



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

21 August 2023

MEMORANDUM FOR RANK LAST FIRST

FROM: HQ RIO Det 7

SUBJECT: Welcome Package

1. Welcome to Det 7! As an Individual Reservist you've joined a highly flexible program. With that flexibility, you'll find that many processes that were on autopilot as an Active Duty Airman, Traditional Reservist or Guardsman are now in your hands. You'll be in charge of scheduling your participation, career management and other items, but you are not alone in this journey. You'll learn more about the tools at your disposal in the In-processing Checklist.

2. You'll want to reach out to your Unit Reserve Coordinator and supervisor as soon as possible to begin in processing with your active duty unit.

- a. Unit:
- b. Unit Reserve Coordinator:
- c. Reporting Official/Supervisor:
- d. Assignment effective date:
- e. Duty Title:
- f. Retention/Retirement (R/R):
- g. Participation Requirements:

You must perform 12 days of Annual Tour (AT) and Choose an item. Inactive Duty Training periods (IDT) each Fiscal Year (FY).

3. One of our team members will reach out to set up your newcomers briefing soon. Please reach out to us with any questions or concerns. You can reach a member of the Det 7 team by calling 202-384-7777, DSN 484-3777. We're here to make it easy to serve!

//SIGNED//

KAREN M. COLTRIN, Colonel, USAF
Commander

RIO Det 7 In-Processing Checklist

Welcome to the IMA Program!

Active Duty, Guard & VLPAD begin With Step 1 IMAs & TRs Begin With Step 4

Establish A Pay File (Active Duty, Guard, VLPAD)

1. Submit Pay Welcome Packet to HQ RIO Reserve Pay Office | [IMA RPO Welcome Packet \(Example\)](#)
 - a) [AF 1288 or Appointment/Transfer Order](#) (Attached to myFSS case)
 - b) [SF-1199A](#) (Direct Deposit Form)
 - c) [Form W-4 \(Employee's Withholding Allowance Certificate\)](#)
 - d) [DD-2058-1 \(State Income Tax Exemption Certificate\)](#)
 - e) Update SGLI via milConnect (If unable to access complete [SGLV 8286](#))
 - f) [AF 1745 \(Address Change Form\)](#)
 - g) [AF 594 \(Application to Stop or Change BAH\)](#)
(Attach Marriage & Birth Certificates as Applicable)
 - h) [AF 1962](#) (If Receiving Pension or VA Benefits)
 - i) DD-214 – For All Prior Service Dates

***Attach All and Submit via myFSS*:**

Once in myFSS, use the search bar at the top and type “IMA Management”. This will take you to a knowledge article that contains direct links to all the IMA-related tasks in myFSS. You will select “IMA Reserve Pay” and then “RIO RPA Pay Requests”. Once you’ve arrived at this knowledge article, scroll to the bottom to create a request, and submit documents to the RPO.

2. Your CAC Won't Work Now. Find a CAC Office & set up an appt [Here](#)
3. [DTS Self-Registration Guide](#) (Members transferring from Active Duty Will Need a New Acct)
****SKIP TO STEP 5****

IMAs & TRs: Update Your Pay File

4. Submit AF-1288 or Transfer Order (in the Welcome Pkg [HERE](#))

****All New Det 7 IRs Complete Steps 5-9****

5. Review the [IR Expectations Letter](#) from the HQ RIO/CC
6. Contact Your AD Unit to Apply for or Transfer Your GTC
7. Update your civilian email on [vMPF](#)
8. Gain access to [AROWS](#) (Used for Orders)
9. Gain access to [UTAPS](#) (Used to Schedule Inactive Duty Training (IDTs))
10. Visit the HQ [RIO Portal](#) to learn more about the program
11. Review the [IR Guide](#)

RIO Connect App:

