

# HQ INDIVIDUAL RESERVIST READINESS & INTEGRATION ORGANIZATION

## The Readiness Report

### Just lead in 2015

By Col. Christopher Cronce,  
Commander, HQ RIO

As we begin 2015, and your list of New Year's Resolutions, there's one you should add if you haven't already. It's one that I'd ask you to stick with throughout the year. It's simply: just lead.



All Airmen - both military and civilian, regardless of rank or number of people you manage - have the capability and the responsibility to lead. Leading is not tied to hours spent on duty. You can provide leadership at home and in your community. Wherever you lead, if done correctly, you can have a positive impact and make a difference in the lives of those around you.

One book that will help you with this resolution is John C. Maxwell's *How Successful People Lead*. In it, he discusses five levels of leadership. The first level involves your "position"—people follow you because they must. The second level involves "permission"—people follow you because they want to. The third level involves "production"—people follow you because of what you have done for the organization. The fourth level involves "people development"—people follow you because of what you have done for them. The fifth level involves the "pinnacle"—people follow you because of who you are and what you represent.

This year, let's add this resolution to our list and climb toward the "pinnacle" or fifth level of leadership to make a positive impact on those around you. In 2015, JUST LEAD!



**IMA leads on the links** - Maj. Linda Jeffery (center), an RIO Detachment 2 IMA with Pacific Command's exercise division, is a long-time member of the U.S. Armed Forces Golf Team and recently returned from her sixth Conseil International du Sport Militaire World Military Golf Championship. She has won gold six times. | [Read the full story](#) (Courtesy photo)

### The enlisted perspective

CMSSgt. J. Seth Perron

Self-improvement process is important for every Airman. This process includes learning through instruction, earning experience through hands-on work, and self evaluation. We then take the knowledge and experience gained to utilize as an example to teach our Airmen.

The first step in the life-long process of self – improvement is learning. We must decide what we need to know to increase our skill-set and to tackle future problems. Ask the question, "How can I become better equipped to handle the challenges of tomorrow?"

After acquiring knowledge, we must apply it. This will increase our credibility and confidence in our work. When we become credible experts, we become effective leaders.

An important aspect of this cycle is self-evaluation. This means reflecting on our daily experiences, both professional and personal. Through this evaluation, we begin to see our strengths and weakness, thus identifying more areas for development.

The last step in the process of self-improvement is sharing what we've learned with others. This mentorship promotes communication within our teams, reveals opportunities for process improvement, and allows our Airmen to begin their own journey of self-improvement.

The cycle of learning, earning, and returning should be ongoing in each of our lives. As we continue to improve, we increase the tools in our toolbox and grow personally. Our organization will also grow. So, when your swim lane opens up, challenge yourself and go for it. There is nothing better than being a contributor to growth. From HQ RIO, thanks for all you do! Chief Perron out!

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### Key Spouse program for HQ RIO

By MSgt. Jerrod Kester

As HQ RIO continues to grow, I believe it is imperative to have programs that provide resources and information to our members. A program we're currently building is the Key Spouse Program.

#### What is the Key Spouse Program?

This program provides peer-to-peer support to unit families and serves as a valuable link between unit leadership and families. In the past, this program was mostly utilized for deployed family members, but, as our Air Force continues to evolve, the position now serves all members of our military

family.

The Key Spouse is a focal point of contact to welcome families and cultivate relationships within the unit. In addition, he or she serves to ensure the service member's family is aware of the resources available to them. Just as the first sergeant's main focus is on the health, morale, and welfare of the service member, the Key Spouse focuses on the support, encouragement, and strength of the member's family.

This program is a vital asset to our Air Force, as evidenced by the recent article in the Citizen Airman, [We leave no family behind](#). Stay tuned over the coming months for more information on the new HQ RIO Key Spouse program.



## HQ RIO Enlisted Leadership



CMSgt. J. Seth Perron  
Superintendent



MSgt. Jerrod Kester  
First Sergeant

### HQ RIO Quick Links

- [HQ RIO Website](#)
- [Detachment Directory](#)
- [The IR Guide](#)
- [IMA Travel Guide](#)
- [Wingman Toolkit](#)
- [CMSAF Roll Call](#)
- [www.Move.mil](#)
- [MyPers](#)
- [UTAPSweb](#)
- [AROWS-R](#)
- [Defense Travel System](#)

### Share your story!

Have an incredible Air Force story? Tell it by contacting the HQ RIO Public Affairs office at 720-847-3787.

## HQ RIO News

### IMA leads on the links, wins sixth international gold medal

<http://www.arpc.afrc.af.mil/news/story.asp?id=123434309>

For most, a day on the links is a way to pass the time. For Maj. Linda Jeffery, her passion for golf builds diplomatic relationships with foreign militaries.

### Program helps Reservists transition to civilian jobs

<http://www.arpc.afrc.af.mil/news/story.asp?id=123434848>

Reservists serving on orders for 180 consecutive days or longer are required to participate in the Transition Assistance Program.

### 2015 pay charts available on DFAS website

<http://www.dfas.mil/dam/jcr:7061e0ca-a436-42f9-aa30-1a93b6454aa3/2015MilitaryPayChart.pdf>

The 2015 Military Pay Charts, including drill pay charts for Reservists, are now available from the DFAS website.

### The Post 9/11 GI Bill: How to apply, transfer benefits

<http://www.arpc.afrc.af.mil/news/story.asp?id=123435827>

The Post 9/11 GI Bill is a great benefit for Reservists to utilize when they, or a family member, wish to pursue higher education or training. However, the process of applying is often shrouded in mystery.

### Joint credit opportunity for Reserve officers

<http://www.arpc.afrc.af.mil/news/story.asp?id=123435872>

The U.S. military operates increasingly in a joint environment, which means the Air Force Reserve requires officers who are qualified to lead troops regardless of their branch of service.

### Air Force Individual Reserve helps to fill AFMC leadership roles

<http://www.arpc.afrc.af.mil/news/story.asp?id=123434013>

Air Force Materiel Command is embracing the total force concept as it relies on Reserve assets to fill key leadership roles at the headquarters.

### HQ RIO welcomes new director of operations

<http://www.arpc.afrc.af.mil/news/story.asp?id=123436390>

The Headquarters Individual Reservist Readiness and Integration Organization welcomed the newest member of its leadership team, Ms. Selby Redman, when she reported for duty, Dec. 18.



### One Airman, Global Impact:

**Chief Master Sgt. Timothy Lehane**

*673rd Security Forces Squadron,  
Joint Base Elmendorf-Richardson,  
Alaska/Chief Enlisted Manager,  
879th Expeditionary Security  
Forces Squadron, Saudi Arabia*



Lehane, an HQ RIO Detachment 2 Individual Mobilization Augmentee, says he loves the opportunities and flexibility afforded to him by the Individual Reserve program.

"I became an IMA because my state police duty schedule did not line up with the weekend drill schedule and it was difficult getting time off," said Lehane, a 15 year veteran of the Connecticut state police. "I continue to stay because of the flexibility; and I can still contribute to the Air Force mission."

With a total of 29 years of service to the Air Force, Lehane has also taken advantage of the many opportunities provided to him. He's currently serving with the 879<sup>th</sup> ESFS, in Saudi Arabia, providing force protection to the United States Military Training Mission, the Office of Program Management-Saudi Arabia National Guard and three smaller U.S. military joint units.

"With the fight against the Islamic State in Iraq and Syria, our involvement and advisement with the Saudis has been critical to supporting the daily strikes against the insurgents," he said.

Lehane was also the first Air Force Reservist to complete the Army's Sergeants Major Academy, an 11-month leadership school. He has also deployed twice and has backfilled for his active duty counterpart several times.

"As an IMA I have had great opportunities," said Lehane. "The IMA program allows you to 'be all you can be,' to quote another branch."

#### Did you know? | Tips for the Individual Reservist

Did you know HQ RIO holds a quarterly orientation course for Reservists who have joined the IR in the last 12 months? The next course is scheduled for May 11 to 13 at HQ RIO Detachment 3, Peterson Air Force Base, Colorado.

If interested in attending, new IRs should contact their servicing detachment. | [Detachment directory](#)

## MA support moves to Pentagon

By Master Sgt. Timm Huffman

The Headquarters Individual Reservist Readiness and Integration Organization's support for Air Force Reserve Mobilization Assistants moved from Buckley Air Force Base, Colorado, to the Pentagon, Washington, D.C., Dec. 15.

The MA population is now managed by HQ RIO Detachment 7, Operating Location-Pentagon. The staff from the Readiness Management Group's Detachment 29 provided oversight to the population through Dec. 12.

MAAs are Individual Reservists, with ranks of colonel or above, assigned to back-fill general officer active-duty billets. They are senior leaders in the Air Force Reserve that provide strategic and operational support to their active-duty Air Force organizations.



"Detachment 29 processed about 3,000 orders per year and oversaw \$15,000,000 in manpower dollars," said Col. Jeffrey Moore, the outgoing Detachment 29 Commander.

Now that HQ RIO has assumed responsibility from the RMG, RIO Detachment 7, OL-Pentagon, will continue that support. The relocation of this function to the Pentagon will allow those supporting MAAs to leverage the capabilities and expertise of Detachment 7, which supports Individual Reservists assigned in the National Capitol Region. Additionally, the move will allow the OL staff to synchronize MA support efforts with the Pentagon office that oversees all Air Force Reserve general officer billets.

According to Col. Christopher E. Cronce, HQ RIO Commander, the move is important because it puts the staff in close proximity with the members they serve. "By moving to the Pentagon, my staff will be able to provide face-to-face service to the mobilization assistants," he said.

Lt. Col. Dion R. Flynn, the OL program manager, said the MAAs will receive her office's full attention. "This OL is committed to ensuring MAAs maintain their readiness, complete their participation and execute orders," she said. "Our job is to provide administrative support to MAAs, enabling them to perform their duties to support the AD mission; and that's the thrust of the Detachment 7 motto: 'That others may fly, fight, and win!'"

Tech. Sgt. Bridget Smith, a long-time member of Detachment 29, will move to OL-Pentagon to help ensure a seamless transition.

"I've been with the RMG [and HQ RIO] since 2006, and the MAAs know me," said Smith. "It's a lot easier for them if they have a face to go with a name."

"We plan to continue providing the premier level of customer service that our MA population has come to expect," said Flynn. "This will enable them to continue to set the example for all Individual Reservists in terms of mission contribution, readiness and participation."





## HQ RIO Reserve Pay Office: *Time left to recertify BAH; new year is great time to verify pay, compensation information*

*From the HQ RIO Reserve Pay Office*

The Air Force-wide BAH recertification deadline was December 31<sup>st</sup>, and the HQ RIO RPO would like to thank all those who submitted their documentation. Overall we received 3,717 page views on the BAH recertification website, and we processed a total of 1,300 BAH recertification packages since assuming BAH recertification operations on Nov. 12, 2014. Thank you!

Unfortunately, there are still approximately 2,500 Individual Reservists who have not submitted recertification packages. It's not too late to submit the required paperwork, which can be found on the [HQ RIO BAH Recertification Webpage](#). Recertifying will ensure you receive the compensation for which you are entitled. If you have questions about the BAH recertification process or if your documents were received and processed, please contact our customer service number at 720-847-3711.

Also, the start of a New Year is a great time to verify that all of your pay and deduction information is correct, including your state of legal residence and state and federal withholdings. To verify this information, simply log-in to your [MyPay](#) account and review your most recent LES. Changing your withholdings can be done right on the MyPay website. If you need to change your state of legal residence, please fill out a DD 2058 and submit it to [RMG.RPO@us.af.mil](mailto:RMG.RPO@us.af.mil).

The HQ RIO RPO wishes you all the best for a happy and healthy 2015!

### Important info for government travelers

*From the IMA Travel Office*

- Social Security Numbers have the ability to be masked on orders exported from AROWS-R. However, The IMA Travel Office requires the member's full SSN to process travel vouchers. Individual Reservists can also hand-write their SSN on their orders with their initials, prior to submitting them for travel reimbursement.
- The General Services Administration announced that the mileage reimbursement rate for federal employees using privately-owned vehicles during official travel will increase to 57.5 cents per mile from the previous level of 56 cents. The new rate went into effect on January 1, 2015. For a full list of POV mileage rates, visit the [GSA website](#).
- Members performing long-term temporary duty assignments at one location will see a change in their per diem, due to recent changes to the Joint Travel Regulations. Members who are TDY to one location for 31 to 180 days will receive 75 percent of the locality rate and TDYs lasting for 181 days or more at a single location are authorized 55 percent of the locality rate. The new TDY policies are located in [Chapter 4 of the JTR](#).

## DOD releases 2015 military pay, compensation rates

*Air Force News Service*

The Defense Department announced the 2015 military pay and compensation rates for service members Dec. 22, with most service members receiving a 1 percent increase in basic pay.

The new rates for basic pay, basic allowance for housing (BAH), basic allowance for subsistence (BAS), and the cost of living allowance (COLA) rates for the contiguous U.S. (CONUS) will take effect Jan. 1, 2015.

Basic pay for service members will increase 1 percent, except for general and flag officers who will not see an increase in 2015.

BAH rates for service members in 2015 will increase on average \$17 per month, or 0.5 percent. Rates are calculated using median current market rent and average utilities (including electricity, heat, and water/sewer) for each pay grade, both with and without dependents. Two changes were made to BAH rate computations for 2015: renter's insurance, which contributed an average of 1 percent to rates, was eliminated, and the fiscal year 2015 National Defense Authorization Act reduced housing rates on average 1 percent for service members.

However, individual rate protection for service members remains an integral part of the BAH program. Even if BAH rates decline - including through the elimination of renter's insurance and the reduction in the calculated rate - a service member who maintains uninterrupted BAH eligibility in a given location will not see a rate decrease. This ensures that service members who have made long-term commitments in the form of a lease or contract are not penalized if local housing costs decrease.

Service members can calculate their BAH payment by using [the BAH calculator](#).

The 2015 BAS rates for military members will increase by 2.9 percent over last year. The new rates are \$367.92 per month for enlisted members and \$253.38 per month for officers.

The annual adjustments to BAS -- a monthly nontaxable cash payment to military members intended to be used to buy food -- are linked to changes in food prices as measured by the annual change in the U.S. Department of Agriculture Cost of Food at Home Index. From the beginning of October 2013 through the end of September 2014, the index rose by 2.9 percent, forming the basis for the increased BAS rates.

The DOD also released its 2015 CONUS COLA rates. Roughly 12,000 members will see a decrease in their CONUS COLA payments, while some 7,000 members will see an increase or no change, and 4,000 members will no longer receive a CONUS COLA payment.

CONUS COLA is a taxable supplemental allowance designed to help offset higher prices in high-cost locations, and rates vary based on location, pay grade, years of service and dependent status. Rates can increase or decrease depending on the prices in a specific duty location compared to prices in an average CONUS location. Service members can calculate their allowance by using the [CONUS COLA calculator](#).



## RIO Detachment 6— The Pelican Brief



Det 6 Commander  
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**From the Det 6 Langley OL PM:** As we start a new year, let's take time to ensure our personal and military information is updated in our AF personnel, medical, and financial systems. By ensuring your information is correct and current, you make it easier for the systems and our detachment to provide efficient and effective service to you and your family. For example, I can't tell you the number of times over the last couple years, I have tried to contact folks to notify them that they were possibly eligible for some military pay reimbursement only to get a reject on E-mail transmissions or a wrong phone number is listed in vMPF. All AF reservists must update their information via the virtual Military Personnel Flight (vMPF). Military Personnel Data System (MilPDS) is the system of record. Other systems like AROWS feed from MilPDS. Unfortunately, not all systems feed from MilPDS. Other systems that will require separate update are DEERS/TRICARE, MyPay and DTS, Also, keep your active component unit informed so they can update their recall rosters. Lt Col Mark Hiatt, PM for OL Langley

**Readiness:** This is a friendly reminder from all the various messages sent over the last couple of months. All Individual Reservists that have not received the flu vaccine and whose records have not been updated in the Aerospace Medicine Information Management System (ASIMS) will be overdue and Individual Medical Readiness (IMR) will reflect **RED**. In accordance with AFI 36-2254V1 Reserve Personnel Participation, if you are non-current on this important readiness item your Detachment Commander may disapprove any further participation, or any subsequent orders may direct you to obtain the flu shot while you're in status. In order to get cleared you will need to provide proof of vaccination or letter from doctor recommending why the vaccine was not received. This month we are also focusing on reservists with Dental Class 4 ratings. This rating limits participation as well. To get cleared/complete this requirement, an updated DD Form 2813 may be provided from your civilian provider to your MTF dental clinic for review and update or you may be evaluated and cleared by a military dental care provider.

**Important changes to AROWS and Pulling Your Orders** - Members must provide unmasked/with SSN version of orders when filing for pay or travel. In order to print/save the unmasked version, go to the "Member Approved Orders Inbox" and check the "Unmask SSN" box found in the upper left hand corner, right above the orders list.

**Congratulations to the following Det 6 IMAs who were selected for Colonel by the CY14A AFR V0614A and W0614A Board:**

- Lt Col Michele Armentrout (SOCOM), Lt Col William C. Austin - JA (ACC)
- Lt Col Tammy Lynn Burtschi (SOCOM), Lt Col Edward G. Hamil (CENTCOM)
- Lt Col Gary Alan Helfeldt (CENTCOM), Lt Col Maxie G. Jolley III (ACC)
- Lt Col Lisa Marie Manion (AFSOC), Lt Col Jennifer B. McGonigle (AFSOC)
- Lt Col Julio A. Ocampo - JA (AFSOC), Lt Col James B. Pettigrew (SOCOM)
- Lt Col Charles T. Towery - CH (AFSOC)

### Det 6 Force Development Briefs

Telecom: 813-828-8255 Pin: 386

23 Jan 15 – Officer Promotion Board Preparation, specifically for the CY15 Lt Col Board in June

6 Feb 15 – Understanding the Importance of Your Performance Report (all ranks)

20 Feb 15 – IR Orientation 2.0

13 Mar 15 – Joint Officer Qualification

27 Mar 15 – Retirement Preparation

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