Non Paid) used when paid IDTs for FY exceeded or PIRR



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# UTAPSwab

- IDTs are completed in UTAPSwab (points & pay)
  - Found on AF Portal, using AROWS-R or direct link to UTAPS Website
- UTAPSwab:  
<https://utapsweb.afrc.af.mil/utapsweb/>
- Helpful info/guides can be found in UTAPSwab & the RIO Website under "Pay and Travel"

RIO Website:

<http://www.arpc.afrc.af.mil/hqrio.aspx>

YouTube: IMA Training Videos:

<http://www.youtube.com/HeadquartersRIO>

**NOTE:** Ensure you print AF 40A from UTAPSwab prior to attending any medical, dental or fitness testing appointments







## ***“Limited” IDT Outside Commute Distance (Travel Reimbursement)***

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- Inactive Duty Training Outside Normal Commute Distance
  - Only for members assigned to SELRES and to DAFSCs that are identified on the listing in the CY18 IDT Travel Reimbursement Listing (not the critical skills listing)
  - Authorization changes each year; obtained from AFRC
  - Member must live at least 150 miles away from assigned duty location
  - Member can be reimbursed for up to 12 trips each CY
    - Reimbursement for actual cost of travel expenses limited up to \$500 per trip
    - Member must request a “temporary duty” order in AROWS-R
    - Then file travel voucher

Guide: <http://www.arpc.afrc.af.mil/HQRIO/IRTravel.aspx>

**NOTE:** Updated every CY and AFSCs may change

**NOTE:** PIRR not eligible





## ***End of Tour / Last Duty Day***

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- IR meets with supervisor & URC to discuss:
  - Work & training accomplished
  - Readiness factors completed
  - Provide bullets for next EPR/OPR
  - Ensure current contact information is accurate
- Complete/Sign
  - AF 938 (AROWS-R)
  - AF 40A (UTAPSweb)
  - Travel Voucher & IDT Lodging Reimbursement forms, if applicable ( DD 1351-2, OF 1164)
  - File voucher when duty is complete in **DTS or RTS (as annotated in section “e” on the back of the AF 938)**



## Participation Waivers

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- IMAs unable to comply with FY minimum requirements may submit a waiver
- All waivers must be submitted & coordinated through your URC/Supervisor & approved by AD/CC & Det/CC
- Waivers may be submitted for the following reasons:
  - Substitution Waiver – submitted & approved in advance & used only for AD tours which support contingency operation, real world, AEF missions or school tours
  - Excusal Waiver – used for personal hardship or extraordinary circumstance

**NOTE:** R/R requirement can **NOT** be waived

**NOTE:** Does not waive readiness requirements



## *Participation Waivers (cont.)*

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- Reservists assigned from a **non**-Selected Reserve program after 1 April do not have to perform AT that FY; however, doing this *may* result in an unsatisfactory R/R year (if waiving, ensure that you have 50 points)
  - **NOTE:** Selected Reserve transfers must complete all AT & IDT requirements (i.e. ANG, TR, IMA)
- IDTs may be prorated for the remainder of that FY (except those gained from another Selected Reserve program)
  - Prorated IDTs are determined by the Reserve Section Code (RSC)
    - ME: Four paid IDTs per month
    - MC: Two paid IDTs per month
- **NOTE:** All requirements must be met the following FY





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# Additional Participation Opportunities: Volunteer Reserve System (VRS)

- VRS is used to volunteer for MPA tours, deployments & exercises
- Access ARCNet through AF Portal or direct link
- Select "VRS" tab from the main ARCNet page

[My Profile | jeannie.norton](#)  
[Home](#) | [Participation](#) | [Duty Plan](#) | [ATMT](#) | [Readiness](#) | [VRS](#) | [Member](#) | [Email](#) | [Web Admin](#)

**RIO Det 6 Home**  
 Last Login: 1/26/2016 12:30:22 PM

RIO Det 6  
 Goto Unit

**ARCNet Links** [Update](#)  
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**CBTs**  
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**KEY AFB, COLORADO CONTACT THE INTEGRATION CELL**  
**HQ Individual Reservist Readiness & Integration Organization**  

**QUICK LINKS**  
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HQ RIO is located within HQ Air Reserve Personnel Center, Buckley Air Force Base, Colorado. Its mission is to seamlessly integrate war-time ready Individual Reserve forces to meet Air Force and Combatant Commander requirements.  
 HQ RIO standardizes the processes for service members in the Individual Reservist program. The IIR force is comprised of Individual Mobilization Augmentees (IMAs), who are accountable to the Air Force Reserve Command and assigned to funded, active-duty positions, or Participating Reserve Component (PRCs), who are accountable to the Air Force Specialty.  
 Individual Ready Reservists (IRRs) Both IMAs and PIRRs augment active-duty component missions and are rated by active-duty or government agency supervisors.  
 There are more than 2700 enlisted members and more than 4500 officers within RIO. IMAs and PIRRs support 53 separate major commands, combatant commanders and government agencies. To be fully ready for mobilization, Reservists must meet annual medical and dental requirements, have a current security clearance, and are fully-qualified in their Air Force Specialty.  
**Mission:** Seamlessly integrate war-time ready Individual Reserve forces to meet Air Force and Combatant Commander requirements.  
**Vision:** Individual Capability, leveraged worldwide.

**Leadership**  
  
 Col Carolyn A. Stickell  
 Commander  
  
 Lt Col Douglas M. Goble  
 Superintendent  
  
 MSG Wendy I. Barrios  
 First Sergeant  
**HQ RIO:**  
 DSN: 647-3746  
 Comm: 720-647-3746

**VISIT YOUR HQ RIO  
DETACHMENT ONLINE**



## ***Additional Participation Opportunities: Deployments***

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- Must be “**GREEN-TO-GO**” on all readiness requirements
- Possess a 3-level in AFSC, unless otherwise specified
- Work through RIO/Det & active duty chain of command to submit a Statement of Understanding (SOU)
  - Submit SOU to your RIO/Det & upload in VRS as soon as possible for sourcing & processing
- Assigned UDM responsible for training/equipping (i.e. training dates, transportation, unit-funded equipment)
- RIO/IPR facilitates tasking the member in DCAPEs, requesting MPA days & initiating all order actions (AF 938 & CED)
  - Exception: Gaining MAJCOMs process MPA requests for exercise participation
- Deployments must have a valid Unit Line Number (ULN)

**NOTE:** All IRs MUST deploy using a AF 938 (AROWS) & a CED order





## ***Transition Assistance Program (TAP)***

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- **Mandated by Public Law 112-56, VOW to Hire Heroes Act**
- **TAP provides in-depth briefing, training & resources to the Citizen Airmen that perform any tour 180 days or greater in length.**
- **Prior to starting orders, the member must complete the TAP checklist (DD 2648) & return it to the Airmen & Family Readiness Center (A&FRC).**
- **IRs attend 5-day TAP Workshop at the nearest Air Force Base or via Virtual Curriculum option (only if home base is stand-alone).**
  - **Exception - IRs who can confirm employment, provide acceptance documentation into an accredited technical training program, currently attending college, or have previously attended the Department of Labor Employment Workshop are exempt. Coordinate with your A&FRC.**

**NOTE:** There are NO exemptions from attending the mandatory VA Benefits Briefing



## ***Yellow Ribbon Program***

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- **DODI 1342.28, The Yellow Ribbon Reintegration Program (YRRP) provides informational events & activities for reserve members & their families that provide access to services supporting their health & well-being through the three phases of deployment.**
- **Air Force Reserve YR Events are combined Pre- and Post- Deployment Events**
- **IR YR Representative will send out invitation to a cost effective location**
- **Contacts:**
  - **Yellow Ribbon Program Office 478-327-1041**
  - **Program Manager: Ms. Mary Hill 478-327-1298**
  - **\*\*IR YRP Coordinator: MSgt Michelle Tucker 478-327-0700**



## Reduced Retirement Age

- MyPers Reduced Reserve Retirement Age
    - [https://gum-crm.csd.disa.mil/app/answers/detail/a\\_id/14268](https://gum-crm.csd.disa.mil/app/answers/detail/a_id/14268)
    - The effective date of the law was 29 Jan 08; there is no retroactive clause
  - ★ ■ 2008 NDAA - reduces retirement age of Reserve retired pay by three months for each aggregate (cumulative) of 90 days of qualifying AD within a fiscal year
  - Beginning 2015/2016 FY crossover, qualifying AD may be combined between consecutive FYs
  - Eligibility age cannot be reduced below age 50
  - To request early retirement date, click the link to the "Eligibility Requirements for Reserve Retired Pay at Age 60 or Earlier" under "Related Resources" at link above
  - FAQs: <http://www.arpc.afrc.af.mil/Service-Center/Guard-Reserve-Factsheets/Fact-Sheets/Display/Article/580954/reduced-retirement-age/>
- 
- ★ Check website for involuntary & voluntary tours that qualify





U.S. AIR FORCE

# Civilian Employment Information (CEI)

## Why do you need to update your CEI?

- By law, Guard & Reserve members are required to register civilian employment & job skills in order for the DoD to meet the following requirements:
  - Enable communication between DoD & civilian employers of reservists & inform the member & employers of their rights, benefits & obligations under the Uniformed Services Employment & Re-employment Rights Act (USERRA)
  - To ensure consideration is given to employment-related information when pre-mobilization planning is conducted
  - Ensure members with critical civilian skills are not retained in numbers beyond what the DoD needs for those skills

## Where can I update my CEI?

<https://www.updatecei.org/submit/>







U.S. AIR FORCE

## Establishing Your Reserve Pay Office (RPO)

- HQ RIO Reserve Pay Office (RPO) will be your RPO
- RPO processes all IDT, MPA & RPA Orders for mil pay (salary)
- First & **MOST** important action as a newcomer:
  - Refer to newcomer's letter you received from your Det or RIO website (under "Pay & Travel") for all required documentation
    - <http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>
  - Copy of marriage certificate and/or birth certificates are required for basic allowance for housing (BAH) certification
  - All documents should be uploaded via myPers, RIO/RPO
  - <http://www.arpc.afrc.af.mil/HQRIO/IMA-RPO.aspx>
  - Contact info: Voice 1-800-525-0102 or DSN 665-0102
  - **NOTE:** If your RPO is not established - **you will NOT get paid!!**





U.S. AIR FORCE

# Submitting Pay/Travel Docs in myPers



## I Would Like To...

- Air Force Reserve Individual Reservist Program
- HQ AFRC/A1 Messages
- Reserve Job Opportunities (TR, AGR, ART, IMA, PRR and Civilian)
- HCM 2.0 Toolbox
- Access the VPC Dashboard
- Access Secure Apps (INPF, PRDA) - CAC Only
- View My Current Retirement Points
- View My Records [PRDA]
- [View More](#)
- Access Reserve Reduced Retired Pay Age
- Access AGR Program Information and Vacancies
- Request a VA Home Loan Letter
- View My electronic Officer Selection Record
- Medical Continuation
- Access AROWS-R
- Access ARONet (CAC only)
- Update My DEERS Information

- [Enlisted Uniform Request](#)
- [Yellow Ribbon Program](#)

## IMA Reserve Pay/Travel Office

- [Other IMA RPO/Travel Request](#)
- [MilPay Leave Request](#)
- [MilPay Long Tour Order >29 days](#)
- [MilPay Short Tour Order <29 days](#)



## Government Travel Card (GTC)

- **GTC Agency Program Coordinator (APC)**
    - Located at assigned unit
    - Responsible for processing & monitoring use
  - **Public Law 105-264 makes use of GTC mandatory for:**
    - Airline Tickets
    - Lodging
    - Rental Cars

**\*\*Exception:** Order states no GTC
  - **Payment: Split disbursement mandatory**
- **IR responsible for payment**
    - Commanders may discipline
    - Delinquency may be reported on personal credit report
  - **While on AD orders (not IDTs) GTC may be used for:**
    - Meals
    - Incidentals (i.e. toothpaste, soap)
  - **GTC may be used for IDT travel costs (Hotel/Lodging only)**
    - Exception: IRs DAFSC on "Critical Skills Listing"



## Setting up MyPay

- MyPay can be accessed via the AF Portal under “Finance and Travel” or direct link <https://www.my.af.mil/mypayprod/mypay.aspx>
- “NEW USER” section on left side of page.
- MyPay used to:
  - Check LES
  - Update Mailing Address (Correspondence Address)
  - Update Direct Deposit (Bank) Information
  - Change Federal/State Withholdings
  - Change Thrift Savings Plan
  - Download W-2



### Important to remember:

- If you have SGLI coverage you **WILL** incur a debt while not on orders
  - Once on orders, 100% of owed balance will be deducted from your pay
  - SOES is available through DMDC's milConnect web application at [www.dmdc.osd.mil/milconnect](http://www.dmdc.osd.mil/milconnect). After signing in, click on “SOES” under the “Benefits” tab. The VA website under Life Insurance <http://www.benefits.va.gov/insurance/sgli.asp>
  - Leave sellback is accomplished by turning in a copy of your *certified* orders & leave sellback memorandum to the RPO. Sellback back memo found on RIO website under “Pay and Travel” then “Forms”



## Submitting Orders for Pay

Two ways to submit your orders for mil pay:

### 1. Tour of Duty Certification (TODC) via AROWS-R

- Can be used for orders under 30 days
- Quick & easy process that will reduce processing time & errors.  
Usually paid in 10 workdays. **\*\*Best method to use\*\***

**OR**

### 2. Upload in myPers a copy of certified orders (AF 938) to RPO

- myPers: <http://www.arpc.afrc.af.mil/HQRIO/IMA-RPO.aspx>
- **Will take longer to process than TODC**



# Tour of Duty Certification (TODC)

Members can electronically certify orders less than 30 days in AROWS-R for faster payment processing

Step 1 - create certification



**Air Force Reserve Order Writing System (AROWS-R)**  
Version: 1.33.0.0118 | Server: 01 | Page Refreshed At: 2012/03/08 11:13:07  
Current Profile: Member

Please Select A Menu: Home | Switch Profile | Change Password | My Account | Logout

Welcome, Citizen Airman: to the AROWS-R Home Page  
Your current login was on Friday, March 8, 2012 10:50:07 AM  
Your previous successful login was on Thursday, September 15, 2011 01:28:11 PM

Your current phone number is: 478-000-0000  
Your current email address is: citizen.airman@us.af.mil

Your applications will be processed by: HQ  
Point of Contact is: 170 John Doe  
Phone Number is: 555-4567

Your Latest Broadcast messages:

Date	Message
2012/03/08	*** AROWS-R will be down Saturday, Jan 26, 2012 from 0000:0000:0000:0000 for system updates ***
2008/06/14	AROWS-R: All members should ensure their email address in AROWS-R is accurate. AROWS-R sends out notifications when orders are certified. Invalid email addresses cause members receive the notices in a timely manner.
2006/12/30	Weekly Data Hours are Mon-Fri 07:00-17:00 Eastern Time. Support Contact Center: DOW 447 8504/Commercial 807-344-3622 or email: AFSCN.AROWSR@us.af.mil
2005/04/28	AROWS-R: AROWS-R will be offline between 11:00 a.m. - 1:00 a.m. EST weekdays for backup.
2006/03/24	ATTENTION - "PRIVACY ACT INFORMATION" The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFM 33-334.
2005/11/08	AROWS-R: JAGs will need to provide a copy of their orders to the Reserve Tax Office (RTO) to start pay.
2005/05/06	*** Members can now receive email's when their orders have been certified. Be sure to update your "My Account" with a valid email.

Step 2 - select order



**Air Force Reserve Order Writing System (AROWS-R)**  
Version: 1.33.0.0118 | Server: 01 | Page Refreshed At: 2012/03/08 11:14:55  
Current Profile: Member

Please Select A Menu: Home | Switch Profile | Change Password | My Account | Logout

**New Tour Of Duty Certification Inbox**

Change Search Criteria: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 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2017 2018 2019 2020 2021 2022 2023 2024 2025 2026 2027 2028 2029 2030 2031 2032 2033 2034 2035 2036 2037 2038 2039 2040 2041 2042 2043 2044 2045 2046 2047 2048 2049 2050 2051 2052 2053 2054 2055 2056 2057 2058 2059 2060 2061 2062 2063 2064 2065 2066 2067 2068 2069 2070 2071 2072 2073 2074 2075 2076 2077 2078 2079 2080 2081 2082 2083 2084 2085 2086 2087 2088 2089 2090 2091 2092 2093 2094 2095 2096 2097 2098 2099 2100 2101 2102 2103 2104 2105 2106 2107 2108 2109 2110 2111 2112 2113 2114 2115 2116 2117 2118 2119 2120 2121 2122 2123 2124 2125 2126 2127 2128 2129 2130 2131 2132 2133 2134 2135 2136 2137 2138 2139 2140 2141 2142 2143 2144 2145 2146 2147 2148 2149 2150 2151 2152 2153 2154 2155 2156 2157 2158 2159 2160 2161 2162 2163 2164 2165 2166 2167 2168 2169 2170 2171 2172 2173 2174 2175 2176 2177 2178 2179 2180 2181 2182 2183 2184 2185 2186 2187 2188 2189 2190 2191 2192 2193 2194 2195 2196 2197 2198 2199 2200 2201 2202 2203 2204 2205 2206 2207 2208 2209 2210 2211 2212 2213 2214 2215 2216 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2417 2418 2419 2420 2421 2422 2423 2424 2425 2426 2427 242



## TODC (cont.)

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- **AF938 Block 36 A & B Section:** Ensure the **DEPART & ARRIVE** for beginning of tour is correct. Select the Mode of Transportation
- **AF938 Block 36 C & D:** Ensure the **DEPART & ARRIVE** for ending of tour is correct. Select the Mode of Transportation
- **AF938 Block 37 – 40:** Select appropriate answer for Blocks 37–40
- **IDT Section:** Identify **YES/NO** on the IDT in conjunction with this order & input the **FRONT DATES/BACK DATES** if IDTs associated with the order
- **Supervisor Section:** Identify supervisor email address to validate tour. An email will be sent to the email address so that individual can electronically approve the tour
- **Save & Sign:** “**SIGN & SAVE**” to sign & send to supervisor

Guide on RIO website under “IMA Pay and IMA Travel”:

<http://www.arpc.afrc.af.mil/HQRIO/IMATravel.aspx>

<http://www.arpc.afrc.af.mil/HQRIO/IMA-RPO.aspx>



# Travel / Lodging Reimbursements

HQ RIO Website



Home	Resources	<b>Travel</b>	Pay	Detachments
Training	Vacancies	Force Development	Awards & Boards	Entitlements & Benefits

Note: If accessing this page from a .mil computer, you may need to refresh the browser cache to see the latest content. On Windows OS, use Ctrl+F5.

## Individual Reserve Travel

### IMA TRAVEL RESOURCES

- [Travel Guides](#)
  - [Travel Companion for Individual Reservists](#)
  - [CY18 IDT Travel Reimbursement Program Guide](#)
- [Travel Forms](#)
  - [DD1351-2 \(Travel Voucher\)](#)
  - [DD1351-2C \(Continuation\)](#)
  - [AERC EY17 Critical Skills Listing \(CSL\)](#)
  - [QE 1164 \(Claim for Reimbursement for Expenditures on Official Business\)](#)
    - [SF1164 not accepted after March 1, 2017](#)
  - [EM92231 \(Fast Direct Deposit\) \(authorizes EFT/Direct Deposit of travel payments\)](#)
  - [Dual Lodging Policy](#)
  - [Rental car request worksheet](#)
  - [Lodging reimbursement template](#)
  - [ARPC Form 0-103-COLA](#)
  - [IDT Reimbursement Checklist/Cover sheet](#)
- [Defense Travel System](#)
- [Need encryption? Use AMRDEC-SAFE](#)
- [Contact the IR Travel Office](#)

Phone: 720-847-3501 (DSN 847)  
Fax: 720-847-3969 (DSN 847)  
Email: [arpc.hqrio.travel@us.af.mil](mailto:arpc.hqrio.travel@us.af.mil)  
Hours of Operation:





## *Travel / Lodging Reimbursements*

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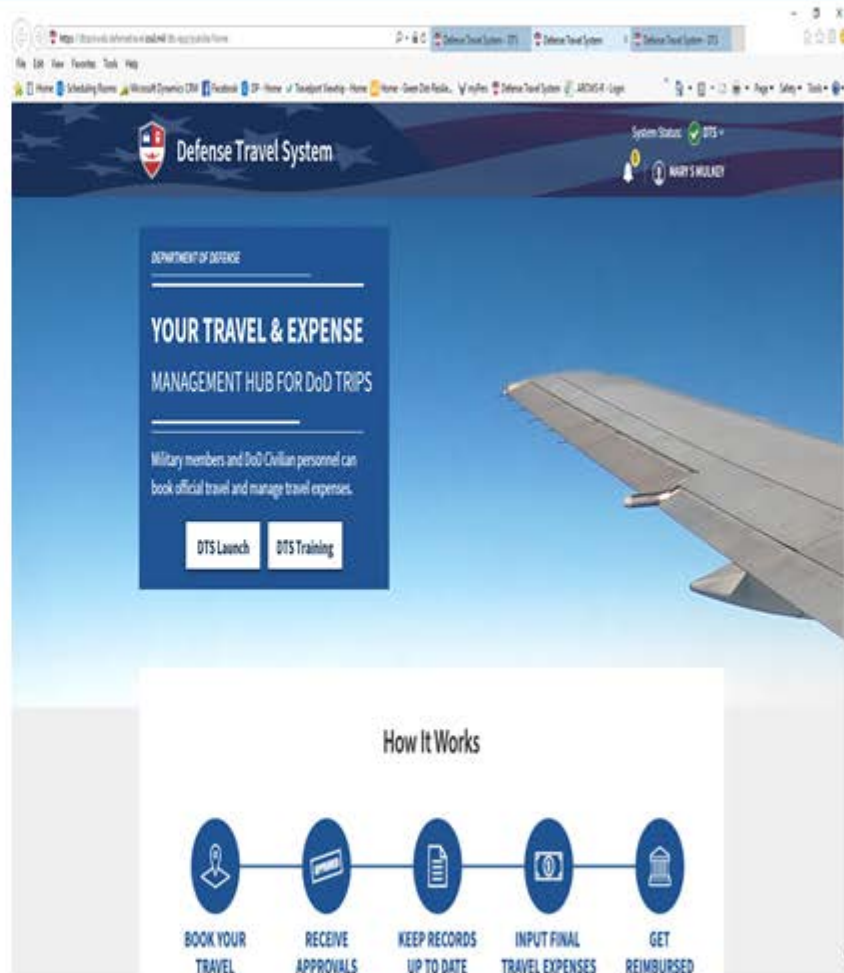
- **IDT** lodging reimbursements - submitted to IR Travel (separate from voucher)
  - Submit lodging expenses via OF 1164, with the signed AF 40A(s) & lodging receipt(s)
    - Lodging is reimbursable for IDTs greater than 50 miles from HOR
    - BAH, BAS & Per diem are **not** authorized while on IDT status
  
- **AT, MPA or RPA** reimbursements – submitted to the IR Travel Office via RTS or DTS as identified on the orders **2<sup>nd</sup> page line “E”**
  - RTS: submit DD 1351-2, certified orders (AF 938) & receipts
    - Orders longer than 30 days, file interim DD 1351-2 in 30-day increments to the IMA Travel Office
  - DTS: submit authorization then voucher via DTS (with certified orders & receipts), use IR Travel Companion Guide for assistance
    - <http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-IR-Travel-Guide.pdf>



U.S. AIR FORCE

# Defense Travel System (DTS) Reserve Profile & Travel Voucher

- **ALL** orders must first be approved in AROWS-R
  - If the order meets the DTS Business Rules it will flow from AROWS-R to DTS
  - Your order will reflect DTS or RTS (normally 2nd page)
  - Can be used to make travel / lodging arrangements
  - CAC required
- DTS Reserve Profile (do **not** register with AD):
  - Mandatory & attached to your assigned RIO/Det, NOT your active duty unit
- DTS Self-Registration Instructions:
  - <http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-DTS-Self-Registration-Instructions.pdf?ver=2016-04-18-113136-797>
  - IR Travel Companion Guide
- Step-by-Step instructions w/screenshots for completing Authorization/Voucher  
<http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-Det6-FD-Understanding-DTS.pdf>





- **DTS Support:**
  - IR Travel Companion Guide: <http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-IR-Travel-Guide.pdf>
  - DTS Help Guides: <http://www.defensetravel.dod.mil/site/training.cfm>
  - Tier 1 (Help Desk) - Det ODTA (Det 6 – Resource Mgt Section)
    - 813-828-5035 Opt 5 DSN (968)
  - Tier 2 (Help Desk) - IMA Travel Office
    - Customer Service 720-847-3501
    - DTS Email: [imatravel.dts@us.af.mil](mailto:imatravel.dts@us.af.mil)





U.S. AIR FORCE

# Voucher Processing Reserve Travel System (RTS)

## Reserve Travel System (RTS):

- AT, MPA or RPA vouchers – submitted to the IMA Travel Office via RTS or DTS as identified on the orders 2<sup>nd</sup> page line “E”
- RTS: submit DD 1351-2, certified orders (AF 938) & receipts to travel office via myPERS
  - Orders longer than 30 days, file interim DD 1351-2 in 30-day increments to the IMA Travel Office
- Travel Vouchers (DD 1351-2) must be signed by member & supervisor
- Submit via myPERS the DD 1351-2, AF 938 (from AROWS) & receipts to IMA Travel for processing & payment
- Fax and email submissions no longer accepted myPERS: <http://www.arpc.afrc.af.mil/HQRIQ/IRTravel.asp>

**NOTE:** Do not use eFinance (the system). This is used by the TRs only

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue on REMARKS.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		2. EMPLOYER'S USE ONLY The Paying Office will pay directly to the Government Travel Charge Card (GTCC) account the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that covers the total of their outstanding government travel card balance to the GTCC contractor.		3. GRADE SMSgt		4. SIN	
5. NAME (Last, First, Middle Initial) (Print or type) Mock Dale A		6. ADDRESS, a. NUMBER AND STREET XXXXXXXXXXXX		b. CITY Warner Robins		c. STATE GA	
7. ADDRESS, a. NUMBER AND STREET XXXXXXXXXXXX		b. CITY Warner Robins		c. STATE GA		d. ZIP CODE 31088	
8. NAME (Last, First, Middle Initial) (Print or type)		9. GRADE SMSgt		10. SIN		11. TYPE OF PAYMENT (If as appropriate) <input checked="" type="checkbox"/> TTY <input type="checkbox"/> PEB <input type="checkbox"/> Other	
12. ORGANIZATION AND STATION HQ RMG/PM Warner Robins GA 31093		13. DEPENDENT'S ADDRESS OR RECEIPT OF ORDERS (Include Zip Code)		14. PREVIOUS GOVERNMENT PAYMENTS: ADVANCE		15. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER	
16. ACCOMPANIED <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED		17. RELATIONSHIP b. NAME (Last, First, Middle Initial)		18. DATE OF BIRTH OR BIRTHDAY		19. SUBVOUCHER NUMBER	
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25. DATE 27 Nov		26. PLACE (Home Office, Base, Activity, City and State, Zip and County, etc.) HOB		27. MEANS OF TRANSPORT PA		28. NO. OF TRIP 1	
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449. DATE DEP		450. PLACE (Home					





- The wear of the uniform must be IAW AFI 36-2903
- Enlisted Clothing Request – AF 656
  - Initial or replacement uniform authorization
  - No reimbursement authorized for PIRR
  - IMAs Entitled to replacement-in-kind every 3 years of duty
  - No substitutions from items listed on the AF 656
- Process:
  - Submit completed AF 656 via myPers incident along with the following information: Email address, DoD ID #, sizes of items, physical mailing address & contact phone number
  - <http://www.arpc.afrc.af.mil/HQRIO/Resources/>
- Officer Uniform Allowance Certification – AF 1969
  - Eligible every 2 years for AD greater than 91 consecutive days
  - Send the completed form to Reserve Pay Office or ARPC/FM

**NOTE:** Check with your AD unit to ensure you know if/when you are required to wear blues (i.e. Blues Friday etc.)



- **Selective Retention Process (SRP)**
  - Member's reenlistment intention (can change later) 14 months out from ETS
  - SRP letter is sent to URC for supervisor & CC approval / signature
    - **IR signs & provides intentions, after supervisor & CC recommendation**
- **Reenlistment in the Air Force Reserve is a privilege not a right**
  - Det sends unit DD 4 after receipt of signed SRP & member is within 6 months of ETS
  - If bonus eligible- cannot reenlist until 30 days within ETS
  - Member must be in uniform to reenlist
- **Obligates the individual to serve in the active military service in the event of mobilization**
- **IR must be GREEN on readiness requirements prior to reenlistment**

## ■ **Bonus Incentives IAW: 36-2638**

- **Types of Bonus Incentives**
  - Enlisted Affiliation
  - Prior Service
  - Reenlistment
  - Retraining
  
- **Types of Bonus Incentives for Officers**
  - Officer Incentive Accession
  - **Officer Incentive Affiliation**

***NOTE: Palace Chase members are NOT authorized a bonus incentive***

***NOTE: Members must meet the following requirements to receive payments once approved:***

- R/R requirement (each member's are different)
- FY requirement (1 Oct- 30 Sep)
- **Bonus YR**
  - Enlisted bonus year is DOE (Date of Enlistment) w/ min of 3 YRS
  - Officer bonus year is the EDSA date (Gain Date)



## ***Enlisted Location Specific Incentive FY19***

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- **ENLISTED LOCATION SPECIFIC INCENTIVE (Enlisted DAFSC is only authorized incentive at the units/locations specified below)**
- **2F0X1 - 439th Logistics Readiness Sq., Westover ARB MA**
- **2T2X1 - 27th Aerial Port Sq., Minneapolis St. Paul ARS MN & 58 Aerial Port Sq., Westover ARB MA**
- **2T3X1 - 567 Red Horse Sq., Seymour Johnson AFB NC & 556 Red Horse Sq., Hurlburt Field FL**
- **3D0X2 - 710th Network Operations Sq., Robins AFB GA 3F0X1 - 911th Force Support Sq., Pittsburgh ARB PA & 439th Force Support Sq., Westover ARB MA**
- **3F1X1 - 911th Force Support Sq., Pittsburgh ARB PA 3F4X1 - 477th Fighter Group, JB Elmendorf AK 3F5X1 - 477th Fighter Group, JB Elmendorf AK**





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## ***Enlisted Location Specific Incentive FY19***

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- **ENLISTED** \*Denotes the enlisted DAFSC that qualifies for the maximum \$20k when a member agrees to serve a 6-year term and meets all eligibility requirements for the affiliation or non-prior service (NPS) incentive. The remaining enlisted DAFSCs listed below are eligible for varying incentive amounts from \$7.5K to \$15K depending on length of contract. \*\* Denotes ART DAFSCs eligible for FY19 incentive.



# Critical AFSC listing FY19

**OFFICER** (\*Denotes the officer DAFSCs that are only eligible for the affiliation incentive, all other officer DAFSCs listed below are eligible for either the affiliation or accession incentive)

11F*	12F*	13M*	18A
11H*	12M*	13S*	32E2G
11K*	12S*	14N	32E3H
11M*	13B*	16F	52R
11R*	13D*	17D	

**ENLISTED** \*Denotes the enlisted DAFSC that qualifies for the maximum \$20k when a member agrees to serve a 6-year term and meets all eligibility requirements for the affiliation or non-prior service (NPS) incentive. The remaining enlisted DAFSCs listed below are eligible for varying incentive amounts from \$7.5K to \$15K depending on length of contract. \*\* Denotes ART DAFSCs eligible for FY19 incentive.

1A0X1	1C3X1	1N290	1P0X1	2A7X5**	3D0X3	7S0X1
1A1X1	1C5X1	1N2X1A	1T0X1	2A9X1**	3D1X3	9S100
1A2X1	1C6X1	1N2X1C	1T2X1*	2A9X2**	3E5X1	
1A3X1*	1N000	1N3X1	2A3X4**	2G0X1	3E6X1	
1A8X1	1N0X1	1N490	2A3X5**	2R0X1	3E8X1	
1A8X2	1N191	1N4X1A	2A3X7**	2R1X1	3F2X1	
1A9X1	1N1X1A	1N4X1B	2A5X4**	2W0X1	5J0X1	



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---

***Break***



- ACA is formal communication between rater & ratee
- IRs should ask supervisor for ACA if not initiated
- Who requires an ACA & when?
- Chart includes before & after Static Close-out Dates (SCOD) for enlisted

Rank	Evaluation Close-Out (after enlisted SCOD)	Initial	Current Midterm	Midterm (after enlisted SCOD)
Col		Within 60 days of supervision	Not required	NR
Maj - Lt Col		Within 60 days of supervision	Midway between supervision	
Lt - Capt		Within 60 days of supervision	Midway between supervision	
CMSgt	31-May	Within 60 days of supervision	Not required	NR
SMSgt	31-Jul	Within 60 days of supervision		Jan
MSgt	30-Sep	Within 60 days of supervision		Mar
TSgt	30-Nov	Within 60 days of supervision		May
SSgt	31-Jan	Within 60 days of supervision	Midway between supervision	Jul
SrA	31 Mar (20 mon TIS)	Within 60 days of supervision		Sep





## Who Requires Performance Evaluations?

- Officers in the grade of Colonel & below (except Brigadier General selects)
- Enlisted in the grade of SrA through CMSgt who have at least 20 months in service from Date Initially Entered Military Service (DIEMS)
- The MPS/CSS/A1/J1 is responsible for processing IR evaluations to ARPC for update & filing in member records
- The rater will not normally be another IR. However, if circumstances require that an IR must directly supervise another IR, the rater will be the official appointed by management. IMAs (or Traditional Reservists) may write an evaluation on RegAF personnel only if the IMA (or Traditional Reservist) was on consecutive active duty Military Personnel Appropriation (MPA) orders for a minimum of 120 days and supervised/rated the RegAF member for the required number of days needed to render the report. IAW AFI 36-2406, Para 1.5.2.1.3



- **Required annually**
- **Must have performed at least 16 points & 120 calendar days supervision during the rating period**
- **Officer's responsibility to know when report is due & provide bullets to supervisor after each tour of duty**
- **Reasons for the report**
  - **Annual**
  - **Change of Reporting Official**
    - **Minimum 16 points, and 120 days supervision requirement**
  - **Directed by Headquarters Air Force**
    - **All point requirements are waived**



- Reports are biennial
- IRs responsibility to know when report is due & provide bullets to supervisor after each tour of duty
- ACA is now required to be submitted with the EPRs
- SCOD Dates:

AFR Enlisted SCOD Dates		Form Used
CMSgt	31 May	AF 912
SMSgt	31 Jul	AF 911
MSgt	30 Sep	AF 911
TSgt	30 Nov	AF 910
SSgt	31 Jan	AF 910
SrA	31 Mar	AF 910

If you or your AD unit have questions please refer to AFI 36-2406, your MPS/CSS/A1/J1, myPers or call ARPC



# Enlisted Promotions



- **Unit Vacancy (PIRR ineligible)**
  - Promotions occur on the first day of each month
  - An eligibility roster is forwarded from Det to URCs for commanders recommendation
  - Must be the primary in a position of higher grade, meet all eligibility requirements & recommended by unit commander
- **Stripes for Exceptional Performers I (STEP I) for IMA & PIRR**
  - For promotion to TSgt after completion of 16 satisfactory years & blocked from unit vacancy promotion
- **Stripes for Exceptional Performers II (STEP II)**
  - Commander's program to promote outstanding/deserving Reservists to the next higher grade
  - Applies to promotions to the grade of E-6 through E-9 (PIRR Eligible)
  - Cannot be an overage in the billet & cannot be in a higher grade billet
  - Nominated by unit commander for Annual STEP Board consideration
  - CY19 board will be held July 2019 (**tentative**)
  - Promotion date is 1 October





- Reserve Officer Personnel Management Act (ROPMA)

- There are two methods of promotion:



- Mandatory

- On the Reserve Active Status List (RASL), the active duty list (ADL), or a combination of both for one year before the board convening date
    - Remain in active status until the effective date of promotion

- Position Vacancy (PV)

- Commanders avenue to nominate well qualified IMAs for promotion to fill Capt through Lt Col vacancies
    - PIRRs are not eligible
    - Member's last R/R year must have been satisfactory
    - Be assigned to the position in which member was nominated at the time of PRF submission
    - Must be primary in a higher grade position at the time of the PRF submission
    - Cannot be an overage



- In-Residence & blended (on line)
  - Selection boards are held throughout the year
    - RDEDB / RSSB (2x) for officers
    - EDEB for enlisted
  - Follow directions on invitations to apply, deadlines are enforced & must be **GREEN** in ARCNet
- Correspondence Courses
  - Base education offices cannot enroll members
  - Enroll in a voluntary course via Air University (Officer/Enlisted)





## ■ Decorations

- IRs are eligible for decorations upon extended tour, one-time achievement, reassignment, separation, or retirement



- The decoration process mirrors the active duty & decorations are processed through the active duty chain of command/unit awards/dec
- IR may have to submit citation & order in vPC in order for decoration to be updated & filed

## ■ Awards

- URCs will receive notifications (email) about awards & their suspense dates & list of required documents for submitting nominations



- **myPers (My Personnel Services)**
- **vPC (Virtual Personnel Center) Dashboard**
- **vMPF (Virtual MPF)**
- **PRDA (Personnel Record Display Application)**





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# My Personnel Services (myPers)

Customized to recognize the user's affiliation as officer, enlisted, civilian, reserve or guard

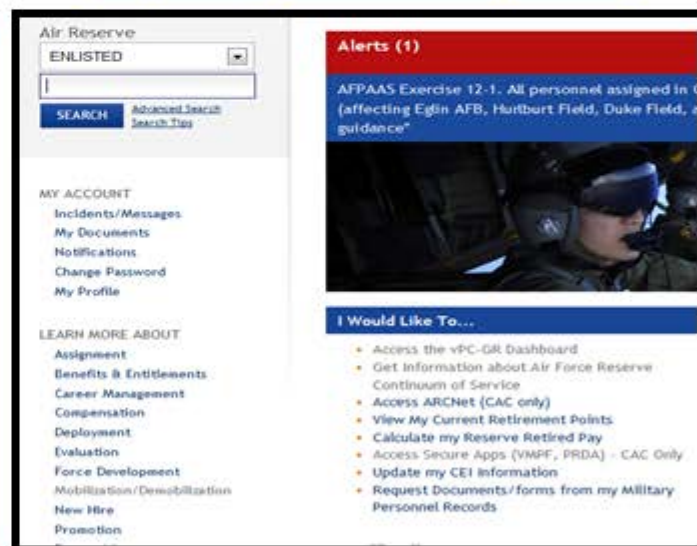
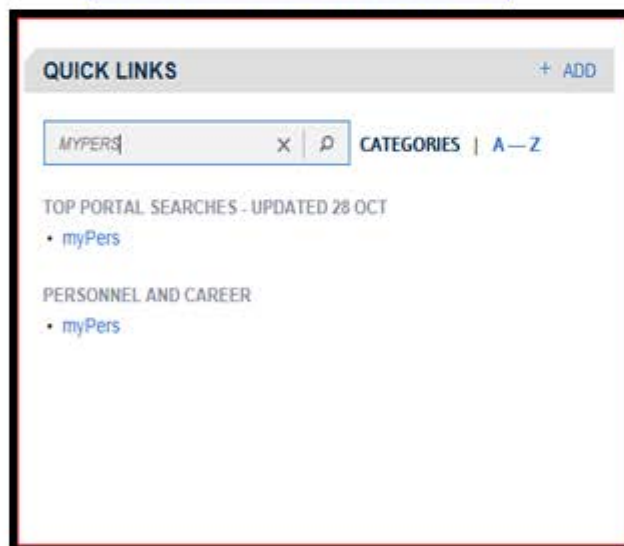
## Connecting to myPers

Via the AF Portal

<https://www.my.af.mil/>

Direct Link:

<https://mypers.af.mil/app/home>





- Links to the most commonly used applications that allow Airmen to navigate the site with greater ease, which enhances user experience

The screenshot shows the myPers website layout. On the left is a sidebar with navigation links. The main content area features a header image of two Airmen, followed by a 'I Would Like To...' section with a list of links, a 'Most Viewed Articles' section, and an 'Announcements for Airmen' section. Red arrows and text annotations highlight specific areas.

**Annotations:**

- Topics:** A red arrow points to the 'I Would Like To...' section.
- Most viewed topics:** A red arrow points to the 'Most Viewed Articles' section.

**Left Sidebar:**

- LEARN MORE ABOUT:
  - Assignment
  - Benefits and Entitlements
  - Career Management
  - Classification
  - Compensation
  - Deployment
  - Evaluations
  - Force Development
  - Mobilization/Demobilization
  - New Hire
  - Promotion
  - Recognition
  - Retention
  - Retirement
  - Separation
  - Systems Support
  - Training
- MY ACCOUNT
  - Incidents/Messages
  - My Documents
  - Notifications
  - Change Password
  - My Profile
- Still Need Help?
  - Contact Us

**Main Content Area:**

- I Would Like To...**
  - Access the vPC Dashboard
  - Learn more about Civilian Purchasing
  - Access to AGR Program Information and Vacancies
  - View My Records [PRDA]
  - View My Current Retirement Points
  - Access Secure Apps (vMPF, PRDA) - CAC Only
  - Calculate my Reserve Retired Pay
  - Update My DEERS Information
  - Access Reserve Reduced Retired Pay Age
  - Submit a Nomination for an Award/Decoration
  - Access ARD/VS-R
  - View my Notification of Eligibility for Retired Pay/RCSBP Election
  - Request a VA Home Loan Letter
  - Request Documents/forms from my Military Personnel Records
  - Update my Civilian Employment Information (CEI)
  - Request a Correction to a DD Form 214 - vPC
- Most Viewed Articles**
  - Reserve: Enlisted Promotions Home Page
  - Reserve: Retention Home Page
  - Reserve: Training Home Page
  - Reserve: Deployment and Readiness Home Page
  - Reserve: Enlisted Assignments Home Page
  - Reserve: Retirements Home Page
  - Reserve: Career Management Home Page
  - Reserve: Compensation Home Page
- Announcements for Airmen**
  - Enlisted Evaluation System and Weighted Airman Promotion System Changes



# myPers Submitting a Request

## I Would Like To...

- Access the vPC Dashboard
- Learn more about Civilian Furlough
- View My Records [PRDA]
- Access to AGR Program Information and Vacancies
- View My Current Retirement Points
- Access Secure Apps (vMPF, PRDA) - CAC Only
- Calculate my Reserve Retired Pay
- Update My DEERS Information
- Submit a Nomination for an Award/Decoration
- View my Notification of Eligibility for Retired pay/RCSBP Election
- Request Documents/forms from my Military Personnel Records
- Access Reserve Reduced Retired Pay Age
- Access AROV/S-R
- Update my Civilian Employment Information (CEI)
- Request a VA Home Loan Letter
- Request a Correction to a DD Form 214 - vPC

» View More

Select topic

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN RESOURCES FOR FSS

Required  
VA Home Loan Letter

Product: Air Reserve Officer

Category: Reserve and Retirees

Subject: [Text Field]

Question: [Text Field]

Be specific

Attach Documents (Optional)

Only the following file types are allowed:  
doc, docx, xlsx, ppt, pptx, pdf, png, jpg, gif, bmp, tiff, txt, xml, xsl, xslt, xslx, xslm, xslx, xslm, xslx

Browse...

CONTINUE...

Fill in \* areas

Be specific



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myPers

# Reviewing Incidents Messages

You can review/check status of transactions you submitted or that were submitted to you for action

The screenshot shows the myPers website interface. On the left is a navigation menu with categories like Assignment, Benefits and Entitlements, Career Management, Classification, Compensation, Deployment, Evaluations, Force Development, Mobilization/Demobilization, New Hire, Promotion, Recognition, Retention, Retirement, Separation, Systems Support, and Training. Below these is the 'MY ACCOUNT' section, which includes links for Incidents/Messages, My Documents, Notifications, Change Password, and My Profile. A red arrow points to the 'Incidents/Messages' link. To the right of the navigation menu are several content sections: 'I Would Like To...' with a list of actions like 'Access the VPC Dashboard' and 'Submit a Nomination for an Award/Decoration'; 'Most Viewed Articles' with links to various Reserve home pages; and 'Announcements for Airmen' with a link to 'Enlisted Evaluation System and Weighted Airman Promotion System Changes'. At the bottom left, there is a 'Still Need Help?' section with a 'Contact Us' link.

Assignment  
Benefits and Entitlements  
Career Management  
Classification  
Compensation  
Deployment  
Evaluations  
Force Development  
Mobilization/Demobilization  
New Hire  
Promotion  
Recognition  
Retention  
Retirement  
Separation  
Systems Support  
Training

MY ACCOUNT  
Incidents/Messages  
My Documents  
Notifications  
Change Password  
My Profile

Still Need Help?  
Contact Us

**I Would Like To...**

- Access the VPC Dashboard
- Learn more about Civilian Furlough
- View My Records [PRDA]
- Access to AGR Program Information and Vacancies
- View My Current Retirement Points
- Access Secure Apps (VMPF, PRDA) - CAC Only
- Calculate my Reserve Retired Pay
- Update My DEERS Information
- Submit a Nomination for an Award/Decoration
- View my Notification of Eligibility for Retired pay/RCSBP Election
- Request Documents/forms from my Military Personnel Records
- Access Reserve Reduced Retired Pay Age
- Access AROV/S-R
- Request a VA Home Loan Letter
- Update my Civilian Employment Information (CEI)
- Request a Correction to a DD Form 214 - VPC

[View More](#)

**Most Viewed Articles**

- Reserve: Enlisted Promotions Home Page
- Reserve: Retention Home Page
- Reserve: Training Home Page
- Reserve: Deployment and Readiness Home Page
- Reserve: Enlisted Assignments Home Page
- Reserve: Retirements Home Page
- Reserve: Career Management Home Page
- Reserve: Compensation Home Page

**Announcements for Airmen**

- Enlisted Evaluation System and Weighted Airman Promotion System Changes





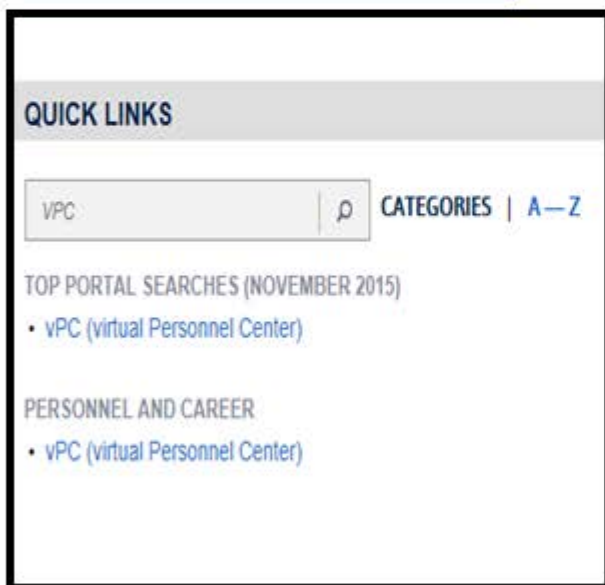
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## Virtual Personnel Center (vPC)

The vPC Dashboard is a centralized location within myPers that allows its customers to manage their individual profiles, submit online applications & coordinate on applications submitted to them for action

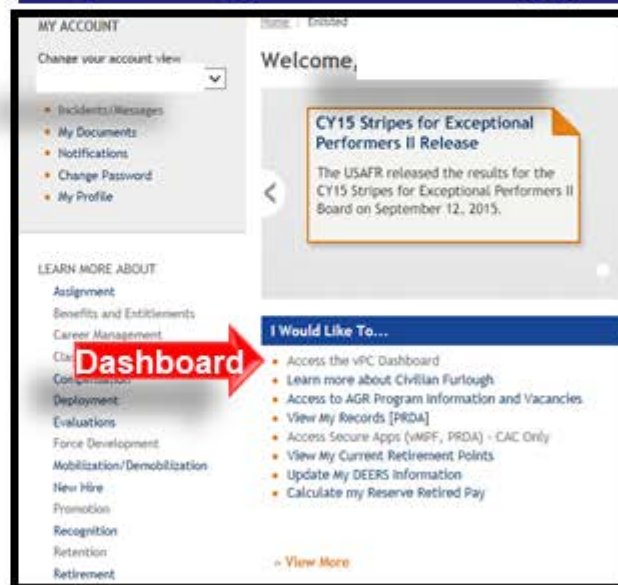
Via the AF Portal

<https://www.my.af.mil/>



Via myPers

<https://mypers.af.mil/app/home>





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# vPC - Navigating the System

## Requesting Updates

myPers Home Page

Review | Worklist | **Action Requests** | My Roles / Delegations

**To Do List**  
Displays the number of requests that are pending your review and action.  
☐ Send me a daily email with pending coordination actions

**Total Pending Requests** 3

Awards and Decorations	0	Non-Paid Points (Guard)	0
DD214 Correction (DD215)	0	Retirements (Guard and Reserve)	0
Evaluations	2	Separations (Guard)	0

**Messages**  
Displays the number of unread messages you have by message type.

**Total Unread Messages** 2

Personal	0
Role Assignment	0
Delegation	2

**Documents I've Requested**  
Track Previous Support Requests  
Need further assistance with a request not listed on this page? [Create a New Support Request](#)

**My Records (updates and corrections)**

- Request Personal Data Updates (all types)
- Update Civilian Employment Information
- Update DEERS Information
- Request Duty History Changes or Corrections
- Request Federal Awards and Decorations History Corrections
- Request Military Service Date Changes and/or Corrections
- Request Retirement Points Corrections
- Review your Electronic Officer Selection Record (eOSR)
- Request Correction to my DD Form 214

**My Official Military Personnel Record (view/request copy)**

- View and Print Documents Online (.mil domain required)
- View Current Retirement Points
- Request a copy of your Performance Report
- Request a 20 Year Letter (reissue)
- Request a Mortgage Letter
- Request a Reduced Retired Pay Eligibility Date
- Request a VA Home Loan Letter
- Request a copy of your Federal Award or Decoration
- Request a list of your current Federal Awards and Decorations
- Request your DD Form 214, Certificate of Release or Discharge
- Request Other Documents (Select to view types and descriptions)
- Request a copy of your DD Form 215 (DD Form 214 Correction)

**Information Links**

**Action Requests**

**Personal Data Updates**



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# vPC - Navigating the System

## Requesting Updates

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN RESOURCES FOR FSS

• Required  
Request Personal Data Updates

• Product  
All  
Active Duty AF  
Air Reserve  
Air National Guard  
Retiree  
Civilian  
Resources for FSS

• Category  
Retiree  
Civilian  
Resources for FSS

• Subject

• Question  
Please update information in **WOTDS** and file a copy in PRDA

Attach Documents (Optional)

Only the following file types are allowed:  
.avi, .doc, .docx, .gif, .htm, .html, .jpg, .jpeg, .pdf, .ppt, .pptx, .rtf, .tif, .tiff, .txt, .xls, .xlsx, .xlsb, .xlsm, .xlt, .xltm, .xltz, .xml

Browse...

CONTINUE...

Air Reserve

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN RESOURCES FOR FSS

• Required  
Request Personal Data Updates

• Product  
All  
Active Duty AF  
Air Reserve  
Air National Guard  
Retiree  
Civilian  
Resources for FSS

• Category  
Retiree  
Civilian  
Resources for FSS

• Subject

• Question

Attach Documents (Optional)

Only the following file types are allowed:  
.avi, .doc, .docx, .gif, .htm, .html, .jpg, .jpeg, .pdf, .ppt, .pptx, .rtf, .tif, .tiff, .txt, .xls, .xlsx, .xlsb, .xlsm, .xlt, .xltm, .xltz, .xml

Browse...

CONTINUE...

Officer/Enlisted

Upload docs



# *Virtual Military Personnel Flight* *(vMPF)*

vMPF is a suite of applications that gives you the ability to conduct some of your personnel business online.

**Suite of applications:**

- ANG/USAFR Point Credit Summary Inquiry (PCARS)
- Awards & Decorations
- Career Data Brief
- Data Verification Brief
- DD 214 Worksheet
- Duty History
- Proof Of Service Letter
- Record Review/Update
- Reenlistment Eligibility
- Reserve Component Survivor Benefit Plan (RCSBP)
- Record of Emergency Data (DD93 or "vRED")
- Case Management System (CMS)





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# Connecting to the vMPF

## Via the AF Portal

<https://www.my.af.mil/>

**QUICK LINKS** + ADD

VMPF x CATEGORY | A-Z

TOP PORTAL SEARCHES - UPDATED 28 OCT

- vMPF (virtual Military Personnel Flight)

PERSONNEL AND CAREER

- vMPF (virtual Military Personnel Flight)

## Via AFPC Secure

<https://mypers.af.mil/app/login/redirect/home>

AFPC Secure

CAC and CoD PIN Information Read FAQ Create User/Password Logout

Available Applications... Top Viewed Sites

Click on the column headers to sort the list by that column. Click it a second time to reverse the sort order.

Click Here...	Application Title...
<a href="#">ACMS</a>	Acquisition Career Management System
<a href="#">ADP</a>	Airmen Development Plan
<a href="#">AMS</a>	Assignment Management System
<a href="#">EPROM Release</a>	Virtual Enlisted Promotion Release Web
<a href="#">Fill RPA Status Report</a>	Fill RPA Status Report
<a href="#">HPEERB</a>	Air Force Medical Service Health Professions Education Requirements Board
<a href="#">PROA</a>	Personnel Records Display Application
<a href="#">Reserve Vacancies</a>	Reserve Vacancy Finder
<a href="#">Retraining</a>	Retraining Vulnerability Listings for NCO Retraining Program
<a href="#">RMVS</a>	Reserve Management Vacancy System
<a href="#">vMPF</a>	Virtual Military Personnel Flight Suite of Applications

A red arrow points to the vMPF link in the table.



## ***vMPF - Navigating the System***

**NOTE:** Messages will come into the Suspense box such as the annual requirement for v-Red updates



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# vMPF - Navigating the System

## Point Credit Summary

The image displays two side-by-side screenshots of the vMPF Self-Service Actions web interface. Both screenshots show the vMPF logo, a navigation bar with links like 'vMPF Home', 'Self-Service Actions Home', 'Steamp', 'Glossary', and 'Help', and a 'Secure Log Out' button. The left screenshot shows a welcome message and a list of 'Self-Service Actions' on the left, including 'Assignments', 'Correction of Military Records (BCMR)', 'Miscellaneous', 'Personal Data', 'Promotions', 'Retirements', 'Separations', and 'Need Help?'. A red arrow points to the 'Personal Data' link. The right screenshot shows the 'Personal Data' section expanded, listing various services like 'ANGUSAFB Point Credit Inquiry (PCARS)', 'Awards and Decorations', 'Data Verification Brief', 'Duty History', 'Evaluation Appeals', 'Proof of Service Letter', 'Record Review/Update', 'Reenlistment Eligibility', and 'Reserve Component Survivor Benefit'. A red arrow points to the 'ANGUSAFB Point Credit Inquiry (PCARS)' link.



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# vMPF - Navigating the System

## Point Credit Summary

At a minimum ensure you verify all your points are updated about 90 days after your R/R date

**ANG/USAFR Point Credit Summary Inquiry (PCARS)**

**Point Credit Summary**

**Service History** ← **Total pts each R/R**

**Current R/R Year ECI Points**

**Definitions**

**Frequently Asked Questions**

**View/Print All Pages**

**Summary Information**

Date Prepared: 07 JUN 2016

Duty Location: MACDILL AFB FL 336210000

Name:

Address:

PAS Code:

SSAN:

Retention/Retirement Date: 23 OCT ← **R/R date (mmdd)**

Closeout Date: 22 OCT 2015

Career Satisfactory Service: 200000

Statement Reason: ANNUAL (STAT-TOUR)

**20 sat yrs = eligible for reserve retirement** →

**Last R/R total pts**

**Last R/R Year Points Earned**

From Date: 23 OCT 2014

Thru Date: 22 OCT 2015

Active Duty Training: 0365

Inactive Duty Training: 0000

ECI: 0000

Membership: 015

Total Points: 00380

Total Points for Retirements: 00365

Satisfactory Service Years, Months, and Days: 010000

**All Points Earned**

**Type Duty (TD) Codes**

**Point credit codes** →

1: Active Duty Other

2: Special Tour

3: School Tour

4: Annual Tour

5: Extended Active Duty

6: AFTP

7: Paid Inactive Duty

8: Nonpaid Inactive Duty

9: ECI

A: Nonpaid Active Duty

B: Continuation Pay

D: Paid IDT—RMP

E: Active Duty—FHP

F: Inactive Duty Status—FHP

**Point breakdown by dates and codes**

From Date	Thru Date	TD	Pts
26 FEB 2001	02 MAR 2001	1	005
05 MAR 2001	09 MAR 2001	1	005
12 MAR 2001	16 MAR 2001	1	005
19 MAR 2001	23 MAR 2001	1	005

From Date	Thru Date	TD	Pts
01 APR 2002	15 APR 2002	1	015
16 APR 2002	30 APR 2002	1	015
01 MAY 2002	15 MAY 2002	1	015
16 MAY 2002	31 MAY 2002	1	016

From Date	Thru Date	TD	Pts
01 APR 2003	01 APR 2003	7	002
02 APR 2003	02 APR 2003	7	002
03 APR 2003	03 APR 2003	7	002
04 APR 2003	04 APR 2003	7	002





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# vMPF - Updating Your Record Individual Info

**vMPF Self-Service Actions** Secure Log Out

vMPF Home - Self-Service Actions Home - Sitemap - Glossary - Help Go to Site Contents

vMPF Home - Self-Service Actions - Personal Data

**Personal Data**

- [ANGUSAFR Point Credit Summary Inquiry \(PCRS\)](#)
- [Awards and Decorations](#)
- [Data Verification Brief](#)
- [Duty History](#)
- [Evaluation Appeals](#)
- [Proof Of Service Letter](#)
- [Record Review/Update](#)
- [Reenlistment Eligibility](#)
- [Reserve Component Survivor Benefit](#)

**vMPF Self-Service Actions** Secure Log Out

vMPF Home - Self-Service Actions Home - Sitemap - Glossary - Help Go to Site Contents

**Pages**

**INTRODUCTION**

[Introduction](#) This section of the vMPF can be used to review your personal information in a variety of areas. The intent is to provide easy access to your information.

[Individual](#) To navigate from one subject area to another, click on the links to the left. You may print the page you are on, or all of the pages listed by clicking on the appropriate print button.

[Duty](#) Active Duty General Officers: AFOPG at COMM (703) 997-1181 (DSN 227-1181) or by email at [AFOPG.Worldwide@permgp.af.mil](mailto:AFOPG.Worldwide@permgp.af.mil)

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U.S. AIR FORCE

## vMPF - Updating Your Record Individual Info (cont.)



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INDIVIDUAL INFORMATION


The Air Force Personnel Center database reflects the following information. If there are any errors in the underlined sections, you may correct the information by clicking on those data tiles. If errors are found in items NOT underlined, you will need to contact your servicing military personnel section. If you require assistance or do not understand the available options, please click this link to [Contact Us](#).

NAME: [REDACTED]	RANK: SMS	SSAN: X [REDACTED]	DATE: 20 NOV 2014
MARITAL STATUS: [REDACTED]		SPOUSE'S MILITARY STATUS: SPOUSE ENLISTED MEMBER USAFR	
<a href="#">JOIN SPOUSE INTENT</a> : NOT APPLICABLE		MILITARY SPOUSE'S SSAN: [REDACTED]	
\$GLI AMOUNT: 400,000		<a href="#">DUTY EMAIL ADDRESS</a> : [REDACTED]	
<a href="#">PERSONAL EMAIL ADDRESS</a> : [REDACTED]		<a href="#">MAILING ADDRESS</a> : [REDACTED]	
HOME PHONE: [REDACTED]			
<a href="#">HOME ADDRESS</a> : [REDACTED]			
SEX: FEM			
RACE: [REDACTED]			
<a href="#">HISPANIC DECLARATION</a> : [REDACTED]		<a href="#">ETHNIC GROUP</a> : [REDACTED]	
<a href="#">RELIGIOUS PREFERENCE</a> : [REDACTED]			
DATE OF BIRTH: [REDACTED]		PLACE OF BIRTH: SOUTH CAROLINA	
CITIZENSHIP: BY BIRTH IN UNITED STATES		EFFECTIVE DATE: N/A	
WEIGHT MANAGEMENT: [REDACTED]			
UNFAVORABLE INFORMATION FILE: NO UIF			



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# vMPF - Updating Your Record Individual Info (cont.)

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NAME	
MARITAL STATUS: MARRIED	
<a href="#">JOIN SPOUSE INTENT</a> NOT A	
SGLI AMOUNT: 400,000	
<a href="#">PERSONAL EMAIL ADDRESS</a>	
<a href="#">HOME PHONE</a>	
<a href="#">HOME ADDRESS</a>	
SEX: FEMALE	
<a href="#">RACE</a>	
<a href="#">HISPANIC DECLARATION</a>	<a href="#">ETHNIC GROUP</a>
<a href="#">RELIGIOUS PREFERENCE</a>	
DATE OF BIRTH:	PLACE OF BIRTH: SOUTH CAROLINA

DATE: 20 NOV 2014

USE ENLISTED MEMBER USAFR

Enter your Personal email address information in the field below. Click the OK button to complete the transaction.

Personal Email Address

OK

Cancel

**\*WARNING\***  
DO NOT use vulgar or offensive email addresses

Personal Email



U.S. AIR FORCE

# vMPF - Updating Your Record Current Duty Info

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- [Awards and Decorations](#)
- [Career Data Brief](#)
- [Duty History](#)**
- [Evaluation Appeals](#)
- [Proof Of Service Letter](#)
- [Record Review/Update](#)
- [Reenlistment Eligibility](#)
- [Reserve Component Survivor Benefit Plan \(RCSBP\)](#)
- [Record of Emergency Data](#)
- [SSAN Application Counseling](#)

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This section of the vMPF can be used to review  
To navigate from one subject area to another, click on the subject area you want to view. Officers: AF/DPG at COMM

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# vMPF - Updating Your Record Current Duty Info (cont.)



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### CURRENT DUTY INFORMATION

The Air Force Personnel Center database reflects the following information. If there are any errors in the underlined sections, you may correct the information by clicking on those data titles. If errors are found in items **NOT** underlined, you will need to contact your servicing military personnel section. If you require assistance or do not understand the available options, please click this link to [Contact Us](#).

NAME: <input type="text"/>	RANK: <input type="text"/>	SSAN: <input type="text"/>	DATE: 19 SEP 2013
DUTY TITLE: <input type="text"/>	DUTY LOC: <input type="text"/>		
UNIT: <input type="text"/>	COMMAND LEVEL: MAJCOM		
OFFICE SYMBOL: <input type="text" value="HQ RIO/IRR"/>	DUTY PHONE: <input type="text"/>		
PAFSC: <input type="text"/>	DAFSC: <input type="text"/>	DUTY EFFECTIVE DATE: <input type="text"/>	
SE: NONE			
CAFSC: <input type="text"/>	2AFSC: <input type="text"/>	3AFSC: NONE	4AFSC: NONE
SE: NONE	SE: NONE	SE: NONE	SE: NONE
DATE ARRIVED STATION: <input type="text"/>	DATE DEPARTED LAST DUTY STATION: N/A		
SPECIAL DUTY ASSIGNMENT PAY: <input type="text"/>	RATE: <input type="text"/>	EFFECTIVE DATE: N/A	
	REASON: <input type="text"/>		
ASSIGNMENT LIMITATION: <input type="text"/>	EXPIRATION DATE: <input type="text"/>		

Once you have completed updates to your Individual and/or Duty information, the updates will flow to your records in MilPDS & AROWS-R during weekly system refresh.



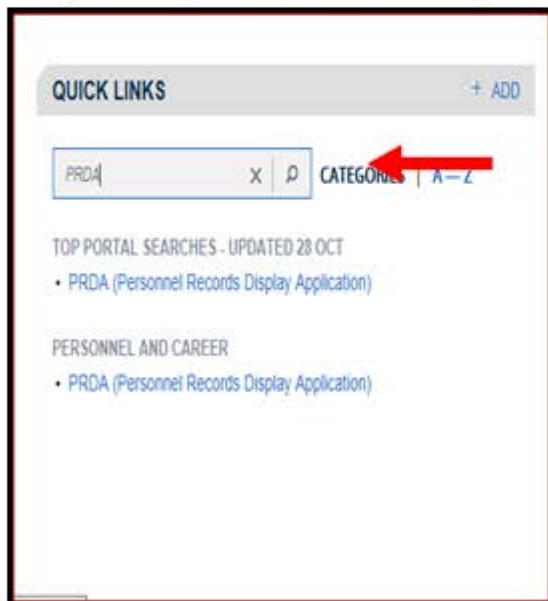
U.S. AIR FORCE

# Personnel Records Display Application (PRDA)

PRDA allows a member to search, retrieve & manage military personnel records

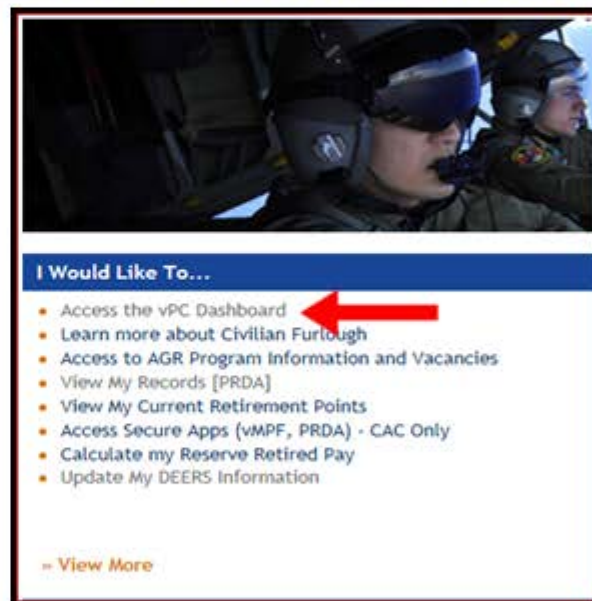
Via the AF Portal

<https://www.my.af.mil/>



Direct Link:

<https://gum-crm.csd.disa.mil/app/home>





U.S. AIR FORCE

# PRDA

## Viewing Your Record

ENLISTED

SEARCH [Advanced Search](#)  
[Search Tips](#)

LEARN MORE ABOUT

Assignment

Benefits and Entitlements

Career Management

Classification

Compensation

Deployment

Evaluations

Force Development

Mobilization/Demobilization

New Hire

Promotion

Recognition

Retention

Retirement

Separation

Systems Support

Training

MY ACCOUNT

Incidents/Messages

My Documents


Notifications

Change Password

My Profile

Still Need Help?

[Contact Us](#)



I Would Like To...

PRDA

- Access the vPC Dashboard
- Learn more about Civilian Employment and Vacancies
- Access to AGR Program Information and Vacancies
- View My Records [PRDA]
- View My Current Retirement Position
- Access Secure Apps (vMPF, PRDA) - CAC Only
- Calculate my Reserve Retired Pay
- Update My DEERS Information

[View More](#)

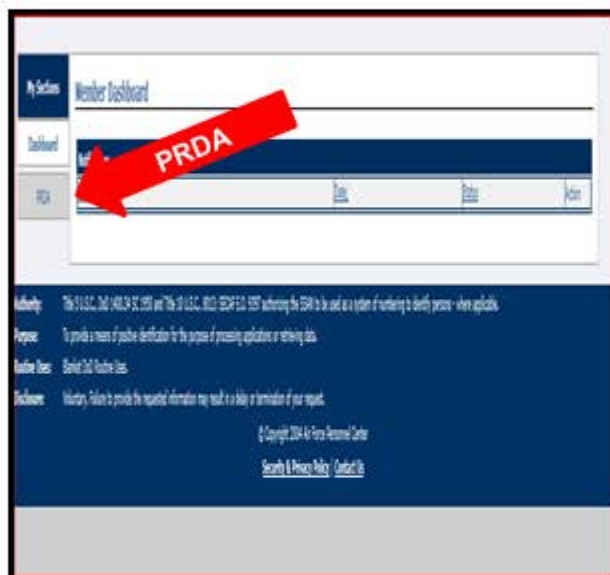
- Access Reserve Reduced Retired Pay Age
- Submit a Nomination for an Award/Decoration
- Access ARO/V5-R
- View my Notification of Eligibility for Retired pay/RCSBP Election
- Request a VA Home Loan Letter
- Request Documents/forms from my Military Personnel Records
- Update my Civilian Employment Information (CEI)
- Request a Correction to a DD Form 214 - vPC

Most Viewed Articles

- Reserve: Enlisted Promotions Home Page
- Reserve: Retention Home Page
- Reserve: Training Home Page
- Reserve: Deployment and Readiness Home Page
- Reserve: Enlisted Assignments Home Page
- Reserve: Retirements Home Page
- Reserve: Career Management Home Page
- Reserve: Compensation Home Page

Announcements for Airmen

- Enlisted Evaluation System and Weighted Airman Promotion System Changes



- Clicking on a "category" or "subcategory" name in the browse tree will place all documents into the "Selected Document" area
- Clicking on an "individual document" in the browse tree will place the document in the "Selected Document" area





U.S. AIR FORCE

# PRDA Viewing Your Record (cont.)

**My Sections** Home

**Dashboard**  
Clicking on a "category" or "subcategory" name in the browser tree will place all documents from that category or subcategory into the "Selected Documents" area. Clicking on an "individual document" in the browser tree will place the document in the "Selected Documents" area.

**PRDA**

**Available Category**

- RECOMMENDATIONS (2)
- Options (2)
  - OSF
  - OSF207
- Orders (1)
- PERFORMANCE REPORTS (2)
- ENTIRE PERSONAL RECORD (3)
  - AF208
  - AF201

**Selected Documents**

Form Number	Document Name	Date	# of Pages
1007	RECOMMENDATION - OS FIVE	02 Feb 12	1
107	OS FIVE COMPLETED REA - C	24 Aug 09	1

**Select documents**

Get Documents Select All Deselect All Clear

**My Sections** Home

**Dashboard**  
Clicking on a "category" or "subcategory" name in the browser tree will place all documents from that category or subcategory into the "Selected Documents" area. Clicking on an "individual document" in the browser tree will place the document in the "Selected Documents" area.

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107	OS FIVE COMPLETED REA - C	24 Aug 09	1

**Get documents**

Get Documents Select All Deselect All Clear



## ***Responsibilities Defined***



- Management of MAJCOM/COCOM assigned/attached IRs
- Execute IMA end-strength based on funded authorizations
- Process gains, losses, leveling actions
- Monitors Fiscal Year participation
- Approval authority for participation & sanctuary waivers
- Publish orders in AROWS-R, with limited VOCOs
- Manage Reserve Personnel Appropriations (RPA) budget (AT, IDT, School, ADT, etc)
- Advise & coordinate on Line Of Duty determinations
- Coordinate & assist AD commanders with mobilization, formal training & personnel programs
- Review & coordinate on Special Trophies & Awards
- Provide IR readiness oversight



- **Designate a Primary & Alternate Unit Reserve Coordinator (URC) in writing**
- **Submit manpower changes to A1/J1**
- **Command Authority over assigned IRs**
- **Participation management**
- **Quality force actions, to include discipline**
- **Process UIF actions & provide Detachment a copy**
- **Make Line Of Duty recommendations**
- **Ensure IR's supervisor is updated in MilPDS, feedbacks/evals are done & IRs are considered for decs**
- **Ensure Commander's programs are conducted for IRs**
  - **Physical Fitness, Drug Testing, Government Travel Card, Family Care, Annual PHA/Dental Exam, Security Clearance, Upgrade Training, & Recall Roster**





## ***Supervisor Responsibilities***

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- Responsible for readiness of assigned IRs
- Accomplish feedback & evaluations (same as AD)
- Manage IR participation
  - Use UTAPSWeb to documents IDTs
- Ensure IR meets DAFSC training requirements
  - Evaluate & certify as required
- Submit recommendations for Promotions & Awards/Decs when eligible & appropriate
- Maintains recall rosters for assigned IRs
- Counsel on developmental opportunities (ie education courses, schools etc)
- Ensure duty title changes are submitted to Det using AF 2096



# ***Unit Reserve Coordinator (URC) Responsibilities***

**U.S. AIR FORCE** AFI 36-2629, para 2.29

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- **Unit/Directorate focal point for IR concerns**
- **Complete initial & recurring URC training**
- **Conduct Initial Orientation and in-processing briefings for newly assigned IRs**
- **Maintain IR management folders (may be electronic)**
- **Maintain continuity data (may be electronic)**
- **Review management products & work within organization as required (i.e. alpha roster, OJT, readiness, etc.)**
- **Ensure IR & supervisor are aware of their responsibilities**
- **Ensure IRs complete readiness requirements, assist with appointment scheduling if needed**
- **Maintain recall roster/accountability at all times (even when not on duty)**
- **Ensure rater changes are sent to AD MPS/A1/J1 for update in MilPDS**
- **Conduct out-processing briefings for IRs upon notification of retirement, separation, discharge or reassignment**



- Comply with readiness requirements (Medical, Dental, Fitness, AFSC training, Security Clearance)
- Schedule IDTs in UTAPS NLT **15 Aug** for the upcoming FY
- Submit AT in AROWS-R NLT **31 May** or each year
- Ensure compliance with military standards (dress/appearance, physical fitness & training standards)
- Maintain family care arrangements with AF First Sergeant
- Complete mandatory training within prescribed time limits
- Report a disease, injury or hospitalization not previously reported to the commander, supervisor or MTF
- Update systems & keep AD chain of command & Det aware of changes in mailing address & any physical condition or other factors that may affect immediate availability of IR for active military service



- **Conduct quality force review on EPRs, Awards, Decorations, Promotions etc & advise the commander of any indicators IAW AFI 36-2113**
- **Ensure IRs are incorporated in the unit Family Care Plan program IAW AFI 36-2908**
- **Provide IRs the same level of interface as that of the active duty counterparts**





- **MPS Specific(same POCs as Active Duty)**
  - Provide casualty assistance IAW AFI 36-3002
  - Customer Support
    - **Update Dependent information in DEERS**
    - **Prepare ID cards for IR & family members**
    - **Accomplish/distribute SGLI**
  - The Airman & Family Readiness Center provides TAP briefings
- **A1/J1/MPS (same POCs as Active Duty)**
  - **Ensure PSMs provide MilPDS IR access to A1/J1/MPS**
  - Provide base level products as required to commanders
  - A1/J1 process IR manpower changes
  - Career Development – Officer Promotions
    - **Provide commanders with eligibility lists for position vacancy & mandatory boards**
    - **Provide OPB, PRF notices & ROPs to Senior Raters**
    - **Monitor additions, deletions & senior rater ID changes**
    - **Notify commanders with results**



## ***A1/J1/MPS Responsibilities (cont.)***

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- **A1/J1/MPS (cont.)**

- **Force Management**

- **Evaluations**

- Update rater changes
      - Ensure evaluation due dates are correct/updated as necessary (contact APRC if needed)
      - Provide management rosters to commanders
      - Review & forward completed evaluations to APRC for PRDA & MilPDS update
      - Request feedback notices / evaluation shells

- **Decorations**

- Provide décor 6 to unit as requested
      - Process decoration just like AD decorations & provide signed decoration/order to Unit and/or IR



- **Ensure all training related matters, i.e., upgrade, downgrades, and Career Development Course enrollments, are completed promptly and routed through the proper chain of command for update in MilPDS IAW AFI 36-2101, 36-2254V1 & 2**
- **Coordinate training related issues with Det**
- **Provide upgrade training status to Det regularly**
- **Complete CDC Course Request form via myPers online request process**
- **For AFSC changes/updates - initiate AF 2096 / obtain signatures / send completed form to Det for further processing & update**



## ***Military Treatment Facility (MTF) Responsibilities***

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- Administer PHA, dental exams, immunizations, labs & update in the Medical systems
- Verify IRs are in duty status at the time of appointment for PHAs, treatment & immunizations
- Initiate medical LOD determinations on IRs when required
- Include IRs in the Deployment Availability Working Group (DAWG)
  - Track fitness assessment medical exemptions for IRs & take appropriate action per Unit Fitness Monitor/CC request
- Complete narrative summary for IRs with pending fitness for duty/medical evaluation board actions





- Be “value added” to your active duty unit/command
  - Immediately contact & establish rapport with unit & Det; check in regularly
  - Complete end of tour duty reports following each tour & provide copy to URC & supervisor
  - Ask for performance feedback/ACA, know when your eval closes-out & provide rater a draft
- Always be ready
  - Know your readiness requirement due dates & schedule IDTs/AT accordingly, points only as last resort
  - Review ARCNet Readiness Report monthly
  - Maintain job proficiency & attend training sessions offered by unit/AFRC
- Be the master of your domain – Citizen Airman
  - READ ARCNet messages, Det & Unit correspondence & take action as directed
  - Understand & use UTAPSweb, AROWS-R, DTS, ARCNet, myPers, vPC, vMPF, PRDA
  - Know the deadlines for IDT scheduling (15 Aug) & AT (31 May)
- **Don't be “THAT” IR**
- **NOTE: MUST HAVE AN APPROVED ORDER/VOCO TO REPORT FOR DUTY**



- AFI 36-2629, *IR Management*
  - Outlines Det, Commander, URC, Supervisor & IR responsibilities
- AFI 36-2406, *Officer & Enlisted Evaluation Systems*
  - Outlines OPR/EPR requirements for AD & reservists
  - OPR is MPF Force Management Section
- AFI 36-2502 Ch. 8, *Airman Promotion Program*
- AFI 36-2504, *Officer Promotions*
  - AFRCI 36-2102, *Reserve Service Commitments (RSC)*
  - Promotion to MSgt through CMSgt
- AFI 36-2110, *Total Force Assignments*
  - AFI 36-2254v1, *Reserve Participation*; 2254v2 *Training*, 2254v3 *Telecommute*
    - Outlines participation requirements (AT, IDTs, MPA, school tours, points); training requirements & telecommute agreements
- AFI 36-2201, *Air Force Training Program*
  - Outlines Unit Training Monitor, Supervisor & Trainer responsibilities



- Developed exclusively for IRs to access information to manage their careers
- Provides access to events, training, travel, pay, checklists, directory, RIO News, resources, templates, vacancies, newsletter, benefits, accountability, notifications, and more
- Latest version allow Airmen to access common access card-secured sites (Webmail, RMVS, ARCNet, IMR/ASIMS, myPers, AROWS-R, DTS, VRS) from their mobile devices when used with CAC feature
- RIO Connect App is Free; Airmen must purchase software and hardware to use CAC features; \$100 to \$140
- Full article about latest version can be found at [arpc.afrc.af.mil](http://arpc.afrc.af.mil), *RIO Connect App Revolutionizes Access to Information*, by SMSgt Timm Huffman, 17 Oct 2017.



U.S. AIR FORCE

## HQ RIO Resources

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- **HQ/RIO public website:** [www.arpc.afrc.af.mil/hqrio.aspx](http://www.arpc.afrc.af.mil/hqrio.aspx)
  - For all guides/tips/tricks/templates
- HQ RIO Facebook: [www.facebook.com/HQRIO](https://www.facebook.com/HQRIO)
- HQ RIO Twitter: [www.twitter.com/HQRIO](https://www.twitter.com/HQRIO)
- HQ RIO Connect App: Search "RIO Connect"
- HQ RIO YouTube.com: <http://www.youtube.com/HeadquartersRIO>
  - IMA Training Videos
- **Det 6 Website:**  
<http://www.arpc.afrc.af.mil/HQRIO/Detachments/Detachment6.aspx>
- **Det 6 Facebook Page:** <https://www.facebook.com/RIO-Det-6-741390915926303/>







U.S. AIR FORCE

# Contacts for Det 6 IRs



**OL – JB Langley-Eustis VA**  
**757-764-5101/DSN 574**

[HQRIO.DET6OL-](mailto:HQRIO.DET6OL-JBLE@us.af.mil)

[JBLE@us.af.mil](mailto:JBLE@us.af.mil)

## **IR Guide**

<http://www.arpc.afrc.af.mil/Portals/4/DRIO/TheIRGuide-1.pdf?ver=2016-07-08-120549-033>

## **IR Travel Companion Guide**

<http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-IR-Travel-Guide-2016.pdf?ver=2016-07-08-120952-377>

## **HQ RIO Website**

<http://www.arpc.afrc.af.mil/hqrio.aspx>

## **Main Customer Service Line**

**(813) 828-5035/DSN 968**

### **Opt 1 - Force Management**

*(Assignments, Enlisted Prom, UPMR Mgt)*

[riodet6.force.mgt@us.af.mil](mailto:riodet6.force.mgt@us.af.mil)

### **Opt 2 – Readiness & Integration**

*(Orders, Readiness, Waivers, Formal School Request)*

[Riodet6.readiness@us.af.mil](mailto:Riodet6.readiness@us.af.mil)

### **Opt 5 - Resource Management**

*(All other services, DTS, Bonus, ETS Management)*

[riodet6@us.af.mil](mailto:riodet6@us.af.mil)

**Commander: Col Paul Delano (at MacDill)**  
**(813) 828-5035 Opt 4/DSN 968;**

**Superintendent: CMSgt Walisa Villarreal**  
**(813) 828-5035 Opt 3/DSN 968**

[Warisar.villarreal.4@us.af.mil](mailto:Warisar.villarreal.4@us.af.mil)

## **IR Travel**

1-800-525-0102

Fax: 720-847-3963 (DSN 847)

Submit RTS Travel Vouchers via the following link:

<http://www.arpc.afrc.af.mil/HQRIO/IRTravel.aspx>

**OL - Hurlburt Field FL**  
**850-884-2820/DSN 579**

[RIODET6OLHURLBURT@us.af.mil](mailto:RIODET6OLHURLBURT@us.af.mil)

## **Total Force Service Center (ARPC)**

(800) 525-0102

(210) 565-0102/DSN 665

## **Orders**

**Orders Writing Cell**  
**(OWC) 478-327-2167/DSN 497**  
[rmg.orders@us.af.mil](mailto:rmg.orders@us.af.mil)

## **ARPC/RIO Pay Office**

(800) 525-0102/665

**Fax: (720) 847-3960/DSN 847**  
Submit Mil pay and pay issues via the myPERS system from RIO website