United States Air Force Reserve

HQ IR Readiness & Integration Organization:

Mission Brief
August 2018

U.S. AIR FORCE

MISSION

VISION

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

Individual
CAPABILITY

Leveraged
WORLDWIDE

Headquarters Individual Reservist Readiness and Integration Organization

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## 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)
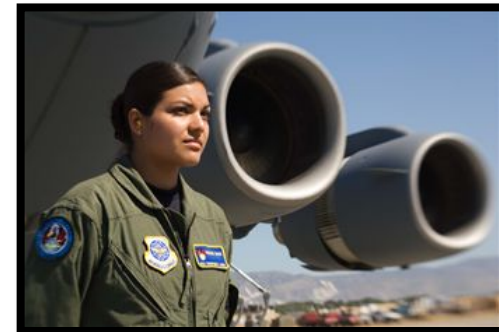
- **IMAs are assigned to every Department of Defense Combatant Command and other government defense agencies**, providing augmentation for manning shortfalls and backfilling for deployed active-component personnel in nearly every career field.

- **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.

IMAs Above and Beyond

- **AF IMAs going beyond minimum participation on extended orders**

- **Currently 1,210 of 7,700 IMAs are mobilized or volunteering in support of AF global operations**
  - **1,200 serving CONUS, providing operational support or in pre-/post-deployment status**
  - **10 serving OCONUS**
    - **4 are deployed on 191+-day tours**

LOCATIONS	FUNCTIONAL AREAS
CENTCOM x 8	Intel
AFRICOM x 1	CE
EUCOM x 0	Logistics
PACOM x 0	Comm
SOUTHCOM x 1	Security Forces
	Medical
	Other general support

As of 20 Jul

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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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Unit Commander
OPCON / Shared ADCON

Unit Supervisor
Teach, Train and Develop just "like" an Active Duty Airman

Unit Reserve Coordinator
Oversees the Commander's IR program
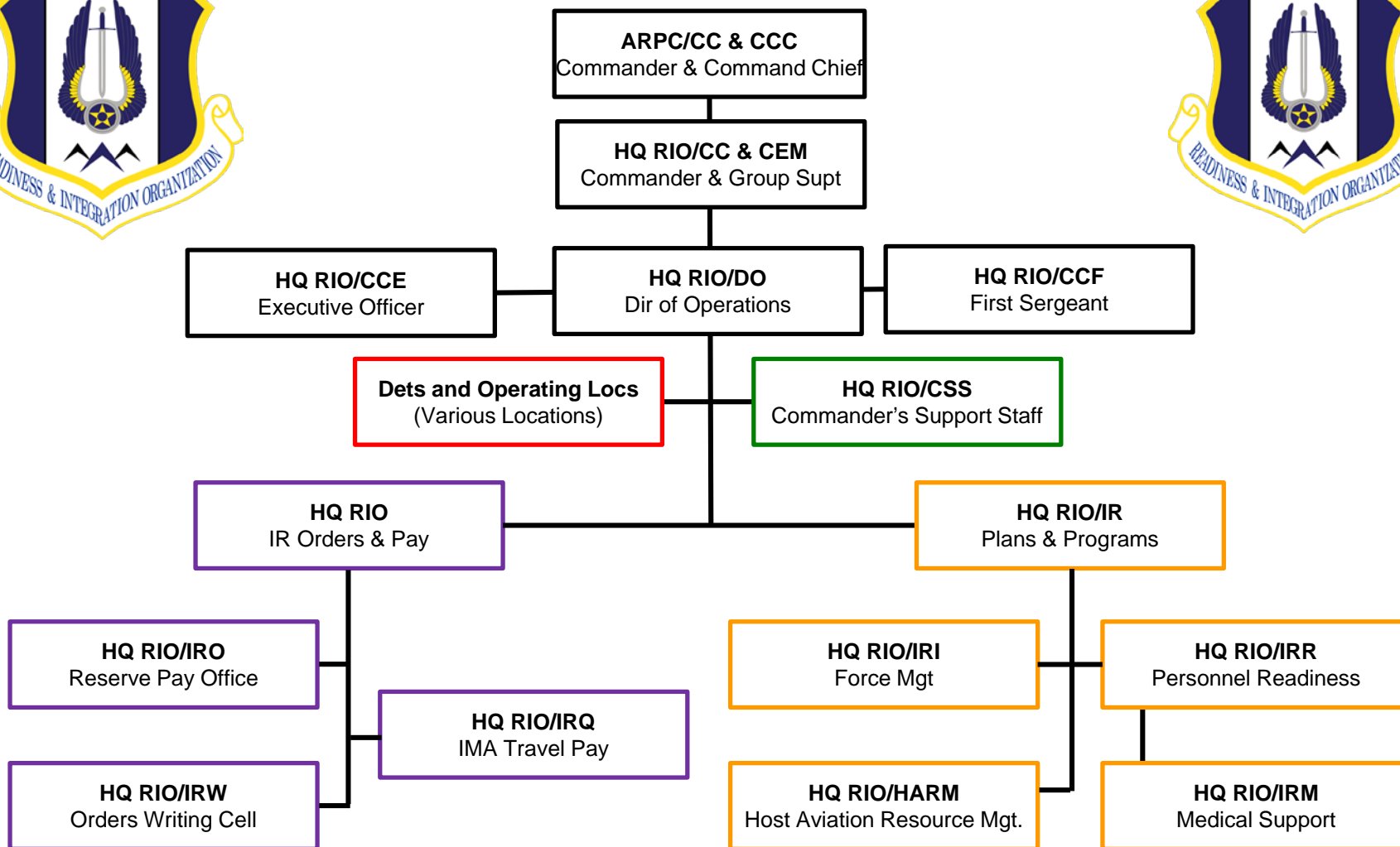
OPCON vs. ADCON

- **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.**

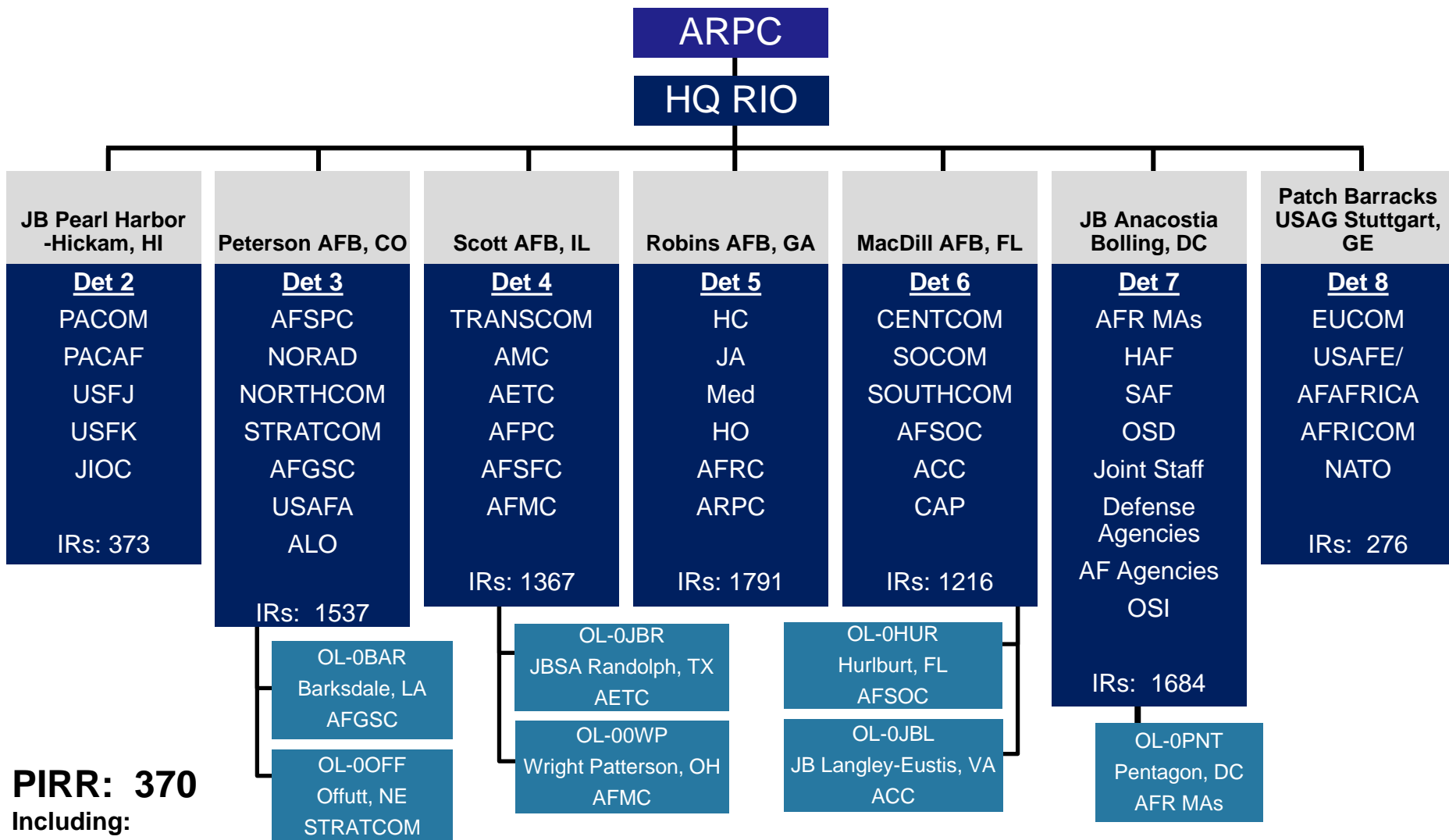**U.S. AIR FORCE**

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                    ┌─────────────────────────────┐
                    │       ARPC/CC & CCC         │
                    │ Commander & Command Chief   │
                    └─────────────────────────────┘
                    ┌─────────────────────────────┐
                    │     HQ RIO/CC & CEM         │
                    │  Commander & Group Supt     │
                    └─────────────────────────────┘
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HQ RIO/CCE	HQ RIO/DO	HQ RIO/CCF
Executive Officer	Dir of Operations	First Sergeant

Dets and Operating Locs	HQ RIO/CSS
(Various Locations)	Commander's Support Staff

HQ RIO	HQ RIO/IR
IR Orders & Pay	Plans & Programs

HQ RIO/IRO		HQ RIO/IRI	HQ RIO/IRR
Reserve Pay Office		Force Mgt	Personnel Readiness

HQ RIO/IRQ	HQ RIO/HARM	HQ RIO/IRM
IMA Travel Pay	Host Aviation Resource Mgt.	Medical Support

HQ RIO/IRW
Orders Writing Cell

Detachment / Operating Locations

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ARPC

HQ RIO

JB Pearl Harbor -Hickam, HI

Det 2
PACOM
PACAF
USFJ
USFK
JIOC

IRs: 373

Peterson AFB, CO

Det 3
AFSPC
NORAD
NORTHCOM
STRATCOM
AFGSC
USAFA
ALO

IRs: 1537

OL-0BAR
Barksdale, LA
AFGSC

OL-0OFF
Offutt, NE
STRATCOM

Scott AFB, IL

Det 4
TRANSCOM
AMC
AETC
AFPC
AFSFC
AFMC

IRs: 1367

OL-0JBR
JBSA Randolph, TX
AETC

OL-00WP
Wright Patterson, OH
AFMC

Robins AFB, GA

Det 5
HC
JA
Med
HO
AFRC
ARPC

IRs: 1791

MacDill AFB, FL

Det 6
CENTCOM
SOCOM
SOUTHCOM
AFSOC
ACC
CAP

IRs: 1216

OL-0HUR
Hurlburt, FL
AFSOC

OL-0JBL
JB Langley-Eustis, VA
ACC

JB Anacostia Bolling, DC

Det 7
AFR MAs
HAF
SAF
OSD
Joint Staff
Defense Agencies
AF Agencies
OSI

IRs: 1684

OL-0PNT
Pentagon, DC
AFR MAs

Patch Barracks USAG Stuttgart, GE

Det 8
EUCOM
USAFE/ AFAFRICA
AFRICOM
NATO

IRs: 276

PIRR: 370
Including:
247 ALO & 107 CAP

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

- **Communications: Availability of Information** (Dets, IRs, RAs, units…)
  - Continue to build content in RIO Connect Mobile App: Info, Notification & Messaging
  - Partner with AFRC/A6 on new Desktop Anywhere capability: IR systems access
  - Further enhance RIO Website with new IR training tools & pay processing timelines

- **IR Pay and Travel**
  - Relocate IR Travel from Dobbins to Buckley
  - Develop methodologies to streamline and create standard processes
  - Transition from email to myPers incidents for customer and agent

- **IR Mobilization Processes and Readiness Metrics**
  - Developed and codified IMA mobilization process, access authority and involuntary activation processes
    - In collaboration with Active and Reserve stakeholders, built documentation for how IMAs are accessed during mobilization for owning orgs
      - Volunteer vs Mobilized and OPLAN vs backfill and surge ops
    - Products include 2 scripted briefings (Sr Leader & AO-level) and a PSD Guide that includes all roles, responsibilities and processes
  - RIO and AFRC initiative: Define and "fix" ARCNet data and reporting to support
  - Advocate for improved IMA compliance with participation requirements

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- **Personnel and Pay Systems: To include analytics & data access**
  - Non-standard, IR PAS Codes create complexity
  - Ensure current and future systems are designed for IR requirements
  - Validate data accuracy and availability to stakeholders and decision-makers

- **TFSC Tier 1 Support and increased Tier 0 capabilities**
  - Robust knowledge articles available in myPers
  - Transition Tier 1 level customer support to TFSC
    - Agent support available 24/7/361--Status Checks available online or via TFSC
    - Redux of 4000 calls/month will allow RIO experts to focus on Tier 2

- **Effective Manning and IR Participation Management**
  - IRs must be in the right position, fully trained and ready for their war-time mission
  - RIE with RS to reduce RegAF to IMA assignments processing timeline 60%
  - Increased number of recruitable vacancies visible to recruiters
  - Schedules are critical to budgeting
    - Participation waivers early allow re-allocation of funds
      - Mission balanced with member impacts

- **RIO Career Assistance Advisor position established**

RIO Connect

Pay
Links
Directory
Resources
Checklist
RIO News
Detachments

HOME CAC VIDEOS SELF HELP SHARE

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**

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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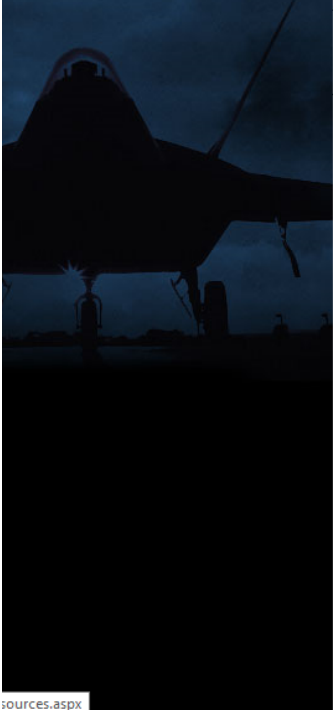
- **IRs want to be able to stay connected and conduct business from non-government devices**

- **Personal laptops with CAC-readers are used but some .mil limits**
  - Email, orders, pay, personnel actions etc

- **RIO Connect App provides information and tier 0 support at an Airman's fingertips, wherever they are**

- **Our goal for the RIO Connect App-CAC enabled is to provide both access to sites as well as a mobile-friendly experience**
  - Mobile form factor dramatically affects user experience

- **Desktop Anywhere initiative with AFRC/A6**
  - Ability to work from personal computer as virtual gov't desktop

Through RIO partnerships with HAF, AFRC & ARPC Capability will continue to expand

New Training Materials

U.S. AIR FORCE

Home > HQRIO > IRTravel

Home	Resources	Travel	Pay	Detachments
Training	Vacancies	Force Development	Awards & Boards	Entitlements & Benefits

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

Individual Reserve Travel

IR TRAVEL RESOURCES

⊟ **Submit travel documents via myPers (Beta Test)**

Submit Travel Requests — Travel Advances, General Officers (O7-O10) travel, PCS/PPM, RTS Debts, All other travel

New myPers process

⊞ **Travel Guides**
⊞ **Travel Forms**
⊞ **Government Travel Charge Card (GTCC) Policies**
⊞ **Defense Travel System**
⊟ **Contact the IR Travel Office**

New IR Travel Companion

Phone: 720-847-3501 (DSN 847)
Fax: 720-847-3969 (DSN 847)
Email: arpc.hqrio.travel@us.af.mil
Hours of Operation:

- Monday-Friday, 6:30 AM - 4:30 PM
- Wednesdays, closed for training, 1:00 - 3:00 PM
- All times in Mountain Time

Mailing address:

HQ RIO/IR Travel
Attn: IR Travel Office
18420 E. Silver Creek Ave.

RIO Connect - IMA Mobile Wingman

App Store | Google Play

GUIDES
GUIDE FOR INDIVIDUAL RESERVIST
TRAVEL COMPANION

QUICK LINKS
HQ RIO DIRECTORY
HQ RIO WHO'S WHO GUIDE
IMA DEPLOYMENTS
DEFENSE TRAVEL SYSTEM
MYPERS
GET1NOW
AIR FORCE PORTAL
DOD SAFE HELPLINE
MILITARYONESOURCE
NATIONAL SUICIDE PREVENTION HOTLINE

RIO NEWS
- 18-020 -GTCC use now mandatory for a travelers
- April newsletter for Individual Reservist available

IR Pay Office Website

Military Pay Processing KPI
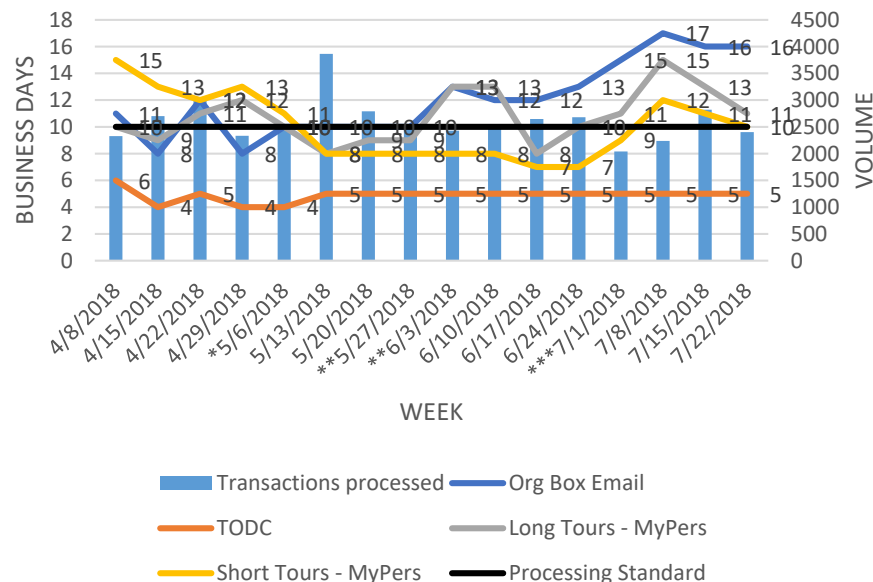
Travel Pay Processing KPI
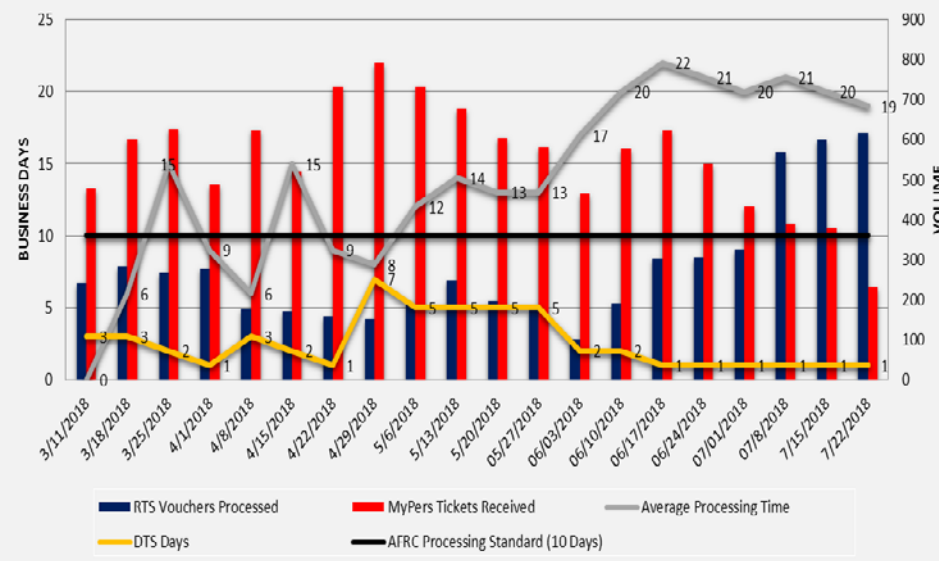
IR pay is a RIO major focus area: Main variables to manage

- Accuracy of customer package submission (Errors)
- Package input method (email, AMRDEC, myPers, DTS, TOD-C in AROWS)
- Volume of package submissions
- Number of trained RIO Travel and Pay technicians
- Number of phone calls received at RIO Travel and Pay

An accurate and complete voucher submitted to RIO w/o payment in acct in 30 days-tell us!

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- **Partnership with RIO Det Commanders & OL Program Managers**

  - The Detachments are critical to your success as an IMA

- **Take Personal Responsibility for Your Career**

  - Readiness, Training, Personnel Records, Medical, Evaluations, Scheduling…

  - Deliberate development and career progression, leadership

- **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

- **Advocate for the IMA Program / IMA End Strength**

  - Help fill vacancies

Your proactive engagement ensures the IR program delivers value to AC

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

Questions?