

United States Air Force Reserve

Integrity - Service - Excellence

HQ IR Readiness & Integration Organization: IRO Mission Brief

February 2019



U.S. AIR FORCE



- **Mission**
 - Who we are
 - Who we support
 - Roles and responsibilities
 - **Strategic Priorities**
 - **Capability Roadmap**
 - **Key Initiatives & Accomplishments**
 - **IR Travel Update**
 - **RIO Connect App**
 - **Readiness and ARCNet**
-



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Who We Are

MISSION

Seamlessly integrate war-time ready Individual Reserve Forces to meet Air Force and Combatant Commander requirements.



VISION

Individual
CAPABILITY

Leveraged
WORLDWIDE



Headquarters Individual Reservist Readiness and Integration Organization



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Who We Support





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Individual Reservist (IR)

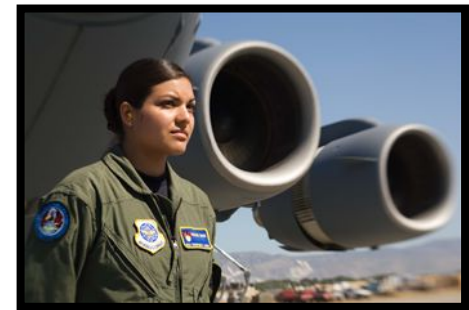
IMA (CAT B)

- Assigned to a funded position against an active-duty billet
- Assigned to an Active Component, unit, wing, MAJCOM, COCOM, HQ
- Annual Tours (AT) and Inactive Duty Training (IDT) required for satisfactory FY participation
 - 24 or 48 IDTs
 - 12 - 14 Day Annual Tour



PIRR (CAT E)

- Members of the Ready Reserve (not part of SELRES) subject to active-duty recall by the President or Congress in time of national emergency or war
- Not assigned to a position on a UMD and not counted against reserve end strength
- Attached to active-component units and must earn 50 points per R/R year. The 50 points may be paid (MPA, limited school tour, etc.) or unpaid (IDT)





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Unique IR Mission Sets

- **IMAs are assigned to every Department of Defense Combatant Command and other government defense agencies**, providing augmentation for manning shortfalls and backfilling for deployed active-component personnel in nearly every career field.
- **90+ Emergency Preparedness Liaison Officers –** Assigned to 1st Air Force, National Security Preparedness Directorate, activated in support of local and federal agencies in the face of natural disaster and other emergencies to facilitate requests for Title 10 Air Force support
- **CAP-USAF Civil Air Patrol Reserve Liaison Officers –** These participating individual ready reservists (points only) facilitate inspections of local CAP operations around the country, ensuring the volunteer-driven, official Air Force auxiliary is prepared to respond to its 4,000+ missions each year.





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IMAs Above and Beyond

- **AF IMAs going beyond minimum participation on extended orders**
- **Currently 1,021 of 7,300 IMAs are mobilized or volunteering in support of AF global operations**
 - **1,004 serving CONUS, providing operational support or in pre-/post-deployment status**
 - **17 serving OCONUS**
 - **3 are deployed on 191+-day tours**

LOCATIONS

NORTHCOM x 0
CENTCOM x 16
AFRICOM x 1
EUCOM x 0
PACOM x 0
SOUTHCOM x 0

FUNCTIONAL AREAS

Intel
CE
Logistics
Comm
Security Forces
Medical
Other general support



RIO Serves IRs to ensure they are ready to Execute the Mission

- **Standardize management of IRs**
- **Ensure IR readiness and full integration with the active force**
- **IR Orders and IR Pay (milPay and Travel)**
- **Manage IMA end-strength**
- **Provide a chain of command, with accountability through ARPC/CC, to the AFRC/CC**
- **Maintain concurrent admin control with RegAF CCs**
- **Educate and counsel the active component on IR matters**
- **Partnership and outreach**
- **Deliver a full complement of customer service and support**



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Active Component Key Roles



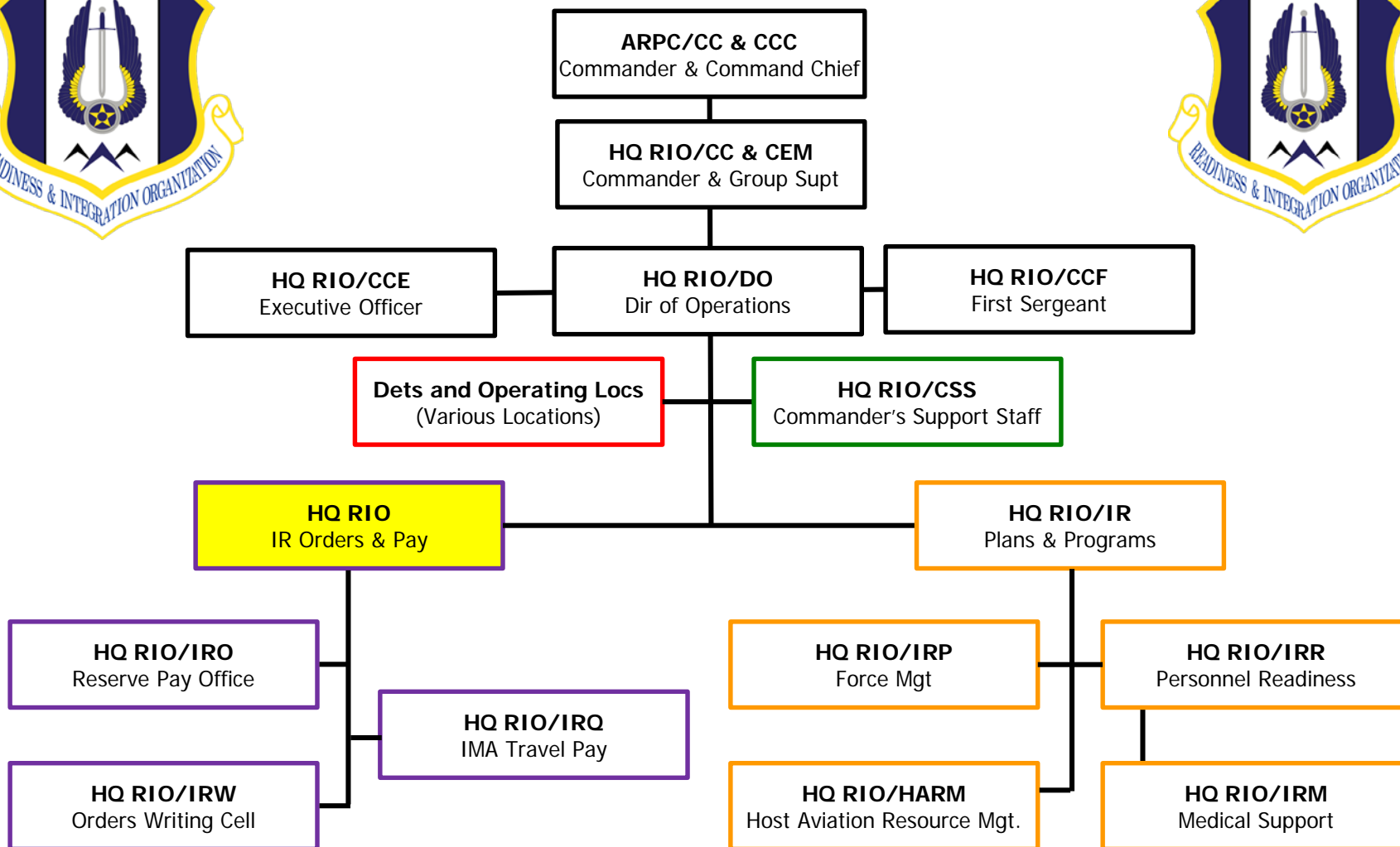
OPCON vs. ADCON

- Owning unit has OPCON of the IR force and most admin functions
 - Mission execution, security, fitness, medical, training
 - MPA, participation, evals, PRFs, FSS actions, DEERS, GTC, etc.
- HQ RIO has concurrent ADCON
 - Orders, readiness reporting, retirements, assignments
 - IMA end-strength, funding, formal schools, ETS, etc.



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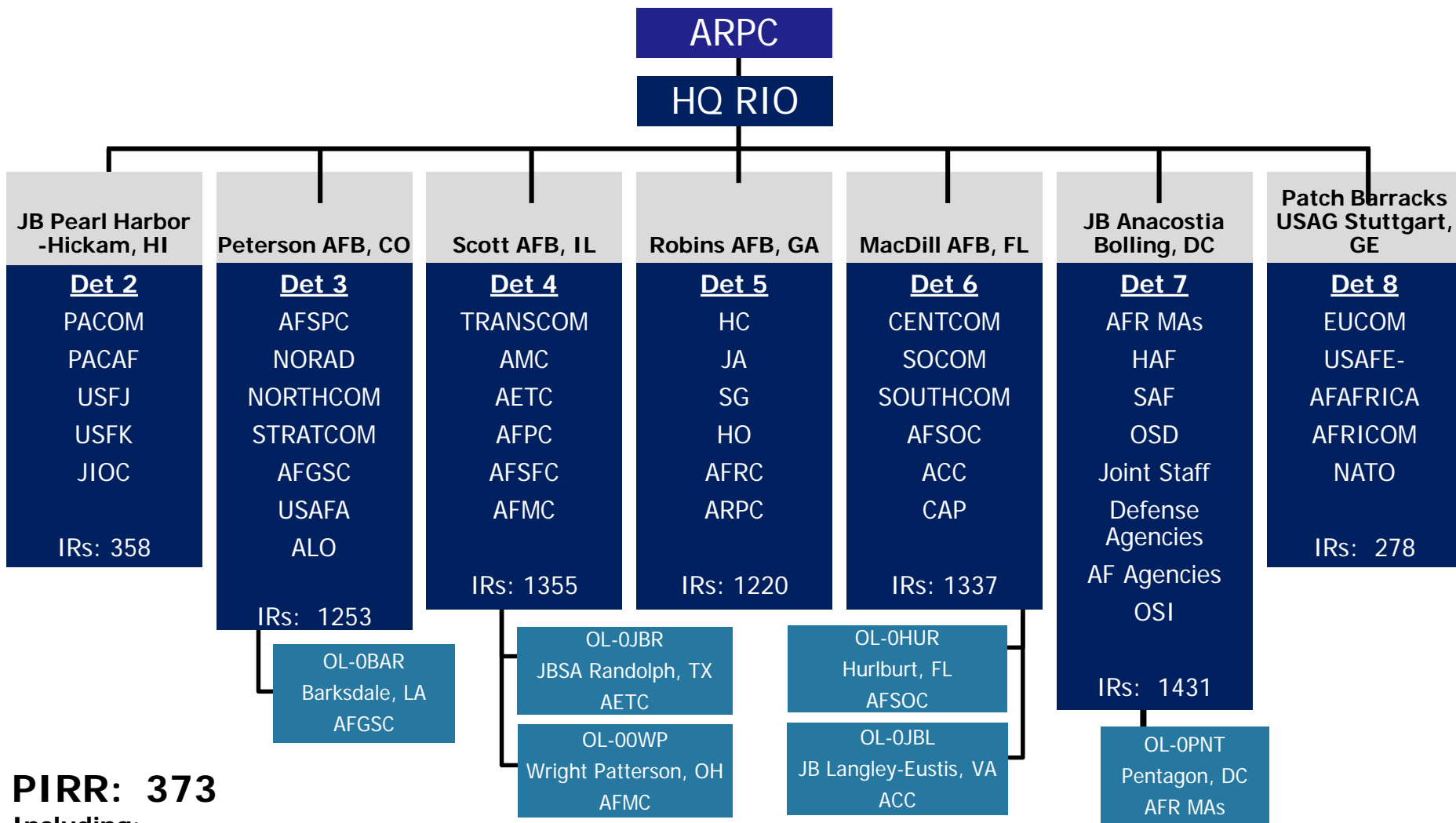
HQ RIO





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Detachment/Operating Locations



PIRR: 373

Including:
229 ALO & 141 CAP



RIO Strategic Priorities

Right Airmen...Recruit, support and retain our world-class talent

- Improve efficiency in assignments
- Effectively man to support all mission requirements
- Invest in Individual Reservist developmental opportunities
- Continue to recruit and retain Individual Reservist talent

Ready & Available...Exceed readiness and mobility capabilities

- Improve Individual Reservist readiness
- Develop efficient orders process timelines
- Increase timeliness and accuracy of pay
- Ensure proper management of participation

Relationship-minded...Connect with and deliver value to military and community partners

- Across Components, COCOMs, MAJCOMs & Agencies
 - Within ARPC & RIO--Headquarters and Detachments
 - Among family, civilian employers and community
-



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Initiatives & Accomplishments

Right Airmen:

- **End Strength and SELRES Retention:**
 - ✓ Established HQ RIO CAA to enhance/understand retention & educate on SELRES opportunities

Ready & Available:

- **Mobilization:**
 - ✓ Developed IMA Accessing and Activation Guidance in collaboration with AFRC & HAF
 - ✓ Briefings and process guide to codify how IMAs can be activated and under what authority
 - **IR Travel Pay:**
 - ✓ Re-located from Dobbins ARB to Buckley AFB (50% redux in authorizations)
 - ✓ Created case management capability for customer incident submissions (myPers)
 - ✓ Initiated Surge Task Force to address travel pay backlog and processing times
 - **Readiness:**
 - ✓ Identified ARCNet Business Rules and data sources to AFRC, ARCNet readiness now accurate for RIO!
 - ✓ Mobilization and Participation Readiness now available in system for Airmen and RIO visibility and analysis
 - ✓ 5 RealWorld events/2 Exercise 2018--7,547 IMAs accounted for and supported
-



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Initiatives & Accomplishments

Relationship-minded:

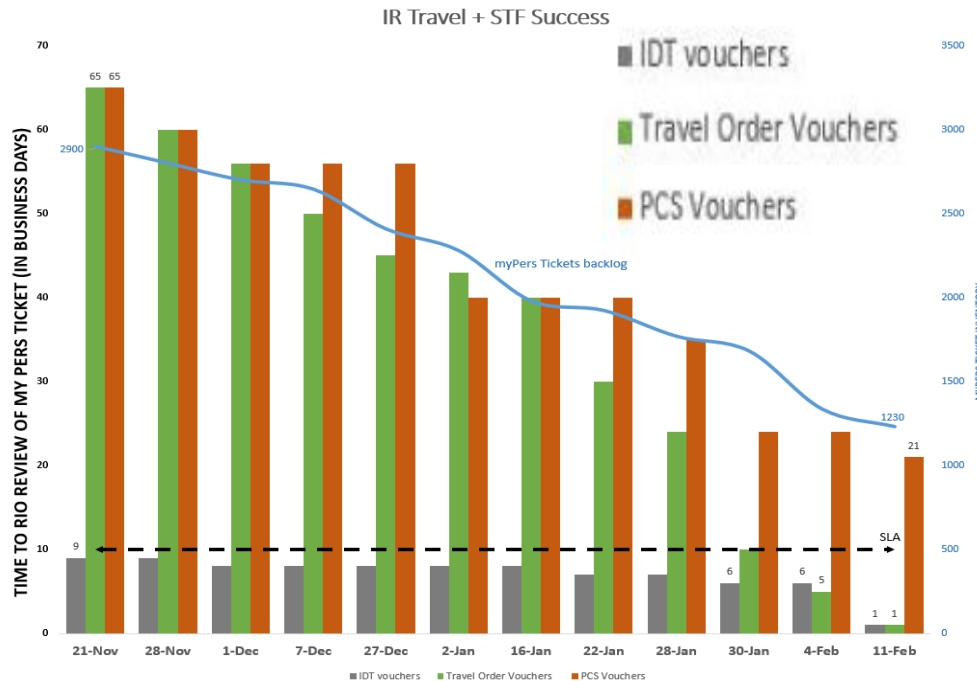
- **Customer Service:**
 - ✓ Implemented TFSC capability for RIO tier 1 customer support 24/7/361
 - ✓ TFSC transfer results in redux of 4000 calls/month to allow RIO technicians/SMEs to focus on Tier 2
- **Communications:** Uniquely challenging—global program with vast stakeholders
 - ✓ Enhanced RIO Website to include new training guides
 - ✓ Improved RIO Connect Mobile App
 - ✓ Publish monthly publications:
 - ✓ RIO Roundup publication for MAs and RAs
 - ✓ RIO Readiness Report publication for all IRs
 - Implement new IMA advisory council (ECD: June 2019)
 - Desktop Anywhere initiative with AFRC/A6



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IR Travel Reimbursement

*Transition from unmeasurable to measurable
Link customer request to RIO tech processing*



2017/2018: IR travel pay office transition from DARB to BAFB (1 of 24 trained FM techs relocated)

DTS processing meets SLA but RTS unmeasurable from customer input to processing

April 2018: Initial BETA transition to MyPers—Manual incident creation to capture work from email

Oct 2018: Eliminated email as method of pay transmission

Nov 2018: Transition Tier 1 Customer Service/Status checks to TFSC

Nov 2018: Surge team stood up and started training with ECD 31 Mar

2019 *58% reduction in backlog*

98% reduction in Travel Order Voucher Processing Time

89% reduction in IDT Voucher Processing Time

68% reduction in PCS Voucher Processing Time



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Surge Task Force Efforts Decreased Processing Times

✓ **IDT Vouchers**

- ✓ **NOW (11 Feb 19): Processing = 1 days**
- ✓ **BEFORE SURGE: Processing = 34 days**
- ✓ **GOAL: 10 Days**

✓ **Travel Order Vouchers**

- ✓ **NOW (11 Feb 19): Processing = 1 days**
- ✓ **BEFORE SURGE: Processing = 80 days**
- ✓ **GOAL: 10 Days**

• **PCS Vouchers**

- **NOW (04 Feb 19): Processing = 21 days**
- **BEFORE SURGE: Processing = 61 days**
- **GOAL: 10 Days**

Note: Tracked in Business Days from customer input to RIO review

Ticket inventory down from 3000 to 1000! Projected full GWD: 31 Mar 19



Individual Reserve Travel

Home	Resources	Travel	Pay
Detachments	Training	Vacancies	Force Development
Awards & Boards	Benefits & Entitlements	Orders Writer Cell	Activation & Deployments

Note: If accessing this page from a .mil computer, you may need to refresh the browser cache to see the latest content. (Windows OS, use Ctrl+F5)

IR TRAVEL RESOURCES

- Submit travel documents via myPers
- Pay Processing Times
- Travel Guides
- Travel Forms
- Defense Travel System

SOCIAL MEDIA

Stay connected with HQ RIO through your favorite social media apps.



GUIDES

TRAVEL COMPANION

INDIVIDUAL RESERVISTS GUIDE

HQ RIO DIRECTORY

TRANSITION ASSISTANCE PROGRAM

New myPers process

New IR Travel Companion

IMA Pay Office

Home	Resources	Travel	Pay
Detachments	Training	Vacancies	Force Development
Awards & Boards	Benefits & Entitlements	Orders Writer Cell	Activation & Deployments

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FINANCE AND PAY RESOURCES

- Pay Processing Times
- Submit pay documents via myPers
- Pay Guidance
- Pay Forms
- Leave Carryover Guidance
- Leave Sellback Guidance
- Contingency Pay Guidance

SOCIAL MEDIA

Stay connected with HQ RIO through your favorite social media apps.



GUIDES

TRAVEL COMPANION

INDIVIDUAL RESERVISTS GUIDE

TRANSITION ASSISTANCE PROGRAM

ABOUT HQ RIO

HQ RIO WHO'S WHO GUIDE

IMA DEPLOYMENTS

NEWCOMERS

Pay processing times



RIO IR Pay click through to myPers



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myPers customer incident tracking



Select a product



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RESOURCES FOR FSS

MY ACCOUNT

- Incidents/Messages
- My Documents
- Notifications
- Change Password
- My Profile

Still Need Help?

[Contact Us](#)

[Home](#) > Incidents/Messages

[E-mail Us](#)



Incidents are only viewable for 1 year from date closed.

My Incidents

Results 1 - 5 of 5

Subject	Status	Date Created	Date Last Updated	Reference #
AROWS Order #7805150 20181203-20181207	Closed	11/19/2018	11/19/2018	181119-003340
TDY Routine 20181022 - 20181026	Completed	10/10/2018	10/10/2018	181010-011523



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RIO IR Travel Guidance Checklists

HQ RIO

THE TRAVEL COMPANION

CHECKLIST FOR TRAVEL VOUCHER SUBMISSION

DID YOU?

- ┆ Use the current version of the DD1351-2 (May 2011)
- ┆ Read all pages of your order & amendments, if applicable
- ┆ Include a copy of the 938 order and DD1610 or CED order, if applicable.
- ┆ Sign the Travel Voucher
- ┆ Get the Reviewer's endorsement
- ┆ Attach Airline Ticket Receipt/Itinerary (document must reflect a satisfied charge)
- ┆ Attach All Lodging Receipts regardless of amount
- ┆ Attach Contract Quarters Authorization or Statement of Non-Availability, if applicable
- ┆ Attach Rental Car Receipts, if applicable
- ┆ Attach all Receipts for expenses \$75.00 or more
- ┆ Attach Missed Meals Form (AF FM 2282) if applicable (cannot be used for Annual Training)

AS APPLICABLE, DID YOU CLAIM?

- ┆ Airfare & CTO Service/Processing Fees, Taxi's
- ┆ Lodging Charges, Lodging Taxes paid separately (CONUS only) POV Mileage

CHECKLIST FOR IDT LODGING OF 1164

SUBMISSION

DID YOU?

Use the current version of the OF 1164, December 2016

Complete Section 4

Complete Section 6: dates, location daily cost, # of days lodged

Enter amount claimed in block 7

Have approving official sign block 8

┆ Sign block 10, claimant signature

┆ Attach all certified AF 40As (must have member's and certifier's signature); if you are unable to obtain a signature you may provide a color print of the UTAPS calendar with the UTAPS generated AF40A.

┆ Attach Contract Quarters Authorization/Non-Availability Statement, if applicable

MOST COMMONLY USED TRAVEL FORMS

AF Form 938, Request and Authorization for Active Duty Training/Active Tour

DD Form 1610, Request and Authorization for TDY travel of DOD personnel

AF Form 40A, Record of Individual Inactive Duty Training

DD Form 1351-2 (May 2011), Travel Voucher or Sub-voucher

DD Form 1351-2C, Travel Voucher or Sub-voucher (Continuation Sheet)

DD Form 1351-3, Statement of Actual Expenses

OF 1164 (December 2016), Claim for Reimbursement for Expenditures on

Official Business AF Form 2282, Statement of Adverse Effect – Use of

Government Facilities SF1199a, Direct Deposit Sign up Form



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RIO Connect App and Capabilities

Download for access to:

- Newsletters
- Training
- IR Resources
 - Travel Guide and IR Guide
- News and Events
- Directory-- Detachment contact info and locations
- Fit Test calculator--incl exemptions & altitude adjustments
- Social Media links
- Groups
- Checklists
- More content being added each month



Introducing Groups

Groups is a powerful new feature on your App. It is the easiest and fastest way to connect and instantly communicate with any type of group within your unit. Using Groups is easy, intuitive, and fun!

Features Include:



Messages

Saves time and reduces confusion by serving as a central place for all communications.



Schedules

With schedules, you can view an event, meeting and gathering times throughout the year.



Instant Updates

Immediately notify your group of last minute changes: event times, location, and more.



Photos

Members can easily view, share, and download photos in a convenient location.



Safe

It's private and members can interact without exchanging contact information.



Event Details

Everyone will know the time, place, directions, forecast, and who can attend an event.

Create a Group In Seconds

1. Creating a Group is Simple

- Download your unit's app
- Open Groups
- Select Create Group button.

2. Share the Code

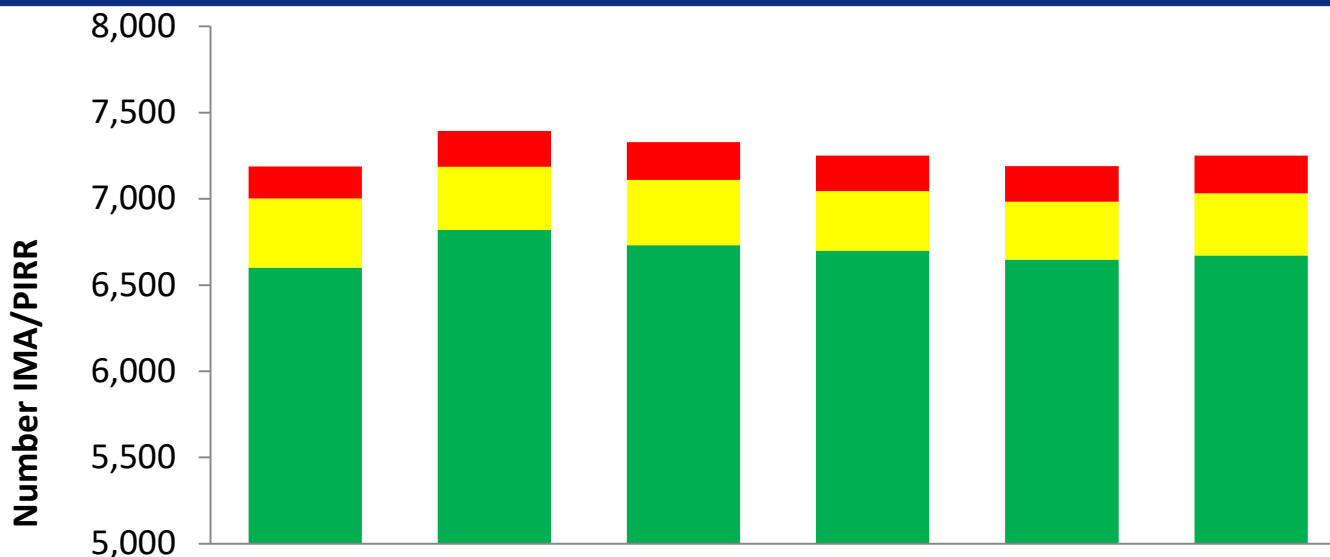
All you have to do is share the group code with your members and they can join in seconds.





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IMA/PIRR Overall Mobilization Readiness



Mob Ready 97%

Green 92%

Yellow 5%

Current DAV codes not available due to Feb Alpha Roster not current.

ASSESSMENT

	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19
NonDeployable	185	208	218	206	206	218
Mob w/limits	401	365	378	344	336	361
WW Mob	6,601	6,820	6,732	6,700	6,647	6,671

Details

Objective: Track mobilization readiness of the IMA/PIRR force

Measures: Total IMAs/PIRR Mobilization Ready (IRR managed by ARPC)

Data Source: ARCNet . Feb Alpha Roster Not Avail.

LRPs: AFI 10-403 Attachment 2, Table A2.1

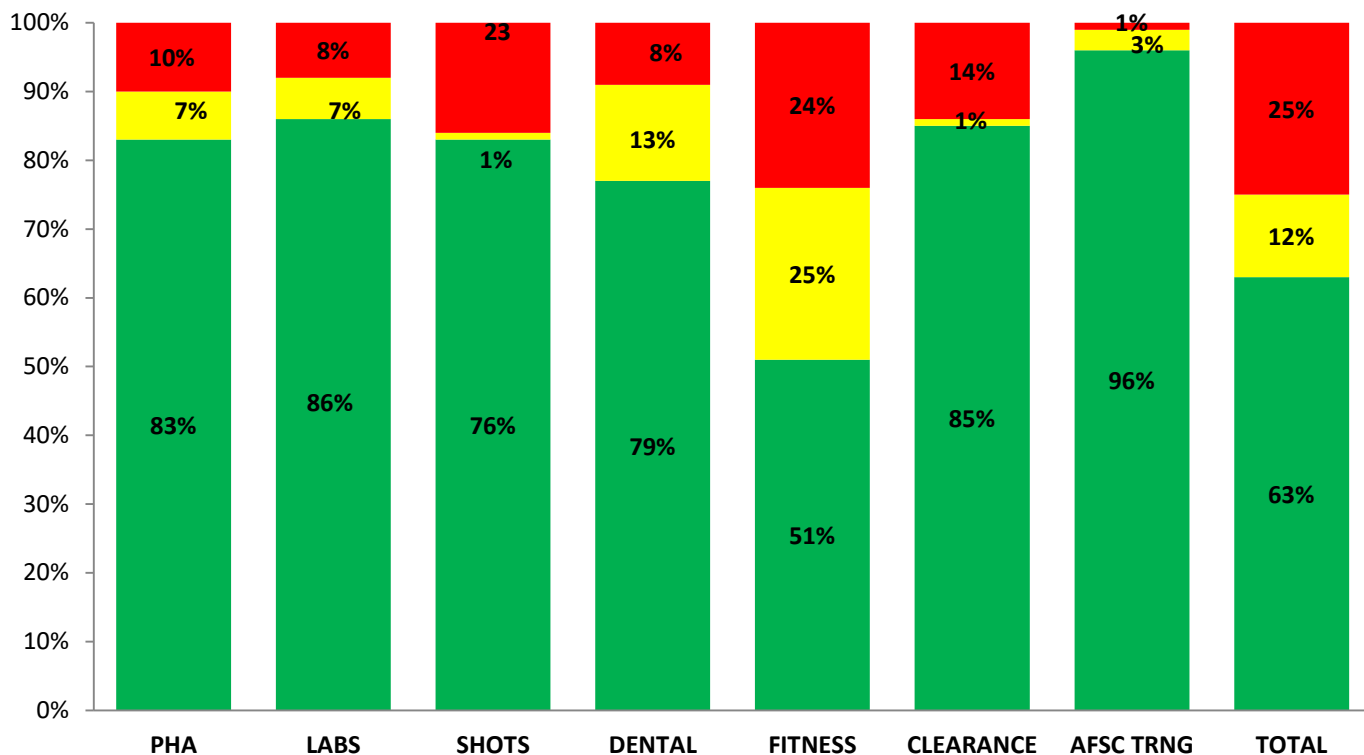
Manpower/Time Used: 1 IPR member needed to complete slides/approx. 90min

Countermeasures
Monitor any deviation in baseline



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IR Participation Readiness Breakout



TOTAL ASSIGNED	7,237
TOTAL READY	75%
PHA	90%
LABS	92%
SHOTS	84%
DENTAL	91%
FITNESS	76%
CLEARANCE	86%
AFSC TRNG	99%

Details

Objective: Track participation readiness of the IMA/PIRR force
Measures: Percentage of IR personnel who meet participation requirements
Data Source: HQ RIO ARCNet. Feb Alpha Not Avail.
LRPs: AFI 36-2254 v1: Reserve Personnel Participation
Manpower/Time Used: 1 IPR member needed to complete slides/approx. 90min.



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Where we need your help

- **Partnership with RIO Det Commanders & OL Program Managers**
 - The Detachments are critical to IMA Success as are RAs, MAs, URCs, Supervisors and owning organizational engagement
- **Take Personal Responsibility for Career**
 - Readiness, Training, Personnel Records, Medical, Evaluations, Participation Scheduling, myPers has personal email address...
 - AFSC development and career progression, engage leadership
- **Follow All Guidance and Checklists for Pay, Orders submission**
- **Use the RIO Connect APP & Website and encourage others to as well**
- **Ensure FY Participation and Readiness**
 - IR Training and Readiness in War-Time Mission is Paramount

Your engagement ensures the IR program delivers value to AC



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Questions?



Find links to all of these sites on HQ RIO's public website
<http://www.arpc.afrc.af.mil/Home/HQRIO>
Facebook: www.facebook.com/HQRIO
Twitter: www.twitter.com/HQRIO