

HQ INDIVIDUAL RESERVIST  
**READINESS & INTEGRATION ORGANIZATION**

# The Readiness Report

## HQ RIO activation marks new chapter in IR Management

By Col. Christopher Cronce, Commander, HQ RIO

Welcome to HQ RIO!

Over the last 12 months, our team here at Buckley AFB, Co, our HQ RIO detachments around the globe, the Readiness Management Group, HQ ARPC and AFRC have worked hard to ensure a smooth and seamless transition of IR management from the RMG to HQ RIO.



On Oct. 28, we held a ceremonial activation and assumption of command at HQ ARPC, marking the final phase of the transition. During this ceremony, we also unfurled our new headquarters flag, signifying the hard work and dedication that was integral to successfully standing up RIO.

To those who poured their thought, creativity, hard work and time into this transition – thank you!

Now, as we begin this new chapter, I want to highlight three concepts, recently discussed by Lt. Gen. James Jackson, Chief of Air Force Reserve and our AFRC Commander, which are key to the success of this organization. Flexibility, adaptability and responsiveness are critical in our mission to create a seamlessly integrated, wartime-ready, individual reserve force that's ready to meet Air Force and combatant commander requirements.

If we remain flexible in our approach to meeting mission requirements, adaptable to the constantly changing military environment and responsive to the needs of YOU, our customers, HQ RIO will achieve our goals over the coming weeks, months and years.

Thank you for all that you do!



HQ RIO activates — CMSgt. Seth Perron, HQ RIO superintendent, unfurls the new unit flag during HQ RIO's ceremonial activation, Oct. 28. Brig. Gen. Samuel Mahaney, Air Reserve Personnel Center commander, presided and Col. Christopher Cronce assumed command of the new organization. (Photo by MSgt. Richard Grybos)

## The enlisted perspective

By CMSgt. J. Seth Perron

The future of the Air Force depends on well-equipped senior leaders. If you're a junior enlisted member, how do you become that senior leader? While there are different paths to that goal, there are three things that will lay the groundwork.

First, seek mentorship from someone with leadership experience outside of your organization. This guidance will provide insight into leadership and help you develop a vision to accomplish your mission.

The Air Force Reserve points to several educational and experience requirements for senior-leader hopefuls. First, your upgrade training provides the foundation you

need to become a technical expert in your career field. Professional military education provides the management and leadership competencies you will need daily at all organizational levels.

Career broadening allows you to step outside your organization and to see the bigger picture. The Air Force has identified four pillars of career broadening: command and special duties, joint assignments, assignments above the wing/major command and in the National Capitol Region.

As the force continues to change, it is imperative that we adapt with it. Time has demonstrated that through force development, within ourselves and our subordinates, we can ensure the future leadership of the Air Force has the tools needed to accomplish the mission.

### Contact HQ RIO

**Comm:** 720-847-3RIO

**DSN:** 847-3RIO

**E-mail:** [arpc.det1.rio@us.af.mil](mailto:arpc.det1.rio@us.af.mil)

**Online**

Connect with us:



HQRIO



@HQRIO

### Communication central to success

By MSgt. Jerrod Kester

Clear communication is a key factor of success in our ever-shrinking Air Force. It lays the groundwork for accomplishing our mission and helps us to build those necessary, strong interpersonal relationships. Since communication is a two-way street, supervisors and subordinates both have roles to play.

First and foremost, supervisors must be clear about what is expected of Airmen. Make sure objectives, timelines and deadlines are spelled out and understood. This is where feedbacks come into the pic-

ture. Make sure feedback sessions are scheduled in a timely manner and do not come as a surprise to the member!

Airmen, don't leave anything to assumption. If you don't know or if something is unclear, ask. Don't let yourself get into a situation where you, and your supervisor, look foolish. This is true for all Airmen, enlisted and officers!

Finally, everyone needs to follow-up. Don't just send out e-mails or leave voicemails, thinking the job will get done. Good managers and supervisors should be checking in regularly with their co-workers as they go through a project.

Now go forth and communicate!



## HQ RIO Enlisted Leadership



**CMSgt. J. Seth Perron**  
Superintendent



**MSgt. Jerrod Kester**  
First Sergeant

### HQ RIO Quick Links

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

### Q1 Commander's Call Video Messages

Col Cronce: [www.youtube.com/embed/C-aa5iGVv3g](http://www.youtube.com/embed/C-aa5iGVv3g)

CMSgt. Perron: [www.youtube.com/embed/U5vFqdhlg8E](http://www.youtube.com/embed/U5vFqdhlg8E)

MSgt. Kester: [www.youtube.com/embed/WBKloa9Cy-A](http://www.youtube.com/embed/WBKloa9Cy-A)

### HQ RIO activates, Oct. 28

<http://www.arpc.afrc.af.mil/news/story.asp?id=123429544>

**Watch:** [www.youtube.com/embed/eH6hxEGE7N4](http://www.youtube.com/embed/eH6hxEGE7N4)

In a ceremony held at the Headquarters Air Reserve Personnel Center, Oct. 28, Headquarters Individual Reservist Readiness and Integration Organization was ceremonially activated and Col. Christopher E. Cronce formally assumed command.

### HQ RIO Individual Reservist expectation Memo

<http://www.arpc.afrc.af.mil/shared/media/document/AFD-140917-068.pdf>

As your HQ RIO Commander, I feel it's important to make you aware of certain standards and expectations I have for you as an IR, as well as certain expectations you should have for us at HQ RIO. This memorandum summarizes both.

### IDT travel reimbursement for IRs living outside commute

<http://www.arpc.afrc.af.mil/news/story.asp?id=123428756>

Individual Reservists who perform inactive duty training at a location that is outside of the commuting distance from their residence are eligible for lodging reimbursement.

### Suicide prevention is everyone's year-round responsibility

<http://www.arpc.afrc.af.mil/news/story.asp?id=123428138> | [Video](#)

Though September was suicide prevention month, prevention must be on our minds continuously. That's why I want to reiterate that it's each Airman's responsibility to prevent suicide by building personal resiliency and by being a good wingman throughout the year.

### HQ RIO holds first IR orientation course

<http://www.arpc.afrc.af.mil/news/story.asp?id=123426229>

Thirty-three new Individual Reservists took part in the Readiness and Integration Organization's first IR Orientation Course, Sept. 9-11.

### HQ RIO shuffles RMG detachments

<http://www.arpc.afrc.af.mil/news/story.asp?id=123424385>

HQ RIO, in coordination with the RMG, began the restructure of their existing 15 detachments from to seven primary detachments and eight operating locations, August 25.

### Yellow Ribbon trains IMAs, loved ones

<http://www.arpc.afrc.af.mil/news/story.asp?id=123422355>

For Individual Mobilization Augmentees, who lack the support of a local military base, the separation and reintegration of a deployment can cause challenges for family relationships. Enter the Yellow Ribbon Program.

### BAH recertification must be completed by Dec. 31

<http://www.arpc.afrc.af.mil/news/story.asp?id=123430737>

**Watch:** <https://www.youtube.com/watch?v=qIFkaL2EOPg>

The Air Force has directed all Airmen to complete a recertification of their dependency status for basic allowance for housing. This effort began on March 1 and must be completed no later than Dec. 31.



## AFRC PDC accepting enlisted facilitator course applications

The AFRC Professional Development Center is accepting applications for members interested in becoming facilitators. This cadre will be responsible for facilitating and instructing the Senior NCO Leadership Course and the NCO Leadership Development Course. This is a centrally funded program.

### Facilitator Requirements

- Rank: TSgt – CMSgt
- Education: Must have a CCAF degree
- Must have a minimum of two years retainability from time of selection
- Must have military or civilian supervisory experience
- Prior military or civilian facilitator and/or instructor experience preferred

### Package Requirements

- Cover letter\*
- Endorsement memo\* from member's rater and/or director and RIO/CCC (At a minimum, the endorsement from the rater must state the member meets requirements of AFI 36-2903 and, if selected, will be allowed to perform TDYs 4-6 days in length based on availability)
- A resume\* including both military and civilian education, training and qualifications highlighting supervisory and leadership experience (No more than 2 pages)
- Copy of the last three EPRs
- Copy of current Fitness Test score
- A 30-second video (.WMV file format) introducing yourself and explaining your desire for applying
- Full length 8 1/2 X 11 inch official photo in service dress uniform

Register your intent to apply on the PDC's SharePoint site: <https://afrc.eim.us.af.mil/sites/A1/PDC/facilitatorapp/SitePages/Home.aspx>.

Registrants will receive an email 1-2 duty days after intent is accepted, providing a link to an established "by name folder" where the nomination package will be uploaded.

### Important dates to remember

- 31 December 2014 – Deadline for receipt of nomination packages
- 15 January 2015 – Selection board meets
- 1 February 2015 – Reporting instructions emailed to selectees
- 2-6 March 2015 – Facilitator Course, Robins AFB, GA

If you have questions contact SMSgt Stephen Hoyt at [stephen.hoyt@us.af.mil](mailto:stephen.hoyt@us.af.mil), Comm: 478-327-0269 or SMSgt Martin Walker at [martin.walker.1@us.af.mil](mailto:martin.walker.1@us.af.mil), Comm: 478-327-0737.

\*Use The Tongue and Quill AFH 33-337, 1 August 2004

## ***BAH Recertification must be completed by Dec. 31***

**By CMSgt. Todd Littfin**

**Superintendent, HQ RIO Reserve Pay Office**

The Air Force has directed all Airmen who claim dependents to complete a recertification of their basic allowance for housing. This effort began on March 1 and must be completed no later than Dec. 31.

Members with dependents who do not recertify by the deadline will have their dependency status changed to single until documentation is provided. No retroactive payments will be issued.

It is critical for every Individual Reserve member claiming BAH at the dependent rate to submit a correctly filled out AF Form 594 and provide required supporting documentation. Instructions for completing your recertification can be found at the HQ RIO website. Visit the page at <http://www.arpc.afrc.af.mil/library/rio/bahrecert.asp>.

Members who have not completed the recertification process will be notified via email. If notified, but you are certain you have recertified, please contact the HQ RIO RPO directly by calling 720-847-3711. The BAH recertification team will determine if your documentation will need to be resubmitted.

I appreciate your patience and understanding as we work through the BAH recertification process. Thank you for your prompt attention to this matter, and I look forward to serving all of you.

### ***Important BAH Recertification information:***

[AF Form 594](#)

[BAH Recertification website](#)

**RPO Hotline: 720-847-3711**

**Submit completed documents to:**

*RMG.RPO@us.af.mil (must be encrypted and marked FOUO/PII)*

Fax: 720-847-3960