

Headquarters U.S. Air Force

Integrity - Service - Excellence

HQ RIO Det 5 URC Training





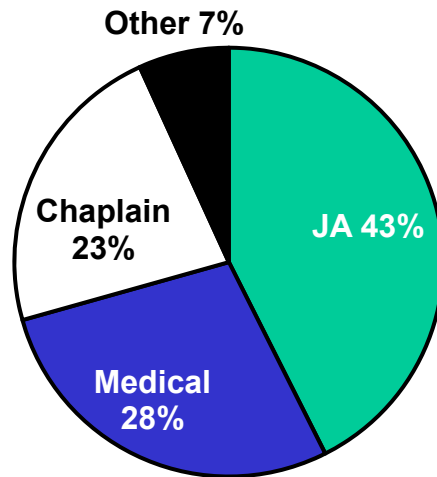
Overview

- **Who we are and who we support**
 - **Mission/Vision**
 - **Operational & Admin Control**
 - **Roles & Responsibilities**
 - **Resource Management**
 - **Force Management**
 - **Readiness & Integration**
 - **Quick Reference Information**
 - **Acronyms**
 - **Guidance**
 - **Questions**
-

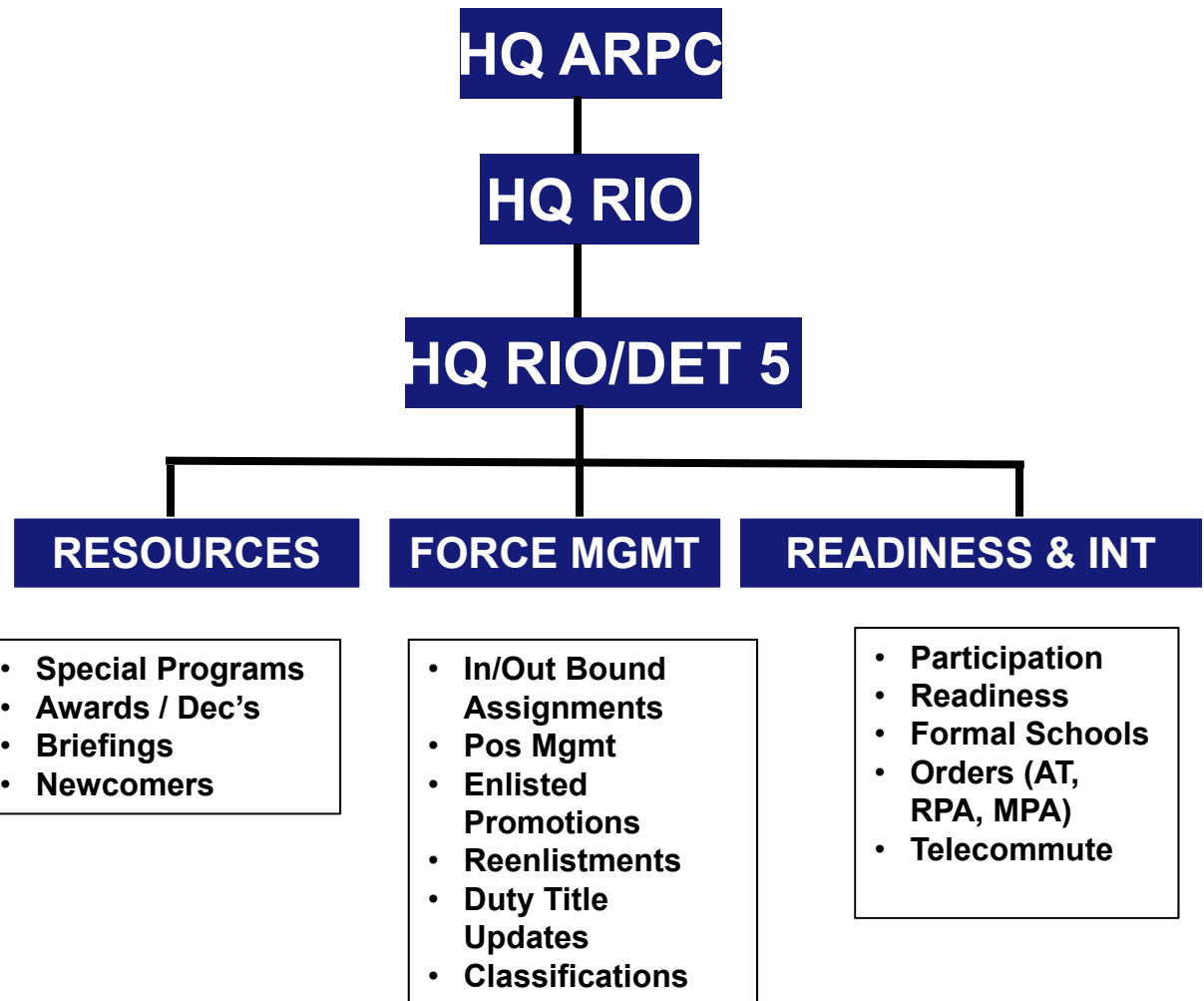


Readiness & Integration Organization (RIO) Det 5

IMAs Supported



1800+ Funded Positions





Mission/Vision

The graphic is a white rectangular area tilted slightly to the right, set against a dark background. It features a central logo of a pair of blue wings with yellow tips and a silver sword pointing upwards. Below the wings is a blue star with a yellow center. At the bottom of the graphic is a blue banner with the text 'HO I R READINESS & INTEGRATION ORGANIZATION' in white, uppercase letters. The word 'HO' is partially cut off on the left side.

Mission

Seamlessly integrate war-time ready Individual Reserve Forces to meet Air Force and Combatant Commander requirements.

Vision

Individual **Capability**
Leveraged **Worldwide**

HO I R READINESS & INTEGRATION ORGANIZATION



Operational Control & Admin Control

OPCON/ADCON

AC/CC

Specified ADCON

- Mobilization Auth & Training
- AFSC Skill Level UGT
- Security Clearance
- Performance evaluations
- Awards & decorations
- AT & IDT scheduling
- Deployment uniforms
- Mentoring
- Recall Roster/Accountability (on & off duty)
- Promotion recommendation

Key Enablers

- Mobilization Assistants (MA)
- Reserve Advisors (RA)
- Functional Mgmt / Senior IMA
- URC/MPS

Functional Authority

- MPA validation / funding
- Manpower
- Functional review
- Development Team

Key Enablers

- Functional Managers
- MPA Managers

ADCON

HQ RIO

Chain of Command

- AFRC/CC

RIO Det Functions

- Assignment/Manning actions
- AFSC Skill Level UGT
- Participation tracking/Waivers
- Admin oversight/Special Actions
- Orders process via AROWS-R
- AFRC accountability/Recall
- Mobilization orders processing
- Readiness tracking
- Annual award suspense
- Sanctuary waivers
- UOO / ODL
- Formal training requests

Key Enablers

- HQ ARPC



Unit Reserve Coordinator (URC) Responsibilities

- **AFI 36-2629, para 2.26**
- Unit/Directorate focal point for IR issues
- Complete initial & recurring training
- Maintain IR management folders (may be electronic)
- Maintain a continuity binder (may be electronic)
- Review management products & work within organization as required (i.e. alpha roster, OJT, readiness, etc.)
- Ensure IR & supervisor are aware of their responsibilities
- Ensure new IRs complete unit in/out-processing (same as AD)
- Ensure IRs complete readiness requirements, assist with appointment scheduling if needed
- Maintain recall roster/accountability at all times (even when not on duty)
- Ensure rater changes are sent to AD MPS (or servicing personnel function) for update in MilPDS

Headquarters U.S. Air Force

Integrity - Service - Excellence

Resource Management





Award & Decorations



■ Decorations

- IRs are eligible for decorations upon extended tour, one-time achievement, reassignment, separation, or retirement
- The decoration process mirrors the active duty & decorations are processed through the active duty chain of command/unit awards/dec
- IR may have to submit citation & order in vPC in order for decoration to be updated & filed

■ Awards

- URCs will receive notifications (email) about awards & their suspense dates & list of required documents for submitting nominations



Uniform Replacement Program

■ **Clothing Request / AF FM 656**

- Enlisted only
- Initial / Replacement Uniform Authorization
- No reimbursement authorized for PIRRs
- IMAs entitled to replacement-in-kind every 3 yrs of duty
- No substitutions from items listed on the AFFM 656

■ **Process**

- **IMAs will submit a completed AF FM 656 self-service ticket via myPers (<https://gumcrm.csd.disa.mil/app/login/redirect/home>) utilizing the 'Incidents/Message' option**
 - Good e-mail address, DoD ID #, sizes of items, physical mailing address and contact phone #

■ **Officer Uniform Allowance Certification – AF FM 1969**

- Eligible every 2 yrs for AD greater than 91 consecutive days
- Send the completed form to Reserve Pay Office (RPO)

Headquarters U.S. Air Force

Integrity - Service - Excellence

Force Management





Assignment Actions

- Every newcomer will receive a Newcomer package sent via MyPERS once they have been fully gained in the personnel system
- Inbound:
 - PCA/Position Moves (2096)
 - IRR (ARPC) Transfers (1288/Recruiter)
 - IMA Transfer (1288)
 - TR Transfer (1288/Loss Order)
 - ANG Transfers (1288/Recruiter)
 - Active Duty (1288/Recruiter)
- Outbound:
 - ETS Discharge (SRP)
 - Retirements (vPC) ~ARPC~ (MSD/HYT)
 - Reserve Transfer (1288 TRAD, IMA, ARTs)
 - ANG Transfers (368/1288/Recruiter)
 - Other Service (368/1288/Recruiter)
 - Separations (1288/Letter) Vol IRR
 - Tender of Resignations



Internal Position Moves

- **This process is for current IRs not transferring out of their current unit/agency.**
- **AF2096**
 - Accepted for all position moves, as long as unit remains the same
 - Completed by the Unit
 - Effective date must be future date (No less than 30 days and cannot be backdated)
 - Det Assignment technician may sign in lieu of Det CC
 - Request **MUST** be submitted to Det by URC or Director



Alpha/UMPR Management

- **The Unit Personnel Management Roster (UMPR) is a MilPDS product that matches personnel information to the funded position data from the UMD**
- **Identifies vacant positions, personnel assigned to the position as an overage or over grade, and personnel assigned to pseudo billets. “Puts the faces to the spaces”**
- **Forwarded to URC on a request by basis**
- **Det reviews Alpha/UMPR on monthly basis**
 - **Reach out to URC for assistance for certain actions/recommendations (mismatches, AFSCs, overages, leveling, etc.)**
- **Internal realignments should be made to reduce overages**
- **Members should be matched to positions that meet their rank & AFSC (job specialty)**



Vacancies

- **Lt Col and Below vacancy announcements are posted by Det 5 in Reserve Management Vacancy System (RMVS)**
 - A Position Description (PD) is required to advertise position (templates available upon request)
 - Sent PD to Det 5 Force Management:
hqriodet5forcemgmt@us.af.mil
 - All applications received will be screened by Det 5 and sent via MyPers to the Hiring Authority (HA) listed on the PD
 - New accession applications are completed by AF Reserve recruiters and sent to Det 5 for coordination via AFRISS-TF
 - HA reply to MyPers incident/email with hiring decision within 30 days of application receipt



Upgrade Training

■ **Enlisted Skill Level Training**

- Enlisted members are required to hold the skill level commensurate with current grade
- Unit Training Managers will follow the AF Enlisted Classification Directory (AFECD) and Career Field Education & Training Plan (CFETP) for upgrade eligibility

■ **Officer Skill Level Training**

- Officers are required to hold the skill level commensurate with current position

■ **Upgrade**

- AF Form 2096 must be completed and signed by the BTM that services that agency/location and unit commander

■ **Training/Classification Waivers**

- Special case basis only: Must be submitted within 6 months of date of assignment

AFI 36-2201, AFOCD, AFECD



Duty Title Change vs. Duty History Update

Duty Title Change

- Servicing detachment is the authority
- Current Duty Titles only
- Process via AF2096
- Effective date is current or future date
- Signed by Supervisor/CC or Authorized Rep (Must be prior to the effective date)
- Duty title does not exceed 31 characters, including spaces

Duty History Update

- HQ ARPC is the authority
- Permanent positions and locations assigned during a military career
- Duty Title, Location, Duty AFSC, Effective Date and Command Level
- Request submitted by IMA via MyPERS for update
- Must include documentation (AF2096, Evaluation, Assignment/Appointment Order, etc.)



Enlisted Promotions

■ **Unit Vacancy (PIRR ineligible)**

- Eligibility roster is forwarded to URCs for commanders recommendation
- Must be the primary in a position of higher grade, meet all eligibility requirements & recommended by unit commander
- Promotion effective date occurs on the first day of each month

■ **Stripes for Exceptional Performers I (STEP I) for IMA & PIRR**

- For promotion to TSgt after completion of 16 satisfactory years, meets all eligibility criteria & blocked from unit vacancy promotion

■ **Stripes for Exceptional Performers II (STEP II)**

- CC program to promote outstanding/deserving IRs to the next higher grade
- Applies to promotions to the grade of E-6 through E-9 (PIRR Eligible)
- Cannot be an overage in the billet & cannot be in a higher grade billet
- Nominated by unit commander for Annual STEP Board consideration
- CY board will be held in July
- Promotion date is 1 October



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**



Evaluations

- **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)**



Retirement

■ **Eligibility**

- Airmen must complete at least 20 years of satisfactory service

■ **Voluntary Retirement**

- Reserve members must apply for transfer to the Retired Reserve using the vPC online retirement application
 - Request must be submitted no less than 6 months prior to effective of retirement
 - Effective date cannot be after Mandatory Separation Date (MSD), High Year of Tenure Date (HYT) or Expiration Term of Service (ETS)
 - Applicants must download and complete HQ RIO Retirement checklist
- Applications are routed to the Det level for review and coordination to the assigned unit for the Commander/Director's concurrence
- Application is approved by the Det and forwarded to HQ ARPC for review and processing



Retirements (Cont'd)

- Requested retirement effective date within 30 days of the retired pay effective date (normally age 60), do not apply for transfer to the Retired Reserve via vPC online
 - HQ ARPC will mail information to the member's home address on how to apply for retired pay approximately four months prior to retired pay effective date
 - Flag and certificate will be mailed to address provided in vPC application

Headquarters U.S. Air Force

Integrity - Service - Excellence

Readiness & Integration





Participation

- **Required duty performed to meet minimum requirements, per AFR Section ID of position**
 - MA – 13 days AT, 48 IDTs (36 paid/12 points-only)
 - MC – 12 days AT, 24 IDTs
 - ME – 12 days AT, 48 IDTs

- **Two participation requirements:**
 - **Fiscal Year (FY) requirement**
 - Between 1 Oct - 30 September
 - Perform 12/13 days of Annual Training, per AFR Section ID
 - Perform 24/48 IDTs, per AFR Section ID
 - **Retention/Retirement (R/R) year requirement**
 - 12 consecutive months (different date for each member)
 - Must obtain a minimum of 50 points during the R/R year
 - 35 earned points (AT, IDTs, RPA, ADOS, MPA etc.)
 - 15 membership points
 - Counts towards retirement



Scheduling Inactive Duty for Training (IDT) Periods

■ Inactive Duty Training

- Provides opportunity to complete ancillary & specialty training, medical (PHA/Dental) & fitness test
- Must be approved by supervisor (UTAPSWeb) **prior** to travel/reporting
- Required number is based on position Reserve Section Codes (RSC)
 - RSC ME = 48 periods (24 full days) per FY
 - RSC MC = 24 periods (12 full days) per FY
 - RSC MA = 36 paid periods (18 full days) and 12 non-paid periods (6 full days) per FY
 - *Selective Service System only*
 - RSC MT = 35 non-paid IDT (17.5 days) MAY substitute the 35 points with MPA days
 - *PIRR members only*
- No more than 2 points in one calendar day
- 1 point = 4 hours of work (a minimum) = 1 day of base pay
- Lodging is authorized for all IDTs (paid/unpaid) – Reimbursable on OF 1164
- Meals are authorized for enlisted only @ Dining Facilities
 - Officers will pay the basic food charge (GPC not authorized)
- Allowances (BAH/BAS) & Travel/Per Diem are not authorized
- Points Only (Non Paid) used when paid IDTs for FY exceeded or Cat E



Scheduling Annual Training (AT)

■ Annual Training

- Provides individual and/or unit training
- Must coordinate with supervisor, based on unit needs & submitted in AROWS-R at least **30 days prior to report date but** NLT 31 May
- Base pay & allowances & travel authorized – **NO per diem**
- IRs who live local to base may break up AT days based on unit mission w/ supervisor approval
- If travel is involved tours will start on Monday & end on following Friday with only one weekend
 - Exceptions require advanced approval by Det CC via Special Tour Request form
- Tour can be split if...
 - Accommodates special mission or training needs, not at the convenience of the member
 - Prior approval is obtained from Det CC w/ Special Tour Request from active duty commander/supervisor
- Cannot cross fiscal years



VOCO Policy

- **Verbal Order of the Commander (VOCO) is issued by exception only**
- **Final approval authority for all Det 5 IR VOCO requests is the Det 5/CC**
- **VOCO must be requested PRIOR to the start of the order.**
- **VOCO is not authorized for the following:**
 - Failure to input order request into AROWS in a timely manner
 - NLT 15 duty days prior to start (travel) date for RPA requests
 - NLT 5 duty days prior to start (travel) date for MPA/TDY requests
 - To circumvent the administrative process
 - VOCO for Title 10 orders are not authorized for IRs requiring an end-strength waiver (1095)
 - Orders submitted retroactively without a pre-coordinated approved VOCO



Formal School Request

- **Required for schools with official Training Line Numbers, such as technical training, PME, etc.**
- **Formal School Request packages will be sent to the Det from the URC, not the member. Packages will include:**
 - Formal School Request form
 - ARCNet report, in color – Must be **GREEN**
 - AFFMS II (fitness) report, in color
 - AF IMT 4036, for enlisted PME courses
 - Chief Orientation Application spreadsheet (COC only)
 - Requests must be submitted to the det NLT 60 days prior to Class Start Date
- **Courses are listed on Education & Training Course Announcements (ETCA), Air University, or can be provided by your UTM**
 - Training RIPS are provided by ARPC/DPAT thru the Det to the member



Developmental Education

■ **In-Residence & Blended Courses**

- Selection boards are held throughout the year
 - RDEDB / RSSB (2x) for officers
 - These applications route through the Det for coordination
 - EDEB for enlisted
 - These applications do NOT route through the Det for coordination.
- Follow directions on invitations to apply.
- Invitations will be sent directly to members via ARCNet messaging
 - Det will notify all URCs of RDEDB/RSSB suspense
- Must be green in ARCNet

■ **Correspondence Courses**

- Base education offices cannot enroll members
- Enroll in a voluntary course via Air University (Officer/Enlisted)



ARCNet Readiness Report

Ready vs. Not Ready



ARCNet Individual Readiness Detail

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

General Info		
Name	[REDACTED]	Mob Auth
Overall Readiness	Fully Ready	Position #
Duty Title	FIRE PROTECTION SUPERINTENDENT	PAS
Det	[REDACTED]	Office Symbol
Unit	0021 CIVIL ENGINEER SQ	Location
MSD	4/1/2015	DAVA
HYT		DAVL
ETS	6/19/2015	DAVP
		DAVT
Medical Readiness		
Overall IMR Status	Fully Ready	DLC Status
Actions Needed		
HRR/PHA		
HRR Status	Green	Dental Status
Last PHA Date	01 Nov 2012	Dental Class
HRR Source	PIMR	Dental Date
		Dental Source
Immunization		
Immun. Status	Green	Lab Status
Immun. Source	PIMR	Lab Source
Fitness Readiness		
Fitness Status	Excellent (Exp-90)	
Next Due Date	31 Jan 2013	
Security Clearance Readiness		
Security Status	Valid/Suff	
Date Invest. Compl.	19 Feb 2009	
Years Valid	10	
SAR of Position	6	
Clearance Awarded	SECRET	
AFSC Training Readiness		

ARCNet Individual Readiness Detail

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

General Info		
Name	[REDACTED]	Mob Auth
Overall Readiness	Not Ready	Position #
Duty Title	COMPANY FIRE OFFICER	PAS
Det	[REDACTED]	Office Symbol
Unit	0021 CIVIL ENGINEER SQ	Location
MSD	8/1/2034	DAVA
HYT		DAVL
ETS	10/22/2015	DAVP
		DAVT
Medical Readiness		
Overall IMR Status	Need Attention	DLC Status
Actions Needed		
HRR/PHA		
HRR Status	Green	Dental Status
Last PHA Date	15 May 2012	Dental Class
HRR Source	PIMR	Dental Date
		Dental Source
Immunization		
Immun. Status	Yellow	Lab Status
Immun. Source	PIMR	Lab Source
Fitness Readiness		
Fitness Status	Satisfactory (Exp)	
Next Due Date	31 Jan 2012	
Security Clearance Readiness		
Security Status	Invalid Expired	
Date Invest. Compl.	21 May 2001	
Years Valid	10	
SAR of Position	6	
Clearance Awarded	SECRET	
AFSC Training Readiness		



Individual Readiness Report cont.

- **The ARCNet Readiness report displays “readiness” information by pulling data in batch files from official systems of record. If the IMA finds a discrepancy in data reported within their readiness details, resolution options are available through the data originators:**
 - Medical/Dental – contact local Medical Treatment Facility (MTF)
 - Fitness – contact Fitness Monitor or Supervisor
 - Security – contact AD Security Manager or Supervisor
 - AFSC Training – contact AD Unit Training Manager
 - Performance Report – contact Commander Support Staff/program management office
 - TAFT Readiness – contact Training Manager or ARCNet Helpdesk



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 Unit Fitness Program Manager (UFPM) to schedule test
 - **Fitness Failures**

■ **Security Clearance**

- Contact Unit Security Manager to initiate



Impact of Not Being Current

- IRs will not be authorized to perform any tours (except AT and IDTs) until current on all readiness requirements
 - *Exception: Cannot participate in ANY status as a Dental class 4*
- IAW AFI 36-2115 IRs can be involuntarily reassigned to the Inactive Ready Reserve (IRR) if they do not maintain a READY state of mission readiness
- IRs overdue on fitness may receive a referral EPR/OPR
- May impact the ability to transfer to a new assignment
- May impact the ability to participate in various statuses, such as MPA or School
- May impact the ability to be promotable



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
Det 5 Website
<http://www.arpc.afrc.af.mil/HQRIO/Attachments/Attachment5.aspx>

AROWS Helpdesk

1-877-294-5822, email:
afrcfm.arowsr@us.af.mil

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, Promotions, Reenlistments, Bonuses, upgrade trng program
HQRIODet5ForceMgmt@us.af.mil

Readiness & Integration

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

Orders, Telecommute, STR
Det5orders@us.af.mil

Resource Management

Newcomer's Orientation, DTS AO, Taskers, OPRs, Awards & Decs
HQRIODet5Resources@us.af.mil

Commander: **Col Dave Lesko**
478-327-2331/DSN 497
david.lesko@us.af.mil

Superintendent: **CMSgt Christa Gil**
478-327-2331/DSN 497
christa.gil@us.af.mil

Det 5 Order Writers

478-327-0410/DSN 497
Det5orders@us.af.mil

Det 5 Newcomer's Orientation

<https://presentain.com/user/hqriodet5>

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

CTO/SATO: 855-794-4927 or 855-327-2534

UTAPSweb Helpdesk: 1-877-294-5822 (opt 2) or (478)327-0611/DSN 497, email: Afrc.utapsweb@us.af.mil



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



Guidance

- **AFI 36-2629, *IR Management***
 - Outlines Detachment, Commander, URC, Supervisor & IR responsibilities
- **AFI 36-2406, *Officer & Enlisted Evaluation Systems***
 - Outlines OPR/EPR requirements for AD & reservists
 - OPR is MPF Force Management Section
- **AFI 36-2502 Ch. 8, dtd. 12 Dec 2014, *Airman Promotion Program***
- **AFRCI 36-2102, *Reserve Service Commitments (RSC)***
- **AFI 36-2504, *Officer Promotions***
 - OPR is MPF Career Development Section
 - AFRCI 36-2102, *Reserve Service Commitments (RSC)*
- **AFI 36-2115, *Assignments within Reserve Components***
 - Reserve assignments, voluntary/involuntary reassignments
- **AFI 36-2254v1, *Reserve Participation; 2254v2 Training, 2254v3 Telecommute***
 - Outlines participation requirements (AT, IDTs, mandays, school tours, points); training requirements & telecommute agreements
- **AFI 36-2201, *Air Force Training Program***
 - Outlines Unit Training Monitor, Supervisor & Trainer responsibilities



QUESTIONS?