

# HQ INDIVIDUAL RESERVIST READINESS & INTEGRATION ORGANIZATION

## The Readiness Report

### New AFRC website promotes innovation

By Lt. Gen. James F. Jackson,  
Commander, Air Force Reserve  
Command

*Innovation. The word alone conjures up images of famous pioneers including the Wright Brothers, Thomas Edison, Steve Jobs, and Mark Zuckerberg.*



*The Air Force Reserve is full of innovators, too – and you're probably one of them. Dozens of Citizen Airmen just like you have already shared their ideas for improving the way we do business, and it has saved us time and money.*

*During my recent Commander's Call at Headquarters Air Force Reserve Command, I unveiled an innovation website. This resource will make it easy to share your innovations with leadership. The site includes tools to submit ideas, discover other innovative Citizen Airmen, and learn about how AFRC will contribute to the future total force mission.*

*Our Innovation Program aims to capture ideas, implement them smartly, and make them available not only to the Air Force Reserve, but to the entire Air Force and Department of Defense.*

*The Wright Brothers changed the world in 120 feet. I can't wait to see what you can do!*

To submit an idea to the AFRC Innovation program, visit:

<http://www.afrc.af.mil/AboutUs/Innovation.aspx>

#### Connect with HQ RIO

Phone | 720-847-3RIO

Email | [arpc.det1.rio@us.af.mil](mailto:arpc.det1.rio@us.af.mil)

[www.arpc.afrc.af.mil/home/hqrio.aspx](http://www.arpc.afrc.af.mil/home/hqrio.aspx)



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



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



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



The HQ RIO Detachment 2 team, named the AFRC A1 Special Recognition Team/Program of the Year, with Lt. Gen. James F. Jackson. (Courtesy photo)



SMSgt. Warisar Villarreal, AFRC/A1 Force Support SNCO of the Year. (Courtesy Photo)

### HQ RIO members win manpower, personnel awards

By Master Sgt. Timm Huffman

Members of the Headquarters Individual Reservist Readiness and Integration Organization team earned top honors in Air Force Reserve Command's annual manpower and personnel (A1) competition.

HQ RIO Detachment 2, Joint Base Pearl Harbor-Hickam, Hawaii, was named AFRC/A1 Special Recognition Team/Program of the Year and the AFRC/A1 Force Support Senior Noncommissioned Officer of the Year award went to Senior Master Sgt. Warisar Villarreal, HQ RIO Detachment 6, Hurlburt Field, Florida.

Speaking on behalf of her team, Detachment 2 commander Lt. Col. Sharon A. Stehlik said her Hawaii-based team sets customer service as one of their primary team goals every year. With a diverse and geographically separated area of responsibility and customer base, quality service is key to ensuring Detachment 2 Individual Reservists are fully mission ready.

"We're all greatly humbled," said Stehlik. "The Det. 2 team really goes above and beyond with responsiveness and customer service, in addition to excelling at their duties."

Col. Carolyn A. Stickell, the HQ RIO commander, praised the Det. 2 staff for their hard work supporting the IR community.

"The team at Det. 2 has put forth tremendous effort in getting our IRs where they need to be, when they need to be there," said Stickell.

Villarreal, HQ RIO's individual A1 award winner, is no stranger to the competition and took the same award in 2013. She credited the support of her team at Detachment 6, her family, and her mentors with enabling her most recent accomplishment.

"I am so pleased and honored to have won the Force Support Senior Noncommissioned Officer of the Year (ARC). This is a huge accomplishment and I know the competition was tough," she said.

The HQ RIO commander also noted that Villarreal is well known for going the extra mile and making a difference for the Individual Reservists she supports. "Her selection as the Force Support SNCO of the Year is truly deserved."

"HQ RIO has a superb team of professionals who support our IR force on a daily basis," Stickell added.

AFRC/A1 award winners will compete at the Air Force level.



## HQ RIO Leadership



**Col. Carolyn A. Stickell**  
Commander



**CMSgt. Dolores Colella**  
Superintendent



**MSgt. Wendy Barraza**  
First Sergeant

[Enlisted leader biographies](#)

## HQ RIO Quick Links

- [HQ RIO Website](#)
- [Detachment Directory](#)
- [The Guide for IRs](#)
- [Travel Companion for IRs](#)
- [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 720-847-3781.

## HQ RIO News

### Updated Travel Companion for IRs now available

A new version of the Travel Companion for Individual Reservists is now available for download from the HQ RIO website.

The Travel Companion for IRs is an Individual Mobilization Augmentee's best friend when it comes time to travel and submit travel documentation. It has information and step-by-step instructions on a variety of scenarios frequently encountered during official travel. Some of the topics include the travel voucher submission process, authorized travel entitlements, Defense Travel System instructions, and Inactive Duty Training travel information. The fully linked and responsive document also has contact information for the HQ RIO Travel Office, as well as the Reserve Pay Office.

To download the newly updated guide, visit

<http://www.arpc.afrc.af.mil/Portals/4/Documents/RIO/RIO-IR-Travel-Guide-2016.pdf>.



**THE TRAVEL COMPANION**  
FOR INDIVIDUAL RESERVISTS

### AFR guidance on 'USAF' in official signature blocks

All Air Force Reserve Airmen are to use "USAF" in their official signature block, per an April 5, 2016, policy memo signed by Lt Gen James F. Jackson, Chief of Air Force Reserve.

This policy includes Individual and Traditional Reservists, Air Reserve Technicians (ARTs), and Active Guard Reserve (AGRs). Air Force Reserve members should continue to use the "USAFR" designation in biographical materials and for off-duty activities.

#### Sample signature block:

John Doe, SSgt, USAF  
Training Manager  
111th Civil Engineering Squadron  
DSN: 111-1111  
Comm: 111-111-1111

Questions regarding this policy should be directed to AF/REPP, Maj Christopher Torres, at 703-614-0712.

### Joint service publication seeking Airman stories

Do you have a unique or interesting career or hobby? Futures magazine, a joint service publication, is looking for the best and brightest young Citizen Airmen to share their compelling military, civilian or off-duty stories. The submission deadline is May 26, 2016.

Airmen should be in their early- to mid-twenties and work in a job that is photo-friendly. Interested Individual Reservists should complete the [questionnaire](#). Questionnaires and inquiries must be submitted to Master Sgt. Chance Babin, AFRC HQ Recruiting Service Public Affairs, at [chance.babin@us.af.mil](mailto:chance.babin@us.af.mil). Please Cc [arpc.det1.rio@us.af.mil](mailto:arpc.det1.rio@us.af.mil) when submitting questionnaires, for HQ RIO situational awareness.

Futures magazine is a recruiting publication that reaches more than 600,000 high school students and their guidance counselors nationwide. It is also featured online at [TodaysMilitary.com/Futures](http://TodaysMilitary.com/Futures). The publication's goal is to provide students with an in-depth look into the lives of the people who make up today's military -- from careers and education to off-duty activities.

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

Did you know that when writing evaluations, uncommon acronyms must be spelled out? AFI 36-2406, Officer and Enlisted Evaluation Systems, paragraph 1.3.7.2.1 directs review writers to spell out acronyms unless space is limited, in which case acronyms must be placed in the alphabetical order in the remarks section of the form. When space permits, acronyms should be spelled out and followed by the abbreviation, i.e. Unit Reserve Coordinator (URC).

Common acronyms are acceptable and are defined as those used throughout the Air Force, such as AFI, TDY, PCS, NCO, CGO, etc. To review the entire evaluations AFI, visit [http://static.e-publishing.af.mil/production/1/af\\_a1/publication/afi36-2406/afi36-2406.pdf](http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2406/afi36-2406.pdf).



## Airmen witness shooting, provide care to victim

By Master Sgt. Timm Huffman

In the fall of 2015, a Saturday-night dinner outing during 7-level paralegal school found two Airmen testing their self-aid buddy care training in the real world.

Tech. Sgt. Amanda Knotts and Tech. Sgt. Brandon Lancaster had just arrived in downtown Montgomery, Alabama, for dinner on the night of October 24. Instead of barbecue, they responded to a shooting victim.

"We were grabbing a bite to eat and all of a sudden heard a pop-pop-pop-pop around the corner," said Lancaster, an Air National Guard paralegal at the 133<sup>rd</sup> Airlift Wing.

The two Airmen assumed it was just firecrackers, until a group of about 12 teenagers ran around the corner. One of the teenagers was bleeding from his arm but quickly disappeared into a nearby restaurant. The Airmen got back in the car. Knotts, who had been driving, looked in the rearview mirror and saw a 16-year-old girl come around the corner and drop to the sidewalk.

The paralegals responded immediately by going to her aid. Both Airmen said their Air Force training kicked in. Knotts, who is an Individual Mobilization Augmentee currently serving as the non-commissioned officer in charge of military justice at Kirtland Air Force Base, New Mexico, said the girl had been shot in the hip but was eerily quiet, like she was in shock.

After checking for an exit wound and monitoring the girl's airways, breathing and circulation, Lancaster applied pressure to the wound. Knotts called 9-1-1 and remained on the phone until help finally arrived.

Knotts said her SABC training came right back to her when it was actually needed.

"I never thought about it before, about what it would be like to have to [provide care]," she said. "It was amazing how quickly we reacted and that we knew what to do."

While they waited for the police and medics to arrive, the two Airmen were concerned about the possibility of the shooters returning. According to the victim and a friend who was with her, a white car had pulled up and someone began firing indiscriminately into the crowd of teenagers.

Lancaster said that concern for themselves was never a primary consideration. He said they saw someone was hurt, there was no one else around and they felt it was the right thing to do.

"It is part of what we were trained for and who we are as Airmen," he said. "Being there for people who need you."

## Detachment 3 welcomes new commander

By Master Sgt. Timm Huffman

Col. Marc K. Rathmann handed control of Headquarters Individual Reservist Readiness and Integration Organization, Detachment 3, to Col. Jennifer B. McGonigle, April 22.

Rathmann retired, May 1, after 25 years of service to the Air Force. "Col. Rathmann was a tremendous asset to the RIO team. He will be sorely missed as he has retired from the Air Force, but we wish him well as he returns to the cockpit at United," said Col. Carolyn A. Stickell, the HQ RIO commander.

McGonigle comes to HQ RIO from North American Aerospace Defense Command-U.S. Northern Command, where she served as the Individual Mobilization Augmentee to the Director of Intelligence. In that role, she advised leadership on joint reserve matters and led a 54-member joint reserve unit.

After spending the past 12 years of her career as an IMA, McGonigle is very familiar with the unique needs of the Individual Reservist. She was commissioned through the Reserve Officer Training Corps after graduation from George Mason University in 1997. She served on active duty for seven years and acquired two AFSCs before transitioning to the Air Force Reserve and the intelligence career field in 2004.

During her time in the Reserve, McGonigle has served in a variety of intelligence positions to include flight command, director of operations, and division chief at an air operations center and numbered air force. She deployed in 2012 to the United Arab Emirates as a wing senior intelligence officer, where she provided intelligence support to six squadrons with eleven distinct airframes. In addition to supporting the units to which she was assigned, she has also supported Operations Northern Watch, Southern Watch, Iraqi Freedom, and Enduring Freedom.

"We are really excited to welcome Col. McGonigle to the HQ RIO team! She comes to us with exceptional leadership skills, 12 years of experience as an IMA, and an incredibly positive spirit," said Stickell. "I know she will serve the Det 3 IMAs well!"

"I'm thrilled to be the Commander of RIO Det 3," said McGonigle. "It is an honor and privilege to lead an organization that provides support to both the IMAs and active component."



Col. Jennifer B.  
McGonigle

## Goldfein nominated as 21st CSAF

By Staff Sgt. Alyssa C. Gibson, Secretary of the Air Force Public Affairs

Defense Secretary Ash Carter announced April 26 that the president has nominated Air Force Vice Chief of Staff Gen. David L. Goldfein to be the 21st chief of staff of the Air Force, succeeding Gen. Mark A. Welsh III, who has served in the position since 2012.

"I'm extremely humbled by the nomination to serve as the Air Force's 21st chief of staff. If confirmed, I pledge to serve our Airmen and their families unwaveringly and honor our remarkable heritage and legacy of integrity, service and excellence," Goldfein said. "I also look forward to joining my fellow service chiefs as a member of the Joint Chiefs of Staff. General Mark and Betty Welsh continue to be exceptional stewards of our service, and Dawn and I are honored to follow in their footsteps."

Goldfein entered the Air Force in June 1983 as a graduate of the U.S. Air Force Academy. He has been assigned to numerous operational, command and staff positions. He currently serves as the vice chief of staff, where he presides over the Air Staff and serves as a member of the Joint Chiefs of Staff Requirements Oversight Council and Deputy Advisory Working Group.

"I am pleased to support the nomination of General David Goldfein as our next chief of staff," said Air Force Secretary Deborah Lee James. "General Goldfein possesses the experience and vision needed to address dynamic global challenges and increasing military demand. He knows how to build and sustain key partnerships, has important warfighting experience, and will exercise the critical judgement required to balance our manpower and resources as we shape tomorrow's Air Force. There is not a better person to lead our Airmen into the next century of airpower dominance."

Prior to his current position, Goldfein was the director of the Joint Staff at the Pentagon in Washington, D.C., where he assisted the chairman of the Joint Chiefs of Staff in fulfilling his responsibilities as the principal military adviser to the president and secretary of defense.

"Dave Goldfein is an Airman who epitomizes warrior leadership, and that's exactly what our Air Force deserves," Welsh said. "He connects deeply with Airmen, he supports their families relentlessly, and he absolutely recognizes the criticality of our service's mission. Most importantly, he and Dawn understand the remarkable privilege they've been afforded in serving the nation."

Carter also spoke at a ceremony April 29 at the Pentagon, in which he congratulated Goldfein on his selection.

From his experience at the highest Air Force levels and the joint force, Goldfein "understands deeply the evolving nature of warfare and the threats we face," the secretary said.

Goldfein, he added, has "developed a keen appreciation for the strategic horizon ... and the need to develop resilient cyber and space capabilities, which will allow the United States to continue to dominate across all domains."

If confirmed by the Senate as the next Air Force chief of staff, Goldfein's "extensive political-military experience will be to our great benefit as we continue to accelerate our efforts against ISIL, and work with coalition nations to deal them a lasting defeat," Carter said.



## PME opportunities prepare NCOs, SNCOs for complex leadership responsibilities

By Master Sgt. Timm Huffman

It is every Airman's duty to continue along the continuum of professionalism. Two courses with multiple upcoming class dates offer Individual Mobilization Augmentee non-commissioned officers and Senior NCOs that opportunity.

The NCO Leadership Development Course and the Senior NCO Leadership Course provide enlisted members the chance to improve their leadership skills and a competitive edge when meeting boards and applying for job vacancies.

Chief Master Sgt. Dolores M. Colella, Headquarters Individual Reservist Readiness and Integration Organization (HQ RIO) group superintendent, said the courses are also a great avenue for networking within Air Force Reserve Command and that attendance reflects a commitment and desire to be a better enlisted leader.

NCOLDC is for staff and technical sergeants and delivers the leadership and management training needed to perform effectively as tactical leaders. The course focuses on NCO core competencies such as employing military capabilities, individual readiness, managing organizations and resources, strategic thinking, leading people, effective communications, and embodying Airman culture. Students also practice bullet-writing for enlisted performance reports, the Airman Comprehensive Assessment, and awards and decorations.

SNCOLC provides E-7s, E-8s and E-9s an in-depth opportunity to explore communication, trust, teamwork, and current Air Force Reserve Command leadership initiatives. Students also learn techniques to convey basic leadership and develop teamwork proficiencies.

While these are not required courses, Senior Master Sgt. Martin Walker, the AFRC program manager for SNCOLC, said all Reserve Component NCOs and SNCOs should be constantly developing their abilities as leaders, for both their organization and their personal upward mo-



bility. Many Reservists are already enrolled in, or have completed, these courses, so, in a way, they are pre-requisites for IMAs to remain competitive in the enlisted force, he added. Additionally, these courses will come back as recommendations for any NCO or SNCO submitting to an Enlisted Developmental Education Board or a Development Team.

There are two other reasons IMAs should consider taking these courses this year. First is availability; there are currently three NCOLDC classes and nine SNCOLC classes on multiple dates and at locations around the country with open seats. Second, in a time when funding for schools is scarce, these courses are currently being centrally funded by AFRC.

IMAs who are interested in attending one of these courses should contact their servicing HQ RIO detachment for a list of upcoming class dates and the contact information for the hosting education and training office. Once they have obtained this information, the IMA must determine availability in their desired class and inform the host unit of their intent to attend. The next step is to ensure their readiness is current, complete the necessary paperwork for a formal school request (available on myPers at [https://qum-crm.csd.disa.mil/app/answers/detail/a\\_id/25537/p/16\\_18/c/834](https://qum-crm.csd.disa.mil/app/answers/detail/a_id/25537/p/16_18/c/834)) and then submit that documentation to their servicing HQ RIO detachment. Once eligibility, funding and class availability are verified, a training line number (TLN) will be issued and the member must request school tour orders in AROWS-R.

"A well-trained and professional enlisted force is the key to readiness, and professional education plays an important role in providing the skills future generations of enlisted leaders will need to adapt to new requirements," said Colella. "More importantly," she added, "is the role education plays in getting them ready for increasingly complex leadership responsibilities."



A new Community Spotlight video from the Air Reserve Personnel Center features Col. Carolyn A. Stickell, the HQ RIO commander, as she talks about the mission and vision of the organization. To view the video, click on the image above or visit our Facebook page at [www.facebook.com/HQRIO](http://www.facebook.com/HQRIO).



The HQ RIO Detachment 4 team, including the operating location staffs from Wright-Patterson Air Force Base, Ohio, and Joint Base San Antonio-Randolph, Texas, gathered at Scott AFB, Illinois, for a planning conference the week of May 1, 2016. (Courtesy photo)



# Mentorship puts Airman on path to dream job

By Master Sgt. Timm Huffman

Mentorship was the key that enabled one Individual Mobilization Augmentee to take his leadership to the next level.

2<sup>nd</sup> Lt. Nathan Johnson, who is fresh out of Officer Training School and awaiting his class date for intelligence school, said the guidance of his chain of command was the force that pushed him to pursue his commissioning and put him on a path to enter a career field he has eyeballed since basic military training.

The road to Johnson's commissioning started when a close, formerly enlisted friend graduated from the Air Force Academy in 2013. Johnson graduated with his bachelor's degree the same year and that friend put the bug in his ear that he should think about commissioning.

The rest of the story would unfold as Johnson served with the 802<sup>nd</sup> Security Forces Squadron, Joint Base San Antonio-Lackland, Texas. Johnson credits his chief, his operations officer and even the unit commander with providing him the personal encouragement and guidance he needed to earn his commissioning.

Johnson recalled a 45-minute, impromptu chat with his commander where he was able to vocalize his goals and aspirations, including the desire to move into the intel field. The meeting ended with an offer for Johnson to come work full time in investigations, which would give him exposure to the intelligence career field.

He also credited Maj. Patricia Adams, his ops officer, with helping him to understand the options open to him.

Adams, who was a captain and the IMA to the operations officer at the 802<sup>nd</sup> SFS at the time, downplayed her role in Johnson's success and said he was a standout Airman from the beginning. She noted that he already had his bachelor's degree, he had impeccable customs and courtesies, his dress and appearance was spot on, and he presented as a professional.

Now the IMA to the commander at the 902<sup>nd</sup> SFS, Adams said Johnson was very proactive in seeking mentorship and guidance, asking what he could do to help, and how he could be a better Airman. In a proposition she says is typically a fifty-fifty endeavor between the mentor and mentee, Johnson took a majority share in ownership of the relationships with his mentors.

"To his benefit, he has gone above and beyond his 50 percent," she said. "He has reached out within his chain of command and outside of it, asking 'what do I need to do to get my commission?'" she added.

After talking with Johnson about pursuing his commission, she let him know she would be happy to lend her support, should he choose that route.

Johnson said that seeing his leadership's collective action and how they empowered motivated Airmen, how they themselves succeeded, made him believe he would like to commission and even cross train.

Once he had made up his mind to pursue a commissioning, it was time to do his homework and wait for the right opportunity. Johnson began researching various officer career fields online, looking for one that would match his skills and interests, and also meet the needs of the Air Force.

It was summer of 2014 when he found the opportunity he was looking for. An email from Air Force Reserve Command announcing a commissioning officer for a Pacific Command intelligence officer landed in his inbox.

"When the email came, I didn't hesitate at all," said Johnson.

Answering the call to become an intelligence officer not only met his criteria, but also helped fill a vacancy in an undermanned career field. The Individual Reserve currently has a number of Individual Mobilization Augmentee intel vacancies, many of which offer Reservists career-broadening opportunities, such as serving in the National-Capitol Region (NCR) or in a joint operational environment.

The application process was handled by Headquarters Individual



2nd Lt. Nathan Johnson

Reservist Readiness and Integration Organization Detachment 2, which operates out of Joint Base Pearl Harbor-Hickam and manages the IMAs assigned to Pacific Command. IMAs are Air Force Reservists assigned to active-duty units and government agencies. They are managed by HQ RIO, located at Buckley Air Force Base, Colorado, and seven geographically separated detachments. IMAs serve over 50 separate major commands, combatant commands and government agencies in all Air Force career fields.

Unlike traditional Reservists, who are assigned to Reserve units that regularly perform duty together, IMAs work with their active-duty supervisors to create a custom duty schedule that helps their unit meet mission requirements.

Johnson said the Detachment 2 staff, especially Senior Master Sgt. Nanette Maglinao, stayed on top of things and helped him through the process. That help was important, as the application package was intensive and took several weeks to assemble. "It was way more than just a resume," he added.

After the flurry of activity to assemble and submit his package, the air went dead; Johnson didn't hear anything for about six months. It was in December 2014 that he got the call to inform him that he passed the first round of examinations and would interview with a board of officers.

Johnson said he hoped he would get the nod for the job, but didn't want to get his hopes up. When the call finally came, he was on cloud 9.

As he entered officer training school at Maxwell Air Force Base, Alabama, in early 2015, he again found that mentorship was the key to success. From the perspective of a former enlisted member, he said OTS had the familiar feeling of other Air Force trainings, but the example and leadership shown by the instructors was fantastic. He said the amount of one-on-one time afforded him by OTS cadre was especially beneficial in

shaping him as an officer.

Johnson hopes to emulate the guidance and mentorship he received on his journey to becoming an officer once he has his own Airmen to lead.

"If I can make these kinds of opportunities happen for Airmen in the future, that is why I pursued this opportunity," said the new lieutenant.

Johnson is currently in a holding pattern while he awaits the start of his technical school but his former ops officer believes his attitude will enable his continued success. She said he is one of the most positive, "big A" Airmen she has ever met, and has always done everything required of him with a smile.

"The Air force got a really good lieutenant," said Adams. "They got a really good officer."

*Editors Note: To learn more about the Individual Mobilization Augmentee opportunities available in the intelligence career fields, visit the Secure Apps section of myPers and then select "Reserve Vacancies." Review the available officer or enlisted vacancies and follow the posted application instructions for each position.*

## Readiness check



IRs can check ARCNet, available through the AF Portal, for information on their readiness and ancillary training status.

Please note, ARCNet can take up to approximately 21 days to reflect updates from the systems of record. If the member has completed their requirements and the data is not reflected, they should verify that the appropriate POCs have made required updates in the system of record (i.e. AFFMS 2).

For more information on ARCNet, review the Guide for Individual Reservists, available on the HQ RIO website.