











Important Dates	
Newcomer's Orientation (AD CCs & Supervisors are welcome to attend) - please email rodet6@us.af.mil to schedule	3rd Thursday of every month
Annual Tour (AT) orders request for the current FY via MyFSS	31-May
Reserve Personnel Appropriation (RPA) funding call will go out to Unit Reserve Coordinators (JRCs) via email	End of May
Approved Inactive Duty Training (IDTs) Schedule in UTAPSWeb	15-Aug

Officer & Enlisted SCOD's			
	<b>28-Feb</b>		<b>5/31/2023</b> (Annual)
	<b>31-May</b>		<b>7/31/2023</b> (Even years)
	<b>31-Aug</b>		<b>9/30/2023</b> (Odd years)
	<b>31-Oct</b>		<b>11/30/2023</b> (Even years)
			<b>1/31/2023</b> (Odd years)
			<b>3/31/2023</b> (Even years)

Officer & Enlisted Performance Reports	
AB - TSgt	DAF FORM 910
MSgt - SMSgt	AF FORM 911
CMSgt	AF FORM 912
2nd Lt - Col	AF FORM 715
IAW DAFI 36-2406 Para 3.11.2, if an officer does not earn 16 points by the SCOD, submit an admin LOE for a gap report. For questions regarding evaluations, please contact the AD FSS.	

Individual Reservist (IR) Participation Requirements by Reserve Section	
Participation Code ME - (Intel & EPLOs)	48 periods Inactive Duty Training (IDT) 12-14 Annual Tour (AT) Days
Participation Code MC	24 periods Inactive Duty Training (IDT) 12-14 Annual Tour (AT) Days
Participation Code MX (Participating Individual Ready Reserve (PIRR)) - CAPUSAF	Does not have a FY AT/IDT requirement but are still required to maintain readiness

IR Statuses	
Annual Tour	Is the minimal period of active duty training Individual Reservists (IR) must perform each FY to satisfy training requirements
Military Personnel Appropriation (MPA)	Used to support Active Component Mission
Reserve Personnel Appropriation (RPA)	Two Types: Active Duty for Training (ADT) used to supplement AT & IDT when additional training is needed. Active Duty Operational Support (ADOS) provides direct support to Reserve programs
Inactive Duty (Points Only)	Four-hour period of unit of training or equivalent instruction, not to exceed two points per day.
Inactive Duty Training (IDTs)	Used to prepare Individual Reservists (IR) for full-time utilization or mobilization, which also includes performing OJT. Minimum - 4 hour period. IR may work up to 2 periods a day - 8 hour minimum -- if mission dictates longer duty day IR will only be credited for 2 periods a day

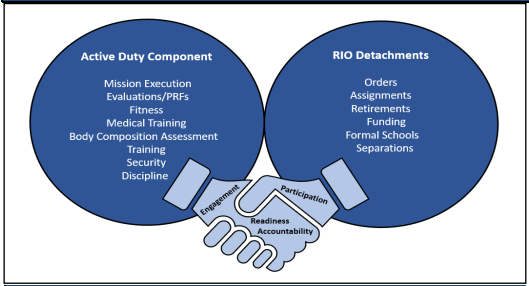


Pay/Travel 101	
AROWS-R	AD supervisors will certify orders in AROWS-R (i.e AT, ADOS, MPA)
UTAPSWeb	AD Supervisors will approve Inactive Duty Training (IDTs) schedules & certify work in UTAPSWeb
Travel Reimbursement via DTS or MyFSS	AD Supervisors will approve all travel vouchers/subvouchers (1351-2s) that require processing through MyFSS  RIO Det 6 will approve all Annual Tour (AT) authorizations/vouchers in DTS .  For IRs on Military Personnel Appropriation (MPA) days, IRs should be cross-org'd in DTS, and AD Supervisors should approve all authorizations/vouchers. Please see RIO Det 6 for further information

Individual Reservist (IR) Participation Requirements	
Retention/Retirement (R/R) Year Participation	Used to determine the IRs satisfactory years for the purpose of retirement * Must have 50 points for a satisfactory year
Fiscal Year (FY) Participation	Annual Tour (AT) & Inactive Duty Training (IDT) are mandatory for IRs to remain active in the billet occupied

1825 Rule	
1825 Rule Ref: DAFI 36-2619	FY22 NDAA, reservists are limited to active duty tour lengths of 1825 days (5 years) out of the previous 2190 days (6 years)
Individual Reservist (IR) need a 1825 waiver?	Individual Reservist (IR) who would exceed 1825 while performing duty in MPA status must process their waiver request via M4S through the active component MAJCOM/Agency.

### ADCON Responsibilities



IR Readiness Requirements	
Requirement	Where to Check?
Individual Medical Readiness	IMR
PHA/PHAQ	IMR
Dental	IMR
Immunizations	IMR
Labs	IMR
Fitness	MyFitness
Body Composition Assessment	AD CSS
Security Clearance	Check vMPF under Career Data Brief
Family Care	AD 1st Sgt

IRs can also check ARCNet to access their readiness report. Unit Reserve Coordinators (JRCs) can pull readiness reports from ARCNet

## Helpful Websites

HQ RIO	www.hqrio.afrc.af.mil
myFSS	myfss.us.af.mil
MyVector	https://myvector.us.af.mil/myvector
HQ RIO Facebook	https://www.facebook.com/HQRIO
AROWS-R	https://arowsr.afrc.af.mil/arows-r/
UTAPSWeb	https://utapsweb.afrc.af.mil/utapsweb/
IMR	https://asimsimr.health.mil/imr/myIMR.aspx

**RIO Learning Experiences –Tutorials to better support Active Duty Supervisors in leading their Individual Reservist (IR)!**  
<https://arpc-rio.learning-transformation.com/>


**Are you a Unit Reserve Coordinator (URC) - Email riodet6OLHurlburt@us.af.mil to request access to the Det 6 URC Microsoft Teams Channel**

**Individual Reservist (IR) Guide & Quick Guide—**  
 Located on the HQ RIO Portal Page



## AFI Quick Reference

AFI 36-2606 Reenlistments	DAFI 36-2907, Adverse Administrative Actions
DAFMAN 36-2806, Awards & Decs	AFI 51-509, Appointments to & Assumption of Command
DAFMAN 36-2905 - Physical Fitness Program	DAFI 36-3003, Military Leave Program
DAFI 36-2903, Dress & Appearance	DAFI 36-2406, Officer & Enlisted Evaluations
DAFI 36-2110, Assignments	DAFI 36-3802, Force Support Readiness Programs
DAFI 36-3211, Military Separations	DAFI 36-2502, Airman Promotion/Demotion Program
AFI 36-3203, Service Retirements	DAFI 36-2501, Officer Promotions, Selective Continuations
DAFMAN 36-2114 Management of the Air Force Reserve	AFMAN 36-2136 Reserve Personnel Participation
	DAFI 36-2110, Total Force Assignments
DAFMAN 36-2032 - Military Recruiting & Accessions	AFI 36-3026, ID Cards V1
DAFI 36-2670 - Total Force Development	DAFI 36-3026, ID Cards V2
AFI 36-2504 Officer Promotion, Continuation and Selective Removal in the Reserve of the Air Force	



**MISSION**  
Provide, integrate & sustain ready IR forces globally

**VISION**  
One trusted team making it *easy* to serve

**CC's INTEREST ITEMS**  
Pay Orders  
Strategic Comms with IRs  
Standardization  
Education & Training



**HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION**

Mission: Provide, Integrate and Sustain ready Individual Reserve forces globally



## RIO Detachment 6 Contact - MacDill AFB, FL

**Information:**  
 DSN 968-5035 / Comm 813-828-5035  
 Orders Writing Cell: Option 0  
 Force Management: Option 1  
 Readiness & Training: Option 2  
 Resource Management: Option 3  
 Commander: Option 4  
 Senior Enlisted Leader: Option 5

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# HQ RIO Det 6

CAO 19 Sep 23



**STRATEGIC PRIORITIES**

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**VISION** — RESERVE CITIZEN AIRMEN — AN AGILE, COMBAT-READY FORCE ANSWERING OUR NATION'S CALL...ALWAYS THERE!



## HQ RIO Det 6 Leadership Information



**RIO Det 6 Commander**  
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**RIO Det 6 SEL:**  
 CMSgt Edna Gardner  
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 Comm: 813-828-5035  
 edna.gardner@us.af.mil

## Total Force Support Center (TFSC)

DSN: 665-0102  
 Comm: 210-565-0102  
 CC Hotline (720-847-3388) - For Unit CCs Only  
 ARPC/JA  
 arpc.ja.rio@us.af.mil  
 Comm: 720-847-3277

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