

United States Air Force Reserve

Integrity – Service – Excellence

Individual Reservist Newcomer's Briefing



**HQ RIO/Detachment 6
1300 – 1400 EST**



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Rules of Engagement

- **Mute your telephone**
- **DO NOT put your phone on hold**
- **Ask questions via the Zoom chat function**
 - Start with your Rank then Name
- **Use Customs and Courtesies**



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Overview

- **Det 6/CC Welcome**
- **Responsibilities**
- **Force Management**
- **Resource Management**
- **Readiness & Training**
- **Det 6/SEL**



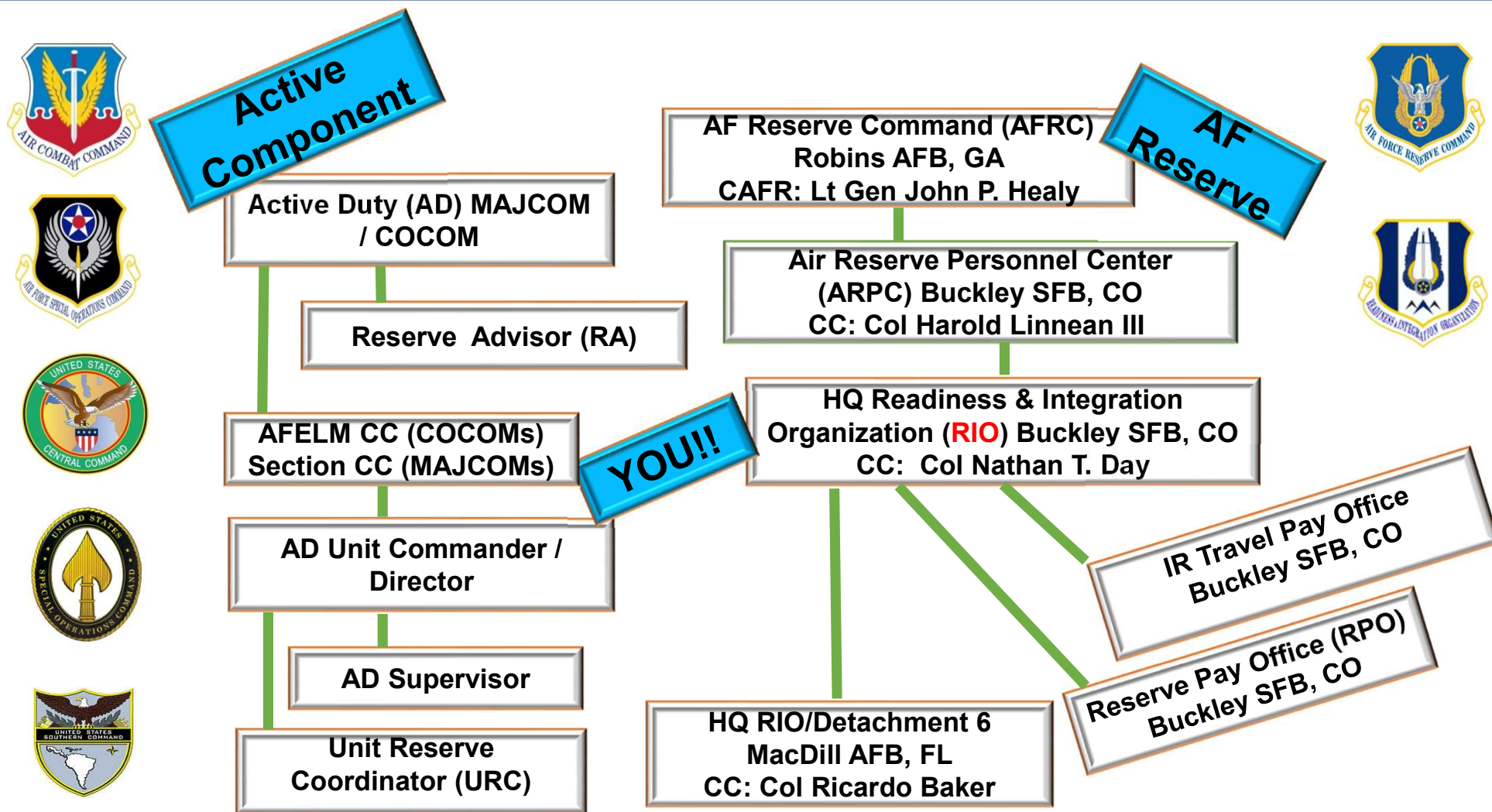
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HQ RIO/Det 6 Commander



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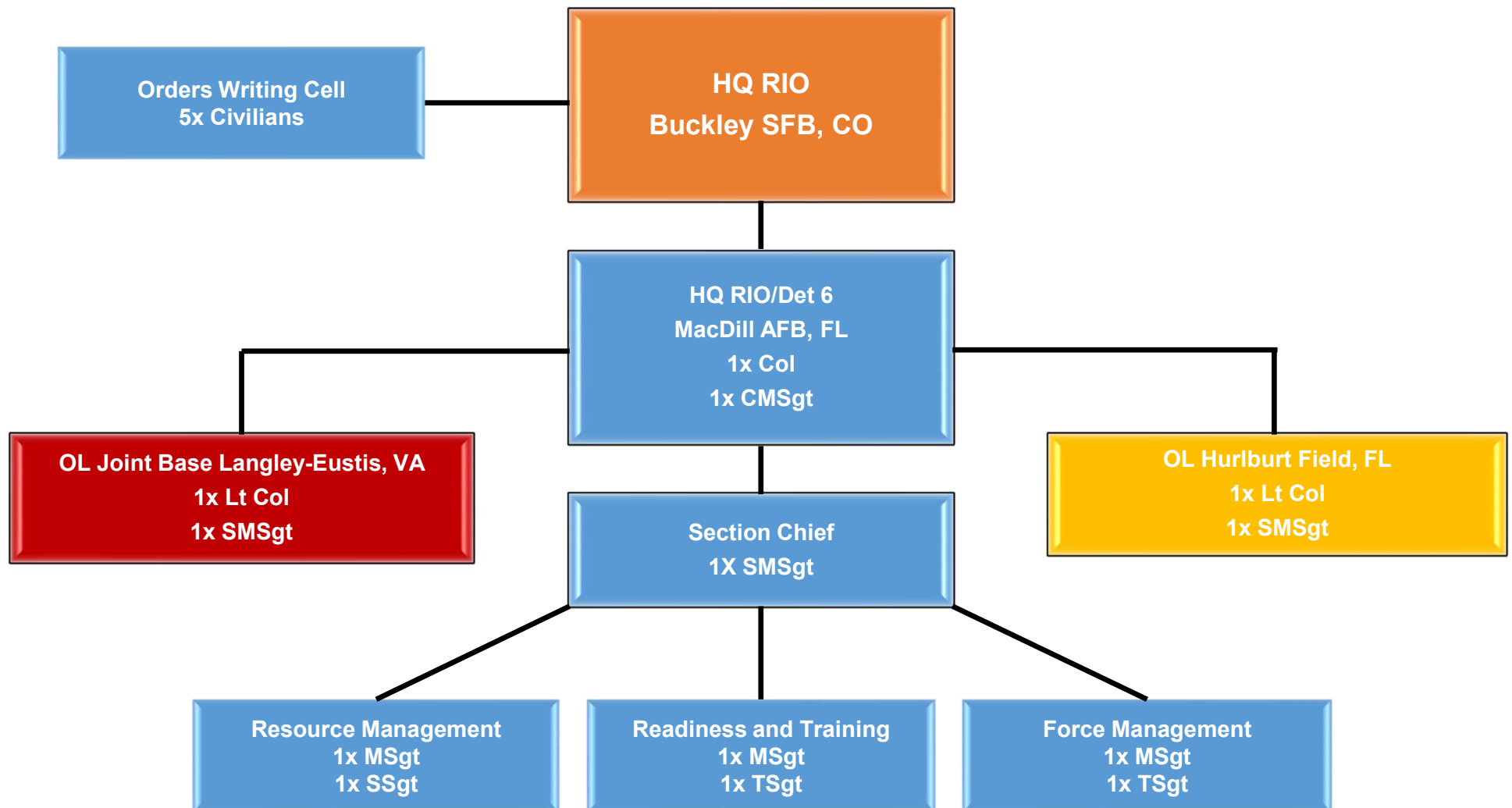
Who's Who for You





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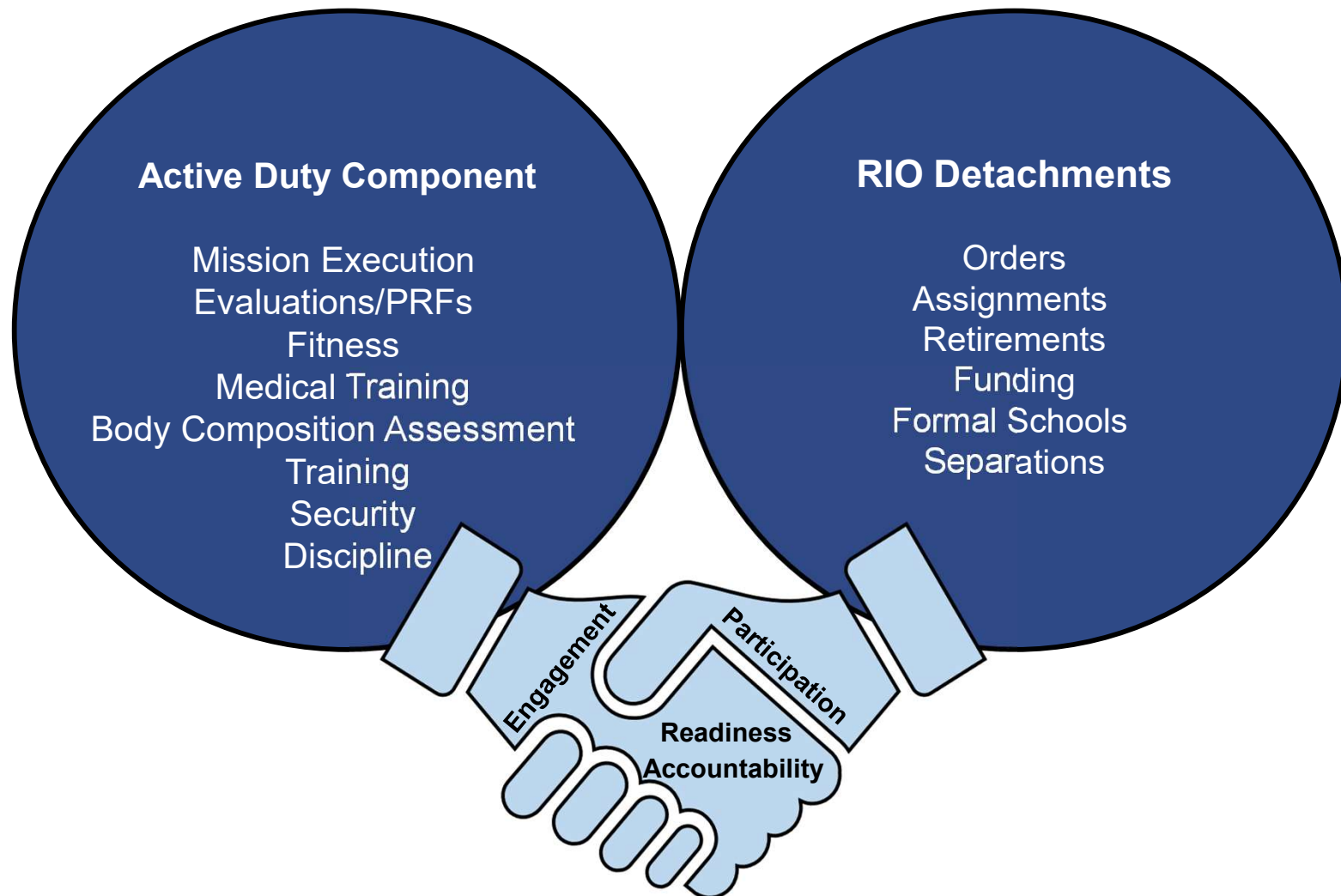
RIO Det 6 Structure





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“Parallel” ADCON





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HQ RIO PORTAL (WEBSITE)

<https://www.hqrio.afrc.af.mil/>

The screenshot shows the Headquarters RIO website homepage. At the top is the Air Force Reserve Command logo and the text "HEADQUARTERS RIO". A search bar labeled "Search Headquarters RIO" is in the top right. Below the header is a navigation menu with links: Home, About, News, Guidance Updates, Training, Supervisors, URCs, COVID-19 IR Update, and RIO Buzz. The main content area features a grid of nine tiles, each with an image and text: "Pay" (Leave, Retirement), "Orders" (Requests, Entitlements, Certifying), "Travel" (Reimbursements, Travel Arrangements, GTCC), "Readiness" (Medical, Fitness, Clearances), "Points & Participation" (UTAPS, FY & R/R Year, Waivers), "Career Management" (Career Advisor, Training, Evaluations, Promotions), "Assignments" (Process, Key/Command/Join), "Benefits & Entitlements" (Uniforms, Medical Entitlements, Transition Assistance Program (TAP)), and "Deployments" (Voluntary Deployments, Mobilizations, Resources). On the right side, there is a "RIO CONNECT" section with a "Download now!" banner, an image of a smartphone displaying the app, and "Download on the App Store" and "GET IT ON Google Play" buttons. Below that is a "GUIDES" section with a logo for "THE GUIDE" and the text "THE AIR FORCE RESERVE PORTAL".



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Force Management Section (IRPF)



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Force Management Actions

- **Assignments**
- **Reassignments**
- **2096's Leveling Actions / Duty Title Updates**
- **RMVS Management**
- **Vol to IRR**
- **Overage/Over-grade**
- **UMD/UPMR**
- **Newcomers Welcome Letters**















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Officers/Enlisted SCODs

U.S. Air Force Static Closeout Dates



SYNCHRONIZATION • TRANSPARENCY • PREDICTABILITY • CONSISTENCY

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
 31 JAN	 28 FEB	  31 MAR	NO SCOD	  31 MAY	NO SCOD	 31 JUL	 31 AUG	  30 SEP	 31 OCT	 30 NOV	NO SCOD

No **SCOD** months gives time back to Airmen for:
Mission-First Focus • Training • Internal Work • PCS Season • Holidays



Enlisted Promotions

- **Unit Vacancy (PIRR ineligible) DAFI 36-2502, Ch. 8**
 - Promotions occur on the first day of each month
 - An eligibility roster is forwarded from Det to URCs for commander's recommendation
 - Must be the primary in a position of higher grade, meet all eligibility requirements & recommended by unit commander.
- **Stripes for Exceptional Performers I (STEP I) for IMA & PIRR**
 - For promotion to TSgt after completion of 16 satisfactory years & blocked from unit vacancy promotion
- **Stripes for Exceptional Performers II (STEP II)**
 - Commander's program to promote outstanding/deserving Reservists 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
 - Boards are held annually typically in the June/July timeframe
 - Promotion date is 1 October
 - Can remain as an overgrade indefinitely if promoted under STEP II



Tools & Resources

- **vMPF (Virtual MPF):**

Use vMPF to retrieve/verify your Point Credit Summary (PCARS), Awards & Decorations, Career Data Brief (CDB), Duty History, and Record of Emergency Data (DD93 or “vRED”).

- **PRDA (Personnel Record Display Application)**

Will be used when you need to access your personal personnel records : Evaluations, DD Form 4 (Enlisted-Reenlistments), AF FORM 100, and DD FORM 214's to name a few.

- **MyFSS**

MyFSS is the NEW way we will communicate with you, it is also used for general knowledge on many personnel subjects, retirement application and used to submit general inquiries.

- **AFPC Secure:** [AFPC Secure 4.0 - Main Menu](#)

- **MyFSS:** <https://myfss.us.af.mil/USAFCommunity/s/login/>

- **AF Portal:** <https://www.my.af.mil/>



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Resource Management Section (IRPP)



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Your Reserve Pay Office (RPO)

- HQ RIO Reserve Pay Office (RPO) will be your RPO
- RPO processes all IDT, MPA & RPA Orders for mil pay (salary)
- First & **MOST** important action as a newcomer:
 - Refer to Welcome Package you received from your Det or RIO website (under “Pay & Travel”) for all required documentation
 - <https://www.hqrio.afrc.af.mil/>
 - Copy of marriage certificate and/or birth certificates are required for basic allowance for housing (BAH) certification
 - All documents should be uploaded via myFSS, RIO/RPO
 - Contact info: Voice 1-800-525-0102 or DSN 665-0102
 - **NOTE:** If your RPO is not established - **you will NOT get paid!!**



Setting up MyPay

- MyPay can be accessed via the AF Portal under “Finance and Travel” or direct link:
- <https://mypay.dfas.mil/#/>
- “NEW USER” section on lower right side of page.
- MyPay used to:
 - Check LES
 - Update Mailing Address (Correspondence Address)
 - Update Direct Deposit (Bank) Information
 - Change Federal/State Withholdings
 - Manage Thrift Savings Plan
 - Download W-2

If you have SGLI coverage you **WILL** incur a debt while not on orders

- Once on orders, 100% of owed balance will be deducted from your pay
- SOES is available through DMDC’s milConnect web application at www.dmdc.osd.mil After signing in, click on “SOES” under the “Benefits” tab. The VA website under Life Insurance <http://www.benefits.va.gov/insurance/sgli.asp>



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Defense Travel System (DTS)

Reserve Profile & Travel Voucher

- DTS Reserve Profile (do **not** register with AD):
 - It is mandatory that you are assigned to RIO/Det 6, NOT your active-duty unit.
Your Reserve profile will have an R Suffix after your SSN
- DTS Self-Registration Instructions:
<https://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-DTS-Self-Registration-Instructions.pdf?ver=2016-04-18-113136-797>
- Step-by-Step instructions w/screenshots for completing Authorization/Voucher
<https://www.hqrio.afrc.af.mil/DTS-Transition/> Or visit <https://www.hqrio.afrc.af.mil> and select DTS TRANSITION at the top, right hand corner of the page
- DTS Cafe – Zoom meeting link located on the DTS Transition page

PERSONAL

Gender *

☐ Male ☒ Female

SSN

XXXXXX R

System Status: DTS

MORGAN D REYES

Last sign on:
Wed Feb 28, 2024 at 08:20 AM

Organization: DFXAFRRARPCRIODET6



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Government Travel Card (GTC)

- GTC Agency Program Coordinator (APC)
- Located at IR's (AD) unit of attachment
- 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 Chp 2 para 020102
- Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within the Department of Defense. Split disbursement permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount remaining
- ****** PLEASE – Make sure that your GTC is ordered ASAP! If you have a GTC PLEASE make sure that you call the phone number behind the card to make sure that it is G2G.**



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Reenlistments/Extensions

- **Selective Retention Process (SRP)**

- SRP is sent to member and respective URC 14 months prior to ETS
- If Non-Recommended For Reenlistment Contact Det 6
- ***Check ETS By Logging Into vMPF***

- **Reenlistments**

- Reenlist No More Than 6 Months Prior To ETS with DD Form 4
- No More Than 30 Days Prior To ETS If Currently Receiving Incentive Bonus

- **Extensions with AF 1411**

- Medical Evaluation Board (MEB) – 6 months Increment
- SRP Appeal – 1 Month Increments
- Transfer of Education Benefits (TEB) – Per HQ ARPC instruction
- Assignment
- Retraining
- Retirement / Higher Year Tenure Date
- Promotion/ RSC

- **Additional information:** <https://www.arpc.afrc.af.mil/Portals/4/DRIO/Training/IRO-2019/RIO-IRO-Reenlistments-Careering.pdf?ver=2019-05-30-150337-050>



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Officer & Enlisted Incentives

- **Incentives and Bonuses Are Available for Certain AFSCs and/or Locations**

- **Officer:**

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XI2CAE>

- **Enlisted:**

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XkxCAE>

- **NOTE: PALACE CHASE applicants are not eligible for incentive bonuses**



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Readiness & Training Section (IRPR)



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Defining Readiness

Five Readiness Factors

Must be green in all 5 and in status to attend appointments – any military status (i.e. IDT, AT, MPA, RPA etc.) for the following:

- **Annual PHA to include Immunizations and Labs**
 - PHA is a 3 step process PHAQ/MHA/PHA
 - Complete Periodic Health Assessment Questionnaire (PHAQ) and Mental Health Assessment (MHA) required annually
 - Contact your Military Treatment Facility (MTF) to make appt and/or update PHA – required appointments must be within 30 days of when you complete the PHAQ and MHA
 - Immunizations – can be completed by civilian provider but documentation must be submitted to the servicing MTF to update immunization records
 - Labs (HIV - Must complete within 30 days of it being ordered and at MTF)
- **Annual Dental Civilian and Military Exams**
 - Members must see military dentist every 3rd year
 - DD Form 2813 used to document civilian provider dental exam and must be submitted via myFSS
 - Dental Class 4 = No Pay/No Points status
- **Fitness**
 - IRs coordinate with AD Unit Fitness Program Manager (UFPM) to schedule test
 - If you live more than 50 miles from unit you must have your AD Commanders approval to test at another location, Schedule with the Fitness Assessment Cell (FAC) at the Base you are testing, and once completed have the FAC email your AD units UFPM
- **Security Clearance**
 - Member coordinates with AD Unit Security Manager (USM) to initiate reinvestigation
- **AFSC Training**
 - IR Coordinates with Unit Training Manager (UTM) for Upgrade Training Matters and work with Det 6

Face to face PHA – NO LONGER required (unless you fall under SOD, PRP, AUoF or hold a flying class)

[Knowledge Detail \(af.mil\)](https://www.af.mil/About%20Us/AFSC%20Training/Pages/default.aspx)



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ARCNet

BLUF: Stay GREEN

Accessing ARCNet: Go to <https://www.my.af.mil/arcnetprod/resnet/classic/home.asp> and click on Readiness" and then "My Readiness Report" to check your overall readiness.

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)
Participation Readiness: **Fully Ready**
Mobilization Readiness: **Ready**
Duty Title: TECHNICIAN, DISNEY LAND
Det: IR READINESS
Unit:
MSD: 2/1/2030
HYT: 4/11/2022
ETS: 130518
TAFMS: 130518

Mob Auth: Other
Position #: 0M0123451
PAS: BU0MFWBF
Office Symbol: IRR
Location: 0000 RIO OR

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

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

Immunization

Status	Source
Green	PIMR

Dental

Status	Class	Date	Source
Green	2	Dec 19 2020	CDA

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

• TFAT has been removed for IRs. Use Mylearning or UDM to track.

Det's can add comments.

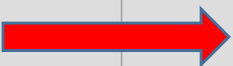



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My IMR Example (IMR Tab)

Your IMR status can be viewed at <https://asimsimr.health.mil/imr/MyIMR.aspx>. This is a CAC-enabled website that works best in Chrome. This screenshot identifies where you can view your due dates to keep your medical requirements up to date.

IMR	Immunizations	Deployment and DrHA	Medical Clearance	SHPE	MTF Instructions																																																
<div><div>IMR ACTION LIST</div><div> HIV PHA PHAQ </div><div>Action List Help</div><div>Start PHAQ</div><div>MyIMR User Guide</div></div> <div><div>Overall Status: Due</div><div>GoRedDate: 04/27/2023</div><table><thead><tr><th>PHA</th><th>Dental</th><th>Labs</th><th>Profile</th><th>Med Equipment</th><th>Other</th></tr></thead><tbody><tr><td>Due</td><td>Current</td><td>Due</td><td>Ready</td><td>Current</td><td></td></tr><tr><td>PHAQ: 4 Nov 2021</td><td>Dental Class: 1</td><td>Blood Type: B</td><td>Restriction: No</td><td>GMI Required: No</td><td>ANAM Date: -</td></tr><tr><td>Interval History: 27 Jan 2022</td><td>Dental Date: 29 Jul 2022</td><td>RH: Positive</td><td></td><td></td><td></td></tr><tr><td>DD2766 Review and Update: 27 Jan 2022</td><td></td><td>Sickle Cell Screen: Negative</td><td></td><td></td><td></td></tr><tr><td>Provider Review/Signature: 27 Jan 2022</td><td></td><td>G6PD: Normal</td><td></td><td></td><td></td></tr><tr><td>Last In-Person PHA: 7 Nov 2020</td><td></td><td>HIV Date: 28 Jan 2021</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td>DNA: On File</td><td></td><td></td><td></td></tr></tbody></table></div>						PHA	Dental	Labs	Profile	Med Equipment	Other	Due	Current	Due	Ready	Current		PHAQ: 4 Nov 2021	Dental Class: 1	Blood Type: B	Restriction: No	GMI Required: No	ANAM Date: -	Interval History: 27 Jan 2022	Dental Date: 29 Jul 2022	RH: Positive				DD2766 Review and Update: 27 Jan 2022		Sickle Cell Screen: Negative				Provider Review/Signature: 27 Jan 2022		G6PD: Normal				Last In-Person PHA: 7 Nov 2020		HIV Date: 28 Jan 2021						DNA: On File			
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		DNA: On File																																																			

  MHA INSTRUCTIONS



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IR Deadlines to Remember

New FY
begins

01
Oct

Next FY's
IDTs must be
submitted in
UTAPS

15 Aug

31 May *

All AT orders must
be requested in
myFSS.
Participation waivers
will be due at this
time as well.

30 Sep

End of
current FY

* If AT is not submitted by 31 May of the current FY, you will need to complete an MFR, route through your AD/CC, Det 6/CC, and HQ RIO/CC for approval.



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Participation Requirements

Two Participation Requirements:

- **Fiscal Year Requirement**
 - Between 1 Oct - 30 September
 - Perform 12 Days Of AT and 24 (or 48) IDTs

- **Retention/Retirement (R/R) Year Requirement**
 - 12 Consecutive Months (Different Date For Each Member/Usually Member's Pay Date)
 - Must Obtain A Minimum Of 50 Points During The R/R Year
 - 35 Earned Points (AT, IDT, RPA, MPA)
 - 15 Membership Points
 - Counts Towards Satisfactory Years For Retirement & Promotion
 - vMPF > Self Service Actions > Personal Data > PCARS

- https://www.hqrio.afrc.af.mil/Portals/149/Documents/SWEET%20SPOT%20Calculator.html?ver=AXJe6XBk3_aKPJx8kPpelw%3d%3d

Figure 2.1 The Sweet Spot





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AT Orders

- All Orders are Requested via myFSS, but are Produced in AROWS-R
 - myFSS: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LI53CAG>
 - AROWS-R: <https://arowsr.afrc.af.mil/>
- IR Annual Training is 12 Days w/ 1 Travel Day (OCONUS IMAs May Get 1 Extra Day) **NOTE: EPLO members are required to perform 14 days**
 - 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 AD Unit
 - Splits are Routed via the Annual Tour Special Request Form to Detachment
 - <https://www.hqrio.afrc.af.mil/Portals/149/Documents/AT-Special-Request-Form.pdf?ver=Kba37ALcS65Yul4HjS7d9Q%3d%3d>
- RIO Requires 30 Day-Notice to Process AT Orders
- All AT Orders Must Be Submitted by 31 May to Ensure Their Funded



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MyFSS Order Requests

AFR HQ RIO IMA Management

- **All military orders, modifications and cancellations to existing orders, and general order inquiries are requested through myFSS**
- **All military orders must be submitted at least 30 days prior to start date**
- **myFSS Link (Click Orders Writing Cell Request and then Create a Request):**
<https://myfss.us.af.mil/USAFCommunty/s/knowledge-detail?pid=kA0t0000000LI53CAG>

Applicable to: Air Force Reserve (IR/PIRR)

Mission: Provide, Integrate and Sustain ready Individual Reserve forces globally.

Vision: One trusted team making it easy to serve.

The Headquarters Individual Reservist Readiness Integration Organization (HQ RIO) is located at Buckley Air Force Base, Colorado.

HQ RIO is responsible for managing the readiness of the IR force and standardizing the processes associated with getting our IRs to the fight. Seven detachments and six operating locations at geographically-separated bases around the world assist the headquarters in this mission, providing direct oversight and support to more than 8,000 IR Airmen.

The IR force is comprised of Air Force Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reservists (PIRRs). Both IMAs and PIRRs augment active-component missions and are rated by active-component or government agency supervisors.

Use below links to access myFSS-based IMA/PIRR tasks:

[AFR IMA HQ RIO Request](#) - This page will allow you to send a request to directly to HQ RIO Headquarters.

[AFR Submit Inquiry to RIO Detachment](#) - This page will allow you to send a request directly to your servicing RIO detachment.

[AFR Readiness and Integration Organization Host Aviation Resource Management Program](#) - The HQ RIO Host Aviation Resource Management (HARM) office is the Aviation Resource 41 Management Office for IR aircrew members.

[AFR RIO Travel](#) - Allows IRs to submit travel vouchers for reimbursement and ask questions related to travel.

[AFR RIO Medical](#) - Allows IR to submit medical documentation for update and submit requests and ask questions regarding medical readiness, MEDCON, LODs, etc.

[IMA Reserve Pay](#) - Allows IR to submit documentation for pay, leave, bonuses, and submit requests and ask questions regarding these topics.

[Orders Writing Cell Request](#) - Allows IRs to request orders.

Related Resources

- [RIO Public Website](#)
- [IR Guide](#)

NOTE: You must have an approved order or Verbal Orders of the Commander (VOCO) letter to travel and/or report to duty.



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AROWS-R


- Check Status of Application
- Create Tour of Duty Certification (TODC) and check the status
- Update the “My Account” tab to receive email notifications when order requests are approved/disapproved

AROWS-R Website:

<https://arowsr.afrc.af.mil/arows-r/cac/login.do>

User Guides:

[Headquarters RIO > Quick Guides \(af.mil\)](#)



Air Force Reserve Order Writing System [AROWS-R]
Version: 1.57.2.0009 Server: EV Page Refreshed At: 2012/10/29 08:17 EDT
Current Profile: Member

Please Select A Menu ▾

Home | Switch Profile | Change Password | My Account | Logout

Member Menu
Create Application
Applications Awaiting Action
Applications In Progress
Pull Back Application
Approved Orders

Tour of Duty
Create Certification
Certifications Awaiting Action
Certifications In Progress
Approved Certifications

Welcome to the AROWS-R Home Page
Your current login was on Monday, October 29, 2012 08:06:12 AM
Your previous successful login was on Monday, October 29, 2012 08:05:04 AM

Your current phone number is:
Your current email address is:

Your applications will be processed by:
Point of Contact is:
Phone Number is:

Your Latest Broadcast messages:

2012/08/24	***AROWS-R will be offline Monday, 27 August 2012 from 0530 until 0600 EST for system upgrades*****
2008/08/14	REMINDER: All members should ensure their email address in AROWS-R is accurate. AROWS-R sends out notifications when orders are certified; therefore, accurate email addresses ensure members receive the notices in a timely manner.
2006/10/30	?Help Desk Hours are Mon-FRI 0700 -1700 Eastern Time. Support Contact Info: DSN 497-0166/Commercial 877-294- 5822 or email AFRCFM.AROWSR@us.af.mil?
2006/09/28	URGENT: AROWS-R will be offline between 11:00 p.m. - 3:00 a.m. EST everyday for backups.
2006/03/24	ATTENTION -- " PRIVACY ACT INFORMATION - The Information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332."
2005/11/10	REMINDER: IMAs still need to provide a copy of their orders to the Reserve Pay Office (RPO) to start pay.
2005/10/06	** Members can now receive Email's when their orders have been certified, be sure to update your "My Account" with a correct email.



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Submitting Orders for Pay

- Tour of Duty Certification (TODC) via AROWS-R ****Best method to use/Mandatory****
 - Can be used for orders 30 days or less
 - Quick & easy process that will reduce processing time & errors. Usually paid in 10 workdays.
 - Helpful Quick Guides: <https://www.hqrio.afrc.af.mil/Pay/Order-Based/>
- Upload a copy of certified orders (AF 938) to RPO via myFSS
 - MyFSS: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LI53CAG>
 - Will take longer to process than TODC

Note: If you have IDTs in conjunction with AT and are at the end of the order, you have two options:

1. You can wait until your IDTs are finished to complete the TODC in AROWS-R
2. You can print the order, fill out the bottom portion, and route it to your supervisor/certifier to HQ RIO/RPO for processing.





IDTs

- **IMAs Are Authorized 24 or 48 IDTs Per Year (Depending on AFSC/Unit/Reserve Section Code)**
 - **Scheduled Through UTAPS With Your AD Unit**
 - **Access UTAPS thru AROWS-R**
 - **1 IDT = 4 Hours Of Work / Max of 2 IDTs Per Day**
 - **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**
 - <https://www.hqrio.afrc.af.mil/Portals/149/Documents/FY23%20IDT%20Travel%20Reimbursement%20Guide.pdf?ver=JPdIWVZdvcyiA2yEouGzWA%3d%3d>
- **Schedule your IDTs in UTAPS by 15 Aug for the next FY**



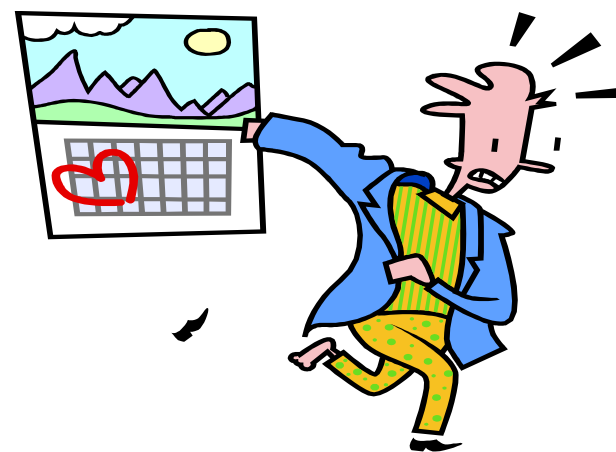
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UTAPSweb

- Helpful info/guides to assist with UTAPS:
 - UTAPSweb: <https://utapsweb.afrc.af.mil/utapsweb> (under Help tab)
 - HQ RIO Website: <https://www.hqrio.afrc.af.mil/>
 - UTAPS User Guide: <https://www.socom.mil/socpac/Documents/Reserve%20Documents/UTAPS%20USER%20INSTRUCTIONS.pdf>
- If you need assistance with UTAPS, please contact the UTAPS Help Desk by email at afrc.utapsweb@us.af.mil

NOTE:

- Ensure you print AF 40A from UTAPSweb prior to attending any medical, dental or fitness testing appointments





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Education and Training (IRPR)



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Education/Formal Training

- **IMAs Will Coordinate With UTM For All Training Needs**
 - **Formal Schools (Data Call sent to URCs around Jul/Aug. Must be on FINPLAN for Unit funded. AD Units cannot request a TLN for IR's.)**
 - **Career Development Courses**
 - **Upgrade Training**
 - **Professional Military Education (in-res)**
- **Formal School Application**
 - **Formal School Request (FSR): >45 Days Prior To Class Start Date via myFSS**
 - **Developmental Education (DE) In-Residence: >60 Days Prior To CSD (AF Form 4036) via myFSS**
 - **UTM Will Coordinate With Det To Complete Upgrades/Training**
- **Direct Link to Formal School Request**
 - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHzmCAG>
- **Education and Training Course Announcements (ETCA)**
 - https://usaf.dps.mil/teams/app10-etca/SitePages/Courses.aspx?isdlg=1&IsDlg=1&Order=Course_x0020_ID&Dir=asc#



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Education/Formal Training Cont.

- **EPME Request Distance Learning/In-Residence**
 - **Distance Learning: register through Air University, self-paced**
 - **In-Residence: Submit In-Residence FSR, Last 3 evals, CDB, and myFitness report**
 - **In-Residence FSR must be signed by AD Flight Chief, Commander, and Training Manager then forwarded for final approval by Det 6 Chief prior to submission.**
 - **Must have 24 months retainability**
 - **Once approved, you will be seated for a class.**

- **Correspondence Courses**
 - **Base Education Offices Cannot Enroll Members**
 - **Enroll In A Voluntary Course Via Air University (Officer/Enlisted)**
 - **<https://www.airuniversity.af.edu/>**



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Upgrade Training

- **If You Are In Upgrade Training...Make Sure To In Process With Your Unit Training Manager**
- **Unit Training Managers (AD Unit) Will Receive OJT Roster Monthly**
 - **Must Obtain/Maintain Skill Level Commensurate W/ Grade & DAFSC**
 - **Enlisted Retraitees Must Complete Required Training Within 12 Months**
- **Over 24 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**



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HQ RIO/Det 6 Senior Enlisted Leader (SEL)



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Common AFIs

- **DAFMAN 36-2114, MANAGEMENT OF THE AIR FORCE RESERVE INDIVIDUAL RESERVE (IR) AND FULL-TIME SUPPORT (FTS) PROGRAMS**
 - **Outlines Det, Commander, URC, Supervisor & IR responsibilities**
- **DAFI 36-2406, *Officer & Enlisted Evaluation Systems***
 - **Outlines OPR/EPR requirements**
 - **OPR is MPF Force Management Section**
- **DAFI 36-2502 Ch. 8, *Airman Promotion Program***
- **DAFI 36-2501, *Officer Promotions***
- **DAFI 36-2110, *Total Force Assignments***
- **AFMAN 36-2136, *Reserve Personnel Participation***
 - **Outlines participation requirements (AT, IDTs, MPA, school tours, points); training requirements & telecommute agreements**
- **DAFI36-2670, TOTAL FORCE DEVELOPMENT**
 - **Outlines Unit Training Manager, Supervisor & Trainer responsibilities**



IR Survival Tips

- Be “value added” to your active duty unit/command
 - Immediately contact & establish rapport with unit & Det; check in regularly
 - Make sure civilian email and phone numbers are current in vMPF
 - Complete reports following each tour & provide copy to URC & supervisor
 - Ask for performance feedback/ACA, know when your eval closes-out
- Be ready
 - Know your readiness requirement due dates
 - Coordinate with supervisor to schedule IDTs/AT; must be approved prior to arrival
 - Review ARCNet Readiness Report monthly
 - Maintain job proficiency & attend training sessions offered by unit/AFRC
- Be informed
 - READ RIO & AFRC messages, Det & Unit correspondence & take action as directed
 - Understand & use UTAPSweb, AROWS-R, DTS, ARCNet, myFSS, vPC, vMPF, PRDA
 - Know the deadlines for IDT scheduling (15 Aug) & AT (31 May)
- Be an Individually Motivated Airman/Prepared Individually Responsible Reservist
- **NOTE: MUST HAVE AN APPROVED ORDER/VOCO TO REPORT FOR DUTY**



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RIO Connect App & Capabilities

Download for access to:

- Newsletters
- Training
- IR Resources
 - Travel Guide and IR Guide
- News and Events
- Directory-- Detachment contact info and locations
- Fit Test calculator--incl exemptions & altitude adjustments
- Social Media links
- Groups
- Checklists
- More content being added each month



Introducing Groups

Groups is a powerful new feature on your App. It is the easiest and fastest way to connect and instantly communicate with any type of group within your unit. Using Groups is easy, intuitive, and fun!

Features Include:



Messages

Saves time and reduces confusion by serving as a central place for all communications.



Schedules

With schedules, you can view an event, meeting and gathering times throughout the year.



Instant Updates

Immediately notify your group of last minute changes: event times, location, and more.



Photos

Members can easily view, share, and download photos in a convenient location.



Safe

It's private and members can interact without exchanging contact information.



Event Details

Everyone will know the time, place, directions, forecast, and who can attend an event.

Create a Group In Seconds

1. Creating a Group is Simple

- Download your unit's app
- Open Groups
- Select Create Group button.

2. Share the Code

All you have to do is share the group code with your members and they can join in seconds.





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Resources

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





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HQ RIO Resources

- HQ/RIO Portal: <https://www.hqrio.afrc.af.mil/>
- HQ RIO Facebook: www.facebook.com/HQRIO
- Det 6 Website: <https://www.hqrio.afrc.af.mil/About/Detachments/Det-6/>
- Det 6 Facebook Page: <https://www.facebook.com/RIO-Det-6-741390915926303/>
- IR Advisory Council: <https://www.hqrio.afrc.af.mil/About/IR-Advisory-Council/>
- Mentorship Program: <https://www.hqrio.afrc.af.mil/About/IMA-Mentorship-Program/>
- HQ RIO Connect App: Search “RIO Connect”
- IR Guide: <https://www.hqrio.afrc.af.mil/IR-Guide/>
- Pay: <https://www.hqrio.afrc.af.mil/Pay/>
- ARPC Total Force Service Center: (800) 525-0102, opt 3 (210) 565-0102/DSN 665



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Det 6 Contact List

Commander - Col Ricardo Baker

(813) 828-5035/DSN 968 opt 4

Senior Enlisted Leader-CMSgt

Edna Gardner

(813) 828-5035/DSN 968 opt 5

- ☐ G-series CC responsibilities
- ☐ AROWs as RA/Unit CC
- ☐ AROWS Hard Hold
- ☐ FY Budgets
- ☐ Staff Meetings
- ☐ ALOD
- ☐ Casualty
- ☐ RDEDB, RSSB, EDEB
- ☐ Invol to IRR Actions
- ☐ DTS- AO

Orders Writing Cell

Rio.owc.east@us.af.mil

(813) 828-5035/DSN 968 – opt 0

- ☐ Processes IR Orders for MPA, RPA, AT, TDY, ADSW & School Tours
- ☐ Unpaid Orders Obligation (UOO)
- ☐ VOCO

Force Management

MacDill

Riodet6forcemgmt@us.af.mil

(813) 828-5035/DSN 968 – opt 1

- ☐ Assignments
- ☐ Accessions
- ☐ Reassignments
- ☐ 2096's Leveling Actions
- ☐ RMVS Management
- ☐ Vol to IRR
- ☐ Overage/Overgrade
- ☐ AF Form 2096 Duty Title Updates
- ☐ Newcomer Welcome Letters
- ☐ Confirm UMD changes (MCRs)
- ☐ Det 6 URC Briefing
- ☐ SDAP
- ☐ HYT Waivers

Force Management

JB Langley

Hqrio.det6ol-jble@us.af.mil

813-828-5035 opt 1, opt 3

- ☐ Force Management Duties
- ☐ IR Retirements
- ☐ DTS Approving Official

Readiness & Training

Riodet6.readiness@us.af.mil

(813) 828-5035/DSN 968 opt 2

- ☐ Readiness Management
- ☐ (ARCNet) Updates
- ☐ Participation Management/ waivers
- ☐ Training Waivers
- ☐ Deployments SOU
- ☐ Status of Training (SOT)
- ☐ OJT roster updates
- ☐ Formal School Requests
- ☐ Upgrade/retraining
- ☐ 2096 skill level/upgrade
- ☐ Seasoning Training
- ☐ Telecommute Agreements
- ☐ Sanctuary Waivers
- ☐ AROWS R Approving Official

OL Hurlburt

Riodet6olhurlburt@us.af.mil

813-828-5035 opt 1, opt 2

- ☐ Force Management Duties
- ☐ FY Budget
- ☐ DTS Approving Official

Resource Management

Riodet6@us.af.mil

(813) 828-5035/DSN 968 opt 3

- ☐ Selective Retention Process (SRP)/ Reenlistments/Extensions
- ☐ Enlisted/Officer Incentive Program
- ☐ ETS/Admin Separations
- ☐ UIF (advisory only)
- ☐ Special Trophies & Awards (advisory only)
- ☐ Evaluations (advisory only)
- ☐ Det 6 Newcomers IR Briefing
- ☐ Workflow/TMT
- ☐ MyFSS Que Management
- ☐ DTS – ODTA (Profile Maintenance)
- ☐ AGR In/Out processing