

Important Dates				
Newcomer's Orientation (AD CCs & Supervisors are welcome to attend) - please email riode76@us.af.mil to schedule	3rd Thursday of every month			
Annual Tour (AT) orders request for the current FY via MyFSS	31-May			
Reserve Personnel Appropriation (RPA) funding call will go out to Unit Reserve Coordinators (URCs) via email	End of May			
Approved Inactive Duty Training (IDTs) Schedule in UTAPSWeb	15-Aug			
Officer & Enlisted SCOD's				
	28-Feb			
		5/31/2023 (Annual)		
	31-May			
		7/31/2023 (Even years)		
	31-Aug			
		9/30/2023 (Odd years)		
	31-Oct			
		11/30/2023 (Even years)		
				
		1/31/2023 (Odd years)		
				
		3/31/2023 (Even years)		
Officer & Enlisted Performance Reports				
AB - TSgt	DAF FORM 910			
MSgt - SMSgt	AF FORM 911			
CMSgt	AF FORM 912			
2nd Lt - Col	AF FORM 715			
IAW DAFI 36-2406 Para 3.11.2, if an officer does not earn 16 points by the SCOD, submit an admin LOE for a gap report For questions regarding evaluations, please contact the AD FSS				
Individual Reservist (IR) Participation Requirements by Reserve Section				
Participation Code ME - (Intel & EPLOs)	48 periods Inactive Duty Training (IDT) 12-14 Annual Tour (AT) Days			
Participation Code MC	24 periods Inactive Duty Training (IDT) 12-14 Annual Tour (AT) Days			
Participation Code MX (Participating Individual Ready Reserve (PIRR) - CAPUSAFAF)	Does not have a FY AT/IDT requirement but are still required to maintain readiness			

IR Statuses	
Annual Tour	Is the minimal period of active duty training Individual Reservists (IR) must perform each FY to satisfy training requirements
Military Personnel Appropriation (MPA)	Used to support Active Component Mission
Reserve Personnel Appropriation (RPA)	Two Types: Active Duty for Training (ADT) used to supplement AT & IDT when additional training is needed. Active Duty Operational Support (ADOS) provides direct support to Reserve programs
Inactive Duty (Points Only)	Four-hour period of unit of training or equivalent instruction, not to exceed two points per day.
Inactive Duty Training (IDTs)	Used to prepare Individual Reservists (IR) for full-time utilization or mobilization, which also includes performing OJT. Minimum - 4 hour period. IR may work up to 2 periods a day - 8 hour minimum -- if mission dictates longer duty day IR will only be credited for 2 periods a day
	
Pay/Travel 101	
ARROWS-R	AD supervisors will certify orders in AROWS-R (i.e AT, ADOS, MPA)
UTAPSWeb	AD Supervisors will approve Inactive Duty Training (IDTs) schedules & certify work in UTAPSWeb
Travel Reimbursement via DTS or MyFSS	AD Supervisors will approve all travel vouchers/subvouchers (1351-2s) that require processing through MyFSS  RIO Det 6 will approve all Annual Tour (AT) authorizations/vouchers in DTS .  For IRs on Military Personnel Appropriation (MPA) days, IRs should be cross-org'd in DTS, and AD Supervisors should approve all authorizations/vouchers. Please see RIO Det 6 for further information

Individual Reservist (IR) Participation Requirements	
Retention/Retirement (R/R) Year Participation	Used to determine the IRs satisfactory years for the purpose of retirement * Must have 50 points for a satisfactory year
Fiscal Year (FY) Participation	Annual Tour (AT) & Inactive Duty Training (IDT) are mandatory for IRs to remain active in the billet occupied
1825 Rule	
1825 Rule Ref: DAFI 36-2619	FY22 NDAA, reservists are limited to active duty tour lengths of 1825 days (5 years) out of the previous 2190 days (6 years)
Individual Reservist (IR) need a 1825 waiver?	Individual Reservist (IR) who would exceed 1825 while performing duty in MPA status must process their waiver request via M4S through the active component MAJCOM/Agency.
ADCON Responsibilities	
<b>Active Component</b>	<b>RIO</b>
<i>Mission Execution Security Fitness Medical Training Evaluations / PRFs Discipline</i>	<i>Orders Assignments Retirements Funding Formal Schools Separations</i>
IR Readiness Requirements	
Requirement	Where to Check?
Individual Medical Readiness	IMR
PHA/PHAQ	IMR
Dental	IMR
Immunizations	IMR
Labs	IMR
Fitness	MyFitness
Body Composition Assessment	AD CSS
Security Clearance	Check vMPF under Career Data Brief
Family Care	AD 1st Sgt
IRs can also check ARCNet to access their readiness report. Unit Reserve Coordinators (URCs) can pull readiness reports from ARCNet	

## Helpful Websites

HQ RIO	<a href="http://www.hqrio.afrc.af.mil">www.hqrio.afrc.af.mil</a>
myFSS	<a href="http://myfss.us.af.mil">myfss.us.af.mil</a>
MyVector	<a href="https://myvector.us.af.mil/myvector">https://myvector.us.af.mil/myvector</a>
HQ RIO Facebook	<a href="https://www.facebook.com/HQARIO">https://www.facebook.com/HQARIO</a>
ARROWS-R	<a href="https://arrowsr.afrc.af.mil/arrows-r/">https://arrowsr.afrc.af.mil/arrows-r/</a>
UTAPSWeb	<a href="https://utapsweb.afrc.af.mil/utapsweb/">https://utapsweb.afrc.af.mil/utapsweb/</a>
IMR	<a href="https://asimsimr.health.mil/imr/myIMR.aspx">https://asimsimr.health.mil/imr/myIMR.aspx</a>

**RIO Learning Experiences – Tutorials to better support Active Duty Supervisors in leading their Individual Reservist (IR)!**  
<https://arpc-rio.learning-transformation.com/>

**Are you a Unit Reserve Coordinator (URC) - Email [riodet6OLHurlburt@us.af.mil](mailto:riodet6OLHurlburt@us.af.mil) to request access to the Det 6 URC Microsoft Teams Channel**

**Individual Reservist (IR) Guide & Quick Guide— Located on the HQ RIO Portal Page**



## AFI Quick Reference

AFI 36-2606 Reenlistments	DAFI 36-2907, Adverse Administrative Actions
DAFMAN 36-2806, Awards & Decs	AFI 51-509, Appointments to & Assumption of Command
DAFMAN 36-2905 - Physical Fitness Program	DAFI 36-3003, Military Leave Program
DAFI 36-2903, Dress & Appearance	DAFI 36-2406, Officer & Enlisted Evaluations
DAFI 36-2110, Assignments	DAFI 36-3802, Force Support Readiness Programs
DAFI 36-3211, Military Separations	DAFI 36-2502, Airman Promotion/Demotion Program
AFI 36-3203, Service Retirements	DAFI 36-2501, Officer Promotions, Selective Continuations
DAFMAN 36-2114 Management of the Air Force Reserve	AFMAN 36-2136 Reserve Personnel Participation
DAFMAN 36-2032 - Military Recruiting & Accessions	DAFI 36-2110, Total Force Assignments
DAFI 36-2670 - Total Force Development	AFI 36-3026, ID Cards V1
AFI 36-2504 Officer Promotion, Continuation and Selective Removal in the Reserve of the Air Force	DAFI 36-3026, ID Cards V2



## RIO Detachment 6 Contact - MacDill AFB, FL

### Information:

**DSN 968-5035 / Comm 813-828-5035**

Orders Writing Cell: Option 0  
Force Management: Option 1  
Readiness & Training: Option 2  
Resource Management: Option 3  
Commander: Option 4  
Senior Enlisted Leader: Option 5

### General Inquiries:

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### Readiness:

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### Assignments:

[riodet6forcegmt@us.af.mil](mailto:riodet6forcegmt@us.af.mil)

### OL - JB Langley-Eustis, VA

DSN 574-5101 / Comm 757-764-5101  
HQRIO.Det6OL-JBLE@us.af.mil

### OL - Hurlburt Field, FL

DSN 579-2820 / Comm 850-884-2820  
riodet6OLHurlburt@us.af.mil



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## HQ RIO Det 6

CAO 10 Aug 23



## HQ RIO Det 6 Leadership Information



### RIO Det 6 Commander

**Col Ricardo T. Baker**

**DSN: 968-5035**

**Comm: 813-828-5035**

**ricardo.baker.1@us.af.mil**



### RIO Det 6 SEL:

**CMSgt Edna Gardner**

**DSN: 968-5035**

**Comm: 813-828-5035**

**edna.gardner@us.af.mil**

## Total Force Support Center (TFSC)

**DSN: 665-0102**  
**Comm: 210-565-0102**  
**CC Hotline (720-847-3388) - For Unit CCs Only**  
**ARPC/JA**  
**arpc.ja.rio@us.af.mil**  
**Comm: 720-847-3277**

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