

Headquarters U.S. Air Force

Integrity - Service - Excellence

Individual Reservists (IR) Utilization



RIO/Det 6

24 Feb 2017 at 1000 EST MacDill AFB

Bldg 296 (927th ARW)

CDR Conf Rm (2nd Floor)

Telecom# (813) 828-8255 Mtg ID/Pin: 808

DCS: <https://conference.apps.mil/webconf/FDBriefing>

Please dial in 5-10 minutes prior to start time



Rules of Engagement

- **Mute your telephone**
- **DO NOT put your phone on hold**
- **Ask questions at any time**
 - **Start with your Rank/Name**
- **Use Customs & Courtesies**
- **Please no side bars**
- **Attendance (Rank/Name, Unit Assigned)**



Agenda

-
- **Voluntary Tour Process (Getting Orders)**
 - **Volunteer Reserve System/Process Overview**
 - **IR Mobilization Process**
 - **Types of Orders**
 - **1095 Policy Change**
 - **Tricare**



Why do I need orders?

- **Ensures your duty is authorized**
- **Provides proper entitlements/pay/travel/per diem**
- **Orders process ensures you are ready/auth to perform duty**
- **All AF Reservists must use AROWS-r to generate ALL orders**



Ready and AFR Requirements

-
- **Readiness Verification:** Pull ARCNet Report (**NOTE:** Must be current in PHA, Dental, Immunizations, Labs, and Fitness. If Security Clearance is overdue, re-investigation must be initiated. ***Verification is required from Unit Security Manager***)

<https://www.my.af.mil/arcnetprod/resnet/classic/home.asp>

- **Reserve Requirements (AT & IDTs)**
 - **Inactive Duty Training (IDT):** If not already completed, must be scheduled and approved by AD Supervisor (green) in UTAPS web: <https://utapsweb.afrc.af.mil/utapsweb/>
 - **Annual Training (AT):** If not already completed, must be scheduled and routed in AROWS-R: <https://arowsr.afrc.af.mil/arows-r/>



- **Sanctuary Waiver:** Required if your Total Active Federal Military Service (TAFMS) is 16 years or more, but less than 20 years
 - Template for letter (needs only your signature)
<http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/RIO-SOU-Sanctuary.pdf>
 - Your TAFMS can be viewed in your military record located in the vMPF and ARCNet:
<https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx>
 - Must be approved by Det CC



MPA Authorization

- **Purpose:** “Provide the AF with skilled manpower to support AF missions when regular component resources are not available or sufficient” (AFI 36-2619)
 - **Manpower MPA Man-day Management System (M4S)**
 - FAM (M4S Manager) will track, validate, account and report usage of man-days under their respective function
 - FAM will initiate MPA by-name man-day tasking
 - FAM will utilize the “IMA Group” in M4S when creating tasking
 - **MAJCOM Management Office (MMO)** - ensures funds are available and allocates authorization through M4S
 - **Force Generation Center/Support Division (FGC/FGCI)**
 - FGCI will assign by-name tasking to appropriate HQ RIO Det
-



Detachment Responsibilities

- **HQ RIO/Detachment**

- Det will assign IMA member to by-name tasking
- Conduct readiness check, complete TAFMS information and determine travel distance (within corporate limits, commuting area, telecommute, or beyond commute)
- Obligate tasking, reclama tasking, or coordinate with FAM to make corrections before obligating
- Orders Specialist - will verify published authorization and process order



Reservist's Responsibilities

- **Coordinate report date/time with supervisor**
 - If tour is not within assigned unit then use Det 6 Voluntary Tour Checklist to coordinate and get approval to perform duty outside assigned unit.
 - Initiate order in AROWS-r at least **15 days** prior to report date, **preferably 30 days**
 - Ensure correct type or order is requested
 - For MPA - Select Military Personnel Appropriation as Order Type then select Non-Contingency as Order Sub Type
 - Once order is published make travel arrangements, can be made through DTS (check item "e" on second page of order)
 - Sign in on order and send to HQ RIO RPO; enroll in Tricare if eligible



VRS Overview

- **VRS is intended to be a repository of available volunteer opportunities for AFRC airmen**
- **Provides members with a standardized application and approval process**
- **The VRS application is accessed through the Air Force Portal via the ARCNet application under the tab “VRS”**

<https://www.my.af.mil/arcnetprod/ARCNet/VRS/Home/>



Volunteer Management

The Volunteer page has links to training slides which will familiarize members with the new process. Also provided is the POC contact email for questions on VRS. Click on VRS tab and select “Volunteer Opportunities” to start search and application process.

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.

Training

- [Training Calendar](#)

Slide Decks

- [How to Volunteer](#)
- [How to be a Requisitioner](#)

Entitlements

- [Entitlements](#)

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Application Process

The application approval process for IMAs

The **IMA process** has 7 steps which starts with Supervisor's approval. The Supervisor receives an email to approve/disapprove the request and if approved, enters an email address of the next approval in the process.

Step 2 UDM/URC recommendations

Step 3 HQ RIO/Det

Step 4 HQ RIO/IPR

Step 5 FAM Approval

Step 6 FGC

Step 7 Requisitioner's Review



Volunteer Opportunities

Volunteer menu view will search all available opportunities using the listed search options. Click on **“Search Guide”** which further explains the capabilities & how to maximize the search tool. The **“Searches This Session”** menu saves each search used and will remain available as an option until you logout or select the **“Clear”** button.

Volunteer reviews available opportunities and begins by pressing **“Apply”** on desired posting

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

VRS Home Volunteers - Requisitioners - External Links Feedback

Volunteer Opportunities Applications

Search

Searches This Session: Clear

Job Id: AFSC: Wildcard: X

Keyword: Separate keywords with a comma (,)

Job Source: Select A Job Source... 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
190102	AFROTC Instructor and Field Training Support	3P000	Camp Shelby MS	5/24/2016	93	E-6

Apply Print



Volunteer Opportunities

To view additional information on vacancy click on “arrow up” or “Job ID”. Click “Apply” to start application process.

Participation - Duty Plan ATMT - Readiness - VRS - Member - Email - Web Admin Library

Source [dropdown]
Location [input] Duration [dropdown: Select A Duration...]
Search (ENTER) Clear Search Search Guide

Export to Excel Export to PDF

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

Job ID	Title	AFSCs	Location	Report (NLT)	Duration	Desired Grade	Apply	Printer
190102	AFROTC Instructor and Field Training Support	3P000	Camp Shelby MS	5/24/2016	93	E-6	Apply	Printer
191256	Financial Management HQ Staff Support.	6F071	Joint Base Langley-Eustis, Va	3/14/2016	179	E-7	Apply	Printer
191389	AFR ONLY - WMD Targeting Officer	14N3	Ft Belvoir, VA	3/1/2016	180	O-3	Apply	Printer
191400	Air Refueling Planner/Executor (copy)	011M4	Scott AFB Illinois United States USNORTHCOM	6/1/2016	180	O-4	Apply	Printer
191401	Air Refueling Planner/Executor (copy)	012M4	Scott AFB Illinois United States USNORTHCOM	6/1/2016	180	O-4	Apply	Printer



Volunteering for an opportunity

- Volunteer enters supervisor's email and "Apply"

[Volunteers](#) [Requisitioners](#) [Feedback](#)

Volunteer Management

Application Process For [NATC-A HQ \(G1 MANPOWER&FORCE STRUCTURE ADVISOR\)](#)
FGC Agreement

In an effort to provide the best reserve personnel to fill the Air Force needs, the Force Generation Center has implemented a vetting process prior to your application arriving to the requisitioner. While this may delay the Requisitioner's receipt of your Application, this will provide the requisitioner with a fully ready, funded, trained Volunteer that can meet their requirements.

Opportunity Information

Title: NATC-A HQ (G1 MANPOWER&FORCE STRUCTURE ADVISOR)
AFSCs: 03BF4 (4)
Description: NATC-A HQ (G1 MANPOWER&FORCE STRUCTURE ADVISOR)
AdditionalInfo: The Report (NLT) date reflected in this advertisement is the correct month, but not the exact day, for the exact day of the month, contact your LRS or the job POC. STA: LINE REMARK EAC ALSO APPLIES. IF THIS IS AN EXTENDED DEPLOYMENT (ITDV) OF APPROXIMATELY 365 DAYS LINE REMARK UH ALSO APPLIES. MEMBER IS PART OF AN EMBEDDED TRANSITION TEAM REPORTING TO THE 438 AEW (CAPTF) IN AFGHANISTAN. A 25-DAY PREDEPLOYMENT TRAINING COURSE IS REQUIRED. REFER TO AEF ONLINE FOR REPORTING INSTRUCTIONS: <https://aef.afpc.randolph.af.mil/AFRT/aftrf.aspx?cab=30> IN ADDITION, ALL TASKED PERSONEL MUST CONTACT AETC/A3OP FOR TRAINING LOCATIONS AND DATES AT DSN 487-4993/6574 OR CMML 210-852-4993/6574 AND SEE ONLINE COP FOR DETAILS <https://afim.wpafb.af.mil/ASPs/CoP/CoP.asp?Filter=AE-ED-01-32>. REQUIRES OFFICIAL PASSPORT. ALL MEMBERS WILL CARRY M9 AND M&G&U-S. MEMBERS CAN CALL DSN 318-237-3936 TO OBTAIN SPONSOR INFORMATION. ADDITIONAL NEWCOMER INFORMATION IS MAINTAINED AT [HTTPS://AFKM.WPAFB.AF.MIL/ASPs/CoP/CoP.asp?Filter=OO-DP-AC-68](https://afkm.wpafb.af.mil/ASPs/CoP/CoP.asp?Filter=OO-DP-AC-68). FIRST TERM ARMEN NOT ELIGIBLE.

Location: AOR
Local Area: Preferred
Report Date (NLT): 9/1/2012
Desired Grade: O-4

Application Due	Duration	365
Minimum Acceptable Grade	Maximum Acceptable Grade	

IMA Application Process

```
graph LR; A[Supervisor Approval Step 1] --> B[UDM Approval]; B --> C[Detachment Approval]; C --> D[RMGDPX Approval]; D --> E[FAM Approval]; E --> F[FGC Approval]; F --> G[Requisitioner Review];
```

Current Step Information

Title	Supervisor Approval
Description	Obtain supervisor approval

*You may be fully approved but not necessarily selected for the opening

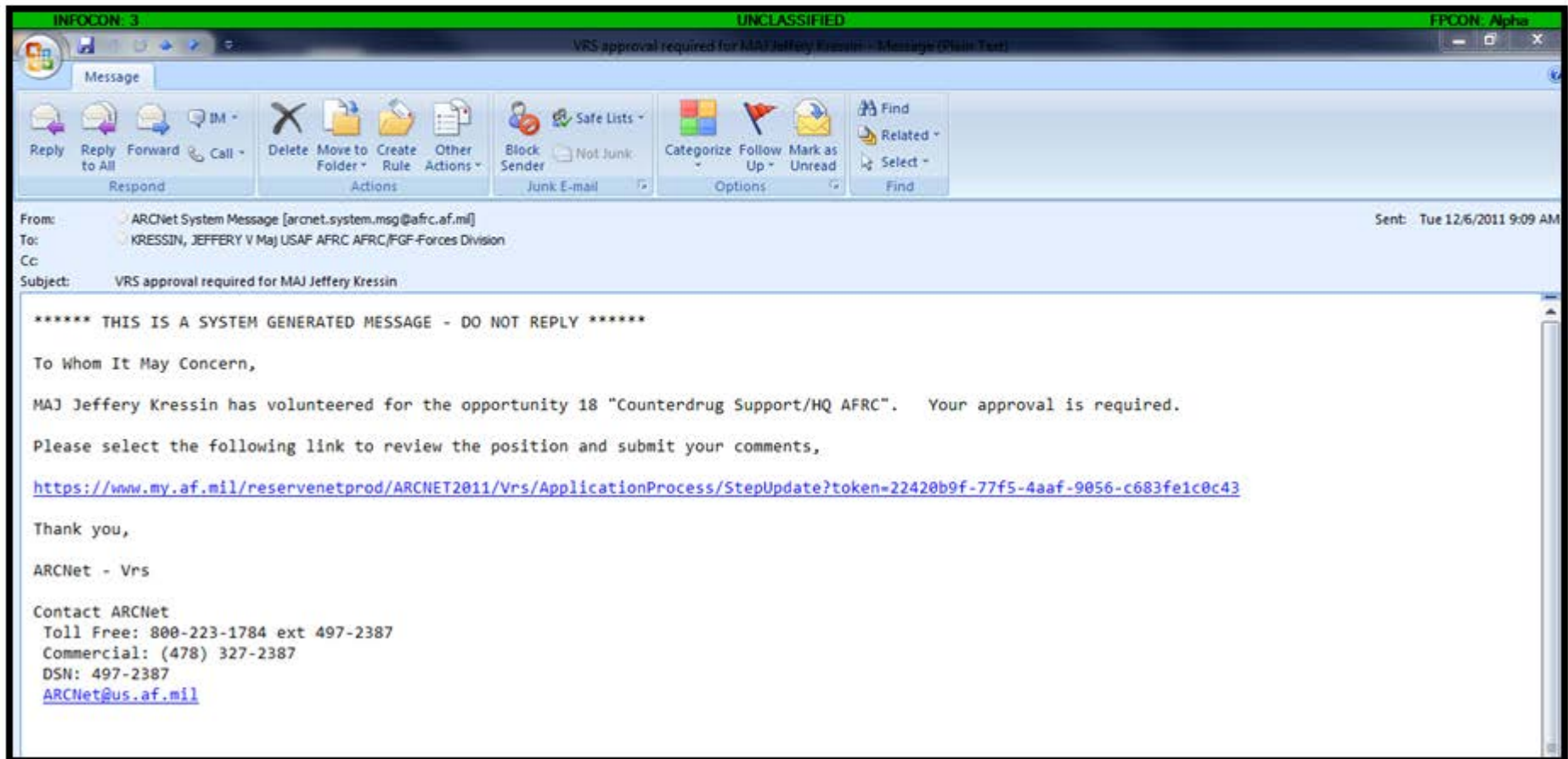
Supervisor Email:

Requisitioner Request Documents: Not Specified



Volunteering for an opportunity

- Email sent to supervisor with link





Volunteering for an opportunity

- Supervisor reviews request, makes comments, enters UDM/URC's email, press "Approve or Deny". Forwards SOU/49 to next approving authority.

Volunteer Management

Application Process For [NATC-A HQ \(G1 MANPOWER&FORCE STRUCTURE ADVISOR\)](#)

FGC Agreement

In an effort to provide the best reserve personnel to fill the Air Force needs, the Force Generation Center has implemented a vetting process prior to your application arriving to the requisitioner. While this may delay the Requisitioner's receipt of your Application, this will provide the requisitioner with a fully ready, funded, trained Volunteer that can meet their requirements.

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Location: ADR
Local Area: Preferred
Report Date (NLT): 9/1/2012
Desired Grade: O-4

Application Due: _____
Minimum Acceptable Grade: _____

Duration: 365
Maximum Acceptable Grade: _____

IMA Application Process

Step 1: Supervisor Approval
Step 2: UDM Approval
Step 3: Detachment Approval
Step 4: RMC/OPK Approval
Step 5: FAM Approval
Step 6: FGC Approval
Step 7: Requisitioner Review

Current Step Information

Title	Supervisor Approval
Description	Obtain supervisor approval

You may be fully approved but not necessarily selected for the opening

Supervisor Email:

Requisitioner Required Documents: Not Specified

Apply Cancel



Cancel Application

If member decides to cancel a request, click cancel on the vacancy listed on the Application Status List. The “cancel tab” will not be visible after the Requisitioner step in the process.

Volunteer Management

Cancel Application Confirmation

Are you sure you want to cancel this application?

AF Reserve ARCNet Administrator

Do what you like, when u like and this job doesn't have any benefits and no pay. You will receive a certificate to show you are an Administrator of nothing.

Started On 8/16/2011

Step PoC michael.thomas.72.ctr@us.af.mil



Requisitioner Review

After the application has been reviewed by each member in the approval process, the Requisitioner reviews all applications and then submits a request to the selected candidate. Their status will show “Offer Sent” to member.

reserve civilian
reserve civilian
Started On 9/14/2011
Step PoC kaushal.parekh.ctr@us.af.mil
Current Step Requisitioner Review
Description The Requisitioner of this opportunity will review the application
Status of the step **Offer Sent**
Accept Offer View Comments

The offer **WAS** accepted. This completes the VRS Application Process. Please contact the requisitioner for further processing.
[The page will reload shortly...](#)

If member accepts the offer, a box will appear to show that the offer “accepted” and accepted will show in the final step of the process

reserve civilian
reserve civilian
Started On 9/14/2011
Step PoC kaushal.parekh.ctr@us.af.mil
Current Step Requisitioner Review
Description The Requisitioner of this opportunity will review the application
Status of the step **Accepted**
View Comments

The selected candidate will be contacted after the accepted offer has been received for further instructions



Application Status List

After member has submitted an application for a vacancy, the status will show under the Applications tab. This tab lists the application status and approval process, and any vacancies the member has applied. The application process is determined by the applicant's military status. Members can also view comments and/or cancel application in this part of the process.

Volunteer Management

Volunteer Opportunities Applications

Current Applications

Fun in the Sun

Having fun in the sun on the flightlines of Homestead ARB.

Started On 11/15/2011

Step PoC mkt5@cox.net;michael.thomas.72.ctr@us.af.mil;mkt4@n

Current Step Requisitioner Review

Description The Requisitioner of this opportunity will review the applic

Status of the step Offer Sent

Accept Offer View Comments

Supervisor Approval UDM Approval Detachment Approval RMG/DPX Approval FAM Approval FGC Approval Requisitioner Review Step: 7

Status of application



- **VRS does not replace local vetting/approval process**
 - **Continue using forms (SOU, AF Form 49, etc...)**
 - **Continue routing potential volunteers thru any office you deem appropriate**
 - **AC Chain of command can approve or deny volunteers**
 - **Col/O-6 volunteers still must obtain AFRC/A1L approval**



What does VRS do for you?

- **Mandates that certain process steps be followed to ensure chain of command coordinates on application**
 - **Process begins with member submitting application through AC supervisor**
 - **Next step is the Unit Deployment Manager or the directorate URC if there is no command deployment manager**
 - **Next step is Det 6 (riodet6.readiness@us.af.mil)**
 - **Then HQ RIO/IPR (Deployments)**
 - **Then FAM**



How does VRS impact RegAF?

- **Manday advertisements:**
 - **Units desiring manday assistance follow standardized Requisitioner Process**
 - **Advertisements get ARC-wide visibility increasing likelihood of finding desired skill set**
 - **Requisitioners have visibility on number of applicants and their application status**



Volunteering -COCOM IRs

- **Steps 1 thru 7:**
- **1) Supervisor will input the Unit Reserve Coordinator's (URC) email address as the UDM. The URC will receive the next email from VRS in the same manner and also sign the SOU/49**
 - **Ensure Unit CC signs SOU prior to submitting to Det**
- **2) URC will input the det's email address (RIODet6.readiness@us.af.mil). The Detachment will receive the next email from VRS in the same manner and also sign the SOU/49**
- **3) Detachment will input HQ RIO/IPR's email address and forward SOU/49 (Deployments)**
 - **Routing process continues...4) HQ RIO/IPR → 5) AFRC FAM → 6) AFRC Force Generation Center → 7) Requisitioner**
 - **Process terminates if anyone denies request**
 - **Denied request will lock the record and the volunteer will not be able to apply for the same job again unless an unlock is granted through the ARCNet Help Desk DSN 497-2387**



Volunteering –MAJCOM IRs

- **Steps 1 thru 7:**
- **1) Supervisor will input the UDM'S email address. The UDM will receive the next email from VRS in the same manner and also sign the SOU/49**
 - **Ensure Unit CC signs SOU prior to submitting to Det**
- **2) UDM will input the Det's email address (RIODet6.readiness@us.af.mil). The Detachment will receive the next email from VRS in the same manner and also sign the SOU/49**
- **3) Detachment will input HQ RIO/IPR's email address & forward SOU/49**
 - **Routing process continues... 4) HQ RIO/IPR → 5) AFRC FAM → 6) AFRC Force Generation Center → 7) Requisitioner**
 - **Process terminates if anyone denies request**
 - **Denied request will lock the record and the volunteer will not be able to apply for the same job again unless an unlock is granted through the ARCNet Help Desk DSN 497-2387 or 478-327-2387**



IR Statement of Understanding

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/IRPR

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
------------	------------	----------------

Email address (both personal and work)

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

Duty AFSC



IR Statement of Understanding

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 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**



Volunteering for an opportunity

- **Future upgrades include HQ RIO Det drop down menu**
- **Supervisors and UDMs/URCs cannot 'recall' an application once they click 'Approve' or 'Deny'**
 - **ARCNet Help Desk can re-set applications if needed**
- **Timely processing by all involved parties is key to volunteer selection & supported mission success**
- **Members having SOUs/Volunteer Tour checklist and other supporting documentation completed in a timely manner help expedite process**



VRS Application Approved

-
- **Volunteers are notified directly if requisitioners accept their application**
 - **Member's responsibility to notify Det, supervisor and UDM/URC upon selection**
 - **HQ RIO/IPR sends sourcing email to FGC/FARs**
 - **FGC/FARs validates tasking and sources to HQ RIO/IPR**
 - **HQ RIO/IPR loads IR against tasking and requests M4S**
 - **HQ RIO/IPR receives E49 from M4S server and inputs orders request in AROWS-R (Deployments)**
 - **Once orders are approved in AROWS-R and member completes the AOR Out-processing Checklist, HQ RIO/IPR will produce CED orders and forward to Det**



Troubleshooting/Technical Support

- **VRS Technical Support: ARCNet Help Desk**
- **Technical Support Contact Information:**
 - **Email address: ARCNet@us.af.mil**
 - **Commercial: (478) 327-2387**
 - **DSN: 497-2387**
- **ARCNet Help Desk provides troubleshooting and technical support for the VRS system**
 - **User access, permissions, token issues, web browser compatibility, display issues, etc.**



Suggestions to Improve VRS??

- **VRS OPR: FGC\FGF (Forces Division)**
- **OPR Contact Information:**
 - **Email address: FGC/FGF Fars [a3me.fars@us.af.mil]**
 - **Commercial: (478) 222-6073**
 - **DSN: 472-6073**
- **Feedback will be accepted in verbal or written form**
- **Feedback will be reviewed and prioritized for inclusion into future releases**
- **Available resources and system architecture will play a role in future enhancements to the system**



IR Mobilization Process

- **Mobilization has three phases**
 - **Authorization**
 - **Activation**
 - **Demobilization**

- **Post-deployment/mobilization respite absence (PDMRA)**



Mobilization Process—Authorization

- **Two-year forecast of CCDR reqs are reviewed each Oct**
- **If AEF reqs exceed RegAF resources, HAF FAM works with AFPC/DPW to develop a mobilization proposal**
- **Mobilization proposal is sent to AFRC/FGC for coord; AFRC/FGC forward to appropriate AFRC FAM**
- **AFRC FAM identifies eligible members based on AEF Indicator, dwell rate and deployment availability codes**
- **Eligible names are sent to HQ RIO/IPR for further staffing to HQ RIO Dets & URCs**
- **URCs work w/ AC commander to pick the deploying IRs then notify member they have been selected for potential mobilization**





Mobilization Process—Activation

- **Requirements loaded in system upon SecDef approval**
- **MAJCOM provides travel & per diem fund cites to HQ RIO within 3 days of receipt of execution message**
 - **Pay and allowances are funded from MPA Account; travel & per diem paid from O&M account...both will be captured via M4S in the future**
- **Exact training dates are loaded for each requirement**
 - **Amendment staffed to SecDef if training dates outside authorized mobilization window**
 - **Ancillary training (including Tier 1 & Tier 2a) is mandated prior to AEF vulnerability periods per AFI 36-2201; these mandays are rarely included in the mobilization package**
- **HQ RIO prepares all orders within 2 weeks of notification**





Mobilization Process—Activation

- Member signs acknowledging Mobilization and returns to Detachment

ACKNOWLEDGEMENT OF TITLE 10 USC 12302 ACTIVATION

Member's Full Name (Print) _____

Rank/Grade: _____ SSN: _____

"I understand that I may receive an order which will activate me through partial mobilization orders as authorized by Executive Order 13229 and Title 10 USC 12302. I understand that once the order is generated, I will be serving based on the needs of the Air Force."

Possible mobilization time period _____

I have fully read and understand the above and note my decision below.

I have been notified within the 180 day timeframe that it is possible that I might be involuntary mobilized I will accept such orders without objection. (Initial) _____

I have been notified within the 90 day timeframe that it is possible that I might be involuntary mobilized I will accept such orders without objection. (Initial) _____

Member (Signature/Date) _____

Member phone and E-mail _____

Mobilization Pkg No. (e.g., M-648) _____ & Unit Line Number _____

UIC or UDM _____
(Signature)

Detachment Representative _____
(Name/Title)

UIC or UDM phone number and E-mail _____

Please send the attachment to _____ no later than _____ also include the mobilization worksheet so that activation orders can be created in a timely manner. If you have any questions please call me at _____.





Mobilization Process—Activation

■ Active Duty completes MOB order worksheet and forward

Mob Order Worksheet - Microsoft Excel

1	A	B	C	D	E	F	G	H
2	Submission of this form implies that Detachment has verified all Mobility limitations for all identified members:							
3	includes (but is not limited to): valid security clearance, ETS/MSD verification, pending/approved retirements, medical profiles, pending assignment actions							
4								
5	Det #/POC: - Det number and Point of Contact (i.e. Det 25, MSgt John Doe)							
6	Submit Date: - Date worksheet submitted Format:DD-MON-YYYY (i.e.31-JAN-20)							
7	PM#: Partial Mobilization (i.e. PM 123)							
8	PM Date: Date of PM Message (i.e. DTG 011300Z FEB 2003 converts to 01-Feb-21)							
9	Notification Date: This is the date the member was notified of the Mobilization							
10								
11	NAME	SSAN	Grade	ULN	Rptg PAS Code	Activation Date	Reporting Date	Mob Start/End Date:
12	Last Name, First Name and Middle Initial (i.e. Doe, John E)	without dashes	msg		PAS Code where they will be repor	date mbr will start	date mbr will sh	get dates from PH
13								
14								
15								
16	At AD Station Fund Cite (1st FY): obtained from AD unit resource Advisor							
17	At AD Station Fund Cite (2nd FY)							
18	At AD Station Fund Cite (3rd FY)							
19	Remarks: Used for rental car authorizations, additional fund cites, etc.							
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Mob Worksheet Instructions



Mobilization Process—Demobilization

- **End dates are stipulated in the authorization message; deviations must be coordinated in advance through AFRC to AF/A5XW, who will acquire subsequent approval, as needed**
- **Unless waived, members on tours of 61-days or more will require 60-days advanced notice of any changes to tour length; members on tour for 31-60 days will be given 30-days advanced notice of tour curtailment**
- **AFRC FGC coords demobilization / rescission requests**
- **Member notifies Detachment upon return from AOR**





Post-Deployment/Mobilization Respite Absence

- **Post-deployment/mobilization respite absence (PDMRA)**
 - **Admin days off following mobilization**
 - **12-18 months = 1 day per month**
 - **18-24 months = 2 days per month**
 - **>24 months = 4 days per month**
 - **Voluntary tours to Iraq/Afghanistan and surrounding areas defined in policy letter eligible following subsequent mobilization after 19 Jan 2007**
 - **72 month look back (rolling window)**
 - **This is in addition to post-deployment reconstitution**
 - **AFRC Policy letter contains multiple examples on applying creditable time**





- HQ RIO needs the following information from the Detachment to figure out PDMRA:
- AOR return date (this is the date they hit the ground at home station)
- HQ RIO will calculate the PDMRA using the PDMRA calculator provided by AFRC/A1XX and then route for final approval
- Once PDMRA is approved HQ RIO will modify the mobilization order and send an e-mail of the new dates.





Title 10 Order

-
- **Title 10 orders place member in Active Duty MPA status**
 - **First day of active duty starts the date member begins pre-deployment administrative actions, training, or travel in compliance with an active duty order**
 - **Title 10 order includes mandays for the following:**
 - **Required Pre-Deployment Training (i.e., CST)**
 - **Out-processing from your home unit**
 - **Travel to deployed location**
 - **Entire deployment period (ETL) , plus required overlap days**
 - **Re-deployment travel**
 - **In-processing at your home unit**
 - **Accrued leave and Post-deployment stand-down time**
 - **VOCO letters from AC unit are required if orders are not published by start date**
-



Title 10 Orders

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR		BY ORDER OF THE SECRETARY OF THE AIR FORCE	
<p>PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 2632; Executive Order 13526.</p> <p>PRIVACY PURPOSES: Used to request and authorize Air Force nonmilitary hours of active duty as well as acting as a temporary duty travel order. SSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication; enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as appropriate.</p> <p>ROUTINE USES: A copy of the order may be provided to civilian employees to substantiate active duty military requirements.</p> <p>DISCLOSURE IS VOLUNTARY. However, without this information and SSN the Air Force cannot act on your travel, per diem and pay statements.</p>			
1. NAME (Last, First, MI)	2. GRADE / LT COL	3. SSN	4. HOME PHONE / 202-555-1234
5. PRESENT STREET ADDRESS	6. CITY	7. STATE	8. ZIP CODE
9. UNIT OF ASSIGNMENT	10. LOCATION 421 REGIONAL SUPPORT OF FFI DOBBERNS AFB, GA 300890000	11. PAS CODE KX040NYZ	
12. MTR is assigned to: MILITARY PERSONNEL APPROPRIATION for T: days plus each for time			
13. WILL REPORT TO (LHM and location) OL PLJ182 TRAINING OF FISSYVL ANDREWS AFB, MD OL AC ACI PROG MGMT SQ FTIRB, SPAW AFB, SC		14. REPORTING DATA (PMM) (YYYYMMDD) 0730 20061127	15. RELEASE DATE (YYYYMMDD) 20061201
16. REMARKS: AUTH: AFMAN 34-8091 (Pis travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed DODM authorized travel time. Per diem is based on availability of govt quarters and must contact the base lodging office above govt quarters must be used when available. Turn in all pre-travel items (gifts, bonus tickets, etc.) to the APO.)			
<p>PAY AND ALLOWANCE EOP CODE: 44. TRAVELER USES CENTRALLY BILLED ACCIDENT (CBAL) AUTH: TITLE 10 USC 1201 (D) (MAN/OME PASSING) PER EXECUTIVE ORDER 89985 "SCHOOL" AND AF 36-2618. ADDITIONAL DISTRIBUTION: 20 MPA TOUR EXECUTIVE ORDER 10010. SEND 3 COPY TO HQ USAF/DIR, MEMBER HAS NOTIFIED ON 20061101. FOR THIS ORDER, MEMBER WILL DEPART FROM SAVANNAH, GA AND RETURN TO SAVANNAH, GA. MEMBERS DUTY STATUS IS 71. INSTALLMENT CODE: 25 (1. Military Support (within 100 miles) - PERMANENT LOCATION IS SOUTH CAROLINA. PER AFDA-161, USE OF TRAVEL TO ARRANGE OFFICIAL TRAVEL IS MANDATORY DOD).</p> <p>CONTINUED ON NEXT PAGE</p>			
20. TRN-GAT-NO 034	21. TOUR-NO	22. MCA CODE 696	23. MAN-GAT-ID 7096WLC042
24. ESTIMATED COST	24. TRAVEL \$623.00	25. PER DIEM 1765.50	26. OTHER 50.00
27. TOTAL \$1,438.50		28. PAY AND ALLOWANCE 5775400 207 752 1048V 01 409 96700 6A	
29. FUNDS CERTIFYING OFFICIAL	30. APPROVING OFFICIAL (Last name, grade, title)	31. SIGNATURE "ELECTRONICALLY APPROVED"	32. DATE 20061113
33. DEPARTMENT OF THE AIR FORCE (Other designation and location) of Headquarters WITH AIRLIFT WING (AFWC) DOBBERNS AFB GA 30089 5000		<p>FOR THE COMMANDER</p> <p>37. SIGNATURE ELEMENT OF AUTHORIZING OFFICER "ELECTRONICALLY APPROVED" CIV "ELECTRONICALLY APPROVED"</p> 	
34. RESERVE ORDER NO. 20061113	35. DATE	36. DISTRIBUTION	
38. STATEMENT OF TOUR OF DUTY			
40. LOCATION	41. HOUR (IME)	42. DAY	43. MONTH
44. MODE OF TRAVEL	45. LOCATION	46. HOUR (IME)	47. DAY
48. MONTH	49. MODE OF TRAVEL	50. LOCATION	51. HOUR (IME)
52. DAY	53. MONTH	54. MODE OF TRAVEL	55. LOCATION
39. I certify that I have completed with the above order. The statements on this form are true and complete. If this tour was extended under the variable tour provisions, it was with my prior knowledge and consent. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. My Spouse (Circle One) was/was not in Active Duty status during this tour. I (Circle One) did/did not occupy govt quarters.			
40. MEMBER'S SIGNATURE		41. DATE	42. MEMBER RECEIVED FOR DUTY at hours on and was released from duty at hours on
43. MEMBER'S SIGNATURE		44. DATE	45. CERTIFYING OFFICIAL'S PRINTED NAME
46. MEMBER'S SIGNATURE		47. DATE	48. DDU
49. MEMBER'S SIGNATURE		50. DATE	51. MEMBER'S SIGNATURE
52. MEMBER'S SIGNATURE		53. DATE	54. MEMBER'S SIGNATURE
55. MEMBER'S SIGNATURE		56. DATE	57. MEMBER'S SIGNATURE
58. MEMBER'S SIGNATURE		59. DATE	60. MEMBER'S SIGNATURE
61. MEMBER'S SIGNATURE		62. DATE	63. MEMBER'S SIGNATURE
64. MEMBER'S SIGNATURE		65. DATE	66. MEMBER'S SIGNATURE
67. MEMBER'S SIGNATURE		68. DATE	69. MEMBER'S SIGNATURE
70. MEMBER'S SIGNATURE		71. DATE	72. MEMBER'S SIGNATURE
73. MEMBER'S SIGNATURE		74. DATE	75. MEMBER'S SIGNATURE
76. MEMBER'S SIGNATURE		77. DATE	78. MEMBER'S SIGNATURE
79. MEMBER'S SIGNATURE		80. DATE	81. MEMBER'S SIGNATURE
82. MEMBER'S SIGNATURE		83. DATE	84. MEMBER'S SIGNATURE
85. MEMBER'S SIGNATURE		86. DATE	87. MEMBER'S SIGNATURE
88. MEMBER'S SIGNATURE		89. DATE	90. MEMBER'S SIGNATURE
91. MEMBER'S SIGNATURE		92. DATE	93. MEMBER'S SIGNATURE
94. MEMBER'S SIGNATURE		95. DATE	96. MEMBER'S SIGNATURE
97. MEMBER'S SIGNATURE		98. DATE	99. MEMBER'S SIGNATURE
100. MEMBER'S SIGNATURE		101. DATE	102. MEMBER'S SIGNATURE

938 BRINGS YOU TO UNIT OF ASSIGNMENT

ORDER END DATE; INCLUDES EARNED LEAVE

TITLE 10 AUTHORITY



CED Orders

- **Deployment / TDY Order**
- **Authorization to enter the AOR**
- **States the estimated period of time you perform mission at deployed location; does not include overlap**
- **Tour starts in the AOR on the RDD/DRI**
- **Proceed on or about (o/a) date is an estimate; you may actually move up to 7 days before or after this date**
- **CED orders are valid up to 30 days past ETL expiration**



CED Order

PROCEED

DRI/RDD

ETL

DEPARTMENT OF THE AIR FORCE
155 AFW/DPX
235 HW 25TH ST
LINCOLN AFB, NE 68534-1888

SPECIAL ORDER TE-0320

PURPOSE: PARTICIPATE IN OPERATION: OPERATION ENDURING FREEDOM

SPECIAL MISSION TRAVEL ORDER

RELATIONS AUTHORIZED
TYPE ORDERS: CED

ISSUED O/A: 29 DEC 2006 FROM: LINCOLN AFB, NE
REF: 278-1488 TO: QATAR
OPERATION: 13A RETURN TO: LINCOLN AFB, NE

REMARKS:
RPT TO PERIODIC TEAM UPON ARRIVAL AT EMP LOC. ACCEPT NO PROMO ITEMS; I.E. GIFTS BONUS TICKETS ETC. PER AFI 24-101, GOVT PROCEDURE. PLEASE DIRECTED CONTACT COMM INVL OFFICER ON TWO ASAP. DOD & AF POLICY PROHIBITS MRS FROM SELF-PROCURING OFFICIAL TRAVEL UPON RIN TO HOME STATION. MRS MUST IN-PROCESS CES AND NOTIFY MFM/WVF OF DATE RIN. PERIODIC RATE 1AN JYTR. RPT TO FINANCE PRIOR TO DEPT. W/CY OF ORDERS IF YOU'RE A MRS W/DEPENDENTS & YR PROJ TUD EXCEEDS 30 DAYS. ~~PER DIEM RATE~~ PER DIEM RATE: ALL GOVERNMENT MEALS ARE AVAILABLE AND DIRECTED. PERSTMPO TRAVEL CODES & APPLIES. FOR THE PURPOSE OF INTERMEDIARY ENTITLEMENTS, OPERATION OEF IS A STRICTLY DECLARED CONTINGENCY OPERATION. SER: 20081230. MEMBER DOES HAVE A GOVERNMENT TRAVEL CARD. PERSONNEL ARE NOT REQUIRED TO DEPLOY W/ KIVLAR HELMET OR IBA. PERSONNEL MUST DEPLOY WITH A NOTIFIED A-1 BAG, TO INCLUDE WEB BELT, MASK, SEALWORLD FILTER, WET WEATHER GEAR, CARTON WITH CUP AND COVER. THE ACD AND GAS MASK SUPPORT KITS ARE AVAILABLE AT THE STOC. ALL PERSONNEL WILL NOT DEPLOY W/PRIMARY WEAPON. ADMITTION IS NOT REQUIRED. TUD PERSONNEL OR OFFICIAL BUSINESS FOR 179 DAYS OR LESS DO NOT REQUIRE PASSPORTS BUT DO REQUIRE A CAC AND TRAVEL ORDERS. AL UNKID PERSONNEL MUST REPORT TO PERIOD IMMEDIATELY UPON ARRIVAL. WHEN CONFIRMED BAGS HAVE BEEN LOST IN TRANSIT, CONTACT THE MOBILITY SECTION IN THE NEAREST LOGISTICS READINESS SQUADRON FOR ASSISTANCE. 5 TOTAL PIECES OF CHECKED BAGGAGE (1 MOBILITY BAGS, PLUS 2 PERSONAL BAGS; NOT TO EXCEED 70 LBS PER BAG, PLUS A CARBON WEAPON IN ADDITION TO THEIR MOBILITY BAGS. MEMBER WILL DEPLOY WITH WET WEATHER GEAR PROVIDED BY HOME STATION IF DEPLOYING 1 OCT-1 MAR. CHECKED BAGGAGE IN EXCESS OF 70 LBS WILL BE CONSIDERED AS 2 PIECES AND ITEMS OVER 100 LBS WILL NOT BE ACCEPTED. ALL PERSONNEL MUST HAND-CARRY RECORD OF ALL AUXILIARY TRAINING, DD FORM 2 AF (DNC), ID TAGS, VMSD PRINTOUT, IMMIZATION RECORD, CURRENT LAB, DD FORM 274 (DEPLOYABLE MED RECORD), 13 COPIES OF ORDERS, ORIGINAL RINTO ORDERS WITH SIGN STAMP, COMPLETED AF FORM 245, CURRENT AF FORM 522, AF FORM 55, DOC VALIDATING A CURRENT GAS MASK FIT TEST, USAF IA CERTIFICATE, CURRENT DOC OF PHYSICAL FITNESS TEST, MISC HAND CARRY REQUIREMENTS: 1 SET OF DUTY UNIFORM AND PERSONAL HYGIENE ITEMS TO LAST AT LEAST 72 HOURS, TO INCLUDE A TOWEL, AF FORM 159, FLIGHT LINE DRIVER'S LICENSE, CURRENT CIVILIAN DRIVER'S LICENSE, REFLECTIVE BELT AND BALLISTIC PROTECTIVE EYE WEAR. UNIFORM IS DOC, DFDU, ASU OR PT UNIFORM ONLY. CIVILIAN CLOTHING IS NO LONGER AUTHORIZED. LAUNDRY IS LOCALLY CONTRACTED. DEPLOYING PERSONNEL SHOULD BRING SMOOD PT UNIFORMS FOR A 3 DAY TURN-AROUND. THE TRAVEL AND TRANSPORTATION REFORM ACT OF 1994 STIPULATES THAT THE GOVERNMENT-SPONSORED, CONTRACTOR-ISSUED TRAVEL CARD SHALL BE USED BY ALL U.S. GOVERNMENT PERSONNEL (CIVILIAN AND MILITARY) TO PAY FOR COSTS INCIDENT TO OFFICIAL BUSINESS TRAVEL UNLESS SPECIALLY EXEMPTED BY AUTHORITY OF THE ADMINISTRATOR OF GENERAL SERVICES OR THE HEAD OF THE AGENCY. MEMBER IS ENTITLED TO \$1.53 PER DAY FOR INCIDENTALS. EST YOUR LEADTIME: 20081230-20090429.

LEADS:
SECURITY STATUS CODES: V-SCI (DCID 1/14 ELIS); PERSONNEL RELIABILITY PROGRAM: -N/A; GENERAL LEAD CODES: SAK-ANG/AFK POSITION, NBO- REQUIRES OFFICIAL PASSPORT, GRA- NO GRADE SUBSTITUTION ALLOWED. EMP- MEMBER REQUIRED TO ATTEND PRE-DEPLOYMENT ORIENTATIONS AT AFPC, ROBBINS AFB, GA-POC ASME DSN 457-0839; AND READINESS CENTER, ANDREWS AFB, MD-POC A3E, DSN 278-7141; AND SAF/APCMT, SHAW AFB SC-POC ARC, DSN 345-1015/8735. (TWO DAYS AT EACH LOCATION). RENTAL VEHICLE IS AUTHORIZED WHILE AT TUD LOCATIONS.

AUTHORITY: TITLE 10 USC 12301 (D) CNAS 1133145
ISSUING HQ: DEPARTMENT OF THE AIR FORCE

Randy D. Selbman
APPROVING OFFICIAL: RANDY D SELBMAN, MUST
READINESS EXECUTION

FUND CITE 1: 5793840 589 41P5 389010 01 409 51411F 647100 REP CODE 7C
CIC 1: 4 P 941 0190 6471P5
FOR THE COMMANDER
OFFICIAL

PAMELIA CRISTLINGER, CPT
155 MFM/CC
DISTRIBUTION: 0



DATE OF ISSUE: 06 NOV 2008

Back of CED Orders

ULN

Remarks

ULN	FI/NO.	NAME	SSAN	GRD	TYP	COMP	AFSC	CIV	TUD	S P S	DATE OF ISSUE: 03 DEC 2006	
										E R E HOME	TUD	
										C P X UNIT	UNIT	REMARKS
F59X3	/068				V	037A1	S	N	R90MFPV2	PK1C	3K SHF BBE BAR	
(LAST ITEM)												



Understanding Dates on Orders

- Your tour length (ETL) starts on the day following your RDD date and NOT the date you arrive (even if you arrive early or late)
- RDD/DRI + ETL + Overlap (as required) = Tour End Date
 - *USAFCENT Personnel Policies Guidebook, dtd OCT 10*, advises that All requirements in the CENTCOM AOR have a mandatory 3 day overlap. Requirements necessitating more than a 3-day overlap will be identified on a case-by-case basis via ULN line remark.





1095 ADOS Policy

- **1095 ADOS Policy**
 - **No reservists may exceed 1095 RPA/MPA days in a 1460 day timeframe**
 - **SAF/MR driven policy - Title 10 mandated**
 - **14 Jun 12: SAF/MR FY 12 ADOS policy released**
 - **Utilization of same reservist 3 yrs+ no longer realistic**
 - **Must find reservist not impacted by 1095**
 - **SAF/MR scrutinizing all 1095 waivers (MPA & RPA)**
 - **AFRC/CC 1095 Policy in line with SAF/MR**
 - **MPA waivers processed via M4S & utilizing MAJCOM**
 - **RPA waivers processed via AFRC/A1R**



1095 ADOS Counts

- **What counts toward 1095**
 - **Active Duty for Special Work (ADSW)/RPA**
 - **Voluntary Deployments**

- **What doesn't count toward 1095**
 - **Involuntary Mobilizations**
 - **School Tours**
 - **HQ/AFRC funded Seasoning Training Plan (STP)**
 - **Annual Tour (AT)**



TRICARE-Before Activation

- **Member issued delayed-effective-date active duty orders for more than 30 days in support of a contingency operation**
 - **Are eligible for "early" TRICARE medical/dental benefits beginning on the later of either the date orders issued or 180 days before reporting to AD**
 - **If not meeting these "early eligibility" requirements, your coverage (and your family's coverage) will begin on the first day of your orders**
 - **Reimbursement for treatment during this period *may* occur if member was not aware of this benefit**



TRICARE-Enrolling upon activation

- **DMDC has locked down the ability of your local MPS to update/modify orders (31 days or more) in DEERS as well as create the Transitional Assistance (TA-180) personnel entitlement condition.**
- **Send a copy to ARPC via myPers (<https://gum-crm.csd.disa.mil/app/login/redirect/home>)**
 - **Click on My Documents under MY ACCOUNT**
 - **Click on E-mail Us (upper right side of screen)**
 - **Component: Air Reserve then officer or enlisted**
 - **Category: Benefits and Entitlements**
 - **Subject: Orders Update in DEERS**
 - **Question: Explain what you need**
 - **Attached copy of orders/mod**
 - **Click CONTINUE**
 - **Click FINISH SUBMITTING QUESTION**
- **If you need your DEERS eligibility (for family) ASAP, make note of incident number, then call TFSC**
- **Phone numbers: DSN 665-0102 and Commercial 210-565-0102 or Toll Free # 1-800-525-0102**



TRICARE-After Activation

- **Transitional Assistance Management Program (TAMP)**
 - Available when activated in support of a contingency operation
 - Provides 180 days of continued (premium-free) TRICARE coverage
 - Includes prescription drug coverage
 - Family members are eligible for TAMP coverage
 - Receive TA-180 cards upon return—MPF



Det 6 Force Development Briefs

- **10 Mar 17 – Officer Force Development (Developmental Plans/Teams)**
 - **24 Mar 17 – URC Responsibilities (Assignment Process)**
 - **7 Apr 17 – Joint Officer Qualification**
 - **21 Apr 17 – Understanding the Orders Process**
 - **12 May 17 – Reserve Assignments**
-
- **Conducted at MacDill AFB – DCS available**





RIO Resources

- **IMA Travel Companion Guide:**
<http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/RIO-IR-Travel-Guide.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/Home/HQRIO.aspx>
- **RIO/Det 6 Facebook Page:**
<https://www.facebook.com/pages/RIO-Det-6/741390915926303?ref=hl>





Questions??

