



THE GUIDE

for Individual Reservists

INTRODUCTION

HQ IR RIO Mission/Vision



The graphic features a central emblem of a sword with wings and a star, set against a world map background. To the left, the word "Mission" is written in a bold, distressed font, followed by the text: "Seamlessly integrate war-time ready Individual Reserve Forces to meet Air Force and Combatant Commander requirements." To the right, the word "Vision" is written in the same font, followed by: "Individual Capability Leveraged Worldwide". At the bottom, a dark blue banner contains the text "HQ IR READINESS & INTEGRATION ORGANIZATION" in white capital letters.

Mission

Seamlessly integrate war-time ready Individual Reserve Forces to meet Air Force and Combatant Commander requirements.

Vision

Individual
Capability
Leveraged
Worldwide

HQ IR READINESS & INTEGRATION ORGANIZATION

Shield



About this Guide

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Source: "The Guide" is assembled by Headquarters Individual Reservist (IR), Readiness & Integration Organization (HQ IR RIO), located at Headquarters Air Reserve Personnel Center (ARPC), Buckley Air Force Base AFB, CO. It is designed to connect IRs to information that allows them to successfully navigate their integration & sustainment in the IR Program and remain current on all personnel and readiness requirements. For more information, use the contact information below.

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IR Guide

This reference guide answers some commonly asked questions about the Individual Reservist (IR) Program. It also provides references, governing directives, points of contact, guidance on completing forms and instructions on specific systems regularly used by an IR.

How to Use this Guide

For the purpose of this guide, when IR is referenced, it is referring to Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reserve (PIRR) unless otherwise specified. If requirements differ for the IMA and PIRR, IMAs will be highlighted in **GREEN** and PIRR will be highlighted in **RED**.

Throughout this guide, pay special attention to the icons and bookmarks!

Whenever you see **blue bolded, underlined letters**, “ctrl+click” to be taken to referenced form, instruction, figure or table in the guide for more information.

PLEASE NOTE: All URLs are provided in attachment 3.

In case of conflict with Air Force (AF) or Major Command (MAJCOM) instructions, the applicable instruction will take precedence over this guide. Send recommended changes for this guide to HQ IR RIO/IRR, Plans, Programs and Readiness, at arpc.det1.rio@us.af.mil. This guide is a living document and changes will be implemented within 30 days or less. This guide is affected by the Privacy Act of 1974. Each form is subject to the provisions of [AFI 33-332](#), *Air Force Privacy and Civil Liberties Program*, and contains a Privacy Act Statement either incorporated into the body of the document or in a separate statement accompanying each such document. This publication does not apply to Air National Guard (ANG) or Air Force Reserve (AFR) units and its members. Authority: **Title 10, United States Code (U.S.C.), Sections 688, 10142, 10143, 10149, 12301, 12303, 12304(a), 12304(b), 12306, 12307, 12731, 12731(a), 12732 and 12733.**

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CHAPTER 1 - GENERAL INFORMATION

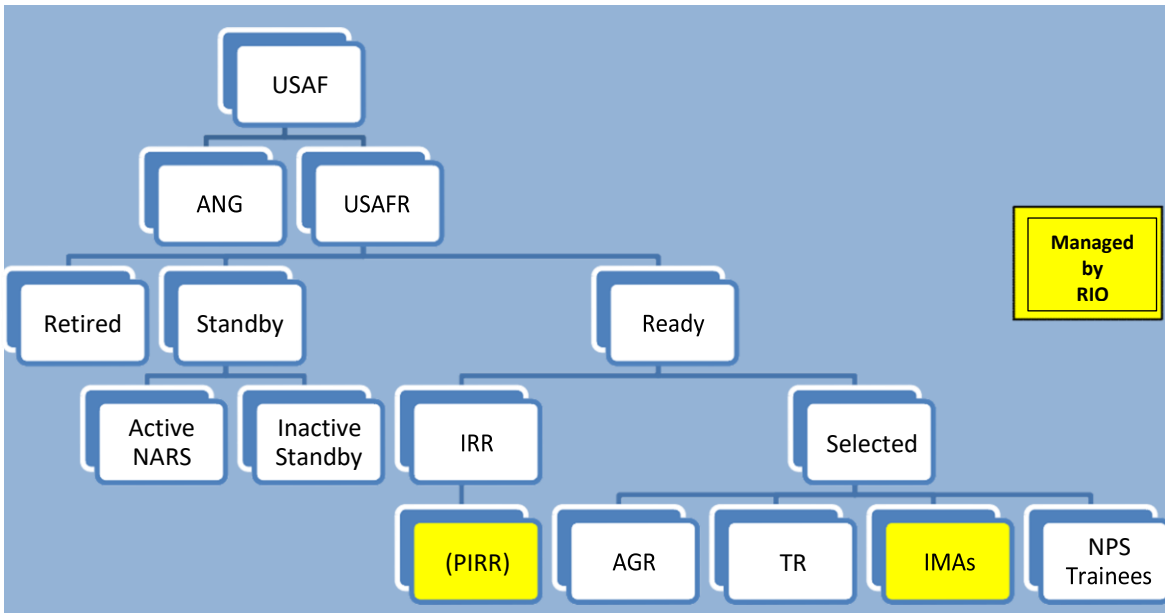
IR Program

The United States Air Force Reserve (USAFR) is an integral and essential part of our country's presence in air, space and cyberspace. As a Federal force, the AFR contributes daily to the AF mission and is actively involved in AF operations around the world. On any given day, it is not uncommon for thousands of Reservists to be on duty at locations throughout the world. About half of them directly support global operations. The primary charge of the Air Force Reserve is to provide a combat-ready force with operational capability, strategic depth and surge capacity.

The AFR is one of seven Reserve Components (RCs) which provide trained units and qualified men and women for the Active Component (AC) in time of war or national emergency and at other times in support of the National Military Strategy (Reference: [Title 10 USC 10102, Purpose of Reserve Components](#)).

There are several Reserve Categories (see [Figure 1.1 Reserve Categories](#)) and training requirements within the USAFR, but for the purpose of this guide, when the term IR is used, it is referencing Individual Mobilization Augmentee (IMA) and the Participating Individual Ready Reserve (PIRR). HQ IR RIO, in coordination with Detachments (Dets) and Operating Locations (OLs), maintain oversight of the IMA and PIRR force. The IR is an integral part of the Total Force.

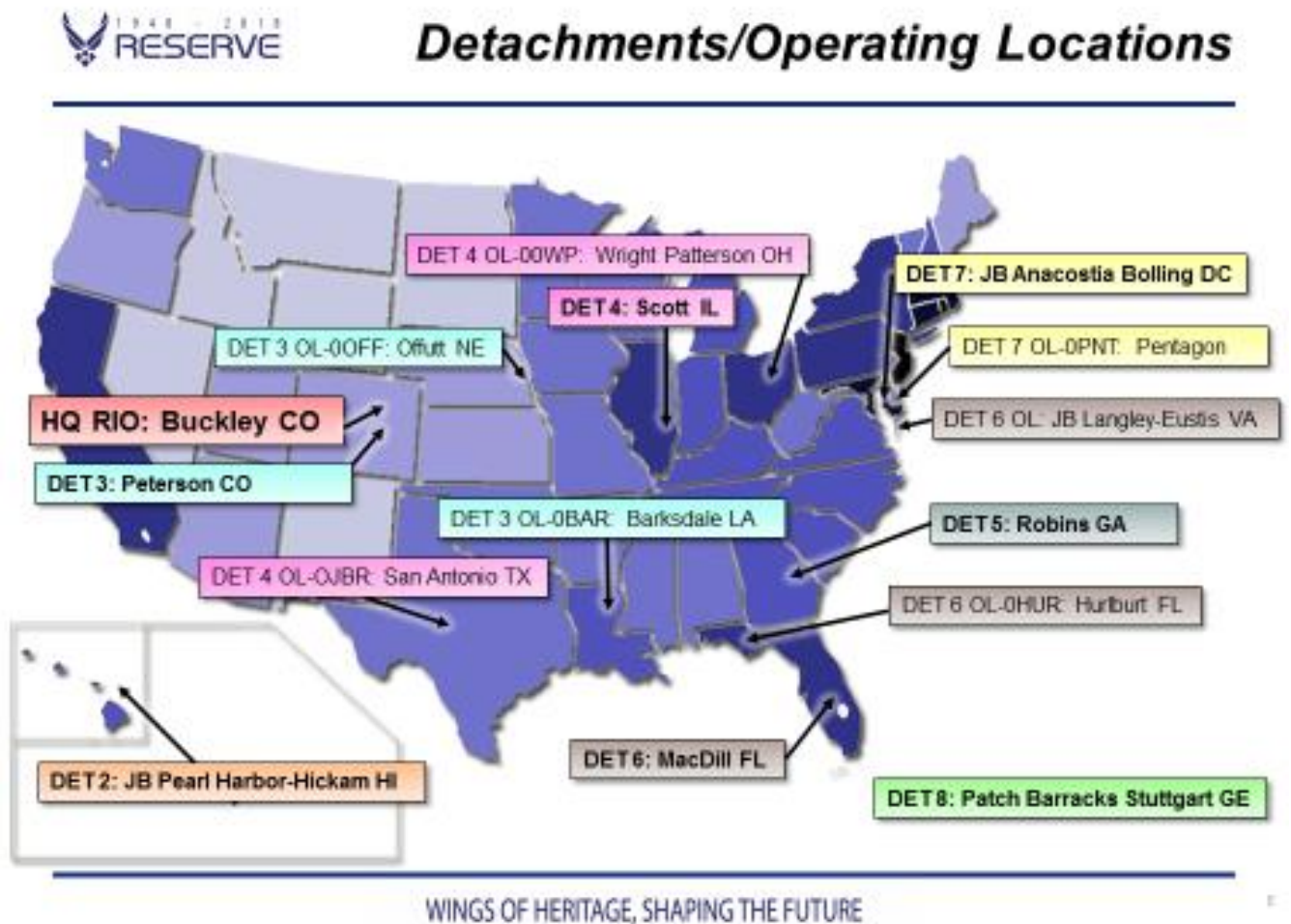
Figure 1.1 Alignment of the Reserve Components and Categories under the US Air Force



HQ IR RIO

HQ IR RIO, established February 1, 2014, is the Air Force Reserve Command's (AFRC) organization responsible for concurrent administrative control (ADCON) of IRs. Additionally HQ IR RIO is responsible for the mobilization and participation readiness of all IRs. The HQ IR RIO staff, along with the Detachment Commanders, Operating Location Program Managers (OL PMs), and Detachment Staff help train the Active Component commanders, supervisors and base level support personnel on how to best manage and utilize the IR. Refer to [AFI 36-2629 Individual Mobilization Augmentee Management](#), for specific roles and responsibilities of the HQ IR RIO Detachment CCs, OL PMs, and IRs, as well as specific ADCON for the Active Component.

HQ IR RIO Detachment and OL Locations



HQ IR RIO Detachment Commanders and OL PMs

An integral part of the HQ IR RIO staff, Detachments are generally located at a major command (MAJCOM) or joint command. Detachment Commanders (Det CCs) are responsible for advising active component commanders on:

- Accountability
- Recall and mobilization plans
- Officer promotion matters
- Evaluations
- Line of Duty Determinations (LODs)
- Incapacitation Pay (INCAP Pay)
- Medical Continuation Orders (MEDCON)
- Special actions

They also:

- Monitor readiness
- Manage Reserve Personnel Appropriate (RPA) funds
- Monitor training
- Manage the Unit Personnel Management Rosters (UPMR)
- Initiate leveling actions
- Process assignment/separation actions
- Coordinate enlisted promotion actions
- Monitor participation accountability
- Publish IR orders in Air Force Reserve Orders Writing System (AROWS-R)
- Provide specific personnel and administrative oversight of their assigned IRs

Readiness and Training

The Readiness and Training is a branch within HQ IR RIO/IRR and is located at Buckley AFB, Colorado. Its primary responsibility is training the AC Commanders/Directors, Unit Reserve Coordinators (URCs), supervisors, and IR's to assist with IR management. A list of training sessions and schedules can be found at [HQ IR RIO/Training](#).

Force Management

Force Management is a branch within HQ IR RIO/IRP and is located at Buckley AFB, Colorado. Its primary responsibility is management of MyPers ticket queries for the IR's and operation of the Tier 2 call support center.

Active Component Commander (AC)

Active Component (AC) organizations to which IRs are attached are responsible for IR readiness, training and equipping. The Active Component commander is responsible for Operational Control (OPCON) and specified ADCON for IRs. Commanders must appoint a primary and alternate URC in writing to represent them by overseeing the IR program at the unit level.

IR Supervisor

The IR supervisor is responsible for familiarizing the member with unit mission and mobilization role. In addition, they must coordinate and document Annual Training (AT), Inactive Duty for Training (IDT) periods, act as a focal point for formal and proficiency training, ensure proficiency training, monitor member's participation in Developmental Education (DE) and formal training programs, complete initial and follow-up feedback, ensure evaluations are completed, and submit nominations for Awards & Decorations, when appropriate.

Unit Reserve Coordinator (URC)

The Unit Reserve Coordinator (URC) represents the Active Component commander/director, by overseeing the IR program at the unit level and is key to a successful reserve program. Once appointed by the commander, the URC must complete initial training in ADLS Gateway. URCs assist supervisors and other staff in managing unit commander's programs such as: Unit Fitness Program Manager (UFPM), Unit Deployment Manager (UDM), Unit Training Manager (UTM), Unit Security Manager (USM), Drug Demand Reduction Program (DDRP) Trusted Agent, Government Travel Card (GTC)/Control Spend Account (CSA), Awards & Decorations, and Evaluations, to ensure all guidelines are being followed in accordance with applicable AF, AFRC, and HQ IR RIO policies. URCs also are responsible for ensuring all personnel actions (i.e., promotions, upgrades, changes of reporting official) are completed promptly, and updated in Military Personnel Data System (MilPDS) and also for creating and maintaining IR Management Folders. In addition, they review management products (alpha rosters, assignment/attachment rosters, IR readiness rosters etc.) on a monthly basis to ensure data accuracy and report readiness statistics to commander. URCs are a critical conduit between RIO Force Management, Detachment and IR for distribution of information and accountability purposes; therefore it is imperative that each IR communicates with their URC and notifies them of significant life events that may have an effect on their career.

The Owing Organization's Military Personnel Section (MPS)

In general, the Military Personnel Section (MPS) provides base-level personnel support for assigned/attached IRs and ensures IR participation in commander's programs. The MPS conducts in and out-processing, enters Defense Eligibility Enrollment Reporting System (DEERS) updates, administers the Officer Performance Reports and Enlisted Performance Reports (OPRs and EPRs) program, reports monthly IR evaluation status to the commander, ensures MilPDS reflects current rater information, manages officer promotions, and processes awards and decorations.

PERSONNEL SYSTEMS MANAGER (PSM)

The Personnel Systems Manager (PSM) provides required products, systems access and update capabilities.

FIRST SERGEANT

The First Sergeant manages the Family Care Program and conducts quality force reviews on IR EPRs and advises the commander of any quality force indicators.

UNIT TRAINING MANAGER (UTM)

The Unit Training Manager (UTM) manages IR training by coordinating training related issues with the Detachment, including submission of [AF FORM 2096 Classification/On-The-Job Training Action](#), formal school requests and providing upgrade training status to the Detachment, as requested.

UNIT FITNESS PROGRAM MANAGER (UFPM)

The Unit Fitness Program Manager (UFPM) ensures IRs accomplish their Fitness Assessment (FA), when required, and follows up with the Fitness Assessment Cell (FAC) to ensure FA scores are updated in Air Force Fitness Management System (AFFMS II), which is accessible through the [Air Force Portal](#) in a timely manner.

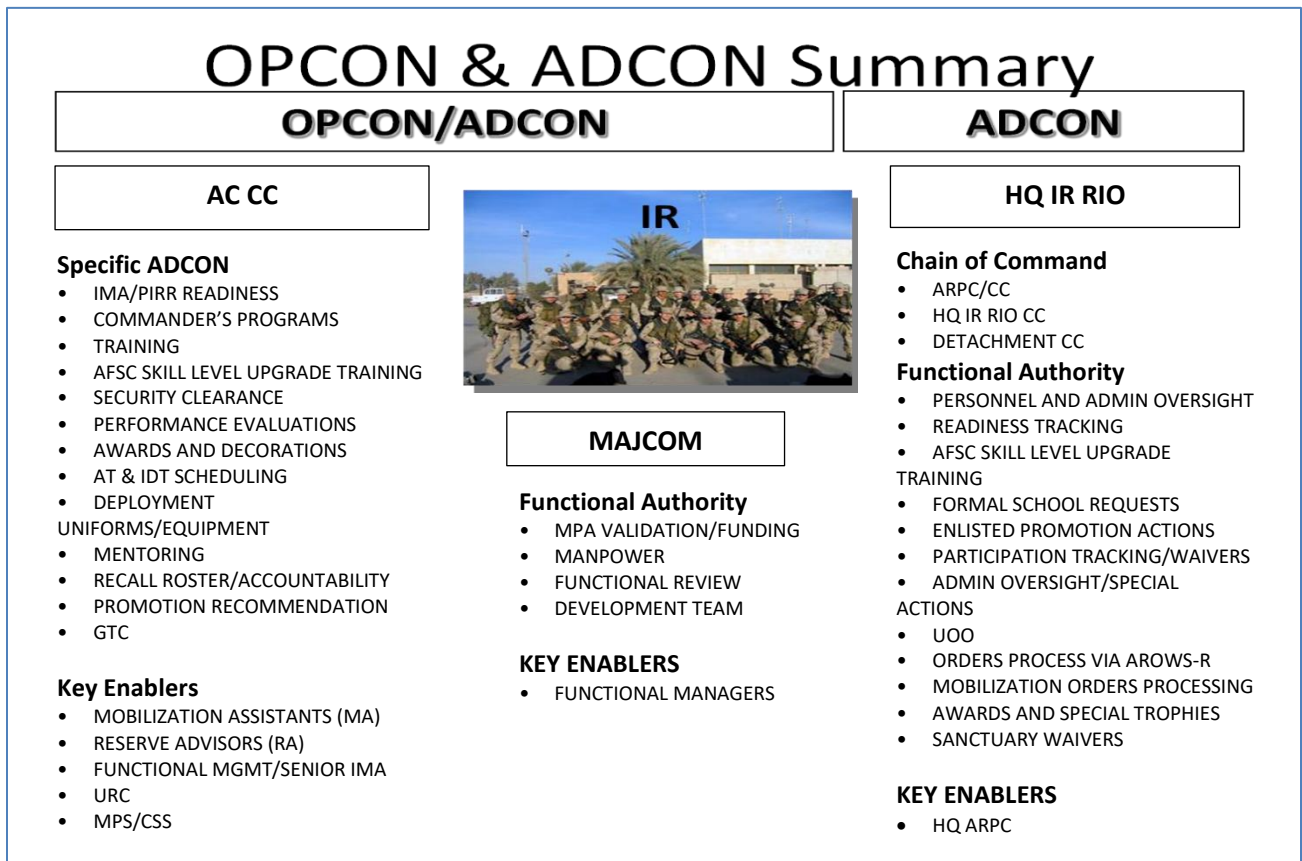
UNIT SECURITY MANAGER (USM)

The Unit Security Manager (USM) ensures IRs are incorporated in the commander’s information and personnel security programs.

UNIT DEPLOYMENT MANAGER (UDM)

The Unit Deployment Manager (UDM) assists unit commanders with AEFI determination and alignment of assigned personnel. They must provide AEFI alignment on assigned personnel to the Detachment or Installation Personnel Readiness (HQ IR RIO/IPR) Element for AEFI update in MilPDS. The UDM must also notify the IMA of their new deployment vulnerability window.

Figure 1.2 OPCON & ADCON



Individual Reservist (IR)

An Individual Reservist (IR) must be constantly vigilant in every aspect of his or her career and be prepared for mobilization when called upon. This includes, but is not limited to: (see [Table 2.1-Readiness References](#))

- Medical and dental

- Fitness
- Security clearance
- Family Care Plan (as required, if applicable)
- Air Force Specialty Code (AFSC) and ancillary training
- Maintaining military standards
- Provide copies of civilian medical history to the assigned installation Medical Treatment Facility, including copies of past illnesses or injuries not recorded in “IRs” military medical record.
- Keep personal data updated in virtual Military Personnel Flight (vMPF) accessible through [Air Force Personnel Center \(AFPC\) Secure](#)
- Submit orders requests through AROWS-R accessible through the [Air Force Portal](#) or [AROWS-R](#) at least 30 days in advance of requested military duty. This allows for quality checks and proper routing of orders through the approval process.
- Update Defense Travel System (DTS) accessible through the Air Force Portal or direct via [Defense Travel System \(DTS\)](#) IMAs should have a Reserve account created and select their servicing Detachment to ensure travel authorizations and vouchers are processed correctly.
- Civilian Employment Information (CEI) accessible through [CEI](#)
- Coordinate/submit participation schedule through Active Component supervisor
 - **NOTE:** IDT schedule is submitted through Unit Training Assembly Participation System (UTAPS) Web, which is accessible through [UTAPS](#). Schedules must be submitted prior to 15 August for the next FY.
- Initiate voluntary reassignment actions
- **NOTE:** Advanced Distributed Learning System (ADLS) and the Air Reserve Component Network (ARCNet) are the primary source locations for monitoring readiness/training status. Both are accessible through the [Air Force Portal](#)

INDIVIDUAL MOBILIZATION AUGMENTEE (IMA)

Individual Mobilization Augmentees (IMAs) (Category “B”) are assigned to any level within MAJCOMs, Field Operating Agencies (FOAs), joint organizations, Direct Reporting Units (DRUs), and outside agencies. They typically train for pay and/or points with Active Component units.

PARTICIPATING INDIVIDUAL READY RESERVIST (PIRR)

Participating Individual Ready Reservist (PIRR) (Category “E”) also known as the Ready Reinforcement Personnel Section (RRPS) primarily participate for points only and are attached to Active Component units. PIRR may earn pay and points on Military Personnel Appropriation (MPA) or Reserve Personnel Appropriation (RPA) status. **PIRR members DO NOT have a FY “AT or IDT” requirement. However they must maintain readiness requirements. PIRR assignments are only valid for up to 3-years.** PIRR is generally reserved for members who have lost their position through no fault of their own so they can continue to gain points while looking for another assignment.

NOTE: For IMA and PIRR participation requirements please see [Table 3.1. Participation Requirements by Reserve Section ID.](#)

CHAPTER 2 - READINESS

Mobilization Readiness

IRs fill critical assignments in the nation's defense and must maintain the highest performance and personal appearance at all times. The HQ IR RIO monitors readiness to ensure IRs are maintaining readiness and capable of meeting the requirements of the units they support. In addition, IRs must be current in all readiness requirements before requesting RPA or MPA tours [AFI 36-2254 Vol 1 Reserve Personnel Participation](#), para 1.1.

The below items effect overall readiness:

Table 2.1 Readiness References

Requirement	References	AC POC	Sys of Record
Individual Medical Readiness	AFI 10-250	MTF	ASIMS
PHA/webHA	AFI 10-250 & AFI 44-170	MTF	ASIMS
Dental	AFI 10-250 & Current Dental Management Guide	AD Dental Clinic	CDS
Immunizations	AFI 10-250 & AFI 48-110	MTF	ASIMS
Labs	AFI 10-250	MTF	ASIMS
Duty Limiting Condition (DLC)	AFI 10-250 & AFI 10-203	MTF	ASIMS
Fitness	AFI 36-2905	UFPM	AFFMS II
Security Clearance	AFI 31-501	USM	MilPDS (via JPAS)

Individual Medical Readiness (IMR)

IRs must maintain the individual medical readiness for deployment and worldwide duty. IRs must be in military status at the time Air Force required examinations are completed in person at a military Medical Treatment Facility (MTF). Military status is considered to be IDTs for pay and/or points, Annual Tour or mandays (MPA or RPA). IRs do not need to be in military status to schedule a medical appointment but must be in military status at the time of the medical appointment (IAW AFI 44-176 chapter 13). When necessary, contact the URC or UHM (Unit Health Monitor) to help facilitate scheduling appointments at the MTF. Members will be medically "ready" or "green" when current in all IMR sections. IMR is broken down into 5 sections: PHA, Dental, Immunizations, Labs, and duty limiting conditions (DLC), also known as profiles. All medical and dental information must be entered into the system of record IAW table 2.1, *Readiness References*, by medical personnel. In extraordinary cases, information can also be updated in the system of record by scanning and emailing the medical and dental documentation to HQ RIO/SG. IRs that live more than 40 miles away from their servicing MTF may elect to go to a closer MTF to complete IMR items. An IR who is not medically ready may be denied participation and could be processed for separation due to non-compliance.

PHA/webHA

IRs are required to complete an annual PHA, which consists of the IR completing the webHA questionnaire online and a mental health assessment annually. The in-person PHA visit with a military provider is required every 3 years for non-flyers. The webHA is accessed through the MyIMR website (CAC enabled) at <https://imr.afms.mil/imr/AppDir.aspx>. Upon completing the

webHA, the IR will contact the PHA cell at their servicing MTF to schedule their mental health assessment, which is completed over the telephone. IRs will turn due for their PHA/webHA 12 months after completing the webHA questionnaire and will show “yellow” or “due” for 90 days before showing “red” or “not ready/overdue”. Once the IR has gone into the overdue status they have gone 15 months past their due date, it is not the intent for IRs to establish a 15 month PHA requirement.

Dental

IRs must have a current dental exam and be either dental class 1 or 2 to be classified as “medically ready.” A military dental exam is required once every third year. If an IR is due for a military dental exam and is not near an MTF they may utilize the Reserve Health Readiness Program (RHRP) to see a civilian contracted dentist in their area which will count as a military exam. Members can contact RIO/IRMS for information on the RHRP program. If a civilian dental exam is accomplished when a military exam is not required, it must be documented on a [DD Form 2813](#), Department of Defense Active Duty/Reserve Forces Dental Examination, and submitted to the servicing dental clinic for updating the dental records. IRs will show “yellow” or “due” for 90 days before showing “red” or “not ready/overdue”. The dental portion of IMR will show “red” or “not medically ready”, for two reasons; the IR is placed in a dental classification 3 status or the IR is overdue for their annual dental exam which reflects as a dental classification 4. If the IR is in dental class 3, there is a dental condition that needs to be resolved or corrected within 12 months. These IRs are restricted to performing IDTs and Annual Tour at home station only. Mandays, formal schools or duty away from home station is not authorized until the dental condition has been corrected and the dental class 3 is removed. The IR must be in military status at the time of the military dental exam appointment at the military dental clinic.

Immunizations

IRs are generally not required to schedule an appointment to receive immunizations at the MTF, however an IR must be in military status at the time immunizations are received at an MTF (IRs electing to get immunizations from a civilian provider must provide that documentation to the servicing MTF). It is highly encouraged to call the immunization clinic before arriving to ensure they have the vaccination in stock that you are required to receive. Exemptions may be placed on a case by case basis and will require medical documentation dictating why the exemption is required. Exemptions may be placed for the following reasons; a positive titer (lab test), pregnancy, history of anaphylaxis (allergic reaction) to the vaccine or its components. Table 2.2 is a list of routine immunizations required for all personnel and outlines the length the requirement will show “yellow” or “due”. After the “due” period has passed, the requirement will show “red” or “not ready/overdue”. Other immunizations may be required for deployments and are driven by the location of the deployment or may be required for a specific duty position and/or unit. If an IR is in need of a required immunization they may utilize the Reserve Health Readiness Program (RHRP) to see a civilian contracted provider to obtain the needed immunization. IRs may contact RIO/IRMS for information on program entitlements.

Table 2.2 Routine Immunizations

Immunization	Shot Series	Series Schedule or Frequency	Days Shown “Due”
Hepatitis A	2 shot series	Day 1 shot 1, day 180 shot 2 unless positive titer	30 days
Hepatitis B	3 shot series	Day 1 shot 1, day 30 shot 2, day 120 shot 3 (from shot 1 and at least	30 days

		56 days from shot 2) unless positive titer	
Twinrix (Hepatitis A and Hepatitis B combined)	3 shot series	Only used when Hepatitis A and Hepatitis B are required Day 1 shot 1, day 30 shot 2, day 180 shot 3 (from shot 1 and at least 150 days from shot 2)	30 days
Influenza	1 shot series	Annual requirement starting 1 September	Until 1 January
MMR	2 shot series	Day 1 shot 1, day 28 shot 2 unless positive titer	30 days
Polio	1 shot series	1 shot unless positive titer	30 days
PPD	1 shot series	Baseline once and then as needed	90 days
Td/Tdap	1 shot series	Tdap once then Td every 10 years	90 days
Varicella	2 shot series	Day 1 shot 1, day 28 shot 2 unless positive titer	30 days

Labs

IRs are generally not required to schedule an appointment to have a lab drawn at the MTF, however must be in military status at the time of the lab draw. There are two types of labs required for all military personnel, one time labs and biennial HIV screening. One time labs are drawn once and include: blood type and Rh factor, G6PD, Sickle Cell, and DNA sample. One time labs do not have a due period and will show “red” or “not ready/overdue”. The biennial HIV screening is due every 24 months and will show “yellow” or “due” for 90 days before showing “red” or “not ready/overdue”. RHRP is not approved to draw HIV labs for IR members.

Duty Limiting Condition (DLC)

The DLC portion of IMR reflects conditions that limit the performance of military duty. The DLC will either show “ready” (green) or “not ready” (red). The DLC will show “red” or “not ready” when: an AF Form 469 has been created with mobility restriction and an assignment availability code (AAC) of 31 (AAC 31 is a “no pay no points” status and reflects a duty availability (DAV) code 41 in MilPDS), an AF Form 469 has been created with a mobility restriction and an AAC of 37 (AAC 37 means that a potentially disqualifying condition has been identified and will require medical board processing. AAC 37 is a “no pay no points” status and reflects a DAV code 42 in MilPDS), or the medical board process has been completed and the member has been returned to duty with an assignment limitation code (ALC). The ALC is a permanent code that can only be removed by AFRC/SG. IRs will email a copy of their AF Form 469 to their servicing Detachment and URC.

***Note: ALCs are permanent and the DLC portion of IMR will always show “red” or “not ready” ***

Change in Medical Status

IRs are required to inform their unit, servicing MTF and servicing Detachment of any change in medical status that may affect their ability to perform any military duty within 72 hours. When contacting the servicing MTF, an appointment may be required to have a profile created. IRs must be in military status at the time of the appointment.

Participation Waiver

Participation waivers are used to request an IR that is in a “no pay no points” status due to an AF Form 469 with mobility restriction (AAC of 31 or 37) to be allowed to perform military duty. An approved participation waiver will allow the IR to perform IDTs and Annual Tour at home station only. No mandays, formal schools or duty away from home station will be authorized. A participation waiver may be approved for up to 120 days. No more than three participation waivers may be requested per profile/condition or medical board process. To request a participation waiver, the IR will contact their servicing Detachment or HQ RIO/IRM for the current participation waiver request memorandum for processing. The IR will fill out the participation waiver request memorandum and route it to their Detachment for signature. The Detachment will send the participation waiver package to HQ RIO/IRM for processing.

Participation waiver requirements:

- Medical records for the condition dated within 180 days
- AF Form 469

Assignment Limitation Code (ALC)

IRs that have completed the medical board process and have returned to duty may be returned on one of three assignment limitation codes (ALC). Each ALC has different participation restrictions and DAV codes associated with them.

ALC-C1 is the least restrictive, and is reflected by a DAV code of 40 in MilPDS. The participation for individuals with an ALC-C1 are limited to any military duty at locations worldwide with a fixed Medical Treatment Facility (MTF). IRs are required to contact HQ RIO/IRM at least 30 days before performing duty overseas (i.e. non-fixed MTF) to ensure a deployment waiver is not required for the requested duty location.

ALC-C2 is a permanent mobility restriction and is reflected by a DAV code 43 in MilPDS. The participation for individuals with an ALC-C2 are limited to any military duty at CONUS (Stateside) to include Alaska and Hawaii with a fixed Medical Treatment Facility (MTF). No duty/training under field conditions is authorized. IRs are required to contact HQ RIO/IRM at least 30 days before performing duty overseas away from home station to ensure a deployment waiver is processed for the duty location.

ALC-C3 is the most restrictive, and is reflected by a DAV code of 48 in MilPDS. The participation restrictions for ALC-C3 are limited to: IDTs and Annual Tours at home station only. No duty assignments away from home station or under field conditions are authorized. No mandays or formal schools are authorized. Duty outside these restrictions will require an approved modification waiver request (if CONUS for mandays, formal schools or TDY) or a deployment waiver for any duty overseas.

Modification Waiver

IRs with any ALC are limited to certain locations and duty performance. The modification waiver is used to allow that IR to go TDY, perform mandays (RPA or MPA) or attend a formal school outside of their normal ALC limitations. The modification waiver is requested for specific tours of duty (one for each tour) and should not be requested for anything beyond 120 days. To request a modification waiver, the IR will contact their servicing Detachment or HQ RIO/IRMS for the current modification waiver request memorandum for processing. The IR will fill out the modification waiver request memorandum and route it to their Detachment for signature. The Detachment will send the modification waiver package to HQ RIO/IRM for processing. The

modification waiver request memorandum will need to identify the exact tour dates (start end), and the duty location.

Modification waiver requirements:

1. Memorandum requesting specific dates and locations for duty and mission impact if IR does not perform the requested duty
2. Current medical records for the condition dated within 180 days
3. Most recent return to duty letter (HQ RIO/IRM should have a copy on file)
4. Most recent narrative summary from the last medical board or RILO (HQ RIO/IRM should have a copy on file)
5. Current AF Form 469 (check with HQ RIO/IRM to ensure a AF Form 469 is in place)

Medical Board Processing

IRs that have been identified as having a potentially disqualifying condition for continued military service will require medical board processing to determine if the IR can be returned to duty. Medical Board processing consists of two main processes; the Initial Review In Lieu Of (IRILO) medical board, and one of two medical boards, the Worldwide Duty (WWD) or Medical Evaluation Board (MEB).

Initial Review In Lieu Of (IRILO) Medical Board

The Initial Review in Lieu Of (IRILO), the first step of the medical board process, is initiated by the Duty Availability Working Group (DAWG) at the MTF, and is identified as AAC of 37 on the AF Form 469 (profile). The MTF is responsible for establishing the IRILO package and ensuring the package is complete. The IR will work with the Physical Evaluation Board Liaison Officer (PEBLO) at the MTF to gather the required documentation and assist with scheduling the appointment to have the narrative summary written by a military provider. The IR will provide all civilian medical records for the potentially disqualifying condition either prior to or at the time of the narrative summary appointment. Once the IRILO package has been assembled, the PEBLO will route the package electronically for processing. The IRILO is routed to AFRC/SG for adjudication. AFRC/SG will determine if the IR can be returned to duty or is disqualified for continued military service and will require a full WWD or MEB medical board. If returned to duty, the IR will be placed on an ALC and establish when the case will need to be reviewed.

Worldwide Duty (WWD)

An IR will require Worldwide Duty (WWD) processing after AFRC/SG determines the IR is disqualified on the IRILO and there is not an approved line of duty determination for the disqualifying condition as documented on an AF Form 348. The WWD will require additional documentation in order to be processed. HQ RIO/IRM will work with the IR, the servicing Detachment and the PEBLO to ensure a complete package is assembled and processed. The WWD consists of three separate and independent boards, any of which may return the IR to duty. The three boards are: the informal board, the formal board and finally, the Secretary of the Air Force Personnel Council. The IR will be contacted after each board has reviewed their case and the IR will be advised on the determination if disqualified, the IR will be asked if they want the case sent to the next board. If at any point during the WWD process the IR is returned to duty, the case will be sent to AFRC/SG who will assign an ALC and establish when the case will need to be reviewed. If disqualified, the case is submitted for separation processing or retirement if the IR has enough time served to retire.

Medical Evaluation Board (MEB)

An IR will require Medical Evaluation Board (MEB) processing by the servicing MTF after AFRC/SG determines the IR is disqualified on the IRILO and there is an approved line of duty (LOD) determination for the disqualifying condition as documented on an AF Form 348. The MEB will require additional documentation in order to be processed. The IR will work with the PEBLO at the MTF to ensure a complete package is assembled and processed. The MEB consists of three separate and independent boards any of which may return the IR to duty. The three boards are: 1) informal board, 2) formal board, and 3) Secretary of the Air Force Personnel Council. The IR will be contacted after each board has reviewed their case and the IR will be advised on the. If disqualified, the IR will be have the option to have their case sent to the next board. If the IR is returned to duty at any point during the MEB process, the case will be sent to AFRC/SG who will assign an ALC and establish when the case will need to be reviewed. If found disqualified, the case is referred for VA processing. The MEB is not finalized until VA processing has been completed.

Line of Duty (LOD) Determination

A line of duty (LOD) is the process used to determine if an IR is entitled to government benefits as a result of an illness, disease, injury or death caused or aggravated by their reserve military service. IRs have 72 hours to report any injury, illness or disease to their supervisor, the MTF, their servicing Detachment and HQ RIO/IRM. HQ RIO/IRM will determine if a full LOD is needed and provide direction for processing or if the condition can be documented administratively. Failure to report the condition within 72 hours will require written explanation from the IR to their Commander and servicing MTF. A copy of the written explanation is sent to HQ RIO/IRM and becomes part of the LOD package. IRs have 179 days to request a condition be considered for LOD processing. After 179 days, the only avenue for addressing unreported conditions is through the VA. IRs are to contact the servicing Detachment or HQ RIO/IRM for specific guidance for processing LODs.

Non-Emergent Surgery

IRs that are within 180 days of their current tour ending and in need of surgery that is not to save life, limb or eyesight (non-emergent surgery) will require approval from the IRs Unit Commander, the MTF commander and AFRC/SG. The IR will work with the servicing MTF to document the request and the MTF will send the non-emergent surgery request to HQ RIO/IRM for processing and routing to AFRC/SG for final approval.

Fitness Assessment (FA)

A fitness assessment (FA) must be completed every six months for IRs with a “Satisfactory” score of 75 point or above, and annually for IRs with an “Excellent” score of 90 points or above, with no component exemptions. The IR must schedule the test date with the Active Component Fitness Assessment Cell (FAC) through their Unit Fitness Program Manager UFPM. FAs may be conducted at an Air Force installation closest to the IRs home of record with UFPM and Active Duty Commander coordination/approval. In addition, FAs must be accomplished while in a military status (AT, IDT, MPA, RPA or Points only IDT). Members must be in official AF Physical Training Uniform (PTU) when performing their FA. FA scores must be updated by the FAC in the Air Force Fitness Management System (AFFMS II) upon completion of the assessment. Members will be “ready” or “green” when “current”.

FAILURE TO MEET STANDARDS

Failure to meet fitness standards can be considered a valid reason to initiate involuntary reassignment actions.

Personnel Security Clearance

The level of personnel security clearance required is determined by the Security Access Requirement (SAR) code associated with the **IMA's** funded manpower authorization. **PIRRs** are not assigned to SAR coded authorizations, but are authorized Secret clearances. Joint Personnel Security System (JPAS) is the source for determining investigative status on pending investigations. IRs should see their Active Component Security Manager for assistance.

SUBMITTING INITIAL AND RENEWAL SECURITY CLEARANCE REQUESTS

IRs must complete a security questionnaire in Electronic Questionnaires for Investigations Processing (e-QIP) to initiate a background investigation. IRs can only access the e-QIP system if they have been invited to do so by an appropriate official at their sponsoring agency. Individuals cannot pre-apply for a security clearance, nor update their security questionnaire unless granted access by an appropriate agency official. Renewal of security clearance needs to be submitted 60 days prior to expiration or as directed by your sponsoring agency. Top Secret clearances are adjudicated every 6 years, while Secret clearances are adjudicated every 10 years.

Family Care Plan

Single parents, dual military couples with dependents, and members with civilian spouses who have unique family situations, as determined by the commander, must complete an [AF Form 357 Family Care Certification](#). Member should provide a copy of their AF Form 357 to their Active Duty First Sergeant at the unit of assignment.

CHANGES IN DEPENDENCY STATUS

IRs must notify the Commander or First Sergeant at his or her unit of assignment/attachment within 90 days of changes in personal status or family circumstances.

Training Requirements

IRs must obtain and maintain the skill level commensurate with their grade and Duty AFSC (DAFSC). IRs should coordinate all training requirements with their AD supervisor and UTM.

Flight Record Folder (FRF) and Flight Evaluation Folder (FEF)

HQ IR RIO/Host Aviation Resource Management (HARM) maintains Flight Record Folders (FRFs) and Flight Evaluation Folder (FEFs) for non-flying rated IRs. Members must provide HQ IR RIO/HARM a current copy of their [AF Form 1042 Medical Recommendation for Flying or Special Operational Duty](#), in the event they are entitled to flight pay. Rated members applying for other positions must send their Flight History Record (FHR) and Individual Data Summary (IDS) to the gaining Detachment/organization for HARM approval/concurrence.

Checking Air Reserve Component Network (ARCNet) for Readiness and Ancillary Training Status

IRs can check their readiness and ancillary training status in the Air Reserve Component Network (ARCNet), available through the [Air Force Portal](#). For instructions on accessing and utilizing ARCNet, see: [Figure 2.1A ARCNet Screen Shot-Readiness](#) and [Figure 2.1B ARCNet Screen Shot-Ancillary Training](#)

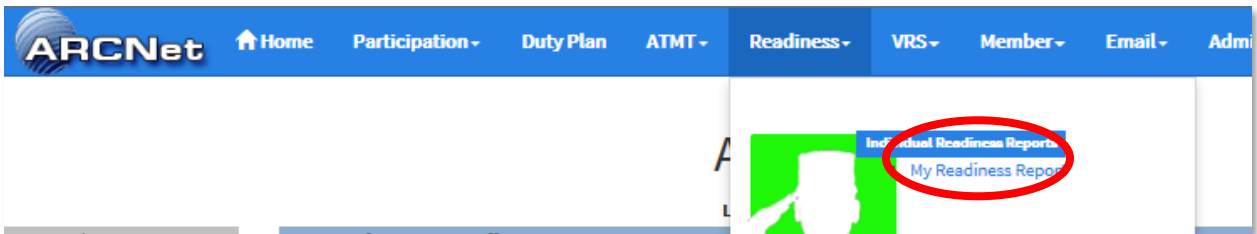
HOW TO FIX READINESS DISCREPANCIES IN ARCNET

ARCNet can take up to approximately 21 days to reflect updates from the systems of record. If the member has completed their outstanding requirements and the data is not reflected, verify that the appropriate POCs have made required updates in the system of record as indicated in [Table 2.1-ReadinessReferences](#).

NOTE: Supporting documentation may be provided to the member’s servicing URC or Detachment and comments can be added to ARCNet reflecting completion, however his/her status will not be changed from red to green in ARCNet until an update is input into the system of record and ARCNet is refreshed. As always, IRs are encouraged to maintain copies of all documentation.

Figure 2.1A. ARCNet Screen Shot- To check READINESS

STEP ONE: Click on “Readiness” on the ARCNet dashboard



STEP TWO: Review summary. This member is showing as overall “ready”

My Readiness Details

1 of 1 | 100% | Find | Next

Medical Readiness Data From PIMR as of 4/20/2015

Overall IMR Status: Fully Ready	DLC Status: Green
Actions Needed: None	

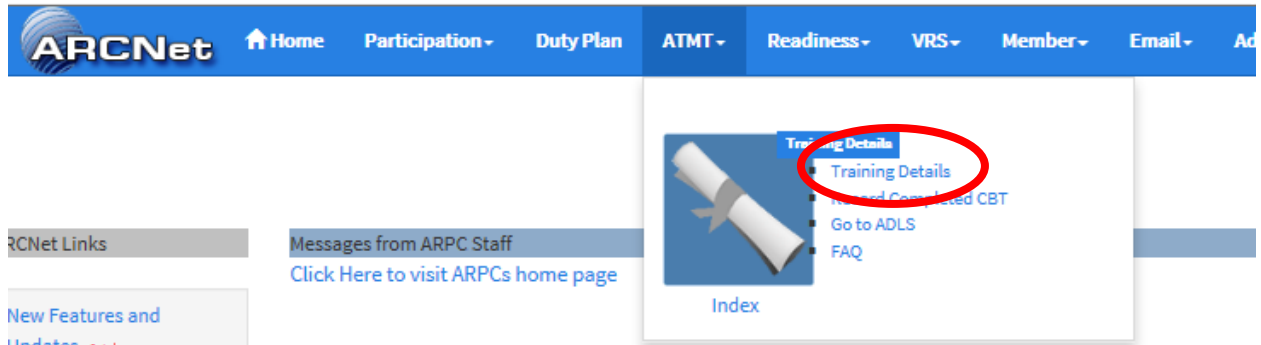
<div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 5px;">HRR/PHA</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Status</th> <th>Last PHA Date</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>Green</td> <td>07 Aug 2014</td> <td>PIMR</td> </tr> </tbody> </table>	Status	Last PHA Date	Source	Green	07 Aug 2014	PIMR	<div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 5px;">Dental</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Status</th> <th>Class</th> <th>Date</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>Green</td> <td>1</td> <td>28 Jul 2014</td> <td>CDA</td> </tr> </tbody> </table>	Status	Class	Date	Source	Green	1	28 Jul 2014	CDA
Status	Last PHA Date	Source													
Green	07 Aug 2014	PIMR													
Status	Class	Date	Source												
Green	1	28 Jul 2014	CDA												
<div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 5px;">Immunization</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Status</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>Green</td> <td>PIMR</td> </tr> </tbody> </table>	Status	Source	Green	PIMR	<div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 5px;">Lab</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Status</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>Green</td> <td>PIMR</td> </tr> </tbody> </table>	Status	Source	Green	PIMR						
Status	Source														
Green	PIMR														
Status	Source														
Green	PIMR														

Fitness Readiness Data From AFFMS as of 4/16/2015

Fitness Status: Excellent (Exp<90)	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>AC</th> <th>Cardio</th> <th>Pushups</th> <th>Situps</th> <th>Overall score *</th> </tr> </thead> <tbody> <tr> <td>90-99</td> <td>80-89</td> <td>80-89</td> <td>80-89</td> <td>80-89</td> </tr> </tbody> </table>	AC	Cardio	Pushups	Situps	Overall score *	90-99	80-89	80-89	80-89	80-89
AC	Cardio	Pushups	Situps	Overall score *							
90-99	80-89	80-89	80-89	80-89							

Figure 2.1B. ARCNet Screen Shot-Ancillary Training

STEP ONE: Click on “ATMT” on the ARCNet dashboard.



STEP TWO: This member is “current” in ancillary training requirements.

STATUS	COURSE	RECCURENCE (MONTHS)	DUE DATE	COMPLETION DATE	SOURCE	COURSE TYPE
Current	DoD IAA CyberAwareness Challenge V2.0 (ZZ133098)	12	7/23/2015	7/23/2014	ADLS	TFAT
Current	Security Administration (Formerly Information Protection) (ZZ133078)	12	7/23/2015	7/23/2014	ADLS	TFAT
Current	Force Protection (ZZ133079)	12	7/23/2015	7/23/2014	ADLS	TFAT
Current	Human Relations (ZZ133080)	12	7/23/2015	7/23/2014	ADLS	TFAT
Current	Suicide Prevention (Face-to-Face) Training (ZZ133113)	12	1/15/2016	1/15/2015	ADLS	TFAT
Current	Fire Extinguisher Course V 3.0	12	4/3/2016	4/3/2015	ADLS	SAFETY
Current	Free Exercise of Religion (ZZ133109)	24	2/11/2017	2/11/2015	ADLS	TFAT

One Time Courses

STATUS	COURSE	RECCURENCE (MONTHS)	DUE DATE	COMPLETION DATE	SOURCE	COURSE TYPE
Current	M16A1/A2 - FAMILIARIZATION ONLY - NOT A QUALIFYING	0		3/4/2009	ADLS	OTHER
Current	Don't Ask, Don't Tell (DADT) Repeal - Tier 3	0		9/10/2011	ADLS	OTHER
Current	Air Force Risk Management Fundamentals Course	0		2/5/2014	ADLS	OTHER

Class Schedule

CHAPTER 3 - PARTICIPATION AND POINT CREDIT

Participation Requirements

IR participation requirements are outlined in [AFI 36-2254 Vol 1](#), [Title 10 USC 10147](#), *Ready Reserve: Training Requirements*; [Title 10 USC 10148](#), *Ready Reserve: Failure to Satisfactorily Perform Prescribed Training*, and [DoDi 1215.06](#), *Uniform Reserve, Training, and Retirements Categories*.

There are two types of participation requirements: the Retention Retirement (R/R) year, used for the member to track their eligibility for retirement and the Fiscal Year (FY) training requirement, used to monitor training and budget.

IRs must follow both the R/R and FY participation requirements. IRs must earn a minimum of 50 total retirement points per R/R year (including 15 membership points). IRs are required to perform a minimum of 35 points through IDT, AT, ADT, Active Duty for Operational Support (ADOS), MPA, or a combination. Waivers of the 35 point requirement may be obtained from the Detachment CC of assignment.

All reservists need 20 satisfactory (R/R) years to qualify for retirement benefits, other than pay, which is received at age 60 or applicable reduced retirement age.

Retirement and Retention (R/R) Year Participation

R/R dates vary from member to member and are used to determine satisfactory years for the purpose of retirement. If member is assigned on or after 1 October 1995, an R/R date is established as the date of initial entry into uniformed service however, a new R/R date must be established if an assignment is from an inactive status.

An R/R year begins on one day of one year and ends on the preceding day of the next year. For example, for a member with an R/R of 1 July: if the first day began on 1 July 2011, then the R/R year would conclude on 30 June 2012.

The R/R date is found on assignment orders or by reviewing a point summary via the Point Credit Accounting Reporting System (PCARS). PCARS is accessible through the vMPF in [Air Force Portal](#) through the [AFPC Secure](#) link.

Fiscal Year (FY) Participation

Fiscal Year (FY) participation requirements are mandatory for IRs to remain active in the billet occupied. Participation requirements are specific to the reserve billet in which the member occupies. Reservists can find their FY requirements printed in the remarks section of the assignment order or by contacting the servicing URC or Detachment if uncertain. (See [Table 3.1. Participation Requirements by Reserve Section ID](#). IRs who do not meet FY participation must complete a [Participation waiver template](#) to waive or substitute their requirements. **PIRR** members DO NOT have to meet the FY requirement.

ANNUAL TRAINING (AT)

Annual Training (AT) is the minimal period of active duty training **IMA** members must perform each

FY to satisfy the training requirements associated with their assignment. The primary purpose of AT is to provide individual and/or unit readiness training, but may support AC missions and requirements. **IMAs** may perform 12 to 15 days of AT each fiscal year. (See [Table 3.1. Participation Requirements by Reserve Section ID](#). ATs cannot cross FYs. **IMAs** earn one active duty point for each day of duty performed in AT status. In addition, the **IMA** will receive one point for days on which official travel pay is authorized however; the point(s) received will not count toward AT requirement. AT normally starts on a non-holiday Monday and ends on the 2nd Friday. If special mission or training requirements require an **IMA** to work over holiday/weekends, the **IMA** must provide justification when submitting their AT orders request. **IMAs** must complete the Annual Tour Special Request form located on the HQ RIO website when requesting a split tour. AT orders request must be submitted in AROWS-R, accessible through the [Air Force Portal](#) NLT 31 May and they must be published NLT 30 Jun of each FY.

Split AT may be allowed by Det CC to accommodate special mission or training requirements and is the exception. AT will not be split for any tour that involves overseas travel. Split ATs will not be for the **IMA's** convenience and must be justified in the remarks section of the AROWS-R request. IDTs may be taken in conjunction with split tour; however, may only be split twice when travel is involved. **IMAs** must submit a Split Annual Tour Waiver Request to the Det CC for approval, using the [Annual Tour Special Request Form](#).

PIRR members can perform AT in a points-only status. Because PIRR members are not assigned to a funded billet, there is no pay, allowance, travel or per diem authorized for the cost of AT.

Inactive Duty for Training (IDT)

IMAs can only earn Inactive Duty for Training (IDT) points for activities preparing them for full-time utilization or mobilization. An IDT is a minimum of 4-hour period of training, duty, or instruction. An IR may work up to 2 blocks of IDTs in one day for an 8-hour minimum work day. However, an IR may be required by their duty location to work up to a 12 hours shift in one work day and will only be credited with the 2 points per day maximum. **IMAs** will be paid for the number of IDTs required by their position's Reserve Section ID (see [Table 3.1. Participation Requirements by Reserve Section ID](#).) **PIRRs** may perform IDTs in a non-pay points only status only. One point is earned for each 4-hour block of time worked. Lunch time does not count. The points accrued are inactive points creditable towards a reserve retirement. IAW [AFI 36-2254 Vol 1](#) Para 4.2.1, IRs must submit a schedule of IDTs and obtain approval from their supervisor in UTAPS-Web accessible through the [AROWS-R](#) NLT 15 Aug for the upcoming FY.

Overseas IDT. Members assigned/attached to Continental United States (CONUS) are not authorized to perform IDT overseas. Members who reside within the US and its territories and possessions may also not perform IDT overseas unless assigned/attached overseas. Members who reside overseas may perform IDT in the country in which they are assigned/attached. **Points Only.** An IR may earn non-paid points for retention or retirement purposes in authorized activities however; the maximum number of creditable IDTs, Extension Course Institute (ECI), Advanced Distributed Learning (ADL) and membership points is 130 in one R/R year. Please reference [Table 3.1. Participation Requirements by Reserve Section ID](#).

Table 3.1. Participation Requirements by Reserve Section ID.

Reserve Section	Inactive Duty Training (IDT) Maximum Requirements Per FY	Annual Training (AT) Requirements Per FY	Minimum Retention/Retirement (R/R) Point Requirement
MA *	36 Paid 12 Non-Paid	12-15 Days	35
MB,ME ,MR	48 Paid	12-15 Days	35
MC	24 Paid	12-14 Days	35
MD	24 Non-Paid	12-14 Days	35
MT and MX	None	None	35 Non-Paid
NC and ND	No Requirements	No Requirements	35 Non-Paid

*Applies to Selective Service System (SSS) members

Readiness Management Period (RMP). Per [AFI 36-2254 Vol 1](#) Para 4.1.1.3., RMPs are primarily for unit personnel. Table 2.1 does not authorize RMPs for IMAs; therefore, IMAs are not permitted to perform RMPs.

Point Crediting

Points are a unit of measurement for tracking an IR's participation. Points are also used to calculate the amount of participation for Reserve retirement purposes. IRs are credited with a year of satisfactory federal service for retirement when they earn a minimum of 50 points (including membership points) in a full R/R year. A partial year of satisfactory federal service is credited when an IR earns the minimum number of required points (including prorated membership points) during a partial R/R year.

IRs receive points after participation in authorized training programs and activities. IRs can earn one point for each day of active duty, one point for four hours of inactive duty training (not to exceed two points per calendar day), one point for every three credit study hours of military correspondence courses and 15 membership points (prorate points for periods less than a year). Points affect retention; future retirement benefits and potential for promotion (see [Promotions and Points](#)).

ACTIVE DUTY POINTS

One point is given for each full day of active duty, RPA, AT, ADT, ADSW, school] and MPA tours. In addition, the member will receive 1 point for days on which official travel is authorized.

Reserve Personnel Appropriation (RPA). In addition to AT and IDTs, there are two other types of special tours that fall under RPA: Active Duty for Training (ADT) and Active Duty for Operational Support (ADOS). ADT is used to supplement AT and IDT when additional training is needed to achieve or maintain a required skill or skill level in the IRs assigned Duty Air Force Specialty Code (DAFSC). ADOS provide direct support to RC programs. Each day worked is worth one active duty point. In addition, one point is earned for days on which official travel pay is authorized. IRs must be green in ARCNet before an RPA tour is approved in AROWS-R.

School Tours. School tour funding may be used by **IMAs** for, but not limited to, the following: Officer Developmental Education (DE), Enlisted Professional Military Education (EPME), Professional Continuing Education (PCE), Advanced Distributed Learning (ADL), initial skill training for nonrated officers and enlisted members (technical school for award of AFSC). Courses must be in-residence to be eligible for funding. **PIRR** are authorized PME & ADL courses for points only.

Military Personnel Appropriation (MPA). MPA days are used to support the Active Component missions. The MAJCOM is responsible for allocating MPA to the Regular Component organizations. The Regular Component organization is responsible for managing and validating MPA man-day requests, requirements, forecasts, and usage. Both **IMAs** and **PIRRs** are eligible for pay and points working MPA. Each day worked is worth 1 active duty point towards retirement. In addition, the IR will receive one point for days on which official travel is authorized. IR must be green in ARCNet and have their AT and IDT's for the current FY scheduled before any MPA tour will be approved in AROWS-R.

Authorization Code. The Active Component MPA manager must provide an authorization message and approved allocation through the Manpower MPA Man-day Management System (M4S) before the IR can input an AROWS-R request. The member is responsible for submitting the AROWS-R request once the M4S authorization is received. The supporting organization (not necessarily the IRs unit of assignment) pays for all travel and per diem associated with an MPA tour. Military pay and allowances are funded by HQ USAF.

INACTIVE DUTY POINTS

One point will be credited to members in an active status for each four-hour period of each unit of training or equivalent instruction, not to exceed two points per day. Funeral honors duty is performed at a minimum of two-hours, earning one point per day.

EXTENSION COURSE PROGRAM (A4L)

IRs may qualify for retirement point credit through enrollment and completion of Extension Course Program (A4L) courses. Points are based on the credit study hour allocation for each volume and/or course exam; 1 point per 3 credit study hours. A4L reports satisfactory course completion to Air Force Personnel Center (AFPC) for inclusion into reserve records.

MEMBERSHIP POINTS

Fifteen membership points are awarded for each R/R year (prorated for a partial year) the IR is in an active Reserve status.

Maximum Points Towards Retirement

There is no cap on the "total" amount of points IRs can earn, however no more than 365 "retirement" points (366 for leap years) can be earned during an R/R year.

TOTAL VS. RETIREMENT POINTS

By law, there is a cap on the amount of inactive duty points (IDT, ECI and membership) that can be accrued for retirement in a year.

- R/R year ends on or after 30 October 2007: maximum of 130 points
- R/R year ends on or after 29 October 2000: maximum of 90 points
- R/R year ends on or after 23 September 1996: maximum of 75 points
- R/R before 23 September 1996: maximum of 60 points

AF Form 526 - ANG/USAFR Point Credit Summary (PCARS)

Point credit information is available on the vMPF accessible through the [Air Force Portal](#). To view AF Form 526, Point Credit Summary, within the vMPF, click on the "Self Service Actions" link, then select "Personal Data", select "AF Form 526-ANG/USAFR PCARS" then select "View All". Point summaries are normally updated within 60 calendar days after R/R year closeout or as needed. IRs are highly encouraged to print and maintain copies of their point credit summaries.

POINT CREDIT CORRECTIONS/AUDITS

If errors are identified on a point summary, IRs must submit supporting documents through the Correct Retirement Points History link through the virtual Personnel Center (vPC), accessible through the [Air Force Portal](#). The application provides the member the capability to request changes or corrections to previous R/R year points or service history. When requesting a correction, it is the member's responsibility to submit documentation (i.e. DD Form 214, Certificate of Release or Discharge from Active Duty; NGB 23B, Retirements Credit Record; Sister Service Point Summary; Leave and Earning Statement [LES], Certified Travel Voucher; Certified Orders, etc.) to support the change. **NOTE:** IAW [Title 31 USC 3702, Authority to Settle Claims](#), claims for points/pay must be submitted within six years of completion of duty performed. -

PROMOTIONS AND POINTS

For officers, the Point Credit Summary is part of the selection brief used by the promotion board in evaluating participation and in determining retention in an active status. The same data is used for enlisted members to verify total years of enlisted service which is used to determine eligibility for promotion by local promotion boards.

Unsatisfactory Participation

IMAs must meet FY requirements to have a satisfactory year and to occupy a billet. If FY requirements are not completed, the member will receive an "unsatisfactory year" for participation and must request a participation waiver by completing the [Participation waiver template](#) otherwise they will be subject to reassignment to the IRR or discharge.

PIRRs must earn a minimum of 35 non-paid points per year, 16 of which must be IDT/ADT.

Participation, Substitutions, and Excusal Waivers

IMAs who are unable to comply with FY minimum requirements may submit a waiver. All waivers for requirements must be submitted in advance for consideration. The Detachment CC may authorize waivers, reassignment, recommend reassignment or discharge IAW [AFI 36-2115](#) and [AFI 36-3209](#). Waiver requests are initiated by the member and staffed through the member’s assigned AC organization to the Detachment CC for final approval/disapproval. Waivers may be submitted for the following reasons: substitutions or excusals.

- **Substitutions.** Substitutions are only used for active duty tours which support contingency operations, Aerospace Expeditionary Force (AEF) missions and school tours. Waiver must be submitted and approved in advance of tour start date. Members who perform long tour RPA or MPA are still expected to complete their AT and IDT requirements for the FY
- **Excusals.** Excusals are used for personal hardship or other extraordinary circumstances

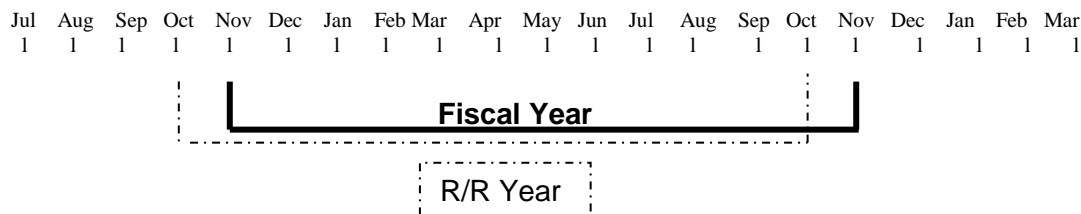
NOTE: Having a participation waiver doesn’t necessarily authorize a member a good R/R year; instead, it gives a member a good FY requirement in the IMA program, so that they aren’t subject to reassignment to the IRR.

Scheduling Participation to Meet FY and R/R Requirements

IMAs (Only) FY and the R/R dates do not usually line up. It is possible to be a satisfactory participant with FY requirements without receiving a “good year” toward retirement and vice versa. For example, let’s assume the IMA’s R/R date is 8 April. The IMA completes AT and IDTs in Oct and Nov 10 for FY 2011 requirements and then again in June and July 12 for FY 2012 requirements. Between 8 April 11 and 7 April 12, no points were acquired, therefore it would be a “bad year” for R/R requirements but satisfactory for 2011 and 2012 FY requirements. By the same token, an IMA may also complete 35 MPA days between 8 April 11 and 7 April 12 which would earn a “good year” for retirement, but if AT and IDT (FY) requirements are not completed, an **IMA** would be in unsatisfactory status and may be subject to administrative action.

At the start of an IRs career, they should set up a schedule to meet both FY (1 Oct-30 Sep) and Retention/Retirement (R/R) year requirements to avoid having an unsatisfactory FY and/or bad R/R year. The easiest way to do this is to divide the FY in two parts based on R/R date. See [Figure 3.1. FY and R/R Participation Schedule Overlap Slide Rule Tool for IMAs](#).

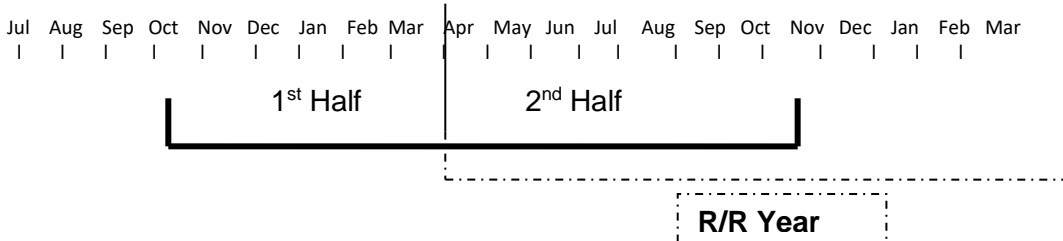
Figure 3.1. FY and R/R Participation Schedule Overlap Slide Rule Tool



IMAs (Only) Refer to the examples below; draw lines to indicate R/R year. Multiply the number of months in the first half by two. This gives the number of days to perform for that half year. Do the same with the second half. The member will want to select the larger half of the year to do the AT to give more flexibility in scheduling. Determining when to perform AT will help decipher how many IDTs to

do in each half. IRs should not deviate from the schedule; otherwise they may have a bad R/R and/or unsatisfactory FY.

EXAMPLE #1: R/R DATE OF 3 MARCH



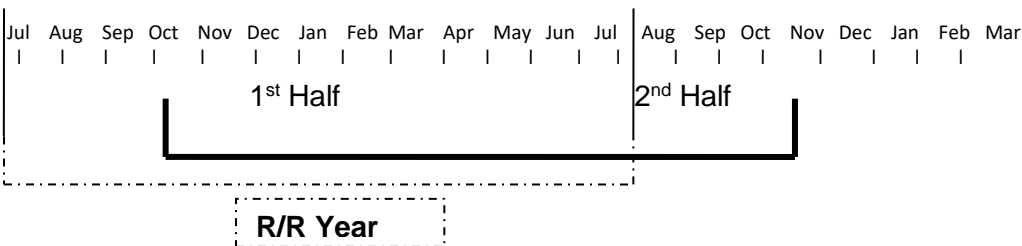
The first half has 5 months (1 Oct-2 Mar) 5 months X2 days +10 days.

The second half has 7 months (3 Mar-30 Sep) 7 months X 2 days = 14 days

In this situation, the second half is the larger half so the AT (12 days) should be done in this half. That leaves 2 days (4 pts) of IDT to perform in the second half. The remaining 10 days (20 pts) of IDT should be done in the first half. The schedule should look like this:

1 Oct-2 Mar	=	10 days IDT (20 pts)
3 Mar-30 Sep	=	12 days AT (12 pts)
	=	2 days IDT (4 pts)

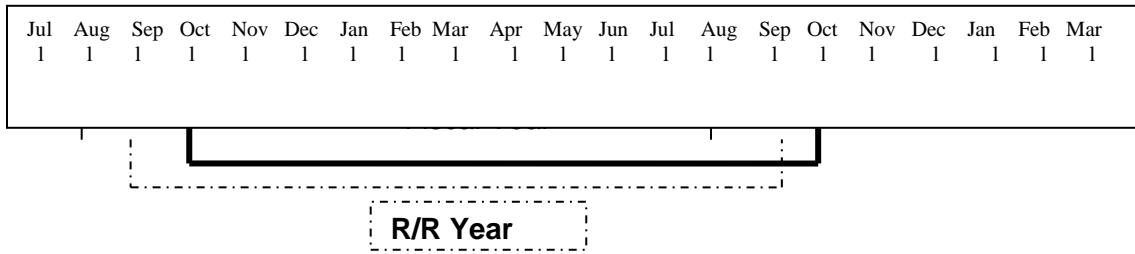
EXAMPLE #2: R/R DATE OF 25 JUNE



In this situation, the first half is the larger half so the AT (12 days) should be done in this half. That leaves 6 days of IDT to do in the second half. The remaining 6 days of IDT should be done in the second half. The schedule should look like this:

1 Oct-24 Jun	=	12 days AT (12 pts)
		6 days IDT (12 pts)
25 Jun-30 Sep	=	6 days IDT (12 pts)

EXAMPLE #3: R/R DATE IS BETWEEN 1 SEP AND 30 OCT

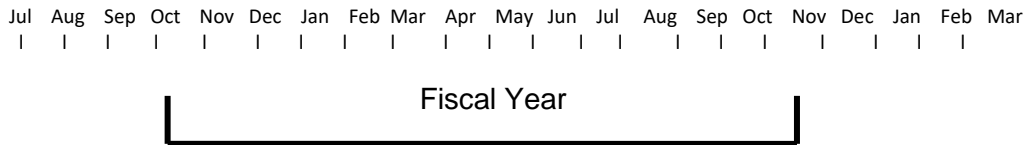


If the member is lucky enough to have an R/R date between 1 Sep and 30 Oct which is almost the same as the FY, they should have no problem setting up the schedule. If the R/R date is between 1-30 Sep, training should never be done between the R/R date and 30 Sep. If the R/R date is between 1-30 Oct, training should never be done between 1 Oct and the R/R date. If these periods are avoided and all training is performed in the remaining FY, there will never be a bad year.

NOTE: Enter R/R to help determine participation training window.

Figure 3.2. Blank FY vs. R/R Slide Rule

On the time-line below, draw in lines indicating R/R year.



The 1095 Rule

IAW FY05 National Defense Authorization Act (NDAA), reservists are limited to active duty tour lengths of 1095 days (3 years) out of the previous 1460 days (4 years). Days performed prior to entering Selected Reserve (SelRes), under mobilization, annual tour, or as an AGR are excluded. Time voluntarily deployed does not count against 1095 service limits. Waivers for members deploying to USCENTCOM OCONUS AOR are automated through the M4S System.

1095 WAIVERS

Individuals who would exceed 1095 while performing duty in MPA status must process their waiver request through their AC MAJCOM before the order will be certified. Individuals who exceed 1095 while performing duty in RPA status must process their waiver request through their Detachment CC. Waivers meet a formal board and are assessed based on the priorities outlined in waiver guidance.

CHAPTER 4 - ORDERS, WAIVERS, AND ENTITLEMENTS

Requesting Orders

All RPA (AT/ADT/ADOS/school) and MPA tours must be coordinated through the IR's supervisor prior to submitting requests in [AROWS-R](#), accessible through the [Air Force Portal](#). Once the IR successfully submits an [AROWS-R](#) orders request, the request is automatically forwarded to the Detachment or the HQ IR RIO Orders Writing Cell (OWC) for final processing. The HQ IR RIO Det staff and/or OWC will use the ARCNet system to check the IRs readiness status to ensure all readiness requirements are current PRIOR to the approval of the member's order request. Order requests should be submitted through [AROWS-R](#) at least 30 days prior to start of the tour to allow time for quality checks and proper routing of the orders through the approval process. Orders requiring waivers, such as sanctuary waivers, or exception to policy will need extra time (i.e. split AT, AT at an alternate location, etc., please use the [Annual Tour Special Request Form](#)). Incomplete or inaccurate data on the AROWS-R request or in MilPDS can cause delays in the processing of orders and may cause your tour of duty to be delayed.

Update any address changes in the vMPF, under the Self-Service tab, 1-2 weeks prior to inputting application for orders in AROWS-R. The address in AROWS-R must match the address in MilPDS for the orders to be processed. Address changes CANNOT be updated in AROWS-R. You must update your address in vMPF prior to entering the AROWS-R request. For more information on AROWS-R orders click here for the [AROWS-R Guide](#).

The member may check the status of orders at any time through the AROWS-R system. When orders are complete in [AROWS-R](#), an email will be sent to the IR. (**NOTE:** IRs must ensure profile settings reflect the correct settings to receive orders alerts via email.) Once the orders are certified, the member may enter [AROWS-R](#) to print his or her orders. It is imperative that the IR check the orders as soon as they are complete for accuracy. Read the entire order prior to departing your home of record. If there is something you do not understand, notice as an error or an authorized travel entitlement is missing, please contact the Orders Specialist immediately.

MANDATORY USE OF AROWS-R TO PUBLISH ORDERS

Per AFRC/CC policy letter dated 23 January 2015, reservists are required to publish all orders in AROWS-R. While on any MPA or RPA long tour, any additional travel requires a DD Form 1610 to be produced in AROWS-R. TDY requests will require a funding letter from your AC resource advisor. **NOTE:** No orders shall be initiated directly in DTS

MPA AND RPA ORDERS

The MPA orders process begins with the unit M4S manager submitting a request for the IR to perform duty in the M4S system. When requesting MPA orders that require travel and per diem the M4S tasking must be accompanied by a fund cite authorization letter detailing all entitlements. RPA ADOS, ADT, and school tours are requested through the members Detachment. The AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour, is the order for MPA and RPA (AT, School, ADT, and ADOS tours).

TEMPORARY DUTY (TDY) ORDERS

The DD Form 1610, Request and Authorization for TDY Travel of Personnel, is for Temporary Duty (TDY). IRs ARE NOT authorized to use DTS for TDY orders.

Modifications and Revocation of Reserve Orders

IRs should not report for duty prior to the date specified in block 13 or be released prior to the date in block 14 of the AF Form 938. In cases of changes in the arrival, departure or travel date, a modification to the AF Form 938 is required. Any changes to an original order must be coordinated through the IRs AC supervisor, Detachment, and the OWC. The Detachment or OWC will submit the changes to HQ IR RIO with no action required on the member's part. The modification is part of the original order and must be submitted to the HQ RIO/RPO military pay office. It must also be submitted in DTS or RTS to IR Travel with the [DD Form 1351-2, Travel Voucher or Subvoucher](#), if applicable. **NOTE:** All changes to MPA orders must be initiated through M4S first.

Revocations are used before an order goes into effect or before funds are expended to cancel an order. Once revoked, the order no longer exists as an official document.

Verbal Orders of the Commander (VOCO)

IRs may be directed to travel without a copy of written orders. This type of travel is called "Verbal Orders of the Commander" or VOCO. ***IRs with greater than 18 year's total active federal military service are NOT authorized VOCO orders unless an approved Sanctuary Waiver is on file and the VOCO is requested prior to the tour start date. After which, a VOCO can then be considered. If no waiver is on file the member would not be authorized to proceed on the tour.*** VOCOs are only used as a last resort and are only issued when time or error prevents the publication of written orders in advance. They are not intended to be used due to a lack of planning. For all tours, VOCOs must be approved by the Det CC prior to departure. VOCO requests will be initiated by completing the VOCO Letter template on the HQ IR RIO website and final VOCO will be confirmed in writing by the Det CC. VOCOs must be approved by the Det CC prior to departure or beginning any tour. When the order is written, the date the verbal order was issued will be placed in the remarks section of the order. Please see the [VOCO Letter Template](#) to complete a VOCO request.

Travel Days

One travel day is authorized at the beginning of a tour only. An exception can be made if a reservist cannot reach their home of residence (HOR) by commercial airline before midnight on the last day of the order. One travel day is then authorized to travel home. To save travel days, AC supervisors or the orders approving officials may permit late reporting during the morning of the first duty day and early release during the afternoon on the last duty day. Travel is not expected to commence prior to 0600 or after 2400. [Travel reimbursement](#) must be authorized in a memorandum from the member's unit supervisor and endorsed by the Detachment Commander. PCS moves will authorize extra travel days and should be coordinated with the Traffic Management Office (TMO) at the nearest military installation.

Government Quarters

Government quarters include on base lodging and/or government contracted quarters off base. IRs should confirm with the base lodging office to determine if lodging will be on or off base. To locate a base lodging office, visit [DOD Lodging](#).

If the installation is part of the DoD Integrated Lodging Program, lodging can be booked through DTS. If on-base lodging isn't available, DTS will locate off base lodging with contracted facilities and a non-availability number will be automatically generated in the system. Installations that are currently included in the Integrated Lodging Program can be found at http://www.defensetravel.DoD.mil/Docs/ILP_Pilot_Start_Dates.pdf. If not part of the program, IRs must obtain a non-availability certificate from base lodging to file with a travel voucher."

If no on base lodging is available consider the following while planning the tour:

- Does the base provide a shuttle service?
- Can the base motor pool provide a government vehicle?
- Is mass transit available from off-base to the office?
- How would I get from the office to the dining facility each day - walk, base-shuttle or Privately Operated Vehicle (POV)?
- Is the dining facility available during the period of the tour?

Actual Expense Allowance (AEA)

Actual Expense Allowance (AEA) reimburses the member for the actual cost of food and/or lodging when exceeding the maximum per diem allowance. Detachment CCs have approval authority for AEA expenses for **IMAs**, up to 150% of the normal allowance and is a rare exception due to extenuating circumstances. This is not a continuing blanket approval for travel to high cost areas or to cover expenses caused by personal convenience or preference. Ignorance of per diem rates is not a consideration, and each request is carefully reviewed to ensure no alternative was available.

REQUESTS FOR AEA PRIOR TO TOUR

Applications for AEA should be submitted in addition to the AROWS-R request and contain the following information:

- Specific reason for travel
- Whether meetings with technical, professional, or scientific organizations are involved
- Whether international conferences or meetings are involved
- Names and titles of foreign governmental contacts, if any
- Proposed itinerary showing complete identification of places to be visited, the length of duty at each place, and inclusive dates of travel
- Information as to any special arrangements which have been made such as provisions for use of special government quarters, messes, open messes, motels, restaurants, etc.
- Current daily locality per diem rates projected or actual daily costs and the difference between the two
- Reasons normal accommodations within the prescribed per diem allowance will not suffice and efforts made to obtain accommodations within the per diem rate
- Name and phone number of individual who may be contacted concerning this request

REQUESTS FOR AEA AFTER TOUR

For AEA requests after travel has been performed, IRs must submit an [Optional Form 1164](#), **Claim for Reimbursement for Expenditures on Official Business** to the Detachment CC, with the questions above answered and copies of any appropriate receipts attached. Approved forms should be forwarded for payment to [IR Travel](#). Any formal training requests, not unit funded, must be approved by [HQ AFRC/AITF](#) through the Detachment CC. Contact the Detachment CC with any questions regarding reimbursement.

Variations

Variations allow a reservist to travel to more than one duty location on an order. The requests must be approved prior to publishing the order. If variations are authorized for MPA tours it must be authorized on the M4S allocation. Variations are not authorized for VOCO orders. Each location must be listed as a separate stop in the duty location section of the orders request within [AROWS-R](#). Contact the

Detachment CC with any questions about variations authorization.

Special Authorizations

If an IR needs to request a rental car, excess baggage, and/or conference fees they must complete the appropriate paragraphs provided in [AROWS-R](#). **Cost-savings to the government, not personal convenience, is the basis for approving special authorizations.** When requesting conference fees, the IR must include the conference documentation that lists the total registration/conference fee and identifies the number and types of meals and/or nights lodging that the fee includes. When requesting a rental car, IRs must also complete the Annual Tour Special Request form Rental Car Justification Worksheet on the HQ IR RIO website.

Leave

Active duty tours of 30 or more consecutive days accrue leave at a rate of 2.5 days per month (prorated for portions of months) of active duty. Commanders may authorize leave on an individual basis. IR's can be reimbursed for the actual cost of lodging retained at the TDY location during leave, NTE per diem rate lodging portion for each day during contingency operations, evacuations, and when receiving long term TDY flat rate per diem (JTR para 4250). Leave numbers can be obtained up to 14 days in advance from the Reserve Pay Office (RPO). Members must submit a hard copy AF IMT 988 to receive a leave number. After the completion of the leave the member must sign and send in Part 3 of the AF IMT 988 to their RPO. IRs will not receive per diem while in a leave status.

UNUSED LEAVE

IRs may receive payment for unused leave or transfer leave to a new tour (**NOTE:** Approved in FY12 NDAA). If consecutive tours are performed, the member must request leave payment at least 14 days prior to the end of the current tour. If leave is accrued during active duty in support of a declared war, national emergency, involuntary recall or if you are on a tour (one order without modifications) of 365 days or less you will be able to sell all unused leave and it will not count against the 60-day maximum sell back policy IAW DoDFMR CH 35, para 3501. For more information, contact the RPO—you will need prior coordination to transfer leave if transferring to a new tour/organization, please see the [AFRC Leave Carryover Guide](#).

Active Duty Sanctuary Waivers Associated with RPA and MPA Tours

Active Duty Sanctuary is a window between 18 and 20 years Total Active Federal Military Service (TAFMS) in which a member must be given the opportunity to stay in the Air Force to receive a Regular Component 20-year retirement. Claiming sanctuary means the reservist will be assessed onto active duty status for the amount of time adding up to 20 years TAFMS and then the IR must retire at the 20 year TAFMS date. A member in an active duty status is eligible for an assignment and a permanent change of station. If member chooses to decline the assignment offered, their right to sanctuary protection is foregone. IRs who have between 18 and 20 years of TAFMS and request ADOS (**IMA** only) or MPA tours must sign a sanctuary waiver prior to the tour start date that precludes them from claiming sanctuary during the tour (see [Sanctuary Waiver/Statement of Understanding](#) (SOU) for waiver processing requirements).

SANCTUARY WAIVER/STATEMENT OF UNDERSTANDING (SOU)

A sanctuary waiver is accomplished via an SOU, signed by the member, and processed through the assigned Detachment CC to HQ IR RIO. Each waiver must have a specific order associated with it (no blanket waivers). Contact the servicing Detachment for more information.

POINT CREDIT

When a member waives their right to claim sanctuary, they continue to earn the points to qualify for a Regular Component retirement upon reaching 20 years TAFMS. A reservist with 20 or more years TAFMS is no longer in the sanctuary window and therefore may be allowed to continue participating for points and/or pay.

CHAPTER 5 - MILITARY PAY

Establishing a Pay File

IR's being assessed into the Air Force Reserve from the AC or IRR will be paid by the HQ IR RIO Reserve Pay Office (RPO) located at Buckley AFB, CO. The IR welcome package will contain all the required documents needed to establish the pay file. If transferring from another IR unit, the submission of the welcome package is not required unless the member is changing their current information. Documents may be submitted via fax at: DSN 847-3960, Comm (720) 847-3960, email: arpc.riorpo.1@us.af.mil, [myPers](#), or the [RPO webpage](#). The RPO may require additional information to update the member's military pay record. To contact the RIO/RPO, please call DSN 847-3711 or Comm (720) 847-3711.

Required Documents

DD FORM 2058-1, STATE OF LEGAL RESIDENCE CERTIFICATE

State Income Tax Withholding (SITW) is based on the IRs state of legal residence.

FORM W-4, EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

The W-4 allows the IR to list their number of exemptions. The IR has the capability to change their W-4 information in myPay, accessible through the [Air Force Portal](#) or by submitting Form W-4 to their servicing RPO.

AF FORM 594, APPLICATION AND AUTHORIZATION TO START, STOP OR CHANGE BAH OR DEPENDENCY REDETERMINATION

Copies of marriage certificate, birth certificate, divorce decree and child support settlement documents are required supporting documentation, as applicable. NOTE: New IRs transferring from a Traditional Reservist (TR) unit program are required to re-certify their BAH by submitting this form and documents via fax, [myPers](#), or email to HQ IR RIO (RPO).

BAH Status Change. IRs are required to inform HQ IR RIO (RPO) of all status changes.

AF FORM 1745, ADDRESS CHANGE FORM

Provide mailing address for military pay correspondence.

DD FORM 214, CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

Is required for all members transferring into HQ IR RIO, unless transferring from another IR unit.

SERVICEMEMBERS' ON-LINE ENROLLMENT SYSTEM (SOES)

SOES is the Servicemembers' Group Life Insurance (SGLI) On-Line Enrollment System. It replaces the paper-based SGLI/Family SGLI (FSGLI) enrollment, maintains elections and beneficiary information, and provides 24/7 self-service access to SGLI information via [milConnect](#). SGLI provides insurance coverage to eligible members of the active and reserve components. SOES centralizes SGLI/FSGLI data into one authoritative system capable of providing consistent SGLI/FSGLI information to members and their leadership.

IRs may:

- Increase, reduce or cancel SGLI and FSGLI coverage
- Add a beneficiary or edit SGLI beneficiary information
- View, save, print or email a SGLI Coverage Certificate

SF 1199A, Direct Deposit Sign-Up Form

Direct Deposit is mandatory for all IR members. IRs have the capability to change their direct deposit information via [MyPay](#) on the [Air Force Portal](#) or by submitting an SF 1199A to their HQ IR RIO RPO. **NOTE:** Do not close the old direct deposit account until military pay funds have been deposited into the new account.

AF FORM 1962, ELECTION OF RESERVE PAY AND ALLOWANCES OR BENEFITS FROM PRIOR MILITARY SERVICE

All IR's with prior military service and receiving a pension, either an AC pension or VA disability/pension payment, are required to complete and submit a properly completed AF Form 1962 located on the HQ IR RIO [Pay and Travel](#) website under the forms tab. Instructions for completing the form are located in the IR RPO Welcome Packet. If you are a current IR and need to complete this form, please contact the HQ IR RIO/IRO (RPO) via email, [myPers](#), or phone for assistance DSN 847-3711, Comm (720)847-3711.

Active Duty Orders for Individual Reservists (Pay Entitlements)

CERTIFICATION OF AF FORM 938 (30 DAYS OR LESS)

To receive pay and allowances, the member's AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour, must be completed by the member and certified by supervisor/designate upon completion of duty. Once completed, submit certified order to HQ IR RIO/RPO via fax or email for payment. Electronic signatures are ONLY authorized if utilizing Tour of Duty Certification (TOD-C). IRs should not report for duty prior to the date specified in block 13 or be released prior to the date in block 14 of the AF Form 938. If the arrival/departure or travel date changes a modification to your AF Form 938 is required. The member must contact their AROWS-R orders writer for a modification. The certification dates in blocks 39 and 44 must be on or after the last day of duty. Upon completion of blocks 36-44, submit AF Form 938 to HQ IR RIO/RPO for payment. Note: the report time in block 40 must be the same or after the arrival time in block 36b. Also, the release time in block 40 must be the same or before the depart time in block 36c. Submission of your tour via TOD-C (except school tours) is HIGHLY encouraged. Using TOD-C will reduce nearly all orders certification errors as it has built in parameters to ensure required information is entered on the certification. Additionally, use of TOD-C will expedite payments.

Tour of Duty Certification template

CERTIFICATION OF AF FORM 938 (31 DAYS OR MORE)

In order to initiate payment, complete blocks 36 a-b, 37-39, 40 (report time and date) only and 41-44. Blocks 39 and 44 must be on or after the first day of duty (IRs should not report for duty prior to the date specified in block 13 or be released prior to the date in block 14 of the AF Form 938). If the arrival/departure date(s) changes, a modification to your AF Form 938 is required prior to payment. Member must contact their AROWS-R order writer for a modification.

Family Separation Allowance (FSA). The FSA entitlement may be authorized if an IR is separated from their family for more than 30 continuous days. If dependent(s) visitation exceeds 30 days, this may alter their FSA entitlement. Complete DD Form 1561 and submit with your completed travel voucher.

Certification of AF Form 938-Submitting for Final Payment

Prior to submitting AF Form 938 to servicing RPO for payment, ensure blocks 36 through 44 are completed and the certification dates in blocks 39 and 44 are on or after the last day of duty. To expedite pay, submission via Tour of Duty Certification (TOD-C) through AROWS-R is authorized for tours 30 days or less. TOD-C does NOT apply to school tours. **NOTE:** Members on continuous active duty for 30 days or more are entitled to BAH, Type II (BAH II), unless in support of contingency.

ORDERS - AF FORM 938 (OVERSEAS)

Overseas Housing Allowance (OHA). OHA is a monthly allowance for members who reside or receive a Permanent Change of Duty Station (PCS) order to OCONUS, except Hawaii and Alaska. Members must have the base housing office complete the DD Form 2367 and submit their rental agreement. Note: this allowance is only authorized when not in a per diem status.

Cost of Living Allowance (COLA). COLA (CONUS/Outside the Continental United States [OCONUS]) offsets the cost of living for specific locations. Complete the ARPC Form 0-103 and submit to your servicing RPO. Contact the [HQ RIO RPO](#) for additional information.

Family Separation Allowance (FSA). The FSA entitlement may be authorized if an IR is separated from their family for more than 30 continuous days.

CONTINGENCY, EXERCISE, AND DEPLOYMENT (CED) ORDERS

Contingency Exercise Deployment (CED) orders are the only type of orders authorized for deployment of Air Force personnel assigned to Air Force units in support of contingency, humanitarian, or disaster relief operations.

Hostile Fire/Imminent Danger Pay (HFP/IDP). HFP/IDP is payable if authorized to perform hazardous duty for servicemembers in careers such as; non-crewmembers, parachute jumping, demolition of explosives, handling toxic fuels, engaging in flight deck duty or experimental stress duty. Also service members that perform flight duties as aircrew members and meet their service's operational requirements may be entitled to HFP/IDP. A letter of certification of HFP/IDP duty from the command, DD Form 114, and Military Pay Order (MPO) must accompany the AF Form 938 or AF Form 40A. If the member is a non-rated aircrew member, they must hold current aeronautical ratings, meet monthly flying requirements, and maintain medical certification to receive HFP/IDP.

Hostile Fire/Imminent Danger Pay (HFP/IDP) and Combat Zone Tax Exclusion (CZTE). Servicemembers will receive \$7.50 for each day they are on duty in an HFP/IDP area up to the maximum monthly rate of \$225. Members who are exposed to a hostile fire or hostile mine explosion event are eligible to receive non-prorated Hostile Fire Pay in the full monthly amount of \$225. Members cannot receive both IDP and HFP in the same month.

If the member is in a location that authorizes HFP/IDP or CZTE per the JTR, please submit a Contingency Exercise Deployment Order (CED), AF Form 1610 and AF Form 938 that defines location in block 12. In addition, they must submit one of the following that indicates arrival date in the Area of Responsibility (AOR):

- Signed DD Form 1351-2 (travel voucher)
- DTS Voucher Copy (not authorization)
- AF Form 1881 certified by Commander

Election of Compensation or Benefits

IRs cannot accept pay and allowances and a pension, retirement pay, or disability compensation for any periods served on AD, ADT, or IDT simultaneously. Members who receive a pension, retirement pay, or disability compensation must complete AF IMT 1962. Failure to do so will result in collection action and may be subject to disciplinary action or prosecution.

IDT Pay (IMA only)

IDT BASIC PAY

Member is entitled to basic pay and authorized [Incentive Pay](#), i.e.: Aeronautical Crew Incentive Pay (ACIP) and Hostile Fire/Imminent Danger Pay (HFP/IDP) for the periods of IDTs performed. IMAs will be paid one day's pay for each IDT point not to exceed two points per day. IDTs performed at locations other than the member's unit of assignment or attachment may have specific entitlements as defined in the Joint Travel Regulations ([JTR](#)). The commander directing this deviation will issue a local funded DD Form 1610. When the member has exceeded the number of allowable paid IDTs for the FY, the member will receive "points-only" credit.

IDT TRAVEL PAY

Generally, travel pay is not authorized for travel to or from the place of IDT and is paid for by the member. However, it may be authorized for specific AFSCs. Contact the Detachment or reference the [JTR](#) for IDT travel entitlements outside normal commuting distance. Per Diem is also not authorized for IDTs; however, lodging is reimbursable. Use of the dining facility is authorized at no charge for enlisted airmen only, if available. Please provide orders that include the members Social Security number to the [IR Travel](#) Pay Office to expedite the pay process.

IDT LODGING

IRs must schedule their base lodging when the supervisor or TODC approves their requested IDT schedule in UTAPS-Web. Non-commuting IRs are authorized lodging reimbursement during the dates authorized on the UTAPS-Web generated AF Form 40A. To claim lodging expenses, submit the [Optional Form 1164](#), 40A, and lodging receipt to the [IR Travel](#) office. Include base and lodging name.

SUBSISTENCE-IN-KIND AUTHORIZATIONS

Like lodging, IRs must obtain pre-authorization for subsistence-in-kind when submitting their schedule in UTAPS-Web. Subsistence-in-kind is for enlisted personnel only when performing paid IDTs of eight hours or more in one day. If duty is less than 8 hours, a non-pay status, or IR is an officer, subsistence-in-kind is not authorized. Enlisted personnel may be required to furnish a copy of the AF Form 40A to the dining hall to receive subsistence-in-kind. If the government dining facility is not available due to closure, work schedule or personal preferences, the member will not be reimbursed for any meals procured on the economy. Officers must pay the basic food charge regardless of pay status or length of IDT duty.

Active Duty Tour Pay and Allowances

Active duty tours consist of RPA and MPA. In addition to basic pay, Basic Allowance for Housing

(BAH), and Basic Allowance for Subsistence (BAS), there are various pay and allowances entitlements based upon location and length of tour. The most common are listed below:

FAMILY SEPARATION ALLOWANCE (FSA)

The Family Separation Allowance (FSA) entitlement may be authorized if IR is separated from their family for more than 30 continuous days. If dependent(s) visitation exceeds 30 days, this may alter their FSA entitlement.

COST OF LIVING ALLOWANCE (COLA)

The Cost of Living Allowance (COLA) offsets the cost of living for specific locations within the Continental United States (CONUS) and Outside the Continental United States (OCONUS). Contact the servicing RPO for additional information.

OVERSEAS HOUSING ALLOWANCE (OHA)

The Overseas Housing Allowance (OHA) is a monthly allowance for members who resides OCONUS, or receive a Permanent Change of Duty Station (PCS) orders OCONUS, except Hawaii and Alaska.

Link to Defense Travel Management Office Allowance Page:

- [COLA, OHA](#)

Incentive and Special Pay

INCENTIVE PAY FOR AIRCREW MEMBERS

Link to Defense Finance and Accounting Service Special and Incentive Pays Page:

- [Incentive and Special Pays](#)

AIRCREW MEMBERS

HQ IR RIO/HARM is the Aviation Resource Management Office for IR aircrew members. Following is a list of the current types of incentive pay available to IRs. Contact HQ IR RIO/HARM to determine eligibility.

AVIATION CAREER INCENTIVE PAY (ACIP) - RESERVE AVIATOR CONTINUATION PAY PROGRAM

Reserve officers qualified for ACIP may receive ACIP if they occupy rated positions, have passed the "gates" that require specific years of aviation service, and remain medically qualified for aviation service. Eligible members must provide an updated AF IMT 1042 to HQ IR RIO/HARM by the 4th of the month following the member's birth month. Failure to provide the required documents will result in the member's Aviation Service being suspended and flight pay entitlement terminated.

MILITARY HARDSHIP DUTY PAY-LOCATION (HDP-L)

HDP-L is compensation paid to members assigned outside the continental United States in Quality of Life (QoL) Hardship locations – Locations where QoL living conditions are substantially below the standard most members in the continental United States would generally experience. HDP-L is intended to recognize the extraordinary arduous living conditions, excessive physical hardship, and/or

unhealthful conditions that exist in a location or assignment. Rates are payable in increments of \$50, \$100, or \$150 a month based on level of QoL hardship in a given area.

Hardship Duty Pay for Location Assignment (HDP-L) is payable to members for either permanent change of station duty or temporary/deployed/attached duty of over 30 days duration in specified locations. This entitlement is payable to both officers and enlisted members when assigned for duty in the locations listed in DoD 7000.14-R, Financial Management Regulation Volume 7A, Chapter 17.

Hardship Duty Pay for Mission Assignment (HDP-M)

HDP-M is payable to members, both officer and enlisted, for performing designated hardship missions. HDP-M is payable at the full monthly rate, without prorating or reduction, for each month, during any part of which the member performs a specified mission. Active and Reserve Component members who qualify at any time during a month shall receive the full amount of HDP-M regardless of the period of time on active duty or the number of days they receive basic pay during the month. A member assigned to, on temporary duty with, or otherwise under the operational control of the Defense Prisoner of War/Missing Personnel Office, the Joint Task Force-Full Accounting, or the Central Identification Lab-Hawaii may qualify for HDP-M based on performance of a hardship mission. Members so assigned are entitled for each month in which they perform investigative or remains recovery duty for remains of U.S. servicemembers in remote, isolated areas; including, but not limited to, areas in Laos, Cambodia, Vietnam and North Korea.

NOTE: Effective February 15, 2007, the maximum total HDP-L that may be paid to a member in any 1 month who is also in receipt of Hostile Fire Pay/Imminent Danger Pay (HFP/IDP) is \$100. The total entitlement of HDP-L plus HFP/IDP in any 1 month may not exceed \$325.

SPECIAL DUTY ASSIGNMENT PAY (SDAP)

Special Duty Assignment Pay (SDAP) is an incentive to encourage enlisted members to qualify for and serve in designated duties involving the performance of extremely difficult duties or duties demanding an unusual degree of responsibility. **PIRR** members are eligible however, only receive pay while on active duty orders. **IMAs** receive pay while in any duty status. Contact your servicing Detachment for more information. [Click for SDAP table](#)

ENLISTED INCENTIVE BONUS

Enlisted **IMAs** may qualify in one of four categories to receive an incentive bonus; reenlistment, prior service, affiliation, or retraining. Bonus eligible Air Force Specialty Codes (AFSCs) are on the critical career listing, and manned at less than 100%. Eligible AFSCs are reviewed every six months and are subject to change. Payments are made in equal annual installments on the anniversary of the enlistment/reenlistment date. **NOTE:** [AF Form 4010, Application for IMA Enlisted Bonus and Incentive](#), will not be accepted without the owning Detachment CC's signature or the signature of their designated representative. The form can be found on the HQ IR RIO Pay and travel website under the forms tab.

Basic eligibility is as follows:

- Must not have more than 16 years total service based on pay date, at the time of reenlistment or prior service enlistment
- Must enlist/reenlist in a bonus-qualifying DAFSC with a CAFSC of at least a 3-skill level
- Enlistment/reenlistment must be for three or six years
- Must satisfy FY participation requirements each year
- Must not have received previous bonus from any RC

- If reenlisting, must be within 180 days of current Expiration of Term of Service (ETS)

Pay Links:

[AFMAN 65-116 Vol 1 Financial Management](#) – Manual of Finance Guidance

[AFMAN 65-116 Vol 2 Financial Management](#) – Manual of Finance Guidance

[myPay](#) - Official site for Leave and Earning Statements

[Benefits Fact Sheet](#) – Compensation for Military Service

[Bonds at Treasury Direct](#) - Official site for U.S. Savings Bonds, as well as a bond calculator

[DFAS](#) - Defense Finance & Accounting Service - Pay Tables and much more

[Military Compensation](#) - DoD information about basic military compensation and benefits information about basic military compensation and benefits

[Tax Guide for the Armed Forces](#) - Official publication from the IRS

CHAPTER 6 - PER DIEM AND TRAVEL ALLOWANCES

Active Duty Tours

IRs are entitled to lodging and per diem when on Active Duty Tour orders (MPA or RPA) and when their home of record (HOR) is outside of the established commuting area of the duty location. **NOTE: IMAs** on AT when both government meals and quarters are available, no per diem is payable except for travel days. Per Diem and travel allowances are only payable for the days specified in blocks 13 & 14 of the order. Any request for pay for duty performed outside those specific dates. Other than allowable travel time, will be denied. **Exception:** A member performing IDT before or after an AD tour may travel to the vicinity of the duty site any time after receipt of orders and may delay return home upon completion of the AD tour. **PIRRs:** Lodging is reimbursable if outside commuting area by filing a [Optional Form 1164](#) and submitting the IR Travel Office with a signed Form 40A that authorizes lodging and a copy of the lodging receipt. If the member's HOR is more than 150 miles from the place of duty, the member may qualify for travel reimbursement (up to \$300) in specific AFSCs only. Current reimbursement policy is updated annually, please verify with assigned detachment for specific AFSCs and policy guidance.

CORPORATE LIMITS

Travel and/or transportation allowances are not authorized for travel between the HOR/Place Last Entered Active Duty (PLEAD) and the place of active duty when both are in the corporate limits of the same city or town, the member commutes daily between HOR/PLEAD and the place of active duty, or the order-issuing official/installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

COMMUTING

Members commuting are authorized the applicable automobile or motorcycle mileage rate, for one round trip between the duty station and home, place of unit assignment, or place from which called or ordered to active duty. The orders approving official makes the commuting distance determination based on the installation commander's policy contained in the supplement to **DFAS 7010-3, *Travel Transactions at Base Level***, or other DoD publications, for the duty location. When Item 17 of the AF Form 938 is marked "Commuting Area," the IR may file for reimbursement for mileage of one round trip only regardless of how many duty days performed. Complete the mileage statement in the remarks section of AF Form 938 (POV? Limited to one round trip. POV type ___Auto or ___Motorcycle, Total Miles_____, and then Sign and Date). Reimbursement will be made by the RPO with military pay entitlement. **NOTE:** This only applies to members performing duty in the commuting area only. Non-commuting members must file for travel reimbursement through the [IR Travel](#) office.

Permanent Change of Station (PCS), without Permanent Change of Assignment (PCA)

Permanent Change of Station (PCS) allowances are appropriate, IAW [JTR](#), Para. U7150 F1b, for those ARC members required to support an organization for a period exceeding 180 days cumulative in a 12-month period at one location (RPA or MPA).

Orders will identify whether PCS entitlements, notably shipment of household goods, are authorized. If an order authorizes PCS entitlements, the member is **not entitled** to per diem. The JTR generally prohibits Temporary Duty Travel (TDY) and transportation allowances for periods in excess of 180 days at one location, unless a Secretarial waiver has been issued however, per SAF/MRM, effective 1 July 2011, no individual waiver need be sought for the following activities:

- ARC members called to active duty in a voluntary (10 U.S.C., Sec 12301(d)) or involuntary status (10 U.S.C., Sec 12302), in a Combat Zone or in a Combat Zone Tax Relief Area in Direct Support of a Combat Zone (IAW DoD Financial Management Regulation Volume 7A, Chapter 44 section 440103), for the duration of the applicable operations.
- Members on Medical Continuation Orders to the extent they are otherwise eligible to receive per diem for the duration of their medical treatment or until the Disability Evaluation System process is finalized.

TRANSITION ASSISTANCE PROGRAM

Any IR that performs 180 days or more of orders is required to complete the Transition Assistance Program (TAP). Contact the local base Airman and Family Readiness Center for details on the course. TAP is congressionally mandated and attendance is **REQUIRED**, currently each time a member performs a tour of 180 days or over and is ending those orders. Training may be completed during the members qualifying tour or on separate RPA orders funded by HQ AFRC. TAP is designed to help you understand your military benefits and assist with your transition to the civilian sector. TAP consists of the following four components:

- Pre-separation counseling and Individualized Transition Plan
- Transition GPS workshop, including Department of Labor (DOL) Employment Training (Members may opt-out of the DOL portion with confirmed employment; documented accredited school acceptance; previous TAP attendance; or medical or special circumstances. **NOTE:** Exemptions must be coordinated in advance through the A&FRC.)
- Veterans Affairs Benefits briefing
- Capstone

Transportation Information

The order will specify the mode of transportation authorized for travel to and from the duty station. When mode of transportation is government transportation directed and not used, it will not be reimbursed for travel. When travel is by POV, not more advantageous to government, reimbursement will be limited to the constructive cost of travel. IRs are required to procure tickets from a Government Contracted Ticket Office (GCTO). **NOTE:** Exception is when traveling VOCO or the member did not have an opportunity to contact one of the 24-hour GCTOs. In this situation, a ticket may be purchased directly from the airline, asking for the city pair or government rate, whichever is lower, and pay for the ticket with the Government Travel Card (GTC). Be aware that reimbursement will be dependent upon full justification regarding the emergency nature of the travel and why purchase through a GCTO was impossible. Reimbursement is limited to the cost of the ticket or the price of the government would have paid, whichever is less.

Government Travel Card (GTC)

The use of the Government Travel Card (GTC) remains mandatory, with one exception; IRs who travel less than three times a year. The Travel and Transportation Reform Act of 1998 (Public Law, 105-264) states that the GTC shall be used by all U.S. government personnel, civilian and military, to pay for costs incident to official business travel. IRs should apply for the GTC through their AC unit of assignment/attachment Agency Program Coordinator (APC). The Control Spending Account (CSA) travel card is eliminated and will no longer be used.

Travel Voucher

When orders direct use of the Reserve Travel System (RTS), IRs must submit a [DD Form 1351-2](#) with a copy of their AF Form 938 and/or DD Form 1610, and applicable receipts and documents for payment of

authorized travel allowances and per diem within 5 duty days after completion of a tour. Forms are submitted to the [IR Travel](#) office.

IRs are not to use [Defense Travel System \(DTS\)](#) unless orders direct use of DTS to book travel. When directed to use DTS IRs must submit a copy of their AF Form 938 and/or DD Form 1610, and applicable receipts and documents for payment of authorized travel allowance and per diem within 5 days after completion of a tour. Contact your Det staff for DTS registration guidance.

TDY IN EXCESS OF 30 DAYS

For TDYs in excess of 30 days, member may file partial payment vouchers with the [IR Travel](#) office. Partial payment vouchers can be filed for a minimum 30-day increment and must include lodging receipts, any other receipts \$75 or more, completed DD Form 1351-2 and copy of AF Form 938.

SUBMITTING TRAVEL VOUCHER FOR FINAL PAYMENT

For final settlement vouchers filed at completion of a tour include the following:

- Certified copy of the AF Form 938
- Annotation of all leave taken during the orders period
- Completed itinerary (to include: TDY taken) for the entire period of the AF Form 938. If a separate voucher was previously filed for the TDY(s), it is not necessary to provide that documentation with the final voucher unless unreimbursed expenses are being claimed
- Permanent email address in block 6c (do not use TDY email address)

ELECTRONIC FUNDS TRANSFER (EFT) CHANGES

For Electronic Funds Transfer (EFT) changes affecting travel pay disbursements, submit [FMS 2231](#) , **Fast Start Direct Deposit** from the [IR Travel](#) office. **NOTE:** EFT changes in myPay only affect military pay transactions.

MANDATORY USE OF IR TRAVEL- TO FILE TRAVEL VOUCHERS

Per AFRC/CC policy letter dated Jan 2015, reservists are mandated to submit all travel vouchers to the [IR Travel](#) office. IRs are authorized to use the DTS for travel arrangements even when the TDY is funded by another agency or service. While on a long tour, any additional travel should be on DD Forms 1610 produced in AROWS-R and the related travel voucher filed in conjunction with the corresponding 30 day voucher at the [IR Travel](#) office.

TRAVEL ASSISTANCE CENTER (TAC)

The Travel Assistance Center ([TAC](#)) is available to all DoD travelers 24 hours a day, seven days a week. Staffed by a team of trained analysts, the TAC offers assistance on a broad spectrum of DoD travel issues, including DTS, Government Travel Card, Commercial Travel Programs, Travel Policy, and 24-hour Recruit Assistance.

The TAC can be contacted by calling 1-888-Help1Go (888-435-7146) or by submitting a help desk ticket through the tickets section of [Travel Explorer \(TraX\)](#). Travelers are encouraged to contact their local help desk prior to contacting the TAC.

Figure 6.1. Sample Travel Voucher

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 <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> 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. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government. \$ 000.00					
2. NAME (Last, First, Middle Initial) (Print or type) DOE, JOHN E.		3. GRADE E-8	4. SSN 123-45-6789		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA		
6. ADDRESS, a. NUMBER AND STREET 1392 SECOND ST		b. CITY MARIETTA		c. STATE GA	d. ZIP CODE 30069		
a. E-MAIL ADDRESS		7. DAYTIME TELEPHONE NUMBER & AREA CODE (678) 655-5800				8. TRAVEL ORDER AUTHORIZATION NUMBER D-12345	
11. ORGANIZATION AND STATION IMA TRAVEL, DOBBINS ARB GA, 30069		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES				10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER	
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED		13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)				c. PAID BY	
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH OR MARRIAGE		d. COMPUTATIONS	
15. ITINERARY		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)					
a. DATE 2011		b. PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)		c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
1JUL	DEP	HOR		PA			
1JUL	ARR	ATL HARTFIELD AIRPORT		AT			35
1JUL	DEP	ATL HARTFIELD AIRPORT		CP			
1JUL	ARR	MIA INT AIRPORT		AT			
1JUL	DEP	MIA INT AIRPORT		CB			
1JUL	ARR	TDY LOCATION		TD		123.45	
10JUL	DEP	TDY LOCATION		CB			
10JUL	ARR	MIA INT AIRPORT		AT			
10JUL	DEP	MIA INT AIRPORT		CP			
10JUL	ARR	ATL HARTFIELD AIRPORT		AT			
10JUL	DEP	ATL HARTFIELD AIRPORT		PA			
10JUL	ARR	HOR		MC			35
DEP							
ARR							
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER		17. DURATION OF TRAVEL 12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS MORE THAN 24 HOURS		e. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total 0.00 (8) Less Advance (9) Amount Owed 0.00 (10) Amount Due			
18. REIMBURSABLE EXPENSES		19. GOVERNMENT/DEDUCTIBLE MEALS					
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS
1JUL	ITEM	10.00					
1JUL	ITEM	200.00					
10JUL	ITEM	100.00					
10JUL	ITEM	12.36					
10JUL	ITEM	145.12					
10JUL	ITEM	17.23					
20. a. CLAIMANT SIGNATURE BARNES, WALTER A. 1076967837		b. DATE		Digitally signed by BARNES, WALTER A. 1076967837 DN: cn=BARNES, WALTER A. 1076967837, o=USAF, ou=RAZVIBS, email=BARNES, WALTER A. 1076967837, c=US Date: 2011.07.18 11:30:42 -0500			
c. REVIEWER'S PRINTED NAME		d. SIGNATURE BARNES, WALTER A. 1076967837		e. TELEPHONE NUMBER		f. DATE	
21. a. APPROVING OFFICIAL'S PRINTED NAME		b. SIGNATURE BARNES, WALTER A. 1076967837		c. TELEPHONE NUMBER		d. 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							

DD FORM 1351-2, MAY 2011

PREVIOUS EDITION IS OBSOLETE.

Exception to SF 1012 approved by GSA/IRMS 12-01
Adobe Professional 8.0

CHAPTER 7 - MOBILIZATION AND VOLUNTEERISM

Activation

Activation refers to the temporary expansion of the Active Component forces by both voluntary and involuntary means. Activations are frequently used to support contingencies, exercises or deployments associated with war efforts or domestic emergencies. It's important to understand the different types of activation as it influences entitlements associated with each deployment. [Table 7.1 Activation Authorities](#) below reflects the different types of activations, their authorities and limitations associated with each.

Table 7.1 Activation Authorities

TITLE 10 USCA	AUTHORITY	LIMITS	DURATION	FORCE STRUCTURE
VOLUNTEERISM				
Title 10 USC 12301 (d)	SECAF	No limit	No limit for volunteers other than service-driven ADOS	RCs
PRESIDENTIAL RESERVE CALL-UP (PRC)				
Title 10 USC 12304 and Title 10 USC 12302 (a)	Presidential	Not more than 200,000 at any one time, of which no more than 30,000 may be members of the Individual Ready Reserve	Not more than 365 days	Selected Reserve, as defined by § 10143(a); Ready Reserve as defined by § 10144(b)
PARTIAL MOBILIZATION (PUSH-PULL)				
Title 10 USC 12302	Presidential	Not more than 1,000,000 at any one time	Not more than 24 consecutive months	Ready Reserve
Title 10 USC 12303	Presidential	Not more than 1,000,000 at any one time	24 months	RCs
FULL/TOTAL MOBILIZATION				
Title 10 USC 12301 (a)	Congressional	No limit	Duration + six months	RCs
Title 10 USC 12306 (a) and Title 10 USC 12301	Congressional	No limit	Duration + six months	Standby Reserve
SECAF				
Title 10 USC 12301 (b)	SECAF	No limit	Not more than 15 days a year	RCs
STOP LOSS AUTHORITY				
Title 10 USC 12305, 12301, 12302, and 12304	Presidential	No limit	Presidential Determination	RCs

Mobilization

Mobilization involves the assembly, organization, and application of the nation's resources for national defense and it encompasses all activities necessary to prepare systematically and selectively for war. It is a non-voluntary "call-up" of personnel. **NOTE: PIRR** are mobilized only after partial, full, or total mobilization under **Title 10, U.S.C., Sections 12301(a), 12302, or 12306** are invoked. The mobilization process of the PIRR is under the responsibility of ARPC and the Directorate of Personnel Actions (DPA) Division.

MOBILIZATION PROCESS AND TIMELINES

Initial notification of mobilization most often occurs with a telephone call or e-mail from the commander or commander's designated representative 365 day prior to mobilization. Following initial notification, **IMAs** will receive a mobilization CED order cut by HQ IR RIO/IPR 30 days prior to mobilization. **IMAs** are ineligible for any other personnel actions, i.e. retirement, transfers to Inactive Ready Reserve (IRR), transfers between components, once selected for Mobilization. Once mobilized, **IMAs** are in an active duty status. Be prepared to deploy! Ensure your readiness is up to date in ARCNet which is accessible through the [Air Force Portal](#).

HQ IR RIO/IPR will generate your CED and AF IMT 938 orders for your deployment should it be required. Your AC unit will schedule you for any required training that is related to your deployment.

ACTIVE DUTY UNIT RESPONSIBILITY

The Active Duty unit is responsible for training, equipping, scheduling pre-deployment training, scheduling transportation to the AOR, and in/out-processing of IRs.

CONDITIONS THAT MAY PRECLUDE MOBILIZATION

- If a significant medical condition exists that would render an **IMA** ineligible for deployment and the condition has not been previously identified, contact your AC Commander and Detachment for guidance prior to departure
- If the MAJCOM has no funding for the requested deployment, the **IMA** will not be able to proceed

DEPLOYMENT VOLUNTEER PROCESS

IMAs may volunteer for deployment opportunities advertised through:

- Volunteer Reserve System (VRS) – AFSC approved
- AFRC Functional Area Managers (FAMs)
- Assigned unit and/or the gaining command assuming they agree to provide associated mandays
- 0-6 and above need AFRC/CV Approval

Deployments must have a valid Unit Line Number, and be an approved SecDef deployment requirement tracked in a SIPR-based system

IMA RESPONSIBILITIES

- Find deployment vacancy to volunteer
- Complete Volunteer Statement of Understanding (SOU)
- Contact assigned Detachment for guidance

- Possess a 3-level in AFSC
- Must be “GREEN-TO-GO
- Work with assigned Unit Deployment Manager (UDM) for all training equipment and in/out-processing

HQ IR RIO/IPR RESPONSIBILITIES

- Validate requested tasking and request sourcing via SIPR email
- Generate all IR’s CED and AF IMT 938 orders for deployment should it be required

POST DEPLOYMENT/MOBILIZATION RESPITE ABSENCE (PDMRA)

PDMRA is categorized as an “administrative absence” intended to compensate members subjected to high mobilization tempo. Essentially, PDMRA provides for paid days off after extended time spent deployed; minimum of one cumulative year within the last 72 months. Refer to USAF/A1 PDMRA policy for detailed information in calculating PDMRA. This entitlement is only for mobilizations.

PART III – DETACHMENT COMMANDER COORDINATION OF IMA READINESS LEVEL

ETS: _____ MSD/HYT: _____ TAFMS(YY/MM/DD): _____ PAFSC: _____

Training Status Code: _____ (N/A for Officers) DAV Code: _____

Security Clearance: _____ Security Clearance Exp Date: _____ (Must remain valid 90 days post deployment)

Date of Last PHA: _____ Date of Last Dental Exam: _____ Profile Code: _____

Date of Last Fitness Test: _____ Level of Fitness (circle one): Excellent/Good/ Satisfactory/Unsatisfactory

***Sanctuary Waiver Required for deployment: Yes / No**

Send copy of approved sanctuary to HQ RIO/IPR arpc.ipr@us.af.mil to cover the duration of the deployment and all leave and downtime)

***365 Day Per Diem Waiver required for deployment: Yes / No**

Operational/Contingency deployments in excess of 180 days, but less than 365 days individual waivers is not required. A TDY deployment extension or waiver for a period in excess of 365 consecutive days must be processed to the appropriate approval authority IAW references (b) and (c) of the TDY Duration and Per Diem Waiver Policy.

***1095 Waiver required for deployment: Yes/ No**

Members deploying on ULNs outside CENTCOM OCONUS AOR with an expected ADOS 1,095 or greater will require formal 1,095 review. ADOS total 1,095-1,399 will meet the board at MAJCOM level. ADOS total 1,400+ OR orders crossing FY (30 Sep) will meet both the MAJCOM and HAF board for approval.

***NOTE: Detachments initiate AFRC/CV approval request to AFRC/AIL for all O-6 taskings to include exercises.**

Detachment Commander:

I validate member is fit to fight as per the criteria listed above. I ensured all waiver-related documentation is attached. I confirm member is working with their UDM to request delayed reporting or RDD change to allow sufficient processing time if first movement is within 30 days of this request. When the member is sourced against the requested ULN, it is the Detachment's responsibility, in coordination with the UDM, to ensure HQ RIO/IPR receives pre-deployment training dates, out-processing documentation, and departure/return information.

Detachment Commander OR Delegate DSN Date
(Name, Grade)

Detachment Organizational E-Mail Address: _____

Maintaining Current Readiness

ALL **IMAs** will be accessible for involuntary recall/mobilization within 24 hours of notification. With computer technology making information easily accessible, it is IMPERATIVE for IRs to keep their address, civilian and home contact numbers updated in vMPF, accessible through [myPers](#). In addition, the IR should ensure the URC and assigned AC organization has current contact information. To maintain current personal readiness, the following actions should be accomplished.

READINESS REQUIREMENTS

- Always maintain a current Armed Forces Identification or Common Access Card (CAC)
- Ensure arrangement of all legal, business, and personal matters in the event of IRs absence
- Ensure family members are pre-enrolled in DEERS
 - **NOTE:** The following documents will be required to establish dependent status for new members:
 - Certified copy of marriage certificate
 - Certified copies of birth certificates for the member and authorized family members
 - Certified copies of court orders or decrees pertaining to authorized family members
- A copy of current virtual Record of Emergency Data (vRED) (see [Virtual Record of Emergency Data \(vRED\)](#)).
- Life Insurance will need to be updated in SOES. To access go to [milConnect](#), sign in, and go to Benefits, Life Insurance SOES-SGLI Online Enrollment System.
- Complete a Will and limited Powers of Attorney for managing personal affairs in the event of IR absence. **NOTE:** For guidance and preparation, go to the [Air Force Legal Assistance Website](#) to locate a Staff Judge Advocate's office
- Familiarize family members with insurance policies
- Have proper military uniforms in good condition
- Ensure spouse or personal agent has IRs social security number
- Ensure [AF Form 357](#) is completed, as determined by the commander, IAW [AFI 36-2908](#). The Commander's Support Section (CSS), First Sergeant or servicing MPS are available to provide guidance and assistance. (see [Family Care Plan](#))
- Ensure that all PHA and dental requirements are met and updated in the appropriate systems. (see [Table 2.1-Readiness References](#))
- Maintain current security clearance
- If IRs are in upgrade or re-training status, they must have at minimum, a 3 skill level prior to mobilization

READINESS FOLDER

Maintain a readiness folder with current data as outlined below. This will prevent many personal problems during mobilization. The folder should be readily accessible, and should consist of, but is not limited to the following:

- Immunization record: Public Health Service Form 73, International Certificate of Vaccination or DD Form 2766C, Vaccine Administration Record
- Passport, if applicable
- Printed copy of virtual Record of Emergency Data from the vMPF accessible through MyPers
- Credential and Certification folder, if applicable
- Most current copy of civilian medical history, to include a record of past illnesses or injuries not recorded in military medical record, and most current copy of last military medical/dental

- examination
- Career Field Education and Training Plan (CFETP), if applicable
- Identification Tags or Dog Tags obtained at assigned AC unit
- AF Form 2293, US Air Force Motor Vehicle Operator Identification Card, **if applicable**
- Weapons Qualification Card
- Geneva Convention Card, if applicable

NOTE: It is the member's responsibility to ensure authorized family members have current ID cards.

Travel in Support of a Deployment

Travel entitlements are defined by the gaining commander and restricted by the [JTR](#). Members must carefully review their orders and seek clarification, if necessary, prior to beginning movement. When travel by private auto is not authorized for members, travel reimbursement will be limited to the constructed costs of air travel and limited to 1 travel day if member chooses to drive versus flying.

Details to arrange commercial air travel will be given to IRs at the time of mobilization. Active duty travel benefits and privileges are authorized while traveling. Vehicle rentals not authorized in the line remarks must be approved and funded by the IR's assigned unit.

Special Instructions for Outside the Continental US (OCONUS)

Overseas members who receive notification from military authorities of involuntary mobilization and who will be reporting to a CONUS or another overseas location should contact the Detachment and/or HQ IR RIO/IRR. Transportation may be required from the nearest military installation.

Reporting Instructions

The reporting instructions and a report-no-later-than date (RNLTD) will be given from the notifying official. In addition, the reporting instructions and RNLTD will be clearly stated in the order. IRs must ensure arrival within the guidelines of the reporting instructions. Travel can commence without a written order. The written order will confirm the verbal order. Do not delay departure.

DELAYS IN REPORTING, DEFERRALS, OR EXEMPTION FROM MOBILIZATION

A delay is a postponement of not more than 30 days to report to active duty. An exemption is the total relief from an order to active duty. A deferment is the exclusion from activation for a specified period of time so that members may complete training or other requirements. This may occur before or during mobilization. Requests for a delay, exemption, or deferment in reporting to active duty are submitted to the servicing Detachment. Ensure your AC Commander is notified of these requests.

Voting Assistance Program

Airmen and their families serving around the world have the right to vote and the Air Force Voting Program's mission is to ensure they have the information and tools needed to exercise that privilege. As a part of the program, every Air Force installation has designated voting assistance officers who can assist Airmen and voting age family members with the registration and voting process. Before deploying, Airmen wanting to receive voting materials must notify their state of their new mailing address.

Servicemembers Civil Relief Act (SCRA) 2003

The Servicemembers Civil Relief Act (SCRA) of 2003 is a federal law that provides protections for military members as they enter active duty. It covers issues such as rental agreements, security deposits, prepaid rent, eviction, credit card interest rates, mortgage foreclosure, insurance and tax payments. Although *the Act does not relieve the member of personal obligations*, it temporarily suspends the right of creditors to use the courts for repayment if the inability to pay is due to military service. Employer Support of the Guard and Reserve (ESGR) is a Department of Defense (DoD) organization. The task for ESGR is to work through a nationwide network of volunteers and a small, full-time support staff to inform and educate hundreds of thousands of Reserve Component members and their employers regarding their rights and responsibilities, best practices, and to develop and maintain relationships with employers. For further information about rights under SCRA or questions about whether the SCRA applies, contact the Base Legal Office.

Return to Civilian Employment Rights

The Uniformed Services Employment and Reemployment Rights Act (USERRA) seeks to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion of their service. They should be reinstated with the seniority, status, and rate of pay they would have obtained had they remained continuously employed by their civilian employer. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of present and future membership in the armed services. To qualify for USERRA's reemployment rights, a servicemember must meet eligibility criteria. Remember, protections under the USERRA law are for voluntary or involuntary tours of duty.

Emergencies

Advise family members to contact the local office of the American Red Cross for emergencies at home. The Red Cross will notify the commander, whom in turn, notifies the reservist. Be sure dependents have the correct military address.

The Red Cross alone is responsible for confirming family emergencies.

Upon confirmation of an emergency, the commander may authorize emergency leave. Depending upon the mission, the commander is not required to grant emergency leave.

Yellow Ribbon Reintegration Program (YRRP)

The Yellow Ribbon Reintegration Program (YRRP) is a DoD-wide effort to promote the well-being of National Guard and Reserve members, their families and communities, by connecting them with resources throughout the deployment cycle. Through Yellow Ribbon events, servicemembers and loved ones connect with local resources before, during, and after deployments. Pre-deployment attendance provides members and families with essential resources prior to departure. During deployment, the YRRP offers level of stability and support while deployed (members are allowed 1 pre-deployment and 2 post deployment attendances). Reintegration during post-deployment is a critical time for members of the Guard and Reserve, as they often live far from military installations and members of their units. Commanders and leaders play a critical role in assuring Reserve servicemembers and their families attend Yellow Ribbon events where they can access information on health care, education/training opportunities, financial, and legal benefits. For more information on the YRRP please contact AFRC Yellow Ribbon Program at: afrc.yellowribbon@us.af.mil.

CHAPTER 8 - ASSIGNMENTS

IR Assignment Process

[AFI 36-2115](#) *Assignments within the Reserve Components* outlines the procedures for assigning and utilizing members of the AFR. Active Component, Air National Guard (ANG), members with a break in service, and other military branch members must apply for an IR position through a Reserve Recruiter.

Current IRs wanting to apply for a new position will process their paperwork through the gaining and losing unit's servicing Detachment. Vacancies can be viewed on the Reserve Vacancy tab accessible through [AFPC Secure](#).

APPLICATION PROCEDURES

Refer to the reserve vacancy remarks section or contact the POC listed on the reserve vacancy announcement for specific package requirements and application procedures. Generally, an [AF Form 1288](#) **Application for Reserve Assignment**, resume and last 3 OPRs/EPRs are needed to apply for an IR position. **NOTE:** AF Forms can be obtained on e-Publication, and evaluations can be obtained in the Personnel Records Display Application (PRDA) accessible through [AFPC Secure](#).

Conflict between military and civilian supervisors

Federal employees CANNOT apply for a reserve assignment if the supervisor will be the rating, endorsing or reviewing official on either the civilian or military appraisal. A conflict of interest exists and the assignment will not be allowed.

Key Employee Positions

Key Employee positions are those that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal agency or office to function effectively. Federal employees in designated Key Employee positions cannot participate in the Air Force Reserve and will be re-assigned to the Standby Reserve where they will remain for the period in which they will fill a key position. The member may apply for an assignment to the Non-Affiliated Reserve Section (NARS)/ND of the Active Standby Reserve. If accepted, the member will continue to earn retirement points. This also applies to appointed or elected officials who want to earn points for retirement.

Unit of Attachment versus Unit of Assignment

To meet training goals, a member may be attached to another unit outside of their assigned organization, provided it is in the best interest of the AF & AFR. The member's assigned position authorizes participation at alternate locations and the member can be trained in his/her DAFSC at the attached unit of assignment. You may establish a unit of attachment for training by obtaining written approval from the commander of the unit of assignment, commander of the unit of attachment, and Detachment commander. Approval is at the commander's and Detachment commander's discretion. Contact the servicing Detachment for further information and/or for a template of the Unit of Attachment Agreement.

Voluntary Reassignments Within or from the Ready Reserve

Members request reassignment by [AF Form 1288](#) **Application for Reserve Assignment** to the servicing Detachment commander who is the approval authority for voluntary requests for reassignment from the IR program.

REASSIGNMENT WITHIN THE READY RESERVE

Members requesting transfers to an AD component, AGR or EAD tour, unit program or another position within the IR Program must submit a completed [AF Form 1288](#) IAW [AFI 36-2115](#), para 1.24.

REASSIGNMENT TO THE INACTIVE READY RESERVE (IRR)

IRs no longer desiring or able to actively participate in the reserve may request to be reassigned to the IRR. Enlisted members within 90 days of their ETS are ineligible to request transfer into the IRR. Requests for transfer into the IRR must be submitted through the IRs AC unit of assignment and staffed to the servicing Detachment CC. IRs must submit requests at least 6 months prior to the requested reassignment date otherwise a waiver request, with specific justification, must be submitted.

Members in the IRR are not eligible to re-enlist or participate. Once assigned to the IRR, enlisted members will be discharged upon their ETS. Officers will be retained until they resign their commission or reach their Mandatory Separation Date (MSD). Contact your servicing Detachment for more information.

Participating Individual Ready Reserve (PIRR) Assignments

Participating Individual Ready Reserve (PIRR), also known as “Category E”, may remain in a points only status for up to 3 years from date of assignment unless an extension is granted by the attached organization and the Detachment CC. **EXCEPTION:** Air Force Academy Admissions Liaison Officer’s [ALO] and Civil Air Patrol [CAP] may remain indefinitely. Members who reach the maximum time in PIRR status with no retention waiver must either locate a funded position, separate, retire, transfer to the IRR, or complete an inter-service transfer. If the member has not met these requirements, they will be involuntarily reassigned to the IRR. In addition, PIRR members who refuse a valid, funded SelRes assignment equal or greater in rank, within a reasonable distance to the member’s place of residency, will be transferred into the IRR.

Continuum of Service (CoS)

The Continuum of Service (CoS) program includes Air Reserve Technicians (ARTs), Active Guard Reserve (AGR) Airmen, Traditional Reservist (TR), IRs, civilians and Active Component Airmen; all supporting the mission of the AFR. The CoS website, accessible through SAF MR, is designed to provide members with unfettered access to authoritative information, regarding every aspect of support, to include considerations on status transitions.

CHAPTER 9 - CAREER MANAGEMENT

Introduction

There are several programs available that focus on promotion advancement and professional development for the IR. Among these are Force Development (FD), Developmental Education (DE), academic education opportunities, Airman Comprehensive Assessment (ACA), recognition programs, and the individual's own personal development actions.

Force Development (FD)

Force Development (FD) is the deliberate management of experiences, combined with education and training opportunities in order to develop Air Force leaders. The overall goal of the FD program is to align deliberate development of reservists with AFR mission needs, within the context and culture of the Citizen Airman program.

DEVELOPMENT TEAMS (DT) (OFFICER, E9, E8, & E7 ONLY)

DTs periodically evaluate records to provide deliberate counsel maximizing individual goals and potential through vectoring (career counsel), Command or Key Position certification, and in-residence DE recommendations.

RESERVE ENLISTED AND OFFICER DEVELOPMENT PLANS (R-EDP AND R-ODP)

R-EDP and R-ODPs are a critical communication link between a reservist, a mentor (optional), the coordinator, and the DT. Development plans should be completed annually or when personal circumstances warrant. The plan should indicate education and training desires, assignment preferences, and goals. Development plans are updated in the vPC Dashboard, accessible through [myPers](#).

Developmental Education (DE)

Air Force training programs provide individual servicemembers with the skills and knowledge to perform effectively in their duty assignments. Skill development of individuals is accomplished through a set of career patterns that involve various combinations of formal training, education, and practical experience. Reservists can accomplish training in-residence, correspondence, seminar method, or distance learning. [AFI 36-2301 *Developmental Education*](#), describes resident and non-resident programs as well as attendance, eligibility, selection, and removal criteria. [AFI 36-2502 *Airman Promotion Program*](#), table 4.1, contains Professional Military Education (PME) requirements for enlisted personnel promotions.

ENLISTED DEVELOPMENTAL EDUCATION BOARD (EDEB)

The EDEB evaluates and recommends high potential enlisted members to attend select in-residence Professional Development courses. HQ ARPC publicizes the EDEB at least 3 months prior to the board. The invitation announcement will contain the EDEB convening dates, the EDEB Application, nomination suspense and instructions, and POC information.

RESERVE SCHOOL SELECTION BOARD (RSSB)

The RSSB competitively selects Reserve officers to attend short Developmental Education, Officer Professional Development, and joint in-residence courses. The RSSB convenes bi-annually, in January and July, with a posted invitation to apply generally two months in advance of the board. The January board selects for class start dates beginning May through September; and the July board selects for class start dates beginning October through April. Members meeting the established course criteria are encouraged to apply through the vPC Dashboard accessible via [myPers](#). **NOTE:** Class start dates are not available in advance; those selected will be notified in their reporting instructions, post board.

RESERVE DEVELOPMENTAL EDUCATION DESIGNATION BOARD (RDEDB) (OFFICER ONLY)

The RDEDB competitively selects reserve officers to attend in-residence Intermediate Developmental Education (IDE) and Senior Developmental Education (SDE) Schools. RDEDB convenes annually in the winter, with a posted invitation to apply the preceding summer. Members meeting the established criteria are encouraged to apply through the vPC Dashboard, accessible via [myPers](#). Candidates are required to prioritize all schools for which they are eligible in order of preference. Packages must be staffed through their rater and Detachment commander to their senior rater for final endorsement.

IN-RESIDENCE

Reserve members eligible for resident DE and PME include **IMAs** in Reserve Sections MA, MB, MC, ME, and MR. **PIRR** members are NOT eligible to attend in-residence courses. The complete application process and eligibility may be found in [AFI 36-2254 Vol 2 Reserve Personnel Training](#), or members can contact their servicing Detachment for more information.

CORRESPONDENCE COURSES

IRs may enroll in voluntary non-resident DE, PME and/or Specialized Courses (SC) using the request form located on the [myPers](#), or the HQ IR RIO website Training Management page. Members may enroll in these courses to satisfy promotion requirements and/or for career broadening and ECI points.

Members may be enrolled in one of each type of course at a time, but may not be enrolled in two PME courses or two SCs at any given time. For example, a member may be enrolled in PME NCOA course 00009 for promotion requirements, and enrolled in SC 01900-(Air Force) Joint Service Supervisor Safety Course simultaneously.

Formal Schools

Formal schools ensure each individual is prepared to meet AF mission requirements through job proficiency training. All reservists, at some point in their career, will be required to attend formal training in-residence, whether for initial skills, retraining, upgrade, and refresher or extension courses. Enlisted members must initiate requests for attendance in formal courses with their Unit Training Manager (UTM), who will determine if the member meets eligibility and requirements for course attendance. Submit requests to the servicing Detachment office for class availability list, readiness verification and final processing. **NOTE:** Members who are scheduled to attend school must maintain all eligibility and readiness requirements. In addition, if a member is unable to attend due to an emergency, they must contact their servicing Detachment office as soon as possible to submit a formal school cancellation request.

Upgrade Training

IRs must obtain and maintain the skill level commensurate with their grade and DAFSC. The technical skills of the DAFSC, DE and PME provide the basis for career progression. Satisfactory progression in

the training program is expected if IRs are in upgrade or re-training status. Failure to do so may result in reassignment to the IRR, demotion or discharge. Contact the IRs supervisor, UTM, or URC for career guidance and counseling. Refer to [AFI 36-2101](#) *Classifying Military Personnel (Officers and Airmen)*, [AFI 36-2301](#) *Developmental Education*, and [AFI 36-2201](#) *Air Force Training Program* for detailed training requirements.

CAREER DEVELOPMENT COURSES (CDCS) (ENLISTED ONLY)

UTMs may obtain an application to request mandatory CDCs required for skill level upgrade training via [myPers](#). The AC UTM will receive and distribute course packages. The member or their supervisor should contact the UTM for information or questions about mandatory courses.

CORRESPONDENCE COURSE TESTING

The member is responsible for scheduling DE/PME/SC Course Exams with the local Education office. Mandatory CDC Course Exams are scheduled through the UTM with approval from the supervisor.

The AFRC Professional Development Center (PDC)

The Professional Development Center (PDC), located at Robins AFB, GA, is a premier Center of Excellence, providing principles of leadership, management and professionalism using a continuum of technological and traditional educational tools to ensure development of 21st Century Airmen and civilians into leaders. Course offerings are a continuum of targeted training opportunities for specific audiences.

Updating Academic Courses

IAW AFI 36-2305 Para 4.1 Officer Updates, members who wish to update their educational records, official transcripts must be sent directly from the college or university to: AFIT Academic Coding Branch 2950 Hobson Way, WPAFB OH, 45433-7765, or Transcripts are sent to the following address, as appropriate:

- Enlisted: HQ ARPC/Education Services, 18420 E. Silver Creek Ave Bldg. 30 MS 68, Buckley AFB, CO 80011-9205
- Officers: Air Force Institute of Technology ([AFIT](#)), AFIT Academic Coding Branch, 2950 Hobson Way, Wright-Patterson AFB, OH 45433-7765

Verify your academic education is accurately reflected in MilPDS by logging into the vMPF through the AF Portal. On the left side under "Most Popular Applications", click "Career Data Brief" (CDB). This will reflect your degree information, if it has been submitted to the Academic Coding Branch. We cannot accept diplomas, faxes, photocopies, student scanned e-mail copies, unofficial or opened issued to student transcripts.

POC: AFIT Academic Coding Branch, 2950 Hobson Way, Wright-Patterson AFB, OH 45433-7765; DSN 785-6565 Ext. 4324, Commercial (937) 255-6565 Ext. 4324 or e-mail AFIT.coding@afit.edu. Please ensure you review your Career Data brief before contacting AFIT.

Evaluation System

Air Force evaluation systems are designed to accurately appraise performance. Performance evaluation systems are an integral part of professional development. They are designed to provide a realistic assessment of performance, career standing, future potential, and actions required to assist the ratee in

reaching the next level of professional development.

ENLISTED PERFORMANCE REPORTS (EPR)

IRs in the grades of Senior Airman (SrA) through Chief Master Sergeant (CMSgt) require an EPR biennially, or every two years. Effective May 2015, all enlisted reports, Air Force wide, will be required to be closed out on a Static Close Out Date (SCOD). See Table 9.1 Static Closeout Dates below.

Table 9.1 Static Closeout dates

Rank	Initial ACA Closeout	Midterm ACA Closeout	Evaluation SCOD
CMSgt (E-9)	31 May *	N/A **	31 May
SMSgt (E-8)	31 Jul *	31 Jul **	31 Jul
MSgt (E-7)	30 Sep *	30 Sep **	30 Sep
TSgt (E-6)	30 Nov *	30 Nov **	30 Nov
SSgt (E-5)	31 Jan *	31 Jan **	31 Jan
SrA (E-4)	31 Mar *	31 Mar **	31 Mar

Refer to Table 9.2 on page 67 for definition of * and ** items.

OFFICER PERFORMANCE REPORTS (OPR)

The Officer Performance Report (OPR) is vital to assignment, school selection, and promotion actions. IRs should provide the reporting official with useful, informative, and accurate performance documentation for use at the end of the rating period. OPRs are due annually, as long as the member has obtained a minimum of 16 points and 120 days of supervision during the rating period. A CRO also initiates an OPR as long as a minimum of 16 points and 120 days of supervision of training have been completed under the direct supervision of the rater.

NOTE: Approval of closeout extension date will be coordinated with AFRC/A1.

ANNUAL FEEDBACK

Providing feedback to members help contribute to positive communication, improve performance, and professional growth. Feedback is mandatory for all officers, second lieutenant through colonel. Enlisted personnel are required to be given an Airman Comprehensive Assessment (ACA) commensurate with Table 9.2 Airman Comprehensive Assessment Close out Schedule.

Table 9.2 Airman Comprehensive Assessment Close out Schedule

Rank	Initial ACA Closeout	Midterm ACA Closeout	End of Reporting Period
CMSgt (E-9)	w/i 60 days of new supervision	Not Required	Conduct w/i 60 days of evaluation closeout*

SMSgt (E-8)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Not Required
MSgt (E-7)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Not Required
TSgt (E-6)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout
SSgt (E-5)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout
SrA (E-4)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout

PERFORMANCE REPORT APPEAL ACTION

If the member believes an evaluation in their personnel records is in error or unjust, they may request to have the report corrected or removed, in whole or in part. **AFI 36-2406 Chapter 10 and Attachment 2 Correcting Officer and Enlisted Evaluation Reports** outlines how to correct enlisted and officer evaluation reports after they are made a matter of record. Appeals can be filed under the provisions of [AFI 36-2603](#) *Air Force Board for Correction of Military Records*, after all other administrative channels of correction have been exhausted. Appeals may be initiated through the vPC Dashboard.

Promotions

ENLISTED PROMOTIONS

There are three methods for enlisted promotion: unit vacancy, Stripes for Exceptional Performers I (STEP I) and Stripes for Exceptional Performers II (STEP II). **IMAs** can qualify for any of the three processes. **PIRR** members only qualify for STEP promotion processes IAW AFI 36-2502 dated Dec 2014. Contact the URC, IC or Detachment with any questions concerning enlisted promotions.

Unit Vacancy Promotions. The majority of **IMA** promotions are processed under the Unit Vacancy Promotion Program. Promotions occur monthly on the first day of the month. The URC forwards a roster of eligible IMAs to the Detachment commander. IMAs must be assigned as the primary incumbent of a position authorized at the next higher grade, meet all eligibility requirements, and be recommended by the unit commander.

Stripes for Exceptional Performers I (STEP I) Under this program, IRs who meet eligibility criteria can be considered for promotion to TSgt regardless of position or overage status. An SSgt may be considered for promotion to TSgt when they attain 16 years of satisfactory service.

Stripes for Exceptional Performers II (STEP II). This program is designed to promote outstanding and well-deserving Airmen; IRs who have clearly demonstrated the potential to serve in the next higher grade and meet minimum eligibility requirements. A member can be promoted into the next higher grade of the billet assigned. Members eligible for consideration may be nominated by their unit commander for STEP II Board promotion consideration.

OFFICER PROMOTIONS

The reserve officer promotion system is based on the Reserve Officer Personnel Management Act (ROPMA), effective 1 October 1996. The action agency for officer promotions is the Reserve of the Air Force Selection Board Secretariat, HQ ARPC/PB. Commissioned officers are selected for promotion by central selection boards which evaluate records using the “whole person” concept.

Factors included in the "whole person" assessment are job performance, level of assignments, professional competence, breadth and depth of experience, job responsibility, developmental education, and specific achievements (awards, decorations, and special recognition). All officers eligible for consideration to the grade of lieutenant colonel and colonel will have an [AF Form 709 Promotion Recommendation Form \(PRF\)](#) completed and submitted to the selection board. The promotion cycle begins about 120 days before the board convenes. When the board meets, at least five board members independently assess the Officer Selection Folder. The assessment of all folders is combined to form an order of merit listing and the select and non-select decisions are made from this list. The board president checks to ensure consistent, equitable promotion consideration for all eligible officers.

Mandatory Consideration. Officers eligible for mandatory consideration for promotion will receive a computerized Officer Pre-selection Brief (OPB). The OPB is a historical brief of the officer’s career, developmental education, decorations, duty history, or point summary civilian educational record, etc. The OPB should be reviewed upon receipt, immediately reporting discrepancies to the appropriate agency. All reserve officers in active status, to include PIRR, are eligible for consideration for promotion if they meet the following criteria:

- Must be 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
- Meet the Date of Rank requirements shown below

<i>For Promotion to</i>	<i>Time in Grade</i>
First Lieutenant	2
Captain	2
Major	7
Lieutenant Colonel	7
Colonel	4

Position Vacancy (PV) Consideration. Promotions under this program give commanders the means to nominate exceptionally well qualified candidates for promotion to fill vacancies in the grades captain through lieutenant colonel. PV boards convene annually. PIRRs are not eligible for this promotion program. Officers must meet the following criteria:

- Must have at least 50 credit points for a year of satisfactory service during the last R/R year
- Must occupy, or be reassigned to the position for which nominated at the time of submission of the PRF
- For captains through lieutenant colonel, the officer must occupy a position with an authorized grade higher than the officer’s current grade (not an overage)
- TIG requirements:

<i>For Promotion to</i>	<i>Time in Grade</i>
Major	5
Lieutenant Colonel	5

Officer Selection Record (OSR). OSRs are part of the Master Personnel Record (see [Master Personnel Record Group \(MPerRGp\)](#) and consist of documents given to selection boards for consideration. Only certain documents can be included in the folder, per [AFI 36-2501](#) para. 2.11 *Officer Promotion and Selective Continuation*. Information regarding appeals for removal of information can be found in [AFI 36-2603](#). The selection board may consider a letter to the board from the member. Such letters are not required, but may be useful to explain, rebut, or mitigate information in the selection folder. For example, a letter might be useful to explain periods of unsatisfactory participation when board members might not otherwise know the circumstances. The member may review the documents that are in their records in PRDA.

Non-EAD Airman Commissioning Program (ACP)

This program is designed to commission the highest qualified enlisted Airmen to fill valid non-rated and line officer unit vacancies. Airmen who have obtained a qualifying college degree and are 34 years of age or younger may pursue an Air Force Reserve commission. Contact the servicing URC for guidance in submitting the application. Applicants must meet the eligibility criteria *Appointment in Commissioned Grade and Designation and Assignment in Professional Categories- Reserve of the Air Force and United States Air Force* outlined in AFI 36-2005.

NOTE: The member must be commissioned before their 35th birthday unless granted an approved age waiver by HQ AFRC/CC.

Awards and Decorations

IRs are eligible for decorations for extended tours (three years on station), reassignment, separation, or retirement and achievement. The nomination and approval process mirrors the AC, and decorations must be processed through the AC chain of command. The local MPS can assist in determining which awards and decorations IRs are eligible. IRs can visit the vMPF accessible through the [myPers](#) to obtain a list for order of precedence.

Master Personnel Record Group (MPerRGp)

HQ ARPC maintains master personnel records for all IRs. The MPerRGp contains all permanent military personnel documents such as the DD Form 214, DD Form 4, special orders, performance reports, etc., and is electronically maintained in the Personnel Records Display Application (PRDA).

MILITARY PERSONNEL RECORDS SYSTEM (MPERR) AND OFFICIAL DOCUMENT REQUESTS

IRs have the capability to access and retrieve some military personnel documents by accessing PRDA via [AFPC Secure](#). Copies of certain documents may be obtained by submitting an online requests to the [Total Force Service Center](#) through [myPers](#).

REMOVAL OF ERRONEOUS DOCUMENTS

To remove erroneous documents from the Automated Records Management System/ Personnel Records Display Application (ARMS/PRDA) which contain your military personnel record, contact

the [Total Force Service Center](#) through [myPers](#) with your personal information, a description of the issue.

UPDATING DUTY HISTORY

To update duty history, officers must have performed in the duty for 60 or more calendar days, and enlisted members must have performed in the duty for at least 120 or more calendar days. TDY duty history cannot be updated in a member's Duty History. In addition to duty history, effective dates, command level, DAFSC, Duty Title, Unit, Installation and MAJCOM information can be updated. Requests and all source documents are sent to the [Total Force Service Center](#) via the vPC Dashboard. If the member is meeting a board, ensure the request includes the board date and ID. After submitting the request, call or email the [Total Force Service Center](#) so it can be flagged. The following are acceptable source documents:

- AF Form 1098, Special Task Certification and Recurring Training
- AF Form 910, Enlisted Performance Report (AB thru TSgt)
- AF Form 911, Senior Enlisted Performance Report (MSgt thru CMSgt)
- AF Form 707A, Field Grade Officer Performance Report (Maj thru COL)
- AF Form 707B, Company Grade Officer Performance Report (2LT thru Capt)
- Special Orders (P-Series)
- General Orders (for organizational Changes)

PERSONAL RECORDS

It is highly recommended that IRs keep a personal copy of their MPerGR and assignment and participation orders, 40As, pay documents, LES, medical forms and any other source documentation concerning the member's military career. Copies of the member's personnel records can be obtained in PRDA accessible through AFPC Secure.

CHAPTER 10 - ENTITLEMENTS AND BENEFITS

Uniforms

All IRs must acquire, wear, and maintain the proper uniform items. Uniforms must be ready and available for mobilization and for unexpected duty at all times. Replace out-of-date items by the established phase-out date.

ENLISTED

IMAs with no prior Air Force affiliation are entitled to an initial issue. IMAs with prior Air Force service with a 90-day or greater break are entitled to a replacement-in-kind issue. In addition, current members are entitled to a replacement-in-kind every 3 years of duty. Members with non-serviceable items can have items replaced with proper justification. Members who are within 90 days of ETS are not entitled to uniform issue. Eligible members must contact HQ RIO Force Management via [MyPers](#) to complete an [AF Form 656 Clothing Request and Receipt](#) for submittal to Kentucky Logistics Operation Center (KYLOC). The request must reflect member's name, rank, DoD ID number, type of clothing, quantities requested, and sizes to the Detachment's uniform POC (if other than the IMA)

and an e-mail address where the IMA wishes to receive the approved request.

RIO Force Management will approve and place the order for the uniforms using KYLOC for the item available. If the item is not available, or needs to be altered or returned to KYLOC, RIO Force Management will provide the member with detailed instructions via a myPers ticket after order submission. For items that were unavailable, members have the option of obtaining items at the nearest military clothing sales location with preapproval through the HQ RIO Force Management clothing representative. The member must take the approved AF IMT 656 to the nearest military clothing sales store to purchase the items authorized. Members must follow the instructions provided in the letter, ensuring the final receipt is sent back to ARPC/FM for reimbursement.

OFFICERS

Officers are not eligible for uniform replacements and must purchase all uniform items at their own expense. **EXCEPTION:** In accordance with DoDFMR Vol. 7A, Chap. 30, an initial uniform allowance is given at the beginning of their assignment to the Air Force Reserve when the officer is coming from another branch of service or has attended commissioning (OTS training) school. Otherwise, they are eligible once every 2 years for an additional allowance if they have served on active duty for greater than 91 consecutive days. To obtain the additional allowance, submit an [AF Form 1969, Officer Uniform Allowance Certificate](#), directly to servicing RPO. **NOTE: PIRR** members are responsible for purchasing their own uniform items. **No reimbursement is authorized.**

OPTIONAL AND ORGANIZATIONAL ITEMS

Optional items are generally newer or more expensive versions of issue items, or items authorized for wear outside of the initial issue. Optional items such as the leather flight jacket are available for purchase at military clothing sales stores. IRs may purchase optional items at their own expense. Organizational clothing and equipment are items mandated by the commander as items needed to perform training in their organization; i.e. hospital whites, steel-toed shoes, flight suits, lens for gas masks, parkas, fleece, etc. The commander specifying the equipment requirement is responsible for issue. This type of equipment may be hand receipted and have a required turn-in when member leaves the unit.

MILITARY CLOTHING ORDERING INFORMATION AND ALTERATIONS POLICY

Most uniform items such as Service Uniform, Mess Dress, ABUs, shoes, and insignia are offered through AAFES Military Clothing; in store or online through the [ShopMyExchange.com website](#).

Identification Card

IRs must have an *Armed Forces Identification Card* (Common Access Card [CAC]) and should carry it with them at all times. CACs can be obtained at any location with a Defense Enrollment Eligibility Reporting System (DEERS) and the Real-Time Automated Personnel Identification System (RAPIDS). Source documents to receive a new card are: reenlistment documents, promotion orders, and/or assignment orders. Marriage certificates and birth certificates will be needed for family members. Walk-in CAC customers are typically seen on a first come, first serve basis. Scheduling an appointment is recommended through the RAPIDS Appointment Scheduler located at <https://rapids-appointments.dmdc.osd.mil>.

DEERS/RAPIDS

DEERS/RAPIDS is a computer-based system that identifies personnel entitled to military medical care benefits. IRs must pre-enroll in DEERS/RAPIDS before family members can receive medical care at a military medical facility on a space available basis, while the member is mobilized, on a tour of active

duty of 31 consecutive days or more. IRs must provide a copy of their orders to initiate benefits. Family members are enrolled in DEERS/RAPIDS when they receive an ID card. IRs selected for a mobilization or voluntary deployments are eligible for TRICARE benefits up to 180 days prior to deployment start date. IRs can update DEERS information in [myPers](#).

Identification Tags (Dog Tags)

ID tags (dog tags) can be obtained from the nearest MPS or designated section within your assigned unit. Questions regarding dog tags should be directed to an AC supervisor.

Motor Vehicle Registration

Driving a car on a military installation is a privilege. IRs are subject to military discipline for traffic violations. Give full cooperation during security exercises or random vehicle and identification card checks. Check with the local pass and registration office for required documents to register a vehicle. Typically, a valid driver's license, proof of insurance, and the vehicle registration are needed. Some bases no longer give out registration stickers. A valid Military or Dependent ID card is required to access a military installation.

Education Opportunities

The Air Force Reserve offers several educational opportunities and assistance programs. Login to the Air Force Portal, under the Education/Training/Force Development section, and click on AF Virtual Education Center ([AFVEC](#)), for further information. The servicing base education office for IRs is located at ARPC in Denver, Colorado.

COMMUNITY COLLEGE OF THE AIR FORCE (CCAF)

CCAF is a federally-chartered degree-granting institution that serves the AFs enlisted total force. They partner with over 106 affiliated AF schools, 82 Education Service Offices located worldwide, and more than 1,500 civilian academic institutions to serve active, guard, and reserve enlisted personnel, making CCAF the world's largest community college system. CCAF is the only college system solely for enlisted members. Their programs are designed to provide students with knowledge, skills and theoretical background for enhanced performance as technicians and noncommissioned officers. CCAF offers degree programs, certifications such as the Professional Managers Certification, licensure programs, and regional accreditation. Programs of study must relate to the member's AFSC. A maximum of 30 semester hours of degree-applicable examination credit may be applied to satisfy degree requirements. Credit may be applied for examinations offered by Defense Activity for Non-traditional Education Support (DANTES), College Level Examination Program (CLEP), College Board, Excelsior College and the Defense Language Proficiency Test. Contact the local base education office to find out about the programs and how to combine civilian credit to earn an associate degree. IRs should contact ARPC/DPT Education Services.

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT (DANTES)

DANTES sponsors a wide range of examination programs to assist servicemembers in meeting their educational goals. They include:

- Credit-By-Exam - CLEP, DSST
- Entrance Tests - ACT Assessment Test, Graduate Management Admission Test (GMAT), Graduate Records Examination (GRE), and SAT Reasoning Test
- Other – General Education Development (GED), Praxis

DANTES will fund or reimburse member for examinations. Contact the local base education office to check test availability and to schedule testing.

MONTGOMERY G.I. BILL PROGRAM-SELECTED RESERVE (MGIB-SR)

IRs eligible for the MGIB-SR may use this education assistance program for degree programs, certificate or correspondence courses, cooperative training, independent study programs, apprenticeship/on-the-job training, and vocational flight training programs. Remedial, refresher and deficiency training are available under certain circumstances. Eligibility for this program is determined by the Selected Reserve Components and begins with the member's initial 6 years enlistment in selected reserve. Veteran's Affairs (VA) makes the payments for this program. IRs may be entitled to receive up to 36 months of education benefits. Eligibility for the program normally ends on the day members leave the Selected Reserve. IRs should contact [ARPC/DPT](#) Education Services for more information.

POST 9/11 GI BILL

The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. The Post-9/11 GI Bill is effective August 1, 2009.

Approved training under the Post-9/11 GI Bill includes graduate and undergraduate degrees, vocational/technical training, on-the-job training, flight training, correspondence training, licensing and national testing programs, entrepreneurship training, and tutorial assistance. All training programs must be approved for GI Bill benefits.

DoD may offer members of the selected reserve with 6 years or more of satisfactory service the opportunity to transfer your benefits to a spouse or dependent children for individuals who were members of the Armed Forces on 1 Aug 2009. Visit the [milConnect](#) or contact [ARPC/DPT](#) Education Service for more information.

TUITION ASSISTANCE (TA)

TA is available to [IMAs](#) for both distance learning and on-campus courses. TA is offered each FY as long as funding is available. The servicing education office for IRs is AFRC located at ARPC in Denver, Colorado. Members must have an evaluated degree plan on file before applying for TA. Funding may be submitted as early as 45 days before the class starts but must be requested a minimum of 7 days prior to the start of course, with Supervisors coordination. TA will cover up to \$250.00 per credit hour with a maximum of \$4500.00 per FY. Successful course completion is defined as receiving a letter grade of C- or better for undergraduate study, B- or better for graduate. IMAs should contact [ARPC/DPT](#) Education Services for more information.

Legal Assistance

IRs may receive full assistance from the base legal office. Legal offices help accomplish documents such as wills or powers of attorney. A general power of attorney is a very powerful document so consider at length before granting one. The general power of attorney allows the named person to handle ALL affairs in the reservist's absence, to include full access to all banking accounts and the IR's signature authority.

A special power of attorney grants only the power necessary to complete specific tasks. One example of this is to empower the person named as the family member caregiver with only specific authority to obtain emergency medical care for family members. Go to the [AF Legal Assistance Website](#) to find an office in the local area and receive further information.

Family Readiness

IRs may use the installation Airman & Family Readiness Center (A&FRC). Some of the services available are Personal Financial Management (PFM), the Air Force Aid Society (AFAS), Career Focus Program (CFP), Volunteer Resource Program (VRP), relocation assistance, and Family Life Education. IRs and family members may also receive counseling, attend seminars, receive assistance on career planning, deployment and family separation counseling, or attend parenting training. IRs are encouraged to contact the A&FRC prior to deployments. For more information, contact the A&FRC at the nearest base.

Medical Entitlements

IMAs are assigned to AC units and receive all their medical support from the AC Medical Treatment Facility (MTF) where they are assigned.

MEDICAL TREATMENT

The type of medical treatment IRs are eligible for depends on their status.

Active Duty Status. When on active duty tours greater than 30 days, IRs have the same medical care authorized as members of the AC for the period of duty specified in the orders. Dependents are only authorized care when IRs are on tours 31 days or greater. Medical care is not authorized at government expense beyond the training period for an injury or disease incurred not in the line of duty (see Line of Duty Determination below). Optical and dental care exclusive of PHA is limited to emergencies on a space available basis. The medical facility commander is the final approval authority for this type of care.

Annual Tour or IDT Status. IRs who incur or aggravate an injury or illness while performing Annual Tour or IDTs may seek medical care. Dependents are not authorized care through a MTF. IRs may be given a required PHA examination through the MTF while on AT or IDT status. Ancillary lab and medical test results from a private health care provider can be added to the PHA if accomplished within the last 11 months of prior PHA.

TRICARE RESERVE SELECT (TRS)

TRICARE Reserve Select (TRS) is a premium-based health plan available worldwide to Selected Reserve members of the Ready Reserve and their families who are not eligible for or enrolled in the Federal Employee Health Benefits (FEHB) program or currently covered under FEHB, either under their own eligibility or through a family member.

NOTE: Those members in the Individual Ready Reserve (IRR) do not qualify to purchase TRS.

You may visit any TRICARE-authorized provider, in network or out of network. Care at military treatment facilities is on a space-available basis only. You do not need a referral for any type of care but some services may require prior authorization. The type of provider you see determines how much you'll pay out-of-pocket. If you're visiting a network provider, you'll pay less out of pocket and the provider will file claims for you.

LINE OF DUTY (LOD) DETERMINATION

LODs authorize compensation and benefits to veterans whose disabilities, illnesses or injuries are found service-connected from their participation as RC members. IRs who are injured or become ill while performing military duty must have the MTF physician complete an **AF Form 348 Line of Duty Determination** *promptly*, preferably within 30 days of occurrence. **NOTE:** The injury or illness should have occurred while the member was performing duty on the most recent set of orders or AF IMT 40A.

The LOD package requires all medical documentation pertaining to the injury or illness and a copy of the orders or AF Form 40A to show the member's status during the period of the injury or illness.

Medical care is not authorized at the expense of the Air Force beyond the training period for injuries or disease incurred NOT in line of duty. Surgical correction for conditions existing prior to military service may be performed only where it is immediately necessary to save life, limb, or sight, to prevent undue suffering, or loss of body tissue. Entitlement, as in line of duty determination, must be established prior to any surgery.

MEDICAL CONTINUATION

Members on active duty under RPA or MPA orders for a specified period of 31 days or more who incur a line of duty medical condition may be placed on medical-specific active duty orders to ensure they receive the medical care and treatment they are entitled until they are returned to duty, processed through the Disability Evaluation System, or the medical condition has been determined not to be in the line of duty. The condition must not only be service connected, but also render member “unable to perform military duties”. **NOTE:** An approved LOD for any medical condition does not automatically entitle members to medical continuation orders. The service connected condition must be severe enough that a level of incapacitation occurs that renders the member physically unable to perform any military duties. Members should contact their URC, Detachment or HQ IR RIO/IRM for more information or to complete a medical continuation orders package.

INCAPACITATION (INCAP) PAY

Members with an approved LOD who are physically disabled may be entitled to incapacitation pay (INCAP). Members receiving INCAP do not accrue points. Members should contact their servicing Detachment or ARPC/DPAAB for more information concerning INCAP Pay.

PREGNANCY OF USAFR PERSONNEL

IRs on long term AD orders and determined to be pregnant after the start of the tour may be allowed to continue after the 34th week possibly thru delivery date with approval of OPCON Commander.

IRs determined pregnant prior to duty may be scheduled for and performed duty up to 34 weeks. Beyond 34 weeks IR will require the approval of physician, MTF and OPCON Commander to perform IDT and AT. Additionally, member must reside within 50 miles of the duty location to be considered for approval.

IRs may not take part in transoceanic or deployment training while pregnant. A letter or certificate from the physician, attesting to the duration of pregnancy, is needed before scheduling any training.

Obtain an **AF Form 469 Duty Limiting Condition Report** from the base of assignment or attachment Medical Treatment Facility. Enlisted personnel, **IMA's** only, must process an **AF Form 656** with ARPC/FM for a maternity uniform. Only one set is allowed. Officers must purchase maternity uniforms at their own expense. **[AFI 44-102 Community Health Management](#)** and **[AFI 36-2905 Fitness Program](#)**, provides further guidance.

Air Force Integrated Disability Evaluation Process (IDES)

The purpose of the IDES is to maintain a fit and vital force. To achieve this, the disability law allows the Secretary of the Air Force (SAF) to remove people from active duty who can no longer perform the duties of their office, grade, rank, or rating and ensure fair compensation to members whose military careers are curtailed due to a service-incurred or service-aggravated medical condition.

The mere presence of a physical defect or condition does not qualify a member for disability retirement or discharge. The physical defect or condition must render the member unfit for duty.

More information can be found in AFI 36-3212 and on myPers.

Virtual Record of Emergency Data (vRED)

The Virtual Record of Emergency Data (vRED) satisfies the requirement of the DD Form 93, and is the official source document required by law for you to provide the Air Force with emergency contact

information in the event you become a casualty and for designating beneficiaries for certain benefits in the event of your death. **It is your responsibility** to keep this information current, and completion of this program is mandatory. If any of the information changes, the vRED should be updated as soon as possible. Delays in next of kin notification are most often associated with incomplete or outdated information. (Reference: 10 USC 1475-1480, 2271 & 44 USC 3101).

This does not affect your SGLI beneficiary designation. To change your insurance you must visit your military personnel section Customer Service Unit.

If you require additional assistance, contact the Casualty Assistance Representative (CAR) at your servicing Military Personnel Section. To view/update your vRED, login to the vMPF.

Reserve Component Survivor Benefit Plan (RCSBP)

The RCSBP is the only program that allows Airmen to leave a percentage of their future Air Force retired pay as a monthly annuity to their beneficiaries. This Plan does not make a single lump sum payment like insurance but instead, pays benefits to qualified survivors each and every month.

Airmen who have completed the required years (typically 20) of satisfactory service for retired pay eligibility are entitled to coverage under RCSBP. HQ ARPC notifies eligible Airmen by mail, with instructions to go the vPC Dashboard. Once logged into the vPC, you can review and download the Notification of Eligibility for Retired Pay (NERP) letter and the RCSBP information packet. After downloading the NERP (20-year) letter and information packet, Airmen must either concur or non-concur with the “Automatic Election” that was based on their eligible dependents as updated in the Military Personnel Data System (MilPDS). For more information, visit MyPers.

IRs who experience a life changing event (birth, death, marriage, divorce) and want to change their RCSBP election MUST do so within 1 year of event.

Eligibility/Information to Transfer to the Retired Reserve

To be eligible to transfer to the Retired Reserve, Airmen must complete at least 20 years of satisfactory service. Airmen meeting eligibility requirement for pay are issued a “Notification of Eligibility for Reserve Retired Pay” letter, however the letter is not required in order to request transfer to the Retired Reserve. Airmen may request retirement upon completion of their 20th year, even if it is based upon a partial year. A partial year is credited when an Airman earns the minimum number of required points.

Retirement effective date cannot be after Mandatory Separation date (MSD), High Year of Tenure Date (HYT) or Expiration Term of Service (ETS). Consult with you servicing Military Personnel Section (MPS)/Military Personnel Element (MPE) for assistance in determining/verifying the MSD, HYTD or ETS.

Airmen medically disqualified for worldwide duty, who have completed at least 15 years of satisfactory service, are eligible to apply for transfer to the Retired Reserve.

Airmen who meet requirements for Reserve retired pay are eligible to participate in the Reserve Component Survivor Benefit Plan (RCSBP). This plan allows Airmen to provide an annuity of up to 55 percent of retired pay to an eligible, designated beneficiary upon their death.

If a requested retirement effective date is within 30 days of the retired pay effective date (normally age 60), do not apply for transfer to the Retired Reserve using the vPC Dashboard’s online retirement

application. Information on how to apply for retired pay will be mailed to an Airman's home address approximately four months prior to retired pay effective date (normally age 60).

Notification for Eligibility for Retired Pay (20 Year Letter)

The Notification of Eligibility for Retired Pay letter (NERP), commonly referred to as the 20 year letter, is issued approximately 120 days after the close-out of the 20th Retention/Retirement (R/R) year. Air Reserve component (ARC) members will be notified by HQ Air Reserve Personnel Center (ARPC) by mail with instructions to go to the vPC Dashboard, to retrieve their 20 year letter (NERP) and Reserve Component Survivor Benefit Plan (RCSBP) package.

OFFICER RETIREMENT GRADE

Title 10 U.S.C. Section 1370 (d) officers who met a promotion board before 1 October 1996, is required to have held the grade satisfactorily for one day.

Officers who met a promotion board on or after 1 Oct 1996, must meet the following for voluntary retirement:

- Lieutenant Colonel and above must serve satisfactorily for three years to receive retired pay in grade
- Major and below must serve satisfactorily for six months to receive retired pay in grade

The Secretary of the Air Force authorized the Air Force Reserve to reduce the three-year time-in-grade (TIG) requirement to two years for ANG and Reserve lieutenant colonels and colonels (limited to 2% of authorizations).

- Lieutenant Colonels affected by Base Realignment and Closure, Program budget Decision 720 and other force structure changes.
- Limitations do not apply to ART lieutenant colonels.
- Colonels may apply without restriction for TIG reduction.

NOTE: Two Year TIG waiver should be requested by annotating the remarks section of the retirement application on vPC.

ENLISTED RETIREMENT GRADE

There is no TIG requirement for enlisted Airmen to retire in grade (TITLE 10 U.S.C., Section 8961 (b)). However, Reserve policy dictates service commitments for MSgt and above as follows:

- Reserve Service Commitment (MSgt and above) requires 3 years of service for In-residence training and 2 years of service for Promotions
- Guard Service commitment (MSgt and above) requires 2-3 years of service for In-residence training, and 2 years of service for Promotions to CMSgt and SMSgt but only 1 year for MSgt traditional or technicians

How to Apply for Retirement

ASSIGNMENT OR TRANSFER TO THE RETIRED RESERVE.

Voluntary retirement: Reserve members must apply for transfer to the Retired Reserve using the vPC

online retirement application, accessed from the [AFPortal](#).

NOTE: Continue reading this section before submitting your application

General Officers and/or medical disqualifications continue to use the AF IMT 131 Application for Transfer to the Retired Reserve. General Officers must submit the AF IMT 131 through their chain of command to AF/REG who will then route for Inspector General (IG) action and disposition at HQ ARPC. Airmen who are medically disqualified must attach all appropriate medical documentation to the application.

Retirement due to Involuntary Separation: By law, Airmen who qualify for retirement are automatically transferred to the Retired Reserve upon attainment of HYT or MSD, unless the Airman applies to be discharged.

ACTIVE DUTY MILITARY RETIREMENT

You are eligible to retire on the first day of the month following completion of 20 years of Total Active Federal Military Service, 10 years of Total Active Federal Commissioned Service (in order to retire in officer status), and have fulfilled all Active Duty Service Commitments (ADSC).

To apply for an AD military retirement; the retirement Personnel Processing Application (PPA) can be located on the [AFPC Secure](#), vMPF tab, Self-Service actions, Retirements. You will be directed to the [MyPers](#) website where you can check your retirement eligibility. Select the Restrictions link to review tables that contain information regarding conditions that preclude the submission or processing of your retirement application, and conditions/restrictions that may be waived in the best interest of the Air Force or for hardship not common to other Air Force members. Select the Entitlements counseling link for information on basic entitlements involved with retirements. It is recommended that you review these areas before applying for retirement.

The AF Retirements Branch will review your records to determine if you are retirement eligible. After reviewing your records, you will be notified if you are eligible to retire and if a waiver of a retirement restriction is required. After you receive confirmation of your eligibility from AFPC, return to the Retirements PPA and select the Retirement Application Link to complete your Pre-Application Checklist and Retirement Application.

Reduced Retired Pay Age

The Fiscal 2008 National Defense Authorization Act, Section 647 amended Title 10, U.S.C., Section 12731, reducing the eligibility age for receipt of Reserve retired pay by three months for each aggregate (cumulative) of 90 days of qualifying active duty performed within a fiscal year. The effective date of the law was Jan 29, 2008.

NOTE: Eligibility age cannot be reduced below age 50. To request your early retirement date, click the link to the “Eligibility Requirements for Reserve Retired Pay at Age 60 or Earlier” article under “Related Resources” located on [MyPers](#), Retirement, and Reduced Reserve Retirement Age.

ATTACHMENT 1 - GLOSSARY OF TERMINOLOGY

Active Component (AC)- Active Duty unit

Active Duty Sanctuary - Under Title 10, U. S. C. § 12686, Reserve members on Active Duty who are within two years of reaching 20 Total Active Federal Military Service (TAFMS) years are eligible to claim sanctuary as long as they have not signed a statement of understanding (SOU) waiving their rights. AFI 36-2131 provides guidelines and instructions for claiming sanctuary.

Active Duty for Special Work Support (ADSW) or Active Duty for Operations Support (ADOS) - ADSW/ADOS may be used for projects that directly support Reserve component programs in which training for the member itself is not the primary objective, but a significant outcome.

Active Duty Training (ADT) - ADT tours supplement AT and IDT when the member needs additional training to achieve or maintain a required skill or skill level in their assigned AFSC.

Active Guard and Reserve (AGR) Tour- Members of a RC on active duty tour under 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. Section 502 (f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing, or training the RCs per Subsection 101(d) (6).

Active Standby Status- Includes Non-Affiliated Reserve Sections NA, NB, NC, and ND.

Active Status - Status of all Reserve except those on an Inactive Status List Reserve Section (ISLRS), Retired Reserve, or Inactive Air National Guard. Reservists in an active status may train for points or pay and may be considered for promotion.

Air Force Aid Society (AFAS) - Provides emergency financial assistance to Air Force Reserve personnel, on active duty for more than 90 days, and their dependents, through AFAS sections located on Air Force installations worldwide. Assistance can be provided for rent, utilities, car repairs, food, emergency travel, and medical and dental care. Assistance is normally provided in the form of a non-interest-bearing loan, although grants may be provided in certain cases. Monthly repayment is usually made through a government allotment. The AFAS is either located in the Military Personnel Flight or the Family Support Center.

Air Force Element (AFELM) - An Air Force manpower nomenclature used to account for manpower authorizations and to identify Air Force personnel on duty with organizations outside the Air Force.

ARPC/DPST - is the focal point within ARPC for IRs assigned to these activities.

Air Force Personnel Center (AFPC) - The active duty equivalent of HQ ARPC. Manages all personnel actions for the Active Duty and Civilian members of the Air Force.

Air Force Reserve Personnel Center (ARPC) Manages all personnel actions for retired, guard, and reserve members of the Air Force.

Air Force Personnel Services (myPers) -myPers is designed to be the one place for all Airmen-- Active Duty, Guard, and Reserve--as well as civilians and retirees, to take care of their individual personnel needs. The myPers website has been designed to help search so that only the top, relevant articles will percolate to the top of the query, rather than hundreds of unrelated items.

Air Force Reserve Command (AFRC) - This section of the USAFR manages the unit reservists and some centrally managed programs.

Airman Leadership School (ALS) - PME required to be promoted from E-4 to E-5.

Air National Guard (ANG) - Part of the Air Reserve Component.

Air Reserve Component (ARC)- Members of the United States Air Force Reserve (USAFR) and Air National Guard (ANG).

Annual Training (AT) - A period of active duty for training of 12 or 14 days each year required of members as part of a Ready assignment.

Air Force Reserve Orders Writing System (AROWS-R) - Automated system which IRs can request or check the status for orders from any computer. This includes ACT, AT, MPA, RPA, and TDY orders.

Basic Pay - IRs grade and years of service determine basic pay. Duty performance less than 30 days will pay 1/30th of a month's pay for each day of duty. IRs on duty for 30 or more days, either on one set of orders or consecutive tours (back-to-back), will receive payment based on a monthly rate (30 days equals 1 month). The period of time paid for is determined from the **AF Form 938** or **AF Form 458**.

Basic Allowance for Housing (BAH) - BAH is an allowance to offset the cost of housing when members do not receive government-provided housing. Your BAH depends upon home of residence or PCS location, pay grade and whether or not the member has dependents. BAH rates are set by surveying the cost of rental properties in each geographic location. BAH rates are published on the Per Diem Committee web page (<https://secureapp2.hqda.pentagon.mil/perdiem/bah.html>).

Basic Allowance for Subsistence (BAS) - Officers and enlisted personnel with BAS authorized on tour orders will automatically be paid BAS for each day of active duty. BAS is meant to offset costs for a member's meals. This allowance is based in the historic origins of the military in which the military provided room and board (or rations) as part of a member's pay. This allowance is not intended to offset the costs of meals for family members.

Career Development Course (CDC) - Air Force Institute for Advanced Distributed Learning (AFIADL) these self-study courses help enlisted personnel complete the specialty knowledge portion of the dual-channel on-the-job-training program administered by AFIADL. Enlisted personnel must successfully complete CDCs at various stages to advance in their careers.

Centrally Managed Programs -Staff offices designated to manage personnel in the professional career fields. Medical, legal, chaplains, and HQ Air Force Office of Special Investigations (AFOSI), generally centrally manage personnel in their respective career fields.

Chief Orientation Course (COC) - Professional Military Education required for promotion to E-9.

Commuting Area (Not within Corporate Limits) - When a member's duty station and home address, or place from which called to active duty, are within the established commuting area.

Commuting Area (Within Corporate Limits) - When a member's duty station and home address, or place from which called to active duty, are within the established corporate limits.

Continuum of Service (COS) - Continuum of Service is a personnel management approach aimed to make

the Air Force sufficiently flexible to accommodate varying levels of individual services commensurate with a member's ability to serve (part-time to full-time).

Deferment - An exclusion from activation for a specified period of time for members to complete training or other requirements. This may occur before or during mobilization.

Delay - An authorized postponement in reporting to active duty by ready reservists not to exceed 30 days from date initially designated to report to active duty. The delay period may be extended depending on each individual case.

Defense Switched Network (DSN) - Telecommunication that is only accessible from a military station.

Equivalent Reserve Instruction (ERI) - Required mission-related education which is not available at a military facility (i.e., medical specialty conferences).

Exemption - Total relief from the requirement to report to active duty in response to involuntary activation.

Expiration Term of Service (ETS) - Date of completion of term of service.

Extended Active Duty (EAD) - An active duty status other than active duty for training or temporary tours of active duty. Personnel on EAD are assigned to an active duty unit, and accountability is against active force strength.

Fiscal Year (FY) - Military service year that runs from 1 October through 30 September.

Good Year - See Satisfactory Year.

Government Contracted Travel Office (GCTO) - An office contracted and authorized by the government to issue airline or rail tickets for official travel.

Inactive Duty Training (IDT) - Authorized training performed by a reservist while not on EAD or an AD tour. The types of IDTs are Training Period (TP), Unit Training Assembly (UTA), and Equivalent Training (ET).

Inactive Status List Reserve Section (ISLRS) - The inactive status section of the Standby Reserve. ISLRS includes: Officers who are assigned from the Non-Affiliated Reserve Section (NARS) or the Non-Obligated Non-Participating Ready Personnel Section (NNRPS) or have been released from active duty under specific provisions of AFI 36-3207; members without a Military Service Obligation (MSO) who reside or are employed in foreign countries where Ready Reservists are prohibited by the Status of Forces Agreement, or dual status members. IRs are identified with PAS S73IFLX6.

Individual Mobilization Augmentee (IMA) - An Air Force Ready Reservist assigned to a specific position within an active duty unit that is essential during wartime, and would assume upon mobilization.

Individual Ready Reserve (IRR) - See Mobilization Filler Resources. The portion of the Ready Reserve consisting of members not assigned to the Selected Reserve. Includes reservists in non-pay, points only participation status. Members can earn points from performing IDTs, AFIADL courses, or a combination of both.

Individual Reservist (IR) - Individual Mobilization Augmentees or Participating Individual Ready Reserve members assigned or attached to Regular Air Force, Combatant Commands (COCOMS), Joint

Elements, OSD Staff or DoD staff Agencies.

Military Personnel Data System (MilPDS)- Computer system designed to update personnel data transactions into the Base-Level and headquarters Air Force and Defense Joint Military Pay Systems - RC (DJMS-RC system).

Military Personnel Appropriation (MPA) Man-day Tours - Tours of active duty authorized to support short-term needs of the active force.

Military Personnel Section (MPS) - The centralized AC, USAFR, or ANG unit personnel office located on major Air Force installations.

Military Service Obligation (MSO) - The time period required by law that a person must serve as a member of the Regular or RC of the armed forces.

Noncommissioned Officer (NCO) - Those persons in grade E-5 (SSgt) through E-9 (CMSgt).

NCO Academy (NCOA) - Professional Military Education required for promotion from E-6 to E-7.

Non-obligated Non-participating Ready Personnel Section (NNRPS) - IRR section made up of officers and enlisted personnel without a MSO who are still qualified for worldwide duty. Members may not earn retirement points.

Obligated Reserve Section (ORS) - A section of the IRR administered by HQ ARPC.

Personnel Accounting Symbol (PAS) Code- A combined alpha- and numerical-designator to identify the organization to which a member of Air Force, Air National Guard or Air Force Reserve is assigned and serviced for personnel actions. **PIRRs** start with "96" and **IMA's** start with 2 digit letter code that denotes the base. Non- participating Reserve Section members are identified by a specific PAS code beginning with "S7."

Participating Individual Ready Reserve (PIRR) - Individual Non-SelRes members (also known as the RRPS) attached to Regular Air Force units supported by HQ IR RIO. PIRR may only participate in non-pay status (except when performing duties under an MPA manday authority (Title 10 U.S.C. § 12301d), but earn points toward retirement.

Point(s) - One point of participation credit for retirement purposes is credited for each 4-hour IDT period and for each day of active duty. Membership points (15) are credited for a full year of active status Reserve membership. Membership points are prorated for periods of less than 1 year. The maximum number of points creditable for retirement is 365 (366 in a leap year) in 1 retention/retirement year. Of the maximum allowable points of 365 (366), a joint total of no more than 90 points may be inactive duty training, Extension Course Institute courses, and membership points. The number of paid days may not exceed 365 in a year. This limitation includes the cumulative total of all paid ADS, ADT, AT, IDT, MPA, IADT, and EAD. There is no limit on the number of points that may be earned for purposes other than retirement.

Point Credit Summary, AF Form 526 - Computerized Information of IR participation through the vMPF. Review it carefully. If any errors are found, contact HQ ARPC at 1-800-525-0102 within 30 days of receipt of this form and provide documentation of correct points or service. Failure to identify errors promptly could affect future crediting of points and service. Corrections to the point credit summary are made by HQ ARPC/DPPKB.

Program Manager (PM) - A MAJCOM level manager of assigned IRs. The PM staff, located at the Detachment, will assist and inform IRs of any specialized requirements, provide career advice, and assist with all training problems.

Promotion Recommendation Forms (PRFs) - AF Form 709, required for Colonel, Lieutenant Colonel Promotion, and Position Vacancy (PV) Boards.

Ready Reinforcement Personnel Section (RRPS) - This is a participating status section of the IRR comprised of members without an MSO who volunteer to remain in the Ready Reserve but who are not currently assigned to a unit or IMA position. Members may earn retirement points through enrollment in ECI courses or through IDT attachments to the Air Force, ANG, or USAFR units.

Reserve Officers Personnel Management Act (ROPMA)- Ensure that the DoD and the Service's personnel management policies, as well as existing and proposed statutes, facilitate the management and retention of military personnel in the grades and skills required for personnel and readiness and effective mission accomplishment.

Reserve Pay Office (RPO) HQ IR RIO/IRO- Financial Service office for IRs to establish their pay account and submit paperwork for pay and non- travel reimbursement.

Reserve Personnel Appropriation (RPA) Tours - RPA tours are used to support a training program for the Reserve mission. Special tours of ADT or ADSW and school tours are funded and allocated by RPA. RPA will not be used in conjunction with MPA tours to augment active forces.

Reserve Sanctuary - Members with at least 18 years but less than 20 years of satisfactory service may not be discharged, denied re-enlistment or transferred from an active status without the member's consent. For more information contact HQ ARPC/DPPS.

Reserve Section Code (RSC) - A two-letter code that determines IRs training category and training requirements. Reserve Section Codes are located on the IRs assignment orders.

Reserve Service Obligation (RSO) - An obligation or agreement to serve a specific time in exchange for a benefit received (e.g., bonus pay, schools, etc.).

Retention/Retirement (R/R) Year - The 12 consecutive months in which a reservist in active status is required to earn 50 points (includes membership points) through participation in an accredited training program for credit as a satisfactory year. Members should know their exact R/R date, the date of entry or reentry into active Reserve status. The date is the start date of the R/R year annotated by day/month.

Satisfactory Year - A period of 12 months in which the member earns a minimum of 50 points through required training (including membership points) between the R/R date of 1 year and the R/R date of the following year (often referred to as "good year"). "Good year" also refers to having earned the required number of paid points in the FY for each category. The number of points earned is based on the position the IR occupies.

Selected Reserve (SelRes) - Members of the RC as a Traditional Reserve, AGR, Air Reserve Technician, or IMA or those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserve. All SelRes are in an active status. The SelRes also includes persons performing initial active duty for training.

Senior NCO Academy (SNCOA) - Professional Military Education required for promotion to E-8.

Standby Reserve - Comprised of Reserve members who have no military Reserve obligation, have been temporarily excused from Reserve participation, or have been designated as key or essential in their present civilian position. It is also used to place members who have reached Sanctuary (18 but less than 20 years satisfactory service for retirement) and are unable to participate in the Selected Reserve.

Travel Assistance Center (TAC) - A 24 hour a day, seven days a week team of travel analysts to help travelers with issues including, Travel policy, DTS, GTC, commercial travel programs, and 24-hour recruit assistance.

Transition Assistance Program (TAP) - A Congressionally mandated Class that is provided by the Airman and Family Readiness Center, for any member that is on orders 180 days or more.

Training Period (TP) - Each TP consists of one 4-hour period for which one point may be earned during IDTs.

United States Air Force Reserve (USAFR)- Composed of Individual Reserve and unit personnel.

United States Code (U.S.C.) - Statutory requirements that fall under a title of law and have sections that govern specific areas.

Unit of Assignment- The organization an IMA is assigned and will normally report upon mobilization. Sometimes used interchangeably with attachment.

Unit of Attachment - The organization an IMA or PIRR may be attached to for training; location of inactive duty training. Sometimes used interchangeably with assignment.

Veterans Affairs (VA) - Formerly known as the Veterans Administration

ATTACHMENT 2 - GLOSSARY OF REFERENCES AND FORMS

DoD Forms Management Program
DoD Forms, Standard Forms (SF), and Optional Forms (OF))
<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>

AIR FORCE E-PUBLISHING -
AF, MAJCOM, DRU, FOA, AND NAF FORMS AND PUBLICATIONS
<http://www.e-publishing.af.mil/>

REFERENCES

DoDI 1215.6	Uniform Reserve, Training, and Retirements Categories, 11 mar 2014
AFI 31-501	Personnel Security Management, 17 Nov 2016
AFI 33-332	Privacy Act Program, 12 Jan 2015
AFI 36-2101	Classifying Military Personnel (Officer and Enlisted), 25 Jun 2013
AFI 36-2131	Administration of Sanctuary in the Air Reserve Components, 27 Jun 2011
AFI 36-2115	Assignments Within the Reserve Components, 8 Apr 2005
AFI 36-2201	Air Force Training Program, 15 Sept 2010
AFI 36-2254 Vol 1	Reserve Personnel Participation, 26 May 2010
AFI 36-2254 Vol 2	Reserve Personnel Training, 9 Jun 2010
AFI 36-2254 Vol 3	Reserve Personnel Telecommuting/Advanced Distributed Learning (ADL) Guidelines, 18 Jun 2010
AFI 36-2301	Developmental Education, 04 Nov 2016
AFI 36-2406	Officer and Enlisted Evaluation Systems, 08 Nov 2016
AFI 36-2501	Officer Promotions and Selective Continuation, 24 Jun 2016
AFI 36-2502	Enlisted Airman Promotion/Demotion Programs, 12 Dec 2014
AFI 36-2504	Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force, 9 Jan 2003
AFI 36-2603	Air Force Board for Correction of Military Records, 5 Mar 2012
AFI 36-2619	Military Personnel Appropriations (MPA) Man-Day Program, 18 Jul 2014
AFI 36-2629	Individual Mobilization Augmentee Management, 13 Aug 2012
AFI 36-2633	The Air Force Reserve Pre-trained Individual Manpower Programs-Management and Utilization, 30 Aug 2004
AFI 36-2638	Air Force Reserve Enlisted Incentive, 26 Jan 2005
AFI 36-2640	Executing Total Force Development, 16 Dec 2008
AFI 36-2903	Dress and Personal Appearance of Air Force Personnel, 30 Mar 2016
AFI 36-2905	Fitness Program, 21 Oct 2013
AFI 36-2907	Unfavorable Information File (UIF), 26 Nov 2014
AFI 36-2908	Family Care Plans, 1 Oct 2014
AFI 36-2910	Line Of Duty (Misconduct) Determination, 08 Oct 2015
AFI 36-3003	Military Leave Program, 11 May 2016
AFI 36-3009	Airman and Family Readiness Centers, 18 Feb 2016
AFI 36-3017	Special Duty Assignment Pay (SDAP) Program, 08 Jan 2016
AFI 36-3209	Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members, 14 Apr 2005
AFI 36-3212	Physical Evaluation for Retention, Retirement, and Separations, 2 Feb 2006

[AFI 36-3802](#) Personnel Readiness Operations, 23 Feb 2009
[AFI 38-204](#) Programming USAF Manpower, 21 Apr 2015
[AFI 44-102](#) Community Health Management, 17 Mar 2015
[AFI 44-170](#) Preventive Health Assessment, 30 Jan 2014
[AFI 47-101](#) Managing Air Force Dental Services, 20 Feb 2014
[AFI 48-123](#) Medical Examinations and Standards, 19 Sep 2016
[AFI 65-103](#) Temporary Duty Orders, 5 Aug 2005
[AFI 65-109](#) Preparation of AF Form 938, certified current 01 Sep 1996
[AFRCI 36-3004](#) Incapacitation Pay and Management of Reservist on Continued on Active Duty Orders, certified current 4 Mar 2014

[AFRC Leave Carryover Guide](#) AFRC Leave Carryover Policy, 26 Jun 2014

[JTR](#) Joint Travel Regulation, Uniformed Servicemembers and DoD Civilian Employees, 01 Dec 2016

[Title 10 USC 10102](#) *Purpose of Reserve Components*
[Title 10 USC 10147](#) *Ready Reserve: Training Requirements*
[Title 10 USC 10148](#) *Ready Reserve: Failure to Satisfactorily Perform Prescribed Training*
[Title 10 USC 12301](#) *Reserve Components Generally*
[Title 10 USC 12302](#) *Ready Reserve*
[Title 10 USC 12303](#) *Ready Reserve: Members Not Assigned To, Or Participating Satisfactorily In Units*
[Title 10 USC 12304](#) *Selected Reserve and Certain Individual Ready Reserve Members; Order to Active Duty Other Than During War or National Emergency*
[Title 10 USC 12305](#) *Authority of President to Suspend Certain Laws Relating to Promotion, Retirement, and Separation*
[Title 10 USC 12306](#) *Standby Reserve*
[Title 31 USC 3702](#) *Authority to Settle Claims*

FORMS

AF Form 357	Family Care Certification, 1 August 1995
AF Form 594	Application and Authorization to Start, Stop or Change BAQ or Dependency Redetermination, 1 Nov 1990
AF Form 656	Clothing Request and Receipt-Male/Female, 29 Nov 11
AF Form 707	Officer Performance Report (Lt thru Col), 1 Jan 2014
AF Form 709	Promotion Recommendation Form (PRF), 10 Feb 2009
AF Form 910	Enlisted Performance Report (AB thru TSgt), 1 Jan 2014
AF Form 911	Enlisted Performance Report (MSgt thru SMSgt), 1 Jan 2014
AF Form 912	Enlisted Performance Report (CMSgt), 1 Aug 2014
AF Form 931	Airman Comprehensive Assessment (AB thru TSgt), 1 Jul 2014
AF Form 932	Airman Comprehensive Assessment (MSgt thru CMSgt), 1 Jul 2014
AF Form 988	Leave Request/Authorization, 10 Nov 2010
AF Form 1042	Medical Recommendation for Flying or Special Operational Duty, 1 Feb 1992
AF Form 1288	Application for Ready Reserve Assignment, 3 Aug 2004
AF Form 1962	Election of Reserve Pay and Allowances or Benefits from Prior Military Service, 1 Jul 1980
AF Form 1969	Officer Uniform Allowance Certificate, 3 Jan 11
AF Form 2096	Classification/On-the-Job Training Action, 26 Mar 2014
AF Form 3956	Report of Inactive Duty Training Performance-AGTP/AFTP (USAFR), 1 Jan 1997
AF Form 4010	Application for IMA Enlisted Bonus and Incentive, 1 Jun 1999
DD Form 1351-2	Travel Voucher or Sub voucher, May 2011
DD Form 1561	Statement to Substantiate Payment of Family Separation Allowance (FSA), Nov 2006
DD Form 2058	State of Legal Residence Certificate, Feb 1977
DD Form 2656	Data for Payment of Retired Personnel, April 2009
DD Form 2813	Department of Defense, Active Duty/Reserve Forces Dental Examination, Oct 2013
Form W-4	Employee's Withholding Allowance Certificate, 2011
FMS 2231,	Fast Start Direct Deposit, Nov 1992

HQ IR RIO SPECIFIC FORMS

Active Duty Sanctuary Waiver
Annual Tour Special Request Form
Participation Waiver Template
TDY Fund Site Authorization Letter
Telecommute Worksheet
VOCO Letter Template

ATTACHMENT 3 - WEBSITES AND RESOURCE

- Advance Distributed Learning System (ADLS) https://golearn.adls.af.mil/kc/rso/login/ADLS_login.asp
AFES Catalog Sales Center <http://www.shopmyexchange.com>
Customers in the 50 United States and Puerto Rico may order by calling:
Toll-Free: 1-800-527-2345 | FAX: 1-800-446-0163
- Air Force e-Publishing (AF, MAJCOM, DRU, FOA, and NAF Forms and Publications)
<http://www.e-publishing.af.mil/>
- Air Force Fitness Management System II (AFFMS II)
<https://www.my.af.mil/afpc2affms/affms/ui/dashboard.jsp>
- Air Force Institute of Technology (AFIT) <https://www.afit.edu/>
AFIT Academic Classification and Coding Bldg. 642, 2950 Hobson Way, WPAFB OH, 45433-7765
- Air Force Personnel Services (myPers) <https://gum-crm.csd.disa.mil/app/home>
Access to: AFPC Access Secure - (vMPF, PRDA, RMVS) CEI, CoS, DEERS, vPC
- Air Force Portal
<https://www.my.af.mil> Access to: ADLS, AFFMS, AFPC Access Secure, vMPF, PRDA, RMVS, ARCNet, AROWS-R, UTAPS-Web, CEI, DEERS, WebPHA
- Air Force Legal Assistance Web Site <https://aflegalassistance.law.af.mil/lass/lass.html>
- Air Force Personnel Center (AFPC) Secure Website
<https://mypers.af.mil/>
- Air Force Reserve Orders Writing System (AROWS-R) <https://arowsr.afrc.af.mil/arows-r/>
- Air Force Reserve Website <http://www.afrc.af.mil>
- Air Reserve Personnel Center (ARPC) <http://www.arpc.afrc.af.mil/>
- AF Senior Leaders <http://www.af.mil/AboutUs/AirForceSeniorLeaders.aspx>
- Air University (AU) <http://www.airuniversity.af.mil/ARCNet> (Access through AF Portal) <https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPageId=s6925EC1356510FB5E044080020E329A9>
- AROWS-R Guide
<https://arowsr.afrc.af.mil/arows-r/>
- Civilian Employment Information (CEI) <https://www.updatecei.org/submit/>
- Community College of the Air Force (CCAF) <http://www.au.af.mil/au/ccaf/>
- DD Form 214, Certificate of Release or Discharge https://mypers.af.mil/app/answers/detail/a_id/22633/kw/214
- Defense Activity for Non-Traditional Education Support (DANTES)
<http://www.dantes.DoDed.mil/> Defense Travel System (DTS) <http://www.defensetravel.osd.mil/dts/site/index.jsp>
888-435-7146
- Dept of Veterans Affairs (VA)
VA Records Management Center, P.O. Box 5020, St. Louis MO 63115

(314) 538-4500

DFAS my Pay <https://mypay.dfas.mil>
DoD Forms Mgt Program (DoD Forms, Standard Forms (SF), and Optional Forms (OF))
<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>
DoD Lodging Net www.DoDlodging.net
1-888-235-6343 (888 AF LODGE)
Education and Training Course Announcements (ETCA)
<https://www.my.af.mil/etcacourses/default1.asp>
Employer Support of the Guard and Reserve (ESGR)..... <http://www.esgr.mil/>
Equal Employment Opportunity Commission <http://www.eeoc.gov/>
Federal Employees' Group Life Insurance Calculator
<https://www.opm.gov/calculator/worksheet.asp>
Federal Voting Assistance Program..... www.fvap.gov
FedRooms.com <https://www.fedrooms.com/>
Forms & Pubs <http://www.e-publishing.af.mil/>
HQ ARPC/DPT (Enlisted only-for updating academic education
18420 East Silver Creek Ave Bldg. 390 MS 68, Buckley AFB, CO 80011-9502
1-800-525-0102
HQ RIO <http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>
HQ RIO Detachments ... <http://www.arpc.afrc.af.mil/Home/HQRIO/HQRIODetachments.aspx>
HQ RIO Directory... <http://www.arpc.afrc.af.mil/Home/HQRIO/About/HQRIODirectory.aspx>
HQ IR RIO/HARM (Aviation Records Management)
18420 East Silver Creek Ave Bldg. 390 MS 68, Buckley AFB, CO 80011-9502
1-800-525-0102
HQ IR RIO/IRO (Reserve Pay Office)
<http://www.arpc.afrc.af.mil/HQRIO/IMA-RPO.aspx> 18420 East Silver Creek Ave Bldg. 390 MS 68,
Buckley AFB, CO 80011-9502
1-800-525-0102
HQ IR RIO/IRMS (Medical) AFRC.RMGSG@us.af.mil
18420 East Silver Creek Ave Bldg. 390 MS 68, Buckley AFB, CO 80011-9502
1-800-525-0102
IR Travel Office arpc.hqrio.travel@us.af.mil
1392 Second Street, Dobbins ARB, GA 30069-4823
Fax: 478-327-0625 or DSN: 497-0625
IMR (individual medical readiness)..... <https://imr.afms.mil/imr/MyIMR.aspx>
MyPay <https://mypay.dfas.mil/mypay.aspx>
Military Treatment Facilities (MTF)..... <https://tricare.mil/mtf.aspx>
Per Diem Rates <https://www.gsa.gov/travel/plan-book/per-diem-rates>
RAPIDS Site Locator..... <http://www.cac.mil>
Red Cross Emergency Communication Services..... <http://www.redcross.org/>

(877) 272-7337

Servicemembers' Civil Relief Act http://www.justice.gov/crt/spec_topics/military/index.php

Servicemembers & Veterans Group Life Insurance (SGLI, VGLI, and TSGLI)

<http://www.benefits.va.gov/insurance/sgli.asp>

SGLI Payment Address (PIRR/Cat E)

Disbursing Operations Directorate, 3801 Center Collections, PO Box 2694901, Indianapolis, IN
42649-9490

TAFMS explained http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2604/afi_36-2604.pdf

Thrift Savings Plan (TSP) <http://www.tsp.gov/>

Total Force Service Center Phone

800-525-0102, DSN 847-3294 | Fax (478) 327-2215 DSN 497 Overseas: DSN 312-847-3294

6 a.m. to 6 p.m. MT Mon-Fri | 8 a.m. to 4 p.m. MT first three Saturdays of each month

Travel Assistance Center <https://www.defensetravel.DoD.mil/site/tac.cfm>

1-888-Help1GO (888-435-7146)

Tricare Reserve Select <http://www.tricare.mil/trs/>

UTAPS-Web <https://utapsweb.afrc.af.mil/utapsweb/home.aspx>

VA GI Bill Website <http://benefits.va.gov/gibill/>

Virtual MPF (vMPF) <https://w45.afpc.randolph.af.mil/AfpcSecureNet40/CheckPortal.aspx>

VPC <https://mypers.af.mil/app/processes/form/fn/vdb>

Webmail <https://web.mail.us.af.mil/owa/>

AFRC Yellow Ribbon Reintegration Program <http://www.afrc.af.mil/AboutUs/YellowRibbon.aspx>