United States Air Force Reserve

Integrity - Service - Excellence

Individual Reservist Newcomer's Training

15 Feb 18,
1300 - 1630 EST:
https://conference.apps.mil/webconf/NewcomersBriefing

Telecom # 813-828-8255 Mtg ID/PIN: 813#

Please dial in 5 minutes prior
Detachment 6

Rules of Engagement

- Mute your telephone
- DO NOT put your phone on hold
- Ask questions at any time via DCS Chat, phone, or in class
  - Start with your Rank/Name
- Use Customs & Courtesies
- Please no side bars
- Attendance (Rank/Name, Unit Assigned, Status Transferring From)

Overview

- What Is an IR
- Who's Who
- OPCON/ADCON
- Readiness/Participation
- Resource Management
- Career Management
- Tools & Resources
- Responsibilities
- IR Survival Tips
- Common AFIs
- RIO Resources
- Quick Reference

Individual Reservist (IR) =

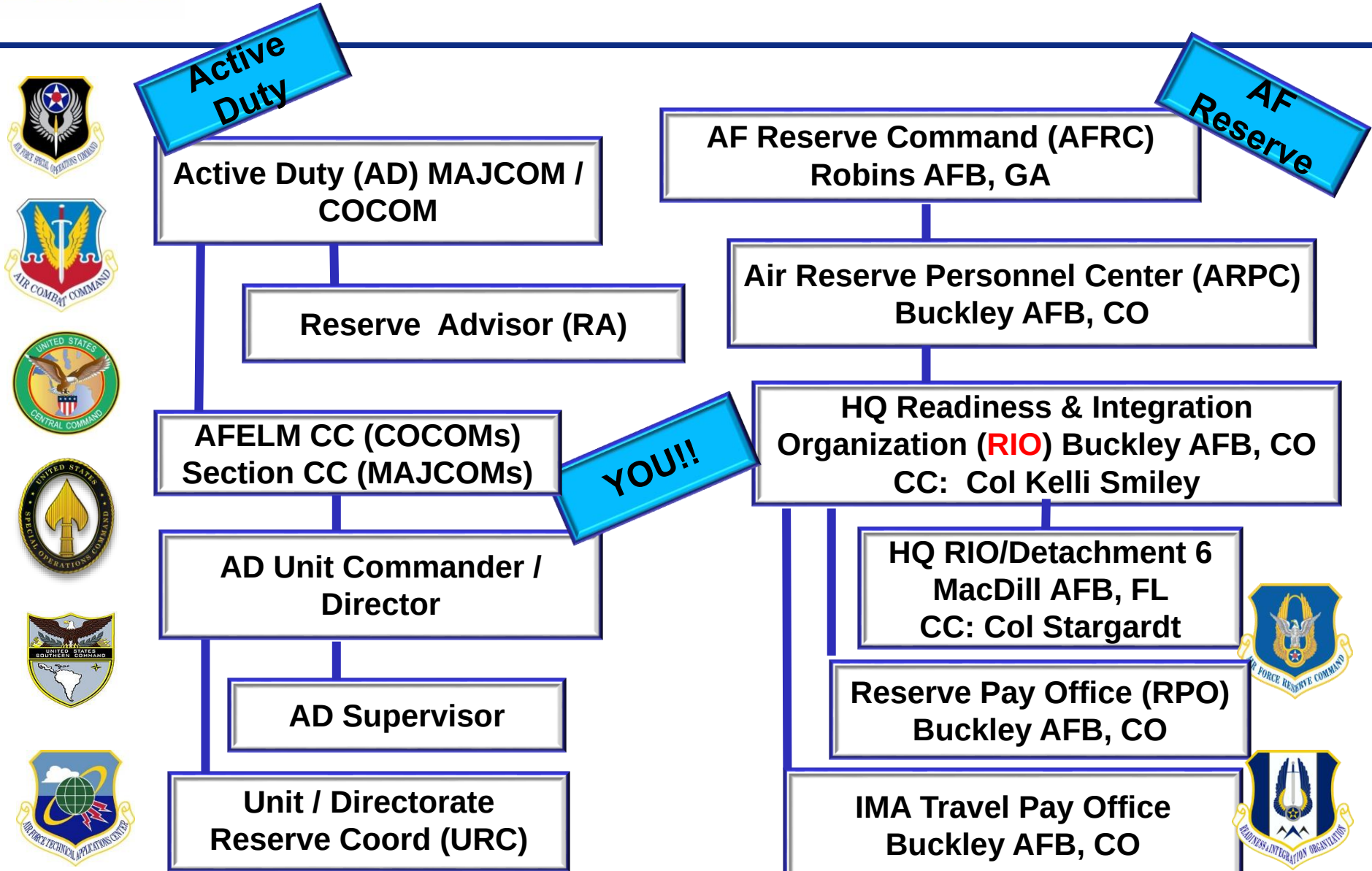
Individual Mobilization Augmentee (CAT B)

- **Assigned to a funded position against an active duty billet**
- **Counts towards end-strength**
- **Position determines # of training days**
  - **Reserve Section Code - MC: 24 IDTs (12 days), 12 days Annual Tour**
  - **Reserve Section Code - ME: 48 IDTs (24 days), 12 days Annual Tour**
- **Annual Tours (AT) & Inactive Duty Training (IDT) required for satisfactory FY participation**
- **Part of the Selected Reserve (SELRES) & subject to mobilization**

Participating Individual Ready Reserve (PIRR) (CAT E)

- **NOT assigned to a position, but attached to active-duty unit**
- **Not counted towards end-strength**
- **Reserve Section Code – MX: Points only IDTs**
- **Must earn points per year based on retirement / retention date**
- **Consists of Ready Reservists (not part of SELRES) & are subject to active-duty recall by the President or Congress in time of national emergency or war**

Who's Who for You



Operational Control & Admin Control

OPCON / ADCON

AD/CC

Specified ADCON

- AFSC Skill Level UGT
- AT & IDT Scheduling
- Awards & Decorations
- Deployment Uniforms
- Fitness Requirements
- Security Clearance
- Medical / Dental Requirements
- Mentoring
- Mobilization Auth & Training
- Performance Evaluations
- Promotion Recommendation
- Recall Roster / Accountability (on & off duty)

Key Enablers

- Functional Mgmt / Senior IMA
- Mobilization Assistants (MA)
- URC / FSS / MPS

MAJCOM/COCOM

Functional Authority

- Development Team
- Functional Review
- Manpower
- MPA Validation / Funding

Key Enablers

- Functional Managers
- MPA Managers

ADCON

HQ RIO

HQ RIO Det Functions

- Admin Oversight / Special Actions
- AFRC Accountability / Recall
- AFSC Skill Level UGT
- Annual Award Suspense
- Assignment / Manning actions
- DTS
- Formal Training Requests
- Mobilization Orders Processing
- Orders Process via AROWS-R
- Readiness Tracking
- Sanctuary Waivers
- Participation Tracking / Waivers
- Process Enlisted Promotions

Key Enablers

- HQ ARPC
- HQ AFRC

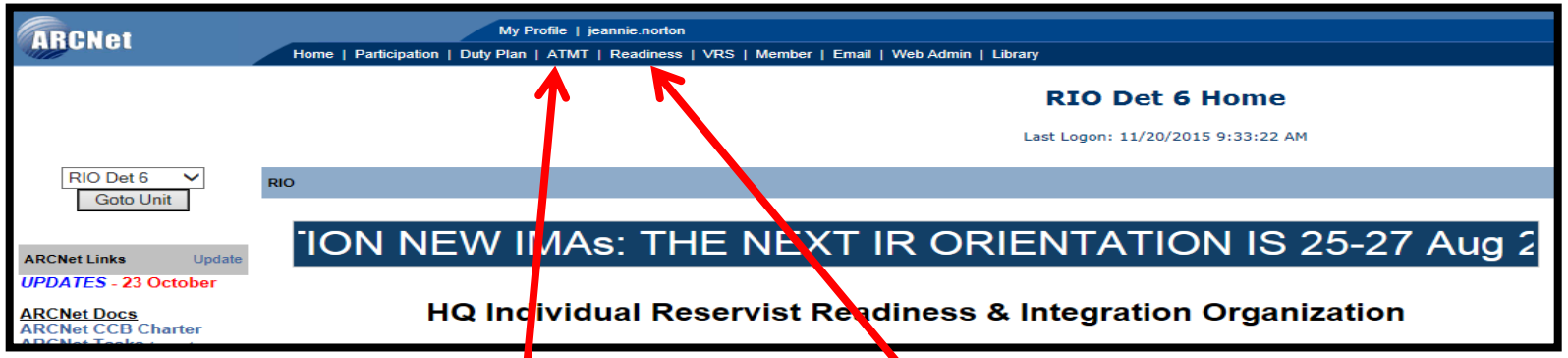
Importance of Remaining

GREEN

ARCNet

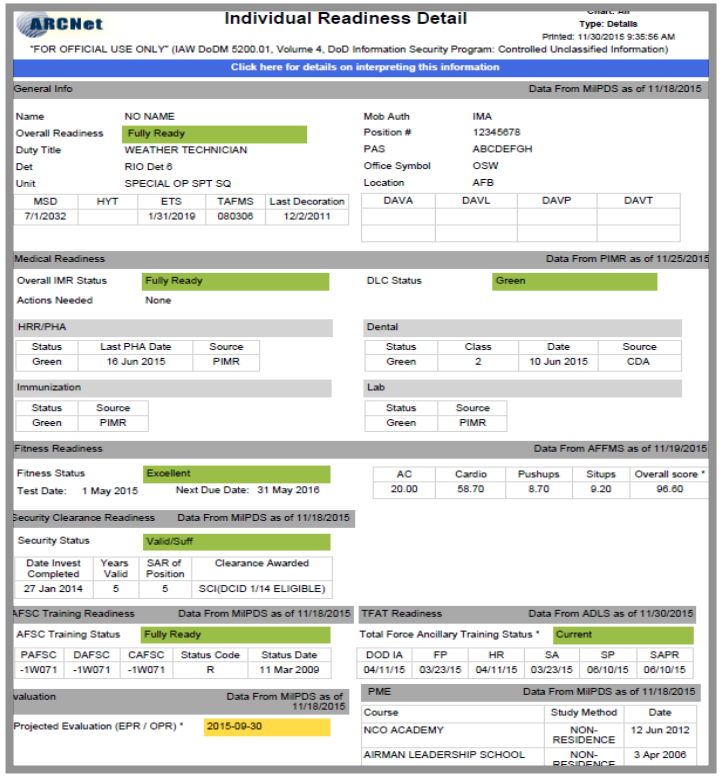
https://www.my.af.mil/arcnetprod/resnet/classic/home.asp or

Air Force Portal



Readiness (cont.)

Ready vs. Not Ready



ARCNet — Individual Readiness Detail

Chart: All
Type: Details
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Click here for details on interpreting this information

General Info — Data From MilPDS as of 11/18/2015

Name	NO NAME	Mob Auth	IMA
Overall Readiness	Fully Ready	Position #	12345678
Duty Title	WEATHER TECHNICIAN	PAS	ABCDEFGH
Det	RIO Det 6	Office Symbol	OSW
Unit	SPECIAL OP SPT SQ	Location	AFB

MSD	HYT	ETS	TAFMS	Last Decoration
7/1/2032		1/31/2019	080306	12/2/2011

DAVA	DAVL	DAVP	DAVT

Medical Readiness — Data From PIMR as of 11/25/2015

Overall IMR Status	Fully Ready	DLC Status	Green
Actions Needed	None		

HRR/PHA

Status	Last PHA Date	Source
Green	16 Jun 2015	PIMR

Dental

Status	Class	Date	Source
Green	2	10 Jun 2015	CDA

Immunization

Status	Source
Green	PIMR

Lab

Status	Source
Green	PIMR

Fitness Readiness — Data From AFFMS as of 11/19/2015

Fitness Status: Excellent
Test Date: 1 May 2015 Next Due Date: 31 May 2016

AC	Cardio	Pushups	Situps	Overall score *
20.00	58.70	8.70	9.20	96.60

Security Clearance Readiness — Data From MilPDS as of 11/18/2015

Security Status: Valid/Suff

Date Invest Completed	Years Valid	SAR of Position	Clearance Awarded
27 Jan 2014	5	5	SCI(DCID 1/14 ELIGIBLE)

AFSC Training Readiness — Data From MilPDS as of 11/18/2015

AFSC Training Status: Fully Ready

PAFSC	DAFSC	CAFSC	Status Code	Status Date
-1W071	-1W071	-1W071	R	11 Mar 2009

TFAT Readiness — Data From ADLS as of 11/30/2015

Total Force Ancillary Training Status * Current

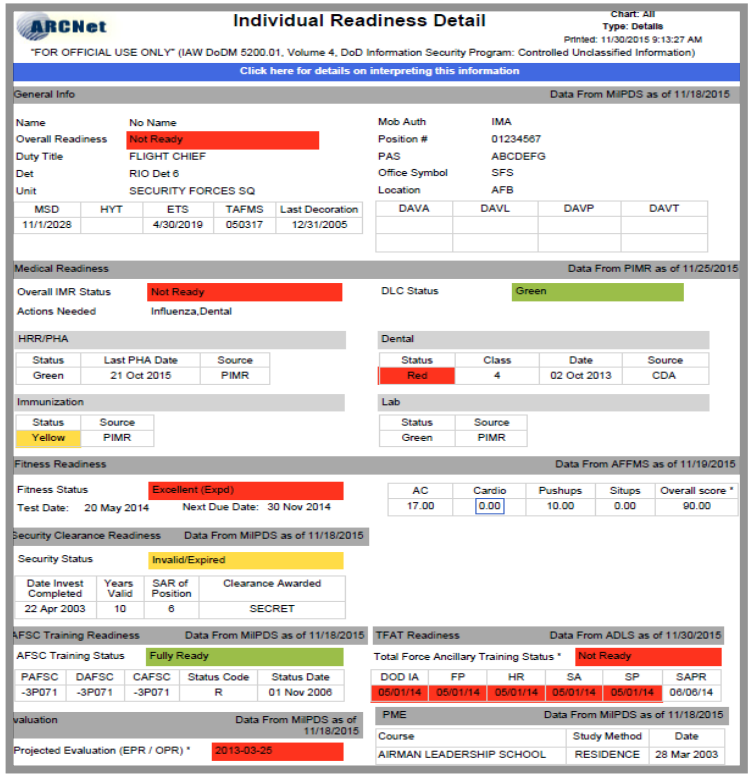
DOD IA	FP	HR	SA	SP	SAPR
04/11/15	03/23/15	04/11/15	03/23/15	06/10/15	06/10/15

Evaluation — Data From MilPDS as of 11/18/2015

Projected Evaluation (EPR / OPR) * 2015-09-30

PME — Data From MilPDS as of 11/18/2015

Course	Study Method	Date
NCO ACADEMY	NON-RESIDENCE	12 Jun 2012
AIRMAN LEADERSHIP SCHOOL	NON-RESIDENCE	3 Apr 2006



ARCNet — Individual Readiness Detail

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General Info — Data From MilPDS as of 11/18/2015

Name	No Name	Mob Auth	IMA
Overall Readiness	Not Ready	Position #	01234567
Duty Title	FLIGHT CHIEF	PAS	ABCDEFG
Det	RIO Det 6	Office Symbol	SFS
Unit	SECURITY FORCES SQ	Location	AFB

MSD	HYT	ETS	TAFMS	Last Decoration
11/1/2028		4/30/2019	050317	12/31/2005

DAVA	DAVL	DAVP	DAVT

Medical Readiness — Data From PIMR as of 11/25/2015

Overall IMR Status	Not Ready	DLC Status	Green
Actions Needed	Influenza,Dental		

HRR/PHA

Status	Last PHA Date	Source
Green	21 Oct 2015	PIMR

Dental

Status	Class	Date	Source
Red	4	02 Oct 2013	CDA

Immunization

Status	Source
Yellow	PIMR

Lab

Status	Source
Green	PIMR

Fitness Readiness — Data From AFFMS as of 11/19/2015

Fitness Status: Excellent (Expd)
Test Date: 20 May 2014 Next Due Date: 30 Nov 2014

AC	Cardio	Pushups	Situps	Overall score *
17.00	0.00	10.00	0.00	90.00

Security Clearance Readiness — Data From MilPDS as of 11/18/2015

Security Status: Invalid/Expired

Date Invest Completed	Years Valid	SAR of Position	Clearance Awarded
22 Apr 2003	10	6	SECRET

AFSC Training Readiness — Data From MilPDS as of 11/18/2015

AFSC Training Status: Fully Ready

PAFSC	DAFSC	CAFSC	Status Code	Status Date
-3P071	-3P071	-3P071	R	01 Nov 2006

TFAT Readiness — Data From ADLS as of 11/30/2015

Total Force Ancillary Training Status * Not Ready

DOD IA	FP	HR	SA	SP	SAPR
05/01/14	05/01/14	05/01/14	05/01/14	05/01/14	06/06/14

Evaluation — Data From MilPDS as of 11/18/2015

Projected Evaluation (EPR / OPR) * 2013-03-25

PME — Data From MilPDS as of 11/18/2015

Course	Study Method	Date
AIRMAN LEADERSHIP SCHOOL	RESIDENCE	28 Mar 2003

NOTE: **Overdue medical, dental, fitness, AFSC training & security clearance WILL prohibit you from performing MPA & RPA tours - unless coordinated and approved by your HQ RIO/Det. Additional information is provided for you to manage your IR career**

Readiness (cont.)

- Complete Periodic Health Assessment Questionnaire (PHAQ) (formally WEB HA), call central appts/PHA Cell to make appt and/or update PHA – required appts must be within 30 days
  - Face to face PHA – required every 3 years (unless AD MTF requires it sooner or an answer on your PHAQ requires one earlier)
- Dental is required annually
  - Civilian dental exams – use DD2813 & send the military dental clinic for update
  - Military dental exams – required every 3rd annual dental exam

  NOTE: Dental Class 4 = No Pay / No Points status
- Fitness Assessment – must be in military status & in Air Force PT uniform
- Security clearance is determined by the position requirement (security access requirement (SAR) code on manning document)
- Must obtain/maintain skill level commensurate w/grade & DAFSC
- Enlisted retrainees must complete required AFSC training within 12 months

NOTE: IR does NOT need to be in status to make appointments, but MUST be in status (orders or IDT) for actual appointment

Authorized Medical Treatment

- **Wellness Care:**
- **Preventative exam only**
  - **PHA**
  - **Dental exam (cleaning not required by dental clinic)**
  - **Immunizations**
  - **Labs (HIV-Must complete within 30 days of it being ordered)**
    - **Required Status – any military status (i.e. IDT, AT, MPA, RPA etc.)**
- **Urgent Care:**
- **Acute in nature - i.e. flu, broken bones, sprained ankle etc.**
  - **May require LOD to be initiated if further treatment is needed**
    - **Required Status – and military status (i.e. IDT, AT, MPA, RPA etc.)**
- **Routine Care:**
- **Non-emergent conditions – chronic in nature (i.e. diabetes, chronic back condition, high cholesterol etc.)**
  - **Required Status – continuous orders lasting 31 days or more**

Medical Profiles/Waivers

- **Conditions that prevent deployment availability (mobility restriction) & MPA tours are coded on the AF 469 as:**
  - **Code 31 – Condition will resolve between 31-365 days**
  - **Code 37 – Condition requires IRILO processing**
  - **Code 81 – Pregnancy (waiver not required before 34th week)**
  - **Dental Class 3 – Condition being treated & resolved within 1 year**
  - **Dental Class 4 – Over 15 months since last dental exam (no pay/no points status)**
- ***NOTE:*** **AF 469 with codes 31 & 37 restrict IR from participating for pay & points. An approved medical participation waiver is required.**
- **A medical participation waiver expires after 120 days unless otherwise noted & is independent of the release date established on the AF 469.**
- **Local Medical Treatment Facilities (MTFs) are not authorized to approve a medical Participation waiver for IRs**

Line of Duty (LOD)

- LOD - process to determine if injury or illness incurred while on duty (or traveling to or from duty) was:
  - Service connected (In the Line of Duty)
  - Existed Prior to Service (EPTS)
  - Not In the Line or Duty
- Member may be eligible for Military Medical Care, Disability Compensation, and/or Medical Evaluation Board (MEB) Processing
- If ill or injured member must report to servicing MTF or civilian provider in a timely manner
  - Provide copy of civilian records to MTF
- Notify your supervisor, commander, URC & HQ RIO/IRMS
- If physician determines an LOD is appropriate, the AF 348 will be initiated by MTF
- LODs ***must*** be submitted within 180 days of last day of orders
- Package must consists of: certified orders, AF 348, military/civilian medical documentation
- Det 6 IRs submit LOD request to RIO/IRMS 720-847-3089

Fitness For Duty (FFD)

- **The FFD evaluation is a process used to document medical conditions & determine continued military service**
- **Program supports AFRC members with non-service connected issues**
- **Member is in a no pay/no points status until completion of the FFD process**
- **Member will receive formal instructions on their responsibilities for the FFD process from HQ RIO/IRMS**
- **AFRC/SG will make final determination**

Readiness POCs

Requirement	Active Component POC	System of Record
PHAQ	Military Treatment Facility (MTF)	https://imr.afms.mil/imr/AppDir.aspx
PHA/Immunizations/Labs	Military Treatment Facility (MTF)	Aeromedical Services Information Management System (ASIMS)
Dental	Dental Clinic	Corporate Dental Application (CDA)
Fitness Assessment (FA)	Assigned Unit Fitness Program Manager (UFPM)	Air Force Fitness Management System (AFFMSII)
Security Clearance	Assigned Unit Security Manager	Joint Personnel Adjudication System (JPAS)
Ancillary Training	Assigned Unit Training Manager (UTM)	Advanced Distributed Learning System (ADLS)
Training Requirements	Assigned Unit Training Manager (UTM)	Military Personnel Data System (MILPDS)

NOTE: **Verify your medical readiness anytime via Aeromedical Services Information Management System (ASIMS) at https://imr.afms.mil/imr/AppDir.aspx**

Impact of Not Being Current

- **IRs will not be authorized to perform any tours (except AT & IDTs) until current on all readiness requirements**
  - **Duty Limiting Conditions (DLC) may require a medical participation waiver prior to performing AT & IDTs**
- **May be involuntarily reassigned to the Individual Ready Reserve (IRR) if they do not maintain a READY state of mission readiness**
- **IRs overdue on fitness "may" receive a referral EPR/OPR, LOC, LOR or other administrative actions**
- **May be placed in a no-pay/no-points status**
- **Does affects enlisted promotions**

Participation FY & R/R

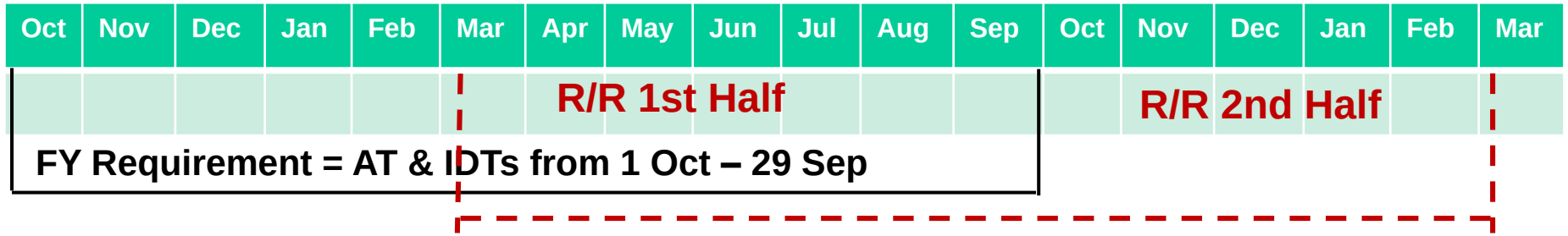
AFI 36-2254 Vol 1

- Required duty performed to meet minimum requirements
- IMAs have two ***mandatory*** participation requirements:
  - Fiscal Year (FY) requirement
    - Must be completed between 1 Oct - 30 September of each FY
    - Perform 12 days of annual tour (does *not* include travel)
    - Perform ALL 24 *or* 48 paid IDT periods based on the position reserve section code (RSC)
      - Ensure you know which one you must complete
  - Retention/Retirement (R/R) year requirement
    - Individual's R/R date varies from member-to-member
    - Must obtain a minimum of 50 points during their R/R year
      - 35 earned points (any status counts)
      - 15 automatic membership points
    - 50 points = one "Good Year" towards 20 sat years for retirement

NOTE: PIRR members only have the 50 Point R/R requirement

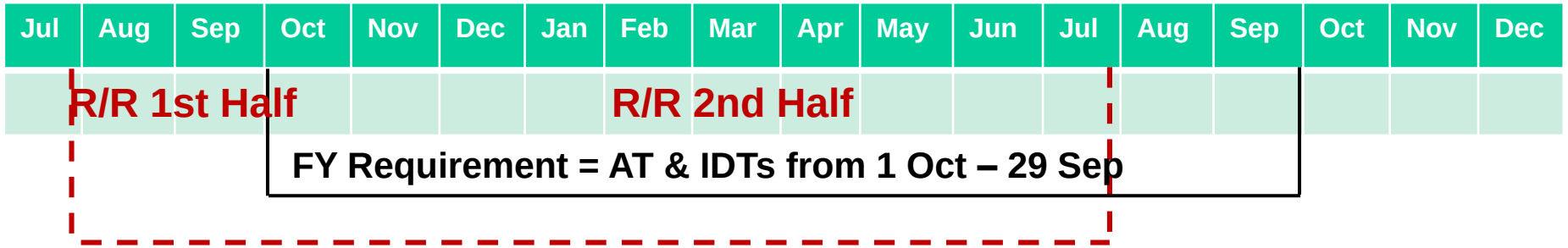
Scheduling FY & R/R requirements

Example #1: R/R 3 Mar



R/R Requirement = 50 Points from 3 March – 2 March
1st half of R/R has 7 months in FY
2nd half of R/R has 5 months in FY
Recommendation – complete ***ALL*** AT & IDTs within 1st half of R/R

Example #2: R/R 25 Jul



R/R Requirement = 50 Points from 25 July – 24 July
1st half of R/R has 2 months in FY
2nd half of R/R has 10 months in FY
Recommendation – complete ***ALL*** AT & IDTs within 2nd half of R/R

Annual Training (AT)

- **Annual Training**
  - **Provides individual and/or unit readiness training**
  - **Must coordinate with AD supervisor, based on unit needs & submitted in AROWS-R NLT 31 May (of current FY) or at least 15 days prior to report date**
    - **ATs submitted after 1 Jun must include justification**
  - **Base pay & allowances, travel & per diem authorized**
  - **Tours normally start on Monday & end on following Friday with only one weekend authorized & no holidays or down days.**
    - **Exceptions require advanced approval by RIO detachment**
  - **Split AT:**
    - **Authorized only for special mission or training needs, *not at the convenience of the member***
    - **Prior approval is obtained from Det w/request from AD commander/supervisor**
    - **Not to pay for IDT travel**
  - **Cannot cross fiscal years**

AROWS-R Orders Processing

- ***All*** **orders (AT, RPA, MPA, TDY, School tour) are submitted & approved using Air Force Reserve Orders Writing System (AROWS-R)**

AROWS-R Website:

https://arowsr.afrc.af.mil/arows-r/

AROWS-R User Guide:

http://www.arpc.afrc.af.mil/HQRIO/training.aspx

YouTube IMA Training Videos:

http://www.youtube.com/HeadquartersRIO

IDTs

AFI 36-2254 Vol 1

- Inactive Duty Training
  - Used to complete ancillary/specialty training, medical/dental & fitness test
  - Must be submitted in UTAPSWeb NLT 15 Aug for the upcoming FY
  - Must be approved by AD supervisor (UTAPSWeb) prior to travel/reporting
  - Requirement is based on IMA position Reserve Section Code (RSC)
    - RSC ME = 48 paid periods (24 full days) per FY
    - RSC MC = 24 paid periods (12 full days) per FY
    - RSC MX = non-paid IDT points per R/R year (only for PIRR members)
  - Duration coincides with local duty hours
    - 1 point = 4 hours of work (*a minimum*) = 1 day of base pay
    - No more than 2 points awarded in one calendar day
  - Lodging is authorized for all IDTs (paid/unpaid) - reimbursable with OF 1164
  - Meals are authorized for enlisted @ Dining Facilities, if available
    - Officers will pay the basic charge (GTC not authorized)
  - Allowances (BAH/BAS) & Travel/Per Diem are not authorized
  - Points Only (Non Paid) used when paid IDTs for FY exceeded or PIRR

UTAPSweb

- IDTs are completed in UTAPSweb (points & pay)
  - Found on AF Portal, using AROWS-R or direct link to UTAPS Website
- UTAPSweb: https://utapsweb.afrc.af.mil/utapsweb/
- Helpful info/guides can be found in UTAPSweb & the RIO Website under “Pay and Travel”

RIO Website:
http://www.arpc.afrc.af.mil/hqrio.aspx

YouTube: IMA Training Videos:
http://www.youtube.com/HeadquartersRIO

NOTE: **Ensure you print AF 40A from UTAPSweb prior to attending any medical, dental or fitness testing appointments**

"Limited" IDT Outside Commute Distance (Travel Reimbursement)

- **Inactive Duty Training Outside Normal Commute Distance**
  - **Only for members assigned to SELRES and to DAFSCs that are identified on the listing in the CY18 IDT Travel Reimbursement Listing (not the critical skills listing)**
  - **Authorization changes each year; obtained from AFRC**
  - **Member must live at least 150 miles away from assigned/attached duty location**
  - **Member can be reimbursed for up to 12 trips each CY**
    - **Reimbursement for actual cost of travel expenses limited up to $300 per trip**
    - **Member must request a "temporary duty" order in AROWS-R**
    - **Then file travel voucher**

Guide: http://www.arpc.afrc.af.mil/HQRIO/IRTravel.aspx

NOTE: **Updated every CY and AFSCs may change**
NOTE: **PIRR not eligible**

End of Tour / Last Duty Day

- IR meets with supervisor & URC to discuss:
  - Work & training accomplished
  - Readiness factors completed
  - Provide bullets for next EPR/OPR
  - Ensure current contact information is accurate
- Complete/Sign
  - AF 938 (AROWS-R)
  - AF 40A (UTAPSweb)
  - Travel Voucher & IDT Lodging Reimbursement forms, if applicable (DD 1351-2, OF 1164)
  - File voucher when duty is complete in DTS *or* RTS (as annotated in section "e" on the back of the AF 938)

Participation Waivers

- IMAs unable to comply with FY minimum requirements may submit a waiver
- All waivers must be submitted & coordinated through your URC/Supervisor & approved by AD/CC & Det/CC
- Waivers may be submitted for the following reasons:
  - ***Substitution Waiver*** – submitted & approved in advance & used only for AD tours which support contingency operation, real world, AEF missions or school tours
  - ***Excusal Waiver*** – used for personal hardship or extraordinary circumstance

NOTE: R/R requirement can NOT be waived
NOTE: Does not waive readiness requirements

Participation Waivers (cont.)

- **Reservists assigned from a non-Selected Reserve program after 1 April do not have to perform AT that FY; however, doing this *may* result in an unsatisfactory R/R year (if waiving, ensure that you have 50 points)**
  - ***NOTE:*** **Selected Reserve transfers must complete all AT & IDT requirements (i.e. ANG, TR, IMA)**

- **IDTs may be prorated for the remainder of that FY (except those gained from another Selected Reserve program)**

  - **Prorated IDTs are determined by the Reserve Section Code (RSC)**
    - **ME: Four paid IDTs per month**
    - **MC: Two paid IDTs per month**

- ***NOTE:*** **All requirements must be met the following FY**

Additional Participation Opportunities: Volunteer Reserve System (VRS)

- VRS is used to volunteer for MPA tours, deployments & exercises
- Access ARCNet through AF Portal or direct link
- Select “VRS” tab from the main ARCNet page

Additional Participation Opportunities: Deployments

- **Must be "GREEN-TO-GO" on all readiness requirements**
- **Possess a 3-level in AFSC, unless otherwise specified**
- **Work through RIO/Det & active duty chain of command to submit a Statement of Understanding (SOU)**
  - **Submit SOU to your RIO/Det & upload in VRS as soon as possible for sourcing & processing**
- **Assigned UDM responsible for training/equipping (i.e. training dates, transportation, unit-funded equipment)**
- **RIO/IPR facilitates tasking the member in DCAPES, requesting MPA days & initiating all order actions (AF 938 & CED)**
  - **Exception: Gaining MAJCOMs process MPA requests for exercise participation**
- **Deployments must have a valid Unit Line Number (ULN)**

NOTE: **All IRs MUST deploy using a AF 938 (AROWS) & a CED order**

Transition Assistance Program (TAP)

- **Mandated by Public Law 112-56, VOW to Hire Heroes Act**
- **TAP provides in-depth briefing, training & resources to the Citizen Airmen that perform any tour 180 days or greater in length.**
- **Prior to starting orders, the member must complete the TAP checklist (DD 2648) & return it to the Airmen & Family Readiness Center (A&FRC).**
- **IRs attend 5-day TAP Workshop at the nearest Air Force Base or via Virtual Curriculum option (only if home base is stand-alone).**
  - ***Exception*** **- IRs who can confirm employment, provide acceptance documentation into an accredited technical training program, currently attending college, or have previously attended the Department of Labor Employment Workshop are exempt. Coordinate with your A&FRC.**

NOTE: **There are NO exemptions from attending the mandatory VA Benefits Briefing**

Yellow Ribbon Program

- **DODI 1342.28, The Yellow Ribbon Reintegration Program (YRRP) provides informational events & activities for reserve members & their families that provide access to services supporting their health & well-being through the three phases of deployment.**
- **Air Force Reserve YR Events are combined Pre- and Post- Deployment Events**
- **IR YR Representative will send out invitation to a cost effective location**
- **Contacts:**
  - **Yellow Ribbon Program Office 478-327-1041**
  - **Program Manager: Ms. Mary Hill 478-327-1298**
  - ****IR YRP Coordinator: CMSgt Juliet Alonso 478-327-0700**

Reduced Retirement Age

- **MyPers Reduced Reserve Retirement Age**
  - **https://mypers.af.mil/app/answers/detail/a_id/14268/p/18/c/7122008 NDAA reduced eligibility age for receipt of Reserve retired pay by three months for each aggregate (cumulative) of 90 days of qualifying active duty within a fiscal year**
  - **The effective date of the law was 29 Jan 08; the law does not have a retroactive clause for any periods of service before this date**
  - **Eligibility age cannot be reduced below age 50**
  - **To request early retirement date, click the link to the "Eligibility Requirements for Reserve Retired Pay at Age 60 or Earlier" under "Related Resources" at link above**
  - **FAQs: http://www.arpc.afrc.af.mil/About/FactSheets/Display/tabid/310/Article/580954/reduced-retirement-age.aspx**

Civilian Employment Information (CEI)

Why do you need to update your CEI?

- By law, Guard & Reserve members are required to register civilian employment & job skills in order for the DoD to meet the following requirements:
  - Enable communication between DoD & civilian employers of reservists & inform the member & employers of their rights, benefits & obligations under the Uniformed Services Employment & Re-employment Rights Act (USERRA)
  - To ensure consideration is given to employment-related information when pre-mobilization planning is conducted
  - Ensure members with critical civilian skills are not retained in numbers beyond what the DoD needs for those skills

Where can I update my CEI?

https://www.dmdc.osd.mil/esgr

Establishing Your Reserve Pay Office (RPO)

- HQ RIO Reserve Pay Office (RPO) will be your RPO
- RPO processes all IDT, MPA & RPA Orders for mil pay (salary)
- First & MOST important action as a newcomer:
  - Refer to newcomer's letter you received from your Det or RIO website (under "Pay & Travel") for all required documentation
    - http://www.arpc.afrc.af.mil/Home/HQRIO.aspx
  - Copy of marriage certificate and/or birth certificates are required for basic allowance for housing (BAH) certification
  - All documents should be emailed *or* faxed to RIO/RPO
- Contact info: Arpc.riorpo.1@us.af.mil / Voice 720-847-3711 / Fax 720-847-3960 (DSN 847)

- *NOTE:* If your RPO is not established - you will NOT get paid!!

Government Travel Card (GTC)

- **GTC Agency Program Coordinator (APC)**
  - **Located at assigned unit**
  - **Responsible for processing & monitoring use**
- **Public Law 105-264 makes use of GTC mandatory for:**
  - **Airline Tickets**
  - **Lodging**
  - **Rental Cars**

  ***Exception:* Order states no GTC**
- **Payment: Split disbursement mandatory**

- **IR responsible for payment**
  - **Commanders may discipline**
  - **Delinquency may be reported on personal credit report**
- **While on AD orders (not IDTs) GTC <u>may</u> be used for:**
  - **Meals**
  - **Incidentals (i.e. toothpaste, soap)**
- **GTC <u>may</u> be used for IDT travel costs (Hotel/Lodging only)**
  - **Exception: IRs DAFSC on "Critical Skills Listing"**

Setting up MyPay

- **MyPay can be accessed via the AF Portal under "Finance and Travel" or direct link https://www.my.af.mil/mypayprod/mypay.aspx**
- **"NEW USER" section on left side of page.**
- **MyPay used to:**
  - **Check LES**
  - **Update Mailing Address (Correspondence Address)**
  - **Update Direct Deposit (Bank) Information**
  - **Change Federal/State Withholdings**
  - **Change Thrift Savings Plan**
  - **Download W-2**

Important to remember:

- **If you have SGLI coverage you WILL incur a debt while not on orders**
  - **Once on orders, 100% of owed balance will be deducted from your pay**
  - **SOES is available through DMDC's milConnect web application at www.dmdc.osd.mil/milconnect. After signing in, click on "SOES" under the "Benefits" tab. The VA website under Life Insurance http://www.benefits.va.gov/insurance/sgli.asp**
  - **Leave sellback is accomplished by turning in a copy of your *certified* orders & leave sellback memorandum to the RPO. Sellback back memo found on RIO website under "Pay and Travel" then "Forms"**

Submitting Orders for Pay

Two ways to submit your orders for mil pay:

1. Tour of Duty Certification (TODC) via AROWS-R

- Can be used for orders under 30 days
- Quick & easy process that will reduce processing time & errors. Usually paid in 10 workdays.

OR

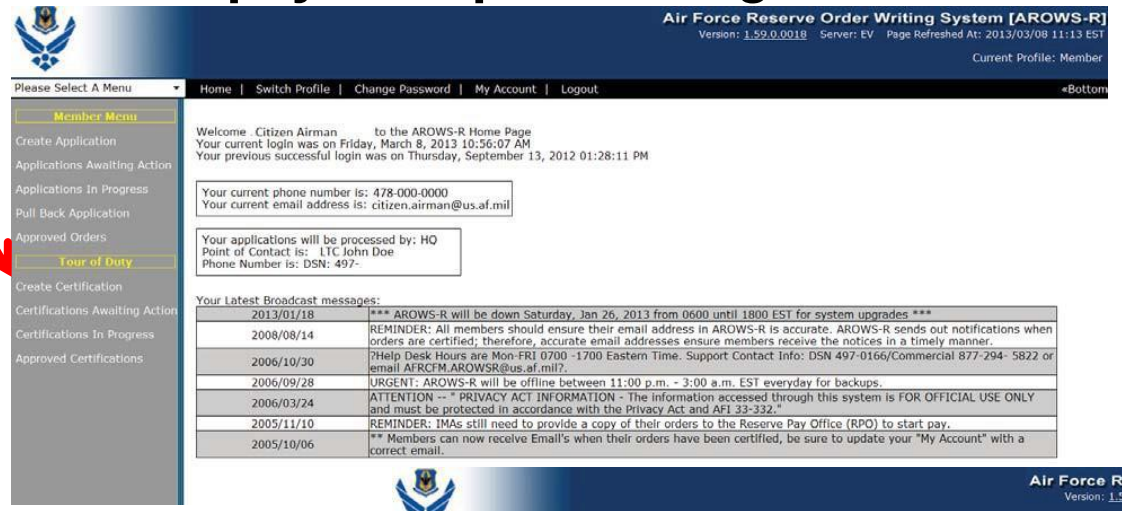
2. Email or Fax certified orders (AF 938) to RPO

- Fax: 720-847-3711 (DSN 847)
- Email: arpc.riorpo.1@us.af.mil
- Will take longer to process than TODC

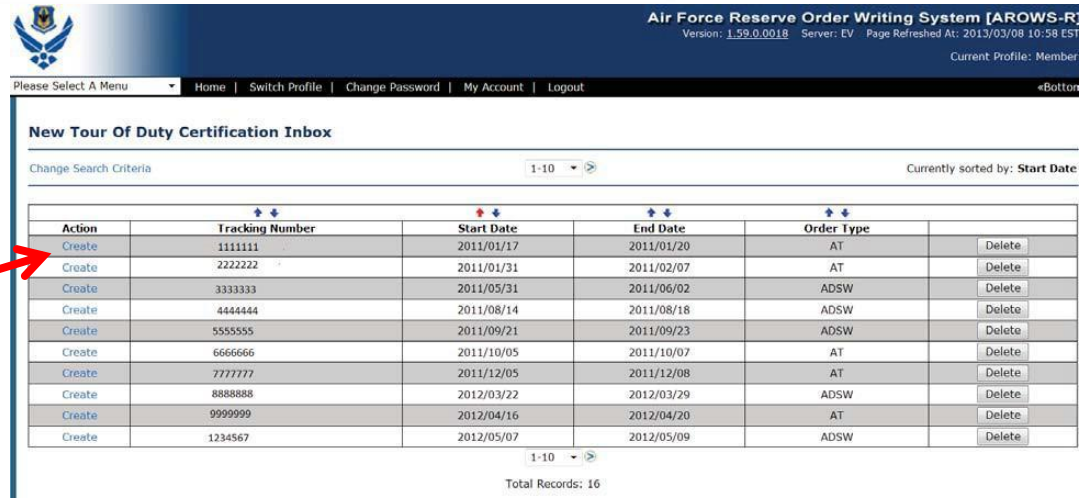
Tour of Duty Certification (TODC)

Members can electronically certify orders less than 30 days in AROWS-R for faster payment processing

Step 1 - create certification



Step 2 - select order



TODC (cont.)

- **AF938 Block 36 A & B Section: Ensure the DEPART & ARRIVE for beginning of tour is correct. Select the Mode of Transportation**

- **AF938 Block 36 C & D: Ensure the DEPART & ARRIVE for ending of tour is correct. Select the Mode of Transportation**

- **AF938 Block 37 – 40: Select appropriate answer for Blocks 37–40**

- **IDT Section: Identify YES/NO on the IDT in conjunction with this order & input the FRONT DATES/BACK DATES if IDTs associated with the order**

- **Supervisor Section: Identify supervisor email address to validate tour. An email will be sent to the email address so that individual can electronically approve the tour**
- **Save & Sign: "SIGN & SAVE" to sign & send to supervisor**

Guide on RIO website under "IMA Pay and IMA Travel":
http://www.arpc.afrc.af.mil/HQRIO/IMATravel.aspx
http://www.arpc.afrc.af.mil/HQRIO/IMA-RPO.aspx

Travel / Lodging Reimbursements

HQ RIO Website

Travel / Lodging Reimbursements

- ***IDT*** **lodging reimbursements - submitted to IMA Travel (separate from voucher)**
  - **Submit lodging expenses via OF 1164, with the signed AF 40A(s) & lodging receipt(s)**
    - **Lodging is reimbursable for IDTs greater than 50 miles from HOR**
    - **BAH, BAS & Per diem are not authorized while on IDT status**

- ***AT, MPA or RPA*** **reimbursements – submitted to the IMA Travel Office via RTS *or* DTS as identified on the orders 2nd page line "E"**
  - **RTS: submit DD 1351-2, certified orders (AF 938) & receipts**
    - **Orders longer than 30 days, file interim DD 1351-2 in 30-day increments to the IMA Travel Office**
  - **DTS: submit authorization then voucher via DTS (with certified orders & receipts), use IMA Travel Companion Guide for assistance**
    - http://www.arpc.afrc.af.mil/HQRIO/IRTravel.aspx

Defense Travel System (DTS) Reserve Profile & Travel Voucher

- **ALL orders must first be approved in AROWS-R**
  - **If the order meets the DTS Business Rules it will flow from AROWS-R to DTS**
  - **Your order will reflect DTS *or* RTS (normally 2nd page)**
  - **Can be used to make travel / lodging arrangements**
  - **CAC required**
- **DTS Reserve Profile (do *not* register with AD):**
  - **Mandatory & attached to your assigned RIO/Det, NOT your active duty unit**
- **DTS Self-Registration Instructions:**
  - **http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-DTS-Self-Registration-Instructions.pdf?ver=2016-04-18-113136-797**
  - **IR Travel Companion Guide**
- **Step-by-Step instructions w/screenshots for completing Authorization/Voucher http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-Det6-FD-Understanding-DTS.pdf**

DTS Assistance

- **DTS Support:**
  - **IMA Travel Companion Guide: http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-IR-Travel-Guide.pdf**
  - **DTS Help Guides: http://www.defensetravel.dod.mil/site/training.cfm**

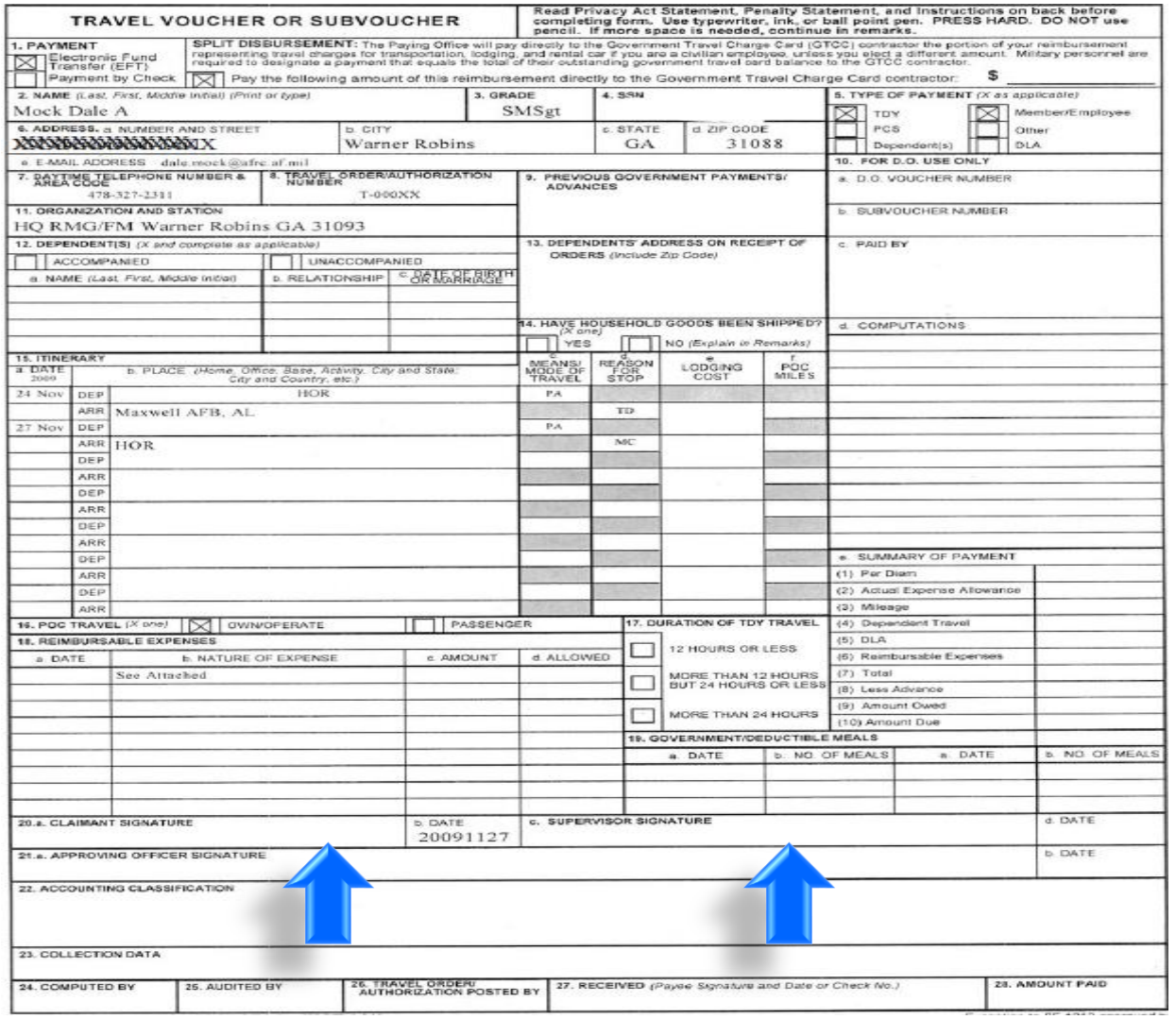
  - **Tier 1 (Help Desk) - Det ODTA (Det 6 – Resource Mgt Section)**
    - **813-828-5035 Opt 5 DSN (968)**
  - **Tier 2 (Help Desk) - IMA Travel Office**
    - **Customer Service 1-800-808-5942 Opt 3**
    - **DTS Email: imatravel.dts@us.af.mil**

Voucher Processing
Reserve Travel System (RTS)

- **Reserve Travel System (RTS):**
  - ***AT, MPA or RPA*** **vouchers – submitted to the IMA Travel Office via RTS *or* DTS as identified on the orders 2nd page line "E"**
  - **RTS: submit DD 1351-2, certified orders (AF 938) & receipts to travel office**
    - **Orders longer than 30 days, file interim DD 1351-2 in 30-day increments to the IMA Travel Office**
  - **Travel Vouchers (DD 1351-2) must be signed by member & supervisor**
  - **Fax or email DD 1351-2, AF 938 (from AROWS) & receipts to IMA Travel for processing & payment**

Email: arpc.hqrio.travel@us.af.mil
Voice Comm: 1-800-808-5942
Voice DSN: 720-847-3501
Fax: 720-847-3969

NOTE: **Do not use eFinance (the system). This is used by the TRs only**



TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT — ☒ Electronic Fund Transfer (EFT) ☐ Payment by Check
SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.
☒ Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: $

2. NAME (Last, First, Middle Initial) (Print or type): Mock Dale A
3. GRADE: SMSgt
4. SSN:
5. TYPE OF PAYMENT (X as applicable): ☐ TDY ☐ PCS ☐ Dependent(s) ☒ Member/Employee ☐ Other ☐ DLA
6. ADDRESS. a. NUMBER AND STREET: XXXXXXXXXXXXXXXXX
b. CITY: Warner Robins
c. STATE: GA
d. ZIP CODE: 31088
e. E-MAIL ADDRESS: dale.mock@afrc.af.mil
10. FOR D.O. USE ONLY
7. DAYTIME TELEPHONE NUMBER & AREA CODE: 478-327-2311
8. TRAVEL ORDER/AUTHORIZATION NUMBER: T-000XX
9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES
a. D.O. VOUCHER NUMBER
b. SUBVOUCHER NUMBER
11. ORGANIZATION AND STATION: HQ RMG/FM Warner Robins GA 31093
12. DEPENDENT(S) (X and complete as applicable): ☐ ACCOMPANIED ☐ UNACCOMPANIED
a. NAME (Last, First, Middle Initial) | b. RELATIONSHIP | c. DATE OF BIRTH OR MARRIAGE
13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)
c. PAID BY
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) ☐ YES ☐ NO (Explain in Remarks)
d. COMPUTATIONS
15. ITINERARY

a. DATE 2009		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	g. MEANS/ MODE OF TRAVEL	h. REASON FOR STOP	i. LODGING COST	j. POC MILES
24 Nov	DEP	HOR	PA			
	ARR	Maxwell AFB, AL		TD		
27 Nov	DEP		PA			
	ARR	HOR		MC		
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					
	DEP					
	ARR					

e. SUMMARY OF PAYMENT
(1) Per Diem
(2) Actual Expense Allowance
(3) Mileage
(4) Dependent Travel
(5) DLA
(6) Reimbursable Expenses
(7) Total
(8) Less Advance
(9) Amount Owed
(10) Amount Due

16. POC TRAVEL (X one) ☒ OWN/OPERATE ☐ PASSENGER
17. DURATION OF TDY TRAVEL: ☐ 12 HOURS OR LESS ☐ MORE THAN 12 HOURS BUT 24 HOURS OR LESS ☐ MORE THAN 24 HOURS
18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
	See Attached		

19. GOVERNMENT/DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

20.a. CLAIMANT SIGNATURE
b. DATE: 20091127
c. SUPERVISOR SIGNATURE
d. DATE
21.a. APPROVING OFFICER SIGNATURE
b. DATE
22. ACCOUNTING CLASSIFICATION
23. COLLECTION DATA
24. COMPUTED BY | 25. AUDITED BY | 26. TRAVEL ORDER/ AUTHORIZATION POSTED BY | 27. RECEIVED (Payee Signature and Date or Check No.) | 28. AMOUNT PAID

Uniforms

- The wear of the uniform must be IAW AFI 36-2903
- Enlisted Clothing Request – AF 656
  - Initial or replacement uniform authorization
  - No reimbursement authorized for PIRR
  - IMAs Entitled to replacement-in-kind every 3 years of duty
  - No substitutions from items listed on the AF 656

  - Process:
    - Submit completed AF 656 via myPers incident along with the following information: Email address, DoD ID #, sizes of items, physical mailing address & contact phone number
    - http://www.arpc.afrc.af.mil/HQRIO/Resources/

    - Officer Uniform Allowance Certification – AF 1969
  - Eligible every 2 years for AD greater than 91 consecutive days
  - Send the completed form to Reserve Pay Office or ARPC/FM

NOTE: **Check with your AD unit to ensure you know if/when you are required to wear blues (i.e. Blues Friday etc.)**

Break

Airman Comprehensive Assessment (ACA)

AFI 36-2406

- ACA is formal communication between rater & ratee
- IRs should ask supervisor for ACA if not initiated
- Who requires an ACA & when?
- Chart includes before & after Static Close-out Dates (SCOD) for enlisted

Rank	Evaluation Close-Out (after enlisted SCOD)	Initial	Current Midterm	Midterm (after enlisted SCOD)
Col		Within 60 days of supervision	Not required	NR
Maj - Lt Col		Within 60 days of supervision	Midway between supervision	
Lt - Capt		Within 60 days of supervision	Midway between supervision	
CMSgt	31-May	Within 60 days of supervision	Not required	NR
SMSgt	31-Jul	Within 60 days of supervision		Jan
MSgt	30-Sep	Within 60 days of supervision		Mar
TSgt	30-Nov	Within 60 days of supervision		May
SSgt	31-Jan	Within 60 days of supervision	Midway between supervision	Jul
SrA	31 Mar (20 mon TIS)	Within 60 days of supervision		Sep

Who Requires Performance Evaluations?

- Officers in the grade of Colonel & below (except Brigadier General selects)
- Enlisted in the grade of SrA through CMSgt who have at least 20 months in service from Date Initially Entered Military Service (DIEMS)
- The MPS/CSS/A1/J1 is responsible for processing IR evaluations to ARPC for update & filing in member records
- The rater will not normally be another IR. However, if circumstances require that an IR must directly supervise another IR, the rater will be the official appointed by management. IMAs will not rate Active Duty personnel, under any circumstances. IAW AFI 36-2406, Para 1.5.2.1.3

Officer Evaluations

AFI 36-2406

- Required annually
- Must have performed at least 16 points & 120 calendar days supervision during the rating period
- Officer's responsibility to know when report is due & provide bullets to supervisor after each tour of duty
- Reasons for the report
  - Annual
  - Change of Reporting Official
    - At least 120 days supervision & 16 points earned
  - Directed by Headquarters Air Force
    - All point requirements are waived

Enlisted Evaluations

AFI 36-2406

- Reports are biennial
- IRs responsibility to know when report is due & provide bullets to supervisor after each tour of duty
- ACA is now required to be submitted with the EPRs
- SCOD Dates:

AFR Enlisted SCOD Dates		Form Used
CMSgt	31 May	AF 912
SMSgt	31 Jul	AF 911
MSgt	30 Sep	AF 911
TSgt	30 Nov	AF 910
SSgt	31 Jan	AF 910
SrA	31 Mar	AF 910

If you or your AD unit have questions please refer to AFI 36-2406, your MPS/CSS/A1/J1, myPers or call ARPC

Enlisted Promotions

AFI 36-2502 Ch. 8, dtd. 12 Dec 2014

- **Unit Vacancy (PIRR ineligible)**
  - Promotions occur on the first day of each month
  - An eligibility roster is forwarded from Det to URCs for commanders recommendation
  - Must be the primary in a position of higher grade, meet all eligibility requirements & recommended by unit commander
- **Stripes for Exceptional Performers I (STEP I) for IMA & PIRR**
  - For promotion to TSgt after completion of 16 satisfactory years & blocked from unit vacancy promotion
- **Stripes for Exceptional Performers II (STEP II)**
  - Commander's program to promote outstanding/deserving Reservists 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
  - CY17 board will be held July 2018
  - Promotion date is 1 October

Officer Promotions

AFI 36-2504

- Reserve Officer Personnel Management Act (ROPMA)
- There are two methods of promotion:
  - Mandatory
    - On the Reserve Active Status List (RASL), the active duty list (ADL), or a combination of both for one year before the board convening date
    - Remain in active status until the effective date of promotion
  - Position Vacancy (PV)
    - Commanders avenue to nominate well qualified IMAs for promotion to fill Capt through Lt Col vacancies
    - PIRRs are not eligible
    - Member's last R/R year must have been satisfactory
    - Be assigned to the position in which member was nominated at the time of PRF submission
    - Must be primary in a higher grade position at the time of the PRF submission
    - Cannot be an overage

Developmental Education

AFRIC 36-2640

- In-Residence & blended (on line)
  - Selection boards are held throughout the year
    - RDEDB / RSSB (2x) for officers
    - EDEB for enlisted
  - Follow directions on invitations to apply, deadlines are enforced & must be GREEN in ARCNet
- Correspondence Courses
  - Base education offices cannot enroll members
  - Enroll in a voluntary course via Air University (Officer/Enlisted)

Reenlistments

AFI 36-2606

- Selective Retention Process (SRP)
  - Member's reenlistment intention (can change later) 14 months out from ETS
  - SRP letter is sent to URC for supervisor & CC approval / signature
    - IR signs & provides intentions, after supervisor & CC recommendation
- Reenlistment in the Air Force Reserve is a privilege not a right
  - Det sends unit DD 4 after receipt of signed SRP & member is within 6 months of ETS
  - If bonus eligible- cannot reenlist until 30 days within ETS
  - Member must be in uniform to reenlist
- Obligates the individual to serve in the active military service in the event of mobilization
- IR must be GREEN on readiness requirements prior to reenlistment

Awards & Decorations

AFI 36-2803

- **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**

BRS

- You must acknowledge the Blended Retirement System option that is available to you via myPers <https://mypers.af.mil/ci/documents/detail/2/BRSN
- Before you make a decision, you MUST complete on-line training to better inform you of the benefits under your current retirement system compared to the benefits of the BRS.
- The BRS Opt-in Course is available through the Advanced Distributed Learning System (ADLS) at ADLS Portal: LoginPage <https://golearn.adls.af.mil/login.aspx>

Tools & Resources

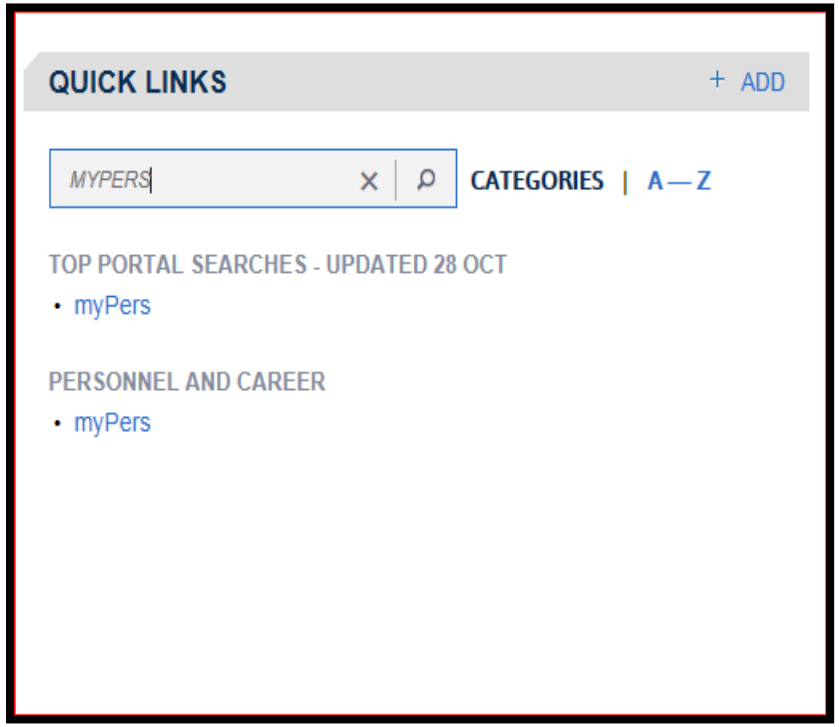
- myPers (My Personnel Services)
- vPC (Virtual Personnel Center) Dashboard
- vMPF (Virtual MPF)
- PRDA (Personnel Record Display Application)
- AMRDEC SAFE (Safe Access File Exchange)

My Personnel Services (myPers)

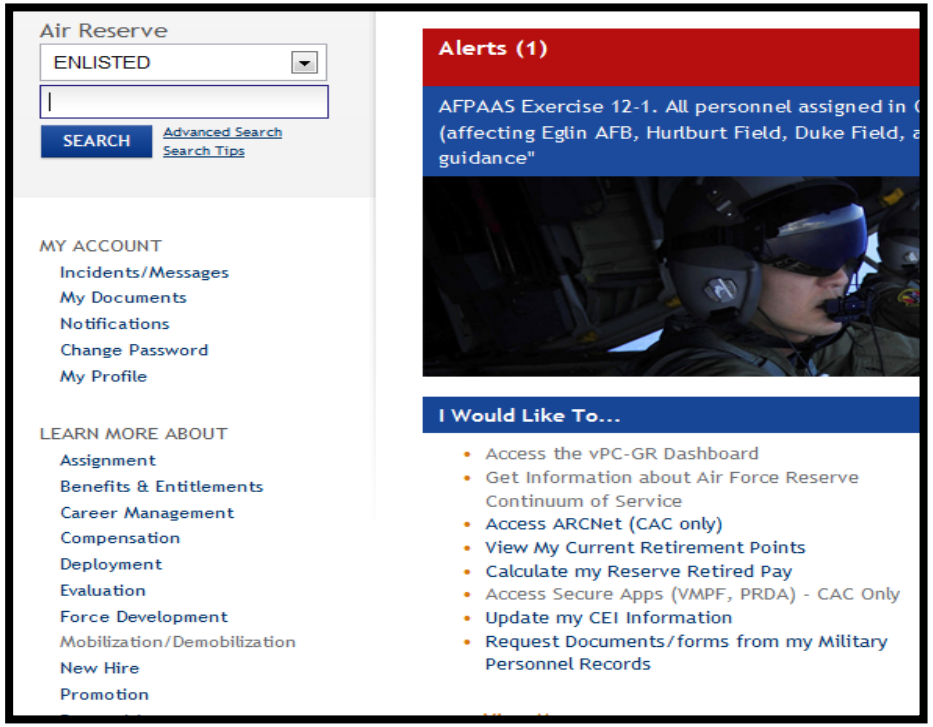
Customized to recognize the user's affiliation as officer, enlisted, civilian, reserve or guard

Connecting to myPers

Via the AF Portal
https://www.my.af.mil/

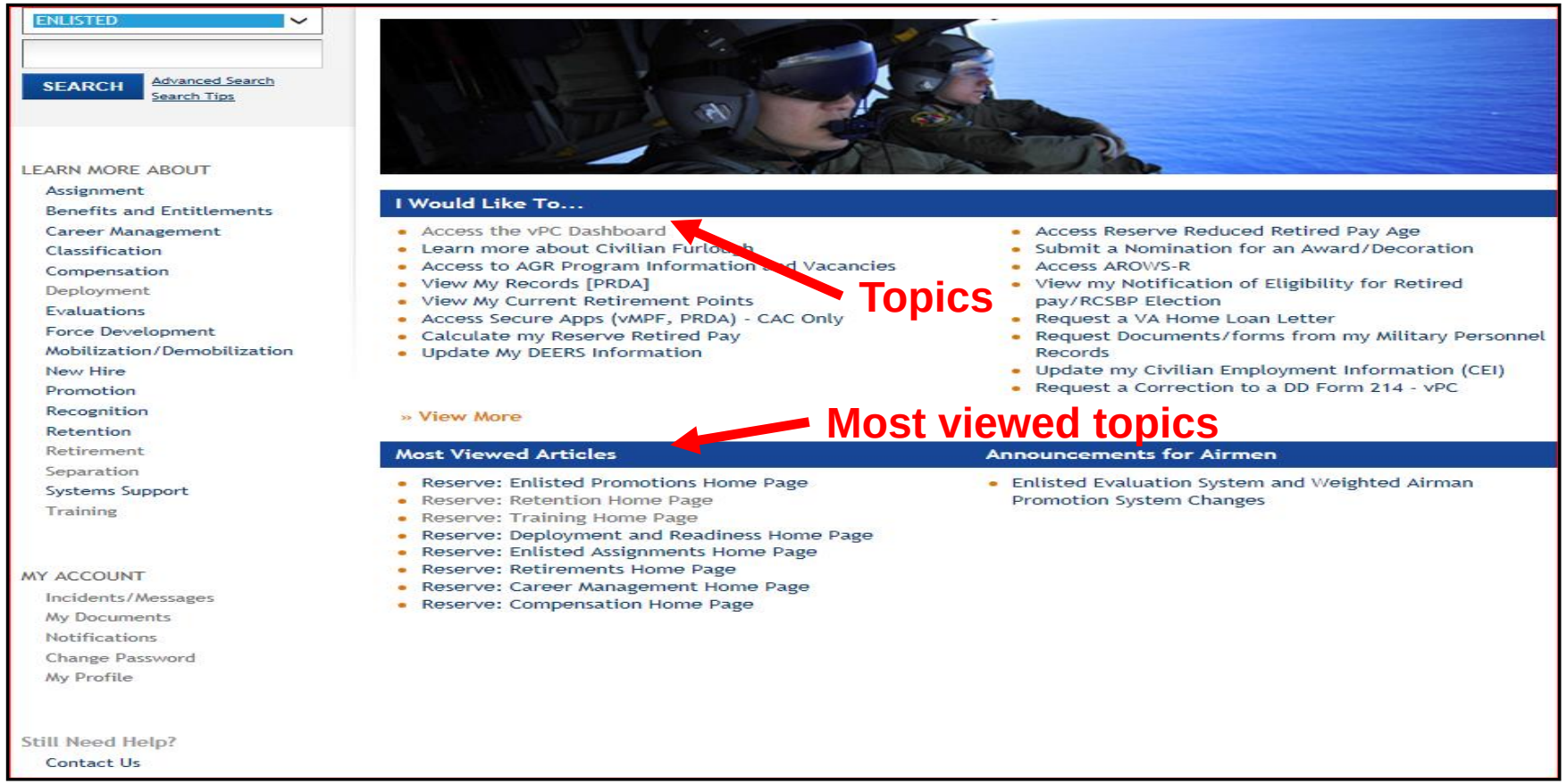


Direct Link:
https://mypers.af.mil/app/home

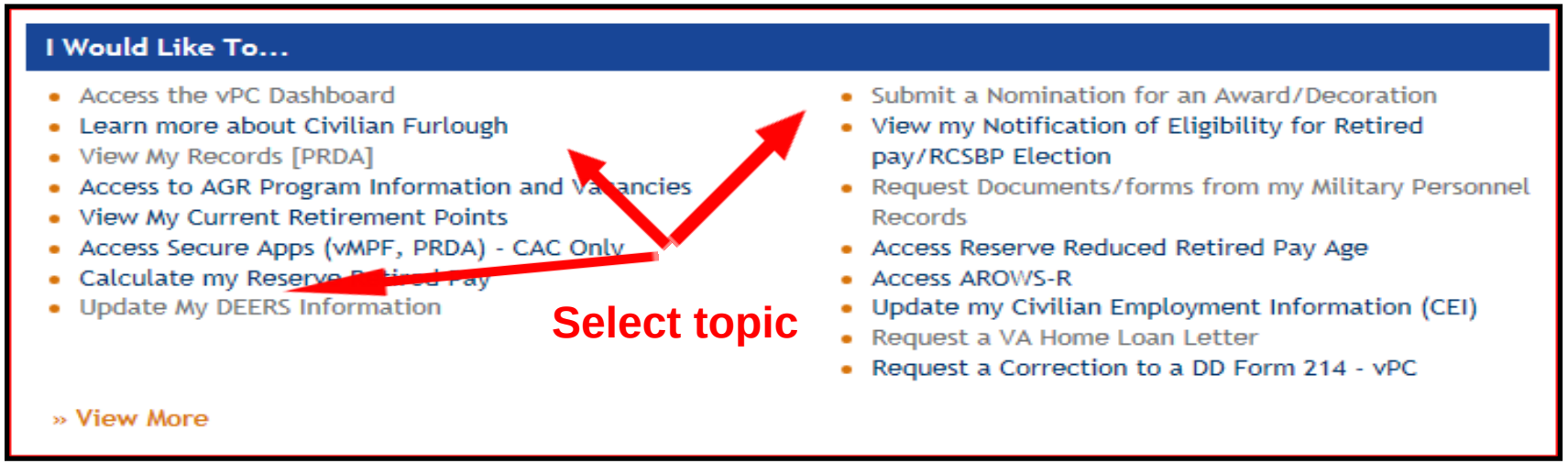


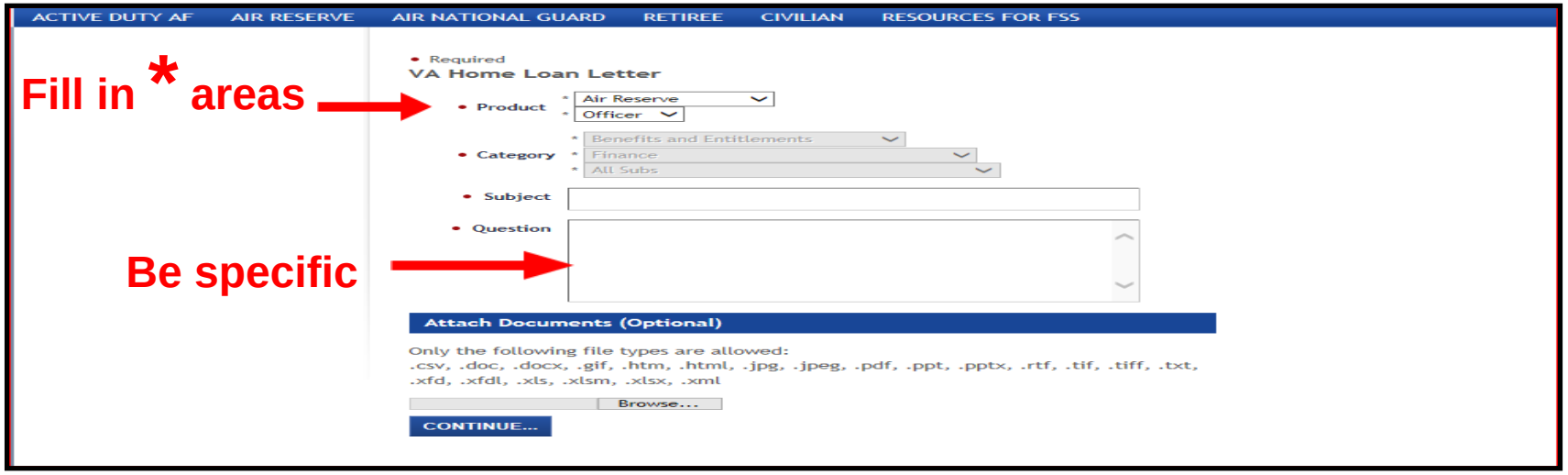
myPers
Available Resources

- **Links to the most commonly used applications that allow Airmen to navigate the site with greater ease, which enhances user experience**



myPers
Submitting a Request





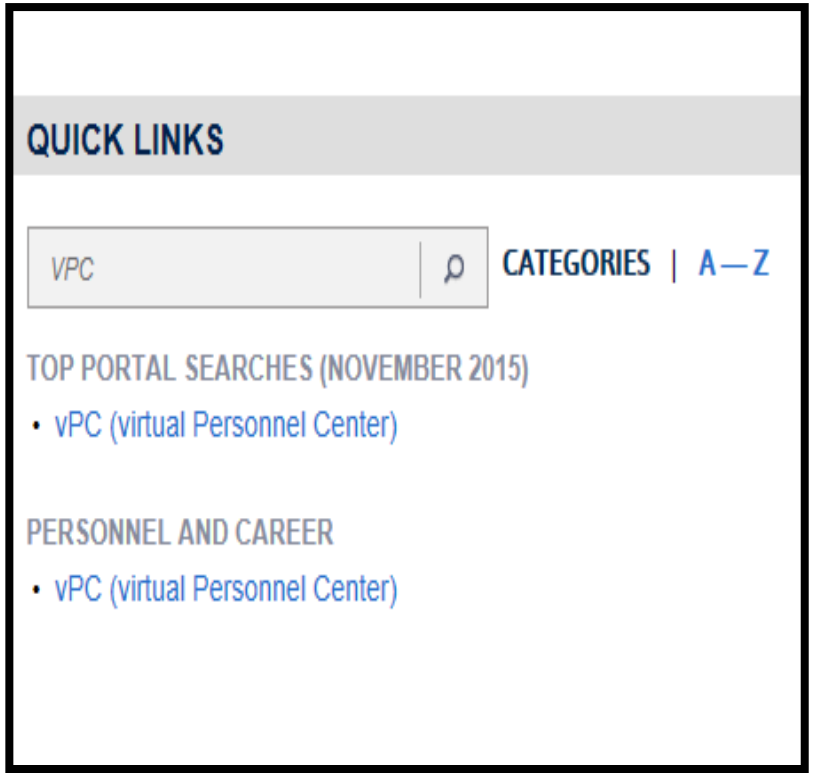
myPers
Reviewing Incidents Messages

You can review/check status of transactions you submitted or that were submitted to you for action

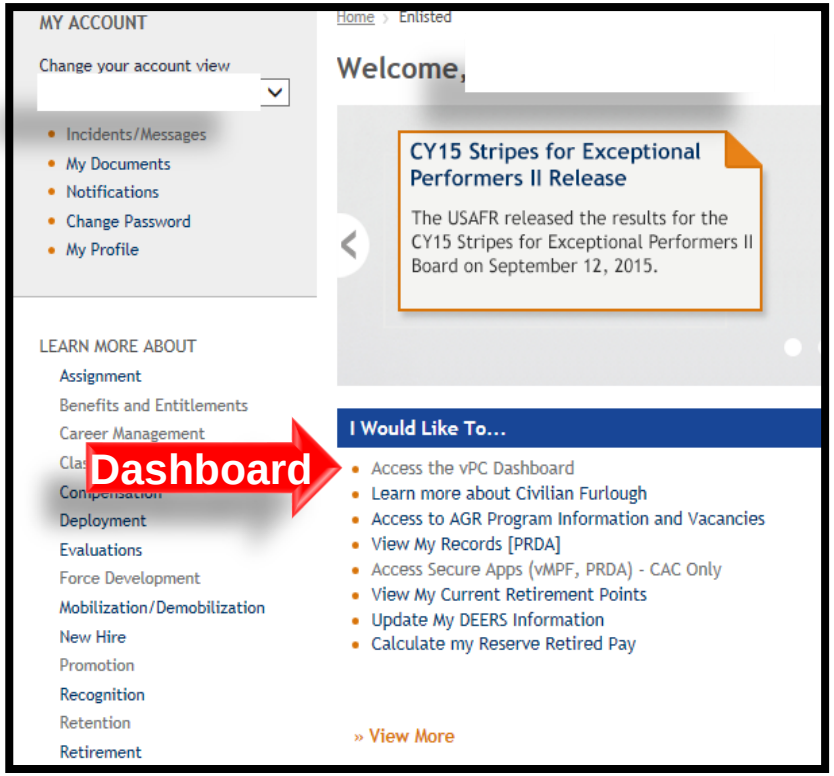
Virtual Personnel Center (vPC)

The vPC Dashboard is a centralized location within myPers that allows its customers to manage their individual profiles, submit online applications & coordinate on applications submitted to them for action

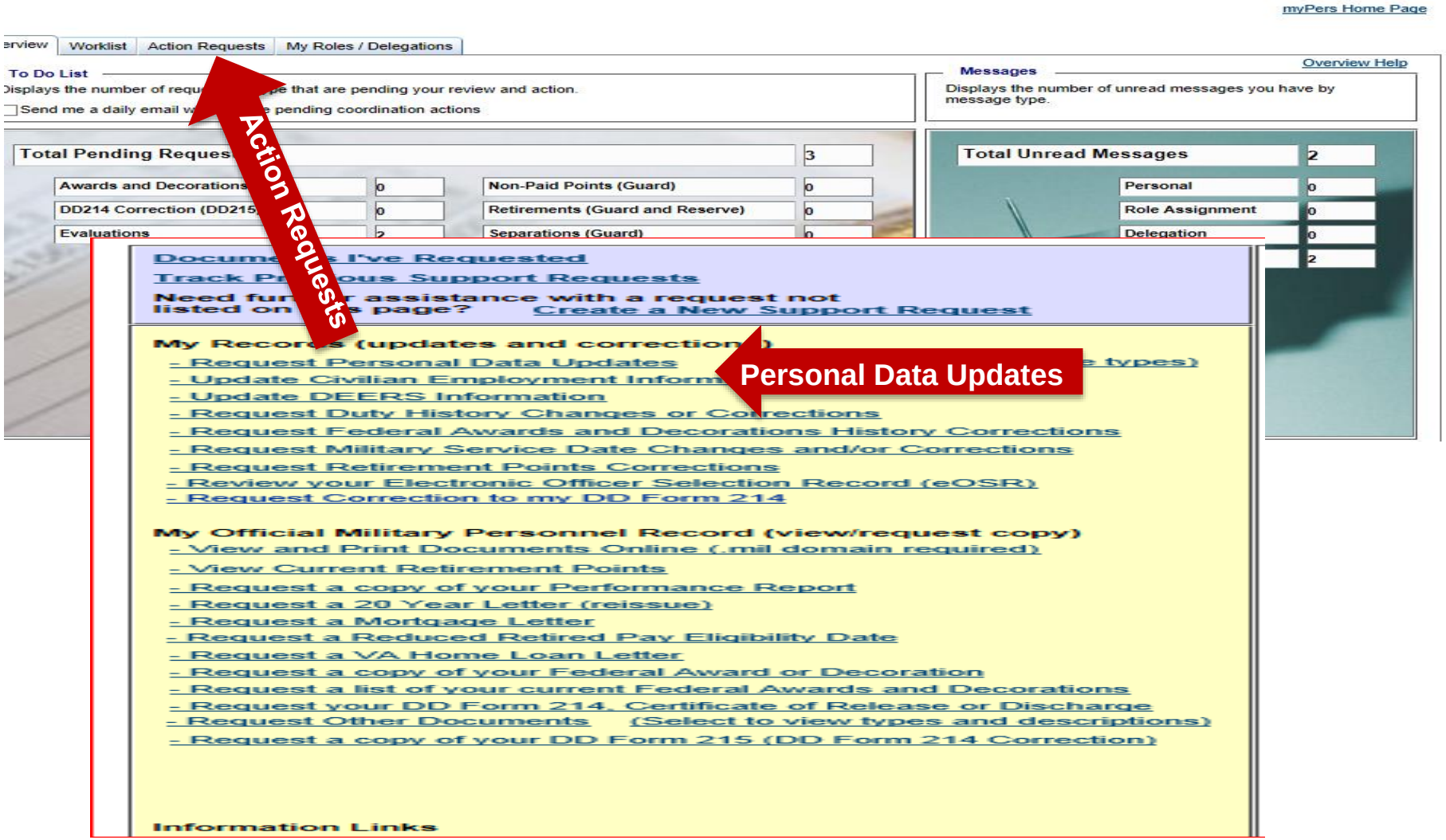
Via the AF Portal
https://www.my.af.mil/



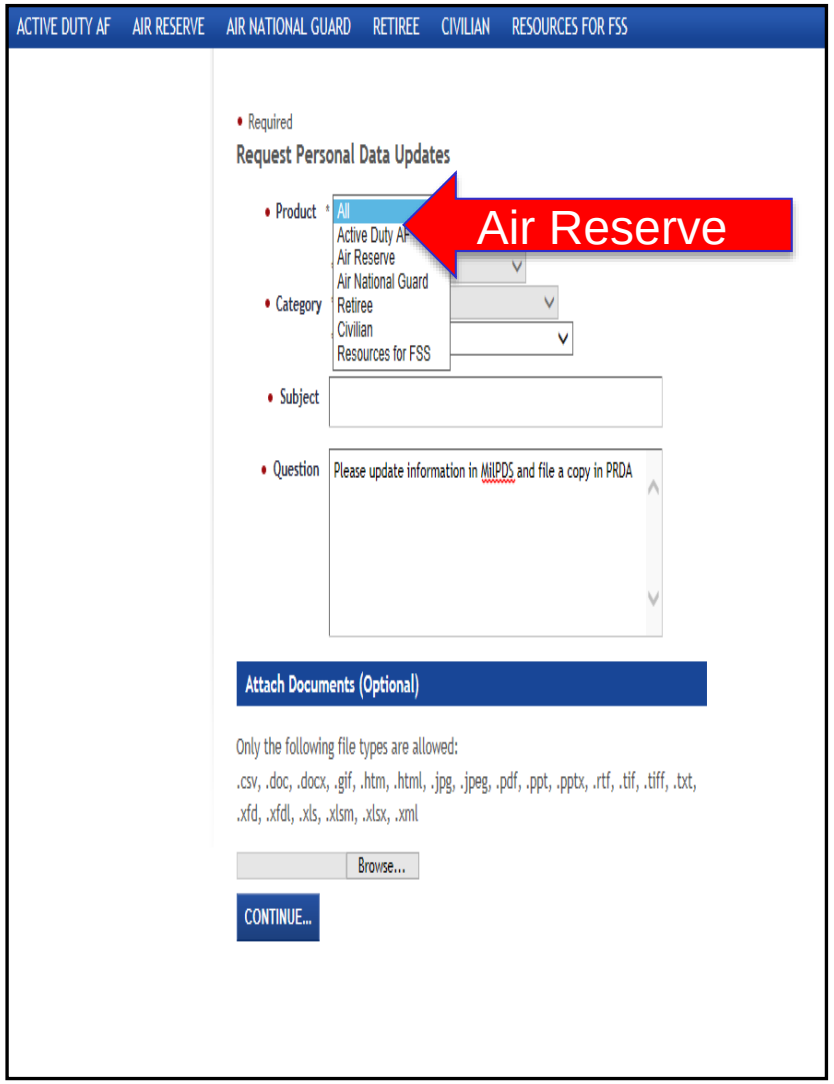
Via myPers
https://mypers.af.mil/app/home

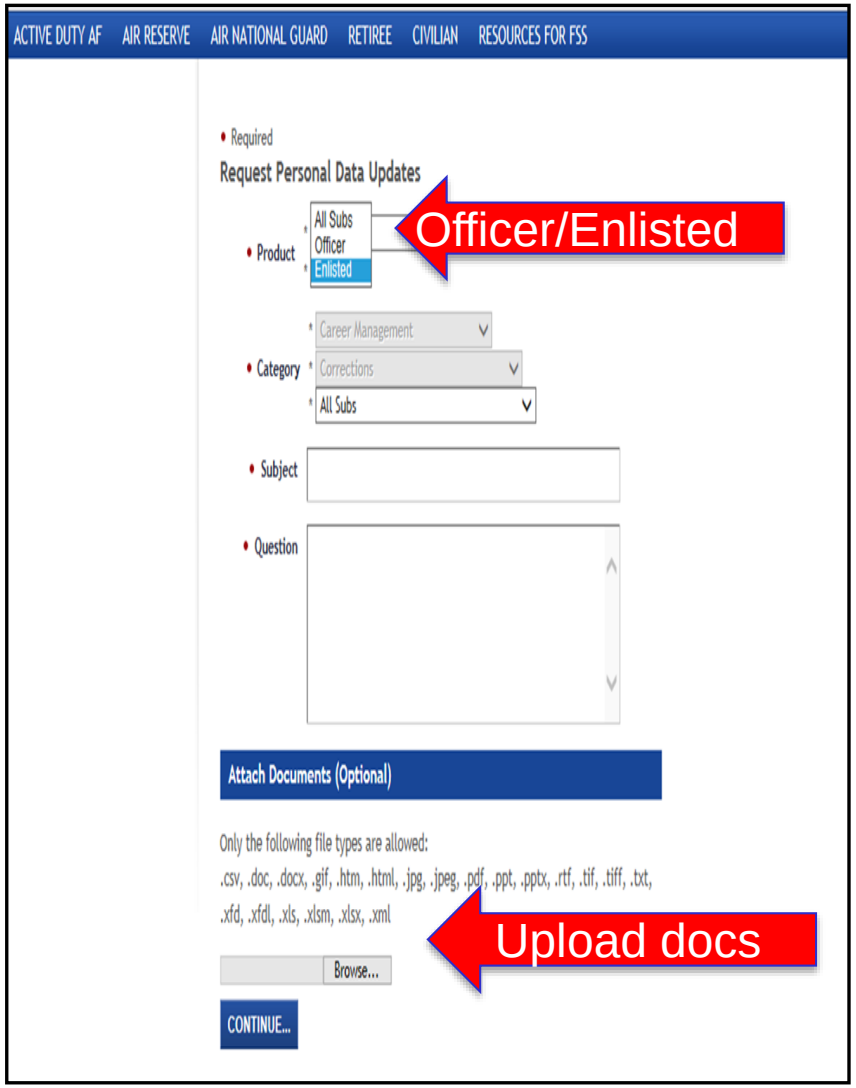


vPC - Navigating the System
Requesting Updates



vPC - Navigating the System
Requesting Updates





Virtual Military Personnel Flight (vMPF)

vMPF is a suite of applications that gives you the ability to conduct some of your personnel business online.

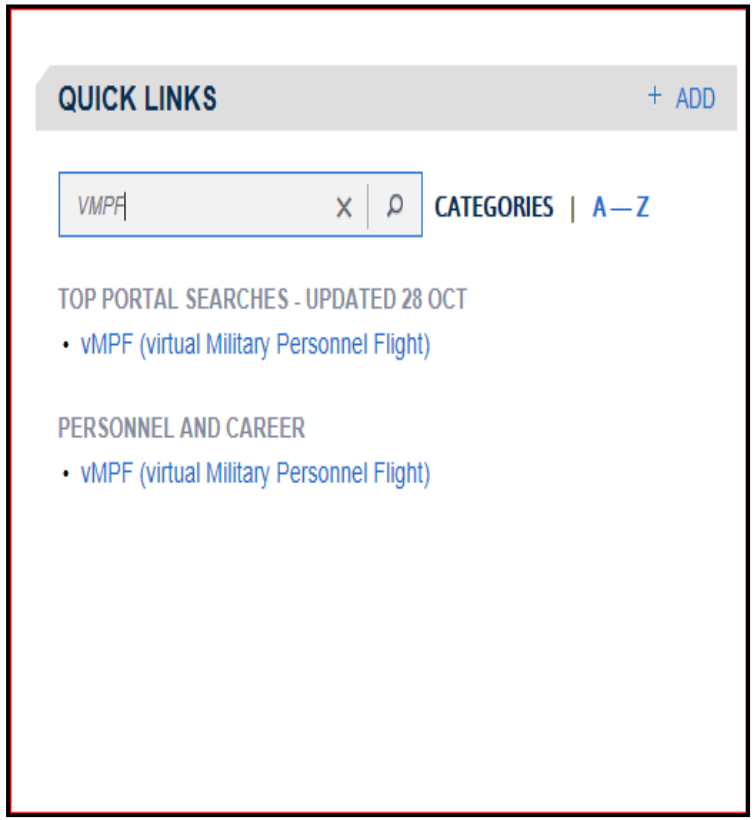
Suite of applications:

- **ANG/USAFR Point Credit Summary Inquiry (PCARS)**
- **Awards & Decorations**
- **Career Data Brief**
- **Data Verification Brief**
- **DD 214 Worksheet**
- **Duty History**
- **Proof Of Service Letter**
- **Record Review/Update**
- **Reenlistment Eligibility**
- **Reserve Component Survivor Benefit Plan (RCSBP)**
- **Record of Emergency Data (DD93 or “vRED”)**
- **Case Management System (CMS)**

Connecting to the vMPF

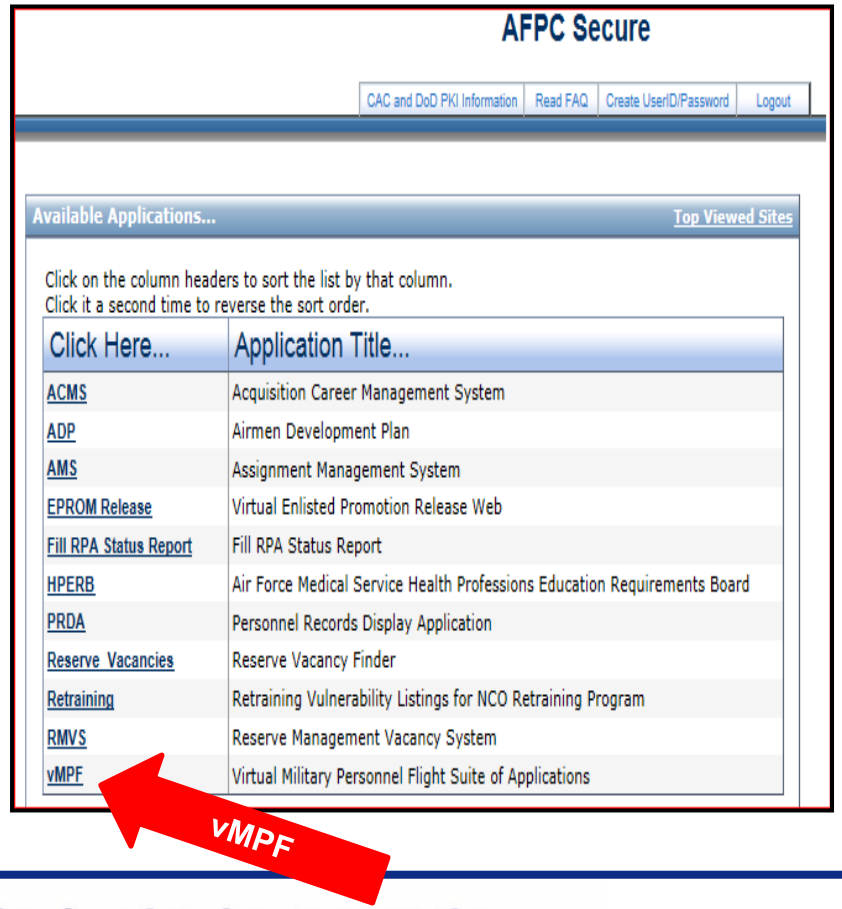
Via the AF Portal

https://www.my.af.mil/



Via AFPC Secure

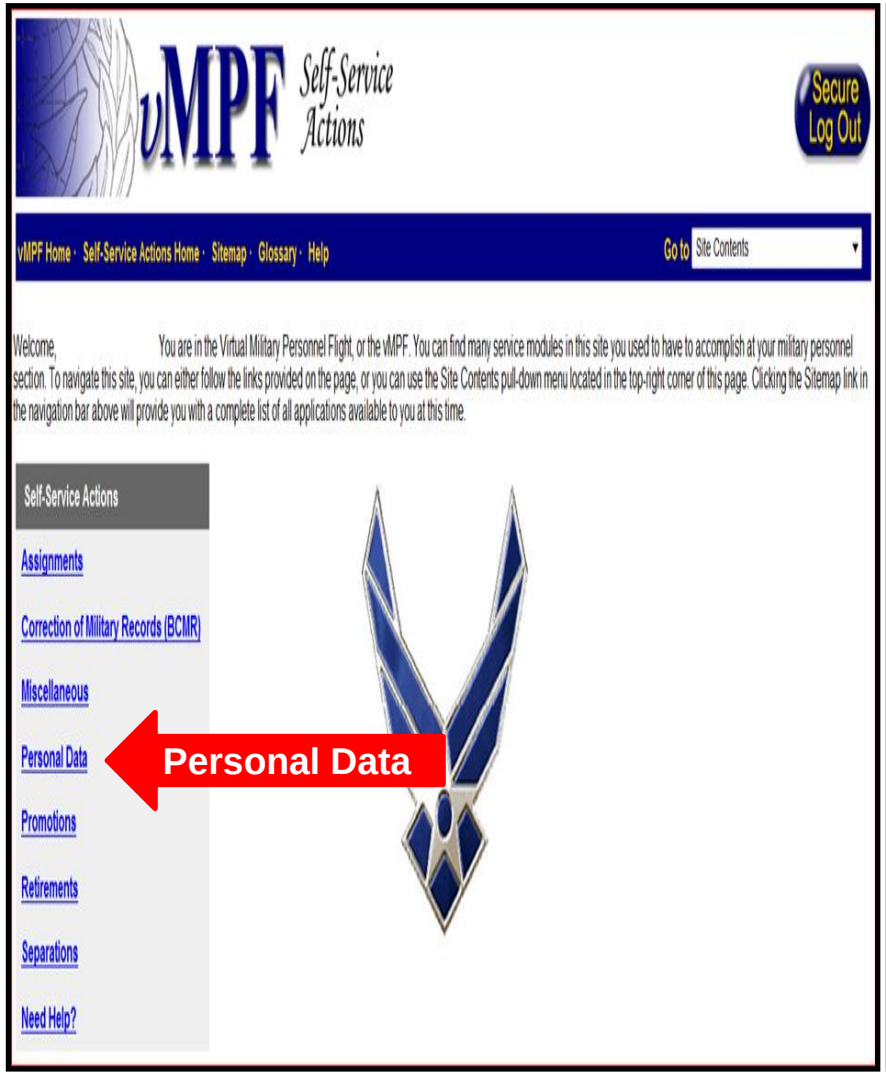
https://mypers.af.mil/app/login/redirect/home

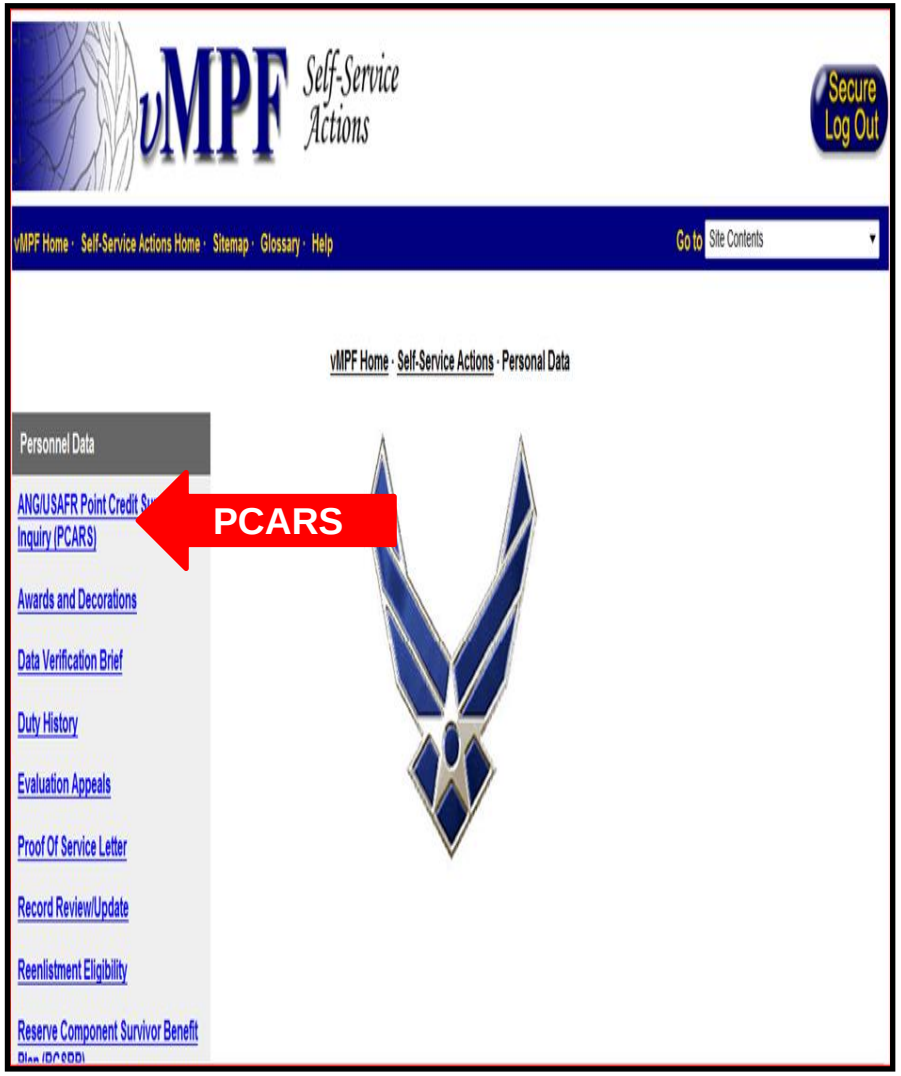


vMPF - Navigating the System

NOTE: **Messages will come into the Suspense box such as the annual requirement for v-Red updates**

vMPF - Navigating the System Point Credit Summary





vMPF - Navigating the System
Point Credit Summary

At a *minimum* ensure you verify all your points are updated about 90 days after your R/R date

Last R/R total pts

Total pts each R/R

- Introduction
- Point Credit Summary
- Service History
- Current R/R Year ECI Points
- Definitions
- Frequently Asked Questions
- View/Print All Pages

ANG/USAFR Point Credit Summary Inquiry (PCARS)

Point Credit Summary

Summary Information

Date Prepared:	07 JUN 2016
Duty Location:	MACDILL AFB FL 336210000
Name:	
Address:	
PAS Code:	
SSAN:	
Retention/Retirement Date:	23 OCT
Closeout Date:	22 OCT 2015
Career Satisfactory Service:	200000
Statement Reason:	ANNUAL (STAT-TOUR)

R/R date (mmdd)

20 sat yrs = eligible for reserve retirement

Last R/R Year Points Earned

From Date:	23 OCT 2014
Thru Date:	22 OCT 2015
Active Duty Training:	0365
Inactive Duty Training:	0000
ECI:	0000
Membership:	015
Total Points:	00380
Total Points for Retirements:	00365
Satisfactory Service Years, Months, and Days:	010000

All Points Earned

Point credit codes

Type Duty (TD) Codes

- **1:** Active Duty Other
- **2:** Special Tour
- **3:** School Tour
- **4:** Annual Tour
- **5:** Extended Active Duty
- **6:** AFTP
- **7:** Paid Inactive Duty
- **8:** Nonpaid Inactive Duty
- **9:** ECI
- **A:** Nonpaid Active Duty
- **B:** Continuation Pay
- **D:** Paid IDT—RMP
- **E:** Active Duty—FHP
- **F:** Inactive Duty Status—FHP

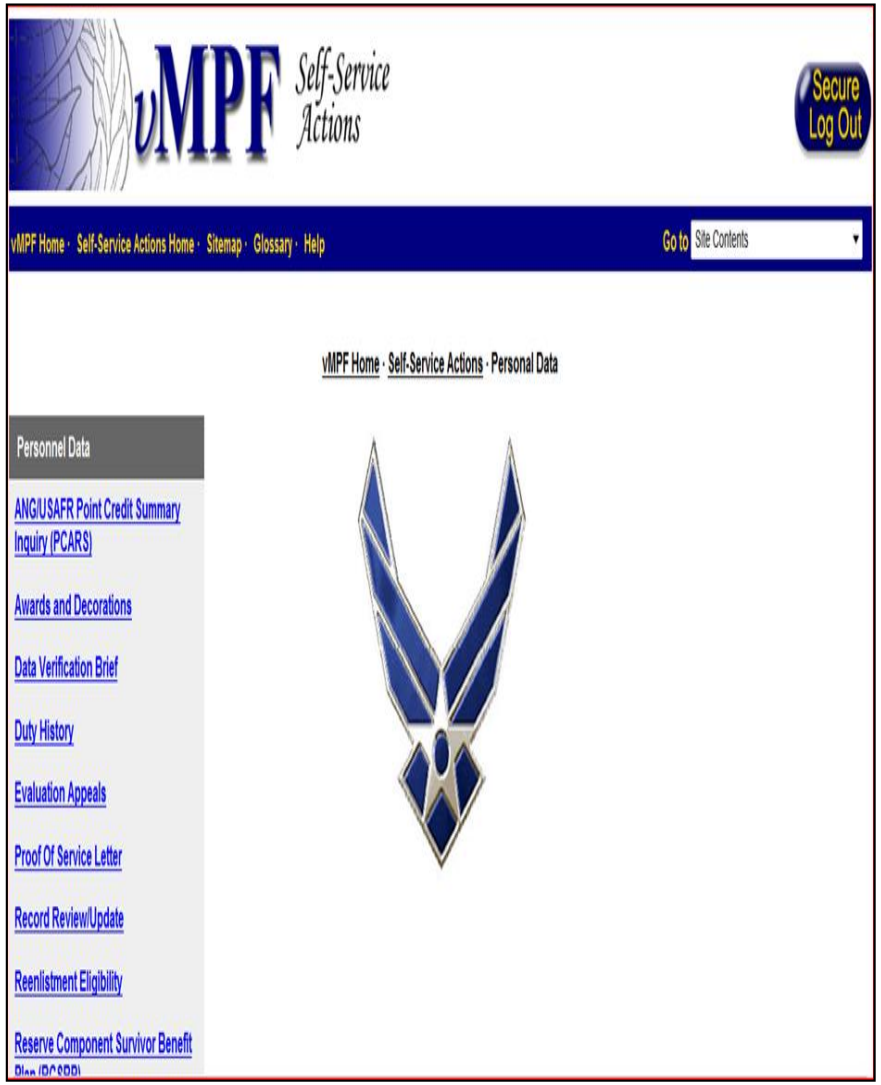
Point breakdown by dates and codes

From Date	Thru Date	TD	Pts
26 FEB 2001	02 MAR 2001	1	005
05 MAR 2001	09 MAR 2001	1	005
12 MAR 2001	16 MAR 2001	1	005
19 MAR 2001	23 MAR 2001	1	005

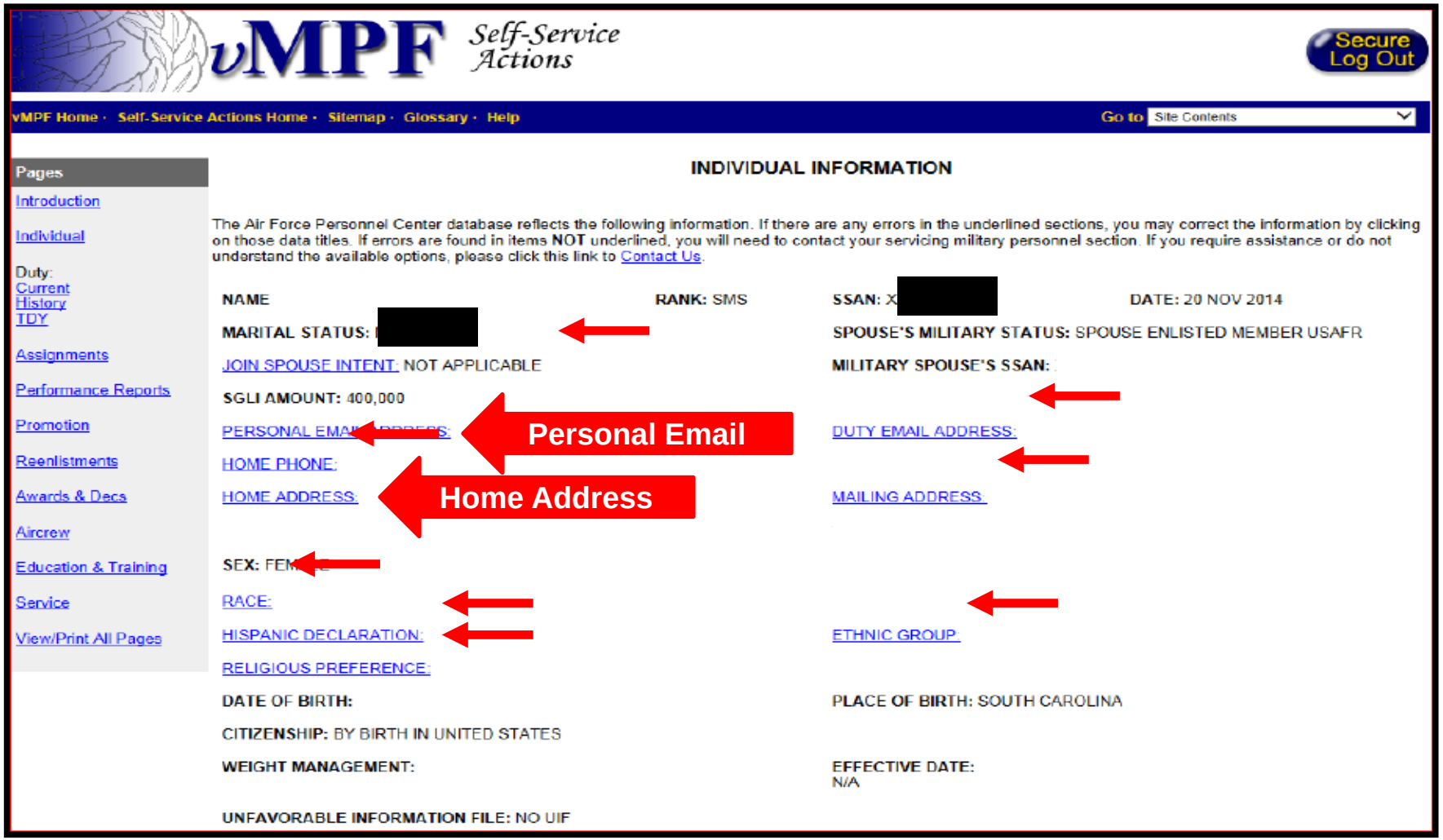
From Date	Thru Date	TD	Pts
01 APR 2002	15 APR 2002	1	015
16 APR 2002	30 APR 2002	1	015
01 MAY 2002	15 MAY 2002	1	015
16 MAY 2002	31 MAY 2002	1	016

From Date	Thru Date	TD	Pts
01 APR 2003	01 APR 2003	7	002
02 APR 2003	02 APR 2003	7	002
03 APR 2003	03 APR 2003	7	002
04 APR 2003	04 APR 2003	7	002

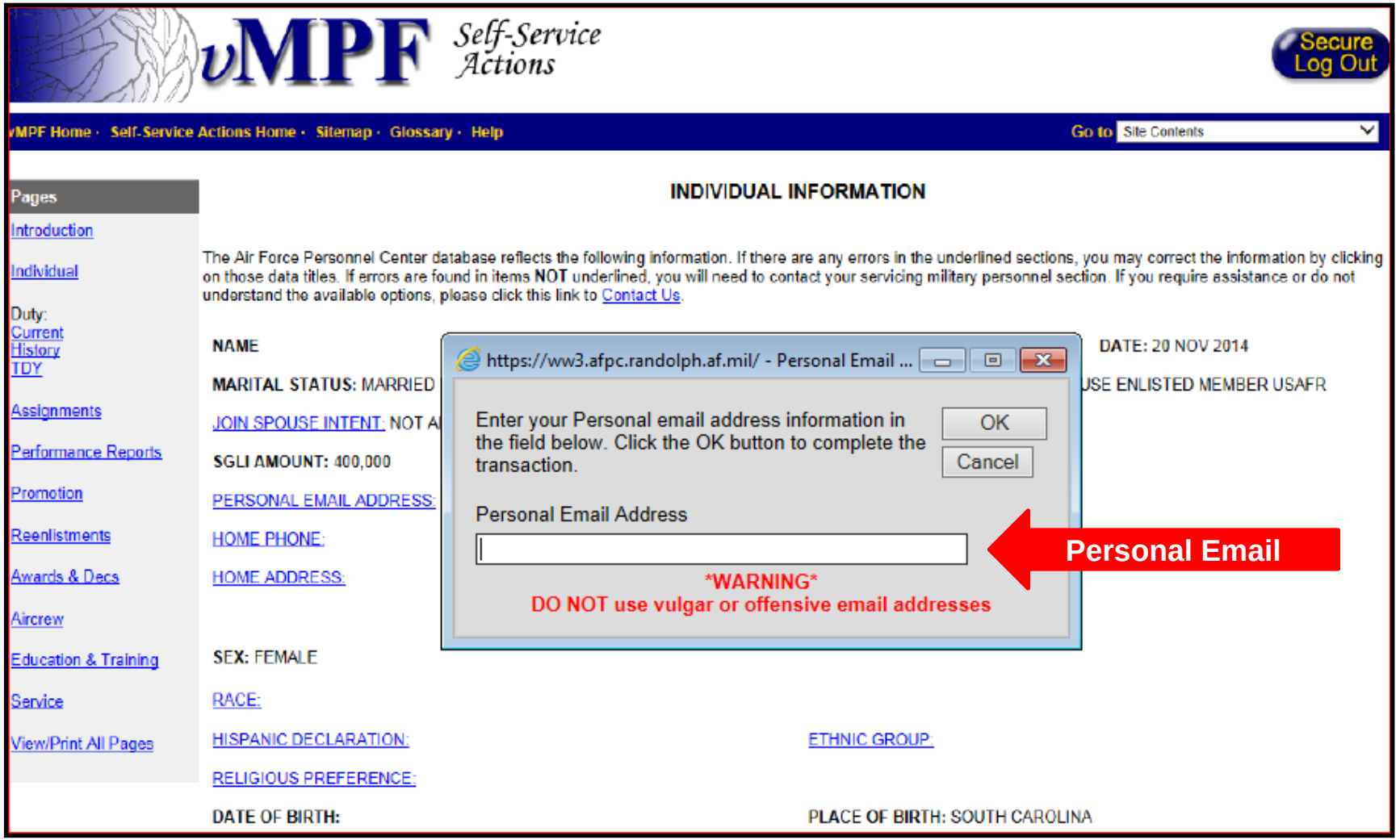
vMPF - Updating Your Record Individual Info



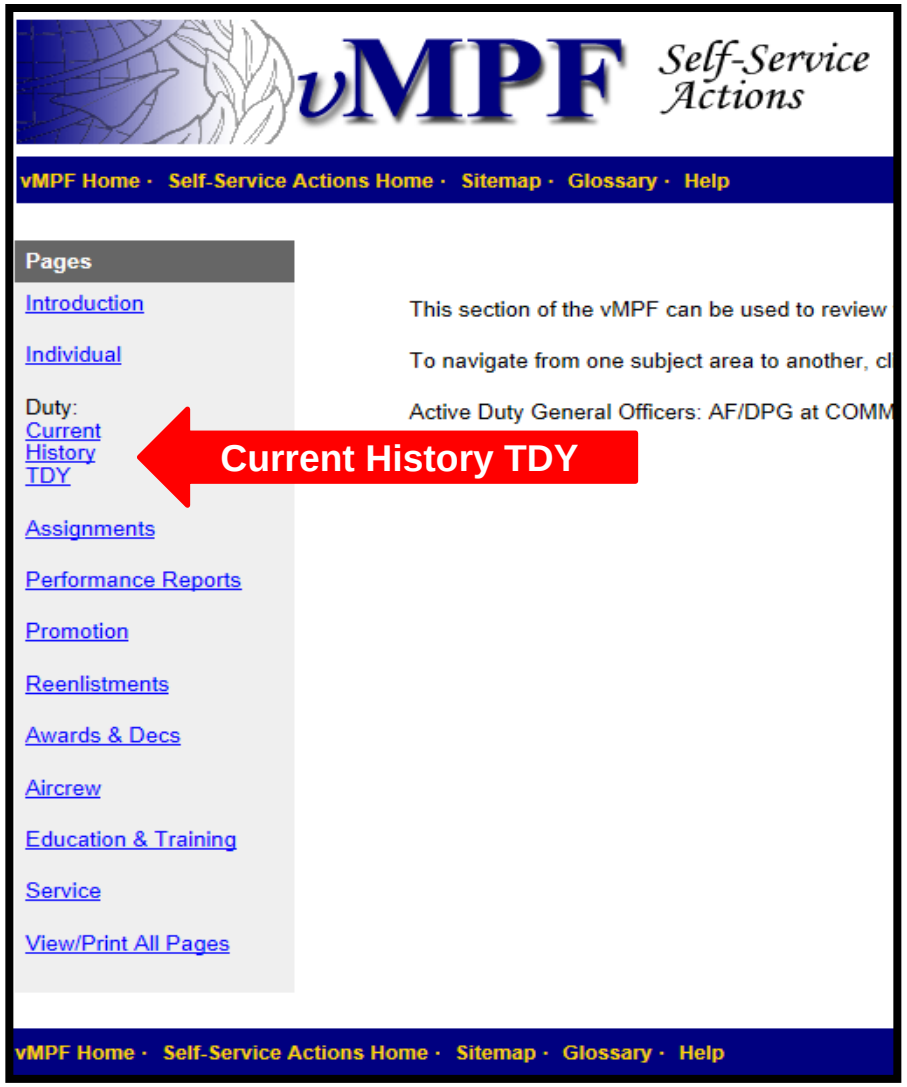
vMPF - Updating Your Record Individual Info (cont.)



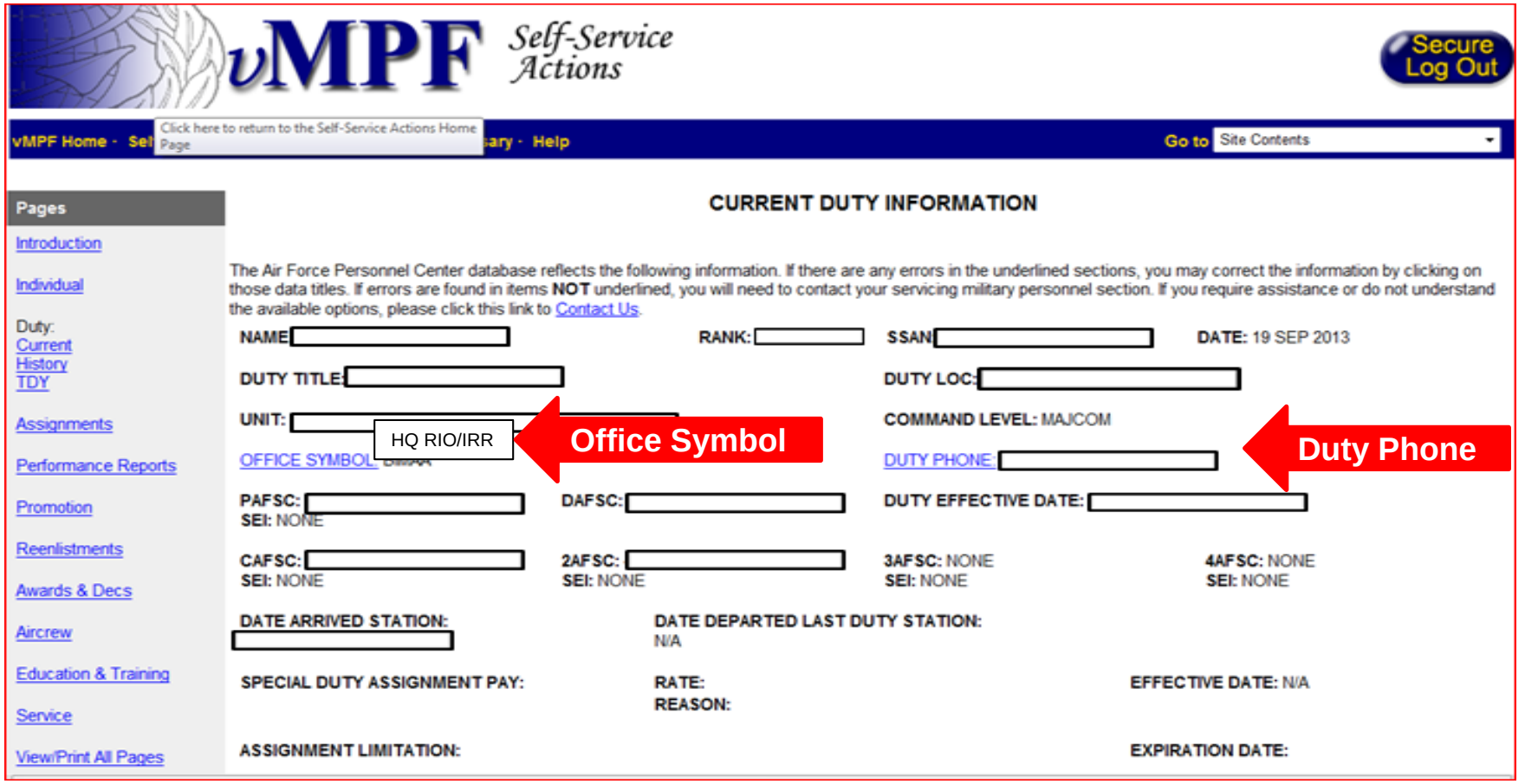
vMPF - Updating Your Record Individual Info (cont.)



vMPF - Updating Your Record
Current Duty Info



vMPF - Updating Your Record
Current Duty Info (cont.)



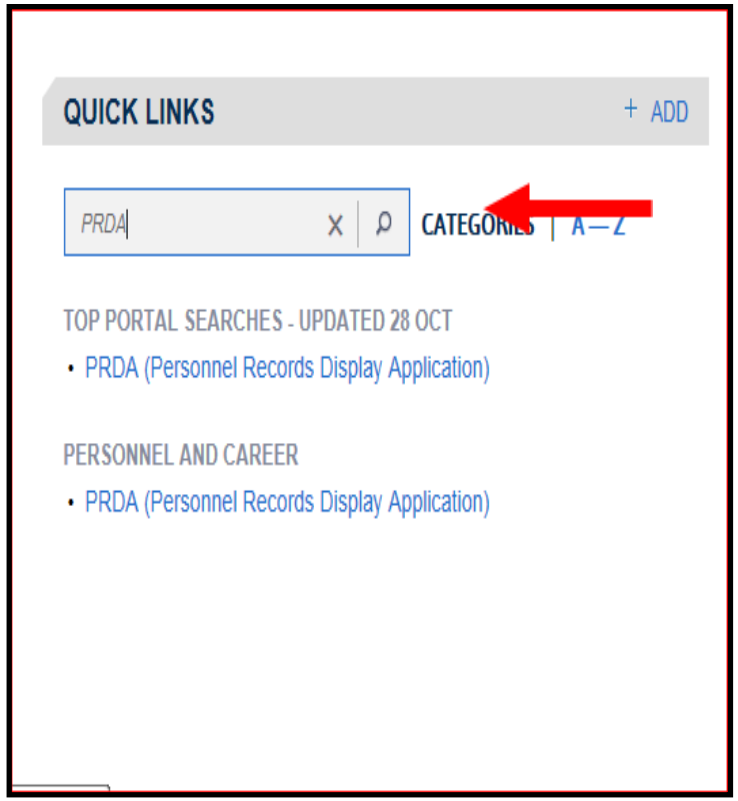
Once you have completed updates to your Individual and/or Duty information, the updates will flow to your records in MilPDS & AROWS-R during weekly system refresh.

Personnel Records Display Application (PRDA)

PRDA allows a member to search, retrieve & manage military personnel records

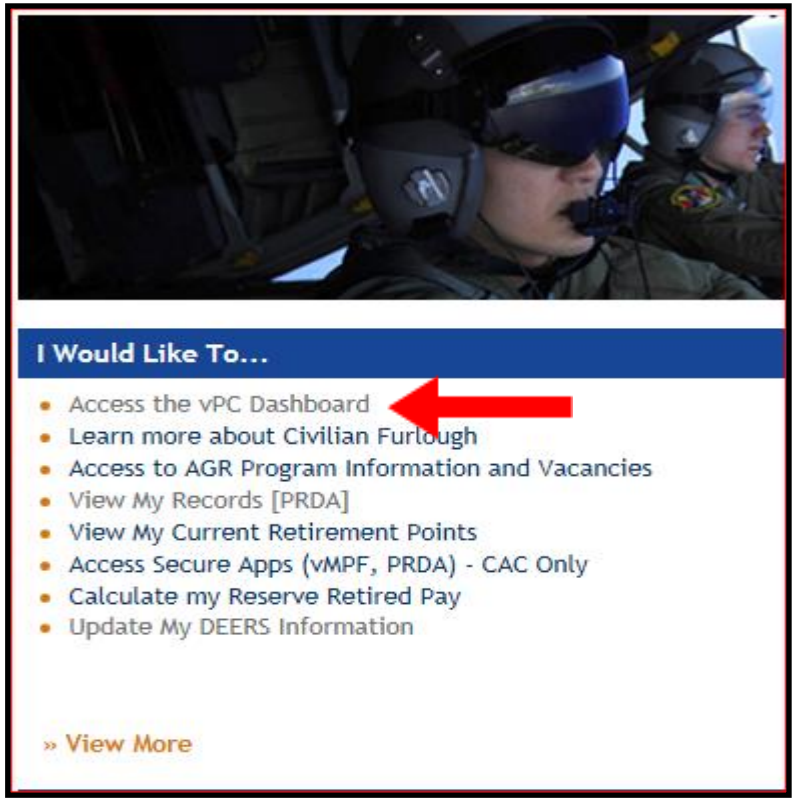
Via the AF Portal

https://www.my.af.mil/

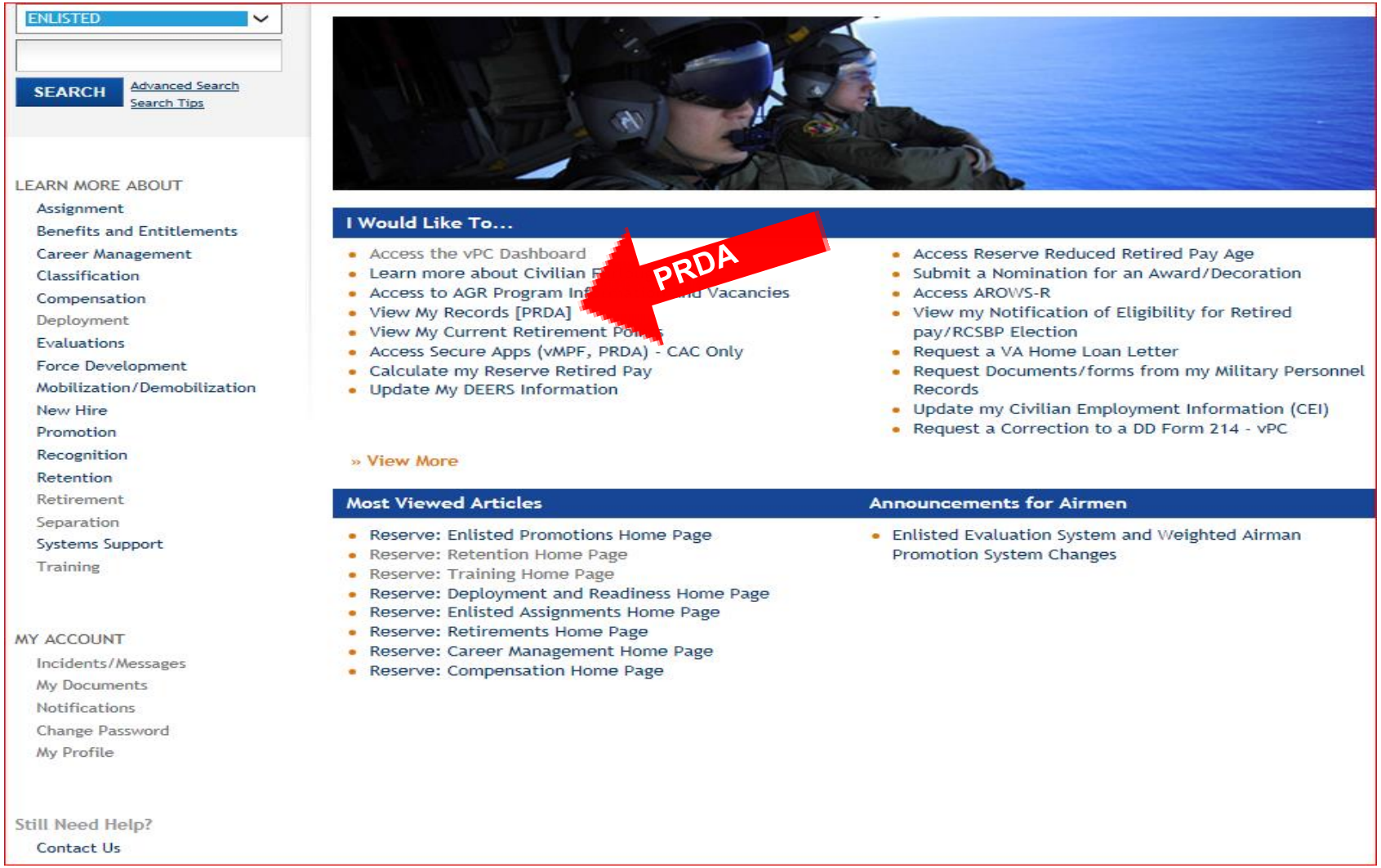


Direct Link:

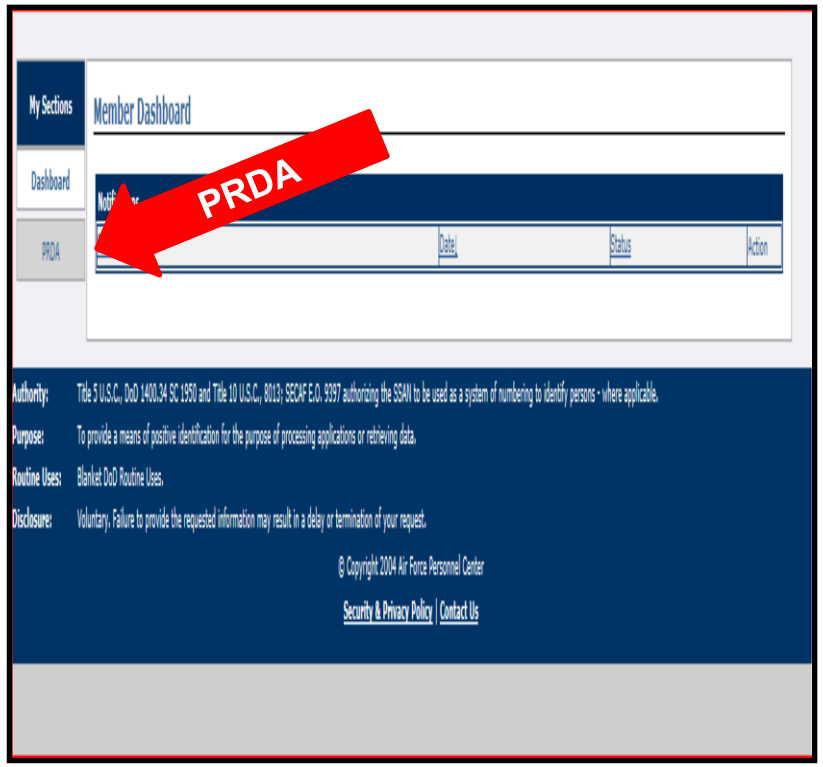
https://gum-crm.csd.disa.mil/app/home

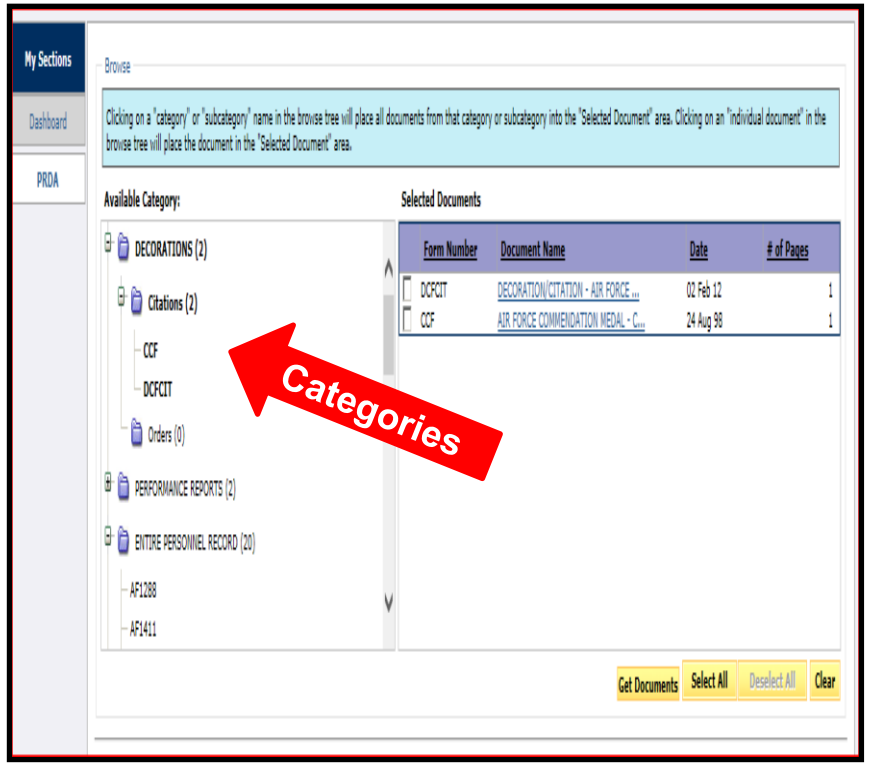


PRDA
Viewing Your Record



PRDA
Viewing Your Record (cont.)

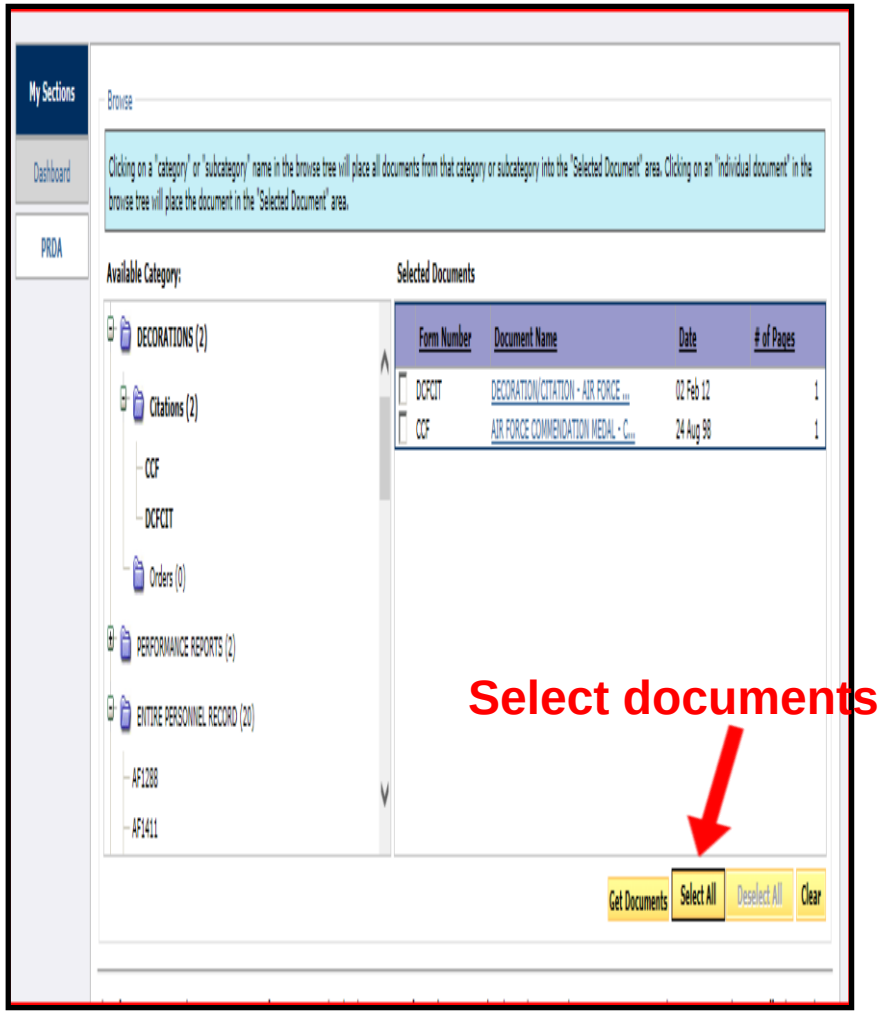


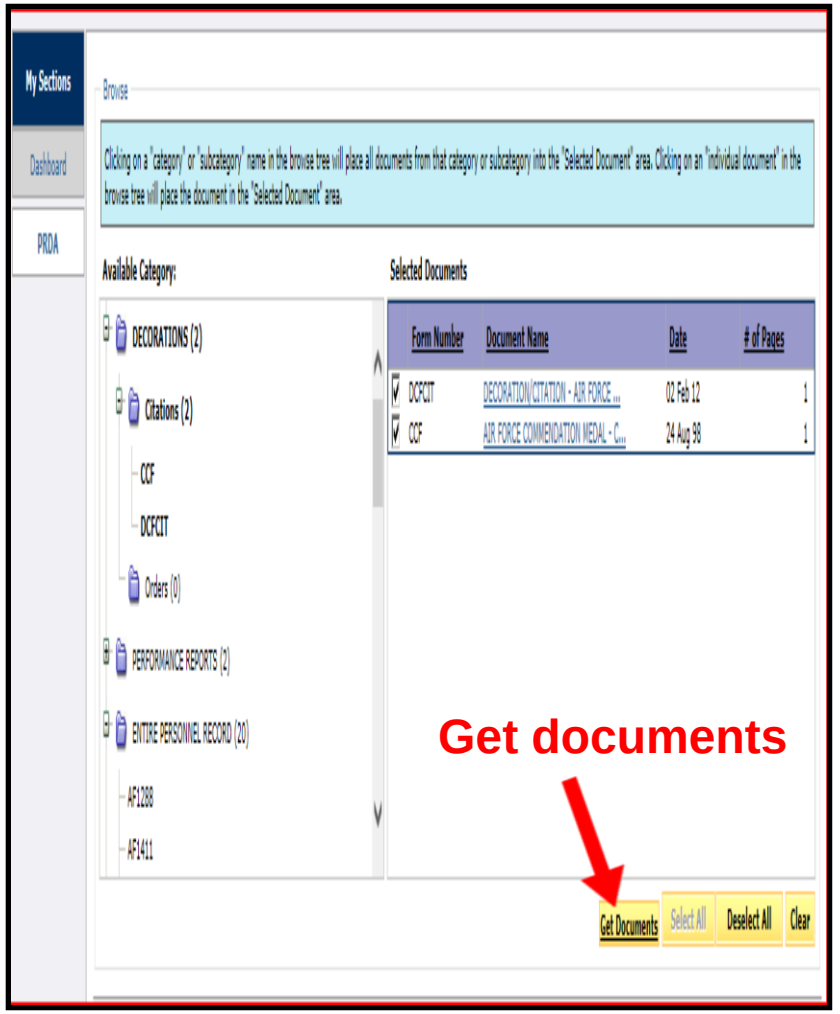


- **Clicking on a "category" or "subcategory" name in the browse tree will place all documents into the "Selected Document" area**

- **Clicking on an "individual document" in the browse tree will place the document in the "Selected Document" area**

PRDA
Viewing Your Record (cont.)





AMRDEC SAFE (Safe Access File Exchange)

Web Application designed as an alternative method of sending PII files without using email.

- **PII or large files not supported by server**
- **Can be used by CAC or NON CAC users**

- **Click on website https://safe.amrdec.army.mil/safe/**
- **Click on applicable link**
  - **CAC User or Non CAC User**
- **Enter Personal Information**
  - **Name (pre populated)**
  - **Email address**
  - **Confirm Email address**
- **Upload File (25 max not to exceed 2 GB)**

- **Enter deletion Date (automatically defaults to 14 days- max)**
- **Enter Description of Files**
- **Enter Recipient Information**
  - **Email address & click add**
- **Enter Email Settings**
  - **Click applicable boxes**
- **Click FOUO if applicable**

NOTE: **Ensure you pick up files sent to you**

Responsibilities Defined

Detachment Responsibilities

AFI 36-2629, para 2.18

- Management of MAJCOM/COCOM assigned/attached IRs
- Execute IMA end-strength based on funded authorizations
- Process gains, losses, leveling actions
- Monitors Fiscal Year participation
- Approval authority for participation & sanctuary waivers
- Publish orders in AROWS-R, with limited VOCOs
- Manage Reserve Personnel Appropriations (RPA) budget (AT, IDT, School, ADT, etc)
- Advise & coordinate on Line Of Duty determinations
- Coordinate & assist AD commanders with mobilization, formal training & personnel programs
- Review & coordinate on Special Trophies & Awards
- Provide IR readiness oversight

Commander/Directors Responsibilities

AFI 36-2629, para 2.24

- Designate a Primary & Alternate Unit Reserve Coordinator (URC) in writing
- Submit manpower changes to A1/J1
- Command Authority over assigned IRs
- Participation management
- Quality force actions, to include discipline
- Process UIF actions & provide Detachment a copy
- Make Line Of Duty recommendations
- Ensure IR's supervisor is updated in MilPDS, feedbacks/evals are done & IRs are considered for decs
- Ensure Commander's programs are conducted for IRs
  - Physical Fitness, Drug Testing, Government Travel Card, Family Care, Annual PHA/Dental Exam, Security Clearance, Upgrade Training, & Recall Roster

Supervisor Responsibilities

AFI 36-2629, para 2.27

- Responsible for readiness of assigned IRs
- Accomplish feedback & evaluations (same as AD)
- Manage IR participation
  - Use UTAPSWeb to documents IDTs
- Ensure IR meets DAFSC training requirements
  - Evaluate & certify as required
- Submit recommendations for Promotions & Awards/Decs when eligible & appropriate
- Maintains recall rosters for assigned IRs
- Counsel on developmental opportunities
- Ensure duty title changes are submitted to Det using AF 2096

Unit Reserve Coordinator (URC) Responsibilities

AFI 36-2629, para 2.26

- **Unit/Directorate focal point for IR concerns**
- **Complete initial & recurring training with RIO Integration Cell (IC)**
- **Maintain IR management folders (may be electronic)**
- **Maintain continuity data (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-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/A1/J1 for update in MilPDS**

IR Responsibilities

AFI 36-2629, para 2.28

- Comply with readiness requirements (Medical, Dental, Fitness, AFSC training, Security Clearance)
- Schedule IDTs in UTAPS NLT 15 Aug for the upcoming FY
- Submit AT in AROWS-R NLT 31 May or each year
- Ensure compliance with military standards (dress/appearance, physical fitness & training standards)
- Maintain family care arrangements with AF First Sergeant
- Complete mandatory training within prescribed time limits
- Report a disease, injury or hospitalization not previously reported to the commander, supervisor or MTF
- Update systems & keep AD chain of command & Det aware of changes in mailing address & any physical condition or other factors that may affect immediate availability of IR for active military service

First Sergeant

AFI 36-2629, para 2.25

- Conduct quality force review on EPRs & advise the commander of any indicators
- Ensure IRs are incorporated in the unit Family Care Plan program IAW AFI 36-2908
- Provide IRs the same level of interface as that of the active duty counterparts

A1/J1/MPS Responsibilities

AFI 36-2629, para 2.21

- MPS Specific(same POCs as Active Duty)
  - Provide casualty assistance IAW AFI 36-3002
  - Customer Support
    - Update Dependent information in DEERS
    - Prepare ID cards for IR & family members
    - Accomplish/distribute SGLI
  - The Airman & Family Readiness Center provides TAP briefings
- A1/J1/MPS (same POCs as Active Duty)
  - Ensure PSMs provide MilPDS IR access to A1/J1/MPS
  - Provide base level products as required to commanders
  - A1/J1 process IR manpower changes
  - Career Development – Officer Promotions
    - Provide commanders with eligibility lists for position vacancy & mandatory boards
    - Provide OPB, PRF notices & ROPs to Senior Raters
    - Monitor additions, deletions & senior rater ID changes
    - Notify commanders with results

A1/J1/MPS Responsibilities (cont.)

- A1/J1/MPS (cont.)
  - Force Management
    - Evaluations
      - Update rater changes
      - Ensure evaluation due dates are correct/updated as necessary (contact APRC if needed)
      - Provide management rosters to commanders
      - Review & forward completed evaluations to ARPC for PRDA & MilPDS update
      - Request feedback notices / evaluation shells
    - Decorations
      - Provide décor 6 to unit as requested
      - Process decoration just like AD decorations & provide signed decoration/order to Unit and/or IR

Base / Unit Training Mgr (UTM)

AFI 36-2629, para 2.21

- Manage IR training IAW AFI 36-2101, 36-2254V1 & 2
- Coordinate training related issues with Det
- Provide upgrade training status to Det
- Complete CDC Course Request form via myPers online request process
- For AFSC changes/updates - initiate AF 2096 / obtain signatures / send completed form to Det for further processing & update

Military Treatment Facility (MTF) Responsibilities

AFI 36-2629, para 2.23

- Administer PHA, dental exams, immunizations, labs & update in the Medical systems
- Verify IRs are in duty status at the time of appointment for PHAs, treatment & immunizations
- Initiate medical LOD determinations on IRs when required
- Include IRs in the Deployment Availability Working Group (DAWG)
  - Track fitness assessment medical exemptions for IRs & take appropriate action per Unit Fitness Monitor/CC request
- Complete narrative summary for IRs with pending fitness for duty/medical evaluation board actions

IR Survival Tips

- Be “value added” to your active duty unit/command
  - Immediately contact & establish rapport with unit & Det; check in regularly
  - Complete end of tour duty reports following each tour & provide copy to URC & supervisor
  - Ask for performance feedback/ACA, know when your eval closes-out & provide rater a draft
- Always be ready
  - Know your readiness requirement due dates & schedule IDTs/AT accordingly, points only as last resort
  - Review ARCNet Readiness Report monthly
  - Maintain job proficiency & attend training sessions offered by unit/AFRC
- Be the master of your domain – Citizen Airman
  - READ ARCNet messages, Det & Unit correspondence & take action as directed
  - Understand & use UTAPSweb, AROWS-R, DTS, ARCNet, myPers, vPC, vMPF, PRDA
  - Know the deadlines for IDT scheduling (15 Aug) & AT (31 May)
- Don’t be “THAT” IR

Common AFIs

- AFI 36-2629, *IR Management*
  - Outlines Det, 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, *Airman Promotion Program*
- AFI 36-2504, *Officer Promotions*
  - AFRCI 36-2102, *Reserve Service Commitments (RSC)*
  - Promotion to MSgt through CMSgt
- 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, MPA, school tours, points); training requirements & telecommute agreements
- AFI 36-2201, *Air Force Training Program*
  - Outlines Unit Training Monitor, Supervisor & Trainer responsibilities

RIO Connect App

- **Developed exclusively for IMAs to access information to manage their careers**
- **Provides access to events, training, travel, pay, checklists, directory, RIO News, resources, templates, vacancies, newsletter, benefits, accountability, notifications, and more**
- **Latest version allow Airmen to access common access card-secured sites (Webmail, RMVS, ARCNet, IMR/ASIMS, myPers, AROWS-R, DTS, VRS) from their mobile devices when used with CAC feature**
- **RIO Connect App is Free; Airmen must purchase software and hardware to use CAC features; $100 to $140**
- **Full article about latest version can be found at arpc.afrc.af.mil, *RIO Connect App Revolutionizes Access to Information,* by SMSgt Timm Huffman, 17 Oct 2017.**

HQ RIO Resources

- **HQ/RIO public website: www.arpc.afrc.af.mil/hqrio.aspx**
  - **For all guides/tips/tricks/templates**
- **HQ RIO Facebook: www.facebook.com/HQRIO**
- **HQ RIO Twitter: www.twitter.com/HQRIO**
- **HQ RIO Connect App: Search "RIO Connect"**
- **HQ RIO YouTube.com: http://www.youtube.com/HeadquartersRIO**
  - **IMA Training Videos**
- **Det 6 Website: http://www.arpc.afrc.af.mil/HQRIO/Detachments/Detachment6.aspx**
- **Det 6 Facebook Page: https://www.facebook.com/RIO-Det-6-741390915926303/**