

United States Air Force Reserve

Integrity - Service - Excellence

RIO Det 3

IR Newcomers Orientation



U.S. AIR FORCE





- **Type your Rank/Name in the chat function for accountability**
- **Mute your phones if you dialed in**
- **Don't place your phone on hold**
- **Do not post questions in the chat function yet**
 - **Chat Function is moderated by Det 3 SME's**





U.S. AIR FORCE

Who is HQ RIO?

MISSION

Provide, Integrate and Sustain ready Individual Reserve forces globally.



VISION

One trusted team making it easy to serve.

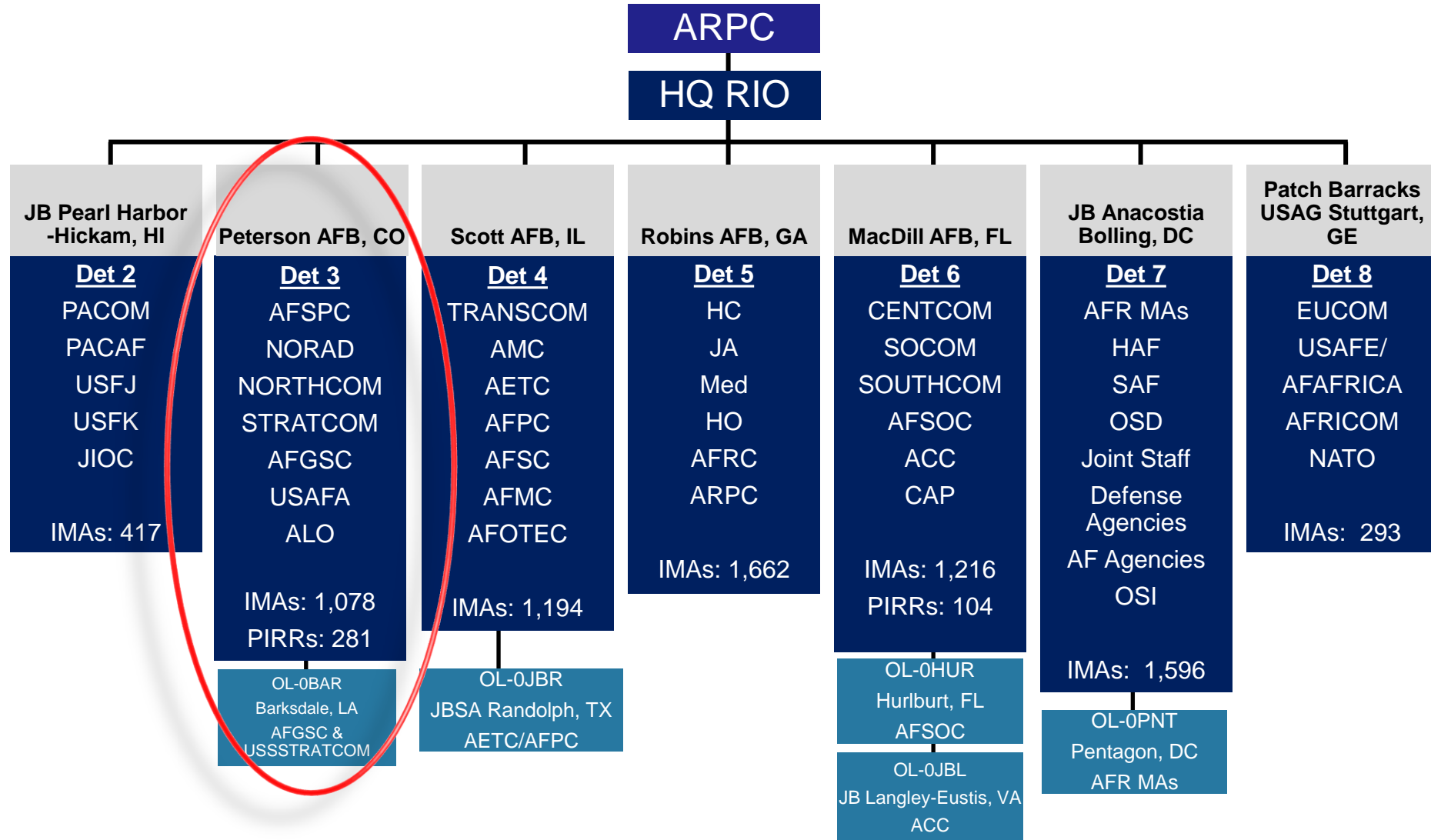
Headquarters Individual Reservist Readiness and Integration Organization



- **HQ RIO Serves IRs to ensure they are ready to Execute the Mission**
 - **IR (Individual Reservist)**
 - **Standardize management of IRs**
 - **Ensure IR readiness and full integration with the active force**
 - **IR Orders and IR Pay (milPay and Travel)**
 - **Manage IR 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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Detachment / Operating Locations



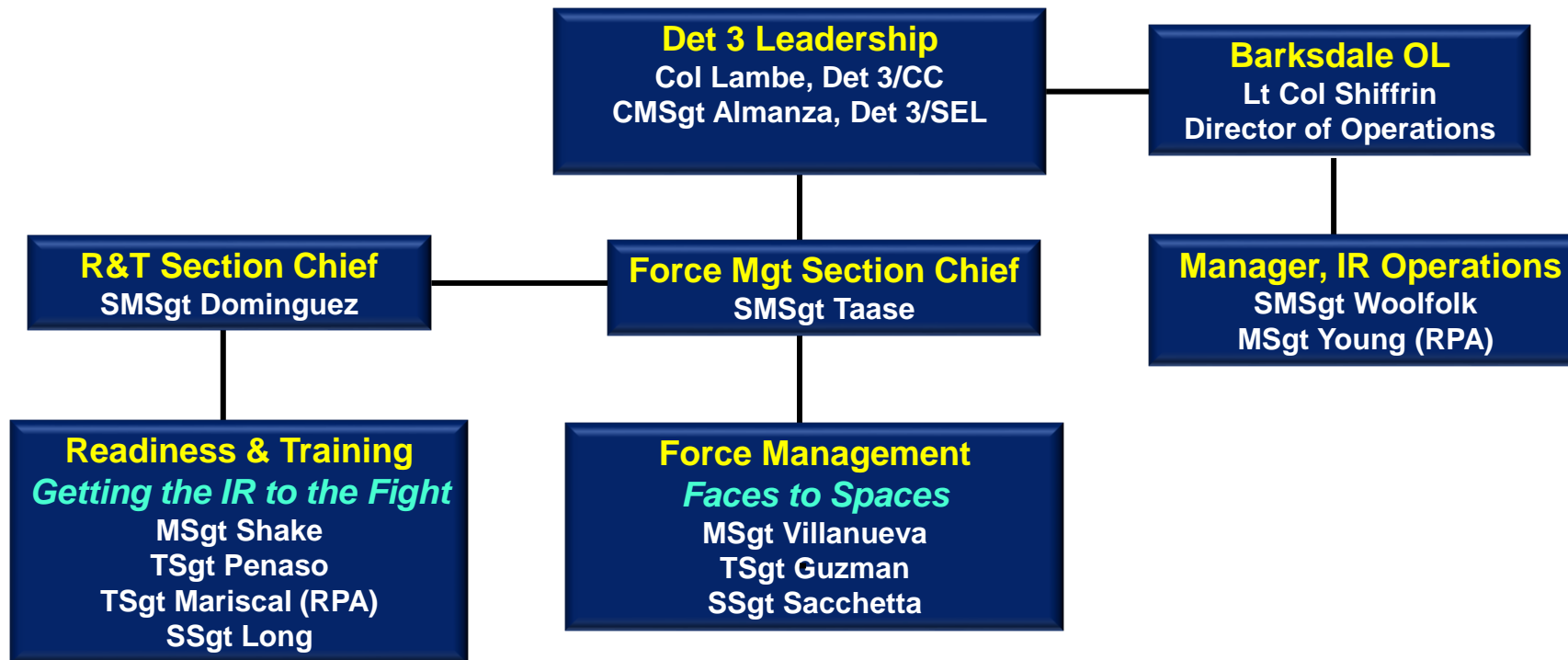


MOTTO: Fortitudo in Promptu! Strength through Readiness!
MISSION: Empowering Warfighters!
VISION: Readied Airmen Anytime, Anywhere!





Detachment 3 Team





ACTIVE DUTY AD/OPCON

Mobilization
AFSC Skill Level UGT
Security Clearance
Evaluations
Awards & Decorations
AT & IDT scheduling
GTC
Recall Roster/Accountability
Promotions
MPA
UTAPS / AROWS Certification

BOTH

Readiness
Manpower
Discipline

RESERVE AD/OPCON

Assignment / Manning Actions
Participation Tracking/Waivers
AROWS Orders
AFRC Accountability / Recall
IR of the Year Award
Sanctuary Waivers
Formal Training Requests
RPA
Duty Uniforms
LODs
Pay Issues
Travel Reimbursement



- **IMA (Individual Mobilization Augmentee) & PIRR (Participating Individual Reservist)
= IR (Individual Reservist)**
 - **HQ RIO (Readiness and Integration Organization)**
 - **IRs account for ~10% of Air Force Reservists (approx. 7,500 of 70,000)**
 - **Primarily Assigned to RegAF Units at HQ, MAJCOM, COCOM & NCR**
 - **Normally Matched to a RegAF Position**
 - **IR's Don't Deploy Unless They Volunteer**
 - **Meant to Backfill RegAF Members**
 - **IR Population is Managed/Supported by RIO Detachments**
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- **If You're New to the AF Reserve > you need a new CAC**
 - **Submit your Pay Packet for establishment of your Pay Record**
 - **Submit SGLI (SOES)**
 - **Connect With Your URC/Supervisor**
 - **Schedule Participation (AT/IDTs)**
 - **Apply For GTC With RegAF Unit**
 - **Create Reserve DTS Account**
 - **Create An Air Expeditionary Force Online Account**
 - **Verify Your Records**
 - **Check Your 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-Asgn limited to base/hosp
41-Temp med defer
43-Asgn avail limited
50-Approv sep
51-Considered for sep
53-PCS
58-Dcline extend

Duty Status Code:
56-CivConfine/Sentence Prison



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





• Access through AF Portal

ARCNet Home Participation Duty Plan ATMT Readiness VR Member Email Admin

HQ RIO Home

Last Logon: 2/5/2021 11:55:46 AM

RCNet Links

New Features and Updates - 12 June 2019

ARCNet Docs

CBTs

ADLS/AFRC Unique CBTs
ANG Training Materials
How to download ARCNet CBTs

HELP

ARCNet Duty Hours Guides
Update Readiness
What is ARCNet?
ARCNet Features
ADI S Data Interface

HQ Individual Reservist Readiness & Integration Organization

- My Readiness
- HQ RIO Website
- Directory
- Reserve Pay Office
- IMA Travel
- Defense Travel System
- AROWS-R
- myPers
- FAQs

HQ RIO

HQ RIO is located within I Base, Colorado. Its mission is to provide the Air Reserve forces to meet Air Force needs.

HQ RIO is responsible for standardizing the process of managing detachments and eight of the world assist to provide oversight and support to within the Air Reserve Personnel Center, where synergistic functions.

The IR force is comprised of Air Force Individual Mobil Ready Reservists (PIRRs). Both IMAs and PIRRs augment the component or government agency supervisors.

Mission: Provide, Integrate and Sustain ready Individual Reservists.

Vision: One trusted team making it easy to serve.

Visit your HQ RIO Detachment on the Public Web To determine your servicing HQ RIO Detachment, view your "Readiness Report" and Your detachment number

f t y



ARCNet Individual Readiness Detail Chart: All
Type: Details
Printed: 2/5/2021 6:41:25 PM

"FOR OFFICIAL USE ONLY" (IAW DoDM 5200.01, Volume 4, DoD Information Security Program: Controlled Unclassified Information)

[Click here for the definition of Mobilization and Participation Readiness](#)

General Info Data From MIPDS as of 1/30/2021

Name: DAFFY, DUCK D. (SSgt) Mob Auth: Other
 Participation Readiness: **Fully Ready** Position #: 0M0123451
 Mobilization Readiness: **Ready** PAS: BU0MFWBF
 Duty Title: TECHNICIAN, DISNEY LAND Office Symbol: IRR
 Det: IR READINESS Location: 0000 RIO OR

Unit [Click here to see the definition of DAV codes](#)

MSD	HYT	ETS	TAFMS
2/1/2030		4/11/2022	130518

DAVA	DAVL	DAVP	DAVT

Medical Readiness * Data From ASIMS as of 2/4/2021

Overall IMR Status: **Fully Ready** DLC Status: **Green**

Actions Needed: None

HRR/PHA

Status	Last PHA Date	Source
Green	Nov 10 2020	PIMR

Dental

Status	Class	Date	Source
Green	2	Dec 19 2020	CDA

Immunization

Status	Source
Green	PIMR

Lab

Status	Source
Green	PIMR

Fitness Readiness Data From AFFMS as of 2/3/2021

Fitness Status: **EXEMPT**

Test Date: 31 Jul 2020 Next Due Date: Jan 29 2021

AC	Cardio	Pushups	Situps	Overall score
0.00	0.00	0.00	0.00	0.00

Security Clearance Readiness * Data From MIPDS as of 1/30/2021

Security Status Indicator: **Fully Ready**

Date Invest Completed	Years Valid	SAR of Position	Clearance Awarded
14 Nov 2011	10	6	SECRET

AFSC Training Readiness Data From MIPDS as of 1/30/2021

AFSC Training Status: **Fully Ready**

PAFSC	DAFSC	CAFSC	Status Code	Status Date
-3F091	-3F091	3F091	R	03 Feb 2005

TFAT Readiness * Data From ADLS as of 2/5/2021

Total Force Ancillary Training Status: **Awaiting Action**

CAC	FP	CTIP	RFT	SAPR	SP
02/25/20	06/09/20	05/14/18	07/22/19	05/18/20	05/18/20

Comments

* AFCHIPS data source filters out certain data sets * SELRES individuals should contact their Unit Security Manager to resolve issues.
 * Does not calculate into Participation Readiness

The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended.

Verify last data feed date

Det's can add comments.

TFAT has been removed for IRs. It is **NOT** a show stopper for Readiness



Participation Requirements

- IMAs have two mandatory participation requirements (Ref AFMAN 36-2136, Reserve Personnel Participation)
 - 1.) Anniversary Year [Knowledge Detail \(af.mil\)](#)
 - 12 consecutive months in length
 - Date is unique to each member, can be found on assignment orders, PCARS, CDB
 - Ensure member receives adequate credit to earn sat service year toward retirement
 - Minimum of 50 points needed during anniversary year = GOOD YEAR
 - 15 membership points automatically credited at the end of each anniversary period
 - 35 points can be earned though paid or points only IDT, AT, MPA, RPA
 - 2.) Fiscal Year (FY) Training Participation
 - From 1 Oct – 30 Sep
 - Perform 12 days of Annual Tour (AT)
 - Perform 24 or 48 paid IDTs (verify your Reserve Section ID code on Welcome Letter)
 - **IRs unable to comply with FY requirements MUST submit a Participation Waiver. Must be coordinated/approved by Active Duty and Det Commander. Memo here --> [Waiver template](#)**
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U.S. AIR FORCE

POC: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LI01CAG>

AT Orders

- All Orders are Requested via MyFSS, but are Produced in AROWS
 - MyFSS: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LI01CAG>
 - AROWS: <https://arowsr.afrc.af.mil/>
- IMA Annual Training is 12 Days w/ 1 Travel Day (OCONUS IMAs May Get 1 Extra Day)
 - Must Cord Tour W/ Supervisor, Based On Unit Needs
 - Tours Start On Monday & End On Following Friday W/ Only One Weekend & No Holidays
 - Local IMAs (<50 Miles) May Break Up AT Days Based On Coord with RegAF Unit
 - **Splits or ETPs** members in the myFSS request are checking the box that acknowledge their RegAF commanders are aware of the request and have approved it
 - **Rental Car is Normally Authorized**

<https://www.hqrio.afrc.af.mil/Portals/149/Documents/AT-Special-Request-Form.pdf?ver=Kba37ALcS65Yul4HjS7d9Q%3d%3d>

- HQ RIO Requires 30 Days Notice to Process AT Orders
 - Do Not Proceed to Your Unit Without Orders In Hand
 - **All AT Orders Must Be Submitted by 31 May to Ensure Their Funded**
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Inactive Duty Training (IDTs)

- **IMAs Are Authorized 24 or 48 IDTs Per Year (Depending on Reserve Section ID Code)**
 - **Mission Critical (MC) - 24 Paid IDT periods**
 - **Mission Essential (ME) - 48 paid IDT periods**
 - **Scheduled Through UTAPS With Your assigned RegAF Unit**
 - **You can access UTAPS thru AROWS or [UTAPSWeb Disclaimer \(af.mil\)](#)**
 - **1 IDT = 4 Hours Of Work / Max of 2 IDTs Per Day**
 - **Rental Car Not Allowed**
 - **Lodging Is Authorized / Per Diem Not Authorized**
 - **Meals Authorized For Enlisted At DFAC But Officers Will Pay The Basic Food Charge**
 - **[Travel Is Authorized For Specific AFSCs](#) (all E-7 & below have travel reimbursement)**
 - **Schedule your IDTs in UTAPS by 31 Aug for the next FY**
 - **[UTAPS User Guide:](#)**
 - **[UTAPS Supervisor Guide](#)**
-



■ Orders

- All Orders 30 Days or less Will Be Certified in AROWS w/Supervisor (No Wet Signatures)

- IMA Guide: https://www.hqrio.afrc.af.mil/LinkClick.aspx?fileticket=W7_H3g0VjNc%3d&portalid=149

- AD Guide: <https://www.hqrio.afrc.af.mil/LinkClick.aspx?fileticket=1t8vKSgCY-E%3d&portalid=149>

- Orders Over 31 Days Can Be Pre-Certified w/Supervisor

- Submit Here: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0830000000nUCAQ>

■ IDTs Will Be Certified in UTAPS w/Supervisor

- Your UTAPS Calendar Days Will Turn Black if Done Correctly & Sent to Pay

- UTAPS Only Works in Edge W/Internet Explorer Mode (Sometimes Chrome w/IE Mode)

- Contact RIO's UTAPS Support Cell w/Continued System Issues

- <https://www.hqrio.afrc.af.mil/Portals/149/IR%20Guide%20and%20Quick%20Guides/Quick%20Guides/UTAPS%20Support%20Cell%20Quick%20Guide.pdf?ver=rzwfM6J8SizEIJiupvraVQ%3d%3d>



Travel Authorizations/Vouchers

- All travel reimbursements will go through “DTS”:
 - IMAs will manually create their authorization (auth): Beginning 1 Oct 2023
 - Auth will only include AT portion of the trip (with the exception of the return flight)
 - IDT dates will need to be zeroed manually zeroed out (lodging and M&IE)
 - IMAs will need to ensure they select the proper line of accounting (annotated on the 938)
 - AT will be 24 Det4 AT OFF or 24 Det4 AT ENL
 - It is imperative to upload your orders in PDF format during the auth phase

 - IDT Lodging Reimbursement Voucher will be completed using the local voucher in DTS
 - Must include signed 40As or unsigned 40As w/ a printout out of your UTAPS calendar
 - Each lodging day needs its own expense line (12 days of lodging needs 12 expense lines)
 - Expense name will be IDT lodging or IDT lodging taxes
 - Purpose will be IDT lodging
 - Use the 24 IDT Lodge OM line of accounting

 - Continued
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Travel Authorizations/Vouchers

- **IDT travel Reimbursement (IDTs only...no AT in conjunction with)**
 - **For ALL “critical skill” AFSC or E-7 or below**
 - **Manually create in DTS: block 4a purpose: Training 4b: description: IDT travel outside normal commute**
 - **Upload 40a as travel auth**
 - **Zero out all per diem...IDT travel reimbursement is based on actual expenses**
 - **Caps at \$500 and the correct LOA is 24 IDT TRAV ENL or OFF**

 - **MPA Travel**
 - **Same as normal DTS travel with a few changes**
 - **Paying unit must cross org you into their DTS org (use the IMAs SSN+R no dashes)**
 - **This will allow the paying org to insert their LOA into this auth**
 - **Selecting the routing list is the next step**
 - **COA 1 select their own routing list (the Det will never see the auth or voucher). This is the preferred method as it’s their money...can approve/deny any all charges**
 - **COA 2 select the Det’s routing list. Not preferred as it’s not RIO’s money...will need to upload the Fund Cite Authorization Letter so the AO knows what authorized and what is not.**
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- **Unit Training Managers (RegAF Unit) Will Receive OJT Roster Monthly**
 - **Must Obtain/Maintain Skill Level Commensurate W/ Grade & DAFSC**
 - **Enlisted Retrainees Must Complete Required Training Within 12 Months**

 - **Over 36 Months Time In Training**
 - **Training Progress Review (TPR) Is Due Every 90 Days**
 - **IMA, Supervisor, UTM, CC Signature Required**

 - **Involuntary Transfer To IRR Recommendation If No Upgrade Progress**

 - **If You Are In Upgrade Training Make Sure To In Process With Your Unit Training Manager**
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- **IMAs Will Coordinate With assigned UTM For All Training Needs**
 - **Formal Schools**
 - **Career Development Courses**
 - **Upgrade Training**
 - **Professional Military Education (in-res)**
 - **Formal School Application**
 - **Formal School Request: >45 Days Prior To Class Start Date via myPers**
 - **Developmental Education In-Residence: >60 Days Prior To CSD (AF Form 4036) Via myPers**
 - **UTM Will Coordinate With Det To Complete Upgrades/Training**
 - **Submit formal training school request here in myFSS: [Formal School/PME requests](#)**
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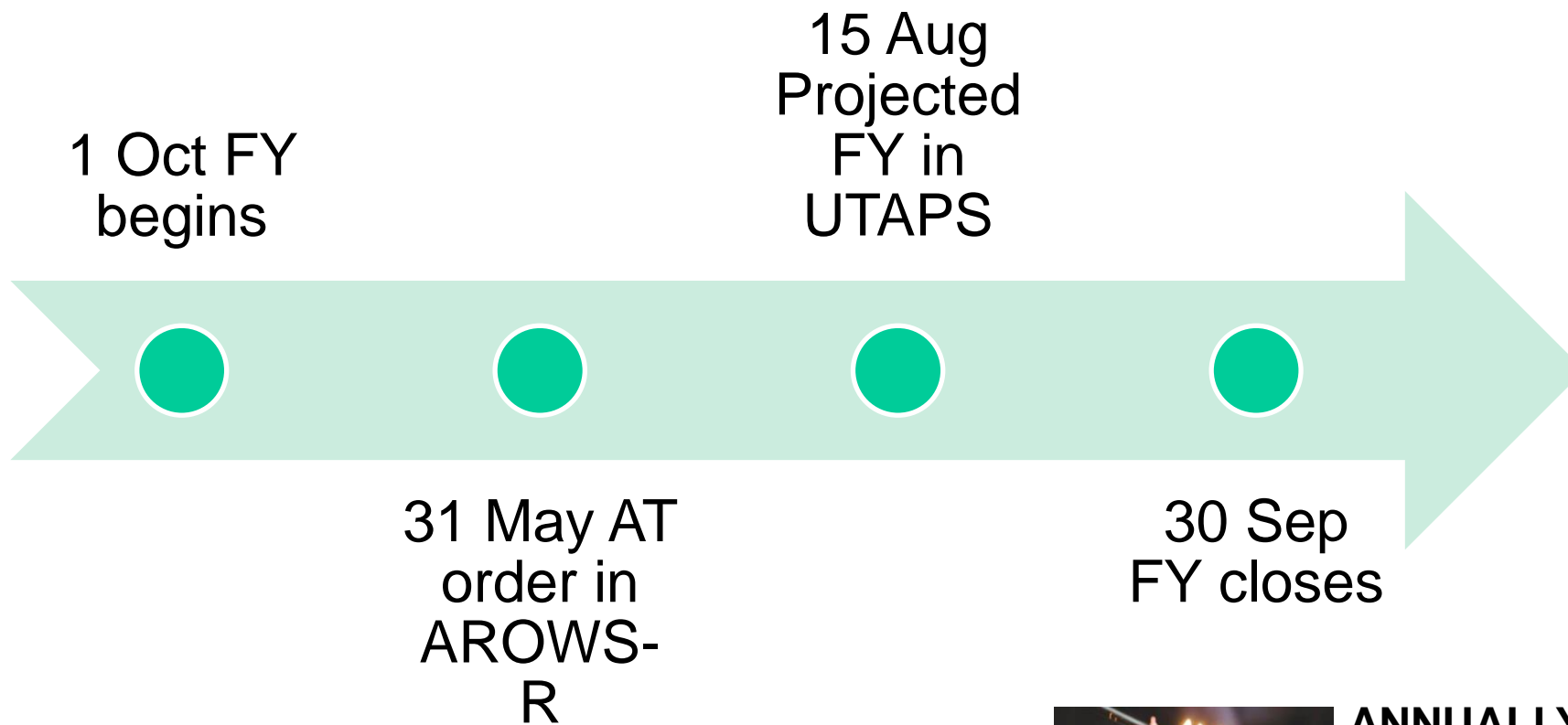
- **Total Force Ancillary Training (TFAT) Readiness:**
 - **Cyber Awareness Challenge (CAC) – Annual**
 - **Force Protection (FP) – Annual**

 - **SAPR & Suicide Prevention**
 - **Must Still Be Accomplished In Person With AD Unit**

 - **Check All Training Via myLearning [Air Force myLearning \(af.mil\)](https://af.mil)**
-



Dates to Remember



ANNUALLY:

- AFPAAS
- VRED
- TFAT
- SOES
- IMR/FA

Verify Points

R/R



- **UTAPSweb Helpdesk:** 1-877-294-5822 (opt 2) or (478) 327-0611 or afrc.utapsweb@us.af.mil
 - **HQ RIO UTAPS Support Cell:** ARPC.IMAUTAPS.SupportCell@us.af.mil
 - **ARCNet Individual Readiness:** <https://arcnet.sso.cce.af.mil/ARCNet>
 - **HQ RIO Guide for the Individual Reservist:** <https://www.hqrio.afrc.af.mil/IR-Guide/>
 - **HQ RIO Public Website:** <https://www.hqrio.afrc.af.mil>
 - **HQ RIO/Det 3 Facebook:**
 - **RIO Connect App:**
 - **IPhone:** <https://apps.apple.com/us/app/rio-connect-ima-mobile-wingman/id1181013237>
 - **Android:** https://play.google.com/store/apps/details?id=com.u360mobile.hqrio&hl=en_US&gl=US
 - **Group Code:** RIODet 3
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U.S. AIR FORCE

Resources

- For more info regarding...
 - Uniform Reimbursement/Issuance
 - Deployments
 - How-To Guides for UTAPS, AROWS, RTS...etc
 - How-To Videos
 - Line of Duty (LODs)
 - Benefits and Entitlements
 - ...And More!
 - Visit the IR Guide at: <https://www.hqrio.afrc.af.mil/IR-Guide>





U.S. AIR FORCE



Who's Who in HQ RIO/DET 3



HQ RIO DET 3

PREFERRED CONTACT METHOD: RIO_DET3.1@us.af.mil

Phone: (719) 554-2561 DSN: 692-2561

MOTTO: Fortitudo in Promptu! Strength through Readiness! **MISSION:** Empowering Warfighters! **VISION:** Readied Airmen Anytime Anywhere!

Commander - Col Sean R. Lambe

(sean.lambe@us.af.mil)
(719) 554-2532

Senior Enlisted Leader – CMSgt Jessica Almanza

(jessica.almanza@us.af.mil)
(719) 554-1624 / DSN 692-1624

- AROWS as AO/Unit CC/MPF Hard Hold
- Casualty
- DTS AO Alternate
- FY Budgets
- Involuntary Discharge
- Personnel Information Notification (PIN)
- RDEDB, RSSB, EDEB coordination
- Special Interest Case (SIC)
- Special Request Form (AT and Rental)
- Social Media Management

Readiness & Training (Option 2)

Section Chief – SMSgt Vanessa Dominguez
(vanessa.dominguez@us.af.mil)
(719) 554-2576 / DSN 592-2576

MSgt Taryn Shake (taryn.shake.2@us.af.mil)
(719) 554-2541 / DSN 692-2541

TSgt Michael Penaso
(michael.penaso@us.af.mil)
(719) 554-2487 / DSN 692-2487

SSgt Haiat Long (haiat.long.2@us.af.mil)
(719) 554-5669 / DSN 692-5669

TSgt Luz Mariscal (luz.mariscal@us.af.mil)
(719) 554-7297 / DSN 692-7297

- ARCNet Management
- Accelerated Mission Readiness Training (AMRT)
- Bonuses
- Deployments / Deployment SOUs
- DTS (IMA Profile updates)
- Formal School (AFSC Awarding)
- FY Participation Waivers
- FY Non-Participation Notification/Tracking
- Newcomers Briefings
- PME School Request
- Public Relations
- Readiness Management
- Special Trophies/Awards/IROY Packages
- SRP/ETS Management
- Upgrade Training/OJT
- URC Management
- Selective Retention Process (SRP)/ Reenlistments/Extensions
- Enlisted/Officer Incentive Program
- ETS/Admin Separations
- Invol to IRR Actions/Discharge for Cause
- UIF (advisory only)
- Special Trophies & Awards (advisory only)

Force Management (Option 1)

Section Chief - SMSgt Fiaui Taase
(fiaui.taase@us.af.mil)
(719) 554-9732 / DSN 692-9732

MSgt Silvia Villanueva
(silvia.villanueva@us.af.mil)
(719) 556-9819 / DSN 834-981

TSgt Fernando Guzman
(fernando.guzman.2@us.af.mil)
(719) 554-2546 / DSN 692-2546

SSgt Jaime Sacchetta
(jamie.sacchetta@us.af.mil)
(719) 554-9792 / DSN 692-9792

- AFRISS-TF
- ALO Assignment Actions (PIRR)
- Assignments
- Classification Audit
- Current Duty Title Updates-AF Form 2096s
- Enlisted Promotions
- MSD Management/Waivers
- Voluntary/Invol Discharges/Separations IRR
- Manpower/UMD/UPMR Management
- Newcomers Welcome Letter/Welcome Package
- Overgrade/Overage Audit
- Purge Management
- Retirement
- RMVS (advertising/code appropriately)
- Tender of Resignation (TOR)
- URC Management
- HYT Management/Waivers
- Evaluations (advisory only)

OL- Barksdale – USSTRATCOM & AFGSC

Director of Operations - Maj Mark Shiffrin
(mark.shiffrin.2@us.af.mil)
(318) 456-9638 / DSN 781-9638

Manager of Operations - SMSgt Bonnitha Woolfolk
(bonnitha.anderson@us.af.mil)
(318) 456-9639 / DSN 781-9639

RPA Support – MSgt Laquita Young
(laquita.young.1@us.af.mil)
(318) 456-9637 / DSN 781-9637

- AFRISS-TF (Global Strike/USSTRATCOM)
- AROWS-R (AO/Unit CC/MPF Hard Hold)
- DTS AO
- Current Duty Title Updates-AF Form 2096s
- Manpower/UMD/UPMR Management
- Newcomers Welcome Letter/Package
- Overgrade/Overage
- Retirement/Voluntary Discharges/Separations
- RMVS
- Sanctuary Waivers
- Telework Agreements
- Tender of Resignation (TOR)
- URC Management

Orders Writing Cell (Option 3)

RIO_DET3.OrderWriter@us.af.mil

Tanya Davis (option 2 - DET 3)
(719) 554-0201 / DSN 692-0201

Holly Nipp (option 2 - DET 3)
(719) 554-8054 / DSN 692-8054

Roberto Gonzalez (option 1-DET 2)
(719) 554-0322 / DSN 692-0322

- AROWS – Oversight
- AROWS Supervisor Role O & M / RPA / ADOS Funds
- Annual Tour Special Request
- M4S Validation Voluntary Tour Checklist/Orders