



U.S. AIR FORCE

# ***United States Air Force Reserve***

*Integrity - Service - Excellence*

## **Individual Reservists (IR) Orientation 2.0**

**RIO/Det 6**

**20 Feb 2015 at 1000 EST MacDill AFB**

**Bldg 296 (927<sup>th</sup> ARW)**

**CDR Conf Rm (2<sup>nd</sup> Floor)**

**Telecom # (813) 828-8255 PIN 386**

**DCO: <https://connectcol.dco.dod.mil/ir-orientation-2-20-feb-2015/>**



**U.S. AIR FORCE**

**Please dial in 5-10 minutes prior to start  
time**

*Fly, Fight and Win...*



- **Build on the IRs knowledge to manage their AF Reserve careers (duty, pay, progression)**
  - **Make effective and efficient use of time/systems**
  - **Become more familiar with Reserve terms**
  - **Answer the why questions**
  - **Organize your calendar/to do list/career**
- **Assumptions**
  - **Received initial orientation from Det**
  - **Access and links to websites**
  - **IR will have to educate AD chain of command**
- **How – ask questions, interactive learning and take control**





- **The players – Who does what and why**
- **Readiness – Why, how and who cares**
- **Participation – What you owe the DoD/Air Force**
- **Pay – What the DoD/AF owes you**
- **Promotions – Aim High! (remember that slogan?)**
- **Force Development – The way of the future**



U.S. AIR FORCE

# Who's Who for You

**AF Reserve Command  
Warner Robins GA**



**Active Component  
MAJCOM/COCOM**

**Air Reserve Personnel  
Center in Denver CO**



**Reserve Advisor**

**Readiness & Integration  
Organization (RIO)  
CC: Col Chris Cronce**

**Unit Commander/  
Director**

**Det 6 CC Col Spranger**

**AFELM CDR**

**Detachment Staff**

**Supervisor**

**Reserve Pay Office**

**Unit/directorate  
Reserve Coord**

**YOU!!**

**Travel Pay Office at  
Dobbins ARB GA  
1-800-808-5942**



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# RegAF/COCOM Responsibilities



## OPCON vs. ADCON

- Active Duty has OPCON of IR force and some admin responsibilities
- Mission execution, security, fitness, medical, training, GTC
- MPA, participation, evals, PRFs, FSS actions, DEERS, etc.
- AFRC/RIO has shared ADCON
  - Orders, readiness reporting, retirements, assignments, DTS
  - IMA end-strength, funding, school training, ETS, etc.



## Ready vs. Not Ready



**ARCNet Individual Readiness Detail**

[Click here for details on interpreting this information](#)

**General Info**

Name	C (SMS)	Mob Auth
Overall Readiness	Fully Ready	Position #
Duty Title	FIRE PROTECTION SUPERINTENDENT	PAS
Det	Det 4	Office Symbol
Unit	0021 CIVIL ENGINEER SQ	Location
MSD	4/1/2015	DAVA
HYT		DAVL
ETS	6/19/2015	DAVP
		DAVT

**Medical Readiness**

Overall IMR Status	Fully Ready	DLC Status
Actions Needed		

**HRR/PHA**

HRR Status	Green	Dental Status
Last PHA Date	01 Nov 2012	Dental Class
HRR Source	PIMR	Dental Date
		Dental Source

**Immunization**

Immun. Status	Green	Lab Status
Immun. Source	PIMR	Lab Source

**Fitness Readiness**

Fitness Status	Excellent (Exp<90)	
Next Due Date	31 Jan 2013	

**Security Clearance Readiness**

Security Status	Valid/Suff	
Date Invest. Compl.	19 Feb 2009	
Years Valid	10	
SAR of Position	6	
Clearance Awarded	SECRET	

**AFSC Training Readiness**

**ARCNet Individual Readiness Detail**

[Click here for details on interpreting this information](#)

**General Info**

Name	IH J (SSG)	Mob Auth
Overall Readiness	Not Ready	Position #
Duty Title	COMPANY FIRE OFFICER	PAS
Det	Det 4	Office Symbol
Unit	0021 CIVIL ENGINEER SQ	Location
MSD	8/1/2034	DAVA
HYT		DAVL
ETS	10/22/2015	DAVP
		DAVT

**Medical Readiness**

Overall IMR Status	Need Attention	DLC Status
Actions Needed		

**HRR/PHA**

HRR Status	Green	Dental Status
Last PHA Date	15 May 2012	Dental Class
HRR Source	PIMR	Dental Date
		Dental Source

**Immunization**

Immun. Status	Yellow	Lab Status
Immun. Source	PIMR	Lab Source

**Fitness Readiness**

Fitness Status	Satisfactory (Expd)	
Next Due Date	31 Jan 2012	

**Security Clearance Readiness**

Security Status	Invalid/Expired	
Date Invest. Compl.	21 May 2001	
Years Valid	10	
SAR of Position	6	
Clearance Awarded	SECRET	

**AFSC Training Readiness**



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# Readiness: Medical & Dental

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## ■ PHA

- Assigned or nearby Medical Treatment Facility (MTF)
- To find a MTF: <http://www.tricare.mil/mtf/>.
- Reserve Health Readiness Program (RHRP) - 1.800.666.2833 (option 3); for those reservists not local to an MTF

## ■ Dental

- Civilian or MTF
- Ensure if completing with civilian provider to have them complete the DD 2813 and provide to your servicing MTF for update

## ■ Line of Duty Determinations (LOD)

- LODs must be initiated ASAP to ensure there are no delays in care/processing
- IRs must work with MTF to initiate LOD for each condition with a AF 348 (Det 6 can provide an LOD checklist)
- Members will have the same level of access to care as active duty members for treatment of those conditions identified In the Line of Duty (ILOD) or ILOD/SA (Service Aggravated).
- If found not in LOD member is responsible for all expenses

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# ***Mobilization Readiness: Fitness, Clearance, and Training***

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## ■ **Fitness**

- Contact your Unit Fitness Program Manager (UFPM) to schedule test and to update Air Force Fitness Management System (AFFMS)
- Failure to meet fitness standards will result in a “Does Not Meet Standards” on OPRs/EPRs

## ■ **Security Clearance**

- Contact your Unit Security Manager to initiate

## ■ **AFSC Training**

- Enlisted – must obtain DAFSC skill-level. If member goes into overtime training it will reflect in ARCNet. Contact Unit Training Manager (UTM) to initiate AF 2096 once requirements are complete and forward to Det
- Officer – if requirements are completed IAW Officer Classification Directory, contact UTM to initiate AF 2096 to upgrade and forward to Det

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# R/R on Points Credit Summary

## ANG/USAFR POINT CREDIT SUMMARY

DUTY LOCATION: PENTAGON ADM VA 203309998

DATE PREPARED: 21 SEPTEMBER, 2011

PAS: HH13F23Z

SSAN: )

NAME:   
-----

RET/RETIREMENT DATE: 0410

CLOSEOUT DATE: 09 APR 2011

**R/R date**

SATISFACTORY SVC: 130000

STATEMENT REASON: ANNUAL

FROM DATE THRU DATE	ACTIVE DUTY TRAINING	INACTIVE DUTY TRAINING	ECI	MEMBERSHIP	TOTAL POINTS	TOTAL POINTS FOR RETIREMENT	SATISFACTORY SERVICE YRS. MOS AND DYS
10 APR 2010 09 APR 2011	0096	0000	0000	015	00111	00111	010000

### TYPE DUTY CODES(TD)

- 1. ACTIVE DUTY OTHER
- 2. SPECIAL TOUR
- 3. SCHOOL TOUR
- 4. ANNUAL TOUR

- 5. EXTENDED ACTIVE DUTY
- 6. AFTP
- 7. PAID INAC DUTY
- 8. NONPAID INAC DUTY

- A. NONPAID ACTIVE DUTY
- B. CONTINUATION PAY
- D. PAID IDT - RMP
- E. ACTIVE DUTY - FHP
- F. INACTIVE DUTY STATUS - FHP



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- F. INACTIVE DUTY STATUS - FHP



FROM DT	THRU DT	TD	PTS	FROM DT	THRU DT	TD	PTS	FROM DT	THRU DT	TD	PTS
04 NOV 2000	04 NOV 2000	7	002	05 NOV 2000	05 NOV 2000	7	002	02 DEC 2000	02 DEC 2000	7	002
03 DEC 2000	03 DEC 2000	7	002	05 JAN 2001	05 JAN 2001	7	002	07 JAN 2001	07 JAN 2001	7	002
03 FEB 2001	03 FEB 2001	7	002	04 FEB 2001	04 FEB 2001	7	002	05 FEB 2001	05 FEB 2001	4	001
02 MAR 2001	02 MAR 2001	4	001	03 MAR 2001	03 MAR 2001	7	002	04 MAR 2001	04 MAR 2001	7	002
05 MAR 2001	05 MAR 2001	4	001	06 APR 2001	06 APR 2001	4	001	07 APR 2001	07 APR 2001	7	002
08 APR 2001	08 APR 2001	7	002	09 APR 2001	09 APR 2001	4	001	04 MAY 2001	04 MAY 2001	4	001
05 MAY 2001	05 MAY 2001	7	002	06 MAY 2001	06 MAY 2001	7	002	07 MAY 2001	07 MAY 2001	4	001
29 MAY 2001	18 OCT 2001	5	143	19 OCT 2001	18 OCT 2002	5	365	19 OCT 2002	18 OCT 2003	5	365
19 OCT 2003	18 OCT 2004	5	366	19 OCT 2004	18 OCT 2005	5	365	19 OCT 2005	18 OCT 2006	5	365
19 OCT 2006	18 OCT 2007	5	365	19 OCT 2007	18 OCT 2008	5	366	19 OCT 2008	18 OCT 2009	5	365
19 OCT 2009	18 OCT 2010	5	365	19 OCT 2010	18 OCT 2011	5	365	19 OCT 2011	18 OCT 2012	5	366





# Sat F/Y and R/R Year

	FY13 (AT & IDTs)												FY14 (AT & IDTs)												
	R/R (Earn at least 35 Pts)																								
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
IDT	8			8			8							8			8				8				24 IDTs
	8	8		8	8		8		8					8	8		8			8	8		8		48 IDTs
AT											12								12						
Good Year																	15								

24/48 IDTs  
+ 12 AT  
Sat FY

24/48 IDT  
+ 12 AT  
+ 15 Membership  
51 Total Points (Good Year)

24/48 IDT  
+ 12 AT  
+ 15 Membership  
51 Total Points (Good Year)



# UTAPs Screen Shot and Reminders

UTAPs Home IMA/PIRR Schedule Reports **Configuration** Help Log Off IMA.v.4.0.1.4110

Roles: IMA/PIRR

### IMA/PIRR Member Editor

**Supervisor** Tour Of Duty Certifier

#### Supervisors

Assigned <small>(Current supervisor - Display only)</small>	Available <small>(Click on a name to view details below)</small>
RONNELL HORNER ronnell.horner@wpafb.af.mil	ronnell, ronnel howell, carolyne hughes, ty hume, robert

Search by name  
If you can not locate your Supervisor in the lists above use this search box to find him/her.

Enter Name: (Lastname, Firstname)  Search  
(Examples: "Smith, James"; "Smith, J"; "Smith"; "Smi"; "Jam")

If you still can not locate your Supervisor using the Search, click the "Add New Supervisor" button to add a new one.

Add New Supervisor




#### Supervisor Details:

First Name \*:  Last Name \*:   
Email \*:   
Phone #:  Clear Selections

SAVE CHANGES - Assign Supervisor



# UTAPs Screen Shot and Reminders

Pts by Qrt












October 2011							November 2011							December 2011							January 2012							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1				1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30	31								
30	31																											

February 2012							March 2012							April 2012							May 2012								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
			1	2	3	4					1	2	3	1	2	3	4	5	6	7			1	2	3	4	5		
5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12		
12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19		
19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26		
26	27	28	29	25	26	27	28	29	30	31	29	30	27	28	29	30	31	27	28	29	30	31							

June 2012							July 2012							August 2012							September 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	1	2	3	4	5	6	7				1	2	3	4							1
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29	30				

		Q1	Q2	Q3	Q4	FY
	IDT	4	15	0	5	24
	RMP	0	0	0	0	0
	FHD	0	0	0	0	0
	PNT	0	5	0	1	6
	Split					
----						
	Built					
	Pending					
	Rejected					
	Approved					
	Worked					
	Paid					

Color Codes

\*\*\*New reminder email notification sent to member & supervisor (after duty date)

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# UTAPs Screen Shot and Reminders

ANGIE A ALLEN

10/1/2009

Schedule Type:

EXC ▾

Period:

1

Start Date:

10/1/2009

Start Time:

0800 ▾

End Date:

10/1/2009

Telecommute:

Validator:

ALLEN, ANGIE - Supervisor ▾

Update Schedule

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Telecommute	Work Date	Work Time	Status	Comment
1	10/01/2009	0800	10/01/2009	1200	EXC	False			Approved	<input type="button" value="Comment"/>
2	10/01/2009	1300	10/01/2009	1700	IDT	False			Approved	<input type="button" value="Comment"/>



Save and Close

Cancel



# AROWS-R Screen Shot and Reminders

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**Air Force Reserve Order Writing System [AROWS-R]**  
 Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 08:06 EDT  
 Current Profile: Member

Home | Switch Profile | Change Password | My Account | Logout

**Member / UTAPs Link**

Welcome Citizen Airman to the AROWS-R Home Page  
 Your current login was on Monday, October 29, 2012 08:06:12 AM  
 Your previous successful login was on Monday, October 29, 2012 08:05:04 AM

Your current phone number is: 111-11-1111  
 Your current email address is: Citizen.Airman@US.AF.MIL

Your applications will be processed by:  
 Point of Contact is: Jane Doe  
 Phone Number is: 111-11-1111

Your Latest Broadcast messages:

2012/08/24	**AROWS-R will be off for the week of 8/27-8/28. REMINDER: All member orders are certified; the
2008/08/14	
2006/10/30	?Help Desk Hours are 9:00am-5:00pm. email AFRCFM.AROWSR@US.AF.MIL
2006/09/28	URGENT: AROWS-R will be off for the week of 9/24-9/25. Please contact your supervisor if you have any questions.
2006/03/24	ATTENTION -- * PRIVACY NOTICE: All member orders are certified; the
2005/11/10	REMINDER: IMAs still in process. Please contact your supervisor if you have any questions.
2005/10/06	** Members can now re-apply for orders. Please contact your supervisor if you have any questions.

**Important Links**

- » AFRC
- » JFTR/JTR Per Diem Tables
- » DoD FMR
- » DToD
- » AFPC
- » Air Force Knowledge Mgmt
- » Passenger Reservation (Virtually There)
- » Passenger Reservation (View Trip)
- » Lodging and Dining Availability
- » GSA City Pairs

**Air Force Reserve Order Writing System [AROWS-R]**  
 Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 11:44 EDT  
 Current Profile: Member

Home | Switch Profile | Change Password | My Account | Logout

**AROWS Actions**

**Tour Type**

Select Order Type:

- ACTIVATION (MOBILIZATION)
- ACTIVE DUTY FOR SPECIAL WORK
- ACTIVE DUTY FOR TRAINING
- ANNUAL TRAINING**
- FINANCIAL ASSISTANCE PROGRAM
- HEALTH PROFESSION SCHOLARSHIP PROGRAM
- MEDICAL HOLD
- MILITARY PERSONNEL APPROPRIATION
- RELIGIOUS PROFESSION SCHOLARSHIP PROGRAM
- SCHOOL
- SCHOOL UPT/UNT
- TEMPORARY DUTY

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# *Annual Tour (AT) Special Request*

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- **Reference AFI 36-2254v1, Chapter 5**
- **Special Tour Request Form required for:**
  - **Slit AT**
  - **AT at alternate location**
  - **AT over two weekend**
  - **AT over Federal Holiday**
  - **AT away from home station**
  - **Rental cars (page 3 of form)**
- **Form can be found at:**  
<http://www.arpc.afrc.af.mil/shared/media/document/AFD-140806-017.pdf>
- **Must be approved by AD supervisor**
- **RIO/Det 6 Commander is the final approval authority**





# *Tour of Duty Certification*

- On-line orders certification (AT and school/MPA/RPA less than 30 days)
- Get paid quicker!!
- Within AROWS-R airman will
  - Member's screen ---- Tour of Duty ---- Create Certification
  - Screen will show tours awaiting certification
  - Select appropriate tour --- select "create" link in blue under the "action" column
  - Screen appears ---- complete with tour information
  - Select "Save and sign" if all information is ready to pass to supervisor
- Supervisor will
  - Receive email with AROWS-R link
  - Supervisor should review member's departure & arrival information for accuracy
  - Supervisor can "save and sign," "disapprove" or "cancel"
- Goes directly to military pay specialist once approved



# ***Participation Waivers, Substitutions, and Excusals AFI 36-2254 VI***

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- **IMAs unable to comply with FY minimum requirements may submit a waiver request on a one time case by case basis**
  - Waivers may affect bonus payments & promotions
- **Ask for template from Det 6 Readiness & Integration**
- **Two waiver types:**
  1. Substitution Waiver – used only for AD tours which support contingency operation, real world, AEF missions and school tours
  2. Excusal Waiver – used for personal hardship or extraordinary circumstance
- **All waivers must be submitted & approved by Det/CC prior to the tour start date & must be coord thru supervisor, URC & CDR/AFELM CDR**

**\*\*\*Note - R/R requirements are NOT waiverable\*\*\***



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AF Portal w/ CAC <https://my.af.mil> OR MyPay Website <https://mypay.dfas.mil>

# Reading your LES

DIRECT DEPOSIT DATE: 04/10/13 AMOUNT: \$168.00

\* AS OF 31 OCT 07, 000 HIGH TEMPO DEPLOYMENT DAYS ACCRUED  
SINCE 1 OCT 00 (OR SINCE ENTERING MILITARY SERVICE)

TOTAL PERFORMANCE FY 13: UTA 24 AFTP 00 PT/RMP 00 AT/ADT 000  
FHDA 000

INACTIVE DUTY TRAINING 28 MAR 13 1 28 MAR 13 2

YOUR CURRENT STATE CLAIMED IS: GEORGIA

SERVICEMEMBER GROUP LIFE INSURANCE COVERAGE: \$400,000

YOUR SGLI DEDUCTION INCLUDES TRAUMATIC INJURY PROTECTION (TSGLI)

SPOUSE SGLI COVERAGE: NONE

PLEASE VERIFY YOUR STATE OF LEGAL RESIDENCE FOR STATE INCOME  
TAX PURPOSE. CONTACT YOUR PAYROLL OFFICE TO FILE A NEW DD FORM  
2058 TO CHANGE/ESTABLISH THE CORRECT STATE IMMEDIATELY.

YOU THINK MISHAPS WILL HAPPEN TO SOMEBODY ELSE. USE RISK  
MANAGEMENT IN YOUR SUMMERTIME ACTIVITIES SO THAT SOMEBODY IS  
NOT YOU. OBSERVED SUSPICIOUS ACTIVITY? REPORT IT. LEARN ABOUT  
THE AF EAGLE EYES PROGRAM AT [WWW.OSIANDREWS.AF.MIL/EAGLEEYES/](http://WWW.OSIANDREWS.AF.MIL/EAGLEEYES/).  
THE NEW COMMISSARY REWARDS CARD IS HERE! START SAVING MORE NOW!  
FOR MORE INFO GO TO [WWW.COMMISSARIES.COM/REWARDS](http://WWW.COMMISSARIES.COM/REWARDS) (LOWER CASE).



# How do I get paid?

- **Annual tour (AROWS-R)** - AF 938, Request and Authorization for Active Duty Training/Active Duty Tour
- **Inactive Duty Training (UTAPS)** - AF 40A, Record of Individual Inactive Duty Training
  - **IDT Lodging Reimbursement** – SF 1164
  - **IDT Travel Reimbursement (AROWS-R)** – for select AFSCs only - changes each CY
- **Clothing Allowance** - AF 656 enlisted only (Det 6)
- **MPA/RPA tours (CMAS & AROWS-R)** – AF 938
- **TDY - DD 1610 (Funding letter & AROWS-R)** - Request and Authorization for TDY Travel of DoD Personnel
- **Travel Voucher-RTS (DD 1351-2) OR DTS** - Travel authorization reimbursements





## ***IDT Travel Reimbursement***

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If member's residence is more than 150 miles from place of duty, **member may qualify for travel reimbursement (up to \$300)**

- **Specific AFSCs only**
- **UP TO \$300 reimbursement includes fees for transportation, lodging and meals**
- **12 reimbursements are authorized per year**
- **Reimbursement is based on mileage as of current year or actual costs**
- **Create DD 1610/IDT Travel reimbursement in AROWS-R**
- **Send documents to Dobbins IMA Travel Office**



# IDT Lodging Reimbursement

## Request reimbursement of lodging expenses by submitting:

- SF 1164
- 40A
- Lodging receipt(s)
- Non-availability letter (if applicable)
- Send documents to Dobbins IMA Travel Office

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS			1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE		2. VOUCHER NUMBER							
					3. SCHEDULE NUMBER							
Read the Privacy Act Statement on the back of this form.												
4. CLAIMANT	a. NAME (Last, first, middle initial) Doe, John, E.			b. SOCIAL SECURITY NO. 123-45-6789								
	c. MAILING ADDRESS (include ZIP Code) 1000 Main St. Apt #500 Tempe, AZ 85031			d. OFFICE TELEPHONE NUMBER 602-345-8435								
6. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)												
DATE	C O D E	Show appropriate code in col. (b): A - Local travel B - Telephone or telegraph, or C - Other expenses (itemized)			D - Funeral Honors Detail E - Specialty Care	MILEAGE RATE	AMOUNT CLAIMED					
		(Explain expenditures in specific detail.)					NO. OF MILES (a)	MILEAGE (f)	FARE OR TOLL (g)	ADDITIONAL PERSONS (h)	TIPS AND MISCELLANEOUS (i)	
	(c)	(b)	(d) FROM	(e) TO								
3/9 3/11	C		IDT Lodging at Joint Base Anacostia-Bolling, DC			0.00				136.00		
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
						0.00						
If additional space is required continue on the back.						SUBTOTALS CARRIED FORWARD FROM THE BACK		0.00	0.00	0.00	0	0.00
7. AMOUNT CLAIMED (Total of cols. (f), (g) and (i).) ▶						* 136.00		TOTALS				
						0.00		0.00	0.00	0.00	0	136.00
8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680e).)						10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me. <i>Sign Original Only</i>						
<i>Sign Original Only</i>						Signature Here						
APPROVING OFFICIAL SIGN HERE ▶						Signature Here		DATE				
AUTHORIZED CERTIFYING OFFICER SIGN HERE ▶						Signature Here		DATE				
9. This claim is certified correct and proper for payment.						11. CASH PAYMENT RECEIPT						
						a. PAYEE (Signature)		b. DATE RECEIVED				
								c. AMOUNT \$				
						12. PAYMENT MADE BY CHECK NO.						
ACCOUNTING CLASSIFICATION												



- Orders authorizing travel are requested/published in AROWS-R & include both the AF 938 & the DD 1610
  - TDYs funded by AC unit require funding cite letter from Resource Advisor
  
- Some Orders flow from AROWS-R to DTS
  - Verify if orders reflect Reserve Travel System or Defense Travel System
  
- RTS vouchers submit (email/fax) to Dobbins IMA Travel
  
- File travel voucher through DTS at <http://www.defensetravel.osd.mil/dts/site/index.jsp>





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# *Defense Travel System...DTS*

- Reservists must create a DTS account; input GTC information
- Based on SSN with “R” at the end
- Select Georgia ... AF Reserve Command ... RIO ... Det 6
- Orders flows from AROWS-R to DTS
  - Check orders for direction on how to file (RTS or DTS)
- Reservist & then Det/CC must push authorization
- Then reservists can file travel voucher
- Voucher is reviewed by pay technicians at Dobbins
- Pushed to Det/CC for approval
- DTS Help Desk & email
  - (800) 808-5942 Option #3
  - [imatravel.dts@us.af.mil](mailto:imatravel.dts@us.af.mil)



**Defense Travel System**  
A New Era of Government Travel





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# Government Travel Card (GTC)

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- **Mandatory use for airline tickets**
  - **May be used for meals & incidentals**
  - **GTC may be used for IDT travel costs (hotel)**
  - **Payment: Split disbursement on voucher mandatory**
- **GTC Agency Program Coordinator (APC)**
  - **Located at IR's unit of assignment**
  - **Responsible for processing application & monitoring use**
- **Member is responsible for full & timely payment**
  - **CDRs may discipline for unauthorized use or delinquency**
  - **Delinquency may be reported on personal credit report**
  - **Not a personal credit card, for official expenses only!**





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# Enlisted Reserve Promotions

- **Enlisted Promotions – AFI 36-2502, dated 31 Dec 09 , however for the **AFR AFI 36-2502, Chap 4, dated 6 Aug 02****
  - Cannot be promoted to E-6 & above that are in a retraining status until they have completed technical training; must be primary in position
- **Unit Monthly Vacancy** - Monthly promotion roster reviewed by AC/CC, tasked by Det 6, deadline is 20<sup>th</sup> of the month
  - Must be in a higher grade billet & meet requirements IAW AFI 36-2502 (6 Aug 02) Table 4.2
- **Reserve Promotion Enhancement Program (PEP)** - CDR's program to promote outstanding, well-deserving AFR Airmen one grade above the position authorized grade
  - HQ AFRC establishes IMA PEP quotas each CY & is determined by IMA manning AFR-wide
  - Det 6 - none for CY13/14
- **Nominees for PEP must meet all eligibility req. w/ exception of being in a higher graded billet**
  - Criteria must be met prior to the promotion eligibility cutoff date of 30 Sep
- **Nomination packages include: AF 1206, 2 recent EPRs, AFFMS report, SOU for E9 nominees; each command has different process; usually screened by CMD E9 & AFLEM CDR**



# Officer Reserve Promotions

- Know your date of rank and the authorized grade of your position
- Review Calendar Year Reserve of the Air Force board Schedule
  - Usually published in June or July; available on myPers
  - Majors Board – usually in January
  - Position vacancy – time in grade is 5 years ... 30 Sep XXXX; PRF required; BDE completion mandatory
  - Mandatory board – time in grade is seven years ... 30 Sep; BDE completion required for “definitely promote”; ranked within each senior rater/PAS code; no PRF required
- Lt Cols Board – usually in June
  - Position vacancy – time in grade is 5 years ... 30 Sep XXXX; PRF required; IDE completion mandatory
  - Mandatory board – time in grade is seven years ... 30 Sep; IDE completion required for “definitely promote”; ranked within each senior rater/PAS code; PRF required
- Colonels Board – usually in October
  - No position vacancy board; all meet same board
  - All meet with 4 years time in grade ... 30 Sep XXXX





# *Officer Promotions cont.*

## *How to Help Yourself Get Promoted*

- Do your Developmental Education as soon as possible; make sure it is updated in records
- Ensure your OPRs are well-written, show mission accomplishment/impact and are completed on time; offer draft to supervisor; check PRDA for completed eval, make copy
- Review Officer Pre-selection Brief (OPB) as soon as you get it
  - Take corrective actions ASAP
  - Ask FSS/A1/J1 for OPB/DQHB to ensure corrective actions are reflected
- Know PRF deadline
  - Discuss PRF or promotion eligibility with supervisor ; offer draft to supervisor; need supporting documentation
  - Be knowledgeable as you may be teaching your supervisor and chain of command; be ready with AFI/ARPCM
  - Senior raters owe officer a copy of PRF a month before the board
- Evaluate need for letter to the board; get advice from senior officer/previous board member



- **Force Development (FD) will develop institutional and occupational competencies in all Airmen through education, training and experience opportunities to satisfy current and future Air Force mission requirements**
  - **Dynamic and deliberate by design**
  - **Integrate and synchronize senior leader perspectives**
  - **Institutional requirements**
  - **Improvement over past strategic processes**



## ■ **Developmental Plan**

- **Your communication with AFR senior leaders**
- **Share your career aspirations, short and long term**
- **Consider assignments, command opportunities , deployments, developmental education and joint experiences**
- **Share your civilian experiences and how they enhance your reserve career**
- **Be truthful about current situation and desires**
- **Update plan as desires and situation change, not just in time for your DT**
- **Make sure short and long term goals are consistent**
- **Have face-to-face/telecon with supervisor about DP**



- **AF Developmental Plan advice for supervisors**
    - **Have you had a conversation about his/her career, both military and civilian?**
    - **Is airman's performance indicative of potential to achieve these goals? Do you agree with goals?**
    - **Any specific experiences/accomplishments that you've supervised/witnessed that support these goals?**
    - **Entries need only be 2-3 sentences**
    - **Make sure short and long term goals are consistent**
    - **Airmen can update developmental plan whenever changes occur with situation or desires, but should be updated at least once a year even if there is no change**
    - **Core functional manager/facilitators send out reminders usually six weeks prior to DT board**
-



## ■ Below are some common errors/mistakes

### ■ Travel Voucher

- Using old version of DD 1351
- Submitting unsigned or missing documents
- Incomplete Itinerary
- Duplicate travel days

### ■ AROWS

- Selecting Active Duty Training instead of Annual Training
- Not routing the request (there are 2 routing processes)
- Not submitting AT request by 31 May

### ■ UTAPS

- Selecting another IMA or Det staff member as your supervisor/certifying official
- Not submitting your calendar by 15 Aug

### ■ Overall

- Not understanding FY and R/R differences
- Not understanding enlisted bonus “good” year requirements
- Not having a CAC reader and using it (software located at [militarycac.com](http://militarycac.com))





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# *Det 6 Force Development Briefs*

- 20 Feb 15 – IR Orientation 2.0
  - 13 Mar 15 – Joint Officer Qualification
  - 27 Mar 15 – Retirement Preparation
  - 10 Apr 15 – Developmental Plans and Teams
- 
- Conducted at MacDill AFB – DCO available





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# Contacts for Det 6 IRs



**Main Customer Service Line**  
**813-828-5035/DSN 968**

**Opt 1 - Force Management**  
*(Assignments, Enlisted Prom, UPMR Mgt)*  
[Riodet6.forcemgmt@us.af.mil](mailto:Riodet6.forcemgmt@us.af.mil)

**Opt 2 – Readiness & Intetegration**  
*(Orders, Readiness, Waivers, Formal School)*  
[Riodet6.readiness@us.af.mil](mailto:Riodet6.readiness@us.af.mil)

**Opt 5 - Resource Management**  
*(All other services , DTS, Clothing Request)*  
[riotdet6@us.af.mil](mailto:riotdet6@us.af.mil)

**Commander: Col Malia Spranger (at MacDill)**  
**813-828-5035 Opt 4/DSN 968;**  
**malia.spranger@us.af.mil**

**Superintendent: CMSgt Jeannie Norton**  
**813-828-5035 Opt 3/DSN 968**  
**Debra.norton@us.af.mil**

**IMA Travel: 1-800-808-5942**  
**FAX: 478-327-0625 or DSN 497-0625**  
**EMAIL: Dobbins.imatravel@us.af.mil**  
**MAIL: IMA TRAVEL**  
1392 Second St.  
Dobbins ARB GA 30069-4823

**OL – JB Langley-Eustis VA**  
**757-764-5101/DSN 574**  
[HQRIO.DET6OL-JBLE@us.af.mil](mailto:HQRIO.DET6OL-JBLE@us.af.mil)

**OL - Hurlburt Field FL**  
**850-884-2820/DSN 579**  
[RIODET6OLHURLBURT@us.af.mil](mailto:RIODET6OLHURLBURT@us.af.mil)

**IR Guide**  
<http://www.arpc.afrc.af.mil/shared/media/document/AFD-141014-034.pdf>

**IMA Travel Companion**  
<http://www.afrc.af.mil/shared/media/document/AFD-140505-021.pdf>

**HQ RIO Website**  
<http://www.arpc.afrc.af.mil/library/rio/index.asp>

**Total Force Service Center (ARPC)**  
**1-800-525-0102**  
**210-565-0102/DSN 665**

**Orders Writing Cell (owc)**  
**478-327-2167/DSN 497**  
**rmg.orders@us.af.mil**

**RMG Pay Office**  
**478-327-2385/DSN 497**  
**FAX: 497-1830**  
**rmg.rpo@us.af.mil**



- **IMA Travel Companion Guide:**  
<http://www.afrc.af.mil/shared/media/document/AFD-140505-021.pdf>
- **Individual Readiness:**  
<https://imr.afms.mil/imr/MyIMR.aspx> or  
<https://www.my.af.mil/arcnetprod/resnet/classic/home.asp>
- **HQ/RIO public website:**  
<http://www.arpc.afrc.af.mil/library/rio/index.asp>
- **RIO/Det 6 Facebook Page:**  
<https://www.facebook.com/pages/RIO-Det-6/741390915926303?ref=hl>





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# Questions??



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*Fly, Fight and Win...*