


Virtual IRO

- **Cameras off**
- **Audio muted**
- **Change name to Rank, First Name, Last Name, Det**
- **PLEASE WAIT** and ask questions at the end – we promise to answer them!
 - Type them
 - Raise your hand
- **Be courteous to briefers and attendees**
- **Please be mindful of time** – return from breaks promptly so we can stay on schedule
- **Lets get started!**


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Survey Monkey Link

- <https://www.surveymonkey.com/r/vIRODay1>



Please use the link or QR code to complete the surveys you can do it all at the end or as we go.

****If you are on orders, we will not process your TODC until all 3 Surveys are completed.**

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United States Air Force Reserve

Integrity - Service - Excellence

HQ IR Readiness and Integration Organization




U.S. AIR FORCE

Lt Col Erin Karl
HQ RIO/PAO

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Who We Support



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Individual Reservist (IR)

■ **IMA (CAT B)**

- 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 (attached to a unit) 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 Emergency Preparedness Directorate (NSEP), 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.
- Admissions Liaison Officers – These participating individual ready reservists (points only) provide information about Air Force commissioning and educational opportunities (USAF and ROTC) to high school students and educators in all 50 states and several overseas areas.

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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's Roles

- 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


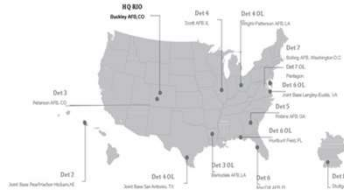
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HQ RIO's Organizational Structure

- HQ Staff at Buckley AFB = 61
- 7 Dets/6 OLs = 89
- *RPA support = 47
- Supports 53 separate orgs including all MAJCOMS, COCOMS, govt agencies, 100+ MAs, ARPC & AFPC
- IRs hail from all 50 States and D.C. and many reside overseas
- IRs serve in 43 states, throughout the NCR and in 13 countries

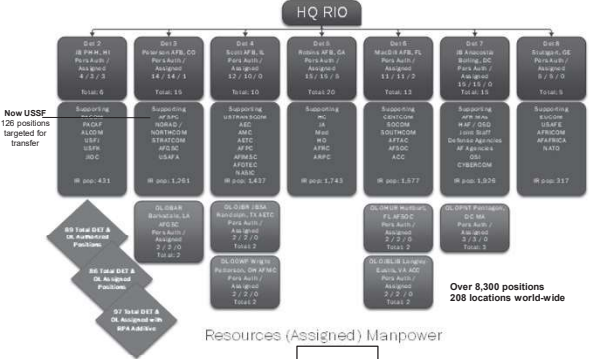
ADCON to 8,000+ Individual Reserve positions; IR = IMAs + PIRR (Academy Liaison Officer/Civil Air Patrol)

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Detachments / Operating Locations



Now USFC 125 positions targeted for transfer

Resources (Assigned) Manpower

Over 8,300 positions
208 locations world-wide

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Nice to Know

- HQ RIO Training:** provides HOW-TOs on common IR tasks
 - Virtual Training session held every few weeks
 - The TRAINING page of the HQ RIO website has the recordings and slides
 - Quick Guides and the IR Guides should be your GO TO publications
- Communications available to the field**
 - HQ RIO Website – your one-stop shop
 - RIO Connect app (Apple and Android devices)
 - Enter "RIODET__" to join your Det group
 - The RIO Buzz
 - RIO Facebook page

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We'd love for you to help!

- Encourage IRs to join RIO Connect App
- Encourage IRs to use the public ARPC/HQ RIO website as a resource
- Encourage IRs to keep their email addresses updated in vMPF (military & civilian)
- If you hear or see IRs struggling, contact them with their Detachment or ANY Detachment
- If you are an IR, help/mentor other IRs
- If you are an IR, be a huge benefit to your RegAF unit (proactive, self sustaining, positive)
- If you're a social media user, join the FB groups for IMAs and PA reservists



App store: RIO Connect

- Download
- Go to GROUPS
- Type in your detachment code - RIODET#
- Get to know all the resources available!

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Nice to Know

- **HQ RIO Training: provides standardized IR / URC / AD training**
 - Welcome Briefings / Newcomers Orientation / Refresher Training
 - Commander / Director / Supervisor Training
 - RIO Learning Experiences on the TRAINING page of the website
- **Communications available to the field**
 - HQ RIO Website
 - RIO Connect App (Apple and Android devices)
 - RIO Buzz newsletter
 - IR Guide / Quick Guides



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HQ RIO
Individual Reservists (IR) Orientation

Welcome





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Welcome




- We are here
- 50 attendees – world wide

We are
HERE



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ROEs for Virtual IRO

- Zoom Gov
- Don't miss out – limit side chat
- PLEASE WAIT and ask questions at the end – we promise to answer them!
 - Type them
 - Raise your hand
- Stay in the training lane – watch giving TOO much info
- Be courteous to briefers and attendees
- Please be mindful of time – return from breaks promptly so we can stay on schedule


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Your IRO Team

- HQ IR RIO/IRR Team for the week
 - Lt Col Erin Karl
 - SMSgt Kevin Wilson
 - SSgt Stephen Swearingen
 - SSgt Elizabeth Patrick





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 **U.S. AIR FORCE**

HQ RIO Commander & Command Chief

Col Nathan Day



CMSgt Linda Thrasher
(Interim)



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HQ RIO Talent Management Consultant





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December 2023
MSgt Russell Clayton-Cornell
HQ RIO/TMC

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HQ RIO Talent Management Consultant

Career Counseling

- One-on-One talk about you, your career and where you want to go
 - Virtual re-enlistments and extensions
 - Commissioning resources
 - STEP I & II guidance and resources
 - Potential cross-training opportunities
 - Developing your R-EDP/ODP
 - Development Education resources
 - RSSB/RDEB/EDEB opportunities
 - Exploring other vacancies/locations

Incentive Assistance/Guidance

- Enlisted and Officer incentive resources
- Special Duty Assignment Pay (SDAP)
- Battlefield Airmen Special Incentive Pay (BASIP)
- BRS Continuation Pay incentive program manager

RUSSELL CLAYTON-CORNELL, MSgt, USAF
HQ RIO Talent Management Consultant
Air Reserve Personnel Center, Buckley SFB, CO
DBN: 847-3162
COMM: 720-847-3162
ARPC.HQRIO.CareerAssistance@us.af.mil

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BRS CP 3-Step Initiation Process for IRs

1. Complete the SOU
 AIRMAN
 • Reads SOU in its entirety.
 • Completed Sections I and II (Member's signature **MUST** be prior to his/her 12-yr anniversary pay date.)
 • Submit SOU to unit commander/civilian leader.

2. Makes determination on CP
 UNIT COMMANDER/CIVILIAN LEADER
 • Reviews Airman's record and verify CP eligibility.
 • Selects "Approved" or "Disapproved" on the SOU.
 • Signs and dates the SOU.
 • Return to Airman to submit for processing.

3. Submits SOU
 AIRMAN
 • Submits completed SOU to HQ RIO Career Assistance Advisor for payment processing.
 • Submission will be done via myPers ticket.

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QUESTIONS?

I can be your RIO "Google"
 Please call me at 720-847-3162 or email at ARPC.HQRIO.CareerAssistance@us.af.mil

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HQ RIO Readiness

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Overview

- What is Readiness
- ARCNet

FAM UTC P-coding Validation

RCP's WG/CC's UTC P-coding Approval
 JS, AF & ARPC PLANORD Published
 RC ACS CPS Baseline Submission / WG CC Notification

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Define Readiness

- Participation Readiness**
 - Fab Five
 - PHA (to include Immunizations and Lab)
 - Dental
 - Fitness Assessment
 - Security Clearance
 - Upgrade Training
 - Must be Green in all 5
 - No school/MPA/RPA
- Mobilization Readiness**
 - Deployment Availability Code (DAV) preventing full mobilization

DAV Codes:
 73-Age 60
 42-Med Board
 48-Med discharge
 49-Pregnancy
 81-Dwell time
 65-Commander's option
 40-Agn limited to base/hosp
 41-Temp med defer
 43-Agn avail limited
 50-Approv sep
 51-Considered for sep
 53-PCS
 58-Decline extend

Duty Status Code:
 56-CivConfine/Sentence Prison

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Five Readiness Factors

- Annual PHA (to include Immunizations and Lab work).
 - IR completes AF Web HA located on the AF Portal
- Annual Dental
 - Civilian or military dentist (member must see military dentist every 3rd year)
 - DD Form 2813 used to document civ provider dental exams then provided to mil dentist
- Fitness
 - IR contacts AD Unit Fitness Program Manager (UFPM) to schedule test date
- Security Clearance
 - IR coordinates with AD Unit Security Manager (USM) to initiate reinvestigation
- AFSC Training
 - IR coordinates with Unit Training Manager (UTM) for upgrade training matters

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ARCNet

- Access through AF Portal

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Pointers

MJJSUAR1

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MJJSUAR1 MONTEMAYOR, JESSICA J SMSgt USAFR AFRC RIO/IRR, 2/5/2021

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Readiness

Ready vs. Not Ready

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PHA info

- PHAQ questionnaire required annually, valid for 120 days after completion and is completed online at MyIMR
- Face-to-face visit is not required for non-flyers, unless the servicing MTF dictates otherwise
- Face-to-face visit is required every year for flyers, Special Operational Duty (SOD), Personnel Reliability Assurance Program (PRAP) and Arming and Use of Force (AUoF) personnel
- Colors
 - GREEN – Good to go
 - YELLOW – 90 day grace period AFTER the due date
 - RED – No grace period – can impact ability to work for pay/points
- Mental Health Assessment (MHA) required annually

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How to complete your PHAQ

- Takes about 10-15 minutes

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Complete your Mental Health Assessment (MHA)


- After you complete your PHAQ, the system will give you instructions with a link
 - Lhi.care is now Optim Serve
 - Create an account
 - Update email and phone number
- System will email you with a link to schedule the phone call
- 10-min phone conversation

*Members have reported difficulty in scheduling via Optim Serve. If you are unable to schedule an MHA via Optim Serve, contact your MTF to schedule an MHA

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What “counts” as military medical


- Active duty/Reserve Medical Treatment Facilities
- Reserve Health Readiness Program (RHRP)
 - Allows for access to civilian medical providers to cover readiness-necessary appointments
 - Take a bit of time to process the request
 - Must live 40+ miles from the nearest MTF
- Sister Service
 - Labs
 - Immunizations
 - NOT PHA
 - NOT Dental

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Individual Medical Requirements - Dental


- **Requirements**
 - Every third year - Military dental exam required (*waived this year*)
 - All other years – DD Form 2813 completed by a civilian dentist
 - Turned in to the servicing Active Duty Dental Facility to update
 - Should reflect in ASIMS within 24-48 hrs
- **Dental Class 3**
 - Dental condition being treated & expected to be resolved within 1 year
 - IDT and AT at home station only, no mandays/formal schools authorized
- **Dental Class 4**
 - Overdue for your yearly exam (RED)

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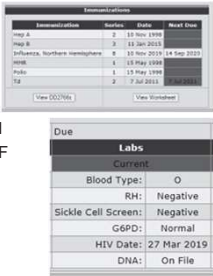
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Individual Medical Requirements – Labs/Shots

- **Lab Requirements**
 - **Generally no appointment needed**
 - contact MTF to verify
- **HIV screening**
 - Due every two years, 90 day grace period
 - Must be done by a DoD approved lab/MTF
- **Immunizations**
 - **Generally no appointment needed**
 - contact MTF to verify
 - **Contact the clinic prior to ensure the shot needed is available**
 - **May be accomplished by a civilian provider**
 - Submit documentation to the servicing MTF or via myFSS to update
 - Lot #, “administered,” date, name




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Individual Medical Requirements


- Must report changes in health status to your MTF within 72 hours
 - Ongoing treatment/medication for an issue
 - Elective surgery
- You ARE allowed to use other MTFs/Fitness cells
 - If you live more than 40 miles from your unit of assignment
 - You do NOT need to be in status to MAKE the appointment
 - You DO need to be in status for the appointment (Paid/Unpaid IDTs work)
 - Two memos on the RIO site to help

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Overview



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- Participation requirements
 - Retention Retirement (R/R) -vs- Fiscal Year (FY)
- What determines each participation requirements
- Earning Additional Points
- Prorating Points for Participation
- Consequences of Unsatisfactory Participation
- How to verify points
- Requesting a correction of points




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What is an R/R year?




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- An R/R (Retention/Retirement) year is the 12 consecutive months in which a reservist is required to accrue a minimum of 50 retirement points (including membership points) for a satisfactory year of federal service

50 points = one "Good Year" for retirement






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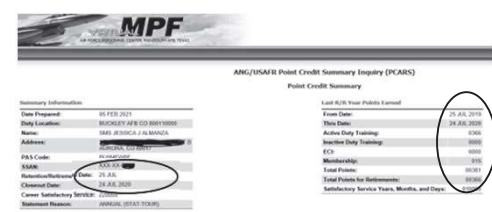
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Establishment of R/R date



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- Everyone has a different R/R date
- Can be found on your PCARS (vMPF)
- Unique date, normally tied when you entered the military
- It will reset if you have a "civilian" break in service






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Time frames R/R date




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Table 2.4. Establishment of Retention/Retirement (R/R) Year or Anniversary Year.

R U L E	A If member is assigned	B and assignment is from (1)	C then R/R year begins (2, 3, and 4)
1	on or before 1 July 1949	an active Reserve status	on 1 July 1949
2	between 1 July 1949	an active Reserve status (5 and 7)	the date member is placed on active Reserve status
3	and 30 September 1995	an inactive status (6 and 7)	the date member returns to an active Reserve status
4	after 1 October 1995	initial entry into uniform service	upon initial entry (8) into uniform service

Break in service – No affiliation- established upon reentry



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R/R Requirements

- Must acquire a minimum of 50 points within Retirement/Retention year for a satisfactory year
- 15 Membership Points
- Work
 - IDTs: one point per 4 hr period/max per day
 - Non-Paid IDTs
 - AT/MPA, RPA = one point per day
- Extension Course Institute (ECI)
 - Correspondence courses/authorized schools

R/R questions on specific ECI credit HQ ARPC/ Point Mgt Branch

Service History

From Date	Thru Date	AD	IDT	ECI	IDS	MBR	Total	Retire	Sat. Svc.
25 JUL 1996	24 JUL 1997	0199	0000	0000	0000	007	00206	00206	010000
25 JUL 1997	24 JUL 1998	0058	0000	0000	0000	012	00000	00000	010000
25 JUL 1998	24 JUL 1999	0000	0000	0000	0000	015	00015	00015	000000
25 JUL 1999	24 JUL 2000	0000	0000	0000	0000	015	00015	00015	000000


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Can the R/R year be waived?

- By Law, there is no way to excuse or make-up points once R/R closes out
- The R/R training requirement was established by Title 10 U.S.C. 12642, 12732, 10147, and 8360 (d).



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FY Requirements

- Different from your R/R
- 1 Oct – 30 Sep
- Based on your AFR Sect ID (billet)

Check your CDB OR Surf

Reserve

CIV ART ID: [redacted]

CIV GRD: [redacted]

AFR SECT ID: INDIVIDUAL RESERVIST, 24 IDT

PP: [redacted]

UIF: [redacted]

Reserve

CIV ART ID: [redacted]

CIV GRD: [redacted]

AFR SECT ID: INDIVIDUAL RESERVIST, 48 IDT

PP: [redacted]

UIF: [redacted]

Surf

Pub 08-11-04-02 2021
PERSONAL DATA - PRIVACY ACT OF 1974 (E)

NAME: DUFFY, DAVID D

BRANCH: F - UNITED STATES AIR FORCE

COMP-CAT: 4-LAF-1 INFORMATION WAREHOUSE

COMP-FLAG: 1

DATE: 17 DEC 2010

PROD-001: SEX: F

AGE: 40

EFF-01: 18 DEC 2018

PROD-008: COUNTRY: 8

RACE: WHITE

ETHNIC: 01

WOM: 0

REASON-001: 001

REASON-002: 002

REASON-003: 003

REASON-004: 004

REASON-005: 005

REASON-006: 006

REASON-007: 007

REASON-008: 008

REASON-009: 009

REASON-010: 010

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REASON-627: 627

REASON-628: 628

REASON-629: 629



FY Waivers

- IMAs unable to comply with FY minimum requirements may submit a waiver
- Waivers submitted and coordinated through your URC/Supervisor and approved by AD/CC & DET/CC
- Waivers may be submitted for the following reasons:
 - Substitution Waiver –submitted and approved in advance and used only for AD tours which support contingency operation, real world, AEF missions or school tours
 - Excusal Waiver –used for personal hardship or extraordinary circumstance

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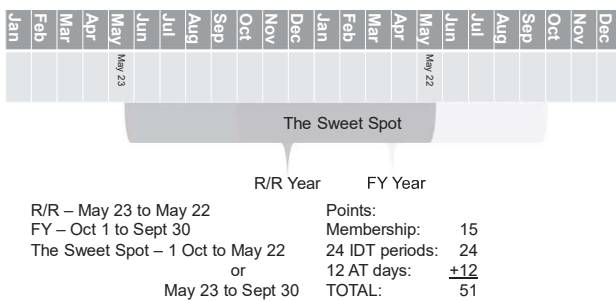
Balancing R/R and FY Requirements

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FY & R/R Sweet Spot



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Excel Tracker (unofficial)

[illegible]

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Requirement tracking highlights

- YOU have to keep track
 - If you only do the minimum, you'll have to track more closely
 - If you are doing school or go on orders, it's less of an issue
- Two SEPARATE things
 - R/R – retirement qualification
 - FY – required for your IMA job
- FY can be waived; R/R can NOT be waived

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How to verify your Points

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Point Credit Summary (PCARS)

Steps for getting your own PCARS
STEP 1: Access AFPC Secure via the AF Portal

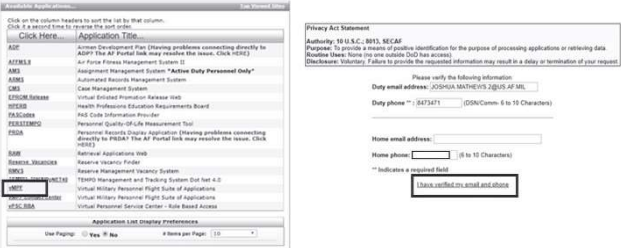


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Point Credit Summary (PCARS) cont.

STEP 2: Select vMPF **STEP 3:**



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How to read your PCARS

All Points Earned


Type Duty (FY) Codes

1. Active Duty Other
2. Special Tour
3. School Tour
4. Annual Tour
5. Extended Active Duty


6. AD TP
7. Paid Inactive Duty
8. Nonpaid Inactive Duty
9. ECI
A. Nonpaid Active Duty

B. Continuation Pay
C. Paid (CI)–BSP
D. Active Duty–FHP
E. Inactive Duty Status–FHP

From Date	To Date	SP	PA
14 MAR 2003	14 MAR 2003	T	000
15 MAR 2003	15 MAR 2003	T	001
17 MAR 2003	17 MAR 2003	T	002
18 MAR 2003	18 MAR 2003	T	003
20 MAR 2003	20 MAR 2003	T	004
21 MAR 2003	21 MAR 2003	T	005
23 MAR 2003	23 MAR 2003	T	006
25 MAR 2003	25 MAR 2003	T	007
27 MAR 2003	27 MAR 2003	T	008
29 MAR 2003	29 MAR 2003	T	009
31 MAR 2003	31 MAR 2003	T	010
01 APR 2003	01 APR 2003	T	011
03 APR 2003	03 APR 2003	T	012
05 APR 2003	05 APR 2003	T	013
07 APR 2003	07 APR 2003	T	014
09 APR 2003	09 APR 2003	T	015
11 APR 2003	11 APR 2003	T	016
13 APR 2003	13 APR 2003	T	017
15 APR 2003	15 APR 2003	T	018
17 APR 2003	17 APR 2003	T	019
19 APR 2003	19 APR 2003	T	020
21 APR 2003	21 APR 2003	T	021
23 APR 2003	23 APR 2003	T	022
25 APR 2003	25 APR 2003	T	023
27 APR 2003	27 APR 2003	T	024
29 APR 2003	29 APR 2003	T	025
01 MAY 2003	01 MAY 2003	T	026
03 MAY 2003	03 MAY 2003	T	027
05 MAY 2003	05 MAY 2003	T	028
07 MAY 2003	07 MAY 2003	T	029
09 MAY 2003	09 MAY 2003	T	030
11 MAY 2003	11 MAY 2003	T	031
13 MAY 2003	13 MAY 2003	T	032
15 MAY 2003	15 MAY 2003	T	033
17 MAY 2003	17 MAY 2003	T	034
19 MAY 2003	19 MAY 2003	T	035
21 MAY 2003	21 MAY 2003	T	036
23 MAY 2003	23 MAY 2003	T	037
25 MAY 2003	25 MAY 2003	T	038
27 MAY 2003	27 MAY 2003	T	039
29 MAY 2003	29 MAY 2003	T	040
31 MAY 2003	31 MAY 2003	T	041
01 JUN 2003	01 JUN 2003	T	042
03 JUN 2003	03 JUN 2003	T	043
05 JUN 2003	05 JUN 2003	T	044
07 JUN 2003	07 JUN 2003	T	045
09 JUN 2003	09 JUN 2003	T	046
11 JUN 2003	11 JUN 2003	T	047
13 JUN 2003	13 JUN 2003	T	048
15 JUN 2003	15 JUN 2003	T	049
17 JUN 2003	17 JUN 2003	T	050
19 JUN 2003	19 JUN 2003	T	051
21 JUN 2003	21 JUN 2003	T	052
23 JUN 2003	23 JUN 2003	T	053
25 JUN 2003	25 JUN 2003	T	054
27 JUN 2003	27 JUN 2003	T	055
29 JUN 2003	29 JUN 2003	T	056
01 JUL 2003	01 JUL 2003	T	057
03 JUL 2003	03 JUL 2003	T	058
05 JUL 2003	05 JUL 2003	T	059
07 JUL 2003	07 JUL 2003	T	060
09 JUL 2003	09 JUL 2003	T	061
11 JUL 2003	11 JUL 2003	T	062
13 JUL 2003	13 JUL 2003	T	063
15 JUL 2003	15 JUL 2003	T	064
17 JUL 2003	17 JUL 2003	T	065
19 JUL 2003	19 JUL 2003	T	066
21 JUL 2003	21 JUL 2003	T	067
23 JUL 2003	23 JUL 2003	T	068
25 JUL 2003	25 JUL 2003	T	069
27 JUL 2003	27 JUL 2003	T	070
29 JUL 2003	29 JUL 2003	T	071
31 JUL 2003	31 JUL 2003	T	072
01 AUG 2003	01 AUG 2003	T	073
03 AUG 2003	03 AUG 2003	T	074
05 AUG 2003	05 AUG 2003	T	075
07 AUG 2003	07 AUG 2003	T	076
09 AUG 2003	09 AUG 2003	T	077
11 AUG 2003	11 AUG 2003	T	078
13 AUG 2003	13 AUG 2003	T	079
15 AUG 2003	15 AUG 2003	T	080
17 AUG 2003	17 AUG 2003	T	081
19 AUG 2003	19 AUG 2003	T	082
21 AUG 2003	21 AUG 2003	T	083
23 AUG 2003	23 AUG 2003	T	084
25 AUG 2003	25 AUG 2003	T	085
27 AUG 2003	27 AUG 2003	T	086
29 AUG 2003	29 AUG 2003	T	087
31 AUG 2003	31 AUG 2003	T	088
01 SEP 2003	01 SEP 2003	T	089
03 SEP 2003	03 SEP 2003	T	090
05 SEP 2003	05 SEP 2003	T	091
07 SEP 2003	07 SEP 2003	T	092
09 SEP 2003	09 SEP 2003	T	093
11 SEP 2003	11 SEP 2003	T	094
13 SEP 2003	13 SEP 2003	T	095
15 SEP 2003	15 SEP 2003	T	096
17 SEP 2003	17 SEP 2003	T	097
19 SEP 2003	19 SEP 2003	T	098
21 SEP 2003	21 SEP 2003	T	099
23 SEP 2003	23 SEP 2003	T	100
25 SEP 2003	25 SEP 2003	T	101
27 SEP 2003	27 SEP 2003	T	102
29 SEP 2003	29 SEP 2003	T	103
01 OCT 2003	01 OCT 2003	T	104
03 OCT 2003	03 OCT 2003	T	105
05 OCT 2003	05 OCT 2003	T	106
07 OCT 2003	07 OCT 2003	T	107
09 OCT 2003	09 OCT 2003	T	108
11 OCT 2003	11 OCT 2003	T	109
13 OCT 2003	13 OCT 2003	T	110
15 OCT 2003	15 OCT 2003	T	111
17 OCT 2003	17 OCT 2003	T	112
19 OCT 2003	19 OCT 2003	T	113
21 OCT 2003	21 OCT 2003	T	114
23 OCT 2003	23 OCT 2003	T	115
25 OCT 2003	25 OCT 2003	T	116
27 OCT 2003	27 OCT 2003	T	117
29 OCT 2003	29 OCT 2003	T	118
31 OCT 2003	31 OCT 2003	T	119
01 NOV 2003	01 NOV 2003	T	120
03 NOV 2003	03 NOV 2003	T	121
05 NOV 2003	05 NOV 2003	T	122
07 NOV 2003	07 NOV 2003	T	123
09 NOV 2003	09 NOV 2003	T	124
11 NOV 2003	11 NOV 2003	T	125
13 NOV 2003	13 NOV 2003	T	126
15 NOV 2003	15 NOV 2003	T	127
17 NOV 2003	17 NOV 2003	T	128
19 NOV 2003	19 NOV 2003	T	129
21 NOV 2003	21 NOV 2003	T	130
23 NOV 2003	23 NOV 2003	T	131
25 NOV 2003	25 NOV 2003	T	132
27 NOV 2003	27 NOV 2003	T	133
29 NOV 2003	29 NOV 2003	T	134
01 DEC 2003	01 DEC 2003	T	135
03 DEC 2003	03 DEC 2003	T	136
05 DEC 2003	05 DEC 2003	T	137
07 DEC 2003	07 DEC 2003	T	138
09 DEC 2003	09 DEC 2003	T	139
11 DEC 2003	11 DEC 2003	T	140
13 DEC 2003	13 DEC 2003	T	141
15 DEC 2003	15 DEC 2003	T	142
17 DEC 2003	17 DEC 2003	T	143
19 DEC 2003	19 DEC 2003	T	144
21 DEC 2003	21 DEC 2003	T	145
23 DEC 2003	23 DEC 2003	T	146
25 DEC 2003	25 DEC 2003	T	147
27 DEC 2003	27 DEC 2003	T	148
29 DEC 2003	29 DEC 2003	T	149
31 DEC 2003	31 DEC 2003	T	150
01 JAN 2004	01 JAN 2004	T	151
03 JAN 2004	03 JAN 2004	T	152
05 JAN 2004	05 JAN 2004	T	153
07 JAN 2004	07 JAN 2004	T	154
09 JAN 2004	09 JAN 2004	T	155
11 JAN 2004	11 JAN 2004	T	156
13 JAN 2004	13 JAN 2004	T	157
15 JAN 2004	15 JAN 2004	T	158
17 JAN 2004	17 JAN 2004	T	159
19 JAN 2004	19 JAN 2004	T	160
21 JAN 2004	21 JAN 2004	T	161
23 JAN 2004	23 JAN 2004	T	162
25 JAN 2004	25 JAN 2004	T	163
27 JAN 2004	27 JAN 2004	T	164
29 JAN 2004	29 JAN 2004	T	165
31 JAN 2004	31 JAN 2004	T	166
01 FEB 2004	01 FEB 2004	T	167
03 FEB 2004	03 FEB 2004	T	168
05 FEB 2004	05 FEB 2004	T	169
07 FEB 2004	07 FEB 2004	T	170
09 FEB 2004	09 FEB 2004	T	171
11 FEB 2004	11 FEB 2004	T	172
13 FEB 2004	13 FEB 2004	T	173
15 FEB 2004	15 FEB 2004	T	174
17 FEB 2004	17 FEB 2004	T	175
19 FEB 2004	19 FEB 2004	T	176
21 FEB 2004	21 FEB 2004	T	177
23 FEB 2004	23 FEB 2004	T	178
25 FEB 2004	25 FEB 2004	T	179
27 FEB 2004	27 FEB 2004	T	180
29 FEB 2004	29 FEB 2004	T	181
01 MAR 2004	01 MAR 2004	T	182
03 MAR 2004	03 MAR 2004	T	183
05 MAR 2004	05 MAR 2004	T	184
07 MAR 2004	07 MAR 2004	T	185
09 MAR 2004	09 MAR 2004	T	186
11 MAR 2004	11 MAR 2004	T	187
13 MAR 2004	13 MAR 2004	T	188
15 MAR 2004	15 MAR 2004	T	189
17 MAR 2004	17 MAR 2004	T	190
19 MAR 2004	19 MAR 2004	T	191
21 MAR 2004	21 MAR 2004	T	192
23 MAR 2004	23 MAR 2004	T	193
25 MAR 2004	25 MAR 2004	T	194
27 MAR 2004	27 MAR 2004	T	195
29 MAR 2004	29 MAR 2004	T	196
31 MAR 2004	31 MAR 2004	T	197
01 APR 2004	01 APR 2004	T	198
03 APR 2004	03 APR 2004	T	199
05 APR 2004	05 APR 2004	T	200
07 APR 2004	07 APR 2004	T	201
09 APR 2004	09 APR 2004	T	202
11 APR 2004	11 APR 2004	T	203
13 APR 2004	13 APR 2004	T	204
15 APR 2004	15 APR 2004	T	205
17 APR 2004	17 APR 2004	T	206
19 APR 2004	19 APR 2004	T	207
21 APR 2004	21 APR 2004	T	208
23 APR 2004	23 APR 2004	T	209
25 APR 2004	25 APR 2004	T	210
27 APR 2004	27 APR 2004	T	211
29 APR 2004	29 APR 2004	T	212
01 MAY 2004	01 MAY 2004	T	213
03 MAY 2004	03 MAY 2004	T	214
05 MAY 2004	05 MAY 2004	T	215
07 MAY 2004	07 MAY 2004	T	216
09 MAY 2004	09 MAY 2004	T	217
11 MAY 2004	11 MAY 2004	T	218
13 MAY 2004	13 MAY 2004	T	219
15 MAY 2004	15 MAY 2004	T	220
17 MAY 2004	17 MAY 2004	T	221
19 MAY 2004	19 MAY 2004	T	222
21 MAY 2004	21 MAY 2004	T	223
23 MAY 2004	23 MAY 2004	T	224
25 MAY 2004	25 MAY 2004	T	225
27 MAY 2004	27 MAY 2004	T	226
29 MAY 2004	29 MAY 2004	T	227
31 MAY 2004	31 MAY 2004	T	228
01 JUN 2004	01 JUN 2004	T	229
03 JUN 2004	03 JUN 2004	T	230
05 JUN 2004	05 JUN 2004	T	231
07 JUN 2004	07 JUN 2004	T	232
09 JUN 2004	09 JUN 2004	T	233
11 JUN 2004	11 JUN 2004	T	234
13 JUN 2004	13 JUN 2004	T	235
15 JUN 2004	15 JUN 2004	T	236
17 JUN 2004	17 JUN 2004	T	237
19 JUN 2004	19 JUN 2004	T	238
21 JUN 2004	21 JUN 2004	T	239
23 JUN 2004	23 JUN 2004	T	240
25 JUN 2004	25 JUN 2004	T	241
27 JUN 2004	27 JUN 2004	T	242
29 JUN 2004	29 JUN 2004	T	243
01 JUL 2004	01 JUL 2004	T	244
03 JUL 2004	03 JUL 2004	T	245
05 JUL 2004	05 JUL 2004	T	246
07 JUL 2004	07 JUL 2004	T	247
09 JUL 2004	09 JUL 2004	T	248
11 JUL 2004	11 JUL 2004	T	249
13 JUL 2004	13 JUL 2004	T	250
15 JUL 2004	15 JUL 2004	T	251
17 JUL 2004	17 JUL 2004	T	252
19 JUL 2004	19 JUL 2004	T	253
21 JUL 2004	21 JUL 2004	T	254
23 JUL 2004	23 JUL 2004	T	255
25 JUL 2004	25 JUL 2004	T	256
27 JUL 2004	27 JUL 2004	T	257
29 JUL 2004	29 JUL 2004	T	258
01 AUG 2004	01 AUG 2004	T	259
03 AUG 2004	03 AUG 2004	T	260
05 AUG 2004	05 AUG 2004	T	261
07 AUG 2004	07 AUG 2004	T	262
09 AUG 2004	09 AUG 2004	T	263
11 AUG 2004	11 AUG 2004	T	264
13 AUG 2004	13 AUG 2004	T	265
15 AUG 2004	15 AUG 2004	T	266
17 AUG 2004	17 AUG 2004	T	267
19 AUG 2004	19 AUG 2004	T	268
21 AUG 2004	21 AUG 2004	T	269
23 AUG 2004	23 AUG 2004	T	270
25 AUG 2004	25 AUG 2004	T	271
27 AUG 2004	27 AUG 2004	T	272
29 AUG 2004	29 AUG 2004	T	273
01 SEP 2004	01		



Questions?



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United States Air Force Reserve
Integrity - Service - Excellence


HQ RIO Medical




U.S. AIR FORCE

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Overview

- Acronyms
- Service Treatment Records
- Individual Medical Readiness (IMR) Requirements
- Profiles
- Waivers (Participation, Modification, Deployment)
- Line of Duty (LOD)
- Medical Continuation (MEDCON)
- Incapacitation Pay (INCAP PAY)
- Non-Emergent Surgery
- Authorized Treatment

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Medical Acronyms

- Health Artifact Information Management System (HAIMS)
- Medical Treatment Facility (MTF)
- Deployment Availability (DAV)
- Medical Continuation (MEDCON)
- Medical Evaluation Board (MEB)
- Integrated Disability Evaluation System (IDES)
- Air Force Board for the Correction of Military Records (AFBCMR)

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Individual Medical Requirements


- **Individual Medical Readiness (IMR) Requirements**
 - Preventative Health Assessment (PHA) Requirements:
 - PHAQ questionnaire required annually, valid for 120 days after completion and is completed online at MyIMR (<https://asimsimr.health.mil/imr/myimr.aspx>) by clicking "Start PHAQ"
 - Face-to-face visit is **no longer** required every 3 years for non-flyers, unless the servicing MTF dictates otherwise
 - AD MTF responsible to issue profile as needed IAW AFI 44-170
 - 90 day yellow (due) grace period before turning red (overdue)
 - Mental Health Assessment required annually. Accomplished through LHI or MTF.

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Example of PHA Dates




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How to complete your PHAQ



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Individual Medical Requirements

- **Dental Requirements**
 - Military dental exams are required every three years
 - DD Form 2813 completed by civilian dentist. This is completed annually.
 - DD Form 2813 must be turned in to the servicing Active Duty Dental Facility or through myFSS to our office to update the Corporate Dental System (CDS) and Dental records. Updates should reflect in ASIMS within 24-48 hrs.
 - Dental Class 3 – Dental condition being treated & expected to be resolved within 1 year. Participation restricted to IDT and Annual Tour at home station only, no mandays or formal schools are authorized. If you are selected as a Dental Class 3, you will need to be seen by a Military Dentist to get out of Dental Class 3. Do not send a dental update form (2813) to our office if you are a Dental Class 3 as we are not authorized to update this.

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Individual Medical Requirements

- **Lab Requirements**
 - Generally no appointment needed (verify with your assigned MTF) – need to be in a military status the day you go in for lab draws.
 - HIV screening – due every two years, 90 day grace period
 - Can now be approved through RHRP Program if requirements are met.
- **Immunizations**
 - Generally no appointment needed (verify with your assigned MTF) – need to be in a military status the day you go in for lab draws.
 - Recommend contacting the Immunization clinic prior to arriving to ensure the immunization needed is available
 - May be accomplished by a civilian facility but documentation must be submitted to the servicing MTF or HQ RIO IRM to update immunization records.

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Individual Medical Requirements

- ****IMR Notes:**
 - ARC members residing outside the MTF catchment area or more than 50 miles from their units' servicing MTF may obtain evaluations from the nearest MTF. IAW AFI 44-176 Par 10.2.4
 - Does not need to be in military status to schedule appt but **MUST** be in military status day of the appointment (IDT paid or points only acceptable) IAW AFI 44-176 Par 10.2.6 and AFMAN 41-210 Par 2.2.4.
 - Reserve members must report changes in health status to their servicing MTF within 72 hours IAW DAFMAN 48-123 Par 10.4.2
 - MyIMR (<https://asimsimr.health.mil/imr/myimr.aspx>) is a real time snapshot shot of IMR status

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IDT's/AT - Authorized Treatment

- **Authorized Treatment**
 - Wellness Care
 - PHA
 - Dental exam
 - Immunizations
 - Labs
 - Required Status – military status including i.e. IDT, AT, MPA, RPA, etc.
- **Urgent Care**
 - Acute in nature i.e. Flu, broken bones, sprained ankle etc.
 - May require LOD to be initiated
 - Required Status - military status including i.e. IDT, AT, MPA, RPA etc.

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Profiles

- **Profiles**
 - AD MTF is responsible for creating all profiles. Our office has no involvement with Profiles.
 - AF Form 469 Mobility Restricting Profiles:
 - Code 31 (DAV 41) – Temporary condition resolving within 1 year
 - Code 37 (DAV 42) – Condition requires MEB / PEB processing
 - Code 81 (DAV 49) – Pregnancy
 - Dental Class 3 – Dental condition being treated & expected to be resolved within 1 year. Participation restricted to IDT and Annual Tour at home station only, no mandays or formal schools are authorized
 - ****Note: AF Form 469 with code 37 render a member unable to participate for pay and point gaining activities. Participation will be determined by your Detachment Commander.**

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Modification/Deployment Waivers

- Is used after a member has been returned to duty following a medical board and assigned an ALC/DAV code.
- Requests to deploy while coded C1 or C2 are sub-types of the Modification waiver: Deployment Waivers. May require other MAJCOM approval.
- Members code C3 are restricted to IDT/AT at home stations ONLY. Modification waiver is to request anything outside of those limitations.
- Any DW Profile will require a Deployment Waiver for any OCONUS travel.

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Line of Duty

- **Line of Duty (LOD)**
 - LOD Options:
 - Admin LOD
 - Informal LOD
 - Formal LOD
 - An LOD determination is a finding made after an investigation into the circumstances of a member's illness, injury, disease or death. The finding determines: (1) whether or not the illness, injury or disease existed prior to service (EPTS) and if an EPTS condition was aggravated by military service; (2) whether or not the illness, injury, disease or death occurred while the member was absent without authority and (3) whether or not the illness, injury, disease or death was due to the member's misconduct. An LOD determination protects the interests of both the member and the United States Government.
 - Must be reported for LOD consideration within 180 days of release from active duty or IDT.
 - Establish, manage and authorize healthcare
 - Required for MEDCON orders
 - May grant MEB/IDES entitlements
 - Completed on AF Form 348
 - Completed Member LOD Initiate Form
 - Completed Medical Provider Form
 - AD MTF initiates AF Form 348 and routes to AD Commander

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Line of Duty


- **Admin LOD**
 - When injury or illness occurs while member is in a **Military status, but does not require further follow-up or continuation of care after the initial occurrence.**
 - **Required documentation:**
 - SF 600
 - Orders or 40A
 - Supporting Medical Documentation

Not applicable if injury, illness or disease was not incurred or aggravated in an authorized duty status or due to member misconduct.

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Line of Duty


- **Informal LOD**
 - An LOD determination is a finding made after an investigation into the circumstances of a member's illness, injury, disease or death. The finding determines: (1) whether or not the illness, injury or disease existed prior to service (EPTS) and if an EPTS condition was aggravated by military service; (2) whether or not the illness, injury, disease or death occurred while the member was absent without authority and (3) whether or not the illness, injury, disease or death was due to the member's misconduct. An LOD determination protects the interests of both the member and the United States Government.
 - Must be reported for LOD consideration within 180 days of release from active duty or IDT.
 - Establish, manage and authorize healthcare
 - Required for MEDCON orders
 - May grant MEB/IDES entitlements
 - Completed on AF Form 348
 - Completed Member LOD Initiate Form
 - Completed Medical Provider Form
 - AD MTF initiates AF Form 348 and routes to AD Commander
- **Formal LOD**
 - Same documentation as Informal LOD, different routing and circumstances. Due to Member misconduct or further investigation needs to be conducted.

Not applicable if injury, illness or disease was not incurred or aggravated in an authorized duty status or due to member misconduct.

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Member Responsibility

- When a member incurs or aggravates an injury, illness or disease while serving in a duty status, the medical condition must be promptly reported within 24 hours to the member's commander and servicing medical facility/unit. For ARC members, when not in a duty status, the medical condition must be promptly reported (ideally within 72 hours or less) to the member's commander and servicing medical facility/unit.
- Failure to report the injury, illness or disease in a timely manner will require a written explanation to the commander and servicing medical facility/unit.
- For ARC, members who fail to provide relevant supporting medical documentation within 5 working days of notification of the injury, illness or disease to the military medical provider may be processed for non-compliance. IAW DAFMAN 48-123, a member with a known medical or dental condition who refuses to comply with a request for medical information or evaluation is considered medically unfit for continued military duty and will be referred to the member's immediate commander for processing IAW AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members.

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Line of Duty

- **LOD Disposition:**
 - Approved LODs are only valid for 1 year from diagnosis unless Care can be done through MTF or civilian provider.
 - Referred to VA for ILOD care beyond 1 year or for unreported conditions outside the 180 day reporting window.
 - Any aggravation of condition on future military orders requires a new LOD to establish care.
 - If LOD is found Not in the Line of Duty (NILOD) only initial treatment is covered. Any follow up care is the responsibility of the member.

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MEDCON

- **Medical Continuation (MEDCON)**
 - **Pre-MEDCON**
 - The purpose of Pre-MEDCON orders in cases where a member is already on orders, is to "bridge the gap" between the member's current orders, and for the member to proceed with a MEDCON request.
 - Allows for no break in service, if you do have a break in service, you do not qualify for Pre-MEDCON.
 - HQ RIO IRM processes MPA Pre-MEDCON requests.
 - The member's Detachment and/or AD Unit processes RPA Pre-MEDCON requests.
 - *****Orders will not be issued or extended in cases of misconduct, or for the purpose of taking leave or reconstitution time.*****

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Medical Continuation

- **MEDCON**
 - Approval authority rests with Air Reserve Component Case Management Division (ARC-CMD)
 - Approved MEDCON allows members to be on full time orders for treatment of service connected/aggravated conditions
 - Any request for MEDCON is be submitted through RIO Medical


****Notes:**

- **No authority exists to backdate MEDCON orders**
- **AFBCMR is the only option to claim potential back-pay for a period of time which the member might otherwise be eligible to receive**

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Incapacitation Pay


Incapacitation Pay (INCAP)

- The purpose of INCAP Pay is to authorize pay and allowances to those members who are not able to perform military duties due to LOD related condition or do not qualify for MEDCON.
- Provides loss of civilian wages if not able to perform military duties
- Requires a LOD determination of ILOD or interim LOD
- Review by military medical provider to confirm incapacitation
- Duration of entitlements may not exceed 6 months without SAF approval

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Non-Emergent Surgery


Non-Emergent Surgery

- Non-emergent surgery is defined as healthcare that is not medically necessary to provide relief from undue suffering or relief from symptoms that could cause potential health problems
- Non-emergent surgery requests are required on members who are within 6 months of their AD orders ending
- AFRC/SGP is the approval authority for all reserve members
- Member contacts HQ RIO/SGO for consent form and processing

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Contact Us

HQ RIO/IRM

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Comm: (720) 847-3077

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First line of communication: myFSS incident

Please submit your Medical request through the link below


<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LI4nCAG>

Check your medical readiness at <https://asimsimr.health.mil/mr/mymr.aspx>

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Questions?



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Roles and Responsibilities




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Supervisor

- Familiarizes IMA with unit mission
- Ensures awareness of mobilization role
- Coordinates annual participation with IMA (AT & IDTs)
 - Approves IDT schedule in UTAPS
 - Certifies worked IDT days in UTAPS
- Acts as focal point for formal and proficiency training
- Manages Evaluation program IAW AFI 36-2406
- Submit recommendations for awards and decorations

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RegAF Commander

- **Quality Force actions:** Discipline, UIFs, Evaluations, Decorations, Promotions, LODs, Assignments, Manpower and Participation, Reenlistment Recommendations
- **Commanders Programs:** GTC, Family Care Plan, Security, Fitness, and Training
- **Ensures IMA Readiness:** Annual PHAs and Dental exams, Deployment requirements, incorporated in the Information and Personnel Security Programs
- Ensure IMAs do not deploy in support of AEF requirements without an AF Form 938 ordering member to active duty and CED orders published by appropriate agency
- **Note: Active duty unit is responsible for security clearance**

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IR (IMA/PIRR) Responsibilities

The IR (IMA/PIRR) is responsible for ensuring their information is updated in the military personnel system (MilPDS)

There are two ways to ensure personal information is updated correctly:

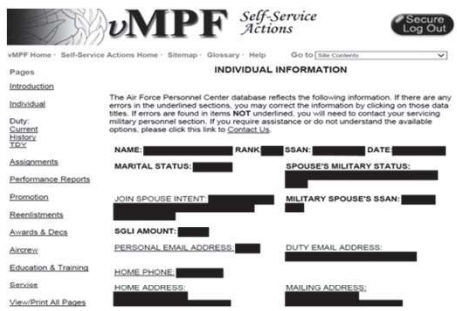
- The IR will access vMPF through AFPC Secure to update their current address by clicking on "Record Review/Update" on left hand menu under most popular Applications
- The IR may contact the AD MPS Customer Support if they are having problems updating their personal information

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IR (IMA/PIRR) Responsibilities Cont.

Click "Individual" to update all areas in blue. This update can take up to 48 hours to update other systems.



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MPF Self-Service Actions

Secure Log Out

vMPF Home - Self-Service Actions Home - Sitemap - Glossary - Help - Go to Table Contents

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INDIVIDUAL INFORMATION

The Air Force Personnel Center database reflects the following information. If there are any errors in the underlined sections, you may correct the information by clicking on those data tiles. If errors are found in items NOT underlined, you will need to contact your servicing military personnel section. If you require assistance or do not understand the available options, please click this link to [Contact Us](#).

NAME: [REDACTED] RANK: [REDACTED] SSAN: [REDACTED] DATE: [REDACTED]

MARITAL STATUS: [REDACTED] SPOUSE'S MILITARY STATUS: [REDACTED]

JOIN SPOUSE INTENT: [REDACTED] MILITARY SPOUSE'S SSAN: [REDACTED]

SGLI AMOUNT: [REDACTED]

PERSONAL EMAIL ADDRESS: [REDACTED] DUTY EMAIL ADDRESS: [REDACTED]

HOME PHONE: [REDACTED]

HOME ADDRESS: [REDACTED] MAILING ADDRESS: [REDACTED]

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Unit Reserve Coordinator

Unit Reserve Coordinator- URC

- Represents the AD commander/director, by overseeing the IR program at the unit level
- URCs assist supervisors and other staff in managing unit commander's programs
 - Unit Fitness Program Manager
 - Unit Deployment Manager
 - Unit Training Manager
 - Security Manager
 - Drug Demand Reduction Program Trusted Agent
 - Government Travel Card/Control Spend Account
 - Awards & Decorations
 - Evaluations
- URCs also are responsible for ensuring all personnel actions (i.e., promotions, skill level upgrades, changes of reporting official) are completed promptly, and updated in Military Personnel Data System (MIPDS)

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Stakeholders

Detachment Staff

- The servicing detachment advises the URC and providing guidance on process of personnel actions and readiness requirements for the IMA

HQ RIO

- HQ IR RIO is a subordinate to HQ ARPC that provides a direct CoC to AFRC/CC. The HQ IR RIO staff, along with the Detachment Commanders, Operating Location Program Managers (PMs), and Detachment Staff help train the AD commanders, supervisors and base level support on how to best manage and utilize the IR.

HQ ARPC

- Advise on reserve personnel programs
- Makes certain MIPDs updates: ie closing out EPR/OPR

RegAF MPS


- Provide personnel support for the IMA per FSS PSD guide dated April 2020
- Has limited capability to make updates in MIPDs for the IMA

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Questions?



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 **United States Air Force Reserve**
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HQ ARPC Classification & IR Training





U.S. AIR FORCE HQ ARPC/DPATE

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 **Who We Are**

MSgt Frank Oliver Henry
 Section Chief, Classification & IR Training
 5 Years as a 3P0 (Security Forces), Assignments: Lackland AFB (802d SFS)
 6 Years as a 3F2, Assignments: Barksdale AFB (2 LRS, 2FSS, 2 MXG)


SSgt Jocelyn Wahe
 Classification & IR Training Manager
 4 Years as a 1D7 (Radio Frequency Transmissions Systems), Assignments: Lackland AFB (531 IS)
 2 Years as a 3F2, Assignments: Lackland AFB (35 IS)

Workflow: ARPC.DPAT.Classification@us.af.mil

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 **HQ ARPC Classification & IR Training**

WHAT WE DO


All must be coordinated through the Detachments

- IMA – Oversee the IMA On the Job Training Program/ Brief Wing Status of Training to HQ RIO quarterly
- IMA – Manage AFSC/SEI Updates
- IMA – Manage AFSC/SEI Downgrades and Withdrawals
- IMA – Oversee Training/Re-training Status Codes Updates
- IMA – Formal Schools Management
- IMA – Manage Accelerated Mission Readiness Training (AMRT)
- IMA – Manage Enlisted Training Waiver Coordination
- AFRC – Manage Classification Waiver Processing
- AFRC – Manage Classification AFSC Conversion Coordination
- AFRC – myFSS tickets

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 **HQ RIO Detachment Training POCs**

Name	Detachment	Email
MSgt Raena Campos	Detachment 2	arpc.hqriodet2@us.af.mil
MSgt Reiko Lovan	Detachment 2	arpc.hqriodet2@us.af.mil
TSgt Jessie McEachern	Detachment 3	rio.det.3.1@us.af.mil
MSgt Antonio King	Detachment 3	rio.det.3.1@us.af.mil
MSgt Vanessa Dominguez	Detachment 3	rio.det.3.1@us.af.mil
MSgt Corrin Pardaen	Detachment 4	HQ.RIODet4.RT@us.af.mil
MSgt Denise Salazar	Detachment 4	HQ.RIODet4.RT@us.af.mil
SSgt Rakedia Miniano	Detachment 5	HQRIODet5ReadinessInt@us.af.mil
MSgt Kenyatta Stevenson	Detachment 5	HQRIODet5ReadinessInt@us.af.mil
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MSgt Melissa Heivly	Detachment 8	EUCOM.STUTTGART.FCCS.MBX.RIO-DET-8@MAIL.MIL
TSgt Kailtlynn Canini	Detachment 8	EUCOM.STUTTGART.FCCS.MBX.RIO-DET-8@MAIL.MIL

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Detachment Training POCs

WHAT THEY DO


Items will be coordinated with AC unit training manager or URC

- IMA – Tracking/Reporting Officer and Enlisted on the Job Training/ Status of Training Briefing monthly
- IMA – Monitor Blackboard actions
- IMA – Update AFSC/SEI 2096 action (upgrade, downgrade, withdrawal) in MIPDS
- IMA – Update Training/Re-training Status Codes Updates in MIPDS
- IMA – Submit all PME & Formal Schools Requests (OTA)
- IMA – Review/Submit Accelerated Mission Readiness Training Packages
- IMA – Review/Submit Classification Waiver Packages
- IMA – Review/Submit Enlisted Training Waivers Packages
- IMA – myFSS tickets for their assigned personal regarding training

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Active Component Unit

WHAT THEY DO


All must be coordinated through the IMA Detachment

- IMA - Officer and Enlisted on the Job Training Management
- IMA – Enroll IMA into CDC's
- IMA – myLearning
- IMA - myTraining
- IMA – Initiate AFSC/SEI 2096 action (upgrade, downgrade, withdrawal)
- IMA – Initiate Training/Re-training Status Codes Updates
- IMA – Assist in submitting Formal Schools Requests
- IMA – Assist IMA in submitting Accelerated Mission Readiness Training Packages
- IMA – Assist IMA in submitting Enlisted Training Waivers Packages

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IR Responsibility

IR Responsibility w/ Training


Regarding training, the IMA member is the only person who has total view of their record. The Detachment UTM and AC unit UTM see portions of the members record and should communicate updates on members upgrade training. Being in the IR program provides the IMA more flexibility but also more responsibility to maintain certain standards. The IMA should communicate regularly with their URC or Detachment regarding anything training related.

- Ensure AC unit and Detachment ADUTM have a working relationship
- Complete mandatory training requirements w/in prescribed time limits
- Monitor promotion eligibility and ensure record is correct before meeting board
- Ensure all formal school requests are routed through Detachment
- Member should review their record every time they change DAFSC or annually
- Member should report all CDC updates to the Detachment, to include EOC testing
- Member should report task progression quarterly, at a minimum
- Member needs to ensure they are actively participating in their upgrade training/retraining requirements
- IR must obtain and maintain the skill level commensurate with their grade and DAFSC
- Satisfactory progression in the training program is expected if IRs are in upgrade or retraining status

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On-the-Job Training (OJT) Management

**All must be coordinated through the IMA Detachment*


- Upon entering the IMA program, our office assists with determining training requirements, if applicable.
 - Includes: Training & Retraining Status Codes, Initial Skills Awarding Schools, and Blackboard courses
- Subsequently, our office oversees Officer and Enlisted on the Job Training programs and reports status of training to the HQ RIO Commander quarterly. HQ RIO Detachments report the status of training monthly to their assigned Detachment Commander.
- All OJT management actions are initiated through your RegAF (Active Duty) Training Manager and Commander, then reported/sent to Detachment.
 - myLearning actions to include CDCs
 - myTraining journal entries, task progression, CDC progression, etc.
 - OJT Record updates
 - 2096 initiation

Ref: DAFI 36-2678 (12-Oct-21)

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Formal School/ PME Requests

**All must be coordinated through the IMA Detachment*

- Requested by your DET UTM through OTA in MIPDS
- Initial Skills (3 Level) School/Craftsman (7 Level) School
- Officer Qualification Courses (SOS, ACSC, AWC, etc) *Selected by Force Management
- Retraining
- Annual Refresher Courses (Annual Survey of the Law)
- Special Courses (Cyber 200/300, Space 200/300, WGMT 570, ISR 300)
- EPME (ALS, NCOA, SNCOA, CLC)
- IRs contact HQ RIO Detachment POC for class availability
- DO NOT** schedule thru AD unit (IMA TLNs 963XXXX)

*If an AC TLN has been issued then that TLN will need to be cancelled and the course must be resubmitted by the IMAs Detachment

The Process


- IMA Submits a request in myFSS to their Detachment
- Request is input in OTA (MIPDS) which generates a BTRLN
- Once BTRLN is generated, AFRC Course Manager searches for open allocations in the course
- If there are no open allocations for AFRC, then AFRC must pull over seat allocations from the Active-Duty side
- Once a seat is allocated a TLN is issued, once TLN is issued a Formal R/P will be sent to members assigned Detachment

Ref: AFRCI1KB

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Classification Waivers

**All must be coordinated through the IMA Detachment*


- Classification Guidance is posted to myFSS, [Knowledge Detail \(af.mil\)](#)
- Waiver is applicable to members retraining to an AFSC they do not meet an AFODD/AFECD entry requirement
 - Examples: ASVAB, Grade, Total Federal Service Time, Medical, Experience, etc.
- Officer/Enlisted Change Summary and Conversion Guides
- Direct/Indirect AFSC Conversion information

Ref: AFMAN 36-2100 (7-Apr-21) & AFR Classification Waiver Guide

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Training Waivers

**All must be coordinated through the IMA Detachment*


- Enlisted Training Waiver Guidance is posted to myFSS, [Knowledge Detail \(af.mil\)](#)
- Waiver is applicable for members who wish to waive an upgrade requirement
 - Examples: Formal School requirement, Time in Training requirement, Mandatory CDCs, etc.
- What's Considered?
 - Previous Experience
 - Civilian Experience
 - Cross-Training from Similar AFSC
- OJT does not constitute a training waiver, must be previous experience
- Officer Training Waivers
 - Same package format but the member works directly with the AFRC CFM

Ref: AFMAN 36-2100 (7-Apr-21) & AFR Training Waiver PSDG

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Accelerated Mission Readiness Training

**All must be coordinated through the IMA Detachment*

Purpose: The AFR Accelerated Mission Readiness Training (AMRT) is designed to build a ready force. The purpose of this program is to provide a means to accelerate upgrade training to become a fully qualified mobilization resource. The program allows eligible Airmen to voluntarily remain in an active duty for training (ADT) status for the purpose of on-the-job training (OJT).


- Eligibility
 - AFSC identified through annual process and approval by AFRC/CC
 - Designed to build ready force, allows Airmen to remain on active duty for training (ADT) status for the purpose of on-the-job training (OJT)
 - TSC B- 12 months to complete
 - TSC F - 9 months to complete
 - Officers - 9 months to complete
 - TSC C and G - 9 months to complete
 - Centrally Funded, days eligibility dependent upon AFSC
 - Can only submit after completing tech school or initial skills training!**
- AMRT applications submitted to Detachment, begin process while member is completing Technical Training to allow enough time for processing.
- Common Errors:
 - Not Allotting 4-week timeline
 - Incorrect TSC
 - Start/End date outside eligibility window, to many days requested
- All requests not meeting criteria will be returned without action.

Ref: AFRCI 36-2603 (28-Jan-21)

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Common AFIs/References

- AFMAN 36-2100 Military Utilization and Classification
- DAFMAN 36-2114 IR Management
- AFMAN 36-2136 Reserve Personnel Participation
- AFRCI 36-2603 Accelerated Mission Readiness Training (AMRT)
- DAFMAN 36-2689 Training Program
- IR Guide

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Closing


Questions?



ARPC Classification & IR Training
MSgt Frank Oliver-Henry
Workflow: ARPC.DPAT.Classification@us.af.mil

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Education and Incentives Briefing




ARPC Contacts:

Post 9/11 GI Bill Letter of Certification: TSgt Timothy Vedder

Post 9/11 GI Bill Transfer of Education Benefits: TSgt Jomarie Flores


Incentives: TSgt Makinzay Brown



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AFR/ANG POST 9/11 GI BILL EDUCATION PROGRAM CHAPTER 33

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Accelerate


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Post 9/11 GI Bill - Overview

- What is the Post 9-11 GI Bill
- Who is eligible?
- What will you receive?
- What kind of training can you take?
- How/where to apply?
- How many months of assistance are received and how long do you have to use them?
- What if I need a Letter of Certification for the VA?
- Transferring of Education Benefits (TEB)

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
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Post 9/11 GI Bill - What Is It and Who Is Eligible?

The Post 9-11 GI Bill is an education benefit program for individuals who served a cumulative 90 days on active duty since September 11, 2001

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Post 9/11 GI Bill – What You Receive

- Post 9-11 GI Bill Pays for:
 - Tuition/fees capped at most expensive public institution
 - Housing allowance at rate of SSgt in the location of the school
 - Book stipend up to \$1000

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Post 9/11 GI Bill – Kinds of Training

- As of 1 Oct 11 Post 9-11 can be used for:
 - Colleges/Universities (to include 2nd Master or PhD) Trade schools
 - Flight training
 - Independent and distance learning
 - Apprenticeships
 - Vocational/technical training
 - On-the-job training
 - Licensing (attorney license, cosmetology license)
 - Certification tests (SAT, LSAT, etc.)

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Letter of Certification Breakdown

- You may receive up to 36 months of Post 9-11 GI Bill, not to exceed 48 months in a combination of programs
- The percentage of benefit earned is based on the total number of qualifying active duty days
- Point Break Down:

Maximum Benefits Payable	
Airman Serves (days)	Percentage of Maximum Benefit Payable
1095	100%
910-1094	90%
730-909	80%
545-729	70%
180-544	60%
90-179	50%
- If your last period of active duty was before 1 Jan 2013 you only have 15 years to use it. The 15-year time limit is removed for those who left active duty after 1 Jan 2013.

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ARPC Letter of Certification/How To Apply

- To eliminate the need to submit orders or DD 214's of less than 3 years AD service to the VA, ARPC can provide you with a Letter of Certification
- In order to request a Letter of Certification (LOC) you will need to:
 - Review Point Credit Summary on vMPF for accuracy
 - Potentially qualifying duty is identified as Type of Duty 1, 2, 3 & 5 on point summary
 - Log into myFSS to request a Letter of Certification
 - myEducation Tile
 - New Education and Training Request
 - Post 9/11 GI Bill Letter
- Once you receive your LOC, submit to the VA

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ARPC Letter of Certification

- Data for letters of certification is pulled directly from the members Point Credit Summary via vMPF. All points earned are labeled with a TD Code. Only TD Codes 1, 2, 3, and 5 are potentially qualifying for the Post 9/11 GI Bill
 - If a member believes there is an error in their Point Credit Summary, the member needs to open a ticket with Points Management.
- Letters of Certification do not include member's time from a sister service
- Letters of Certification do not include members time as Regular Air Force
 - If a member has 1095 or more days as Regular Air Force, a letter of certification is not needed and all the member needs to provide the VA is their DD214
- Federally funded title 10 orders are qualifying
- Federally funded title 32 502(f) orders are qualifying if:
 - the purpose states Full-time Service or Presidential and/or SecDef call up
- Inactive Duty Training (IADT), such as BMT and Tech school, is not qualifying time for the Post 9/11 GI Bill
 - The exception to this rule is if a member has 730 or more days of qualifying service without IADT. If this is the case, IADT time will be included

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United States Air Force Reserve

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Post 9/11 GI Bill Transfer Education Benefits



TSgt Flores, Jomarie
HQ AFRC/DPATE

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Post 9/11 GI Bill Transfer of Education Benefits - Overview

- Eligibility to Transfer TEB
- Application to Transfer
- Transferring Benefits To Dependents
- Additional Information

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Eligibility to Transfer Your Benefit

- Eligibility/Commitment for transfer to dependents:
 - Member will incur a 4 year Selected Reserve service commitment on the date of transfer
 - Members must be able to commit to a 4-year service obligation at the time of transfer. Members who do not have the 4-year retainability due to MSD, HYT, or have a current MEB are not eligible
 - Members must have 6 years of Satisfactory service on the date of request to transfer to *dependent*
 - Dependent spouse *can use the benefit at 6 years Sat Service*
 - Dependent *children* can not use the benefit until the member has 10 years satisfactory service
 - Member must have 90 cumulative qualifying active duty days since 11-Sep-01
 - Qualifying time consists of Title 10 service or qualifying Title 32-502F service
 - Member must have Post 9-11 eligibility at the time of transfer and be participating in the Select Reserve


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Member Applies to Transfer

Applying for Post 9-11 GI Bill has multiple steps

Members apply to transfer their benefits to their dependents with their branch of service, via the web page:
www.dmdc.osd.mil/milconnect
 and click on Transfer my education benefits.



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Member Applies to Transfer

- Member will receive a Post 9/11 GI Bill Transfer Initial Notification by email from myFSS with instructions. Log into myFSS:
<https://myfss.us.af.mil/>
 - Go to:
 - myEducation Tile
 - My Education & Training Requests to locate ticket
 - Select Details button
 - Select Action button
- Member applies to be made eligible for Post 9/11 with the VA electronically by filling out the VA form 22-1990
 - <http://www.va.gov/education> is where you find the VA Form 22-1990
 - Member may attach up to 5, 1mg attachments (orders, DD 214, etc.)

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 **Transferring Benefits to Dependents**

- Children must be listed in DEERS in order to transfer
- At 21 years of age the dependent will fall out of DEERS if not in a full time degree seeking program
- The dependent can receive the benefit up to their 23rd birthday and can use it until their 26th birthday
- A dependent marriage will not effect their benefit usage

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 **Transfer Your Benefit Additional Information**

- While participating in the Selected Reserve members may revoke, modify the election and make additional dependents eligible
 - After separating from the Armed Forces individuals cannot designate new dependents to receive transferred entitlement
- If military service ended on or after January 1, 2013, benefits won't expire thanks to The Forever GI Bill - Harry W. Colmery Veterans Educational Assistance Act
- Exceptions to TEB can be found in DODI 1341.13 May 31, 2013 or DODI 1341.13 *Incorporating Change 1, July 12, 2018*
 - AFI 36-2670, *Total Force Development, Chapter 6 Voluntary Education Program, 25 Jun 2020*

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 **Transfer Your Benefit Additional Information**

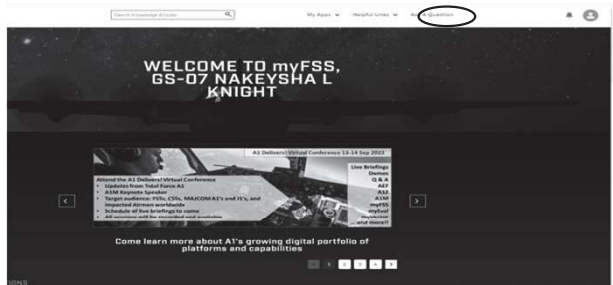
- The Department of Veterans Affairs manages the eligibility and the use of GI Bill benefits
 - For more Post 9/11 Education Assistance go to: www.va.gov/education
 - or call VA Education at: 1-888-442-4551
- For MilConnect errors and issues, or benefits support contact:
 - DMDC Support Center: 1-800-368-3665
 - DEERS Support Office (DSO): 1-800-538-9552
- More Post 9/11 GI Bill TEB Assistance: <https://myfss.us.af.mil/>
 - myFSS Knowledge Articles
 - myFSS Ask A Question
 - Total Force Service Center – Denver: 1-800-525-0102, Option 5 or email: afpoa.a1.sd@us.af.mil

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 **Transfer Your Benefit Additional Information**

Ask A Question Case Submission at
<https://myfss.us.af.mil/>






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Questions?








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Virtual IRO

- Cameras off
- Audio muted
- Change name to Rank, First Name, Last Name, Det
- PLEASE WAIT and ask questions at the end – we promise to answer them!
 - Type them
 - Raise your hand
- Be courteous to briefers and attendees
- Please be mindful of time – return from breaks promptly so we can stay on schedule
- Lets get started!


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Survey Monkey Link

- <https://www.surveymonkey.com/r/vIRODay2>




Please use the link or QR code to complete the surveys you can do it all at the end or as we go.

****If you are on orders, we will not process your TODC until all 3 Surveys are completed**

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United States Air Force Reserve

IMA Military Reserve Pay Office

Virtual Participants: Please mute your microphone; be sure to unmute your microphone when speaking

In-person Participants: Please silence electronic devices






Dec 2023

MSgt Christine Lewis
MSgt Jessica Avila-Barnes
MSgt Amanda Vonholtum

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RPO Overview

- Short tours
- Long tours
- BAH
- OCONUS Entitlements
- Leave – Order to Order
- Leave Carryover
- Leave Sellback
- Common errors that lead to DEBT

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HQ RIO RPO Website (Portal):
<https://www.hqrio.afrc.af.mil/Pay/>

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United States Air Force Reserve

CUI

Long Tours

Short Tours




***PLEASE HOLD QUESTIONS
UNTIL THE END***



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Start & Stop Orders

• **The RPO Processes all MPA, RPA, AT Orders for Pay:**

- Active order pay is NOT started by the initial order approval in AROWS-R
- Short tour (1-29 days) must be certified/submitted within AROWS-R
- TOD-C and/or 1 completed AF 938 at the END of the tour
- Long tour (30+ days) AF 938 must be pre-certified digitally or wet ink
- 2 filled out AF 938s:
 - Pre-certification - First day of work
 - Close out/Certified close out - Last day of work


• **MEMBERS SHOULD BE KEEPING ALL SIGNED COPIES OF THEIR ORDERS**

• **Extended/Curtailed Orders:**

- The pay team is not automatically notified if a member modifies their orders
- Members **MUST** provide their order amendment to the RPO to avoid overpayment or delays in pay
- **Failure to do this may result in a debt + associated penalties**

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Short Tours

- Short Tours are defined as any tour 29 days or less
- This does NOT include Inactive Duty Training days
- Effective DEC 2020 all short tour orders will be certified and sent to the pay office via AROWS-R (TOD-C)
 - If TOD-C is not operational, member will fill out the AF 938 from AROWS-R and submit to the RPO Team via MyFSS
- Orders need to be certified on or after the last day of the order

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Long Tours

- RPA/MPA orders over 30 days are referred to as Long Tours.
 - Full BAH requires 31 days or more on the order
- Pay will not start unless we receive a copy of your pre-certified orders
 - Will initiate bi-monthly payments
 - You will be paid Base Pay, BAS, and BAH
 - Orders cannot be pre-certified prior to the report date of the tour
- Modifications to orders are **REQUIRED** to be sent to the RPO to minimize chance of delayed pay or overpayment

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Short Tour VS Long tour differences

■ Short Tour


- At the end of the tour, member will certify their order in AROWs-R using the tour of duty certification (TOD-C) process
- If TOD-C is not operational, member will fill out the AF 938 from AROWs-R and submit it to the RPO Team
- Member will be paid out at the end of the entire order – no 1st/15th paycheck

■ Long tour

- Member will submit 2 AF938's for a long tour:
 - 1 for Pre-certification – at the beginning of the order
 - 1 for certifying the order – at the end of the order to stop pay and entitlements
- Member **MUST** turn in any modifications to the RPO office

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Pre-Certifying your AF938 (start your pay)

Pre-Certification = 30 days or more only!

- Members should pre-certify their orders at the beginning of the tour to initiate bimonthly paychecks.
- Complete blocks 36 a-b, 37-44
- Blocks 39 and 44 must be signed on or after the first day of duty.
 - "Don't forget block 40"

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Certifying your AF938 (stop your pay)

Certification = 30 days or more only!

- AFTER YOUR ORDER IS COMPLETE
- Complete blocks 36 A-D, 37-44
- "Don't forget block 40"
- Send to the RPO in MyFSS - Members should be keeping copies of all signed orders

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OCONUS Entitlements

- COLA- Application is done on ARPC 0-103 form
 - Form found on HQ RIO Website/Portal
- OHA- Applications for members assigned to an overseas station must be done on the DD 2367 and signed by the Base Housing Office
 - A copy of the lease or rental agreement must be provided as well
- Mobilization entitlements (HDP, IDP, CZTE, etc.) start as soon as RPO receives the AF 938 and CED Orders or 1610

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FSA Entitlements

- Family Separation Allowance, per DoD FMR, Vol 7A, Chapter 27, "provides compensation for added expenses incurred because of an enforced family separation"
- FSA is payable to qualified members serving in any grade as a member with dependents either CONUS or OCONUS
- To initiate this entitlement, you must complete and submit a DD 1561 FSA Form along with either your pre-certified order or closeout order.

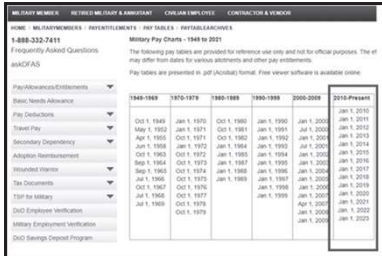
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Entitlements

Curious about your pay rate?
[Defense Finance and Accounting Service > MilitaryMembers > payentitlements > Pay Tables > PayTableArchives \(dfas.mil\)](#)



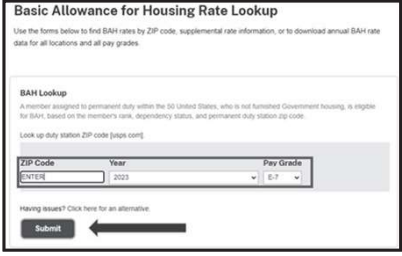
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Entitlements con't

Curious about your pay rate?
[Basic Housing Allowance | BAH Rate Lookup | Defense Travel Management Office \(dod.mil\)](#)



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**Leave:
Carry Over
Sellbacks
Debt Issues**

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AIR FORCE RESERVE
1948-2023

RESERVE & ORDERWRITING DIVISION

CUI

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Leave Carry-Over

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- Leave Carry-over is a Commander program and must be approved by the commander at your ordered workplace.
 - WHY? The organization you are going to work for now must incur the financial responsibility to pay out the Leave you earned elsewhere
 - EX: A member carrying over 20 days to a 30-day order, realistically, you only "intend" to work 10 days of that 30-day order.
- Leave can only be carried over from long tour to a long tour
- Members may not carryover leave from RegAF– exceptions only for VLPAD/AGR to IMA status with no break in service
- NOTE: a carryover can take up to 60 days to completely process. In that time, the leave is not yet available to be used.
- **DEBT ISSUE:** When members start a new order, the leave balance restarts at ZERO. A member then takes leave they HAVE NOT earned on this new set of orders and as a result they put themselves in EXCESS LEAVE DEBT

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Leave Carry-Over

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REQUIRED CARRYOVER DOCS:

1. Certified Closed Order
2. AF1089- verifying your choice to carry leave
3. Pre-Certified New Order WITH carry over statement
4. SOU – This must be completed and signed by your GAINING supervisor and commander

- When you begin a new order, and you want to carry left over leave from an old order to the new order, a carryover package MUST be accomplished
- Not applicable to Order Extensions
- A carry over is not required for back-to-back orders (long tour to long tour)
 - Ex: End order 1 on Wed, start order 2 on a Thurs

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Leave Carry-Over

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The carryover process is done in a couple of different stages and may required the assistance from the Orders Writing Cell (OWC). If you plan to use this benefit, please review the info listed in the US RPO Portal

<https://www.hqrio.afrc.af.mil/Pay/Leave-Carryover/>


In the document link: Example of Carryover Package –

Provide sample

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Leave Sellback

- Leave sellback is an option for all military members who **DUE TO MISSION CONSTRAINTS** could not take their leave
- Sellback is limited to 60 days in a career per component. Leave earned on orders 30-364 days or less **does not** count towards career limit:
 - Ex 1: 20220101 - 20220601 (6 months) LV Bal: 13 – 0 leave days taken. The 13 days sold will **NOT** count toward 60-day cap
 - Ex 2: 20220101 - 20230102 (12 months+1 day) LV Bal: 26 – **ANY** amount of leave days sold will go toward your 60-day career cap
- Any request to sell back leave will have leave taken verified. All AF988's Part I and Part III's must be turned into the RPO before any sellback action will be taken
- Carries a 25% tax penalty in addition to applicable taxes (I.E FICA, State, FED)
- Leave sellback processing time: 2-3 Pay periods (up to 45 days)

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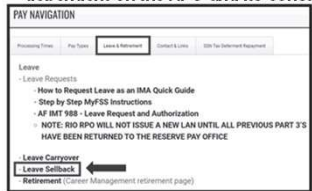
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Leave Sellback

A sellback can only be done at the end of order. Please keep in mind, orders **can** written to not allow a leave sellback – this fully dependent on the APC and its constraints



<https://www.hqio.afrc.af.mil/Pay/Leave-Sellback/>

In the document link: **Example of Sellback Package** – Provides you with an example of the


Document Links

- AF 1089
- Example Certified AF 1089**

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Common Debt Issues

- Not submitting an order curtailment / modification in myFSS
 - NOTE: back-to-back orders need to be stopped / started
- Not processing a carry over and using leave you have not yet earned
 - Excess leave
 - Excess leave penalty
- **Do not use a leave sell back as a solid financial plan**

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Common Debt Issues

- IDTs – if you were paid for an IDT, and you intended to move the IDT, but were already paid for it, that is a true debt
 - NOTE: The paid IDT has to be removed, and indebted before the IDT can be deleted and rescheduled in UTAPS.
- BAH Corrections
 - For a credit, BAH is corrected by indebting (taking away) the incorrect amount and repaying correct amount; we cannot simply pay the difference. This process takes about 2 weeks once started
- SGLI Debt – If you are enrolled in SGLI, and are not performing duty for pay, the premiums will accumulate as a debt, and the next time you are paid, debt is deducted from your pay
- Debt from a prior component – If you transferred to the IMA program, and a debt was established from your prior component, we can assist with a CMS case for any issues you have with the debt


** We need the debt letter and any documentation that you have to support your issue **

** We do not have access to your debt letter from a previous component or branch of service **

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 **RPO Overview**

- Short tours
- Long tours
- BAH
- OCONUS Entitlements
- Leave – Order to Order
- Leave Carryover
- Leave Sellback
- Common errors that lead to DEBT

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 **Questions?**



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 **United States Air Force Reserve**
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**RIO Travel -
Policies and Procedures**



U.S. AIR FORCE *HQ RIO Travel*

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 **Overview**

- Types of Travel Reimbursement
 - Entitlements
 - Documentation required & examples
- Two Travel Systems
- myFSS
- Government Travel Card (GTC)
- Misc. Information
 - Rental Cars
 - Non-conventional lodging

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Types of Travel Reimbursement

- Annual Tour/Annual Training
 - With or without IDT in conjunction
- Entitlements
 - If quarters and meals are available, per orders, and member is lodged on base, \$0 is authorized for M&IE (meals and incidentals)
 - If lodging issues a non-availability, but member chooses to stay on base anyway, \$0 is authorized for M&IE
 - If quarters are available, but meals are not, member is entitled to full M&IE (based on locality)
 - If lodging issues a non-availability and member stays off base, full M&IE
 - If order directs member to fly to duty location, mileage is limited to the government rate for airfare. The City Pair Program lists these contracted rates.
- Documentation
 - Orders and all MODs, all receipts for expenses over \$75

Follow the Quick Guide on the HQ RIO Portal!

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AF938 (orders) Example

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR

BY ORDER OF THE SECRETARY OF THE AIR FORCE

1. NAME (Last, First, MI) BUCKPICKER, PEGGY 2. GRADE LT COL 3. SSN 835-45-6789

4. PRESENT STREET ADDRESS 215 N MAIN ST 5. CITY BOERNE 6. STATE TX 7. ZIP CODE 78005-0000

8. UNIT OF ASSIGNMENT WG FFBDO 9. LOCATION SPANGDAHLEH AIR AFB, GERMANY 10. PAS CODE ST00000

11. Mbr is ordered to ANNUAL TRAINING for 15 * days plus auth btl time: (D T+1 Days) TRACKING # 00000

12. WILL REPORT TO (unit and location): 12 FIGHTER WG FFBDO, SPANGDAHLEH AIR AFB, GERMANY 00136-9999

13. REPORTING DATA (P-hour) 0730 14. RELEASE DATE (YYYYMMDD) 20231119 15. CORPORATE LIMITS 16. COMMUTING AREA 17. S-B CODE N

Orders will be written with block 15 checked CORPORATE LIMITS. Travel days will be included in duty days.

Block 12 will show actual duty location. If this is incorrect, you must contact the OWC for a MOD.

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AF938 (orders) Example

15. CORPORATE LIMITS ☒ 16. COMMUTING AREA ☐ 17. BAD CODE N

18. REMARKS AUTH: AFMAN 36-6001 (File travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed DODFAR authorized travel time. Per diem is based on availability of gov't quarters and mess; contact the base billing office since gov't quarters must be used when available. SEE NEXT PAGE FOR REMARKS.

19. TNG-CAT-IND 20. TOUR-IND 21. MEAN CODE 22. MAN-DAY ID

23. TRAVEL \$0.00 24. PER DIEM \$0.00 25. OTHER \$0.00 26. TOTAL \$0.00

27. PAY AND ALLOWANCE 5743700 504 6272 P722-01 387700 MAY201

28. TRAVEL REQUESTING OFFICIAL (Typed name, grade, title) (Signature) (Signature)

There will no longer be a TRAVEL line of accounting in block 27.

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AF938 (orders) Example

6. MEMBERS DUTY STATUS IS 19:

1. PERSTEMPO CODE: IS J Home Station Training PERSTEMPO LOCATION IS GERMANY.

2. RENTAL CAR IS NOT AUTHORIZED AT FIGHTER WG FFBDO (20231119 THRU 20231202).

3. ADVANCE BY FSO IS NOT AUTHORIZED. TRAVELER HAS A GOVT CHARGE CARD AND PIN, WHICH WILL BE USED FOR ATM CASH ADVANCES AND MEALS AND INCIDENTAL EXPENSES (M-I-E) PLUS MISCELLANEOUS EXPENSES.

4. THE TRAVEL AND TRANSPORTATION REFORM ACT OF 1998 (TTRA), PUBLIC LAW 105-264 STIPULATES THAT THE GOVC WILL BE USED BY ALL U.S. GOVERNMENT PERSONNEL, MILITARY AND CIVILIAN TO PAY FOR COSTS INCIDENT TO OFFICIAL GOVERNMENT TRAVEL UNLESS SPECIFICALLY EXEMPT.

5. THE INTENT OF THIS ORDER IS TO FUND THE TOUR THROUGH THE END DATE FOUND IN BLOCK 14 OF THE AF FORM 938. THIS IS CONTINGENT UPON CONTINUED FUNDING AVAILABILITY WITH THE APPROVAL OF AN APPROPRIATION OR A CONTINUING RESOLUTION ACTION. IF NEITHER OF THESE OCCUR, THE ORDER WILL BE CURTAILED AND THE MEMBER MUST RETURN TO THEIR HOME PLD.

6. IN ACCORDANCE WITH AFMAN 34-102, MEALS AND QUARTERS ARE AVAILABLE. HOWEVER, IF A NON-AVAILABILITY LETTER IS ISSUED, THE MEMBER IS AFFORDED FULL MEALS & INCIDENTAL EXPENSES FOR MEALS AND REIMBURSEMENT FOR QUARTERS UP TO THE MAX LODGING RATE FOR THE LOCALITY (BOTH CAN BE FOUND EITHER IN DTS UNDER TRAVEL TOOLS AND PER DIEM RATE LOOKUP OR THE DTMO WEBSITE AND SEARCHING PER DIEM RATE LOOKUP).

J: If a rental car is procured without authorization, your DET AO will need to approve after the fact. THIS IS NOT GUARANTEED.

N: Quarter and Meal statement

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DTS Travel Voucher AT W/IDT IN CONJUNCTION

TDY: SPANGDAHEM AB, DEU (15 days)

DATE	LOCATION	PER DIEM RATE	TRAVEL RATE	TOTAL
11/16/2023	1144-140	\$151.00	\$151.00	\$302.00
11/17/2023	1144-140	\$151.00	\$151.00	\$302.00
11/18/2023	1144-140	\$151.00	\$151.00	\$302.00
11/19/2023	1144-140	\$151.00	\$151.00	\$302.00
11/20/2023	1144-140	\$151.00	\$151.00	\$302.00
11/21/2023	1144-140	\$151.00	\$151.00	\$302.00
11/22/2023	1144-140	\$151.00	\$151.00	\$302.00
11/23/2023	1144-140	\$151.00	\$151.00	\$302.00
11/24/2023	1144-140	\$151.00	\$151.00	\$302.00
11/25/2023	1144-140	\$151.00	\$151.00	\$302.00
11/26/2023	1144-140	\$151.00	\$151.00	\$302.00
11/27/2023	1144-140	\$151.00	\$151.00	\$302.00
11/28/2023	1144-140	\$151.00	\$151.00	\$302.00
11/29/2023	1144-140	\$151.00	\$151.00	\$302.00
11/30/2023	1144-140	\$151.00	\$151.00	\$302.00
12/01/2023	1144-140	\$151.00	\$151.00	\$302.00
12/02/2023	1144-140	\$151.00	\$151.00	\$302.00
12/03/2023	1144-140	\$151.00	\$151.00	\$302.00
12/04/2023	1144-140	\$151.00	\$151.00	\$302.00
12/05/2023	1144-140	\$151.00	\$151.00	\$302.00
12/06/2023	1144-140	\$151.00	\$151.00	\$302.00
12/07/2023	1144-140	\$151.00	\$151.00	\$302.00
12/08/2023	1144-140	\$151.00	\$151.00	\$302.00
12/09/2023	1144-140	\$151.00	\$151.00	\$302.00
12/10/2023	1144-140	\$151.00	\$151.00	\$302.00
12/11/2023	1144-140	\$151.00	\$151.00	\$302.00
12/12/2023	1144-140	\$151.00	\$151.00	\$302.00
12/13/2023	1144-140	\$151.00	\$151.00	\$302.00
12/14/2023	1144-140	\$151.00	\$151.00	\$302.00
12/15/2023	1144-140	\$151.00	\$151.00	\$302.00
12/16/2023	1144-140	\$151.00	\$151.00	\$302.00
12/17/2023	1144-140	\$151.00	\$151.00	\$302.00
12/18/2023	1144-140	\$151.00	\$151.00	\$302.00
12/19/2023	1144-140	\$151.00	\$151.00	\$302.00
12/20/2023	1144-140	\$151.00	\$151.00	\$302.00
12/21/2023	1144-140	\$151.00	\$151.00	\$302.00
12/22/2023	1144-140	\$151.00	\$151.00	\$302.00
12/23/2023	1144-140	\$151.00	\$151.00	\$302.00
12/24/2023	1144-140	\$151.00	\$151.00	\$302.00
12/25/2023	1144-140	\$151.00	\$151.00	\$302.00
12/26/2023	1144-140	\$151.00	\$151.00	\$302.00
12/27/2023	1144-140	\$151.00	\$151.00	\$302.00
12/28/2023	1144-140	\$151.00	\$151.00	\$302.00
12/29/2023	1144-140	\$151.00	\$151.00	\$302.00
12/30/2023	1144-140	\$151.00	\$151.00	\$302.00
12/31/2023	1144-140	\$151.00	\$151.00	\$302.00

For IDT dates, the Inactive Duty Training (Local) will need to be checked.

Adjust Per Diem Amounts
Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.
Adjustment Date Range: 11/25/2023 - 12/01/2023

Duty Conditions
Duty conditions affect your lodging and M&IE per diem entitlements.

☐ Field Conditions
☐ Adverse Effects (Commercial Qtrs)
☐ Inactive Duty Training (Local)
☐ Abroad at U.S. Inland

☐ Quarters Available
☐ Group Travel
☐ Essential Unit Missing
☐ Hospital Stay

Lodging Cost (Locality rate \$200.00) M&IE Cost (Locality rate \$100.00)
\$0.00 Currency Converter \$0.00 Currency Converter

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Types of Travel Reimbursement

- IDT Lodging
 - Entitlements
 - When lodging is required at IDT location
 - Lodging only, no per diem, no other travel/transportation entitlements
 - Documentation
 - 40As with all 3 signatures
 - If UTAPS is uncooperative and will not pull 40As with signatures, UTAPS calendar with full name can be submitted – must show dates as “blackened out” meaning they are paid
 - UTAPS calendar only substitute for signatures – unsigned 40As required to show dates, location, and lodging requirement
 - Local voucher in DTS – each night of lodging (and taxes, if applicable) MUST be claimed as separate expenses within the same voucher. Lump sum claims will be returned.
 - Lodging receipt showing zero balance due

Follow the [Quick Guide](#) on the HQ RIO Portal!

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40As

II. TRAINING DATA (List each day of training separately)				RETENTION/RETIREMENT (RR) DATE	
DATE (YYMMDD)	DUTY HOURS WORKED (Include)	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATIONS/REMARKS	
20230318	0800-1600	8	2	ALCONBURY IAP, UK / 501 COMBAT SPT WG	
20230329	0800-1600	8	2	ALCONBURY IAP, UK / 501 COMBAT SPT WG	
TOTAL NUMBER OF HOURS WORKED: 16				TOTAL NUMBER OF POINTS: 4	
RESERVIST'S NAME & PHONE (Type or Print legibly in ink)				RESERVIST SIGNATURE AND DATE	
HICKPOCKER, PEGGY J.				[Signature]	
III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE (Complete and return to reservist prior to the reservist reporting for scheduled training) See AFI 34-246, Air Force Lodging Program, and AFI 34-238, Food Service Management Program. The Authorizing Official is the commander of the assigned unit or a representative designated IN WRITING. Substance-in-kind is authorized for enlisted members in a pay status if training is 8 hours or more in 1 day. If the duty is less than 8 hours or is non-pay status, or if the reservists is an officer, the reservists must pay the full food charge. The Authorizing Official is the commander of the assigned unit or representative IN WRITING.					
LODGING		SUBSISTENCE		AUTHORIZING OFFICIAL'S TITLE	
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		[Signature]	

• 40As are required for all IDT Lodging claims

- They can be signed or unsigned
- If unsigned, the UTAPS calendar with the duty days blacked out to show them as paid is required. Your name MUST show on the UTAPS calendar

• In Part III, the lodging box MUST be checked “yes” in order to be reimbursed

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Local Voucher Claim for Reimbursement


Sort By	Date (Newest)	Expense Amt	Details
\$	IDT LODGING	\$150.10	Details 11/26/2023
\$	IDT LODGING TAXES	\$25.63	Details 11/26/2023
\$	IDT LODGING	\$150.10	Details 11/26/2023
\$	IDT LODGING TAXES	\$25.63	Details 11/26/2023

• IDT Lodging is reimbursed based off of the NIGHT the expense was incurred

- Reimbursement is authorized for the night prior to IDTs starting through the night prior to the last ID
- Lodging taxes must be claimed separately from the nightly rate.
- Each night (room rate & taxes) must be claimed separately.
- Receipt must be uploaded for the nightly rate expenses ONLY.

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Types of Travel Reimbursement

- IDT Outside Normal Commute
 - Travel authorized & paid in DTS authorization/voucher
- Entitlements
 - Up to \$500 per trip, 12 trips per year
 - Mileage (other than to/from airport terminal) paid at "Other" rate - \$0.22 / mile
- Documentation
 - 40As (signed or unsigned – if unsigned, UTAPS calendar showing dates as paid is required)
 - Reimbursed on Actual Expense basis – ALL receipts required (except tolls)

Follow the **Quick Guide** on the HQ RIO Portal!

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Types of Travel Reimbursement

- Active Duty status (RPA, MPA, ADOS, CED, etc.)
 - Entitlements
 - Standard TDY entitlements
 - Documentation
 - Orders, DD1351-2, all receipts for expenses over \$75
 - Scheduled Partial Payments can be requested in your authorization in DTS for payments every 30 days if TDY is 45+ days
- PCS/PPM
 - Once duty is marked as PCS, cannot be changed to TDY w/ TDY entitlements

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Two Travel Systems – RTS vs DTS

- IRs will be directed to use one of two travel pay systems
 - Defense Travel System (DTS) – electronic vouchers
 - Reserve Travel System (RTS) – manual vouchers


DO NOT submit IR vouchers through eFinance

- PCS/PPM claims and Deployment CED travel will be filed in myFSS (RTS). ALL OTHER TRAVEL is to be claimed in DTS.

❖ All travel vouchers must be filed within 5 duty days of completion of travel

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myFSS for All RTS Travel Reimbursement

- Submit voucher and all supporting documents to correct location
 - Search IMA Management → Follow link for AFR RIO Travel
 - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LI4sCAG>
- Prior year (FY23 and before) - Each request requires a separate ticket/incident
 - AT w/ IDT in conjunction will be **2** separate tickets
 - AT travel
 - IDT lodging
 - IDT outside normal commuting distance – **2** separate tickets
 - IDT ONCD travel reimbursement – limited to \$500
 - IDT lodging

Do not open a new case to inquire about another case.

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**myFSS for All RTS Travel
Reimbursement**

- RIO Travel technician reviews submission for correctness
 - If the voucher is computable/actionable it is input into RTS
 - If the voucher submission is not computable then the technician will respond to ticket with corrective actions required
- Computed vouchers are reviewed by an auditor and then sent for pay
- Once a voucher has been submitted for pay, it takes 5-7 business days to show in bank/GTC account
- The Advice of Payment (AOP) can then be reviewed via *MyPay* on the payment date. Any deviations in pay from what was requested will be addressed in the comments on the AOP and in the myFSS case

❖ **PLEASE ENSURE YOUR EMAIL ADDRESS IS CURRENT**

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Defense Travel System (DTS)

- Contact your DET ODTA (organization defense travel administrator) at your assigned detachment for assistance
- RIO Travel technicians have limited access within DTS as our office is assigned voucher review authority only
 - MyFSS cases requesting DTS assistance will be closed and travelers will be notified to contact their DET ODTA
- Contact information for your detachment can be found on the HQ RIO Directory website
 - DO NOT email the Reviewers for a status of your voucher
 - Check the HQ RIO website for processing timelines
 - <https://www.hqrio.afrc.af.mil/Travel/>

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Government Travel Card (GTC)

- GTC Agency Program Coordinator (APC)
 - Located at IR's Active Duty unit
 - Responsible for processing application and monitoring use
- **Member is responsible for full and timely payment**
 - Commanders may discipline for unauthorized use or delinquency in payment
 - Delinquency may be reported on personal credit report only after 211 days of non-payment
 - Late fees can only be assessed 75 days after the end of the billing cycle

❖ **EFT and split disbursement MANDATORY per DODFMR Vol 9 Ch 3 para 030208**

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Government Travel Card (GTC)

- Public Law 105-264 makes use of GTC **mandatory** for:
 - Airline Tickets
 - Lodging
 - Rental Cars
 - Exception: Order indicates member does not have a GTC
- GTC may be used for:
 - Meals and Incidentals (i.e. toothpaste, soap, laundry, etc.)
 - IDT travel costs (Lodging only)
 - Exception: Reserve members assigned to "Critical Staffing Shortage" defined DAFSCs

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- CBA vs IBA
 - CBA: Centrally Billed Account
 - Member does not have a GTC
 - Airfare will be paid by orders (booked via CTO)
 - Reimbursement is not authorized
 - IBA: Individually Billed Account
 - Member has a GTC
 - Airfare will be paid with the travelers GTC (booked via CTO)

❖ **CBA airfare can now be processed in DTS**

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- Travel Advance
 - Member does not have a GTC
 - Must be authorized on the orders (up to 80% of the TDY)
 - Can be processed in DTS
 - Must be submitted NLT 10 days prior to order start date
- Airfare, Lodging and Rental Car Reservations
 - Must be booked through the Commercial Travel Office (CTO)
 - Refer to JTR 020207 E-G for non-availability situations

❖ **Include FMS 2231 (EFT info) with first voucher submission**

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- Rental Cars – two ways to be reimbursed
 - Authorized on orders/in authorization
 - Must book through SATO/CTO
 - Approved by Approving Official (AO)

❖ **Per JTR, standard approval for rental is for a compact car**

❖ **If larger car is required, must be authorized in orders or approved by AO on DD 1351-2/in DTS**

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Unconventional Lodging

- Approval requires memo to AO with justification as to why conventional lodging (hotel, long term lease) was not used. (JTR Table 2-15 #14)
 - Receipt MUST break out taxes in order to be reimbursed
 - Service fee is authorized for reimbursement (JTR Table 2-16 #14)
 - Cleaning fee is added to nightly rate
 - Not authorized more than locality rate

❖ **Not recommended – most do not meet the U.S. Fire Administration Guidelines**


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Questions?



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United States Air Force Reserve
Integrity - Service - Excellence
 Headquarters Individual Reservist Readiness and Integration Organization


MyFSS Orders Request System for IMAs



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ROEs

- Use the “three dot menu” to change your ZoomGov name
 - Ex. – Lt Col Erin Karl
 - Responses aren’t “nested” so keep an eye on the chat for your answer
- Turn your camera off
- Remain muted
- Please hold questions until after the demo – I may answer it in the training!

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Agenda

- Why the change?
- What’s affected
- Live Demo

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What are the benefits of MyFSS?

- All attachments and requested info delivered to the orders writer as a single case
- Incidents are trackable (for RIO and the member)
- Orders writer can vet the request, ask for any additional info, and ensure the orders request info is correct before submitting that info into AROWS-R
- MyFSS is accessible without a CAC (Two Factor Authentication via app)
- Dynamic form allows for things that were separate emails to be completed during the request and only when needed
 - AT Special Request Form
 - Rental Car Worksheet
 - Sanctuary Waiver

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Other benefits/reminders


- Dynamic form asks for things needed based on your answers
- One-stop location for all docs and information
 - No more lost attachments sent via email
 - Member can "see" movement on the case
 - Member can reply to the case
- Cases are viewable by other orders writers
 - One goes on leave, another can have access to a single case file and assist
- Make sure you receive MyFSS emails in your personal inbox
 - Put the email in your MyFSS profile
 - If needed, "whitelist" .mil emails to ensure they reach your inbox

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More information



- Always go to the HQ RIO website for info first: www.HORIO.afrc.af.mil
- Lots of info on the ORDERS section
- Quick Guide
- Training videos can be found here
- All of this is on RIO Connect as well

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Demonstration

- Common types of orders
 - Annual Training
 - Contingency/Non-Contingency MPA orders
 - ADOS Orders
 - School Orders

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Demonstration-AROWS-R

Applications in ProgressView Inbox

Control Tracking Number	Status	PAS Code	SSN	Name	Start Date	End Date	Total Days	Order Sub Type
N/A	MOD	20240114	MOD	HH13PW53	2023/09/24	2023/09/30	7	TDY (DOT AT HOME STATION)

Total Records: 1

Search

By Tracking Number: 20240114

By SSN:

By Last Name:

By First Name:

By Duty Dates:

to

By Order Type:

By Order Sub Type:


By PAS Code:

Display: 10 per page

Search

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Demonstration-AROWS-R

Tracking #: 100401441Name: ██████████Order Type: TDY (DOT AT HOME STATION)
Filing Sequence: TAXDUHStart Date: 2023/09/24Status: MOD
SSN: ██████████End Date: 2023/09/30Total Days: 7


Display Section: Current StatusView Application Details | Print Draft/Official Order

Routed To	Action Type	Action Date/Time	Last Name	OWA
Member				
AGR Admin				
Participation Specialist	Approved	2023/11/06 14:56	STAUFFER	
Approving Official	Approved	2023/11/06 17:03	COLL	
Evolutional Event				
Military Specialist				
Unit Commander				
Military Personnel Section				
Wing Commander				
Hard Hold - Cross Wing Funding				
Resource Advisor	Routed	2023/11/06 14:56	RIODETS	
Waiver				
Training Program				
Order Issuing Official	Future Routing			
Final Order Issuing Official	Future Routing			
Authentication				
DTS				

Close this Window

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Demonstration-AROWS-R

Tracking #: 4788335/1Name: ██████████Order Type: MPA (NON-CONTINGENCY)
Filing Sequence: DSK54GStart Date: 2013/06/30Status: MOD
SSN: ██████████End Date: 2013/08/24Total Days: 56

Display Section: History - ModificationsView Application Details | Print Draft/Official Order

Applications In Progress

Action	Mod #	Start Date	End Date	Total Days	Order Type	Status
No Information Available						


Approved Orders

Action	Mod #	Start Date	End Date	Total Days	Order Type	Status
Print	1	2013/06/30	2013/08/24	56	MPA	MOD
Print	0	2013/06/30	2013/07/25	26	MPA	INITIAL

Close this Window

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Demonstration-AROWS-R

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOURBY ORDER OF THE SECRETARY OF THE AIR FORCE

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 9313, Executive Order 9397
PRINCIPAL PURPOSES: Used to request and authorize Air Force reservist tours of active duty as well as acting as a temporary duty travel order. SSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication. Enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable.
ROUTINE USES: A copy of the order may be provided to civilian employers to substantiate active duty military requirements.
DISCLOSURE IS VOLUNTARY. However, without this information and SSN the Air Force cannot set on your travel, per diem and pay entitlements.


1. NAME (Last, First, MI)	2. GRADE	3. SSN
4. PRESENT DUTY ASSIGNMENT	5. CITY	6. PHONE
7. UNIT OF ASSIGNMENT	8. LOCATION	9. PAS CODE
10. AF RESERVE CM FFCMF0	11. BORNIN AFR, GA 11098-5000	12. PAS CODE
13. MPA is ordered to: ANNUAL TRAINING	14. For 13: 7 days plus auth for time: (0) 14 Days	15. TRACKING # 975338
16. WILL REPORT TO (Unit and location): HQ AF RESERVE CM FFCMF0, ROBINS AFB, GA 31098-5000	17. REPORTING DATA (YYYYMMDD) 07/20 20240701	18. RELEASE DATE (YYYYMMDD) 20240701
19. REMARKS AUTH: AFMAN 34-6001 (19) travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed 60 days authorized travel time. Per diem is based on availability of gitch quarters and meals. Contact the base lodging office when gitch quarters must be used when available.	20. CORPORATE LIMITS	21. COMMUTING AREA
22. ESTIMATED COST	23. TRAVEL	24. PER DIEM
25. PAY AND ALLOWANCE	26. OTHER	27. TOTAL

j. RENTAL CAR IS NOT AUTHORIZED AT HQ AF RESERVE CM FFCMF0 (20240303 THRU 20240315).

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Disclaimers

What will **NOT** be covered in this briefing:

- Civilian Retirements
- Whether or not you, as an individual, should stay-in, retire and/or elect RCSBP or SBP

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Overview

- Contact Information
- Personal Data information and webpages
 - Non-CAC logins
 - vMPF (CDB and PCARS)
- ARC Retirements in myFSS
 - Reduced Retired Pay Age
 - Retirement Application
- RCSBP/SBP Overview
 - Eligibility
 - Options A, B, & C
 - Beneficiaries
 - Making/Changing Election
 - Cost
- Questions


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Contact Information


ARPC Reserve Retirement Counseling Cell
arpc.dpt.rrcc@us.af.mil
 1-800-682-1929

Colonel Maurleen Cobb eddyth.cobb@us.af.mil
 Division Chief



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Non-CAC access

Non-CAC logins needed:

- DFAS
- DS Logon
- myFSS

Create logins with your personal email address (NOT military and GS email account info)

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PCARS Service History

From Date	Thru Date	AD	DT	ADL	IDS	MIR	Total	Reside	Set	Sec
26 AUG 1998	14 DEC 2000	0000	0000	0000	0000	0000	00000	00000	000000	
15 DEC 2000	14 DEC 2001	0363	0000	0000	0000	015	00368	00365	010000	
15 DEC 2001	14 DEC 2002	0365	0000	0000	0000	015	00380	00365	010000	
15 DEC 2002	14 DEC 2003	0365	0000	0000	0000	015	00380	00365	010000	
15 DEC 2003	14 DEC 2004	0366	0000	0000	0000	015	00381	00366	010000	
15 DEC 2004	14 DEC 2005	0365	0000	0000	0000	015	00380	00365	010000	
15 DEC 2005	14 DEC 2006	0365	0000	0000	0000	005	00370	00365	010000	
15 DEC 2006	14 DEC 2007	0279	0000	0000	0000	004	00279	00279	010000	
15 DEC 2007	14 DEC 2008	0000	0000	0000	0000	015	00015	00015	000000	
15 DEC 2008	14 DEC 2009	0000	0025	0000	0000	015	00040	00040	000000	
15 DEC 2009	14 DEC 2010	0009	0052	0033	0000	015	00159	00159	010000	
15 DEC 2010	14 DEC 2011	0113	0042	0000	0000	015	00170	00170	010000	

You can view each year individually to review for accuracy


From Date	Thru Date	Type Duty (TD)	PA
07 JAN 2011	07 JAN 2011	7: Paid Inactive Duty	002
08 JAN 2011	08 JAN 2011	7: Paid Inactive Duty	002
09 JAN 2011	09 JAN 2011	7: Paid Inactive Duty	002
17 JAN 2011	21 JAN 2011	2: Special Tour	005
05 FEB 2011	05 FEB 2011	7: Paid Inactive Duty	002
06 FEB 2011	06 FEB 2011	7: Paid Inactive Duty	002
07 FEB 2011	15 FEB 2011	1: Active Duty Other	009
16 FEB 2011	20 FEB 2011	1: Active Duty Other	013
01 MAR 2011	15 MAR 2011	1: Active Duty Other	015
16 MAR 2011	31 MAR 2011	1: Active Duty Other	016
01 APR 2011	15 APR 2011	1: Active Duty Other	015

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ARC Retirements in myFSS



myFSS Login Page

<https://myfss.us.af.mil/USAFCommunity/s/arc-retirement-dashboard>


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ARC Retirements in myFSS

AVAILABLE NOW



myFSS Dashboard

Look for myRetirement Tile.

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ARC Retirements in myFSS

myFSS Retirements Homepage

<https://myfss.us.af.mil/USAFCommunity/s/retirements>

Applying for Reduced Retirement Pay Age evaluation (RRPA)



RETIREMENT HOME

Career Calculators
The place for key retirement calculations. Key changes and updates.

ARC Retirements
ARC Retirement application for 2014-2015 and 2016-2017.

Active Duty Retirement
Access web service for retirement.

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RRPA (Continued)

Reserve Retirement Calculators

RRPA
<https://myfss.us.af.mil/USAFCommunity/s/career-calc-home>

RESERVE RETIRED PAY CALCULATOR **PARTIAL YEAR CALCULATOR**

Current Grade: E9
 Current Grade Effective Date: 3/2/2021
 Service Component: RESERVE

Pay Grade: E9
 Pay Grade Effective Date: 3/2/2021
 Pay Grade Component: RESERVE

Retirement Component: RESERVE
 Current Year Points Awarded: 14
 Retirement Service: 24000

The Reserve Retirement Pay Age Factor screen shows if you have not applied for this option. To apply, select "Submit RRPA Application." If your RRPA Potential Data and RRPA Confirmed Data is not ready, go to your myFSS home to review your application to ensure your current information has been saved.

Application Created Date: 4/27/2023 9:27 am
 Comments: **VIEW ALL COMMENTS**
 Application Status: Active

RRPA Potential Date: 3/6/2025
 RRPA Confirmed Date: 6/9/2025
OPEN RRPA APPLICATION

TAFFED: 4/27/2023
 TAFFED VETS: 10/18
 NDR Data: 10/18

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RRPA (Continued)

Application Created Date: 4/27/2023 9:27 am
 Comments: **VIEW ALL COMMENTS**
 Application Status: Active

RRPA Potential Date: 3/6/2025
 RRPA Confirmed Date: 6/9/2025
OPEN RRPA APPLICATION

TAFFED: 4/27/2023
 TAFFED VETS: 10/18
 NDR Data: 10/18

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RRPA
 Reviewing orders, RRPA dates, and resubmitting for updates.

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RRPA (Continued)

RRPA
 Status of orders

Below is a listing of orders that have been submitted as attachments and entered in the system by myFSS:

- Changes to PCARS hours must be requested through the PCARS change process.
- PCARS release numbers may contain gaps and are referenced in the Summary Table.
- Updated PCARS hour data is reviewed on a daily basis and will be reflected in the application.
- Click on a row to display the order remarks below the table.

20 result(s)

Order# Ref #	Duty Type	Start Date	End Date	Total Days	Status	Date Reviewed	Remarks
PCARS-67431014	1	6/15/2023	6/15/2023	19	Potentially Qualifying	7/18/2023 8:18 am	
PCARS-1835692	4	10/23/2022	10/30/2022	8	Potentially Qualifying	7/18/2023 8:18 am	
aly00000001n120	1	4/16/2022	4/30/2022	15	Potentially Qualifying	7/18/2023 8:18 am	
aly00000001s099	1	5/1/2022	5/15/2022	15	Potentially Qualifying	7/18/2023 8:18 am	
aly00000001e005	1	5/16/2022	5/31/2022	16	Potentially Qualifying	7/18/2023 8:18 am	
PCARS-37962222	4	2/23/2009	3/6/2009	12	Non Qualifying	7/18/2023 8:18 am	
PCARS-37962232	4	2/23/2009	3/5/2009	12	Non Qualifying	7/18/2023 8:18 am	
PCARS-37962240	4	3/24/2011	2/14/2011	12	Non Qualifying	7/18/2023 8:18 am	
PCARS-37962242	4	2/27/2012	3/9/2012	12	Non Qualifying	7/18/2023 8:18 am	
PCARS-37962276	4	2/25/2013	3/8/2013	12	Non Qualifying	7/18/2023 8:18 am	

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ARC Retirements in myFSS

Applying for retirement

RETIREMENT HOME

Career Calculators
 This tool is for determining if you are eligible for retirement.

ARC Retirements
 Review your retirement application and application for this data and program.

Active Duty Retirement
 Review your retirement application and application for this data and program.

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ARC Retirements in myFSS

myFSS

Retirement Information & Cheat Sheets

<https://myfss.us.af.mil/USAFCommunity/s/arc-retirement-dashboard>

Application window: 6-12 months prior to requested retirement date for initial application.

Reserve retirees that go into the gray area will apply a second time 4-12 months prior to their pay eligibility date to begin pay.

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ARC Retirements in myFSS

Pre-Application Information

Click on the arrow to the right of each section and read through the information provided.

Ensure you mark the acknowledgment block in each section.

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ARC Retirements in myFSS

Explanation of 4 retirement types:

- Reserve Retirement
- ARC AD Retirement
- Age 60 Retirement
- RRPDA

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ARC Retirements in myFSS

Member Application Actions:

- Application Information; select retirement type
- Ensure contact information is current.
- Retirement Certificate Information needs to be capitalized.
- Required documents; DD 2656 is not required when doing initial application for a "Reserve Retirement" – going into the gray area.

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Retirement Calculators

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Retirement
BRS Comparison Calculator
Survivor Benefits
SBP Premium Calculator
Retirement

Planning and Assistance
Transition and Retirement Planning
Survivor Benefits Planning
Blended Retirement Calculator
Casualty and Survivor Insurance
Government Retirement & Benefits Platform (GRBP) Content

New, expanded
Military Parental Leave Program
Read all about it [here](#).

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If you have questions or comments please contact us.

Benefit Updates

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Retirement Calculators

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Retirement

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Featured Videos
Introduction to MilitaryBenefits

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If you have questions or comments please contact us.

Benefit Updates

Click on "Launch Calculator"

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Retirement Calculators

Select Your Retirement Type

Please select the calculator you would like to use.

☒ Regular (Active Service) Retirement

- Regular Air Force and Space Force
- Those on ADOS or mobilization orders who become eligible for regular retirement

☐ Non-Regular (Reserve Service) Retirement

- Activated/Mobilized National Guard and Reserve personnel on active duty
- National Guard and Reserve personnel in AMTU

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U.S. AIR FORCE

Retirement Calculators

Current Personal and Military Data

Name *

Grade *

Date of Rank *

Previous Grade *

Previous Date of Rank *

Date of Birth *

DEPARTMENT *

Pay Grade *

Retirement/Seperation Projections (Reserve Component)

Current Points *

Under which Retirement System are you serving? *

Do you plan to Retire or Separate? *

Current Number of Good Years *

Point Credit Summary Date (Most recent Points Statement ending date) *

Projected Points at Time of Retirement

The fields below are intended to help you project the number of Points you will have at Retirement.

Date you intend to transfer to Retired Reserve *

Number of Months of Qualifying Active Duty in support of Contingency Operations (after 28 Jan 2009, not before today) *

Projected Future Additional Reserve Component Years/Months of Service from last Point Credit Summary date *

Of Future Additional Years/Months, Years Spent on Mobilization "Years" *

Additional Points (Schools, Extended ATACT/ADGV, Correspondence Courses) *

Total Projected Points at Retirement *


Member Information:

- Data is usually prefilled from milPDS; however, sometimes it is not, so having a copy or access to your CDB and PCARS report will be helpful.

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 **Retirement Calculators**

Estimated Retired Pay (High 3 Legacy Retirement System)

Grade	Points	High-3 Monthly Average	Multiplier	Monthly Retired Pay
EP	00547	8,723.75	x 0.3853	= \$3,361

* All calculations are made in today's dollars and the current pay table extended out to the date of retirement or adjusted Retired Pay Eligibility Date. The amounts are pre-tax and not adjusted to inflation or changes in COLA. Also, transfer to the Retired Reserve not Encouraged is assumed.
If you would like to compare this report with others, please download and/or print.

** Reserve Retirement Pay is not payable until age 60 although transfer to the Retired Reserve may occur anytime after 30 creditable retirement years are served and Service member receives a 20 year letter. When certain criteria are met retirement pay may be payable prior to age 60. See U.S. code Title 10, Part II, chapter 1223, section 127310522.

Show the Previous 36 Months of Pay used to determine your High-3 monthly average

Show the Personal and Military Data used to determine your Retirement Benefits Estimate

If you would like to compare this report with others, please download and/or print.
If you require assistance in interpreting your report or have any other questions, please Contact Us.


Your retired pay stops when you die. You may enroll in the Reserve Component Survivor Benefit Plan (RCSBP) when you receive your 20-Year Letter (Notice of Eligibility) and designate a portion of your retired pay that you wish to be paid to your eligible survivors. A premium will be deducted from your retired pay depending on the RCSBP Option you choose and your beneficiary designation.

CALCULATE RCSBP PREMIUM ESTIMATE

[Back to My Information](#) [Estimate Survivor Benefits](#)

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 **SBP/RCSBP Overview**

- Reserve Component Survivor Benefit Plan (RCSBP) and Survivor Benefit Plan (SBP) are the **ONLY** ways to leave a portion of your military retirement pay to your spouse or children.
- RCSBP covers from the time you reach 20 years of Satisfactory Service (**even if you are still serving**) until you reach your retirement pay age.
- SBP covers you from the time you start receiving retirement pay until you pass away.
- Members do not pay for the coverage until retired pay age (payments are deducted from retirement pay checks)
- Allows beneficiaries to receive up to 55% of a member's **COVERED RETIRED PAY**
- SBP/RCSBP does NOT make a single, lump sum payment like insurance. Instead, it pays benefits to eligible survivors on a monthly basis

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 **SBP/RCSBP Overview**




RCSBP **SBP**

20 Years Satisfactory Service **Retirement Pay Age** **Death**

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 **Eligibility**

- **Eligibility for RCSBP**
 - Member must complete 20 years of satisfactory service **whether continuing to serve or retire a**
- **When member becomes eligible, they will be notified via a letter in the mail from ARPC**
 - This letter explains process to make the election on myFSS
 - The letter they receive in the mail is NOT the 20-year letter

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Option A

- **Option A (Decline to make an election until retirement pay age):**
 - Option A **IS NO RCSBP COVERAGE!** If the member dies before Retirement Pay Age, their beneficiaries will **NOT** receive a monthly annuity
 - For example, if member elects Option A at age 45 (20 years) and dies at age 47, the survivors will not receive an annuity
- If a member has auto Option A or elected Option A, and they live to retired pay age, they will have an opportunity to enroll in the Survivor Benefit Plan (SBP) when applying to receive retirement pay

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Option B

- **Option B (Deferred Annuity):** Annuity for beneficiaries begins on the member's retirement pay age
 - For example, if the member elects Option B at age 45 and dies at age 47 the beneficiary will not apply to receive the annuity for 13 years, when the member would have reached retirement pay age.
- If enrolled into Option B for RCSBP, members are automatically enrolled into SBP at retired pay age

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Option C

- **Option C (Immediate Annuity):** Annuity for beneficiaries begins immediately after the member's death, regardless of the members age (currently serving or retired).
- For example, if the member elects Option C, at age 45 and dies at age 47 the beneficiary will receive the monthly annuity effective the day after the member's death
- If enrolled into Option for RCSBP, members are automatically enrolled into SBP at retired pay age
- If members do not make an election within 90 days of receiving notification of their RCSBP eligibility the member **WILL BE AUTOMATICALLY ENROLLED IN OPTION C**

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Beneficiaries

- **Spouse Only:** This is the spouse they are married to when they die. If they divorce and remarry the current spouse is the beneficiary. Former spouses are a separate category. The spouse will receive the annuity for life unless they remarry before age 55
 - If the surviving spouse remarries after the members death, before they are age 55, the annuity is suspended, it can be reinstated if the remarriage ends by death or divorce. If remarriage occurs at age 55 or older, the annuity continues uninterrupted for the duration of the spouse's life
- **Child(ren) Only:** The annuity is divided equally among children until they reach 18 years (or 22 if in full time student status and unmarried). Disabled children will receive payments for life if they are unable to support themselves. SBP may offset other benefits (look into special needs trust)

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Beneficiaries

- **Former Spouse (and Children):** If the member has a former spouse when eligible to elect RCSBP coverage, they may designate their former spouse or former spouse and child(ren) as the beneficiary
 - If the member is participating in RCSBP then divorces, they have **ONE YEAR from the date on the divorce decree to elect former spouse coverage by completing a DD Form 2656-1**
 - If it is court ordered in the divorce decree for the former spouse to be the Survivor Benefit Plan beneficiary, the former spouse can submit a DD Form 2656-10 for deemed SBP election
- If it has been more than one year from the divorce, the member (or former spouse if ordered in the divorce decree) will have to file for a correction of the members military record (AFBCMR) to change RCSBP to former spouse coverage

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Beneficiaries

- **Spouse and Child(ren):**
 - Spouse is primary beneficiary
 - If spouse is not eligible or dies the annuity will be divided equally among eligible children
 - This covers all children that are in DEERS. RCSBP election does not need to be updated after the birth of each child, they will be automatically covered
- **Insurable Interest:**
 - Available only if member is unmarried w/no children or one child
 - May elect coverage for their single child regardless of the child's age or dependency
 - Can be a relative or a person with a financial interest in the members life. Only one individual may be covered under the insurable interest option. **Caution, its costly!**

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Making a RCSBP Election

Coming Soon

Fly, Fight and Win... 107

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Changing Elections

- **Normally** RCSBP is irrevocable. Members cannot change their election unless they experience a life changing event: marriage, childbirth, divorce/remarriage, or death of a spouse.
 - Members participating in RCSBP have **12 months** from the day of the event to make a new election
 - Member must submit a **DD Form 2656-6** and supporting documents to ARPC via myFSS incident or mail
 - If member is in retired pay status, they submit the change of election to DFAS
 - Spouse only coverage is automatically in a suspended coverage status upon divorce. With Spouse/Child the children become the beneficiary
 - Upon divorce the former spouse will no longer be an eligible beneficiary
 - Former spouse coverage can be elected within one year of the divorce by submitting a DD Form 2656-1 to ARPC.
 - If the member remarries, spouse coverage will automatically resume for the current spouse. The member can also elect to not resume coverage within 12 months of the remarriage on the DD Form 2656-6
 - Member is eligible to ~~cancel or terminate their SBP election~~ during the third year of receiving retirement pay. **Member must submit to these requests to DFAS**

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Changing Election

- **2023 Open Season**
 - The SBP Open Season began on December 23, 2022, and ends on January 1, 2024
- The SBP Open Season allows for retirees receiving retired pay, eligible members, or former members awaiting retired pay who are currently NOT enrolled in SBP or RCSBP to enroll
 - For a member who enrolls during the SBP Open Season, the member will generally be responsible to pay retroactive RCSBP/SBP premiums
- The SBP Open Season also allows eligible members and former members who are currently enrolled in either SBP or RCSBP to permanently discontinue their SBP coverage
 - Previously paid premiums will not be refunded
- The most up to date information will be on the DFAS <https://www.dfas.mil/> website.
- ARPC will disseminate information regarding the RCSBP/SBP open season elections to FSS's as soon as ARPC has the information

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RCSBP Cost

- Premiums will be withheld from the retired pay and will be based on the pay tables in effect at that time.
- RCSBP premiums are an add on cost to cover the benefit without payment until members attain retirement pay age
- RCSBP premiums depend on which category of beneficiary is selected
- **Members should research all options, in order to make the best financial decisions for themselves and/or their family. There is a lot of information and articles on myFSS, My AF Benefits, DFAS website, as well as other resources**
- <https://www.dfas.mil/retiredmilitary/provide/rcsbp/>

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Retirement Calculators

Estimated Retired Pay (High 3 Legacy Retirement System)

Grade	Points	High-3 Monthly Average	Multipier	Monthly Retired Pay
E9	05547	8,723.75	x 0.3653	\$3,261

All calculations are made in today's dollars and the current pay table extended out to the date of retirement or adjusted Retired Pay Eligibility Date. The amounts are one size and not adjusted to inflation or changes in COLA. Also, transfer to the Retired Reserve not discharge is assumed.
If you would like to compare this report with others, please download and/or print.

Reserve Retirement pay is not payable until age 60 although 10 years to the Retired Reserve may occur anytime after 20 creditable retirement years are earned and Service member receives a 20 year letter. When certain criteria are met retirement pay may be payable prior to age 60. See 105 code Title 10, Part 5, chapter 1223, sections 1223(f)(5)(2).

Show the Previous 26 Months of Pay used to determine your High-3 monthly average

Show the Personal and Military Data used to determine your Retirement Benefits Estimate

If you would like to compare this report with others, please download and/or print.
If you require assistance in interpreting your report or have any other questions, please Contact Us.

Your retired pay stops when you die. You may enroll in the Reserve Component Survivor Benefit Plan (RCSBP) when you receive your 20-Year Letter (Notice of Eligibility) and designate a portion of your retired pay that you wish to be paid to your eligible survivors. A premium will be deducted from your retired pay depending on the RCSBP Option you choose and your beneficiary designation.

CALCULATE RCSBP PREMIUM ESTIMATE


[Back to My Information](#) [I already have Survivor Benefits](#)

Click on Calculate RCSBP Premium Estimate button after calculating your retirement pay.

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RCSBP Sample Calculation

My Information: RCSBP Premium Calculator

Reserve Component Survivor Benefit Plan (RCSBP) Election Options – Select Desired Option

☐ Option A: Elective RCSBP (No survivor benefit if death occurs before 60)

☐ Option B: Deferred Annuity (Survivor benefit begins when member would have been age 60)

☒ Option C: Immediate Annuity (Survivor benefit begins immediately upon death, regardless of age)

RCSBP Beneficiary Options – Select Desired Option

Military retired pay stops when a retiree dies. By accepting/reducing reduced retired pay, a monthly benefit can be paid to a beneficiary designated from among the following categories:

☒ Spouse Only ☐ Former Spouse ☐ Former Spouse and Children ☐ Spouse and Children ☐ Annuity Interest

Dependent Information

Spouse

Name: [Redacted]
DOB: [Redacted]

Children

Child #1
Name: [Redacted]
DOB: [Redacted]
Disabled: ☐

Child #2
Name: [Redacted]
DOB: [Redacted]
Disabled: ☐

Child #3
Name: [Redacted]
DOB: [Redacted]
Disabled: ☐

RCSBP elections:

- Select option
- Select beneficiaries
- Enter beneficiary information

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U.S. AIR FORCE **RCSBP Sample Calculation**

SEP/RCSBP Base and Annuity Amounts [View RCSBP Option B Premiums](#)

Indicated Base Amount	\$3,361		
Monthly Survivor Annuity	\$1,845.55		

	Spouse Only	Spouse and Child(ren)	Child(ren)
SEP Premium	\$219.40	\$229.24	\$0.00
RCSBP Option C Premium	\$34.43	\$34.43	\$0.00
Total SEP/RCSBP Premium	\$253.83	\$263.67	\$0.00
Monthly Retired Pay Before Taxes (After SEP/RCSBP Premium Deduction)	\$3,108	\$3,108	\$3,361

RCSBP Calculator & Reduced Base Amount

* All calculations are made in today's dollars and do not account for annual pay table increases.
 ** RCSBP premiums are based on your and your youngest child's ages related to your RPEB.
 *** RCSBP premiums are based on ages nearest to your 20 Year Letter date.
 **** SEP premiums for spouse (or former spouse) coverage are 0.5% of your Base Amount. Your premiums may be calculated under a two part formula if it results in a lower premium. That formula is: 2.5% of the first \$864 of the selected Base Amount, plus 10% of the remaining Base Amount. The maximum amount of which premiums are lower is \$3,000. i.e. for Base Amounts of \$2,000 or more, the premium is always 0.5% of the Base Amount.
 ***** Retirees must notify DFAS as soon as possible when a beneficiary change occurs. Events like divorce, remarriage, or the birth of a child can affect SEP/RCSBP Premiums. Visit DFAS for more information on Changing or Stopping Your SEP/RCSBP Coverage.

Return to Beneficiary Selection **Return to Endowment Selections**

You may choose to participate in RCSBP at less than the maximum level by selecting a reduced "Base Amount". Your survivor(s) would receive 55% of whatever Base Amount you elect. You can select a Base Amount as low as \$300.
 If you would like to see the cost to participate in RCSBP with a reduced Base Amount, enter the reduced Base Amount here:

Reduced Base Amount (e.g. 300 or 1000):



Calculate

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Questions?





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U.S. AIR FORCE **United States Air Force Reserve**
Integrity - Service - Excellence

UTAPS Support Cell



U.S. AIR FORCE **MSgt Alex De Fex**

Fly, Fight and Win... 115


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U.S. AIR FORCE **Overview**

- Who are we?
- How to add a new supervisor
- Known Issues
- Why haven't I been paid yet
- Honorable mentions


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Who are we?

- Supports IMA's in partnership with Supervisor
- Not the UTAPS Help Desk
- Capabilities
 - Build, Approve, and Delete IDTs Paid/Points Only
- Sign-in, Validate Work, and Send to Pay
- Limitations
 - Can only perform actions when added as Supervisor
 - No behind the scenes actions
 - Can not reactivate inactive accounts



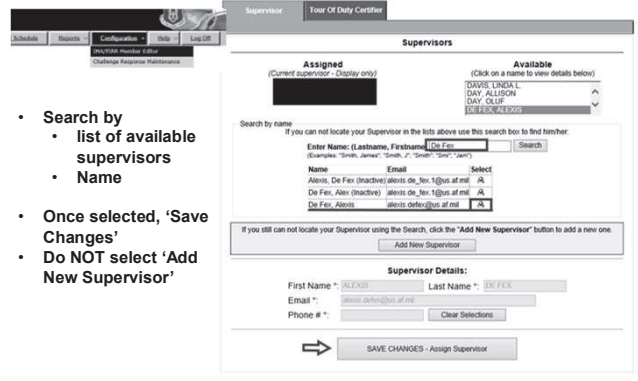
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How to add a new supervisor

- Search by
 - list of available supervisors
 - Name
- Once selected, 'Save Changes'
- Do NOT select 'Add New Supervisor'




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Known Issues?

- IE Mode on Personal computers
- Desktop Anywhere
 - Official Facebook support group
 - Guides on AF Portal
- Most COCOMS removed IE & IE Mode entirely
- Won't let me delete IDT
- Pop-up blocker
 - DHA/Health.mil



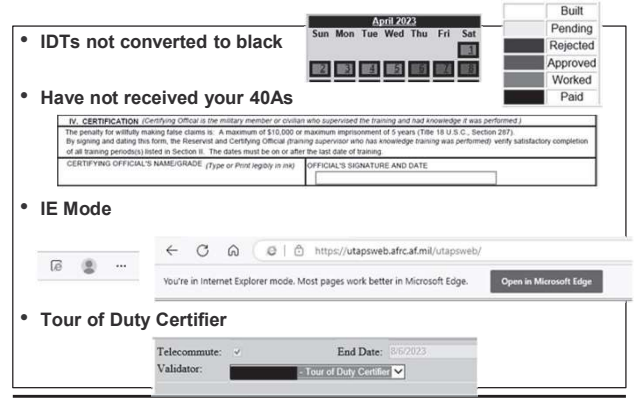
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Why haven't I been paid yet?

- IDTs not converted to black
- Have not received your 40As
- IE Mode
- Tour of Duty Certifier



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 **Honorable Mentions**

- IMA retired/changed status needs CMS case
- IDTs created together vs individual
- Points Only after Paid IDTs are approved
 - 24/48 Paid IDTs
- Supervisor account creation
- Can't sign in?
 - Your supervisor can do it for you
- If we have assisted you, remove us as supervisor

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 **Questions?**



Fly, Fight and Win...



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 UNCLASSIFIED 

IMA Mentorship Program
Col Dustin Born
MSgt Amber Armstrong

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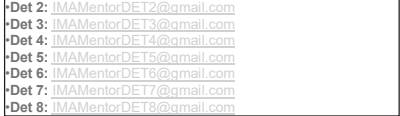

 UNCLASSIFIED 

Mentor Benefits

- Mentors Help with Career Progression
- Resource for Questions About Points, Pay, Travel, SweetSpot
- Connection for Job Opportunities, MPA/RPA, Transitions


****Email us today to be linked with a Mentor!**

Dustin.Born.1@us.af.mil Amber.Armstrong.4@us.af.mil


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Survey Monkey Link

- <https://www.surveymonkey.com/r/vIRODay3Enlisted>



Please use the link or QR code to complete the surveys you can do it all at the end or as we go.

1

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United States Air Force Reserve

Integrity - Service - Excellence

Enlisted Reserve Uniform Clothing




U.S. AIR FORCE

HQ RIO Readiness & Training Team

2

2




Overview

- Uniform Replacement – Enlisted
- IR Uniform Agreement
- Things to keep in mind when requesting OCP
- Steps on uniform request
- Exchanging items
- Uniform Reimbursement – Enlisted
- Questions

3

3



Uniform Replacement -Enlisted

- **Enlisted members are authorized every 3 years under "Fair Wear & Tear (FWT) Replacement"**
- **Members are authorized the full set of OCP uniforms.**
 - 4 OCP Jackets, 4 OCP Pants, 2 OCP Hats, 5 Undershirts, 4 Socks, 4 Rank Insignia, 5 Name Tapes, 4 USAF Name Tapes, 4 US Flag Patches, 1 Pair Boots, 1 Belt
 - Reference AFI 36-3014, Attachment 3, Table A3.1 (male) Table A3.2 (female) for authorized quantity)
- **Early Replacement of clothing**
 - Signed MFR from Det CC is needed for early replacement is required.
 - Reasons must contain (Damaged, destruction, or loss of clothing items)
 - AF Form 656 "Personal Clothing Claim" is needed to replace approved items
- **HQ RIO Link to AF Form 656 & IR Uniform Agreement**
- **<https://www.hqrio.afrc.af.mil/Benefits-Entitlements/Enlisted-Uniform-Replacement/>**
- **Items come ready to wear from Kentucky Logistics Operation Center (KYLOC)**
 - **Uniform items:**
 - Items may take up to 90 days from date of order to arrive
 - Items may be shipped as available

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U.S. AIR FORCE

IR Uniform Agreement

Privacy Act Statement: Under the Privacy Act of 1974 and Title 5 U.S.C. section 552 (a), the release of your SSN is voluntary and for identification purposes. FOR OFFICIAL USE ONLY.

MEMORANDUM FOR HQ RJO FORCE MANAGEMENT

FROM: FULL NAME & DOD ID

SUBJECT: Request for Uniform Replacement Agreement

1. I am requesting uniform replacement and per AFRCI 23-101, Materiel Management of Uniforms, paragraph 11. I understand the following:

- Initial issue uniform replacement is authorized for Fair Wear and Tear (FWT) every three years. All requests prior to three years will be at my own expense or require further justification and approval prior to submitting request. I will be responsible for reimbursement of all costs which do not meet these requirements.
- I understand I am not eligible for new uniform items within 180 days prior to separation without unit commander approval.
- I understand I must sign confirming receipt of clothing items and return the AF Form 656 and shipping receipt to the HQ RJO IC within 30 days of receipt of clothing.
- I agree I will not dispose of uniforms by sale, gift, loan, barter, or pledge to unauthorized personnel.
- I understand cold weather gear, including the tan fleece jacket and any other uniforms which were not part of the initial issue are not authorized under the Uniform Replacement Program for Air Force Reserve Members.

2. I am requesting my clothing mailed to address below:

Address Contact:

MEMBERS SIGNATURE

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U.S. AIR FORCE

AF Form 656

CONFIRMED REQUEST AND RECEIPT - MALE/FEMALE

1. I am requesting uniform replacement and per AFRCI 23-101, Materiel Management of Uniforms, paragraph 11. I understand the following:

- Initial issue uniform replacement is authorized for Fair Wear and Tear (FWT) every three years. All requests prior to three years will be at my own expense or require further justification and approval prior to submitting request. I will be responsible for reimbursement of all costs which do not meet these requirements.
- I understand I am not eligible for new uniform items within 180 days prior to separation without unit commander approval.
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2. I am requesting my clothing mailed to address below:

Address Contact:

MEMBERS SIGNATURE

6

U.S. AIR FORCE

Please keep in mind prior to ordering OCP

- Try uniforms on whenever possible prior to submitting your request. You are responsible for shipping exchanged items.
- Boots are in unisex sizes. We encourage female members to order 2 sizes down.
- Overseas address needs to be an APO/APE boxes.
- No P.O. Box address
- Keep us updated if you are moving and have a new address. That way we can update it in KYLOC. Your items will be shipped to previous address if we are not informed.


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U.S. AIR FORCE


Steps on Uniform Request in myFSS

- Members request is submitted via myFSS:
 - [Air Force - Sign In \(okta.mil\)](mailto:Air Force - Sign In (okta.mil))
- AFR IMA HQ RJO Request
- Create a Request
- Myself
- Select Detachment you are assigned to
- Uniform Program
- Type a detailed message
- Upload IR agreement and AF 656
- Next
- Replacement
- Next
- Finished

8



Questions?



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United States Air Force Reserve
Integrity - Service - Excellence

**IMA Deployments, Exercises
& Mobilizations**




U.S. AIR FORCE

HQ RIO/IPR
 DSN 847-3700
 Comm 720-847-3700

As of 21 Mar 22

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Overview

- Seeking Deployment/Exercise opportunities
- IMA Volunteer Process
- Statement of Understanding (SOU)
- Involuntary Mobilizations

15

15



Seeking Deployment/Exercise Opportunities

- 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
- RIO/IPR facilitates tasking the member in DCAPES, requests OCO MPA days for ACC supporting ULN's and initiates all order actions
 - Exception: MAJCOMs running the exercise will process MPA requests for exercise participation. Dets/Mbrs will initiate AROWS for exercises.

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IMA Volunteer Process

- IRs may volunteer for deployment/exercise 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/Exercises must have a valid Unit Line Number (e.g. be an approved SecDef deployment req 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



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VRS (Cont.)

- Select Volunteers tab to start search and application process

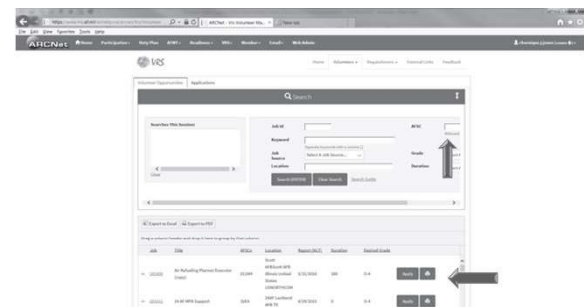


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VRS (Cont.)

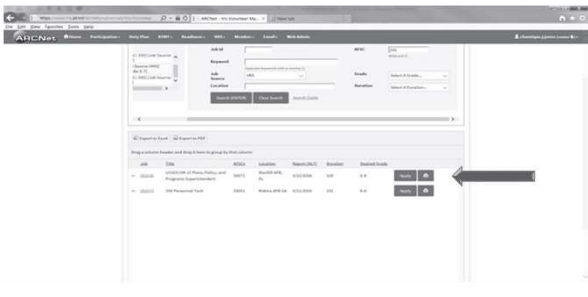
- Volunteer menu view will search all available opportunities using the listed search options



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VRS (Cont.)


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



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VRS (Cont.)

- After application is submitted it traverses the following process:

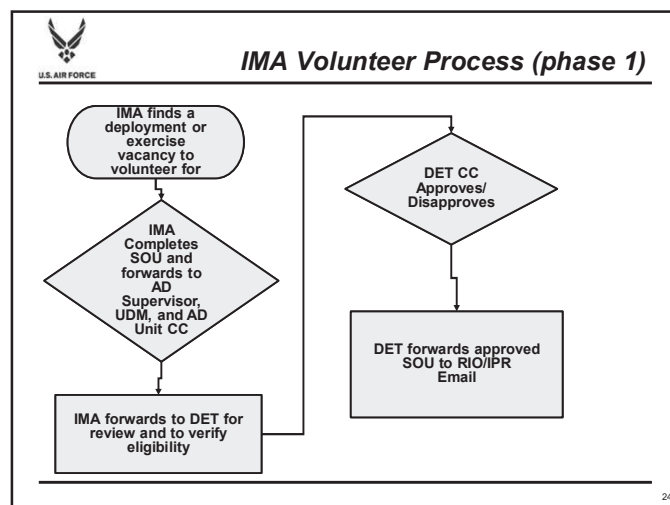


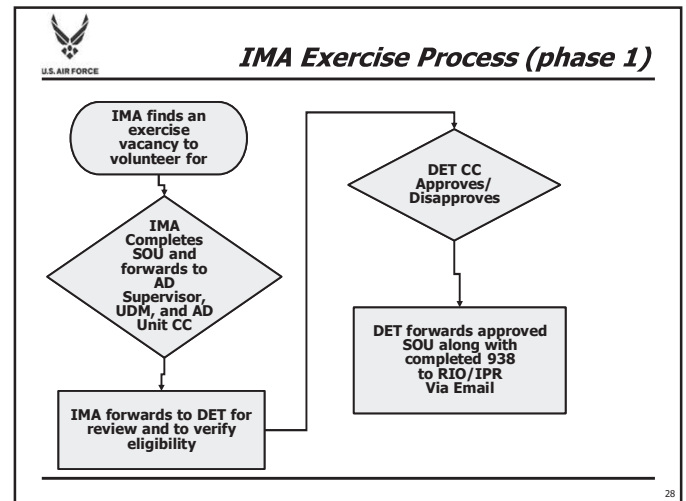
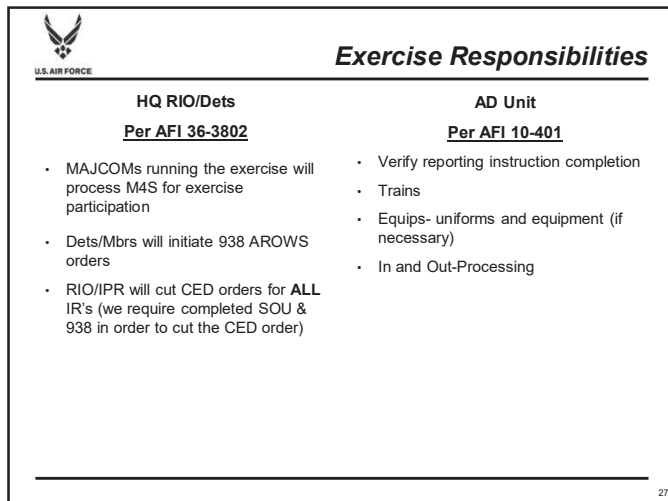
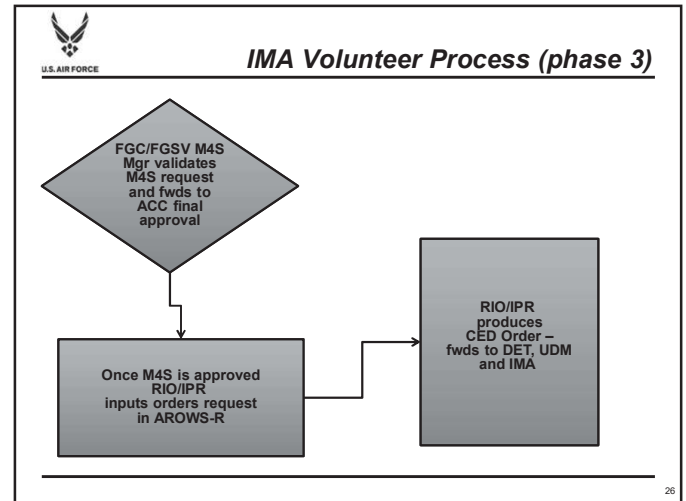
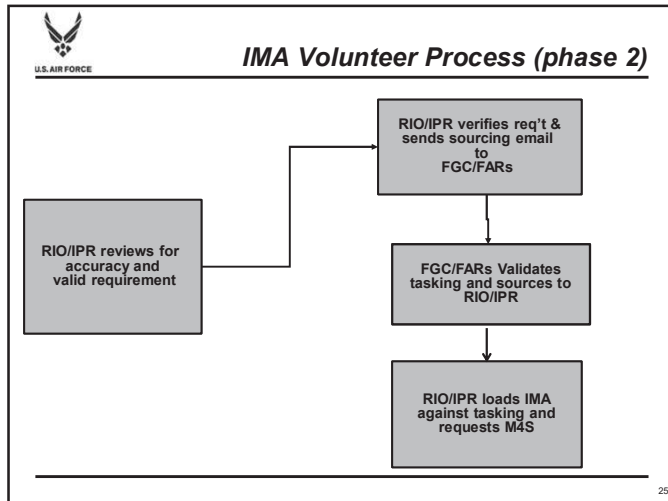
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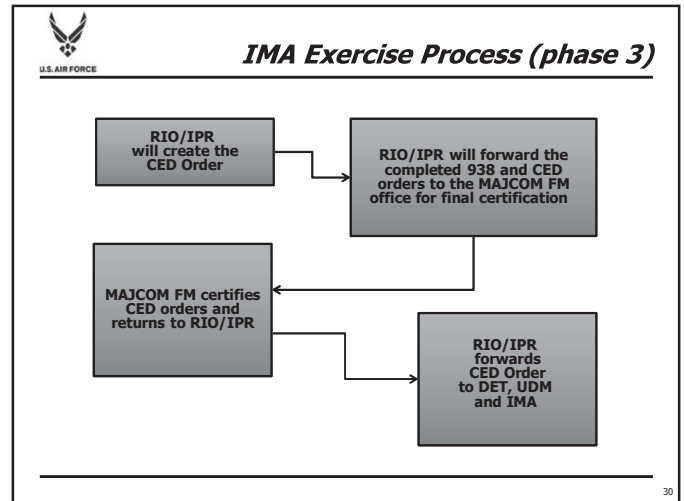
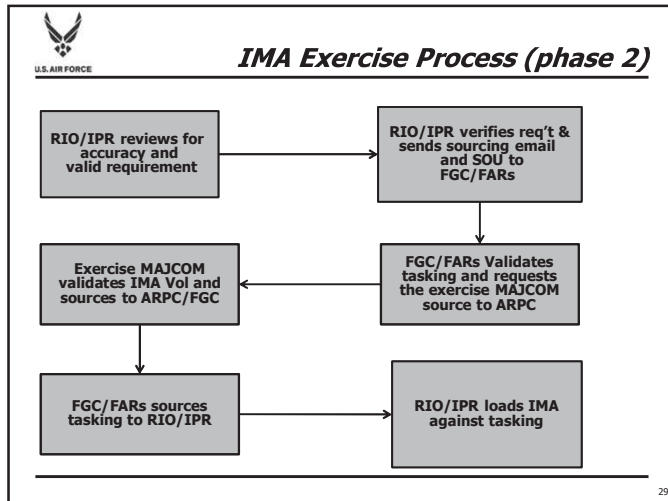
Deployment Responsibilities

HQ RIO Per AFI 36-3802	AD Unit Per AFI 10-401
<ul style="list-style-type: none"> Cuts CED orders for ALL IR's Initiates AEF tasking in M4S for ACC supporting ULN's 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) 	<ul style="list-style-type: none"> 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

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Statement of Understanding (SOU)


- All ULN 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/>

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Involuntary Mobilizations

- 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 for non-vols
 - Original member remains frozen until vol deploys

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Questions?



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United States Air Force Reserve

Integrity - Service - Excellence




**Force Development
(Development Team,
Developmental
Education & Special
Boards)**

HQ ARPC/DPAF
Force Development Team

U.S. AIR FORCE


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Overview

- What is Force Development?
- Why have a Development Team (DT) Board
- Development Team (DT) Battle Rhythm
- Development Team (DT) Process Overview
- Developmental Education (DE) Process Overview
- Force Development Board Mechanics
- Contact Information

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What is Force Development?

- Program for you as an individual reservist to receive Reserve specific guidance and mentoring from the senior reserve leaders of your career field
- Career Development through assignments and leadership opportunities
- Education and Training opportunities
- Developing future strategic senior leaders for the Air Force Reserve while mentoring Citizen Airmen in their on-going professional growth

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Why is Force Development Important to You?

- This program allows a member to:
 - Communicate military, civilian career goals, accomplishments, life events, and experiences
 - Communicate personal career goals & items not otherwise documented in your records
 - Apply for Educational Opportunities
 - Receive feedback and mentorship from Senior Leadership in your career field
- NOTE: Reservists do not follow RegAF processes for assignments or schools
 - You will be given incorrect guidance if you follow RegAF processes

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Who is involved?

- You and your Leadership
- MAJCOM Functional Manager (MFM) for your career field
- ARPC Force Development Office
- DT Board – Comprised of Enlisted Senior Leaders within your career field
- DE Board – Comprised of Enlisted Senior Leaders throughout AFRC

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How do You Participate?

- Sign up for a MyVector account
- Complete a MyVector application in accordance with message guidance – answer questions with as many details as possible
- Pay attention to submission window
- Communicate with your leadership about your desire to participate
- Ensure you are eligible and conduct a record review

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Development Team (DT) Battle Rhythm

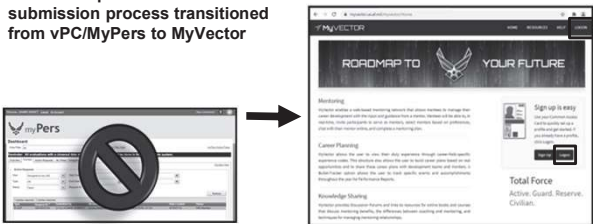
- ARPC DPAF executes ~45 Development Teams (DT)/Special Enlisted & Officer Boards each year
 - Officer DTs occur annually (host ~ 24 DTs across 38 CORE IDs)
 - Enlisted DTs occur every other year per career field (host ~17 DTs across 28 career fields)
 - Annual Special Boards:
 - Stripes for Exceptional Performers II (STEP II) Board
 - E-9 Command Chief Screening Board (CCSB)
 - Reserve Command Screening Officer Board (RCSB)
- Career specific Senior Leaders review myVector submissions
 - Produce a Key Personnel Listing (KPL); designed to identify Top % of Airmen in each career field who possess tactical expertise, operational competence and strategic vision
 - Vector to Developmental Education (DE) opportunities
 - Vector to Key Command Joint (KCJ) assignments
 - Provide personalized career mentoring

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New Submission Process via MyVector

- The process to submit a development plan has changed
- The Development Plan submission process transitioned from vPC/MyPers to MyVector

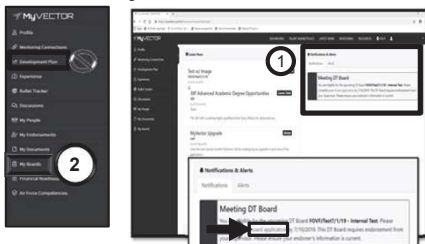


Log on to MyVector (using Google Chrome) <https://myvector.us.af.mil>
 Other web browsers do not support MyVector, and can result in errors.

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MyVector Dashboard cont.

- Click to edit Master text styles
 - Second level
 - Third level



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DT Process Timeline

~150 days prior to DT	•ARPC/DPA rep will reach out to CFMMFM to begin coordination for upcoming board. MyVector application set-up, eligible population discussion, and potential panel make-up will be discussed
~145 days prior to DT	•Coordination between ARPC and CFMMFM to review MyVector application, approve application and confirm eligible population.
120 days prior to DT	•My Vector DT Application Open Date •MyVector application is available to all eligibles NLT 120 days from DT start. This allows for max participation
120-30 days prior to DT Start	•MyVector Application Open window. Monthly notifications (via MyPers & MyVector) will go out to all eligible members. Members and endorsers must complete all actions prior to DT cut off.
30 Days prior to DT	•MyVector Application Close. All applications must be at least submitted by member to next level to be considered candidates the board

When a DT suspense window is open to complete members will receive emailed MyVector notifications. There will also be a notification visible in their MyVector Dashboard.

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DT Board output


Key Personnel List (KPL)

- Senior leaders establish list based on records review using whole person concept
- Considered Top % of the Career Field
- A4 Community does not produce a KPL list effective 2023

Personalized Vectors

- Guidance from board to you on next moves and opportunities to consider

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Board Eligibility


- You must complete a Development Plan within the timeframe provided in order to meet a DT

DT filters that impact KPL consideration:

- Having an approved retirement in the system
- High-Year Tenure (HYT) Date: Age 60 or 33 years from Pay Date - Enlisted (which ever comes first)
- Unfavorable Information file (UIF)
- Unsatisfactory participation in 2 of the last 3 consecutive years (PCARS)
- Non-completion of appropriate Professional Military Education (PME) in the appropriate timeframe

ALWAYS READ THE BOARD MESSAGING FOR APPLICABLE CRITERIA!!


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Tips for Success

- Always Use Chrome when accessing MyVector
- Read myVector messaging in detail
 - Ensure you are eligible
 - Make note of board dates
- Check your records (performance reports, decs, awards) for accuracy prior to the DT
 - Recommend your record be updated NLT 30 days prior to a board
 - If provided the opportunity, provide any gaps in performance in accordance with the board messaging or Development Plan input
- Do not wait until the last minute to submit your application to your Endorser(s) – the board closes for everyone at the same time
- Follow-up with your Endorser(s)
- Reach out to your MFM and leadership team with any career related questions/concerns

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What is Developmental Education

Developmental Education provides an opportunity to develop enlisted for future leadership positions.


Recognizes the necessity to provide the right education at the right time.

Continuous education prepares members for the transition from tactical to operational and strategic levels.

*Caution, do not become a professional student!

Competitive selection rate...only the best!

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School Board/Courses

Enlisted Developmental Education Board (EDEB): (SSgt - CMSgt)

- Short and/or Limited-Resident courses
- Board convened : Sep 2023 – Results released : 3 Nov 2023

Enlisted Professional Developmental Courses:

- Reserve Component Nat'l Security Course (RCNSC)
- International SNCO Development Course (INLEAD)
- Military Reserve Exchange Program (MREP)

Sister Service Courses:

- Navy Senior Enlisted Academy
- Marine Corps Staff NCO Academy Advanced Course
- Coast Guard Chief Petty Officer Academy

NATO Courses:

- NATO SNCO Orientation Course
- NATO NCO Intermediate Course Leadership Course
- NATO NCO Advanced Leadership Course

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Eligibility & Disqualifying Factors

- **Eligibility Requirements**
 - Participation (PCARS)
 - High Year Tenure (HYT)
 - Reserve Service Commitment
- **Disqualifying Factors**
 - Not current/passing on Fitness Assessment
 - Not meeting prerequisites
 - Current Unfavorable Information File (UIF)
 - SNCOs without an Associate's Degree (EDEB only)

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Tips for Success

- Read the invitation to apply closely
- Monitor status of application until submitted to ARPC
- Select courses that make sense for member's career
- Applicant/Endorser comment blocks are critical
- Ensure military records are up-to-date
- Submit Enlisted Development Plans
- Contact the DE Team for assistance

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Special Boards

- **STEP II**
 - Commander's program designed to promote outstanding and well deserving Air Force Reserve members
 - Conducted annually (in July) – 24-28 Jul 2023
 - 2023 Released to Field – Went into effect 1 Oct
 - Promotion to TSgt through CMSgt
 - Eligibility:
 - TR, ART, IMA, PIRR
 - Must meet all eligibility requirements in accordance with AFI 36-2502 & published STEP II Guide on MyFSS
 - Limited to one grade over authorized grade of the UMD position

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Special Boards cont.

- **E9 DT/Command Chief Screening board**
 - E9 DT selects eligible candidates to be placed on the Command E9 Key Personnel List (KPL).
 - Those placed on the KPL who "opted in" meet the CCSB
 - The CCSB convenes directly after the E9 DT
 - The CCSB Evaluates Chiefs with potential to serve as a Command Chief
 - Board is next week – 11-15 Dec
 - Board released : TBD

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DT/SSB/DE Board Mechanics

■ Review record using the whole person concept

- DE (PME), Duty History, Academic Ed, Points, Decorations, Deployment Data
- EPR / EDP – strats/vectors, push statements, KPL
- Assignment/Job/Position/Location/Reserve status

■ Score based on

- What has he/she done?
- What does his/her boss say?
- Does performance support?

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Records Review

- It is the *member's responsibility* to ensure their personnel records are current/correct prior to meeting a DT or DE school board
- Data cut-off is 30 days *prior* to the Board
 - All records (performance reports, decorations, degrees, etc.) must be part of official record to be considered by the board
 - Waivers must be submitted with applications before application deadline
- Members can work with ARPC to correct errors in records
 - AFIT updates academic degrees
 - AU or base training office updates PME
- Members can communicate items not shown in records on their R-DP (ex: enrollment in degree/PME program with expected completion date)

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FD Contact Information

Force Development Division
Lt Col Tracy Maestas, Div Chief
SMSgt Jenny Sanchez, Superintendent

Development Team Operations Branch
Lt Col Ross Weaver: Chief, Development Board Operations

Developmental Education Branch
Maj Cara Swanson: Chief, Developmental Education

Phone
Total Force Service Center: 1-800-525-0102

Websites
ARPC - <http://www.arpc.afrc.af.mil/Service-Center/>

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Questions?



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United States Air Force Reserve
Integrity - Service - Excellence

HQ RIO
Enlisted Break Out Session




December 2023
MSGT Russell Clayton-Cornell
HQ RIO/TMC

U.S. AIR FORCE

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Overview




- Promotion
 - STEP I & II
- Reenlistments and Extensions
- Incentives
- Future Assignments
 - VRS
 - RMVS
 - Talent Marketplace
 - Non-EAD (Commissioning) Program

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Promotion




- Unit Vacancy
- Stripes for Exceptional Performers I (STEP I) – promotion to the rank of TSgt
 - Completed 16 years of satisfactory service for retirement as of the last day of the month prior to the promotion cycle.
 - Blocked from promotion under the unit vacancy program. For participating IRR members, unit vacancy promotion is not an option; STEP I is available. Note: SSgts assigned to SSgt or SrA positions are eligible for consideration.
- STEP II - promotion to the rank of TSgt through CMSgt.
 - Board process

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Unit Vacancy Promotion




AFI 36-2502 Ch. 8,

- Unit Vacancy (PIRR ineligible)
- Promotions occur on the first day of each month
- An eligibility roster is forwarded from Det to URCs for commanders recommendation
- Must be the primary in a position of higher grade, meet all eligibility requirements & recommended by unit commander

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STEP I

- **For SSgt to TSgt promotion**
 - **Must still meet AFI 36-2502 requirements**
 - 7-skill level
 - 24 Months TIG
- **16 years TOS for Qualification**
- **In a SSgt position with NO TSgt unit vacancies**


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STEP II

- **Stripes for Exceptional Performers (STEP II)**
- **Conducted annually (24-28 July, 2023)**
- **Nominations Due: Per STEP II Guidance**
- **Promotion to TSgt through CMSgt**
 - **Eligibility:**
 - TR, ART, IMA, PIRR
 - Must meet all eligibility requirements in accordance with AFI 36-2502
 - Limited to one grade over authorized grade of the UMD position
 - Must be able to obtain 24 months retainability
- **Commander's program designed to promote outstanding and well deserving Air Force Reserve members**


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INELIGIBILITY

- **8.4. Ineligibility for Promotion.**
 - The following circumstances preclude promotion:
 - 8.4.1. TSgts and above within 12 months of Base Realignment and Closure, unit deactivation or other programmatic actions. (Note: Enlisted promotions through the rank of SSgt will be allowed to continue until final closure of the losing organization).
 - 8.4.2. Airmen projected for reassignment to an inactive status, separation, or retirement within six months of promotion date.
 - 8.4.3. Airmen in Training Status Code "T," Failure to Progress.
 - 8.4.4. Airmen who are within one year of the date of a court-martial order if the Airman was convicted at that court-martial, or the end of the longest period of punishment, whichever is later.
 - 8.4.5. Airmen within one year of a referral Enlisted Performance Report.
 - 8.4.6. Airmen above the rank of SSgt in an overage or overgrade code for their position.
 - 8.4.7. Airmen (TSgt through SMSgt) in retraining status; ineligible until after attaining the 3-level in the new AF specialty code. A member must also hold the required skill level listed in Table 8.2 in their primary AF specialty code. (T-1). Promote retrainees only once while in DAFISF-2502 16 APRIL 2021 77 retraining status. Subsequent promotion eligibility is authorized once a member is no longer in a retraining status until either the member has been fully upgraded in the retraining AF specialty code, or has returned to perform duty in the awarded primary AF specialty code.
 - 8.4.8. Airmen with Unfavorable Information File code 2 or 3.
 - 8.4.9. Airmen whose Reserve Component Physical Health Assessment or Dental exam is not current.
 - 8.4.10. Airmen with unexcused absences within the previous 12-month period.
 - 8.4.11. Airmen (TSgt through SMSgt) that are within 24 months of high year of tenure. (Note: Members must have 24 months retainability before being considered for promotion to MSgt through CMSgt). (T-1).
 - 8.4.12. A member identified as having a potentially disqualifying condition and not allowed to participate in any pay or point gaining activity until the disqualifying condition has been removed or an approved waiver is received from AFRC Surgeon General in accordance with DAFMAN 48-123, Medical Examinations and Standards.

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Process STEP I

STEP I

- **Detachments have eligibility roster & suspense**
 - (Send to RegAF Supervisor/Commander for approval)
 - Dets send approved roster to ARPC/DPTSC by the 25th of the month.
- **Once the board makes their selections, DPAF will send the selectee's packages back to HQ RIO then distributes promotion orders to member's Unit Reserve Coordinator (URC).**

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Process STEP II


STEP II

- **STEP II packages must be submitted by the member's assigned unit and sent to the member's servicing Detachment**
- **Detachment will scrub the STEP II package and send to HQ RIO**

MILESTONES


- 7 Apr 23: Nomination packages due to Detachment via myFSS
- 7 May 23: Nominations packages due to HQ RIO Operations Support via myFSS
- 20 May 23: Packages due back to approved nominees to upload to myVector
- 7 Jun 23: myVector nominations due to HQ ARPC/DPA
- 17-21 Jul 23: Board Convenes
- TBD: Approximate release of board results
- 30 Sep 23: Promotion eligibility cutoff date
- 1 Oct 23: Promotion effective date

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Continuing to Serve


Reenlistments & Extensions

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Reenlisting

- **Selection Retention Process (SRP)**
- **Reenlistments**
- **Extensions**
- **AFI's, References and DOD Instructions**

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Selective Retention Process (SRP)

- **Reenlistments for the Air Force Reserve starts with a selection process for all eligible members called the Selection Retention Process (SRP)**
- **An SRP is a form allow intent of the supervisor, commander and the member for their selection for retention in the Air Force Reserves**
- **HQ ARPC/DPTSC sends SRP rosters 14 months in advance each month to all 7 detachments**
- **HQ RIO Dets send the SRPs to the Unit Reserve Coordinators (URC's)/IMA members organization**
- **Supervisor/CC recommend or non-recommend, member indicates reenlist, not reenlist, or undecided.**

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Selective Retention Process (SRP)

- Once completed the SRP is sent from the unit to the Detachment. Once the Detachment QC's it is forwarded to ARPC for update
- If the SRP is not returned, the Det will follow up with URC
- If not returned, HQ ARPC will initiate separation actions upon the member's Expiration Term of Service (ETS)

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Reenlistment

- Department of Defense Form 4: the Enlistment/Reenlistment Document, Armed Forces of the United States
- After ARPC updates the SRP, HQ ARPC sends the detachment a DD Form 4-1 template
- The assigned Det. sends DD Form 4 or AF 1411 to URC/Member with instructions (member must follow the instructions)
- Member completes, reenlist/extension form, and forwards completed form to the URC/Det for processing
- AFR members cannot reenlist no earlier than 6 months prior- Bonus eligible airman, no earlier than 30 days prior 9 (exception is to transfer eligible benefits)
- HQ ARPC will update member's ETS and upload DD Form 4 to PRDA/ARMS

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Extensions

- AF Form 1411, Extension of Enlistment in the Air Force.
- If a member is in need for retainability and is ineligible to reenlist, the other option is to extend the reenlistment
- Some retainability examples
 - Promotion to MSgt – CMSgt requires 2 years (AFI 36-2502)
 - Transferring of GI Bill (Requires 4 years, members can extend or reenlist for this particular requirement even if they are not within 6 months of their ETS)
 - Retraining to a new AFSC (3 years retainability requirement)
- AFI 36-2606 Chapter 9. (Table 9.1 will list extension reasons)

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Bonus and Incentives

Bonus & Incentives

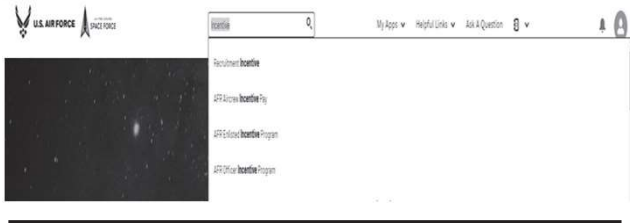
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Reserve Incentive Program




U.S. AIR FORCE

- Officer and Enlisted Incentives are available to members serving in critical skills AFSCs designated for bonus entitlement
- 3 or 6 year term bonus contracts
- Members must contact their Servicing Detachment to submit an AF IMT 4010 along with additional supporting documents required via the incentives checklist found in myFSS (below)



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Enlisted Reserve Incentive Program




U.S. AIR FORCE

- **Affiliation Enlisted Bonus**
 - Affiliating directly from the Regular Air Force or non-participating status
 - Completed less than 6 years of their Military Service Obligation (MSO)
- **Non-Prior Enlistment Bonus**
 - Has not previously served in any component of the Armed Forces of the United States
- **Prior Service Enlistment Bonus**
 - Is enlisting in the Air Force Reserve for a term of 3 - 6 years
- **Re-Enlistment Bonus**
 - Must be within 6 months of previous expiration of term of service (ETS) or within 30 days if currently receiving a bonus
- **Retraining Bonus**
 - Is assigned to the unit program in a non-bonus AFSC, reenlisting within the same wing or group which successfully completes the three-level retraining, and is awarded the three-level bonus CAFSC

For a complete list of requirements please visit the myFSS link below
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XkxCAE>

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Critical Skills Listing Key Points




U.S. AIR FORCE

- 3 or 6 year bonus contracts (\$7,500 or \$15,000)
- Payments are made in 3 or 6 installment payments
- Payments are made in arrears
- Members are required to complete 24 or 48 IDT's
- Prorated bonus payments if required
- **FY23 AFR Officer and Enlisted Bonus Incentive Guide**
 - <https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069t000000g2y9BAAQ>

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Resources for Reenlistment Questions



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- **AFI 36-2606 – Reenlistment and Extension of Enlistment in The United States Air Force**
- **AFI 36-2606 – Table 9.1 Reasons & Actions for Extension to Enlistment in the Air Force Reserves**
- **DD Form 4 is completed in accordance with DODI 1304.02**
- **MyFSS Website - <https://myfss.us.af.mil/USAFCommunity/>**
- **HQ RIO Website - <http://www.arpc.afrc.af.mil/HQRIO.aspx>**
- **HQ RIO CAA Org Box – ARPC.HQRIO.CareerAssistance@us.af.mil**

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Future Assignments

Future Assignments

- VRS
- RMVS
- Talent Marketplace

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RPA orders on VRS (Volunteer Reserve Program)

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RPA orders on VRS (Volunteer Reserve Program)

Job ID	Title	AFSC	Location	Report Date	Duration	Desired Grade
241111	24 hr MPA Support	5204	24AF Lockland AFB TX	6/29/2023	0	GS-4
240222	Medical Health Provider Meeting Assistance (Member's MPA)	4253	19WV Rockwell City Rock	11/26/2023	60	GS-1

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MPA Orders

- MPA supports active duty mission
 - RegAF funds
- Most of these orders are put out by word of mouth
 - Network
- Functional Manager

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[illegible]


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Non-EAD (Commissioning) Program

- **HQ RIO Non-Extended Active Duty (EAD) Airman Commissioning Program (ACP) Board**
 - There will be a HQ RIO Non-EAD Airman Commissioning board held twice a year (30 April and 31 October) to select the best-qualified candidates for placement in Individual Mobilization Augmentee (IMA) officer positions. Out-of-cycle boards will need an approved HQ RIO/CC exception-to-policy (ETP) memorandum. Panel members will evaluate applicants and their packages objectively based on the whole-Airman concept. The panel will select candidates who demonstrate commitment to the welfare of Airmen, the Air Force's core values, as well as exhibit the ability to mentor and lead in a dynamic Air Force culture
- **Milestones Second Cycle:**
 - 8 Aug 23: HQ RIO/CCC coordinate with MAJCOM CFM for vacant IR positions
 - 15 Aug 23: Talent Management Consultants verify with RIO Dets on RMVS accuracy
 - 15 Sep 23: Nomination packages due to detachment
 - 29 Sep 23: Nominations packages due to HQ RIO Operations Support
 - 15 Oct 23: Nomination packages due to HQ RIO/CCC
 - 24 - 31 Oct 23: Board convenes
 - 6 Nov 23: Results presented to HQ RIO/CC for review and endorsement
 - 10 Nov 23: Results presented to HQ ARPC/CC review and endorsement
 - 15 Nov 23: Results released

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U.S. AIR FORCE

Questions?




MSgt Russell Clayton-Cornell, HQ RIO/TMC
Talent Management Consultant
ARPC.HQRIO.CareerAssistance@us.af.mil
720-847-3162

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 **Survey Monkey Link**

- <https://www.surveymonkey.com/r/vIRODay3Officers>



Please use the link or QR code to complete the surveys you can do it all at the end or as we go.

****If you are on orders, we will not process your TODC until all 3 Surveys are completed.**

1

1

United States Air Force Reserve
Integrity - Service - Excellence

**Officer Promotions
for Air Force Reserve**




**Selection Board Secretariat
October 2023**

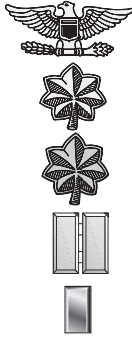
U.S. AIR FORCE

2

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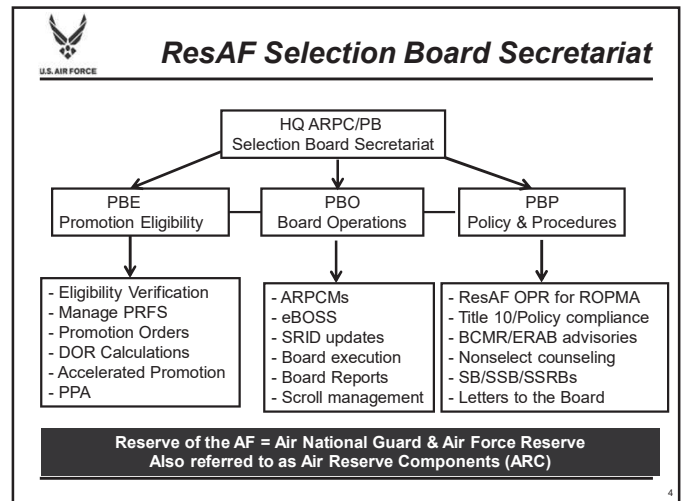
 **Overview**

- HQ ARPC Promotion Board Secretariat
- Authority for AFR Promotions
- Promotion Boards
- Officer's Responsibility
- Post Board Actions




3

3



4



Authority

- Title 10 U.S.C., Chapter 1403: Selection Boards
- Title 10 U.S.C., Chapter 1405: Promotions
- Title 10 U.S.C., Chapter 1409: Continuation of Officers on Reserve Active Status List & Selective Early Removal
- Title 10 U.S.C., Chapter 79: Correction of Military Records


- DoD Instruction 1320.08: Continuation of Regular Commissioned Officers on Active Duty and Reserve Commissioned Officers on the RASL
- DoD Instruction 1320.14: Commissioned Officer Promotion Program Procedures
- DoD Instruction 6000.13: Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers

- AF Policy Directive 36-25: Military Promotion and Demotion
- AF Policy Directive 36-26: Total Force Development
- AFI 36-2504: Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force

• Secretary of the Air Force Memorandum of Instructions

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Types of ARC Boards

TYPE	DESCRIPTION	AFR
Mandatory Boards	• By law • IPZ/APZ	1 st Lt/Capts process Maj - Cols
Position Vacancy Boards (PV)	• Consider exceptionally well-qualified officers for early promotion	O-4 / O-5 Boards only Sr Rater nomination & Eligibility factors must be met
Special Selection Boards (SSB)	• By law; to correct admin error; ARPC/PB discretion	O-4 thru O-6 Boards
Special Boards (SB)	• By law; can be directed by BCMR	O-4 / O-5 Boards
Special Selection Review Boards (SSRB)	• To consider officers for promotion who were previously selected but withheld by SecAF or because they were missing mandatory adverse from their record.	O-3 Process / O-4 thru O-6 Boards
Selective Continuation Boards	• SecAF discretion; for 2x deferred officers in specific AFSCs	O-4 / O-5 Boards only

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CY23 Selection Board Schedule

Air Force Reserve Board	Convening Dates
AFR Line and Nonline Major Board – U/V/W0422A	23 – 28 Jan 2023
ARC 1 st Lt/Capt Process (1 st Half)	1 Apr 2022
AFR Line and Nonline Lt Col Board – U/V/W0522A	14 – 19 Aug 2023
ARC 1 st Lt/Capt Process (2 nd Half)	1 Oct 2022
Reserve Brig General Qualification Board – G0722B	17 – 20 Oct 2023
AFR Line and Nonline Colonel Board - V/W0622A	6 – 11 Nov 2023

* Promotion to 1st Lt and Captain is a process, not a promotion board
These processes occur semi-annually (April & October)

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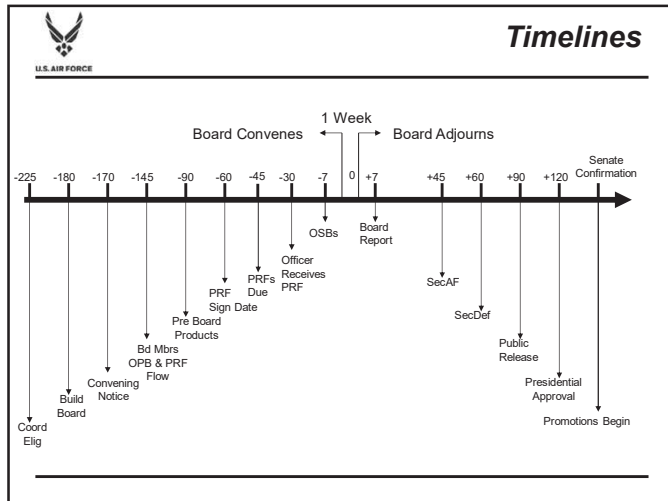
CY24 Selection Board Schedule

Air Force Reserve Board	Convening Dates
AFR Line and Nonline Major Board – U/V/W0424A	22 – 27 Jan 2024
ARC 1 st Lt/Capt Process (1 st Half)	1 Apr 2024
Reserve Brig General Qualification Board – G0724B	14 – 17 May 2024
ARC 1 st Lt/Capt Process (2 nd Half)	1 Oct 2024
AFR Line and Nonline Lt Col Board – U/V/W0524A	19 – 28 Aug 2024
AFR Line and Nonline Colonel Board - V/W0624A	21 – 27 Oct 2024

* Promotion to 1st Lt and Captain is a process, not a promotion board
These processes occur semi-annually (April & October)

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8



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Time In Grade (TIG)

Promotion to:	Mandatory TIG (Pin-on Date)	Position Vacancy
1st Lt	2	N/A
Capt	2	N/A
Maj	7	5
Lt Col	7	5
Col	4 (AFR)*	N/A

ANG: Maj-Lt Col & AFR: Maj-Col
Promotion DOR cycle is 30 Sep or earlier

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Promotion Board Information

- Information will be on myFSS
 - Articles w/ARPCMs
 - Board Schedule
 - Convening Notice/Release Messages
 - Policy / Guidance
- Requests sent through myVector
 - Questions/Inquiries
 - Pre-Board Actions
 - Post-Board Actions
 - Special Board Requests
 - SharePoint Access Requests
 - Etc...

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Air Reserve Personnel Center Memorandums (ARPCMs)

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ARC Board Convening Notices & Public Release ARPCMs are posted on myFSS

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ARPCMs

MILESTONES AND NOTABLE DATES	
Day	Date
	30 Sep 18
	DOR must be on or before this date to be eligible to serve the Mandatory Board
	30 Sep 17
	DOR must be on or before this date to be eligible to serve the Position Vacancy Board
	9 Dec 21
	Officer must be on the RASL on or before this date. Verify the EDC/SLA
080	9 Dec 21
	Appointee date mandatory board dates covered in ARPCMs (board hold)
090	7 Dec 22
	PRF Accounting Date and SR Accounting Date (Mandatory Board Only)
080	9 Dec 22
	OPB, DQD, and PRF actions available via ARPCMs
034	23 Dec 22
	MPT response to disperse OPB with attachments 1, 4, 7 and 8 to officers
	beginning, board
	Officer will deliver due to HQ ARPC PRF
	Forward SR due to HQ PRF
	Begin reviewing PRF to HQ ARPC PRF
	Before changes in member's eligibility via OPC. After this date, correct HQ
	ARPC PRF
	OPB's changed out on or before this date are mandatory documents and must be
	completed and on file before the board convenes
05	1 Apr 23
	All PRF due. HQ PRF will be accepted after this date
05	15 Apr 23
	All CORE FLAG ID corrections MUST BE MADE ONLY 45 days prior to the
	board convening
05	7 May 23
	SR provides a copy of the PRF to the officer
05	15 May 23
	Letter to the board due SLT 2309 EST
05	7 Jun 23
	SRP/PRF updates on all date. After this date, submit OIR changes via OPC to
	HQ ARPC PRF
05	8 Jun 23
	Board convenes at HQ ARPC
05	8 Jun 23
	Agreement public release of promotion board results
05	8 Jun 23
	Officer's DOR must be on or before this date to be eligible for promotion
	consideration

Pay particular attention to SUSPENSE DATES in ARPCMs

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RASL

- What is RASL
 - Reserve Active Status List
- Promotion Eligible
 - Members must be on RASL or ADL for 1 year
 - No break in service from AD to AFR
 - No break in service from RASL to RASL

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Promotion Recommendation Form (PRF)

- Required:
 - Mandatory Board O-5 thru O-6
 - Position Vacancy Nomination (O-4 / O-5 Boards)
 - Do Not Promote (DNP)
- Process/Form (DAF 709)
 - Narrative Format; cannot exceed 350 characters
 - Limited to 2 stratifications from SR
 - Comments are MANDATORY for ARC
 - Drop Down for Promotion Recommendation
- Signed by SR
 - Senior rater fixed by policy

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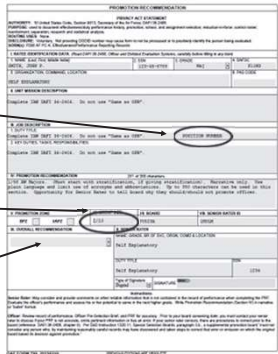
PRF - Mandatory Board (IPZ / APZ)

- Promotion Recommendation block must have minimum of 1 bullet
- Section V: "Promotion Zone" blank
- Section VI: Leave "Group Size" blank unless "Definitely Promote"
 - DP Strat Ex: 2/5/10
- Three promotion recommendations authorized (Drop Down)
 - Definitely Promote (DP)
 - Promote (P)
 - Do Not Promote (DNP)

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Position Vacancy (PV) PRF

- PV = Early Promotion Opportunity
- SR must Nominate via DAF 209 (PRF)
- Position # in Duty Title section
- Section V: "Promotion Zone" blank
- Section VI: Complete "Group Size"
 - Strat Ex: 2/5
- Section IX: "Promotion Recommendation" blank
 - All PV nominations are considers "DP" recommendation



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Adverse Information

- National Defense Authorization Act for FY20, DODI 1320.14 and AFI 36-2504
 - All adverse information will be included in officer selection record for promotion selection, special selection, federal recognition and continuation
 - Grades O-4 and above (to include processes for O-3 promotions that have "extraordinary adverse information" per DoDI 1320.14)
- Adverse information is any substantiated finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature

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Opt Out of Promotion

- USC Title 10, Section 611(a) and 14101(a)
- DAFPM 2021-36-04 ARC promotion boards
- Eligibility
 - Maj – Col Promotion Boards
 - Must meet one or more of the Opt Out eligible criteria
 - Only for IPZ officers
- May request to "Opt Out" up to 3 times (per grade)
- SR coord/submit NLT 90 days prior to the board
- More info posted on myPers/ARPCM convening notices

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Competitive Categories Maj - Col

Competitive Categories	Assigned Core Air Force Specialties
Air Operations and Special Warfare (LAF-A)	11X - Pilot 12X - Combat Systems 13B - Air Battle Manager 14X - Forward Deployed Airmen 14Z - Special Warfare
Nuclear Missile Operations (LAF-N)	130X - Nuclear and Missile Operations
Space Operations (LAF-S)	31A - Astronaut 31B - Space Operations
Information Warfare (LAF-I)	14F - Information Operations 14G - Intelligence 14H - Operations Research Analyst 15X - Warfare 15Y - Cyber Operations 15Z - Public Affairs 71X - Special Investigations
Combat Support (LAF-C)	13B - Aerospace & Operational Physiologist 13C - Airfield Operations 21A - Aircraft Maintenance 21B - Maintenance and Material Maintenance 21C - Logistics Readiness 21D - Logistics Force 21E - Civil Engineering 21F - Force Support 21G - Financial Management 21H - Mission
Force Modernization (LAF-F)	61C - Cyber 61D - Physical/Threat Engineer 61E - Development Engineer 61A - Acquisition Management
Core Functional Operations (LAF-O)	18B - Foreign Area Office
Major Administrative Groups (LAF-A)	11Z - Judge Advocate
Chaplain Corps (CC)	51K - Chaplain
Medical Services Corps (MSC)	41A - Health Services Administration
Biomedical Sciences Corps (BSC)	42X - Biomedical Scientist 43X - Biomedical Specialist
Nurse Corps (NC)	46X - Nurse
Medical Corps (MC)	44X - Physician 45X - Surgeon 46Y - Aerospace Medicine
Dental Corps (DC)	47X - Dental

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Officer's Responsibility

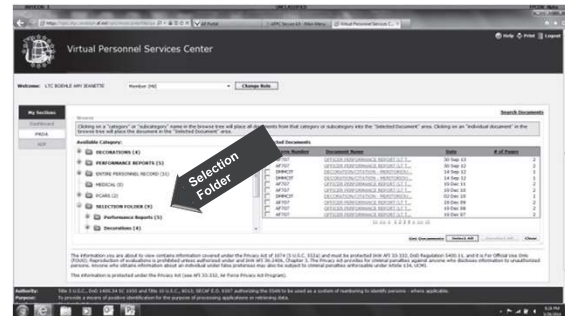
- **READ the ARPCM (Convening Notice/Release)**
 - Eligibility Factors/Milestones/Guidance
- **The Officer Selection Record (OSR) is Officer's Responsibility... Check PRDA!**
 - Make sure your records are correct
 - If something is wrong, work with your servicing MPF/MPS to correct issue
- **Review Officer Preselection Brief (OPB)**
 - Make sure information is correct
 - If something is wrong, work with your servicing MPF to correct issue

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Personnel Records Display App (PRDA)



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Electronic Officer Selection Record (eOSR)

Discrepancies

In the following table is listed any discrepancies noted during a review of your Officer Selection Folder. To ensure your records are correct and ready to meet the promotion selection board please select a row in the table to review the discrepancy(ies) details.

Discrepancy Type	Status	Create Date
Evaluation	Discrepancy	8/30/2010 5:28:15 PM
Decoration	Discrepancy	9/15/2010 10:07:22 AM
Decoration	Discrepancy	9/15/2010 10:09:49 AM
Decoration	Discrepancy	9/15/2010 10:48:00 AM
Evaluation	Discrepancy	9/15/2010 11:16:55 AM

Discrepancy Type: OPR : Status: CLOS : Close Date: 17-FEB-2007

Remarks : Missing Training Report (AF 475)

To correct identified discrepancies we have provided detailed instructions below for submitting your requested corrections within this VPC-GR online application. Please use the following to initiate any corrections.

Decorations Evaluations Duty History
 Decorations Update Evaluations Update Duty History Update

The following tabs allow you to review current information in your Officer Selection Record as of your notifications an

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Officer Preselection Brief (OPB) / Officer Selection Brief (OSB)

- **Officer Preselection Brief (OPB)**
 - Flows to MPF 145 days prior to board convening date
 - MPF should send to the eligible officers or eligible officer's unit
 - If an officer has not received their OPB they must contact their servicing MPF
 - One page snapshot of Career Brief
 - **MUST REVIEW** and ensure information is current/accurate
 - OPBs must be corrected **NLT 4 days prior** to the board
 - OPBs become the Officer Selection Brief (OSB)
- **Officer Selection Brief (OSB)**
 - OSB is what the board members will see in the OSR

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Officer Preselection Brief (OPB) / Officer Selection Brief (OSB)

- Verify that your information contained on the OPB is correct
 - Personal Data (Core Flag ID)
 - Developmental Education (DE)
 - Aeronautical/Flying Data
 - Board Certifications (Medical Only)
 - Decorations
 - Assignment History (Duty History)
 - Participation Points

* Read the Convening Notice – Instructions and OPRs are included if corrections to OPB need to be made.

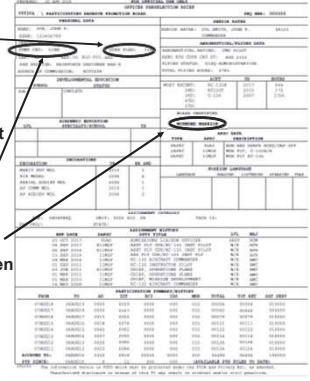
25

25




OPB / OSB Example

- New Areas on OPB
 - Core Flag ID
 - Core AFSC to which officers are assigned
 - Drives what Competitive Category officers will meet the board in
 - Competitive Category (Line)
 - Wounded Warrior (WW)
 - "YES" if an officer has been awarded a WW AFSC
 - BLANK if no AFSC



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Letter to the Board

- Submit online application thru myVector:
 - Submitted NLT 10 calendar days prior to convene date
 - Technician will review and provide feedback if needed
- Used to explain things such as:
 - Gap in record
 - Missing documents
 - Unsat year(s) of Service
 - Deployment Information
 - DE enrollment
 - Adverse Information filed or mentioned in record
- CAN NOT use to:
 - Mention DE course completed or method of completion (AWC in-res)
 - Use as platform to complain about leadership
- Keep it brief, succinct and to the point

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Post Board Counseling

- Available to officers who were not selected
- Counselors will review OSR "as met" from the most recent selection board
- Requested thru myVector
 - Officers are encouraged to request counseling as close to public release as possible upon notification of non-selection
 - Counseling not authorized if next board is built and officer is scheduled to meet said board (ex: Nonselect for V0522A but requests PBC after V0523A is built...no longer post-board but pre-board counseling)
- Counseling should occur within 4-6 weeks after request is received

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Selective Continuation Board

- Must be serving on the Reserve active status list assigned to a SelRes or LEAD position (no Cat E)
- Requirements will vary from board to board
- 100% of those fully qualified officers may be continued (SecAF Policy)
- Fully qualified method of selection
 - Score records using "Yes/No" vote
- PRFs/Letters to the board are removed

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Take Aways

- If you are a *member* meeting a board:
 - Read the ARPCM convening notice; know the milestones
 - Check record in PRDA (review annually)
 - Ensure all OPRs, Training Reports, and Decs are in PRDA
 - Correct discrepancies found
 - Review Officer Preselection Brief (OPB)
 - Ensure information is correct
 - Correct discrepancies found
- If you are an IMA, AGR, LEAD, or VLPAD, your *serving agency is the RegAF MPF/FSS*
 - Responsible for providing you with your OPBs
 - Provide SRs MELs/DQHBs/PRF notices
 - Assist with questions or record updates

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Take Aways

- If you are a *serving agency* (FSS/MPF/Det/etc)
 - Read and follow all instructions in ARPCMs
 - Run MELs weekly & communicate to ARPC/PBE adds/deletes
 - Provide members with their OPBs
 - Provide SRs MELs/DQHBs/PRF notices--suspense dates!
 - Help officers update their records/OPRs/Decs/etc...

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Questions?



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United States Air Force Reserve
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**Force Development
(Development Team,
Developmental
Education & Special
Boards)**

HQ ARPC/DPAF
Force Development Team

U.S. AIR FORCE

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Overview



- What is Force Development?
- Why have a Development Team (DT) Board
- Development Team (DT) Battle Rhythm
- Development Team (DT) Process Overview
- Developmental Education (DE) Process Overview
- Force Development Board Mechanics
- Contact Information

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What is Force Development?



- Program for you as an individual reservist to receive Reserve specific guidance and mentoring from the senior reserve leaders of your career field
- Career Development through assignments and leadership opportunities
- Education and Training opportunities
- Developing future strategic senior leaders for the Air Force Reserve while mentoring Citizen Airmen in their on-going professional growth

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**Why is Force Development
Important to You?**



- This program allows a member to:
 - Communicate military, civilian career goals, accomplishments, life events, and experiences
 - Communicate personal career goals & items not otherwise documented in your records
 - Apply for Educational Opportunities
 - Receive feedback and/mentorship from Senior Leadership in your career field
- NOTE: Reservists do not follow RegAF processes for assignments or schools
 - You will be given incorrect guidance if you follow RegAF processes

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Who is involved?

- You and your Leadership
- MAJCOM Functional Manager (MFM) for your career field
- ARPC Force Development Office
- DT Board – Comprised of Enlisted Senior Leaders within your career field
- DE Board – Comprised of Enlisted Senior Leaders throughout AFRC

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How do You Participate?

- Sign up for a MyVector account
- Complete a MyVector application in accordance with message guidance – answer questions with as many details as possible
- Pay attention to submission window
- Communicate with your leadership about your desire to participate
- Ensure you are eligible and conduct a record review

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Development Team (DT) Battle Rhythm

- ARPC DPAF executes ~45 Development Teams (DT)/Special Enlisted & Officer Boards each year
 - Officer DTs occur annually (host ~ 24 DTs across 38 CORE IDs)
 - Enlisted DTs occur every other year per career field (host ~17 DTs across 28 career fields)
 - Annual Special Boards:
 - Stripes for Exceptional Performers II (STEP II) Board
 - E-9 Command Chief Screening Board (CCSB)
 - Reserve Command Screening Officer Board (RCSB)
- Career specific Senior Leaders review myVector submissions
 - Produce a Key Personnel Listing (KPL); designed to identify Top % of Airmen in each career field who possess tactical expertise, operational competence and strategic vision
 - Vector to Developmental Education (DE) opportunities
 - Vector to Key Command Joint (KCJ) assignments
 - Provide personalized career mentoring

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New Submission Process via MyVector

- The process to submit a development plan has changed
- The Development Plan submission process transitioned from vPC/MyPers to MyVector



Log on to MyVector (using Google Chrome) <https://myvector.us.af.mil>
 Other web browsers do not support MyVector, and can result in errors.

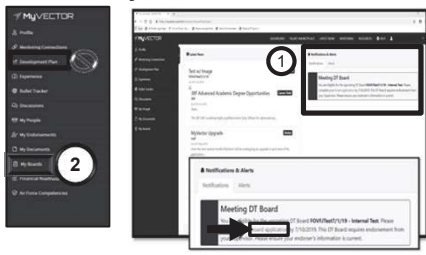
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MyVector Dashboard cont.

■ Click to edit Master text styles

- Second level
- Third level



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DT Process Timeline

~150 days prior to DT	• ARPC/DPA rep will reach out to CFMMFM to begin coordination for upcoming board. MyVector application set-up, eligible population discussion, and potential panel make-up will be discussed
~145 days prior to DT	• Coordination between ARPC and CFMMFM to review MyVector application, approve application and confirm eligible population.
120 days prior to DT	• My Vector DT Application Open Date • MyVector application is available to all eligibles NLT 120 days from DT start. This allows for max participation
120-30 days prior to DT Start	• MyVector Application Open window. Monthly notifications (via MyPers & MyVector) will go out to all eligible members. Members and endorsers must complete all actions prior to DT cut off.
30 Days prior to DT	• MyVector Application Close. All applications must be at least submitted by member to next level to be considered candidates the board

When a DT suspense window is open to complete members will receive emailed MyVector notifications. There will also be a notification visible in their MyVector Dashboard.

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DT Board output

Key Personnel List (KPL)

- Senior leaders establish list based on records review using whole person concept
- Considered Top % of the Career Field
- A4 Community does not produce a KPL list effective 2023

Personalized Vectors

- Guidance from board to you on next moves and opportunities to consider

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Board Eligibility

- You must complete a Development Plan within the timeframe provided in order to meet a DT

DT filters that impact KPL consideration:

- Having an approved retirement in the system
- High-Year Tenure (HYT) Date: Age 60 or 33 years from Pay Date - Enlisted (which ever comes first)
- Unfavorable Information file (UIF)
- Unsatisfactory participation in 2 of the last 3 consecutive years (PCARS)
- Non-completion of appropriate Professional Military Education (PME) in the appropriate timeframe

ALWAYS READ THE BOARD MESSAGING FOR APPLICABLE CRITERIA!!

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Tips for Success

- Always Use Chrome when accessing MyVector
- Read myVector messaging in detail
 - Ensure you are eligible
 - Make note of board dates
- Check your records (performance reports, decs, awards) for accuracy prior to the DT
 - Recommend your record be updated NLT 30 days prior to a board
 - If provided the opportunity, provide any gaps in performance in accordance with the board messaging or Development Plan input
- Do not wait until the last minute to submit your application to your Endorser(s) – the board closes for everyone at the same time
- Follow-up with your Endorser(s)
- Reach out to your MFM and leadership team with any career related questions/concerns

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What is Developmental Education

- Developmental Education provides an opportunity to develop enlisted for future leadership positions.
- Recognizes the necessity to provide the right education at the right time.
- Continuous education prepares members for the transition from tactical to operational and strategic levels.
 - *Caution, do not become a professional student!
- Competitive selection rate...only the best!

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School Board/Courses

Enlisted Developmental Education Board (EDEB): (SSgt - CMSgt)

- Short and/or Limited-Resident courses
- Open now; Board convenes Sep 2023

Enlisted Professional Developmental Courses:

- Reserve Component Nat'l Security Course (RCNSC)
- International SNCO Development Course (INLEAD)
- Military Reserve Exchange Program (MREP)

Sister Service Courses:

- Navy Senior Enlisted Academy
- Marine Corps Staff NCO Academy Advanced Course
- Coast Guard Chief Petty Officer Academy

NATO Courses:

- NATO SNCO Orientation Course
- NATO NCO Intermediate Course Leadership Course
- NATO NCO Advanced Leadership Course

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Eligibility & Disqualifying Factors

- **Eligibility Requirements**
 - Participation (PCARS)
 - High Year Tenure (HYT)
 - Reserve Service Commitment (3 yrs for RDEDB)
 - TFCSD (RSSB/RDEDB only)
- **Disqualifying Factors**
 - Not current/passing on Fitness Assessment
 - Not meeting prerequisites
 - Current Unfavorable Information File (UIF)
 - Twice-deferred officers (RDEDB only)
 - PIRR members (RDEDB only)
 - SNCOs without an Associate's Degree (EDEB only)

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Tips for Success

- Read the invitation to apply closely
- Monitor status of application until submitted to ARPC
- Select courses that make sense for member's career
- Applicant/Endorser comment blocks are critical
- Ensure military records are up-to-date
- Submit Enlisted Development Plans
- Contact the DE Team for assistance

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Special Boards

- **STEP II**
 - Commander's program designed to promote outstanding and well deserving Air Force Reserve members
 - Conducted annually (in July) – 24-28 Jul 2023
 - 2023 Release to Field : TBD
 - Promotion to TSgt through CMSgt
 - **Eligibility:**
 - TR, ART, IMA, PIRR
 - Must meet all eligibility requirements in accordance with AFI 36-2502 & published STEP II Guide on MyFSS
 - Limited to one grade over authorized grade of the UMD position

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Special Boards cont.

- **E9 DT/Command Chief Screening board**
 - E9 DT selects eligible candidates to be placed on the Command E9 Key Personnel List (KPL).
 - Those placed on the KPL who "opted in" meet the CCSB
 - The CCSB convenes directly after the E9 DT
 - The CCSB Evaluates Chiefs with potential to serve as a Command Chief
 - Board is conducted annually in December
 - Board opens : TBD


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DT/SSB/DE Board Mechanics

- **Review record using the whole person concept**
 - DE (PME), Duty History, Academic Ed, Points, Decorations, Deployment Data
 - EPR / EDP – strats/vectors, push statements, KPL
 - Assignment/Job/Position/Location/Reserve status
- **Score based on**
 - What has he/she done?
 - What does his/her boss say?
 - Does performance support?


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Records Review

- It is the *member's responsibility* to ensure their personnel records are current/correct prior to meeting a DT or DE school board
- Data cut-off is 30 days *prior* to the Board
 - All records (performance reports, decorations, degrees, etc.) must be part of official record to be considered by the board
 - Waivers must be submitted with applications before application deadline
- Members can work with ARPC to correct errors in records
 - AFIT updates academic degrees
 - AU or base training office updates PME
- Members can communicate items not shown in records on their R-DP (ex: enrollment in degree/PME program with expected completion date)

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FD Contact Information

Force Development Division
 Lt Col Tracy Maestas, Div Chief
 SMSgt Jenny Sanchez, Superintendent


Development Team Operations Branch
 Lt Col Ross Weaver: Chief, Development Board Operations

Developmental Education Branch
 Maj Cara Swanson: Chief, Developmental Education


Phone
 Total Force Service Center: 1-800-525-0102

Websites
 ARPC - <http://www.arpc.afrc.af.mil/Service-Center/>

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Questions?




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United States Air Force Reserve

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Joint Officer Management



Ms. Sara Simms
 HQ ARPC/DPAF
 JOM Branch Chief

U.S. AIR FORCE

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JOM Authorities

AUTHORITY:

- Title 10 U.S.C. Chap 38 661-668
- DoDI 1300.19 April 2018– Establishes policy and assigns responsibilities for the DoD Joint Officer Management (JOM) Program
- CJCSI 1330.058 – Provides the procedures and responsibilities for implementation of the DoD JOM and DoD Joint Qualification System (JQS) for Active and Reserve Component Officers
- Goldwater Nichols Act (GNA) 1986
 - Enhance joint warfighting capabilities
 - Ensure general and flag officers are well-versed in joint matters
 - Increase quality of officers assigned to joint commands & orgs
 - Create officer pool with experience & education in joint matters
 - Increase the stability of officers in joint assignments

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Why be Joint Qualified?

- Gen Goldfein's (previous CAF) Focus Area #2
 - "To better prepare our officer, enlisted and civilian force to stand up, lead and support a JTF, we must reinvigorate our development to purposefully and systematically gain proficiency in joint warfare early in the careers of Airman."
- In order for the Reserve component to become more integrated into the Total Force, it is imperative for our officers to possess both joint education and experience to work effectively alongside our active-duty peers.
- Establishing qualification levels is to ensure a systematic, progressive, career-long development of officers in joint matters and to ensure that Flag and General officers have the requisite experience and education to be highly proficient in joint matters.

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Joint Qualification System (JQS)

- Two routes:
 - Experience Joint Duty Assignment (E-JDA)
 - Gained anywhere; depends on work accomplished (30+ days to be able to submit for credit)
 - E-JDA is not for service competencies or tactical/ operational experiences
 - Must be submitted w/in 365 days after experience complete
 - Standard Joint Duty Assignment (S-JDA/JDAL)
 - 42 AGR billets, 473 IMA and 98 TR Total 614 active JDAL billets
 - 18 locals: JS/WH, OSD, NDU, DISA, DIA, JIOWC, 2-TR units, CCMDS
- Both paths require JPME I/II completion to become JQO
 - ACSC by correspondence or in-residence or other Service equivalent schools
 - Resident Sr Service Schools, Eisenhower, JAWS and JCWS-H

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Requirements to become JQO

- IMA/TR's must work min. 36 days/yr for a "good year" in their JDAL billet. 4 good years is full joint credit.
- Good year – starts the day you were assigned to JDAL billet
 - IMA's have R/R year, Fiscal year and JDAL year to plan for
- IMA/TR's can combine several JDA tours to earn full credit
- E-JDA - Panel validates whether experience meets definition of "joint matters" and recommends award of joint experience points – 24 points total for full credit
- JPME I/II Requirement
 - JPME I = Command and Staff College, in-res or DL (typical course)
 - JPME II = WAR College in-res OR JCWS-H (select few other courses)
- Can I get joint credit if not a JDAL Billet? – YES!
 - Discretionary points earned thru Joint Staff approved training/education and participation in Joint Staff approved exercises
 - Self-nominate for an experience (E-JDA)
 - Federal Civilian employment may qualify for 12 points maximum

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Joint Matters Definition

WHAT YOU DO:
 (1) ... matters related to any of the following:

A) The development or achievement of strategic objectives through the synchronization, coordination, and organization of integrated forces in operations across domains such as land, sea, or air, in space, or in the information environment, including matters relating to any of the following:

- (i) National military strategy;
- (ii) Strategic planning and contingency planning;
- (iii) Command and control, intelligence, fires, movement and maneuver, protection or sustainment of operations under unified command;
- (iv) National security planning with other departments and agencies of the United States;
- (v) Combined operations with military forces of allied nations.

B) Acquisition matters conducted by members of the armed forces and covered under chapter 87 of this title involved in developing, testing, contracting, producing, or fielding of multi-service programs or systems.

C) Other matters designated in regulation by the Secretary of Defense in consultation with the Chairman of the Joint Chiefs of Staff.

WHO YOU DO IT WITH:
 (2) In the context of joint matters, the term "integrated forces" refers to military forces that are involved in achieving unified action with participants from:


A) more than one military department; or

B) a military department and one or more of the following:

- (i) Other departments and agencies of the United States
- (ii) The military forces or agencies of other countries
- (iii) Non-governmental persons or entities.

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What may/may not be joint matters

<p>Thoughts on What is / Could be Joint:</p> <ul style="list-style-type: none"> *Planning *Integrating *Developing *Synthesizing *Deciding *Partnership 	<p>Experience seen favorably include:</p> <ul style="list-style-type: none"> *Officer is developing the Annex to the OPLAN *Cross-Service and interagency coordination *Embedded Civil Affairs when outside of Service Organization * Working at the high end of operational, or within strategic levels
<p>Thoughts on What May Not be Joint:</p> <ul style="list-style-type: none"> *Academia *Collector *Worked in... *Reacting *Participating *Coordinating *Liaison *Facilitating 	<p>Experiences not seen favorably include:</p> <ul style="list-style-type: none"> *Service position *Deputy/XO of a Service unit, as this person is internally focused *Logistician passing material back and forth *Instructor *Research, Development, Test and Evaluation *Doer/Operator/Executing the mission/Producing a product

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Where to go to learn about JOM


MyFSS JOM page

- Search for Total Force JOM
- Under Related Resources:
 - Submit Discretionary points
 - For E-JDA self-nomination process, see User Guide for E-JDA submissions


ARPC JOM POC's:
 Lt Col Tracy Maestas -- DPAF Division Chief
 Ms. Sara Simms -- JOM Branch Chief S-JDA/E-JDA
 TFSC: (720) 847-3413 or DSN: 847-3413
 EMAIL: arpc.dpaf.jom@us.af.mil

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Questions?



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Virtual IRO

- **Cameras off**
- **Audio muted**
- **Change name to Rank, First Name, Last Name, Det**
- **PLEASE WAIT and ask questions at the end – we promise to answer them!**
 - Type them
 - Raise your hand
- **Be courteous to briefers and attendees**
- **Please be mindful of time – return from breaks promptly so we can stay on schedule**
- **Lets get started!**


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Survey Monkey Link

- <https://www.surveymonkey.com/r/vIRODay3allranks>



Please use the link or QR code to complete the surveys you can do it all at the end or as we go.

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United States Air Force Reserve

Integrity – Service - Excellence

ARPC Recognitions



TSgt Bradley Lawyer
HQ ARPC/DPTSA
December 2023
Version 1.0

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Overview




- **References**
- **Recognition Service Team Responsibilities**
- **Services Provided**
- **Common Errors in Decorations**
- **Helpful Information**

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References

- PSDGs – Air Force Reserve Awards and Decorations PSD Guide
- DAFMAN 36-2806 Military Awards: Criteria and Procedures
- DAFH 33-337: Tongue and Quill
- DODM 1348.33 Vols. 1, 2, and 3
- AFI 33-328: Administrative Orders
- AF PD 36-28: Awards and Decorations Programs

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ARPC Responsibilities

- Answer high-level Congressional inquiries and Board for Corrections of Military Records for Guard and Reserve members
- Validate transactions concerning awards and decorations
 - Ensures Decorations submitted through myDecs are updated in MILPDS, ARMS/PRDA(AFPC Function) and eOSR, when applicable
- Provide guidance to Military Personnel Flights/Commander Support Staffs /Commanders and Service Members

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ARPC Services

IAW DAFMAN 36-2806 and AFH 33-337, process the following decorations in myDecs:

- Meritorious Service Medal
- Aerial Achievement Medal
- Air and Space Commendation Medal
- Air and Space Achievement Medal
- Combat Readiness Medal (CRM)
- Military Outstanding Volunteer Service Medal (MOVSM)
- Revocations and Amendments of Decorations


Common decorations completed by AFCENT

- Legion of Merit
- Air Medal

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ARPC Services cont.

- **Process Inquiries:**
 - Process incoming decorations via mail from AFCENT/losing active duty and ARC units
 - ARPC only processes IMA mbrs & mbrs who have separated/retired, unit assigned AFCENT decs are processed at base level
 - Provide Awards and Decorations Listing to retired/separated and prior service members (Manually)
- **Processing Service Level Agreement:**
 - <15 days: Decorations/Nominations
 - 21 days: Updates/Corrections, Inquiries
 - 21 days: Listings (Retirees/ Separated Mbrs/Prior Service)

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 **Common Errors in Decorations**

- **Review decorations prior to submission**
 - Use Chain of command for reviewing process
 - Submit IAW DAFMAN 36-2806, "enter each recommendation into official channels within 3 years, awarded within 5 years of the act."
 - Ensure Condition is correct (DAFMAN 36-2806)
 - Use of Acronyms – Do not use abbreviations and acronyms in the citation.
 - Names and Ranks in Narrative - ex. Master Sergeants should be referred to as Sergeants and Lieutenant Colonels should be referred to as Colonel
 - Ensure signature block matches with who will be digitally signing
 - Numeric Designators – Numeric designators of units should read 3rd Aerospace Wing, 4th Mission Support Group, etc.
 - Font - Times New Roman or a comparable font at 10- to 12-font size. (Ref: DAFMAN 36-2806 para A5.1.7)

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 **myDecs Resources**

- **Training documents are available in the myFSS library**
https://afbpap.my.salesforce.com/sfc/p/#000000001B5w/a/000000008OJ8/igqW_eQC5y11B412NSJxeCWoh_nMv9go8wd1p7r/A1yU
 - On the main myFSS homepage, please go to the top right hand corner for "Helpful Links." You will then select "myFSS Training Library" and then "myDecs." All job aids and micro videos that have been created or will be created, can be located here.
- **Questions should be addressed to:** "Ask A Question" within the myFSS platform <https://myfss.us.af.mil/USAFCommunity/s/>
- Should you have login issues, you can contact the A1 Service Desk using the self-service options located at <https://tmis.us.af.mil/tmis>, Email: afpoa.a1.sd@us.af.mil, or by phone 1-800- 525-0102, Option #5; DSN: 312-665-0102; COMM: 210-565-0102.

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 **Helpful Information**

- **AFCENT Decorations Processing Unit:**
 - AFCENT.A1UDPU@afcent.af.mil, Comm 803-717-6140, DSN 313-717-6140
 - **Contact AFCENT for questions/discrepancies, etc.**
 - Decorations Database:
<https://orgs.shaw.afcent.af.mil/afcent/direct/a1/SitePages/udpu.aspx>

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 **Contact Us**

Ensure your Airmen go through their Detachment before submitting inquiry:

- Manpower and Personnel Flight. Serves as the focal point for questions and matters relating to the awards program
- Ensures the Detachment manages, monitors and resolves issues within their assigned unit.

For further assistance or guidance call TFSC:
1-800- 525-0102


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Questions?



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United States Air Force Reserve

DD214/Service Verification Team



Ms. Heather Garson - Branch Chief
TSgt Francisco Garzon - NCOIC
December 2023

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Overview

- Service Verification Team Responsibilities
- Current Completion Times
- When does a DD 214 get created
- How to Submit a Request for a DD 214 or DD 215
- Additional Products
- FAQs

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Service Verification Team Responsibilities

- ARPC completes DD Form 214s for the following members:
 - ALL IMA Reservists
 - ALL Separated and Retired ANG and AFR Members
 - ALL Unit assigned ANG and AFR members receiving an Active Duty retirement
 - ALL ANG and AFR members retiring due placement on the Permanent Disability Retirement List (PDRL) or Temporary Disability Retirement List (TDRL)
 - ALL DD 214 Congressional and BCMR inquiries for ANG and AFR members
 - ALL DD 215 requests for ANG and AFR members (including IMAs)
- *****Units are NOT authorized to create DD 215's or any type of Retirement DD 214*****
- Submit requests through the myFSS platform along with supporting documentation, including the DD 214 in question, orders, awards/citations and/or travel vouchers
- All DD Form 214 issues regarding RegAF or HQ AGR/ANG Stat Tour and Functional Category X must coordinate with AFPC or submit DD 149's to the Board of Corrections for Military Records

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Current Completion Time

- Please be advised of our current processing timelines below
 - Retirement DD 214** - midnight the day following your retirement date
 - Permanent Disability and Temporary Disability List Retirements (PDRL/TDRL)** - 3-5 duty days following your retirement date (we are experiencing some delays)
 - We receive notification from AFPC's Disability Operations Branch on upcoming and past PDRL/TDRL
 - If the DD 214 is delayed past 5 days, members can contact us directly or they can contact their case manager (AFPC)
 - IMA DD 214** - 60 calendar days from date of receipt of myFSS ticket
 - General DD 214 requests/missing DD 214** - 60 calendar days from date of receipt of myFSS ticket
 - DD 215 requests** - 60 calendar days from date of receipt of myFSS ticket
- Due to a high volume of requests daily and the transition to myFSS, some delays are expected. We kindly request patience.
- We strongly request members to not submit multiple requests for the same issue as it further extends our timeliness for production
- Because all our cases are pay and/or benefit affecting, if the SLA has passed, unit commanders may contact the Commander Hotline at their discretion

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When to Create a DD Form 214

- When does a DD 214 need to be created:**
 - To be eligible for a DD 214, per DoDI 1336.01 and AFI 36-3202 Chapter 2, member must have:
 - Completed orders of 90 consecutive days or more of Active Duty service; **OR**
 - Served voluntarily in support of a Contingency Operation such as Inherent Resolve or Enduring Freedom, etc...for 30 consecutive days or more; **OR**
 - Placed on Medcon/Med Hold orders for one or more consecutive days; **OR**
 - Involuntarily mobilized under Title 10, USC Section 688, 12301(a), 12302, 12304, 12305, 12406 or 331-335.
 - IAW AFI 36-3202 attach 2

****Please note: to be eligible for a Retirement specific DD 214, you are required to be on orders for 90 consecutive days (or 30 days in support of a named contingency) up until your effective date of retirement****

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How to Submit a Request

- To submit a request, navigate to the myFSS landing page: <https://myfss.us.af.mil/USAFCommunity/s/> and enter the title of the Knowledge Article below into the Knowledge Article search bar located at the top of the page.
 - [AFR/ANG General Information about the DD Form 214](#)
 - [AFR/ANG Reserve Service Verification Information](#)
- Review the Knowledge Article and select the "Create a Request" button at the bottom of the page to initiate a request
- Be sure to provide as much detail as possible and attach all applicable source documents
- User guides are located under "Helpful Links" at the top of the myFSS landing page at "myFSS Training Library"

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ARPC Service Verification Additional Products

- VA Home Loan Letters for members seeking Certificates of Eligibility**
 - To be eligible for the VA Home Loan Letter members must have 6 years or more participatory service in the National Guard or Reserves or qualifying DD 214's (excluding BMT/Tech School)
 - Eligibility requirements are determined and established by the VA.
- Total Active Federal Reserve Service (TAFRS) Letters (Reserve time only)**
 - These are created for the purpose of correcting a Service Computation Date for leave accrual rates, retirement date eligibility, and reduction in force seniority.
- 1613 Statement of Service**
 - This is only completed if members have Reserve time
 - ANG members (or prior ANG service) can obtain a statement of service from the Joint Force HQ.
 - The 1613 is only for the purpose of military buy back; it is not issued in lieu of a DD 214
- Employment verifications**
 - Past and present members
 - ARPC/DPTSC will only verify dates of employment

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FAQ

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- **I have read about the new DD 214-1. When and how will I receive one?**
 - This has not been implemented yet as each branch of service has until 2025 to implement the new DD 214-1 and we are awaiting implementation guidance

NEW: General issuance of the DD 214-1 in conjunction with a DD 214; IAW DoDI 1336.01 DD 214-1

- Please note this is an end of service document and will not be issued each time a DD 214 is created
- In order to receive a DD 214-1 you must still qualify for a DD 214; the 214-1 will never be issued without that
- Examples of who would receive one: separating/retiring members who are eligible for a DD 214
- Examples of who would not get one: ARTs/Technicians/DSGs/TRs/IMAs that only perform AT/DTs and no additional orders that qualify for DD214s
- **Do members need to complete DD 214 Worksheets in the VMPF?**
 - ARPC does not require members to submit worksheets. We do, however, encourage members to look at what information is automatically populated on the 214 Worksheet to ensure no immediate issues are present. The information is subject to change based on the source documents provided
- **I've submitted multiple worksheets, why are they not being worked? (impacts IMA's mostly)**
 - VMPF will never route a notification to HQ ARPC when a worksheet has been created.
 - Submitting a case through myFSS is required for the DD 214 team to assist
 - Members receiving an active duty retirement (20+ yrs TAFMS) have a ticket generated automatically once their retirement order is published
 - Members who are retiring and not on orders through their effective date of retirement, but still have qualifying active duty time

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FAQ Continued

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- **What documents are needed to complete a DD 214?**
 - Title 10 or Title 32 orders (whichever is applicable)
 - **COMPLETED** Travel Vouchers from the FSO
 - **SIGNED AND DATED** Decorations to verify contingency operations only
 - AF Form 526s (PCARS) (for DD 214s prior to 2001, in most cases ARPC can pull from ARMS)
- **I need Member Copy 4, but PRDA only has Service Copy 2, what do I do?**
 - The Service Copy 2 and Member Copy 4 are the exact same document
 - Please have the member contact ARPC for the Service Copy 2 Memorandum
- **I have several questions and I have no idea where to start, what do I do?**
 - Please submit a case to us through myFSS and provide as much information as you can



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Questions?

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IMA Legal Orientation
ARPC/JA

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Roadmap

- **Military Spouse Residency Relief Act (MSRRA)**
- **Uniformed Services Employment and Reemployment Rights Act (USERRA)**
- **Servicemember's Civil Relief Act (SCRA)**
- **Reserve Income Tax Relief**

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Military Spouse Residency Relief Act

- **Provides military spouses relief related to**
 - Taxes
 - Voting
 - Residency

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MSRRA: Tax Relief

- **If a military spouse is present with the Service Member (SM) in a state that's not their shared state of residency, the spouse will:**
 - Not pay taxes on income earned in that state (but will pay it to his or her state of legal residence)
 - Spouse can't choose any state of residency, spouse must have legitimately established residency in the state (and residency must be same as SM).
 - **Example:** Spouse and SM are domiciled in TX. SM is reassigned to CO and spouse accompanies SM to CO. Spouse gets job in CO, but will pay no income tax to CO on these wages because TX does not have an income tax

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MSRRA: How to Get Relief

- **In the State of CO, a military spouse entitled to tax relief under MSRRA he or she should file Form DR 1059 each year**
 - For form see: <https://www.colorado.gov/pacific/sites/default/files/DR1059.pdf>
 - If you don't reside in CO, Google your state plus MSRRA for the requirements for your state or see a legal assistance attorney
- **If you weren't aware you were entitled to tax relief and have paid taxes you weren't required to, you may amend up to 3 years of tax returns**

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Uniformed Services Employment and Reemployment Rights Act

- Standard Protections
- How to Get your Job Back
- Special Demobilization Protections
- What to Do if Employer Doesn't Comply

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***USERRA:
Four Standard Protections***

1. No job discrimination based on military service
2. No mandatory use of vacation time or vacation pay for military duty
3. No retaliatory action
(Does not apply to misconduct by employees)
4. Reemployment after mobilization or other active service

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***USERRA:
How to Get Your Job Back***

Step 1: Give Advance Notice!
(Written notice smart but not required)


Step 2: "Under Honorable Conditions!"
(Present DD 214 or letter from CC)

Step 3: ≤5 Years Cumulative Military Service

Step 4: Report Back Promptly

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***USERRA:
Reemployment Protections***

- Protection #1: Be promptly reinstated
- Protection #2: Keep same status
- Protection #3: Keep accrued seniority
- Protection #4: Health insurance coverage reinstated
- Protection #5: Receive training, re-training, or other accommodations
- Protection #6: Special protection from discharge
- Protection #7: Keep other non-seniority based benefits

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USERRA:
Information and Enforcement

Where to Go for Help

General Information:
Legal Assistance Attorney
National Committee for Employer Support of Guard
and Reserve: 1-800-336-4590 or www.esgr.org


Enforcement:
The Veterans' Employment and Training Service
(VETS): 1-866-4-USA-DOL (1-866-487-2365) or
www.dol.gov/vets

Private civil action

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Servicemembers' Civil Relief Act

- SCRA Protections and Rights
- Maximum Interest Rate
- What to Do if You're Being Sued
- What to Do if a Judgment Was Obtained Against You
- What if My Car Repossessed/House in Foreclosure
- Private Health Insurance Plans
- New 2023 Amendments to SCRA

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SCRA:
Protections & Rights


- **Protections & Rights:**
 - Reduction of Credit Interest Rates
 - Continuation of Court Actions
 - Avoiding Repossession or Foreclosure
 - Termination of Leases
 - Reinstatement of Health Insurance
- **Who is Granted Protections:**
 - Any Active Duty Servicemember
 - Includes Reserve Component mobilized to active duty
 - Some Protections Granted to Dependents of Servicemembers

Do NOT waive these protections!!!

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SCRA:
Interest Rate Cap

Maximum Interest Rate of 6%

- Applies to Pre-Military Service Obligations
- Must Apply Within 180 Days After Release from Military Service
- Written Notice to Creditor + Copy of Orders
- Excess Interest Forgiven -- Not Accrued

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SCRA:
Stay of Civil Proceedings

What Can I Do if Someone Is Suing Me?

- See a Legal Assistance Attorney
- Applies only to Civil Actions
 - Includes Administrative Hearings
 - Any Actions Commenced within 60 days after REFRAD
- Extended Time to Respond
 - Automatic stay for 90 days upon request
 - Additional time may be granted by judge
- Extended Time to Commence Action on Your Own Behalf

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SCRA:
Default Judgements

What if a Judgement Was Obtained Against Me?

- Set Aside Default Judgment
 - If judgment entered without your knowledge
 - Military service materially affected your defense
 - You have a meritorious defense in the action
- Request relief within 90 days after release from active duty

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SCRA:
Private Health Insurance Plans

- SCRA requires reinstatement of non-employment health insurance
- Must apply within 120 days after release from military service
 - No Exclusions
 - No Waiting Periods

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SCRA:
Repossession & Foreclosures

What can I do if my car was repossessed or my home is in foreclosure?

- See a legal assistance attorney
- Self-help repossession from activated military is prohibited
- Repossession or foreclosure of mortgage prohibited
 - While on active duty
 - Military service materially affected your defense
 - Foreclosures not in compliance with SCRA if made during the period of military service or within 3 months thereafter.
- Storage liens may not be enforced, except by court order

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SCRA:
Recent Updates: January 2023

2023 Amendments to the SCRA

Contracts

Residency

Licenses

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SCRA:
Recent Updates: January 2023

Termination of certain consumer contracts by Servicemembers and dependents

Old rule: servicemember could terminate cell phone, cable, and internet contracts when relocating to an area that does not support the contract.

New provision: servicemember and dependents who accompany them can terminate and expanded to:

- Fitness &
- Home Security programs.

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SCRA:
Recent Updates: January 2023

Residence for Tax Purposes

Pre-2023 rule: servicemembers protected from state income tax based solely on their duty station

New provision: Now, for purposes of taxation, servicemembers and their spouses may elect to use:

- the servicemember's residence/domicile;
- the spouse's residence/domicile; or
- the Permanent Duty Station of the servicemember.

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SCRA:
Recent Updates: January 2023

Portability of Professional Licenses

New provision: servicemembers and their spouses with active professional licenses can transfer their license to new jurisdiction if they:


- provide military orders to new jurisdiction;
- remain in good standing with issuing jurisdiction; &
- follow the standards and continuing education requirements of the new jurisdiction.

NOTE: licenses to practice law are **not** transferable.

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Reserve Tax Relief

- Extensions of Deadlines
- Tax Relief
- Tax Deductions for Reservists
- Retirement Account Basics & Tax Considerations

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**Reserve Tax Relief:
Tax Extensions**

- Total Time of Extension:
 - = 180 Days from Last Day in CZ or QHDA
 - + number of days from deploy date to 15 April
- Who:
 - Armed forces members who serve in a CZ or QHDA (and spouses if filing jointly)
- Example:
 - Deployed to CZ 15 Mar 15; Left CZ on 1 May 16
 - Must File 2015 Tax Return NLT 1 Dec 16

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**Reserve Tax Relief:
Tax Extensions**

- Filing Your Return/Claiming a Refund
- Paying any Taxes Owed (Except Withholding and Employment Tax)
- Making an IRA Contribution
- Tax Benefits of Selling a Residence

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**Reserve Tax Relief:
Deployment**

- Exclusions from Gross Income
 - Base Pay earned in CZ or QHDA
 - All base pay for enlisted personnel and warrant officers
 - Base pay for officers limited to highest rate of enlisted pay
- Military pay remains subject to Social Security and Medicare taxes

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**Reserve Tax Relief:
Deployment**

- Non-Taxable Benefits: IDP/HFP
- Leave earned while in CZ or QHDA
- Pay received while hospitalized for injuries incurred in CZ (subject to certain time limitations)
- Other incentives, such as Reenlistment Bonus

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**Reserve Tax Relief:
Tax Deductions**


What Can I Claim?

- If you travel more than 100 miles from your home to perform services you can claim travel expenses such as transportation, meals and lodging.
 - These can be claimed as an adjustment to income – you don't have to itemize
- If you itemize you may deduct additional business expenses (e.g. some uniform items/child care).
- If you receive military differential pay this should be reported as "other income" on line 21 – it won't be subject to Social Security, Medicare or income tax withholding

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**Reserve Tax Relief:
Tax Deductions**


Home Ownership

- The IRS allows Americans to exclude capital gains when selling their principal residence if they've lived there for two of the last five years for up to \$250K (500K if married).
 - Military may suspend the years you are away from your primary residence on Qualified Official Extended Duty for up to 10 years. The upshot is that it may be possible for you to avoid capital gains if you've lived in your house two of the last 10 years.
- If you rent out a home – don't forget to depreciate it. This is the most missed tax for landlords we see.

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Legal Assistance

- Available
 - To reservists on EAD orders,
 - For at least 30 days after EAD orders end, and
 - When prepping for deployments
- Services
 - Advice on *all* types of personal legal issues; assistance in *most* areas
 - Preparation of documents (e.g., wills, powers of attorney)
 - Mobility processing, SCRA issues
 - Criminal matters typically referred to ADC


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Questions?



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Approving TODC's

When an Individual Reservist has orders for a tour of 29 or fewer days, he or she must have those orders certified using the AROWS-R online Tour of Duty Certification (TODC).
Please submit request to the certifier below:

- A-L stephen.swearingen.1@us.af.mil
- M-Z kevin.wilson.48@us.af.mil

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