



## RIO Detachment 6— The Pelican Brief

### From the Commander:

#### The Crazy World That Is The Orders Process

This month I'd like to give you a peak behind the curtain into a convoluted process that touches every single IMA, some more than others – and that's how to go from zero to active duty status in some form or another. Whether you are on your 2 week annual tour, a school tour, Military Personnel Appropriations (MPA) man-days, or Reserve Personnel Appropriations (RPA) man-days, each one of those is considered active duty status and requires you and several others to gongkulate orders. I want to explain how it works and manage your expectations.

Let's assume you already have a verbal agreement with your unit or another organization that you will be performing AT, MPA/RPA, going to a formal school, etc. That's necessary, but insufficient to show up for duty. To be paid, authorized travel, or medically covered in case of an accident you need written authorization, and that's an order. Every Air Force Reserve order must begin in AROWS-R, so the very first thing you should ever do is submit your orders request in it.

Depending on what kind of tour you are performing, and whether or not you are traveling, we may need a fund cite authorization letter (FCA -- authorizes the AFR money manager to raid the regular component's (RC) bank account), or a special tour request. We also need an accurate and completed checklist for MPA and RPA tours, so that your assigned unit knows if you're performing duty for someone else, among other things. And if it's an MPA tour you need a valid M4S tasking, which verifies the allotment of the RC's MPA days to you. Oh, and given that **readiness is your #1 priority**, you need to be "Green to Go" in ARCNet before we take further action on your orders request. That's explicit in AFI 36-2254 so there's no negotiation on that one. If you're requesting a rental car you have to show it's in the taxpayers' best interest to give you one, and if you're doing IDTs in conjunction with the order, we need to know that so the government doesn't pay you for IDTs and travel days simultaneously since AROWS-R and UTAPS don't talk to each other. At the end of the day this is all about proper accounting for taxpayer money (except for the readiness part), which I'm sure the taxpayers would appreciate if they knew it.

After you submit your request in AROWS-R, and all necessary paperwork mentioned above is in order, **THEN** the Willy Wonka Everlasting Gobstopper production machine starts (Google the video clip if I lost you on that one). Detachments compile and verify the information, then send it to the Orders Specialist (OS) who writes the order based on the request **YOU** submitted. Normally those orders are prioritized based on the start date. The OS then sends the order (in AROWS-R) to Det 6 who approves it in the Supervisor role. From there it goes to the HQ RIO Reserve Pay Office (RPO), then to RIO's Resource Advisor (RA) to verify the availability of funds. Then it goes to the Certifier at RIO, and then the Final Certifier. It's an inefficient process based on years-old policy and regulations that stem from decades-old laws.

And like any bureaucratic process, any one hiccup causes delays that ripple through the system. IMAs who don't submit timely or complete information delay their orders. Undermanned/overtasked Orders Specialists may have to chase down additional information which delays orders processing.



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### Det 6 Force Development Briefs

Telecom: 813-828-8255 Pin: 808

**24 Jun 16—Officer Force Development  
(Developmental Plan/Teams)**

**15 Jul 16—Officer Promotion Board  
Preparation (CY17 Major's board)**

**12 Aug 16 – Developmental Education  
in preparation for Academic Year 17-  
18 RDEDB**

**26 Aug 16— Retirement Preparation**

**9 Sep 16— IR Utilization**

**16 Jun 16—Newcomers Briefing —  
Every 3rd Thurs of each month (Short  
Course)**

Connect with RIO Det 6





### Connect with RIO Det 6



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Last year Det 6 processed over 4200 orders, 2800 of which were by a single OS for ACC alone, and RIO as a whole hit around the 18,000 mark. The Congress/DoD/AF/AFRC system of quarterly funding authorizations causes delays when the system goes dysfunctional (which seems often lately). And lastly, the Frankensteined interface of the Defense Enterprise Accounting and Management System (DEAMS) and AROWS-R grinds all orders processing to a screeching halt when those two IT systems stop talking to each other, which is often. So in a sense, getting orders at all can be a small miracle.

So why am I boring you with all this? Because when we say we need your orders request in **10-15 business days** ahead of when you start duty, I want you to know why. When you submit your orders request on a Tuesday to start on Thursday, and call us on Wednesday to ask why it's not done yet, and we can't muffle our chuckle, I want you to know why. And when you've done everything perfectly and on time, and two days before you're supposed to leave we're issuing you a VOCO letter, I want you to know why (and 9 times out of 10 that's because of DEAMS/AROWS-R).

On average, 80% of the time this process works smoothly. But it can be painful that 20% of the time when someone or something doesn't do their part. The best thing you can do as IMAs to help yourself in this process is have all the information we ask of you complete, accurate, and timely. Everything else is out of your control. And my pledge is to never leave you hanging at 4:00 PM on a Friday without orders when you have to be on duty Monday. I hate when that's happened to me, so I don't want it to happen to you.

Thanks for your service.

Col Clif Stargardt

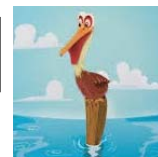
### Some Reminder Tips for Dental Readiness

We've had some issues in this department lately so I want to remind everyone of your responsibilities as IMAs, and also what the Military Treatment Facility is obligated to provide you as well.

1. IMAs only need to be seen by a military provider every 3<sup>rd</sup> year. For the other two your civilian dentist can and should complete your exam and DD Form 2813.
2. You do not need to be in status, or to provide orders, **to make an appointment** (this is specifically stated in AFI 36-2629).
3. You are required to be in status and **provide a copy of your order/40A** to receive treatment. If you provide the order at the time of the appointment that should meet the requirement.
4. If you are on active duty orders (MPA/RPA/AT), you must be able to show longevity of duty for extended treatment/care plans. Annual tour is not the time to make up for dental problems you've had for months or years.
5. If the dental clinic determines you are ineligible for dental care, expect to get a bill for it and pay out of pocket. If you have questions on eligibility, call us.



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### Reserve Health Readiness Program (RHRP)

Did you know that the Reserve Health Readiness Program (RHRP) can be used to accomplish IMR items such as dental exam, retention exam (PHA), immunizations, and labs through a civilian provider if you do not live near a military treatment facility.

The process for requesting RHRP services takes about 40+ days to be scheduled. The request is sent to AFRC then, once approved, sent to RHRP for scheduling. The approved request must be sent to RHRP 30 days prior to the event date and AFRC/SG is requesting 10 days to process the request at their level. The steps are outlined below.

**Step 1.** The member completes the RHRP request form, <http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/AFRC-RHRP-In-Clinic-Service-Request-Form.pdf?ver=2016-05-19-110418-897>

**Step 2.** The member submits the request directly to AFRC/SG via email at [afrc.sgp@us.af.mil](mailto:afrc.sgp@us.af.mil) and copies MSgt Estell ([lindsay.estell@us.af.mil](mailto:lindsay.estell@us.af.mil)) on the email.

**Step 3.** AFRC/SG will review the request and once approved, will send the request to RHRP for scheduling.

**Step 4.** RHRP will contact the member to schedule the appointment.

**Step 5.** Member arrives at the appointment and completes the required items.

### 1 June 2016 Enlisted Promotions:

SSgt Christopher K. Ockwig (355 SFS)

TSgt Jeremy D. Farris (CENTCOM)

TSgt Mark G. Robles (CENTCOM)

MSgt Leslie L. Jeffers (20 SFS)

SMSgt Philip J. Neith (20 CES)

SMSgt Edward J. Welsh II (633 CES)

### IR Spotlight

Our Det 6 IR spotlight is on Capt Kathy Egipciano. She is assigned to the 99<sup>th</sup> Security Forces Squadron at Nellis AFB as the IMA to the Operations Officer. Her duties include leading over 300 airmen, controlling Air Provost operations; directing integrated defense operations, police services, and incident responses. "As a Security Forces defender, I feel great pride to serve protecting those who serve and their families. My favorite part of the job is constantly exploring innovative ways to enhance integrated base defense, as well as working towards improving our airmen work conditions and ensuring they remain a highly trained, resilient and adept force."

Capt Egipciano was commissioned into the USAF in 2006 as an AFROTC distinguished graduate at the University of Puerto Rico. Her first duty assignment was at the 2nd Security Forces Squadron at Barksdale AFB. She served as Flight Leader, Nuclear Convoy Commander and OIC of Logistics and Readiness. She also deployed in support of Operations Enduring Freedom and Iraqi Freedom. She joined the USAFR in 2013. In 2015, she served as the Operations Officer for the 374<sup>th</sup> Security Forces Squadron at Yokota AB, Japan during a MPA tour.

Capt Egipciano holds a BS in Biology from Interamerican University of Puerto Rico and a BS in Biochemical Sciences from Louisiana State University in Shreveport. She is currently pursuing graduate studies in Molecular and Cellular Biology. She enjoys spending time with her husband Russ, exercising and outdoor activities.



### Connect with RIO Det 6



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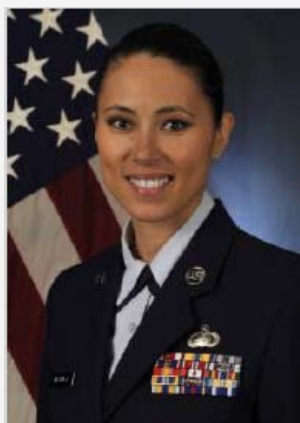
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SMSgt. Warisar Villarreal,  
AFRC/A1 Force Support SNCO  
of the Year. (Courtesy Photo)