DEPARTMENT OF THE AIR FORCE

HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

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Greetings,

like to be one of the first to welcome you to Headquarters Readiness and Integration Organization Detachment 5 (HQ RIO/Det 5) and the Individual Mobilization Augmentee (IMA) Program! Det 5 is one of seven detachments that support approximately 8,000 funded IMA billets. Det 5 is the most unique detachment servicing all Chaplains, Judge Advocates, Historians and Medical Reservists assigned as well as those assigned to Headquarters Air Force Reserve Command and Headquarters Air Reserve Personnel Center. On behalf of all the Det 5 staff, I am pleased to take this opportunity to congratulate you on your new IMA assignment.



This letter has a lot of valuable information which will be very helpful during your IMA assignment. Please keep this data accessible to guide you whenever you have questions on where to find information, IMA program requirements, orders, pay and travel. The IMA program’s processes and assignments are very different than those you would experience in the Traditional Reserve, Active Duty or National Guard. I highly recommend you take the time to learn these differences to avoid issues during your assignment. However, the Det 5 staff is available to answer any questions you may have.

HQ RIO offers a virtual Individual Reservist Orientation multiple times per year held by HQ RIO, located at Buckley Space Force Base, Colorado. These opportunities will be publicized and sent to your registered email on file via MyFSS.

Finally, we understand that being geographically separated from your unit, being the sole Reservist in your organization, and having to use Air Force secured systems from home, all offer challenges in the IMA program. Please know that we have numerous resources online as well as knowledgeable Det 5 staff who are ready to answer any questions you may have. I wish you my best with your new and exciting IMA assignment!

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KIT W. ALLEN, Colonel, USAF

Commander

***Key IMA Information and Resource References***

# Newcomer’s Orientation

HQ RIO is pleased to announce the upcoming virtual Individual Reservists Orientation (vIRO) This orientation is specifically designed for Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reservists (PIRRs) who have gained their status within the last 18 months. In addition to the primary audience, we also invite IRs seeking a refresher and all other interested individuals to participate as observers. The vIRO is a valuable opportunity for Reservists to gain essential knowledge, insights, and tools to navigate and manage their careers effectively. Members who would like to use IDTs to attend must work that out with their active component supervisors. There is no need to register for this event.

# Annual Fiscal Year Duty Requirements:

You are required to perform **12 days of annual tour (AT) and 24 inactive duty training (IDT) periods allocated in 4-hour work blocks each fiscal year (FY)**. The FY runs from 1 October to 30 September annually. Those IMAs transferring mid-year from a previous Air Force Reserve assignment (either Traditional Reserve or other IMA position) you must deduct any AT days/IDT periods served during that time from this new IMA assignment. For example, if you were a Traditional Reservist who had already performed 16 IDT periods and completed a 12-day annual tour, then you will only be able to perform an additional 8 IDT periods in the current FY. Points earned for members transferring from the Guard do not count toward Reserve requirements. AT and IDT requirements reset back to zero at the beginning of the new FY starting on 1 Oct.

# Retirement/Retention (R/R) Requirements:

Your R/R date is extremely important and ***often misunderstood*** as it determines whether or not the duty you performed is enough to give you a “good” year which counts towards your retirement date. FY and R/R dates seldom match, thus it is your responsibility to ensure you perform/schedule your duty to meet the intent of having “good years” for both requirements. A total of 50 points of duty is required to have a “good” R/R year and completion of both a full AT (12 days) and 24 IDTs must be completed to have a “good” FY. During each R/R, 15 membership points are awarded annually to assist in meeting the 50 point per year R/R goal. R/R and FY requirements are discussed in depth at the Det 5 Newcomer’s Orientation Classes held via ZoomGov monthly.

# Your Retirement/Retention (R/R) date:

Be advised that if you are a new accession coming from Active Duty, National Guard or another service, HQ ARPC may change this date if your record is audited, and an error is found. You may check your R/R date and other personal information by viewing your Career Data Brief on the Virtual Military Personnel Flight (vMPF) accessed from the Air Force home page menu [(www.my.af.mil)](http://www.my.af.mil/) or by typing vMPF in the search box. In order to obtain a copy of your IMA assignment/appointment order, you must login to myFSS to download a copy. Please follow instructions to access myFSS listed in the body of your Welcome email.

**Please note that you will not be able to access the following sites: UTAPS, AROWS-R, DTS, and ARCNet until 7-10 business days after your gain date**. Access to these systems flow automatically once you are officially gained into your position. Please do not plan on initially performing duty until 7-10 days after you’ve officially been gained.

# Obtaining Military Orders to perform duty:

To obtain military orders to perform duty, you must enter an orders request in myFSS

* You are not authorized to report to duty unless you have an APPROVED Certified Order or Verbal Order from the Commander (VOCO) signed by the Det 5 CC (active-duty Commanders cannot issue VOCOs), or approved IDTs scheduled in UTAPS. Members who perform duty without pre-approved authorization run a high risk of not getting approval, funding, or pay after the fact.
* Order requests to complete your fiscal year annual tour (1 Oct – 30 Sept annually) must be requested in myFSS no later than 31 May.
* Please submit all orders requests in MyFSS, NLT 30 days prior to the start of the order.
* Common orders mistakes include:
  + Submitting orders requests too late: order requests should be submitted to Det 5 2-4 weeks prior to the start date of duty to ensure adequate time for processing. Orders submitted within 2 weeks of start date require a draft VOCO letter and explanation for short notice duty. Using the order request link for order submission, submit a “general inquiry” request for the VOCO template and instructions.
  + Members performing Military Personnel Appropriation (MPA) days must be green in all readiness items prior to submitting orders for duty.
  + Modifications to orders after the fact are done by sending a modification request in myFSS using the same link as your order submission. You will select “modification request” in myFSS. Notify Det 5 as soon as you know orders must be amended due to changes.
* Please review the link to the myFSS order submission User Guide as this is how you will input information to obtain your orders (AF IMT 938) to perform tours.

# UTAPS/IDT duty

Military pay paperwork for IDTs has transitioned to a paperless, Web-based program. Reserve pay offices will no longer process Air Force Forms 40A, Record of Individual Inactive Duty Training for Individual Mobilization Augmentees and Participating Individual Ready Reservists. In order to receive pay and points for IDTs, Individual Reservists (IMAs and PIRRs) and their active-duty supervisors will use the web-based Unit Training Assembly Participation System, known as UTAPSWeb. You will also use this system to schedule your IDT dates each fiscal year. UTAPSWeb is accessible via AF Portal or directly visiting the website: https://utapsweb.afrc.af.mil/utapsweb/.

You can obtain a copy of the UTAPS User Guide within the webpage at: <https://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-UTAPSWeb-Guide.pdf?ver=2016-09-02-154704-893>

Please contact your assigned supervisor within 10 days of receiving this letter to setup/coordinate your projected schedule (Annual Tour and IDTs) for the remainder of the FY. **You are required to build and manage your IDTs through the UTAPSWeb system by 15 Aug of each fiscal year.** Prior to finalizing with your assigned supervisor, you should provide him/her a copy of your ARCNet report to review and plan appropriately to alleviate all items in the report from turning “red (overdue).”

# Establishing a Pay Record/Banking Information:

All IMAs must complete a pay package in order for HQ RIO pay office to establish the correct banking information to send payments. Please complete and forward the “Pay Package” documents to the HQ RIO/RPO pay office as soon as possible to prevent any delays in your pay. Pay information and documents are available at the following link: <https://www.hqrio.afrc.af.mil/Pay/Establishing-a-Pay-File/>

Attach a copy of your transfer/reassignment orders along with any of the documents in the pay packet that you require update (SGLI certificate).

SGLI enrollment/changes are now completed online at the following link: <https://milconnect.dmdc.osd.mil/milconnect/>

# Getting Paid:

All pay functions are centralized at HQ RIO, Buckley Space Force Base, Colorado. Getting paid for military pay and travel/per diem expenses is currently a 2-step process. You must file separately to receive pay for both. See attached link for instructions/guidance for reimbursement for travel/per diem: <https://www.hqrio.afrc.af.mil/Travel/>. See attached for link, instructions/guidance to receive your Milpay: <https://www.hqrio.afrc.af.mil/Pay/>.

You may also be entitled to IDT travel reimbursement if your AFSC is listed on the critical skills list. A copy of the current listing is posted on the Det 5 web page at: <https://www.hqrio.afrc.af.mil/About/Detachments/Det-5/>.

# Readiness:

As an IMA you are responsible for maintaining current readiness standards at all times. Certain types of orders will be placed on hold until key readiness items have been completed.

To view your current readiness, go to the following website, and click Readiness/My Readiness Report: <https://arcnet.sso.cce.af.mil/resnet/classic/home.asp>

Key items to remember:

* Maintain current medical/dental/immunizations by contacting your base medical treatment facility (MTF)
* Maintain current fitness assessment by contacting your organization’s unit fitness program manager (UFPM)
* Contact your unit security manager for JPAS in-processing actions and to ensure your security clearance eligibility remains current
* Current AFSC qualifications/TFAT by contacting Unit Training Manager
* Current evaluation by contacting assigned supervisor

Involuntary reassignment to the Inactive Ready Reserve (IRR), discharge, or separation action may be taken for members who are chronically non-compliant with readiness standards and meeting participation requirements. IAW: AFI 36-2110, “*Assignments Within The Reserve Components*”, table 11.3, or AFI 36-3209, “*Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*”.

# Personal Contact Information:

You must ensure your personal information to include your home address, phone numbers and personal email addresses are up-to-date at all times to maintain our ability to keep you advised of important issues affecting your career or benefits and processing orders. You can change your home phone number and address, mailing address and email addresses through the Virtual MPF (vMPF) website via AF Portal, [www.my.af.mil.](http://www.my.af.mil./) Click on Record Review/Update listed under the menu titled Most Popular Applications. You may also call the HQ ARPC contact center toll free at 1-800-525- 0102, 24 hours day/7 days week for record/personnel questions. Visit your assigned unit’s MPF/CSS to update MilPDS with a current rater and confirm all personal information is accurate.

# ID Card:

As a military member, you must maintain a current military ID card, now known as a Common Access Card (CAC). Your family members are also entitled to military dependent ID cards and are highly encouraged to obtain and keep them current. You and your family may visit any military installation to obtain these cards. All individuals must bring two VALID forms of ID (driver’s license, Social Security Card, or passport) as well as source documents for your reserve assignment (orders, DD Form 4 (Enlistment Contract), or Appointment Order) and marriage license, birth certificates, and/or adoption paperwork.

As a member of the Ready Reserve of the United States Air Force, you must also ensure your family members are prepared in case you are called to active duty. During your unit in-processing, please visit with your assigned unit’s First Sergeant to discuss the Family Care Program and its requirements. If you are a single parent or married to another military member (with dependents), you will be required to complete a Family Care Plan within 90 days. There are also other extenuating circumstances which may require you to complete such a plan, but your First Sergeant will determine this need.

Your next report will be written by your new AD unit. Please make sure you have closed the loop with your previous unit on your evaluation and award.

# Medical Issues/Injuries while performing duty:

If your ability to perform military duty is temporarily or permanently affected by a medical situation you are required to inform your supervisor, Functional/unit reserve coordinator and call Det 5 immediately. If an injury occurs while performing military duty, address the situation immediately and obtain necessary medical care, but follow up as soon as possible with Det 5 staff for further guidance/required actions. This is important in order determine if your injury or illness was incurred in the line of duty as well as to prevent any military service from aggravating your medical condition and to ensure the Air Force has an able Airman ready to perform as required.

# Key IMA Program Links/Websites:

HQ RIO Homepages gives you access to information about all 7 Detachments, IMA user guide, and other important information you need to know about this program, this is a public webpage and CACs are not required to access this information: <https://www.hqrio.afrc.af.mil/>

Det 5 Webpage:  [<https://www.hqrio.afrc.af.mil/About/Detachments/Det-5/>](http://www.arpc.afrc.af.mil/HQRIO/Detachments/Detachment5.aspx)

\*For most of these sites you will be able to create a username and password. However, if you choose to CAC enable as a log in option and require a CAC reader please contact our office.\*

HQ RIO CC Welcome Letter & Expectation Memo: <https://www.hqrio.afrc.af.mil/About/Detachments/Det-5/>

IMA Quick Guides: <https://www.hqrio.afrc.af.mil/Quick-Guides/>

Defense Travel System (DTS): <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/> User Guide: <https://www.defensetravel.dod.mil/Docs/DTS_Guide_1_Overview.pdf>

UTAPS: <https://utapsweb.afrc.af.mil/utapsweb/>

Online help: log-in to UTAPSWeb Under “Help” select “IMA/PIRR tutorial” or “IMA Quick start Guide”

AROWS-R: <https://arowsr.afrc.af.mil/arows-r/>

User Guide: [http://www.arpc.afrc.af.mil/Portals/4/DRIO/RPO/RIO-AROWS-R-user-guide.pdf?](http://www.arpc.afrc.af.mil/Portals/4/DRIO/RPO/RIO-AROWS-R-user-guide.pdf) ver=2015-03-04-115500-867

Pay Welcome Package Bank Forms: <https://www.hqrio.afrc.af.mil/Pay/Establishing-a-Pay-File/>

IMA Travel Pay Information: <https://www.hqrio.afrc.af.mil/Travel/>

Readiness- ARCNet Medical Brief- how to stay “green”: <https://arcnet.sso.cce.af.mil/resnet/classic/home.asp>

* Go to [**ARCNet**](http://arcnet.sso.cce.af.mil/)and click on “Readiness” and then “My Readiness Report” to check your overall readiness such as medical, physical fitness assessment date and security clearance.

vMPF correcting your personal data: <https://afpcsecure.us.af.mil/PKI/MainMenu1.aspx>

* Click on vMPF to update your personal data

The Guide for Individual Reservists: <https://www.hqrio.afrc.af.mil/IR-Guide/>

IMA Frequently Asked Questions: <https://www.hqrio.afrc.af.mil/LinkClick.aspx?fileticket=JLwVbd7zn_c%3d&portalid=149>