



Training will begin soon ...

Thanks for joining HQ RIO for this virtual training session!
The chat function you see is moderated; if you post there, the other attendees won't see it until the moderators answer and make it public.

Please DO NOT POST QUESTIONS YET!

You should hear music and see this slide. If you do, you're good to go!

Having technical difficulty? Here are a few things to check:

- Try accessing this from a personal computer/smart phone.
- On a gov't computer? Turn OFF VPN.
- Is your sound turned up?
- Do you have a strong wifi signal?

Use this QR code or the link in the chat to download a PDF of the slides.



If you have problems, fear not! This session is being recorded and will be available at the same link you used to get here.

We will go over the ROEs at the beginning of the training; until then, enjoy the tunes!

Headquarters U.S. Air Force

Integrity - Service - Excellence
Headquarters Individual Reservist Readiness and Integration Organization

Everything You Need to Know About IMA/PIRR Reserve Pay




U.S. AIR FORCE

HQ RIO Readiness & Training



ROEs for Virtual Training

- Microsoft Teams (CVR) Live Event
- Video and Audio are one-direction only
- The Q&A chat
 - **PLEASE WAIT and post questions at the end** – we promise to answer them!
 - Q&A is moderated
 - Replies may only be visible to the person who asked
 - Some will be posted for everyone to see
 - Stay in the training lane
- Recording is available after training is over
 - At the same link used to attend



Introductions

- HQ RIO is at ARPC, Buckley AFB, Colo.
- The Talking Head – Lt Col Erin Karl, HQ RIO PAO ... and an IMA!
- The Moderator Team
 - HQ RIO Staff
 - Det Commanders/Superintendents/Staff



Overview

- Reserve Pay Office
- MyPers – UTAPs – AROWS-R – myPay
- Getting paid for IDTs
- Getting paid for a short tour
- Getting paid on a long tour
- Incentive and special pay
- Leave
- OHA – FSA - COLA
- BAH Recertification
- IMA Welcome Package



Reserve Pay Office (RPO)

- Processes all IDT, MPA, RPA, AT orders for pay
 - Pay not started by orders approval
- Team is at HQ RIO in the ARPC building, Buckley AFB, CO
- Contact them through the Total Force Service Center
 - myPers ticket
 - 1-800-525-0102
- Forms, guides and links on the HQ RIO website
 - <https://www.arpc.afrc.af.mil/HQ-RIO/IMA-RPO/>
 - Updated "time hacks" for common submissions

Reserve Pay Office (RPO) services all salary & leave issues—NOT TRAVEL

myPers Portal

- myPers.af.mil
- Set up a password!
- Put a good personal email in your profile
- Set up for smartphone access
- IMA Management section
 - RIO Reserve Pay

myPers RIO Reserve Pay Links

- USE THESE LINKS!
- Ensure submission is sent to the correct technician
- myPers
- HQ RIO website

Submit pay documents via myPers
Choose from the links below to submit your reserve pay request. No travel requests are to be submitted here.

IMA RPO Requests	BAH AF Form 594, BAH Waiver, Clothing/Uniform Allowance, IMA RPO Welcome Packages, Misc. Inquiries
Leave Request	AF Form 955 Part 1, AF Form 955 Part 3, Leave Carryover, Leave Sell Back, Other leave inquiries
Short Tour Request	MPWRRA Orders less than 30 days, Annual Training, Cost of Living Allowance (COLA)
Long Tour Request	MPWRRA Orders greater than 29 days, Pre-certified & Close-out CONUS/CONUSJIS orders, Temporary Lodging Allowance (TLA), Move in Housing Allowance (MHA), Cost of Living Allowance (COLA), Overseas Housing Allowance (OHA)

Getting to UTAPS

- Log into AROWS-R first, then select UTAPS from the drop-down menu
- Follow the prompts then select IMA/PIRR Calendar

UTAPS

- Works best in Internet Explorer
 - In Edge you need to re-enter your PIN after each selection
 - Some functionality is lost in Chrome and Mozilla
- Use "compatibility view" and turn off your pop-up blocker
- User accounts sometimes lock out
 - Between 30-90 days, prompt to answer challenge question
 - If 90+ days or challenge questions not set, call help desk
 - Put in a calendar reminder to "visit" your UTAPS calendar! ;-)
- Not compatible with Macs
 - Some have used an IE Emulator in Safari, but not tested

New UTAPS Calendar

Want the old calendar back? Click LEGACY.

Click this TINY question mark to pull up a page of instructions for the new calendar.

Getting paid for IDTs

- Use UTAPS whenever possible
 - MUCH faster
- Help your supervisor troubleshoot marking your days as approved or paid
 - The main page has a HELP menu; let them help!
- Double check that your position's IDT requirement is correctly reflected in UTAPS (24 or 48 periods per year)
 - Majority of pay issues are due to errors with this!
- Mark days as WORKED, supervisor marks PAID
 - If your days show as BLACK, pay should arrive within 2 weeks

UTAPS not working?

- Contact your Det to see if they can assist with UTAPS
- As a last resort you can submit a fully signed 40A
- Must have all three signatures
 - You sign it
 - Supervisor signs twice
 - Yes, you can do it (authorize)
 - Yes, you did it (certify)
- Use the IMA RPO Requests link

Internet Pay Request Links (No Travel requests)

IMA RPO REQUESTS
 Bill AF Form 594, Bill Values, Clothing/Uniform Allowance, IMA RPO (Uniform Packages, Misc. Inquiries)

LEAVE REQUEST
 AF Form 888 Part 1, AF Form 888 Part 3, Leave Certificates, Leave Sell Back, Other Leave Inquiries

SHORT TOUR REQUEST
 IMA RPO Orders less than 30 days, Annual Training, Cost of Living Allowance (COLA)

LONG TOUR REQUEST
 IMA RPO Orders 30 days or more, Pre-certified B, Order Out, ODS/OC/OCMS orders, Temporary Lodging Allowance (TLA), Home in Housing Allowance (HHA), Cost of Living Allowance (COLA), Overseas Housing Allowance (OHA)
- Expect additional week to 10 days over using UTAPS
- Follow up – LES and PCARS

AROWS-R Set Up

CAC Login

... or ...

Password Login

Login ID:

Password:

... or ...

New User Login

Forgot Your Password?

I'm A New User:
 Member (Reservist) or Civilian employee:
 First time login must be completed with a CAC, select "First Time Login" on the left side of the screen.

CAC Login Information:
 AROWS-R users are now able to use their Common Access Cards (CAC) for logging in. Once you select the "Login" button under the "CAC" option, a pop-up window will appear with a list of certificates. You must select your certificate that starts with "DDC CAC". DO NOT SELECT the certificate that starts with "DDC1". If you select the certificate that starts with "DDC1", you will receive a "Page Can't Be Displayed" error.

Password Reset:
 Password resets can be accomplished by selecting the "Forgot Your Password?" link on the left side of the screen. Requests for forgotten Login ID, system lock outs or Password reset failures must include your full name and last SSN and be emailed to: AFRCN.AROWSR@USAF.MIL

Access other than an AFIC Member or Civilian Employee, or if you are having trouble logging in, please contact OHA:
 Hours: 0700-1700 EST, Monday-Friday excluding Federal Holidays
 UTA Weekend Hours: 2000-1400 EST per UTA Support Schedule
 Phone (Toll Free): 1-877-264-8322 / DSN: 407-5346
 Email: AROWS-R: AFRCN.AROWSR@USAF.MIL

Help Desk Information
 Hours: 0700-1700 EST, Monday-Friday excluding Federal Holidays
 UTA Weekend Hours: 2000-1400 EST per UTA Support Schedule
 Phone (Toll Free): 1-877-264-8322 / DSN: 407-5346
 Email: AROWS-R: AFRCN.AROWSR@USAF.MIL

- Access through AF Portal or directly at <https://arowsr.afrc.af.mil/arows-r>
- CAC enabled or use established password; once you make it CAC access you cannot use a password after that.

Requirements

- Once orders are submitted, you can check the status within AROWS-R
- Update the "My Account" tab for notifications – PUT A PERSONAL EMAIL!
- Compatible with most browsers
 - (remember Compatibility view for IE)
- Won't work on a Mac or Linux computer

Printing your orders ...

- No mod – click the printer button
- Need to print initial orders when there was a mod?
 - Click the tracking number from your APPROVED ORDERS
 - From drop down, select HISTORY - MODIFICATIONS
 - Click PRINT on the INITIAL line

myPay

- mypay.dfas.mil
 - CAC-enabled
 - Create your profile
- Leave and Earnings Statement (LES)

TONS of info in the remarks

Printer-friendly version is easier to read

- Total FY
- That paycheck

LEAVE AND EARNINGS STATEMENT (LES)

Summary General Deductions Allowances Loans TSP Remarks

REMARKS

YOUR CHECK WAS SENT TO: USA FEDERAL SAVINGS BANK
 DIRECT DEPOSIT DATE: 09/04/19 AMOUNT: \$1,000.00
 *AS OF 23 MAY 11, 000 HIGH TEMPS DEPLOYMENT DAVIS ACCRUED SINCE 1 OCT 00 (OR SINCE ENTERING MILITARY SERVICE)
 SINCE 1 OCT 00 (OR SINCE ENTERING MILITARY SERVICE)
 SERVICEMEMBER GROUP LIFE INSURANCE COVERAGE: \$400,000
 ORIGINAL DEBT: \$10.00 22 AUG 19 22 AUG 19
 FAN SER GROUP LIFE INSURANCE DEBT BALANCE: \$0.00
 ORIGINAL DEBT: \$10.00 22 AUG 19 22 AUG 19
 UNPAID DEBT BALANCE: "TOTAL": \$10.00
 TOTAL PERFORMANCE FY 16: UTA: 48 APT: 00 PTRIMP: 00 ATADT: 00
 FIDA: 000
 INACTIVE DUTY TRAINING: 16 AUG 19 1 16 AUG 19 2

YOUR CURRENT STATE CLAIMED IS: NORTH CAROLINA
 SERVICEMEMBER GROUP LIFE INSURANCE COVERAGE: \$400,000
 YOUR SGLI DEDUCTION INCLUDES TRAUMATIC INJURY PROTECTION (TIGL)
 SPOUSE SGLI COVERAGE: \$100,000
 PLEASE VERIFY YOUR STATE OF LEGAL RESIDENCE FOR STATE INCOME TAX PURPOSES. CONTACT YOUR PAYROLL OFFICE TO FILE A NEW TD FORM 2058 TO CHANGE/ESTABLISH THE CORRECT STATE IMMEDIATELY.
 THE IRS HAS EXTENDED THE FILING DEADLINE FROM APRIL 15, 2020 TO JULY 15, 2020. VISIT WWW.IRS.GOV FOR MORE DETAILS.
 DO YOU HAVE THE CORRECT AMOUNT OF TAX WITHHELD FROM YOUR PAY?
 USE THE IRS WITHHOLDING CALCULATOR ON MYPAY TO ADJUST FEDERAL WITHHOLDING.

U.S. AIR FORCE

Getting paid for a short tour - TODC

- Short tour = less than 30 days
- ONLINE Tour of Duty Certification (TODC) in AROWS-R
- Send to supervisor OR anyone E-5+ who can verify ...
 - WHERE you worked
 - WHEN you worked
- Certifier does NOT need an AROWS-R account
 - They click a link in an email that's sent
 - Link can expire, so verify they are present to take action on it
- Pay is faster and automated

U.S. AIR FORCE

AROWS-R TODC

- Choose CREATE CERTIFICATION
- Select CREATE next to the order you want to certify (you may need to "sort descending" to see it)
- Fill in the information needed to complete the certification
- Type in the email for whomever you want to certify
- SAVE & SIGN (be patient!)

U.S. AIR FORCE

Short Tour TODC – the slower way

- Print your orders from AROWS-R
 - Find them in APPROVED ORDERS
- Fill out the itinerary and get it signed
- Submit to the RPO using the SHORT TOUR REQUEST

Reserve Pay Request Links (No travel requests)

WVA RPO REQUESTS
BAW AF Form 594, BAW History, Clothing Uniform Allowance, WVA RPO, Voluntary Relinquish, WVA, requests

LEAVE REQUEST
AF Form 888 Part 1, AF Form 888 Part 3, Leave Certificates, Leave Sell Back, Other leave requests

SHORT TOUR REQUEST
WVA RPO Orders less than 30 days, Annual Training, Cost of Living Allowance (COLA)

LONG TOUR REQUEST
WVA RPO Orders 31 days or more, Pre-certified & Order out COMUSOCCOMER orders, Temporary Lodging Allowance (TLA), Home in Reading Allowance (HRA), Cost of Living Allowance (COLA), Overseas Housing Allowance (OHA)

U.S. AIR FORCE

Short Tour – the slower way

31. DEPARTMENT OF THE AIR FORCE (Enter designation and location of headquarters)
AFRC, S3VC
HQ AFRC BUCKLEY AFB, CO 80111

32. RESERVE ORDER NO. 33. DATE 20150605 34. DISTRIBUTION

35. STATEMENT OF TOUR OF DUTY

a	LOCATION	HOUR (HH)	DAY	MONTH	b	LOCATION	HOUR	DAY	MONTH	MODE OF TRAVEL
	HOR	0900	6	Jun		Duty Location	1900	7	Jun	PA
						Duty Location	1700	20	July	
						HOR	1500	21	July	PA

37. I certify that I have complied with the above order. The statements on this form are true and complete. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave. **Circle what applies**

38. MEMBER'S SIGNATURE: *John Smith* 39. DATE: 15 07 20

40. MEMBER reported for duty at 0730 hours on 8 Jun and was released from duty at 1630 hours on 20 Jun

41. CERTIFYING OFFICIAL'S PRINTED NAME: *Mary Thompson* 42. DSN: 555-0111

43. CERTIFYING OFFICIAL'S SIGNATURE: *M Thompson* 44. DATE: 15 07 20

45. TIMEKEEPER SIGNATURE: *M Thompson* 46. DATE: 15 07 20

47. TIMEKEEPER STATEMENT: I certify receiving a copy of this order for civilian pay related review and processing.

AF FORM 938, 20080724 PREVIOUS EDITIONS ARE OBSOLETE

U.S. AIR FORCE

Getting paid for a long tour

- Long tour = 30 days or more
- Pre-certify your orders to start pay on (or after) the first duty day
 - Submit via the LONG TOUR REQUEST link
- Send in a final certification (just like short tour) on (or after) the last duty day
 - Submit via the LONG TOUR REQUEST LINK
- Dates change? Send the mod and original pre-certified orders in to let the RPO know!
 - You don't want to get under- or over-paid
 - Saves MUCH time if you resend the pre-cert orders

U.S. AIR FORCE

Pre-certify your orders to start your pay

31. DEPARTMENT OF THE AIR FORCE (Enter designation and location of headquarters)
AFRC, S3VC
HQ AFRC BUCKLEY AFB, CO 80111

32. RESERVE ORDER NO. 33. DATE 20150605 34. DISTRIBUTION

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Incentives, Bonuses, Special Pay

- HQ RIO/HARM – RIO.HARM.Incoming_Users@us.af.mil
 - Aircrew-related incentive pay
- Career Advisor – MSgt Robert Brown
 - ARPC.HQRIO.CareerAssistance@us.af.mil
 - Special Duty Assignment Pay
 - Bonuses
 - Re-enlistment
 - Retraining
 - Affiliation
- Other types of incentives (hardship, combat, etc)
 - Details in the IR Guide
 - Contact the RPO via the IMA RPO REQUEST link

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Leave – Leave Sellback

- Earn 2.5 days of leave per month on tours ...
- AF Form 988 – submit via LEAVE REQUEST link
 - Part 1 signed by supervisor – submit to get a leave number
 - If advance leave, signed by commander
 - After leave is taken, submit part 3 the same way
- Leave sellback
 - Unused leave at the end of a tour
 - For tours of less than 365 days, sellback DOES NOT count against the 60-day career limit
 - Fill out AF Form 1089 and submit with corresponding order
 - Use LEAVE REQUEST link

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Leave Carryover

- If your tours are back-to-back, the leave USUALLY carries over automatically
- Leave tracked at DFAS in a Master Leave Record
- The following needs to happen:
 - Supervisor and commander for the new orders need to approve via the Statement of Understanding PRIOR TO TOUR
 - Must be written into the new orders
 - Statement of Understanding submitted to Det
 - AF Form 1089 filled out
 - Pre-certified orders for current tour
 - Final certified orders from tour leave is coming from
 - Ensure all Part 3s have been processed

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Overseas Housing Allowance (OHA)

- OHA entitlement is meant to partially offset housing expenses at overseas duty locations when service members are required to live in privately-leased housing on the local economy
- A DD 2367 and copy of lease agreement is required to be submitted to the RPO – use LONG TOUR REQUEST
- OHA rates can change daily depending on location
 - MANUALLY calculated by RPO techs every two weeks
- Local installation housing office can assist in completing the required documentation
- Your LES will show OHA and BAH II

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Family Separation (FSA)/Cost of Living (COLA)

- Both available CONUS and OCONUS
- Family Separation Allowance
 - Physically separated from your family for 31 days or more
 - Fill out and submit an DD Form 1561 to RPO
- Cost of Living Allowance
 - Complete the ARPC Form 0-103 and submit via the LONG TOUR REQUEST link

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2020 Mandatory BAH Recertification

- An Air Force requirement for all military pay offices to complete every third year
- myPers notification based on the first number of your SSN
 - 1-5 – should have received already
 - 6 – in August
 - 7, 8, 9, 0 – in September
- You have 60 days from notification to fill out the AF 594 and return with supporting documents
- Needs a wet signature
- BAH Guide and Form linked on the PAY page of the HQ RIO website

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IMA Welcome Package

- Pay processing packet is included as an attachment to the welcome email you receive in myPers
- If **ANYTHING** has changed or if you're new to the IMA world, **FILL IT ALL OUT.**
- SGLI – default is \$400k in coverage unless you change it



MILITARY PAY IN-PROCESSING PACKET
CHECKLIST OF REQUIRED DOCUMENTS FOR MILITARY PAY

NAME: _____ SSN: _____
PHONE NUMBER: _____ GRADE: _____
MILITARY PAY: _____

ALL ITEMS ARE REQUIRED FOR MILITARY PAY IN-PROCESSING
*MILITARY PAY WILL NOT BE PAID UNTIL ALL ITEMS ARE RECEIVED

PLEASE INDICATE NEXT TO EACH FORM OR CHECKBOX IF YOU HAVE IT

1. DEPT OF APPOINTMENT ORDER	
2. MILITARY EMPLOYMENT HISTORY	
3. ACTIVE DUTY / U.S. AIR FORCE ID CARD	
4. STATE OF ALICIA RESIDENCE CERTIFICATE (DRB 1000)	
5. SOCIAL SECURITY CARD FOR YOURSELF (Common Address)	
6. ADDRESS CHANGE FORM (AF 100)	
7. SOCIAL SECURITY NUMBER FOR DEPENDENTS (if any)	
8. DEPENDENT CHANGE FORM (AF 100)	
9. BENEFIT WAIVER (AF 100)	
10. DEPT OF APPOINTMENT ORDER	

Print this form. New recruits to gain immediate MYPAY in processing. 2018 Update

Random reminders and real talk ...

- Double check all your info and forms **EVERY TIME**
 - Got all the signatures?
 - Is your address correct?
 - Attach all the needed documentation?
 - Dependents ... any changes?
 - Bank accounts?
 - DID. YOU. GET. PAID??
- Use the correct myPers submission links
- **"I shouldn't have to ..."** THERE'S A REASON
- Include a friendly note!

What questions do you have?

- We will keep this meeting open as long as necessary to answer all your questions in the chat
- A recording will be available at the same link you used to attend ... spread the word; share this training with others!
- We value your feedback! Will you take the survey?




To take the survey, use the QR code or the link – you'll need to use a non-gov't computer.

Want the slides?

<https://forms.gle/ZCagFvMW4ybtH7p7>
<https://www.arpc.afrc.af.mil/HQ-RIO/Training>