

# HQ INDIVIDUAL RESERVIST READINESS & INTEGRATION ORGANIZATION

## The Readiness Report

### Take control of your career

By Col. John Sotham, IMA to the Commander, HQ RIO



We recently fielded a call here at HQ RIO from a Master Sergeant who was upset about an issue involving her orders. When we asked if she had contacted her HQ RIO Detachment, it became clear that she didn't know who her detachment commander was, and more concerning for us, how to contact her detachment for assistance.

I'll level with you: being an Individual Reservist (a term that encompasses both Category "B" Individual Mobilization Augmentees and Category "E" Participating Individual Ready Reservists) can be a challenge. Because we're typically assigned to active duty units or federal agencies, sometimes we have to be our own advocate and ensure we have the tools we need to succeed. This means we need to know how to contact our HQ RIO Detachment, our assigned Force Support Squadron, and our local Unit Reserve Coordinator. If you need information about how to contact your detachment, visit the [HQ RIO Detachment Directory](#) on [the HQ RIO website](#).

In addition to the directory, the website has a wide variety of information and resources for your career. Please take a few minutes to visit the site and see what's available.

Like you, I'm an IMA. I understand why sometimes it's a struggle to get the support we need, but no one will take more of an interest in our careers and issues than we will. Meaning, we must get aggressive about ensuring we know who to reach out to for assistance. Here at HQ RIO, and out in the detachments, we're always trying to find new ways to reach out and support your Air Force Reserve career. Now that you have our contact information, don't be shy—if there's something we can do better, please let us know!



Feb. 1 marked the first birthday of HQ RIO. On that date in 2014, HQ RIO stood up and assumed responsibility for the management and oversight of the individual reserve force from the Readiness Management Group. Watch a [short video of the celebration here](#). (Photo by Master Sgt. Timm Huffman)

### The enlisted perspective

CMSgt. J. Seth Perron

As we come out of another hectic budget season, we've all acutely felt the stress and strain of shrinking resources. In this era of reduced funding and manpower, the concept of teamwork is more important than ever.

By working together, we are able to pool our collective talents, creativity and intellect, ensuring we are using the most effective solutions available to us. Effective teamwork also allows us to share the ever-increasing workload we must shoulder.

The most important component of teamwork is communication. We need to be open with each other about the challenges we face, as well as our ideas for solutions. We must also keep an open mind, being careful not to dismiss ideas right away, just because we disagree. And, we must be able to communicate without fear of reprisal or ridicule.

It would be difficult to find a significant historical event that took place without solid teamwork. Everyone from Thomas Edison to Martin Luther King Jr. had a team around them, helping to develop ideas that would change the world. That's why, over the next months, I'll discuss critical aspects of teamwork we will need to employ to make sure Headquarters RIO meets the needs of the Air Force. Chief Perron out!

#### Contact HQ RIO

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HQRIO



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### Fit-to-fight readiness a must

By MSgt. Jerrod Kester

Due to the nature of the work we, as Airmen, can be called upon to do, it's important that our bodies be ready and able to answer that call. Every Airman must be physically fit; ready to support the Air Force's mission at a moment's notice.

As an Individual Reservist, the responsibility for this rests on you. No one is going to look over your shoulder, checking to see if you're hitting the gym, running and maintaining the standards set forth in AFI 36-2905, Fitness Program. You must ensure you are able to meet these standards and then coordinate with your unit fitness program monitor to

schedule your fitness assessment in a timely manner. Additionally, if you need a physical profile, it is your responsibility to obtain the proper medical evaluation and to ensure the paperwork is processed prior to your fitness test.

Failure to stay current on the fitness assessment may result in disapproval of your annual tour, removal from man-day opportunities, or a referral evaluation. If you're behind on scheduling your assessment, be sure to call your detachment and discuss scheduling your physical fitness test the next time you are on duty.

Please help keep the Individual Reserve force relevant and ready by maintaining your personal fitness and ensuring your fitness tests are scheduled in a timely manner.



## HQ RIO Enlisted Leadership



CMSgt. J. Seth Perron  
Superintendent



MSgt. Jerrod Kester  
First Sergeant

[Enlisted leader biographies](#)

## HQ RIO Quick Links

- [HQ RIO Website](#)
- [Detachment Directory](#)
- [The IR Guide](#)
- [IMA Travel Guide](#)
- [Wingman Toolkit](#)
- [CMSAF Roll Call](#)
- [www.Move.mil](#)
- [MyPers](#)
- [AROWS-R](#)
- [Defense Travel System](#)

## Share your story!

Have an incredible Air Force story? Tell it by contacting the HQ RIO Public Affairs office at 720-847-3787.

## HQ RIO News

### Q2 Individual Reserve commander's call

The second quarter Headquarters RIO commander's call videos are now available. The following video clips contain short messages from the HQ RIO leadership team and cover topics including the Integration Cell, changes to the Reserve Pay Office, Teamwork, and HQ RIO's new Key Spouse Program.

[Video](#) | Full Playlist

[Video](#) | Col. Christopher E. Cronce, Commander—Integration Cell and RPO

[Video](#) | Chief Master Sgt. J. Seth Perron, Superintendent—Teamwork

[Video](#) | Master Sgt. Jerrod Kester, First Sergeant—HQ RIO Key Spouse Program

### Editorial | The color of money

*Why it's important to complete AT and IDT requirements*

By Col. Thomas O. Pemberton,  
Commander, HQ RIO Detachment 4

Many of you have heard the term 'Color of Money' used by military leaders. These leaders are not referring to the 1986 movie with Tom Cruise and Paul Newman. Strangely enough, the 'Color of Money' is an official Department of Defense term that refers to the different categories of money within the DoD and the specific uses on which those funds may be spent. With the ever-tighter fiscal constraints, we must all be very careful we are not confusing the 'color of money' as we stretch every dollar to complete our mission. We must also plan efficiently and accurately for these different colors of money to ensure we have enough funding available for each desired purpose.

The overarching question asked of each fiscal year's budget is "what did we spend last year?" Requesting and obtaining more funds than the previous year is extremely difficult in today's world and can send a signal we are not managing our budgets appropriately. This is the primary reasoning behind the requirement for all Individual Reservists to complete their annual tours and inactive duty training days every year. If we don't use

the AT and IDT "color of money" in the current FY, then the next year there is a strong possibility funding will be cut.

As we transition from combat operations to peacetime-mode of reduced budgets, this becomes even more important. As military personnel appropriation and reserve personnel appropriation fund allocations dwindle, the AT and IDT "colors of money" need to be healthy to allow our IMAs to participate.

Col. Christopher E. Cronce, HQ RIO commander, established official guidance for all Individual Reservists in September 2014, when he released the [FY15 RIO Participation Memo](#).

[Participation Memo](#).

This guidance points out that the extensive waiving of AT and IDTs of past years has caused an under-execution of the Air Force Reserve Command RPA program, which has contributed to increased budgetary pressure on funding levels in succeeding FYs. One of the primary HQ RIO goals is to ensure we have the

necessary funding available so all IMAs can complete their annual requirements and remain viable and valid assets to the units they support.

While this guidance does allow detachment commanders to approve waivers of AT and IDTs, Individual Reservists must understand these waivers will be heavily scrutinized, especially for those who are involved with long-term MPA or RPA orders.

The whole issue can be summed up by stating – if we don't use it, we will lose it!





## One Airman, Global Impact

*Col. Elizabeth J. Chamberlain, IMA to the Director of 7th Air Force, Intelligence, Surveillance and Reconnaissance*

Chamberlain, who has spent time on active duty and in the traditional reserve as an Air Reserve Technician, said the Individual Reserve program has helped expand the possibilities for her career.

"I became an Individual Mobilization Augmentee... to seek broader intelligence and leadership opportunities," she said. "The opportunity to move between the unit and IMA programs has really helped me cultivate insight into many aspects of [Air Force] Reserve Command."

In addition to expanding her personal horizons, Chamberlain also enjoys supporting the active-duty mission. She says it's a great opportunity to be able to influence active-duty policy and programming.

In her current position within the Pacific Command, she's able to help the Air Force prepare for future conflicts by improving advanced target development. Target development is the process of pre-determining strategic targets in the event of conflict. She said that in order to support counter-insurgency operations since 9/11, the intelligence community has moved more towards dynamic targeting. However, in her area of responsibility, pre-planned targeting is more important. That's why she is working to understand what the Air Force can do to improve, "so we can be as ready as possible to deter or defeat potential adversaries."

Chamberlain is also involved in the planning some of the Department of Defense's largest readiness exercises – Key Resolve and Ulchi Focus Guardian. She said the exacting and

thorough nature of these exercises is what makes the U.S. military such an effective fighting force. After 20 years in the service, she has had the opportunity to work on more than ten exercises at the tactical, operational and strategic levels.

"It is challenging and very rewarding to throw yourself into these experiences and learn as much as you can while working to improve of our doctrine and tactics, techniques and procedures," she said.

She considers herself lucky to be able to work with her team of active-duty intelligence colonels who work so seamlessly together. She says they teach and engage with her each day;

and she's happy to support them in return with her targeting experience.

Because of this teamwork, she said the support they provide to 7<sup>th</sup> AF is very effective.

In addition to her duties in the intelligence community, Chamberlain is also a mom and military spouse who is very involved in her community. She volunteers as an admissions liaison officer for the Air Force Academy, serves on the board of directors for non-profit leadership organization Academy Women, advises for several local leadership organizations,

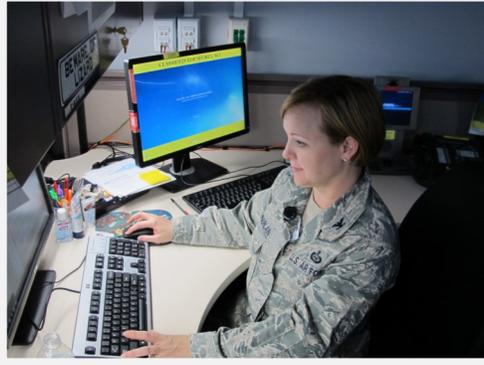
supports local military families at her base, and volunteers at her kid's school.

She said her many roles in the Air Force, including growing up as a "military brat", have given her a vibrant understanding of the service and how the active duty, reserve, civilians and families all work together.

"All parts of our Air Force must be strong, resilient and committed, for us to be successful. I'm lucky to see almost every side of this dynamic every day," she said.

Chamberlain hopes the many roles she plays in her Air Force life will encourage other people to serve the country, whether in uniform or otherwise.

"There are so many ways to serve, and wearing the uniform on active duty is just one type of opportunity," she said.



### Reservists to receive new, high-tech travel cards

*By Master Sgt. Timm Huffman*

In January, the Department of Defense began upgrading Citi Bank Government Travel Charge Cards to the chip and PIN technology. The new cards will also include the older magnetic stripe technology.

To ensure they receive the new cards, Reservists should log-in to their [Citi Bank](#) and [Defense Travel System](#) accounts to update their contact information. Once the new card arrives, members must sign the back and call to activate and confirm receipt. Members will also need to update their DTS accounts with their new card information.

Members with cards expiring between February and December will have new cards issued about 30 days before their current card expires. Accounts with cards expiring after 2015 will have new cards issued between July and October.

### Did you know? | Tips for the Individual Reservist

Did you know that ARCNet does more than just report your readiness? For example, you can track and complete your ancillary training requirements.

To check this, click the ATMT tab at the top of your ARCNet screen. You'll be able to see the frequency of each training event, when you last completed it and when it is due next. You can even download certificates of completion by clicking on the blue "Completion Date" links. Many of the trainings also include a direct link to the CBT in ADLS!

Checking the information in your ATMT tab regularly will allow you to stay up to date on all of your ancillary trainings and help you stay green-to-go on your readiness!



## Taps sounds the final farewell

By Staff Sgt. Amber R. Kelly-Herard, Air Mobility Command Public Affairs

During an 80-degree fall day, Jefferson Barracks, Scott Air Force Base, Illinois, was silent, save for those mourning their losses and a three-volley rifle salute followed by Taps amid perfectly-lined tombstones.

Since 2000, Congress has authorized a recording of Taps to be played because of a military bugler shortage. The family of Navy Aviation Cadet V5 Stephen W. Kohl, who served 1943 - 1947, requested a live playing of Taps through the organization Bugles Across America.

Seeing the request, Col. Brian A. Reno, 618th Air and Space Operations Center (Tanker Airlift Control Center) Mobilization Assistant to the Commander, volunteered to play his cornet at the funeral.

Reno, who has volunteered with BAA for four years, volunteers to play at funerals within a 100-mile radius of O'Fallon, Illinois.

"It's an honor and a privilege to play Taps. Every Veteran is entitled to it, and I'm happy to oblige, because it's always better live."

The Euclid, Ohio, native played the trumpet while in high school, but quit playing after his first year of college.

"I picked it up again 11 years ago and now I play regularly at

church and in a few jazz bands around St. Louis," said Reno. The cornet Reno used for Kohl's funeral has a special



history. Engraved on the silver instrument below the ornate gold anchor and "U.S.N" artwork are the words "Great Lakes." The cornet was made in 1917 for the band at Naval Station Great Lakes in Chicago, Illinois, which at the time was under the direction of Lieutenant Commander John Philip Sousa.

"So this horn," said Reno, "has probably played 'The Stars and Stripes Forever' under the baton of John Philip Sousa himself."

Reno is an Individual Mobilization Augmentee, who has served on orders at the 618th TACC almost continuously since on September 11, 2001.

## Changes coming to Individual Reserve pay processes

By Mr. Todd Littfin, Chief of Military Pay, HQ RIO Reserve Pay Office

As 2014 closed out, the HQ RIO RPO was making the final push to recertify basic allowance for housing for Individual Reservists prior to the Dec. 31 cut-off date. Now, as we go into 2015, I want to let you know about some exciting changes on the horizon for your RPO this year.

The biggest change for the Individual Reservist will be the shift to using the HQ RIO RPO for all pay needs. We are currently migrating the reserve pay processing functions from the RIO-East RPO (formerly Readiness Management Group RPO), to our operation here at Buckley Air Force Base, Colorado. By the end of February, this office will process all IDT and short-tour orders payments. After these processes are assumed, we will begin processing payments for long-tour orders, beginning in early March.

While this transition is no small feat, you can rest assured that we will strive to provide you with the highest level of assistance we can. Also, as these changes happen, we will send out emails through ARCNet with updated instructions on how to submit your documentation for pay. In the meantime, please continue to submit your pay documents to the RIO-East RPO as you have done in the past.

Our goal is to make this transition as seamless as possible. However, if you have pay-related questions, please call the RPO call center at (478) 327-2385.

I am excited about the great things coming up for the RPO in 2015 and I look forward to serving each one of you. Best wishes for a happy and healthy 2015!

## Changes to incidental expense reimbursement

From the IMA Travel Office

Due to recent changes to the Department of Defense's Joint Travel Regulations, miscellaneous and incidental travel expenses will now be paid at the standard rate of \$5, regardless of the location and the amount paid.

This incidental rate is payable to a traveler without expense itemization or receipts. These expenses were previously separate miscellaneous, reimbursable expenses incurred by an eligible traveler, when authorized.

Incidental rates for locations outside the U.S. vary and can be found at <http://www.defensetravel.dod.mil/site/erdiemCalc.cfm>.



## Enlisted Developmental Education applications due March 10

By Master Sgt. Timm Huffman

Individual Reserve enlisted members who are interested in attending developmental education courses during 2016 must submit their [Application for Enlisted Developmental Education Courses](#) to their servicing HQ RIO Detachment by March 10.

Before applications can be submitted to the HQ RIO Detachment, they must be routed via email to the member's rater, and then their additional rater (squadron commander level or higher). The HQ RIO Detachment will review the submitted applications before sending to Headquarters RIO.

The calendar year 2016 Air Force Reserve Enlisted Development Education Board will convene May 18-22, at the Air Reserve Personnel Center, Buckley Air Force Base, Colorado. The EDEB identifies the best qualified members for placement in select, short

academic courses. The board will evaluate applicants based on the whole-person concept, which includes depth and breadth of military experience and responsibilities. Attendance at a specified course enhances the member's professional qualities, demonstrated leadership, and academic and developmental education achievements.

The EDEB process compliments the Air Force Reserve Force Development construct by aligning the best qualified applicants with selected courses. All selections will be based on the needs of the Air Force Reserve.

## Individual Reserve to get family support program

HQ RIO Public Affairs

Beginning later this spring, the Headquarters Individual Reservist Readiness and Integration Organization will boast it's own key spouse program.

This program is an official unit and family program overseen by the commander to enhance readiness and establish a sense of unity within the Air Force community. The program was standardized across the Air Force in March 2006 to address the needs of all military families, with special emphasis on supporting families during the deployment cycle.

Ms. Denise Kester, the wife of HQ RIO first sergeant, Master Sgt. Jerrod Kester, is leading the charge for the individual reserve. She has recruited key spouse representatives at each of the HQ RIO detachments and will be training them on how to fully support families during their Airman's absence.

The key spouse is a focal point of contact to welcome families and cultivate relationships within the unit. In addition, he or she serves to ensure the Airman's family is aware of the resources available to them.

"Just as the first sergeant's main focus is on the health, morale and welfare of the service member, the Key Spouse focuses on the support, encouragement and strength of the member's family," said Master Sgt. Kester



The program will serve all Individual Reserve families, but will have a special emphasis towards supporting those Airmen whose assigned unit or government agency lacks its own program.

Once the key spouse representatives are trained, they will reach out to families in need. Information on how to contact the key spouse representatives will be available from the member's HQ RIO detachment.

"As it says in [the December] issue of Citizen Airman, it's our goal to 'leave no Airman behind'," said Ms. Kester.

## TA changes may affect Air Force members

460th Space Wing Public Affairs

New tuition assistance changes were made that may affect Air Force members.

Beginning with courses starting on or after Jan. 5 any TA reimbursement actions will be collected as lump sum repayments.

This means that members who must pay back any money to tuition assistance due to a failing grade must do so in a lump sum. Students will no longer have the option of monthly payroll deduction.

Along with the lump sum requirements, beginning Jan. 31 any TA requests that are not authorized by the student's supervisor will be auto-disapproved at midnight of the term start date.

It is important that students stay involved with their supervisor to ensure requests are reviewed prior to term start date to avoid being auto-disapproved. For more information, contact your local Education and Training office.

