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
• Select Volunteers tab to start search and application process
• Volunteer menu view will search all available opportunities using the listed search options
• To view additional information on vacancy click on “+” or “Job”
• Click “Apply” to start application process
After application is submitted it traverses the following process:
# 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

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*Breaking Barriers ... Since 1947*
IMA Volunteer Process (phase 1)

IMA finds a deployment vacancy to volunteer for

IMA Completes SOU and forwards to AD Supervisor, UDM, and AD Unit CC

IMA forwards to DET for review and to verify eligibility

DET CC Approves/Disapproves

DET forwards approved SOU to RIO/IPR Via Sharepoint or Email
IMA Volunteer Process (phase 2)

RIO/IPR verifies req’t & sends sourcing email to FGC/FARs

FGC/FARs Validates tasking and sources to RIO/IPR

RIO/IPR loads IMA against tasking and requests M4S

RIO/IPR reviews for accuracy and valid requirement
IMA Volunteer Process (phase 3)

FGC/FGSV M4S Mgr validates M4S request and fwds to ACC final approval

Once M4S is approved RIO/IPR inputs orders request in AROWS-R

RIO/IPR produces CED Order – fwds to DET and UDM
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?