



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION



MEMORANDUM FOR INDIVIDUAL RESERVISTS

OCT 23 2017

FROM: HQ RIO/CC
18420 E Silver Creek Ave
Buckley AFB CO 80011

SUBJECT: Individual Reservist Program Expectations

1. Welcome to the Individual Reservist (IR) program! You are now a part of a unique and powerful Air Force program. I want to take a moment to make you aware of the standards and expectations required. As IRs, our primary mission is to be ready to fulfill our duties at all times. The attached spreadsheet details your readiness requirements. Please read this information carefully as it is critical to your success in the IR program. In addition to the attached spreadsheet, please become familiar with the HQ RIO Website <http://www.arpc.afrc.af.mil/HQRIO>, this site is a central source of information on the IR program as well as your specific RIO detachments. Another resource that will assist you is the RIO Connect IMA Mobile Wingman app that you can download from the app store for your Apple or Android mobile device. This app puts IMA news, alerts and tools right at your fingertips.
2. Your Supervisor and Unit Reserve Coordinator (URC) are vital communication links between you and your unit. Coordinate with them to schedule participation and to complete your readiness requirements. If you need contact information for your supervisor or URC, contact your servicing HQ RIO Detachment, all contact information is available in the attachment to this memo, HQ RIO Website or the RIO Connect App.
3. HQ RIO was established to help you support the active component's mission and we are committed to our mission. The same high-level expectations we have for you, you should have for us. If we are not meeting those expectations, please provide us a chance to make it right! We look forward to serving you and promise to continue to work hard to establish and cultivate a positive, trusting relationship with you and the units/organizations you support. Thank you for all that you do!
4. This letter supersedes the IR Program Standards and Expectations memo dated 7 July 2015.

KELLI B. SMILEY, Colonel, USAF
Commander

Attachment:

1. IR Requirements, Resources & Detachment Contacts

ATTACHMENT
IR Requirements

	Expectations	Governing AFI/Resources	Primary POC for Questions
IR Management	Members are required to maintain readiness, training, participation, and AF standards at all times.	AFI 36-2629	URC
Medical Standards	Members are required to maintain AF medical standards; members must complete web PHA every year and must be seen at MTF 1x/3 yrs (ensure vitals are on civ doctor's review). A member must be in a duty status to attend an appointment at an MTF.	AFI 48-123; AFI 44-170	MTF
Dental Standards	Annual requirement; currently can be seen by a civilian dentist; use DD Form 2813, ' <i>Department of Defense Active Duty/Reserve/guard/Civilian Forces Dental Examination</i> ', to document dental visit with civilian provider. NOTE: Every 3 rd year IRs must be seen by a military dentist.		MTF
Participation Standards	A member's top priority is to complete all AT and IDTs within the R/R and fiscal year. AT/IDTs must be scheduled before additional tours can be approved. Use the ARCNet Individual Readiness Detail report when discussing the scheduling of AT/IDTs with supervisors to ensure readiness is maintained throughout the year. AT orders published NLT 30 June each year (para 5.7); AT must be submitted in AROWS-R NLT 31 May each year; IDTs for the next FY are to be projected in UTAPSWeb NLT 15 Aug each year (para 4.2.1.2).	AFI 36-2254V1; AFI 36-2629	URC
Fitness Standards	Must complete every six months NLT the last day of the month (once per year for those who score an excellent); fitness failure retests must test NLT 90 days from failure date; must be in a duty status when testing AT/IDT (pay or pts); may test at the AD FAC, a TR, or ANG unit.	AFI 36-2905	Unit Fitness Program Manager (UFPM)
Security Clearance	Members must maintain necessary clearance. Periodic Review (PR) every 5 years for TS/SCI and 10		Unit Security Manager

	years for Secret. PR can be initiated within 60 days of clearance end date.		
Annual SCI Training	Only required for those with a TS/SCI clearance who have been indoctrinated into an SCI program. Must complete annually via ARCNet ATMT if applicable. (Training will show if needed)		Unit Security Manager
Total Force Annual Training (TFAT)	Complete as directed via ADLS. ADLS can also be accessed through ARCNet if you do not have a military computer. Must have CAC access. If you do not have a CAC reader, contact your respective Det to provide you one by mail.		Unit Training Manager (UTM)
Orders	All members must be in a duty status before reporting for duty. Orders must be requested in AROWS to your detachment NLT 15 calendar days prior to tour start date. MPA orders requests must have an M4S number in AROWS. Processing of orders submitted less than 15 days prior will be at the discretion of the Det CC. Certified orders must be submitted w/in 5 days of military duty completion. Orders may not be processed when the member has outstanding unpaid orders or travel vouchers.	FMR Vol 9, Ch 8, para 0805 AFI 36-2254 AFI 36-2629	Send to Detachment Det 2: rio.det3.readiness@us.af.mil Det 3: rio.det3.readiness@us.af.mil Det 4: arpc.hqriodet4@us.af.mil Det 5: det5orders@us.af.mil Det 6: riodet6.readiness@us.af.mil Det 7: AROWS@us.af.mil Det 7:OL-Pentagon order writers ARPC.HQRIODET7OLPNT@us.af.mil Det 8: arows@us.af.mil
Verbal Order of the Commander (VOCO)	If orders have not been published five duty days prior to tour start date, the member should contact their detachment to coordinate for a VOCO. VOCOs are at the discretion of the Det CC. The member must have a competent authority (supervisor/commander) submit a VOCO request via email or phone call to the Det CC. This will be followed up by a written request. VOCOs will not be accepted on or after the travel date to duty. The VOCO letter template can be found on the HQ RIO Website/Resources. IRs must never travel/report to duty without an order in hand or a final VOCO approval from your respective Det CC. RegAF cannot		Detachment

	unilaterally issue a VOCO without coordinating their request through the member's respective Det CC to verified ready for duty.		
Vouchers	Must be submitted w/in 5 calendar days of military duty completion; DTS implemented for all IRs; orders state whether to file in DTS or RTS; the IMA Travel Companion Guide is accessible via the HQ RIO website.	FMR Vol 9, Ch 8, para 0805 IMA Travel Companion Guide	IMA Travel Until 14 Nov 2017: Phone: 678-655-5800; DSN: 625-5800; Toll free: 800-808-5942 Fax: 478-327-0625; DSN Fax: 497-0625 Email: dobbins.imatravel@us.af.mil Beginning 15 Nov 2017: Phone: 720-847-3501; DSN: 847-3501 Fax: 720-847-3969; DSN Fax: 847-3969 Email: arpc.hqrio.travel@us.af.mil
AD Sanctuary Waivers	AD sanctuary is between 18-20 yrs TAFMS; sanctuary waiver req'd at 16.5 years TAFMS; does not deny entitlement to 20 year AD ret; template is on the HQ RIO Website/Resources.	Title 10 U.S.C 1176 (b) and 1286 (a); AFI 36-2619, para 6.3; AFI 36-2254V1 para 6.2	Det
Annual Tour/Split AT	When performing AT and travelling back to the member's HOR, duty must be performed on the last day. Departure before 1200 hrs is generally not authorized. Split AT is allowed when in the best interest of the AF and the cost per day factor to accommodate special mission/training requirements (not to perform any IDT) are not exceeded; overseas travel and training at location other than duty assigned requires Det CC approval; template	AFI 36-2254V1, para 5.11	URC

	can be found on the HQ IR RIO Website/Resources.		
Telecommute	Telecommuting may be available to work/train in an official capacity for pay and/or points away from your official duty location (AFI 36-2254 V3, Reserve Personnel Telecommuting), however, not all duty will be performed in a telecommute status. Before commencing any telecommute duty, IRs must have a telecommute agreement and checklist approved by the Det CC. The required telecommute agreement and checklist can be found at the HQ IR RIO Website/Resources.	AFI 36-2254V3	Det
Telework	Telework while on MPA tours	AFI 36-2619	
Dress and Personal Appearance	Member must maintain AF standards	AFI 36-2903	
Military Personnel Appropriation (MPA) Manday Program	Must have MAJCOM concurrence; be fully ready; may require a 1095 waiver; per diem waiver may be required. Must be processed in M4S well in advance to allow for 15 calendar days processing time in AROWS.	AFI 36-2619	MPA Manager & FAM

IR Information Resources

The Guide for Individual Reservists

<http://www.arpc.afrc.af.mil/Portals/4/DRIO/TheIRGuide-1.pdf>

IMA Travel Companion Guide

<http://www.arpc.afrc.af.mil/Portals/4/DRIO/IR-Travel-Guide-5Oct17.pdf>

HQ RIO website

<http://www.arpc.afrc.af.mil/HQRIO/about>

Facebook

www.facebook.com/HQRIO

Twitter

www.twitter.com/HQRIO

YouTube

www.youtube.com/HeadquartersRIO

Google+

<https://plus.google.com/107828485435891460754>

HQ IR RIO Directory

HQ RIO

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Detachment 2 | PACAF, PACOM
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Detachment 3 | AFSPC, NORAD, STRATCOM, NORTHCOM, USAFA, AFGSC, CYBERCOM
Peterson Air Force Base, CO
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Detachment 4 | AFSFC, AFPC, AETC, AFISRA, AMC, AFMC, AFTAC, TRANSCOM, NASIC
Scott Air Force Base, IL
618-229-7919 | DSN 779-7919
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Detachment 5 | AFRC, HC, JA, SG, HO, ARPC
Robins Air Force Base, GA
478-327-2331 | DSN 497-2331
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Detachment 6 | AFSOC, AFCEC, ACC, CENTCOM, SOCOM, SOUTHCOM
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Detachment 7 | NCR, DISA/DLA, OSI, AFICA, MAs
Joint Base Anacostia-Bolling, Washington, D.C.
202-767-3080 | DSN 297-3080
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Detachment 8 | USAFE, AFRICOM, EUCOM
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