

Headquarters U.S. Air Force

Integrity - Service - Excellence

IMA Deployments





Overview

- **Seeking deployment opportunities**
- **IMA Volunteer process**
- **Statement of Understanding (SOU)**
- **Involuntary activations**
- **Deployment Waivers**



Seeking Deployment Opportunities

- **Must be “GREEN-TO-GO”**
- **Most deployments require passing fitness assessment; see location-specific Reporting Instructions**
- **Must possess a 3-level in AFSC unless otherwise specified in the requirement**
- **Work through detachment & Active component chain of command**
- **Active Duty unit responsible for training & equipping**
 - **Note: UDM handles training dates, transportation, unit-funded equipment**
- **RIO/IPR facilitates tasking the member in DCAPEs, requests mandays and initiates all order actions**
 - **Exception: Gaining MAJCOMs process manday requests for exercise participation**



IMA Volunteer Process

- **IRs may volunteer for deployment opportunities advertised through:**
 - **Volunteer Reserve System (VRS) – AFSC approved**
 - **AFRC Functional Area Managers (FAMs)**
 - **Assigned unit and/or the gaining command assuming they agree to provide associated mandays**
 - **0-6 and above need AFRC/CV Approval**
- **Deployments must have a valid Unit Line Number (e.g. be an approved SecDef deployment req tracked in SIPR-based system)**
- **Members must submit a Statement of Understanding (SOU) through supporting RIO Det**



Volunteer Reserve System (VRS)

- Access ARCNet through AF Portal
- Select “VRS” tab from the main ARCNet page

The screenshot shows the HQ RIO Home page. At the top, there's a navigation bar with 'My Profile | charmque.jones' and a menu: 'Home | Participation | Duty Plan | ATMT | Readiness | VRS | Member | Email | Web Admin'. A blue arrow points to the 'VRS' tab. Below the navigation bar, the page title is 'HQ RIO Home' with 'Last Logon: 5/2/2016 4:27:39 PM'. A dropdown menu shows 'HQ RIO' and a 'Goto Unit' button. The main content area is titled 'HQ Individual Reservist Readiness & Integration Organization'. It features a 'QUICK LINKS' sidebar with items like 'MY READINESS', 'HQ RIO WEBSITE', 'CONTACT DIRECTORY', 'INTEGRATION CELL', 'RESERVE PAY OFFICE', 'IMA TRAVEL', 'DEFENSE TRAVEL SYSTEM', 'AROWS-R', 'UTAPSwab', 'myPERS', and 'FAQs'. The main content area includes a 'Leadership' section with photos of Col Carolyn A. Stickell, CMSgt Dolores M. Colella, and MSgt Wendy T. Barraca. It also has a 'VISIT YOUR HQ RIO DETACHMENT ONLINE' section with a button and a link to determine your servicing HQ RIO Detachment.



VRS (Cont.)

- Select Volunteers tab to start search and application process

The screenshot shows a web browser window with the URL <https://www.my.af.mil/arcnetprod/ARCNet/VRS/Home>. The browser's address bar shows 'my.af.mil' and a 'New tab' button. The website's navigation bar includes links for Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Web Admin. The VRS logo is prominently displayed. A large blue arrow points to the 'Volunteers' tab in the top navigation menu. Below the navigation bar, the main content area features a text block about the Volunteer Reserve System (VRS) and its updates. To the right, there are three blue boxes: 'Training' with a link to 'Training Calendar', 'Slide Decks' with links to 'How to Volunteer' and 'How to be a Requisitioner', and 'Entitlements' with a link to 'Entitlements'. At the bottom, a footer contains copyright information and links to Privacy and Security Policy, Contact ARCNet, About, Section 508 Statement, and Air Force Reserve.

Volunteer Reserve System (VRS), has been revised to enhance usability for the Volunteer and Requisitioner. This newer version continues to provide service to Reserve/Guard members for short-term and funded assignment vacancies. Force Generation Center (FGC) has management control of VRS. Volunteers should address specific questions concerning the vacancy to the POC listed. Should you have questions regarding the process for VRS, please email the FGC/FGF FARS at afrc.fgc.far@us.af.mil.

Users will notice several new key features in this version, all designed to make the matching process more efficient. Volunteers can search for opportunities by a variety of factors (specific dates, ranks, AFSCs, locations, keywords). Volunteers can track application status within VRS. Supervisor permission is the first step in the application process. Emails to the volunteer are sent during the final steps of the application process to offer acceptance.

VRS is voluntary and Requisitioners are responsible to ensure each listing reflects a current requirement. In addition, Requisitioners are responsible for the validity and accuracy of each posting.

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VRS (Cont.)

- Volunteer menu view will search all available opportunities using the listed search options

The screenshot shows the VRS (Volunteer Resource System) interface. The top navigation bar includes links for Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Web Admin. The VRS section is active, showing a search interface with fields for Job Id, Keyword, Job Source, Location, AFSC, Grade, and Duration. A blue arrow points to the 'Wildcard' dropdown menu. Below the search fields, there are buttons for 'Search (ENTER)', 'Clear Search', and 'Search Guide'. A table of volunteer opportunities is displayed below the search fields, with columns for Job, Title, AFSC, Location, Report (NLT), Duration, and Desired Grade. A blue arrow points to the 'Apply' button for the first job listing.

Job	Title	AFSC	Location	Report (NLT)	Duration	Desired Grade
191400	Air Refueling Planner/Executor (copy)	011M4	Scott AFB Illinois United States USNORTHCOM	5/31/2016	180	O-4
191411	24 AF MPA Support	32E4	24AF Lackland AFB TX	6/29/2015	0	O-4



VRS (Cont.)

- To view additional information on vacancy click on “+” or “Job ”
- Click “Apply” to start application process

ARCNet Home Participation Duty Plan ATMT Readiness VRS Member Email Web Admin

charnique.j.jones [cosmo]

Job Id: [] AFSC: 3S0 Wildcard: X

Keyword: [] Separate keywords with a comma (,)

Job Source: VRS Grade: Select A Grade...

Location: [] Duration: Select A Duration...

Search (ENTER) Clear Search Search Guide

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

Job	Title	AFSCs	Location	Report (NLT)	Duration	Desired Grade	Apply
192536	USSOCOM J1 Plans, Policy, and Programs Superintendent	3S071	MacDill AFB, FL	5/22/2016	120	E-8	Apply
192572	3S0 Personnel Tech	3S051	Robins AFB GA	5/21/2016	131	E-6	Apply



VRS (Cont.)

- After application is submitted it traverses the following process:

The screenshot shows a web browser window with the URL <https://www.my.af.mil/arcnet/Vrs/Volunteer/Apply/192536>. The browser's address bar shows 'ARCNet - Vrs Volunteer Ma...' and 'New tab'. The page has a blue header with the ARCNet logo and navigation links: Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Web Admin. The user is logged in as 'charnique.j.jones [cosmo]'. The main content area is titled 'TR Application Process (AFRC application process for TR members)'. It features a table with three columns: 'Step in Application', 'Point of Contact's Comments', and 'Date and Time'. The 'Step in Application' column lists various approval steps: Volunteer (highlighted in green), Supervisor Approval, UDM Approval, LRS Approval, Wing CC Approval, FAM Approval (CIV Elsie Houey), FGC Approval (CIV Michael Carter), and Requisitioner Review (Col Brett Buras). A large blue arrow points from the 'Supervisor Approval' row towards the 'Point of Contact's Comments' column. Below the table is an 'Upload Files' section with a red text warning: 'Maximum Combined File Size: 9 MB' and a 'Select files...' button.

Step in Application	Point of Contact's Comments	Date and Time
Volunteer		
Supervisor Approval		
UDM Approval		
LRS Approval		
Wing CC Approval		
FAM Approval	CIV Elsie Houey	
FGC Approval	CIV Michael Carter	
Requisitioner Review	Col Brett Buras	

Upload Files
Maximum Combined File Size: 9 MB
Select files...



Deployment Responsibilities

HQ RIO

Per AFI 36-3802 Attachment 2

- Cuts CED orders for **ALL** IR's
- Initiates AEF tasking in M4S
(Exception: Gaining MAJCOMs process M4S for exercise participation)
- Initiates Contingency Orders and AROWS-R (AROWS-R orders are Title 10 orders for IR's to be paid, CED orders are for travel to and from AOR)
- Updates DPDRT (Deployment Discrepancy System)
(Note: a discrepancy will count against the IR's tasking unit)

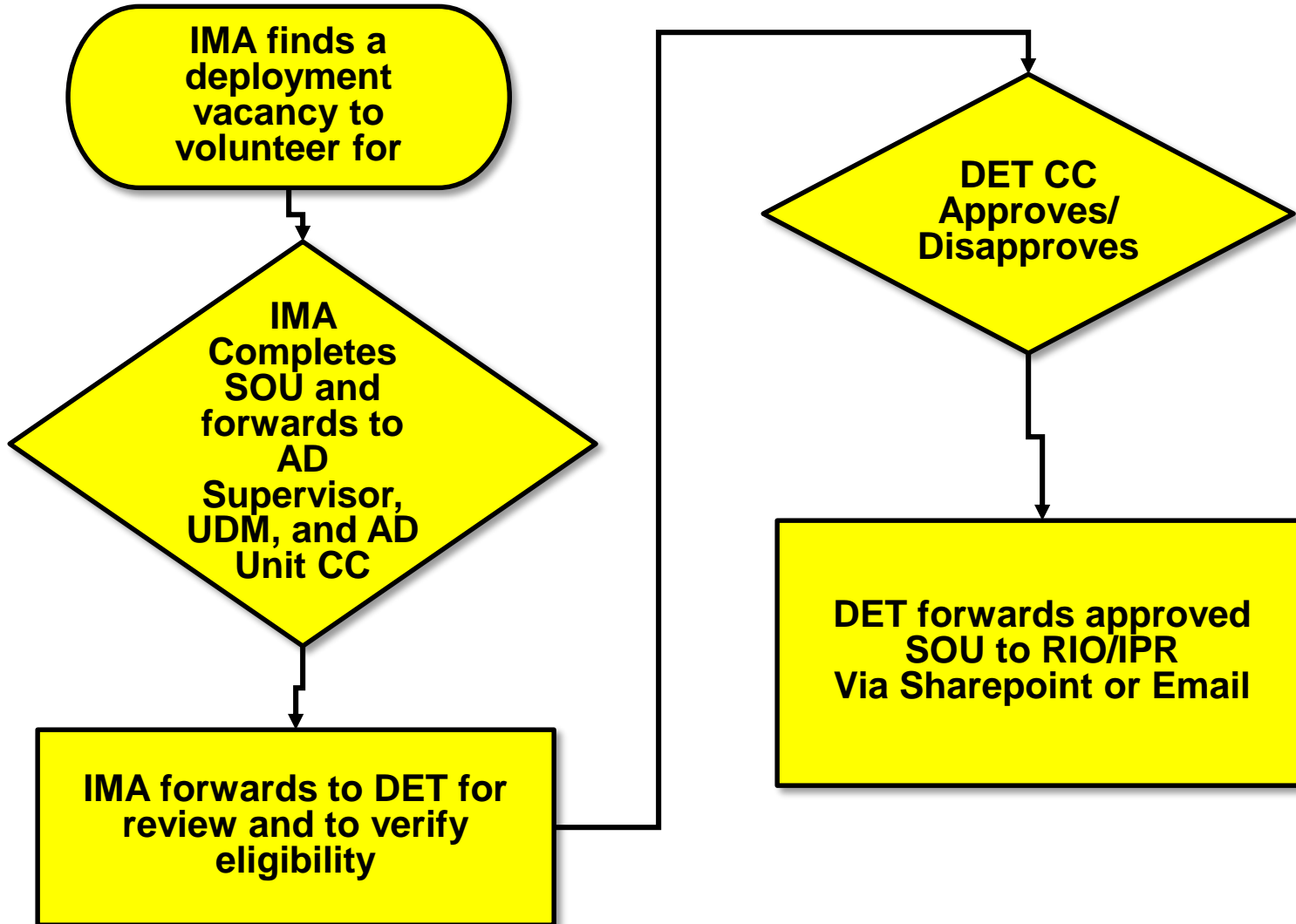
AD Unit

Per AFI 10-401

- Forecast 2 years in advance for MPA Money if considering using IR's for deployments
- Trains
- Equips- uniforms and equipment
- Schedules Pre-deployment training
- Schedules Transportation to AOR
- In and Out-Processing
- Provide reason for DPDRT Discrepancy
- Submits Delayed Report
- Submits the reclama when an IR is unable to fill a requirement

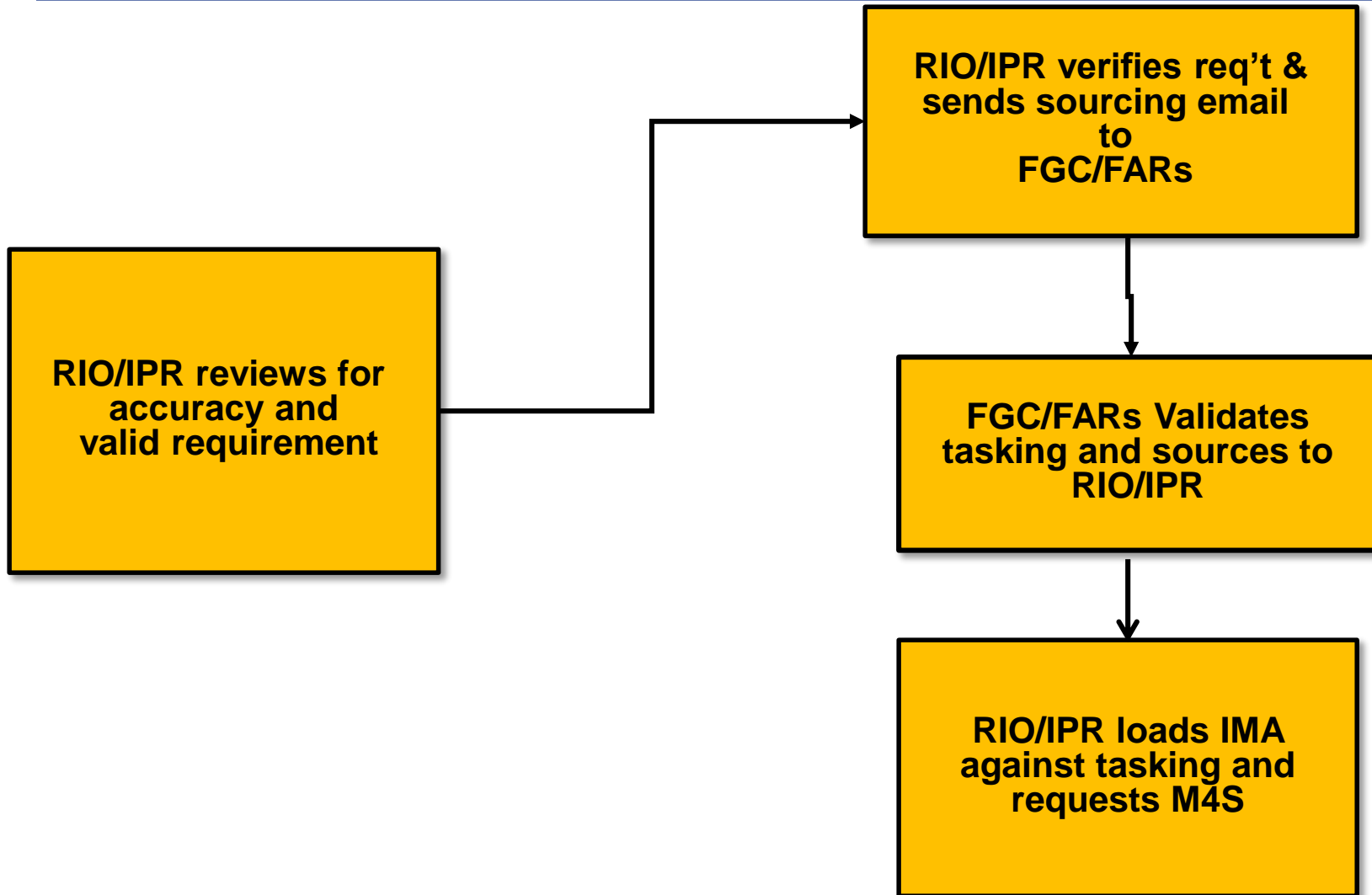


IMA Volunteer Process (phase 1)



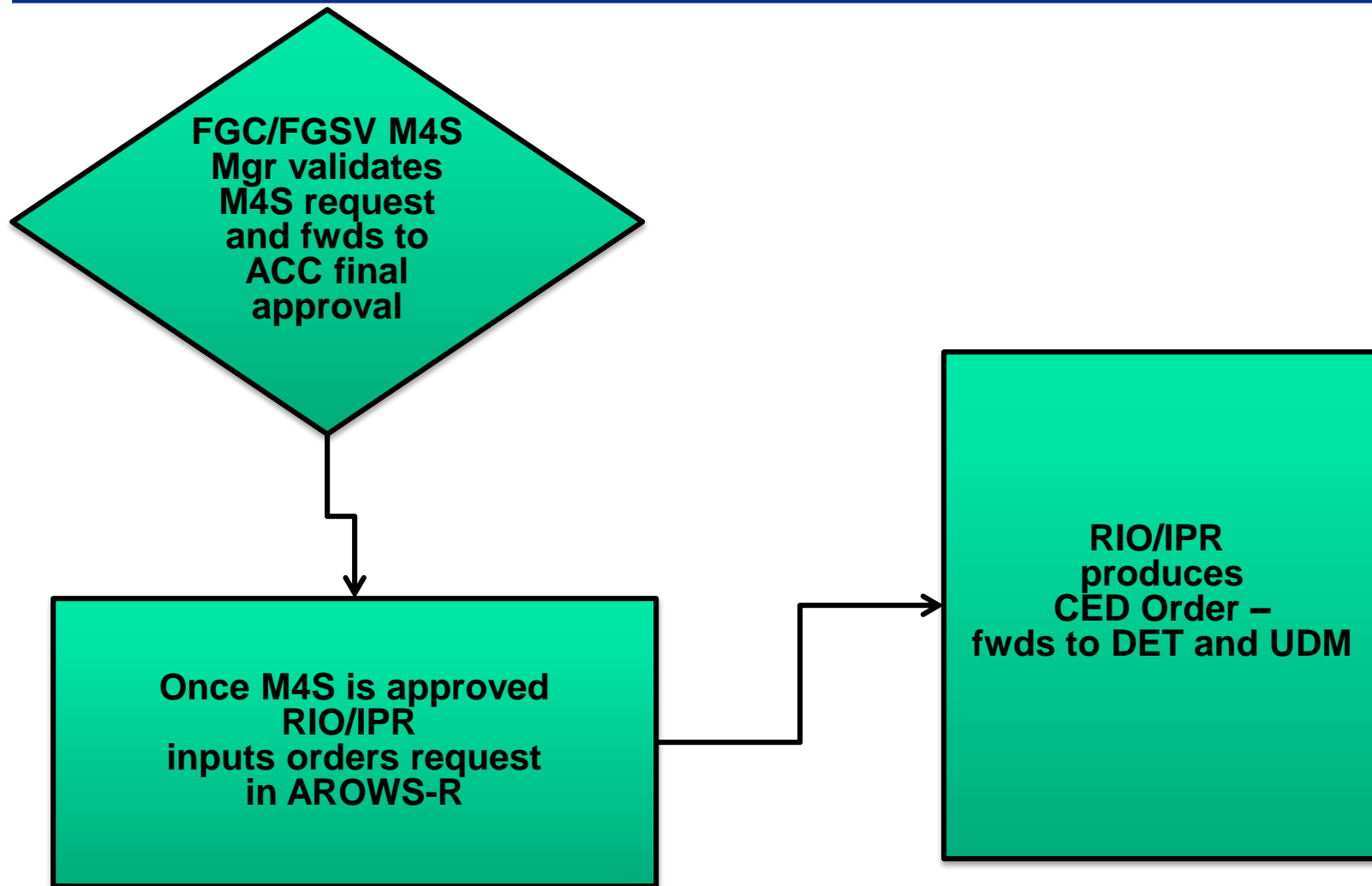


IMA Volunteer Process (phase 2)





IMA Volunteer Process (phase 3)





Statement of Understanding (SOU)

- All Deployment and Exercise request require members to submit a Statement of Understanding (SOU) through supporting RIO Det

IR Volunteer Statement of Understanding AEF, Non-AEF (with ULN) and Exercise (with ULN)

DIRECTIONS:

Part I - Member completes

Part II - UDM/RegAF unit completes

Part III - PM completes and uploads completed package (SOU/49) to HQ RIO/IPR at arpc.ipr@us.af.mil

IMPORTANT: IMAs are not authorized to participate in active flying or flying training while deployed.

PART I - MEMBER INFORMATION

Last	First	Middle	Rank	Social Security Number
Home Address (Before and During deployment)				
Home Phone		Cell Phone	DSN Work Phone	
Email address (both personal and work)				
Attached Unit (where you perform duty)			Base and State	PAS Code
Duty AFSC				

I am a volunteer to deploy in support of an Active Component requirement. I understand I must meet all IR readiness requirements before volunteering for this deployment; and that it is my responsibility to check my readiness level in ARCNET prior to my HQ RIO Detachment forwarding this request. I further understand that once I am assigned against a ULN for a specific deployment, that I am committed to that tasking. If I am unable to fill this requirement, I must notify my RegAF Commander who will be responsible for filling the tasking or submitting the reclama to AFPC/DPW. I must also notify my Detachment/PM Staff. Initial _____

If selected for this deployment, I understand I may use any remaining IDT or Annual tour days to complete ancillary training requirements associated with deployment. Furthermore, I understand I must depart from and return to my unit of attachment provided above. I understand that I am only entitled 14 days post deployment for reconstitution and in-processing activities per current SAF Manday policy, and that the 14 days start immediately upon my return to unit of assignment. Leave time is a separate entitlement. I acknowledge upon signing this SOU that I have read and understand Part I and will comply with all pre-deployment training requirements to include ancillary training prior to deployment. Initial _____

_____ Date _____ IR Signature



Involuntary Activations

- **All members of the SelRes are subject to mobilization**
 - **Discuss vulnerability windows with your AFRC FAM**
 - **Proactively identify any deployment-limiting conditions**
- **Requirements for involuntary activations are submitted to AFRC and then sourced by the AFRC FAM**
- **Mobilization packages require GO concurrence from IMAs command of assignment**
- **Once tasked, members are ineligible for any other personnel actions (i.e. retirement, IRR transfer)**
- **Volunteers can be substituted for non-vols**
 - **Original member remains frozen until vol deploys**





Deployment Waivers

- **1095—A waiver is required for participation exceeding 1095 days in a rolling 4-year window**
 - **If greater than 1095 but less than 1400 & does not cross fiscal years = AFRC & ACC CV approval required**
 - **If greater than 1400 and/or crosses fiscal years = SAF/MR approval required**
 - **1095 waivers are not required for 12302 and 12304(b)**
- **Per Diem—Any TDY greater than 180 days automatically results in a PCS without PCA; members will receive local BAH entitlements vs per diem**
 - **Members can request a waiver to receive per diem at TDY location; SAF/MR is approval authority**
 - **Waivers not required for OCONUS hazardous duty locales**



AEFI for IRs

- **All IMAs must have an AEF Indicator entered into MilPDS**
 - All IRs should have an AEFI code assigned in MILPDS by their assigned unit which should correspond to their unit's AEF vulnerability period. i.e. X1, X2 etc. (Note: IRs assigned to those organization can be tasked only through mobilization or volunteer process).



Questions?