

# *Headquarters U.S. Air Force*

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*Integrity - Service - Excellence*

## **IMA Deployments**





# Overview

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



# *Seeking Deployment Opportunities*

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- **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*

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- **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

ARCNet Links  
**UPDATES - 26 April**

ARCNet Docs  
ARCNet CCB Charter  
ARCNet Tasks (save to desktop)  
ARCNet Newsletter  
Vol. 1 Iss. 3  
ARCNet March Metrics

CBTs  
ADL S/AFRC Unique CBTs  
ANG CBTs  
How to download ARCNet CBTs

HELP  
ARCNet Duty Hours Guides  
Update Readiness-NEW  
What is ARCNet?  
ARCNet Features  
ADL S Data Interface  
Webinar Training Calendar  
How Are We Doing?

TRAINING SLIDES  
AFR Ancillary Training  
Training Details  
Class Schedule  
Duty Plan

AF PORTAL LINKS  
AEF Online  
AF Portal  
AF E-publishing  
AF Fitness  
AFRC Biographies  
AFRC/JCC Message  
ARMS/ARMV/SivMPP  
E-Finance  
LeaveWeb  
My Pay

MISC LINKS  
ANG CBTs

HQ RIO Home  
Last Logon: 5/2/2016 4:27:39 PM

HQ RIO  
Goto Unit

HQ Individual Reservist Readiness & Integration Organization

**QUICK LINKS**  
MY READINESS  
HQ RIO WEBSITE  
CONTACT DIRECTORY  
INTEGRATION CELL  
RESERVE PAY OFFICE  
IMA TRAVEL  
DEFENSE TRAVEL SYSTEM  
AROWS-R  
UTAPSwab  
myPERS  
FAQs

**Leadership**

Col Carolyn A. Slickell  
Commander

CMSgt Dolores M. Colella  
Superintendent

MSgt Wendy T. Barraza  
First Sergeant

HQ RIO:  
DSN: 847-3746  
Comm: 720-847-3746

**VISIT YOUR HQ RIO DETACHMENT ONLINE**

To determine your servicing HQ RIO Detachment, visit the "My Readiness" link above, select "My Readiness Report" and your detachment number will be listed in the "General Information" section.



- Select Volunteers tab to start search and application process

The screenshot shows a web browser window displaying the VRS (Volunteer Reserve System) website. The browser's address bar shows the URL <https://www.my.af.mil/arcnetprod/ARCNet/VRS/Home>. The website's navigation bar includes links for Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Web Admin. A blue arrow points to the 'Volunteers' dropdown menu in the top navigation bar. The main content area features a large text block on the left and three sidebar panels on the right: '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 for Privacy and Security Policy, Contact ARCNet, About, Section 508 Statement, and Air Force Reserve.



# VRS (Cont.)

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

The screenshot shows the VRS Volunteer Opportunities search interface. The search bar is at the top, and the search results are displayed in a table below. A blue arrow points to the 'Wildcard' checkbox, and another blue arrow points to the 'Apply' button for a job listing.

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



# VRS (Cont.)

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

The screenshot displays the ARCNet VRS Volunteer Management interface. The search form includes the following fields and options:

- Job Id:
- Keyword:  (Separate keywords with a comma (,))
- Job Source:
- Location:
- AFSC:  (Wildcard: X)
- Grade:
- Duration:

Buttons: Search (ENTER), Clear Search, Search Guide

Table of Job Listings:

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



- After application is submitted it traverses the following process:

The screenshot shows a web browser window displaying the ARCNet VRS application process. The browser address bar shows the URL: <https://www.my.af.mil/arcnet/Vrs/Volunteer/Apply/192536>. The page title is "ARCNet - Vrs Volunteer Ma...". The browser menu includes File, Edit, View, Favorites, Tools, and Help. The ARCNet navigation bar includes Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Web Admin. The user is identified 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 the following columns: "Step in Application", "Point of Contact's Comments", and "Date and Time".

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	

Below the table is an "Upload Files" section with a "Maximum Combined File Size: 9 MB" and a "Select files..." button.

A large blue arrow points from the "Supervisor Approval" row to the "Point of Contact's Comments" column.



# 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)

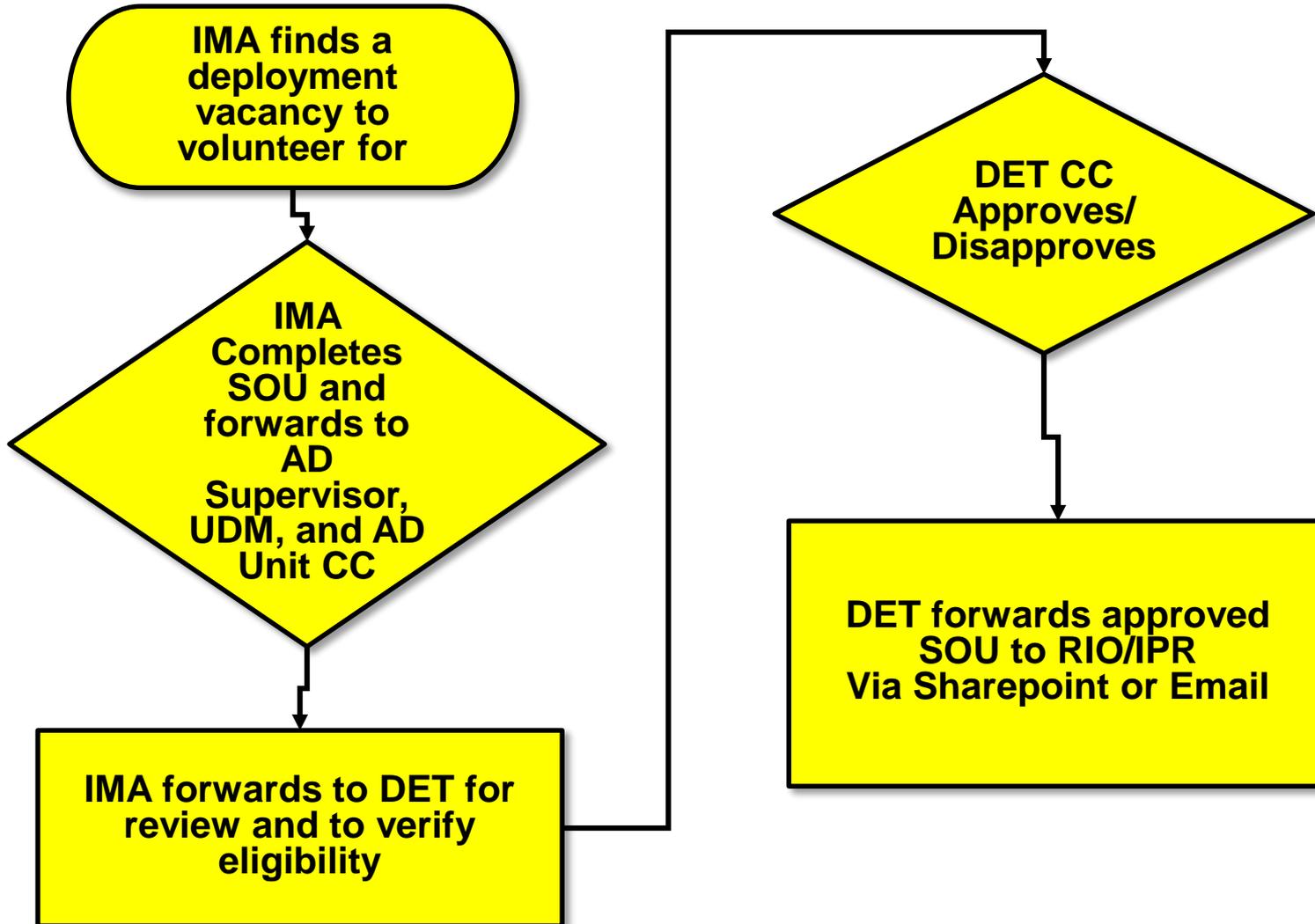
## AD Unit

### 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

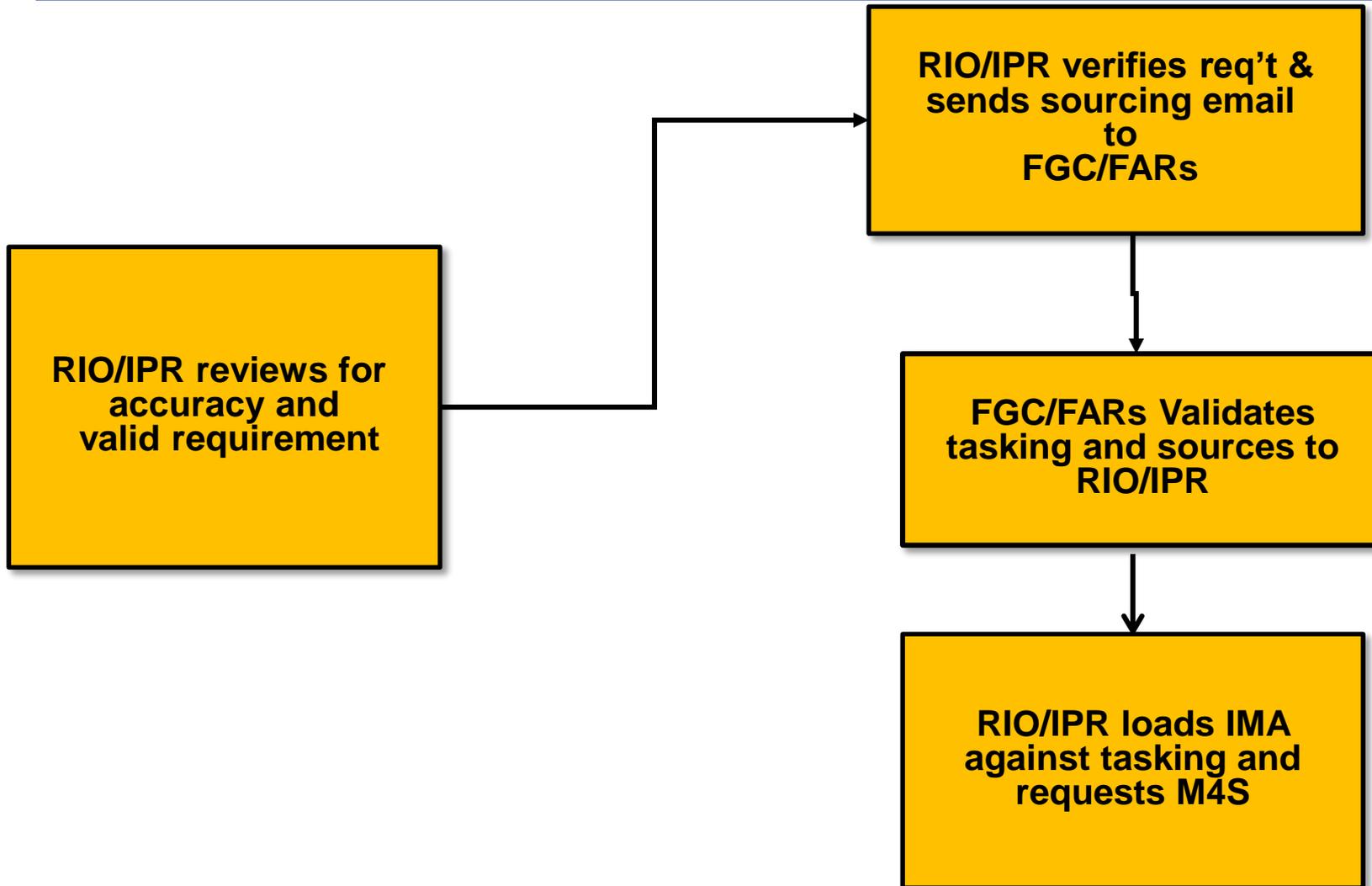


# IMA Volunteer Process (phase 1)



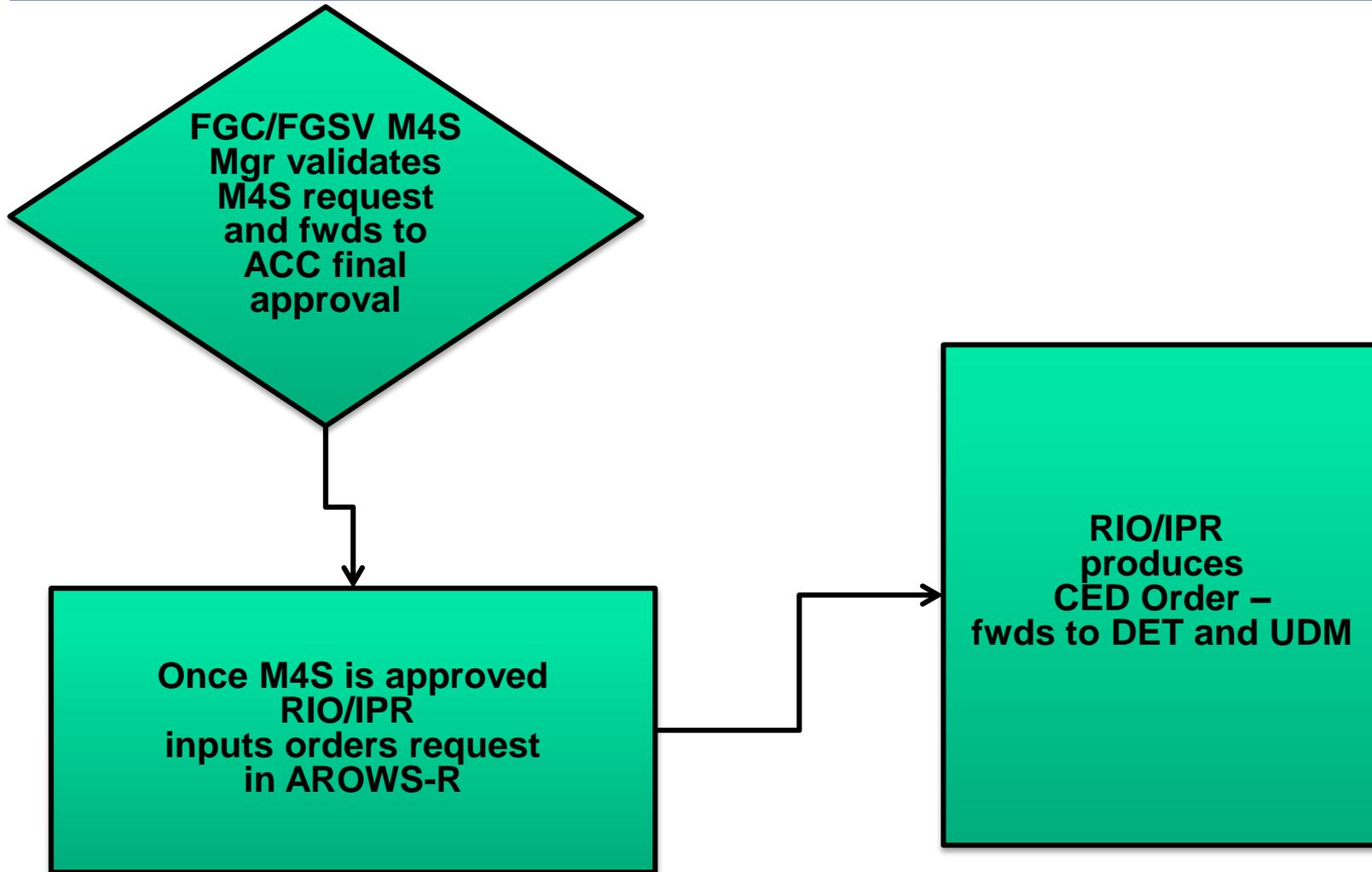


# IMA Volunteer Process (phase 2)





# 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](mailto: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
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Home Address (Before and During deployment)

Home Phone	Cell Phone	DSN Work Phone
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Email address (both personal and work)

Attached Unit (where you perform duty)	Base and State	PAS Code
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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
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# *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*

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- **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**



- **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).



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# *Questions?*