THE GUIDE

for Individual Reservists

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- **The Table of Contents is hyperlinked; just click on a page to go there.**
- **The document itself is also bookmarked.**
- **The forms, guidance, and websites you may need are hyperlinked within the chapters.**
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INTRODUCTION

HQ INDIVIDUAL RESERVIST (IR) READINESS INTEGRATION ORGANIZATION (RIO) MISSION/VISION/STRATEGIC PRIORITIES

Figured 0.1 Mission, Vision and Commander's Interest Items

MISSION

Provide, integrate & sustain ready IR forces globally

VISION

One trusted team making it easy to serve

CC's INTEREST ITEMS

Pay
Orders
Strategic Comms with IRs
Standardization
Education & Training

IR GUIDE

This reference guide answers some commonly asked questions about the IR Program. It also provides references, governing directives, points of contact, guidance on completing forms and instructions on specific systems regularly used by an IR.

Version:	5.2
Edition:	14 Sept 2020
Source:	"The Guide" is assembled by Headquarters Individual Reservist (IR), Readiness & Integration Organization [HQ IR RIO *(Identified as HQ RIO from this point forward)],* located at Headquarters Air Reserve Personnel Center (ARPC), Buckley Air Force Base AFB, CO. It is designed to connect IRs to information that allows them to successfully navigate their integration & sustainment in the IR Program and remain current on all personnel and readiness requirements. For more information, use the contact information below.
Mail:	HQ RIO, 18420 Silver Creek Ave Bldg. 390 MS 68, Buckley AFB, CO 80011
Phone:	Toll Free 1-800-525-0102, option 3 (Reserve)
Email:	HQ RIO Workflow at: **arpc.det1.rio@us.af.mil**

HOW TO USE THE IR GUIDE

For the purpose of this guide, when IR is referenced, it is referring to Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reserve (PIRR) unless otherwise specified. If requirements differ for the IMA and PIRR, IMAs will be highlighted in **GREEN** and PIRR will be highlighted in **PURPLE**.

INDIVIDUAL MOBILIZATION AUGMENTEE (IMA)

IMAs (Category "B") are assigned or attached to either an active duty or Reserve Major Command (MAJCOM), Forward Operating Unit (FOU), Direct Reporting Unit (DRU), joint organization or an outside agency.

PARTICIPATING INDIVIDUAL READY RESERVIST (PIRR)

PIRRs (Category "E") also known as the Ready Reinforcement Personnel Section (RRPS) primarily participate for points only and are attached to Active Component units. PIRR may earn pay and points on Military Personnel Appropriation (MPA) or Reserve Personnel Appropriation (RPA) status. **PIRR members DO NOT have a FY "AT/IDT" requirement. However, they must maintain readiness requirements.**

In case of conflict with Air Force (AF) or Major Command (MAJCOM) instructions, the applicable instruction will take precedence over this guide. Send recommended changes for this guide to HQ IR RIO/Inactive Ready Reserve (IRR), Plans, Programs and Readiness, at arpc.det1.rio@us.af.mil. This guide is a living document and changes will be implemented within 30 days or less. This guide is affected by the Privacy Act of 1974. Each form is subject to the provisions of *AFI 33-332, Air Force Privacy and Civil Liberties Program*, and contains a Privacy Act Statement either incorporated into the body of the document or in a separate statement accompanying each such document. This publication does not apply to Air National Guard (ANG) or Air Force Reserve (AFR) units and their members. Authority: **Title 10, United States Code (USC), Sections 688, 10142, 10143, 10149, 12301, 12303, 12304(a), 12304(b), 12306, 12307, 12731, 12731(a), 12732 and 12733.**

CHAPTER 1 – GENERAL INFORMATION

ABOUT HQ RIO AND THE IMA PROGRAM

HQ RIO

Reference: ***https://www.arpc.afrc.af.mil/HQ-RIO/About/***

HQ RIO is located at Buckley Air Force Base, Colo. Its mission is to provide, integrate and sustain ready Individual Reserve (IR) forces globally.

It first opened its doors on Feb. 1, 2014, and began transitioning management of the IR program from the Readiness Management Group as part of Air Force-directed manpower transformation initiatives. HQ RIO was officially activated on Oct. 1, 2014.

The organization is responsible for managing the readiness of the IR force and standardizing the processes associated with getting our IRs to the fight. Seven detachments and seven operating locations at geographically-separated bases around the world assist the headquarters in this mission, providing direct oversight and support to more than 8,000 IR Airmen. The headquarters is located within the Air Reserve Personnel Center, where synergies are leveraged across the personnel and financial management functions.

IRs fall into two categories: IMAs, who participate for pay and points, and PIRRs, who participate for points only. Both IMAs and PIRRs augment active-component agencies throughout the Department of Defense and are rated by active-duty or government-agency supervisors.

The IR dates back to 1947 when Lt. Gen. George E. Stratemeyer, the first Continental Air Command Commander, established the mobilization assignee program. Today, the IR program is a critical piece of the Total Force equation, with its Reserve Airmen supporting more than 50 major commands, combatant commands and government agencies around the world. The program provides the Department of Defense with a unique, cost-effective asset in the form of part-time, fully-qualified airmen who can augment an organization when needed and who bring with them unique skillsets from the civilian sector.

In order to be fully mobilization-ready, these reservists must meet annual readiness, medical and dental requirements, have a current security clearance, and be fully-qualified in their Air Force Specialty – all of which is overseen by HQ RIO, its detachments and their operating locations.

HQ RIO LEADERSHIP/STAFF CONTACT INFO

Reference: ARPC website https://www.arpc.afrc.af.mil/HQ-RIO/

HQ RIO Commander

DSN 847-3696 / Comm 720-847-3696

HQ RIO Exec Officer

DSN 847-3696 / Comm 720-847-3696

HQ RIO First Sergeant

DSN 847-3301 / Cell 303-886-6660

HQ RIO Travel DSN

497-0166 / Toll Free 1-877-294-5822

AFRCFM.AROWSR@US.AF.MIL

https://www.arpc.afrc.af.mil/hqrio/IRTravel.aspx

HQ RIO Pay

DSN 665-0102 / Toll Free 1-800-525-0102

https://www.arpc.afrc.af.mil/HQ-RIO/IMA-RPO/

myPers

https://mypers.af.mil/app/login/redirect/home

HQ RIO Force Development Info

https://www.arpc.afrc.af.mil/HQ-RIO/Education-Force-Development/

HQ RIO Benefits & Entitlements Info

https://www.arpc.afrc.af.mil/HQ-RIO/Benefits/

HQ RIO Deployment Info

https://www.arpc.afrc.af.mil/HQ-RIO/IMA-Deployments/

HQ RIO Orders Writer Cell Info

https://www.arpc.afrc.af.mil/hqrio/owc.aspx

HQ RIO Personnel Resources Info

https://www.arpc.afrc.af.mil/HQ-RIO/Resources/

HQ RIO Training Info

https://www.arpc.afrc.af.mil/HQ-RIO/Training/

HQ RIO Force Development Info

https://www.arpc.afrc.af.mil/HQ-RIO/Education-Force-Development/

HQ RIO Benefits & Entitlements Info

https://www.arpc.afrc.af.mil/HQ-RIO/Benefits/

Total Force Service Center (TFSC)

DSN 665-0102 / Comm 210-565-0102

Toll Free 1-800-525-0102

HQ RIO Deployment Info

https://www.arpc.afrc.af.mil/HQ-RIO/IMA-Deployments/

HQ RIO Orders Writer Cell Info

https://www.arpc.afrc.af.mil/hqrio/owc.aspx

DETACHMENT LEADERSHIP/STAFF CONTACT INFO

Reference: ARPC website https://www.arpc.afrc.af.mil/HQ-RIO/Detachments/

Det 2 Joint Base Pearl Harbor-Hickam, Hawaii

DSN 315-449-0585 / Comm 808-449-0585

arpc.hqriodet2@us.af.mil

Det 3 Peterson Air Force Base, Colorado

DSN 692-2561 / Comm 719-554-2561

RIO.Det.3.1@us.af.mil

OL - Barksdale AFB, Louisiana

DSN 781-9637 / Comm 318-456-9637

307BW.HQRIODet3OL.Barksdale@us.af.mil

Det 4 Scott AFB, Illinois

DSN 779-7919 / Comm 618-229-7919

arpc.hqriodet4@us.af.mil

OL - JB San Antonio, Texas

DSN 487-2562 / Comm 210-652-2562

arpc.hqriodet40jbr@us.af.mil

OL - Wright-Patterson AFB, Ohio

DSN 787-0375 / Comm 937-257-0375

arpc.hqriodet400wp@us.af.mil

Det 5 Robins AFB, Georgia

DSN 497-2331 / Comm 478-327-2331

hqriodet5robins@us.af.mil

Det 6 MacDill AFB, Florida

DSN 968-5035 / Comm 813-828-5035

riosdet6@us.af.mil

OL - JB Langley-Eustis, Virginia

DSN 764-5101 / Comm 757-764-5101

HQRIO.Det6OL-JBLE@us.af.mil

OL - Hurlburt Field, Florida

DSN 579-2820 / Comm 850-884-2820

riodet6OLHurlburt@us.af.mil

Det 7 JB Anacostia-Bolling, D.C.

DSN 297-3080 / Comm 202-767-3080

arpc.hqriodet7@us.af.mil

OL – Pentagon (services Mobilization Assistants only)

DSN 297-3076 / Comm 202-767-3076

arpc.hqriodet7olpnt@us.af.mil

Det 8 Stuttgart, Germany

OL – Patch Barracks, Vaihngen

DSN 314-412-0181 / Comm 011-49-711-708-0181

eucom.stuttgart.eccs.mbx.rio-det-8@mail.mil

HQ RIO, DETACHMENTS & OPERATING LOCATIONS (OL)

Figure 1.1 HQ RIO, Detachment and Operating Locations map

ROLES AND RESPONSIBILITIES

HQ RIO Commander (HQ RIO/CC)

Reference: AFI 36-2629 (Chapter 2.21) Individual Reservist Management

The HQ RIO/CC exercises authority over IRs with respect to administration and support including personnel management, training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the IR force.

This authority, which may be delegated to the Detachment Commanders, is necessary

to fulfill statutory responsibility for administration and support of the IR force. In addition, the HQ RIO/CC exercises authorities authorized under the Uniform Code of Military Justice (UCMJ) and coordinates UCMJ actions with the Active Component (AC) commander. Actions may be pursued by one of the three Commanders (AC, HQ RIO, or Detachment Commanders) but not simultaneously.

The HQ RIO/CC exercises authority over administration and support including:

- Personnel Management (Reference: *AFI 36-2629* [Chapter 2.21 for complete list] Individual Reservist Management)
    - Non-Extended Active Duty Airman Commissioning Program
    - High Year Tenure and Mandatory Separation Date extensions
    - Host Aviation Resource Management
    - Conduct IR Orientation Courses
    - Solicit nominations for special trophies and awards
- Training
- Readiness
- Mobilization and demobilization (IMAs only)
- Discipline
- Operational oversight and control over the Reserve Pay and Travel Offices
- Provide guidance and oversight on the Department of Defense (DoD) Yellow Ribbon Program
- Account for IRs In Accordance With (IAW) *AFI 10-208, Crisis Response Process*
- Other matters not included in the operational missions of the IR force.

HQ RIO Detachment Commanders and Chiefs of IR Operations

Reference: AFI 36-2629 (Chapter 2.22) Individual Reservist Management

An integral part of the HQ RIO staff, Detachments are generally located at a major command (MAJCOM) or joint command. Detachment commanders (Det CCs) are responsible for advising active component commanders on:

- Accountability
- Recall and mobilization plans
- Officer promotion matters
- Evaluations
- Line of Duty Determinations (LODs)
- Incapacitation Pay (INCAP Pay)
- Medical Continuation Orders (MEDCON)
- Special actions
- Advise AC Supervisors, Commanders and Directors

They also:

- Provide specific personnel and administrative oversight of their assigned IRs
- Monitor readiness
- Manage Reserve Personnel Appropriate (RPA) funds
- Monitor training and Formal School requests
- Manage the Unit Personnel Management Rosters (UPMR)
- Initiate leveling actions
- Process assignment/separation actions
- Coordinate enlisted promotion actions
- Monitor participation accountability
- Publish IR orders in Air Force Reserve Orders Writing System (AROWS-R)
- Process Defense Travel System (DTS) Authorizations and Vouchers

Unit Reserve Coordinator (URC)

Reference: AFI 36-2629 (Chapter 2.29) Individual Reservist Management

The Unit Reserve Coordinator (URC) represents the Active Component commander/director by overseeing the IR program at the unit level and is key to a successful reserve program.

URCs assist supervisors and other staff in managing unit commander's programs to

ensure all guidelines are being followed in accordance with applicable AF, AFRC, and HQ IR RIO policies.

- Unit Fitness Program Manager (UFPM)
- Unit Deployment Manager (UDM)
- Unit Training Manager (UTM)
- Unit Security Manager (USM)
- Drug Demand Reduction Program (DDRP) Trusted Agent
- Government Travel Card (GTC)
- Awards & Decorations
- Evaluations

URCs also are responsible for ensuring all personnel actions are completed promptly, and updated in Military Personnel Data System (MilPDS) and also for creating and maintaining IR Management Folders.

- Promotions
- Skill level upgrades
- Changes of reporting official

In addition, they review management products on a monthly basis to ensure data accuracy and report readiness statistics to commander.

- Alpha rosters
- Assignment/attachment rosters
- IR readiness rosters etc.

URCs are a critical conduit between RIO Force Management, the Detachment and the IR for distribution of information and accountability purposes; therefore, it is imperative that IRs communicate with their URC and notify them of significant life events that may have an effect on their career.

AC Unit Commanders/Civilian Directors

Reference: AFI 36-2629 (Chapter 2.27) Individual Reservist Management

An integral part of overall IR management, AC Unit Commanders and Civilian Directors are responsible for the following:

- Ensure Enlisted and Officer Performance Reports are completed
- Prepare and complete IR decorations
- Monitor IR officer qualification for promotion and
- Prepare officer promotion recommendations
- Reenlistment recommendations
- Ensure IRs have Government Travel Card access
- Initiate and process Unfavorable Information File (UIF) actions
- Make Line of Duty recommendations

AC Unit Supervisors

Reference: AFI 36-2629 (Chapter 2.32) Individual Reservist Management

The IR supervisor is responsible for familiarizing the member with unit mission and mobilization role. The supervisor will work closely with the IR to ensure all training and readiness requirements are met. In addition, supervisors will work closely with the URC and the Det to ensure all required personnel actions are accomplished in a timely manner.

- Work closely with the IRs to establish a realistic and meaningful annual training plan
- Develop and approve Inactive Duty Training (IDT) schedules no later than 15 Aug for the upcoming Fiscal Year
- Administer officer and enlisted Airmen Comprehensive Assessments and Performance Reports
- Ensure Readiness requirements are met
- Submit recommendations for award and decorations

- Counsel, recommend and monitor IRs participation in developmental education

The Owning Organization's Military Personnel Section (MPS)

Reference: AFI 36-2629 (Chapter 2.25) Individual Reservist Management

In general, the Military Personnel Section (MPS) provides base-level personnel support for assigned/attached IRs. The MPS conducts in and out-processing, enters Defense Eligibility Enrollment Reporting System (DEERS) updates, administers the Officer and Enlisted Performance Reports (OPRs and EPRs) programs, reports monthly IR evaluation status to the commander, ensures MilPDS reflects current rater information, manages officer promotions, and processes awards and decorations. They also ensure the Airman and Family Readiness Center provides required pre-separation counseling.

AC First Sergeant

Reference: AFI 36-2629 (Chapter 2.38) Individual Reservist Management

The First Sergeant provides IRs the same level of interface as their AC counterparts.

- Conduct quality reviews of performance reports, awards, decorations and promotions
- Disciplinary actions in accordance with *AFI 36-2113, The First Sergeant*
- Ensure IRs have an approved Family Care Plan on file

AC Unit Deployment Manager

Reference: AFI 36-2629 (Chapter 2.30) Individual Reservist Management

The Unit Deployment Manager (UDM) assists unit commanders with AEFI determination and alignment of assigned personnel. They must provide AEFI alignment on assigned personnel to the Detachment or Installation Personnel Readiness (HQ IR RIO/IPR) Element for AEFI update in MilPDS. The UDM must also notify the IMA of their new deployment vulnerability window.

AC Unit Training Manager

Reference: AFI 36-2629 (Chapter 2.31) Individual Reservist Management

The Unit Training Manager (UTM) manages IR training by coordinating training related issues with the Detachment, including submission of AF Form 2096 Classification/On-

The-Job Training Action, formal school requests and providing upgrade training status to the Detachment, as requested.

AC Unit Fitness Program Manager

Not referenced in AFI 36-2629 Individual Reservist Management

The Unit Fitness Program Manager (UFPM) ensures IRs accomplish their Fitness Assessment (FA), when required, and follows up with the Fitness Assessment Cell (FAC) to ensure FA scores are updated in Air Force Fitness Management System (AFFMS II), which is accessible through the Air Force Portal in a timely manner.

AC Unit Security Manager

Not referenced in AFI 36-2629 Individual Reservist Management

The Unit Security Manager (USM) ensures IRs are incorporated in the commander's information and personnel security programs. The USM will take action on all security clearance matters to include initial investigations and renewal investigations.

Individual Reservist

Reference: AFI 36-2629 (Chapter 2.33) Individual Reservist Management

An Individual Reservist (IR) must be constantly vigilant in every aspect of his or her career and be prepared for mobilization when called upon. This includes, but is not limited to:

- Medical and dental
- Fitness
- Security clearance
- Family Care Plan (as required, if applicable)
- Air Force Specialty Code (AFSC) and ancillary training
- Maintaining military standards
- Initiate voluntary reassignment actions
- Provide copies of civilian medical history to the assigned installation Medical Treatment Facility, including copies of past illnesses or injuries not recorded in IRs military medical record.

- Keep personal data updated in virtual Military Personnel Flight (vMPF) accessible through Air Force Personnel Center (AFPC) Secure or the Air Force Portal under PERSONNEL & CAREER. (See the vMPF Quick Guide [coming soon] for instructions.)
- Submit orders requests through AROWS-R accessible through the Air Force Portal under PERSONNEL & CAREER or AROWS-R at least 30 days in advance of requested military duty. This allows for quality checks and proper routing of orders through the approval process. (See the AROWS-R Quick Guide [coming soon] for instructions.)
- Update Defense Travel System (DTS) accessible through the Air Force Portal under FINANCE & TRAVEL or direct via Defense Travel System (DTS) IMAs should have a Reserve account created and select their servicing detachment to ensure travel authorizations and vouchers are processed correctly. If you experience difficulty, contact your Det Organization Defense Travel Administrator (ODTA). (See the DTS Quick Guide [coming soon] for instructions.)
- Civilian Employment Information (CEI) accessible through CEI or from the Air Force Portal under PERSONNEL AND CAREER. Data must be updated annually. (As of April 2020 this system isn't functioning, but still check to see if you can accomplish it.) (See the CEI Quick Guide [coming soon] for instructions.)
- Coordinate/submit participation schedule through Active Component supervisor. IDT schedule is submitted through Unit Training Assembly Participation System (UTAPS) Web, which is accessible via AROWS-R by using the drop down in the upper left-hand corner after logging in. (See the UTAPS Quick Guide [coming soon] for instructions.)

Coordinate/submit participation schedule through Active Component supervisor. IDT schedule is submitted through Unit Training Assembly Participation System (UTAPS) Web, which is accessible via AROWS-R by using the drop down in the upper left-hand corner after logging in. (See the UTAPS Quick Guide [coming soon] for instructions.)

  - Schedules must be submitted prior to 15 August for the next Fiscal Year (FY).

- Advanced Distributed Learning System (ADLS) and the Air Reserve Component Network (ARCNet) are the primary source locations for monitoring readiness/training status. (See the ARCNet Quick Guide for instructions.)
    - ADLS access also on the Air Force Portal under EDUCATION/TRAINING/FORCE DEVELOPMENT.
    - ARCNet access on the Air Force Portal under PERSONNEL & CAREER.

CHAPTER 2 - PARTICIPATION AND POINT CREDIT

PARTICIPATION REQUIREMENTS

Individual Reservist (IR) participation requirements are outlined in *AFI 36-2254* Vol 1, Title 10 USC 10147, Ready Reserve: Training Requirements; Title 10 USC 10148, Ready Reserve: Failure to Satisfactorily Perform Prescribed Training, and *DoDI 1215.06, Uniform Reserve, Training, and Retirements Categories*.

There are two types of participation requirements: the Retention/Retirement (R/R) year requirement, used to ensure a member receives adequate credit for the year toward retirement and the FY training requirement, used to ensure a member performs all of their Annual Tour (AT) and IDTs.

IRs must follow both the Retention/Retirement (R/R) and FY participation requirements. IRs must earn a minimum of 50 total retirement points per R/R year. Every member is automatically credited 15 membership points. Your remaining 35 points can be attained by performing any type of tour, paid or unpaid. FY training requirements may be waived by the Detachment CC of assignment; however, R/R year requirements cannot be waived.

All reservists need 20 satisfactory (R/R) years to qualify for retirement benefits. All benefits, with the exception of retirement pay go into effect once you retire. Retirement pay starts at age 60 or applicable reduced retirement age.

RETENTION/RETIREMENT (R/R) YEAR PARTICIPATION

R/R dates vary from member to member and are used to determine satisfactory years for the purpose of retirement. If a member is assigned on or after 1 October 1995, an R/R date is established as the date of initial entry into uniformed service, however, a new R/R date may be established if an assignment is from an inactive status.

An R/R year begins on one day of one year and ends on the preceding day of the next year. For example, for a member with an R/R of 1 July: if the first day began on 1 July 2020, then the R/R year would conclude on 30 June 2021.

The R/R date is found on assignment orders, Career Data Brief (CDB), or by reviewing

a point summary via the Point Credit Accounting Reporting System (PCARS). PCARS is accessible through the vMPF through the AFPC Secure link which can be accessed on the Air Force Portal or myPers website.

FISCAL YEAR (FY) PARTICIPATION

Fiscal Year (FY) participation requirements, AT and IDTs, are mandatory for IRs to remain active in the billet occupied. They must be performed within an FY, 1 October to 30 September, and are specific to the reserve billet the member occupies. Reservists can find their FY requirements printed in the remarks section of the assignment order or by contacting the servicing URC or Detachment if uncertain (see Table 3.1. Participation Requirements by Reserve Section ID). IRs who do not meet FY participation must submit a participation waiver request to their Detachment CC to waive or substitute their requirements. PIRR members DO NOT have an FY training requirement.

Annual Training (AT)

Annual Training (AT) is the minimal period of active duty training IRs must perform each FY to satisfy the training requirements associated with their assignment. The primary purpose of AT is to provide individual and/or unit readiness training, but may support active component missions and requirements. IRs may perform 12 to 15 days of AT each FY (see Table 3.1. Participation Requirements by Reserve Section ID). AT orders cannot cross FYs. IRs earn one active duty point for each day of duty performed in AT status. In addition, the IR will receive one point for days on which official travel pay is authorized; however; the point(s) received will not count toward AT requirement. In order for AFRC to obligate funds, an AT orders request must be submitted in AROWS-R No Later Than (NLT) 31 May of every year. If a member is still not sure of his/her AT schedule, he/she should still submit a request in AROWS-R by the suspense with the “best guess” dates. An amendment can always be done later. AT normally starts on a non-holiday Monday and ends on the 2nd Friday.

(See IR AROWS-R Quick Guide [coming soon] for step-by-step instructions for requesting AT orders.)

Split AT may be allowed by Det CC to accommodate special mission or training

requirements and is the exception. Split ATs will not be for the IR's convenience and must be justified in the remarks section of the AROWS-R request. IDTs may be taken in conjunction with split tour; however, they may only be split when travel is involved. IRs must submit an ATSRF for approval to split their AT.

PIRR members can perform AT in a points-only status. Because PIRR members are not assigned to a funded billet, there is no pay, allowance, travel or per diem authorized for the cost of AT.

Inactive Duty for Training (IDT)

IRs can only earn Inactive Duty for Training (IDT) points for activities preparing them for full-time utilization or mobilization, which also includes performing your assigned duties (On the Job Training [OJT]). An IDT is a minimum 4-hour period of training, duty, or instruction. An IR may work up to 2 blocks of IDTs in one day for an 8-hour minimum work day. However, an IR may be required by their duty location to work up to a 12 hours shift in one work day and will only be credited with the 2 points per day maximum. IRs will be paid for the number of IDTs required by their position's Reserve Section ID (see Table 3.1. Participation Requirements by Reserve Section ID). PIRR members may perform IDTs in a non-pay, points only status only. One point is earned for each 4-hour block of time worked. Lunch time does not count. For PIRRs, the points accrued are inactive points creditable towards a reserve retirement. IAW *AFI 36-2254 Reserve Personnel Participation* Vol 1 Para 4.2.1, IRs must submit a schedule of IDTs and obtain approval from their supervisor in UTAPS Web accessible through the AROWS-R homepage NLT 15 Aug for the upcoming FY.

(See IR UTAPS Quick Guide [coming soon] for step-by-step instructions.)

Overseas IDT

Members assigned/attached to Continental United States (CONUS) are not authorized to perform IDT overseas. Members who reside within the US and its territories and possessions may also not perform IDT overseas unless assigned/attached overseas. Members who reside overseas may perform IDT in the country in which they are assigned/attached.

Points Only

An IR may earn non-paid points for R/R credit in authorized activities; however, the maximum number of creditable IDTs, Extension Course Institute (ECI), Advanced Distributed Learning (ADL) and membership points is 130 in one R/R year. Non-paid Points Only IDTs are allowable for military medical and dental appointments as well as fitness assessments. Members can see their position's IDT requirement by looking at their career data brief in the vMPF.

POINT CREDITING

Points are a unit of measurement for tracking an IR's participation. Points are also used to calculate the amount of participation for Reserve retirement purposes. IRs are credited with a year of satisfactory federal service for retirement when they earn a minimum of 50 points (including membership points) in a full R/R year.

IRs receive points after participation in authorized training programs and activities. IRs can earn one point for each day of active duty, one point for four hours of inactive duty training (not to exceed two points per calendar day), one point for every three credit study hours of military correspondence courses and 15 membership points (prorate points for periods less than a year). Points affect retention, future retirement benefits and potential for promotion.

ACTIVE DUTY POINTS

One point is given for each full day of active duty, RPA (AT, Active Duty for Training [ADT], Active Duty for Operational Support [ADOS], School) and Military Personnel Appropriation (MPA) tours. In addition, the member will receive 1 point for days on which official travel is authorized.

Reserve Personnel Appropriation (RPA)

In addition to AT and IDTs, there are two other types of special tours that fall under RPA: ADT and ADOS. ADT is used to supplement AT and IDT when additional training is needed to achieve or maintain a required skill or skill level in the IRs assigned Duty Air Force Specialty Code (DAFSC). ADOS provides direct support to Reserve programs. Each day worked is worth one active duty point. In addition, one point is earned for days on which official travel pay is authorized. IRs must be green in ARCNet

before an RPA tour is approved in AROWS-R.

School Tours

School tour funding may be used by IRs for, but not limited to, the following: Officer Developmental Education (DE), Enlisted Professional Military Education (EPME), Professional Continuing Education (PCE), Advanced Distributed Learning (ADL), initial skill training for nonrated officers and enlisted members (technical school for award of AFSC). Courses must be in-residence to be eligible for funding. PIRR members are authorized Professional Military Education (PME) & ADL courses for points only.

Military Personnel Appropriation (MPA)

Military Personnel Appropriation (MPA) days are used to support Active Component missions. The MAJCOM/Agency is responsible for allocating MPA to the Active Component organizations. The Active Component organization is responsible for managing and validating MPA man-day requests, requirements, forecasts, and usage. Both IRs and PIRR members are eligible for pay and points working MPA. Each day worked is worth 1 active duty point towards retirement. In addition, the IR will receive one point for days on which official travel is authorized. IRs must be green in ARCNet and have their AT and IDTs for the current FY scheduled before any MPA tour will be approved in AROWS-R.

Inactive Duty Points (IDTS)

One point will be credited to members in an active status for each four-hour period of each unit of training or equivalent instruction, not to exceed two points per day. Funeral honors duty is performed at a minimum of two-hours, earning one point per day.

Extension Course Program (ECP)

IRs may qualify for retirement point credit through enrollment and completion of Extension Course Program (ECP) courses. Points are based on the credit study hour allocation for each volume and/or course exam; 1 point per 3 credit study hours. A4L reports satisfactory course completion to Air Force Personnel Center (AFPC) for inclusion into reserve records.

Membership Points

Fifteen membership points are awarded for each R/R year (prorated for a partial year) the IR is in an active Reserve status.

MAXIMUM POINTS TOWARD RETIREMENT

All points are tracked as the IR's total point balance, but all do not count towards an IR's retirement. No more than 365 "retirement" points (366 for leap years) can be earned during an R/R year. Active duty points (such as MPA tours) count day-for-day accumulating up to 365 days a year or 366 on leap years. Points that come from IDTs, ECI, membership, honor guard etc…can accumulate to a max of 130 points towards retirement; all remaining points (above 130) will funnel towards the IR's total points, which are tracked, but don't have any benefit.

IDT Point Yearly Maximums

By law, there is a cap on the amount of inactive duty points (IDT, Extension Course Institute (ECI) and membership) that can be accrued for retirement in a year.

R/R year ends on or after 30 October 2007: maximum of 130 points

R/R year ends on or after 29 October 2000: maximum of 90 points

R/R year ends on or after 23 September 1996: maximum of 75 points

R/R before 23 September 1996: maximum of 60 points

AF FORM 526 - ANG/USAFR POINT CREDIT SUMMARY (PCARS)

Point credit information is available on the vMPF accessible through the Air Force Portal or myPers. To view AF Form 526, Point Credit Summary, within the vMPF, click on the "Self Service Actions" link, then "Personal Data," then "AF Form 526-ANG/USAFR PCARS," then "View All." Point summaries are normally updated within 60 calendar days after R/R year closeout or as needed. IRs are highly encouraged to print and maintain copies of their point credit summaries.

(See IR Point Credit Summary Quick Guide for step-by-step instructions.)

Point Credit Corrections/Audits

If errors are identified on a point summary, IRs must submit supporting documents through the Correct Retirement Points History link through the virtual Personnel Center (vPC), accessible through the Air Force Portal or myPers. The application provides the member the capability to request changes or corrections to previous R/R year points or service history. When requesting a correction, it is the member's responsibility to submit documentation (i.e. DD Form 214, Certificate of Release or Discharge from Active Duty; NGB 23B, Retirements Credit Record; Sister Service Point Summary; Leave and Earning Statement [LES], Certified Travel Voucher; Certified Orders, etc.) to support the change. NOTE: IAW Title 31 USC 3702, Authority to Settle Claims, claims for points/pay must be submitted within six years of completion of duty performed.

Unsatisfactory Participation

IRs must meet FY requirements to have a satisfactory year and to occupy a billet. If FY requirements are not completed, the member will receive an "unsatisfactory year" for participation and must request a participation waiver through their assigned detachment. Members with unsatisfactory years that have not been waived will be subject to reassignment to the IRR or discharge. IRs must strategically coordinate their ATs and IDTs to fulfill both their FY as well as their R/R year requirements. IRs could perform their duties at the wrong time of year (as it related to their R/R date) causing an unsat or "bad" R/R year. In this case, the member would have an unsat year ultimately affecting their retirement eligibility. It is imperative to be fully aware of your R/R date. A "bad R/R year" cannot be waived like the FY requirement can.

PIRR members must earn a minimum of 35 non-paid points per year, 16 of which must be IDT/ADT.

PARTICIPATION, SUBSTITUTIONS, AND EXCUSAL WAIVERS

IRs who are unable to comply with FY minimum requirements may submit a participation waiver. All waivers for requirements must be submitted in advance for consideration. The Detachment CC may authorize waivers, reassign members, or recommend reassignment or discharge IAW AFI 36-2115 and AFI 36-3209. Waiver requests are initiated by the member and staffed through the member's assigned Active

Component organization to the Detachment CC for final approval/disapproval. Waivers may be submitted for the following reasons: substitutions or excusals.

Substitutions

Substitutions are only used for active duty tours which support contingency operations, Aerospace Expeditionary Force (AEF) missions and school tours. Waivers must be submitted and approved in advance of tour start date. Members who perform long tour RPA or MPA are still expected to complete their AT and IDT requirements for the FY.

Excusals

Excusals are used for personal hardship or other extraordinary circumstances.

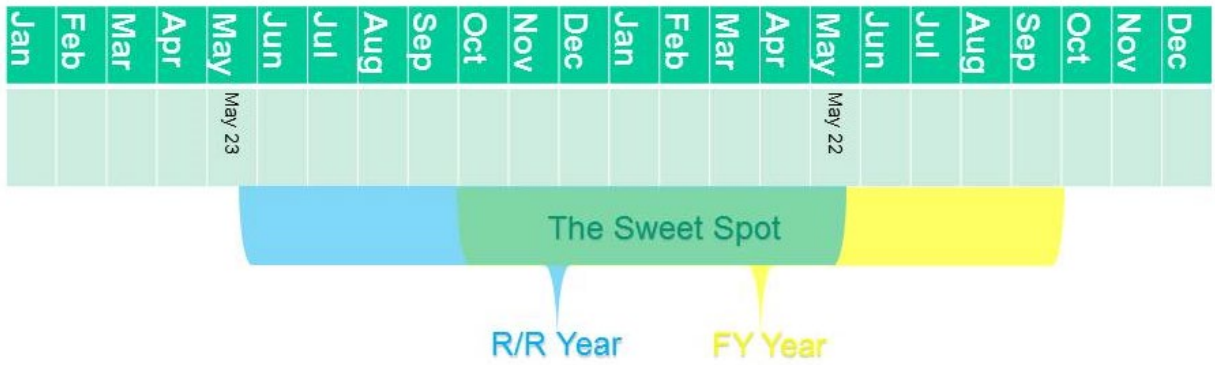
NOTE: Having a participation waiver doesn't necessarily authorize a member a good R/R year; instead, it gives a member a good FY requirement in the IR program, so that they aren't subject to reassignment to the IRR discharge. **R/R participation requirements are not waiverable**.

SCHEDULING PARTICIPATION TO MEET FY AND R/R REQUIREMENTS

FY and the R/R dates do not usually line up. It is possible to be a satisfactory participant with FY requirements without receiving a "good year" toward retirement and vice versa. For example, let's assume the IR's R/R date is 23 May. The IR completes AT and IDTs in Oct and Nov 2020 for FY 2021 requirements and then again in June and July 2022 for FY 2022 requirements. Between 23 May 2021 and 22 May 2022, no points were acquired, therefore it would be a "bad year" for R/R requirements but satisfactory for 2021 and 2022 FY requirements. By the same token, an IR may also complete only 35 MPA days between 23 May 2021 and 22 May 2022 which would earn a "good year" for retirement, but if AT and IDT (FY) requirements are not completed, an IR would be in unsatisfactory status and may be subject to administrative action.

At the start of an IR's career, he or she should set up a schedule to meet both FY (1 Oct-30 Sep) and Retention/Retirement (R/R) year requirements to avoid having an unsatisfactory FY and/or bad R/R year. The easiest way to do this is to divide the FY in two parts based on R/R date to find the Sweet Spot.

Figure 2.1 The Sweet Spot



R/R – May 23 to May 22	Points:	
FY – Oct 1 to Sept 30	Membership:	15
The Sweet Spot – 1 Oct to May 22	24 IDT periods:	24
or	12 AT days:	+12
May 23 to Sept 30	TOTAL:	51

If you look at the graphic above, you'll see that 1 Oct to May 22 is the Sweet Spot that allows for the largest opening in the year to accomplish both FY and R/R year requirements. While 22 May to 30 Sept is also a Sweet Spot, it's a much smaller window of time. It doesn't matter which Sweet Spot you choose, it matters that you are consistent each year to perform your duty during the same Sweet Spot window. If you do additional days (MPA, RPA, etc.) or have ECI points, it becomes less important to make sure all your duty is in that window.

The closer your R/R date is to the change in the FY, the larger the big Sweet Spot will be, and the easier it will be for you to schedule your duty and assure both a satisfactory FY and a good R/R year.

THE 1095 RULE

IAW FY05 National Defense Authorization Act (NDAA), reservists are limited to active duty tour lengths of 1095 days (3 years) out of the previous 1460 days (4 years). Days performed prior to entering Selected Reserve, under mobilization, Annual Tour, or as an AGR are excluded. Time voluntarily deployed does not count against 1095 service limits. Waivers for members deploying to USCENTCOM OCONUS AOR are automated through M4S.

1095 Waivers

Individuals who would exceed 1095 while performing duty in MPA status must process their waiver request through their AC MAJCOM/Agency before the order will be certified. Individuals who exceed 1095 while performing duty in RPA status must process their waiver request through their Detachment CC. Waivers meet a formal board and are assessed based on the priorities outlined in waiver guidance.

IMA/PIRR ADCON AT-A-GLANCE

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart it to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to myPers, which can be accessed with a CAC or username/password. You can also access myPers from your smartphone with the username/password option. Click here for instructions: ANDROID iPhone

Table 2.1 ADCON At-A-Glance: Participation and Point Credit

Participation and Point Credit					
	Assigned Unit	Detachment	myPers/TFSC	Self-Service	Notes
Career Data Brief (CDB)				✓	Click HERE for Quick Guide
DD 214			✓		Guidance HERE
Fiscal Year Participation Waiver	✓	✓			Signed by unit, then submitted to detachment HERE
Point Credit Summary (PCARS)				✓	Click HERE for Quick Guide
Point Corrections			✓		Guidance HERE
1095 Waiver	✓	✓			Process begins with the unit you'll be on orders supporting.

CHAPTER 3 - MILITARY PAY

ESTABLISHING A PAY FILE

IR's who enter into the Air Force Reserve from the AC, Guard or IRR will be paid by the HQ IR RIO Reserve Pay Office (RPO) located at Buckley AFB, CO. The IR welcome package will contain the required documents needed to establish the pay file. If transferring from another IR unit, the welcome package is not required unless the member is updating the information already in the system. If you are a Traditional Reservist (TR) coming to IR status, you only need to submit AF IMT 1299, ARPC IMT 92 Appointment or Assignment Order. All pay inquiries can be submitted through myPers utilizing the "IMA Management" tab located on the left side of the myPers home page or via the direct links located at http://www.arpc.afrc.af.mil/HQRIO/IMA-RPO.aspx. The RPO may require additional information to update the member's military pay record. To contact the RIO/RPO, please call DSN 625-0102 or Comm 1-800-525-0102.

Required Documents

DD Form 2058-1, State of Legal Residence Certificate

State Income Tax Withholding (SITW) is based on the IRs state of legal residence. IRs must meet the state's requirements for residency in order to certify that residency.

Form W-4, Employee's Withholding Allowance Certificate

The W-4 allows the IR to list their number of exemptions. The IR has the capability to change W-4 information in myPay, accessible through the Air Force Portal or by submitting Form W-4 to their servicing RPO.

AF Form 594, Application and Authorization to Start, Stop or Change BAH or Dependency Redetermination

Copies of marriage certificate, birth certificate, divorce decree and child support settlement documents are required supporting documentation, as applicable. NOTE: New IRs transferring from a TR unit program are required to re-certify their BAH by submitting this form and documents via myPers, or email to HQ IR RIO (RPO).

BAH Status Change

IRs are required to inform HQ IR RIO (RPO) of all status changes.

AF Form 1745, Address Change Form

Provide mailing address for military pay correspondence.

DD Form 214, Certificate of Release or Discharge from Active Duty

Required for all members transferring into HQ IR RIO, unless transferring from another IR unit.

Servicemembers' Online Enrollment System (SOES)

SOES is the Servicemembers' Group Life Insurance (SGLI) Online Enrollment System. It replaces the paper-based SGLI/Family SGLI (FSGLI) enrollment, maintains elections and beneficiary information, and provides 24/7 self-service access to SGLI information via milConnect. SGLI provides insurance coverage to eligible members of the active and reserve components. SOES centralizes SGLI/FSGLI data into one authoritative system capable of providing consistent SGLI/FSGLI information to members and their leadership.

IRs may:

- Increase, reduce or cancel SGLI and FSGLI coverage
- Add a beneficiary or edit SGLI beneficiary information
- View, save, print or email a SGLI Coverage Certificate

SF 1199A, Direct Deposit Sign-Up Form

Direct Deposit is mandatory for all IR members. IRs have the capability to change their direct deposit information via MyPay on the Air Force Portal or by submitting an SF 1199A to their HQ IR RIO RPO. **NOTE:** Do not close the old direct deposit account until military pay funds have been deposited into the new account.

AF Form 1962, Election of reserve pay and allowances OR benefits from prior military service

All IR's with prior military service AND who are receiving a pension, either an AC pension or Veterans Affairs (VA) disability/pension payment, are required to complete

and submit a properly completed AF Form 1962 located on the HQ IR RIO Travel website under the forms tab. Instructions for completing the form are located in the IR RPO Welcome Packet. If you are a current IR and need to complete this form, please contact the HQ IR RIO/IRO (RPO) via email, myPers, or phone for assistance DSN 847-3711, Comm (720) 847-3711. See ELECTION OR COMPENSATION OF BENEFITS later in this section.

ACTIVE DUTY ORDERS FOR INDIVIDUAL RESERVISTS (PAY ENTITLEMENTS)

Certification of AF Form 938 (30 days or less)

To receive pay and allowances for orders 30 or fewer days, members can now electronically sign the Tour of Duty Certification (TODC) for orders less than 30 days via AROWS-R. Members have the capability to input their departure and arrival dates in AROWS-R and sign using their Common Access Card (CAC) and have the order route to their supervisor for certification. NOTE: Member and supervisor must use non-email CAC credentials. Supervisors do NOT need an account for AROWS-R to certify the orders; it's done by clicking a link that is emailed from the system. Additionally, the member's AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour, can be completed by the member and certified by supervisor/designate upon completion of duty. Once completed, submit certified order to HQ IR RIO/RPO via myPers. Electronic signatures are ONLY authorized if utilizing Tour of Duty Certification (TODC). IRs should not report for duty prior to the date specified in block 13 or be released prior to the date in block 14 of the AF Form 938. If the arrival/departure or travel date changes a modification to your AF Form 938 is required. The member must contact their AROWS-R orders writer for a modification. The certification dates in blocks 39 and 44 must be on or after the last day of duty. Upon completion of blocks 36-44, submit AF Form 938 to HQ IR RIO/RPO for payment. Note: the report time in block 40 must be the same or after the arrival time in block 36b. Also, the release time in block 40 must be the same or before the depart time in block 36c. Submission of your tour via TODC (except school tours) is HIGHLY encouraged. Using TODC will reduce nearly all orders certification errors as it has built in parameters to ensure required information is

entered on the certification. The use of TODC will expedite payments. TODC does NOT apply to school tours.

Tour of Duty Certification template

Certification of AF Form 938 (31 days or more)

For orders of more than 30 days, members should pre-certify their orders at the beginning of the tour to initiate bimonthly paychecks. In order to initiate payment, complete blocks 36 a-b, 37-39, 40 (report time and date) only and 41-44. Blocks 39 and 44 must be on or after the first day of duty (In most circumstances, IRs should not report for duty prior to the date specified in block 13 or be released prior to the date in block 14 of the AF Form 938). If the arrival/departure date(s) changes, a modification to your AF Form 938 is required prior to payment. Member must contact their Detachment for a modification.

Family Separation Allowance (FSA)

The FSA entitlement may be authorized if an IR is separated from their family for 31 or more continuous days, either CONUS or Outside the Contiguous United States (OCONUS). Complete DD Form 1561 and submit with your completed travel voucher.

Certification of AF Form 938-Submitting for Final Payment

Prior to submitting a final version of the AF Form 938 to servicing RPO for payment, ensure blocks 36 through 44 are completed and the certification dates in blocks 39 and 44 are on or after the last day of duty. **NOTE**: Members on continuous active duty for 30 days or more are entitled to BAH, Type II (BAH II), unless in support of contingency. Periods of active duty may not be added together to meet the requirement for BAH or OHA for orders of 30 or more days.

Overseas Orders

Overseas Housing Allowance (OHA)

OHA is a monthly allowance for members who are on long tours (141 or more days on a training tour/181 or more days for non-training tours) to OCONUS, except Hawaii and Alaska. Members must have the base housing office complete the DD Form 2367 and submit it along with their rental agreement to the pay office via myPers. Note: this

allowance is only authorized when not in a per diem status. Household Goods are only authorized if a HHG fund cite is on the orders. For more information on OHA including a listing and a calculator, see this website. Please note that you will see BAHII and OHA on your LES if you are receiving OHA. (The two added together should equal the full OHA you are entitled to.)

Cost of Living Allowance (COLA)

COLA (CONUS/Outside the Continental United States [OCONUS]) offsets the cost of living for specific locations. It is possible to receive OHA and COLA, or just one or the other. Members can use this website to find out more about CONUS COLA locations and this for OCONUS COLA locations. Complete the ARPC Form 0-103 and submit to HQ RIO RPO.

Contingency, Exercise, and Deployment (CED) Orders

Contingency Exercise Deployment (CED) orders are the only type of orders authorized for deployment of Air Force personnel assigned to Air Force units in support of contingency, humanitarian, or disaster relief operations.

Hostile Fire/Imminent Danger Pay (HFP/IDP)

HFP/IDP is payable if authorized to perform hazardous duty for servicemembers in careers such as non-crewmembers, parachute jumping, demolition of explosives, handling toxic fuels, engaging in flight deck duty or experimental stress duty. Also servicemembers who perform flight duties as aircrew members and meet their service's operational requirements may be entitled to HFP/IDP. A letter of certification of HFP/IDP duty from the command, DD Form 114, and Military Pay Order (MPO) must accompany the AF Form 938 or AF Form 40A. If the member is a non-rated aircrew member, they must hold current aeronautical ratings, meet monthly flying requirements, and maintain medical certification to receive HFP/IDP.

Servicemembers will receive $7.50 for each day they are on duty in an HFP/IDP area up to the maximum monthly rate of $225. Members who are exposed to a hostile fire or hostile mine explosion event are eligible to receive non-prorated Hostile Fire Pay in the full monthly amount of $225. Members cannot receive both IDP and HFP in the same month.

If the member is in a location that authorizes HFP/IDP or Combat Zone Tax Exclusion per the JTR, please submit a Contingency Exercise Deployment Order (CED), AF Form 1610 and AF Form 938 that defines location in block 12. In addition, they must submit one of the following that indicates arrival date in the Area of Responsibility (AOR):

- Signed DD Form 1351-2 (travel voucher)
- DTS Voucher Copy (not authorization)
- AF Form 1881 certified by Commander

ELECTION OF COMPENSATION OR BENEFITS

IRs cannot accept pay and allowances and a military pension, military retirement pay, or military disability compensation for any periods served on Active Duty (AD), ADT, or IDT simultaneously. Members who receive a pension, retirement pay, or disability compensation must complete AF IMT 1962. Failure to do so will result in collection action and may be subject to disciplinary action or prosecution.

IDT PAY (IMA ONLY)

IDT Basic Pay

Member is entitled to basic pay and authorized Incentive Pay, i.e.: Aviation Career Incentive Pay (ACIP) and Hostile Fire/Imminent Danger Pay (HFP/IDP) for the periods of IDTs performed. IMAs will be paid one day's pay for each IDT point not to exceed two points per day. IDTs performed at locations other than the member's unit of assignment or attachment may have specific entitlements as defined in the Joint Travel Regulations (JTR). The commander directing this deviation will issue a local funded DD Form 1610. When the member has exceeded the number of allowable paid IDTs for the FY, the member will receive "points-only" credit.

IDT Travel Pay

Generally, travel pay is not authorized for travel to or from the place of IDT and is paid for by the member. However, it may be authorized for specific AFSCs or duty locations. Each year a list of "Critical AFSCs" is posted on the HQ RIO website. Those AFSCs are allowed travel reimbursement to their assigned duty location ONLY. For other duty locations. Contact the Detachment or reference the JTR. Per Diem is also not

authorized for IDTs; however, lodging is reimbursable. Use of the dining facility is authorized at no charge for enlisted airmen only, if available.

One option for some IMAs is to combine IDTs with AT, which allows for travel to be reimbursed. See the travel section of this guide for more detail.

Click for the IDT Lodging Reimbursement Quick Guide.

Click for the IDT Travel for Critical AFSCs Guide.

IDT Lodging

IRs must schedule their base lodging when the supervisor approves their requested IDT schedule in UTAPS-Web. Non-commuting IRs are authorized lodging reimbursement during the dates authorized on the UTAPS-Web generated AF Form 40A. To claim lodging expenses, follow the step-by-step instructions on the IDT Lodging Reimbursement Quick Guide.

Subsistence-in-Kind Authorizations

Like lodging, IRs must obtain pre-authorization for subsistence-in-kind when submitting their schedule in UTAPS-Web. Subsistence-in-kind is for enlisted personnel only when performing paid IDTs of eight hours or more in one day. If duty is less than 8 hours, a non-pay status, or IR is an officer, substance-in-kind is not authorized. Enlisted personnel may be required to furnish a copy of the AF Form 40A to the dining hall to receive subsistence-in-kind. If the government dining facility is not available due to closure, work schedule or personal preferences, the member will not be reimbursed for any meals procured on the economy. Officers must pay the basic food charge regardless of pay status or length of IDT duty.

INCENTIVE AND SPECIAL PAY

Incentive Pay for Aircrew Members

Link to Defense Finance and Accounting Service Special and Incentive Pays Page: Incentive and Special Pays

Aircrew Members

HQ IR RIO/Host Aviation Resource Management (HARM) is the Aviation Resource

Management Office for IR aircrew members. Following is a list of the current types of incentive pay available to IRs. More information about HARM and a method of contact can be found at this specific myPers link.

Aviation Career Incentive Pay (ACIP) - Reserve Aviator Continuation Pay Program

Reserve officers qualified for ACIP may receive ACIP if they occupy rated positions, have passed the "gates" that require specific years of aviation service, and remain medically qualified for aviation service. Eligible members must provide an updated AF IMT 1042 to HQ IR RIO/HARM by the 4th of the month following the member's birth month. Failure to provide the required documents will result in the member's Aviation Service being suspended and flight pay entitlement terminated.

Hardship Duty Pay (HDP)

Hardship Duty Pay - Location Assignment (HDP-L)

HDP-L is compensation paid to members assigned outside the continental United States in Quality of Life (QoL) Hardship locations – Locations where QoL living conditions are substantially below the standard most members in the continental Unites States would generally experience. HDP-L is intended to recognize the extraordinary arduous living conditions, excessive physical hardship, and/or unhealthful conditions that exist in a location or assignment. Rates are payable in increments of $50, $100, or $150 a month based on level of QoL hardship in a given area.

Hardship Duty Pay for Location Assignment (HDP-L) is payable to members for either permanent change of station duty or temporary/deployed/attached duty of over 30 days duration in specified locations. This entitlement is payable to both officers and enlisted members when assigned for duty in the locations listed in DoD 7000.14-R, Financial Management Regulation Volume 7A, Chapter 17.

Hardship Duty Pay - Mission Assignment (HDP-M)

HDP-M is payable to members, both officer and enlisted, for performing designated hardship missions. HDP-M is payable at the full monthly rate, without prorating or reduction, for each month, during any part of which the member performs a specified mission. Active and Reserve Component members who qualify at any time during a

month shall receive the full amount of HDP-M regardless of the period of time on active duty or the number of days they receive basic pay during the month. A member assigned to, on temporary duty with, or otherwise under the operational control of the Defense Prisoner of War/Missing Personnel Office, the Joint Task Force-Full Accounting, or the Central Identification Lab-Hawaii may qualify for HDP-M based on performance of a hardship mission. Members so assigned are entitled for each month in which they perform investigative or remains recovery duty for remains of U.S. servicemembers in remote, isolated areas; including, but not limited to, areas in Laos, Cambodia, Vietnam and North Korea.

NOTE: Effective February 15, 2007, the maximum total HDP-L that may be paid to a member in any 1 month who is also in receipt of Hostile Fire Pay/Imminent Danger Pay (HFP/IDP) is $100. The total entitlement of HDP-L plus HFP/IDP in any 1 month may not exceed $325.

Special Duty Assignment Pay (SDAP)

Special Duty Assignment Pay (SDAP) is an incentive to encourage enlisted members to qualify for and serve in designated duties involving the performance of extremely difficult duties or duties demanding an unusual degree of responsibility. **PIRR** members are eligible; however, they only receive pay while on active duty orders. **IMAs** receive pay while in any duty status. Contact your servicing Detachment for more information. Click for SDAP table

Enlisted Incentive Bonus

Enlisted **IMAs** may qualify in one of four categories to receive an incentive bonus; reenlistment, prior service, affiliation, or retraining. Bonuses are for eligible Air Force Specialty Codes (AFSCs) which are on the critical career listing and manned at less than 100%. Eligible AFSCs are reviewed every six months and are subject to change. Payments are made in equal annual installments on the anniversary of the enlistment/reenlistment date. **NOTE**: **AF Form 4010**, **Application for IMA Enlisted Bonus and Incentive**, will not be accepted without the owning Detachment CC's signature or the signature of their designated representative. The form can be found on the HQ IR RIO Pay and travel website under the forms tab.

Basic eligibility is as follows:

- Must not have more than 16 years total service based on pay date, at the time of reenlistment or prior service enlistment
- Must enlist/reenlist in a bonus-qualifying DAFSC with a Control AFSC (CAFSC) of at least a 3-skill level
- Enlistment/reenlistment must be for three or six years
- Must satisfy FY participation requirements each year
- Must not have received previous bonus from any RC
- If reenlisting, must be within 180 days of current Expiration of Term of Service (ETS)

PAY LINKS

AFMAN 65-116 Vol 1 Financial Management – Manual of Finance Guidance

myPay - Official site for Leave and Earning Statements

Benefits Fact Sheet – Compensation for Military Service

Bonds at Treasury Direct - Official site for U.S. Savings Bonds, as well as a bond calculator

DFAS - Defense Finance & Accounting Service - Pay Tables and much more

Military Compensation - DoD information about basic military compensation and benefits information about basic military compensation and benefits

Tax Guide for the Armed Forces - Official publication from the IRS

IMA/PIRR ADCON AT-A-GLANCE

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart it to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to myPers, which can be accessed with a CAC or username/password. You can also access myPers from your smartphone with

the username/password option. Click here for instructions: ANDROID iPhone

Table 3.1 ADCON At-A-Glance: Military Pay

Military Pay					
	Assigned Unit	**Detachment**	**myPers/TFSC**	**Self-Service**	**Notes**
Bonus Applications		✓	✓		Contact the Career Assistance Advisor
Foreign Language Proficiency Pay			✓		Contact the Career Assistance Advisor
Leave Carryover			✓		Guidance HERE Submit HERE
Leave Request			✓		Guidance HERE Submit HERE
Military Pay			✓		Guidance HERE Submit HERE
Servicemembers' Group Life Insurance Enrollment System (SGLI)(SOES)				✓	Visit the SGLI website via milConnect
Special Duty Assignment Pay			✓		Contact the Career Assistance Advisor
Travel Voucher Pay			✓		Guidance HERE Submit HERE

CHAPTER 4 - ORDERS AND TRAVEL

REQUESTING ORDERS

Inactive Duty for Training (IDT) tours must be entered in the Unit Training Assembly Processing System (UTAPS) and coordinated through the IR's supervisor. All scheduling and certification for payment occurs within UTAPS via inputs made by the IR and supervisor. The AF Form 40A, Record of Individual Inactive Duty Training, is the official document generated for IDTs.

All other RPA (AT/ADT/ADOS/School) and MPA tours must also be coordinated through the IR's supervisor. For these tours, IRs enter their requests in the Air Force Reserve Orders Writing System (AROWS-R). Per AFRC/CC policy letter dated 23 January 2015, IRs are required to publish all orders in AROWS-R. Once the IR successfully submits an AROWS-R orders request, the request is automatically forwarded to the Detachment Order Writing Cell (OWC) for final processing. The HQ IR RIO Det staff and/or OWC will use the ARCNet system to check the IRs readiness status to ensure all readiness requirements are current PRIOR to the approval of the member's order request. To ensure proper quality checks are performed and that members receive orders timely, members should submit their orders request at least 30 days prior to start of the tour. Orders requiring waivers or exceptions to policy will require additional processing time. Incomplete or inaccurate information provided as part of the orders request and/or in MilPDS may cause delays in the processing of the request and could cause your tour to be delayed.

Update any address changes in the vMPF, under the Self-Service tab, 1-2 weeks prior to inputting application for orders in AROWS-R. The address in AROWS-R must match the address in MilPDS for the orders to be processed. Address changes CANNOT be updated in AROWS-R. You must update your address in vMPF prior to entering the AROWS-R request. For more information on AROWS-R orders click here for the AROWS-R Guide.

IRs may check the status of orders at any time in AROWS-R. When orders are approved or disapproved, a system-generated email will be sent to the IR. (**NOTE**: IRs

must ensure profile settings reflect the correct settings to receive order alerts via email.) Once the orders are certified, the member may enter AROWS-R to print his/her orders. The AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour, is the official document generated for MPA and RPA tours. It is imperative that the IR check the orders for accuracy once approved. It is advised that you read the entire order prior to departing. If there is something you do not understand, notice as an error or an authorized travel entitlement is missing, please contact your Det Orders Writing Cell immediately. Members should never travel or report into work without having a certified order or Verbal Orders of the Commander (VOCO) order from their assigned RIO Detachment Commander.

MPA Orders

The MPA orders process begins with the unit MPA man-day manager submitting a request for the IR to perform duty in the Manpower MPA Man-day Management System (M4S). The IR is given an M4S Task ID which he/she then enters in an AROWS orders request. When requesting MPA orders that require travel and per diem, the AROWS request must be accompanied by a Fund Cite Authorization Letter (FCAL). The FCAL must detail all entitlements and be signed by the Resource Advisor (RA). Pay close attention to the length of the orders to determine what entitlements (OHA, per diem, household goods, PCS, etc.) are authorized.

RPA Orders

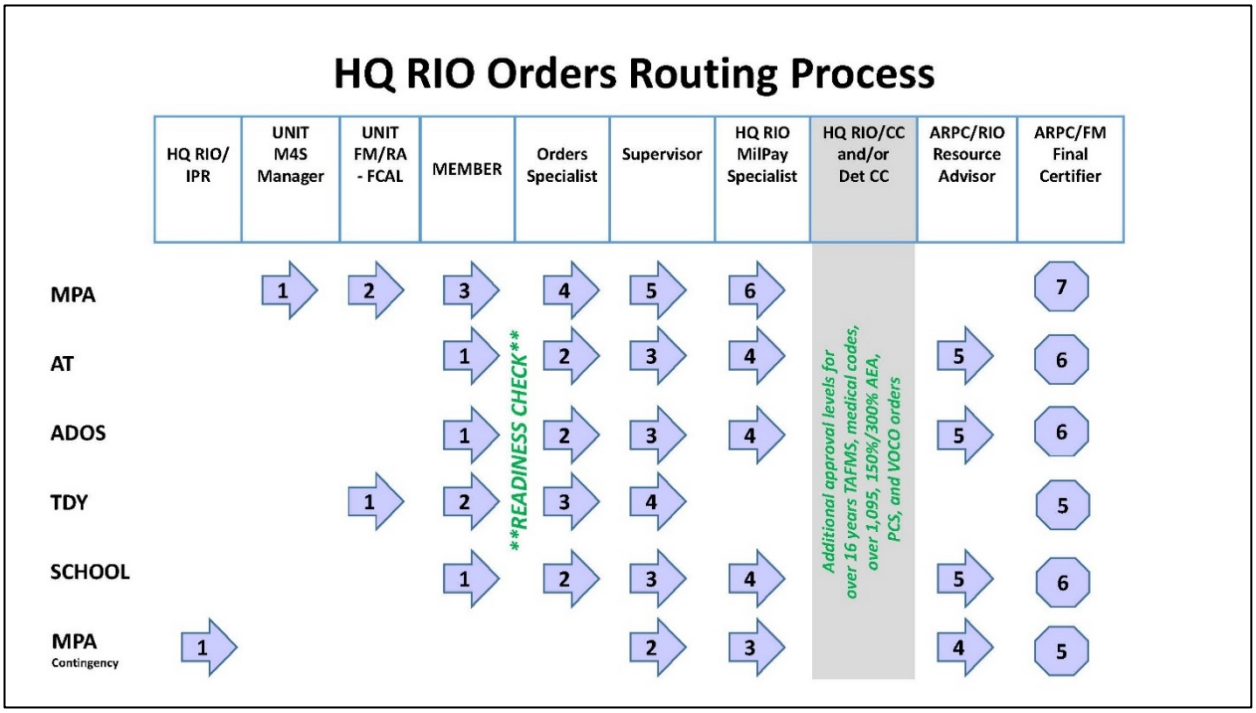
In addition to IDT and AT, there are three other types of special tours that fall under RPA: Active Duty for Training (ADT), Active Duty for Operational Support (ADOS), and School tours. ADT is used to supplement AT and IDT when additional training is needed to achieve or maintain a required skill or skill level in the IRs assigned Duty Air Force Specialty Code (DAFSC). ADOS provides direct support to Reserve programs. ADOS days are distributed directly from AFRC or through RIO Detachments. School tour funding may be used by IRs for, but not limited to, the following: Officer Developmental Education (DE), Enlisted Professional Military Education (EPME), Professional Continuing Education (PCE), Advanced Distributed Learning (ADL), initial skill training for nonrated officers and enlisted members (technical school for award of AFSC).

Temporary Duty (TDY) Orders

While on an MPA or RPA tour, with the exception of IDT, IRs may also request an additional TDY (Routine) order in AROWS should there be emergent travel requirements not captured on the original order. The DD Form 1610, Request and Authorization for TDY Travel of Personnel, is the document generated. IRs ARE NOT permitted to create authorizations in DTS for TDY requirements.

If qualified for IDT travel reimbursement, IRs must request a TDY (IDT at Home Station) in AROWS-R to generate the DD Form 1610, which must be included in reimbursement requests to RIO Travel. (See IDT Travel Reimbursement Quick Guide [coming soon]) The TDY request can be submitted in AROWS before or after IDTs are performed.

Figure 4.1 HQ RIO Orders Routing Process



MODIFICATIONS AND REVOCATION OF RESERVE ORDERS

IRs should not report for duty prior to the date specified in block 13 or be released prior to the date in block 14 of the AF Form 938. In cases of changes in the arrival, departure or travel date, a modification to the AF Form 938 is required. Any changes to an original order must be coordinated though the IRs AC supervisor and the Detachment OWC. Upon member's request, the Detachment OWC will process modification in AROWS-R.

The modification is part of the original order and must be submitted to the HQ RIO Pay and Travel office when certifying for pay or submitting a travel voucher.

Revocations are used before an order goes into effect or before funds are expended to cancel an order. Once revoked, the order no longer exists as an official document.

DEFENSE TRAVEL SYSTEM (DTS) VS. RESERVE TRAVEL SYSTEM (RTS)

Every published order generated in AROWS will be designated as a "DTS" or "RTS" order. On the AF Form 938, refer to paragraph "e." On the AF Form 1610, refer to section "16."

If directed to use DTS, IRs must edit the authorization automatically created in DTS, at https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/. A traveler should use DTS to the maximum extent possible to arrange all en route transportation, rental cars, commercial lodging, and Government quarters.

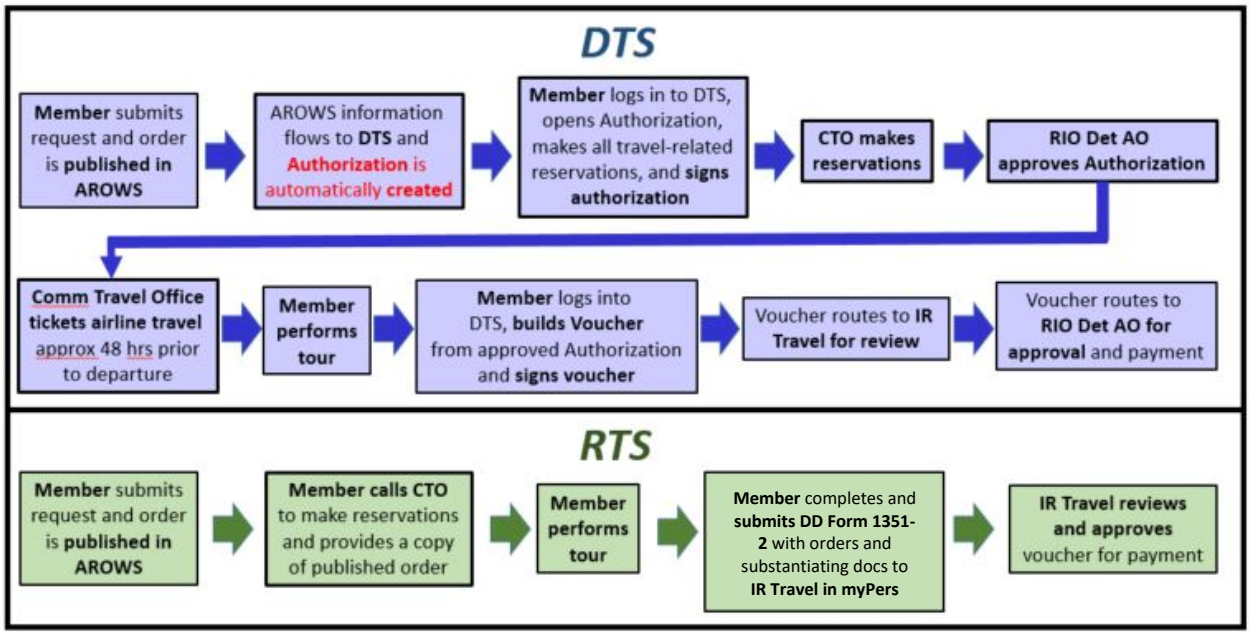
If directed to use RTS, IRs must make all travel arrangements directly with a Contract Travel Office (CTO). Typically, AROWS orders will be designated as RTS if one of the following applies:

- Traveler does not have IBA or uses CBA for transportation tickets
- PCS entitlements authorized
- IDT outside normal commute
- Mileage only
- IDT in-conjunction with an Annual Tour
- Other funding (manually typed Lines of Accounting)
- Application indicates a CED order will be published
- Multiple Lines of Accounting
- Initial order is more than 44 days

If travel arrangements need to be made prior to orders being finalized, a reservist can call the CTO that services his or her unit of assignment and make travel reservations

without orders. Travelers will need to provide the approved orders or a VOCO to the CTO 72 hours prior to the start of the trip, or the reservations will be canceled. Be sure to tell the CTO agent that you are a Reservist.

Figure 4.2 DTS and RTS Processes for Submitting Vouchers



VERBAL ORDERS OF THE COMMANDER (VOCO)

Due to circumstances beyond the member's control, which prevent written orders in advance IRs may be directed to travel without a copy of written orders. This type of travel is called "Verbal Orders of the Commander" or VOCO. *IRs with greater than 18 year's total active federal military service are NOT authorized VOCO orders unless an approved Sanctuary Waiver is on file and the VOCO is requested* <u>*prior to*</u> *the tour start date.* After which, a *VOCO can then be considered. If no waiver is on file the member would not be authorized to proceed on the tour.* VOCOs are only used as a last resort and are only issued when time or system errors prevents the publication of written orders in advance. They are not intended to be used due to a lack of planning. For all tours, VOCOs must be approved by the Det CC prior to departure. VOCO requests will be initiated by completing the VOCO Letter template on the HQ IR RIO website and final VOCO will be confirmed in writing by the Det CC. VOCOs must be approved by the Det CC <u>prior to</u> departure or beginning any tour. When the order is written, the date the

verbal order was issued will be placed in the remarks section of the order. Please see the VOCO Letter Template to complete a VOCO request.

TELECOMMUTE ORDERS

IRs must complete the Telecommute Worksheet, obtain their AC unit supervisor's signature, and email to the servicing Detachment to obtain Detachment CC signature. For more information about telecommuting, see AFMAN 36-2136, Chapter 11.

TRAVEL ENTITLEMENTS AND ALLOWANCES

Mode of Transportation

The order will specify the mode of transportation authorized for travel to and from the duty station. When mode of transportation is government transportation directed and not used, it will not be reimbursed for travel. If the member elects to use POV/POC to travel to and from the duty location, it must be authorized in the order as more advantageous to the government. When travel is by POV, not more advantageous to government, reimbursement will be limited to the constructive cost of travel. IRs are required to procure tickets from a government Contracted Travel Office (CTO). Members should use the CTO that services their unit of assignment. Be sure to tell them you're a Reservist; that allows you to make reservations without approved orders. **NOTE**: Exception is when traveling VOCO or the member did not have an opportunity to contact one of the 24-hour CTOs. In this situation, a ticket may be purchased directly from the airline, asking for the city pair or government rate, whichever is lower, and pay for the ticket with the Government Travel Card (GTC). Be aware that reimbursement will be dependent upon full justification regarding the emergency nature of the travel and why purchase through a CTO was impossible. Reimbursement is limited to the cost of the ticket or the price of the government would have paid, whichever is less.

Corporate Limits

Travel and/or transportation allowances are not authorized for travel between the HOR/Place Last Entered Active Duty (PLEAD) and the place of active duty when both are in the corporate limits of the same city or town, the member commutes daily between HOR/PLEAD and the place of active duty, or the order-issuing

official/installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

Commuting Area (Mileage Only)

Members commuting are authorized the applicable automobile or motorcycle mileage rate, for one round trip between the duty station and home, place of unit assignment, or place from which called or ordered to active duty. Members with a question about the commuting distance for a particular location should go by the distance determined by the location's installation commander.

When Item 17 of the AF Form 938 is marked "Commuting Area," the IR may file for reimbursement for mileage of one round trip only regardless of how many duty days performed. Complete the mileage statement in the remarks section of AF Form 938 (POV? Limited to one round trip. POV type____Auto or ____ Motorcycle, Total Miles____, and then Sign and Date). Reimbursement will be made by the RPO with military pay entitlement. **NOTE**: This only applies to members performing duty in the commuting area only. TDY members must file for travel reimbursement through the IR Travel office.

Travel Days

One travel day is authorized at the beginning of a tour only. However if a reservist cannot reach their home of residence (HOR) before midnight on the last day of the order. The IR can request a return travel day and/or may request a modification through their Detachment OWC for the return travel day. To save travel days, AC unit supervisors or the orders approving officials may permit late reporting during the morning of the first duty day and early release during the afternoon on the last duty day. Travel is not expected to commence prior to 0600 or after 2400.

Per Diem

IRs are entitled to per diem when on Active Duty Tour orders (MPA or RPA) and when their legal residence is outside of the established commuting area of the duty location. **NOTE**: **IMAs** on AT when both government meals and quarters are available, no per diem is payable except for travel days. Contact the base to which you are traveling to check on available government lodging and meals. Per Diem and travel allowances are

only payable for the days specified in blocks 13 & 14 of the order. Any request for pay for duty performed outside those specific dates. Other than allowable travel time, will be denied. **Exception**: A member performing IDT before or after an AD tour may travel to the vicinity of the duty site any time after receipt of orders and may delay return home upon completion of the AD tour. **PIRRs:** Lodging is reimbursable if outside commuting area by filing an Optional Form 1164 and submitting the IR Travel Office with a certified AF Form 40A that authorizes lodging and a copy of the lodging receipt. If the member's Home of Residence (HOR) is more than 150 miles from the place of duty, the member may qualify for travel reimbursement (up to $500) in specific AFSCs only. Current reimbursement policy is updated annually, please verify and review the IDT Travel Reimbursement Guide or contact your assigned detachment for specific AFSCs and policy guidance.

Meals and Incidental Expenses

Travel days are paid at 75% of the Meals & Incidental Expenses (M&IE) rate. For stationary days a meal statement will be on the order.

A. All government meals are available and directed.
B. Partial government meals are available and directed.
C. Government meals are not available or not directed.

If Option A, all government meals are available and directed is on the orders and the mission dictates differently, the following directions apply:

- The order approving official can prescribe the proportional meal rate for any day a member, staying in on-base government quarters, has access to a government mess for at least one or two meals.
- If you are lodged off base, attaching a copy of your contract quarters authorization or non-availability will allow you to receive the full meal locality rate and incidentals.
- If some meals are missed due to mission requirements, an AF 2282 may be completed and signed by your commander. When all three meals are missed on any specific day as claimed on the AF Form 2282, the orders issuing/approving

official must sign as a basis of full per diem. AF Form 2282 is not accepted for missed meals while on Annual Tour.

- Per Defense Office of Hearings and Appeals (DOHA) Case No. 04042602 (2004), "the Comptroller General found that Congress did not intend Reservists on annual training to receive per diem when government lodging and mess are available." See 48 Comp. Gen. 517, 521-522 (1969).
- If a messing facility has been temporarily closed/shut down for a determined period and the base commander issues a letter of non-availability of meals, including the letter with your voucher will suffice to receive the per diem warranted.

Lodging/Government Quarters

Government quarters include on base lodging and/or government contracted quarters off base. IRs should confirm with the base lodging office to determine if lodging will be on or off base. To locate a base lodging office, visit DoD Lodging.

If the installation is part of the DoD Integrated Lodging Program, lodging can be booked through DTS or through the DoD Lodging website. If on-base lodging isn't available, DTS will locate off-base lodging with contracted facilities and a non-availability number will be automatically generated in the system. Installations that are currently included in the Integrated Lodging Program can be found at http://www.defensetravel.DoD.mil/Docs/ILP_Pilot_Start_Dates.pdf. If not part of the program, IRs must obtain a non-availability certificate from base lodging to file with a travel voucher.

If no on-base lodging is available consider the following while planning the tour:

- Does the base provide a shuttle service?
- Can the base LRS provide a government vehicle?
- Is mass transit available from off-base to the office?
- How would I get from the office to the dining facility each day - walk, base-shuttle or Privately Operated Vehicle (POV)?
- Is the dining facility available during the period of the tour?

Non-Availability for Quarters

Members are required to check government quarters availability when TDY to a U.S. installation. The traveler is responsible for contacting the lodging office at the TDY location to make a reservation. A statement of non-availability or contract quarters is required, If adequate government quarters are available and other lodgings are used, lodging is limited to the on base rate.

NOTE: Under the Privatization of Army Lodging (PAL) Program, government quarters are not available. Official travelers no longer need a statement of non-availability for contract quarters for off-base lodging reimbursement. Click HERE for a list of locations.

SPECIAL AUTHORIZATIONS

Cost savings to the government, not personal convenience, is the basis for approving special authorizations.

Rental Car

When requesting a rental car for AT, IRs must also complete the AT Special Request form Rental Car Justification Worksheet located on the HQ RIO website. For MPA, the rental car must be specifically listed on the FCAL.

In/Around Travel at Duty Location

POV/POC vicinity travel is travel performed in and around the immediate vicinity of the TDY location and must be authorized in the order.

Vicinity travel must be itemized on the travel voucher. The member must furnish actual distance traveled, dates for round trips daily between lodging and place of duty, as well as trips to dining establishments when suitable dining is not near lodging or duty. If a member traveled the same trip more than once, he/she may list the item once, showing how many trips were made (i.e. 3 trips from billeting to duty @ 5 miles round trip).

A member who travels by commercial means is entitled to reimbursement of the actual and necessary expenses incurred for: taxi cabs, metro fares and other fares paid for local public transportation.

NOTE: If a member is NOT authorized vicinity travel on orders, the orders approving

official must sign in the approving official signature block of the DD Form 1351-2. The AO must add the “vicinity travel is authorized to perform mission required duties” remark in Block 29.

Registration/Conference Fees

When requesting conference fees for orders, IRs must be prepared to include the conference documentation that lists the total registration/conference fee and identifies the number and types of meals and/or nights lodging that the fee includes when filing for reimbursement.

Actual Expense Allowance

Actual Expense Allowance (AEA) reimburses the member for the actual cost of food and/or lodging when exceeding the maximum per diem allowance. Detachment CCs have approval authority for AEA expenses for IRs, up to 150% of the normal allowance and is a rare exception due to extenuating circumstances. This is not a continuing blanket approval for travel to high cost areas or to cover expenses caused by personal convenience or preference. Ignorance of per diem rates is not a consideration, and each request is carefully reviewed to ensure no alternative was available.

Requests for AEA Prior to Tour

Applications for AEA should be submitted in addition to the AROWS-R request and contain the following information:

- Specific reason for travel
- Whether meetings with technical, professional, or scientific organizations are involved
- Whether international conferences or meetings are involved
- Names and titles of foreign governmental contacts, if any
- Proposed itinerary showing complete identification of places to be visited, the length of duty at each place, and inclusive dates of travel
- Information as to any special arrangements which have been made such as provisions for use of special government quarters, messes, open messes, motels, restaurants, etc.

- Current daily locality per diem rates projected or actual daily costs and the difference between the two
- Reasons normal accommodations within the prescribed per diem allowance will not suffice and efforts made to obtain accommodations within the per diem rate
- Name and phone number of individual who may be contacted concerning this request

Requests for AEA after tour

For AEA requests after travel has been performed, IRs must submit an OF 1164, Claim for Reimbursement for Expenditures on Official Business, to the Detachment CC, with the questions above answered and copies of any appropriate receipts attached. These claims may also be approved with an MFR signed by the Det CC submitted with the DD Form 1351-2. Approved forms should be forwarded for payment to IR Travel. Any formal training requests, not unit funded, must be approved by HQ AFRC/A1KE through the Detachment CC. Contact the Detachment CC with any questions regarding reimbursement.

Variations

Variations allow a reservist to travel to more than one duty location within the originally approved time period on an order. The requests must be approved prior to publishing the order. If variations are authorized for MPA tours it must be authorized on the M4S allocation and listed on the FCAL. Variations are not authorized for VOCO orders. Each location must be listed as a separate stop in the duty location section of the orders request within AROWS-R. Contact the Detachment CC with any questions about variations authorization.

Dual Lodging

Dual lodging may only be authorized/approved in limited circumstances when it is necessary for a traveler to retain lodging at one TDY location (Location A) for other than personal convenience and procure lodging at a second TDY location (Location B) on the same calendar day. Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the member's control during TDY travel. Dual lodging must be approved after the fact by an amended order or by the AO on the

travel voucher. Any period of dual lodging reimbursement is limited to a maximum of seven consecutive days.

LEAVE

Active duty tours of 30 or more consecutive days accrue leave at a rate of 2.5 days per month (prorated for portions of months) of active duty. Commanders may authorize leave on an individual basis. IR's can be reimbursed for the actual cost of lodging retained at the TDY location during leave, not to exceed (NTE) per diem rate lodging portion for each day during contingency operations and evacuations. Leave numbers can be obtained up to 14 days in advance from the Reserve Pay Office (RPO) by submitting a myPers ticket. Members must submit a hard copy AF IMT 988 to receive a leave number. After the completion of the leave the member must sign and send in Part 3 of the AF IMT 988 to their RPO. IRs will not receive per diem while in a leave status.

Unused leave

IRs may sell back unused leave or carry it over to an upcoming set of orders. See the Military Pay section of the IR Guide for more information.

ACTIVE DUTY SANCTUARY WAIVERS ASSOCIATED WITH RPA AND MPA TOURS

Active Duty Sanctuary is a window between 18 and 20 years Total Active Federal Military Service (TAFMS) in which a member must be given the opportunity to stay in the Air Force to receive a Regular Component 20-year retirement. Claiming sanctuary means the reservist will be assessed onto active duty status for the amount of time adding up to 20 years TAFMS and then the IR must retire at the 20 year TAFMS date. A member in an active duty status is eligible for an assignment and a permanent change of station. If member chooses to decline the assignment offered, their right to sanctuary protection is foregone. IRs who have between 18 and 20 years of TAFMS and request ADOS (**IMA** only) or MPA tours must sign a sanctuary waiver prior to the tour start date that precludes them from claiming sanctuary during the tour (see Sanctuary Waiver/Statement of Understanding (SOU) for waiver processing requirements).

Sanctuary Waiver/Statement of Understanding (SOU)

A sanctuary waiver is accomplished via an SOU, signed by the member, and processed through the assigned Detachment CC to HQ IR RIO. Each waiver must have a specific order associated with it (no blanket wavers). Contact the servicing Detachment for more information.

Point Credit

When a member waives their right to claim sanctuary, they continue to earn the points to qualify for a Regular Component retirement upon reaching 20 years TAFMS. A reservist with 20 or more years TAFMS is no longer in the sanctuary window and therefore may be allowed to continue participating for points and/or pay.

PERMANENT CHANGE OF STATION (PCS), WITHOUT PERMANENT CHANGE OF ASSIGNMENT (PCA)

Permanent Change of Station (PCS) allowances are appropriate, IAW JTR, Para. U7150 F1b, for those Air Reserve Component (ARC) members required to support an organization for a period exceeding 180 days cumulative in a 12-month period at one location (RPA or MPA).

Orders will identify whether PCS entitlements, notably shipment of household goods, are authorized. If an order authorizes PCS entitlements, the member is **not entitled** to per diem. The JTR generally prohibits Temporary Duty Travel (TDY) and transportation allowances for periods in excess of 180 days at one location, unless a Secretarial waiver has been issued however, per Secretary of the Air Force (SAF)/MRM, effective 1 July 2011, no individual waiver need be sought for the following activities:

1. ARC members called to active duty in a voluntary (10 U.S.C., Sec 12301(d)) or involuntary status (10 U.S.C., Sec 12302), in a Combat Zone or in a Combat Zone Tax Relief Area in Direct Support of a Combat Zone (IAW DoD Financial Management Regulation Volume 7A, Chapter 44 section 440103), for the duration of the applicable operations.
2. Members on Medical Continuation Orders to the extent they are otherwise eligible to receive per diem for the duration of their medical treatment or until the Disability Evaluation System (DES) process is finalized.

Altering HOR to Remain on Orders

Members on PCS orders who alter their HOR address during those orders may forfeit their entitlement to a return PCS by taking such action. Please contact your detachment to verify whether or not your return PCS entitlement would be forfeited prior to changing your HOR address.

Per Diem en Route To/From Permanent Duty Station (PDS)

For PCS travel, the member is paid the standard CONUS per diem rate and a reduced rate is paid for each dependent traveling in the same vehicle. The standard CONUS per diem rate is paid for each day of PCS travel between authorized points, up to the allowable travel time of 350 miles per day. **The flat rate PCS per diem covers en route lodging costs.**

POV/POC Mileage En Route To / From PDS

PCS mileage is paid using DTOD and IAW JTR. POV/POC operating expenses are reimbursed through mileage allowance. Fuel is not reimbursed separately.

Temporary Lodging Expense (TLE)

TLE is an allowance intended to partially pay members for lodging and meal expenses incurred by a member and his/her dependent(s) while occupying temporary lodging in conjunction with a CONUS PCS. Due to a move, a member is entitled to TLE when entering active duty. The time limit is 10 days for a member reporting to his/her PDS from HOR. The 10 TLE days can be split as needed either near the member's HOR, place of which he/she entered active duty (PLEAD) or after arriving at the new PDS. NOTE: A MEMBER IS NOT ENTITLED TO TLE WHEN LEAVING ACTIVE DUTY AS DIRECTED BY THE JTR.

Temporary Lodging Allowance (TLA)

TLA is a military pay entitlement for an OCONUS PCS. The claim can be sent to the HQ RIO RPO office at Buckley Air Force Base, Colorado, via email at arpc.riorpo.1@us.af.mil. TLA is not processed for reimbursement at the IR Travel office.

Dislocation Allowance (DLA) JTR Chapter 5

A member is not entitled to DLA from home or from PLEAD to first PDS, unless the

member's dependents actually move from the member's residence to the PDS or a designated place. Visit the Defense Travel Management Office (DTMO) website for DLA frequently asked questions. NOTE: RC members typically are not entitled to DLA unless they move their dependents as each new AF Form 938 PCS orders is considered the member's first PCS upon entry on Active Duty. DLA rates can be found at the DTMO website

Household Goods (HHG) Transportation

A member is entitled to HHG transportation or non-temporary storage (NTS) when ordered to perform a PCS move, subject to conditions specified in the JTR. The Government's HHG transportation obligation is limited to the cost of the completed movement of HHG equal in weight to a member's weight allowance (determined by Transportation Management Office [TMO]) in one lot between authorized places at the lowest overall cost to the Government. You must contact a Transportation Management Office (TMO) for a Personal Procured Move (PPM), formally known as a Do-It-Yourself (DITY) move. TMO will instruct you on the required documents and compute your entitlement. NOTE: For reimbursement of the PPM, a completed DD Form 2278 with all supporting documents provided by TMO must be submitted to the IR Travel Office for Payment. Please ensure that sections 10-12 of the DD Form 2278 are completed and that a copy of your PCS orders accompany the package.

Transition Assistance Program

Any IR that performs 180 days or more of orders is required to complete the Transition Assistance Program (TAP). Contact the local base Airman and Family Readiness Center (A&FRC) for details on the course. TAP is congressionally mandated and attendance is REQUIRED, currently each time a member performs a tour of 180 days or over and is ending those orders. Training may be completed during the members qualifying tour or on separate RPA orders funded by HQ AFRC. TAP is designed to help you understand your military benefits and assist with your transition to the civilian sector. TAP consists of the following four components:

- Pre-separation counseling and Individualized Transition Plan
- Transition GPS workshop, including Department of Labor (DOL) Employment

Training (Members may opt-out of the DOL portion with confirmed employment; documented accredited school acceptance; previous TAP attendance; or medical or special circumstances. NOTE: Exemptions must be coordinated in advance through the A&FRC.)

- Veterans Affairs Benefits briefing
- Capstone

GOVERNMENT TRAVEL CARD (GTC)

DODI 5154.31, Vol 4, states that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel. See Section 0406 for exemptions to mandatory use. IRs should apply for the GTCC through their AC unit of assignment/attachment Agency Program Coordinator (APC). IRs should contact their Detachment if they are unable to obtain a GTCC three days prior to traveling.

Card Features

Once a member receives their GTC and Personnel Identification Number (PIN), he/she will have access to the ATM Cash Feature of the card program. The traveler can then obtain cash using ATMs. Cash withdrawals should be kept at a minimum. Effective 1 Oct 2014, ATM, GTC and cash advance fees are no longer reimbursable and are considered part of the incidental expense portion of per diem.

REMINDER: Advances will not be issued to travelers having ATM access through their issued GTC. Travel orders must specifically authorize an advance. Follow the instructions on the order for requesting the advance. Electronic Funds Transfer (EFT) is the standard method of an advance. If the order does not authorize an advance, then an advance cannot be issued. The order will need to be modified to specify that an advance be authorized for travel.

Split Disbursement

The Split Disbursement is mandated. Public Law 107-314, Section 1008 gives DoD the authority to implement split disbursement. When a traveler uses his/her GTC for travel expense (i.e., airfare, lodging, rental car, etc.), a direct payment to Citibank will be made

on the members behalf when the final voucher is filed for payment.

You must select Split Disbursement on the DD Form 1351-2 and specify the amount to apply to your GTC. Any remaining funds will automatically be sent to your designated EFT account. It is very important to keep your banking information current. If changes in your banking information occur, a FMS 2231 (Direct Deposit Sign-up Form) must be sent with your travel claim in order to update your banking information.

If no amount is specified on the travel voucher, the entire travel reimbursement will default to your designated EFT account. Card holders can only elect a $0 split disbursement if the GTC does not have a balance owed.

Split Disbursement option will be used on the OF1164 IDT lodging claims. Although there is not a block designated for Split Disbursement, you can elect a dollar amount be sent to your GTC. Include a statement on the OF1164. For example, “PLEASE SEND $200.00 TO THE GTC” or “SEND 100% TO THE GTC.”

IMA/PIRR ADCON AT-A-GLANCE

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart it to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to myPers, which can be accessed with a CAC or username/password. You can also access myPers from your smartphone with the username/password option. Click here for instructions: ANDROID iPhone

Table 4.1 ADCON At-A-Glance: Orders and Travel

Orders and Travel					
	Assigned Unit	Detachment	myPers/TFSC	Self-Service	Notes
Government Travel Card (GTC)	✓				Contact your unit GTC Manager To manage your card online, go HERE

Orders and Travel (continued)					
	Assigned Unit	**Detachment**	**myPers/TFSC**	**Self-Service**	**Notes**
Sanctuary Waivers		✓			Sanctuary SoU HERE Contact your Det HERE
Submit IDT Plan in UTAPs				✓	Access AROWS-R, then choose UTAPS from the menu
Transition Assistance Program (TAP)			✓		Guidance HERE
IDT Lodging Reimbursement			✓		Guidance HERE Quick Guide HERE Submit HERE

CHAPTER 5 - SUBMITTING TRAVEL VOUCHERS

IRs are required to file a travel voucher within five duty days after completion of any set of orders (AT, MPA, RPA, ADOS, etc.). On page 2, normally paragraph "e" of the travel order, of the AF Form 938, or section 16 of the DD Form 1610, will dictate whether the member is directed to file a travel voucher via the Reserve Travel System (RTS) or the Defense Travel System (DTS). For IRs, RTS equates to filing a paper voucher. NOTE: IRs do not use eFinance.

If directed to use RTS, IRs must submit a DD Form 1351-2 with a copy of their AF Form 938 or DD Form 1610, and applicable receipts and documents to the IR Travel office via myPers, the "IMA Management" Tab or HQ RIO RPO website: https://www.arpc.afrc.af.mil/hqrio/IRTravel.aspx.

If directed to use DTS, IRs must edit the authorization automatically created in DTS, at https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/. A traveler must use DTS to the maximum extent possible to arrange all enroute transportation, rental cars, commercial lodging, and Government quarters when the DTS functionality is available.

Once travel is complete, IRs must create a voucher in DTS and submit a copy of their completed and signed AF Form 938 and/or DD Form 1610, and applicable receipts and documents. Members should be contacted by their respective RIO Det staff for DTS registration as part of in-processing. **NOTE:** Regardless of the travel system, if an IR member has been activated on an AF Form 938, and further travel is required per a DD Form 1610, both documents must be provided when filing the travel voucher.

TDY IN EXCESS OF 45 DAYS

For TDYs in excess of 45 days, member may file partial payment vouchers with the IR Travel office. Partial payment vouchers can be filed for a minimum 30-day increment and must include lodging receipts, other receipts $75 or more, a completed DD Form 1351-2 and a copy of AF Form 938. **Exception:** IR members who are authorized partial payments may file an initial voucher for transportation reimbursement upon arrival to the duty location.

SUBMITTING TRAVEL VOUCHER FOR FINAL PAYMENT

For final settlement vouchers filed at completion of a tour include the following:

- Signed AF Form 938
- Annotation of all leave taken during the orders period and copies of the AF Form 988 Part III
- Completed itinerary (to include: TDY taken) for the entire period of the AF Form 938. If a separate voucher was previously filed for the TDY(s), it is not necessary to provide that documentation with the final voucher unless unreimbursed expenses are being claimed
- Permanent email address in block 6c (do not use TDY email address)

ELECTRONIC FUNDS TRANSFER (EFT) CHANGES

For Electronic Funds Transfer (EFT) changes affecting travel pay disbursements, submit a FMS 2231, Fast Start Direct Deposit to the IR Travel office. **NOTE**: EFT changes in myPay only affect military pay transactions, not travel reimbursements.

HQ RIO RESERVIST PAY OFFICE (RPO) WEBSITE

The HQ RIO RPO website has helpful information, frequently used forms, frequently asked questions, and virtual training. The website is located at IMA RPO (https://www.arpc.afrc.af.mil/HQ-RIO/IMA-RPO/).

TRAVEL ASSISTANCE CENTER (TAC)

The Travel Assistance Center (TAC) is available to all DoD travelers 24-hours a day, seven days a week. Staffed by a team of trained analysts, the TAC offers assistance on a broad spectrum of DoD travel issues, including DTS, Government Travel Card, Commercial Travel Programs, Travel Policy, and 24-hour Recruit Assistance.

The TAC can be contacted by calling 1-888-Help1Go (888-435-7146) or by submitting a help desk ticket through the tickets section of Travel Explorer (TraX). Travelers are encouraged to contact their local help desk prior to contacting the TAC.

Figure 5.1. Sample Travel Voucher (DD 1351-2)

TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT

[X] Electronic Fund Transfer (EFT)
[ ] Payment by Check

SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.
NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.
[X] Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: $ 500.00

2. NAME (Last, First, Middle Initial) (Print or type)	3. GRADE	4. SSN	5. TYPE OF PAYMENT (X as applicable)
Doe, John E	E-8	123-45-6789	[X] TDY [X] Member/Employee [ ] PCS [ ] Other [ ] Dependent(s) [ ] DLA

6. ADDRESS. a. NUMBER AND STREET	b. CITY	c. STATE	d. ZIP CODE
213 Uptown St	Coden	Al	36523

e. E-MAIL ADDRESS: jed4561@gmail.com

7. DAYTIME TELEPHONE NUMBER & AREA CODE	8. TRAVEL ORDER/AUTHORIZATION NUMBER	9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES
123-456-7894	D7T456	

10. FOR D.O. USE ONLY
a. D.O. VOUCHER NUMBER
b. SUBVOUCHER NUMBER

11. ORGANIZATION AND STATION
460 CPTS, Buckley AFB, Co

12. DEPENDENT(S) (X and complete as applicable)
[ ] ACCOMPANIED [X] UNACCOMPANIED

a. NAME (Last, First, Middle Initial)	b. RELATIONSHIP	c. DATE OF BIRTH OR MARRIAGE

13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)

c. PAID BY

14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one)
[ ] YES [ ] NO (Explain in Remarks)

d. COMPUTATIONS

Note: Signatures (Digital or Wet) are required by the Claimant and Reviewer. Reviewer's signature can be substituted with Approver's signature if the individual holds both roles as supervisor and AO.

All Codes for Means/Mode of Travel and Reason for stop can be found on page 2 of the DD1351-2.

15. ITINERARY

a. DATE 2017		b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
07/01	DEP	Coden, Al 36523	PA			
07/01	ARR	Mobile Regional Airport, Mobile, Al		AT		35
07/01	DEP		CP			
07/01	ARR	Denver International Airport, Denver, Co		AT		
07/01	DEP		CA			
07/01	ARR	Buckley AFB, Co 80011		TD	600.00	
07/15	DEP		CA			
07/15	ARR	Denver International Airport, Denver, Co		AT		
07/15	DEP		CP			
07/15	ARR	Mobile Regional Airport, Mobile, Al		AT		
07/15	DEP		PA			
07/15	ARR	Coden, Al 36523		MC		35
	DEP					
	ARR					

e. SUMMARY OF PAYMENT

(1) Per Diem	
(2) Actual Expense Allowance	
(3) Mileage	
(4) Dependent Travel	
(5) DLA	
(6) Reimbursable Expenses	
(7) Total	
(8) Less Advance	
(9) Amount Owed	
(10) Amount Due	

16. POC TRAVEL (X one) [X] OWN/OPERATE [ ] PASSENGER

17. DURATION OF TRAVEL
[ ] 12 HOURS OR LESS
[ ] MORE THAN 12 HOURS BUT 24 HOURS OR LESS
[X] MORE THAN 24 HOURS

18. REIMBURSABLE EXPENSES

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
07/01/17	Taxi	35.00	
07/15/17	Taxi	35.00	
07/01/17	Airline Tickets	700.00	
07/01/17	CTO Fee	13.70	

19. GOVERNMENT/DEDUCTIBLE MEALS

a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS

20.a. CLAIMANT SIGNATURE — b. DATE

c. REVIEWER'S PRINTED NAME — d. REVIEWER SIGNATURE — e. TELEPHONE NUMBER — f. DATE

21.a. APPROVING OFFICIAL'S PRINTED NAME — b. SIGNATURE — c. TELEPHONE NUMBER — d. DATE

22. ACCOUNTING CLASSIFICATION

23. COLLECTION DATA

24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER/ AUTHORIZATION POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)	28. AMOUNT PAID

DD FORM 1351-2, MAY 2011 — PREVIOUS EDITION IS OBSOLETE. — Exception to SF 1012 approved by GSA/IRMS 12-91. Adobe Designer 8.0

TRAVEL VOUCHER SUPPORT CONTACT INFO

For 24-hour support, you can call the Total Force Service Center at 1-800-525-0102.

CHAPTER 6 - READINESS

MOBILIZATION READINESS

IRs fill critical assignments in the nation's defense and must maintain the highest performance and personal appearance at all times. RIO is tasked with ensuring IRs maintain readiness and are capable of meeting the requirements of the units they support. In addition, IRs must be current in all readiness requirements before requesting RPA or MPA tours AFMAN 36-2136 *Reserve Personnel Participation.*

The below items affect overall readiness:

Table 6.1 Readiness References

Requirement	References	AC POC	Where to Check
Individual Medical Readiness (IMR)	AFI 10-250	Medical Treatment Facility (MTF)	IMR*
PHA/PHAQ	AFI 10-250 & AFI 44-170	MTF	IMR
Dental	AFI 10-250 & AFMAN 47-101	AD Dental Clinic	IMR
Immunizations	AFI 10-250 & AFI 48-110	MTF	IMR
Labs	AFI 10-250	MTF	IMR
Duty Limiting Condition (DLC)	AFI 10-250 & AFI 10-203	MTF	IMR
Fitness	AFI 36-2905	AD Unit Fitness Program	AFFMS II **
Security Clearance	AFMAN 16-1405	AD Unit Security Manager	Check vMPF under Career Data Brief

(See Readiness Quick Guide [coming soon] for instructions on checking IMR.)

(See Fitness Test Quick Guide [coming soon] for instructions on checking AFFMS II.)

INDIVIDUAL MEDICAL READINESS (IMR)

IRs must maintain medical readiness for deployment and worldwide duty. IRs must be in military status at the time Air Force required examinations are completed in person at a military Medical Treatment Facility (MTF). Military status is considered to be IDTs for pay or points, Annual Tour or mandays (MPA or RPA). IRs do not need to be in military status to schedule a medical appointment but must be in military status (points-only is fine) at the time of the medical appointment (IAW AFI 44-176 chapter 10). When necessary, contact your URC or Detachment to help facilitate scheduling appointments. Members will be medically "ready" or "green" when current in all IMR sections. IMR is broken down into 6 sections: Preventive Health Assessment (PHA), Dental, Immunizations, Labs, Individual Medical Equipment, and Duty Limiting Conditions (DLC), also known as "Profiles." All medical and dental information must be updated by medical personnel. In extraordinary cases, information can also be updated in the system of record by scanning and uploading the medical and dental documentation via myPers to RIO Medical Section. IRs who live more than 40 miles away from their servicing MTF may elect to go to a closer MTF to complete IMR items. An IR who is not medically ready may be denied participation and could be processed for separation due to non-compliance.

PHA/PHAQ

IRs are required to complete an annual PHA, which consists of completing the PHA Questionnaire online and a mental health assessment (MHA) annually. The in-person PHA visit with a military provider is required every 3 years for non-flyers. The webHA is accessed through the MyIMR website (CAC enabled) at https://imr.afms.mil/imr/myIMR.aspx. Upon completing the Preventative Health Assessment Questionnaire (PHAQ), it should direct you on how to complete your MHA. If not, the IR should contact the PHA cell at their servicing MTF to schedule the appointment. IRs will be due for their next PHA/PHAQ 12 months after completing the PHA and will show "yellow" or "due" for 90 days before showing "red" or "not ready/overdue."

Dental

IRs must have a current dental exam and be either dental class 1 or 2 to be classified as "medically ready." An in-person dental exam at a military facility is required every three years. If an IR is due for a military dental exam and is not near an MTF, they may utilize the Reserve Health Readiness Program (RHRP) to see a civilian-contracted dentist in their area which will count as a military exam. Members can contact RIO/Information Resources Management (IRM) for information on the RHRP program by going to this link: https://mypers.af.mil/app/dynamicforms/display/form/333 and select "Medical Readiness". If a civilian dental exam is accomplished when a military exam is not required, it must be documented on a DD Form 2813, *Department of Defense Active Duty/Reserve Forces Dental Examination*, and submitted to the servicing dental clinic. IRs will show "yellow" or "due" for 90 days before showing "red" or "not ready/overdue". The dental portion of IMR will show "red" or "not medically ready," for two reasons: the IR is placed in a dental classification 3 status or the IR is overdue for their annual dental exam which reflects as a dental classification 4. If the IR is in dental class 3, this is a dental condition that needs to be resolved or corrected within 12 months. These IRs are restricted to performing IDTs and Annual Tour at home station only. Mandays, formal schools or duty away from home station are not authorized until the dental condition has been corrected and the dental class 3 is removed. The IR must be in military status at the time of the military dental exam appointment at the military dental clinic. You can find more information about dental readiness in AFI 10-250, *Individual Medical Readiness.*

Immunizations

IRs are generally not required to schedule an appointment to receive immunizations at the MTF, however an IR must be in military status at the time immunizations are received at an MTF (IRs electing to receive immunizations from a civilian provider must provide that documentation to the servicing MTF). It is highly encouraged to call the immunization clinic before arriving to ensure they have the vaccination in stock that you are required to receive. Exemptions may be placed on a case-by-case basis and will require medical documentation dictating why the exemption is required. Exemptions may be placed for the following reasons: a positive titer (lab test), pregnancy, or history

of anaphylaxis (allergic reaction) to the vaccine or its components. Table 6.2 is a list of routine immunizations required for all personnel and outlines the length the requirement will show “yellow” or “due.” After the “due” period has passed, the requirement will show “red” or “not ready/overdue.” Other immunizations maybe required for deployments and are driven by the location of the deployment or may be required for a specific duty position and/or unit. Each member’s ARCNet report will specifically identify what immunization is needed. If an IR is in need of a required immunization they may utilize the Reserve Health Readiness Program (RHRP) to see a civilian-contracted provider to obtain the needed immunization. IRs may contact RIO/IRM for information on program entitlements.

Flu Shots

IRs are required to receive a flu shot every year beginning every September and ending in January. IRs can receive a flu shot at a MTF if they are in a participating status such as IDT/AT/MPA/RPA. If they are not in status during this time, the IR should receive a flu shot from their civilian provider but must provide proof of immunization to their servicing MTF or to RIO/IRM by going to this link: https://mypers.af.mil/app/dynamicforms/display/form/333 and select “Medical Readiness”. Proof of immunization should include the IR’s name, last 4 of their Social Security Number (SSN), type of vaccine administered, date and who administered the vaccine, and vaccine lot number

Table 6.2 Routine Immunizations

Immunization	Shot Series	Series Schedule or Frequency	Days Shown “Due”
Hepatitis A	2 shot series	As Required Day 1 shot 1 Day 180 shot 2 unless positive titer	30 days

Immunization	Shot Series	Series Schedule or Frequency	Days Shown "Due"
Hepatitis B	3 shot series	As Required Day 1 shot 1 Day 30 shot 2 Day 120 shot 3 (from shot 1 and at least 56 days from shot 2) unless positive titer	30 days
Twinrix (Hepatitis A and Hepatitis B combined)	3 shot series	Only used when Hepatitis A and Hepatitis B are required Day 1 shot 1 Day 30 shot 2, Day 180 shot 3 (from shot 1 and at least 150 days from shot 2)	30 days
Influenza	1 shot series	Annual requirement Starts 1 September	Until 1 January
MMR	2 shot series	Twice a Lifetime Day 1 shot 1 Day 28 shot 2 unless positive titer	30 days
Polio	1 shot series	Once a Lifetime 1 shot unless positive titer	30 days
PPD	1 shot series	As required	90 days
Td/Tdap	1 shot series	Tdap once then Td every 10 years	90 days
Varicella	2 shot series	As required Day 1 shot 1 Day 28 shot 2 unless positive titer	30 days

NOTE: If an immunization is received at a civilian provider, provide proof to either your servicing MTF or to RIO/IRM at https://mypers.af.mil/app/dynamicforms/display/form/333 and select "Medical Readiness"

Labs

IRs are generally not required to schedule an appointment to have a lab drawn at the MTF; however, they must be in military status at the time of the lab draw. There are two types of labs required for all military personnel, one-time labs and biennial HIV screening. One-time labs are drawn once and include: blood type and Rh factor, G6PD, Sickle Cell, and DNA sample. One time labs do not have a due period and will show "red" or "not ready/overdue". The biennial HIV screening is due every 24 months and will show "yellow" or "due" for 90 days before showing "red" or "not ready/overdue." RHRP is not approved to draw HIV labs for IR members (they cannot be done at a civilian provider unless the member was referred to do so by the MTF).

Duty Limiting Condition (DLC)

The DLC portion of IMR reflects conditions that limit the performance of military duty. The DLC will either show "ready" (green) or "not ready" (red). The DLC will show "red" or "not ready" when a Duty Limiting Condition Report (AF Form 469) has been created with mobility restriction and an assignment availability code (AAC) of 31 (AAC 31 is a "no pay no points" status and reflects a duty availability [DAV] code 41 in MilPDS), an AF Form 469 has been created with a mobility restriction and an AAC of 37 (AAC 37 means that a potentially disqualifying condition has been identified and will require medical board processing. AAC 37 is a "no pay, no points" status and reflects a DAV code 42 in MilPDS), or the medical board process has been completed and the member has been returned to duty with an assignment limitation code (ALC). The ALC is a permanent code that can only be removed by AFRC/Surgeon General's Office (SGO). IRs will email a copy of their AF Form 469 to their servicing Detachment and URC.

NOTE: ALCs are permanent and the DLC portion of IMR will always show "red" or "not ready."

Change in Medical Status

IRs are required to inform their unit, servicing MTF and servicing Detachment of any change in medical status that may affect their ability to perform any military duty within 72 hours. When contacting the servicing MTF, an appointment may be required to have a profile (AF Form 469) created. IRs must be in military status at the time of the

appointment. If an IR is recommended to be put on a profile or a duty limiting condition by a civilian doctor, they need to provide a letter stating the medical condition, treatment plan, expected length of condition, and (if applicable) what specific sections of the fitness test the member should be exempt from. The member needs to submit this letter to their servicing MTF. The MTF will transcribe and establish an AF 469 Duty Limiting Condition Report.

Participation Determination Waiver

Participation Determination Waivers are used to request an IR who is in a “no pay, no points” status due to an AF Form 469 with mobility restriction (AAC of 31 or 37) to be allowed to perform military duty. An approved participation determination waiver will allow the IR to perform IDTs and Annual Tour at home station only. No mandays, formal schools or duty away from home station will be authorized. A participation waiver may be approved for up to 120 days. No more than three participation waivers may be requested per profile/condition or medical board process. To request a participation waiver, the IR will contact their servicing Detachment for the current participation determination waiver request memorandum for processing. The IR will fill out the participation determination waiver request memorandum and route it to their RegAF supervisor, commander and Detachment for signature. The Participation Determination Waiver template can be provided to the member by the detachment.

Assignment Limitation Code (ALC)

IRs who have completed the medical board process and have returned to duty may be returned on one of three assignment limitation codes (ALC). Each ALC has different participation restrictions and DAV codes associated with them.

ALC-C1 is the least restrictive, and is reflected by a DAV code of 40 in MilPDS. The participation for individuals with an ALC-C1 is limited to any military duty at locations worldwide with a fixed Medical Treatment Facility (MTF). IRs are required to contact HQ RIO/IRM at least 30 days before performing duty overseas (i.e. non-fixed MTF) to ensure a deployment waiver is not required for the requested duty location.

ALC-C2 is a permanent mobility restriction and is reflected by a DAV code 43 in MilPDS. The participation for individuals with an ALC-C2 is limited to any military duty at

CONUS (Stateside) to include Alaska and Hawaii with a fixed Medical Treatment Facility (MTF). No duty/training under field conditions is authorized. IRs are required to contact HQ RIO/IRM at least 30 days before performing duty overseas away from home station to ensure a deployment waiver is processed for the duty location.

ALC-C3 is the most restrictive, and is reflected by a DAV code of 48 in MilPDS. The participation restrictions for ALC-C3 is limited to IDTs and Annual Tours at home station only. No duty assignments away from home station or under field conditions are authorized. No mandays or formal schools are authorized. Duty outside these restrictions will require an approved modification waiver request (if CONUS for mandays, formal schools or TDY) or a deployment wavier for any duty overseas. Contact your detachment for more information.

Modification Waiver

IRs with any ALC are limited to certain locations and duty performance. The modification waiver is used to allow that IR to go TDY, perform mandays (RPA or MPA) or attend a formal school outside of their normal ALC limitations. The modification waiver is requested for specific tours of duty (one for each tour) and should not be requested for anything beyond 120 days. To request a modification waiver, the IR will contact their servicing Detachment or HQ RIO/IRM for the current modification waiver request memorandum for processing. The IR will fill out the modification waiver request memorandum and route it to their Detachment for signature. The Detachment will send the modification waiver package to HQ RIO/IRM for processing. The modification waiver request memorandum will need to identify the exact tour dates (start end), and the duty location. Expect this to take 2-4 weeks to process.

Modification waiver requirements:

1. Memorandum requesting specific dates and locations for duty and mission impact if IR does not perform the requested duty
2. Current medical records for the condition dated within 180 days
3. Most recent return to duty letter (HQ RIO/IRM should have a copy on file)
4. Most recent narrative summary from the last medical board or Initial Review In

Lieu Of (IRILO) (HQ RIO/IRM should have a copy on file)

5. Current AF Form 469 (check with HQ RIO/IRM to ensure an AF Form 469 is in place)

Medical Board Processing

IRs who have been identified as having a potentially disqualifying condition for continued military service will require medical board processing to determine if the IR can be returned to duty. Medical Board processing consists of two main processes: the Initial Review In Lieu Of (IRILO) medical board, and one of two medical boards: the Non Duty Disability Evaluation System (NDDES) or Medical Evaluation Board (MEB) for the Disability Evaluation System (DES).

Initial Review In Lieu Of (IRILO) Medical Board

The IRILO, the first step of the medical board process, is initiated by the Airmen Medical Readiness Optimization (AMRO) at the MTF. The MTF is responsible for establishing the IRILO package and ensuring the package is complete. The IR will work with the Physical Evaluation Board Liaison Officer (PEBLO) at the MTF to gather the required documentation and assist with scheduling the appointment to have the narrative summary written by a military medical provider. The IR will provide all civilian medical records for the potentially disqualifying condition either prior to or at the time of the narrative summary appointment. Once the IRILO package has been assembled, the PEBLO will route the package electronically to HQ RIO/IRM for processing. HQ RIO/IRM will route the IRILO package to AFRC/SGO for adjudication. AFRC/SGO will determine if the IR can be returned to duty or is disqualified for continued military service and will require a full NDDES or MEB. If returned to duty, the IR will be placed on an ALC and establish when the case will need to be reviewed.

Non Duty Disability Evaluation System (NDDES)

An IR will require an NDDES processing after AFRC/SGO determines the IR is medically disqualified on the IRILO and there **is not** an approved line of duty determination for the disqualifying condition as documented on an AF Form 348. The NDDES will require additional documentation in order to be processed. HQ RIO/IRM will work with the IR, the servicing Detachment and the PEBLO to ensure a complete

package is assembled and processed. The NDDES can consist of three separate and independent reviews as elected by the IR, any of which may return the IR to duty. The three boards are: the Informal Physical Evaluation Board (IPEB), the Formal Physical Evaluation Board (FPEB) and finally, the Secretary of the Air Force Personnel Council. The IR will be contacted by the PEBLO after each independent review with the option for further review. If at any point during the NDDES process the IR is returned to duty, the case will be sent back to AFRC/SGO who will assign an ALC and establish when the case will need to be reviewed. If disqualified and the IR has waived or exhausted the option for the aforementioned reviews, the case is submitted for separation processing or retirement if the IR has enough time served to retire.

Medical Evaluation Board (MEB)

An IR will require Medical Evaluation Board (MEB) processing by the servicing MTF after AFRC/SGO determines the IR is disqualified on the IRILO and there is an approved line of duty (LOD) determination for the disqualifying condition as documented on an AF Form 348. The MEB will require additional documentation in order to be processed. The IR will work with the PEBLO at the MTF to ensure a complete package is assembled and processed. The MEB can consist of three separate and independent boards any of which may return the IR to duty. The three boards are: 1) the IPEB, 2) the FPEB, and 3) Secretary of the Air Force Personnel Council. The IR will be contacted by the PEBLO after each independent review and if disqualified, the IR will be given the option to have their case sent to the next board. If the IR is returned to duty at any point during the MEB process, the case will be sent to AFRC/SGO who will assign an ALC and establish when the case will need to be reviewed. If found disqualified, the case is referred for VA processing. The MEB is not finalized until VA processing has been completed.

Line of Duty (LOD) Determination

For IRs, the line of duty (LOD) determination is used to establish, manage, and authorize healthcare for any illness, disease, injury or death incurred or aggravated while serving in a military status during their Reserve commitment. IRs may be entitled to hospital benefits and medical pensions in certain circumstances. When IRs incur or

aggravate an injury, illness or disease while serving in a duty status, the medical condition must promptly be reported within 24 hours to the member's commander, servicing medical facility/unit and HQ RIO/IRM. When not in a duty status, the medical condition must be promptly reported (ideally within 72 hours or less) to the member's commander, servicing medical facility/unit and HQ RIO/IRM. HQ RIO/IRM will determine if a full LOD is needed and provide direction for processing or if the condition can be documented administratively. Failure to report the condition within 72 hours will require written explanation from the IR to their Commander and servicing MTF. A copy of the written explanation will be sent to HQ RIO/IRM to become part of the LOD package. After release from a military status, IRs have 180 days to ensure a condition is reported for LOD determination consideration. After 180 days, the only avenue for addressing unreported conditions is through the VA. IRs are to contact the servicing Detachment or HQ RIO/IRM for specific guidance for processing LODs.

Non-Emergent Surgery

IRs who are within 180 days of their current tour ending and in need of surgery that is not to save life, limb or eyesight (non-emergent surgery) will require approval from the IRs Unit Commander, the MTF commander and AFRC/SGO. The IR will work with the servicing MTF to document the request and the MTF will send the non-emergent surgery request to HQ RIO/IRM for processing and routing to AFRC/SGO for final approval. Additionally, when not in status, IRs have 72 hours to report an illness, injury, disease, operative procedure or hospitalization not previously reported to his or her commander or supervisor, and supporting medical facility personnel.

RESERVE HEALTH READINESS PROGRAM (RHRP)

Individual Medical Readiness (IMR) is a Total Force concern and essential to the successful execution of the Air Force mission. For the purposes of IMR related items (dental, immunizations and PHA) Air Reserve Component members including Individual Ready (IR) Reserve can be accomplished through the Reserve Health Readiness Program (RHRP). The Reserve Health Readiness Program may be used to provide PHA services through a nationwide network of non-military providers at a no out of pocket expense to the IR.

- Services include: Air Force Mental Health Assessment (MHA) critical, Annual Dental Exam, Annual Dental Exam with Panograph, G6PD lab test, Hepatitis A immunization, Hepatitis B immunization, separation History and Physical Exam, TDAP immunization, Tuberculosis Skin test, Twinrix immunization, US Air Force Retention Exam and Varicella Immunization.

RHRP services should be utilized if the IR is more than 40 miles away from a Military Treatment Facility (MTF). IRs should attempt to schedule IMR appointments with the MTF near their home of record first.

FITNESS ASSESSMENT (FA)

A fitness assessment (FA) must be completed every six months for IRs with a "Satisfactory" score of 75 points or above, and annually for IRs with an "Excellent" score of 90 points or above, with no component exemptions. The IR must schedule the test date with the Active Component Fitness Assessment Cell (FAC) through their Unit Fitness Program Manager UFPM. FAs may be conducted at the IRs owning unit installation or any Air Force installation. IRs must notify their UFPM or Active Duty Commander if testing will be done at a location other than the unit of assignment. In addition, FAs must be accomplished while in a military status (AT, IDT, MPA, RPA or Points-only IDT). Members must be in official AF Physical Training Uniform (PTU) when performing their FA. FA scores must be updated by the FAC in the Air Force Fitness Management System (AFFMS II) upon completion of the assessment. Members will be "ready" or "green" when "current." It's always a good idea to submit a copy of your fitness testing form to your UFPM as well.

Failure to Meet Standards

Failure to meet fitness standards can be considered a valid reason to initiate involuntary reassignment actions.

PERSONNEL SECURITY CLEARANCE

The level of personnel security clearance required is determined by the Security Access Requirement (SAR) code associated with the IMA's funded manpower authorization. PIRRs are not assigned to SAR coded authorizations, but are authorized Secret

clearances. Joint Personnel Security System (JPAS) is the source for determining investigative status on pending investigations. IRs should see their Active Duty Unit Security Manager for assistance.

FAMILY CARE PLAN

Single parents, dual military couples with dependents, and members with civilian spouses who have unique family situations, as determined by the commander, must complete an AF Form 357 Family Care Certification. Member should provide a copy of their AF Form 357 and any other requested related documents to their Active Duty First Sergeant.

Changes in Dependency Status

IRs must notify the Commander or First Sergeant at his or her unit of assignment/attachment within 90 days of changes in personal status or family circumstances such as:

- Birth of a child.
- Adoption of a child.
- Loss of a spouse through death, separation, or divorce.
- Enlistment or commissioning in the military (AC or RC) or employment in the CEW of a spouse that results in the Member and spouse becoming a dual-Member couple with responsibility for dependent family members.
- Absence of a spouse through career or job commitments or other personal reasons that result in the Member assuming responsibility for dependent family members.
- Assumption of sole care for an elderly or disabled family member.
- Complete, revise, or recertify the family care plan upon arrival at a new unit, notification of assignment, when personal status or family

For more information consult AFI 36-2908 Family Care Plan

TRAINING REQUIREMENTS

IRs must obtain and maintain the skill level commensurate with their grade and Duty

AFSC (DAFSC). IRs should coordinate all training requirements with their AD supervisor and UTM.

FLIGHT RECORD FOLDER (FRF) AND FLIGHT EVALUATION FOLDER (FEF)

HQ RIO/Host Aviation Resource Management (HARM) maintains Flight Record Folders (FRFs) and Flight Evaluation Folder (FEFs) for non-flying rated IRs. Members must provide HQ RIO/HARM a current copy of their AF Form 1042 Medical Recommendation for Flying or Special Operational Duty, in the event they are entitled to flight pay. Rated members applying for other positions must send their Flight History Record (FHR) and Individual Data Summary (IDS) to the gaining Detachment/organization for HARM approval/concurrence.

CHECKING AIR RESERVE COMPONENT NETWORK (ARCNET) FOR READINESS STATUS

IRs can check their overall readiness status in the Air Reserve Component Network (ARCNet), available at https://arcnet.sso.cce.af.mil/.

How to Fix Readiness Discrepancies in ARCNET

Individual readiness data is pulled from official systems of record weekly and complied into a concise report. Although medical related updates are made daily, ARCNet can take up to approximately 21 days to reflect updates from the systems of record. If the member has completed their outstanding requirements and the data is not reflected, verify that the appropriate POCs have made required updates in the system of record as indicated in Table 6.1 - Readiness References.

NOTE: Supporting documentation may be provided to the member's servicing URC or Detachment and comments can be added to ARCNet reflecting completion; however, his/her status will not be changed from red to green in ARCNet until an update is input into the system of record and ARCNet is refreshed. As always, IRs are encouraged to maintain copies of all documentation.

(See the ARCNet Quick Guide for instructions.)

IMA/PIRR ADCON AT-A-GLANCE

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart it to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to myPers, which can be accessed with a CAC or username/password. You can also access myPers from your smartphone with the username/password option. Click here for instructions: ANDROID iPhone

Table 6.3 ADCON At-A-Glance: Readiness

Readiness					
	Assigned Unit	Detachment	myPers/TFSC	Self-Service	Notes
AFPAAS				✓	Update your information HERE
CAC Reader		✓			Contact your Det HERE
Computer account/ access/email issues	✓				Contact your unit comm help desk
Dental Records	✓		✓*		Civ Dental form HERE Submit to your servicing Medical Treatment Facility (MTF)
Family Care Plan	✓				Form HERE
Line Badge	✓				
Medical Records	✓		✓*		Contact your servicing Medical Treatment Facility (MTF)

Readiness (continued)					
	Assigned Unit	**Detachment**	**myPers/TFSC**	**Self-Service**	**Notes**
Physical Fitness Assessment	✓				Go through your units Fitness Program Manager (UFPM)
Security Clearance	✓				Talk to your unit's Security Manager

***** If you have difficulty submitting medical or dental records to your servicing MPF, you may submit it via a myPers ticket HERE using the IMA Management Category and the subject "Medical/Dental record update."

NOTE: Many of the tasks which involve your assigned unit can also be accomplished by talking to your Unit Reserve Coordinator (URC). For those in the legal, medical, and chaplain career fields, contact Detachment 5 in place of a URC.

CHAPTER 7 - CAREER MANAGEMENT

INTRODUCTION

There are several programs an IR must be familiar with in order to ensure proper career management and appropriate career progression. Among these are force development, evaluations, promotions, and recognition programs. Every IR also has important individual responsibilities, such as initiating reenlistment and retirement actions and ensuring the accuracy of their official military records.

FORCE DEVELOPMENT

Reference: AFI 36-2640

Force Development is the career-long pursuit of education, training, experiences and assignments that produces Citizen Airmen who possess the requisite skills, knowledge and motivation to lead and execute the full spectrum of Air Force Reserve missions. Each Citizen Airman is encouraged to seek out opportunities and experiences to remain professionally relevant throughout the course of their career. The overall goal of the force development program is to align career development of Reserve members with AFR mission needs, within the context and culture of the Citizen Airmen program.

The goal is to produce Citizen Airmen who possess the tactical experience, operational competence and strategic vision to lead and execute the full spectrum of Air Force missions.

Development Teams (DT) (Officer, E9, E8, & E7 only)

The DT process is an opportunity for you to convey to your senior leadership your personal career goals and military education desires to further your military career. The board is a vehicle for your senior leadership to review your records and provide you personalized career mentoring to discuss assignment, leadership and education opportunities. The DT schedule is posted for each year on the myPers website, Force Development tab.

Reserve Enlisted and Officer Development Plans (R-EDP and R-ODP)

R-EDP and R-ODPs are a critical communication link between a reservist, a mentor

(optional), the coordinator (usually the rater) and the DT. Development plans should be completed annually or when personal circumstances warrant. The plan should indicate education and training desires, assignment preferences, and goals. Development plans are updated in the Virtual Personnel Center (vPC) Dashboard, accessible through myPers**.** Instructions for completing your development plan are posted on the myPers website, Force Development tab.

DEVELOPMENTAL EDUCATION (DE)

Reference: AFI 36-2656

Air Force training programs provide individual servicemembers with the skills and knowledge to perform effectively in their duty assignments. Skill development of individuals is accomplished through a set of career patterns that involve various combinations of formal training, education and practical experience. Reservists can accomplish training in-residence, seminar method, or distance learning. More information can be found on the Force Development page of myPers (scroll to Developmental Education), or by talking to their AC UTM. AFI 36-2502 *Airman Promotion Program,* table 4.1, contains Professional Military Education (PME) requirements for enlisted personnel promotions.

Enlisted Developmental Education Board (EDEB)

The EDEB evaluates and recommends high potential enlisted members to attend select in-residence professional development courses. HQ ARPC publicizes the EDEB at least 3 months prior to the board. The invitation announcement will contain the EDEB convening dates, the EDEB application, nomination suspense and instructions, and POC information. Instructions for completing your development plan are posted on the myPers website, Force Development tab under the heading Developmental Education.

Reserve School Selection Board (RSSB)

The RSSB competitively selects Reserve officers to attend short developmental education, professional development, and joint in-residence courses. The RSSB convenes in January and July with a posted invitation to apply generally two months in advance of the board. The January board selects students for classes May through

September; and the July board selects students for classes running. Members meeting the established course criteria are encouraged to apply through the vPC Dashboard accessible via myPers**. NOTE:** Class start dates are not available in advance; those selected will be notified in their reporting instructions.

PIRR members are eligible to apply; however, if selected, members will attend in a points-only status and will not be reimbursed for travel and per diem.

Reserve Developmental Education Designation Board (RDEDB) (Officer Only)

The RDEDB competitively selects reserve officers to attend in-residence Intermediate Developmental Education (IDE) and Senior Developmental Education (SDE) Schools. The RDEDB convenes annually in the winter, with a posted invitation to apply the preceding summer. Members meeting the established criteria are encouraged to apply through the vPC Dashboard, accessible via myPers**.** Candidates are required to prioritize all schools for which they are eligible in order of preference. Packages must be staffed through their rater and detachment commander to their senior rater for final endorsement.

Non-board In-Residence and DL Courses

Member interested in attending courses which do not require board selection should speak with their AC UTM about eligibility and application. **PIRR** members are NOT eligible to attend in-residence courses. The complete application process and eligibility may be found in AFMAN 36-2136, Reserve Personnel Participation, the convening notice or members can contact their servicing Detachment for more information.

FORMAL SCHOOLS/UPGRADE TRAINING

Formal schools ensure each individual is prepared to meet AF mission requirements through job proficiency training. All reservists, at some point in their career, will be required to attend formal training in-residence, whether for initial skills, retraining, upgrade, and refresher or extension courses.

Enlisted members must initiate requests for attendance in formal courses with their Active Component (AC) Unit Training Manager (UTM), who will determine if the member

meets eligibility and requirements for course attendance. **NOTE:** Members who are scheduled to attend school must maintain all eligibility and readiness requirements. In addition, if a member is unable to attend due to an emergency, they must contact their servicing detachment office as soon as possible to submit a formal school cancellation request.

Career Development Courses (CDCs) (Enlisted Only)

The member or their AC supervisor should contact the UTM for information or questions about mandatory CDC courses.

Correspondence Course Testing

The member is responsible for scheduling DE/PME/SC Course Exams, and can do so at the base nearest their home. Mandatory CDC exams are scheduled through the AC UTM with approval from the supervisor.

UPDATING ACADEMIC COURSES

Reference: AFI 36-2305

Members who wish to update their educational records must have official transcripts sent directly from the college or university to:

- Enlisted: HQ ARPC/Education Services, 18420 E. Silver Creek Ave Bldg. 30 MS 68, Buckley AFB, CO 80011-9205. You can also submit a myPers ticket.
- Officers: Air Force Institute of Technology (AFIT), Academic Coding Branch, 2950 Hobson Way, Wright-Patterson AFB, OH 45433-7765
- DSN 785-6565 Ext. 4324, Commercial (937) 255-6565 Ext. 4324 or e-mail AFIT.coding@afit.edu.

Verify your academic education is accurately reflected in MilPDS by logging into the vMPF through the Air Force Portal. On the left side under "Most Popular Applications", click "Career Data Brief." This will reflect your degree information, if it has been submitted to the Academic Coding Branch. We cannot accept diplomas, faxes, photocopies, student scanned e-mail copies, unofficial or opened issued-to-student transcripts.

Please ensure you review your Career Data brief before contacting AFIT or ARPC Education Services.

EVALUATION SYSTEM

Reference: AFI 36-2406 Officer and Enlisted Evaluation Systems

Air Force evaluation systems are designed to accurately appraise performance. Performance evaluation systems are an integral part of professional development. They are designed to provide a realistic assessment of performance, career standing, future potential, and actions required to assist the ratee in reaching the next level of professional development.

Enlisted Performance Report (EPR)

IRs in the grades of Senior Airman through Chief Master Sergeant require an EPR biennially, or every two years, according to the Static Closeout Date (SCOD) schedule.

NOTE: Extensions to the enlisted SCOD are not authorized.

Table 7.1 EPR Static Closeout Dates

Rank	Initial ACA Closeout	Midterm ACA Closeout	Evaluation SCOD
CMSgt (E-9)	31 May	N/A	31 May, Odd Years
SMSgt (E-8)	31 Jul	31 Jul	31 Jul , Even Years
MSgt (E-7)	30 Sep	30 Sep	30 Sep, Odd Years
TSgt (E-6)	30 Nov	30 Nov	30 Nov, Even Years
SSgt (E-5)	31 Jan	31 Jan	31 Jan, Odd Years
SrA (E-4)	31 Mar	31 Mar	31 Mar, Even Years

Refer to Table 7.2 for details on closeout dates.

Officer Performance Reports (OPR)

The Officer Performance Report (OPR) is vital to assignment, school selection, and promotion actions. IRs should provide the reporting official with useful, informative, and accurate performance documentation for use at the end of the rating period. OPRs are due annually, as long as the member has obtained a minimum of 16 points and 120 days of supervision during the rating period. A change of rater also initiates an OPR as

long as a minimum of 16 points and 120 days of supervision of training have been completed under the direct supervision of the rater.

NOTE 1: ECI and Membership points cannot be counted towards the 16-point minimum requirement for an OPR.

NOTE 2: Approval of closeout extension date will be coordinated with AFRC/A1.

Annual Feedback

Providing feedback to members helps contribute to positive communication, improve performance, and promote professional growth. Feedback is mandatory for all officers, second lieutenant through colonel. Enlisted personnel are required to be given an Airman Comprehensive Assessment (ACA) commensurate with Table 7.2 Airman Comprehensive Assessment Closeout Schedule.

Table 7.2 Airman Comprehensive Assessment Closeout Schedule

Rank	Initial ACA Closeout	Midterm ACA Closeout	End of Reporting Period
CMSgt (E-9)	w/i 60 days of new supervision	Not Required	Conduct w/i 60 days of evaluation closeout*
SMSgt (E-8)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Not Required
MSgt (E-7)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Not Required
TSgt (E-6)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout

Rank	Initial ACA Closeout	Midterm ACA Closeout	End of Reporting Period
SSgt (E-5)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout
SrA (E-4)	w/i 60 days of new supervision	Midway between date supervision began & projected closeout	Conduct w/i 60 days of evaluation closeout

Performance Report Appeal Action

If the member believes an evaluation in their personnel records is in error or unjust, they may request to have the report corrected or removed, in whole or in part. AFI 36-2406 Chapter 10 and Attachment 2 Correcting Officer and Enlisted Evaluation Reports outlines how to correct enlisted and officer evaluation reports after they are made a matter of record. Appeals can be filed under the provisions of AFI 36-2603 Air Force Board for Correction of Military Records, after all other administrative channels of correction have been exhausted. Appeals may be initiated through the vPC Dashboard.

PROMOTIONS

Reference: AFIs 36-2502 Enlisted Airman Promotion/Demotion Programs, AFI 36-2504 Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force

Enlisted Promotions

There are three methods for enlisted promotion: unit vacancy, Stripes for Exceptional Performers I (STEP I) and Stripes for Exceptional Performers II (STEP II). **IMAs** can qualify for any of the three processes. **PIRR** members only qualify for STEP promotion processes IAW AFI 36-2502. Contact the URC, IC or Detachment with any questions concerning enlisted promotions.

Unit Vacancy Promotions

The majority of **IMA** promotions are processed under the Unit Vacancy Promotion

Program. Promotions occur monthly on the first day of the month. The Unit Reserve Coordinator (URC) forwards a roster of eligible IMAs to the detachment commander. IMAs must be assigned as the primary incumbent of a position authorized at the next higher grade, meet all eligibility requirements, and be recommended by the unit commander.

Stripes for Exceptional Performers I (STEP I)

Under this program, IRs who meet eligibility criteria can be considered for promotion to TSgt regardless of position or overage status. A SSgt may be considered for promotion to TSgt when they attain 16 years of satisfactory service.

Stripes for Exceptional Performers II (STEP II).

This program is designed to promote outstanding and well-deserving Airmen, IRs who have clearly demonstrated the potential to serve in the next higher grade and meet eligibility requirements. A member can be promoted into the next higher grade of the billet assigned. Members eligible for consideration may be nominated by their unit commander for STEP II Board promotion consideration.

Officer Promotions

The reserve officer promotion system is based on the Reserve Officer Personnel Management Act (ROPMA), effective 1 October 1996. The action agency for officer promotions is the Reserve of the Air Force Selection Board Secretariat, HQ ARPC/Promotion Board (PB). Commissioned officers are selected for promotion by central selection boards which evaluate records using the “whole person” concept.

Factors included in the "whole person" assessment are job performance, level of assignments, professional competence, breadth and depth of experience, job responsibility, developmental education, and specific achievements (awards, decorations, and special recognition). All officers eligible for consideration to the grade of lieutenant colonel and colonel will have an AF Form 709 Promotion Recommendation Form (PRF) completed and submitted to the selection board. The promotion cycle begins about 120 days before the board convenes. When the board meets, at least five board members independently assess the Officer Selection Folder. The assessment of all folders is combined to form an order of merit listing and the select and non-select

decisions are made from this list. The board president ensures consistent, equitable promotion consideration for all eligible officers.

Information on the 2-line Promotion Recommendation Form (PRF) can be found on myPers under the Promotion Tab.

In the fall of 2020, ARPC will be incorporating new developmental categories into promotion boards. These new categories are: Air Operations and Special Warfare, Space Operations, Nuclear and Missile Operations, Information Warfare, Combat Support and Force Modernization. More information is available on myPers under the promotion tab.

For assistance in determining when you will meet a promotion board; please see the promotion calculator on myPers under the Promotion tab, Pre-Promotion Board Information, Promotion Board Eligibility.

Mandatory Consideration

Officers eligible for mandatory consideration for promotion will receive a computerized Officer Pre-selection Brief (OPB). The OPB is a historical brief of the officer's career, developmental education, decorations, duty history, or point summary civilian educational record, etc. The OPB should be reviewed upon receipt, immediately reporting discrepancies to the appropriate agency. All reserve officers in active status, to include PIRR, are eligible for consideration for promotion if they meet the following criteria:

- Must be on the Reserve Active Status List (RASL), the active duty list (ADL), or a combination of both for one year before the board convening date
- Remain in active status until the effective date of promotion
- Meet the Date of Rank requirements shown below

For Promotion to	*Time in Grade (years)*
First Lieutenant	2
Captain	2
Major	7
Lieutenant Colonel	7
Colonel	4

Position Vacancy (PV) Consideration

Promotions under this program give commanders the means to nominate exceptionally well qualified candidates for promotion to fill vacancies in the grades captain through lieutenant colonel. PV boards convene annually. PIRRs are not eligible for this promotion program. Officers must meet the following criteria:

- Must have at least 50 credit points for a year of satisfactory service during the last R/R year
- Must occupy, or be reassigned to the position for which nominated at the time of submission of the PRF
- For captains through lieutenant colonel, the officer must occupy a position with an authorized grade higher than the officer's current grade (not an overage)

Time in Grade (TIG) requirements:

For Promotion to	*Time in Grade (years)*
Major	5
Lieutenant Colonel	5

Officer Selection Record (OSR)

OSRs are part of the Master Personnel Record (see Master Personnel Record Group [MPerRGp]) and consist of documents given to selection boards for consideration. Only certain documents can be included in the folder, per AFI 36-2501 para. 2.11 Officer Promotion and Selective Continuation. Information regarding appeals for removal of information can be found in AFI 36-2603. The selection board may consider a letter to the board from the member. Such letters are not required, but may be useful to explain, rebut, or mitigate information in the selection folder. For example, a letter might be useful to explain periods of unsatisfactory participation when board members might not otherwise know the circumstances. The member may review the documents that are in their records in Personnel Records Display Application (PRDA), which is linked on the myPers homepage.

NON-EAD AIRMAN COMMISSIONING PROGRAM (ACP)

Reference: AFI 36-2005

The Non-EAD (Extended Active Duty) Airman Commissioning Program is designed to commission the highest qualified enlisted Airmen to fill valid non-line and line officer unit vacancies. Airmen who have obtained a qualifying college degree and are 40 years of age or younger may pursue an Air Force Reserve commission. Contact the servicing URC for guidance in submitting the application. Applicants must meet the eligibility criteria *Appointment in Commissioned Grade and Designation and Assignment in Professional Categories- Reserve of the Air Force and United States Air Force* outlined in AFI 36-2005.

NOTE: Members must be commissioned before their 40th birthday unless granted an approved age waiver by HQ AFRC/CC.

AWARDS AND DECORATIONS

Reference: AFMAN 36-2806

IRs are eligible for decorations for extended tours (three years on station), reassignment, separation, or retirement and achievement. The nomination and approval process mirrors the AD, and decorations must be processed through the AD chain of command. The local MPS can assist in determining which awards and decorations IRs are eligible. IRs can visit the vMPF accessible through myPers to obtain a list for order of precedence.

OTHER PROGRAMS

Reenlistment

Reference: AFI 36-2606 (Chapters 7-10) Reenlistment and Extension of Enlistment in the United States Air Force

IRs are subject to the requirements of the AFR Selective Reenlistment Program (SRP). In order to successfully reenlist, IRs must work with their URCs to complete the DD Form 4 and obtain supervisor and unit commander coordination on an SRP memo. If the IR is eligible for a reenlistment bonus, he/she will be notified by the HQ RIO Career

Advisor as your Expiration Term of Service (ETS) date approaches. URCs are responsible for submitting completed reenlistment packages to detachments for coordination. Detachments perform a quality review and forward submissions to ARPC for final processing.

Retirement

Reference: AFI 36-3203 (Chapter 8) Air Force Board for Correction of Military Records (ARBCMR)

IRs must apply for transfer to the Retired Reserve using the vPC online retirement application, accessible through myPers. Applications are routed through ARPC, servicing RIO Detachments, and active component units before final processing. To be eligible to transfer to the Retired Reserve, Airmen must complete at least 20 years of satisfactory service. Airmen meeting eligibility requirement for pay are issued a "Notification of Eligibility for Reserve Retired Pay" letter, however the letter is not required in order to request transfer to the Retired Reserve. Retirement effective date cannot be after Mandatory Separation Date (MSD), High Year of Tenure date (HYT) or Expiration Term of Service (ETS). Additional information, to include details on Reduced Reserve Retirement Age, Retired Pay Calculation, and Reserve Component Survivor Benefit Plan can be found on myPers.

Master Personnel Record Group (MPerRGp)

HQ ARPC maintains master personnel records for all IRs. The MPerRGp contains all permanent military personnel documents such as the DD Form 214, DD Form 4, special orders, performance reports, etc., and is electronically maintained in the Personnel Records Display Application (PRDA).

Military personnel records system (MPERR) and Official Document Requests

IRs have the capability to access and retrieve some military personnel documents by accessing PRDA via AFPC Secure. It is also possible to access these documents via myVector via the Air Force Portal. Copies of certain documents may be obtained by submitting an online requests to the Total Force Service Center through myPers.

Removal of Erroneous Documents

To remove erroneous documents from the Automated Records Management System/ Personnel Records Display Application which contain the member's military personnel record, contact the Total Force Service Center through myPers with your personal information, and a description of the issue.

Updating Duty History

To update duty history, officers must have performed in the duty for 60 or more calendar days, and enlisted members must have performed in the duty for at least 120 or more calendar days. TDY duty history cannot be updated in a member's Duty History. In addition to duty history, effective dates, command level, DAFSC, Duty Title, Unit, Installation and MAJCOM information can be updated. Requests and all source documents are sent to the Total Force Service Center via a myPers ticket. If the member is meeting a board, ensure the request includes the board date and ID. After submitting the request, call or email the Total Force Service Center so it can be flagged. The following are acceptable source documents:

- AF Form 1098, Special Task Certification and Recurring Training
- AF Form 910, Enlisted Performance Report (AB thru TSgt)
- AF Form 911, Senior Enlisted Performance Report (MSgt thru CMSgt)
- AF Form 707A, Field Grade Officer Performance Report (Maj thru COL)
- AF Form 707B, Company Grade Officer Performance Report (2LT thru Capt)
- Special Orders (P-Series)
- General Orders (for organizational Changes)

Personal Records

It is highly recommended that IRs keep a personal copy of their MPerGR and assignment and participation orders, 40As, pay documents, LES, medical forms and any other source documentation concerning the member's military career. Copies of the member's personnel records can be obtained in PRDA accessible through AFPC Secure or in MyVector via the Air Force Portal.

IMA/PIRR ADCON AT-A-GLANCE

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart it to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to myPers, which can be accessed with a CAC or username/password. You can also access myPers from your smartphone with the username/password option. Click here for instructions: ANDROID iPhone

Table 7.3 ADCON At-A-Glance: Career Management

Career Management					
	Assigned Unit	**Detachment**	**myPers/TFSC**	**Self-Service**	**Notes**
Board for Corrections of Military Records				✓	Guidance HERE
Career Advisor			✓		Contact the Career Assistance Advisor
Classification/ Upgrade 2096 Request (AFSC alignment/ updates)	✓				Unit will provide the 2096 to the Detachment
Décor 6 (Decorations)	✓				Talk with your AC CSS
Duty History Change Request			✓		Guidance HERE
Enlisted Development Education Board (EDEB)			✓	✓	Guidance HERE
Enlisted Promotion Updates			✓		Info HERE
ETS Separation		✓			Contact your Det HERE

Career Management (continued)					
	Assigned Unit	Detachment	myPers/TFSC	Self-Service	Notes
Formal School/PME Submissions	✓	✓			Talk with your AC UTM to initiate request Contact your Det HERE
Future AFR vacancies/ assignments		✓		✓	1288 route to detachment Contact your Det HERE
Letter of Evaluation (LOE) AF 77	✓				Form HERE
Officer Promotions	✓				Guidance HERE
Officer/Enlisted Evaluations	✓		✓		Final is updated by AFRC Officer Guidance HERE Enlisted Guidance HERE
Process Awards and Decorations after submission from RegAF MPS			✓		
MSD/HYT Waiver		✓			Contact your Det HERE
Provide assistance for officer/enlisted promotion/ decoration		✓	✓		Updates done at ARPC Contact your Det HERE
Reenlistment & Extension (ETS Management)		✓			Contact your Det HERE
RDEDB and RSSB – Developmental Education			✓	✓	Watch for announcements via myPers

Career Management (continued)					
	Assigned Unit	**Detachment**	**myPers/TFSC**	**Self-Service**	**Notes**
R-EDP			✓	✓	Form HERE
Reduced Retired Pay Eligibility Date				✓	Guidance HERE Quick Guide (coming soon)
Seasonal Training Program		✓			Contact your Det HERE

CHAPTER 8 - ASSIGNMENTS

IR ASSIGNMENT PROCESS

Reference: AFI 36-2110 Total Force Assignments

Total Force Assignments outlines the procedures for assigning and utilizing members of the AFR.

1. Active Component, Air National Guard (ANG), Individual Ready Reserve (IRR), prior service, members returning from the Voluntary Limited Period of Active Duty (VLPAD) program, and other military branch members are considered Accessions and must apply for an IR position through a Total Force Service Recruiter. For more information about the VLPAD program, search VLPAD on myPers.
    a. Accession applications will be sent to the Detachments via the Air Force Recruiting Information Support System (AFRISS) system. Detachments will coordinate with the Unit Reserve Coordinator (URC) or hiring authority. If selected, Detachments will complete the Second Endorsement of the AF Form 1288 and send it back to the recruiter. Once the members (exception IRR) have been discharged from their current "service", recruiters will forward the required documents to the ARPC Accessions section to create the new member's Reserve profile. Then the Accessions section will forward the application to the ARPC Assignment section. The overall process can take up to 45-60 days depending on where they are accessing from. Once the member has been officially gained, ARPC will send a notification to the gaining Detachment. The Detachment will send a Welcome Packet to the gained member via myPers.
2. Current IRs O-5 and below wanting to apply for a new IMA position will process their paperwork through the gaining and losing unit's servicing Detachment. O-6 and above will work through the Reserve Senior Leader Management office (usaf.pentagon.af-re.mbx.af-reg-workflow@mail.mil). IRs wanting to apply for Traditional Reservist (TR) positions will process their paperwork through the

gaining Force Support Squadron (FSS) and losing unit's servicing Detachment. Vacancies can be viewed on the Reserve Vacancies link tab accessible through AFPC Secure.

a. Refer to the Reserve Management Vacancy System (RMVS) job description, remarks section or contact the POC listed on the reserve vacancy announcement for specific package requirements and application procedures. Generally, an AF Form 1288 Application for Reserve Assignment, signed by the IR's losing Commander, resume and last 3 OPRs/EPRs are needed to apply for an IR position. On-line applications via the RMVS system are not accepted. Once the Detachment has received all the applicable documents from the member, they will in-turn coordination with the URC or hiring authority. If selected, the gaining Detachment will complete the Second Endorsement of the AF Form 1288 and forward it to the IR's losing Detachment to complete the Third Endorsement. Once the AF Form 1288 is completed, then the gaining Detachment will forward the gain package to the ARPC Assignment section. ARPC has 14 business days to complete requested actions. The overall process can take up to 30 days. Once the member has been officially gained, ARPC will send a notification to the gaining Detachment. The Detachment will send a Welcome Packet to the gained member via myPers.

NOTE: AF Forms can be obtained on e-Publication, and evaluations can be obtained in the Personnel Records Display Application (PRDA) accessible through AFPC Secure.

CONFLICT BETWEEN MILITARY AND CIVILIAN SUPERVISORS

Federal employees CANNOT apply for a reserve assignment if the supervisor will be the rating, endorsing or reviewing official on either the civilian or military appraisal. A conflict of interest exists and the assignment will not be allowed.

KEY EMPLOYEE POSITIONS

IAW AFI 36-2110 and AFI 36-507, Key Employee positions are those that cannot be vacated during a national emergency or mobilization without seriously impairing the

capability of the parent Federal agency or office to function effectively. Federal employees in designated Key Employee positions cannot participate in the Air Force Reserve and will be re-assigned to the Standby Reserve where they will remain for the period in which they will fill a key position. The member may apply for an assignment to the Non-Affiliated Reserve Section (NARS)/ND of the Active Standby Reserve. If accepted, the member will continue to earn retirement points. This also applies to appointed or elected officials who want to earn points for retirement.

KEY, COMMAND AND JOINT ASSIGNMENT LISTING POSITIONS – LT COL ONLY

Key, Command and Joint (KCJ) officer O-5 positions are managed in accordance with AFI 36-2640, Executing Total Force Development, Chapter 5.4. Each year, career field manager (CFMs) review their career field key, command and joint duty list to determine "key" positions within their career field which would provide the experiences necessary to develop Reserve Citizen Airmen and equip them with the right capabilities to potentially become Total Force senior leaders. Eligible candidates for key/command/joint positions include individuals listed on Reserve development team Key Personnel Lists (KPL) and Reserve Command Screening Board (RCSB). Currently, the IR program does not have any positions designated as Command positions. Selects for the KCJ assignments will be required to sign a Statement of Understanding (SOU) acknowledging that they will only occupy the position for three-years for Key positions or four-years for Joint, aka, Joint Development Assignment Listing (JDAL) tours. These vacancies and application process can be found on the KCJ Management website: https://www.arpc.afrc.af.mil/Services/Assignments_KCJ/

KEY AND STRATEGIC ENLISTED E-9 POSITIONS

Key/Strategic enlisted positions are managed in accordance with AFI 36-2640, Executing Total Force Development, Chapter 5.5 and AFI 36-2110, Chapter 8. The Senior Enlisted Management Division (AF/REG) in coordination with the AFRC Command Chief Master Sergeant (AFRC/CCC), provides oversight of Air Force Reserve senior enlisted personnel assigned to key/strategic E-9 positions at the MAJCOM level and above. Key/strategic positions include all MAJCOM, Office of the

Secretary of Defense, joint, agency, Field Operating Agency, Direct Reporting Unit, Numbered Air Force E-9 positions. Eligible candidates for key/strategic positions include individuals listed on the Reserve development team KPL and carry a 3-year term limit. Vacancies and application process can be found in RMVS.

UNIT OF ATTACHMENT VERSUS UNIT OF ASSIGNMENT

To meet training goals, a member may be attached to another unit outside of their assigned organization, provided it is in the best interest of the AF and AFR. The member's assigned position authorizes participation at an alternate location and the member can be trained in his/her DAFSC at the attached unit of assignment. You may establish a unit of attachment for training by obtaining written approval from the commander of the unit of assignment, commander of the unit of attachment, and Detachment commander. Approval is at the AD commander's and Detachment commander's discretion. Contact the servicing Detachment for further information and/or for a template of the Unit of Attachment Agreement. For example, if you are assigned to USSTRATCOM; however, you will perform duty with USSPACECOM at a location other than your assigned duty location, a Unit of Attachment agreement will need to be completed.

VOLUNTARY REASSIGNMENTS TO THE INACTIVE READY RESERVE (IRR)

IRs no longer desiring or able to actively participate in the Select Reserve (SelRes) may request to be reassigned to the IRR by completing an AF Form 1288, IAW AFI 36-2110, Chapter 11. Enlisted members within 90 days of their Expiration Term of Service (ETS) are ineligible to request transfer into the IRR. Requests for transfer into the IRR must be submitted through the IRs AD unit of assignment and staffed to the servicing Detachment CC. Detachments will route to ARPC Directorate of Assignments (ARPC/DPA) to process IRR request. IRs must submit requests at least 6 months prior to the requested reassignment date otherwise a waiver request through the AFRC Vice Commander (AFRC/CV), with specific justification, must be submitted. IRs requesting transfer to the IRR with a Palace Chase contract will require a waiver, per AFI 30-2110, Chapter 10.4.

IAW AFI 36-2612, Para 2.1, while in the IRR members are not eligible to re-enlist or participate. Once assigned to the IRR, enlisted members will be discharged upon their ETS. Officers will be retained until they resign their commission or reach their Mandatory Separation Date (MSD). Contact your servicing Detachment for more information.

PARTICIPATING INDIVIDUAL READY RESERVE (PIRR) ASSIGNMENTS

The Participating Individual Ready Reserve (PIRR), also known as "Category E", is managed IAW AFMAN 36-2136. PIRR members may remain in a points-only status for up to 3 years from date of assignment unless an extension is granted by the attached organization and the Detachment CC**. EXCEPTION:** Air Force Academy Admissions Liaison Officer's (ALO) and Civil Air Patrol (CAP) may remain indefinitely. Members who reach the maximum time in PIRR status with no retention waiver must either locate a funded position, separate, retire, transfer to the IRR, or complete an inter-service transfer. If the member has not met these requirements, he or she will be involuntarily reassigned to the IRR. In addition, PIRR members who refuse a valid, funded SelRes assignment equal or greater in rank, within a reasonable distance to the member's place of residency, will be transferred into the IRR.

IMA/PIRR ADCON AT-A-GLANCE

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart it to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to myPers, which can be accessed with a CAC or username/password. You can also access myPers from your smartphone with the username/password option. Click here for instructions: ANDROID iPhone

Table 8.1 ADCON At-A-Glance: Assignments

Assignments					
	Assigned Unit	**Detachment**	**myPers/TFSC**	**Self-Service**	**Notes**
IR Assignment Processing/ Orders		✓			Contact your Det HERE
Joint Credit			✓		Guidance HERE
Key/Command/ Joint Assignments		✓			KCJ Management (vacancies and applications) HERE Contact your Det HERE
Officer Accessions/ Appointment Orders		✓			Contact your Det HERE
Telecommute Agreements	✓				Fill out this form and have your AC supervisor sign it

CHAPTER 9 – ENTITLEMENTS AND BENEFITS

UNIFORMS

All IRs must acquire, wear, and maintain the proper uniform items. Uniforms must be ready and available for mobilization and for unexpected duty at all times. Replace out-of-date items by the established phase-out date.

Enlisted

IMAs with no prior Air Force affiliation are entitled to an initial issue. IMAs with prior Air Force service with a 90-day or greater break are entitled to a replacement-in-kind issue. In addition, current members are entitled to a replacement-in-kind every 3 years of duty. Members with non-serviceable items can have items replaced with proper justification. Members who are within 90 days of ETS are not entitled to uniform issue. Eligible members must contact HQ RIO Force Management via myPers to complete an AF Form 656 Clothing Request and Receipt for submittal to Kentucky Logistics Operation Center (KYLOC). The request must reflect member's name, rank, DoD ID number, type of clothing, quantities requested, and sizes to the Detachment's uniform POC (if other than the IMA) and an e-mail address where the IMA wishes to receive the approved request.

RIO Force Management will approve and place the order for the uniforms using KYLOC for the item available. If the item is not available, or needs to be altered or returned to KYLOC, RIO Force Management will provide the member with detailed instructions via a myPers ticket after order submission. For items that were unavailable, members have the option of obtaining items at the nearest military clothing sales location with preapproval through the HQ RIO Force Management clothing representative. The member must take the approved AF IMT 656 to the nearest military clothing sales store to purchase the items authorized. Members must follow the instructions provided in the letter, ensuring the final receipt is sent back to ARPC/FM for reimbursement.

See the Enlisted Uniform Replacement Quick Guide (coming soon).

Officers

Officers are not eligible for uniform replacements and must purchase all uniform items

at their own expense. **EXCEPTION**: In accordance with DoD Financial Management Regulation (FMR) Vol. 7A, Chap. 30, an initial uniform allowance is given at the beginning of their assignment to the Air Force Reserve when the officer is coming from another branch of service or has attended Officer Training School (OTS). Otherwise, they are eligible once every 2 years for an additional allowance if they have served on active duty for more than 91 consecutive days. To obtain the additional allowance, submit an **AF Form 1969**, Officer Uniform Allowance Certificate, directly to servicing RPO. **NOTE: PIRR** members are responsible for purchasing their own uniform items. **No reimbursement is authorized.**

See the Officer Uniform Replacement Quick Guide (coming soon).

Optional and Organizational Items

Optional items are generally newer or more expensive versions of issue items, or items authorized for wear outside of the initial issue. Optional items such as the leather flight jacket are available for purchase at military clothing sales stores. IRs may purchase optional items at their own expense. Organizational clothing and equipment are items mandated by the commander as items needed to perform training in their organization; i.e. hospital whites, steel-toed shoes, flight suits, lens for gas masks, parkas, fleece, etc. The commander specifying the equipment requirement is responsible for issue. This type of equipment may be hand receipted and have a required turn-in when member leaves the unit.

Military Clothing Ordering Information and Alterations Policy

Most uniform items such as Service Uniform, Mess Dress, ABUs, shoes, and insignia are offered through AAFES Military Clothing; in store or online through ShopMyExchange.com.

IDENTIFICATION CARD

IRs must have an *Armed Forces Identification Card* (Common Access Card [CAC]) and should carry it with them at all times. CACs can be obtained at any location with a Defense Enrollment Eligibility Reporting System (DEERS) and the Real-Time Automated Personnel Identification System (RAPIDS). Source documents to receive a

new card are reenlistment documents, promotion orders, and/or assignment orders. Marriage certificates and birth certificates will be needed for family members. Walk-in CAC customers are typically seen on a first come, first serve basis. However, scheduling an appointment is recommended through the RAPIDS Appointment Scheduler located at https://rapids-appointments.dmdc.osd.mil.

DEERS/RAPIDS

DEERS/RAPIDS is a computer-based system that identifies personnel entitled to military medical care benefits. IRs must pre-enroll in DEERS/RAPIDS before family members can receive medical care at a military medical facility on a space available basis, while the member is mobilized, or on a tour of active duty of 31 consecutive days or more. IRs must provide a copy of their orders to initiate benefits. Family members are enrolled in DEERS/RAPIDS when they receive an ID card. IRs selected for a mobilization or voluntary deployments are eligible for TRICARE benefits up to 180 days prior to deployment start date. IRs can update DEERS information at the nearest DEERS office or on milConnect.

IDENTIFICATION TAGS (DOG TAGS)

ID tags (dog tags) can be obtained from the nearest MPS or designated section within your assigned unit. Questions regarding dog tags should be directed to an AC supervisor.

MOTOR VEHICLE REGISTRATION

Driving a car on a military installation is a privilege. IRs are subject to military discipline for traffic violations. Give full cooperation during security exercises or random vehicle and identification card checks. Check with the local pass and registration office for required documents to register a vehicle. Typically, a valid driver's license, proof of insurance, and the vehicle registration are needed. Some bases no longer give out registration stickers. A valid Military or Dependent ID card is required to access a military installation.

EDUCATION OPPORTUNITIES

The Air Force Reserve offers several educational opportunities and assistance programs. Login to the Air Force Portal, under the Education/Training/Force Development section, and click on AF Virtual Education Center (AFVEC), for further information. The servicing base education office for IRs is located at ARPC in Denver, Colorado, and can be reached via myPers message or by calling the TFSC at 1-800-525-0102.

Community College of the Air Force (CCAF)

CCAF is a federally-chartered degree-granting institution that serves the AF's enlisted total force. They partner with more than 106 affiliated AF schools, 82 Education Service Offices located worldwide, and more than 1,500 civilian academic institutions to serve active, guard, and reserve enlisted personnel, making CCAF the world's largest community college system. CCAF is the only college system solely for enlisted members. Their programs are designed to provide students with knowledge, skills and theoretical background for enhanced performance as technicians and noncommissioned officers. CCAF offers degree programs, certifications such as the Professional Managers Certification, licensure programs, and regional accreditation. Programs of study must relate to the member's AFSC. A maximum of 30 semester hours of degree-applicable examination credit may be applied to satisfy degree requirements. Credit may be applied for examinations offered by Defense Activity for Non-Traditional Education Support (DANTES), College Level Examination Program (CLEP), College Board, Excelsior College and the Defense Language Proficiency Test. Contact the local base education office to find out about the programs and how to combine civilian credit to earn an associate degree. IRs should contact ARPC Directorate of Total Force Services (ARPC/DPT) Education Services via their page on myPers.

Defense Activity for Non-Traditional Education Support (DANTES)

DANTES sponsors a wide range of examination programs to assist servicemembers in meeting their educational goals. They include:

- Credit-By-Exam - CLEP, DANTES Subject Standardized Tests (DSST)

- Entrance Tests - ACT Assessment Test, Graduate Management Admission Test (GMAT), Graduate Records Examination (GRE), and SAT Reasoning Test
- Other – General Education Development (GED), Praxis

DANTES will fund or reimburse member for examinations. Contact the local base education office to check test availability and to schedule testing.

Montgomery G.I. Bill Program-Selected Reserve (MGIB-SR)

IRs eligible for the MGIB-SR may use this education assistance program for degree programs, certificate or correspondence courses, cooperative training, independent study programs, apprenticeship/on-the-job training, and vocational flight training programs. Remedial, refresher and deficiency training are available under certain circumstances. Eligibility for this program is determined by the Selected Reserve Components and begins with the member's initial 6 years enlistment in selected reserve. Veteran's Affairs (VA) makes the payments for this program. IRs may be entitled to receive up to 36 months of education benefits. Eligibility for the program normally ends on the day members leave the Selected Reserve. IRs should contact ARPC/DPT Education Services for more information.

Post 9/11 GI Bill

Eligibility: The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service (not including basic training, Initial Active Duty for Training [IADT], annual tours) on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. The Post-9/11 GI Bill became effective August 1, 2009.

Approved training under the Post-9/11 GI Bill includes graduate and undergraduate degrees, vocational/technical training, on-the-job training, flight training, correspondence training, licensing and national testing programs, entrepreneurship training, and tutorial assistance. All training programs must be approved for GI Bill benefits.

Transferring Benefits: DoD may offer members of the selected reserve the opportunity to transfer benefits to a spouse or dependent children for individuals who were members of the Armed Forces on 1 Aug 2009.

In additional to meeting the minimum requirements for basic eligibility member must: Be active duty or selected reserve when requesting for transfer; completed at least 6 years total active duty and/or selected reserve for transfer to spouse or 10 years for transfer to children; agree to serve 4 additional years in the selected reserve.

Effective 12-Jan-2020 Eligibility to transfer Post-9/11 GI Bill education benefits will be limited to servicemembers with at least six years, but not more than 16 years, of total creditable service. For more information visit milConnect or contact ARPC/DPT Education Service for more information.

Tuition Assistance (TA)

TA is available to IMAs for both distance learning and on-campus courses. TA is offered each FY as long as funding is available. The servicing education office for IRs is AFRC located at ARPC in Denver, Colorado. Members must have an evaluated degree plan on file before applying for TA. Funding may be submitted as early as 45 days before the class starts but must be requested a minimum of 7 days prior to the start of course, with Supervisors coordination. TA will cover up to $250.00 per credit hour with a maximum of $4500.00 per FY. Successful course completion is defined as receiving a letter grade of C- or better for undergraduate study, B- or better for graduate. Application for TA is made online by visiting the Air Force Virtual Education Center (AFVEC) found on the Air Force Portal. IMAs should contact ARPC/DPT Education Services for more information.

LEGAL ASSISTANCE

IRs may receive full assistance from the base legal office. You may need to be in status (points only is fine). Legal offices help accomplish documents such as wills or powers of attorney. A general power of attorney is a very powerful document so consider at length before granting one. The general power of attorney allows the named person to handle ALL affairs in the reservist's absence, to include full access to all banking accounts and the IR's signature authority.

A special power of attorney grants only the power necessary to complete specific tasks. One example of this is to empower the person named as the family member caregiver with only specific authority to obtain emergency medical care for family members. Go to

the AF Legal Assistance Website to find an office in the local area and receive further information.

FAMILY READINESS

IRs may use the installation Airman & Family Readiness Center (A&FRC). Some of the services available are Personal Financial Management (PFM), the Air Force Aid Society (AFAS), Career Focus Program (CFP), Volunteer Resource Program (VRP), relocation assistance, and Family Life Education. IRs and family members may also receive counseling, attend seminars, receive assistance on career planning, deployment and family separation counseling, or attend parenting training. IRs are encouraged to contact the A&FRC prior to deployments. For more information, contact the A&FRC at the nearest base.

YELLOW RIBBON REINTEGRATION PROGRAM (YRRP)

The Yellow Ribbon Program is a cooperative network of military services, veteran service organizations, state government departments and other agencies that provide information, resources, referral and proactive outreach to servicemembers and their families throughout all phases of the deployment cycle. Training is conducted in various locations throughout the country. Members that have deployed for 75 days or more during a 12 month period in which they were separated from their family are eligible. Reserve members attend in military status and are authorized pay, travel, lodging and per diem. Eligible guests are authorized reimbursement for travel and actual expenses approved for those outside of the commuting distance. For more information, IMAs should visit the Yellow Ribbon Website or contact the YRRP staff at afrcyrima@us.af.mil.

MEDICAL ENTITLEMENTS

IMAs are assigned to AC units and receive all their medical support from the AC Medical Treatment Facility (MTF) where they are assigned.

Medical Treatment

The type of medical treatment IRs are eligible for depends on their status.

Active Duty Status

When on active duty tours greater than 30 days, IRs have the same medical care authorized as members of the AC for the period of duty specified in the orders. Dependents are only authorized care when IRs are on tours 31 days or greater. Medical care is not authorized at government expense beyond the training period for an injury or disease incurred not in the line of duty (see Line of Duty Determination below). Optical and dental care exclusive of Preventative Health Assessment (PHA) is limited to emergencies on a space available basis. The medical facility commander is the final approval authority for this type of care.

Annual Tour or IDT Status

IRs who incur or aggravate an injury or illness while performing Annual Tour or IDTs may seek medical care. Dependents are not authorized care through a MTF during these periods of duty. IRs may be given a required PHA examination through the MTF while on AT or IDT status. Ancillary lab and medical test results from a private health care provider can be added to the PHA if accomplished within the last 11 months of prior PHA.

Tricare Reserve Select (TRS)

TRICARE Reserve Select (TRS) is a premium-based health plan available worldwide to Selected Reserve members of the Ready Reserve and their families who are not eligible for or enrolled in the Federal Employee Health Benefits (FEHB) program or currently covered under FEHB, either under their own eligibility or through a family member.

NOTE: Those members in the Individual Ready Reserve (IRR) do not qualify to purchase TRS.

You may visit any TRICARE-authorized provider, in network or out of network. Care at military treatment facilities is on a space-available basis only. You do not need a referral for any type of care but some services may require prior authorization. The type of provider you see determines how much you'll pay out-of-pocket. If you're visiting a network provider, you'll pay less out of pocket and the provider will file claims for you. For more information on Tricare Reserve Select, visit their website.

Line of Duty (LOD) Determination

When a member incurs or aggravates an injury, illness or disease while serving in a duty status, a line of duty determination is required. IRs who are injured or become ill while performing military duty must have the MTF physician complete an AF Form 348 Line of Duty Determination *promptly*, preferably within 30 days of occurrence. **NOTE:** The injury or illness should have occurred while the member was performing duty on the *most recent* set of orders or AF IMT 40A.

The LOD package requires all medical documentation pertaining to the injury or illness and a copy of the orders or AF Form 40A to show the member's status during the period of the injury or illness. Medical care is not authorized at the expense of the Air Force beyond the training period for injuries or disease incurred NOT in line of duty. Surgical correction for conditions existing prior to military service may be performed only where it is immediately necessary to save life, limb, or sight, to prevent undue suffering, or loss of body tissue. Entitlement, as in line of duty determination, must be established prior to any surgery.

Medical Continuation

Members on active duty under RPA or MPA orders for a specified period of 31 days or more who incur a line of duty medical condition may be placed on medical-specific active duty orders to ensure they receive the medical care and treatment they are entitled until they are returned to duty, processed through the Disability Evaluation System, or the medical condition has been determined not to be in the line of duty. The condition must not only be service connected, but also render member "unable to perform military duties". **NOTE:** An approved LOD for any medical condition does not automatically entitle members to medical continuation orders. The service-connected condition must be severe enough that a level of incapacitation occurs that renders the member physically unable to perform any military duties. Members should contact their URC, Detachment or HQ RIO/IRM for more information or to complete a medical continuation orders package.

Incapacitation (INCAP) Pay

Members with an approved LOD who are physically disabled may be entitled to

incapacitation pay (INCAP). Members receiving INCAP do not accrue points. Members should contact their servicing Detachment or ARPC/DPAAB for more information concerning INCAP Pay.

Pregnancy of USAFR Personnel

IRs on long term AD orders and determined to be pregnant after the start of the tour may be allowed to continue after the 34th week possibly thru delivery date with approval of their AC unit Commander.

IRs determined pregnant prior to duty may be scheduled for and performed duty up to 34 weeks. Beyond 34 weeks IR will require the approval of physician, MTF and AC unit Commander to perform IDT and AT. Additionally, member must reside within 50 miles of the duty location to be considered for approval.

IRs may not take part in transoceanic or deployment training while pregnant. A letter or certificate from the physician, attesting to the duration of pregnancy, is needed before scheduling any training.

Obtain an **AF Form 469** ***Duty Limiting Condition Report*** from the base of assignment or attachment Medical Treatment Facility. Enlisted personnel, **IMAs** only, must process an AF Form 656 with ARPC/FM for a maternity uniform. Only one set is allowed. Officers must purchase maternity uniforms at their own expense. AFI 44-102 *Community Health Management* and AFI 36-2905 *Fitness Program*, provides further guidance.

AIR FORCE INTEGRATED DISABILITY EVALUATION PROCESS (IDES)

The IDES is a joint Department of Defense (DoD)/Department of Veterans Administration (DVA) program created to improve the transparency of the Disability Evaluation System (DES) and timeliness of the transfer between your military service and receipt of DVA benefits and compensation. The purpose of the IDES is to maintain a fit and vital force. To achieve this, the disability law allows the Secretary of the Air Force (SAF) to remove from active duty, members who can no longer perform the duties of their office, grade, rank, or rating and ensure fair compensation to members

whose military careers are curtailed due to a service-incurred or service-aggravated medical condition.

The mere presence of a physical defect or condition does not qualify a member for disability retirement or discharge. The physical defect or condition must render the member unfit for duty. More information can be found in AFI 36-3212 and on myPers.

VIRTUAL RECORD OF EMERGENCY DATA (VRED)

The Virtual Record of Emergency Data (vRED) satisfies the requirement of the DD Form 93, and is the official source document required by law for you to provide the Air Force with emergency contact information in the event you become a casualty and for designating beneficiaries for certain benefits in the event of your death. **It is your responsibility** to keep this information current, and completion of this program is mandatory. If any of the information changes, the vRED should be updated as soon as possible. Delays in next of kin notification are most often associated with incomplete or outdated information. (Reference: 10 USC 1475-1480, 2271 & 44 USC 3101).

This does not affect your SGLI beneficiary designation. To change your insurance you must visit your military personnel section Customer Service Unit or via milConnect.

If you require additional assistance, contact the Casualty Assistance Representative (CAR) at your servicing Military Personnel Section. To view/update your vRED, login to the vMPF.

RESERVE COMPONENT SURVIVOR BENEFIT PLAN (RCSBP)

The RCSBP is the only program that allows Airmen to leave a percentage of their future Air Force retired pay as a monthly annuity to their beneficiaries. This plan does not make a single lump sum payment like insurance, but instead pays benefits to qualified survivors each and every month**.**

Airmen who have completed the required years (typically 20) of satisfactory service for retired pay eligibility are entitled to coverage under RCSBP. HQ ARPC notifies eligible Airmen by mail, with instructions to go the vPC Dashboard. Once logged into the vPC, you can review and download the Notification of Eligibility for Retired Pay (NERP) letter and the RCSBP information packet. After downloading the NERP (20-year) letter and

information packet, Airmen must either concur or non-concur with the “Automatic Election” that was based on their eligible dependents as updated in the Military Personnel Data System (MilPDS). For more information, visit myPers.

IRs who experience a life changing event (birth, death, marriage, divorce) and want to change their RCSBP election MUST do so within 1 year of the event.

ELIGIBILITY/INFORMATION TO TRANSFER TO THE RETIRED RESERVE

To be eligible to transfer to the Retired Reserve, Airmen must complete at least 20 years of satisfactory service. Airmen meeting eligibility requirement for pay are issued a “Notification of Eligibility for Reserve Retired Pay” letter, however the letter is not required in order to request transfer to the Retired Reserve. Airmen may request retirement upon completion of their 20th year, even if it is based upon a partial year. A partial year is credited when an Airman earns the minimum number of required points.

Retirement effective date cannot be after Mandatory Separation date (MSD), High Year of Tenure date (HYT) or Expiration Term of Service (ETS). Consult with your AC unit servicing Military Personnel Section (MPS)/Military Personnel Element (MPE) for assistance in determining/verifying the MSD, HYT or ETS.

Airmen medically disqualified for worldwide duty, who have completed at least 15 years of satisfactory service, are eligible to apply for transfer to the Retired Reserve.

Airmen who meet requirements for Reserve retired pay are eligible to participate in the Reserve Component Survivor Benefit Plan (RCSBP). This plan allows Airmen to provide an annuity of up to 55 percent of retired pay to an eligible, designated beneficiary upon their death.

If a requested retirement effective date is within 30 days of the retired pay effective date (normally age 60), do not apply for transfer to the Retired Reserve using the vPC Dashboard’s online retirement application. Information on how to apply for retired pay will be mailed to an Airman’s home address approximately four months prior to retired pay effective date (normally age 60).

NOTIFICATION FOR ELIGIBILITY FOR RETIRED PAY (20 YEAR LETTER)

The Notification of Eligibility for Retired Pay letter (NERP), commonly referred to as the 20 year letter, is issued approximately 120 days after the close-out of the 20th Retention/Retirement (R/R) year. Air Reserve Component (ARC) members will be notified by HQ Air Reserve Personnel Center (ARPC) by mail with instructions to go to the vPC Dashboard, to retrieve their 20 year letter (NERP) and Reserve Component Survivor Benefit Plan (RCSBP) package.

Officer Retirement Grade

Title 10 U.S.C. Section 1370 (d) officers who met a promotion board before 1 October 1996, is required to have held the grade satisfactorily for one day.

Officers who met a promotion board on or after 1 Oct 1996, must meet the following for voluntary retirement:

3. Lieutenant Colonel and above must serve satisfactorily for three years to receive retired pay in grade
4. Major and below must serve satisfactorily for six months to receive retired pay in grade

The Secretary of the Air Force authorized the Air Force Reserve to reduce the three-year time-in-grade (TIG) requirement to two years for ANG and Reserve lieutenant colonels and colonels (limited to 2% of authorizations).

- Lieutenant Colonels affected by Base Realignment and Closure, Program budget Decision 720 and other force structure changes
- Limitations do not apply to Air Reserve Technician (ART) lieutenant colonels
- Colonels may apply without restriction for TIG reduction

NOTE: Two Year TIG waiver should be requested by annotating the remarks section of the retirement application on vPC.

NOTE: For full determination of your retirement eligibility (active duty retirement v reserve retirement, see AFI 36-3203, Chapter 2, or contact the Retirements section via myPers.

Enlisted Retirement Grade

There is no TIG requirement for enlisted Airmen to retire in grade (TITLE 10 U.S.C., Section 8961 (b)). However, Reserve policy dictates service commitments for MSgt and above as follows:

- Reserve Service Commitment (MSgt and above) requires 3 years of service for In-residence training and 2 years of service for Promotions
- Guard Service commitment (MSgt and above) requires 2-3 years of service for In-residence training, and 2 years of service for Promotions to CMSgt and SMSgt but only 1 year for MSgt traditional or technicians

HOW TO APPLY FOR RETIREMENT

Assignment or Transfer to the Retired Reserve

Voluntary retirement

Reserve members must apply for transfer to the Retired Reserve using the vPC online retirement application, accessed from the AFPortal or directly via myPers.

NOTE: Continue reading this section before submitting your application.

General Officers and/or medical disqualifications continue to use the AF IMT 131 Application for Transfer to the Retired Reserve. General Officers must submit the AF IMT 131 through their chain of command to AF/REG who will then route for Inspector General (IG) action and disposition at HQ ARPC. Airmen who are medically disqualified must attach all appropriate medical documentation to the application.

Retirement due to Involuntary Separation

By law, Airmen who qualify for retirement are automatically transferred to the Retired Reserve upon attainment of HYT or MSD, unless the Airman applies to be discharged.

Active Duty Military Retirement

You are eligible to retire on the first day of the month following completion of 20 years of Total Active Federal Military Service and have fulfilled all Active Duty Service Commitments (ADSC). To retire as an officer, 10 of those 20 years of Total Active Federal Commissioned Service must be served as an officer.

To apply for an AD military retirement; the retirement Personnel Processing Application (PPA) can be located on the AFPC Secure, vMPF tab, Self-Service actions, Retirements. You will be directed to the myPers website where you can check your retirement eligibility. Select the Restrictions link to review tables that contain information regarding conditions that preclude the submission or processing of your retirement application, and conditions/restrictions that may be waived in the best interest of the Air Force or for hardship not common to other Air Force members. Select the Entitlements counseling link for information on basic entitlements involved with retirements. It is recommended that you review these areas before applying for retirement.

The AF Retirements Branch will review your records to determine if you are retirement eligible. After reviewing your records, you will be notified if you are eligible to retire and if a waiver of a retirement restriction is required. After you receive confirmation of your eligibility from AFPC, return to the Retirements PPA and select the Retirement Application Link to complete your Pre-Application Checklist and Retirement Application.

REDUCED RETIRED PAY AGE

The Fiscal 2008 National Defense Authorization Act, Section 647 amended Title 10, U.S.C., Section 12731, reducing the eligibility age for receipt of Reserve retired pay by three months for each aggregate (cumulative) of 90 days of qualifying active duty performed within a fiscal year. The effective date of the law was Jan 29, 2008. The reduced retired pay age is calculated with qualifying service days on or after Jan. 29, 2008.

Qualifying Service includes involuntary mobilization, voluntary active duty, and Medical treatment/medical evaluation for disability purposes or medical study

NOTE: Eligibility age cannot be reduced below age 50. To request your early retirement date, click the link to the “Eligibility Requirements for Reserve Retired Pay at Age 60 or Earlier” article under “Related Resources” located on myPers, Retirement, and Reduced Reserve Retirement Age.

STATEMENT OF SERVICE

Many IRs are concurrently employed as U.S. Federal employees, and routinely support

Air Force and DoD requirements via Contingency orders, Military Personnel Appropriation (MPA) or Reserve Personnel Appropriation (RPA) tours for less than 90 days. In general, a tour of less than 90 does not warrant a DD-214, however members are often required to provide verification of service describing the federal status, character, and specific dates of the active duty service period(s) when making a military service deposit ("buy back") into their Federal Employee Retirement System (FERS) annuity.

To Request a Statement of Service (AF 1613)

Ensure you have the following information or documents:

1. Federal Civil Service Start Date
2. Service periods to ensure accurate capture of member's eligible federal service.
3. Current non-Award SF-50
4. SF-50 showing LWOP-US status (military service) and Return to Duty SF-50 for each period
5. Copy of your orders or proof of pay (LES) for each period of active federal service

Submit a request via myPers. Go to "Email Us," "Air Reserve", "Enlisted" or "Officer", then "Career Management." Title your message "FOR SERVICE VERIFICATION BRANCH- REQUEST STATEMENT OF SERVICE AF1613."

IMA/PIRR ADCON AT-A-GLANCE

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart it to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to myPers, which can be accessed with a CAC or username/password. You can also access myPers from your smartphone with the username/password option. Click here for instructions: ANDROID iPhone

Table 9.1 ADCON At-A-Glance: Benefits and Entitlements

Benefits and Entitlements					
	Assigned Unit	Detachment	myPers/TFSC	Self-Service	Notes
DEERS Updates	✓		✓	✓	Some updates can be done on milConnect -or at a nearby DEERS office. You can also submit a myPers ticket – IMA Management, subject DEERS Update
Education Benefits			✓		Guidance HERE
ID Cards	✓			✓	Updates and appointments HERE
Reserve Component Survivor Benefit Plan				✓	Information available HERE
Reserve Tuition Assistance			✓		Guidance HERE
Uniforms			✓		Guidance HERE
VA Home Benefit/Mortgage Letter				✓	Guidance HERE
vRED Assistance			✓	✓	Use vMPF. If you have issues, contact the TFSC.
20-Year Letter				✓	Guidance HERE

ACTIVATION

Activation refers to the temporary expansion of the Active Component (AC) forces by both voluntary and involuntary means. Activations are frequently used to support contingencies, exercises or deployments associated with war efforts or domestic emergencies. It's important to understand the different types of activation as it influences entitlements associated with each deployment. Table 10.1 Activation Authorities below reflects the different types of activations, their authorities and limitations associated with each.

Table 10.1 Activation Authorities

TITLE 10 USC	AUTHORITY	LIMITS	DURATION	FORCE STRUCTURE
VOLUNTEERISM				
Title 10 USC 12301 (d)	SECAF	No limit	No limit for volunteers other than service-driven ADOS limits, such as 1095 policy	RCs
PRESIDENTIAL RESERVE CALL-UP (PRC)				
Title 10 USC 12304and Title 10 USC 12302 (a)	Presidential	Not more than 200,000 at any one time, of which no more than 30,000 may be members of the Individual Ready Reserve	Not more than 365 days	Selected Reserve, as defined by § 10143(a); Ready Reserve as defined by § 10144(b)

PARTIAL MOBILIZATION (PUSH-PULL)				
Title 10 USC 12302	Presidential	Not more than 1,000,000 at any one time	Not more than 24 consecutive months	Ready Reserve
Title 10 USC 12303	Presidential	Not more than 1,000,000 at any one time	24 months	RCs
FULL/TOTAL MOBILIZATION				
Title 10 USC 12301 (a)	Congressional	No limit	Duration + six months	RCs
Title 10 USC 12306 (a) and Title 10 USC 12301	Congressional	No limit	Duration + six months	Standby Reserve
SECAF				
Title 10 USC 12301 (b)	SECAF	No limit	Not more than 15 days a year	RCs
STOP LOSS AUTHORITY				
Title 10 USC 12305, 12301, 12302, and 12304	Presidential	No limit	Presidential Determination	RCs

MOBILIZATION

Mobilization involves the assembly, organization, and application of the nation's resources for national defense and encompasses all activities necessary to prepare systematically and selectively for war. It is a non-voluntary "call-up" of personnel.

NOTE: PIRR are mobilized only after partial, full, or total mobilization under **Title 10, U.S.C., Sections 12301(a), 12302, or 12306** are invoked. The mobilization process of the PIRR is under the responsibility of ARPC and the Directorate of Personnel Actions (DPA) Division.

Conditions That May Preclude Mobilization

- If a significant medical condition exists that would render an IMA ineligible for deployment and the condition has not been previously identified, contact your AC Commander and Detachment for guidance prior to departure
- If the MAJCOM has no funding for the requested deployment, the IMA will not be able to proceed

Mobilization Process and Timelines

Initial notification of mobilization most often occurs with a telephone call or e-mail from the commander or commander's designated representative 365 days prior to mobilization. Following initial notification, **IMAs** will receive a mobilization CED order cut by HQ IR RIO/Installation Personnel Readiness (IPR) 30 days prior to mobilization. **IMAs** are ineligible for any other personnel actions, i.e. retirement, transfers to Inactive Ready Reserve (IRR), transfers between components, once selected for mobilization. Once on orders, **IMAs** are in an active duty status. Be prepared to deploy! Ensure your readiness is up to date in ARCNet which is accessible through the Air Force Portal .

HQ IR RIO/IPR will generate your CED and AF IMT 938 orders for your deployment should it be required. Your AC unit will schedule you for any required training that is related to your deployment.

Active Component Unit Responsibility

The AC unit is responsible for training, equipping, scheduling pre-deployment training, scheduling transportation to the AOR, and in/out-processing of IRs.

Deployment Volunteer Process

- IMAs may volunteer for deployment opportunities advertised through:
    - Volunteer Reserve System (VRS) – AFSC approved
    - AFRC Functional Area Managers (FAMs)
    - Assigned unit and/or the gaining command assuming they agree to provide associated man-days
    - 0-6 and above need AFRC/CD Approval

Deployments must have a valid Unit Line Number and be an approved SecDef deployment requirement tracked in a SIPR-based system.

IMA Responsibilities

- Find deployment vacancy to volunteer
- Complete Volunteer Statement of Understanding (SOU)
- Contact assigned Detachment for guidance

- Possess a 3-level in AFSC
- Must be “GREEN-TO-GO” on ARCNet
- Work with assigned Unit Deployment Manager (UDM) for all training equipment and in/out-processing

HQ IR RIO/IPR Responsibilities

- Validate requested tasking and request sourcing via SIPR email
- Generate all IR’s CED and AF IMT 938 orders for deployment should it be required

Post Deployment/Mobilization Respite Absence (PDMRA)

PDMRA is categorized as an “administrative absence” intended to compensate members subjected to high mobilization tempo. Essentially, PDMRA provides for paid days off after extended time spent deployed; minimum of one cumulative year within the last 72 months. Refer to USAF/A1 PDMRA policy for detailed information in calculating PDMRA. This entitlement is only for mobilizations.

Figure 10.1 Sample Statement of Understanding (SOU)

IR Volunteer Statement of Understanding
AEF, Non-AEF (with ULN) and Exercise (with ULN)

DIRECTIONS:
Part I - Member completes
Part II - UDM/unit completes
Part III - Det/CC completes and emails completed package (SOU) to HQ RIO/IPR at arpc.rio.ipr@us.af.mil

IMPORTANT: IRs are not authorized to participate in active flying or flying training while deployed unless a waiver is approved IAW AFI 11-401 table 2.2 (HQ RIO/IR HARM)
PART I - MEMBER INFORMATION

_____
Last First Middle Rank Social Security Number

_____
Home Address (Before and During deployment)

_____
Home Phone Cell Phone DSN Work Phone

_____
Email address (both personal and work)

_____
Attached Unit (where you perform duty) Base and State PAS Code

_____
Duty AFSC

I am a volunteer to deploy in support of an Active Component requirement. I understand I must meet all IR readiness requirements before volunteering for this deployment; and that it is my responsibility to check my readiness level in ARCNET prior to my HQ RIO Detachment forwarding this request. I further understand that once I am assigned against a ULN for a specific deployment, that I am committed to that tasking. If I am unable to fill this requirement, I must notify my RegAF Commander who will be responsible for filling the tasking or submitting the reclama to AFPC/DPW. I must also notify my Detachment/CC and HQ RIO/IPR Staff. Initials _____

If selected for this deployment, **I understand I may use any remaining IDT or annual tour days to complete ancillary training requirements associated with deployment.** Furthermore, I understand I must depart from and return to my unit of attachment provided above. I understand that I will be afforded 2.5 days downtime for every 30 days deployed up to a maximum of 14 days. I understand this downtime will be taken within the established commuting area of unit of assignment, all in-processing activities will be completed during this time per current AFRC/CV Downtime policy. I understand the **14 days start immediately upon my return to U.S.** Leave time is a separate entitlement. I acknowledge upon signing this SOU that I have read and understand Part I and will comply with all pre-deployment training requirements to include ancillary training prior to deployment. Initials _____

ULN DRIVEN EXERCISE (Initial if this is an exercise ULN)
If selected for an **ULN driven exercise**, I understand I may **NOT use any remaining IDTs to participate in the exercise. Furthermore, I understand if I participate in an ULN driven exercise in IDT status I will pay my travel and per diem out of pocket.** Unless exercise is at unit of assignment and member is in place. I will be departing from
☐ homestation or ☐ home of residence for this exercise. Initial _____

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IR Signature _____ Date _____

IMPORTANT: IRs are not authorized to participate in active flying or flying training while deployed unless a waiver is approved IAW AFI 11-401 table 2.2 (HQ RIO/IR HARM)

PART II - UNIT OF ATTACHMENT& COMMANDER'S CERTIFICATION

IMPORTANT: IMAs are not authorized to participate in active flying or flying training while deployed.

☐ **AEF (HQ RIO/IPR requests MPA only)** ☐ **Non-AEF w/ULN** ☐ **Exercise w/ULN** _____
(Name of exercise)

ULN/Line Number: _____
Location: ☐ OCONUS CENTCOM AOR ☐ OCONUS ☐ CONUS

Status for Exercises only: ☐ IDT ☐ Annual Tour/RPA ☐ MPA M4S Tasking #_____

Pre-Deployment Training Start Date/Location: _____
***Note Please list all training required for the tasking to include the location. All training has to be line remark driven or added as an ILOC.**

Weapon Required: **YES**☐ **NO**☐

Departing from: _____

Installation specific reporting instructions: **YES** ☐ **NO** ☐

Supervisor: **Print Name, Grade, Unit** _____
I Concur/Non-Concur with this deployment request. (Circle One)

Sign _____ **Date** _____ **Supervisor Email Address** _____ **DSN** _____

Unit Deployment Manager (UDM): **Print Name, Grade, Unit** _____
I certify this member meets all requirements associated with requested ULN. **I understand if the AD unit commander approves the individual to deploy it is my responsibility to train and equip them for deployment IAW AFI 10-401 para 11.18.2.10, AFI 36-2629, and CCDR reporting instructions and requirement line remarks.** I will request RDD change or delayed reporting if this request is submitted within 30 days of known First Movement to allow 30 days for IR deployment processing. I understand it is the responsibility of my unit to fill the tasking or submit reclama (If originally tasked unit) to AFPC/DPW (AEF requirements only) if the IR member for whatever reason does not fill the AEF deployment. If we are not the originally tasked unit, HQ RIO/IPR will have the tasking sourced back to them for filling or reclama action. **I understand HQ RIO/IPR will take all necessary actions within DCAPES and generate all orders related to this tasking.**

Sign _____ **Date** _____ **UDM Email Address** _____ **DSN** _____

AD FSS/IPR: **Print Name, Grade, Unit** _____

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I certify IAW AFI 36-3802 Attachment 2: I will in/out process IRs who are deployed for direct or indirect support of a contingency operation. **I understand that all IRs CED orders will be cut and processed by HQ RIO/IPR** and a copy of the order will be emailed to AD FSS/IPR. **Furthermore, I understand I will not for any reason cut CED orders on IR members and once ULN is sourced to 96 TPAS I will have no visibility of tasking in DCAPES.**

_____	_____	_____	_____
Sign	**Date**	**FSS/IPR Email Address**	**DSN**

Unit Commander: Print Name, Grade, Unit _____

I understand that by approving this member's request, I accept ownership of this tasking and am required to submit a reclama (If originally tasked unit) if the member for whatever reason does not fill the deployment at a later date. If we are not the originally tasked unit, HQ RIO/IPR will have the tasking sourced back to them for filling or reclama action. **I understand it is my responsibility to train, equip, and ready the member to deployment standards, regardless if the individual is mobilized or volunteers.** The assigned unit, Personnel Readiness Facility, Supply Section, Chem training/issue, Firing Range, etc, where the IMA is assigned need to work with the equivalent organizations at the nearest AFB to the IMA's home of record to ensure deployment specific training, just-in-time training, individual equipment supply, and weapon's issue occur in a timely manner in the best interests of AF when it is not conducive to have IMA completely process through unit of assignment IAW AFI 36-2629, AFI 10-401. I understand member may use remaining IDTs and annual tour to prepare for this deployment. I am willing to support the member with unit-funded mandays if necessary to complete required training unless member's career field centrally manages mandays. To include unit-funded equipment as mandated by line remarks and/or reporting instructions.

I Concur/Non-Concur with this deployment request. (Circle One)

_____	_____	_____	_____
Sign	**Date**	**Unit Commander Email Address**	**DSN**

PART III – DETACHMENT COMMANDER COORDINATION OF IMA READINESS LEVEL

ETS: _____ **MSD/HYT:** _____ **TAFMS (YY/MM/DD):** _____ **PAFSC:** _____

Training Status Code: _____ (N/A for Officers) **DAV Code:** _____

Security Clearance: _____ **Security Clearance Exp Date:** _____ *(Must remain valid 90 days post deployment)*

Date of Last PHA: _____ **Date of Last Dental Exam:** _____ **Profile Code:** _____

Date of Last Fitness Test: _____ **Level of Fitness (circle one): Excellent/Good/ Satisfactory/Unsatisfactory**

***Sanctuary Waiver Required for deployment: Yes / No**
Send copy of approved sanctuary to HQ RIO/IPR arpc.ipr@us.af.mil **to cover the duration of the deployment and all leave and downtime)**

***365 Day Per Diem Waiver required for deployment: Yes / No**
Operational/Contingency deployments in excess of 180 days, but less than 365 days individual waivers is not required. A TDY deployment extension or waiver for a period in excess of 365 consecutive days must be processed to the appropriate approval authority IAW references (b) and (c) of the TDY Duration and Per Diem Waiver Policy.

***1095 Waiver required for deployment: Yes/ No**
Members deploying on ULNs outside CENTCOM OCONUS AOR with an expected ADOS 1,095 or greater will require formal 1,095 review. ADOS total 1,095-1,399 will meet the board at MAJCOM level. ADOS total 1,400+ OR orders crossing FY (30 Sep) will meet both the MAJCOM and HAF board for approval.

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***NOTE: Detachments initiate AFRC/CD approval request to AFRC/A1L for all O-6 taskings to include exercises.**

Detachment Commander: **Print Name, Grade**_____

I validate member is fit to fight as per the criteria listed above. I ensured all waiver-related documentation is attached. I confirm member is working with their UDM to request delayed reporting or RDD change to allow sufficient processing time if first movement is within 30 days of this request. When the member is sourced against the requested ULN, it is the Detachment's responsibility, in coordination with the UDM, to ensure HQ RIO/IPR receives pre-deployment training dates, out-processing documentation, and departure/return information.

_____	_____	_____
Signature	**DSN**	**Date**

Detachment Organizational E-Mail Address: _____

This information is subject to the Privacy Act of 1974. This information is not to be disclosed without the authorization of the individual(s), and is to be used For Official Use Only. Violations of the Privacy Act are subject to fines of $5,000 or 2 years in prison.

MAINTAINING CURRENT READINESS

ALL **IMAs** will be accessible for involuntary recall/mobilization within 24 hours of notification. With computer technology making information easily accessible, it is imperative for IRs to keep their home address and civilian and home contact numbers updated in vMPF, which is accessible through myPers. In addition, IMAs should ensure their URC and assigned AC organization has current contact information. To maintain current personal readiness, the following actions should be accomplished.

Readiness Requirements

- Always maintain a current Armed Forces Identification or Common Access Card (CAC)
- Ensure arrangement of all legal, business, and personal matters in the event of IRs absence
- Ensure family members are pre-enrolled in DEERS
    - NOTE: The following documents will be required to establish dependent status for new members:
        - Certified copy of marriage certificate
        - Certified copies of birth certificates for the member and authorized family members
        - Certified copies of court orders or decrees pertaining to authorized family members
- A copy of current virtual Record of Emergency Data (vRED) (see Virtual Record of Emergency Data (vRED).
- Life Insurance will need to be updated in SOES. To access go to milConnect, sign in, and go to Benefits, Life Insurance SOES-SGLI Online Enrollment System.
- Complete a Will and limited Powers of Attorney for managing personal affairs in the event of IR mobilization. NOTE: For guidance and preparation, go to the Air Force Legal Assistance Website to locate a Staff Judge Advocate's office
- Familiarize family members with insurance policies

- Have proper military uniforms in good condition
- Ensure spouse or personal agent has IR's social security number
- Ensure AF Form 357 is completed, as determined by the commander, IAW AFI 36-2908. The Commander's Support Section (CSS), First Sergeant or servicing MPS are available to provide guidance and assistance. (see Family Care Plan)
- Ensure that all PHA and dental requirements are met and updated in the appropriate systems. (see Table 6.1-Readiness References)
- Maintain current security clearance
- If IRs are in upgrade or re-training status, they must have at minimum a 3 skill level prior to mobilization

Readiness Folder

Maintain a readiness folder with current data as outlined below. This will prevent many personal problems during mobilization. The folder should be readily accessible, and should consist of, but is not limited to the following:

- Immunization record: Public Health Service Form 73, International Certificate of Vaccination **or** DD Form 2766C, Vaccine Administration Record
- Passport, if applicable
- Printed copy of virtual Record of Emergency Data from the vMPF accessible through myPers
- Credential and Certification folder, if applicable
- Most current copy of civilian medical history, to include a record of past illnesses or injuries not recorded in military medical record, and most current copy of last military medical/dental examination
- Career Field Education and Training Plan (CFETP), if applicable
- Identification Tags or Dog Tags obtained at assigned AC unit
- AF Form 2293, US Air Force Motor Vehicle Operator Identification Card**, if applicable**
- Weapons Qualification Card
- Geneva Convention Card, if applicable

NOTE: It is the member's responsibility to ensure authorized family members have current ID cards.

TRAVEL IN SUPPORT OF A DEPLOYMENT

Travel entitlements are defined by the gaining commander and restricted by the JTR. Members must carefully review their orders and seek clarification, if necessary, prior to beginning movement. When travel by private auto is not authorized for members, travel reimbursement will be limited to the constructed costs of air travel and limited to 1 travel day if member chooses to drive versus flying.

Details to arrange commercial air travel will be given to IRs at the time of mobilization. Active Duty travel benefits and privileges are authorized while traveling. Vehicle rentals not authorized in the line remarks must be approved and funded by the IR's assigned unit.

SPECIAL INSTRUCTIONS FOR OUTSIDE THE CONTINENTAL US (OCONUS)

Overseas members who receive notification from military authorities of mobilization and who will be reporting to a CONUS or another overseas location should contact their Detachment and/or HQ IR RIO/IRR.

REPORTING INSTRUCTIONS

The reporting instructions and a report-no-later-than date (RNLTD) will be given from the notifying official. In addition, the reporting instructions and RNLTD will be clearly stated in the order. IRs must ensure arrival within the guidelines of the reporting instructions. Travel can commence without an approved order if the member has a VOCO letter from the Det CC. The written order will confirm the verbal order. Do not delay departure.

Delays in Reporting, Deferrals, or Exemption from Mobilization

A delay is a postponement of not more than 30 days to report to active duty. An exemption is the total relief from an order to active duty. A deferment is the exclusion from activation for a specified period of time so that members may complete training or

other requirements. This may occur before or during mobilization. Requests for a delay, exemption, or deferment in reporting to active duty are submitted to the servicing Detachment, and the member must receive confirmation in writing and/or amended orders. Ensure your AC Commander is notified of these requests.

VOTING ASSISTANCE PROGRAM

Airmen and their families serving around the world have the right to vote and the Air Force Voting Program's mission is to ensure they have the information and tools needed to exercise that privilege. As a part of the program, every Air Force installation has designated voting assistance officers who can assist Airmen and voting age family members with the registration and voting process. Before deploying, Airmen wanting to receive voting materials must notify their state of their new mailing address.

SERVICEMEMBERS CIVIL RELIEF ACT (SCRA) 2003

The Servicemembers Civil Relief Act (SCRA) of 2003 is a federal law that provides protections for military members as they enter active duty. It covers issues such as rental agreements, security deposits, prepaid rent, eviction, credit card interest rates, mortgage foreclosure, insurance and tax payments. Although *the Act does not relieve the member of personal obligations*, it temporarily suspends the right of creditors to use the courts for repayment if the inability to pay is due to military service. Employer Support of the Guard and Reserve (ESGR) is a Department of Defense (DoD) organization. The task for ESGR is to work through a nationwide network of volunteers and a small, full-time support staff to inform and educate hundreds of thousands of Reserve Component members and their employers regarding their rights and responsibilities, best practices, and to develop and maintain relationships with employers. For further information about rights under SCRA or questions about whether the SCRA applies, contact the Base Legal Office. You may also visit the Military OneSource SCRA page or the Official SCRA website for more details.

RETURN TO CIVILIAN EMPLOYMENT RIGHTS

The Uniformed Services Employment and Reemployment Rights Act (USERRA) seeks to ensure that members of the uniformed services are entitled to return to their civilian

employment upon completion of their service. They should be reinstated with the seniority, status, and rate of pay they would have obtained had they remained continuously employed by their civilian employer. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of present and future membership in the armed services. To qualify for USERRA's reemployment rights, a servicemember must meet eligibility criteria. Remember, protections under the USERRA law are for voluntary or involuntary tours of duty. For further assistance, visit the Employer Support of the Guard and Reserve (ESGR)'s page on USERRA.

EMERGENCIES

Advise family members to contact the local office of the American Red Cross for emergencies at home. The Red Cross will notify the commander, who in turn notifies the reservist. Be sure dependents have the correct military address.

The Red Cross alone is responsible for confirming family emergencies.

Upon confirmation of an emergency, the commander may authorize emergency leave. Depending upon the mission, the commander is not required to grant emergency leave.

YELLOW RIBBON REINTEGRATION PROGRAM (YRRP)

The Yellow Ribbon Reintegration Program (YRRP) is a cooperative network of military services, veteran service organizations, state government departments and other agencies that provide information, resources, referral and proactive outreach to servicemembers and their families throughout all phases of the deployment cycle. Training is conducted in various locations throughout the country. Members that have deployed for 75 days or more during a 12 month period in which you were separated from your family are eligible. Reserve members attend in military status and are authorized pay, travel, lodging and per diem. Eligible guests are authorized reimbursement for travel and actual expenses approved for those outside of the commuting distance. For more information, IMAs should contact the YRRP staff at afrcyrima@us.af.mil. You may also go to the YRRP website to find handouts, online trainings and information about events.

IMA/PIRR ADCON AT-A-GLANCE

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart it to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to myPers, which can be accessed with a CAC or username/password. You can also access myPers from your smartphone with the username/password option. Click here for instructions: ANDROID iPhone

Table 10.2 ADCON At-A-Glance: Deployments

Deployments					
	Assigned Unit	**Detachment**	**myPers/TFSC**	**Self-Service**	**Notes**
Deployment Equipping	✓				Talk with your AC deployment manager or supervisor
Deployment processing	✓	✓	✓		Starts with assigned unit completing SOU, routes to detachment, HQ RIO works with AC UDM Guidance HERE Contact your Det HERE
Exercises	✓	✓			Work with your AC unit and Det to process paperwork and the SoU
Mobilizations	✓	✓	✓		Begins with HQ RIO completing a Mobilization notification

GLOSSARY

A

A&FRC – Airman & Family Readiness Center

A1 - Personnel

A1KE – Education and Training

AAC – Assignment Availability Code

AC – Active Component

ACA – Airman Comprehensive Assessment

ACIP – Aeronautical Crew Incentive Pay

ACIP – Aviation Career Incentive Pay

ACP – Airman Commissioning Program

ACT – American College Testing

AD – Active Duty

ADL – Active Duty List

ADL – Advance Distributed Learning

ADLS – Advanced Distributed Learning System

ADOS – Active Duty for Operational Support

ADSC – Active Duty Service Commitments

ADT – Active Duty for Training

AEA – Actual Expense Allowance

AEF – Aerospace Expeditionary Force

AEFI – Air and Space Expeditionary Force Indicator

AF – Air Force

AFAS – Air Force Aid Society

AFB – Air Force Base

AFFMS – Air Force Fitness Management System

AFI – Air Force Instruction

AFIT – Air Force Institute of Technology

AFMAN – Air Force Manual

AFPC – Air Force Personnel Center

AFR – Air Force Reserve

AFRISS – Air Force Recruiting Information Support System

AFSC – Air Force Specialty Code

AFVEC – Air Force Virtual Education Center

ALC – Assignment Limitation Code

ALO – Admissions Liaison Officer

AMRO – Airmen Medical Readiness Optimization

ANG – Air National Guard

AO – Approving Official

AOR – Area of Responsibility

APC – Agency Program Coordinator

ARC – Air Reserve Component

ARCNet – Air Reserve Component Network

AROWS-R – Air Force Reserve Orders Writing System

ARPC – Air Reserve Personnel Center

ART – Air Reserve Technician

AT – Annual Tour

ATSRF – Annual Tour Special Request Form

B

BAH – Basic Allowance for Housing

C

CAC – Common Access Card

CAFSC – Control Air Force Specialty Code

CAP – Civil Air Patrol

CAR – Casualty Assistance Representative

CBA – Centrally Billed Account

CC – Commander

CCAF – Community College of the Air Force

CCC – Command Chief Master Sergeant

CD – Deputy Commander

CDB – Career Data Brief

CDCs – Career Development Courses

CED – Contingency, Exercise and Deployment

CEI – Civilian Employment Information

CFETP – Career Field Education and Training Plan

CFM – Career Field Manager

CFP – Career Focus Program

CLEP – College Level Examination Program

COLA – Cost of Living Allowance

CONUS – Continental United States

CSS – Command Support Section

CTO – Contract Travel Office

CV – Vice Commander

D

DAFSC – Duty Air Force Specialty Code

DANTES – Defense Activity for Non-Traditional Education

DAV – Deployment Availability

DD Form – Department of Defense Form

DDRP – Drug Demand Reduction Program

DE – Developmental Education

DEERS – Defense Eligibility Enrollment Reporting System

DES – Disability Evaluation System

DITY – Do-It-Yourself

DLA – Dislocation Allowance

DLC – Duty Limiting Condition

DoD – Department of Defense

DoDI – Department of Defense Instruction

DOHA – Defense Office of Hearings and Appeals

DOL – Department of Labor

DPA – Directorate of Assignments

DPAAB – Directorate of Assignments

DPT – Directorate of Total Forces Services

DRU – Direct Reporting Unit

DSN – Defense Switched Network

DSST – DANTES Subject Standardized Tests

DT – Development Teams

DTMO – Defense Travel Management Office

DTS – Defense Travel System

DVA – Department of Veterans Administration

E

EAD – Extended Active Duty

ECI – Extension Course Institute

ECP – Extension Course Program

EDEB – Enlisted Developmental Education Board

EFT – Electronic Funds Transfer

EPME – Enlisted Professional Military Education

EPR – Enlisted Performance Report

ESGR – Employer Support of the Guard and Reserve

ETS – Expiration Term of Service

F

FA – Fitness Assessment

FAC – Fitness Assessment Cell

FAM – Functional Area Manager

FCAL – Fund Cite Authorization Letter

FEF – Flight Evaluation Folder

FEHB – Federal Employee Health Benefits

FHR – Flight History Record

FMR – Financial Management Regulation

FOU – Forward Operating Unit

FPEB – Formal Physical Evaluation Board

FRF – Flight Record Folder

FSA – Family Separation Allowance

FSGLI – Family Servicemembers' Group Life Insurance

FSS – Force Support Squadron

FY – Fiscal Year

G

GED – General Education Development

GMAT – Graduate Management Admission Test

GRE – Graduate Records Examination

GTC – Government Travel Card

GTCC – Government Travel Charge Card

H

HARM – Host Aviation Resource Management

HDP – Hardship Duty Pay

HDP-L – Hardship Duty Pay – Location Assignment

HDP-M – Hardship Duty Pay – Mission Assignment

HFP – Hostile Fire Pay

HHG – Household Goods

HIV – Human Immunodeficiency Viruses

HOR – Home of Residence

HQ – Headquarters

HYT – High Year of Tenure

I

IADT – Initial Active Duty for Training

IAW – In Accordance With

IDE – Intermediate Developmental Education

IDP – Imminent Danger Pay

IDS – Individual Data Summary

IDT – Inactive Duty Training

IDTS – Inactive Duty Points

IG – Inspector General

IMA – Individual Mobilization Augmentee

IMR – Individual Medical Readiness

IMT – Information Management Tool

INCAP – Incapacitation Pay

IPEB – Informal Physical Evaluation Board

IPR – Installation Personnel Readiness

IR – Individual Reservist

IRILO – Initial Review In Lieu Of

IRM – Information Resources Management

IRR – Inactive Ready Reserve

J

JDAL – Joint Development Assignment Listing

JPAS – Joint Personnel Security System

JTR – Joint Travel Regulations

K

KCJ – Key, Command and Joint

KPL – Key Personnel Lists

KYLOC – Kentucky Logistics Operations Center

L

LES – Leave and Earning Statement

LOD – Line of Duty

M

M&IE – Meals & Incidental Expenses

M4S – Manpower MPA Man-day Management System

MAJCOM – Major Command

MEB – Medical Evaluation Board

MEDCON – Medical Continuation Orders

MGIB-SR – Montgomery G.I. Bill Program – Selected Reserve

MilPDS – Military Personnel Data System

MMR – Measles, Mumps and Rubella

MPA – Military Personnel Appropriation

MPE – Military Personnel Element

MPERR – Military Personnel Records System

MPerRGp – Master Personnel Record Group

MPO – Military Pay Order

MPS – Military Personnel Section

MRM – Force Management and Personnel

MSD – Mandatory Separation Date

MTF – Medical Treatment Facility

N

NARS – Non-Affiliated Reserve Section

NDAA – National Defense Authorization Act

NDDES – Non Duty Disability Evaluation System

NERP – Notification of Eligibility for Retired Pay

NLT – No Later Than

NTE – Not to Exceed

NTS – Non-Temporary Storage

O

OCONUS – Outside the Contiguous United States

OHA – Overseas Housing Allowance

OJT – On the Job Training

OL – Operating Location

OPB – Officer Pre-selection Brief

OPR – Officer Performance Report

OSR – Officer Selection Record

OTS – Officer Training School

OWC – Order Writing Cell

P

PAL – Privatization of Army Lodging

PB – Promotion Board

PCA – Permanent Change of Assignment

PCARS – Point Credit Accounting Reporting System

PCE – Professional Continuing Education

PCS – Permanent Change of Station

PDMRA – Post Deployment/Mobilization Respite Absence

PDS – Permanent Duty Station

PEBLO – Physical Evaluation Board

PFM – Personal Financial Management

PHA – Preventative Health Assessment

PHAQ – Preventative Health Assessment Questionnaire

PIN – Personnel Identification Number

PIRR – Participating Individual Ready Reserve

PLEAD – Place Last Entered Active Duty

PME – Professional Military Education

POC – Point of Contact

POV/POC – Privately Owned Vehicle/Privately Owned Conveyance

PPA – Personnel Processing Application

PPD – Purified Protein Derivative

PPM – Personal Procured Move

PRC – Presidential Reserve Call-up

PRDA – Personnel Records Display Application

PRF – Promotion Recommendation Form

PTU – Physical Training Uniform

PV – Position Vacancy

Q

QoL – Quality of Life

R

R/R – Retention/Retirement

RA – Reserve Advisor

RAPIDS – Real-time Automated Personnel Identification System

RASL – Reserve Active Status List

RC – Reserve Component

RCSB – Reserve Command Screening Board

RCSBP – Reserve Component Survivor Benefit Plan

RDEDB – Reserve Developmental Education Design Board

R-EDP – Reserve Enlisted Development Plans

REG – Reserve Senior Leader Management Office

RHRP – Reserve Health Readiness Program

RIO – Readiness and Integration Organization

RMVS – Reserve Management Vacancy System

RNLTD – Report No Later Than Date

R-ODP – Reserve Officer Development Plans

ROPMA – Reserve Officer Personnel Management Act

RPA – Reserve Personnel Appropriation

RPO – Reservist Pay Office

RSSB – Reserve School Selection Board

RTS – Reserve Travel System

S

SAF – Secretary of the Air Force

SAR – Security Access Requirement

SAT – Scholastic Aptitude Test

SCOD – Static Closeout Date

SCRA – Servicemembers Civil Relief Act

SDAP – Special Duty Assignment Pay

SDE – Senior Developmental Education

SECAF – Secretary of the Air Force

SelRes – Select Reserve

SGLI – Servicemembers' Group Life Insurance

SGO – Surgeon General's Office

SIPR – Secret Internet Protocol Routing Network

SITW – State Income Tax Withholding

SOES – Servicemembers' Online

SOU – Statement of Understanding

SRP – Selective Reenlistment Program

SSN – Social Security Number

STEP – Stripes for Exceptional Performers

T

TA – Tuition Assistance

TAC – Travel Assistance Center

TAFMS – Total Active Federal Military Service

TAP – Transition Assistance Program

TDY – Temporary Duty

TFSC – Total Force Service Center

TIG – Time in Grade

TLA – Temporary Lodging Allowance

TLE – Temporary Lodging Expense

TMO – Transportation Management Office

TODC – Tour of Duty Certification

TR – Traditional Reservist

TraX – Traveler Explorer

TRS – Tricare Reserve Select

U

UCMJ – Uniform Code of Military Justice

UDM – Unit Deployment Manager

UFPM – Unit Fitness Program Manager

UIF – Unfavorable Information File

UPMR – Unit Personnel Management Rosters

URC – Unit Reserve Coordinator

USAFR – United States Air Force Reserve

USC – United States Code

USC – US Code

USCENTCOM – U.S. Air Forces Central Command

USERRA – Uniformed Services Employment and Reemployment Rights Act

USM – Unit Security Manager

UTAPS – Unit Training Assembly Participation System

UTM – Unit Training Manager

V

VA – Veterans Affairs

VLPAD – Voluntary Limited Period of Active Duty

vMPF – Virtual Military Personnel Flight

VOCO – Verbal Orders of the Commander

vPC – Virtual Personnel Center

vRED – Virtual Record of Emergency Data

VRP – Volunteer Resource Program

VRS – Volunteer Reserve System

Y

YRRP – Yellow Ribbon Reintegration Program