



**DEPARTMENT OF THE AIR FORCE**  
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

3 February 2021

MEMORANDUM FOR INDIVIDUAL RESERVISTS

FROM: HQ RIO/CC  
18420 E Silver Creek Ave  
Buckley AFB CO 80011

SUBJECT: IR Program Expectations

1. Welcome to the Individual Reservist (IR) program! Thank you for joining a flexible and powerful Air Force Reserve team. Your primary mission is to be ready at all times to fulfill your duties at your assigned unit. I expect you to consistently meet the standards of readiness and the attachment here details those requirements. Please read this information as it is critical to your success in the IR program. The HQ RIO website located at <http://www.hqrio.afrc.af.mil/> contains a wealth of information and is a great place to find what you need to be successful. Another beneficial resource is the RIO Connect App. This free app can be downloaded on your personal device and provides news, alerts and other critical resources.

2. Your Supervisor and Unit Reserve Coordinator (URC) are critical to your success. You must coordinate with them to schedule your duty/participation which is vital for you to maintain a good FY and R/R year. They can also assist with completing your readiness requirements, which are MANDATORY. Not meeting readiness requirements will negatively impact your ability to perform IDTs and AT/RPA/MPA orders and can cause you to have a bad year. If you need contact information for your Supervisor or URC, contact your servicing HQ RIO Detachment (see attachment, HQ RIO website or RIO Connect App for Detachment contact information).

3. We are here to help you support your unit's mission and we are committed to doing that. You are our #1 priority and we work each day to make it easier for you to serve. RIO's current mission is to, "Provide, integrate and sustain ready IR forces globally" and our vision is, "One trusted team making it easy to serve!" If you have questions, I can be reached at DSN 847-3696, commercial (720) 847-3696 or [amy.boehle@us.af.mil](mailto:amy.boehle@us.af.mil). Thank you for your service and ALL you do!

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AMY J. BOEHLE, Colonel, USAF  
Commander

Attachment:

IR Requirements, Resources & Detachment Contacts

	<b>Expectations</b>	<b>Governing AFI/Resources</b>	<b>Primary POC for Questions</b>
<b>IR Management</b>	You are required to maintain the five readiness factors - PHA (to include immunizations and lab work), Dental, Fitness Assessment, Upgrade Training, and Security Clearance.	AFI 36-2629	URC
<b>Medical Standards</b>	You are required to maintain AF medical standards; you must complete a web PHA every year and must be seen at an MTF 1x/3 yrs or via the Reserve Health Readiness Program (RHRP) which can be initiated through a myPers ticket ( <a href="https://mypers.af.mil/app/answers/detail/a_id/48236/p/17">https://mypers.af.mil/app/answers/detail/a_id/48236/p/17</a> ). You are required to maintain medical readiness to include PHA, lab, and immunization requirements. You must be in a duty status to show up to an appointment at an MTF; but you are not required to be in a status to “schedule” an appointment. If you reside outside 40 miles from your assigned base, you can be seen at the nearest MTF to your residence. Eligibility for care support memos are at HQ RIO website under <a href="#">Readiness – Access to MTFs</a> .	AFMAM 48-123; AFI 44-170; AFI 44-176; AFI 10-250	MTF
<b>Dental Standards</b>	Annual requirement; currently can be seen by a civilian dentist; use <a href="#">DD Form 2813</a> , ‘ <i>Department of Defense Active Duty/Reserve/guard/Civilian Forces Dental Examination</i> ’, to document dental visit with civilian provider. Must be seen in-person by a military dentist every third year.	AFI 10-250	MTF

	<b>Expectations</b>	<b>Governing AFI/Resources</b>	<b>Primary POC for Questions</b>
<b>Fitness Standards</b>	Must complete every six months NLT the last day of the month (once per year for those who score an excellent); fitness failure retests must test NLT 90 days from failure date; must be in a duty status when testing AT/IDT (paid IDT or non- paid IDT); may test at the AD FAC, a TR or ANG unit.	AFI 36-2905	Unit Fitness Program Manager (UFPM)
<b>Duty Limiting Conditions</b>	Ensure you are registered with your Servicing MTF. Servicing MTF will initiate and a Military Medical Provider will determine Fitness, Duty and/or Mobility restrictions. If fitness or duty restrictions recommended by civilian provider: 1) Contact HQ RIO/IRM for AF469 Request Form via myPers <a href="https://mypers.af.mil/app/answers/detail/a_id/48236/p/17">https://mypers.af.mil/app/answers/detail/a_id/48236/p/17</a> 2) Have Civilian provider complete 3) Submit form to MTF with supporting medical documents (i.e., medical visit, x- rays, surgical notes). Letters and memos are not sufficient supporting documents.	AFI 10-203 AFI 36-2629 AFI 44-176 AFMAN 48-123	MTF
<b>Participation Standards</b>	Your priority is to complete all Annual Training (AT) and paid Inactive Duty Trainings (IDTs) within the Fiscal Year. AT/IDTs must be scheduled before additional tours can be approved. AT orders must be submitted NLT 31 May each year and must be published by 30 June. (AFMAN 36-2126, par 5.7.1). Supervisors will work with you to develop a schedule of IDTs in UTAPS NTL 15 August for the upcoming FY (AFMAN 36-2136, para 4.2.1.2).	AFMAN 36-2136 AFI 36-2629	URC IR Supervisor Servicing Detachment
<b>Security Clearance</b>	You must maintain necessary clearance. Periodic Review (PR) every 6 years for TS/SCI and 10 years for Secret. PR can be initiated within 60 days of clearance end date.		Unit Security Manager

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<b>Annual SCI Training</b>	Only required for those with a TS/SCI clearance and who hold a position where this clearance is required. Must complete annual training via ADLS. If unable to complete the ADLS requirement, contact your UTM, Security Manager or Detachment for the SCI slides. (ARCNET training DOES NOT transfer to ADLS; complete in ADLS)		Unit Training Manager (UTM), Assigned Unit Security Manager, Detachment
<b>Advanced Distributed Learning Service</b>	Complete as required via (ADLS) <a href="https://golearn.adls.af.mil/">https://golearn.adls.af.mil/</a> . Must have CAC access. If you do not have a CAC reader contact your Det and they will provide you one.		Assigned Unit Training Manager (UTM)
<b>Orders</b>	All members must be in a duty status before reporting for duty. Annual Training orders requests must be submitted 30+ days prior to the start date. All other orders requests should be sent to the Detachment OWC at least 30 days prior to the start date (NLT 21 days). We understand there could be some short notice requirements i.e. School Tours, MPA etc. MPA order requests should have a corresponding M4S task ID number provided. Processing of requests submitted less than 15 days prior to the tour state date will be at the discretion of the Det OWC and/or CC. Certified orders and vouchers must be submitted w/in 5 duty days of duty completion. <i>Orders will not be processed when the member has outstanding unpaid orders or travel vouchers.</i>	AFMAN 36-2136 AFI 65-103 JTR AFI 36-3629	Detachment Order Writers Cell (OWC)

	<b>Expectations</b>	<b>Governing AFI/Resources</b>	<b>Primary POC for Questions</b>
<b>Verbal Order of the Commander (VOCO)</b>	If orders have not been published two duty days prior to tour start date, you should contact your Det to coordinate for a VOCO. VOCOs are at the discretion of the Det CC and rarely issued. You must have a competent authority (supervisor/commander) submit a VOCO request via email or phone call to the Det CC. This will be followed up by a written request. VOCOs will not be accepted on or after the travel date to duty. The VOCO letter template can be found on the HQ RIO Website/Resources. <b>You must never travel/report to duty without an order in hand or a final VOCO approval from your Det CC.</b> RegAF cannot unilaterally issue a VOCO without coordinating their request through your Det CC to verify readiness and funding.		Servicing Detachment Detachment Order Writers Cell (OWC)
<b>Travel Vouchers</b>	Must be submitted w/in 5 calendar days of military duty completion; DTS implemented for all IRs; orders state whether to file in DTS or RTS (myPers); detailed instructions on filing both DTS and RTS can be found in the <a href="#">IR Guide is accessible via the HQ RIO website.</a>	FMR Vol 9, Ch 8, para 0805; IMA Travel Companion Guide	TFSC 1-800-525-0102  MyPers  <a href="#">HQ RIO Travel</a>
<b>AD Sanctuary Waivers</b>	AD sanctuary is between 18-20 yrs TAFMS; sanctuary waiver required at 16.5 years TAFMS; does not deny entitlement to 20 year AD retirement; template can be found <a href="#">here</a> .	Title 10 U.S.C 1176 (b) and 1286 (a); AFI 36-2619, para 6.3; AFI 36-2254V1 para 6.2; AFI36-2131 Admin of Sanctuary; AFI 36-2629 para 2.22.16	Servicing Detachment

	<b>Expectations</b>	<b>Governing AFI/Resources</b>	<b>Primary POC for Questions</b>
<b>Split Annual Tour</b>	<p>Split AT is allowed when in the best interest of the AF and the cost per day factor to accommodate special mission/training requirements (not to perform IDTs) are not exceeded. Overseas travel and training at location other than assigned duty location requires Det CC approval; Annual Tour Special Request Form template can be found <a href="#">here</a>.</p> <p>When performing AT and traveling back home, in most cases, a partial duty day will be performed on the last day to ensure you return home NLT midnight. (CONUS locations) OCONUS locations may require an additional travel day.</p>	AFMAN 36-3126 para 5.11	URC
<b>Telecommute</b>	Teleworking allows written pre-authorization from Det CC for you to work/train in an official capacity for pay and/or points away from the official duty location in either active duty or Inactive Duty Training status (AFMAN 36-2136, para 11.2). The required telecommute agreement and checklist can be <a href="#">here</a> .	AFMAN 36-2136	Servicing Detachment
<b>Military Personnel Appropriation (MPA) Man-day Program</b>	Must have MAJCOM concurrence; be fully ready; may require a 1095 waiver; per diem waiver may be required. Must be processed in M4S well in advance to allow for 15 calendar days processing time in AROWS-R.	AFI 36-2619	MPA Manager & FAM
<b>Maintain current contact information</b>	Ensure current address, phone number, marital status and dependent information is accurate in <a href="#">Air Force Personnel Accountability and Assessment System (AFPAAS)</a> , the virtual Record of Emergency Data (vRED) which can be accessed via the secure sites on myPers and the <a href="#">Defense Enrollment Eligibility Reporting System (DEERS)</a> .	AFI 36-2629	URC

## **IR Information Resources**

IR Guide

<https://hqrio.usaf.afpims.mil/IR-Guide/>

IR Quick Guides

<https://www.hqrio.afrc.af.mil/Quick-Guides/>

HQ RIO website <https://www.hqrio.afrc.af.mil/>

Facebook [www.facebook.com/HQRIO](http://www.facebook.com/HQRIO)

## **HQ IR RIO Directory**

**Please contact your servicing Det for questions and concerns.**

**Detachment 2** | PACOM, PACAF, ALCOM, USFJ, JIOC, USFK

Joint Base Pearl Harbor-Hickam, HI DSN 315-449-0585

[arpc.hqriodet2@us.af.mil](mailto:arpc.hqriodet2@us.af.mil)

**Detachment 3** | AFSPC, NORAD, NORTHCOM, STRATCOM, AFGSC, USAFA,  
STRATCOM, AF Admissions Liaison Officers (ALOs) Peterson Air Force Base, CO

719-554-2561 | DSN 692-2561

[rio.det.3.1@us.af.mil](mailto:rio.det.3.1@us.af.mil)

**Detachment 4** | AMC, AETC, AFOTEC, AFPC, AFSCFC, AFMC, TRANSCOM

Scott Air Force Base, IL

618-229-7919 | DSN 779-7919

[arpc.hqriodet4@us.af.mil](mailto:arpc.hqriodet4@us.af.mil)

**Detachment 5** | Medical, JAG, Chaplain, Historian, ARPC, AFRC Robins Air Force Base, GA

478-327-2331 | DSN 497-2331

[HQRIODet5Robins@us.af.mil](mailto:HQRIODet5Robins@us.af.mil)

**Detachment 6** | ACC, AFSOC, AFTAC, CENTCOM, SOCOM, SOUTHCOM

MacDill Air Force Base, FL 813-828-5035 | DSN 968-5035

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

**Detachment 7** | AFRC MAs, CYBERCOM, HAF, OSD, Joint Staff, Defense Agencies, Air Force Agencies,  
OSI

Joint Base Anacostia-Bolling, Washington, D.C. 202-767-3080 | DSN 297-3080

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**Detachment 8** | EUCOM, USAFE, AFRICOM, NATO

Patch Barracks, USAG Stuttgart, GE

DSN 324-412-0186, Commercial 011-49-711-7080-0186

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## **HQ RIO**

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