

# HQ RIO WHO'S WHO

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## HQ RIO Directory

The following link provides direct access to the HQ RIO directory:

<http://www.arpc.afrc.af.mil/hqrio/directory.aspx>

## HQ RIO/CSS

All IR's will contact the Commander's Support Staff at Buckley AFB for the following actions:

- a. Adverse Actions/UIF
- b. Duty Information Updates
- c. Personnel Record Updates

## HQ RIO/FORCE MANAGEMENT

Provides oversight of the following actions for all HQ RIO Detachments:

- a. myPers incidents
- b. URC
- c. Participation
- d. TAP

IR members may contact the HQ RIO/Force Management office directly for Uniform requests and myPers console training.

## HQ RIO/INTEGRATION READINESS OFFICE

Provides oversight of the following programs for all HQ RIO Detachments:

- a. Line of Duty Determinations
- b. BRS
- c. Training for IRs and AGRs and Reg AF assigned to HQ RIO

Directly provides Individual Reservist Orientation training at Buckley AFB to all IRs.

## HQ RIO/Reserve Pay Office

Provides military pay customer service to all IRs to include, but not limited to the following services:

- a. Processing of Long and Short Tour order military pay entitlements
- b. Bonus pay processing
- c. Leave number assignment and processing
- d. Special Duty Pay
- e. Overseas Entitlements
- f. Officer Clothing Allowance
- g. IDT military pay reimbursement
- i. Manual processing of TSP deduction transactions
- h. Military Buybacks for Civilians

Many transactions can be processed via myPay such as updating bank account information, Federal and State Withholdings, correspondence address, and TSP deduction percentages.

## HQ RIO/IR Travel Office

Provides travel pay customer service to all IRs to include, but not limited to the following services:

- a. RTS voucher completion advice and assistance
- b. Processing of all RTS vouchers to include the following:
  - 1) Final settlement vouchers
  - 2) Partial settlement vouchers
  - 3) IDT Lodging vouchers
  - 4) RTS Mileage only payments
  - 5) PCS and PPM Vouchers

Any assistance required for DTS should be coordinated through the detachment ODTA.

## HQ RIO/Orders Writing Cell

Provides oversight and quality assurance for all HQ RIO Detachments. A customer service function does not exist within this area for IRs directly. IRs should coordinate questions concerning orders with their Orders Writing Technicians at their assigned detachment.

## HQ RIO/IPR

Provides oversight and customer service functions for all contingency, exercise, and deployment attendance and orders processing.

## ARPC/FM

Provides oversight for the following programs for ARPC and HQ RIO:

- a. DTS - LDTA function
- b. AROWS-R
- c. UTAPS
- d. ALO
- e. Budget
- f. KYLOC

While these functions are centrally managed within ARPC for HQ RIO, IRs will not contact ARPC/FM directly. The detachments hold customer service functions for all of these programs; therefore, the IR will only indirectly receive service through these functions via their detachment.

## Detachments

Provides the following services to their assigned IRs:

- a. ODTA - assists IRs with any issues within **DTS** to include, but not limited to: authorization/voucher completion, insufficient funds notifications, debt management, EFT return, etc.
- b. Orders writers - assists members with the submission of orders and modifications.
- c. myPers incidents - initiates and manages IR myPers incidents.
- d. URC - coordinates actions between the IR, Active Duty unit, and detachments.
- e. Participation - ensures IRs are fulfilling participation requirements.
- f. UTAPS - assists IRs with functions within UTAPS.
- g. TAP
- h. Line of Duty Determinations - initiates and coordinates via the detachment CC
- i. BRS
- j. Training for assigned IRs, AGRs and Reg AF

## Active Duty Unit

Provides the following services to their assigned IRs:

- a. Supervisory roles to include, but not limited to completion and coordination of EPRs,
- b. GTC
- c. UTM
- d. Security Manager
- e. UDM