Headquarters U.S. Air Force

HQ RIO Det 5
URC Training

As of: 1 June 2017
Overview

- Who we are and who we support
- Mission/Vision
- Operational & Admin Control
- Roles & Responsibilities
- Resource Management
- Force Management
- Readiness & Integration
- Quick Reference Information
- Acronyms
- Guidance
- Questions

As of: 1 June 2017

Breaking Barriers ... Since 1947
Readiness & Integration Organization (RIO) Det 5

IMAs Supported

- JA 43%
- Medical 28%
- Chaplain 23%
- Other 7%

1800+ Funded Positions

HQ ARPC

HQ RIO

HQ RIO/DET 5

RESOURCES

- Special Programs
- Awards / Dec’s
- Briefings
- Newcomers

FORCE MGMT

- In/Out Bound Assignments
- Pos Mgmt
- Enlisted Promotions
- Reenlistments
- Duty Title Updates
- Classifications

READINESS & INT

- Participation
- Readiness
- Formal Schools
- Orders (AT, RPA, MPA)
- Telecommute

As of: 1 June 2017
Mission/Vision

Mission
Seamlessly integrate war-time ready Individual Reserve Forces to meet Air Force and Combatant Commander requirements.

Vision
Individual Capability Leveraged Worldwide

As of: 1 June 2017

Breaking Barriers ... Since 1947
## Operational Control & Admin Control

### OPCON/ADCON

**AC/CC**

**Specified ADCON**
- Mobilization Auth & Training
- afsc Skill Level UGT
- Security Clearance
- Performance evaluations
- Awards & decorations
- AT & IDT scheduling
- Deployment uniforms
- Mentoring
- Recall Roster/Accountability (on & off duty)
- Promotion recommendation

**Functional Authority**
- MPA validation / funding
- Manpower
- Functional review
- Development Team

**Key Enablers**
- Functional Managers
- MPA Managers

---

### ADCON

**HQ RIO**

**Chain of Command**
- AFRC/CC

**RIO Det Functions**
- Assignment/Manning actions
- afsc Skill Level UGT
- Participation tracking/Waivers
- Admin oversight/Special Actions
- Orders process via AROWS-R
- AFRC accountability/Recall
- Mobilization orders processing
- Readiness tracking
- Annual award suspense
- Sanctuary waivers
- UOO / ODL
- Formal training requests

**Key Enablers**
- HQ ARPC

---

As of: 1 June 2017

*B r e a k i n g  B a r r i e r s  ...  S i n c e  1 9 4 7*
Unit Reserve Coordinator (URC) Responsibilities

- AFI 36-2629, para 2.26
- Unit/Directorate focal point for IR issues
- Complete initial & recurring training
- Maintain IR management folders (may be electronic)
- Maintain a continuity binder (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 new IRs complete unit in/out-processing (same as AD)
- 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 (or servicing personnel function) for update in MilPDS

As of: 1 June 2017
Headquarters U.S. Air Force

Resource Management

As of: 1 June 2017
Award & Decorations

- **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.
Uniform Replacement Program

- **Clothing Request / AF FM 656**
  - Enlisted only
  - Initial / Replacement Uniform Authorization
  - No reimbursement authorized for PIRRs
  - IMAs entitled to replacement-in-kind every 3 yrs of duty
  - No substitutions from items listed on the AFFM 656

- **Process**
  - IMAs will submit a completed AF FM 656 self-service ticket via myPers (https://gumcrm.csd.disa.mil/app/login/redirect/home) utilizing the ‘Incidents/Message’ option
    - Good e-mail address, DoD ID #, sizes of items, physical mailing address and contact phone #

- **Officer Uniform Allowance Certification – AF FM 1969**
  - Eligible every 2 yrs for AD greater than 91 consecutive days
  - Send the completed form to Reserve Pay Office (RPO)

As of: 1 June 2017
Force Management
Assignment Actions

- Every newcomer will receive a Newcomer package sent via MyPERS once they have been fully gained in the personnel system.

- Inbound:
  - PCA/Position Moves (2096)
  - IRR (ARPC) Transfers (1288/Recruiter)
  - IMA Transfer (1288)
  - TR Transfer (1288/Loss Order)
  - ANG Transfers (1288/Recruiter)
  - Active Duty (1288/Recruiter)

- Outbound:
  - ETS Discharge (SRP)
  - Retirement (vPC) ~ARPC~ (MSD/HYT)
  - Reserve Transfer (1288 TRAD, IMA, ARTs)
  - ANG Transfers (368/1288/Recruiter)
  - Other Service (368/1288/Recruiter)
  - Separations (1288/Letter) Vol IRR
  - Tender of Resignations

As of: 1 June 2017
Internal Position Moves

- This process is for current IRs not transferring out of their current unit/agency.

- AF2096
  - Accepted for all position moves, as long as unit remains the same
  - Completed by the Unit
  - Effective date must be future date (No less than 30 days and cannot be backdated)
  - Det Assignment technician may sign in lieu of Det CC
  - Request MUST be submitted to Det by URC or Director

As of: 1 June 2017
The Unit Personnel Management Roster (UMPR) is a MilPDS product that matches personnel information to the funded position data from the UMD.

- Identifies vacant positions, personnel assigned to the position as an overage or over grade, and personnel assigned to pseudo billets. “Puts the faces to the spaces”
- Forwarded to URC on a request by basis
- Det reviews Alpha/UMPR on monthly basis
  - Reach out to URC for assistance for certain actions/recommendations (mismatches, AFSCs, overages, leveling, etc.)
- Internal realignments should be made to reduce overages
- Members should be matched to positions that meet their rank & AFSC (job specialty)

As of: 1 June 2017
Vacancies

- Lt Col and Below vacancy announcements are posted by Det 5 in Reserve Management Vacancy System (RMVS)
  - A Position Description (PD) is required to advertise position (templates available upon request)
  - Sent PD to Det 5 Force Management: hqriodet5forcemgmt@us.af.mil
- All applications received will be screened by Det 5 and sent via MyPers to the Hiring Authority (HA) listed on the PD
- New accession applications are completed by AF Reserve recruiters and sent to Det 5 for coordination via AFRISS-TF
- HA reply to MyPers incident/email with hiring decision within 30 days of application receipt
Upgrade Training

- **Enlisted Skill Level Training**
  - Enlisted members are required to hold the skill level commensurate with current grade
  - Unit Training Managers will follow the AF Enlisted Classification Directory (AFECOD) and Career Field Education & Training Plan (CFETP) for upgrade eligibility

- **Officer Skill Level Training**
  - Officers are required to hold the skill level commensurate with current position

- **Upgrade**
  - AF Form 2096 must be completed and signed by the BTM that services that agency/location and unit commander

- **Training/Classification Waivers**
  - Special case basis only: Must be submitted within 6 months of date of assignment

As of: 1 June 2017

AFI 36-2201, AFOCD, AFECOD
Duty Title Change

- Servicing detachment is the authority
- Current Duty Titles only
- Process via AF2096
- Effective date is current or future date
- Signed by Supervisor/CC or Authorized Rep (Must be prior to the effective date)
- Duty title does not exceed 31 characters, including spaces

Duty History Update

- HQ ARPC is the authority
- Permanent positions and locations assigned during a military career
- Duty Title, Location, Duty AFSC, Effective Date and Command Level
- Request submitted by IMA via MyPERS for update
- Must include documentation (AF2096, Evaluation, Assignment/Appointment Order, etc.)
Enlisted Promotions

**Unit Vacancy (PIRR ineligible)**
- Eligibility roster is forwarded to URCs for commanders recommendation
- Must be the primary in a position of higher grade, meet all eligibility requirements & recommended by unit commander
- Promotion effective date occurs on the first day of each month

**Stripes for Exceptional Performers I (STEP I) for IMA & PIRR**
- For promotion to TSgt after completion of 16 satisfactory years, meets all eligibility criteria & blocked from unit vacancy promotion

**Stripes for Exceptional Performers II (STEP II)**
- CC program to promote outstanding/deserving IRs 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
- CY board will be held in July
- Promotion date is 1 October
Officer Promotions

- AFI 36-2504, “Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force”
- Managed/processed by your servicing MPS/Officer Promotion section
- Additional Information can also be found on the myPers website

As of: 1 June 2017
AFI 36-2406, “Officer and Enlisted Evaluation System”

- Minimum requirements: 120 Days Supervision and 16 points performed under your rater
- Officer Performance Evaluation - Annually
- Enlisted Performance Evaluation - Bi-Annually
  - Static Close-out Date (SCOD)
Eligibility
- Airmen must complete at least 20 years of satisfactory service

Voluntary Retirement
- Reserve members must apply for transfer to the Retired Reserve using the vPC online retirement application
  - Request must be submitted no less than 6 months prior to effective of retirement
  - Effective date cannot be after Mandatory Separation Date (MSD), High Year of Tenure Date (HYT) or Expiration Term of Service (ETS)
  - Applicants must download and complete HQ RIO Retirement checklist
- Applications are routed to the Det level for review and coordination to the assigned unit for the Commander/Director’s concurrence
- Application is approved by the Det and forwarded to HQ ARPC for review and processing

As of: 1 June 2017
Retirements (Cont’d)

- Requested retirement effective date within 30 days of the retired pay effective date (normally age 60), do not apply for transfer to the Retired Reserve via vPC online
  - HQ ARPC will mail information to the member’s home address on how to apply for retired pay approximately four months prior to retired pay effective date
  - Flag and certificate will be mailed to address provided in vPC application

As of: 1 June 2017
Headquarters U.S. Air Force

Readiness & Integration

As of: 1 June 2017
Required duty performed to meet minimum requirements, per AFR Section ID of position

- MA – 13 days AT, 48 IDTs (36 paid/12 points-only)
- MC – 12 days AT, 24 IDTs
- ME – 12 days AT, 48 IDTs

Two participation requirements:

- Fiscal Year (FY) requirement
  - Between 1 Oct - 30 September
  - Perform 12/13 days of Annual Training, per AFR Section ID
  - Perform 24/48 IDTs, per AFR Section ID

- Retention/Retirement (R/R) year requirement
  - 12 consecutive months (different date for each member)
  - Must obtain a minimum of 50 points during the R/R year
    - 35 earned points (AT, IDTs, RPA, ADOS, MPA etc.)
    - 15 membership points
  - Counts towards retirement
Scheduling Inactive Duty for Training (IDT) Periods

**Inactive Duty Training**

- Provides opportunity to complete ancillary & specialty training, medical (PHA/Dental) & fitness test
- Must be approved by supervisor (UTAPSWEB) **prior** to travel/reporting
- Required number is based on position Reserve Section Codes (RSC)
  - RSC ME = 48 periods (24 full days) per FY
  - RSC MC = 24 periods (12 full days) per FY
  - RSC MA = 36 paid periods (18 full days) and 12 non-paid periods (6 full days) per FY
    - **Selective Service System only**
  - RSC MT = 35 non-paid IDT (17.5 days) **MAY** substitute the 35 points with MPA days
    - **PIRR members only**
- No more than 2 points in one calendar day
- 1 point = 4 hours of work (a minimum) = 1 day of base pay
- Lodging is authorized for all IDTs (paid/unpaid) – Reimbursable on OF 1164
- Meals are authorized for enlisted only @ Dining Facilities
  - Officers will pay the basic food charge (GPC not authorized)
- Allowances (BAH/BAS) & Travel/Per Diem are not authorized
- Points Only (Non Paid) used when paid IDTs for FY exceeded or Cat E

As of: 1 June 2017
Scheduling Annual Training (AT)

- **Annual Training**
  - Provides individual and/or unit training
  - Must coordinate with supervisor, based on unit needs & submitted in AROWS-R at least **30 days prior to report date but NLT 31 May**
  - Base pay & allowances & travel authorized – **NO per diem**
  - IRs who live local to base may break up AT days based on unit mission w/ supervisor approval
  - If travel is involved tours will start on Monday & end on following Friday with only one weekend
    - Exceptions require advanced approval by Det CC via Special Tour Request form
  - Tour can be split if…
    - Accommodates special mission or training needs, **not at the convenience of the member**
    - Prior approval is obtained from Det CC w/ Special Tour Request from active duty commander/supervisor
  - Cannot cross fiscal years

As of: 1 June 2017
VOCO Policy

- Verbal Order of the Commander (VOCO) is issued by exception only.
- Final approval authority for all Det 5 IR VOCO requests is the Det 5/CC.
- VOCO must be requested PRIOR to the start of the order.
- VOCO is not authorized for the following:
  - Failure to input order request into AROWS in a timely manner
    - NLT 15 duty days prior to start (travel) date for RPA requests
    - NLT 5 duty days prior to start (travel) date for MPA/TDY requests
  - To circumvent the administrative process
  - VOCO for Title 10 orders are not authorized for IRs requiring an end-strength waiver (1095)
  - Orders submitted retroactively without a pre-coordinated approved VOCO

As of: 1 June 2017
Formal School Request

- Required for schools with official Training Line Numbers, such as technical training, PME, etc.

- Formal School Request packages will be sent to the Det from the URC, not the member. Packages will include:
  - Formal School Request form
  - ARCNet report, in color – Must be GREEN
  - AFFMS II (fitness) report, in color
  - AF IMT 4036, for enlisted PME courses
  - Chief Orientation Application spreadsheet (COC only)
  - Requests must be submitted to the det NLT 60 days prior to Class Start Date

- Courses are listed on Education & Training Course Announcements (ETCA), Air University, or can be provided by your UTM
  - Training RIPS are provided by ARPC/DPAT thru the Det to the member

As of: 1 June 2017
Developmental Education

■ In-Residence & Blended Courses
  ■ Selection boards are held throughout the year
    ■ RDEDB / RSSB (2x) for officers
      ■ These applications route through the Det for coordination
    ■ EDEB for enlisted
      ■ These applications do NOT route through the Det for coordination.
  ■ Follow directions on invitations to apply.
  ■ Invitations will be sent directly to members via ARCNet messaging
    ■ Det will notify all URCs of RDEDB/RSSB suspense
  ■ Must be green in ARCNet

■ Correspondence Courses
  ■ Base education offices cannot enroll members
  ■ Enroll in a voluntary course via Air University (Officer/Enlisted)

As of: 1 June 2017
Ready vs. Not Ready

As of: 1 June 2017

B r e a k i n g  B a r r i e r s  ...  S i n c e  1 9 4 7
The ARCNet Readiness report displays “readiness” information by pulling data in batch files from official systems of record. If the IMA finds a discrepancy in data reported within their readiness details, resolution options are available through the data originators:

- Medical/Dental – contact local Medical Treatment Facility (MTF)
- Fitness – contact Fitness Monitor or Supervisor
- Security – contact AD Security Manager or Supervisor
- AFSC Training – contact AD Unit Training Manager
- Performance Report – contact Commander Support Staff/program management office
- TAFT Readiness – contact Training Manager or ARCNet Helpdesk
Physical Health Assessment (PHA)
- Annual Web Health Assessment completed online; results determine the need for face to face exam; face to face completed every 3 yrs
- If face to face needed, appointment can be completed at your servicing MTF (unit of assignment) or closest Air Force MTF
- All Air Force bases have MTFs

Dental
- Annual Dental exam completed by Civilian or Military Dentist
  - Every three years must be completed by a MTF Dentist
  - Civilian dental examination must complete a DD Form 2813

Line of Duty Determination (LOD)
- A report must be completed if injured or an existing medical condition is aggravated while performing your military service
- LODs must be initiated ASAP and allow you to receive medical care for the injury
- Call Det 5 for assistance if this happens immediately
Readiness & Integration

- **Fitness**
  - Coordinate with Unit Fitness Program Manager (UFPM) to schedule test
  - **Fitness Failures**

- **Security Clearance**
  - Contact Unit Security Manager to initiate

As of: 1 June 2017
Impact of Not Being Current

- IRs will not be authorized to perform any tours (except AT and IDTs) until current on all readiness requirements
  - Exception: Cannot participate in ANY status as a Dental class 4
- IAW AFI 36-2115 IRs can be involuntarily reassigned to the Inactive Ready Reserve (IRR) if they do not maintain a READY state of mission readiness
- IRs overdue on fitness may receive a referral EPR/OPR
- May impact the ability to transfer to a new assignment
- May impact the ability to participate in various statuses, such as MPA or School
- May impact the ability to be promotable

As of: 1 June 2017
<table>
<thead>
<tr>
<th>Acronyms</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADOS: Active duty for special work</td>
<td></td>
</tr>
<tr>
<td>AFI: Air Force Instruction</td>
<td></td>
</tr>
<tr>
<td>AFRC: Air Force Reserve Command</td>
<td></td>
</tr>
<tr>
<td>AFSC: Air Force Special Code</td>
<td></td>
</tr>
<tr>
<td>ARC: Air Reserve Component (Guard and Reserve)</td>
<td></td>
</tr>
<tr>
<td>AROWS-R: Air Force Reserve Order Writing System</td>
<td></td>
</tr>
<tr>
<td>ARPC: Air Reserve Personnel Center</td>
<td></td>
</tr>
<tr>
<td>AT: Annual Tour</td>
<td></td>
</tr>
<tr>
<td>CC: Commander</td>
<td></td>
</tr>
<tr>
<td>CFM: Career Functional Manager</td>
<td></td>
</tr>
<tr>
<td>CTO: Commercial Travel Office</td>
<td></td>
</tr>
<tr>
<td>DAV Code: Deployment Availability Code</td>
<td></td>
</tr>
<tr>
<td>DEERS: Defense Enrollment Eligibility Reporting System</td>
<td></td>
</tr>
<tr>
<td>DTS: Defense Travel System</td>
<td></td>
</tr>
<tr>
<td>ETS: Expiration of Term of Service</td>
<td></td>
</tr>
<tr>
<td>FY: Fiscal Year</td>
<td></td>
</tr>
<tr>
<td>GTC: Government Travel Card</td>
<td></td>
</tr>
<tr>
<td>HC: Chaplain</td>
<td></td>
</tr>
<tr>
<td>HYT: High Year of Tenure</td>
<td></td>
</tr>
<tr>
<td>IDT: Inactive Duty Training</td>
<td></td>
</tr>
<tr>
<td>IMA: Individual Mobilization Augmentee</td>
<td></td>
</tr>
<tr>
<td>IR: Individual Reservist</td>
<td></td>
</tr>
<tr>
<td>IRR: Inactive Ready Reserve</td>
<td></td>
</tr>
<tr>
<td>JTR: Joint Travel Regulation</td>
<td></td>
</tr>
<tr>
<td>LOD: Line of Duty</td>
<td></td>
</tr>
<tr>
<td>MPA: Military Personnel Appropriation</td>
<td></td>
</tr>
<tr>
<td>MSD: Mandatory Separation Date</td>
<td></td>
</tr>
<tr>
<td>MTF: Military Treatment Facility</td>
<td></td>
</tr>
<tr>
<td>PHA: Physical Health Assessment</td>
<td></td>
</tr>
<tr>
<td>R/R: Retention/Retirement</td>
<td></td>
</tr>
<tr>
<td>RIO: Readiness &amp; Integration Organization</td>
<td></td>
</tr>
<tr>
<td>RPA: Reserve Personnel Appropriation</td>
<td></td>
</tr>
<tr>
<td>RTS: Reserve Travel System</td>
<td></td>
</tr>
<tr>
<td>SCOD: Static Close Out Date</td>
<td></td>
</tr>
<tr>
<td>SG: Surgeon General</td>
<td></td>
</tr>
<tr>
<td>TJAG: The Judge Advocate General</td>
<td></td>
</tr>
<tr>
<td>TR: Traditional Reservist</td>
<td></td>
</tr>
<tr>
<td>UFP: Unit Fitness Program Manager</td>
<td></td>
</tr>
<tr>
<td>URC: Unit Reserve Coordinator</td>
<td></td>
</tr>
<tr>
<td>UTAP: Unit Training Assembly Processing System</td>
<td></td>
</tr>
<tr>
<td>UTM: Unit Training Manager</td>
<td></td>
</tr>
<tr>
<td>vMPF: Virtual Military Personnel flight</td>
<td></td>
</tr>
<tr>
<td>VOCO: Verbal Order of the Commander</td>
<td></td>
</tr>
</tbody>
</table>

As of: 1 June 2017
**Guidance**

- **AFI 36-2629, IR Management**
  - Outlines Detachment, 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, dtd. 12 Dec 2014, Airman Promotion Program**

- **AFRCI 36-2102, Reserve Service Commitments (RSC)**

- **AFI 36-2504, Officer Promotions**
  - OPR is MPF Career Development Section
  - AFRCI 36-2102, Reserve Service Commitments (RSC)

- **AFI 36-2115, Assignments within Reserve Components**
  - Reserve assignments, voluntary/involuntary reassignments

- **AFI 36-2254v1, Reserve Participation; 2254v2 Training, 2254v3 Telecommute**
  - Outlines participation requirements (AT, IDTs, mandays, school tours, points); training requirements & telecommute agreements

- **AFI 36-2201, Air Force Training Program**
  - Outlines Unit Training Monitor, Supervisor & Trainer responsibilities

As of: 1 June 2017
QUESTIONS?