

# THE READINESS REPORT

FOR INDIVIDUAL RESERVISTS

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*The official publication of the  
Headquarters Individual Reservist Readiness and Integration Organization*

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## CONNECT

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[www.facebook.com/HQRIO](http://www.facebook.com/HQRIO)



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[www.youtube.com/HeadquartersRIO](http://www.youtube.com/HeadquartersRIO)



RIO Connect - IMA Mobile Wingman



## LEADERSHIP



*Col. Kelli B. Smiley  
Commander*



*Chief Master Sgt. Dolores Colella  
Group Superintendent*



*Master Sgt. Christopher J. Gracey  
First Sergeant*

## ABOUT HQ RIO

The Headquarters Individual Reservist Readiness and Integration Organization (HQ RIO) is located at Buckley Air Force Base, Colorado. Its mission is to seamlessly integrate wartime-ready Individual Reserve forces to meet Air Force and Combatant Commander requirements.

HQ RIO standardizes the processes for the Individual Reserve program. The IR force is comprised of Individual Mobilization Augmentees (IMAs), who are accountable to the Air Force Reserve Command and assigned to funded, active-component positions, and Participating Individual Ready Reservists (PIRRs), who participate for points towards retirement only. There are more than 2,700 enlisted members and more than 4,500 officers in the IR. IMAs and PIRRs support more than 50 major commands, combatant commanders and government agencies.



Watch >> the What is the Individual Reserve video on YouTube: <https://youtu.be/r0bMSNnYhUE>.

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## NEWS BRIEFS

## HQ RIO seeking three TAP managers

HQ RIO is seeking three Reservists, E-4 through E-6, to serve on 180-day RPA orders as Transition Assistance Program managers for the Individual Reserve force. All AFSCs will be considered, though personnel experience is preferred.

Selected individuals will work to eliminate the backlog of individual reservists required to complete the Transition Assistance Program. These positions are customer service centric and will require strong communication and organizational skills.

Airmen filling this position will regularly communicate with AFRC/A1RY, RegAF Airman & Family Readiness Centers and Individual Mobilization Augmentees (IMAs) to educate and inform eligible IMAs about their requirement to complete TAP, as well as the process to do so.

Applications should include Up to 3 EPRs, ARCNet readiness report, AFFMS II fitness printout, resume, and letters of recommendation (optional).

Please visit the job posting Volunteer Reserve System, available through ARCNet, to learn more. Search Job ID 195070 or use keyword TAP.

Please contact your servicing HQ RIO Detachment for questions or concerns.

## CR impacts orders processing timelines

Due to the current continuing resolution (CR), which funds government operations through Jan. 19, 2018, it is critical that you input orders requests through AROWS-R as far in advance as possible.

During a CR, funding for Air Force Reserve operations is loaded incrementally and can even be delayed. These factors lead to longer processing and approval timelines, resulting in last-minute approvals and verbal orders. Whenever possible, submitting orders at least 30 days in advance helps us route them as efficiently as possible, allowing time for quality checks, proper routing through the approval process, and submission of CR-related additional funding requests when needed.

## No pay, no points for overdue flu vaccinations

Individual Reservists who failed to receive their flu vaccine by Dec. 31, 2017 will be placed in a no pay, no points status and will not be able to perform duty until they provide proof of vaccination.

In accordance with AFI 36-2254, Vol. 1, Reserve Personnel Participation, if your IMR status turns red, your Detachment commander may disapprove any further participation, or subsequent orders may direct you to obtain the vaccine while in status. Additionally, in a memo dated Oct. 12, 2017, Maj. Gen. Richard W. Scobee, Deputy Commander, Air Force Reserve Command, has directed units to place members who are overdue for the flu vaccine in a no pay, no points status.

IRs may receive the vaccination from their servicing military treatment facility or a civilian provider. More details about receiving the flu vaccine can be found in [\*IR NOTAM 17-053, IRs must receive flu vaccine by Dec. 31.\*](#) Questions or concerns may be directed to the member's [servicing HQ RIO Detachment](#).

## Did You Know?

### Career tips for Individual Reservists

Did you know Individual Reservists who perform IDTs in conjunction with annual tour must file for IDT travel reimbursement before filing their travel claims for AT (when IDT travel entitlements are authorized)?

That's because IDT travel reimbursements must be paid prior to other travel reimbursements.

For information on IDT travel reimbursements, review the [2018 AFRC IDT Travel Reimbursement Program Guide](#), available from the HQ RIO website.

This guide contains current TDY mileage rates, AFRC IDT travel guidance, frequently asked questions and more.

IRs with IDT- or other travel-related reimbursement questions can also review the IR Travel Companion and other travel resources which are available on the [IR Travel webpage](#).

## Nominations for Outstanding IR of the Year accepted until Feb. 11

**N**omination packages for the 2017 Outstanding Individual Reservist of the Year Award are due to your servicing HQ RIO Detachment no later than Feb. 11, 2018.

This award recognizes Individual Mobilization Augmentees and Participating Individual Ready Reserve members who distinguish themselves from their peers through job performance, community involvement and personal achievements. Award period: Jan. 1, 2017 – Dec. 31, 2017

### Nomination Categories:

- Enlisted: Airman (E-1 – E-4), NCO (E-5 – E-6), SNCO (E-7 – E-9)
- Officer: CGO (O-1 – O-3), FGO (O-4 – O-5)

### Nomination packages:

- Recommendation letter addressed to HQ RIO/CC and signed by the Detachment commander stating that “validation with the nominee’s unit was accomplished ensuring that the nominee does not have any derogatory information, also stating verbatim that “A review of the official personnel record was conducted on (date) and revealed no information that would bring discredit to the award or the United States Air Force”.
- AF1206 - A write-up of 18 typewritten lines (including headers and are to stand alone from the bullets), single-spaced, size 12 point-font, using only the front side of the AF Form 1206, Nomination for Award. Bullet format is mandatory. Nominations should include specific facts, achievements, and examples showing the individuals are exceptional. Achievements should distinguish the member from his or her peers. Common acronyms may be used as long as the meaning is clear (TDY, AF, USAFE, SFS, etc.), otherwise acronyms will not be used. The use of an acronym list is not permitted.
  - Leadership and Job Performance in Primary Duty: Describe significant accomplishments and how well the member performed assigned primary and additional duties. Define the scope and level of responsibilities and the impact on the mission and unit. Include any new initiatives or techniques developed by the member that positively impacted the unit and/or the mission. Show how the member developed or improved skills related to primary duties; e.g., formal training, Career Development Course enrollment or completion, On-the-Job Training, and so forth. Include results of Air Force, MAJCOM, and Numbered Air Force-level inspections and/or evaluations. Include awards received; e.g., NCO of the Quarter, Maintenance Professional of the Year, and so forth. Limit to 12 lines plus header.
  - Whole Airman Concept: Define the scope and impact of the member’s effort to promote camaraderie, embrace esprit de corps, and act as an Air Force ambassador, including positive leadership and involvement in both the military and civilian community. Include leadership, membership, or participation in unit advisory councils, professional military organizations, associations, and events. Include any off-duty education or other personal development; e.g., class, course, certifications, degree enrollment and/or completion, grade point average. Cite any other relevant training or activity that significantly enhanced the member’s value as a military citizen. Limit to 4 lines plus header.
- Sample AF1206
- Biography: An official Air Force biography, limited to two pages. Example biographies can be found at the Air Force biography homepage.
- Current passing fitness score printed from AFMSII
- Statement of release, addressed to HQ RIO/CC, must be signed and dated by the nominee. The statement will read verbatim: “I do or do not (circle one) agree to the use of Privacy Act information in the nomination narrative. This information may include Privacy Act information or Personally Identifiable Information (PII) found in DoD 5400.11-R, DoD Privacy Program, Disclosure of Personal Information to Other Agencies and Third Parties and guidance in Air Force Instruction 33-332, Air Force Privacy and Civil Liberties Program, Chapters 1, 2, and 6. I understand those transmitting personal information via email will exercise caution and adequately safeguard it in accordance with AFI 33-332, paragraph 2.5. and subparagraphs. The announcement message or any publicity regarding the award nomination will contain no privacy act information other than name, rank, and base of assignment.” *NOTE: Statement of Release-- if permission is not granted, it will not preclude member from competing for the award.*

This information is also available on the [Awards and Boards section](#) of the HQ RIO website. Packages are due to your [servicing HQ RIO Detachment](#) by the suspense.



## IMA is a smile saver

By Tyler Grimes, AFRC Public Affairs

**A**s an individual mobilization augmentee, Lt. Col. (Dr.) Curt Hayes has the opportunity to not only serve his community but also his fellow Airmen, often when they need a lot of dental help.

"I love helping people on their most difficult days after a trauma or accident," the board certified surgeon said.



*Lt. Col. (Dr.) Curt Hayes, 90th Medical Group at F.E. Warren Air Force Base, Wyoming, a board certified oral and maxillofacial surgeon, uses more than a decade of dental surgical experience to keep Reserve Citizen Airmen fit to fight using the latest medical advances.*

"I am the person they are trusting to help heal them."

As part of the 90th Medical Group at F.E. Warren Air Force Base, Wyoming, Hayes uses more than a decade of experience in dentistry to keep Reservists fit to fight using the latest medical advancements. After graduating from the Air Force Academy in 1999, Hayes went on to earn his credentials at the University of Colorado School of Dental Medicine in 2003 and

completed his residency in oral and maxillofacial surgery at Wilford Hall Medical Center at JJBASA-Lackland, Texas, in 2008.

"One of the things I am most proud about is my work with Exparel," he said. "Exparel is a drug that keeps patients numb in the surgical site up to 36 hours after surgery, negating any need for narcotics. Patients get back to work quicker and are in less pain. This has huge benefits for the military as our Airman can get back on duty three days after surgery."

He earned the 2013 - 2014 Air Force Dentist of the Year award for his work during a humanitarian deployment to South Africa and for performing surgery at multiple bases across Europe.

Hayes left active duty in July 2016 to join the Air Force Reserve. The change in status allows him to spend more time with his family and have a private practice as well.

"I surprised a lot of people when they found out I was separating from active duty not long after I was awarded the Air Force Dentist of the Year," he said. "I decided to separate from active duty because our oldest son has autism, and I wanted to provide my family with more stability. I joined the Reserve because I wanted to remain a military officer. I bleed blue and I am thankful for the opportunity to continue to serve."

In his dual role as a Reserve Citizen Airman, Hayes said he really has the best of both worlds.

"Exposure to the general public makes me appreciate the military and the role I have in it," he said. "We are often sheltered from more medically complex patients in the military and it has made me a better surgeon."

In addition to providing dental care, Hayes said he also takes pride in providing mentorship to other service members and being a pillar in his local area.

"I have been well trained and have a skill that people need," he said. "I am happy to be able to share that with others, and know they are getting exceptional care from a thoughtful provider. Additionally, mentoring has always been a passion for me. Many of my Airmen still contact me for advice, which means the world to me."



The Get1Now Program is a great way for Reservists to keep the Air Force Reserve strong by recommending qualified people with whom they wish to serve. You can refer someone you believe will make a good member of the Air Force Reserve. Once your referral is verified as a qualified lead, you become eligible for one of many awards.

Visit the Get1Now website for information on how to refer candidates, as well as the various prizes available for making qualifying referrals: [www.Get1Now.us](http://www.Get1Now.us).

## Government charge card required for Air Force travel

*Air Force Installation and Mission Support Center*

**A** recent change to a Defense Department travel instruction strengthens enforcement of an Air Force policy that requires travelers to use a Government Travel Charge Card, also known as an Individual Billing Account.

Air Force Installation and Mission Support Center's Traffic Management team coordinated with Air Force Logistics Readiness and the Air Force Accounting and Finance Office officials to reduce the use of central billed accounts and reinforce the policy to use a GTCC for all authorized travel expenses during temporary duty, deployment and permanent change of station travel.

The AFIMSC Traffic Management team provides oversight over the Air Force Passenger Travel Program with responsibilities to ensure active duty Air Force Central Billed Accounts are promptly reconciled to avoid prompt payment penalties. The team

identified the excessive amounts of fees levied when utilizing the CBA versus the IBA across the Air Force and worked diligently with Air Force officials to put in place policy and procedures to save government funds.

Allowances in the DoD policy challenged officials with enforcing the Air Force policy that was established in 2008, according to Floyd Haralson, Headquarters Air Force Travel Policy office. When travelers did not use a Government Travel Charge Card, their travel expenses were reconciled through Central Billed Accounts, a more expensive process.

"Now that the DoD instruction has been revised, we are able to put Air Force policy in place to ensure we meet

DoD and secretary of the Air Force objectives of reducing cost to our Air Force travel program," Haralson said. "It is important that all Air Force members, including Guard and Reserve, are aware that there are very few exemptions to using the Government Travel Charge Card for official travel."

Darryl Hamilton, AFIMSC's chief of Traffic Management for Cargo Movement and Passenger Travel, said the Air Force has a robust mission that requires thousands of DoD military and civilian personnel to conduct travel through the Air Force's travel program each year.

"The Air Force travel program can be very expensive, and in these times of fiscal constraints, it is important for us to look for ways to be more efficient and save costs," Hamilton said. "One of the ways we can help reduce unnecessary expenditures is to ensure members obtain and utilize their personal

GTCC to the maximum extent."

The Air Force processed 225,604 transactions for Air Force travelers in fiscal year 2017 on Air Force Central Billed Accounts, which cost the Air Force \$66.86 per transaction. By comparison, the cost for travel disbursement using IBAs was 64 cents per transaction.

Leaders at all levels and agency program coordinators must ensure travelers take steps to secure their GTCC before making travel arrangements, Hamilton said.

"This is a significant win-win for the Air Force," said Darrell Haraway, Air Force GTCC program manager. "The benefits from use of the GTCC will reduce the workload in reconciling CBA invoices, limit risks associated with airline tickets, reduce DFAS processing costs and reap huge rebates for the Air Force under the GTCC program."

Defense Travel Administrators, Approving Officials, APCs, along with commanders and supervisors at the wing and base level have a huge role in effective enforcement of the policy, Haraway said.

"We understand people at all levels may have to adjust how they view the payment process of the Air Force's official travel program," he said.



## Deadline to register for May IR Orientation is Feb. 1

The deadline to register for the May 22-24, 2018, Individual Reserve Orientation is Feb. 1. The maximum number of attendees for each course is 80.

IRs gained within the last 12 months, are automatically eligible to attend. IRs gained more than 12 months prior to the course start date will need their detachment commander's approval to attend. IRs should contact their servicing HQ RIO Detachment via email to request approval.

IR Orientations are provided twice a year at HQ RIO, Buckley AFB, Colorado. The course provides IRs with tools and information to effectively manage their Air Force career. Although this training is not mandatory, it is highly recommended.

All attendees must be in a School Tour status, requested through AROWS-R. Annual tour or IDTs cannot be utilized for attendance. The HQ RIO Individual Reserve Readiness team will follow up with each attendee to confirm course admittance, pending seat availability.

### To Register:

- Log-in to myPers
- Select "Incidents/Messages" under My Account (top left of home screen, below the myPers logo and site navigation bar)
- Select "Email Us"
- Component - "Air Reserve"
- Category - "Training"
- Subject - "IR Orientation March 2018 or May 2018" (indicate which date you wish to attend)
- Question – Supply the required registration information listed below
  - Detachment assigned
  - Date gained to IMA program
  - Rank
  - Name (Last Name, First Name)
  - Contact number (duty phone or cell phone)
  - E-mail address
  - Is lodging being request (yes or no)
  - Travel mode
  - HQ RIO Detachment commander endorsement (for members gained more than 12 months prior to course start date)



Space is limited and applications must be received by deadlines listed above. IRs should contact their [servicing HQ RIO Detachment](#) with questions or concerns.

## Temporary access restrictions to AFPC Secure start Jan. 13

Due to recent Secretary of Defense and the Secretary of the Air Force direction to increase cyber security, off-base (non-.mil) access will be blocked for certain Public Facing Web Servers starting Jan. 13, 2018.

As a result, some human resource applications and acquisition applications accessed via AFPC Secure may be affected as it transitions to a more secure environment. The impact to affected users will be temporary as the applications are upgraded.

Remote users (connecting off the .mil without a virtual private network (VPN) e.g. .com, .edu, .net, etc.) will not be able to access AFPC Secure applications. Users

accessing AFPC Secure from their office .mil computer or by Air Force VPN connection could also be temporarily affected. Once the sites have successfully transitioned to the more secure environment and AFPC secure access is restored, a notification will be sent.

If users experience any problems accessing AFPC Secure applications or have any questions, please contact the A1 Service Desk at DSN 665-5004 or (210) 565-5004. If users are unable to access AFPC Secure and need to process an urgent personnel action, please call the Total Force Service Center at 1-800-525-0102 or DSN 665-0102.

## Air Force saves Airmen time, no longer requires first year evaluations

*By Secretary of the Air Force Public Affairs*

Air Force officials announced Jan. 4, 2018, Enlisted Performance Reports are no longer required for regular Air Force Airmen in the grade of airman first class and below with less than 36 months' Time-In-Service or Air Reserve Component Airmen below the grade of senior airman.

This policy change supports Air Force senior leaders' focus on revitalizing the squadron and saving Airmen time. It is intended to eliminate an unnecessary administrative requirement and empower frontline supervisors, raters and commanders to frequently engage with their Airmen face-to-face, said Lt. Gen. Gina Grosso, deputy chief of staff for Manpower, Personnel and Services.

"While the Air Force values the contributions of all enlisted personnel, the requirement to document performance in a formal evaluation prior to the grade of senior airman is not necessary," said Grosso.

Instead, the Air Force has additional means available to document an Airman's performance and to ensure he or she is meeting the training, developmental and

experiential skills required to perform as professional Airmen."

Performance feedback and Airmen Comprehensive Assessments will still be required. Initial feedback sessions will occur within 60 days of raters taking over as supervisors and then every 180 days until an EPR occurs.

The removal of EPRs prior to promotion to senior airman will allow Airmen more time to learn their primary skills and missions before their performance is documented on an EPR, Grosso said.

All active-duty enlisted Airmen will receive their initial evaluation upon reaching their first March 31 Static Close-out Date after either promotion to senior airman, or after completion of a minimum of 36 months' time-in-service, regardless of grade, whichever occurs first. All Air Force Reserve Component enlisted Airmen will receive initial evaluations upon the first March 31 SCOD as a senior airman.

Commanders still retain the option to complete a Directed By Commander evaluation to document substandard performance for those airmen first class and below any time after an Airman reaches 20 months' Time-In-Service. If a Directed By Commander evaluation is written, the Airman will receive a subsequent evaluation the following March 31 SCOD.

More information about the policy change is available at [myPers](#).

## Blended Retirement System in effect as of Jan. 1

On Jan. 1, the Department of Defense introduced a new military retirement plan known as the Blended Retirement System (BRS). Anyone joining the service on or after that date will be covered by the new retirement system, while anyone serving prior to that is grandfathered under the current retirement system. Service members with fewer than 12 years of service and reserve-component members with fewer than 4,320 retirement points, as of December 31, 2017, have the option of switching to the Blended Retirement System.

This new plan represents a significant change from the previous military retirement as service members will now be eligible to receive government contributions to their Thrift Savings Plans in exchange for a reduced pension upon retirement. Under the old retirement system, only 19% of service members remain on active duty to qualify for retirement pay; however, under the BRS, nearly 85% of military members will leave the service with some retirement benefit (i.e., Thrift Savings Plan and, in some cases, retired annuity).

Members will not be automatically moved to the Blended Retirement System. Members will have all of 2018 to make their election; however, once enrolled in BRS, the election is irrevocable; it cannot be undone.

Additionally, some members who elect to enroll in the BRS are eligible for continuation pay.

"Continuation pay is a one-time direct cash payout, like a retention bonus," said Lt. Gen. Gina Grosso, deputy chief of staff for Manpower, Personnel and Services. "Members will receive continuation pay at 12 years of service in return for a commitment of four years of service."

For the Reserve component Airmen to include, the continuation payment rate is 0.5 times monthly basic pay, as if on active duty. For Reserve component Airmen on active Guard and Reserve orders, the payment rate is 2.5 times monthly basic pay. The rates and parameters for paying CP will remain in effect until changed.

"Modernizing the current retirement system into the BRS will ensure that the vast majority of uniformed service members receive a portable government retirement benefit," said Daniel Sitterly, acting assistant secretary of the Air Force for Manpower and Reserve Affairs. "It will help make the uniformed services more attractive to new generations of American citizens by providing a retirement annuity with options on how to shape their retirement benefit."

For more information, visit <http://militarypay.defense.gov/BlendedRetirement/>.