



**Det 6 Commander**  
**Col Clif Stargardt**  
**813-828-2742**

**Superintendent**  
**CMSgt Walisa Villarreal**  
**813-828-5982**

**Det 6 Force Development Briefs**

**Telecom: 813-828-8255 Pin & ID:**  
**813#**

**9 Mar 18– Officer Force Development**

**23 Mar 18– URC Responsibilities**

**6 Apr 18– Joint Officer Qualification**

**20 Apr 18– Understanding the Orders Process**

**Newcomer's Briefing**

**Every 3rd Thurs of each month**  
**@1300**

**15 Mar 18**

**19 Apr 18**

**24 May 18**

## RIO Detachment 6— The Pelican Brief



### Annual Tour Submission Reminder:

This is just a friendly reminder about FY 18 Annual Training orders submission. If you have already input your FY 18 AT order in AROWS-R, this message DOES NOT apply to you. IAW AFI 36-2629, para 2.28.2.2, IMAs must submit AT orders in AROWS NLT 31 May. If orders are submitted after 1 Jun you must include a justification/explanation for the late submission and cc your supervisor.

As a reminder, planning and coordinating your schedule will not only assist in ensuring that you are meeting your FY and R/R requirements but will also ensure that appropriate and adequate training is prepared/provided.

If you have not already done so, please log into AROWS-R, <https://arowsr.afrc.af.mil/arows-r/index.jsp> to submit your order NLT than 31 May 2018.

Ensure that your notifications is turned on in AROWS-R, this way you will be notified once your AT order is approved: log into AROWS-R, my account, select "notify me when my requests become approved orders/notify me when my requests are disapproved".

\*\*\*Please note below\*\*\*

\*\*If you are requesting to start your AT on a day other than a Monday, please complete an Annual Tour Special Tour Request and provide to Det 6 when order is submitted in AROWS-R.

<http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-AT-Special-Request-Form.pdf?ver=2016-07-08-122156-267>

\*\*If you are requesting to perform your AT away from home station, please complete Annual Tour Special Tour Request and provide to Det 6 when order is submitted in AROWS-R.

<http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-AT-Special-Request-Form.pdf?ver=2016-07-08-122156-267>

\*\*If you are requesting to perform you AT over a federal holiday, please complete Annual Tour Special Tour Request and provide to Det 6 when order is submitted in AROWS-R.

<http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-AT-Special-Request-Form.pdf?ver=2016-07-08-122156-267>

\*\*If you are requesting a rental car, please complete the Rental Car Request and provide to Det 6 when order is submitted in AROWS-R.

<http://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-AT-Special-Request-Form.pdf?ver=2016-07-08-122156-267>

\*\*Amendments can be made if the dates change. It's more advantageous to get your orders in now to obligate the funds and modify them later if necessary



# RIO Detachment 6— The Pelican Brief



## Connect with RIO Det 6

### Det 6 (MacDill)

813-828-5035; DSN 968

### Resource Management

RIODET6@us.af.mil

### Force Management

RIODET6FORCEMGMT@us.af.mil

### Readiness and Integration

RIODET6.READINESS@us.af.mil

### OL-JBL (Langley)

757-764-5101 DSN 574

HQRIO.Det6OL-JBL@us.af.mil

### OL-HUR (Hurlburt Fld)

850-884-2820; DSN 579

riodet6olhurlburt@us.af.mil

## HQ RIO Quick Links

- [HQ RIO Website](#)
- [Detachment Directory](#)
- [The Guide for IRs](#)
- [Travel Companion for IRs](#)
- [Wingman Toolkit](#)
- [AROWS-R](#)
- [Defense Travel System](#)
- [Volunteer Reserve System](#)

## TIPS & TRICKS TO BEING A SUCCESSFUL IR

### TDY ORDERS

\*\*\*IRs **DO NOT** use DTS to cross-org funds for TDY orders\*\*\*

- You **MUST** create a TDY order in AROWS-R and provide a Universal Fund Cite Authorization letter to the Readiness & Integration section

### PAY

If you want to get paid, you **MUST** be sure to certify your orders in AROWS-R and certify your IDTs in UTAPS.

If you have an order that is modified/extended, you must be sure to submit the modification to the RIO Pay Office to ensure that your pay does not stop.

\*\*\*Check out this link for common pay problems for AF Reservists\*\*\*

<http://www.westover.afrc.af.mil/News/Features/Display/tabid/4763/Article/1386348/pay-for-air-force-reservists-common-problems-how-to-avoid-them>

### DTS TIPS

Want to know where your authorization or voucher is in DTS?

- Log in to DTS
- Go to view your authorization or voucher
- Go to "view/edit"- view only
- Go to digital signature tab
- You will see where your authorization/voucher is in the routing process

### IDT LODGING REIMBURSEMENT PROCESS

Want to know how to successfully be reimbursed for your IDT lodging?

- Be sure to submit the following with your OF1164 (use current OF1164)
- Complete section 4
- Complete section 6: dates, location, daily cost, # of days lodged
- Enter amount claimed in block 7
- Have approving official sign block 8
- Sign block 10, claimant signature
- Be sure to upload all wet-signed 40A's or a color printout of your UTAPS calendar
- Attach Contract Quarters Authorization/Non-availability Statement if applicable

## PROMOTIONS

### 1 JAN PROMOTIONS

CMSgt Michelle Denton— 30 IS

MSgt Nicholas Gregorio— 27 SOCES

SSgt Leandro Tobares— SOCOM J2

### 1 FEB PROMOTIONS

SMSgt Robert Cushman— 25 AF

TSgt Cindy Bruneau- 20 SFS

TSgt Brittany Tryon- SOCOM

SSgt Anthony Ocasio-Cruz- CENTCOM

SSgt Neil Zoladkiewicz- SOUTHCOM