

# ***United States Air Force Reserve***

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*Integrity - Service - Excellence*

## **IMA Deployments**



**U.S. AIR FORCE**

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



# *Seeking Deployment Opportunities*

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- **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*

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- **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

ARCNet

My Profile | charmie.j.jones

Home | Participation | Duty Plan | ATMT | Readiness | VRS | Member | Email | Web Admin

Help | Log Out

HQ RIO Home

Last Login: 5/2/2016 4:27:39 PM

HQ RIO

Goto Unit

ARCNet Links

UPDATES - 26 April

ARCNet Docs

ARCNet CCB Charter

ARCNet Tasks (save to desktop)

ARCNet Newsletter

Vol. 1 No. 3

ARCNet March Metrics

CBTs

ADL S/AFRC Unique CBTs

ANG CBTs

How to download ARCNet CBTs

HELP

ARCNet Duty Hours

Guides

Update Readiness-NEW

What is ARCNet?

ARCNet Features

ADL S Data Interface

Webinar Training Calendar

How Are We Doing?

TRAINING SLIDES

AFR Ancillary Training

Training Details

Class Schedule

Duty Plan

AF PORTAL LINKS

AEF Online

AF Portal

AF E-publishing

AF Fitness

AFRC Biographies

AFRC/CC Message

ARMS/AMV SivilMFP

E-Finance

LeaveWeb

My Pay

MISC LINKS

ANG CBTs

QUICK LINKS

MY READINESS

HQ RIO WEBSITE

CONTACT DIRECTORY

INTEGRATION CELL

RESERVE PAY OFFICE

IMA TRAVEL

DEFENSE TRAVEL SYSTEM

AROWS-R

UTAPSWab

myPERS

FAQs

Leadership

Col Carolyn A. Strickell  
Commander

Capt Colvin M. Cokella  
Superintendent

MSgt Wendy T. Baraca  
First Sergeant

HQ RIO:  
O3N 847-3746  
Comm: 720-547-3746

Visit Your HQ RIO Detachment Online



- Select Volunteers tab to start search and application process

**Volunteer Reserve System (VRS)**, has been revised to enhance usability for the Volunteer and Requisitioner. This newer version continues to provide service to Reserve/Guard members for short-term and funded assignment vacancies. Force Generation Center (FGC) has management control of VRS. Volunteers should address specific questions concerning the vacancy to the POC listed. Should you have questions regarding the process for VRS, please email the FGC/FGF FARS at [afrc.fgc.far@us.af.mil](mailto:afrc.fgc.far@us.af.mil).

Users will notice several new key features in this version, all designed to make the matching process more efficient. Volunteers can search for opportunities by a variety of factors (specific dates, ranks, AFSCs, locations, keywords). Volunteers can track application status within VRS. Supervisor permission is the first step in the application process. Emails to the volunteer are sent during the final steps of the application process to offer acceptance.

VRS is voluntary and Requisitioners are responsible to ensure each listing reflects a current requirement. In addition, Requisitioners are responsible for the validity and accuracy of each posting.

**Training**

- [Training Calendar](#)

**Slide Decks**

- [How to Volunteer](#)
- [How to be a Requisitioner](#)

**Entitlements**

- [Entitlements](#)

© 2016 - ARCNet Release Version 2.4 Branch3.5.0 CLR Image v4.0.30319 Build v2010.3.1317.0 Build Date 04/21/2016 14:01:13

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

The screenshot shows the VRS web application interface. At the top, there is a navigation bar with the ARCNet logo and menu items: Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Web Admin. The user is logged in as charniq...jones. The main content area has a search bar and several filters: Job Id, Keyword (with a note to separate keywords with a comma), Job Source (a dropdown menu), Location, AFSC (with a Wildcard field), Grade, and Duration. Below the search filters are buttons for Search (ENTER), Clear Search, and Search Guide. A blue arrow points to the Wildcard field. Below the search area are buttons for Export to Excel and Export to PDF. A table of volunteer opportunities is displayed with columns for Job, Title, AFSCs, Location, Report (NLT), Duration, and Desired Grade. Two opportunities are listed: 191409 (Air Refueling Planner/Executor) and 191411 (24 AF MPA Support). Each row has an 'Apply' button and a printer icon. A blue arrow points to the 'Apply' button for the second opportunity.

Job	Title	AFSCs	Location	Report (NLT)	Duration	Desired Grade	
191409	Air Refueling Planner/Executor (copy)	011M4	Scott AFB Illinois United States USNORTHCOM	5/31/2016	180	0-4	Apply
191411	24 AF MPA Support	32E4	24AF Lackland AFB TX	6/29/2015	0	0-4	Apply



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

The screenshot shows the ARCNet VRS application interface. At the top, there is a navigation bar with the ARCNet logo and various menu items: Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Web Admin. The user's name, charnique.j.jones, is displayed in the top right corner. Below the navigation bar, there is a search form with fields for Job Id, Keyword, Job Source (set to VRS), Location, AFSC (set to 350), Grade (Select A Grade...), and Duration (Select A Duration...). There are buttons for Search (ENTER), Clear Search, and Search Guide. Below the search form, there are buttons for Export to Excel and Export to PDF. A table of search results is displayed below the export buttons. The table has columns for Job, Title, AFSCs, Location, Report (NLT), Duration, and Desired Grade. Two rows are visible in the table. The first row has Job ID 192536, Title USSOCOM J1 Plans, Policy, and Programs Superintendent, AFSCs 35071, Location MacDill AFB, FL, Report 5/22/2016, Duration 120, and Desired Grade E-8. The second row has Job ID 192572, Title 350 Personnel Tech, AFSCs 35051, Location Robins AFB GA, Report 5/21/2016, Duration 131, and Desired Grade E-6. To the right of each row are two buttons: 'Apply' and a printer icon. A large blue arrow points to the 'Apply' button for the second row.

Job	Title	AFSCs	Location	Report (NLT)	Duration	Desired Grade	Apply	Print
192536	USSOCOM J1 Plans, Policy, and Programs Superintendent	35071	MacDill AFB, FL	5/22/2016	120	E-8	Apply	Print
192572	350 Personnel Tech	35051	Robins AFB GA	5/21/2016	131	E-6	Apply	Print





- After application is submitted it traverses the following process:

Step in Application	Point of Contact's Comments	Date and Time
Volunteer		
Supervisor Approval		
UDM Approval		
IRS Approval		
Wing CC Approval		
FAM Approval	CIV Elsie Houey	
FGC Approval	CIV Michael Carter	
Regulator Review	Col Brett Buras	

Upload Files  
Maximum Combined File Size: 9 MB  
Select files...



# Deployment Responsibilities

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## 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)

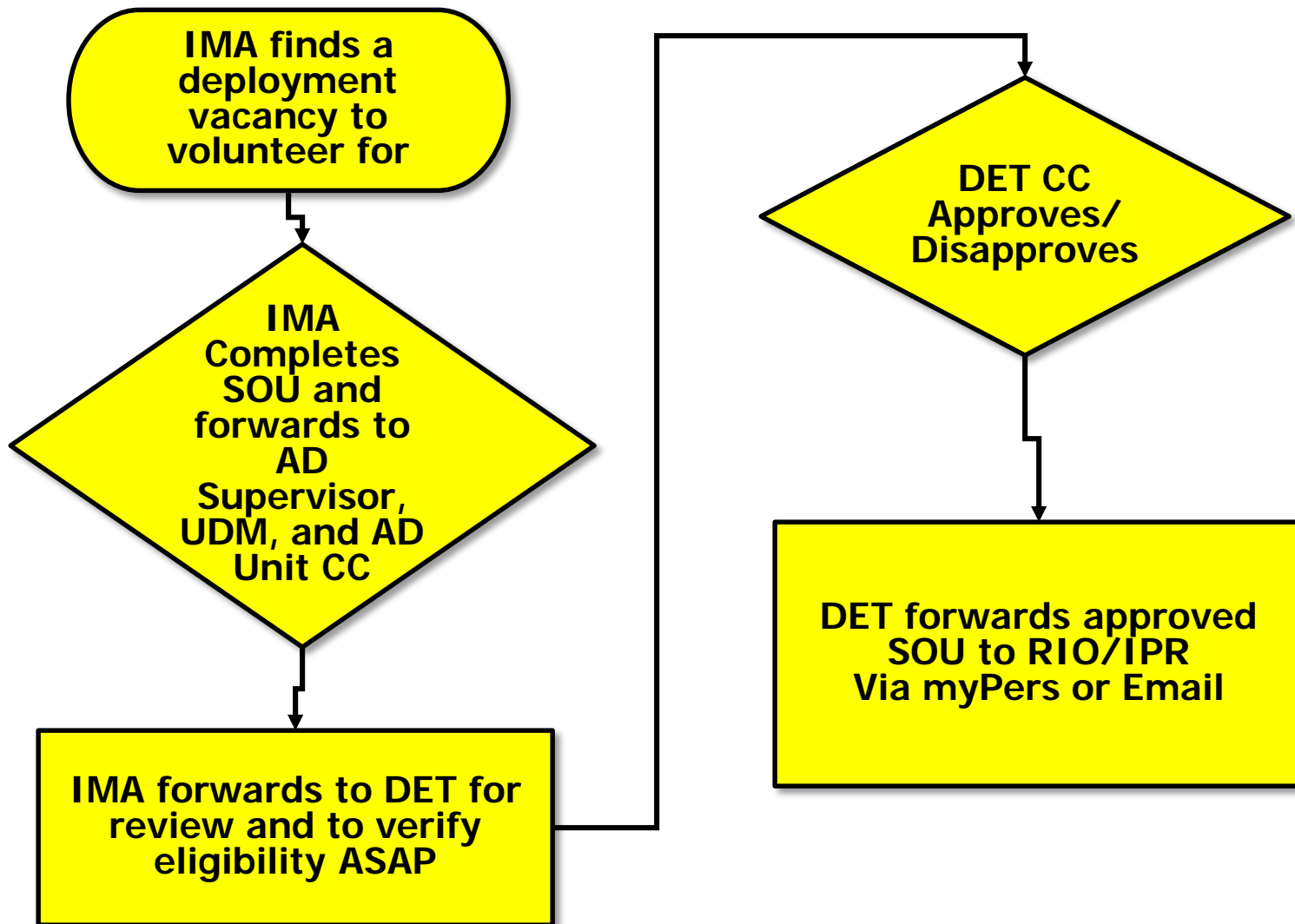
## AD Unit

### 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

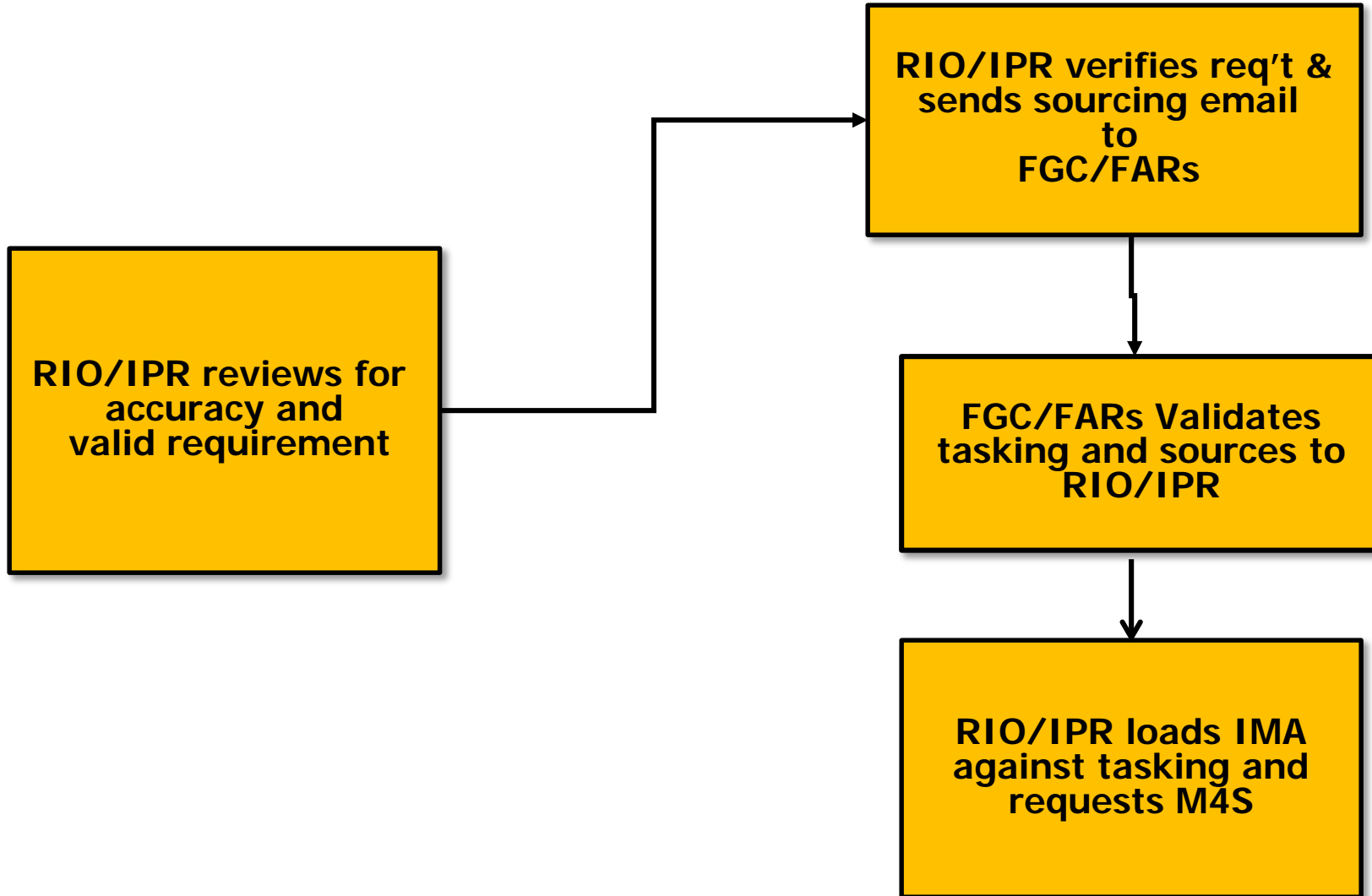


# IMA Volunteer Process (phase 1)



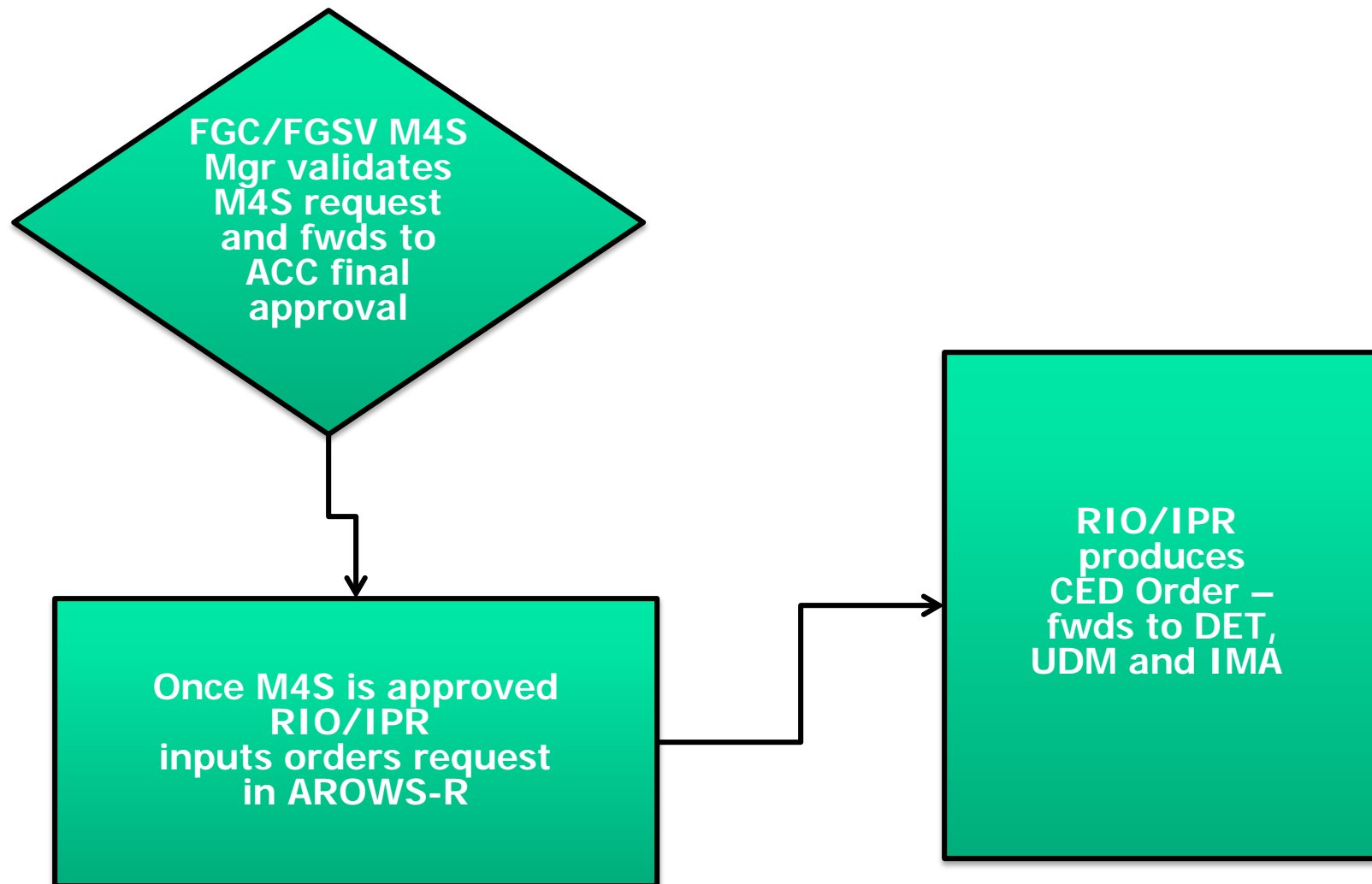


# *IMA Volunteer Process (phase 2)*





# *IMA Volunteer Process (phase 3)*





# 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.ior@us.af.mil](mailto:arpc.ior@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 four 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  home station 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 CDR 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 from 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**



## *Deployment Waivers*

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- **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**





- **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).**



U.S. AIR FORCE

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*Questions?*