

# 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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**Email:** [arpc.rio.det1@us.af.mil](mailto:arpc.rio.det1@us.af.mil)  
**TFSC:** 1-800-525-0102

**Detachment listing** can be found at:  
[www.arpc.afrc.af.mil/hqrio/Detachments.aspx](http://www.arpc.afrc.af.mil/hqrio/Detachments.aspx)



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**RIO Connect App**



## LEADERSHIP



*Col. Kelli B. Smiley  
Commander*



*Chief Master Sergeant Billie M. Baber  
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

### TFSC support for IMAs expanded Nov. 1, 2018

Effective Nov. 1, 2018, HQ RIO Travel Pay & Reserve Pay (RPO), moved their customer support to the Total Force Service Center (TFSC). IRs can call the TFSC customer support 24/7/361 at 1-800-525-0102 or DSN 665-0102 for all their personnel and pay issues. All IR pay submissions must go through myPers through the HQ RIO website at <https://www.arpc.afrc.af.mil/HQRIO.aspx>. Select the Travel or Pay tab for direct links for myPers submissions.

### Seasonal Influenza Vaccination Program 2018-19

It's that time of the year again! Peak flu season is upon us and Air Force personnel are required to get their annual flu shot before Dec. 31. Individual Reservists must receive their flu vaccination, either from their servicing MTF or a civilian provider. Members receiving vaccinations from their MTF must be in duty status. Only the inactivated (no live virus) vaccine, administered intramuscularly (into the deltoid muscle) in those up to age 65, will be provided by MTFs. Members getting vaccinations from civilian providers must submit civilian proof of vaccination. Orders may be impacted for members who do not have flu shot completion update in their records by Jan. 1, 2018. For more information go here: <https://bit.ly/2P33unG>

### Flight Pay & Bonus Delays

As of Oct. 1, 2018, the Air Force increased the Aviation Incentive Pay entitlement for critical aviation skills. The Defense and Finance Accounting Service (DFAS) is currently dispersing retroactive payments to members individually but are experiencing a 90-120 day delay in paying the increase. Members are encouraged to check their leave and earnings statements to ensure additional monthly payments are paid. Specific details on military pay and allowances can be found at <https://www.dfas.mil/militarymembers/payentitlements>.

### Up-to-Date vRED Data Optimizes Preparedness

With the Air Force having responded to multiple natural disasters this year Airmen are reminded to review and update their virtual Record of Emergency Data (vRED) each time they experience a major life change such as marriage, divorce, permanent change of station or relocation due to unforeseen contingencies. Up-to-date information assists AF casualty officials needing to contact family members should an Airman go missing, suffer a serious injury/illness, or die. It also helps provide compassionate follow-on assistance to surviving family members. The vRED can be accessed through myPers at <https://mypers.af.mil> or via the virtual Military Personnel Flight on the Air Force Portal. Members should also check their beneficiaries in the Reserve Component Survivor Benefit Plan at <https://www.dfas.mil/retiredmilitary/provide/rcsbp.html>.

### BAH & Contingency Guidance

Individual Reservists serving in a contingency area must submit a completed DD Form 1351-2 listing their itinerary from the date they departed the affected contingency area to present day in order to receive entitlements authorized for the affected area. Members should also submit a copy of their certified AF 938, DD-1610 or CED order that shows which contingency area they are located.

## Career tips for Individual Reservists

did  
you?  
know

When submitting your travel voucher you must attach receipts for any claimable expense that is \$75 dollars or more. Plus, all lodging receipts, applicable rental car receipts and airfare receipts showing payment must be attached to your voucher as well. Lodging and airfare receipts must show a zero balance indicating full payment has been made. More information pertaining to what documents need to be attached can be found either by using the RIO Connect app under Pay then Pay Guidance or by going to the HQ RIO Travel website at <https://www.arpc.afrc.af.mil/hqrrio/IRTravel.aspx>

## IR Pay: Current and Future State

Headquarters Readiness and Integration Organization



At Headquarters Readiness and Integration Organization we are currently addressing some systemic and process problems that have impacted IR MilPay and Travel Pay for years. Although some of the root causes are outside of our control, we are executing a plan to fix what is within our control. For the past few years, HQ RIO has been on a journey to build processes that will provide the timely and accurate IR pay that our customers deserve. In June 2018, we began our transition away from email and AMRDEC to using myPers as a case management system and transparent way of managing pay submissions. On 1 November 2018, we transitioned RIO customer support to the TFSC to provide 24/7/361 support to IRs. Both of these efforts will take time to mature but we are confident these two steps are critical to building effective and efficient IR MilPay and Travel Pay processes.

Unfortunately, as we begin FY19 IR travel pay is still facing a considerable transactional backlog. We are committed to addressing this issue and have a plan to aggressively eliminate the backlog and build our operations to support a 10-day processing timeline. In the meantime, we are posting on our website the current expected timeline for processing based on the date a voucher was received at HQ RIO.

You have our commitment that we are doing everything in our power to attack this problem and get members paid accurately and on time! Please be patient with us through the next few months as we fully operationalize all of these major changes and rebuild the processes to meet your expectations.

In order to assist us with this transition, please note the following tips to help with voucher processing.

Keys to Member Success:

- File your voucher within 5 days of return.

- Ensure the reimbursements you are claiming are authorized on your orders.
- Use the resources and checklists available in the Travel Companion guide and the RIO Connect App to assist in submitting your voucher correctly. Incomplete voucher packages will be sent back for correction, slowing the processing timeline.
- Refer to the current timelines on HQ RIO Travel and Pay web pages to know how long to expect for voucher processing and payment.
- When requesting telephone assistance, call TFSC at 1-800-525-0102 preferably during off-peak hours (their busiest time is 0900-1500 CT) to minimize time on hold.

Keys to Member Success using MyPers:

- Use links from RIO website to submit your MyPers reimbursement incident (Travel: <https://www.arpc.afrc.af.mil/hqrio/IRTravel.aspx>; Pay: <https://www.arpc.afrc.af.mil/hqrio/IMA-RPO.aspx>).
- Separate Travel and Pay reimbursement requests---1 transaction per MyPers ticket please. Don't mix pay and travel issues in a single MyPers ticket as this will slow the processing time.
- To request an update or add information to a MyPers incident, do not open a new incident. Update the same incident you submitted previously. Updating an existing ticket DOES NOT put you at the bottom of the queue!

For concerns about your Government Travel Card, please contact your Agency Program Coordinator (APC) with any questions pertaining to the GTC program. The APC which manages your card is attached to your owning active component unit. Please use this message as needed to communicate the travel reimbursement backlog to your APC.

You are an important and valued AFR member, thank you for your service as well as for your patience during this program transition!



**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](http://www.Get1Now.us).

## Scobee, Kelly outline vision, mission priorities



Lt. Gen. Richard Scobee, Chief of the Air Force Reserve, and Air Force Reserve Command Chief Ericka Kelly unveiled the new mission, vision and priorities for the Air Force Reserve and Reserve Citizen Airmen in a letter dated Nov. 5:

Today, we find ourselves at an inflection point-China and Russia are challenging our military advantage. Strategic competition from these revisionist powers is now our primary national security challenge. How we address this challenge will determine our Nation’s strategic positioning for the next generation.

Future conflicts will transcend domains and regions, with increasing speed, reach, and complexity, but the Air Force Reserve’s (AFR’s) purpose remains constant. We exist to provide strategic depth and operational capability for the Joint Force, and our vision and mission reflect this:

**Vision:** Reserve Citizen Airmen -an agile, combat-ready force answering our Nation’s call. ... always there!

**Mission:** Provide combat-ready forces to fly, fight, and win.

To meet our vision and mission requires a more lethal, resilient, and dynamic AFR. We must be able to compete, deter, and win conflicts in contested environments. As an organization built around war-fighting, we must create an environment that empowers our Reserve Citizen Airmen, capitalizing upon our unique strengths and collective wisdom to re-imagine how we organize, train, and equip. Aligned with the National Defense Strategy (NDS) and Air Force directives, the Command Chief and I are establishing the following strategic priorities:

**Prioritize strategic depth and accelerate readiness:** We will ensure we have the strategic depth required for future conflicts by shifting focus away from areas that are not aligned with preparedness

for war. We will relentlessly accelerate readiness and work to expeditiously establish new training, assessment, and resourcing models to achieve readiness for future multi-domain operations.

**Develop resilient leaders:** We will identify, develop, and retain leaders who combine emotional intellect with the innate characteristics required to win in future operating environments. These leaders must be able to operate independently, build trust in their units, and create an environment that enables Airmen to take smart risks and generate combat power.

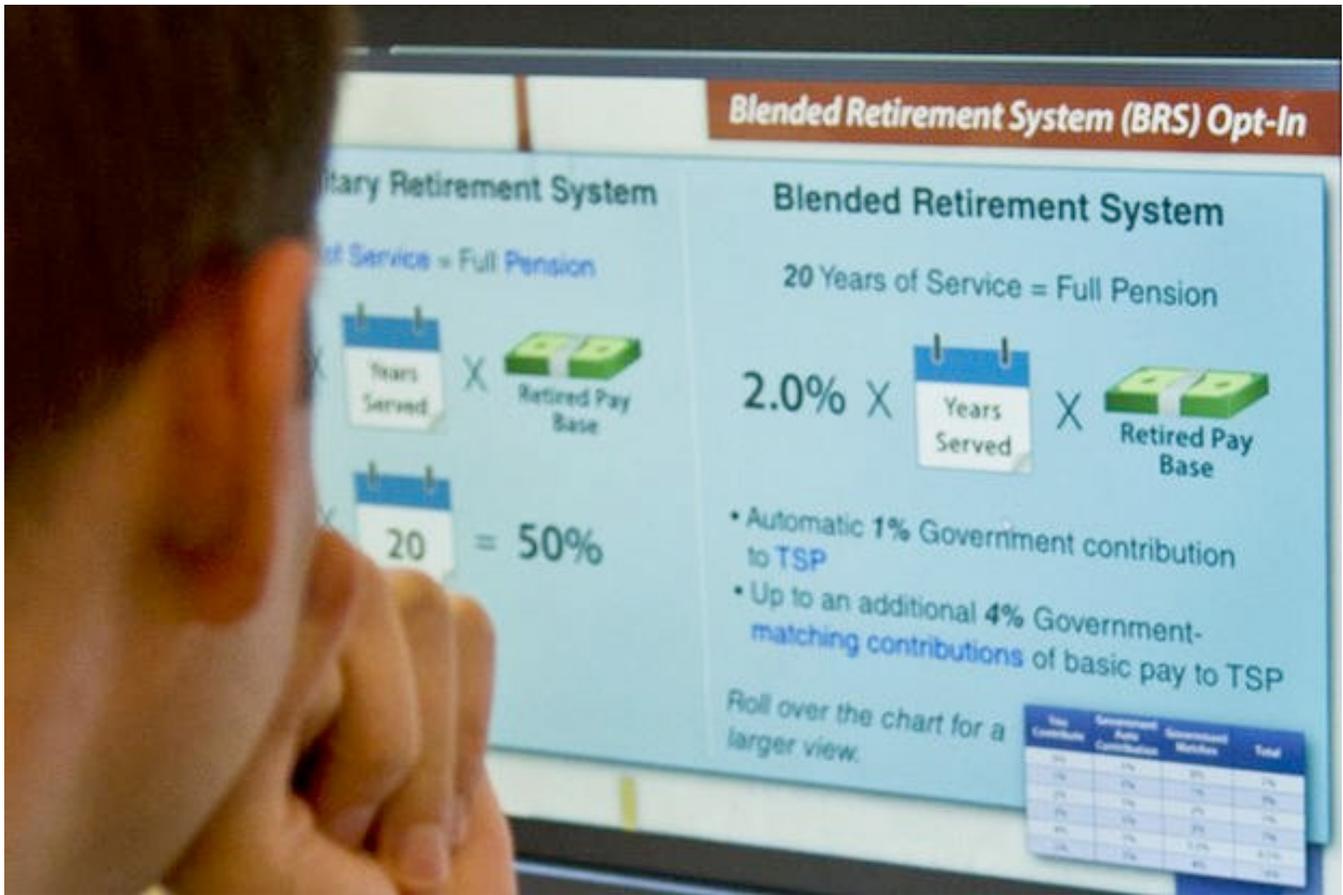
**Reform the organization:** We will reform and modernize the AFR force structure to achieve NOS objectives and leverage Reservists’ experience from industry to infuse best practices, especially in areas like talent management, financial operations, medical readiness, space, and cyberspace.

Achieving these priorities requires bold leadership. We expect leaders at every level to focus on these priorities, enhance trust, and create the culture required to build a more lethal and ready force. Our Airmen are an amazing force with a heritage of greatness, which we should continue to build upon. We must promote an environment where Airmen can challenge assumptions, break through dogmatic thinking, and be innovative.

Our commitment to you is unwavering-be bold! Take smart risks, be fiscally responsible, and move us forward. We will give the Numbered Air Forces and Wings clear direction on what they should focus on now and what they will prepare for in the future. As the Command Chief and I get out to see you, we look forward to hearing from Reservists at all levels on specific ways their teams are implementing AFR’s strategic priorities.

We have the utmost confidence you will rise to the occasion and seize the initiative. As our heritage reflects ... always there!

## Blended Retirement System (BRS) Reminder



Reserve Citizen Airmen eligible to opt in to the Blended Retirement System have only 46 days to make the election in myPay.

Reserve members in a paid status who have accrued fewer than 4,320 retirement points as of 31 December 2017 are grandfathered under the legacy retirement system but may choose to opt into the BRS. The opt in election must be made by 31 December 2018 at <https://mypay.dfas.mil/mypay.aspx>.

Each eligible Reserve Citizen Airman should acknowledge eligibility via myPers notification, complete the mandatory opt-in training in ADLS, and seek Personal Financial Counseling at the local A&FR office as he/she weighs which retirement plan is best for him/her.

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

### Official DoD BRS Calculator

For those who have the choice to switch to the new plan or stay under the old one, this is invaluable information to have as the deadline to decide approaches on Dec. 31, 2018.

To access the DoD retirement calculator, go to <https://militarypay.defense.gov/Calculators/BRS/>.



### RIO Connect IMA Mobile Wingman App



Official app of HQ RIO

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.

