United States Air Force Reserve

Integrity - Service - Excellence

IMA Deployments

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Overview

- Seeking deployment opportunities
- IMA Volunteer process
- Statement of Understanding (SOU)
- Involuntary activations
- Deployment Waivers
- AEFI's

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Seeking Deployment Opportunities

- **Must be "GREEN-TO-GO"**
- **Most deployments require passing fitness assessment; see location-specific Reporting Instructions**
- **Must possess a 3-level in AFSC unless otherwise specified in the requirement**
- **Work through detachment & Active component chain of command**
- **Active Duty unit responsible for training & equipping**
  - **Note: UDM handles training dates, transportation, unit-funded equipment, UNIFORMS**
- **RIO/IPR facilitates tasking the member in DCAPES, requests mandays and initiates all order actions**
  - **Exception: Gaining MAJCOMs process manday requests for exercise participation**

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IMA Volunteer Process

- **IRs 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 mandays**
- **0-6 and above need AFRC/CV Approval**
- **Deployments must have a valid Unit Line Number (e.g. be an approved SecDef deployment requirement tracked in SIPR-based system)**
- **Members must submit a Statement of Understanding (SOU) through supporting RIO Det**

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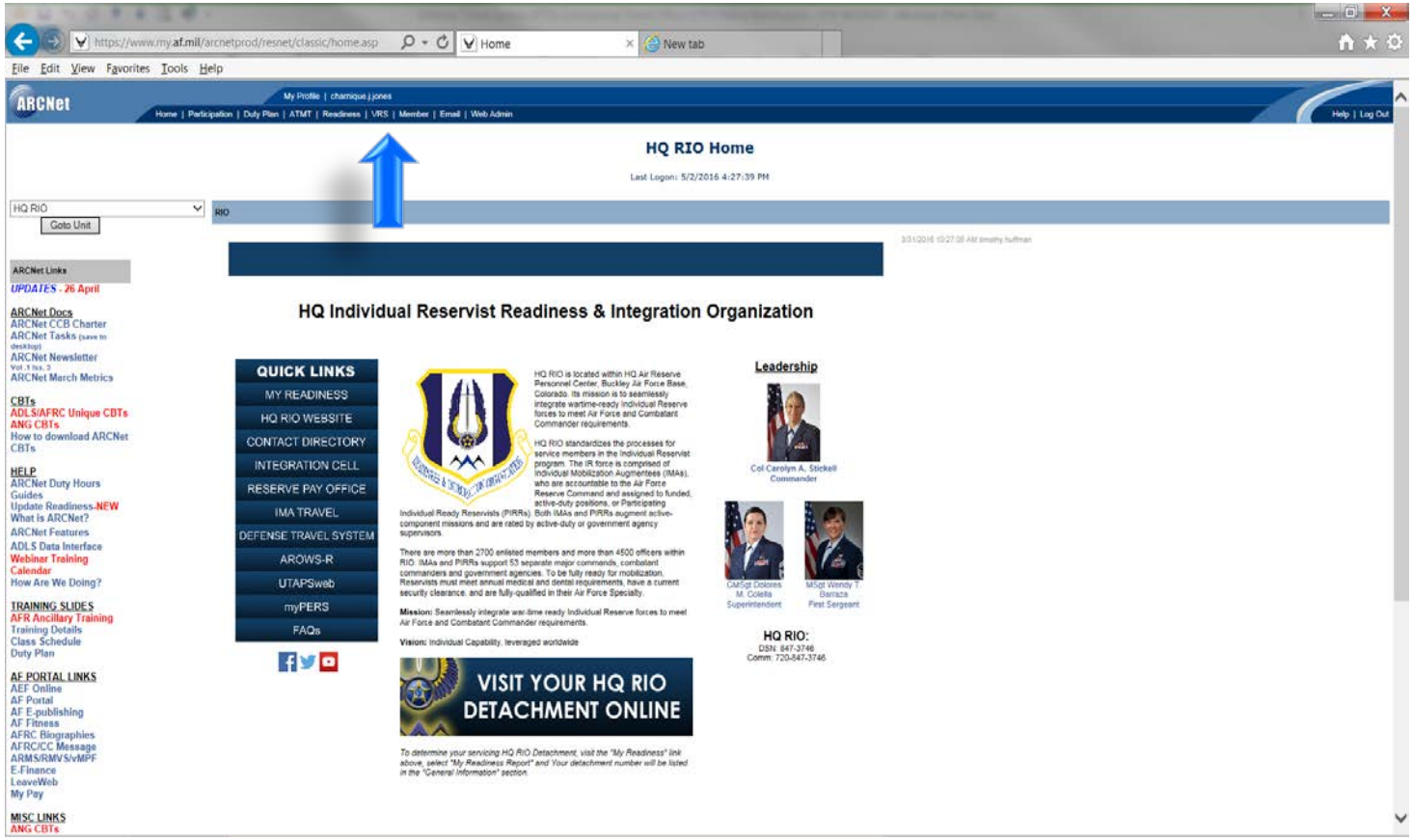
Volunteer Reserve System (VRS)

- Access ARCNet through AF Portal
- Select “VRS” tab from the main ARCNet page



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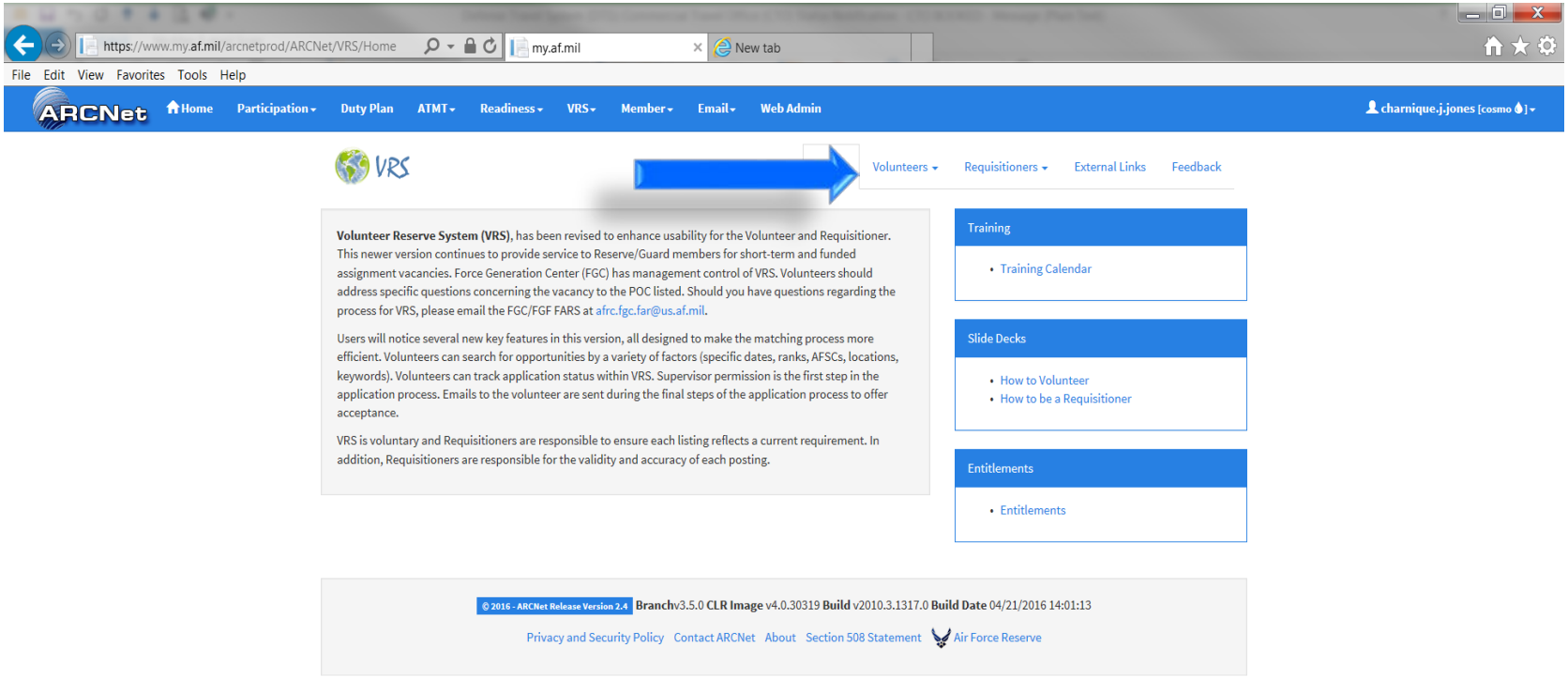
VRS (Cont.)

- Select Volunteers tab to start search and application process



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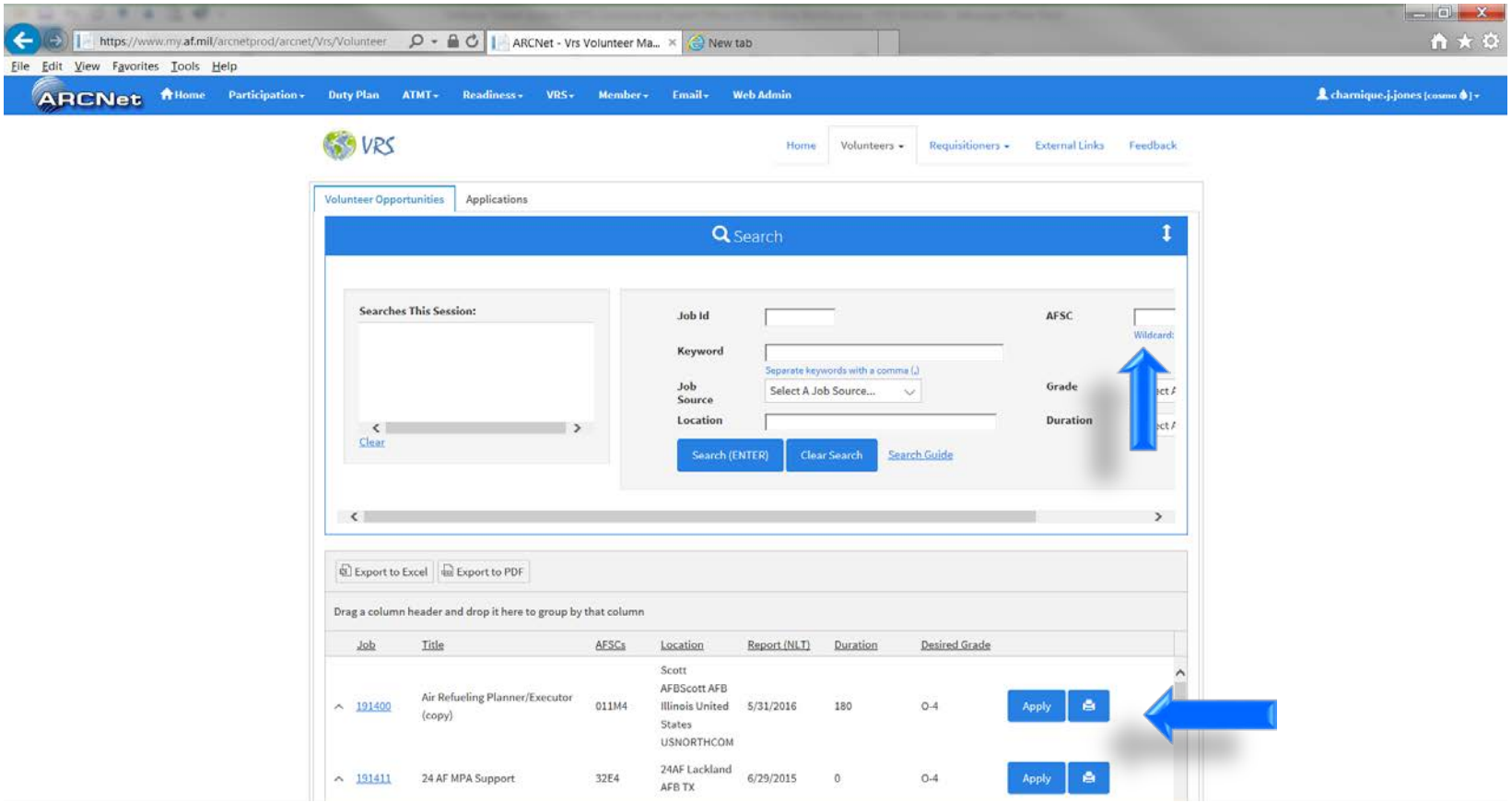
VRS (Cont.)

- Volunteer menu view will search all available opportunities using the listed search options



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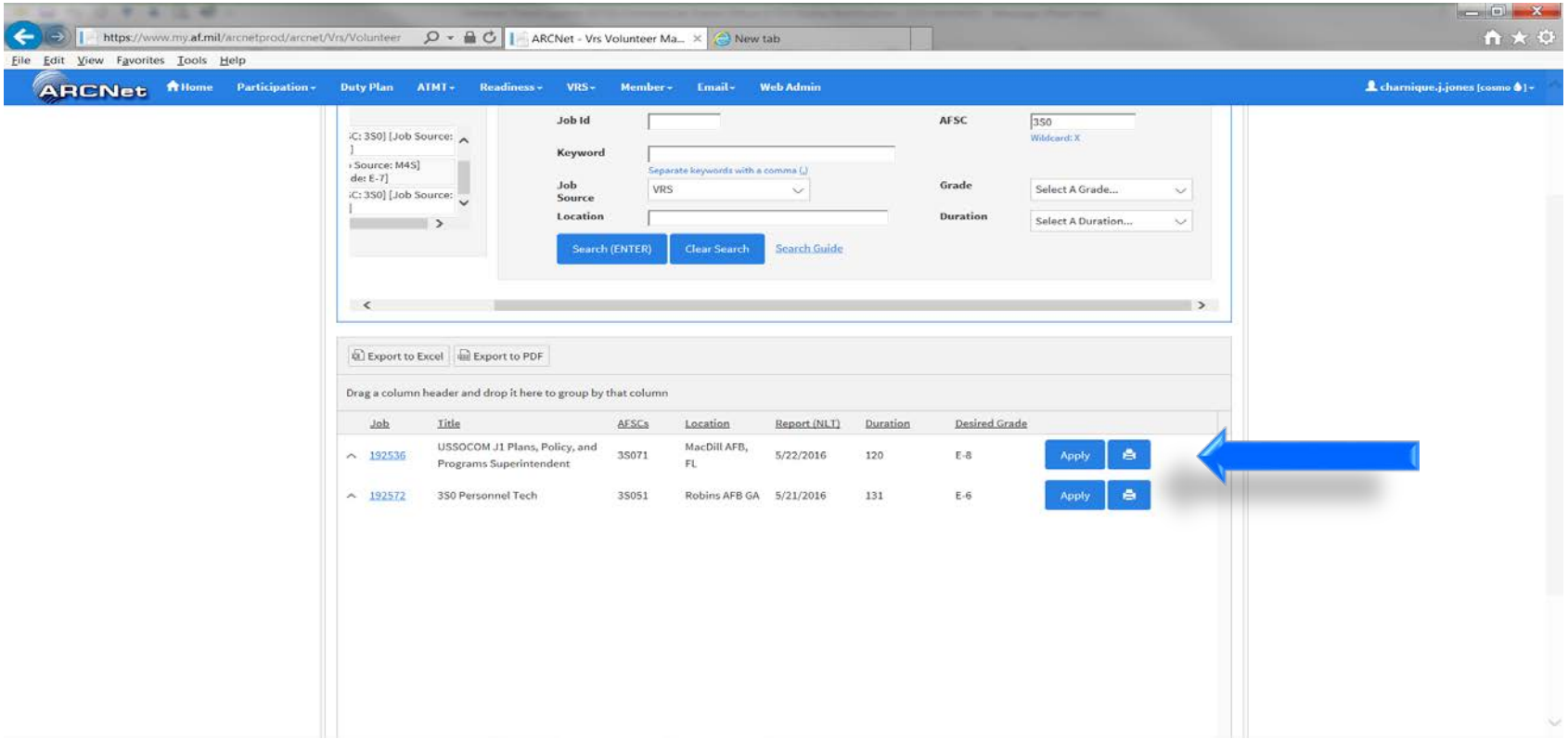
VRS (Cont.)

- **To view additional information on vacancy click on "*+*" or "*Job* "**
- **Click "*Apply*" to start application process**



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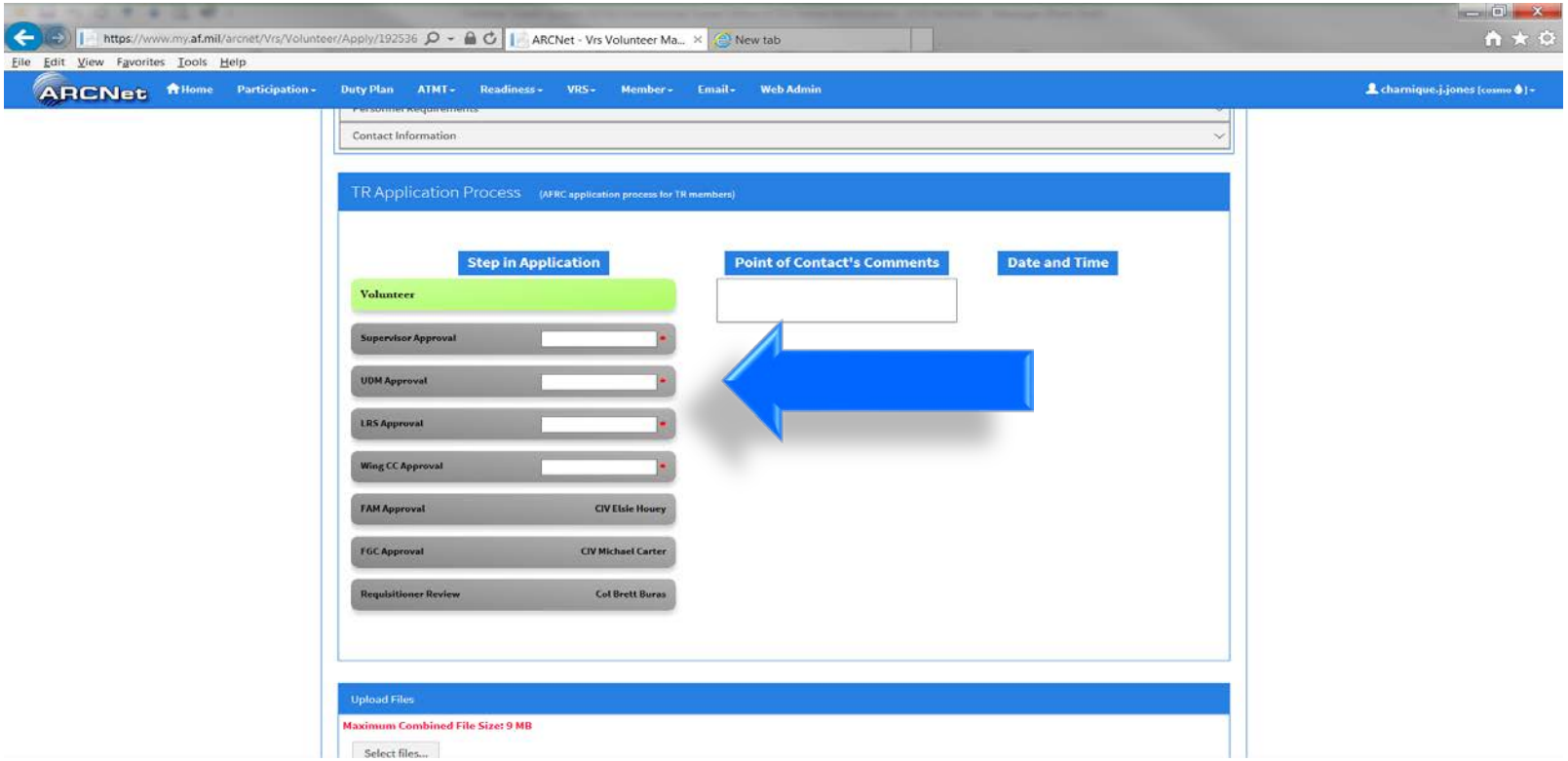
VRS (Cont.)

- **After application is submitted it traverses the following process:**



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Deployment Responsibilities

HQ RIO

Per AFI 36-3802

- Cut CED orders for **ALL** IR's
- Initiates AEF tasking in M4S
  (Exception: Gaining MAJCOMs process M4S for exercise participation)
- Initiates Contingency Orders and AROWS-R (AROWS-R orders are Title 10 orders for IR's to be paid, CED orders are for travel to and from AOR)
- Updates DPDRT (Deployment Discrepancy System)
  (Note: a discrepancy will count against the IR's tasking unit)

AD Unit

Per AFI 10-401

- Forecast 2 years in advance for MPA Money if considering using IR's for deployments
- Trains
- Equips- uniforms and equipment
- Schedules Pre-deployment training
- Schedules Transportation to AOR
- In and Out-Processing
- Provide reason for DPDRT Discrepancy
- Submits Delayed Report
- Submits the reclama when an IR is unable to fill a requirement

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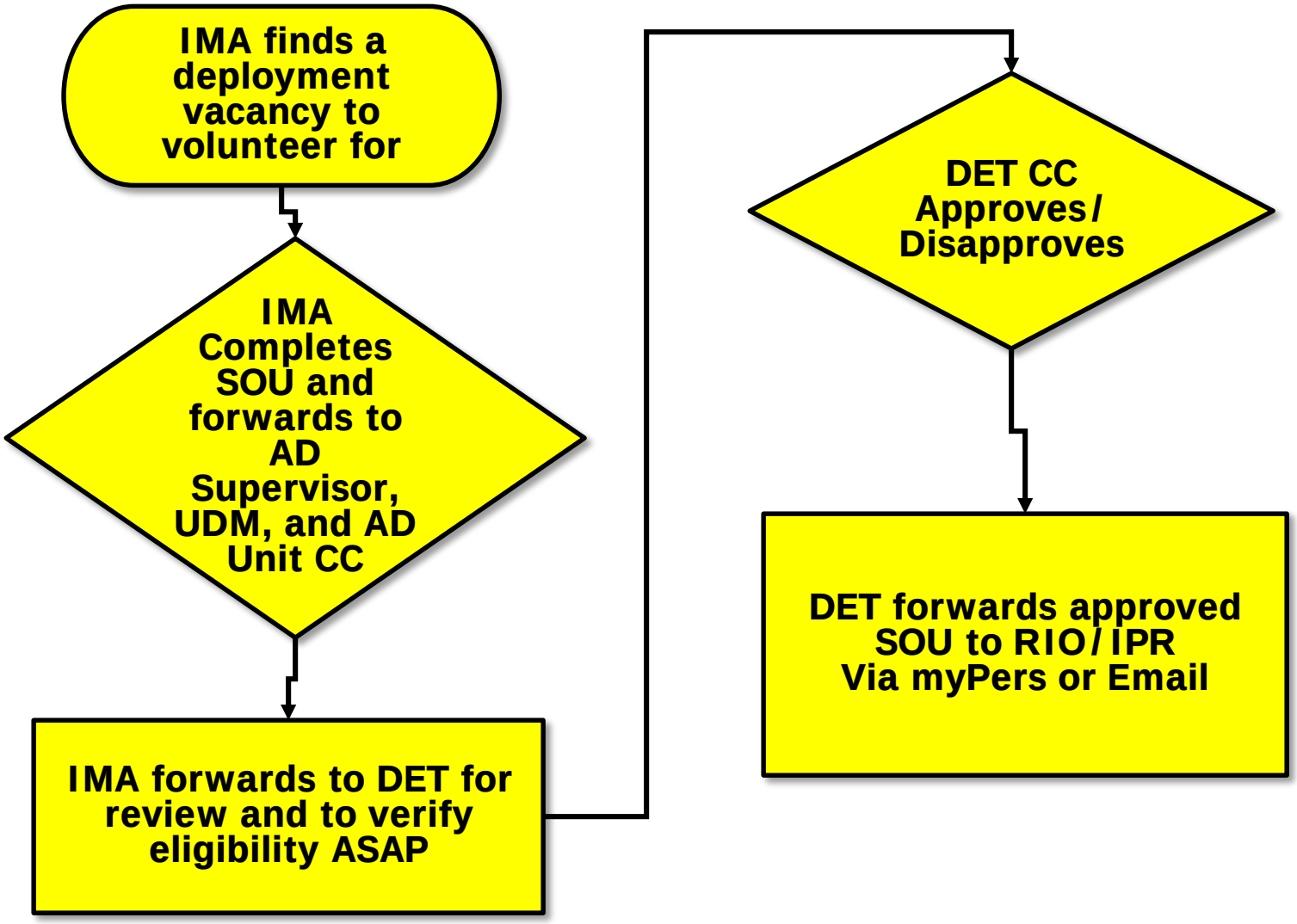
IMA Volunteer Process (phase 1)



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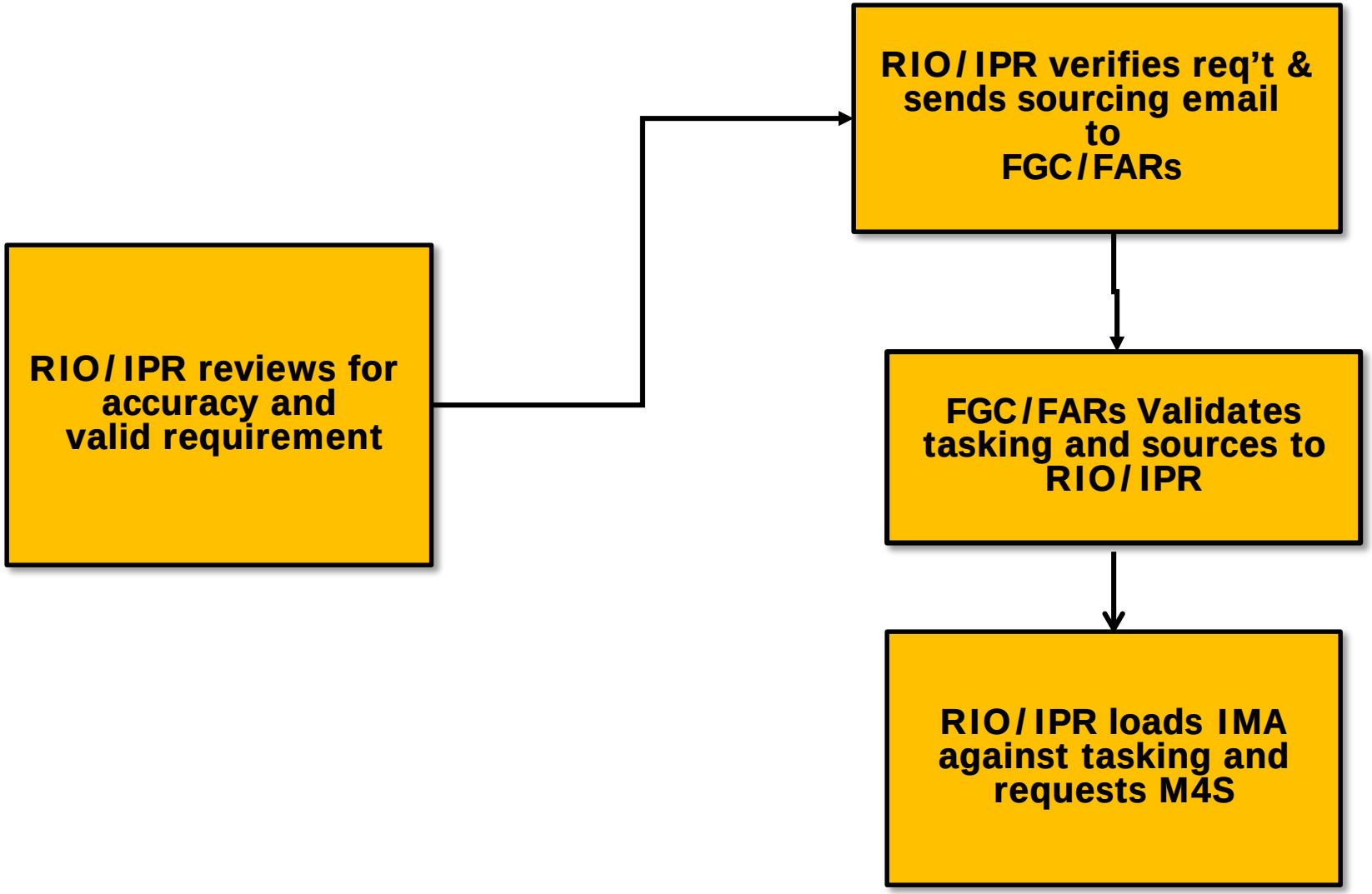
IMA Volunteer Process (phase 2)



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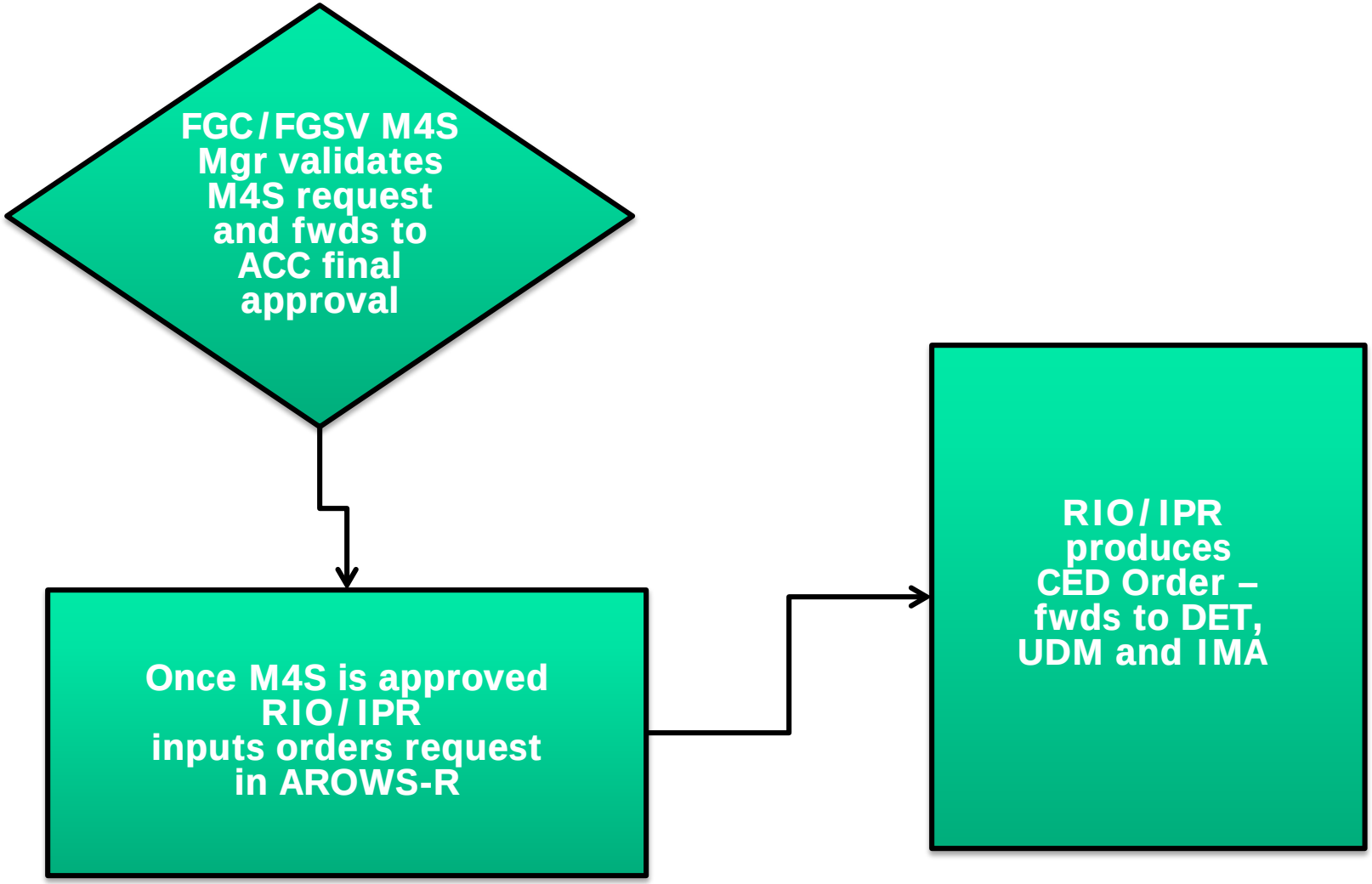
IMA Volunteer Process (phase 3)



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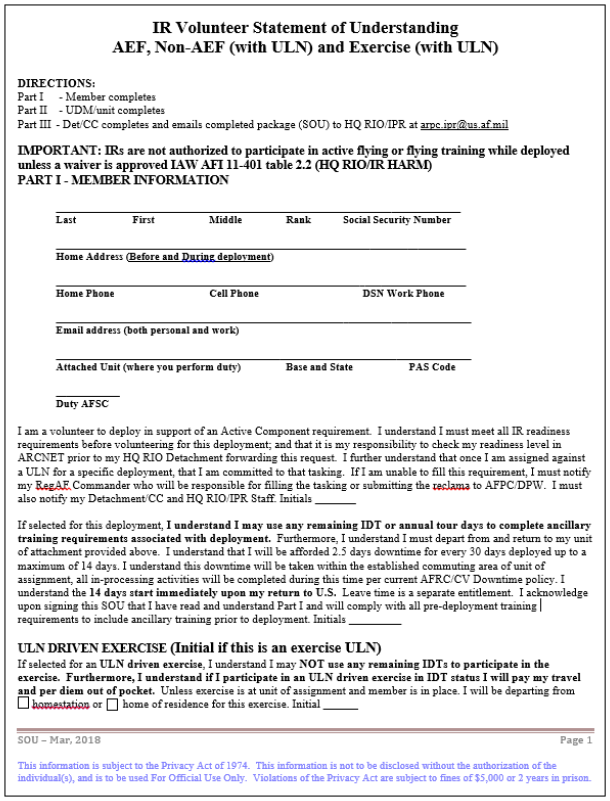
Statement of Understanding (SOU)

- All Deployment and Exercise requests require members to submit a Statement of Understanding (SOU) through their unit and supporting RIO Det which can be found at http://www.arpc.afrc.af.mil/HQRIO/IMA-Deployments/



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.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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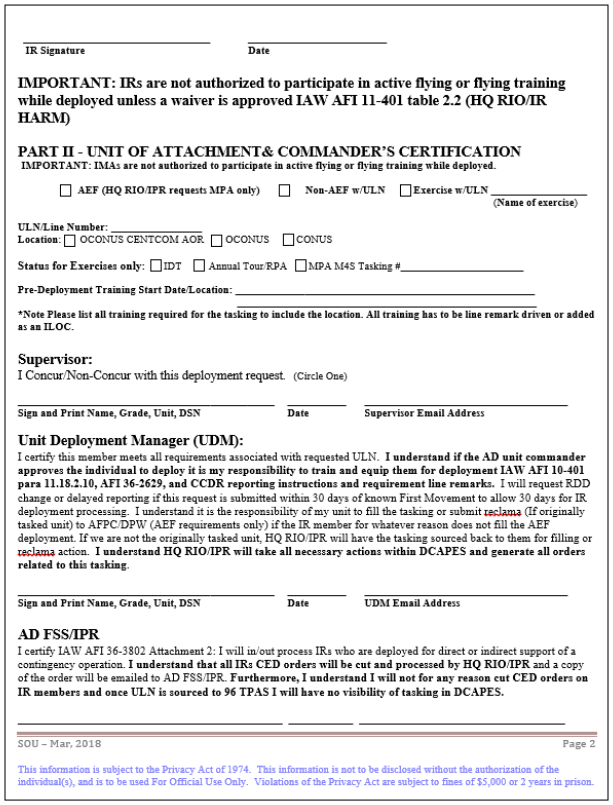

IR Signature **Date**

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.**

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

Sign and Print Name, Grade, Unit, DSN **Date** **Supervisor Email Address**

Unit Deployment Manager (UDM):
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 and Print Name, Grade, Unit, DSN **Date** **UDM Email Address**

AD FSS/IPR
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.**

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Involuntary Activations

- **All members of the SelRes are subject to mobilization per AFI 10-401 and AFI 10-402**
  - **Discuss vulnerability windows with your AFRC FAM**
  - **Proactively identify any deployment-limiting conditions**
- **Requirements for involuntary activations are submitted to AFRC and then sourced by the AFRC FAM**
- **Mobilization packages require GO concurrence from IMAs command of assignment**
- **Once tasked, members are INELIGIBLE for any other personnel actions (i.e. retirement, IRR transfer)**
- **Volunteers can be substituted in place of non-vols**
  - **Original member remains frozen until vol deploys**

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Deployment Waivers

- **1095—A waiver is required for participation exceeding 1095 days in a rolling 4-year window**
  - **If greater than 1095 but less than 1400 & does not cross fiscal years = AFRC & ACC CV approval required**
  - **If greater than 1400 and/or crosses fiscal years = SAF/MR approval required**
  - **1095 waivers are not required for 12302 and 12304(b)**
- **Per Diem—Any TDY greater than 180 days automatically results in a PCS without PCA; members will receive local BAH entitlements vs per diem**

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AEFI for IRs

- **All IMAs must have an AEF Indicator entered into MilPDS per AFI 10-401**
  - **All IRs should have an AEFI code assigned in MILPDS by their assigned active duty unit which should correspond to their unit's AEF vulnerability period. i.e. X1, X2 etc. (Note: IRs assigned to those organizations can be tasked only through mobilization or volunteer process).**

Questions?