



U.S. AIR FORCE

United States Air Force Reserve

Integrity - Service - Excellence

HQ RIO Det 5

Newcomers IMA Briefing



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24 Oct 16



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Do you ever feel like this as an IMA?





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Det 5 wants you to feel like this...



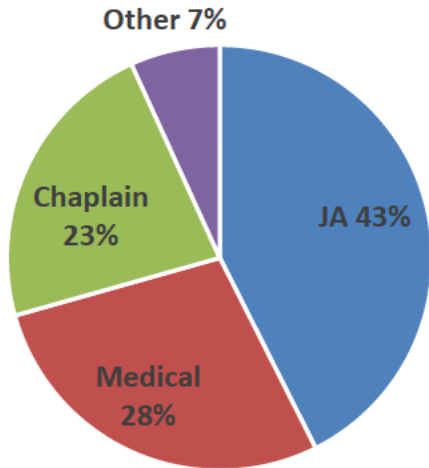


- **Who we are and who we support**
- **CC View**
- **Roles & Responsibilities: Key People**
- **Det 5's Support to You**
- **Quick Reference Information**
- **Acronyms**
- **Next Steps**

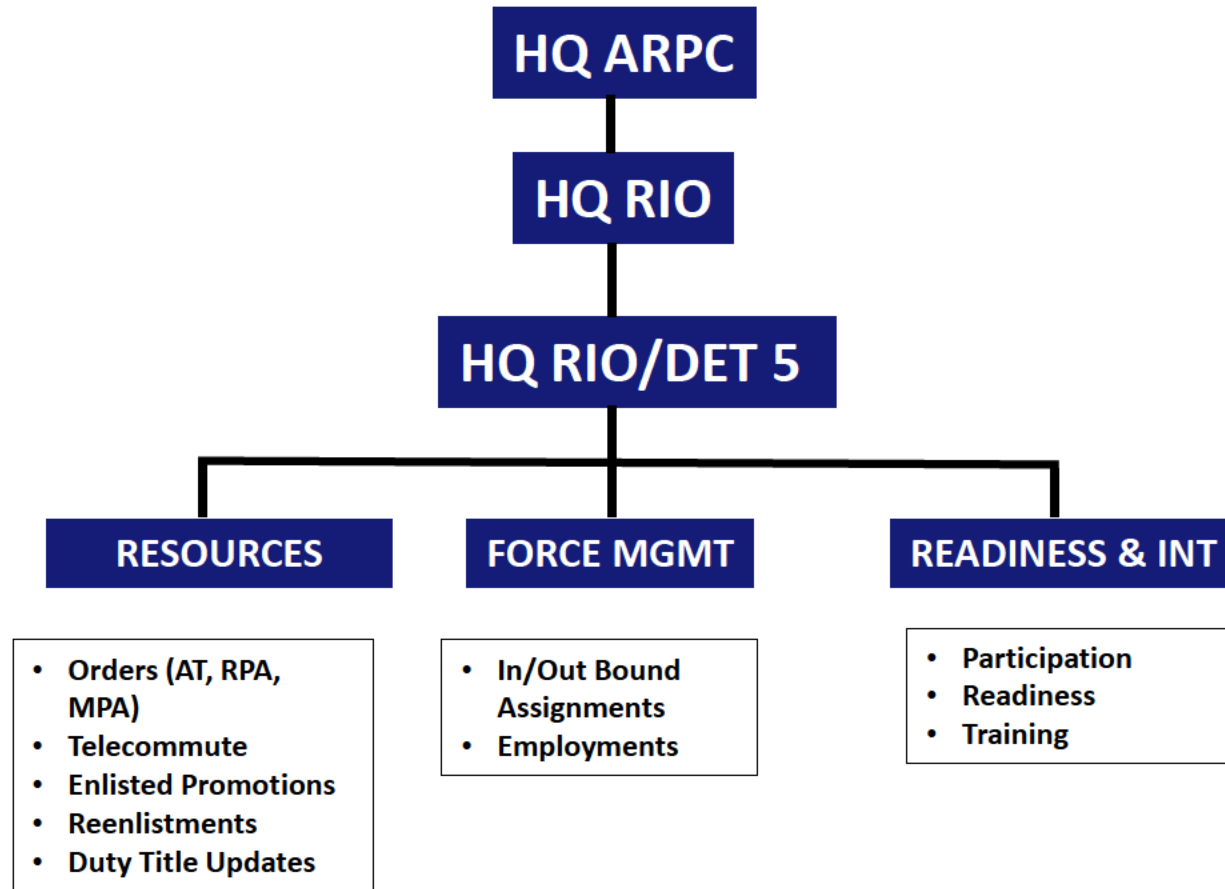


Readiness & Integration Organization (RIO) Det 5

IMAs Supported



1700+ Funded Positions





Det 5 CC view

- **Our job is to make being an IMA easier for you and your supervisor**
- **With great flexibility, comes personal responsibility**
- **We will do everything we can to support your request ...but**
- **Let's talk**

The IMA program provides unique professional development and participation opportunities to support Active Duty and Reserve



Your Responsibilities

- **AFI 36-2629, *Individual Reservist Management*, Chapter 2**
- **AFI 36-2254 Volume 1, *Reserve Personnel Participation***
- **Maintain Readiness requirements = “Green to Go”**
 - Monitor your ARCNet Report
 - Schedule duty to meet requirements
- **Schedule AT in AROWS-R and IDTs in UTAPS**
 - GOAL: Satisfactory FY and Good R/R Year
 - Request AT orders in AROWS-R NLT 1 Jun
 - Schedule IDTs in UTAPS no later than 15 Aug
- **Complete travel vouchers within 5 days of TDY travel**
- **Track your service points (AT, IDT, RPA, MPA)**
- **Understand your AT and IDT expense reimbursements**



Your Responsibilities (Cont.)

- **Maintain copies of civilian medical history and personnel records**
- **Ensure personal data is current in vMPF and DEERS and keep Active Component chain of command and Detachment apprised of changes**
- **Complete Annual Family Care Plan (if applicable)**
- **Initiate voluntary reassignment actions (as needed)**
- **Maintain your own personnel folder (recommended)**



Supervisor Responsibilities

- **Ensure readiness and participation requirements are completed by the member**
- **Coordinates to project AT and IDT periods**
 - Approves IDT schedule in UTAPS
 - Approves AT schedule
 - Certifies duty performed



Unit Reserve Coordinator (URC)

- **Your support for questions within the unit**
- **Works with you, your supervisor/CC, and Det 5 to accomplish personnel actions/resolve issues**
- **Ensures IMAs are included in all unit programs (INTRO, eval, fitness, Family Care, etc.)**
- **Assists you and your supervisor in meeting program objectives**
- **Maintains personnel folder on all reservists assigned (recommended)**



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Det 5's Support to You



Readiness & Integration Division

■ **Fiscal Year (FY) Requirements (1 Oct – 30 Sep)**

- Most IMAs perform 24 IDTs, selected AFSCs perform 48 IDTs
- 2 Week Annual Tour (AT) 12 days (does not include travel days)

■ **Retention/Retirement (R/R) Requirements**

- Date used to determine satisfactory years for retirement only
- R/R date varies from member-to-member
- R/R year requirements are not the same as the FY requirements
- Member must earn minimum of 50 points within each R/R to receive a satisfactory year



■ Points Accrual (R/R):

- Everyone receives 15 membership points each R/R
- IDT = earn 1 point per 4 hours
- Active Duty Orders = earn 1 point per day
 - RPA- Reserve Personnel Appropriation
 - ADOS- Active Duty for Special Work
 - MPA- Military Personnel Appropriation

■ Participation Waivers

- Excusal Waiver - used for personal hardship or extraordinary circumstance
- Substitution Waiver – School Tour
- Medical Waiver – IMAs on a significant medical profile must have a medical participation waiver on file prior to start date of any duty



Individual Readiness Report

Ready vs. Not Ready



ARCNet Individual Readiness Detail Chart: All
Type: Details

[Click here for details on interpreting this information](#)

General Info Data From MIPDS as of 7/20/2015

Name: [Redacted] Mob Auth: IMA
 Overall Readiness: **Fully Ready** Position #: [Redacted]
 Duty Title: [Redacted] PAS: [Redacted]
 Det: R/O Det 5 Office Symbol: [Redacted]
 Unit: [Redacted] Location: [Redacted]

MSD	HYT	ETS	TAFMS	Last Decoration	DAVA	DAVL	DAVP	DAVT
			091009	01/2011				

Medical Readiness Data From PIMR as of 7/22/2016

Overall IMR Status: **Fully Ready** DLC Status: Green
 Actions Needed: None

HRR/PHA Detail

Status	Last PHA Date	Source	Status	Class	Date	Source
Green	Jan 13 2016	PIMR	Green	1	Apr 30 2016	CDA

Immunization Lab

Status	Source	Status	Source
Green	PIMR	Green	PIMR

Fitness Readiness Data From AFPMs as of 1/14/2016

Fitness Status: **Excellent** AC: 20.00 Cardio: 27.70 Pushups: 10.00 Stumps: 18.00 Overall score: 97.70
 Test Date: 17 Dec 2015 Next Due Date: 31 Dec 2015

Security Clearance Readiness Data From MIPDS as of 7/20/2015 **SCI Training Status** Data From ARCNet as of 7/22/2016

Security Status: Valid/Out Annual SCI Training: Not Required

Date Invt Completed	Years Valid	SAR of Position	Clearance Awarded	Annual SCI Training
30 Nov 2009	5	6	SCI (DDI 1.14 ELIGIBLE)	11/10/2014

AFSC Training Readiness Data From MIPDS as of 7/20/2015 **TFAT Readiness** Data From ADLS as of 7/22/2016

AFSC Training Status: **Fully Ready** Total Force Ancillary Training Status: Current

DAFSC	DAFSC	CAFSC	Status Code	Status Date	DDO IA	FP	HR	PSI	SP	SAPR
					12/29/15	12/29/15	12/29/15	07/11/16	04/24/15	

Evaluator Data From MIPDS as of 7/20/2015 **PME** Data From MIPDS as of 7/13/2016

Projected Evaluator (EPR / OPR): **2017-02-01**

Course	Study Method	Date
PDC - SQUADRON OFFICER SCHOOL (SOS)	RESIDENCE/ONLINE	30 Mar 2007

Comments [Manage comments](#)

* Does not calculate into Overall Readiness

ARCNet Individual Readiness Detail Chart: All
Type: Details

[Click here for details on interpreting this information](#)

General Info Data From MIPDS as of 7/20/2016

Name: [Redacted] Mob Auth: IMA
 Overall Readiness: **Not Ready** Position #: [Redacted]
 Duty Title: [Redacted] PAS: [Redacted]
 Det: R/O Det 5 Office Symbol: [Redacted]
 Unit: [Redacted] Location: [Redacted]

MSD	HYT	ETS	TAFMS	Last Decoration	DAVA	DAVL	DAVP	DAVT
			010217	5/1/2014				

Medical Readiness Data From PIMR as of 7/22/2016

Overall IMR Status: **Not Ready** DLC Status: Green
 Actions Needed: None

HRR/PHA Detail

Status	Last PHA Date	Source	Status	Class	Date	Source
Green		PIMR	Red		Jul 9 2015	CDA

Immunization Lab

Status	Source	Status	Source
Green	PIMR	Green	PIMR

Fitness Readiness Data From AFPMs as of 7/14/2016

Fitness Status: **Pass** AC: 20.00 Cardio: 0.00 Pushups: 9.00 Stumps: 0.00 Overall score: 96.67
 Test Date: 17 May 2016 Next Due Date: 30 Nov 2016

Security Clearance Readiness Data From MIPDS as of 7/20/2016 **SCI Training Status** Data From ARCNet as of 7/22/2016

Security Status: Invalid/Expired

Date Invt Completed	Years Valid	SAR of Position	Clearance Awarded
29 Jun 2005	10	6	SECRET

AFSC Training Readiness Data From MIPDS as of 7/20/2016 **TFAT Readiness** Data From ADLS as of 7/22/2016

AFSC Training Status: **Fully Ready** Total Force Ancillary Training Status: Awaiting Action

DAFSC	DAFSC	CAFSC	Status Code	Status Date	DDO IA	FP	HR	PSI	SP	SAPR
					08/24/15	04/22/16	08/25/15	08/24/15	08/04/15	09/02/15

Evaluator Data From MIPDS as of 7/20/2016 **PME** Data From MIPDS as of 7/13/2016

Projected Evaluator (EPR / OPR): **2017-02-21**

Course	Study Method	Date
IDE - AIR COMMAND AND STAFF COLLEGE (ACSC)	NON-RESIDENCE	1 May 2015
PDE - SQUADRON OFFICER SCHOOL (SOS)	NON-RESIDENCE	1 Oct 2011



Readiness & Integration

■ Physical Health Assessment (PHA)

- Annual Web Health Assessment completed online; results determine the need for face to face exam; face to face completed every 3 yrs
- If face to face needed, appointment can be completed at your servicing MTF (unit of assignment) or closest Air Force MTF
- All Air Force bases have MTFs

■ Dental

- Annual Dental exam completed by Civilian or Military Dentist
 - Every three years must be completed by a MTF Dentist
 - Civilian dental examination must complete a DD Form 2813

■ Line of Duty Determination (LOD)

- A report must be completed if injured or an existing medical condition is aggravated while performing your military service
 - LODs must be initiated ASAP and allow you to receive medical care for the injury
 - Call Det 5 for assistance if this happens immediately
-



Readiness & Integration

■ **Fitness**

- Coordinate with your Unit Fitness Program Manager (UFPM) to schedule test

■ **Security Clearance**

- Contact your Unit Security Manager to initiate

■ **Training**

- Enlisted – must obtain DAFSC skill-level, contact your Unit Training Manager (UTM) to initiate AF 2096 once requirements are complete and forward to Det
- Officer – if requirements are completed IAW Officer Classification Directory, contact UTM to initiate AF 2096 to upgrade and forward to Det
- Formal School Request - must be submitted 45 duty days prior to class start date (JA 20 duty days)



■ Orders

- Must have approved/certified orders in hand prior to report
 - DO NOT TRAVEL if not completed
- Orders must be entered into AROWS 15 calendar days prior to travel date (can be waived with VOCO request letter)
- Use the CTO at your unit to book travel if you do not have a GTC, use any CTO if you have a GTC
 - http://www.move.mil/common/locator_maps/passenger_travel_office.cfm
 - Do NOT use commercial travel companies (e.g. Expedia)

■ Verbal Orders of the Commander (VOCO)

- If written order isn't approved/certified in time for travel to duty, member's supervisor/commander must request VOCO prior to travel date



- Reference AFI 36-2254, Volume 3, Chapt 1, “*Reserve Personnel Telecommuting Advanced Distributed Learning (ADL) Guidelines*”
- Authorizes IMAs to work/train at home (not all IDTs/AT can be used for telecommute only)
- Updated document is required as part of telecommute agreement
 - Contact HQriodet5resoruces@us.af.mil for template
- Documents must be signed by Member, Supervisor and DET CC PRIOR to tour start date
- Telecommute agreements are good for one year from the date DET CC signs
- Telecommute in an MPA status is coordinated between the member and the active duty organization employing the reserve member (Reference AFI 36-2619, paragraph 6.4, “*Military Personnel Appropriation Man-Day Program*”)



- **ALWAYS** use AROWS-R to request orders; **Never DTS**
- You must be gained in MilPDS before performing any duty
- Tours that you will request orders:
 - AT / MPA / Schools / ADOS / RPA / ADT (938) & TDY (1610)
 - Must be “**GREEN**” in readiness categories to perform Active Duty tours (other than AT)
- MPA duty requires 2 steps
 - Authorization of days completed by the unit (M4S)
 - Orders request completed by you in AROWS-R
- AROWS-R Reference Guide is available
- If a modification to your order is required, notify Det 5 of the change via email to: HQRIODet5Resources@us.af.mil



- **Getting Paid: 2 different filings**
 - **Payroll**
 - Send signed/certified copy of your orders to the RIO/RPO: arpc.riorpo.1@us.af.mil OR
 - Complete Electronic Tour of Duty Certification in AROWS-R
 - **Travel Expense Reimbursement:**
 - Submit to IMA Travel Office
 - Follow instructions on order to file receipts through DTS or submit via email to: Dobbins.imatravel@us.af.mil
 - **File within 5 duty days (IAW AFI36-2254V1 & AFRC/CV Memo)**
- **Original order and amendments are required to be submitted for pay**



CY16 IDT Travel Guide

If member's residence is more than 150 miles from place of duty, member may qualify for travel reimbursement (up to \$300)

- Specific AFSCs only:
www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-IR-Travel-Guide-20Sep16.pdf?ver=2016-09-20-080955-180
- 12 reimbursements are authorized per year
- Reimbursement is based on mileage as of current year or actual costs
- Create DD 1610/IDT Travel reimbursement in AROWS-R
- Send documents to Dobbins IMA Travel Office
- UP TO \$300 reimbursement includes fees for transportation



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IDT Lodging Reimbursement

- Request reimbursement of lodging expenses by submitting:
 - SF 1164
 - 40A
 - Lodging receipt(s)
 - Non-availability letter (if applicable)
- Send documents to Dobbins IMA Travel Office

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS			1. DEPARTMENT OR ESTABLISHMENT, BRANCH, DIVISION OR OFFICE	2. VOUCHER NUMBER						
			3. SCHEDULE NUMBER							
<small>Read the Privacy Act Statement on the back of this form.</small>										
4. CLAIMANT a. NAME (Last, first, middle initial) Doc, John, E.			b. SOCIAL SECURITY NO. 123-45-6789	5. PAID BY						
c. MAILING ADDRESS (Include ZIP Code) 1000 Main St. Apt #500 Tempe, AZ 85031			d. OFFICE TELEPHONE NUMBER 602-345-8433							
8. EXPENDITURES (If fare claimed in col. (g) exceeds charge for one person, show in col. (h) the number of additional persons which accompanied the claimant.)										
DATE C O D E	Show appropriate code in col. (b): A - Local travel B - Telephone or telegraph or C - Other expenses (Itemized) D - Funeral Honors Detail E - Specialty Care				MILEAGE RATE ¢	AMOUNT CLAIMED				
	Explain expenditures in specific detail:					MILEAGE #	FARE OR TOLL \$	ACC. FOR SONS \$	TRIP AND MODEL LANSOUS \$	
	(i) FROM	(j) TO	(k) NO. OF MILES	(l)						
2013	C		IDT Lodging at Joint Base Anacostia-Bolling, DC		0.00				136.00	
3/9	C				0.00					
3/11					0.00					
					0.00					
					0.00					
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					0.00					
					0.00					
<small>If additional space is required continue on the back.</small>				SUBTOTALS CARRIED FORWARD FROM THE BACK	0.00	0.00	0.00	0	0.00	
7. AMOUNT CLAIMED (Total of cols. (f), (g) and (j).) ▶ \$ 136.00				TOTALS	0.00	0.00	0.00	0	136.00	
10. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. (Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 600a).)				10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me. <i>Sign Original Only</i> Signature Here DATE						
APPROVING OFFICIAL SIGN HERE				11. CASH PAYMENT RECEIPT						
9. This claim is certified correct and proper for payment. <i>Sign Original Only</i> Signature Here DATE				a. PAYEE (Signature)		b. DATE RECEIVED				
AUTHORIZED CERTIFYING OFFICER SIGN HERE						c. AMOUNT \$				
ACCOUNTING CLASSIFICATION				12. PAYMENT MADE BY CHECK NO.						



Force Management Division

- **Each professional corps supported by Det 5 have their own unique hiring and change of unit authority**

- **Reassignment Transfer Requests**
 - IMA New Accessions are completed by AF Reserve Recruiters
 - JA – Reassignment actions are processed by TJAG, contact AFRC/JAR for assistance, 478-327-1251
 - HC – Reassignment actions are processed by the Command Chaplains Office, contact AFRC/HC for assistance, 478-327-1475
 - SG – Please contact Det 5 for further information
 - HQ ARPC/AFRC – Your functional CFM



Force Management continued

- **Everyone will receive a Newcomer package sent via myPERS once you have been fully gained in system**

- **Change of Status (relocation)**
 - IMA Transfer to IMA/ANG/TR/RegAF/Services
 - IMA Discharge / Invol to IRR / Vol to IRR
 - IMA Retirement / End Term of Service

- **Waiver Preparation**
 - Reserve Service Commitment
 - Palace Chase
 - MSD / HYT
 - Age 60 Wavier



- **Orders are requested through AROWS-R first; if order meets current AFRC DTS Rules order will flow via electronic transfer from AROWS-R to DTS**
 - DTS will be used for the following ORDER types:
 - Annual Tour Only (No IDT in conjunction)
 - RPA/MPA less than 30 Days
 - Back to Back Orders less than 45 Days Total
 - Email notification sent to traveler from DTS when order transfers
 - Line Of Accountings housed and controlled in AROWS-R only
 - AFRC does not have cross-org capabilities (no Funding in DTS)
 - **Access DTS home page: <http://www.defensetravel.osd.mil>**
 - CAC required to access DTS
 - **DTS is a 2-Step process**
 - Authorization (first)
 - Voucher (second)
-



- DTS is mandated by DoD
- DTS does not provide orders; AROWS is only source for Reservists
- Need an “order” before creating an Authorization; wait for AROWS
- Make sure you select correct order type to file voucher; also look at date
- Log in with correct profile; dual DTS profiles (civ / mil)
- Detach your profile from losing unit and attach to gained unit
- Update account information i.e., bank, GTC, address, email
- Receipts should match order’s travel itinerary and allowed authorizations
- Approver can question or request per JTR for receipts under \$75
- Complete your own foreign currency conversions
(<http://www.oanda.com/currency/converter>)
- All deviations from original order must go through Det 5
- Mandatory by Under Secretary of Defense to split disburse
- Help Desk: Tier 1: Det 5, DSN: 497-2331 / Com: 478-327-2331
- Help Desk, Tier 2: Customer Service 1-800-808-5942 Opt 3, imatravel.dts@us.af.mil



Government Travel Card (GTC)

■ **Must be used to pay for airline tickets (if you have one)**

- Card issued and monitored by your unit of assignment
- On orders, GTC should be used for meals & incidentals
- In IDT status, GTC may be used for lodging

■ **Member is responsible for full & timely payment**

- CCs may discipline for unauthorized use or delinquency
- Delinquency may be reported on personal credit report
- Not a personal credit card, for official expenses only!
- File travel voucher early OR you may have to cover the cost of expenses when the bill is due





Enlisted Promotions

- **AFI 36-2502, "Enlisted Airman Promotion/Demotion Programs", dated 12 Dec 09, Chapter 8**
- **Unit Vacancy Promotion**
 - Monthly promotion roster generated at HQ ARPC
 - Det 5 forwards to Unit for AC/CC consideration
 - Must be in a higher grade billet & meet requirements IAW AFI 36-2502 (Table 8.2)
- **Stripes for Exceptional Performers II (STEP II)**
 - CDR's program to promote outstanding, well-deserving AFR Airmen one grade over the current position grade
 - Nominees for STEP II must meet all eligibility req. w/ exception of being in a higher graded billet



Officer Promotions

- ***AFI 36-2504, “Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force”***
- **Managed/processed by your servicing MPS/Officer Promotion section**
- **Additional Information can also be found on the myPers website**



- ***AFI 36-2612, “United States Air Force Reserve (USAFR) Reenlistment and Retention Program”***
- **Det 5 initiates all Reenlistment & ETS Extension request**



- **AFI 36-2406, “*Officer and Enlisted Evaluation System*”**
- **Minimum requirements: 120 Days Supervision and 16 points performed under you rater**
- **Officer Performance Evaluation - Annually**
- **Enlisted Performance Evaluation – Bi-Annually**
 - **Static Close-out Date (SCOD)**



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Det 5 Quick Reference Information



IR Guide

www.arpc.afrc.af.mil/Portals/4/DRIO/TheIRGuide-1.pdf?ver=2016-07-08-120549-033

IMA Travel Guide

www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-IR-Travel-Guide-20Sep16.pdf?ver=2016-09-20-080955-180

HQ RIO Website

www.arpc.afrc.af.mil/hqrio.aspx

Total Force Service Center (ARPC)

(800) 525-0102
(210) 565-0102/DSN 665

Customer Service Line

478-327-2331/DSN 497
Robins AFB, GA

Force Management

(Assignments, Position Mgt, Personnel Actions, Newcomers, MSD, Svc Point Waivers)
HQRIODet5ForceMgmt@us.af.mil

Readiness & Integration

(FY/RR Requirements, Readiness, Participation Issues & Waivers, Formal School Requests)
HQRIODet5ReadinessInt@us.af.mil

Resource Management

(Orders, MPA/RPA, Telecommute, Travel Vouchers, DTS, AROWS, Promotions, Reenlistments, OPR/EPR)
HQRIODet5Resources@us.af.mil

Commander: Col Dave Lesko

478-327-2331/DSN 497
david.lesko@us.af.mil

Superintendent: CMSgt Kenneth Turner

478-327-2331/DSN 497
kenneth.turner@us.af.mil

Orders Writing Cell (OWC)

478-327-2167/DSN 497
rmg.orders@us.af.mil

ARPC/RIO Pay Office

(720) 847-3711/DSN 847
Fax: (720) 847-3960/DSN 847
arpc.riorpo.1@us.af.mil

IMA Travel

(800) 808-5942/DSN 625-5800
Fax: (478) 327-0625/DSN 497
Telephone Hours: 0800-1600 EST
Dobbins.imatravel@us.af.mil
Mail: IMA Travel Office
1392 Second St.
Dobbins ARB GA 30069-4823



Acronyms

ADOS: Active duty for special work
AFI: Air Force Instruction
AFRC: Air Force Reserve Command
AFSC: Air Force Special Code
ARC: Air Reserve Component (Guard and Reserve)
AROWS-R: Air Force Reserve Order Writing System
ARPC: Air Reserve Personnel Center
AT: Annual Tour
CC: Commander
CFM: Career Functional Manager
CTO: Commercial Travel Office
DAV Code: Deployment Availability Code
DEERS: Defense Enrollment Eligibility Reporting System
DTS: Defense Travel System
ETS: Expiration of Term of Service
FY: Fiscal Year
GTC: Government Travel Card
HC: Chaplain
HYT: High Year of Tenure
IDT: Inactive Duty Training
IMA: Individual Mobilization Augmentee
IR: Individual Reservist

IRR: Inactive Ready Reserve
JTR: Joint Travel Regulation
LOD: Line of Duty
MPA: Military Personnel Appropriation
MSD: Mandatory Separation Date
MTF: Military Treatment Facility
PHA: Physical Health Assessment
R/R: Retention/Retirement
RIO: Readiness & Integration Organization
RPA: Reserve Personnel Appropriation
RTS: Reserve Travel System
SCOD: Static Close Out Date
SG: Surgeon General
TJAG: The Judge Advocate General
TR: Traditional Reservist
UFPM: Unit Fitness Program Manager
URC: Unit Reserve Coordinator
UTAP: Unit Training Assembly Processing System
UTM: Unit Training Manager
vMPF: Virtual Military Personnel flight
VOCO: Verbal Order of the Commander



- **Big Picture perspective**
- **Schedule one on one Q&A with Det 5**
 - **Address your questions**
 - **Prepare for performing duty**
 - **Understand your important FY & R/R dates**

