

VOL 6 ISS 1

JANUARY 2019

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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Web: www.arpc.afrc.af.mil/HQRIO.aspx
Email: arpc.rio.det1@us.af.mil
TFSC: 1-800-525-0102

Detachment listing can be found at:
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*Chief Master Sergeant Billie M. Baber
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*Master Sgt. Christopher J. Gracey
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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 PIRR 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

List of Eligible AFSCs for CY19 IDT Travel Reimbursement Released

The list of eligible AFSCs for the CY19 IDT Travel Reimbursement effective Jan. 1, 2019 has been released. For further information go to <https://www.arpc.afrc.af.mil/News/Article-Display/Article/1707705/list-of-eligible-afscs-for-cy19-idt-travel-reimbursement-released/>

REMINDER: FY19 IR Orientation Class Dates Announced

Just a friendly reminder that the HQ RIO Readiness Training team will be hosting the IR Orientation at HQ RIO, Buckley AFB, Colo. The course provides the Individual Reservist (IR) with tools and information to effectively manage their Air Force career. Although this training is not mandatory, it is highly recommended. Class dates are Feb 19-21 2019, May 21-23 2019 and 20-22 Aug 2019. **The February IR Orientation registration window is closed.** The deadline to apply for the May IR Orientation is February 1, 2019; and the deadline for the August IR Orientation is May 1, 2019. The class dates can be found online at <https://www.arpc.afrc.af.mil/News/Article-Display/Article/1684140/hq-río-fy19-ir-orientation-class-dates-announced/>.

UTAPS Pay Issues Identified

Headquarters Readiness and Integration Organization's Reserve Pay Office (RPO), has identified multiple issues with Inactive Duty Training payments not being processed through the Unit Training Assembly Processing System (UTAPS). These issues date back as early as August 2018. For further information go to <https://www.arpc.afrc.af.mil/News/Article-Display/Article/1727486/utaps-pay-issues-identified/>

Saving Valuable Time on Travel Vouchers

Over 60% of travel voucher reimbursement requests are returned to members for corrections. The most common errors are missing signatures on forms and missing receipts for claims. Utilizing the travel voucher checklists in the Travel Companion at <https://arpc.usaf.afpims.mil/Portals/4/DRIO/RIO-IR-Travel-Guide.pdf?ver=2018-11-01-161927-000> or the RIO Connect app (under Travel > Travel Guides), will help IRs submit accurate and complete travel reimbursement packages. This will save valuable time for IRs by enabling travel technicians to process reimbursements immediately rather than returning to the member for correction. **Please note:** A certified AF Form 40A is required for all IDT lodging and travel reimbursement requests. A certified AF 40A has all 3 signatures on the form; however, UTAPS-generated forms do not automatically populate these signatures. If an IR cannot obtain wet signatures to certify the AF 40A, a PDF color screen shot of the UTAPS calendar reflecting "Paid" status for the specified days, along with the UTAPS-generated AF 40A, is acceptable. Additionally, lodging receipts and a contract quarters authorization/non-availability statement must be included, if applicable.

Travel tips for Individual Reservists

**did
you
know?**

When performing IDTs, meals are not authorized and can't be claimed when on IDT status. Members can check the Joint Travel Regulations at <https://www.defensetravel.dod.mil/site/travelreg.cfm> or by looking in the IR Travel Companion Guide on the HQ RIO Travel website at <http://www.arpc.afrc.af.mil/hqrio/irtravel.aspx> or by using the RIO Connect app.

RIO Connect IMA Mobile Wingman App



The [RIO Connect IMA Mobile Wingman App](#) is the official mobile app of the Headquarters Individual Reservist Readiness and Integration Organization (HQ RIO) and is designed for Individual Reservists.



GET 1 NOW

Refer a friend to the Air Force Reserves

The Get1Now Program is a great way to keep the Air Force Reserve strong. Reservists can refer people they believe will make a great addition to the Air Force Reserve. Once a referral is verified as a qualified lead, the Reservist becomes eligible for one of many prizes. Visit the Get1Now website for info on how to refer candidates and to see the various prizes available at www.Get1Now.us.

OPSEC in the Social Media Age

By Tyler Grimes, Headquarters Air Force Reserve Command Public Affairs

In late January 2018, Secretary of the Air Force Dr. Heather Wilson and Air Force Chief of Staff Gen. David Goldfein released a joint memorandum on operational security and the renewed need to protect sensitive and classified information.

“Clearly in times past, we have sought to protect key operational details, but today’s informative standard should be more cautious, and we need your enduring vigilance to ensure compliance,” the memo stated.

One of the areas Reserve Citizen Airmen must be vigilant in when it comes to operational security is social media. Erick Holloway, Air Force Reserve Command OPSEC program manager, explained Reservists have a special responsibility to maintain OPSEC even when off-duty in their civilian roles.

“Even though a private sector job may not be as close-hold with the information they share, the same OPSEC principles that are practiced while in uniform should be applied,” Holloway said. “A major take away for a Reservist is to always be aware of what is discussed around individuals without a need to know.”

In the social media environment, discussions are never private and can become public even without the knowledge of all parties involved. In most instances things posted on the internet and social media are there permanently.

“While it can be fun, entertaining and useful for maintaining relationships, social media has become one of our greatest operational security weaknesses,” he said. “OPSEC should always play a big role in how social media is used. Everyone must remain cautious when posting personal and work-related information.”

He said the goal is not to stop Citizen Airmen from using social media, but to ensure all Reservists are properly trained on the ‘do’s and don’ts’ of posting and communicating on social media.

The type of information an individual should never share on social media includes specific locations of a residence or workplace, detailed job descriptions, upcoming travel plans, and personal data such as date of birth, social security number and banking information. Other common practices to avoid on social media are listing family members, employment history and job titles, and posting photos of your home or work area.

According to studies cited by Holloway, more than 70 percent of all adults use some type of social media and almost 90 percent of 18 to 29 year olds use social media. In saying that, those numbers encompass the majority of the Reserve force. Regardless of age,

Holloway has additional tips for all Reservists who use social media. He recommends disabling geo-location tagging on applications that use it, never post photos of deployed locations, do not accept friend or follower requests from unknown individuals, always remain professional and report any sensitive or critical information found on social media.

“Although most sites have improved privacy settings, Citizen Airman still run the risk of the wrong people seeing what they post due to complacency or lack of know-how,” he said. “It is each member’s responsibility to ensure external web site applications that are enabled on personal devices only have access to noncritical information.”



As social media platforms like Facebook, Instagram and Twitter, just to name a few, keep advancing technologically, it has become increasingly more important now than ever to practice good OPSEC when online.

With the adversaries’ collection methods becoming more sophisticated in the social media landscape, it can be a challenge to keep up. Holloway suggests if Reservists have questions about practicing good OPSEC while using social media, they should contact their unit-level OPSEC coordinator. If questions still exist, they can consult with the wing or headquarters OPSEC program manager.

“Adversaries are very interested in gathering insight into what vulnerabilities can be exploited,” he said. “The more that is shared on social media the easier it is for the bad guys to gather critical information.”

But My Settings are Private

Even when your setting are at the highest level of privacy, your profile picture and bio are visible to anyone, even if they don’t reach out to you with a friend request. Too many times military members or their spouses include a profile picture with them in uniform.

Military members can check to see what info strangers can see by going to their profile page, clicking the three dots in the bottom right corner of their cover photo and choosing “View As” in the dropdown that appears. This will take you to a version of your Facebook page that appears the way it does to users who are not your friends. Certain information, like your name, current profile picture and cover photo, will always be viewable by strangers.

AF-wide lodging rate increase effective Jan. 1

By Secretary of the Air Force Public Affairs



Rate increases are still within per diem and the DoD requires official TDY travelers stay in DoD lodging facilities when performing any portion of their TDY mission at a DoD installation. Travelers who do not obtain the appropriate non-availability letter or confirmation number will receive limited reimbursement for their lodging accommodations. (Courtesy photo)

Effective Jan. 1, the Air Force Lodging Program has increased nightly lodging rates service-wide in support of Department of Defense reform objectives to make business operations more efficient and provide Airmen with an improved lodging experience.

The rate adjustment is an essential step in the direction of the DoD's directive for military services lodging programs to transition to a complete non-appropriated funds operations business model, eliminating appropriated funds support.

As nightly room fees become the sole source of income to fund all Air Force Lodging operations, Air Force Lodging facilities will work with their local civil engineer squadrons to transition maintenance, service and sustainment, restoration and modernization.

"The rate adjustment will allow Air Force Lodging to better maintain properties and modernize Air Force facilities for Airmen and their families," said Horace L. Larry, Air Force Services director. "Although there will be a fee increase, we remain committed to providing our customers affordable prices and comfortable stays."

In addition to the modernization benefits of the funding and rate changes, this change will also enable the Air Force to reallocate enlisted personnel currently supporting lodging across the services enterprise, allowing them to better support wartime requirements.

To ensure long-range sustainment and improvements to the Air Force Lodging program, the new lodging rates are:

- \$70 visiting officer quarters/visiting quarters
- \$55 visiting Airman quarters
- \$77 temporary lodging facilities
- \$79 distinguished visiting quarters
- \$83 large distinguished visiting quarters

The rate increase is within per diem levels for all locations and all

room types. If a location has lower per diem rate, the lodging rate will match the local per diem rate.

The Air Force will continue to provide Space Available customers affordable, quality lodging options where and when lodging capacity exceeds mission requirements. In addition, reservations made prior to the rate change will be charged the new rates as of Jan. 1, 2019.

For more information on Air Force Lodging program changes, view the frequently asked questions at <https://www.af.mil/Portals/1/documents/2019%20SAF%20story%20attachments/Lodging%20Questions.pdf?ver=2019-01-09-134056-773>

No-Pay, No-Points for Overdue Flu Vaccinations

Individual Reservists who failed to receive their flu vaccine by Jan. 1, 2019 will notice that their immunization readiness status has turned red.

In accordance with AFI 36-2254, Vol. 1, Reserve Personnel Participation, if your IMR status turns red, your Detachment commander will withhold processing of subsequent orders and direct you to obtain the vaccine while in status.

Additionally, in a memo dated Oct. 11, 2018, Maj. Gen. Richard W. Scobee, 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. Questions or concerns may be directed to the member's servicing HQ RIO [Detachment](#).