

United States Air Force Reserve

Integrity - Service - Excellence

Individual Reservist Newcomer's Briefing



1300 - 1500 EST:

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

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

**Please dial in 5 minutes prior
HQ RIO/Det 6**

U.S. AIR FORCE

AO 14 Nov 19



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Rules of Engagement

- **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





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Individual Reservist (IR) =

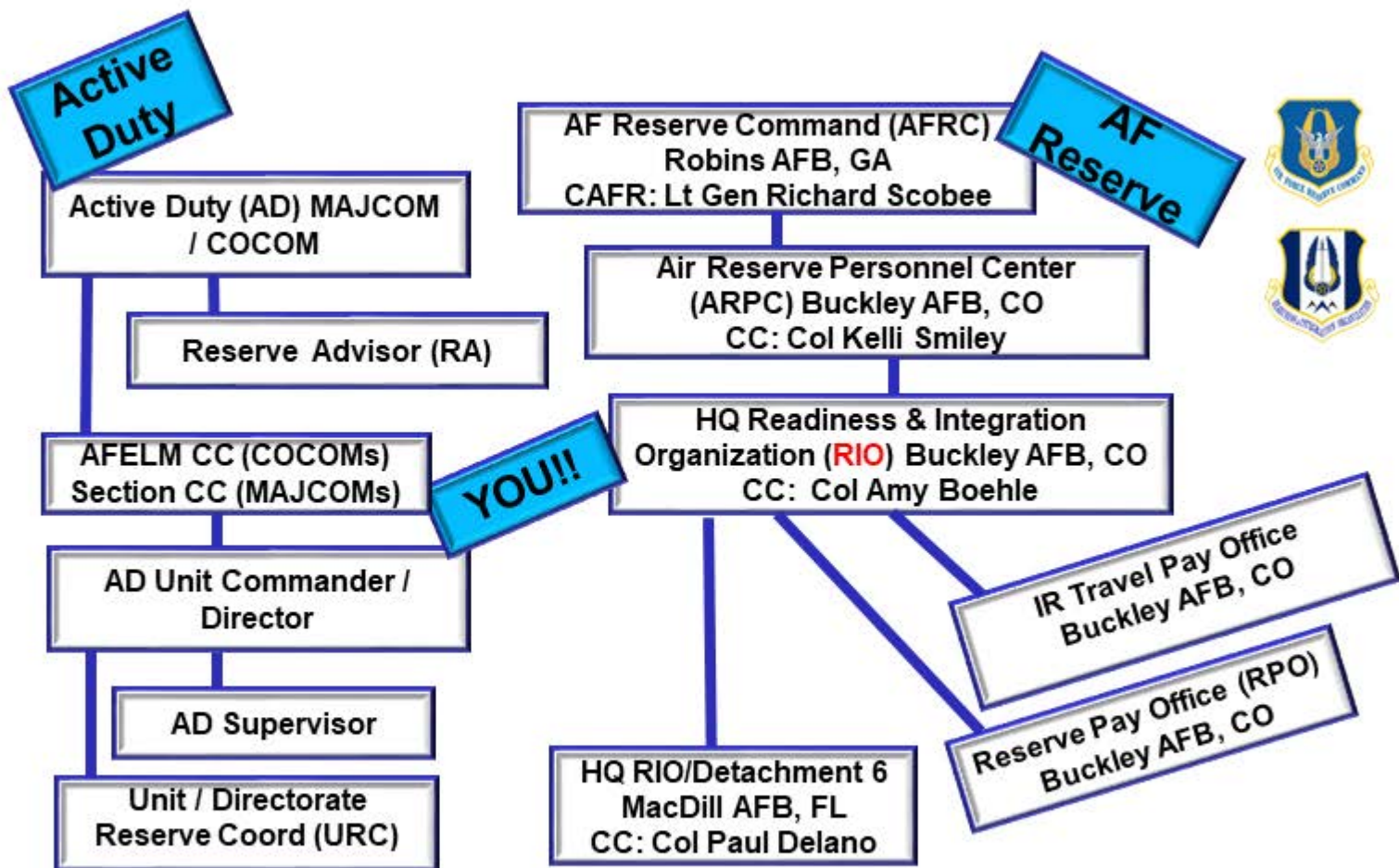
Participating Individual Ready Reserve (PIRR) (CAT E)

- **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





Who's Who for You





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RIO DET 6 Structure

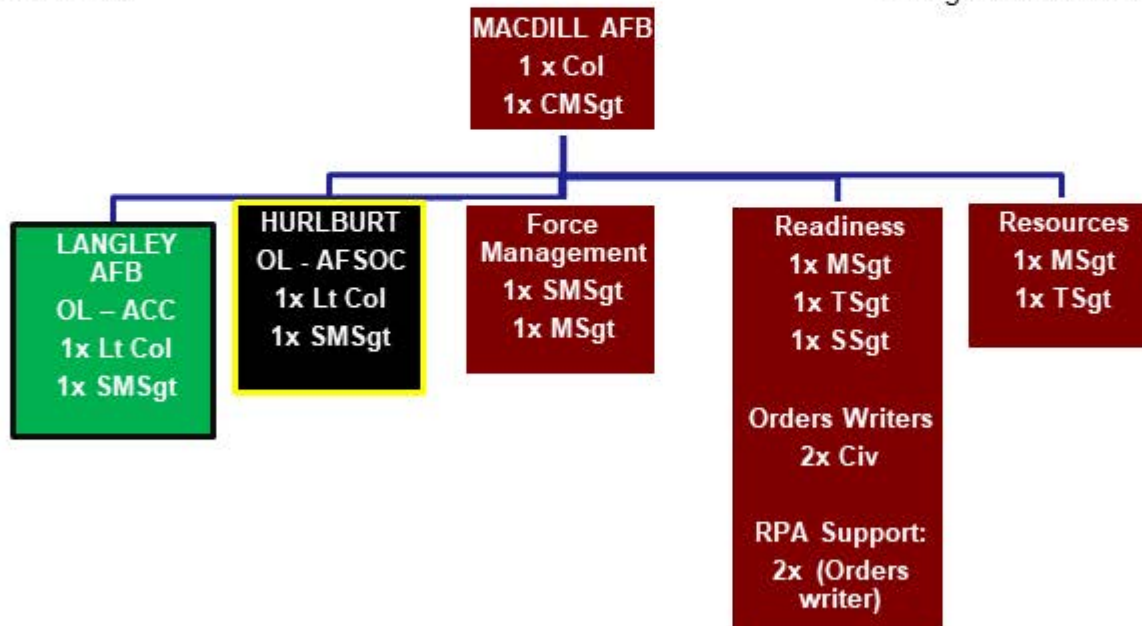


Col Paul Delano

BUCKLEY AFB,
CO
HQ RIO



CMSgt Walisa Villarreal



Authorized 1594 IRs / 6 Command Codes



Operational Control & Admin Control

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



Readiness & Integration Section



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

ARCNet Individual Readiness Detail
 Type: Details
 Print: 11/30/2015 9:35:56 AM
 "FOR OFFICIAL USE ONLY" (IAW DoDM 5200.01, Volume 4, DoD Information Security Program: Controlled Unclassified Information)
 Click here for details on interpreting this information

General Info Data From MIPDS as of 11/18/2015

Name: NO NAME
 Overall Readiness: **Fully Ready**
 Duty Title: WEATHER TECHNICIAN
 Det: RIO Det 6
 Unit: SPECIAL OP SPT SQ

MOB AUTH: IMA
 Position #: 12345678
 PAS: ABCDEFGH
 Office Symbol: OSW
 Location: AFB

MSD	HYT	ETS	TAFMS	Last Decoration
7/1/2002		1/31/2019	080306	12/2/2011

DAVA DAVL DAVP DAVT

Medical Readiness Data From PMR as of 11/25/2015

Overall IMR Status: **Fully Ready**
 Actions Needed: None
 DLC Status: **Green**

HRH/PHA

Status	Last PHA Date	Source
Green	16 Jun 2015	PMR

Dental

Status	Class	Date	Source
Green	2	10 Jun 2015	CDA

Immunization

Status	Source
Green	PMR

Lab

Status	Source
Green	PMR

Fitness Readiness Data From AFFMS as of 11/19/2015

Fitness Status: **Excellent**
 Test Date: 1 May 2015 Next Due Date: 31 May 2016

AC	Cardio	Pushups	Stups	Overall score *
20.00	58.70	8.70	9.20	95.50

Security Clearance Readiness Data From MIPDS as of 11/18/2015

Security Status: **Valid/Sec**

Date Invest Completed	Years Valid	SAR of Position	Clearance Awarded
27 Jan 2014	5	5	SC(DCID 1/14 ELIGIBLE)

AFSC Training Readiness Data From MIPDS as of 11/18/2015

AFSC Training Status: **Fully Ready**

PAFSC	DAFSC	CAFSC	CAFSC Status Code	Status Date
-1W071	-1W071	-1W071	R	11 Mar 2009

TFAT Readiness Data From ADLS as of 11/30/2015

Total Force Ancillary Training Status: **Current**

DDG IA	FP	HR	SA	SP	SAPR
04/11/15	03/23/15	04/11/15	03/23/15	05/10/15	05/10/15

PMR Data From MIPDS as of 11/18/2015

Course	Study Method	Date
NCO ACADEMY	NON-RESIDENCE	12 Jun 2012
AIRMAN LEADERSHIP SCHOOL	NON-RESIDENCE	3 Apr 2006

valuation: Data From MIPDS as of 11/18/2015
 Projected Evaluation (EPR / OPR) * 2015-09-30

ARCNet Individual Readiness Detail
 Type: Details
 Print: 11/30/2015 9:13:27 AM
 "FOR OFFICIAL USE ONLY" (IAW DoDM 5200.01, Volume 4, DoD Information Security Program: Controlled Unclassified Information)
 Click here for details on interpreting this information

General Info Data From MIPDS as of 11/18/2015

Name: No Name
 Overall Readiness: **Not Ready**
 Duty Title: FLIGHT CHIEF
 Det: RIO Det 6
 Unit: SECURITY FORCES SQ

MOB AUTH: IMA
 Position #: 01234567
 PAS: ABCDEFG
 Office Symbol: SFS
 Location: AFB

MSD	HYT	ETS	TAFMS	Last Decoration
11/1/2026		4/30/2019	050317	12/31/2005

DAVA DAVL DAVP DAVT

Medical Readiness Data From PMR as of 11/25/2015

Overall IMR Status: **Not Ready**
 Actions Needed: Influenza Dental
 DLC Status: **Green**

HRH/PHA

Status	Last PHA Date	Source
Green	21 Oct 2015	PMR

Dental

Status	Class	Date	Source
Red	4	02 Oct 2013	CDA

Immunization

Status	Source
Yellow	PMR

Lab

Status	Source
Green	PMR

Fitness Readiness Data From AFFMS as of 11/19/2015

Fitness Status: **Excellent (Exp)**
 Test Date: 20 May 2014 Next Due Date: 30 Nov 2014

AC	Cardio	Pushups	Stups	Overall score *
17.00	0.00	10.00	0.00	90.00

Security Clearance Readiness Data From MIPDS as of 11/18/2015

Security Status: **Invalid/Expired**

Date Invest Completed	Years Valid	SAR of Position	Clearance Awarded
22 Apr 2003	10	6	SECRET

AFSC Training Readiness Data From MIPDS as of 11/18/2015

AFSC Training Status: **Fully Ready**

PAFSC	DAFSC	CAFSC	CAFSC Status Code	Status Date
-3P071	-3P071	-3P071	R	01 Nov 2009

TFAT Readiness Data From ADLS as of 11/30/2015

Total Force Ancillary Training Status: **Not Ready**

DDG IA	FP	HR	SA	SP	SAPR
05/01/14	05/01/14	05/01/14	05/01/14	05/01/14	05/05/14

PMR Data From MIPDS as of 11/18/2015

Course	Study Method	Date
AIRMAN LEADERSHIP SCHOOL	RESIDENCE	28 Mar 2003

valuation: Data From MIPDS as of 11/18/2015
 Projected Evaluation (EPR / OPR) * 2013-03-28

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



Air Force Surgeon General



Individual Medical Readiness Status

DIAZ.RONAL.A.1407719685

Buckley AFB

EMAIL: RONAL.DIAZ@US.AF.MIL

IMR	Immunizations	DrHA	Medical Clearance	SHPE	MTF Instructions
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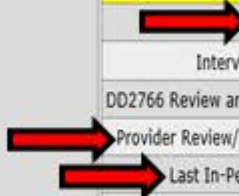
IMR ACTION LIST

[PHA]

[Action List Help](#)

[MyIMR User Guide](#)

	Overall Status: Due		GoRedDate: 07/13/2019			
PHA	Dental	Labs	Profile	Med Equipment	Other	
Due	Current	Current	Ready	Current		
PHAQ: 26 Feb 2019 Interval History: 13 Apr 2018 DD2766 Review and Update: 13 Apr 2018 Provider Review/Signature: 13 Apr 2018 Last In-Person PHA: 1 Apr 2017	Dental Class: 1 Dental Date: 4 Feb 2019	Blood Type: O RH: Positive Sickle Cell: Negative G6PD: Normal HIV Date: 20 Jul 2018 DNA: On File	Restriction: No GMI Required: No ANAM Date: -			





Readiness (cont.)

- Complete Periodic Health Assessment Questionnaire (PHAQ), call central appts/PHA Cell to make appt **and/or** update PHA – required appts must be within 30 days (<https://imr.afms.mil/imr/MyIMR.aspx>)
 - Face to face PHA – required every 3 years (unless AD MTF requires it sooner or an answer on your PHAQ requires one earlier) – Mental Health Assessment (MHA) is required annually
 - AD MTF responsible for issuing profiles as need IAW AFI 44-170
 - 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

NOTES:

- **IR does NOT need to be in status to make appointments, but MUST be in status (orders or IDT) for actual appointment
- **IR members residing outside of the MTF area or more than 40 miles from their units' servicing MTF may obtain evaluations from the nearest MTF. IAW AFI 44-176 Par 10.2.4
- **IR members MUST report changes in health status to their servicing MTF within 72 hours. IAW AFI 48-123 Par 10.4.2



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Authorized Medical Treatment

- Wellness Care:
- Preventative exam only
 - PHA
 - Dental exam (cleaning not required to be accomplished by dental clinic)
 - Immunizations – can be completed by civilian provider but documentation must be submitted to the servicing MTF to update immunization records
 - 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



Air Force Surgeon General



Individual Medical Readiness Status

DIAZ, RONAL A. 1407719685

Buckley AFB

EMAIL: RONAL.DIAZ@US.AF.MIL

IMR	Immunizations	DrHA	Medical Clearance	SHPE	MTF Instructions																																				
	<table border="1"> <thead> <tr> <th colspan="4">Immunizations</th> </tr> <tr> <th>Immunization</th> <th>Series</th> <th>Date</th> <th>Next Due</th> </tr> </thead> <tbody> <tr> <td>Hep A</td> <td>2</td> <td>15 Aug 2012</td> <td></td> </tr> <tr> <td>Hep B</td> <td>1</td> <td>11 Jan 2012</td> <td>Pos Titer</td> </tr> <tr> <td>Influenza</td> <td>8</td> <td>15 Oct 2018</td> <td>1 Sep 2019</td> </tr> <tr> <td>MMR</td> <td>2</td> <td>17 Feb 2017</td> <td>Pos Titer</td> </tr> <tr> <td>Polio</td> <td>1</td> <td>6 Jan 2012</td> <td></td> </tr> <tr> <td>Td</td> <td>1</td> <td>11 Jan 2012</td> <td>11 Jan 2022</td> </tr> <tr> <td>Varicella</td> <td>1</td> <td>11 Jan 2012</td> <td>Pos Titer</td> </tr> </tbody> </table>					Immunizations				Immunization	Series	Date	Next Due	Hep A	2	15 Aug 2012		Hep B	1	11 Jan 2012	Pos Titer	Influenza	8	15 Oct 2018	1 Sep 2019	MMR	2	17 Feb 2017	Pos Titer	Polio	1	6 Jan 2012		Td	1	11 Jan 2012	11 Jan 2022	Varicella	1	11 Jan 2012	Pos Titer
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Td	1	11 Jan 2012	11 Jan 2022																																						
Varicella	1	11 Jan 2012	Pos Titer																																						
	View DD2766c		View Worksheet																																						



Medical Profiles/Waivers

- **Conditions that prevent deployment availability (mobility restriction) & MPA tours are coded on the AF 469 as:**
 - Code 31 (DAV 41) – Condition will resolve between 31-365 days
 - Code 37 (DAV 42) – Condition requires IRILO processing
 - Code 81 (DAV 49) – Pregnancy (waiver not required before 34th 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 and is approved/disapproved by Det CC.**
- **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)

- 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
- Sick 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
- Any aggravation of condition on future military orders requires a new LOD to establish care
- If LOD is denied only initial treatment is covered. Any follow up care is the responsibility of the member
- LODs are valid 1 year from diagnosis unless going through a medical board IAW DoDI 1214.01
- Det 6 IRs submit LOD request to RIO/IRMS 720-847-3089



Fitness For Duty (FFD)

- **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





Readiness POCs

Requirement	Active Component POC	System of Record
PHAQ	Military Treatment Facility (MTF)	https://imr.afms.mil/imr/AppDir.aspx
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 or 813-828-5035 opt 2



Participation FY & R/R

- Required duty performed to meet minimum requirements **AFMAN 36-2136**
- 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**



Scheduling FY & R/R requirements

Example #1: R/R 3 Mar



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



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)

- **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



AROWS-R Orders Processing

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- **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

Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 08:17 EDT
Current Profile: Member

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

Member Menu

Create Application **Create application**

Applications Awaiting Action

Applications In Progress

Full Back Application

Approved Orders

Tour of Duty

Create Certification

Certifications Awaiting Action

Certifications In Progress

Approved Certifications

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

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

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

Your Latest Broadcast messages:

2012/08/24	***AROWS-R will be offline Monday, 27 August 2012 from 0530 until 0600 EST for system upgrades****
2008/08/14	REMINDER: 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	Help Desk Hours are Mon-FRI 0700 -1700 Eastern Time. Support Contact Info: DSN 497-0166/Commercial 877-294- 5822 or email AFRFCM.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 AFI 33-332."
2005/11/10	REMINDER: IMAs 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

AFMAN 36-2136

- 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 (max of 12 hours per duty day)
- Lodging is authorized for all IDTs (paid/unpaid) - reimbursable with OF 1164
- Meals are authorized for enlisted at 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



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

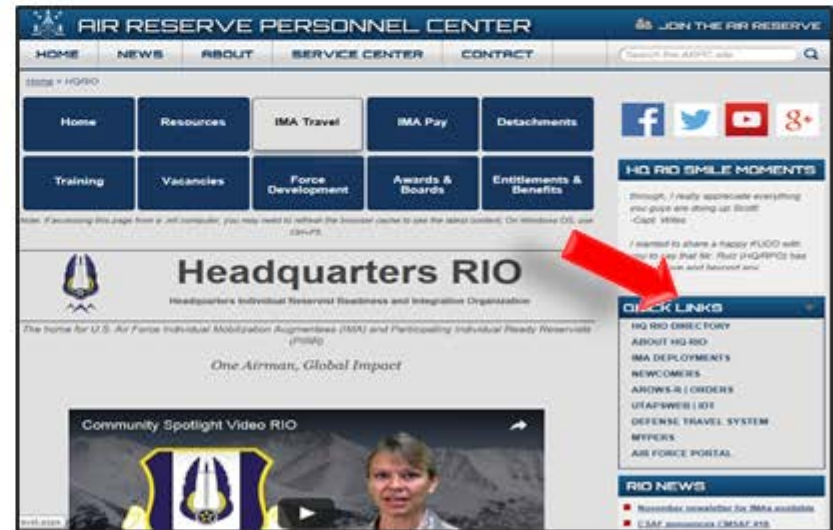
RIO Website:

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

YouTube: IMA Training Videos:

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

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





“Limited” IDT Outside Commute Distance (Travel Reimbursement)

- **Inactive Duty Training Outside Normal Commute Distance**
 - Only for members assigned to SELRES and to DAFSCs that are identified on the listing in the CY20 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/attached 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

- **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

- 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.)

- 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 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

The screenshot shows the ARCNet website for RIO Det 6 Home. At the top, there is a navigation bar with links for Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Web Admin. The main header reads "RIO Det 6 Home" with a last login time of 1/26/2016 12:30:22 PM. A dropdown menu for "RIO Det 6" is visible, along with a "Goto Unit" button. On the left sidebar, there are sections for "ARCNet Links" (updates as of 11 March), "ARCNet Docs" (including CCB Charter, Tasks, Newsletter, and Metrics), "CBTs" (ADLS/AFRC Unique, ANG, and download instructions), "HELP" (Duty Hours, Readiness, and Features), "TRAINING SLIDES" (AFR Ancillary, Details, and Schedule), and "AF PORTAL LINKS" (Online, Portal, and Publishing). A central banner for "BUEY AFB, COLORADO CONTACT THE INTEGRATION CELL" is followed by the title "HQ Individual Reservist Readiness & Integration Organization". Below this is a "QUICK LINKS" menu with items like MY READINESS, HQ RIO WEBSITE, CONTACT DIRECTORY, INTEGRATION CELL, RESERVE PAY OFFICE, IMA TRAVEL, DEFENSE TRAVEL SYSTEM, AROWS-R, UTAPSweb, myPERS, and FAQs. A central graphic features the organization's crest and text describing its mission and vision. To the right, a "Leadership" section includes portraits and names of Col Carolyn A. Stickell (Commander), CMSgt Dolores M. Colella (Superintendent), and MSgt Wendy T. Barraza (First Sergeant). At the bottom right, contact information for HQ RIO is provided: DSN: 847-3746 and Comm: 720-847-3746. A final banner encourages users to "VISIT YOUR HQ RIO DETACHMENT ONLINE".



Additional Opportunities: Deployments

- 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)

- 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



Resource Management Section



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!!**



Submitting Pay/Travel Docs in myPers



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

I Would Like To...

- Air Force Reserve Individual Reservist Program
- HQ AFRC/A1 Messages
- Reserve Job Opportunities (TR, AGR, ART, IMA, PIRR and Civilian)
- HCM 2.0 Toolbox
- Access the vPC Dashboard
- Access Secure Apps (VMFP, 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 ARDWS-R
- Access ARCNet (CAC only)
- Update My DEERS Information

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. 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 memo found on RIO website under “Pay and Travel” then “Forms”





Submitting Orders for Pay

- **Tour of Duty Certification (TODC) via AROWS-R ****Best method to use******
 - Can be used for orders under 30 days
 - Quick & easy process that will reduce processing time & errors. Usually paid in 10 workdays.
- **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



Step 2 - select order





- **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

U.S. AIR FORCE

HQ RIO Website



Home	Resources	Travel	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 \(Continuation\)](#)
- [AFRC FY17 Critical Skills Listing \(CSL\)](#)
- [OF 1164 \(Claim for Reimbursement for Expenditures on Official Business\)](#)
 - *SF1164 not accepted after March 1, 2017*
- [FMS2231 \(Fast Direct Deposit\) \(authorizes EFT/Direct Deposit of travel payments\)](#)
- [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
Hours of Operation:



Travel / Lodging Reimbursements

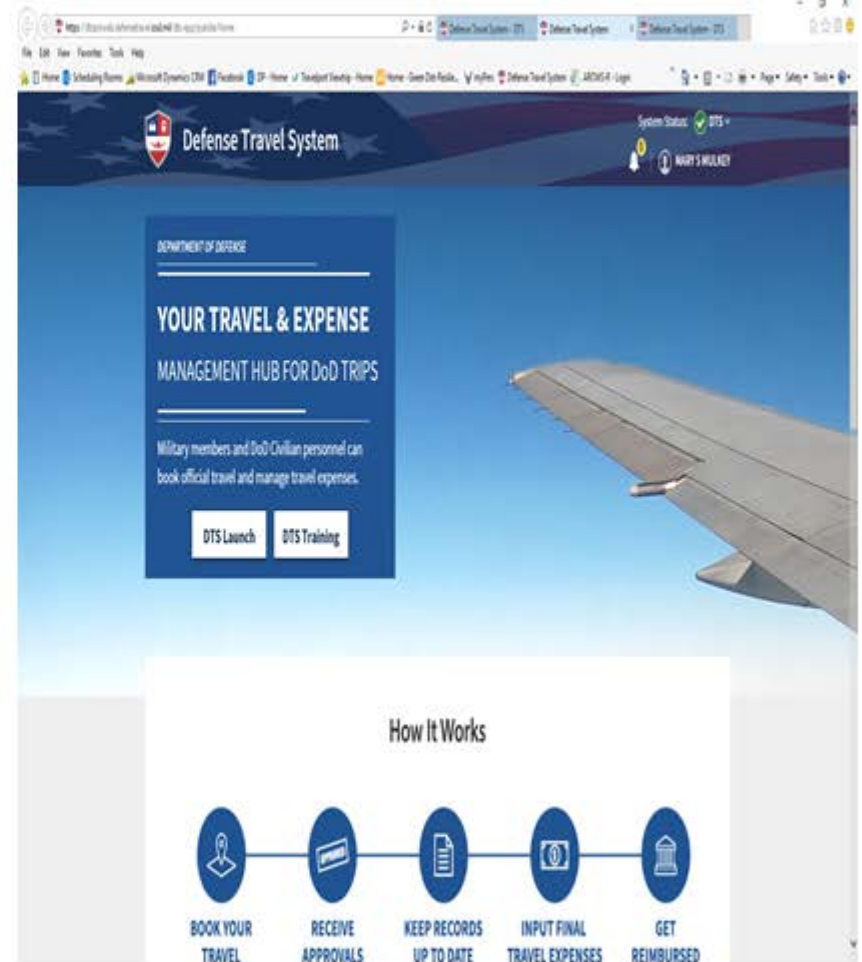
- **IDT** lodging reimbursements - submitted to IR Travel (separate from voucher)
 - Submit lodging expenses via OF 1164, with the signed AF 40A(s) & lodging receipt(s)
 - Lodging is reimbursable for IDTs greater than 50 miles from HOR
 - BAH, BAS & Per diem are **not** authorized while on IDT status

- **AT, MPA or RPA** reimbursements – submitted to the IR Travel Office via RTS or DTS as identified on the orders **2nd 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>



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



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 **2nd 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/HQRIO/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 in Remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		2. EMPLOYER'S USE ONLY 3. GRADE SMSgt 4. SIN		5. TYPE OF PAYMENT (if as appropriate) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PER <input type="checkbox"/> Other		6. D.D. VOUCHER NUMBER	
3. NAME (Last, First, Middle Initial) (Print or type) Mock Dale A		7. ADDRESS, a. NUMBER AND STREET XXXXXXXXXXXXXXXXXXXX		8. CITY Warner Robins		9. STATE GA	
10. TELEPHONE NUMBER 478-327-2311		11. ORGANIZATION AND STATION HQ RMO/PM Warner Robins GA 31093		12. DEPENDENT'S ADDRESS (if dependent) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED		13. FOR D.O. USE ONLY	
14. ACCOMPANIED a. NAME (Last, First, Middle Initial)		15. RELATIONSHIP b. DATE OF BIRTH c. GRADE		16. PREVIOUS GOVERNMENT PAYMENTS ADVANCES		17. DEPENDENT'S ADDRESS ON RECEIPT OF ORDERS (include Zip Code)	
18. TRAVELARY a. DATE 23 Nov b. PLACE (State, Office, Base, Army, City and State) MAXBVT AFB, AL		19. MEANS OF TRANSPORT PA		20. REASON FOR TRIP EG		21. HAVE HOUSEHOLD GOODS BEEN SHIPPED? <input type="checkbox"/> YES <input type="checkbox"/> NO (Specify in Remarks)	
22. ARRIVAL ARR DEP		23. DEPARTURE ARR DEP		24. LOGGING COST PA		25. FOOD MILES	
26. PERIOD OF TRAVEL (if not continuous) <input type="checkbox"/> UNIFORMED <input type="checkbox"/> PASSENGER		27. DURATION OF TDY TRAVEL <input type="checkbox"/> 12 HOURS OR LESS <input type="checkbox"/> MORE THAN 12 HOURS BUT 24 HOURS OR LESS <input type="checkbox"/> MORE THAN 24 HOURS		28. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursement Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due		29. GOVERNMENT-DEBTABLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS	
30. CLAIMANT SIGNATURE		31. DATE 20091127		32. SUPERVISOR SIGNATURE		33. DATE	
34. APPROVING OFFICER SIGNATURE		35. ACCOUNTING CLASSIFICATION		36. COLLECTION DATA		37. AMOUNT PAID	
38. COMPUTED BY		39. AUDITED BY		40. TRAVEL ORDER AUTHORIZATOR POSTED BY		41. RECEIVED (show Signature and Date of Check No.)	





- 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.)



AFI 36-2606

- **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



Critical AFSC listing FY20

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)

11M*	
12B*	
12M*	
13S*	
14N	
17D	
17S	
18R	
52R	

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.

1A0X1	1N1X1A	1U0X1	2R1X1	5R0X1
1A1X1	1N1X1B	2A3X4	2W1X1	8P100
1A2X1	1N2X1A	2A5X1	3D0X3	9S100
1A3X1*	1N2X1C	2A5X4	3D1X2	
1A6X1	1N3X1	2A7X3	3D1X3	
1A8X1	1N4X1A	2A7X5	3E2X1	
1A8X2	1N4X1B	2A8X1	3E8X1	
1A9X1	1N7X1	2A9X1	3E9X1	
1B4X1*	1N8X1	2A9X2	3F2X1	
1C6X1	1T0X1	2A9X3	4H0X1	
1N0X1	1T2X1*	2R0X1	5J0X1	



***Break
(5 min)***



Force Management Section



Airman Comprehensive Assessment (ACA)

- 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

AFI 36-2406

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.
 - 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**



Enlisted Evaluations

- Reports are biennial **AFI 36-2406**
- 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
 - CY20 board will be held July 2020 (**tentative**)
 - Promotion date is 1 October





Officer Promotions

- **Reserve Officer Personnel Management Act (ROPMA) AFI 36-2504**
- **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)**



U.S. AIR FORCE

My Personnel Services (myPers)

Customized to recognize the user's affiliation as officer, enlisted, civilian, Reserve or Guard

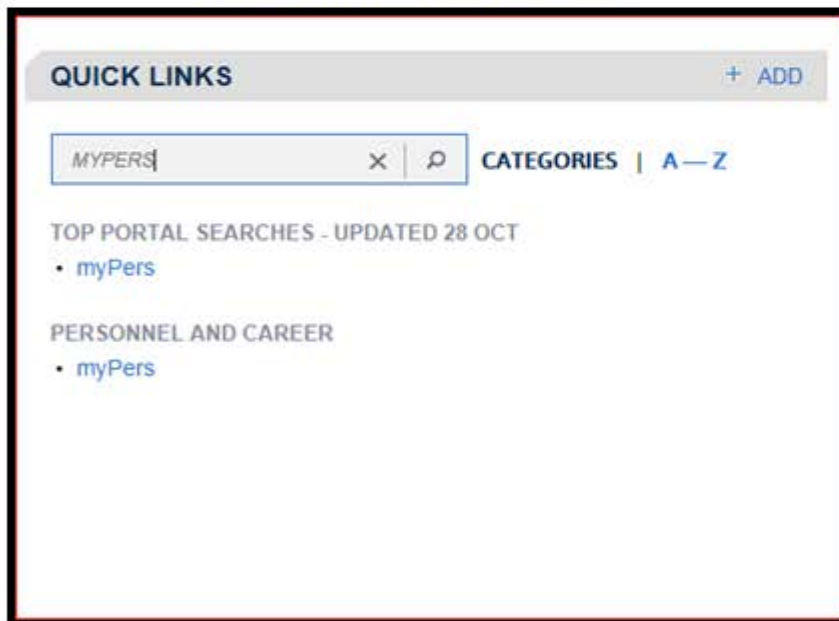
Connecting to myPers

Via the AF Portal

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

Direct Link:

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



QUICK LINKS + ADD

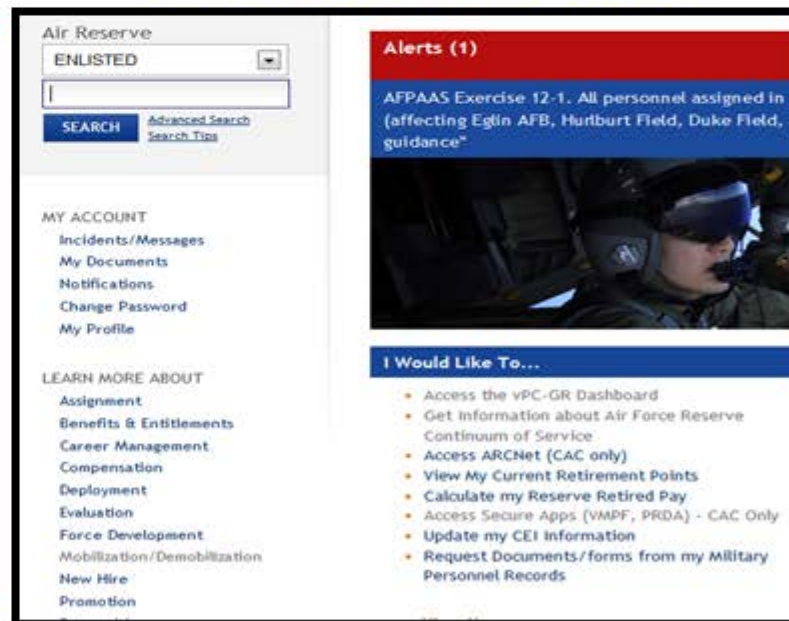
SEARCH: × ↻ CATEGORIES | A—Z

TOP PORTAL SEARCHES - UPDATED 28 OCT

- [myPers](#)

PERSONNEL AND CAREER

- [myPers](#)



Air Reserve

ENLISTED

Advanced Search Search Tips

MY ACCOUNT

- Incidents/Messages
- My Documents
- Notifications
- Change Password
- My Profile

LEARN MORE ABOUT

- Assignment
- Benefits & Entitlements
- Career Management
- Compensation
- Deployment
- Evaluation
- Force Development
- Mobilization/Demobilization
- New Hire
- Promotion

Alerts (1)

AFFPAAS Exercise 12-1. All personnel assigned in (affecting Eglin AFB, Hurlburt Field, Duke Field, & guidance"

I Would Like To...

- Access the vPC-GR Dashboard
- Get information about Air Force Reserve Continuum of Service
- Access ARCNet (CAC only)
- View My Current Retirement Points
- Calculate my Reserve Retired Pay
- Access Secure Apps (VMPF, PRDA) - CAC Only
- Update my CEI Information
- Request Documents/forms from my Military Personnel Records



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

The screenshot displays the myPers website interface. On the left, there is a navigation menu with sections: 'ENLISTED' (dropdown), 'SEARCH' (with 'Advanced Search' and 'Search Tips' links), 'LEARN MORE ABOUT' (listing various topics like Assignment, Benefits, etc.), and 'MY ACCOUNT' (listing Incidents/Messages, My Documents, etc.). The main content area features a header image of two Airmen in flight. Below this is a section titled 'I Would Like To...' with a list of links such as 'Access the vPC Dashboard', 'Learn more about Civilian Furlough', and 'Access Reserve Reduced Retired Pay Age'. A red arrow points to the 'Most Viewed Articles' section, which lists links like 'Reserve: Enlisted Promotions Home Page' and 'Reserve: Retention Home Page'. To the right of this section is another titled 'Announcements for Airmen' with a link to 'Enlisted Evaluation System and Weighted Airman Promotion System Changes'. A red text label 'Most viewed topics' with an arrow points to the 'Most Viewed Articles' section.



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 AROWS-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

Fill in * areas

Be specific

Required VA Home Loan Letter

• Product

• Category

• Subject

• Question

Attach Documents (Optional)

Only the following file types are allowed:
.csv, .doc, .docx, .gif, .htm, .html, .jpg, .jpeg, .pdf, .ppt, .pptx, .rtf, .tif, .tiff, .txt, .xfl, .xflr, .xls, .xlsm, .xlsx, .xml



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)



Connecting to the vMPF

Via the AF Portal
<https://www.my.af.mil/>

QUICK LINKS + ADD

VMPF x p CATEGORIES | 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 DoC PIV 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...
ACMS	Acquisition Career Management System
ADP	Airmen Development Plan
AMS	Assignment Management System
EPROM Release	Virtual Enlisted Promotion Release Web
Fill RPA Status Report	Fill RPA Status Report
HPERB	Air Force Medical Service Health Professions Education Requirements Board
PRDA	Personnel Records Display Application
Reserve Vacancies	Reserve Vacancy Finder
Retraining	Retraining Vulnerability Listings for NCO Retraining Program
RMVS	Reserve Management Vacancy System
vMPF	Virtual Military Personnel Flight Suite of Applications



vMPF - Navigating the System





Message Center

 [Suspenses \(0\)](#) ← **Suspenses**

0 new suspenses
0 overdue suspenses

Navigation

The following areas of the vMPF are available to you:

[Self-Service Actions](#) ← **Self-service**

Self Service Application Status

- [My Stuff](#)

Most Popular Applications

- [Out Processing](#)
- [Awards and Decorations](#)
- [Data Verification Brief](#)

AIR EXPEDITIONARY FORCE (AEF) INFORMATION

AEF INDICATOR	AEF DESCRIPTION/ROTATION PERIOD	DATE ASSIGNED TO THIS AEF

INDIVIDUAL DWELL TIME (IDT) INFORMATION

IDT	IDT EXPIRATION DATE	IDT COUNTER
0 DAYS		6286 DAYS



Help

- [FAQ](#)
- [Glossary](#)
- [Known Problems](#)
- [Case Management System](#)

System Announcements

- [Pop-up Blocker Notice!!!!](#)
- [This Site Last Reviewed on 4 November 2011](#)
- [Address or phone number problems](#)

Helpful Links

- [Civilian-Employer-Update](#)
- [My Pay \(Formerly E/MSS\)](#)
- [My Pay \(Formerly E/MSS\)](#)
- [Unit Email Address Capture Form](#)
- [Rec. of Emergency Data Briefing](#)
- [Accrual Travel Voucher](#)

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



U.S. AIR FORCE

vMPF - Updating Your Record

vMPF Self-Service Actions [Secure Log Out](#)

[vMPF Home](#) - [Self-Service Actions Home](#) - [Stemap](#) - [Glossary](#) - [Help](#)

[vMPF Home](#) - [Self-Service Actions](#) - [Personal Data](#)

Personal Data

- [ANGUSAFR Point Credit Summary Inquiry \(PCARS\)](#)
- [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](#)

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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.

Active Duty General Officers: AFIDPG at COMM (703) 697-1181 (DSN 227-1181) or by email at AFIDPG.Workflow@peragon.af.mil

[Duty](#)
[Current](#)
[History](#)
[TDY](#)

[Assignments](#)

[Performance Reports](#)

[Promotion](#)

[Reenlistments](#)

[Awards & Decs](#)

[Aircrew](#)

[Education & Training](#)

[Service](#)

[View/Print All Pages](#)



Responsibilities Defined



Detachment Responsibilities

- **Management of MAJCOM/COCOM assigned/attached IRs**
- **Execute IMA end-strength based on funded authorizations AFI 36-2629, para 2.22**
- **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**



Commander/Directors Responsibilities

- **Designate a Pri & Alt Unit Reserve Coordinator (URC) in writing AFI 36-2629, para 2.27**
- **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

- **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

- **Unit/Directorate focal point for IR concerns** AFI 36-2629, para 2.29
- **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**



IR Responsibilities

- Comply with readiness requirements (Medical, Dental, Fitness, AFSC training, Security Clearance)
- Schedule IDTs in UTAPS NLT **15 Aug** for the upcoming FY AFI 36-2629, para 2.33
- 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.)

- **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 ARPC for PRDA & MiIPDS 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**



U.S. AIR FORCE

AFI 36-2629, para 2.26

Military Treatment Facility (MTF) Responsibilities

- **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
- **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 informed – 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**



- **HQ/RIO public website:** www.arpc.afrc.af.mil/hqrio.aspx
- HQ RIO Facebook: www.facebook.com/HQRIO
- HQ RIO Twitter: 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.DET6@OL-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.mgmt@us.af.mil

Opt 2 – Readiness & Integration
(Orders, Readiness, Waivers, Formal School Request)

riodet6.readiness@us.af.mil

Opt 5 - Resource Management
(All other services, DTS, Bonus, ETS Management)

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

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

RIODET6@OLHURLBURT@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

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