



HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

VISION

RIO is a dynamic partner that integrates and supports ready Airmen who provide critical strategic depth to the Nation.

DAY 1
28 JAN 2026

| TIME (MT) | DURATION | TOPIC |
|-----------|----------|--------------------------------|
| 0800-0805 | 5 | Welcome & ROEs |
| 0805-0815 | 10 | HQ RIO Organization |
| 0815-0825 | 10 | Roles & Responsibilities |
| 0825-0835 | 10 | RIO Updates |
| 0835-0845 | 10 | HQ RIO Command Team |
| 0845-0910 | 25 | Navigating Systems |
| 0910-0920 | 10 | Break |
| 0920-1005 | 45 | Participation/Points |
| 1005-1050 | 45 | myFSS Orders Demo |
| 1050-1150 | 60 | Lunch |
| 1150-1250 | 60 | Travel |
| 1250-1340 | 50 | Pay |
| 1340-1350 | 10 | Break |
| 1350-1430 | 40 | Medical |
| 1430-1455 | 25 | Classifications/Formal Schools |
| 1455-1515 | 20 | Deployments |
| 1520-1530 | 10 | Closing remarks |



HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

MISSION

Provide tailored global customer support to empower ready Individual Reservists who create mission impact.

DAY 2
29 JAN 2026

| TIME (MT) | DURATION | TOPIC |
|-----------|----------|------------------------------------|
| 0800-0900 | 60 | Customer Service Hour |
| 0900-0905 | 5 | Admin Comments |
| 0905-0915 | 10 | Break |
| 0915-0935 | 20 | Talent Management Consultant (TMC) |
| 0935-1010 | 35 | Assignments |
| 1010-1035 | 25 | Career Development |
| 1035-1100 | 25 | Force Management |
| 1100-1125 | 25 | Readiness |
| 1125-1225 | 60 | Lunch |
| 1225-1240 | 15 | Force Development - DT |
| 1240-1300 | 20 | Force Development - DE |
| 1300-1330 | 30 | Post 9-11 GI Bill |
| 1330-1400 | 30 | DD 214 |
| 1400-1420 | 20 | Officer Promotions |
| 1420-1430 | 10 | Break |
| 1430-1450 | 20 | Unit Reserve Coordinators |



U.S. AIR FORCE

Virtual IRO ROEs

- **Cameras off**
- **Audio muted**
- **Change name to Rank, First Name, Last Name**
 - Ex: Lt Col Erin Karl
- **PLEASE WAIT and ask questions at the end – we promise to answer them!**
 - Type them in the chat
 - Raise your hand
- **Be courteous to briefers and attendees**
- **Please note that this event will not be recorded. The presentation slides will be posted on the HQ RIO site for your reference**
- **Let's get started!**



U.S. AIR FORCE

Survey Monkey Link



Please use the link in the chat or QR code to complete the surveys you may complete them all at the end or as we go.



United States Air Force Reserve

Integrity - Service - Excellence

HQ Readiness and Integration Organization



SMSgt Michelle Corlett

U.S. AIR FORCE

HQ RIO/IRR

Fly, Fight and Win...



U.S. AIR FORCE

Who We Support



Fly, Fight and Win...

Individual Reservist (IR)

■ IMA (CAT B)

- Assigned to an Active Component, unit, wing, MAJCOM, COCOM, HQ
- Annual Tours (AT) and Inactive Duty Training (IDT) required for satisfactory FY participation
 - 24 or 48 IDTs
 - 12 - 14 Day Annual Tour



■ PIRR (CAT E)

- Members of the Ready Reserve (not part of SELRES) subject to active-duty recall by the President or Congress in time of national emergency or war
- Not assigned to a position on a UMD (attached to a unit) and not counted against reserve end strength
- Attached to active-component units and must earn 50 points per R/R year. The 50 points may be paid (MPA, limited school tour, etc.) or unpaid (IDT)



Unique IR Mission Sets

- **IMAs are assigned to every Department of Defense Combatant Command and other government defense agencies**, providing augmentation for manning shortfalls and backfilling for deployed active-component personnel in nearly every career field.
- **90+ Emergency Preparedness Liaison Officers** – Assigned to 1st Air Force, National Security Emergency Preparedness Directorate (NSEP), activated in support of local and federal agencies in the face of natural disaster and other emergencies to facilitate requests for Title 10 Air Force support
- **CAP-USAF Civil Air Patrol Reserve Liaison Officers** – These participating individual ready reservists (points only) facilitate inspections of local CAP operations around the country, ensuring the volunteer-driven, official Air Force auxiliary is prepared to respond to its 4,000+ missions each year.
- **Admissions Liaison Officers** – These participating individual ready reservists (points only) provide information about Air Force commissioning and educational opportunities (USAFA and ROTC) to high school students and educators in all 50 states and several overseas areas.





U.S. AIR FORCE

Active Component Key Roles



Unit Commander

OPCON

- Mission
- Security
- Fitness
- Medical
- MPA, participation, evals, PRFs
- FSS actions, DEERS, GTC, etc.



Unit Supervisor

- Teach, train and mentor IRs
- Ensure readiness and compliance
- Support daily integration with active duty



Unit Reserve Coordinator (URC)

- Primary POC for IR management
- Tracks training, ARCNet, and readiness
- Coordinates with HQ RIO and FSS

OPCON vs. ADCON

OPCON – Owning Unit

Owning unit has OPCON of the IR force and most admin function

- Mission execution
- Security
- Fitness
- Medical
- MPA, participation, evals, Promotion Recommendation Forms (PRFs, GTC etc.)

ADCON – HQ RIO

HQ RIO has concurrent ADCON

- Orders
- Readiness reporting
- Retirements, assignments
- IMA end-strength, funding
- formal schools, ETS, etc.



HQ RIO's Roles

- RIO serves IRs to ensure they are ready to execute the mission
- Standardize management of IRs
- Ensure IR readiness and full integration with the active force
- IR Orders and IR Pay (MilPay and Travel)
- Manage IMA end-strength
- Provide a chain of command with accountability through ARPC/CC to the AFRC/CC
- Maintain concurrent admin control with RegAF CCs
- Educate and counsel the Active Component on IR matters
- Partnership and outreach
- Deliver a full complement of customer service and support



U.S. AIR FORCE

Nice to Know

- **HQ RIO Training: Provides standardized IR / URC / AD training**
 - Welcome Briefings / Newcomers Orientation / Refresher Training
 - Systems Training
 - RIO Learning Experiences
- **Communications available to the field**
 - HQ RIO/PA
 - HQ RIO Website
 - RIO Buzz newsletter
 - IR Guide / Quick Guides





U.S. AIR FORCE

Welcome



We are
HERE



Fly, Fight and Win...



U.S. AIR FORCE

HQ RIO TEAM

SMSGT KEVIN WILSON

SMSGT MICHELLE CORLETT

MSGT ILIAH DUNCAN

SSGT JULIET MEDINA



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Roles and Responsibilities



U.S. AIR FORCE

Fly, Fight and Win...

- Familiarizes IMA with unit mission
- Ensures awareness of mobilization role
- Coordinates annual participation with IMA (AT & IDTs)
 - Approves IDT schedule in UTAPS
 - Certifies worked IDT days in UTAPS
- Acts as focal point for formal and proficiency training
- Manages Evaluation program IAW DAFI 36-2406
- Submit recommendations for awards and decorations



U.S. AIR FORCE

RegAF Commander

- **Quality Force actions:** Discipline, UIFs, Evaluations, Decorations, Promotions, LODs, Assignments, Manpower and Participation, Reenlistment Recommendations
- **Commanders Programs:** GTC, Family Care Plan, Security, Fitness, and Training
- **Ensures IMA Readiness:** Annual PHAs and Dental exams, Deployment requirements, incorporated in the Information and Personnel Security Programs
- Ensure IMAs do not deploy in support of AEF requirements without an AF Form 938 ordering member to active duty and CED orders published by appropriate agency
- **Note: Active-duty unit is responsible for security clearance**



IR (IMA/PIRR) Responsibilities

The IR (IMA/PIRR) is responsible for ensuring their information is updated in the military personnel system (MilPDS)

There are two ways to ensure personal information is updated correctly:

- The IR will access vMPF through AF OKTA to update their current address by clicking on “Record Review/Update” on left hand menu under most popular Applications
- The IR may contact the AD MPS Customer Support if they are having problems updating their personal information



U.S. AIR FORCE

IR (IMA/PIRR) Responsibilities Cont.

Click “Record Review/Update” > “Individual” to update personal info. This update can take up to 48 hours to update other systems.

Home Assignments Miscellan

Most Popular Applications

- Awards and Decorations
- Career Data Brief (CDB)
- Duty History
- Out Processing
- Record of Emergency Data (RED)
- Record Review/Update

Helpful Links

- Accrual Travel Voucher
- Air National Guard
- Air Reserve Personnel Center
- Civilian Employer Information (CEI)
- IDEA Program Data System
- My Pay (Formerly E/MSS)
- Total Force Service Center - San Antonio
- vFinance
- Unit Email Address Capture Form

Introduction

Individual

Duty History

- Current
- History
- TDY

Assignments

Performance Reports

Promotions

Awards and Decorations

Aircrew

Education and Training

Service

[View/Print All Pages](#)

Name: ERIN M KARL Rank: LTC

Contact Information

| | | |
|-------------------------|--|----------------------|
| Personal Email Address: | ERINKARL@OUTLOOK.COM | Edit |
| Duty Email Address: | ERIN.KARL.1@US.AF.MIL | Edit |
| Home Phone: | 919-244-9355 | Edit |
| Business Phone: | None | Edit |
| Home Address: | 1305 WHITE BEACH LANE DURHAM, NC 27703 | Edit |
| Mailing Address: | <input checked="" type="checkbox"/> Same as home address | Edit |
| Consent to Release: | N | Edit |

Family Information

| | |
|-----------------------------|----------|
| Marital Status: | DIVORCED |
| Total Number of Dependents: | 1 |
| Dependents in Household: | 1 |

Demographics Information

| | | |
|-----------------------|---------------------------|----------------------|
| Sex: | Female | |
| Race: | White | Edit |
| Hispanic Declaration: | Not Hispanic or Latino | Edit |
| Ethnic Group: | None | Edit |
| Religious Preference: | ROMAN CATHOLIC CHURCH | Edit |
| Date of Birth: | 20 JAN 1974 | |
| Place of Birth: | CALIFORNIA | |
| Citizenship: | BY BIRTH IN UNITED STATES | |



Unit Reserve Coordinator

Unit Reserve Coordinator- URC

- Represents the AD Commander/Director, by overseeing the IR program at the unit level
- URCs assist supervisors and other staff in managing Unit Commander's programs
 - **Unit Fitness Program Manager** – ensuring IRs meet fitness requirements
 - **Unit Deployment Manager** – verifying deployment readiness and documentation
 - **Unit Training Manager** – monitoring training completion and updates
 - **Security Manager** – maintaining clearance and access compliance
 - **Drug Demand Reduction Program Trusted Agent** – ensuring IRs are included in testing rosters
 - **Government Travel Card/Control Spend Account** – helping IRs stay compliant with travel card policies
 - **Awards & Decorations** – assisting with submissions and tracking
 - **Evaluations** – ensuring timely completion and routing of OPBs/EPBs
- URCs are also responsible for ensuring personnel actions such as promotions, skill level upgrades, and changes of reporting official are initiated promptly and properly coordinated, with updates reflected in the MilPDS through the appropriate channels.

Detachment Staff

- The servicing Detachment supports the URC by offering guidance on personnel action procedures and readiness requirements for Individual Mobilization Augmentees (IMAs).

HQ RIO

- HQ RIO operates under HQ ARPC but maintains a direct chain of command to the AFRC/CC. The HQ RIO Staff, Detachment Commanders/Staff, Operating Location Program Managers (PMs) help train the AD commanders, supervisors and base level support personnel on effectively managing and utilizing Individual Reservists (IRs).

HQ ARPC

- Advise on Reserve personnel programs
- Makes MilPDs updates (as applicable)

RegAF MPS

- Provides personnel support for the IMA
- Has access to UMPR, UMDs, and Alpha Rosters with IR data
- Has limited capability to make updates in MilPDs for the IMA



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

HQ RIO Updates



SMSgt Michelle Corlett

HQ RIO/IRR

U.S. AIR FORCE

Fly, Fight and Win...

***Navigate
to
HQ RIO site***



U.S. AIR FORCE

HQ RIO Commander & SEL



Col Nathan Day



CMSgt Jofred Aviles



United States Air Force Reserve

Integrity - Service - Excellence

Navigating Systems

(No slides)



SMSgt Michelle Corlett

HQ RIO/IRR

U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Participation/Points



HQ ARPC Points Management Branch

U.S. AIR FORCE



Law—Regulation—Policy

- **Title 10 U.S.C. 12732(a)(2): Points Categories**
- **Title 37 U.S.C. 206(d): Nonresident Education ROE (Distributed Learning (Formally ECI))**
- **DoDIs 1215.06 & 2015.07: Points & Participation ROEs**
- **DoDI 7000.14-R: O4E & Delayed Entry ROEs**
- **AFMAN 36-2136: Reserve Personnel Participation (6 Sep 19)**
 - **Expands on Title 10, Title 37 & DoDIs**



Anniversary (Retention/Retirement) Date

- Foundation for calculating retirement points and retirement eligibility
 - 20 years of Satisfactory Service (Reserve retirement).
 - 20 years of Total Active Federal Military Service (TAFMS –active duty retirement).
- Starting 1 Oct 1995:
 - Established by the date the member entered into active service or active status in a Reserve Component (this will include delayed entry).
 - Adjusted only for breaks-in-service.



Anniversary (R/R) Date

- An Anniversary year begins on one day of one year and ends on the preceding day of the next year.
 - **Example: If the initial date of enlistment was 1 July 2020, then the R/R year would conclude on 30 June 2021**
- A new anniversary date is not established if they transfer between Reserve components or from a regular component. However, a new anniversary date must be established if an assignment is from an inactive status (break in service)
- Inactive status consists of:
 - **Academy service if ever commissioned**
 - **Inactive Status List Reserve Section (ISLRS)**
 - **Inactive National Guard, Retired Reserve**
 - **Temporary Disability Retirement List (TDRL),**
 - **Civilian status, Health Professional Scholarship Program (HPSP),**
 - **Reserve Officer's Training Corps (ROTC)**



Point Categories

- Active Duty = **one point per day**
- Inactive Duty Training (IDT) = **one point for every 4 hours worked, not to exceed 2 points per day**
- Funeral Honors Duty = **credited with one point per day (Can be performed in either IDT or AD status)**
- Distributed Learning (formerly ECI) = **one point for each 4 course contact hours of DL study. NOT CREDIT HOURS**
- Membership = **15 points credited for active Reserve status membership per anniversary year; pro-rated for partial years**



Maximum Points Creditable for Retirement

- Maximum Inactive Duty credit applies to a combination of:
IDT(DRILL) + DL (formerly ECI) + Any Membership Points = Max IDT Credit
 - **Before 23 September 1996**
 - **60 max inactive duty training pts per R/R year**
 - **On/after 23 September 1996 but before 30 October 2000**
 - **75 max...**
 - **On or after 30 Oct 2000**
 - **90 max...**
 - **On or after 30 Oct 2007**
 - **130 max...**
 - **A maximum of 365 points (366 points in a leap year) may be credited each R/R year**



Satisfactory Service

- A year of satisfactory Federal service for retirement is awarded when a member earns at least 50 points (which includes any membership points) for the entire Anniversary year
 - Example: 35 IDTs + 15 Mbr pts = 50 pts
14 AD + 25 IDTs + 15 Mbr pts = 54 pts
- In some cases, the partial years on the summary are subtotals which reflect the points earned while in a particular component. Above the partial years is the full R/R year total which accounts for the partial years below it. Do not add the partial years into any totals as they are already included in the full R/R year line. (Look for a "Z" line)
 - Example:

| AD | IDT | IDS | ECI | MBR | TOTAL | RETIRE | SAT SVC | HIST | |
|-------------|-------------|------|------|------|-------|--------|---------|--------|----------------------|
| 19 OCT 2019 | 18 OCT 2020 | 0366 | 0000 | 0000 | 0000 | 00370 | 00366 | 010000 | ZV 1 (Total Line) |
| 19 OCT 2019 | 15 JUL 2020 | 0271 | 0000 | 0000 | 0000 | 00271 | 00271 | 000827 | FR 1 (Subtotal Line) |
| 16 JUL 2020 | 18 OCT 2020 | 0095 | 0000 | 0000 | 0000 | 00099 | 00099 | 000303 | FV 4 (Subtotal Line) |



Pro-Rating Membership Points

Table 2. Pro-Rating Membership Points

| From | Number of Days in an Active Status Through | Membership Points To Be Credited Points |
|------|---|--|
| 1 | 12 | 0 |
| 13 | 36 | 1 |
| 37 | 60 | 2 |
| 61 | 85 | 3 |
| 86 | 109 | 4 |
| 110 | 133 | 5 |
| 134 | 158 | 6 |
| 159 | 182 | 7 |
| 183 | 206 | 8 |
| 207 | 231 | 9 |
| 232 | 255 | 10 |
| 256 | 279 | 11 |
| 280 | 304 | 12 |
| 305 | 328 | 13 |
| 329 | 352 | 14 |
| 353 | 365 (366 leap year) | 15 |

- Army, Army Reserve and Army National Guard
- Navy and Navy Reserve
- Air Force, Air Force Reserve and Air National Guard
- Marine Corps and Marine Corps Reserve
- Coast Guard and Coast Guard Reserve
- Attendance at Preparatory Schools
- Academy service for enlisted members (when never commissioned)
- National Oceanic and Atmospheric Administration (NOAA Officers only)
- Space Force



Non-creditable Service

- **Academy service if ever commissioned**
- **Inactive Status List Reserve Section (ISLRS)**
- **Inactive National Guard**
- **Retired Reserve**
- **Temporary Disability Retirement List (TDRL)**
- **Civilian status**
- **Health Professional Scholarship Program (HPSP)**
- **Reserve Officer's Training Corps (ROTC)**



U.S. AIR FORCE

PCARS Computer Printout

Anniversary (R/R) date

R/R DATE----- 0607
 ACC-PCARS-DT---- 07 JUN 2004
 LOST-PTS-DT-----
 CAREER ST-DT---- 16 JAN 1984
 DOB-----
 P-REC-STAT----- 47
 ART-TECH-ID-----
 PTS-TOT-TAFCS--- 0
 RET-ELIG-----
 DIEUS----- 16 JAN 1984

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

SSAN: REC-STAT GR: MSG DATE: 41
 TAFMS----- 030723
 TAFCS-----
 OATH-DT-----
 PAYDATE----- 15 DEC 1997
 PAS----- R80MFTGL
 EDCSA----- 07 AUG 2014
 REC-DEL-DT-----
 DT-20-COMP-----
 REC-CONV-FLAG- 1

Lost Points Date

Record Status Code
 Total Active Federal Military Service
 In years, months, days

Year-by-year Service History

--SERVICE HISTORY--
 PTS ACRD TO 06 JUN 2017 AD IDT IDS ECI MBR TOTAL RETIRE SATSVC HIST QUAL
 16 JAN 1984 15 JAN 1985 0190 0000 0000 0000 007 00197 00197 010000 ER 1
 16 JAN 1984 09 JUL 1984 0000 0000 0000 0000 007 00007 00007 000000 FV 1
 10 JUL 1984 15 JAN 1985 0190 0000 0000 0000 000 00190 00190 000606 FV 1
 16 JAN 1985 15 JAN 1986 0365 0000 0000 0000 000 00365 00365 010000 FR 1
 16 JAN 1986 15 JAN 1987 0365 0000 0000 0000 000 00365 00365 010000 FR 1
 16 JAN 1987 30 JUN 1987 0166 0000 0000 0000 000 00166 00166 000515 FR 1
 01 JUL 1987 15 JAN 1988 0000 0028 0000 0000 008 00036 00036 000615 FV 1
 16 JAN 1988 15 JAN 1989 0015 0048 0000 0000 015 00078 00078 010000 FV 1
 16 JAN 1989 15 JAN 1990 0000 0030 0000 0000 015 00045 00045 000000 FV 1
 16 JAN 1990 06 JUN 2004 0000 0000 0000 0000 000 00000 00000 000000 XC 1
 07 JUN 2004 06 JUN 2005 0002 0044 0000 0000 015 00061 00061 010000 FV 4
 07 JUN 2005 06 JUN 2006 0027 0048 0000 0000 015 00090 00090 010000 FV 4
 07 JUN 2006 06 JUN 2007 0010 0056 0000 0000 015 00081 00081 010000 FV 4
 07 JUN 2007 06 JUN 2008 0157 0032 0000 0000 015 00204 00204 010000 FV 4
 07 JUN 2008 06 JUN 2009 0040 0044 0000 0000 023 0122 00122 010000 FV 4
 07 JUN 2009 06 JUN 2010 0029 0044 0000 0004 015 00092 00092 010000 FV 4
 07 JUN 2010 06 JUN 2011 0034 0053 0000 0000 015 00102 00102 010000 FV 4
 07 JUN 2011 06 JUN 2012 0002 0048 0000 0000 015 00065 00065 010000 FV 4
 07 JUN 2012 06 JUN 2013 0020 0042 0000 0000 015 00077 00077 010000 FV 4
 07 JUN 2013 06 JUN 2014 0019 0048 0000 0000 015 00082 00082 010000 FV 4
 07 JUN 2014 06 JUN 2015 0009 0051 0000 0000 015 00075 00075 010000 FV 4
 07 JUN 2015 06 JUN 2016 0029 0042 0000 0000 015 00086 00086 010000 FV 4
 07 JUN 2016 06 JUN 2017 0015 0056 0000 0000 015 00086 00086 010000 FV 4

Current R/R year points

TYPE DUTY (TD) CODES: 1=AD OTHER 2=AD SPEC 3=AD SCHOOL 4=AD ANNUAL 5=EAD
 6=AFTP 7=IDT 8=IDT NONPAY 9=ECI A=AD NONPAY B=CONTINUATION PAY
 TRAINING PERIOD (TP) CODES: 0=BOTH 1=AM 2=PM

--CURRENT R/R YEAR POINTS--

| FROM DT | TO DT | PTS | TD | TP |
|-------------|-------------|-----|----|----|
| 07 JUL 2017 | 07 JUL 2017 | 001 | 7 | 1 |
| 08 JUL 2017 | 08 JUL 2017 | 002 | 7 | 0 |

Record Status Code

Total Active Federal Military Service
 In years, months, days

Retirement Points

Satisfactory Service years

Service component



Common Service History Status Codes

- **Air Force:**
 - **FR** = Active Duty Air Force
 - **FV** = Air Force Reserve/Guard
- **Army**
 - **AR** = Active Duty Army
 - **AV** = Army Reserve
 - **AG** = Army Guard
- **Navy**
 - **NR** = Active Duty Navy
 - **NV** = Navy Reserve
- **Space Force**
 - **SR** = Active Duty
 - **SV** = Space Force Reserve
- **Marines:**
 - **MR** = Active Duty Marines
 - **MV** = Marine Reserve
- **Coast Guard**
 - **PR** = Active Duty Coast Guard
 - **PV** = Coast Guard Reserve
- **Non-Creditable**
 - **XC** = Civilian Break
 - **XT** = ROTC
 - **XA** = AF Academy
 - **XH** = HPSP
 - **XW** = HPSP (Non-Creditable)
 - **XN** = Inactive National Guard



U.S. AIR FORCE

Points Management Resources

Points Management Knowledge Article:

- On MyFSS, search for “AFR/ANG General Point Credit Information.”
- Direct Link: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000oNPnCAM>
- There is a 60-day process time for myFSS tickets.
- The Points Management KA contains a “Create a Request” button that allows members to create MyFSS cases that will go directly to our queue. All cases will be answered in the order received.
- Please ensure all cases include necessary source documents attached. Cases without proper documents attached will be returned with no action. All source documents must be properly filled out according to DoD/DAF regulations, to include proper authorization and certification signatures when applicable.



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Headquarters Individual Reservist Readiness and Integration Organization

myFSS Orders Request System for IMAs

Emily Klins



U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

Agenda

- **Why myFSS?**
- **What's affected**
- **Live Demo**
- **ARROWS-R Demonstration**



U.S. AIR FORCE

What are the benefits of myFSS?

- **All attachments and requested info delivered to the orders writer as a single case**
- **Incidents are trackable (for RIO and the member)**
- **Orders writer can vet the request, ask for any additional info, and ensure the orders request info is correct before submitting that info into AROWS-R**
- **myFSS is accessible without a CAC (Two Factor Authentication via app)**
- **Dynamic form allows for things that were separate emails to be completed during the request and only when needed. These forms are no longer separate from the myFSS Request:**
 - **AT Special Request Form**
 - **Rental Car Worksheet**



U.S. AIR FORCE

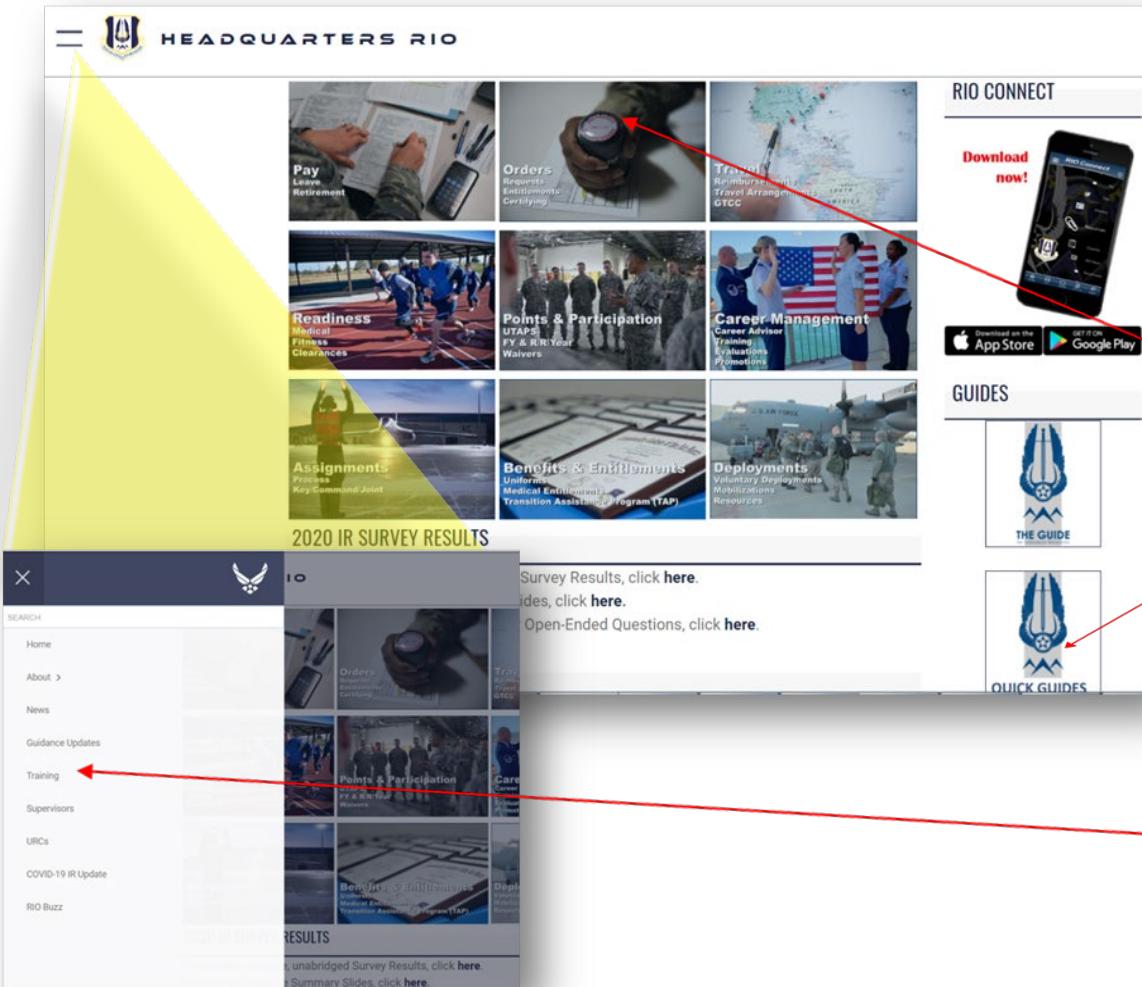
Other benefits/reminders

- **Dynamic form asks for things needed based on your answers**
- **One-stop location for all docs and information**
 - **No more lost attachments sent via email**
 - **Member can “see” movement on the case**
 - **Member can reply to the case**
- **Cases are viewable by other orders writers**
 - **One goes on leave, another can have access to a single case file and assist**
- **Make sure you receive myFSS emails in your personal inbox**
 - **Put the email in your myFSS profile**
 - **If needed, “whitelist” .mil emails to ensure they reach your inbox**



U.S. AIR FORCE

More information



HEADQUARTERS RIO

2020 IR SURVEY RESULTS

Survey Results, click [here](#).
IDES, click [here](#).
Open-Ended Questions, click [here](#).

RESULTS

unabridged Survey Results, click [here](#).
Summary Slides, click [here](#).

SEARCH

- Home
- About >
- News
- Guidance Updates
- Training
- Supervisors
- URCs
- COVID-19 IR Update
- RIO Buzz

HEADQUARTERS RIO

2020 IR SURVEY RESULTS

Download now!

App Store Google Play

GUIDES

THE GUIDE

QUICK GUIDES

HEADQUARTERS RIO

2020 IR SURVEY RESULTS

Survey Results, click [here](#).
IDES, click [here](#).
Open-Ended Questions, click [here](#).

RESULTS

unabridged Survey Results, click [here](#).
Summary Slides, click [here](#).

SEARCH

- Home
- About >
- News
- Guidance Updates
- Training
- Supervisors
- URCs
- COVID-19 IR Update
- RIO Buzz

- Always go to the HQ RIO website for info first:
www.HQARIO.afrc.af.mil
- Lots of info on the ORDERS section
- Quick Guide
- Training videos can be found here



U.S. AIR FORCE

Demonstration

- **Common types of orders**
 - **Annual Training**
 - **Contingency/Non-Contingency MPA orders**
 - **ADOS Orders**



Before Submitting for Orders

- Before you submit orders, make sure you do any of the following checks as applicable:
- Make sure ARCNet Readiness is up to date to include medical, training, and other applicable items.
- UTAPS Calendar: If IDT's are being done in conjunction, the UTAPS calendar must be up to date and have the requested days scheduled by member then approved by their supervisor.
- School Orders: If receiving school orders, members need to provide TLN and reporting instructions for the course. **Detachment 5 is now processing all School TDY Requests. They are still submitted via an orders request then are assigned to Detachment 5 to action.**

Takeaway: Quality checks will be performed by the assigned technician make sure all the required items and documents have been provided to generate the order. If a member is **RED** on readiness in ARCNet, the case will be actioned, but the member is subject to denial of future orders if the overdue items are not resolved. Provide as much information as possible for an easy orders request completion.



U.S. AIR FORCE

Items of Note-MPA Orders

- **MPA orders: Steps must be taken before submitting a MPA Contingency/Non-Contingency request:**
 - **Members are no longer required to submit a MyFSS case to trigger the MPA orders process. A case will be created for the member once the tasking has been obligated and orders created/routed in AROWS-R.**
 - An agreement with Active-Duty component needs to be signed before being assigned the tasking within M4S.
 - If performing back-to-back orders but with different organizations paying for the member, two separate orders will be created for each task ID. If there is leave carryover to be actioned between MPA tours of duty, the member **MUST** coordinate with the Reserve Pay Office (RPO) and the FAMM before a tasking can be obligated to trigger orders creation.
 - For MPA PCS, there are extra steps in the approval process, such as SAF approval for accompanied PCS (OCONUS) or the FAMM lifting a PCS Hold/PCS approval action on the tasking.

Key Takeaways: Keep open communication with the AD component when requesting Title 10 (AD) tours of duty.



U.S. AIR FORCE

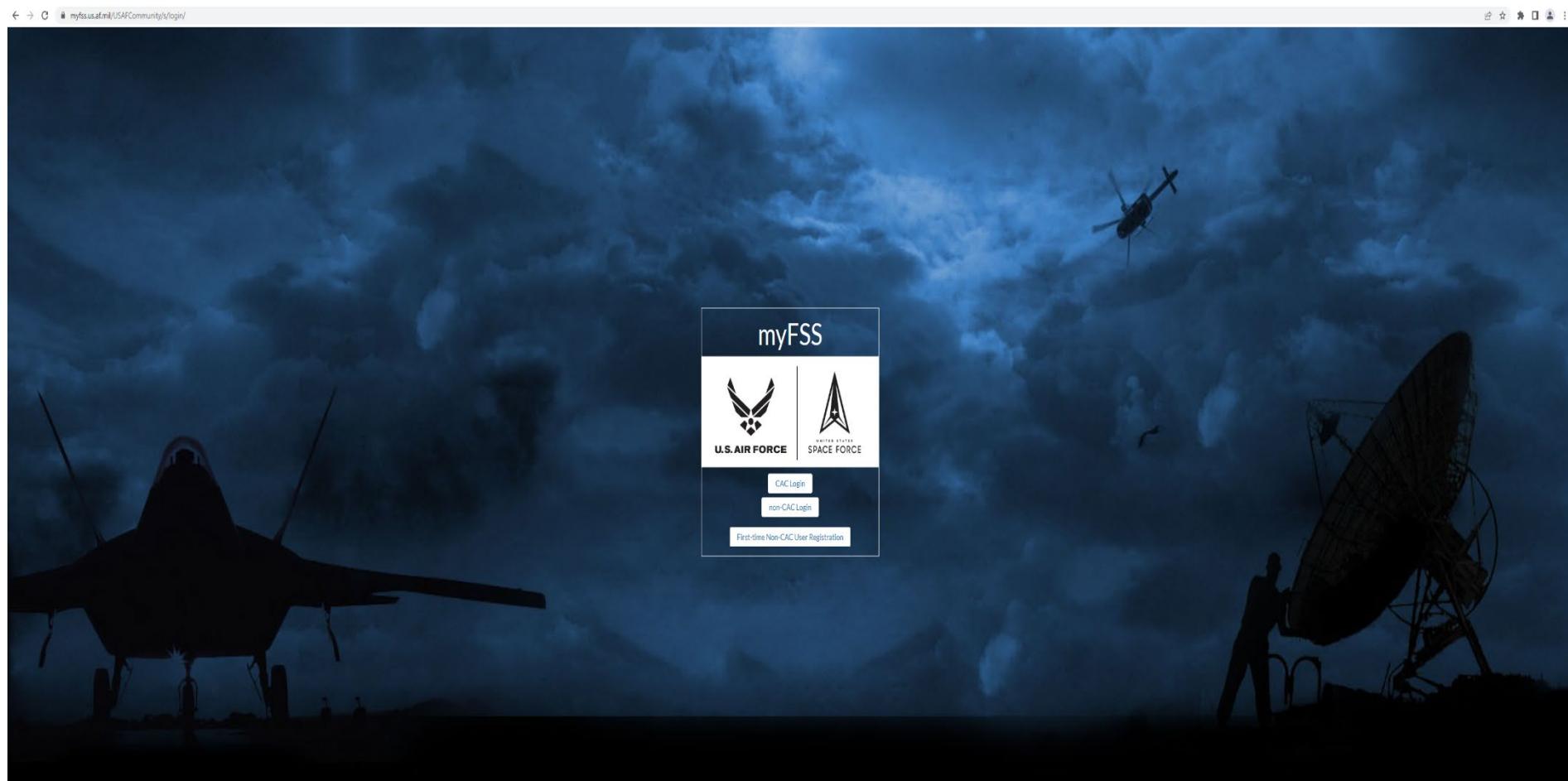
DTS Transition

- Most orders are to book travel via DTS starting 1 October 2023. There are exceptions to this, such as MPA PCS, etc.
- IDT's Outside of Local Commute are to be done via DTS with an authorization. The Travel Reimbursement Office (TRO) has taken over this process.



U.S. AIR FORCE

MyFSS Demonstration



Fly, Fight and Win...



U.S. AIR FORCE

Demonstration-AROWS-R



Air Force Reserve Order Writing System [AROWS-R]

Version: 1.95.0.0002 Server: P2 Page Refreshed At: 2023/11/07 13:43 EST

Current Profile: Det 5 - HQ ARPC - RIODETS

Please Select A Menu

[Home](#) | [Switch Profile](#) | [Change Password](#) | [My Account](#) | [Logout](#)

«Bottom»

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 **JUSTIN STAUFFER** to the AROWS-R Home Page

Your current login was on Tuesday, November 7, 2023 01:43:01 PM

Your previous successful login was on Tuesday, November 7, 2023 11:31:46 AM

Your current phone number is: 963-5406

Your current email address is: justin.stauffer@us.af.mil

Your applications will be processed by: 315 MSG

Point of Contact is: [BROUGHTON WIGFALL, NETTIE M](#)

Phone Number is: 843-963-2053 DSN 673-2053

Your Latest Broadcast messages:

| | |
|------------|---|
| 2023/10/27 | AROWS-R has been updated to Version 1.95.0.0002 and the Release Build 95 SAM is available for review on the AROWS-R SharePoint via the following link: https://usaf.dps.mil/sites/AFRC-FM/FMX/FMXO/Documents/AROWS-R/SAMS/FY24/AROW24-003%20Release%20Build%2095_AGR%20Statement%20and%20EOY%20jobs.pdf |
| 2023/09/26 | **Periodic delivery issues with TODC Supervisor emails** Several attempts may be required by the member to successfully send the Supervisor TODC email. Members are advised to check with their respective Supervisor to verify receipt after submitting their TODC. If the Supervisor does not receive the email, then the member will need to take the following action: (1) Print out the order/save order as a pdf (2) Obtain wet/digital signatures (3) Submit the TODC manually (or via email) for payment depending on the process in place for your unit. |
| 2023/09/25 | *CIC Generator Tool* The link within AROWS-R currently does not work. However, the CIC Generator Tool can be accessed via this URL: https://usaf.dps.mil/sites/AFRC-FM/FMX/FMXO/Documents/AROWS-R/CIC_Generator%20-%20Ver%201.3.accdb |
| 2023/09/25 | LEVELS OF SUPPORT for AROWS-R assistance: (1) First level is the Unit POC (2) Second level is Wing Administrator (3) Third level (for Wing Admins) is the AROWS-R HELP DESK at AFRCFM.AROWSR@US.AF.MIL or the HQ AFRC/FMXO org box at AFRC.FMXO@US.AF.MIL For DEAMS errors, please email the DEAMS Help Desk at deams.helpdesk@us.af.mil For PBASweb errors, please contact your Budget Analyst |

Fly, Fight and Win...



U.S. AIR FORCE

Demonstration-AROWS-R

Applications in Progress ▼ View Inbox

| Control Tracking Number | Tracking Number | Status | PAS Code | SSN | Name | Start Date | End Date | Total Days | Order Sub Type | |
|-------------------------|-----------------|--------|----------|------------|------------|------------|------------|------------|---------------------------|--|
| N/A | 10040144 | MOD | HH13FW53 | [REDACTED] | [REDACTED] | 2023/09/24 | 2023/09/30 | 7 | TDY (IDT AT HOME STATION) | Pullback |

Total Records: 1

Search

| | |
|---------------------------------------|--|
| By Tracking Number: | <input type="text" value="10040144"/> |
| By SSN: | <input type="text"/> |
| By Last Name: | <input type="text"/> |
| By First Name: | <input type="text"/> |
| By Duty Dates: | <input type="text"/> To <input type="text"/> |
| By Order Type: | <input type="text"/> |
| By Order Sub Type: | <input type="text"/> |
| By PAS Code: | <input type="text"/> |
| Display: | 10 <input type="button" value="▼"/> per page |
| <input type="button" value="Search"/> | |



U.S. AIR FORCE

Demonstration-ARROWS-R

Tracking #: 10040144/1
Filing Sequence: TAKDUH
SSN: [REDACTED]

Name: [REDACTED]
Start Date: 2023/09/24
End Date: 2023/09/30

Order Type: TDY (IDT AT HOME STATION)
Status: MOD
Total Days: 7

Display Section: Current Status ▾

[View Application Details](#) | [Print Draft/Official Order](#)

| Routed To | Action Type | Action Date/Time | Last Name | OWA |
|--------------------------------|----------------|------------------|-----------|----------|
| Member | | | | |
| AGR Admin | | | | |
| Participation Specialist | Approved | 2023/11/06 14:56 | STAUFFER | |
| Approving Official | Approved | 2023/11/06 17:03 | COLL | |
| Invitational Event | | | | |
| MilPay Specialist | | | | |
| Unit Commander | | | | |
| Military Personnel Section | | | | |
| Wing Commander | | | | |
| Hard Hold - Cross Wing Funding | | | | |
| Resource Advisor | Routed | 2023/11/06 14:56 | | RIODETS |
| Waiver | | | | |
| Training Program | | | | |
| Order Issuing Official | Future Routing | | | RIODETS |
| Final Order Issuing Official | Future Routing | | | ARPC SWC |
| Authentication | | | | |
| DTS | | | | |

[Close this Window](#)



U.S. AIR FORCE

Demonstration-AROWS-R

| | | |
|-------------------------|------------------------|-----------------------------------|
| Tracking #: 4788335/1 | Name: [REDACTED] | Order Type: MPA (NON-CONTINGENCY) |
| Filing Sequence: D5K54G | Start Date: 2013/06/30 | Status: MOD |
| SSN: [REDACTED] | End Date: 2013/08/24 | Total Days: 56 |

| | | | |
|------------------|-------------------------|--|--|
| Display Section: | History - Modifications | View Application Details | Print Draft/Official Order |
|------------------|-------------------------|--|--|

Applications In Progress

| Action | Mod # | Start Date | End Date | Total Days | Order Type | Status |
|--------------------------|-------|------------|----------|------------|------------|--------|
| No Information Available | | | | | | |

Approved Orders

| Action | Mod # | Start Date | End Date | Total Days | Order Type | Status |
|--------|-------|------------|------------|------------|------------|---------|
| Print | 1 | 2013/06/30 | 2013/08/24 | 56 | MPA | MOD |
| Print | 0 | 2013/06/30 | 2013/07/25 | 26 | MPA | INITIAL |

[Close this Window](#)



U.S. AIR FORCE

Demonstration-ARROWS-R

| REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR | | BY ORDER OF THE SECRETARY OF THE AIR FORCE | |
|---|---|--|--|
| PRIVACY ACT STATEMENT | | | |
| AUTHORITY: 10 USC 8013; Executive Order 9397. | | | |
| PRINCIPAL PURPOSES: Used to request and authorize Air Force reservist tours of active duty as well as acting as a temporary duty travel order. SSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication; enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable. | | | |
| ROUTINE USES: A copy of the order may be provided to civilian employers to substantiate active duty military requirements. | | | |
| DISCLOSURE IS VOLUNTARY: However, without this information and SSN the Air Force cannot act on your travel, per diem and pay entitlements. | | | |
| 1. NAME (Last, First, MI) [REDACTED] | | 2. GRADE MSGT | 3. SSN [REDACTED] |
| 4. PRESENT STREET ADDRESS [REDACTED] | | 5. CITY [REDACTED] | 6. STATE [REDACTED] 7. ZIP CODE 28387-0000 |
| 8. UNIT OF ASSIGNMENT HQ AF RESERVE CM FFCMF0 | 9. LOCATION ROBINS AFB, GA 310985000 | 10. PAS CODE RX0MF0MF | |
| 11. Mbr is ordered to ANNUAL TRAINING | | for 13 * days plus auth tvl time. (0 Tvl Days) | TRACKING #: 9755358 |
| 12. WILL REPORT TO (Unit and location) HQ AF RESERVE CM FFCMF0, ROBINS AFB, GA 31098-5000 | | 13. REPORTING DATA (Hour) 0730 | 14. RELEASE DATE (YYYYMMDD) 20240303 |
| | | 15. CORPORATE LIMITS <input checked="" type="checkbox"/> | 16. COMMUTING AREA <input type="checkbox"/> 17. BAS CODE S |
| 18. REMARKS AUTH: AFMAN 36-8001 (File travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed DODFMR authorized travel time. Per diem is based on availability of gov't quarters and mess; contact the base billeting office since gov't quarters must be used when available.) | | | |
| SEE NEXT PAGE FOR REMARKS. | | | |
| CONTINUED ON NEXT PAGE | | | |
| 19. TNG-CAT-IND | 20. TOUR-IND | 21. MEAN CODE | 22. MAN-DAY ID |
| ESTIMATED COST > | 23. TRAVEL \$0.00 | 24. PER DIEM \$0.00 | 25. OTHER \$0.00 |
| 27. PAY AND ALLOWANCE | | | 26. TOTAL \$0.00 |

j. RENTAL CAR IS NOT AUTHORIZED AT HQ AF RESERVE CM FFCMF0 (20240303 THRU 20240315).



U.S. AIR FORCE

Demonstration-AROWS-R

OFFICIAL

AROWS-R
DAAQOY
[REDACTED]
2023/10/17

[REDACTED]
ANNUAL TRAINING

Continuation of AF Form 938, Block 18. Remarks (AFMAN 36-8001):

p. MEMBER WILL COMPLETE ALL READINESS REQUIREMENTS DURING THIS TOUR. CHECK ARCNET AND CONTACT THE DETACHMENT TO ENSURE READINESS STATUS IS CURRENT AND YOU REMAIN CURRENT UNTIL YOUR NEXT TOUR OF DUTY IAW AF136-2629, PARA 2.2B.3. MEMBER MUST BE PHYSICALLY PRESENT TO COMPLETE ANCILLARY TRAINING/ANNUAL PHYSICAL AND DENTAL REQUIREMENT.

q. MEMBER IS TO COMPLETE TOUR OF DUTY CERTIFICATION IN AROWS UPON COMPLETION OF THIS SHORT TOUR.

r. USE THE FOLLOWING BUDGET LABEL IN DTS IN THE ACCOUNTING SECTION: DTS BUDGET LABEL: 24 DETS AT

THE SUBMISSION OF THIS ORDER IS WITHIN CORPORATE LIMITS DUE TO AFRC APPROVED EXCEPTION TO POLICY REGARDING USE OF AROWS-R & DTS TO ACCOUNT FOR TRAVEL AND PER DIEM COSTS.

s. IN ACCORDANCE WITH AFMAN 34-102, MEALS AND QUARTERS ARE AVAILABLE. HOWEVER, IF A NON-AVAILABILITY LETTER IS ISSUED, THE MEMBER IS AFFORDED FULL MEALS & INCIDENTAL EXPENSES FOR MEALS AND REIMBURSEMENT FOR QUARTERS UP TO THE MAX LODGING RATE FOR THE LOCALITY (BOTH CAN BE FOUND EITHER IN DTS UNDER TRAVEL TOOLS AND PER DIEM RATE LOOKUP OR THE DTMO WEBPAGE AND SEARCHING PER DIEM RATE LOOKUP).

PLEASE NOTE: IF TRAVEL DISTANCE IS MORE THAN 400 MILES (ONE-WAY) OR 800 MILES (ROUND-TRIP), COMMERCIAL AIR IS MOST ADVANTAGEOUS. IF YOU ELECT TO USE YOUR PRIVATELY OWNED VEHICLE (POV) INSTEAD, YOUR MILEAGE REIMBURSEMENT WILL BE LIMITED TO THE COST OF THE GSA CITY PAIR FARE FOR TRAVEL BETWEEN YOUR HOME OR RECORD AND DUTY LOCATION AIRFARE (SEARCH GSA CITY PAIR ON THE DTMO WEBPAGE). IF YOU ELECT TO DRIVE YOUR POV AND DECIDE TO TAKE MORE THAN ONE DAY TO TRAVEL FROM HOR TO DUTY LOCATION, NO LODGING OR M&IE WILL BE AUTHORIZED FOR THE ADDITIONAL TRAVEL DAY. HOWEVER, IF YOU ELECT TO DEPART FROM A LOCATION OTHER THAN YOUR HOR, YOU WILL ONLY BE REIMBURSED UP TO THE COST OF TRAVEL FROM HOR TO PDS TO HOR.

t. THIS ORDER BRINGS THE MENTIONED MEMBER ON STATUS FOR THE NOTED DATES IN BOXES 13 AND 14 ABOVE. THE MEMBER WILL NEED TO INITIATE A TRAVEL AUTHORIZATION IN DTS TO RESERVE FLIGHTS (INITIAL/RETURNING), LODGING, RESERVE A RENTAL CAR (IF APPROVED BY AO), AND OTHER AUTHORIZED ENTITLEMENTS. ADD THIS AF FORM 938 (OFFICIAL ORDER) INTO YOUR DTS AUTHORIZATION BEFORE SUBMITTING AUTHORIZATION FOR APPROVAL.

ORDERS ARE WRITTEN TO ENCOMPASS TRAVEL DAYS AND WILL BE INCLUSIVE TO THIS ORDER. IF FURTHER TRAVEL DAYS ARE REQUIRED, AN ORDER MODIFICATION WILL BE REQUESTED BY MEMBER PROVIDING JUSTIFICATION FOR APPROVING OFFICIAL APPROVAL.

u. IF APPLIES, MEMBER IS DIRECTED TO ACCOMPLISH RCPHA IAW DAFMAN 48-123, MEDICAL EXAMINATIONS AND STANDARDS ON THIS TOUR AND ENSURE INFORMATION IS UPDATED IN PIMR. IF APPLIES, MEMBER IS DIRECTED TO COMPLETE THE ANNUAL DENTAL EXAM IAW DAFMAN 48-123, MEDICAL AND STANDARDS ON THIS TOUR AND ENSURE INFORMATION IS UPDATED IN EXAMINATIONS CDA. IF APPLIES, MEMBER IS DIRECTED TO PERFORM FITNESS ASSESSMENT IAW AFMAN 36-2905, FITNESS PROGRAM ON THIS TOUR AND ENSURE MYFITNESS IS UPDATED. MEMBER WILL COMPLETE ALL READINESS ACTIONS DURING THIS ORDER. RENTAL CAR NOT AUTHORIZED FOR REIMBURSEMENT WHILE IN IDT STATUS.
IF YOU HAVE ANY QUESTIONS OR CONCERNs REGARDING THIS AF FORM 938, PLEASE SUBMIT A GENERAL INQUIRY USING [HTTPS://MYFSS.USAF.MIL/USAFCOMMUNITY/S/KNOWLEDGE-DETAIL?ID=KA0T000000L101CAG](https://MYFSS.USAF.MIL/USAFCOMMUNITY/S/KNOWLEDGE-DETAIL?ID=KA0T000000L101CAG)

IF YOU HAVE QUESTIONS REGARDING DTS, PLEASE CONTACT YOUR RESPECTIVE DETACHMENT ORGANIZATIONAL DEFENSE TRAVEL ADMINISTRATOR AND/OR APPROVING OFFICIAL.

Fly, Fight and Win...



U.S. AIR FORCE

Demonstration-ARROWS-R

- USE THE FOLLOWING BUDGET LABEL IN DTS IN THE ACCOUNTING SECTION: EX: **DTS BUDGET LABEL: FY RIO AT ENL/25 RIO AT OFF**
- **THE SUBMISSION OF THIS ORDER IS WITHIN CORPORATE LIMITS DUE TO AFRC APPROVED EXCEPTION TO POLICY REGARDING USE OF AROWS-R & DTS TO ACCOUNT FOR TRAVEL AND PER DIEM COSTS.**
- **IN ACCORDANCE WITH AFMAN 34-102, MEALS AND QUARTERS ARE/ARE NOT AVAILABLE.**
- CONUS: https://media.defense.gov/2022/Aug/29/2003066445/-1/-1/1/Directory_of_Government_Quarters_and_Dining_Facilities_afman34-102-c.PDF
- OCONUS: https://media.defense.gov/2022/Aug/29/2003066444/-1/-1/1/1/Directory_of_Government_Quarters_and_Dining_Facilities_afman34-102-oc.PDF
- RENTAL CAR NOT AUTHORIZED IS A SYSTEM ERROR. RENTAL CARS CAN BE REQUESTED IN DTS AND APPROVED AT THE DISCRETION OF THE AO.



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

RIO Travel Policies and Procedures



*HQ RIO Travel
January 28, 2026*

U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

Overview

- Preparing to Travel
 - DTS and GTC
 - Making travel reservations (airfare, rental car, lodging)
 - Advances & Scheduled Partial Payments
 - Nonconventional Lodging
- Filing a Travel Voucher
 - Standard Payment
 - Types of Travel (Orders, IDT ONCD, IDT Lodging, Mileage Only)
 - Orders Examples (AF938 and AF40A)
 - Documentation Required
 - What is a Valid Receipt?
 - Travel Voucher Submission
- Reviewing Travel Voucher Payment



Defense Travel System (DTS)

All members must have a DTS account assigned to HQ RIO with up-to-date profile, GTC, and EFT information. If you transferred from Active Duty or have a government civilian position, you may need a second DTS profile created for you.

Contact your Organizational Defense Travel Administrator (ODTA) ODTA (Organization Defense Travel Administrator) at your assigned Detachment for any DTS assistance including creating your DTS account. A list of Detachment contacts can be found here: <https://www.hqrio.afrc.af.mil/About/Det-Contact-List/>

Inquiries sent directly to HQ RIO Travel Reimbursement Office (TRO) requesting DTS assistance will be returned without assistance. Travelers must contact their Det ODTA.



Government Travel Card (GTC)

- GTC Agency Program Coordinator (APC)
 - Located at IR's Active Duty unit
 - 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 is MANDATORY per
DoDI 5154.31-V4**



U.S. AIR FORCE

Government Travel Card (GTC)

- Public Law 105-264 makes use of GTC **mandatory** for:
 - Airline Tickets
 - Lodging
 - Rental Cars
 - Exception: Order indicates member does not have a GTC
- GTC may be used for:
 - Meals and Incidentals (i.e. toothpaste, soap, laundry, etc.)
 - IDT travel costs if authorized reimbursement for IDT ONCD travel
 - IDT lodging



U.S. AIR FORCE

What if I don't have a GTC?

- CBA vs. IBA
 - IBA (Individually Billed Account) – member has active GTC
 - Required use for all official travel expenses. Use of personal credit cards or other forms of payment is not authorized unless the traveler is exempt from mandatory use of the IBA
 - CBA (Centrally Billed Account) – member does **not** have GTC
 - Members who are ineligible to receive an IBA for various reasons
 - Airfare will be paid by the Travel Management Office (TMO)
 - Reimbursement is not authorized

❖ **CBA airfare can now be processed in DTS**



U.S. AIR FORCE

Planning Your Travel

All travel orders must be generated through DTS prior to your expected departure date, with the exception for PCS travel.

The AF Form 938 or AF Form 40A is **not** considered a travel order. Your travel arrangements are created and approved in the Defense Travel System (DTS) in a DTS Authorization. The system will generate a Travel Authorization after approval, and this is considered your official travel orders.

You must have an approved AF Form 938 or AF Form 40A in order to submit a travel authorization in DTS.



Planning Your Travel: Airfare

- Commercial airfare is typically the preferred transportation method, when available, for official travel more than 400 miles one way or more than 800 miles round trip.

NOTE: For travel prior to Feb 1, 2025, commercial airfare is standard method for official travel of 250 miles or more one way.
- The GSA City Pair Program requires a traveler to use the contracted routes when they are available.
 - You must use DTS or call SATO directly to reserve a GSA City Pair Program flight
 - Benefits are fully refundable tickets, no change fees or cancelation penalties, one-way pricing structure, and no blackout dates.
 - You may **not** use GSA CPP fares for personal travel

More information regarding the GSA City Pair Program can be found at
<https://www.gsa.gov/travel/>



Planning Your Travel: Airfare

U.S. AIR FORCE

Your DTS authorization must be approved 72 hours before departure to avoid auto-cancellation of the reservation

- If travelers arrange airfare outside of the mandated GSA CPP, then reimbursement is limited to the contracted airfare cost. Transaction fees are not reimbursable, as it should be extremely rare that a TMC is not available.
- You must contact TMC immediately for missed, canceled or disrupted flights. You may risk expense reimbursement if the TMC was available, but not used, in a timely manner
- A traveler cannot select specific flights or hotels to earn points if it will cost the Government additional money

More information regarding the GSA City Pair Program can be found at
<https://www.gsa.gov/travel/>



U.S. AIR FORCE

Planning Your Travel: Rental Car

- When travel must be made by automobile and a government vehicle is unavailable, the traveler should consider a rental car.
- If a traveler is authorized or approved the use of a rental vehicle for official travel, then the traveler should select a **compact car**
 - Specific approval for higher than compact class
 - A traveler must verify their rental car is part of the U.S. Government Rental Car Agreement, which provides full insurance. You may use DTS or call SATO directly to reserve under this program.
 - Benefits are upgraded size/class when compact is unavailable, no black out dates or minimum rental periods, unlimited mileage (except for one-way), no additional fees for 21+ drivers, and free liability coverage.
 - If traveler does not reserve rental car through TMC, reimbursement is limited to what the rental vehicle would have cost if it was obtained through TMC.
 - A rental car is **never** authorized for Inactive Duty Training (IDT)

More information regarding the US Government Rental Car Program can be found at
<https://www.travel.dod.mil/Programs/Rental-Car/>



Planning Your Travel: Privately Owned Vehicle (POV)

Any use of a POV is considered a **personal choice** by the traveler. A traveler **cannot be directed** to use a POV for official travel or be a passenger in another TDY traveler's POV.

If the official distance between authorized locations is:

- Less than 400 miles one way (or 800 miles round trip) use of a private automobile or motorcycle is considered advantageous to the Government. **No cost comparison is required.**
- Greater than 400 miles one way (or 800 miles round trip), reimbursement is limited to the constructed cost of the authorized transportation type. Miscellaneous expenses associated with driving (e.g. gas) are not reimbursable. A cost comparison is required and is submitted to the Approving Official (AO) on a Constructed Travel Worksheet (CTW) prior to travel. Refer to the [City Pair Program](#) contracted airfare rates.



Planning Your Travel: Lodging

U.S. AIR FORCE

- The DoD established the Integrated Lodging Program (ILP) to achieve reduced rates, enhance the traveler's experience, and provide greater safety and security.
- The Joint Travel Regulations (JTR), par. 020303 **requires** travelers on temporary duty at an ILP location to use ILP lodging in the following priority order:
 1. **DoD lodging**, also called Government Quarters
 2. **Privatized lodging**, such as Privatized Army Lodging (PAL)
 3. **DoD Preferred Commercial lodging**
- A certificate of non-availability (CNA) confirmation number obtained through DTS is required to document that Government quarters or DoD Preferred Lodging was unavailable.
- Without a CNA, reimbursement is limited to applicable ILP rate
- Travelers are responsible for any charges more than per diem rate

More information regarding the Integrated Lodging Program (ILP) can be found at

<https://www.travel.dod.mil/Programs/Lodging/>



Planning Your Travel: Daily Meals & Incidental Expense (M&IE) Rate

The Meals & Incidental Expense (M&IE) rate is a daily travel allowance paid to you based on the location and number and types of meals available at the TDY location. The meal portion covers expenses for breakfast, lunch, and dinner and the incidental expense portion covers expenses for laundry, baggage tips, and more.

- The main meal rates are:
 - **Locality**, (aka "Max Rate") – all three meals purchased commercially
 - **Proportional**, (aka "Partial") – one or two Government meals are available AND traveler stays at ILP facility on U.S. installation
 - **Government** – all three meals are available at Dining Facility
 - **Incidental Expense Only** – all three meals provided at no cost
- The incidental expense rates are:
 - CONUS locations are \$5.00 per day
 - OCONUS locations are \$3.50 or locality IE rate based on Govt quarters



Planning Your Travel: Daily Meals & Incidental Expense (M&IE) Rate

- The first and last day of travel order is always paid at 75% of locality rate. Any additional travel days are paid at 100% of locality rate.
- No M&IE is payable while in AT status where all Govt quarters and meals are available
- No M&IE is payable while in IDT status
- You are entitled to the full locality meal rate, if you have a certificate of non-availability (CNA) generated in an approved DTS authorization or provided by the DoD Lodging site.
- AF Form 2282 is used to report missed meals or quarters due to mission requirements

More information regarding Per Diem Rates can be found at:
<https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/>



Travel Advances & Scheduled Payments

- Travel Advance
 - Member does not have a GTC
 - Must be authorized on the orders (up to 80% of the TDY) and approved by the DET CC
 - Can be processed in DTS
 - Must be submitted NLT 10 days prior to order start date
- Scheduled Partial Payments can be requested in your DTS authorization to receive accrued travel expense reimbursement and allowances every 30 days. The TDY must be more than 45 days to use this feature. **You must ensure your estimated travel allowances, such as daily lodging and M&IE rate, are accurate to avoid potential overpayments.**



Nonconventional Lodging

U.S. AIR FORCE

- Nonconventional lodging is any non-commercial facility such as rooms found on AirBnB, Vrbo, or Vacasa
- Travelers should be aware of the risks associated with using non-government procured lodging, such as:
 - A valid, itemized receipt is required for reimbursement. Many nonconventional lodging providers do not provide such documentation. Taxes are often non-itemized and combined into one line item. Lost receipt form is not acceptable.
 - **Online booking agents often charge a service fee that is not fully reimbursable.**
 - Travelers assume the risk of non-refundable reservations.
 - Non-government procured lodging options are not vetted through DoD channels to ensure they meet fire and safety standards.

DoD employees (military and civilian) are generally prohibited from directly booking and using nonconventional lodging for official travel



Standard Travel Payment

For most travel purposes, you'll receive travel entitlements and reimbursement as follows:

- Reimbursement for **transportation** expenses such as airfare, rental car, train, and privately owned vehicle (POV)
- Daily entitlement for **lodging** costs
- Daily entitlement for **meal** costs (breakfast, lunch, and dinner) and **incidental expenses** (e.g. laundry)
- Reimbursement for **miscellaneous** expenses (e.g. foreign currency conversion fees, baggage fees, VAT fees)

The purpose of your travel will determine certain limitations and documentation required in these categories.



Types of Travel Purposes

The purpose of your travel determines the travel allowances and reimbursement that you may receive, and the supporting documentation required for the travel claim. The main types are:

- Annual Training (AT)
- Inactive Duty Training (IDT)
- Reserve Personnel Appropriation (RPA)
- Military Personnel Appropriation (MPA)
- Contingency, Exercise, Deployment (CED)
- Permanent Change of Station (PCS) / Personally Procured Move (PPM)
- Active Duty for Training (ADT) or Initial Active Duty Training (IADT)



U.S. AIR FORCE

Annual Training Travel

When both Government quarters and Government meals are available, an RC member performing Annual Training (AT) is not entitled to daily Meals & Incidental Expense (M&IE) rate, per JTR 032302.

Per DOHA Case No. 04042602 (2004), "the Comptroller General found that Congress did not intend reservists on annual training to receive per diem when government lodging and mess are available... Reserve members are treated in a manner similar to their Active Duty counterparts who are not entitled to per diem in those instances where the government provides quarters and mess."

A certificate of non-availability (CNA) confirmation number obtained through DTS is required to document that Government quarters was unavailable. A missed meals form cannot be used for AT.



U.S. AIR FORCE

IDT Outside Normal Commute Distance Travel

Travel expense reimbursement may be authorized for certain RC members who perform IDT required to commute 150 miles or more. An eligible RC member is either an AFR Airmen with a grade of E-1 thru E-7 **OR** is qualified in a skill designated as a critical career field.

** The IDT critical skills list is subject to change year-to-year **

- IDT travel reimbursement is limited to **3 round trips per FY** (for IMA) and each reimbursement will not exceed **\$750 per round trip**.
- Mileage reimbursement is paid according to the "Other Mileage" rate identified by DTMO
- Meal reimbursement is limited to maximum locality Meals & Incidental Expense (M&IE) rate
- **ALL** receipts are required for reimbursement (except tolls)

More information regarding IDT Outside Normal Commute Distance travel can be found here:

<https://www.hqrio.afrc.af.mil/Travel/IDT-Travel-Lodging-Reimbursement/>



IDT Lodging Reimbursement

U.S. AIR FORCE

IMA members are reimbursed for lodging expenses only incurred while performing Inactive Duty Training (IDT).

- **Reservation and reimbursement rules under Integrated Lodging Program (ILP) still applies.** See previous slide *Planning Your Travel – Lodging*
- Claimed in a DTS Local Voucher after the trip has ended. Thus, reservations are made outside of DTS and directly with hotel. You may request thru DTS when in conjunction with Annual Training (AT) travel
- IDT lodging reimbursement is authorized for the night prior to performing duty. One additional night of lodging may be authorized on the night of the last duty day with acceptable justification stated in the voucher
- No advances (unless for extenuating circumstances)



U.S. AIR FORCE

Roundtrip Mileage

- Travel orders determined as "within commute distance," are for travel legs within a roughly 50-mile radius are eligible to receive one roundtrip mileage expense reimbursement.
- These claims are submitted at the completion of the tour in a DTS Local Voucher based on the actual distance traveled and the regular TDY rate.
- This was formerly paid through military pay.



U.S. AIR FORCE

AF Form 938 Orders Example

| REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR | | | BY ORDER OF THE SECRETARY OF THE AIR FORCE | |
|---|--------------------------|--|---|---------------------------|
| PRIVACY ACT STATEMENT | | | | |
| AUTHORITY: 10 USC 8013; Executive Order 9397. | | | | |
| PRINCIPAL PURPOSES: Used to request and authorize Air Force reservist tours of active duty as well as acting as a temporary duty travel order. SSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication; enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable. | | | | |
| ROUTINE USES: A copy of the order may be provided to civilian employers to substantiate active duty military requirements. | | | | |
| DISCLOSURE IS VOLUNTARY: However, without this information and SSN the Air Force cannot act on your travel, per diem and pay entitlements. | | | | |
| 1. NAME (Last, First, MI) HICKPICKER, PEGGY | | 2. GRADE LT COL | 3. SSN 123-45-6789 | |
| 4. PRESENT STREET ADDRESS 123 N MAIN ST | | 5. CITY BOERNE | 6. STATE TX | 7. ZIP CODE 78006-0000 |
| 8. UNIT OF ASSIGNMENT 52 FIGHTER | 9. LOCATION WG FFBJD0 | SPANGDAHLEM AB ABS, GERMANY | | 10. PAS CODE ST0DFB1D |
| 11. Mbr is ordered to ANNUAL TRAINING | | for 15 | * days plus auth tlv time. (0 Tvl Days) | TRACKING #: 10000008 |
| 12. WILL REPORT TO (Unit and location) 52 FIGHTER WG FFBJD0, SPANGDAHLEM AB ABS, GERMANY 09126-9998 | | 13. REPORTING DATA (Hour) 0730 | 14. RELEASE DATE (YYYYMMDD) 20231118 | 20231202 |
| | | 15. CORPORATE LIMITS <input checked="" type="checkbox"/> | 16. COMMUTING AREA <input type="checkbox"/> | 17. B/S CODE N |

Orders will be written with Block 15 checked CORPORATE LIMITS. Travel days will show in block 11.

Block 12 will show actual duty location. If this is incorrect, you must contact the Orders Writing Cell (OWC) to request an orders modification.



U.S. AIR FORCE

AF Form 938 Orders Example

| | | | |
|---|----------------------|------------------------|---------------------|
| <p>15. CORPORATE LIMITS <input checked="" type="checkbox"/> 16. COMMUTING AREA <input type="checkbox"/> 17. BAS CODE N</p> <p>18. REMARKS AUTH: AFMAN 36-8001 (File travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed DODFMR authorized travel time. Per diem is based on availability of gov't quarters and mess; contact the base billeting office since gov't quarters must be used when available.)</p> <p>SEE NEXT PAGE FOR REMARKS.</p> | | | |
| CONTINUED ON NEXT PAGE | | | |
| 19. TNG-CAT-IND | 20. TOUR-IND | 21. MEAN CODE | 22. MAN-DAY ID |
| ESTIMATED COST ➤ | 23. TRAVEL \$0.00 | 24. PER DIEM \$0.00 | 25. OTHER \$0.00 |
| 26. TOTAL \$0.00 | | | |
| 27. PAY AND ALLOWANCE 5743700 504 6272 P722.01 387700 MAY201 | | | |
| 28. TRAVEL REQUESTING OFFICIAL <small>(Typed name, grade, DSN)</small> | 29. SIGNATURE | 30. DATE | |

There will be no TRAVEL line of accounting in Block 27. Your AF938 orders are for pay and to bring you into a status. Travel authorizations are approved in DTS.



U.S. AIR FORCE

AF Form 938 Orders Example

- h. MEMBERS DUTY STATUS IS 19.
- i. PERSTEMPO CODE, IS J, Home Station Training . PERSTEMPO LOCATION IS GERMANY.
- j. RENTAL CAR IS NOT AUTHORIZED AT 52 FIGHTER WG FFBJD0 (20231118 THRU 20231202).
- k. ADVANCE BY FSO IS NOT AUTHORIZED. TRAVELER HAS A GOVT CHARGE CARD AND PIN, WHICH WILL BE USED FOR ATM CASH ADVANCES AND MEALS AND INCIDENTAL EXPENSES (M+IE) PLUS MISCELLANEOUS EXPENSES.
- l. THE TRAVEL AND TRANSPORTATION REFORM ACT OF 1998 (TTRA), PUBLIC LAW 105-264 STIPULATES THAT THE GTCC WILL BE USED BY ALL U.S. GOVERNMENT PERSONNEL, MILITARY AND CIVILIAN TO PAY FOR COSTS INCIDENT TO OFFICIAL GOVERNMENT TRAVEL UNLESS SPECIFICALLY EXEMPT.
- m. THE INTENT OF THIS ORDER IS TO FUND THE TOUR THROUGH THE END DATE FOUND IN BLOCK 14 OF THE AF FORM 938. THIS IS CONTINGENT UPON CONTINUED FUNDING AVAILABILITY WITH THE APPROVAL OF AN APPROPRIATION OR A CONTINUING RESOLUTION ACTION. IF NEITHER OF THESE OCCUR, THE ORDER WILL BE CURTAILED AND THE MEMBER MUST RETURN TO THEIR HOME/PLEAD.
- n. IN ACCORDANCE WITH AFMAN 34-102, MEALS AND QUARTERS ARE AVAILABLE. HOWEVER, IF A NON-AVAILABILITY LETTER IS ISSUED, THE MEMBER IS AFFORDED FULL MEALS & INCIDENTAL EXPENSES FOR MEALS AND REIMBURSEMENT FOR QUARTERS UP TO THE MAX LODGING RATE FOR THE LOCALITY (BOTH CAN BE FOUND EITHER IN DTS UNDER TRAVEL TOOLS AND PER DIEM RATE LOOKUP OR THE DTMO WEBPAGE AND SEARCHING PER DIEM RATE LOOKUP).

J: Because the order is written for duty within corporate limits, a rental car will not be authorized on the AF938 orders. Authorization for a rental car is approved in DTS.

N: Quarter and Meal statement: This standard remarks does not mention the availability of required ILP sites (Privatized Army Lodging, DoD Preferred Commercial) that and its impact on lodging reimbursement



U.S. AIR FORCE

AF Form 938 Orders Example

- p. USE THE FOLLOWING BUDGET LABEL IN DTS IN THE ACCOUNTING SECTION: DTS BUDGET LABEL: 24 DET5 AT
- q. ORDERS ARE WRITTEN TO ENCOMPASS TRAVEL DAYS AND WILL BE INCLUSIVE TO THIS ORDER. IF FURTHER TRAVEL DAYS ARE REQUIRED, AN ORDER MODIFICATION WILL BE REQUESTED BY MEMBER PROVIDING JUSTIFICATION FOR APPROVING OFFICIAL APPROVAL.
- r. IN ORDER TO EXPEDITE HANDLING AND SPEED UP PAY, YOU ARE HIGHLY ENCOURAGED TO CERTIFY THESE ORDERS AT THE END OF YOUR TOUR USING THE TOUR OF DUTY CERTIFICATION (TODC) PROCESS IN AROWS-R.
- s. THIS ORDER BRINGS THE MENTIONED MEMBER ON STATUS FOR THE NOTED DATES IN BOXES 13 AND 14 ABOVE. THE MEMBER WILL NEED TO INITIATE A TRAVEL AUTHORIZATION IN DTS TO RESERVE FLIGHTS (INITIAL/RETURNING), LODGING, RESERVE A RENTAL CAR (IF APPROVED BY AO), AND OTHER AUTHORIZED ENTITLEMENTS. ADD THIS AF FORM 938 (OFFICIAL ORDER) INTO YOUR DTS AUTHORIZATION BEFORE SUBMITTING AUTHORIZATION FOR APPROVAL.
- t. THE MEMBER WILL NEED TO INITIATE A TRAVEL AUTHORIZATION IN DTS TO RESERVE FLIGHTS (INITIAL/RETURNING), LODGING, RESERVE A RENTAL CAR (IF APPROVED BY AO), AND OTHER AUTHORIZED ENTITLEMENTS

P: DTS Budget Label. This is the line of accounting you will choose in DTS.

S: The completed order and all modifications MUST be uploaded to your DTS authorization and voucher.



U.S. AIR FORCE

AF Form 40A Example

| II. TRAINING DATA (List each day of training separately) | | | | | RETENTION/RETIREMENT (R/R) DATE |
|--|--|------------------------------|---|--|---------------------------------|
| DATE (YYYYMMDD) 20230318 20230329 | DUTY HOURS WORKED (Inclusive) 0800-1600 | HOURS WORKED 8 | NUMBER OF POINTS 2 | TRAINING LOCATIONS/ REMARKS ALCONBURY IAP, UK / 501 COMBAT SPT WG | |
| TOTAL NUMBER OF HOURS WORKED | | 96 | 24 | TOTAL NUMBER OF POINTS | |
| RESERVIST'S NAME & PHONE (Type or Print legibly in ink) HICKPICKER, PEGGY J | | | RESERVIST SIGNATURE AND DATE  Click to sign | | |
| III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE (Complete and return to reservist prior to the reservist reporting for scheduled training) | | | | | |
| See AFI 34-246, Air Force Lodging Program, and AFI 34-239, Food Service Management Program. The Authorizing Official is the commander of the assigned/attached unit or a representative designated IN WRITING. Subsistence-in-kind is authorized for enlisted members in a pay status if training is 8 hours or more in any 1 day. If the duty is less than 8 hours or is non-pay status, or if the reservist is an officer, the reservist must pay the full food charge. The Authorizing Official is the commander of the assigned unit or representative IN WRITING. | | | | | |
| LODGING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | SUBSISTENCE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | AUTHORIZING OFFICIAL'S TITLE | | AUTHORIZING OFFICIAL'S SIGNATURE AND DATE  Click to sign | |

- AF40As are required for all IDT Lodging and IDT ONCD claims
 - They can be signed or unsigned
 - If unsigned, the UTAPS calendar with the duty days blacked out to show them as paid is required. Your name MUST show on the UTAPS calendar
- In Part III, the lodging box MUST be checked "YES" for lodging to be reimbursed



Travel Voucher Documentation

- All travel vouchers (other than PCS) are submitted in DTS.
- You must attach all applicable supporting documentation including, but not limited to:
 - Orders – AF 938 or AF 40A
 - Airfare receipt
 - Lodging receipt
 - Rental car receipt
 - Constructed Travel Worksheet (CTW) – for POV use
 - Any other receipt for claims \$75 or more
 - Fund Cite Authorization Letter (FCAL), when applicable

❖ **All travel vouchers must be filed within 5 duty days of completion of travel**



What is a valid receipt?

Per the DoD Financial Management Regulation (DoD FMR), Vol. 9, Definitions, the DoD's official definition of a receipt is:

“A **legibly** written/printed/electronic document (or facsimile thereof) provided by a service provider or vendor to a customer, which provides documentary evidence that the service provider or vendor has been paid for services or goods, **provided to the customer**. To be considered valid, a receipt must contain the **name of the entity** providing the good(s)/service, the **date(s)** that the good(s)/service was/were provided/purchased, the **price** of the good(s)/service, any **tax** levied, the **total** monetary amount due, and must indicate that the total monetary amount due was **paid**.”



What is a valid receipt?

The official wording is translated into plain language as:

- You must be able to read it.
- It can be a copy of the original.
- The vendor (or their agent) must create it.
- It must prove that you made a payment and what that payment was for.
- It must include:
 - the vendor's name,
 - the date you purchased the good/service,
 - the amount paid for each item,
 - the taxes paid,
 - the total amount owed, and
 - the total amount paid



U.S. AIR FORCE

What is a valid receipt?

A valid receipt is **NOT**:

- Any document you received before you made the final payment, such as a reservation/booking confirmation, a contract/agreement, or an estimate, itinerary, deposit, or pre-payment
- Any document that is not fully itemized, such as a GTCC statement, credit card summary receipts, online booking confirmations
- Any document produced by anyone besides the vendor or their agent, such as a bank or GTCC statement
- Screen shot from any DTS screen



U.S. AIR FORCE

What is a valid receipt

Name of the entity providing the good(s)/service

THE HERTZ CORPORATION
Web: www.hertz.com

Direct All Inquiries To:
THE HERTZ CORPORATION
PO BOX 26120
OKLAHOMA CITY, OK 73126-0120

Customer information must be the name of the traveler

CHARGE DETAIL

Rental Agreement No: 152303281
Date: 06/20/2024
Document: 994001259086

Renter: [REDACTED]
Account No.: [REDACTED]
CDP No.: 249603
CDP Name: DEPARTMENT OF DEFENSE

Identify whether or not the rental car was reserved under the Rental Car Agreement

Date(s) that the good(s)/service was purchased

RENTAL REFERENCE
Rental Agreement No: 152303281
Reservation ID: K8534823178
Frequent Traveler: ZE1

MISCELLANEOUS INFORMATION

CC AUTH: 069039 DATE: 2024/05/27 AMT: 1425.00
CC AUTH: 069039 DATE: 2024/05/27 AMT: 1226.00

Any tax levied

RENTAL DETAILS

Rate Plan: IN: USCPW OUT: USCPW
Rented On: 05/27/2024 15:24 LOC# 210011
DENVER AP, CO
Returned On: 06/20/2024 10:55 LOC# 210011
DENVER AP, CO

Car Description: PORTE 2.0L DIND26
Veh. No.: 2516581
CAR CLASS Charged: B MILEAGE In: 4,907
Rented: C Out: 3,862
Reserved: B Driven: 1,045

RENTAL CHARGES

| | | | |
|------------|-----|--------|--------|
| WEEKS | 3 @ | 233.00 | 699.00 |
| EXTRA DAYS | 3 @ | 47.00 | 141.00 |
| SUBTOTAL | | | 840.00 |

| | |
|--------------------------|--------|
| CONCESSION FEE RECOVERY | 93.77 |
| VEHICLE LICENSE FEE | 4.03 |
| CUSTOMER FACILITY CHARGE | 144.00 |
| TAX | 13.25% |
| | 143.45 |

TOTAL CHARGES 1225.25 USD

Date(s) that the good(s)/service was provided

The price of the good(s)/service

Total monetary amount due



U.S. AIR FORCE

Travel Order Request

- Submit a **DTS Authorization** at least two weeks prior to trip departure for:
 - Annual Training & IDT Lodging
 - IDT Outside Normal Commute Travel & IDT Lodging
 - RPA, MPA, CED, School, ADT/IADT travel
- Submit a **DTS Local Voucher** after the trip for:
 - IDT Lodging ONLY (not in conjunction with AT or IDT Travel)
- For PCS travel, do **not** use DTS. Your AF Form 938 is the travel order and you will make reservations with SATO directly.

❖ Per JTR 010206, all travelers should be issued an approved travel order in the Defense Travel System (DTS) prior to performing any official travel. For urgent or unusual circumstances, the traveler must obtain documentation in writing to confirm the verbal order. Failure to obtain a travel order may increase the risk of being denied reimbursement for official expenses.



U.S. AIR FORCE

Travel Voucher Submission

- IRs will be directed to submit vouchers either through:
 - **Defense Travel System (DTS)** – for ALL travel (except PCS)
 - Complete electronic authorization and voucher. Your profile, EFT, and GTC account information is updated in this system. A detailed summary of the payment can be accessed through DTS. MyPay will only provide an Advice of Payment with a total, but no breakdown of expenses is provided. Check the Sign & Submit screen in your voucher to view the status of the payment.
 - **myFSS** – for PCS travel **only**
 - Complete DD Form 1351-2, Travel Voucher
 - Travel Advice of Payment (AOP) summary is provided through MyPay.

DO NOT submit IR vouchers through eFinance

❖ **All travel vouchers must be filed within 5 duty days of completion of travel**



U.S. AIR FORCE

Reviewing Travel Voucher Payment

You must create a DTS Voucher after the trip is complete within 5 duty days

- Review your Vouchers by logging into DTS and check the status. A Paid or Archive status means it is likely **paid**.

Paid

Archive Submitted

Archive Img Sub

- You may see a different type of status, which means the voucher is most likely **not paid yet and may require your corrective action**.

Signed

Reviewed

Returned

Created



U.S. AIR FORCE

Reviewing Travel Voucher Payment

Navigate to the Sign & Submit tab in your voucher to review the status. You will need to click the Show Previous Stamps link to view the status.

The screenshot shows a digital signature interface for a travel voucher. At the top, there is a navigation menu with options: Review Profile, Review Voucher, Other Auths and Pre-Audits, and Sign and Submit (which is highlighted in red). Below the menu is a section titled 'Digital Signature'. Underneath that is 'Trip Voucher Status', which includes a link 'Check document for errors...' and a 'Show Previous Stamps' link, which is circled in red. A red arrow points from the circled link to the detailed history list on the right.

| | | |
|---|---------------------------|---|
| 07/09/2024 01:29PM CREATED | NAME MARISAA L RUSTICI | COMMENT |
| 07/09/2024 01:35PMEST SIGNED | NAME MARISAA L RUSTICI | COMMENT |
| 07/09/2024 10:50AMEST REVIEWED | NAME ROBERTO SIMENTAL | COMMENT REIMBURSING IAW SUPPORTING DOCUMENTATION. IF VOUCHER NEEDS CORRECTIONS AFTER AO APPROVAL, PLEASE SUBMIT A SUPPLEMENTAL VOUCHER. |
| 07/09/2024 03:49PM ADJUSTED | NAME MARISAA L RUSTICI | COMMENT |
| 07/09/2024 06:26PMEST APPROVED | NAME GARY P THURMAN | COMMENT |
| 07/09/2024 06:26PMEST ADJUSTED OBLIGATION | NAME GARY P THURMAN | COMMENT Trip #1 DFKAFRARP CIR 24 HQ RIO OM 2024 QTR: 4 \$97.98 |
| 07/09/2024 06:26PMEST PAY LINK | NAME Pay Mod Generated | COMMENT Document data-linked to Payment Module |
| 07/09/2024 06:27PMEST Show Details OBLIG SUBMITTED | NAME Pay Mod Generated | COMMENT By XML Proc |
| 07/09/2024 07:52PMEST POS ACK RECEIVED | NAME Pay Mod Generated | COMMENT |
| 07/09/2024 07:53PMEST VOUCHER SUBMITTED | NAME Pay Mod Generated | COMMENT By XML Proc |
| 07/10/2024 07:00PMEST PAID | NAME Pay Mod Generated | COMMENT DOV Number: T8329076 Disbursing Station Number: 3801 Trace/Check Number: 102036553410205 Total Payment Amount: \$1844.33 Amount Paid to Traveler: \$865.05 Interest Paid to Traveler: \$0.00 AMT Paid to GOVCC: \$979.28 Interest Paid to GOVCC: \$0.00 Payment Effective Date: July 11, 2024 |

| | | |
|-------------------------------|---------------------------|---|
| 07/10/2024 07:00PMEST PAID | NAME Pay Mod Generated | COMMENT DOV Number: T8329076 Disbursing Station Number: 3801 Trace/Check Number: 102036553410205 Total Payment Amount: \$1844.33 Amount Paid to Traveler: \$865.05 Interest Paid to Traveler: \$0.00 AMT Paid to GOVCC: \$979.28 Interest Paid to GOVCC: \$0.00 Payment Effective Date: July 11, 2024 |
|-------------------------------|---------------------------|---|



U.S. AIR FORCE

Resources

HQ RIO Travel website contains processing timelines, travel voucher guides and videos, and list of ODTA contacts

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

DTMO website contains published rates, constructed travel worksheet instructions, travel training and more

<https://www.travel.dod.mil/>

GSA Website contains published rates for airfare, rental car, and per diem, and more

<https://www.gsa.gov/travel>



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

IMA Military Reserve Pay Office



Ms. Nicole Johnson

28 Jan 2026

U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

Overview

- **Welcome packages**
- **IDTs**
- **Active Duty**
- **Leave**
- **Special Actions/Special Pay**
- **Debts**



U.S. AIR FORCE

WELCOME PACKAGES



U.S. AIR FORCE

Welcome Packages

- IMA Welcome Packages **MUST** be completed **BEFORE** the IMA member can begin receiving pay even if you are transferring from TR Reserves, ANG, etc...
- RPO Welcome Packages are different from DET welcome packets
- Packet must be complete and include full SSN and valid signatures with proper dates
 - Do not reuse old forms
 - Provide new forms with new dates
- Provide any applicable backup documentation (Marriage cert, Birth cert, Adoption decree, etc.)
 - Yes, you may have provided it to another pay office – **We will still need a copy**
- Items may require annual recertification



U.S. AIR FORCE

Welcome Packages - Con't

MILITARY PAY IN-PROCESSING PACKET

CHECKLIST OF REQUIRED DOCUMENTS FOR MILITARY PAY

NAME: _____ SSN: _____ DATE: _____

PHONE NUMBER: (_____) _____ EMAIL: _____

SIGNATURE: _____

*****ALL FORMS** ARE REQUIRED FOR MILITARY PAY IN-PROCESSING***
<MISSING OR INCOMPLETE FORMS WILL RESULT IN A DELAY OF YOUR PAY>

PLEASE INITIAL NEXT TO EACH FORM INCLUDED IN YOUR PACKET

| |
|--|
| 1. DD 1288 OR APPOINTMENT ORDER |
| 2. DIRECT DEPOSIT FORM (SF 1199A) |
| 3. W-4 FEDERAL TAX WITHHOLDING |
| 4. STATE OF LEGAL RESIDENCE CERTIFICATE (DD 2058) |
| 5. SGLI-SERVICE GROUP LIFE INSURANCE (see note below) |
| 6. ADDRESS CHANGE FORM (AF 1745) |
| 7. BASIC ALLOWANCE FOR HOUSING (AF 594) <small>*MUST INCLUDE MARRIAGE CERTIFICATE OR CHILD(REN) BIRTH CERTIFICATE IF APPLICABLE</small> |
| 8. BENEFITS WAIVER (AF 1962) |
| 9. DD 214 – FOR ALL PRIOR SERVICE DATES |

****Please visit <https://www.benefits.va.gov/insurance/SOES.asp> to complete SGLI election



Welcome Packages - Con't

AF594 – Verifying your Dependents

- Marriage Certificate
- Birth Certificates
- Adoption Decrees

| <p>APPLICATION & AUTHORIZATION TO START, STOP OR CHANGE BASIC ALLOWANCE FOR HOUSING OR RECERTIFICATION OR DEPENDENCY DETERMINATION/REDETERMINATION OR ESM START/STOP FOR MEMBERS ASSIGNED/TERMINATING UNACCOMPANIED PERSONNEL HOUSING</p> <p align="center">PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 37 USC § 403, Public Law 96-343, Privacy Act of 1974</p> <p>PURPOSE: To start, adjust or terminate military member's entitlement to BAH or to provide required Entitlement Recertification or Dependency Determination / Redetermination or ESM start / stop for eligible members E6 and below assigned / terminating unaccompanied government quarters</p> <p>ROUTINE USE(S): Information may be disclosed to the Internal Revenue Service for tax information on members Social Security Administration or tax deducted Department of Veteran Affairs for education and group life insurance information, and the Department of Justice for investigating or prosecuting possible violations of the law, the American Red Cross for information concerning the needs of the member or dependents emergency situations, the Air Force or Space Force to determine needs of a member or dependents in emergency situations.</p> <p>DISCLOSURE: Voluntary. However, failure to provide all information may result in non-payment of Basic Housing Allowance (BAH)</p> <p>SORN: T7340, Defense Joint Military Pay System - Active Component, T7344, Defense Joint Military Pay System - Reserve Component</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|----------|--|---------------------------|--|--|-------------------------|---------------------------|--|--|--|------------------|--|--|--|----------|--|----------|---|--|--|--|---|--|--|--|--|--------------------|--|--|--|---|--|--|--|--|--|--|--|---|--|--|--|
| <table border="1"> <thead> <tr> <th colspan="3">MEMBER INFORMATION</th> <th>HOUSING OFFICIAL</th> </tr> </thead> <tbody> <tr> <td colspan="3">1. NAME (Last, First, MI)</td> <td>NON-AVAILABILITY/ASSIGNMENT/TERMINATION OF QUARTERS</td> </tr> <tr> <td colspan="3">2. DoD ID Number</td> <td>QUARTERS ARE NOT ASSIGNED <input type="checkbox"/> DATE:</td> </tr> <tr> <td colspan="2">3. GRADE</td> <td>4. PHONE</td> <td>ADEQUATE QUARTERS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED EFFECTIVE DATE: <input type="checkbox"/></td> </tr> <tr> <td colspan="3">5A. DUTY LOCATION (Base, State, ZIP Code or Country)</td> <td>INADEQUATE QUARTERS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED EFFECTIVE DATE: <input type="checkbox"/></td> </tr> <tr> <td colspan="3">5B. MEMBER'S PHYSICAL ADDRESS (Street, City, State, Zip Code or Country)</td> <td>TRANSIENT QUARTERS OCCUPIED - UNIT # EFFECTIVE DATES FROM: <input type="checkbox"/> TO: <input type="checkbox"/> NAME, GRADE and TITLE of HOUSING REPRESENTATIVE</td> </tr> <tr> <td colspan="3">5C. E-MAIL ADDRESS</td> <td>SIGNATURE </td> </tr> <tr> <td colspan="4"> <p>MARITAL / DEPENDENT STATUS</p> <p>6 <input type="checkbox"/> SINGLE, NO DEPENDENTS <input type="checkbox"/> SINGLE, CLAIMING DEPENDENT(S)</p> <p>MARRIED - SPOUSE IS A <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY MEMBER</p> <p>IF MILITARY SPOUSE provide - NAME, DoD ID Number, BRANCH OF SERVICE, DUTY STATION AND DATE OF MARRIAGE: <hr/> <hr/> </p> </td> </tr> <tr> <td colspan="3"> <input type="checkbox"/> DIVORCED <input type="checkbox"/> LEGALLY SEPARATED (Date) _____ </td> <td> (Date) _____ <p>DATE</p> </td> </tr> <tr> <td colspan="4"> <p>7. NON-CUSTODIAL PARENTS: I PAY <input type="checkbox"/> THE FULL AMOUNT OF WITH-DEPENDENT RATE BAH, OR <input type="checkbox"/> _____ PER MONTH FOR DEPENDENT SUPPORT</p> <p>BASED ON: a. <input type="checkbox"/> DIVORCE DECREE b. <input type="checkbox"/> COURT ORDER c. <input type="checkbox"/> LEGAL SEPARATION AGREEMENT, OR d. <input type="checkbox"/> WRITTEN AGREEMENT WITH CHILD'S CUSTODIAN</p> </td> </tr> </tbody> </table> | | | | MEMBER INFORMATION | | | HOUSING OFFICIAL | 1. NAME (Last, First, MI) | | | NON-AVAILABILITY/ASSIGNMENT/TERMINATION OF QUARTERS | 2. DoD ID Number | | | QUARTERS ARE NOT ASSIGNED <input type="checkbox"/> DATE: | 3. GRADE | | 4. PHONE | ADEQUATE QUARTERS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED EFFECTIVE DATE: <input type="checkbox"/> | 5A. DUTY LOCATION (Base, State, ZIP Code or Country) | | | INADEQUATE QUARTERS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED EFFECTIVE DATE: <input type="checkbox"/> | 5B. MEMBER'S PHYSICAL ADDRESS (Street, City, State, Zip Code or Country) | | | TRANSIENT QUARTERS OCCUPIED - UNIT # EFFECTIVE DATES FROM: <input type="checkbox"/> TO: <input type="checkbox"/> NAME, GRADE and TITLE of HOUSING REPRESENTATIVE | 5C. E-MAIL ADDRESS | | | SIGNATURE  | <p>MARITAL / DEPENDENT STATUS</p> <p>6 <input type="checkbox"/> SINGLE, NO DEPENDENTS <input type="checkbox"/> SINGLE, CLAIMING DEPENDENT(S)</p> <p>MARRIED - SPOUSE IS A <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY MEMBER</p> <p>IF MILITARY SPOUSE provide - NAME, DoD ID Number, BRANCH OF SERVICE, DUTY STATION AND DATE OF MARRIAGE: <hr/> <hr/> </p> | | | | <input type="checkbox"/> DIVORCED <input type="checkbox"/> LEGALLY SEPARATED (Date) _____ | | | (Date) _____ <p>DATE</p> | <p>7. NON-CUSTODIAL PARENTS: I PAY <input type="checkbox"/> THE FULL AMOUNT OF WITH-DEPENDENT RATE BAH, OR <input type="checkbox"/> _____ PER MONTH FOR DEPENDENT SUPPORT</p> <p>BASED ON: a. <input type="checkbox"/> DIVORCE DECREE b. <input type="checkbox"/> COURT ORDER c. <input type="checkbox"/> LEGAL SEPARATION AGREEMENT, OR d. <input type="checkbox"/> WRITTEN AGREEMENT WITH CHILD'S CUSTODIAN</p> | | | |
| MEMBER INFORMATION | | | HOUSING OFFICIAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. NAME (Last, First, MI) | | | NON-AVAILABILITY/ASSIGNMENT/TERMINATION OF QUARTERS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. DoD ID Number | | | QUARTERS ARE NOT ASSIGNED <input type="checkbox"/> DATE: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. GRADE | | 4. PHONE | ADEQUATE QUARTERS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED EFFECTIVE DATE: <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5A. DUTY LOCATION (Base, State, ZIP Code or Country) | | | INADEQUATE QUARTERS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED EFFECTIVE DATE: <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5B. MEMBER'S PHYSICAL ADDRESS (Street, City, State, Zip Code or Country) | | | TRANSIENT QUARTERS OCCUPIED - UNIT # EFFECTIVE DATES FROM: <input type="checkbox"/> TO: <input type="checkbox"/> NAME, GRADE and TITLE of HOUSING REPRESENTATIVE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5C. E-MAIL ADDRESS | | | SIGNATURE  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>MARITAL / DEPENDENT STATUS</p> <p>6 <input type="checkbox"/> SINGLE, NO DEPENDENTS <input type="checkbox"/> SINGLE, CLAIMING DEPENDENT(S)</p> <p>MARRIED - SPOUSE IS A <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY MEMBER</p> <p>IF MILITARY SPOUSE provide - NAME, DoD ID Number, BRANCH OF SERVICE, DUTY STATION AND DATE OF MARRIAGE: <hr/> <hr/> </p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> DIVORCED <input type="checkbox"/> LEGALLY SEPARATED (Date) _____ | | | (Date) _____ <p>DATE</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>7. NON-CUSTODIAL PARENTS: I PAY <input type="checkbox"/> THE FULL AMOUNT OF WITH-DEPENDENT RATE BAH, OR <input type="checkbox"/> _____ PER MONTH FOR DEPENDENT SUPPORT</p> <p>BASED ON: a. <input type="checkbox"/> DIVORCE DECREE b. <input type="checkbox"/> COURT ORDER c. <input type="checkbox"/> LEGAL SEPARATION AGREEMENT, OR d. <input type="checkbox"/> WRITTEN AGREEMENT WITH CHILD'S CUSTODIAN</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

7. NON-CUSTODIAL PARENTS: I PAY THE FULL AMOUNT OF WITH-DEPENDENT RATE BAH, OR _____ PER MONTH FOR DEPENDENT CHILDREN

BASED ON: a. DIVORCE DECREE b. COURT ORDER c. LEGAL SEPARATION AGREEMENT, OR d. WRITTEN AGREEMENT WITH CHILD'S CUSTODIAN

8. I CLAIM BAH FOR THE DEPENDENT IN NOT IN MY LEGAL AND PHYSICAL CUSTODY LISTED BELOW (Effective Date): _____

Note: Indicate the civilian dependent(s) you are claiming and their relationship. If dependent(s) is a child, include the date of birth(DOB).

| (a) NAME (Last, First, MI) | (b) ADDRESS, CITY, STATE, ZIP OR COUNTRY | (c) RELATIONSHIP | (d) DOB |
|----------------------------|--|------------------|---------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

9. IF DEPENDENT NAMED ABOVE IS A CHILD WHOSE PARENT IS A MILITARY MEMBER, OR THE SPOUSE OF A MEMBER PROVIDE THE FOLLOWING

| NAME | DoD ID Number | BRANCH OF SERVICE | STATION |
|------|---------------|-------------------|---------|
| | | | |
| | | | |

MEMBER'S CERTIFICATION (Required for members claiming dependents)

I certify that I provide adequate support (see DoD FMR Vol 7A, Chapter 26) for the dependents named above. I am aware that failure to adequately support the above named dependents will result in stopping BAH, and recouping allowances paid for any prior periods of nonsupport

CERTIFICATION FOR MEMBERS RECEIVING BAH FOR SECONDARY DEPENDENTS (package must be approved by AFCPC-OL, Indianapolis).

(Parents, parents-in-law, stepparents, or in-locu-parents, Students 21 and 22 years of age, Incapacitated children over age 21 or Ward of a Court)

I certify that this is my first application YES NO If no, give date your last application was filed. _____

I understand that my failure to comply with the applicable requirements may result in cancellation of my BAH. Furthermore, I understand that making a false statement or claim against the US Government is punishable by court martial and that the penalty for willfully making a false claim, or false statement in connection with a claim is a maximum fine of \$10,000 or imprisonment for 5 years, or both. I will report any changes of dependent's status or residence, as well as any changes in my housing arrangements immediately to the Financial Services Office (FSO). I also understand that my failure to comply with appropriate requirements may cause involuntary collection of any resulting indebtedness retroactive to the date the entitlement became erroneous.

MEMBER'S SIGNATURE  DATE



U.S. AIR FORCE

INACTIVE DUTY FOR TRAINING



Inactive Duty for Training (IDT)

- All IDTS must be processed through UTAPSWEB.
- ALO's also need to be authorized to use UTAPSWEB.
- We cannot accept AF Form 40A for any IDTS worked past, present or future. If there is an issue with UTAPS, the member or ALO must reach out to the UTAPS help desk or the support cell for assistance.
- If for some reason you were not paid for an IDT, please create a My FSS request and attach the required supporting documentation.



Inactive Duty for Training (IDT)- Out of IAS

- **Missed IDT payments that fall outside of the past 11 months cannot be processed by RPO. We will create a CMS case to DFAS**
- **CMS cases can take between two weeks and two months to resolve.**
- **Barring Act 31 U.S.C. 3702 establishes that the government does not have to pay claims that are older than six year from the date the claim accrues.**
- **Submit requests via My FSS ticket with all relevant supporting documents attached.**



U.S. AIR FORCE

ACTIVE DUTY



U.S. AIR FORCE

MPA, RPA, AT ORDERS FOR PAY

- Processes all MPA, RPA, AT orders for Pay
- Active order pay is NOT started simply because the order is in AROWS-R
 - Short Tours(1-29 days):
 - TODC and/or 1 completed AF 938 at the END of the tour
 - Long Tours (30+ days):
 - 2 filled out AF 938s – Members should keep all signed copies of orders
 - Pre-certification – First day of work
 - Close out/Certified order – Last day of work
- Extended / Curtailed Orders
 - The pay team is not automatically notified if an order is modified
 - Members MUST provide their order amendment to the RPO as soon as possible to avoid overpayment or delay in pay
 - **FAILURE TO DO THIS MAY RESULT IN DEBT OR DELAYED PAY**



U.S. AIR FORCE

Reserve Pay Office (RPO)

- All RPO requests should be submitted using a MyFSS case
- One request per ticket, do not bundle issues (causes delay)

Phone: 1-800-525-0102 , DSN 665-0102

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

Reserve Pay Office services all IMA pay and leave issues – NOT
TRAVEL issues



U.S. AIR FORCE

LEAVE



U.S. AIR FORCE

Leave Carryover

- Leave carryover is a Commander program and leave carryovers **must be approved by the commander at your gaining unit**.
 - Why? Your gaining unit will incur the financial responsibility to pay out the leave you earned elsewhere.
 - Members are now required to have a Resource Advisor signature and Commander signature on the Leave Settlement Option (AF Form 1089A).
 - **Example:** A member carries over 20 days to a 30-day long tour order, realistically, they only "intend" to work 10 days of that 30-day order.
- Leave can only be carried over from a long tour to long tour.
- Members cannot carry over more than 60 days of leave within a fiscal year.
- As a reminder, each carryover request must be submitted in a separate MyFSS case.

NOTE: Carryovers can take up to 60 days to be completed. During that time, the leave is not yet available for use.



U.S. AIR FORCE

Leave Carryover

Required Documentation:

- 1. Statement of Understanding**
- 2. AF Form 1089A:**
 - Leave Settlement Option
- 3. Certified close out order:**
 - Blocks 36 - 44 completed
 - Signed and dated **AFTER** the order ends.
- 4. Pre-certified order with carryover statement:**
 - If the pre-certified order does not include the leave carryover statement, a **modification** will need to be requested and submitted to the OWC team
- 5. Any AF Form 988 Part I or Part IIIs, as requested**

Additional Information:

- AF Form 1089A** must be signed by the Resource Advisor and Commander.
- A carryover is **necessary** if you have had a break between long tour orders.
- A carryover is **not** required for back-to-back long tour orders.
- When requesting a carryover from **IMA to AGR**, RPO will submit the request to DFAS for processing.
 - Include a copy of the AGR orders with your documentation
- When requesting carryover from **AGR to IMA**, the AGR's unit must submit the carryover request to DFAS for processing.



U.S. AIR FORCE

Leave Carryover

HQ RIO RPO Website (Portal):
<https://www.hqrio.afrc.af.mil/Pay/>

Follow the information on the HQ RIO/RPO website to successfully complete a carryover request.

PAY NAVIGATION

| | | | | |
|------------------|-----------|-------------------------------|-----------------|-----------------------------|
| Processing Times | Pay Types | Leave & Retirement | Contact & Links | SSN Tax Deferment Repayment |
|------------------|-----------|-------------------------------|-----------------|-----------------------------|

Leave

- Leave Requests
 - **How to Request Leave as an IMA Quick Guide**
 - **AF IMT 988 - Leave Request and Authorization**
 - Leave Carryover** 
 - Leave Sellback
 - Online Training
 - **Leave and Leave Carryover**
- **Retirement** (Career Management retirement page)



U.S. AIR FORCE

Leave Sell Back - AFIPPS

Members may have received an email from the AFIPPS data cleanse team concerning unused leave remaining on old long tour orders:

- The current leave sell back processing backlog (2,000+ cases) has resulted in extended processing times.
- To address the backlog, HQ RIO/RPO is working to update processing procedures to reduce this backlog and provide greater transparency to members.
- Members will be notified via the RIO Buzz when these updated processes go into effect.
- Sell back requests will continue to be processed in the order they were received.
- To ensure your sell back requests are processed in a timely manner, please verify you have submitted all the required documentation in your MyFSS cases.

As a reminder, each sell back request must be submitted in a separate MyFSS case.



U.S. AIR FORCE

Leave Sell Back

- Leave sell back is an option for all members who, DUE TO MISSION CONSTRAINTS, could not take their leave.
- Sell back is limited to **60 days** per career component.
 - Leave earned on orders over 365 days counts toward the 60-day lifetime sell back cap.
 - Leave earned on orders less than 365 day and more than 30 days do not count towards your 60-day lifetime cap.
 - Example 1: A closed-out order from 20241001 through 20241231 (60 days) has an unused leave balance of 3.0 days.
 - If the member elects to sell back this leave the **3.0 days will not** count towards the 60-day lifetime cap.
 - Example 2: A close-out order from 20240101 through 20250131 (396 days) has an unused leave balance of 10.0 days.
 - If the member elects to sell back this leave the **10.0 days will** count towards the 60-day lifetime cap.
- Sell back carries a 25% tax penalty in addition to applicable taxes.

NOTE: Sell back processing time for requests under one year old are 30 to 45 days from receipt of the MyFSS case.



U.S. AIR FORCE

Leave Sell Back

HQ RIO RPO Website (Portal):
<https://www.hqrio.afrc.af.mil/Pay/>

Follow the information on the HQ RIO/RPO website to successfully complete a sell back request.

PAY NAVIGATION

| | | | | |
|------------------|-----------|-------------------------------|-----------------|-----------------------------|
| Processing Times | Pay Types | Leave & Retirement | Contact & Links | SSN Tax Deferment Repayment |
|------------------|-----------|-------------------------------|-----------------|-----------------------------|

Leave

- Leave Requests
 - **How to Request Leave as an IMA Quick Guide**
 - **AF IMT 988 - Leave Request and Authorization**
- Leave Carryover
- Leave Sellback**
 - Online Training
- **Leave and Leave Carryover**
- **Retirement** (Career Management retirement page)





U.S. AIR FORCE

Leave: Common Debt Issues

- HQ RIO/RPO **does not** have access to the MyFSS cases submitted to the Order Writing Cells.
 - If the member is requesting a carryover, a copy of the carryover request must be submitted in a separate MyFSS case to HQ RIO/RPO for processing.
- **Assuming** the leave has automatically carried over from the previous long tour order:
 - When a member starts a new long tour order the member's LES will show the balance for the previous long tour order.
 - This balance will fall off within **two pay periods**. To move the leave to your current order a carryover request must be submitted.
- **Not verifying** the leave carryover is complete before requesting leave that has not been earned.
- **Not submitting an order modification or curtailment** to HQ RIO/RPO Pay in MyFSS.
- If a member's leave goes into **excess leave status**, they will be charged for each day of excess leave plus additional penalties and fees.

NOTE: Do not use leave sell back as a solid financial plan.



U.S. AIR FORCE

SPECIAL PAY AND ALLOWANCES

and

SPECIAL ACTIONS



U.S. AIR FORCE

SPECIAL PAY AND ALLOWANCES

The following are paid by RPO, ***but we do not determine eligibility.***

- **Blended Retirement System Continuation Pay** - HQ RIO
- **Officer and Enlisted Bonuses** - ARPC IMA Bonus Office
 - Officer knowledge article in MyFSS -
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XI2CAE>
 - Enlisted knowledge article in MyFSS -
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XkxCAE>
- **Aerial Flight Incentive Pay** (AVIP, CSIP, HDIP, Parachute/Jump) - HQ RIO HARM Office - Knowledge Article
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LHaFCAW>
- **AFR Health Professions Special Pay and Incentives** (HPO/BCP/IP) - ARPC IMA Health Professionals Office -
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XksCAE>



U.S. AIR FORCE

SPECIAL PAY and ALLOWANCES

- **Special Duty Assignment Pay (SDAP)** - Enlisted - ARPC Reserve Assignments -
<https://myfss.us.af.mil/USAFCCommunity/s/knowledge-detail?pid=kA08300000000m2CAA>
Apply through MyVector - <https://myvector.us.af.mil/MyVector/Home>
- **Incapacitation Pay** - Must go through the LOD process and all required documentation provided to RPO
Knowledge article -
<https://myfss.us.af.mil/USAFCCommunity/s/knowledge-detail?pid=kA0t0000000LI56CAG>
- Allowances - We determine eligibility for
Officer Uniform Allowance - HQ RIO RPO
Civilian Clothing Allowance - HQ RIO RPO
We do not determine eligibility or pay Enlisted Uniform Allowance - HQ RIO.
Create a request for their office here:
<https://myfss.us.af.mil/USAFCCommunity/s/knowledge-detail?pid=kA0t00000010wa0CAA>
- **Foreign Language Proficiency Bonus** - Must be submitted to the ARPC Education Office.
Their Office will review the scores, and 2096 and sign the 2096 to submit to RPO
for payment:
<https://myfss.us.af.mil/USAFCCommunity/s/knowledge-detail?pid=kA08300000000m7CAA>



U.S. AIR FORCE

SPECIAL PAY and ALLOWANCES

- Promotion Back Date - We pull your grade history from the personnel system of record. Back pay should systematically post, but if not, an audit and CMS case to DFAS
- O-E Pay (Officer O1, O-2 and O-3 only) - Not automatic. Provide a DD214 - must have 4 years and 1 day of active service as an enlisted member. Back pay is an audit and CMS case to DFAS.
- Saved Pay (Officer Only) - Not automatic. Provide a DD214 - RPO will conduct an audit. Saved Pay is paid monthly based on paid participation.



U.S. AIR FORCE

SPECIAL ACTIONS

- **Thrift Savings Plan Issues** - We do not process
- **SGLI/FSGLI Issues**
- **Taxes Issues** - CMS cases to DFAS
- **Catch 62** - pay estimates for buy back
- **Out Processing**
- **VA Waiver Processing**
- **Held Pay Issues**



U.S. AIR FORCE

SPECIAL ACTIONS

QUESTIONS

HQ RIO RPO SPECIAL ACTIONS:

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000000nFCAQ>

HQ RIO RPO GENERAL INFO FOR NEW IMAS

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000008weCAA>

HQ RIO RPO – LINKS AND FORMS

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=Ka083000000090rcqg>



U.S. AIR FORCE

DEBT



U.S. AIR FORCE

DEBTS

Debt General Information

- Any debt that is initiated by RPO will go through due process.
- The debt team processes valid debts separately from any payments for other duty that would have conflicted with the debt.
- We cannot indebt/change IDTs/active duty/special pay & entitlements based on requests from anyone else besides the member, AFRC/FM, DFAS or a JAG due to a legal action taken. Do not submit a MyFSS case to inform us to remove/indebt an IDT if you are not the member. We will not process that without members written concurrence.
- If your IDTs and or active-duty order shift and you have already been paid, we cannot simply shift your days in the pay system. This will be a valid debt because you were paid for dates you did not work in that particular status, and you will be afforded due process to repay the debt. The process to repay you for the correct dates/type of duty is outside of this process.
- Debt from prior service status is to always visible to RPO. If you create a MyFSS case requesting assistance, you must provide all documentation that explains the debt.



U.S. AIR FORCE

DEBTS

Common debt issues

- SGLI
 - If you are enrolled in SGLI/FSGLI, the premiums are due monthly. If you are not on orders or performing duty for pay, they will accumulate as a debt and deduct at 100% out of your next paycheck, not to exceed the amount of disposable pay.
- BAH correction
 - If you are paid the incorrect amount/type of BAH, it is not simply a credit. We remove/indebt ALL BAH incorrectly paid and repay the correct amount. You will see a debt on your pay record, but we are working to clear it.
- Long tour over payments
 - Please be mindful that if your order is curtailed, and you are overpaid, this will result in a debt.
 - If that order was curtailed, and you start a new one that overlapped with a DIFFERENT account processing code. You were paid from the wrong pot of money, and it is a valid debt. You will be paid for the correct APC once the incorrect days are removed/indebted.



U.S. AIR FORCE

POINTS TO REMEMBER

- **Please check your LES frequently, especially the remarks section**
 - Know your SGLI/FSGLI enrollment status. Please check your LES, and MilConnect SOES frequently.
 - If you are paid for something on an LES and you don't know what it's for, create a MyFSS case to RPO to inquire. Do not spend that money!
 - Your pay grade
 - If you are on orders, check your dependent status for that order in the remarks (BAQ Type, BAQ Dep, VHA ZIP. Short tours will not have a Zip Code because of non-locality). The pre-certification is very important.
 - Taxes deducted - RPO does not give tax advice.
 - Please read the remarks on your LES. Sometimes an LES will post due to a system change, and not because you are paid.



U.S. AIR FORCE

DEBTS

QUESTIONS

HQ RIO RPO Debt Knowledge and Create a Request:

<https://myfss.us.af.mil/USACommunity/s/knowledge-detail?pid=kA08300000000InCAA>

SOES link:

<https://milconnect.dmdc.osd.mil/milconnect/>

Defense Finance and Accounting Services:

<https://www.dfas.mil/debtandclaims/>

AskDFAS

<https://www.dfas.mil/dfas/AskDFAS/>

Veterans Affairs SGLI/FSGLI:

<https://www.va.gov/life-insurance/options-eligibility/sqli/>



United States Air Force Reserve

Integrity - Service - Excellence

HQ RIO Medical



U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

Overview

- **Acronyms**
- **Service Treatment Records**
- **Individual Medical Readiness (IMR) Requirements**
- **Profiles**
- **Waivers (Participation, Modification, Deployment)**
- **Line of Duty (LOD)**
- **Medical Continuation (MEDCON)**
- **Incapacitation Pay (INCAP PAY)**
- **Non-Emergent Surgery**
- **Authorized Treatment**



U.S. AIR FORCE

Medical Acronyms

- **Health Artifact Information Management System (HAIMS)**
- **Medical Treatment Facility (MTF)**
- **Deployment Availability (DAV)**
- **Medical Continuation (MEDCON)**
- **Medical Evaluation Board (MEB)**
- **Integrated Disability Evaluation System (IDES)**
- **Air Force Board for the Correction of Military Records (AFBCMR)**



U.S. AIR FORCE

Individual Medical Requirements

- **Individual Medical Readiness (IMR) Requirements**
 - Preventative Health Assessment (PHA) Requirements:
 - PHAQ questionnaire required annually, valid for 120 days after completion and is completed online at MyIMR (<https://asimsimr.health.mil/imr/myimr.aspx>) by clicking "Start PHAQ"
 - Face-to-face visit is **no longer** required every 3 years for non-flyers, unless the servicing MTF dictates otherwise
 - AD MTF responsible to issue profile as needed IAW AFI 44-170
 - 90-day yellow (due) grace period before turning red (overdue)
 - Mental Health Assessment required annually. Accomplished through QTC or MTF.
 - RHRP cannot be used to complete the PHA process.



U.S. AIR FORCE

Example of PHA Dates

Air Force Surgeon General

Individual Medical Readiness Status

DIAZ.RONAL.A.

Buckley AFB

EMAIL: RONAL.DIAZ@US.AF.MIL

| IMR | Immunizations | DrRA | Medical Clearance | SHPE | MTF Instructions |
|--|---------------|----------------------------|-------------------|------------------------------|------------------|
| IMR ACTION LIST | | | | | |
| [PHAs] | | | | | |
| Action List Help | | | | | |
| MyIMR User Guide | | | | | |
| PHA | | Overall Status: Due | | GoRedDate: 07/13/2019 | |
| Due | | Dental | | Labs | |
| PHAO: 26 Feb 2019 | | Dental Class: 1 | | Blood Type: O | |
| Interval History: 13 Apr 2018 | | Dental Date: 4 Feb 2019 | | RH: Positive | |
| DD2766 Review and Update: 13 Apr 2018 | | | | Sickle Cell: Negative | |
| Provider Review/Signature: 13 Apr 2018 | | | | G6PD: Normal | |
| Last In-Person PHA: 1 Apr 2017 | | | | HIV Date: 20 Jul 2018 | |
| | | | | DNA: On File | |



U.S. AIR FORCE

How to complete your PHAQ





U.S. AIR FORCE

Individual Medical Requirements

- **Dental Requirements**

- Military dental exams are required every three years
- DD Form 2813 completed by civilian dentist. This is completed annually.
- DD Form 2813 must be turned into the servicing Active Duty Dental Facility or through myFSS to our office to update the Corporate Dental System (CDS) and Dental records. Updates should reflect in ASIMS within 24-48 hrs.
- Dental Class 3 – Dental condition being treated & expected to be resolved within 1 year. Participation restricted to IDT and Annual Tour at home station only, no mandays or formal schools are authorized. If you are selected as a Dental Class 3, you will need to be seen by a Military Dentist to get out of Dental Class 3. **Do not send a dental update form (2813) to our office if you are a Dental Class 3 as we are not authorized to update this.**



Individual Medical Requirements

- **Lab Requirements**

- Generally, no appointment needed (verify with your assigned MTF) – need to be in a military status the day you go in for lab draws, but not to schedule.
- HIV screening – due every two years, 90-day grace period
 - RHRP program not available for HIV.
 - HIV draw at approved MTF labs only currently.

- **Immunizations**

- Generally, no appointment needed (verify with your assigned MTF) – need to be in a military status the day you go in for lab draws, but not to schedule.
- Recommend contacting the Immunization clinic prior to arriving to ensure the immunization needed is available
- May be accomplished by a civilian facility but documentation must be submitted to the servicing MTF or HQ RIO IRM to update immunization records.



Individual Medical Requirements

- ****IMR Notes:**
 - ARC members residing outside the MTF catchment area or more than 40 miles from their units' servicing MTF may obtain evaluations from the nearest MTF. IAW AFI 44-176 Par 10.2.4
 - Does not need to be in military status to schedule appt but MUST be in military status day of the appointment (IDT paid or points only acceptable) IAW AFI 44-176 Par 10.2.6 and AFMAN 41-210 Par 2.2.4.
 - Reserve members must report changes in health status to their servicing MTF within 72 hours IAW DAFMAN 48-123 Par 10.4.2
 - MyIMR (<https://asimsimr.health.mil/imr/myimr.aspx>) is a real time snapshot shot of IMR status



U.S. AIR FORCE

IDT's/AT - Authorized Treatment

- **Authorized Treatment**

- Wellness Care
 - PHA
 - Dental exam
 - Immunizations
 - Labs
- Required Status – military status i.e. IDT, AT, MPA, RPA, points-only etc.
- Urgent Care
 - Acute in nature i.e. Flu, broken bones, sprained ankle etc.
 - May require LOD to be initiated
 - Required Status - military status i.e. IDT, AT, MPA, RPA, points-only etc.



U.S. AIR FORCE

Profiles

- **Profiles**

- AD MTF is responsible for creating all profiles. Our office has no involvement with Profiles.
- AF Form 469 Mobility Restricting Profiles:
 - Code 31 (DAV 41) – Temporary condition resolving within 1 year
 - Code 37 (DAV 42) – Condition requires MEB / PEB processing
 - Code 81 (DAV 49) – Pregnancy
 - Dental Class 3 – Dental condition being treated & expected to be resolved within 1 year. Participation restricted to IDT and Annual Tour at home station only, no mandays or formal schools are authorized
- ****Note: AF Form 469 with code 37 renders a member unable to participate for pay and point gaining activities. Participation will be determined by your Detachment Commander.**



U.S. AIR FORCE

Modification/Deployment Waivers

- Is used after a member has been returned to duty following a medical board and assigned an ALC/DAV code.
- Requests to deploy while coded C1 or C2 are sub-types of the Modification waiver: Deployment Waivers. May require other MAJCOM approval.
- Members code C3 are restricted to IDT/AT at home stations ONLY. Modification waiver is to request anything outside of those limitations.
- Any DW Profile will require a Deployment Waiver for any OCONUS travel.



U.S. AIR FORCE

Line of Duty

- **Line of Duty (LOD)**
 - **LOD Options:**
 - **Admin LOD**
 - **Informal LOD**
 - **Formal LOD**
 - An LOD determination is a finding made after an investigation into the circumstances of a member's illness, injury, disease or death. The finding determines: (1) whether or not the illness, injury or disease existed prior to service (EPTS) and if an EPTS condition was aggravated by military service; (2) whether or not the illness, injury, disease or death occurred while the member was absent without authority and (3) whether or not the illness, injury, disease or death was due to the member's misconduct. An LOD determination protects the interests of both the member and the United States Government.
 - Must be reported for LOD consideration within 180 days of release from active duty or IDT.
 - Establish, manage and authorize healthcare
 - Required for MEDCON orders
 - May grant MEB/IDES entitlements
 - Completed on AF Form 348
 - Completed Member LOD Initiate Form
 - Completed Medical Provider Form
 - AD MTF initiates AF Form 348 and routes to AD Commander

****Not applicable if injury, illness or disease was not incurred or aggravated in an authorized duty status or due to member misconduct.****



U.S. AIR FORCE

- **Admin LOD**

- **When injury or illness occurs while member is in a Military status but does not require further follow-up or continuation of care after the initial occurrence.**
- **Required documentation:**
 - SF 600
 - Orders or 40A
 - Supporting Medical Documentation

****Not applicable if injury, illness or disease was not incurred or aggravated in an authorized duty status or due to member misconduct.****



U.S. AIR FORCE

Line of Duty

• **Informal LOD**

- An LOD determination is a finding made after an investigation into the circumstances of a member's illness, injury, disease or death. The finding determines: (1) whether or not the illness, injury or disease existed prior to service (EPTS) and if an EPTS condition was aggravated by military service; (2) whether or not the illness, injury, disease or death occurred while the member was absent without authority and (3) whether or not the illness, injury, disease or death was due to the member's misconduct. An LOD determination protects the interests of both the member and the United States Government.
 - Must be reported for LOD consideration within 180 days of release from active duty or IDT.
 - Establish, manage and authorize healthcare
 - Required for MEDCON orders
 - May grant MEB/IDES entitlements
 - Completed on AF Form 348
 - Completed Member LOD Initiate Form
 - Completed Medical Provider Form
 - AD MTF initiates AF Form 348 and routes to AD Commander

****Not applicable if injury, illness or disease was not incurred or aggravated in an authorized duty status or due to member misconduct.****



U.S. AIR FORCE

Line of Duty

- **Formal LOD**

- **Same documentation as Informal LOD, different routing and circumstances. Circumstances for a Formal LOD include member misconduct, or further investigation needed.**

****Not applicable if injury, illness or disease was not incurred or aggravated in an authorized duty status or due to member misconduct.****



U.S. AIR FORCE

Member Responsibility

- When a member incurs or aggravates an injury, illness or disease while serving in a duty status, the medical condition must be promptly reported within 24 hours to the member's commander and servicing medical facility/unit. For ARC members, when not in a duty status, the medical condition must be promptly reported (ideally within 72 hours or less) to the member's commander and servicing medical facility/unit.
- Failure to report the injury, illness or disease in a timely manner will require a written explanation to the commander and servicing medical facility/unit.
- For ARC, members who fail to provide relevant supporting medical documentation within 5 working days of notification of the injury, illness or disease to the military medical provider may be processed for non-compliance. IAW DAFMAN 48-123, a member with a known medical or dental condition who refuses to comply with a request for medical information or evaluation is considered medically unfit for continued military duty and will be referred to the member's immediate commander for processing IAW AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members.



U.S. AIR FORCE

- **LOD Disposition:**

- Approved LODs are only valid for 1 year from diagnosis.
- Care referred to the VA beyond 1 year, or for unreported conditions outside the 180-day reporting window.
- Any aggravation of condition on future military orders requires a new LOD to establish care.
- If LOD is found Not in the Line of Duty (NILOD), only initial treatment is covered. Any follow up care is the responsibility of the member.



U.S. AIR FORCE

MEDCON

- **Medical Continuation (MEDCON)**

- **Pre-MEDCON**

- The purpose of Pre-MEDCON orders in cases where a member is already on orders, is to “bridge the gap” between the member’s current orders, and for the member to proceed with a MEDCON request.
- Allows for no break in service, if you do have a break in service, you do not qualify for Pre-MEDCON.
- HQ RIO IRM processes MPA Pre-MEDCON requests.
- The member’s Detachment and/or AD Unit processes RPA Pre-MEDCON requests.
- *****Orders will not be issued or extended in cases of misconduct, or for the purpose of taking leave or reconstitution time.*****



U.S. AIR FORCE

Medical Continuation

- **MEDCON**

- Approval authority rests with Air Reserve Component Case Management Division (ARC-CMD)
- Approved MEDCON allows members to be on full time orders for treatment of service connected/aggravated conditions
- Any request for MEDCON is be submitted through RIO Medical

****Notes:**

- **No authority exists to backdate MEDCON orders**
- **AFBCMR is the only option to claim potential back-pay for a period of time which the member might otherwise be eligible to receive**



U.S. AIR FORCE

Incapacitation Pay

- **Incapacitation Pay (INCAP)**

- The purpose of INCAP Pay is to authorize pay and allowances to those members who are not able to perform military duties due to LOD related condition or do not qualify for MEDCON.
- Provides loss of civilian wages if not able to perform military duties
- Requires a LOD determination of ILOD or interim LOD
- Review by military medical provider to confirm incapacitation
- Duration of entitlements may not exceed 6 months without SAF approval



U.S. AIR FORCE

Non-Emergent Surgery

- **Non-Emergent Surgery**

- Non-emergent surgery is defined as healthcare that is not medically necessary to provide relief from undue suffering or relief from symptoms that could cause potential health problems
- Non-emergent surgery requests are required on members who are within 6 months of their AD orders ending
- AFRC/SGP is the approval authority for all reserve members
- Member contacts HQ RIO/SGO for consent form and processing



U.S. AIR FORCE

Contact Us

Capt Michael Miller (Chief)
Email: michael.miller.329@us.af.mil
Cell: 303-349-3866

MSgt Matthew Stoner (Section Chief)
Email: matthew.stoner@us.af.mil
Desk: 720-847-3616 Cell: 210-319-8402

TSgt Michele Pineda (NCOIC)
Email: michele.pineda@us.af.mil
Desk: 720-847-3075

HQ RIO/IRM

DSN: 847-3077

Comm: (720) 847-3077

****First** line of communication: **myFSS incident****

Please submit your Medical request through the link below
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LI4nCAG>

Check your medical readiness at <https://asimsimr.health.mil/imr/myimr.aspx>



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Classifications & Formal Schools



Detachment 5

U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

Who We Are

- **TSgt Brandon Haley**
 - **NCOIC Education and Training**
- **MSgt Joe Nathan**
 - **RPA Support**
- **Customer Service Line: 1-478-327-2331**



U.S. AIR FORCE

IR Responsibility

Regarding training, the IMA member is the only person who has total view of their record. HQ RIO Det 5 and AC Unit Training Manager see portions of the members record and should communicate updates on members upgrade training. Being in the IR program provides the IMA more flexibility but also more responsibility to maintain certain standards. The IMA should communicate regularly with their URC or HQ RIO Det 5 regarding anything training related.

- Complete mandatory training requirements w/in prescribed time limits
- Monitor promotion eligibility and ensure record is correct before meeting board
- Ensure all formal school requests are routed through HQ RIO Det 5
- Member should review their record every time they change DAFSC or annually
- Member needs to ensure they are actively participating in their upgrade training/retraining requirements
- IR must obtain and maintain the skill level commensurate with their grade and DAFSC
- Satisfactory progression in the training program is expected if IRs are in upgrade or retraining status



U.S. AIR FORCE

Contacting Training POCs

- To contact your Detachment please submit a myFSS ticket
- Go to “myIMA” at the bottom of the myFSS homepage
- Select “AFR Submit Inquiry to RIO Detachment”
- Select “Create A Request”
- Select HQ RIO Det 5

Answer ID: 000003593 | Updated: 24 Jan 2025

AFR HQ RIO IMA Management

Applicable to: Air Force Reserve (IR/PIRR)

The Headquarters Individual Reservist Readiness Integration Organization (HQ RIO) is located at Buckley Space 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 PIRR 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.



U.S. AIR FORCE

On-the-Job Training (OJT) Management

All actions must be coordinated through HQ RIO Det 5

- Upon entering the IMA program, our office assists with determining training requirements, if applicable.
 - Includes: Training & Retraining Status Codes (TSC), Initial Skills Awarding Schools, CDC/Blackboard courses
- Subsequently, our office oversees Officer and Enlisted on the Job Training programs and reports Training Performance Metrics (TPM) to the HQ RIO Commander quarterly.
- All OJT management actions are initiated through your RegAF (Active Duty) Training Manager and Commander, then reported/sent to HQ RIO Det 5 through you.
 - myLearning actions to include CDCs
 - myTraining journal entries, task progression, CDC progression, etc.
 - OJT Record updates



U.S. AIR FORCE

Classification Waivers

All actions must be coordinated through your Detachment

- Classification Guidance is posted to myFSS: [Knowledge Detail](#)
 - Search "AFR Classification Waiver Request"
- Waiver is applicable to members retraining to an AFSC they do not meet an AFOCD/AFECD entry requirement
 - Examples: ASVAB, Grade, Total Federal Service Time, Medical, Experience, etc.
- Officer/Enlisted Change Summary and Conversion Guides
 - Enlisted: [Knowledge Detail](#)
 - Search "The Enlisted Air Force Specialty Code Change Summary and Conversion Guides"
 - Officer: [Knowledge Detail](#)
 - Search "The Officer Air Force Specialty Change Summary and Conversion Guides"
- Direct/Indirect AFSC Conversion information
- Officers can work directly with the CFM of the specific career field to waive any requirements
 - Contact Detachment for CFM POC



U.S. AIR FORCE

Training Waivers

All actions must be coordinated through your Detachment

- Enlisted Training Waiver Guidance is posted to myFSS: [Knowledge Detail](#)
 - Search "AFRC Training Waiver Submission"
- Waiver is applicable for members who wish to waive an upgrade requirement
 - Examples: Formal School requirement, Time in Training requirement, Mandatory CDCs, etc.
- What's Considered?
 - Previous Experience
 - Civilian Experience
 - Cross-Training from Similar AFSC
 - OJT does not constitute a training waiver, must be previous experience
- Training waiver requests must be submitted within 9 months of the date entered training
- Officer Training Waivers
 - Same package format but the member works directly with the AFRC CFM



Formal School/PME Requests

All actions must be coordinated through your Detachment

- **DO NOT** schedule thru AD unit (IMA TLNs 963IXXXX)
 - **If an AC TLN has been issued then that TLN will need to be cancelled, and the course must be resubmitted by the HQ RIO Det 5**
- **The Process**
 - <https://www.hqrio.afrc.af.mil/Career-Management/Formal-Schools/>



U.S. AIR FORCE

Formal School/PME Requests

IMA Formal School Request

This form may contain FOR OFFICIAL USE ONLY (FOUO) information that must be protected under the Privacy Act of 1974.
Do not release outside of DoD channels without the consent of the originator's office. (AFI 33-332)

AUTHORITY: 10 U.S.C. 8013. PRINCIPAL PURPOSE: To obtain information for computer input from education offices requesting students be enrolled into A4/6 A4L Distance Learning Courses. Use of SSN required to make positive identification of the individual and records. ROUTINE USE: Used to prepare data for input into MiFDS and A4/6 A4L computer database.
DISCLOSURE: Voluntary. However, if requested information is not provided, the enrollment cannot be accomplished.

Course Information (Obtained from ETCA)

| | | |
|----------------------|----------------------|----------------------|
| Course Number | Course Title | # Days |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Desired Class Dates (Obtain available class dates from RIO Detachment office)

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| #1 - Start Date | #2 - Start Date | #3 - Start Date | #4 - Start Date |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Grad Date | Grad Date | Grad Date | Grad Date |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Member Details

| | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| Last Name | First Name | MI | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | |
| SSN | Rank | DAFSC | ETS/MSD | RIO Det. |
| <input type="text"/> |

Eligibility *All items must be verified by the Unit Training Manager*

UTM Initials

Member meets retainability required after class grad date. (1yr for courses <15 days / 2yrs for courses >15 days)
 Member meets all course pre-requisites prescribed in ETCA.
 Member has a current and passing fitness assessment. (AFFMS report attached)
 Member's readiness is current. (ARCNNet report attached)
 Member has no conflicting TDY, deployment, or other orders that may prevent attendance.
 Course is required for mission accomplishment per applicable CFETP, AFI, AFOCD/AFECD, or deployment instructions.

Unit Training Manager

| | | |
|------------------------------|----------------------|----------------------|
| Typed: Name, Rank, and Title | Signature | Date |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Once signed, save as PDF onto computer and submit thru myPers.



U.S. AIR FORCE

Common Problems/Delays

- **Signature blocks are not optional**
 - **Supervisor and commander need to sign RIP on the second page**
- **RSC MFR need to be signed by officers as well as enlisted**
 - **The document is controlled by HQ USAF/A1P and they did not add officer ranks to the rank box**
 - **If you are an officer, add your rank to the name box and return as normal**
- **RSC length is determined by DAFMAN 36-2139 Table A5.1**
 - **Formal schools are rule 10**



U.S. AIR FORCE

Common Problems/Delays

- Do not submit duplicate tickets or have someone submit duplicate tickets for you.**



U.S. AIR FORCE

Accelerated Mission Readiness Training (AMRT)

AMRT is not funded for IMAs for FY26 and possibly beyond



Common AFIs/References

- DAFMAN 36-2100 MILITARY UTILIZATION AND CLASSIFICATION
- DAFMAN 36-2114 MANAGEMENT OF THE AIR FORCE RESERVE INDIVIDUAL RESERVE (IR) AND FULL-TIME SUPPORT (FTS) PROGRAMS
- DAFMAN 36-2136 RESERVE PERSONNEL PARTICIPATION
- DAFMAN 36-2689 TRAINING PROGRAM
- AFRC Training Waiver Personnel Services Delivery Guide
- IR Guides



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

IMA Deployments, Exercises & Mobilizations



U.S. AIR FORCE

TSgt Lirian Orozco

**HQ RIO/IPR
DSN 847-3700**

**Comm 720-847-3700
Email: arpc.rio.ipr@us.af.mil**



U.S. AIR FORCE

Overview

- **Seeking Deployment/Exercise opportunities**
- **IMA Volunteer Process**
- **Statement of Understanding (SOU)**
- **Deployment & Exercise process**
- **Involuntary Mobilizations**



U.S. AIR FORCE

Seeking Deployment/Exercise Opportunities

- Must be “**GREEN-TO-GO**”
 - Medical/Dental
 - Fitness
 - TFAT
- Statement of Understanding MUST be routed through detachment & Active component chain of command
- Active-Duty unit responsible for training, equipping, in/out processing
 - Note: UDM handles training dates, transportation, unit-funded equipment
- RIO/IPR facilitates tasking the member in DCAPES, requests OCO MPA days for ACC supporting ULN’s and initiates all order actions
 - Exception: MAJCOMs running the exercise will process MPA requests for exercise participation. Dets/Mbrs will initiate AROWS-R for exercises.



U.S. AIR FORCE

IMA Volunteer Process

- IRs may volunteer for deployment/exercise opportunities advertised through:
 - Volunteer Reserve System (VRS) – AFSC approved
 - AFRC Functional Area Managers (FAMs)
 - Assigned unit and/or the gaining command assuming they agree to provide associated mandays
(0-6 and above require FGC/CC or AFRC/CD Approval)
- Deployments/Exercises must have a valid Unit Line Number (e.g. be an approved SecDef deployment req tracked in SIPR-based system)
- **If you are volunteering for an exercise or deployment, or are mobilized, the first thing you should do is notify HQ RIO/IPR.**



Statement of Understanding (SOU)

- All ULN Deployment and Exercise requests require members to submit a Statement of Understanding (SOU) through their unit and supporting RIO Det which can be found at <http://www.arpc.afrc.af.mil/HQRIO/IMA-Deployments/>

| | | |
|--|--|--|
| <p style="text-align: center;">IR Volunteer Statement of Understanding AEF, Non-AEF (with ULN) and Exercise (with ULN)</p> <p>DIRECTIONS: Part I - Member completes (Fill out as much as possible on all 3 Parts). Part II - UDM/unit completes/signs. Part III - Det/CC completes and emails completed package (SOU) to HQ RIO/PR at arpc.rio.ipr@us.af.mil. Additionally, please contact our office at 720-847-3700 with any questions or concerns. IMPORTANT: IRs are not authorized to participate in active flying or flying training while deployed unless a waiver is approved IAW AFMAN 11-402, para 3.8.1 and AFMAN 11-402, Table 3.2. Please submit FAC (Flying Activity Code) waiver via MyFS to ARPC IMA Flight Management (HQ RIO/IR HARM). Part I - MEMBER INFORMATION</p> <p>Last First Middle Rank Social Security Number (Not DODID)</p> <p>Home Address (Before and During deployment)</p> <p>Home Phone Cell Phone DSN Work Phone</p> <p>Email address (both personal and work)</p> <p>Attached Unit (where you perform duty) Base and State PAS Code Duty AFSC</p> <p>I am a volunteer to deploy in support of an Active Component requirement. I understand I must meet all IR readiness requirements before volunteering for this deployment; and that it is my responsibility to check my readiness level in ARCNET prior to my HQ RIO Detachment forwarding this request. I further understand that once I am assigned against a ULN for a specific deployment, that I am committed to that tasking. If I am unable to fill this requirement, I must notify my RegAF Commander who will be responsible for filling the tasking or submitting the reclama to AFPC/DPW. I must also notify my Detachment/CC and HQ RIO/PR Staff. Initials _____</p> <p>If selected for this deployment, I understand I may use any remaining IDT or annual tour days to complete ancillary training requirements associated with deployment. Furthermore, I understand I must depart from and return to my unit of attachment provided above. I understand that I will be afforded 2.5 days downtime for every 30 days deployed up to a maximum of 14 days. I understand this downtime will be taken within the established commuting area of unit of assignment, all in-processing activities will be completed during this time per current AFRCMAN 10-40, 817. Downtime. I understand the 7/14 days start immediately upon my return to U.S. Leave time is a separate entitlement. I acknowledge upon signing this SOU that I have read and understand Part I and will comply with all pre-deployment training requirements to include ancillary training prior to deployment. Initials _____</p> <p>ULN DRIVEN EXERCISE (Initial if this is an exercise ULN) If selected for an ULN driven exercise, I understand I may NOT use any remaining IDTs to participate in the exercise. Furthermore, I understand if I participate in an ULN driven exercise in IDT status I will pay my travel and per diem out of pocket. Unless exercise is at unit of assignment and member is in place, I will be departing from _____ <input type="checkbox"/> home station or <input type="checkbox"/> home of residence for this exercise. Initial _____</p> <p>IR Signature Date</p> <p>SOU - November 2023 Page 1</p> <p>This information is subject to the Privacy Act of 1974. This information is not to be disclosed without the authorization of the individual(s), and is to be used For Official Use Only. Violations of the Privacy Act are subject to fines of \$5,000 or 2 years in prison.</p> | | <p>IMPORTANT: IRs are not authorized to participate in active flying or flying training while deployed unless a waiver is approved IAW AFMAN 11-402, para 3.8.1 and AFMAN 11-402, Table 3.2. Please submit FAC (Flying Activity Code) waiver via MyFS to ARPC IMA Flight Management (HQ RIO/IR HARM). PART II - UNIT OF ATTACHMENT & COMMANDER'S CERTIFICATION IMPORTANT: IMAs are not authorized to participate in active flying or flying training while deployed.</p> <p><input type="checkbox"/> AEF (HQ RIO/PR requests MPA only) <input type="checkbox"/> Non-AEF w/ULN <input type="checkbox"/> Exercise w/ULN (Name of exercise)</p> <p>ULN/Line Number: _____ MPA M4S Tasking # (if known) _____ Location: <input type="checkbox"/> OCONUS CENTCOM AOR <input type="checkbox"/> OCONUS <input type="checkbox"/> CONUS</p> <p>Status for Exercises only: <input type="checkbox"/> IDT <input type="checkbox"/> Annual Tour/RPA <input type="checkbox"/> MPA M4S Tasking # _____</p> <p>Pre-Deployment Training Start Date/Location: _____ *Note Please list all training required for the tasking to include the location. All training has to be line remark driven or added as an ILOC.</p> <p>Weapon Required: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Serial #(s): _____</p> <p>Departing from & returning to if different (include airports): _____</p> <p>Installation specific reporting instructions: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>Supervisor: Print Name, Grade, Unit _____ I Concur/Non-Concur with this deployment request. (Circle One) <input checked="" type="checkbox"/> Concur <input type="checkbox"/> Non-Concur</p> <p>Sign Date Supervisor Email Address DSN</p> <p>Unit Deployment Manager (UDM): Print Name, Grade, Unit Robinson I certify this member meets all requirements associated with requested ULN. I understand if the AD unit commander approves the individual to deploy it is my responsibility to train and equip them for deployment IAW DAFI 36-3802, and CDDR reporting instructions and requirement line remarks. I will request RDD change or delayed reporting if this request is submitted within 30 days of known First Movement to allow 30 days for IR deployment processing. I understand it is the responsibility of my unit to fill the tasking or submit reclama (If originally tasked unit) to AFPC/DPW (AEF requirements only) if the IR member for whatever reason does not fill the AEF deployment. If we are not the originally tasked unit, HQ RIO/PR will have the tasking sourced back to them for filling or reclama action. I understand HQ RIO/PR will take all necessary actions within DCAPES and generate all orders related to this tasking</p> <p>Sign Date UDM Email Address DSN</p> <p>NOTE: Please contact HQ RIO PR at 720-847-3700 & via email at arpc.rio.ipr@us.af.mil upon your signature above. SIPR email: usaf.buckley.afrc.mbx.hq-rio-ipr@mail.smil.mil HQ RIO Website: www.hqrio.afrc.af.mil Facebook: www.facebook.com/HQARIO</p> <p>SOU - November 2023 Page 2</p> <p>This information is subject to the Privacy Act of 1974. This information is not to be disclosed without the authorization of the individual(s), and is to be used For Official Use Only. Violations of the Privacy Act are subject to fines of \$5,000 or 2 years in prison.</p> |
|--|--|--|



U.S. AIR FORCE

Deployment Responsibilities

HQ RIO

Per AFI 36-3802

- Cuts CED orders for **ALL** IR's
- Initiates AEF tasking in M4S for ACC supporting ULN's
- Initiates Contingency Orders and AROWS-R (AROWS-R orders are Title 10 orders for IR's to be paid, CED orders are for travel to and from AOR)
- Maintain accountability of deployed assets in DCAPES.
- Initiates DTS Auth
 - (Note: all vouchers MUST be filed by the volunteer no later than 5 duty days of return of ENDEX)

AD Unit

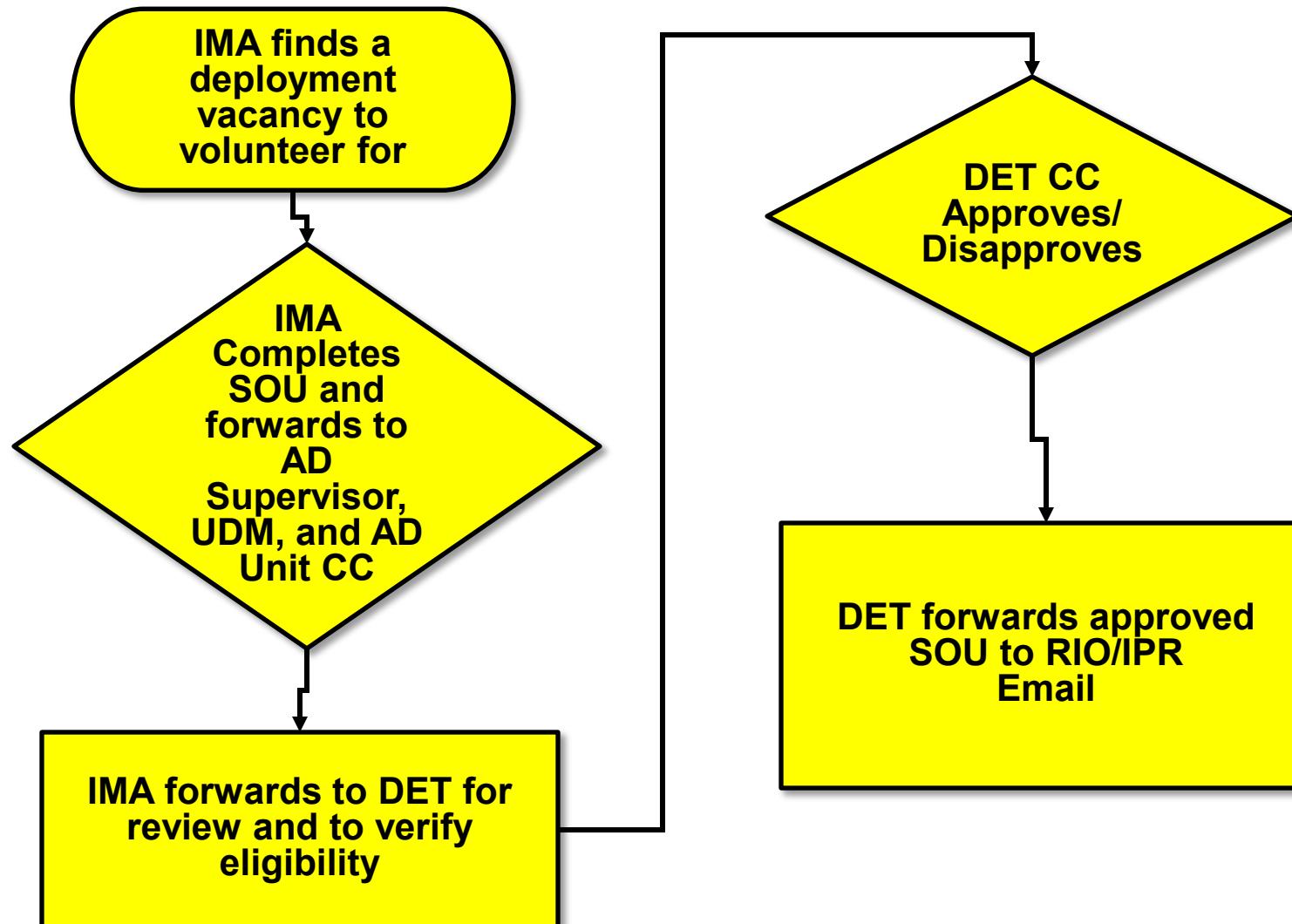
Per AFI 10-401

- Forecast 2 years in advance for MPA Money if considering using IR's for deployments
- Trains
- Equips- uniforms and equipment
- Track e-DRC/e-AFDF for IRs
- Schedules Pre-deployment training
- Schedules Transportation to AOR
- In and Out-Processing
- Provide reason for out-processing discrepancy
- Submits Delayed Report
- Submits the reclama when an IR is unable to fill a requirement

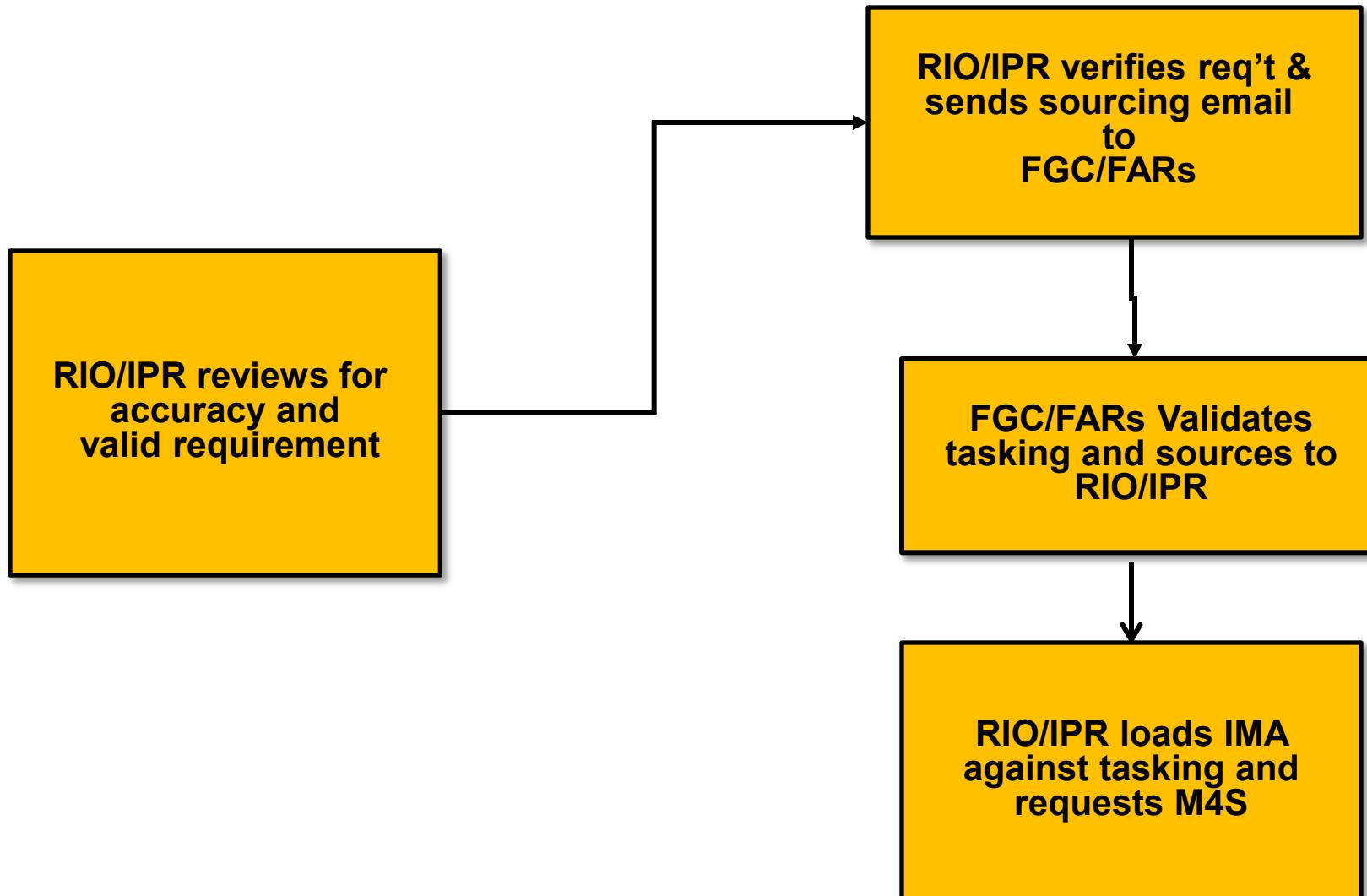


U.S. AIR FORCE

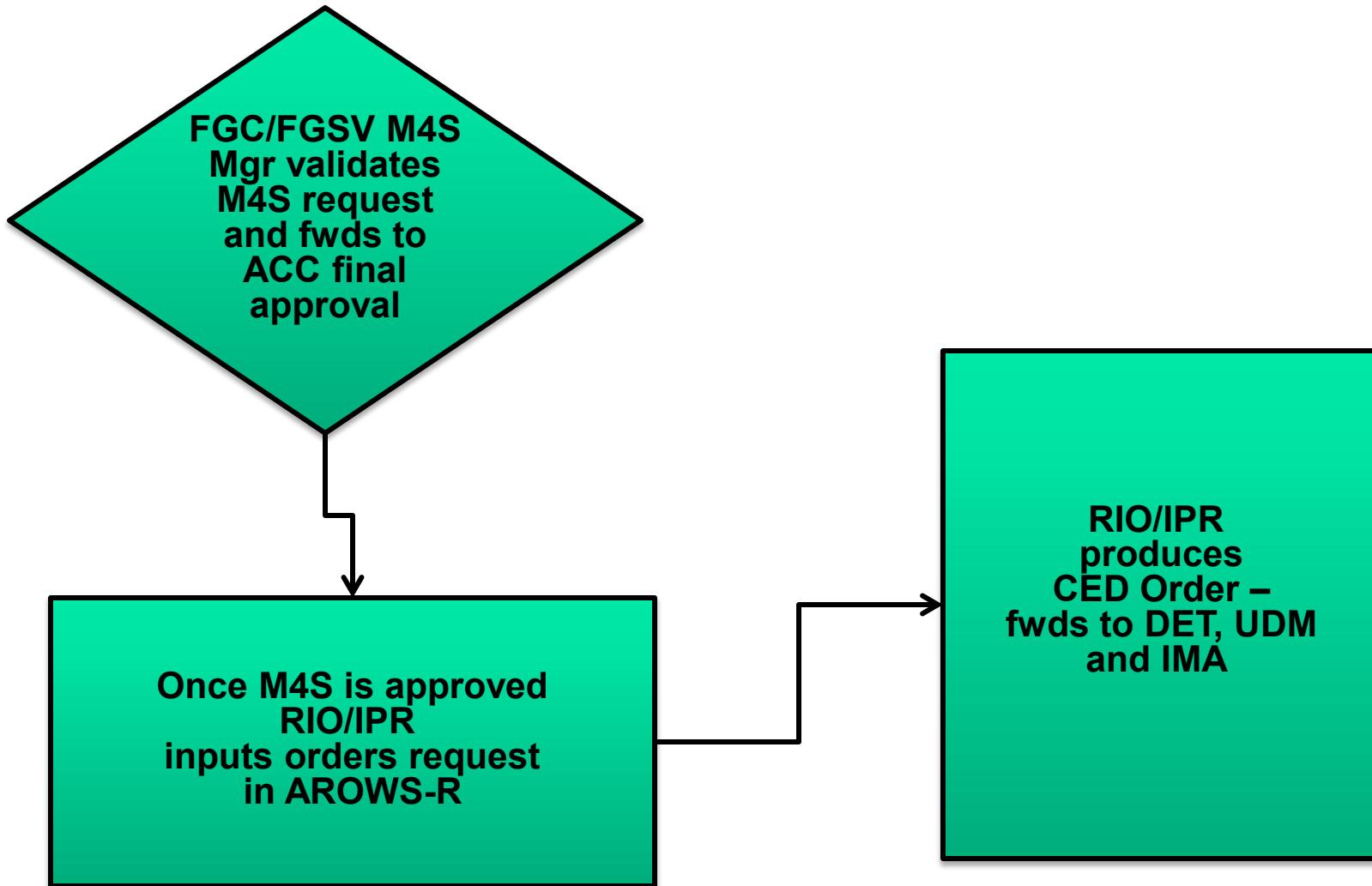
IMA Deployment Process (phase 1)



IMA Deployment Process (phase 2)



IMA Deployment Process (phase 3)





U.S. AIR FORCE

Exercise Responsibilities

HQ RIO/Dets

Per AFI 36-3802

- MAJCOMs running the exercise will process M4S for exercise participation
- Dets/Mbrs will initiate 938 AROWS orders
- RIO/IPR will cut CED orders for **ALL** IR's (we require completed SOU & 938 to cut the CED order)
- RIO does not initiate DTS Auth
 - (Note: all vouchers MUST be filed by the volunteer no later than 5 duty days of return of ENDEX)

AD Unit

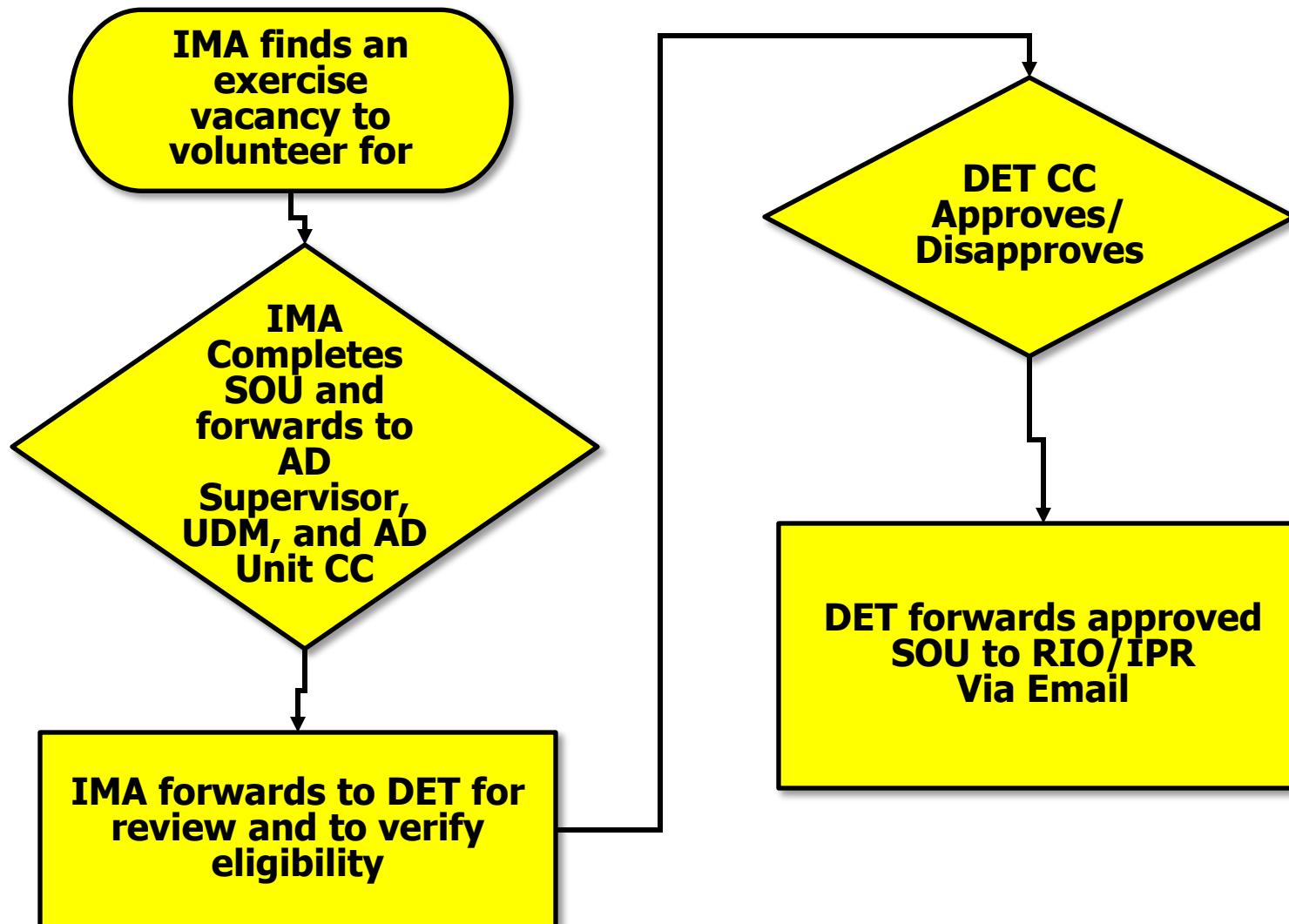
Per AFI 10-401

- Verify reporting instruction completion
- Trains
- Equips- uniforms and equipment (if necessary)
- In and Out-Processing

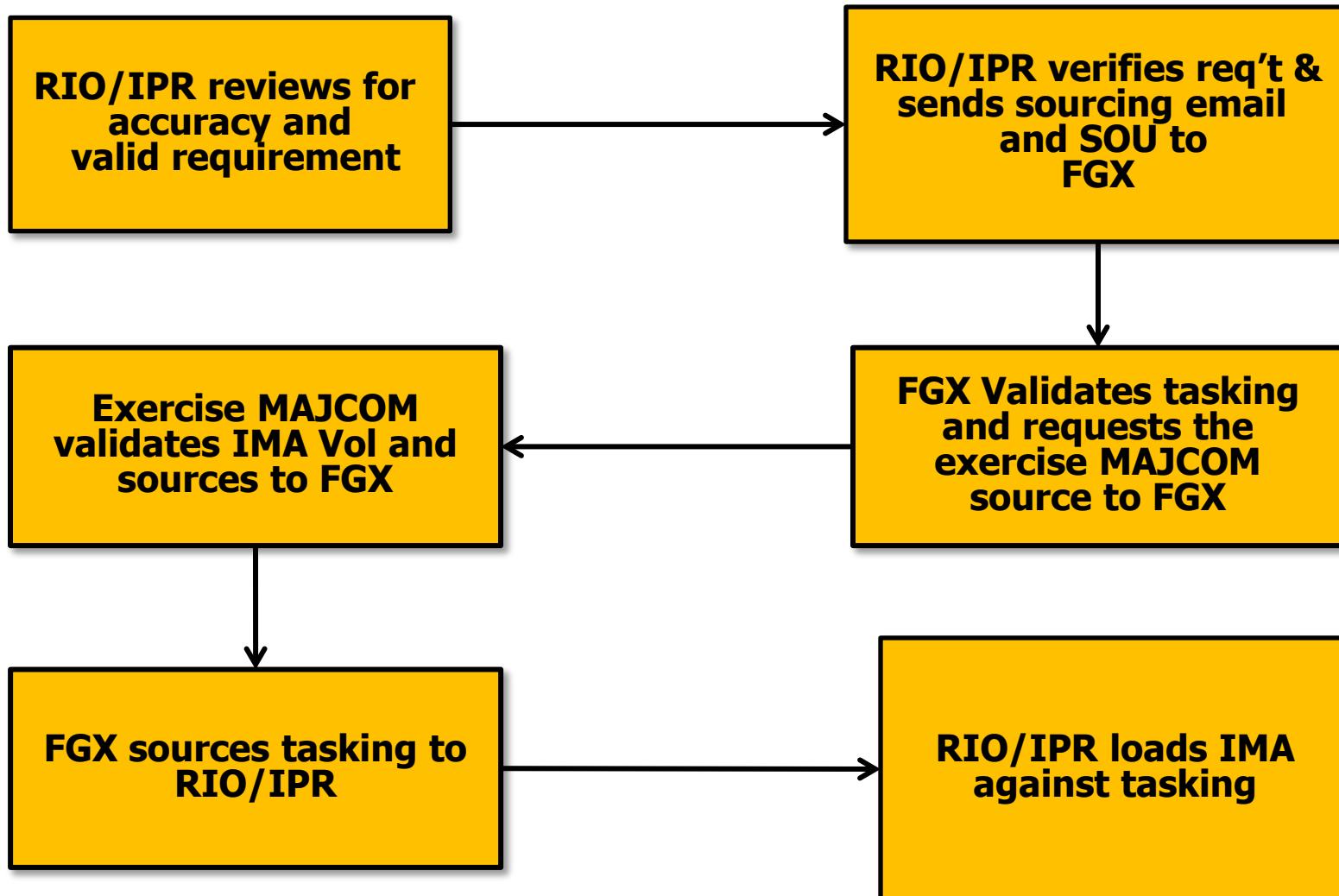


U.S. AIR FORCE

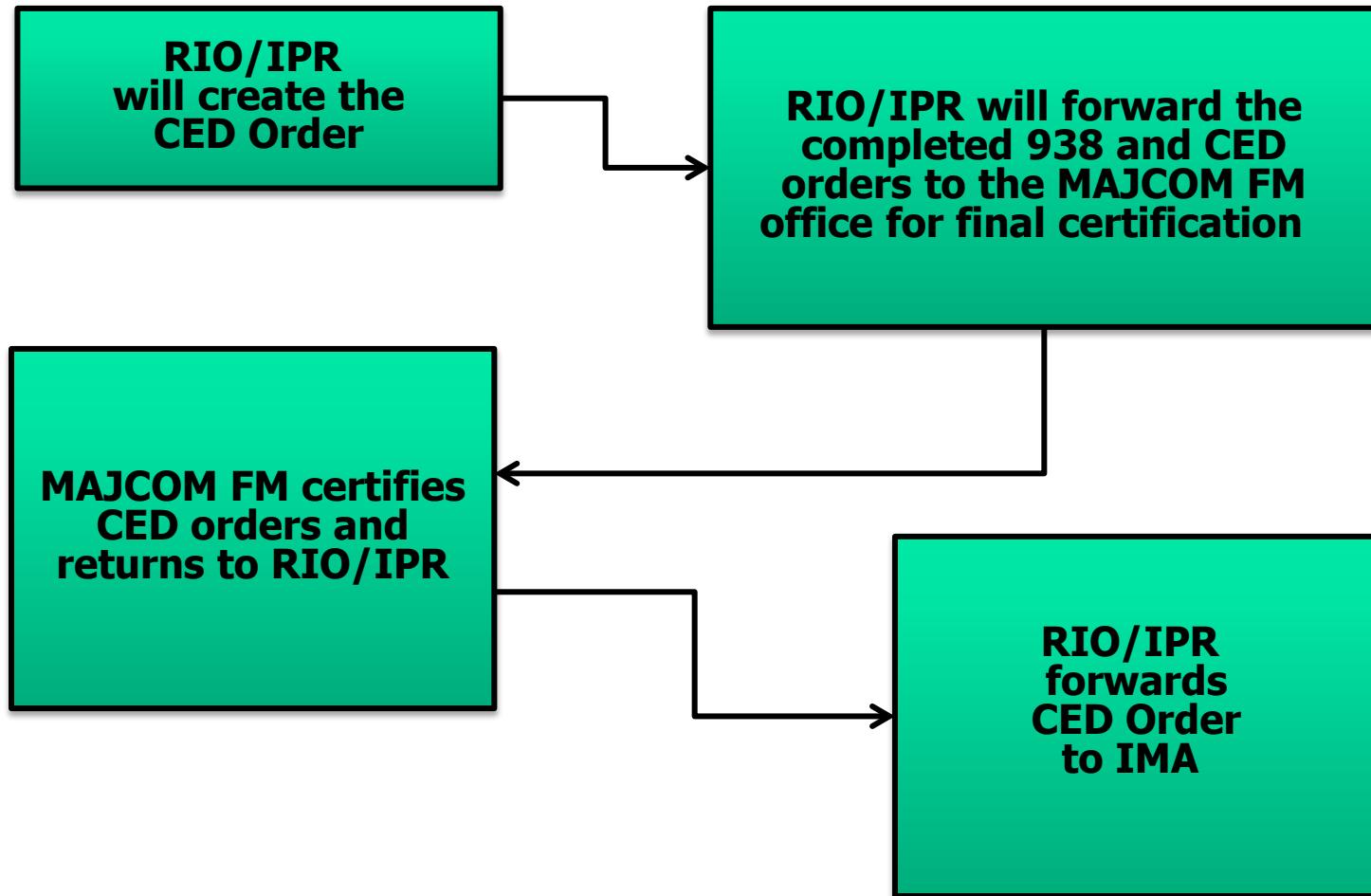
IMA Exercise Process (phase 1)



IMA Exercise Process (phase 2)



IMA Exercise Process (phase 3)





U.S. AIR FORCE

Involuntary Mobilizations

- All members of the SelRes are subject to mobilization per AFI 10-401 and AFI 10-402
- Requirements for involuntary activations are submitted to AFRC and then sourced by the AFRC FAM
- Mobilization packages require GO concurrence from IMAs command of assignment
- Once tasked, members are ineligible for any other personnel actions (i.e. retirement, IRR transfer)
- Volunteers can be substituted for non-vols
 - Original member remains frozen until vol deploys





U.S. AIR FORCE

Important Takeaways

- Communication with RIO/IPR early and often
- SOU Routing
- Must have CED orders from RIO to deploy
- Pre-deployment requirements are handled by AD unit and UDM (training, equipment, travel, in/out processing, etc)
- HQ RIO/IPR Contact info
 - **DSN: 847-3700 Comm: 720-847-3700**
 - **Email: arpc.rio.ipr@us.af.mil**



U.S. AIR FORCE

Questions?



U.S. AIR FORCE

HQ RIO Customer Service Hour Tuesday ROEs

To join your session, click the "..." icon to see the list of breakout rooms.

If you have any trouble joining a room, just ask for help in the main chat.

To ensure everyone is heard, the host will call on each person in turn.

Please direct breakout room questions to the SME's assigned to those rooms.

ARPC RETIREMENTS is tentatively scheduled to attend on the 3rd Tuesday of the month!

BREAKOUT ROOMS

Orders

General inquiries related to official orders.

PCS/PPM

Permanent Change of Station (PCS) and Personally Procured Moves (PPM).

IDT Travel & Vouchers

IDT Lodging, DTS Authorizations, Vouchers, and travel for AT, MPA, RPA, or IDTs outside of commuting distance.

DTS Account Issues

Troubleshooting and resolving problems with your DTS account access or errors.

End Strength Management

Inbound/Outbound Assignments, position inquiries, and billet management.

School Orders / Formal Schools

All questions related to orders for formal military schools.

Talent Management Consultant

One-on-one career guidance and talent management advice.

USSF Transition Questions

Any inquiries regarding transition from USAF to USSF.



U.S. AIR FORCE

HQ RIO Customer Service Hour Thursday ROEs

To join your session, click the "..." icon to see the list of breakout rooms.

If you have any trouble joining a room, just ask for help in the main chat.

To ensure everyone is heard, the host will call on each person in turn.

Please direct breakout room questions to the SME's assigned to those rooms.

ARPC Retirements is tentatively scheduled to attend on the 1st Thursday of the month!

BREAKOUT ROOMS

Orders

General inquiries related to official orders.

DTS Account Issues

Troubleshooting and resolving problems with your DTS account access or errors.

IDT Travel & Vouchers

IDT Lodging, DTS Authorizations, Vouchers, and travel for AT, MPA, RPA, or IDTs outside of commuting distance.

Pay Issues

All pay questions and concerns.

Leave

All leave inquiries.

Medical Readiness

PHA, Dental, Profile updates, myIMR.

Officer Promotions

Officer Promotion inquiries.

Career Development

SRPs, ETS, Extensions, Re-enlistments, Enlisted Promotions.

Force Sustainment

Awards & Decs, Duty Titles, Admin Discharges, UIFs, HYT/MSD, Demotions, Sanctuary, TOR.

Readiness

General inquires regarding participation, memos & waivers



U.S. AIR FORCE

Questions?





U.S. AIR FORCE

Day 2

Please join the Customer service
hour at the link in the chat from
0800 - 0900 MT

Meeting ID: 161 385 4292
Passcode: 936906

Then rejoin this group



U.S. AIR FORCE

Virtual IRO ROEs

- **Cameras off**
- **Audio muted**
- **Change name to Rank, First Name, Last Name**
 - Ex: Lt Col Erin Karl
- **PLEASE WAIT and ask questions at the end – we promise to answer them!**
 - Type your questions in the chat
 - Raise your hand
- **Be courteous to briefers and attendees**
- **Please note that this event will not be recorded. The presentation slides will be posted on the HQ RIO site for your reference**
- **Let's get started!**



U.S. AIR FORCE

Survey Monkey Link



**Please use the link or QR code to complete the surveys.
They can be completed at the end or as we go.**



United States Air Force Reserve

Integrity - Service - Excellence

HQ RIO

Talent Management Consultant



MSgt Mindy Bent

U.S. AIR FORCE

Fly, Fight and Win...



HQ RIO Talent Management Consultant

- **Career Counseling**

- Enlisted Career Planning
- Commissioning Resources
 - Direct commissioning into health professions takes place through HP Reserve recruiter
 - Direct commission to Active Duty takes place through Active Duty recruiter
- Potential Cross-Training Opportunities
- Exploring Reserve Vacancies
 - AGR opportunities are advertised in Talent Marketplace
- Retirements Coordination
- Informed Decisions
- In/Out-Processing (incentive review, exit surveys, etc.)

- **Incentive Program Assistance**

- Enlisted and Officer Incentive Resources
 - IMAs are not eligible for any retention or affiliation incentives in FY26
- BRS Continuation Pay
 - Submitting BRS SOU to RPO
- Terminations/Recouments

- **Additional Information & Resources**

- BCMR
- Development Team Boards
- Reserve Retirement Counseling
- STEP I & II
- Development Education Resources
 - RSSB/RDEDDB/EDEB Opportunities



HQ RIO Talent Management Consultant

- To qualify for AIP-CW, an Airman must be:
 - Newly assigned to an AIP-CW qualifying base
 - Within the first 90 days of being assigned, live within 90 miles of the qualifying AIP-CW base
 - Be an active participating Traditional Reservist, Air Reserve Technician, Active Guard Reservist, or Individual Reservist
 - Agree to serve a 24-month Reserve Service Commitment (RSC) from the effective date of the approved AIP-CW. The RSC must be documented on a DAF Form 64, *RSC Acknowledgement/Declination* and filed in the member's ARMs record.

| AIP Pay Levels | W/O Dependents | With Dependents | Criteria |
|----------------|----------------|-----------------|---|
| Level 1 | \$500 | \$1,000 | Above -20°F with additional substantiating need |
| Level 2 | \$1,000 | \$2,000 | -20°F through -29°F |
| Level 3 | \$1,500 | \$3,000 | -30°F through -39°F |
| Level 4 | \$2,000 | \$4,000 | -40°F through -49°F |
| Level 5 | \$2,500 | \$5,000 | -50°F and below |

AIP-CW is a lump-sum incentive pay designed to both incentivize assignment as well as to ensure the readiness, health and safety of service members and their dependents. The following locations have already been qualified for AIP, for Regular Service DAF members based on the DAF's cold weather criteria:

| Location | AIP Pay Level | W/O Dependents | With Dependents |
|---------------|---------------|----------------|-----------------|
| MINOT | 2 | \$1,000 | \$2,000 |
| CLEAR/EIELSON | 4 | \$2,000 | \$4,000 |
| GRAND FORKS | 2 | \$1,000 | \$2,000 |
| CAVALIER | 2 | \$1,000 | \$2,000 |
| JB ELM-RICH | 2 | \$1,000 | \$2,000 |
| MALMSTROM | 2 | \$1,000 | \$2,000 |

Based on the FY24 NDAA and DAF's cold weather criteria, the following AFR-specific locations was determined to meet eligibility for CW-AIP:

| Location | AIP Pay Level | W/O Dependents | With Dependents |
|----------------|---------------|----------------|-----------------|
| MINNEAPOLIS-ST | 2 | \$1,000 | \$2,000 |
| PAUL AFS | | | |



U.S. AIR FORCE

HQ RIO TMC – Blended Retirement System Continuation Pay (BRS CP)

Know your Date. Secure Your Pay.

One-time, mid-career bonus payment in exchange for an agreement to perform additional obligated service

▪ Check Your LES Pay Date

- Found on your LES
- Pay Date + 12 = Your 12th Year of Service (YOS)
- 12th YOS = CP Eligibility Date

▪ Track Your Timeline

- 12th YOS – 90 days = Statement of Understanding (SOU) Window Opens
- 12th YOS – 1 day = Last chance to sign your SOU
- A MyFSS case will be created notifying you of your eligibility window and with a blank copy of required documents

▪ Take Action Early

- SOU must be digitally signed before your 12th YOS and AD CC must also digitally sign SOU
- Sign the DAF FORM 64
- Officers must sign RSC, enlisted must ensure their ETS reflects 4 years retainability



U.S. AIR FORCE

HQ RIO TMC – Blended Retirement System Continuation Pay (BRS CP)

Know your Date. Secure Your Pay.

▪ Disbursement Details

- TMC will submit a CMS case on your behalf to RIO Pay Office (RPO) after your 12th YOS
- Deposit is subject to RPO processing times

▪ Success Tips

- If part of your 12 years of service was AD or in a sister service, you are still eligible for BRS CP if you enrolled 12 years prior
- If transferring as IMA and you are within your 90-day window, create a ticket with TMC. A ticket will not be created for you.
- Ensure you sign your SOU before your CP Eligibility Date
- If you do not want BRS CP, please select “Decline CP” on the SOU and return it back to TMC
- If you sign after your 12th YOS and would like BRS CP, Airmen/Guardians may request payment by submitting justification to the Air Force Board for Correction of Military Records (BCMR) and DFAS will pay your BRS CP directly
- Accepting the BRS-CP does not preclude a member from doing a voluntary separation, however, the member will probably be subject to recoupment of the BRS-CP
- Additional Resources: <https://militarypay.defense.gov/BlendedRetirement/>



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Assignments



MSgt Bradley Brierton

TSgt Kaida Smith

U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

Overview

- **Assignment Actions**
- **Vol to IRR**
- **Overages**
- **Duty Title Vs Duty History Update**
- **O-6 & E-9 Assignments**



U.S. AIR FORCE

Assignment Actions

- All members will transfer in to or out of the IR program via an AF IMT 1288 *Application for Ready Reserve Assignment*

- **Inbound:**

- Traditional Reservist or an IMA transfer (DAF 1288)
- Air National Guard Transfer (DAF 1288 + Recruiter)
- Active Duty (DAF 1288 + Recruiter)
- IMA to IMA different PASCODE (DAF 1288)
- Internal Position Moves (within same PASCODE) (DAF 2096)

- **Outbound:**

- Reserve Transfer (DAF 1288)
- Air National Guard Transfer (DAF 1288 + Recruiter)
- Other Services (DAF Form 368 + DAF 1288 + Recruiter)
- Voluntary to IRR (Vol IRR Memo and DAF 1288)
- <https://www.hqrio.afrc.af.mil/Home/HQ-RIO-Document-Library/>



U.S. AIR FORCE

Assignment Actions

- **How to Apply:**
- **All vacancies can be found in the reserve vacancy system <https://af.okta.mil/app/UserHome>**
- **If you have questions about a position, please contact the URC. However, if you would like to apply, please submit your application to this myFSS case. Current Air Force Reserve members - submit a COMPLETE application via myFSS via the myIMA tile <https://myfss.us.af.mil/USAFCCommunity/s/knowledge-detail?xid=43861>**
- **Application must include:**
 - DAF 1288 with a complete first page and losing CC endorsement use newest version in e-publishing
 - ARCNet Green
 - Optional Docs -
 - Last 3 Evals
 - Letters of recommendation
 - Military BIO and or Resume
 - Rated members MUST submit a CURRENT Individual Data Summary and Flying History Report (**Dated within 60 days**).
 - **Incomplete packets will be returned without action.**



U.S. AIR FORCE

Assignment Actions

- **Hiring Process:**
 - FM will QC the applicants to ensure they hold the AFSC qualifications required for the position, check for derogatory information and overdue readiness items.
 - URC will receive application packages via myFSS for review.
 - **If fully qualified with no response after the 30 days, the member may be force gained**
 - Welcome letters will be sent with notification of gain completion.
 - Once received, member may begin in-processing, participating, etc. (We also courtesy copy the URC via myFSS with the member's Working Folder). Working folder has all the member's important gain documents.



U.S. AIR FORCE

Vol to IRR

Vol to IRR Process

- Request Vol to IRR memo via myFSS
 - Vol to IRR memo and DAF1288 should be filled out and signed by member, losing CC & submitted via myFSS
 - Det 4 will obtain Det Commander approval signature
 - EDCSA into IRR will be 6 months after Det CC approval signature - IAW DAFI 36- 2110, 11.6.1.
- <https://www.hqrio.afrc.af.mil/Home/HQ-RIO-Document-Library/>



U.S. AIR FORCE

Overages

- **Overages in accordance with DAFI 36-2110, 9.7:**
 - In collaboration with supporting Force Support units, commanders and directors (or equivalent) will make every effort to fill vacant positions with qualified officers and enlisted personnel in the grade authorized. Make internal realignments to reduce or eliminate undergraduate, overgrade, or overage situations. Therefore, overages will be limited.
- <https://www.hqrio.afrc.af.mil/Home/HQ-RIO-Document-Library/>



U.S. AIR FORCE

Duty Title Change Vs Duty History Update

- **Duty Title Change**
 - DET updates current duty titles only (ARPC updates any previous duty titles)
 - Process via DAF Form 2096
 - Effective date is current or future date
 - EPB/OPB cannot be closed out
 - Signed by Supervisor/Requesting Official and also signed by Commander/Authorized Rep (Must be prior to the effective date)
 - Duty title cannot exceed 31 characters, including spaces
- **Duty History Update**
 - Submitted by member via myVector (myvector>myapplications>ARPC duty history change request)
 - **Permanent positions and locations assigned during a military career**
 - Duty Title, Location, Duty AFSC, Effective Date and Command Level
 - Must include documentation (DAF 2096, Evaluation, Assignment/Appointment Order)



U.S. AIR FORCE

O-6 & E-9 Assignments

- **O-6 & E-9 assignments are managed by REG Col's Group/Chief's Group**
- **Vacancies are managed entirely through SLCMS**
- **Applicants must apply through SLCMS**
- **DET receives assignment notifications via REG Senior Leader Announcement email**
- **DET processes assignment actions after email notification received from REG**
- **DET sends Welcome Letter upon assignment action completion via myFSS**

- <https://slcms.us.af.mil/af-slcms/Register/Default.aspx>



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Career Development



MSgt Kacy Garcia

U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

Programs

- **Enlisted Promotions**
- **Retention**
 - **Selective Retention Process (SRP)**
 - **Reenlistments**
 - **Extensions**



U.S. AIR FORCE

Enlisted Promotion Process

- Internal process
 - Complete Eligibility / ineligibility Roster Review
 - Promotion rosters will be sent to URC/Supervisor & member
 - Promotion roster will be returned to Det 5 NLT 25th of each month.
 - Approved / returned rosters will be updated in MilPDS every 1st duty day of the month.
 - Promotion Orders will be sent to your URC and member via myFSS

Disclaimer: This briefing is educational, and these bullets are not “textbook”—remember that brevity is key



Enlisted Promotion Eligibility

- **Member is an incumbent (Primary) to the position**
- **Assigned to a higher graded billet**
- **ARCNet readiness and Current fitness test**
- **PAFSC Skill Level**
- **Professional Military Education**
- **Satisfactory Years of Service**
- **Mandatory Participation Requirements (substitution waiver may be applicable)**
- **Retainability**
 - **E-4 / E-6: 6 Months**
 - **E-7 / E-9: 3 Yrs**
 - **3 Yrs (Reserve Service Commitment Required) DAF 64**



U.S. AIR FORCE

Enlisted Promotion Eligibility

| Promote to | PAFSC | TIG | Satisfactory Service | PME |
|------------|--------------------|-----------|----------------------|--------------|
| Airman | N/A | 6 Months | N/A | N/A |
| A1C | N/A | 6 Months | N/A | N/A |
| SrA | 3- Skill Level | 8 Months | 1 Year | N/A |
| SSgt | 5-Skill Level | 12 Months | 4 Years | ALS |
| TSgt | 7-Skill Level | 24 Months | 6 Years | N/A |
| MSgt | 7-Skill Level | 24 Months | 8 Years | NCO Academy |
| SMSgt | 7 or 9-Skill Level | 24 Months | 11 years | SNCO Academy |
| CMSgt | 9-Skill Level | 24 Months | 14 years | COC or AFRC- |

Ref: AFI 36-2502, Ch. 8



U.S. AIR FORCE

STEP Promotions

- **STRIPES FOR EXCEPTIONAL PERFORMERS (STEP I)**
 - Promote to E-6 after 16 yrs sat service & blocked from promotion under unit vacancy
- **STRIPES FOR EXCEPTIONAL PERFORMERS (STEP II)**
 - 12 Apr: Nomination packages due via myFSS
 - 10 May: Nomination packages due to HQ RIO
 - 29 May: HQ RIO returns approved packages to nominees
 - 10 June: Nominees submit approved packages to HQ ARPC via myVector
 - **RESOURCE: MyFSS STEP II Knowledge Article & RIO Supplemental Guide -> [HERE](#)**



U.S. AIR FORCE

Retention

- Det 5 Career Development sends SRP Rosters 14 months prior to ETS to URC / Member's organization via myFSS
- Supervisor and Commander recommend or non-recommend (annotated on an AF418)
- Member indicates intent : Reenlist (DD4), Extend (AF1411), or Separate



U.S. AIR FORCE

IMA Reenlistment Process

Reenlistment Eligibility Window

Your eligibility to reenlist depends on your current bonus status.

| Bonus Status | Eligibility Window |
|-----------------------------|----------------------------------|
| Not Receiving a Bonus | Within 6 months of your ETS date |
| Currently Receiving a Bonus | Within 30 days of your ETS date |

Important Deadlines & Prerequisites

- Critical Deadline:** Your reenlistment must be fully completed BEFORE your Expiration Term of Service (ETS) date. Failure to meet this deadline will result in processing for an ETS discharge.
- Readiness:** You must be current and up-to-date on all readiness requirements to process your reenlistment in the personnel system.

Required Documents

- Please ensure you have the following documents ready for your reenlistment package:
- SRP (Statement of Reserve Component of Armed Forces of the United States)
- Reenlistment Worksheet
- Article 137 Briefing Certificate
- DD Form 4 (Enlistment/Reenlistment Document)
- ARCNet Report



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Force Management



MSgt Whitney, Jennyrose

TSgt Minor, Crystal

TSgt Miniano, Rakedia

TSgt Sacchetta, Jamie

U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

Programs

- **Duty titles**
- **Awards/decs**
- **Tender of Resignations**
- **High Year Tenure**
- **Mandatory Separation Date**
- **Sanctuary**
- **Demotions**



U.S. AIR FORCE

Duty Titles

- **A duty title update refers to the process of changing your duty title, which is a designation that reflects your current role and responsibilities within your unit.**
- **A duty title correction refers to the process of correcting the current title of a duty position. The correction will delete the current duty title and will no longer be seen or saved in your duty history.**
- **Note. RIO updates only current duty titles and ARPC updates duty history.**

Submission process:

- Unit initiates DAF Form 2096 and sends to RIO via myFSS for updates
- For updates, effective date is current or future date. For corrections, effective date is the current duty title's effective date
- Signed by Supervisor/Requesting Official and by Commander/Authorized Rep (REPRESENTATIVE must have an authorization on file)
- Duty title cannot exceed 31 characters, including spaces
- 2096 will be filed in member's record once updated in MILPDS.



U.S. AIR FORCE

Duty Titles Cont.

• 2096 Example

| DUTY INFORMATION | | WITH DATE OF RANK | |
|---|--|---------------------|---------------------------|
| DAFSC | EFFECTIVE DATE | 04-Dec-2025 | ASSIGNMENT AVAIL CODE/DOA |
| OFFICE SYMBOL | DUTY PH | DESIGNATE WAFSC | EFFECTIVE |
| POSITION NO. | OSC | WITHDRAW WAFSC | EFFECTIVE |
| COMD LVL | DUTY TITLE 31 spaces available | OTHER | |
| AUTHORITY | | | |
| DATE | NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL MEMBER'S URC/SUPERVISOR (REQUIRED) | | SIGNATURE |
| III. CONCURRENCE OF MEMBER | | | |
| DATE | <input type="checkbox"/> DO <input type="checkbox"/> DO NOT CONCUR | SIGNATURE OF MEMBER | |
| IV. INTRA-BASE ASSIGNMENT ACTIONS | | | |
| RNLTD/ EFFECTIVE DATE | ASSIGNMENT ACTION NUMBER | ASSIGNMENT FROM | ASSIGNMENT TO |
| V. REMARKS | | | |
| If necessary, this space used for duty title extension. | | | |
| VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE | | | DATE |
| FOR THE COMMANDER | TYPED NAME, GRADE, AND TITLE AD/CC or Designated Representative (REQUIRED) | | SIGNATURE |
| VII. ACTION BY PERSONNEL OFFICIAL | | | DATE |
| <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED | HEADQUARTERS | | |
| FOR THE COMMANDER | TYPED NAME, GRADE, AND TITLE RIO Technician | | RIO |
| | | | SIGNATURE |



U.S. AIR FORCE

Awards and Decs

Individual Reservists can request assistance from RIO to update to their Awards & Decorations record. This is an interim solution to assist the IR with correcting records, due to current system limitations for the unit of assignment.

Note. This does NOT replace the use of myDecs

Submission Process:

- Submit request via myFSS ticket for award/dec update. Supporting documentation, such as the approved award citation or order must be provided in the update request.

Supporting documentation:

- DD Form 214/5
- AF IMT 104
- Award/Certificate and Order
- CED and voucher/certified AF IMT 938
- Record Review RIP, EPR/OPR
- AF Form 522 (marksmanship)
- Letter from CC (Combat Readiness)
- PCARS



U.S. AIR FORCE

Tender of Resignation

- When officers are commissioned into military service their appointment is for an indefinite period. Therefore, a separation or discharge request or action is not an automatic process.
- **Resignations Resulting in Honorable Discharge**
 - Hardship
 - Completion of Required Active Service
 - Final Vows in A Religious Order
 - Regular or Ordained Ministers
 - Conscientious Objector
 - Pregnancy or Childbirth
 - Sole Surviving Son or Daughter
 - Miscellaneous Reasons
- **When Service Obligations Have Been Satisfied Other than an Honorable Discharge**
 - Resignation Resulting in General Discharge
 - Resignation in Lieu of Further Administrative Action
 - Resignation for the Good of the Service

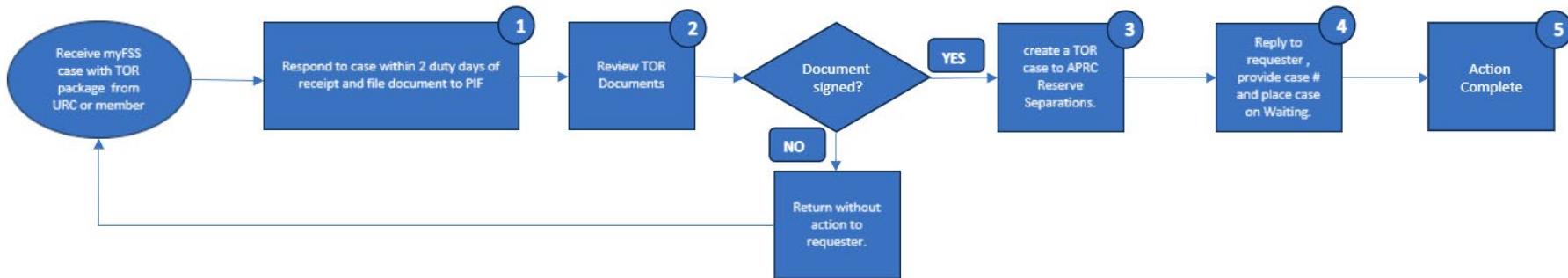


U.S. AIR FORCE

Tender of Resignation cont.

• Submission Process:

- Individual Mobilization Augmentee (IMA) Officers must prepare and submit their TOR through their chain of command to the final approving authority.
- Each request letter must use a memorandum format and include a concise statement of reasons for requesting discharge quoting the exact DAFI chapter, paragraph, and signature.
- All relevant and/or required documentation should be attached to the officer's memorandum.
- Required documents for IRR members include only the signed TOR memorandum
- IMA members need to submit the TOR Request via myFSS to RIO
 - Memorandum
 - Signed recommendation letter from the unit commander





U.S. AIR FORCE

High Year Tenure

- High Year Tenure (ENLISTED ONLY) is a force management tool designed to maintain a balanced and experienced force structure within the Air Force. It sets specific limits on how long enlisted personnel can remain in their current rank without being promoted. This policy helps to ensure career progression and manage the overall size of the force.
- HYT extension waivers may be requested when in the best interest of the Air Force.
- Waiver requests may not be used as a substitute for inadequate force development and sustainment planning.
- A waiver request may be appropriate if significant mission degradation or failure will occur once the position becomes vacated.
- Extensions are granted in one-year increments not to exceed a combined total of 3 years or one day prior to age 62, whichever occurs first. Waivers may be disapproved by any G-series commander.



U.S. AIR FORCE

High Year Tenure Cont.

Waivers will not be processed if any of the following conditions exist:

- Airman currently has unsatisfactory participation or current fitness failure
- Documented Unfavorable Information File (UIF) or Uniform Code of Military Justice (UCMJ) action pending
- Airmen pending approval for selected position (must attach official approval memo)

HYT extension waiver requests are initiated by the Airman and endorsed by the Active Component CC, Det CC and HQ RIO CC.

SUBMISSION PROCESS:

- Member may request for HTY package via myFSS or initiate and complete package utilizing myFSS Knowledge Article AFR IR MSD/HYT Extension Request
 - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0Rw0000000dRBKAY>
- DET will process and route to ARPC for approval
- Timeline typically takes 6 months for approval/disapproval
- Highly encouraged to initiate NLT 12 months out from HTY
- Member will be notified if HTY has been approved, if so HTY date will be automatically updated



U.S. AIR FORCE

Mandatory Separation Date

- This is the date by which an officer must separate if they have not reached their maximum service length or age. The computation of the MSD varies based on the officer's grade and years of service, typically based on completing 28 years of commissioned service or reaching age 62, whichever is earlier.
- For AFR officers only, ARPC Separations Branch will send a written notification to all AFR officers who are approaching the officer's MSD or have been twice deferred for promotion. The notification will inform the member that the member will be transferred to the retired reserve if eligible. Those members who do not wish to retire must submit a written tender of resignation or request for discharge.
- Extension requests are all exceptions to policy. They should only be submitted in cases where the loss of an individual would result in significant mission degradation or failure.
- All MSD extension requests will be considered on a case-by-case basis.
- Public law establishes an officer's mandatory separation date (MSD) based on years of commissioned service, age, promotion deferral, board actions or other decisions approved by the Secretary of the Air Force.
- Officers will not be authorized to participate past their MSD until the final approval has been obtained from the Deputy Commander, Air Force Reserve Command (AFRC/CD) or the Secretary of the Air Force (SECAF).



U.S. AIR FORCE

Mandatory Separation Date Cont.

SUBMISSION PROCESS:

- Member may request for HTY package via myFSS or initiate and complete package utilizing myFSS Knowledge Article AFR IR MSD/HYT Extension Request
 - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0Rw0000000dRBKAY>
- All tabs must be complete per the detailed instructions prior to submitting to the Det.
- All MSD waiver request packages must be submitted via myFSS no earlier than 18 months and no later than 6 months prior to the Officer's MSD.



U.S. AIR FORCE

Sanctuary

Sanctuary is comprised of law, policy, eligibility and ineligibility criteria for Air Force Reserve (AFR) and Active Duty Air National Guard (ANG). Regular Air Force does not utilize this function.

- **Active Duty Sanctuary is any ANG, AFR officer or enlisted member who attains 18, but less than 20, years of Total Active Federal Military Service (TAFMS) must remain on active duty unless they voluntarily separate, medically disqualified for continued service, or is separated or discharged for cause.**
- **Eligibility**
 - Denied reenlistment and term of enlistment (ETS) is about to expire
 - Undergoing discharge (not for cause)
 - Transferred from an active status
- **If an Airman has completed 18 years of satisfactory service, the ETS is adjusted three years to allow the Airman to earn 20 satisfactory years of creditable service to qualify for retired pay at age 60.**
- **If an Airman has 19 years of satisfactory service, the ETS is adjusted two years to qualify for retired pay at age 60.**
- **NOTE: Airman extended for the purpose of obtaining a Reserve Retirement must maintain an active participation status during this extension period in order to complete the satisfactory service years to qualify for retirement.**
- **Ineligibility**
 - Enlisted members in an active participating status who are selected to be involuntarily separated for physical disability or for cause are not eligible for Reserve sanctuary under 10 U.S.C. §§ 1176(b).



U.S. AIR FORCE

Sanctuary Cont.

Submission Process:

- A member desiring to claim/invoke Active Duty (AD) sanctuary protection must apply in writing while on AD (other than for training) and while in the sanctuary zone.
- The written request must be submitted through the member's chain of command and routed to RIO via MYFSS.
- Timeframe may take up to 6 months if not more depending on documentations and other requirements from each member.



U.S. AIR FORCE

Demotions

- Demotions are administrative and apply to reserve Airmen in the ranks of Amn through CMSgt. Do not use demotions actions when action under the Uniform Code of Military Justice is jurisdictionally authorized and when punitive action is more appropriate.
- Airmen who have separated cannot be demoted.
- Do not reassign an Airman for whom a demotion is in process until after completing the demotion.
- If an Airman's participation is unsatisfactory, consider demotion before reassigning or separating the Airman.

Demotion Authority:

- For HQ RIO personnel, the demotion authority is the HQ RIO commander.
- For Airmen in the ranks of SMSgt and CMSgt is the AFRC Deputy Commander (AFRC/CD)
- For IMAs and Participating IRRs who are in the rank of MSgt and below, the member's immediate commander/director or equivalent initiates demotion action, and the demotion authority lies with HQ RIO/CC.



U.S. AIR FORCE

Demotions Cont.

Reasons for Voluntary Demotion:

- Demote Airmen when they volunteer for reassignment to a position with an authorized grade below what they currently hold.
- If the Airman accepts reassignment to a lower grade, the Airman confirms such acceptance in writing as follows: “The lower grade [state grade] with date of rank of [list date of rank in accordance with DAFMAN 36-2604] is accepted.”

NOTE. When an Airman’s position is downgraded, unfunded or eliminated because of a command or Air Force organization or mission change, the overgrade Airman will receive a waiver, take a voluntary demotion, retrain, or accept reassignment to a nonparticipating reserve section.

Reasons for Involuntary Demotion:

- Unsatisfactory Participation in Reserve Training
- Airmen may be demoted for failing to fulfill Airman, NCO, or SNCO responsibilities.
- Failing to Complete Training.
- Failing to Achieve or Maintain Skill Levels.
- Failure to Keep Fit.
- Commission of a Serious Offense.



U.S. AIR FORCE

Demotions Cont.

Who Notifies the Airman of Demotion Action.

- The **initiating commander** consults with the servicing Staff Judge Advocate and informs the Airman in person or by certified mail, return receipt requested, of the intention to recommend demotion, or to demote.

Processing Demotions.

- The Airman acknowledges receipt of the demotion notification memorandum within **30 calendar days of receipt**. The Airman will indicate concurrence or non-concurrence and may apply to retire in-lieu-of the demotion, if qualified.
- Airman Concurring – AD/CC forwards the entire case file to the servicing MPF (HQ RIO/Detachment for IMAs or Participating IRRs) for processing by the demotion authority.
- Airman Non-Concurring - The Airman can submit materials, request a personal hearing, or both. The AD/CC will review materials and make consideration to release or continue demotion process.
- Airman Applies for Retirement.
- No Response. If the Airman does not respond, **process the demotion as if concurred** with and forward demotion action to the demotion authority. The demotion package will state the Airman was provided the opportunity to submit statements but has not done so.



U.S. AIR FORCE

Other programs/Guides

- **Admin Discharges** - Tracks
- **UIF** - Assist servicing MPF, Servicing MPF completes and maintains records
- **UCMJ Actions** - Tracks

Guidance

- **Decorations & Ribbons Information:** <https://www.afpc.af.mil/Career-Management/Decorations-and-Ribbons/>
- **HYT: DAFI36-2606 22 MAY 2024, 10.1 – 10.8**
 - <https://www.hqrio.afrc.af.mil/Career-Management/HYT/>
- **MSD:** <https://www.arpc.afrc.af.mil/News/Article-Display/Article/1321797/ang-and-afr-mandatory-separation-date/>
 - <https://www.hqrio.afrc.af.mil/Career-Management/HYT/>
- **Demotions: AFI36-2502 26 Chapter 9**
- **AD sanctuary protection**
 - [DAFI 36-2131](https://www.afpc.af.mil/News/Article-Display/Article/1321797/ang-and-afr-mandatory-separation-date/), Administration of Sanctuary in the Air Reserve Components, Chapters 1 and 4; Attachments 5,6,7, 8 and 10 as applicable.



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Readiness and Customer Service



MSgt Erica Gipson

U.S. AIR FORCE

Fly, Fight and Win...



Programs

- **Readiness/ARCNet**
- **Participation/UTAPS**
- **Substitution/Excusal Waivers**
- **Annual Tour Special Request Forms (ATSR)**
- **Volunteer/Exercise SOU**
- **School Orders**
- **General Inquiries**



U.S. AIR FORCE

Medical Readiness

- Submit a myFSS case to the HQ RIO/IRM Medical Team for medical readiness inquiries

Capt Michael Miller (Chief)
Email: michael.miller.329@us.af.mil
Cell: 303-349-3866

MSgt Matthew Stoner (Section Chief)
Email: matthew.stoner@us.af.mil
Desk: 720-847-3616 Cell: 210-319-8402

TSgt Michele Pineda (NCOIC)
Email: michele.pineda@us.af.mil
Desk: 720-847-3075

HQ RIO/IRM

DSN: 847-3077

Comm: (720) 847-3077

****First** line of communication: **myFSS** incident**

Please submit your Medical request through the link below
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000L14nCAG>

Check your medical readiness at <https://asimsimr.health.mil/imr/myimr.aspx>



U.S. AIR FORCE

ARCNet

- **ARCNet (Air Reserve Component Network) is a web-based platform for members to manage training, track readiness (medical, fitness, etc.), request duties, and monitor participation for retirement**
- **For ARCNet inquiries, submit a myFSS case to HQ RIO/DET 5**
- **Det 5 can attach passcodes, update AF Portal IDs, and create a profile**
- **ARCNet Link: <https://arcnet.sso.cce.af.mil/arcnet/>**



U.S. AIR FORCE

ARCNet FAQs

- **My ARCNet Profile shows “missing data” for readiness items, how do I get this updated?**
 - Refer members to their servicing medical. Medical does not update ARCNet, but they do update the information that is on there. The member would need to reach out to medical and specify which items are reflecting red for readiness. Medical will verify on their end if it has been updated. The update can take a while. In the interim of information flowing to ARCNET, the member can provide source documents showing completion to the det and we can annotate a comment in their ARCNet until its updated.
 - If verified that medical updated correctly, the Det will reach out to ARCNet help desk for assistance. ARCNet help desk will ensure the info is showing on Surgeon General Report.
- **What happens if my portal ID is missing from my ARCNet profile?**
 - If a members portal ID is missing, they will be unable to view their ARCNet Readiness Report. We will need to provide the member with the instructions on how to retrieve their portal ID.



U.S. AIR FORCE

ARCNet FAQs

- **What happens if I have not been gained to a default unit within ARCNet?**
 - If a member has not been gained to a default unit, this can cause them to be unable to view their readiness report and have a delay in orders processing. The detachment will need to follow the appropriate steps to gaining the member to their unit.
- **I completed fitness/dental/PHA but it has not yet been updated in ARCNET, how can I get this updated?**
 - Again, refer members to either their FAC, military dental, or medical to ensure this information was properly updated. In the meantime, we can add a comment into their ARCNet profile if source document is provided.
 - Be sure to let the member know the Det does not have the capability to change their status from **red** to **green** in ARCNet.



Participation/UTAPS

- **Unit Training Assembly Participation System (UTAPS)** is an online tool used by the Air Force Reserve to manage the scheduling, verification, and management of pay and/or points for current fiscal year attendance for Inactive Duty Training (IDT), or points only IDTs (PNT)
- Helps manage the required training periods with supervisor approval
- For participation or UTAPS inquiries, submit a myFSS case to HQ RIO/DET 5
- **UTAPS Link:** <https://utapsweb.afrc.af.mil/utapsweb/>
- **References:** UTAPS PSDG and DAFMAN 36-2136 ⁵⁶



U.S. AIR FORCE

Substitution/Excusal Waivers

- **IRs who are unable to comply with FY minimum requirements may submit a participation waiver. All waivers for requirements must be submitted in advance for consideration. The Detachment CC may authorize waivers, reassign members, or recommend reassignment or discharge**
- **Waiver requests are initiated by the member and staffed through the member's assigned Active Component organization to the Detachment CC for final approval/disapproval.**

Substitutions

Substitutions waivers must be submitted and approved in advance of tour start date, and are used in cases where members are on orders (MPA, RPA, school, etc.) and may not have schedule availability to complete their FY requirements. See the template for more information.

Excusals

Excusals are used for personal hardship or other extraordinary circumstances. NOTE: Having a participation waiver doesn't necessarily authorize a member a good R/R year; instead, it gives a member a good FY requirement in the IR program, so that they aren't subject to reassignment to the IRR discharge. R/R participation requirements are not waivable.

- **To route substitution or excusal waiver, submit a myFSS case to HQ RIO/DET 5**
- **HQ RIO Guidance and Templates:** <https://www.hqrio.afrc.af.mil/Points-Participation/Participation-Substitutions-Excusal-Waivers/>
- **References:** AFI 36-2115 and AFI 36-3209



Annual Tour Special Request Forms

- Split AT may be allowed by Det CC to accommodate special mission or training requirements and is the exception. Split ATs will not be for the IR's convenience and must be justified in the remarks section of the AROWS-R request. IDTs may be taken in conjunction with split tour; however, they may only be split when travel is involved. IRs must submit a Special Tour Request for approval to split their AT.
- **For Detachment Commander signature, submit a myFSS case to HQ RIO/DET 5**
 - **Det 5 receives the form and routes to Det 5 Commander for signature**
- **HQ RIO Guidance and Template:**
<https://www.hqrio.afrc.af.mil/Orders/Annual-Tour/>



Volunteer Deployment/Exercise SOU

- For Detachment Commander signature, submit a myFSS case to HQ RIO/DET 5
 - Det 5 receives the SOU and routes to Det 5 Commander for signature
- HQ RIO Guidance and Template:
<https://www.hqrio.afrc.af.mil/Deployments/>



U.S. AIR FORCE

School Orders

- **Det 5 now creates all school orders in AROWS**
- **Do not create a school order request in myFSS to Det 5 to process orders**
- **Follow the Formal School Process:**
<https://www.hqrio.afrc.af.mil/Career-Management/Formal-Schools/>



U.S. AIR FORCE

General Inquiries

- **Always review the HQ RIO website and IR Guide first**
 - <https://www.hqrio.afrc.af.mil/>
 - <https://www.hqrio.afrc.af.mil/IR-Guide/>
- **For General Inquiries, submit a myFSS case to HQ RIO/DET 5**



U.S. AIR FORCE

Questions?



U.S. AIR FORCE

Virtual IRO ROEs

- **Change name to Rank, First Name, Last Name**
 - **Ex: Lt Col Erin Karl**
- **PLEASE WAIT and ask questions at the end – we promise to answer them!**
 - **Type your questions in the chat**
 - **Raise your hand**
- **Please note that this event will not be recorded. The presentation slides will be posted on the HQ RIO site for your reference**
- **Let's get started!**



United States Air Force Reserve

Integrity - Service - Excellence

Force Development Development Team (DT)



HQ ARPC/DPAF

U.S. AIR FORCE

Force Development Team

Fly, Fight and Win...



U.S. AIR FORCE

Overview

- **What is Force Development?**
- **Why have a Development Team (DT) Board**
- **DT Process**
- **How Do Members Participate?**
- **Tips for Success**



U.S. AIR FORCE

What is Force Development?

- Program for you as an Individual Reservist (IR) to receive Reserve specific guidance and mentoring from the senior reserve leaders of your career field
- Career Development through assignments and leadership opportunities
- Education and Training opportunities
- Developing future strategic senior leaders for the Air Force Reserve while mentoring Citizen Airmen in their on-going professional growth



Why is Force Development Important to You?

- **This program allows a member to:**
 - Communicate military, civilian career goals, accomplishments, life events, & experiences
 - Communicate personal career goals & items not otherwise documented in your records
 - Apply for Educational Opportunities
 - Receive feedback and/mentorship from Senior Leadership in your career field



U.S. AIR FORCE

- **Who is involved?**

- You and your Leadership
- Career Field Manager (CFM) / MAJCOM Functional Manager (MFM)
- ARPC Force Development Office
- DT Board – Comprised of Senior Leaders within your career field



U.S. AIR FORCE

Process – Annual DT Battle Rhythm

- **ARPC DPAF executes ~45 Development Teams (DT)/Special Enlisted & Officer Boards each year**
 - Officer DTs occur annually (host ~ 24 DTs across 38 CORE IDs)
 - Enlisted DTs occur every other year per career field (host ~17 DTs across 28 career fields)
- **Career specific Senior Leaders review myVector submissions**
 - Produce a Key Personnel Listing (KPL); designed to identify Top % of Airmen in each career field who possess tactical expertise, operational competence and strategic vision
 - Vector to Developmental Education (DE) opportunities
 - Vector to Key Command Joint (KCJ) assignments
 - Provide personalized career mentoring



U.S. AIR FORCE

Process - DT Timeline

~150 days prior to DT

- ARPC/DPA rep will reach out to CFM/MFM to begin coordination for upcoming board. MyVector application set-up, eligible population discussion, and potential panel make-up will be discussed

~145 days prior to DT

- Coordination between ARPC and CFM/MFM to review MyVector application, approve application and confirm eligible population.

120 days prior to DT

- My Vector DT Application Open Date
- MyVector application is available to all eligibles NLT 120 days from DT start. This allows for max participation

120-30 days prior to DT Start

- MyVector Application Open window. Monthly notifications (via MyVector) will go out to all eligible members. Members and endorsers must complete all actions prior to DT cut off.

30 Days prior to DT

- MyVector Application Close. All applications must be at least submitted by member to next level to be considered candidates the board

When a DT suspense window is open to complete members will receive emailed MyVector notifications. There will also be a notification visible in their MyVector Dashboard.



Process – DT Board Eligibility

- You must complete a DT application within the timeframe provided to meet a DT
- DT filters that impact KPL consideration:
 - Having an approved retirement in the system
 - High-Year Tenure (HYT) Date: Age 60 or 33 years from Pay Date - Enlisted (whichever comes first)
 - Unfavorable Information file (UIF)
 - Unsatisfactory participation in 2 of the last 3 consecutive years (PCARS)
 - Non-completion of appropriate Professional Military Education (PME) in the appropriate timeframe



Process - DT Board outputs

Key Personnel List (KPL) – Published on MyFSS

- DT panel members establish “Key Performer” list based on records review using whole person concept
- Considered Top % of the Career Field

Personalized Vectors – Sent to member thru MyVector

- Guidance from board to you on next moves and opportunities to consider

(Officers) Reserve Development Education Board (RDEDB)

Nomination List – Published on MyFSS

- Created annually by the DT panel members based on record review and the interest of members to attend a year-long IDE/SDE school offering

(Officers) Key Position Listing – Published on MyFSS

- Key, Command and Joint positions identified by your career field as important/exceptional opportunities for your force development



How Do Members Participate?

- **Sign up for a MyVector account**
- **Complete a MyVector application in accordance with message guidance – answer questions with as many details as possible**
- **Pay attention to submission window**
 - DO NOT wait until the last minute to submit; give your endorsers approximately 2 weeks to complete their actions
- **Communicate with your leadership about your desire to participate and follow up with your endorser**
- **Ensure you are eligible and conduct a record review**



U.S. AIR FORCE

Participate - Notification via MyVector

- When your application window is open you should receive a detailed DT email notification from MyVector
 - You will receive monthly reminders leading up to your board

[SUSPENSE: 31 JAN 26] CY26 Public Affairs Officer Development Team Board – Second Notification

MyVector <do.not.reply@myvector.us.af.mil>
To: LTC WEAVER, ROSS A Lt Col USAF AFRC ARPC/DPAF

If there are problems with how this message is displayed, click here to view it in a web browser.
We could not verify the identity of the sender. Click here to learn more.

Mon 12/1/2025 2:13 PM

MyVECTOR 

LTC WEAVER, ROSS A
Air Force Reserve Public Affairs Officers,

This is your second notification to apply for the upcoming CY26 Public Affairs (35P) Officer Development Team (DT) Board! The 35PDT will convene from 2 – 6 March 2026. Follow the instructions below to complete your MyVector DT Board application. The deadline to submit your application is 31 January 2026!

- You will also receive a MyVector notification to update your personnel records in MilPDS—
Complete NLT 30 days prior to your board

MyVECTOR 

LTC WEAVER, ROSS A

This is your notification that it is time to prepare your records for your Development Team (DT) Board. The DT Board process is an opportunity for you to convey to your Reserve Senior Leadership your personal career goals and military education desires to further your military career. The board is a vehicle for your senior reserve leadership to review your records and provide you personalized career mentoring to discuss assignment, leadership and education opportunities. You must submit your Development Plan for coordination to your endorser(s) in order to be seen by the DT. Additionally, you must update your personnel records in MilPDS as soon as possible to ensure the most current information is available for the DT. Records that are reviewed during the DT Board are: OPRs/EPRs, CDB, Decorations, Military Experience, Military Education, Civilian Education, Languages, Deployments and PCARS.

In order to complete and submit your Development Plan, please log in to [MyVector](#) using Google Chrome.

Please visit: <https://myvector.us.af.mil/myvector/> to log in to MyVector.

Thank you,
MyVector Management Team



U.S. AIR FORCE

Participate - Submission via MyVector

- If you have not created a MyVector account, select “Sign Up” from the log in screen and follow the prompts to build your profile

The screenshot shows the MyVector website homepage. The header features the U.S. Air Force logo and the text "Participate - Submission via MyVector". Below the header is a navigation bar with links for HOME, RESOURCES, HELP, and LOGON. The main banner has a blue background with the text "ROADMAP TO YOUR FUTURE" and the Air Force symbol. The page content includes sections for "Mentoring", "Career Planning", and "Knowledge Sharing", each with a brief description. On the right side, there is a sidebar with the heading "Sign up is easy" and instructions for using a Common Access Card to set up a profile. It also features "Sign Up" and "Logon" buttons. At the bottom right, there is a section for "Total Force" with the text "Active. Guard. Reserve. Civilian."

ROADMAP TO YOUR FUTURE

Mentoring

MyVector enables a web-based mentoring network that allows mentees to manage their career development with the input and guidance from a mentor. Mentees will be able to, in real-time, invite participants to serve as mentors, select mentors based on preferences, chat with their mentor online, and complete a mentoring plan.

Career Planning

MyVector allows the user to view their duty experience through career-field-specific experience codes. This structure also allows the user to build career plans based on real opportunities and to share these career plans with development teams and mentors. A Bullet-Tracker option allows the user to track specific events and accomplishments throughout the year for Performance Reports.

Knowledge Sharing

MyVector provides Discussion Forums and links to resources for online books and courses that discuss mentoring benefits, the differences between coaching and mentoring, and techniques for managing mentoring relationships.

Sign up is easy

Use your Common Access Card to quickly set up a profile and get started. If you already have a profile, click Logon.

Sign Up Logon

Total Force

Active. Guard. Reserve. Civilian.



U.S. AIR FORCE

Participate - MyVector DT Board Access

- 3 ways to access: My Boards Tab, Notification section or My Boards tile
- Do Not USE!! (Development Plan Tab = RegAF process)
Reservists do not follow RegAF processes for assignments, schools or overall development.

The screenshot shows the MyVector platform interface. The top navigation bar includes the U.S. Air Force and Space Force logos, the MyVector logo, and a menu with 'New Dashboard' and 'RW' options. The main content area is titled 'Welcome back' and shows a 'Notifications' section with a red 'Development Plan' link circled with a red 'no' symbol and a red '1' over it. The 'My Boards' tab is highlighted with a green box and a green '1'. The 'Recently Visited' section shows a grid of tiles: 'DT Admin' (My Boards, circled with a green '3'), 'Workcenter Dashboard', 'My People', 'Profile', 'Billet Owner', 'Talent Marketplace', and 'My Experience'. The 'Latest News' section at the bottom right has a 'View all' link.



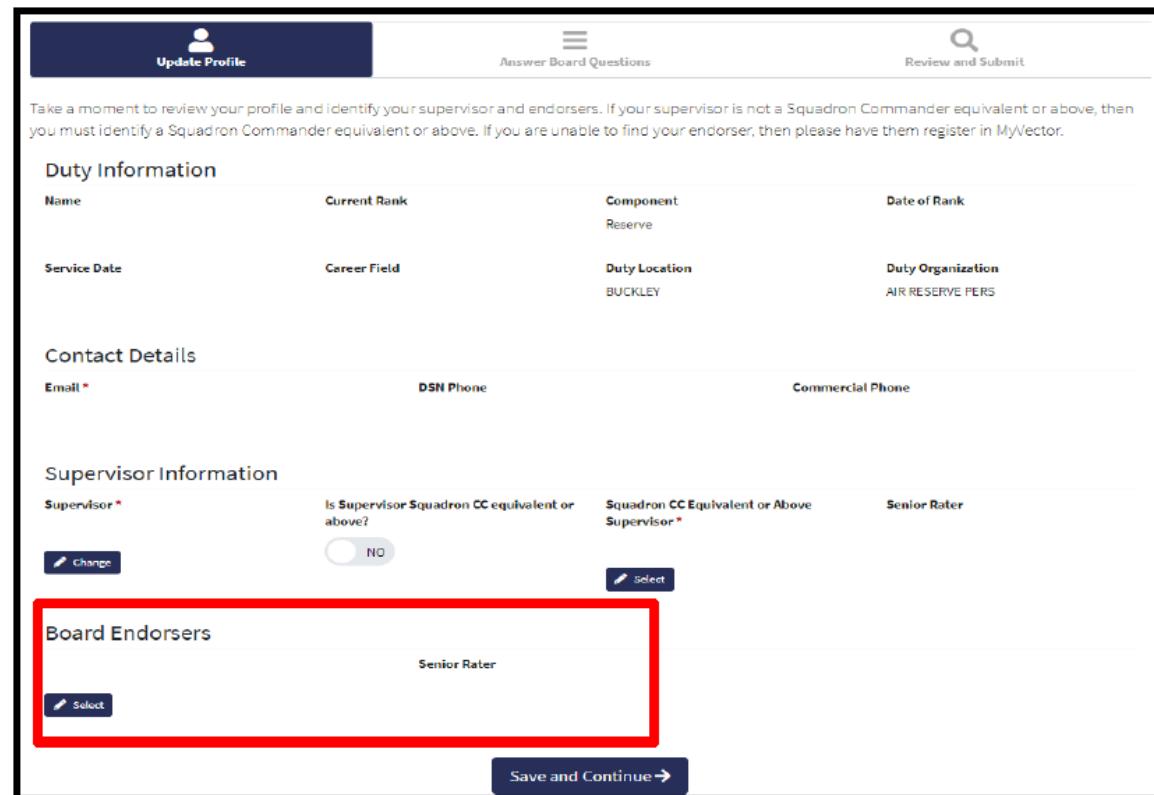
U.S. AIR FORCE

Participate - Completing an Application

- Once you have opened your application, you will be prompted to update your profile

Board Endorser:

This member will review and provide comments to your DT plan



The screenshot shows a user interface for updating a profile. At the top, there are three buttons: 'Update Profile' (with a person icon), 'Answer Board Questions' (with a list icon), and 'Review and Submit' (with a search icon). A note below the buttons says: 'Take a moment to review your profile and identify your supervisor and endorsers. If your supervisor is not a Squadron Commander equivalent or above, then you must identify a Squadron Commander equivalent or above. If you are unable to find your endorser, then please have them register in MyVector.' The main section is titled 'Duty Information' and contains fields for Name, Current Rank, Component (Reserve), Date of Rank, Service Date, Career Field, Duty Location (BUCKLEY), and Duty Organization (AIR RESERVE PERS). Below this is a 'Contact Details' section with fields for Email*, DSN Phone, and Commercial Phone. The next section is 'Supervisor Information' with fields for Supervisor*, Is Supervisor Squadron CC equivalent or above? (with a 'NO' radio button), Squadron CC Equivalent or Above Supervisor*, and Senior Rater. The final section, 'Board Endorsers', is highlighted with a red box and contains a 'Select' button. At the bottom right is a 'Save and Continue' button.



U.S. AIR FORCE

Completing an Application Cont'd

- Check the application agreement box and hit the green Submit Application button, you will be asked if you are sure you wish to submit, click yes

Application for Development Team Board TEST

Complete your application

You are eligible for this upcoming board, please complete each section and submit your application.

Update Profile Answer Board Questions Review and Submit

Please review and submit your Application



Application Documents and Agreement

DT Application

The information in this application is correct. You will be able to modify this information through the suspense date listed in the dashboard notification.

I agree 9/28/2021

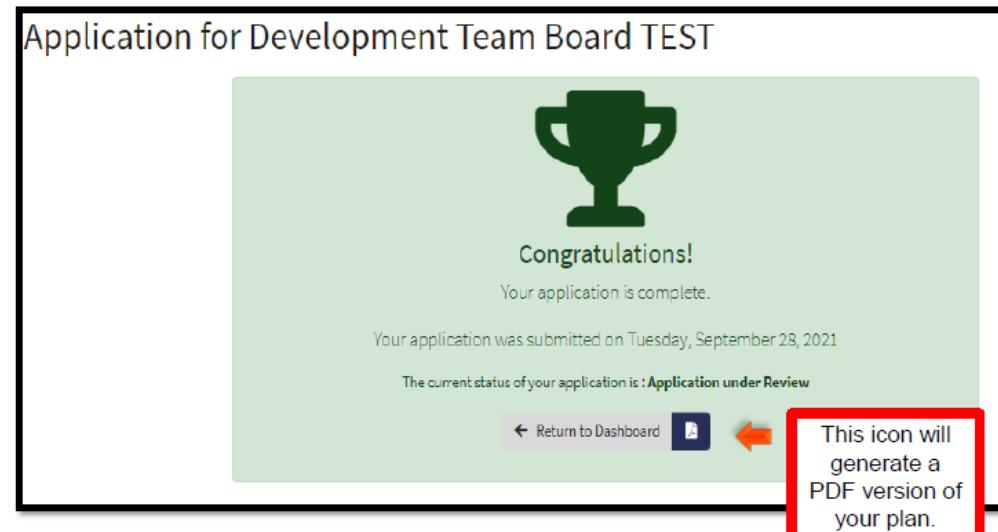




U.S. AIR FORCE

Completing an Application Cont'd

- A “Congratulations!” notification will appear showing your application is complete.
- From here you can download your application by selecting the PDF button or you can return to the main Dashboard page.





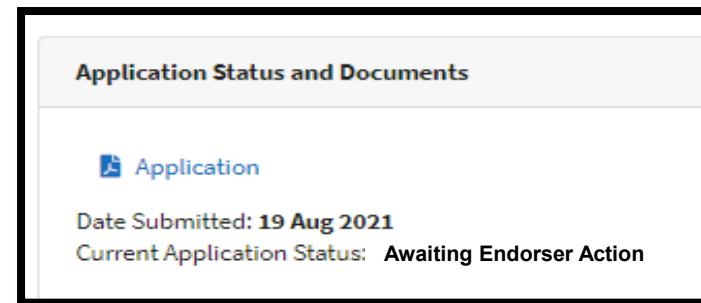
U.S. AIR FORCE

Participate - View Application Status

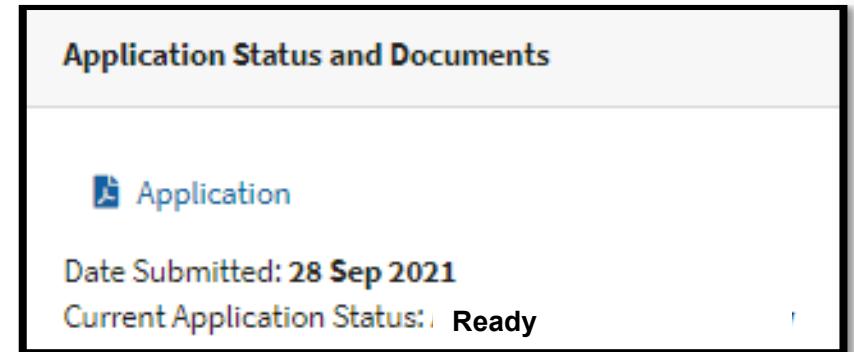
If your suspense window is open:

- 3 ways to view your application status via your Dashboard:
 - My Boards Tab → Open for input
 - Notification section → Board application
 - My Boards tile → Open for input
- Your application will display, Scroll to the bottom to see the application status

Awaiting Endorser Action: sitting with your endorser, will meet board



Application Ready: Complete, with ARPC, will meet board





U.S. AIR FORCE

Participate - View Board Results

- Look for MyVector email with DT “Public Release” notification
- From My Boards tab or My Boards tile reference current and historical boards
- The Historical boards tab will show you results/comments once the public release date has passed
- KPL, RDEDB Nomination List and Position Listings will post on MyFSS once the public release date has passed
(<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XkRAU>)
- Questions regarding vectors/feedback, KPL status should be directed to your MFM/CFM/Identified mentor

My Boards

Dashboard / My Boards

Current Boards Historical Boards AFERB Applications Reserve DE

Historical Development Team Boards

RDT-2021-Acquisition - Reserve DT Board imported for legacy vectors (Reserve) (Reserve)
Public Release Date: 1/1/2021

CY23 Space DT - Reserve - Officer (13S) CY23 Space DT Board (Reserve)
Public Release Date: 10/13/2023

CY24 Space DT (IST) - Reserve - Officer (13S) CY24 Space DT Board (Reserve)
Public Release Date: 9/3/2024

CY25 Force Support DT - Reserve - Officer (38F) CY25 Force Support DT Board (Reserve)
Public Release Date: 9/5/2025



U.S. AIR FORCE

Tips for Success

- **Read myVector messaging in detail**
 - Ensure you are eligible
 - Make note of board dates
- **Check your records (performance reports, decs, awards) for accuracy prior to the DT.**
 - Recommend your record be updated NLT 30 days prior to a board.
 - If provided the opportunity, provide any gaps in performance in accordance with the board messaging or DT application input.
- **Do not wait until the last minute to submit your application to your Endorser(s) – the board closes for everyone at the same time.**
- **Follow-up with your Endorser(s)**
- **Reach out to your CFM/MFM/Mentor and leadership team with any career related questions/concerns.**



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Force Development Developmental Education (DE)



HQ ARPC/DPAF

Developmental Education Team

U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

Overview

- Purpose of DE
- DE Boards
- Special Boards
- Key Info Locations
- DE Team



U.S. AIR FORCE

Purpose of DE

- Provides an opportunity to develop officers and enlisted for future leadership positions
- Spans a member's professional career
 - Primary
 - Intermediate
 - Senior
- Provides the right level of education at the right time
- Competitive selection rate...only the best



U.S. AIR FORCE

- **MyVector**
 - All DE Boards implemented through MyVector
 - **Ensure your MyVector profile is up-to-date**
 - Responsible for DE and Special Boards (STEP II, RCSB, and E-9 DT - CCMSB) through MyVector
 - Continuing to improve the MyVector Application process utilizing feedback from the field
- **Discussion-Based Placement**
 - Panel members discuss best placement based on order-of-merit and Return on Investment (ROI)



U.S. AIR FORCE

DE Boards

Reserve School Selection Board (RSSB)

- 2Lt - Col
- Short-resident, seminar, blended courses & committees (3 yr cycle)
- **Effective CY26: Previously separate A and B RSSB have been consolidated into a single, unified board encompassing all short and hybrid courses**
- CY26 RSSB now closed, pending board review; CY27 RSSB projected for similar dates:
 - Open: 1 Aug 2025
 - Applicant Deadline: 17 Nov 2025 / 1900 EST
 - Deadline to ARPC: 8 Dec 2025 / 1900 EST
 - Board Convenes: 2-6 Feb 2026

Enlisted Developmental Education Board (EDEB)

- TSgt - CMSgt
- Short and/or limited-resident courses
- AY27 EDEB projected:
 - Open: 6 Mar 2026
 - Applicant Deadline: 29 Jun 2026 / 1900 EST
 - Deadline to ARPC: 13 Jul 2026 / 1900 EST
 - Board Convenes: 17-21 Aug 2026

Reserve Developmental Education Board (RDEDB)

- Maj – Col (*O-3s can apply if projected DOR O-4 prior to class*)
- Long-term (10+ months) in-resident schools/courses/PME
- AY27-28 projected:
 - Open: 1 May 2026
 - Applicant Deadline: 31 Aug 2026 / 1900 EST
 - Deadline to ARPC: 14 Sep 2026 / 1900 EST
 - Board Convenes: 19-23 Oct 2026



U.S. AIR FORCE

Special Boards

- **Stripes for Exceptional Performers (STEP) II**
 - Commander's program designed to promote outstanding and well deserving enlisted Air Force Reserve members
 - Conducted annually
 - Promotion to TSgt through SMSgt
 - **Eligibility:**
 - TR, ART, IMA, PIRR
 - Must meet all eligibility requirements in accordance with AFI 36-2502 & published STEP II Guide on MyFSS
 - Limited to one grade over authorized grade of the UMD position
 - **CY26 projected 20-24 July 2026:**
 - Will open for applications ~Feb 2026 / Due ~Jun 2026
 - **AFR STEP II myFSS:**
 - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t000000oNTQCA2>



U.S. AIR FORCE

Special Boards cont.

- **E-9 Development Team (DT) and Command Chief Master Sergeant Board (CCMSB)**
 - The AFRC E-9 Development Team (DT) and Reserve Command Chief Master Sergeant Screening Board (CCMSB) convenes once a year at HQ ARPC. This board's purpose is to strategically develop senior enlisted leaders across the AFR.
 - Board is conducted annually in December.
- **Development Team (DT) Process is first:**
 - The DT meets for two primary purposes.
 - First, to create a Key Personnel List (KPL) for the AFR senior enlisted force.
 - Second, to provide specific, personalized vectors to the members whose records were seen during the DT. The DT produces the Command E-9 KPL.
- **Command Chief Screening Board (CCMSB) Process:**
 - The CCMSB will convene directly after the Command E-9 KPL has been established. This board is designed to streamline internal processes while strategically developing AFR senior enlisted leaders.
 - Those placed on the KPL who “opted in” will meet the CCMSB.
 - The CCMSB evaluates Chiefs with potential to serve as a Command Chief.
- **CY27 E-9 DT & CCMSB is projected 02-06 Nov 2026:**
 - **Will open for applications in MyVector ~July 2026 / Due ~Oct 2026**
- **AFR Command E-9 DT & CCMSB myFSS:**
 - <https://myfss.us.af.mil/USAFCCommunity/s/knowledge-detail?pid=kA0t0000000oNTQCA2>



U.S. AIR FORCE

Special Boards cont.

- Reserve Command Screening Board (RCSB)
 - The Reserve Command Screening Board (RCSB) will screen all eligible officers (**this is not an application-based board**) for consideration to fill wing commander, vice wing commander, and group commander positions in the following categories: Operations, Space, Cyber, Intel, Maintenance, Mission Support, and Medical. Final approval authority for placement of officers into these positions remains with AFRC/CC and/or Dep CC. Please see the convening notice for further details, including eligibility requirements.
 - Board is conducted annually in September.
- **CY26 RCSB is projected 31 Aug - 04 Sep**
- AFR RCSB myFSS:
 - <https://myfss.us.af.mil/USACommunity/s/knowledge-detail?pid=kA0830000000167CAA>



Eligibility & Disqualifying Factors (School Boards)

- **Eligibility Requirements**

- **Participation**
- **Rank**
- **MSD/HYT**
- **Reserve Service Commitment (3 yrs for RDEDB)**
- **TFCSD (RSSB/RDEDB only)**
- **TIG**
- **Specific courses may have additional requirements**

- **Disqualifying Factors**

- **Not current/passing on Fitness Assessment**
- **Not meeting prerequisites**
- **Currently has a UIF**
- **Twice-deferred officers (RDEDB only)**
- **PIRR members (RDEDB only)**
- **SNCOs without an Associate's Degree (EDEB only)**



U.S. AIR FORCE

Mechanics: Records Review

- **Panels review records using a whole person approach**
 - **Developmental Educations (PME), duty history, academic education, participation points, decorations, deployment info**
 - **Evals & ODPs/EDPs: strats/vectors, push statements, KPL**
 - **Assignment, job, position, location, reserve status**
- **Scoring based on:**
 - **What has member done?**
 - **What does member's boss say?**
 - **Does performance support?**



U.S. AIR FORCE

Mechanics: Records Review

Factors

Performance
Professional Qualities
Leadership
Job Responsibility
Depth & Breadth of Experience
Specific Achievements
Developmental Education
Academic Education

Examples

EPBs/OPBs/TRs
Expertise within specialty
Command/Staff/Flight
Scope/Exposure
Where/What/When
Awards/Decs/EPRs/OPRs
Level/Utilization
CCAF/Academic Degrees

EXPERIENCE
POTENTIAL
RETURN ON INVESTMENT



U.S. AIR FORCE

Mechanics: Records Review

| | |
|-------------------------------------|-----|
| Absolutely Superior | 10 |
| Outstanding Record | 9.5 |
| Few Could Be Better | 9.0 |
| | |
| Strong Record | 8.5 |
| Slightly Better Than Average | 8.0 |
| | |
| Average | 7.5 |
| | |
| Slightly Below Average | 7.0 |
| Below Average | 6.5 |
| Well Below Average | 6.0 |

Outstanding

Above Average

Average

Below Average



U.S. AIR FORCE

School Board Success

- **Read the Invitation to Apply (ITA) closely**
- **Monitor status of application until submitted to ARPC**
- **Select courses that make sense for member's career**
- **Applicant justification/endorser comments are critical**
- **Ensure records are up-to-date**
 - Check MyVector Career Brief: Profile- My Documents- MyVector Documents
 - For updates: CSS/MPF (Duty Titles/Decorations/Evals); ARPC (MyFSS ticket: PCARS, JQO); AU (PME); AFIT (Degree History)
- **Apply to DT!**



U.S. AIR FORCE

Board Feedback to the Field

- RDEDB: Applying to multiple courses increases chance of selection
 - Do not apply unless interested in course
 - New process beginning March 2026: must apply to DT and specify interest in RDEDB – DT creates "RDEDB Nomination List" based on those interested and order-of-merit – only members on nomination list are eligible to apply to RDEDB
- EDEB: Apply to max 2 courses
 - Focused
 - PME is priority
- Applying to DT increases opportunity for DE board selection
- Ensure records are up-to-date
- What delineates the selects from the non-selects:
 - DT vectoring comments
 - Supervisor/rater/applicants' comments highly weighted
 - Stratifications in previous evals
 - Duty titles - stagnation decreased value (need to actively pursue duty title changes to reflect progress)
 - Command and job positions held (did member move around, or if remained in same location did they at least show position progression)



U.S. AIR FORCE

Key Info Location

- **MyFSS Knowledge Articles**
 - **AFR Force Development Home Page (save as favorite)**
 - For all AFR Developmental Education (DE) Boards select link/option under “Developmental Education - RDEDB, EDEB, RSSB”
 - **All 3 Special Boards links will be at the bottom of this site.**

Shortcuts:

- Search “AFR Force Dev”
- For DE: search any of the DE boards i.e “RDEDB”, “RSSB”, “EDEB”

The screenshot shows a web browser displaying the AFR Force Development Home Page. At the top, there is a red error message box stating: "The following errors occurred: 1. Unauthorized: Session expired or Invalid". An arrow points from this message to the "Shortcuts:" section on the left. The main content area is titled "AFR Force Development Home Page" and includes a "Development Teams" section with a list of links:

- CV25.CCM5B Invitation to Apply
- CV25.AFR FD Board
- CV25.AFR Officer Development Team Milestones
- CV25.AFR Enlisted Development Team Milestones
- Officer Key Personnel List (KPL) and Key Position List
- Enlisted Key Personnel Lists (EPL)



U.S. AIR FORCE

Key Info Location

- **AFR Developmental Education - RDEDB, EDEB, RSSB**
- **DE Board opening dates/deadlines (milestones)**
 - MyVector dates are exact
 - Only exception – MyVector outages
- **Specific Board ITA, Public Release, Out-Brief**
- **Special Boards**

Developmental Education

HELPFUL LINKS

- [Reserve DE Board Applicant - How To Guide](#)
- [Developmental Education FAQs](#)
- [School Board Application User Guide](#)
- [CY25 Air Force Reserve \(AFR\) Developmental Education \(DE\) Board Key Milestones and Dates](#)
- [CY26 Air Force Reserve \(AFR\) Developmental Education \(DE\) Board Key Milestones and Dates](#)
- [Developmental Education/Professional Military Education Course Completion - Records Update](#)
- [DE Board Selection Tips/Endorser Training](#)

EDEB

- [Board Waiver Template](#)
- [AY25 HQ AFRC EDEB Public Release Memo](#)
- [AY25 EDEB Out-Brief](#)
- [AY26 EDEB Invitation to Apply - Course Description](#)
- [AY26 EDEB Out-Brief](#)
- [AY26 EDEB Public Release Results](#)

RSSB

- [CY25A RSSB Public Release Results](#)
- [CY25A RSSB Out-Brief](#)
- [CY25B RSSB Public Release Results](#)
- [CY25B RSSB Out-Brief](#)
- [RSSB Waiver Template](#)
- [CY26 RSSB Invitation to Apply - CAO 29 Oct 2025](#)

RDEDB

- [AY26-27 RDEDB Public Release Results](#)
- [AY26-27 RDEDB Out-Brief](#)
- [AY25-26 RDEDB Public Release Results](#)
- [AY25-26 RDEDB Out-Brief](#)
- [MyVector Applicant How To Guide](#)
- [Board Waiver Template](#)
- [Q&A RDEDB Student Orientation](#)
- [AY26-27 RDEDB Invitation to Apply - CAO 7 Aug 2025](#)

Special Boards

- [Stripes for Exceptional Performers II \(STEP II\)](#)
- [Command E9 Development Team \(DT\) & Command Chief Master Sergeant Board \(ccsb\)](#)
- [Air Force Reserve Command Screening Board \(RCSB\)](#)



U.S. AIR FORCE

DE Team

- **DE Personnel:**
 - **Maj Brittany Odierno**
 - **MSgt Linda Antillon**
 - **MSgt Crispin Alfonso**
 - **TSgt Robert Harms**
 - **TSgt Tuyet Kim**
- **DE Org Boxes:**
 - **RSSB:** ARPC.DPAF.RSSB@us.af.mil
 - **RDEDB:** ARPC.DPAF.RDEDB@us.af.mil
 - **EDEB:** ARPC.DPAF.EDEB@us.af.mil
 - **Special Boards (STEP II, E-9 DT – CCMSB, and RCSB):** ARPC.DPAF.SpecialBoards@us.af.mil



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Joint Officer Management



HQ ARPC/DPAF

U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

JOM Authorities

AUTHORITY:

- **Title 10 U.S.C. Chap 38 661-668** - Federal law
- **DoDI 1300.19 Change 1, May 18, 2023** - Establishes policy and assigns responsibilities for the DoD Joint Officer Management (JOM) Program
- **CJCSI 1330.05C** - Provides the procedures and responsibilities for implementation of the DoD JOM and DoD Joint Qualification System (JQS) for Active and Reserve Component Officers
- **AFI36-2135** – Service guidance and adds Masters Degree (AAD) and requisite PME requirement
- **Goldwater Nichols Act (GNA) 1986**
 - Enhance joint warfighting capabilities
 - Ensure general and flag officers are well-versed in joint matters
 - Increase quality of officers assigned to joint commands & orgs
 - Create officer pool with experience & education in joint matters
 - Increase the stability of officers in joint assignments



U.S. AIR FORCE

JOINT QUALIFIED OFFICER (JQO) LEVEL III: AT A GLANCE (AF Reserve Product)

Education
JPME I + JPME II +
AAD + Requisite PME

Education + Experience = JQO III

Experience
Pick a path

| Method | Course | JPME I | IDE | AAD | JPME II | *SDE |
|---------------------|--|--------|-----|-----|---------|------|
| In-Res | (ACSC) Air Command and Staff College | X | X | X | | |
| Distance | (ACSC) Air Command and Staff College | X | X | | | |
| In-Res | (CGSC) Army Command & General Staff college | X | X | X | | |
| In-Res | (SAIS) USSFILE: Schriever Space Scholars | X | X | X | | |
| In-Res | (MCSC) Marine Command & Staff College | X | X | X | | |
| Distance | (OLMP) Online Masters Air U - Joint Concentration | X | X | X | | |
| Distance | (OLMP) Online Masters Air U - Leadership Path | | | X | | |
| Hybrid 40wks | (JCWS-H) Joint Combined Warfighting School Hybrid | | | | X | |
| Distance | (AWC) Air War College (SDE only) | | | | | X |
| Hybrid 2yr | (JSP) Army War College Joint Studies Program | | | X | X | X |
| In-Res | (AWC) Air War College | | | X | X | X |
| In-Res | (Army WC) Army War College | | | X | X | X |
| In-Res | (CIC) College of Information and Cyberspace | | | X | X | X |
| In-Res | (CISA) College of International Security Affairs | | | X | X | X |
| In-Res | (NVWC) College of Naval Warfare | | | X | X | X |
| In-Res | Dwight D. Eisenhower School for national Security | | | X | X | X |
| In-Res | (JAWS) Joint Advanced Warfighting School | | | X | X | X |

Full listing and how to apply: See the Force Development placemat → [DE info](#)

International JPME I opportunities: <https://www.jcs.mil/Doctrine/Joint-Education/>

* O-4s without a line number to O-5 at time of nomination are exempt

S-JDA

Standard - Joint Duty Assignment
Overages: Only for 90 day transitions

AGR: 24 Months min

- 3-year tour expected
- 22-month waiver eligible for PME In-Res or command selects
- MilPDS calculates w/ start and stop dates

TR/IMA: 4 “Good Joint” years min

- 1 Good yr = 36 days in assigned billet
 - 1 IDT = .5 day
 - 1 AT/MPA/RPA = 1 day
 - PCARS verified yearly

Combined

IMA / TR S-JDA

3 good joint years + 10 E-JDA Points

2 good joint years + 18 E-JDA Points

CJCSI 1330.05C: D-3 Table 1



Cannot log joint credit
Cannot be JQO III



Can log joint credit
Cannot be JQO III

Recency Rule: (CJCSI 1330.05C, ENCLOSURE I,
S-JDA **AGR**: Can bank 12 months max
unless they serve at least 1 day as a Major
S-JDA **TR / IMA**: Can bank 3 good years
max
E-JDA Can bank 12 points max



- Nominations to JQO II and JQO III result from a JDAMIS data pull, verified by service managers and routed monthly to JS/J1
- JQO disqualifier: Unfavorable Information File
- Records data base: <https://dhrmission.servicenowservices.mil/jqs>

REFERENCES : DoD JOM Program: [DoDI 1300.19](#)

JOM Program Procedures: [CJCSI 1330.05C](#)

Officer Development: [DAFI 36-2686](#)

JOM: [AFI 36-2135](#)

Fly, Fight and Win...



U.S. AIR FORCE

JOINT QUALIFIED OFFICER (JQO) LEVEL III: AT A GLANCE (AF Reserve Product)

Where To Find Your Record

JDAMIS

(Joint Duty Assignment Management Info System)

<https://dhramission.servicenowservices.mil/jqs#joh>

- Point Summary: E-JDA and Discretionary Points
- S-JDA Position History
- Anniversary Date (Different than R/R date)
- Number of Certified Duty Days
- JPME I & II: JDAMIS is only system of record for JPME II

Standard Joint Duty Assignment (S-JDA)

S-JDA includes select positions across five key areas:

- Office of the Secretary of Defense (OSD); Joint Staff; Combatant Command Headquarters (CCMD HQ); Defense Agencies & DoD Field Activities; and Organizational Positions
- The Joint Duty Assignment List (JDAL) is a Sec-Def approved list of positions known to expose officers to joint matters work in grades O4-O6 in the Active and Reserve Components. These positions credit officers with credit based on time served without additional applications.
- To find open S-JDA/JDAL billets, please contact your Career Field Manager
- **Members in JDAL billets need to send a copy of their PCARS to their organizational certifier on the anniversary of their arrival to the JDAL billet.

How to Contact ARPC JOM

- Log-in to MyVector
<https://myvector.us.af.mil/myvector/Home/Dashboard>
- In the far-left column, select "My Applications"
- Under "Application Catalog," scroll down and click "ARPC Joint Officer Management"
- Click "ARPC Joint Officer Management Inquiry"
- Toward the bottom/middle of the screen, click "Apply" or "Submit another Application"
- Fill out and "Submit Form"

Experience Joint Duty Assignment (E-JDA)

Experience Points

- Gained anywhere; depends on work accomplished (30+ days to be able to submit for credit)
- Must submit application via JDAMIS within 12 months of last day of experience
- E-JDA is not for service competencies or tactical/operational experiences
- Must be submitted w/in 365 days after experience complete
- 1 point per 30 days (not required to be consecutive)
 - Intensity factors: x1 for non-combat x2 for combat
- E-JDA application tips: <https://myfss.us.af.mil/USAFCCommunity/s/knowledge-detail?pid=kA0t0000004XkRCAU>

Discretionary Points

- Maximum 6 discretionary points toward Level III (JQO) designation
- Exercises and Education are approved for Discretionary Credit by JCS-J7
- Request credit via MyVector Application to "ARPC Joint Officer Management" within one year of completion
- Must provide substantiating docs (Joint Exercise Memo, Orders or Training Certificate, OPR)
- Cannot "double dip": Exercise credit and JDAL credit cannot be earned at the same time, but Distance Training/Education classes can while in JDAL billet
- Listings are located at https://sites.apan.org/public/jom_jqs/SitePages/Home.aspx



U.S. AIR FORCE

Glad you asked

Q. How do I find an available JDAL billet?

A1. (O3-O5) Email your CFM. They will coordinate with us. You can also explain your desire to your Development Team Board in myVector.

A2. (O6) Use SLCMS and filter KCJ for “J”. Work with your CFM.

A3. A “for reference only” public facing product to allow members to search and filter JDAL positions list is forthcoming.

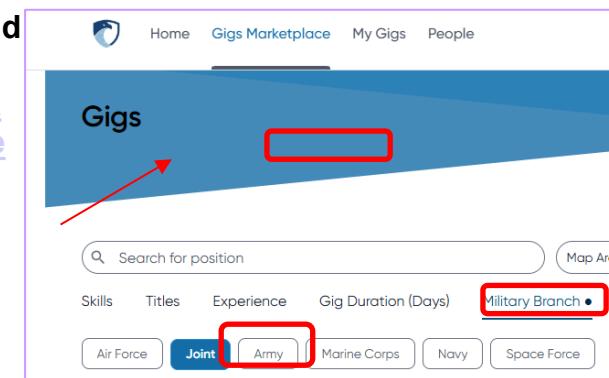
- Job Vacancies 1: <https://afmilpers.us.af.mil/RMVSNet40>SelectVacancies.aspx>
- Job Vacancies 2: <https://myvector.us.af.mil/myvector/TalentMarketplace/Home>
- Opportunities (Filter for Joint, MAYBE get E-JDA credit):
<https://gigeagle.mil/login>

Q. If I'm in an IMA 24 JDAL billet, will it be guaranteed that I have enough IDTs and AT to make a good joint year?

A. No. Unfortunately the member needs to work with the organization to which they are assigned to secure 12 more MPA or RPA days serving in that office to reach the required 36 points.

Q. How do I manage my R&R date along with my Joint Anniversary Year?

A. See next slide



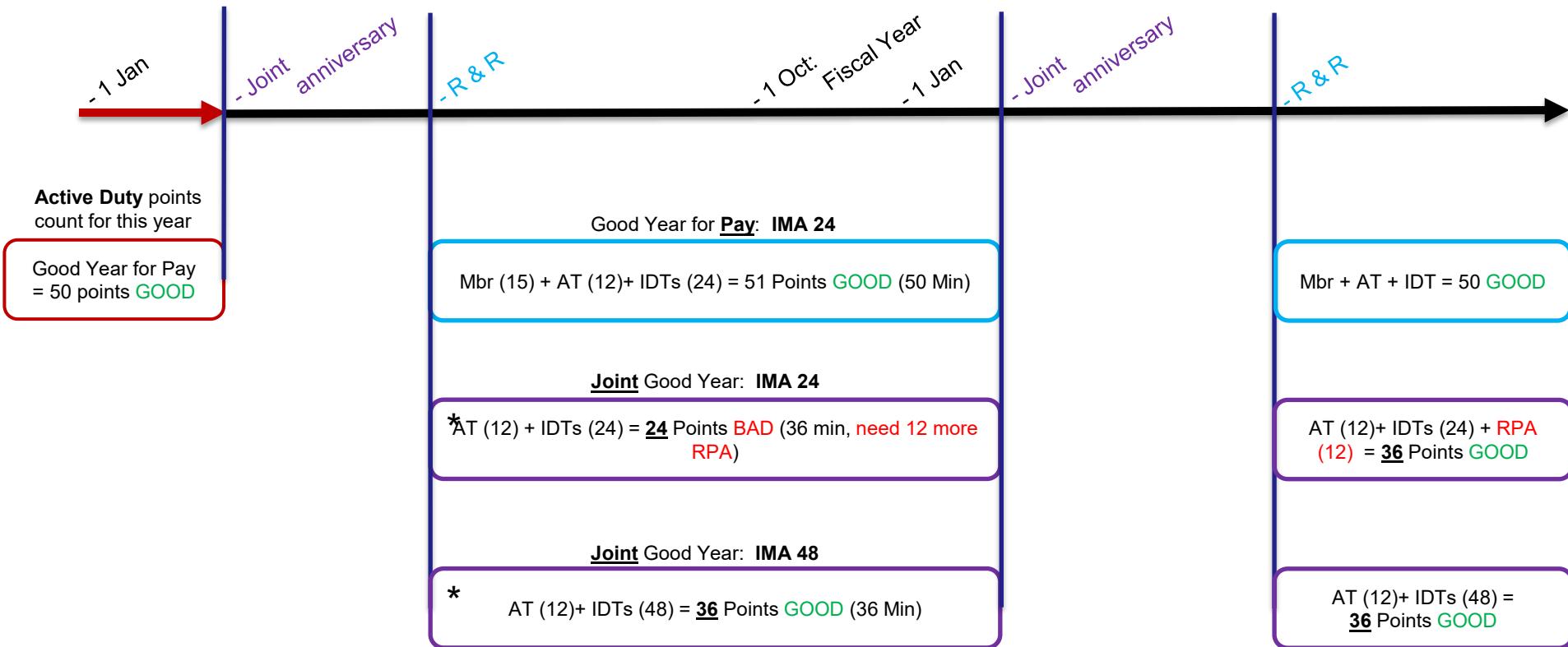
The screenshot shows the myVector Gigs Marketplace interface. At the top, there are navigation links: Home, Gigs Marketplace, My Gigs, and People. Below this, a large blue header section features the word 'Gigs'. A red arrow points from the left towards this 'Gigs' text. To the right of the arrow is a red box highlighting a redacted area. Below the header is a search bar with the placeholder 'Search for position' and a 'Map Area' button. Underneath the search bar are filter buttons for 'Skills', 'Titles', 'Experience', 'Gig Duration (Days)', and 'Military Branch'. The 'Military Branch' button is expanded, showing options for Air Force, Joint, Army, Marine Corps, Navy, and Space Force. The 'Joint' button is highlighted with a red box, and the entire dropdown menu is also highlighted with a red box.



U.S. AIR FORCE

JOINT QUALIFIED OFFICER (JQO) LEVEL III: AT A GLANCE (AF Reserve Product)

Example: Active Duty member hired into JDAL IMA billet NO break in service



Notes:

* IDT = ½ point for Joint Years1

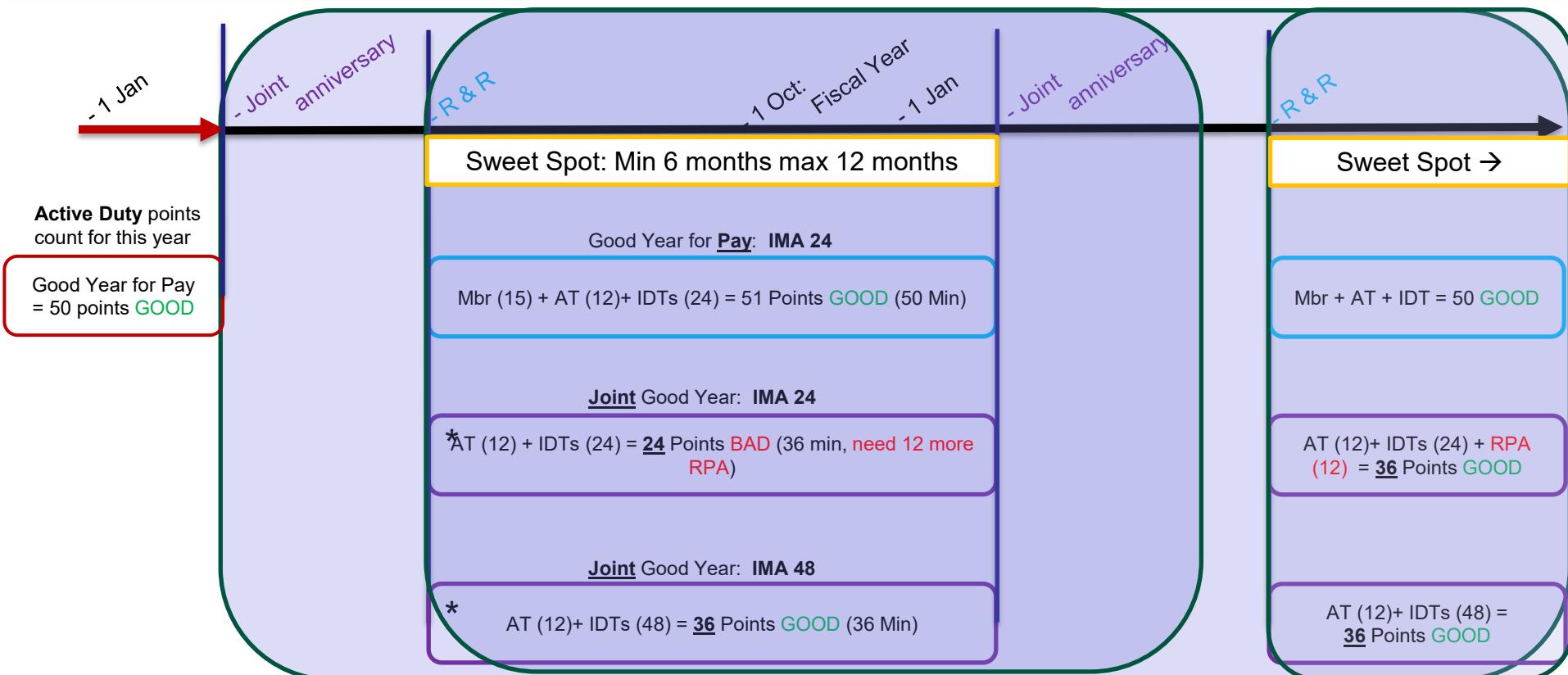
** Consecutive JDAL billets keep joint anniversary year



U.S. AIR FORCE

CUI

JOINT QUALIFIED OFFICER (JQO) LEVEL III: AT A GLANCE (AF Reserve Product)



Notes:

* IDT = ½ point for Joint Years

** Consecutive JDAL billets keep joint anniversary year

Example: Active Duty member hired into JDAL IMA billet NO break in service



U.S. AIR FORCE

JOM Information

Learn: [MyFSS](#) → Force Development → Joint Officer Management

<https://myfss.us.af.mil/USAFCCommunity/s/knowledge-detail?pid=kA0t00000004XkRCAU>

Contact JOM: [MyVector](#) → My Applications → ARPC Joint Officer Management

<https://myvector.us.af.mil/myvector/Home>

DE Info

<https://myfss.us.af.mil/USAFCCommunity/s/view-file?id=069Rw00000F4GvDIAV>

International PJME I

<https://www.jcs.mil/Doctrine/Joint-Education/>

JDAMIS

[https://dhramission.servicenowservices.mil/now/nav/ui/classic/params/target/\\$pa_dashboards_overview.do](https://dhramission.servicenowservices.mil/now/nav/ui/classic/params/target/$pa_dashboards_overview.do)

Calendar for EJDA

<https://myfss.us.af.mil/USAFCCommunity/s/view-file?id=069Rw00000CfXE2IAN>

Discretionary Points exercise and education list (access request required)

[https://dod365.sharepoint-mil.us/:u/r/sites/JS-J7-JT/SitePages/Joint-Officer-Management-\(JOM\)--Joint-Qualification-System-\(JQS\).aspx?csf=1&web=1&e=UWNOjW](https://dod365.sharepoint-mil.us/:u/r/sites/JS-J7-JT/SitePages/Joint-Officer-Management-(JOM)--Joint-Qualification-System-(JQS).aspx?csf=1&web=1&e=UWNOjW)

DoD JOM Program - DoDI 1300.19

<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/130019p.pdf>

JOM Program Procedures - CJCSI 1330.05C

https://www.jcs.mil/Portals/36/Documents/Library/Instructions/CJCSI_1330.05C.pdf

Officer Development – DAFI 36-2686

https://static.e-publishing.af.mil/production/1/af_a1/publication/dafi36-2686/dafi36-2686.pdf

JOM – AFI36-2135

<https://www.e-publishing.af.mil/Product-Index/#/?view=pubs&orgID=10141&catID=1&series=19&modID=449&tabID=131>



U.S. AIR FORCE

Questions?



United States Air Force Reserve

*Integrity - Service - Excellence
Innovate, Accelerate, Thrive - The Air Force at 75*

Post 9/11 GI Bill Briefing



ARPC Contacts:

Letter of Certification and Transfer of Education
Benefits MSgt Jim Umali

U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

Post 9/11 GI Bill - Overview

- **What is the Post 9/11 GI Bill?**
- **Who is eligible?**
- **What will you receive?**
- **What kind of training can you take?**
- **How to apply?**
- **What percentage of benefit will you receive?**
- **What if you need a Letter of Certification for the VA?**
- **Transferring of Education Benefits (TEB)**



Post 9/11 GI Bill - What It Is & Who Is Eligible

The Post 9/11 GI Bill helps you pay for school or cover expenses while training for a job if you served a cumulative 90 days on active duty since September 11, 2001



U.S. AIR FORCE

Post 9/11 GI Bill – What You Receive

The Post 9/11 GI Bill Pays for:

- Tuition/fees capped at most expensive public institution
- Housing allowance at rate of SSgt in the location of the school
- Book stipend up to \$1000



Post 9/11 GI Bill – Kinds of Training & How to Apply

- **The Post 9/11 GI Bill can be used for:**

- Colleges/Universities (to include 2nd Master or PhD)
- Trade schools
- Flight training
- Independent and distance learning
- Apprenticeships
- Vocational/technical training
- On-the-job training
- Licensing (attorney license, cosmetology license)
- Certification tests (SAT, LSAT, etc.)

To use your Post 9/11 GI Bill apply at:
<https://www.va.gov/education/how-to-apply/>



U.S. AIR FORCE

Post 9/11 GI Bill – Eligibility Percentage

- The percentage of benefit earned is based on the total number of qualifying active duty days
- Point Break Down:

| Maximum Benefits Payable | |
|--------------------------|---------------------------------------|
| Airman Serves (days) | Percentage of Maximum Benefit Payable |
| 1095 | 100% |
| 910-1094 | 90% |
| 730-909 | 80% |
| 545-729 | 70% |
| 180-544 | 60% |
| 90-179 | 50% |

You may qualify for a maximum of 48 months of benefits
For more information, please visit
<https://benefits.va.gov/GIBILL/rudisill.asp>



U.S. AIR FORCE

Post 9/11 GI Bill – Letter of Certification

- **To eliminate the need to submit orders or DD 214's of less than 3 years AD service to the VA, ARPC can provide you with a Letter of Certification**
- **To request a Letter of Certification you will need to:**
 - Review Point Credit Summary on vMPF for accuracy
 - Potentially qualifying time is identified as Type of Duty 1, 2, 3 & 5
- **Log into myFSS to request a Letter of Certification**
 - myEducation Tile
 - New Education and Training Request tile
 - Post 9/11 GI Bill Letter
- **Once you receive your Letter of Certification, submit to the VA**



Post 9/11 GI Bill – Letter of Certification

U.S. AIR FORCE

- Data for letters of certification is pulled directly from your Point Credit Summary via vMPF. All points earned are labeled with a TD Code. Only TD Codes 1, 2, 3, and 5 are potentially qualifying for the Post 9/11 GI Bill
 - If there is an error in your Point Credit Summary, please open a ticket with Points Management before requesting a Letter of Certification
- Letters of Certification do not include time as Regular Air Force
 - If you have 1095 or more days as Regular Air Force, a letter of certification is not needed, all you need to provide the VA is your DD214
- MPA/RPA is qualifying
- Annual Tour and IDTS's are NOT qualifying
- Inactive Duty Training (IADT), such as BMT and Tech school, is not qualifying time for the Post 9/11 GI Bill
 - The exception to this rule is if you have 730 or more days of qualifying service without IADT. If this is the case, IADT will be included



U.S. AIR FORCE

United States Air Force Reserve

Integrity - Service - Excellence

Post 9/11 GI Bill Transfer Education Benefits



**MSgt Jim Umali
HQ AFRC/DPATE**

U.S. AIR FORCE

Fly, Fight and Win...

Innovate, Accelerate, Thrive - The Air Force at 75



Post 9/11 GI Bill Transfer of Education Benefits - Overview

- Eligibility requirements for TEB
- Apply for Transfer education benefits/Application Process
- Additional Information



Eligibility to Transfer Your Benefit

Eligibility/Commitment for transfer to dependents:

- Member will incur a 4 year Selected Reserve service commitment on the date of transfer
 - *Members are required to commit to a four-year service obligation upon transfer. Those who cannot secure a four-year retainability due to Maximum Service Date (MSD), High Year Tenure (HYT), or an ongoing Medical Evaluation Board (MEB) process are ineligible.*
- Members must have 6 years of Satisfactory service on the date of request to transfer to dependent
 - *Dependent spouse can use the benefit at 6 years Sat Service*
 - *Dependent children can not use the benefit until the member has 10 years satisfactory service at least 18 years of age*
- Member must have 90 cumulative qualifying active duty days since 11-Sep-01
 - *Qualifying time consists of Title 10 service or qualifying Title 32-502F service*
- Member must have Post 9-11 eligibility at the time of transfer and be participating in the Select Reserve



Transferring Education Benefits to Dependents

- Children must be listed in DEERS in order to transfer
- At 21 years of age the dependent will fall out of DEERS if not in a full time degree seeking program
- The dependent can receive the benefit up to their 23rd birthday and can use it until their 26th birthday
- A dependent marriage will not affect their education benefit usage



U.S. AIR FORCE

How to Apply for TEB

- Member will apply for Transfer Education Benefits via **milConnect**
 - Go to <https://myaccess.dmdc.osd.mil/>
- Sign into milConnect.
 - 1) Select **Transfer of Education Benefits (TEB)** from the **Benefits** menu.
 - 2) For each eligible family member that you want to receive benefits, enter the number of months to transfer.
 - 3) To finish your request for approval
 - Select the **Post-9/11 GI Bill Chapter 33** radio button in the **Select the educational program from which to transfer benefits** section.
 - Select all the boxes in the **Transferability of Education Benefits Acknowledgements** section to indicate that you have read and understand each statement.
 - Click **Submit Request**.



U.S. AIR FORCE

Tracking TEB Request

- Member will receive a Post 9/11 GI Bill Transfer Initial Notification by email from myFSS with instructions. Log into myFSS: <https://myfss.us.af.mil/>
 - **Go to:**
 - myEducation Tile
 - My Education & Training Requests to locate ticket
 - Select Details button
 - Select Action button



Application Approval

- Dependent applies to be made eligible for Post 9/11 with the VA electronically by filling out the VA form 22-1990
 - <http://www.va.gov/education> is where you find the VA Form 22-1990
 - Member may attach up to 5, 1mg attachments (orders, DD 214, etc.)



Transfer Your Benefit Additional Information

- **The Department of Veterans Affairs manages the eligibility and the use of GI Bill benefits**
 - For more Post 9/11 Education Assistance go to: www.va.gov/education
 - or call VA Education at: [1-888-442-4551](tel:1-888-442-4551)
- **For MilConnect errors and issues, or benefits support contact:**
 - DMDC Support Center: [1-800-368-3665](tel:1-800-368-3665)
 - DEERS Support Office (DSO): [1-800-538-9552](tel:1-800-538-9552)
- **More Post 9/11 GI Bill TEB Assistance:** <https://myfss.us.af.mil/>
- **myFSS Knowledge Articles Search:**
 - AFR Post-9/11 GI Bill: Transfer of Education Benefits (TEB)
 - Post-9/11 GI Bill® Transfer Step-by-Step Instructions
- **myFSS Ask A Question**
 - Total Force Service Center – Denver: [1-800-525-0102](tel:1-800-525-0102), Option 5
or email: afpoa.a1.sd@us.af.mil



Transfer Your Benefit

Additional Information

- While participating in the Selected Reserve members may revoke, modify the election and make additional dependents eligible
 - *After separating from the Armed Forces, individuals cannot designate new dependents to receive transferred entitlement*
- If military service ended **on or after January 1, 2013**, benefits won't expire thanks to The Forever GI Bill - Harry W. Colmery Veterans Educational Assistance Act
- Exceptions to TEB can be found in DODI1341.13_DAFI 36-3038, dated 15 April 2024



Transfer Your Benefit

Additional Information

Impact of the Rudisill Supreme Court Decision on Veterans' Education Benefits

- Rudisill Supreme Court Decision (April 16, 2024)
 - Allows use of both MGIB and PGIB benefits
 - Combined maximum of 48 months of benefits
- Transfer of Benefits to Dependents
 - No change in transfer rules
 - Maximum of 36 months transferable under PGIB



U.S. AIR FORCE

Transfer Your Benefit Additional Information

Ask A Question Case Submission at
<https://myfss.us.af.mil/>

U.S. AIR FORCE CHAT WITH LIVE AGENT AI SEARCH AGENT Search Knowledge Articles My Apps Helpful Links Military SSO Apps Ask A Question

MyFSS Cases

Search by App title or description...

All myFSS RegAF Space Force Civilian Services Guard Reserve External

Showing 23 of 23 Applications.

| | | | | | |
|-------|-------------------------|------|--------------------------------|--------|------------------------|
| KB | Knowledge Base | CH | Chatter | FIT | myFitness |
| EVAL | myEval | SVS | myServices | RR | Roles and Routing |
| EDU | myEducation | HR | HR Actions | COMP | myBodyComp |
| RET | myRetirement | BEST | Civilian Benefits & Retirement | CMD | Commander Coordination |
| CLASS | Civilian Classification | AVB | RegAF Aviation Bonus | CAREER | Career Management |
| PROMO | myPromotion | ADA | Active Duty Assignments | RA | Reserve Assignments |



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

DD214/Service Verification Team



**MSgt Mayk Zamora-Castillo
TSgt Matthew Huston**

U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

Overview

- **Service Verification Team Responsibilities**
- **Current Completion Times**
- **When does a DD 214 get created**
- **How to Submit a Request for a DD 214 or DD 215**
- **Additional Products**
- **FAQs**



U.S. AIR FORCE

Service Verification Team Responsibilities

- **ARPC completes DD Form 214s for the following members:**
 - ALL IMA Reservists
 - ALL Separated and Retired ANG and AFR Members
 - ALL Unit assigned ANG and AFR members receiving an Active Duty retirement
 - ALL ANG and AFR members retiring due placement on the Permanent Disability Retirement List (PDRL) or Temporary Disability Retirement List (TDRL)
 - ALL DD 214 Congressional and BCMR inquiries for ANG and AFR members
 - ALL DD 215 requests for ANG and AFR members (including IMA's)
- *****Units are NOT authorized to create DD 215's, DD214 Re-issuances (New Form) or any type of Retirement DD 214*****
- Submit requests through the myFSS platform along with supporting documentation, including the DD 214 in question, orders, awards/citations and/or travel vouchers.
 - Creating a DD 214 Worksheet in vMPF will not notify our team that a DD 214 is needed. myFSS cases are required.
- All DD 214 issues regarding RegAF or HQ AGR/ANG Stat Tour and Functional Category X must coordinate with AFPC or submit DD 149's to the Board of Corrections for Military Records



U.S. AIR FORCE

Current Completion Time

- Please be advised of our current processing timelines below
 - **Retirement DD 214** - midnight the day following your retirement date
 - **Permanent Disability and Temporary Disability List Retirements (PDRL/TDRL)** - 3-5 duty days following your retirement date (we are experiencing some delays)
 - We receive notification from AFPC's Disability Operations Branch on upcoming and past PDRL/TDRL
 - If the DD 214 is delayed past 5 days, members can contact us directly or they can contact their case manager (AFPC)
 - **IMA DD 214** - 60 calendar days from date of receipt of myFSS ticket
 - **General DD 214 requests/missing DD 214** - 60 calendar days from date of receipt of myFSS ticket
 - **DD 215 requests** - 60 calendar days from date of receipt of myFSS ticket
- We strongly urge members and units to not submit multiple requests for the same issue. This will further delay incident resolution.
- **All of our cases are pay and/or benefit affecting. We will not expedite cases for any reason.**
 - If the SLG of 60 days has passed, unit commanders may contact the FSSE line at their discretion.



U.S. AIR FORCE

When to Create a DD Form 214

- **When does a DD 214 need to be created:**

- To be eligible for a DD 214, per DoDI 1336.01 and AFI 36-3202 Chapter 2, member must have:
 - Completed orders of 90 consecutive days or more of Active Duty service; **OR**
 - Served voluntarily in support of a Contingency Operation such as Inherent Resolve or Enduring Freedom, etc...for 30 consecutive days or more; **OR**
 - Placed on Medcon/Med Hold orders for one or more consecutive days; **OR**
 - Involuntarily mobilized under Title 10, USC Section 688, 12301(a), 12302, 12304, 12305, 12406 or 331-335.
- IAW AFI 36-3202 attach 2

****Please note: to be eligible for a Retirement specific DD 214, you are required to be on orders for 90 consecutive days (or 30 days in support of a named contingency) up until your effective date of retirement****



U.S. AIR FORCE

How to Submit a Request

- To submit a request, navigate to the myFSS landing page:
<https://myfss.us.af.mil/USAFCommunity/s/> and enter the title of the Knowledge Article below into the Knowledge Article search bar located at the top of the page.
 - [AFR/ANG General Information about the DD Form 214](#)
 - [AFR/ANG Reserve Service Verification Information](#)
- Review the Knowledge Article and select the “Create a Request” button at the bottom of the page to initiate a request
- Be sure to provide as much detail as possible and attach all applicable source documents
- User guides are located under “Helpful Links” at the top of the myFSS landing page at “myFSS Training Library”



U.S. AIR FORCE

ARPC Service Verification Additional Products

- **VA Home Loan Letters for members seeking Certificates of Eligibility**
 - To be eligible for the VA Home Loan Letter members must have 6 years or more participatory service in the National Guard or Reserves or qualifying DD 214's (excluding BMT/Tech School)
 - Eligibility requirements are determined and established by the VA.
- **Total Active Federal Reserve Service (TAFRS) Letters (Reserve time only)**
 - These are created for the purpose of correcting a Service Computation Date for leave accrual rates, retirement date eligibility, and reduction in force seniority.
- **1613 Statement of Service**
 - This is only completed if members have Reserve time
 - ANG members (or prior ANG service) can obtain a statement of service from the Joint Force HQ.
 - The 1613 is only for the purpose of military buy back; it is not issued in lieu of a DD 214
- **Employment verifications**
 - Past and present members
 - ARPC/DPTSC will only verify dates of employment



- **I have read about the new DD 214-1. When and how will I receive one?**
 - This has not been implemented yet as each branch of service has until 2025 to implement the new DD 214-1 and we are awaiting implementation guidance

NEW:General issuance of the DD 214-1 in conjunction with a DD 214:IAW DoDI 1336.01 DD 214-1

- **Please note this is an end of service document and will not be issued each time a DD 214 is created**
 - **This will only apply to members who are separating, retiring, or transferring components.**
- **Do members need to complete DD 214 Worksheets in the vMPF?**
 - ARPC does not require members to submit worksheets. We do, however, encourage members to look at what information is automatically populated on the 214 Worksheet to ensure no immediate issues are present. The information is subject to change based on the source documents provided
- **I've submitted multiple worksheets, why are they not being worked? (impacts IMA's mostly)**
 - vMPF will never route a notification to HQ ARPC when a worksheet has been created.
 - Submitting a case through myFSS is required for the DD 214 team to assist
 - Members receiving an active duty retirement (20+ yrs TAFMS) have a ticket generated automatically once their retirement order is published
 - Members who are retiring and not on orders through their effective date of retirement, but still have qualifying active duty time



U.S. AIR FORCE

FAQ Continued

- **What documents are needed to complete a DD 214?**
 - Title 10 or Title 32 orders (whichever is applicable)
 - **COMPLETED** Travel Vouchers from the FSO
 - **SIGNED AND DATED** Decorations to verify contingency operations only
 - AF Form 526s (PCARS) (for DD 214s prior to 2001, in most cases ARPC can pull from ARMS)
- **For DD 214's created prior to 4 April 2024: I need my Member 4 copy, but ARMS/PRDA only has the Service 2, what do I do?**
 - The Service Copy 2 and Member Copy 4 are the exact same document
 - Please have the member contact ARPC for the Service Copy 2 Memorandum
- **For DD 214's created after 4 April 2024: it does not show my SSN and does not have the Member Copy 4. What do I do?**
 - The DD 214 form was revised/updated effective 4 April 2024. The SSN has been replaced by the DoDI number. There is no longer a Member 4 copy. The first page says Member and the second page says Service. The Service copy has all the same information that the previous Member 4 copy had.
- **I have several questions and I have no idea where to start, what do I do?**
 - Please submit a case to us through myFSS and provide as much information as you can



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Officer Promotions for Air Reserve Component



**ARPC/PBO
Mr. Steve Willoughby**

U.S. AIR FORCE

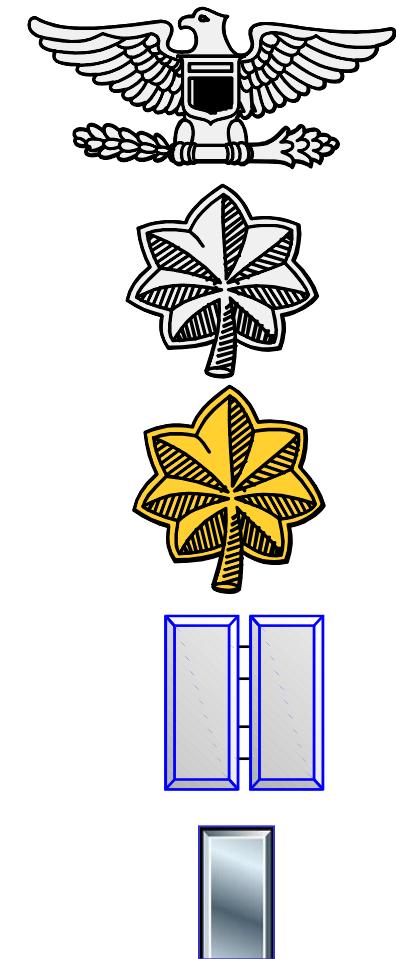
Fly, Fight and Win...



U.S. AIR FORCE

Overview

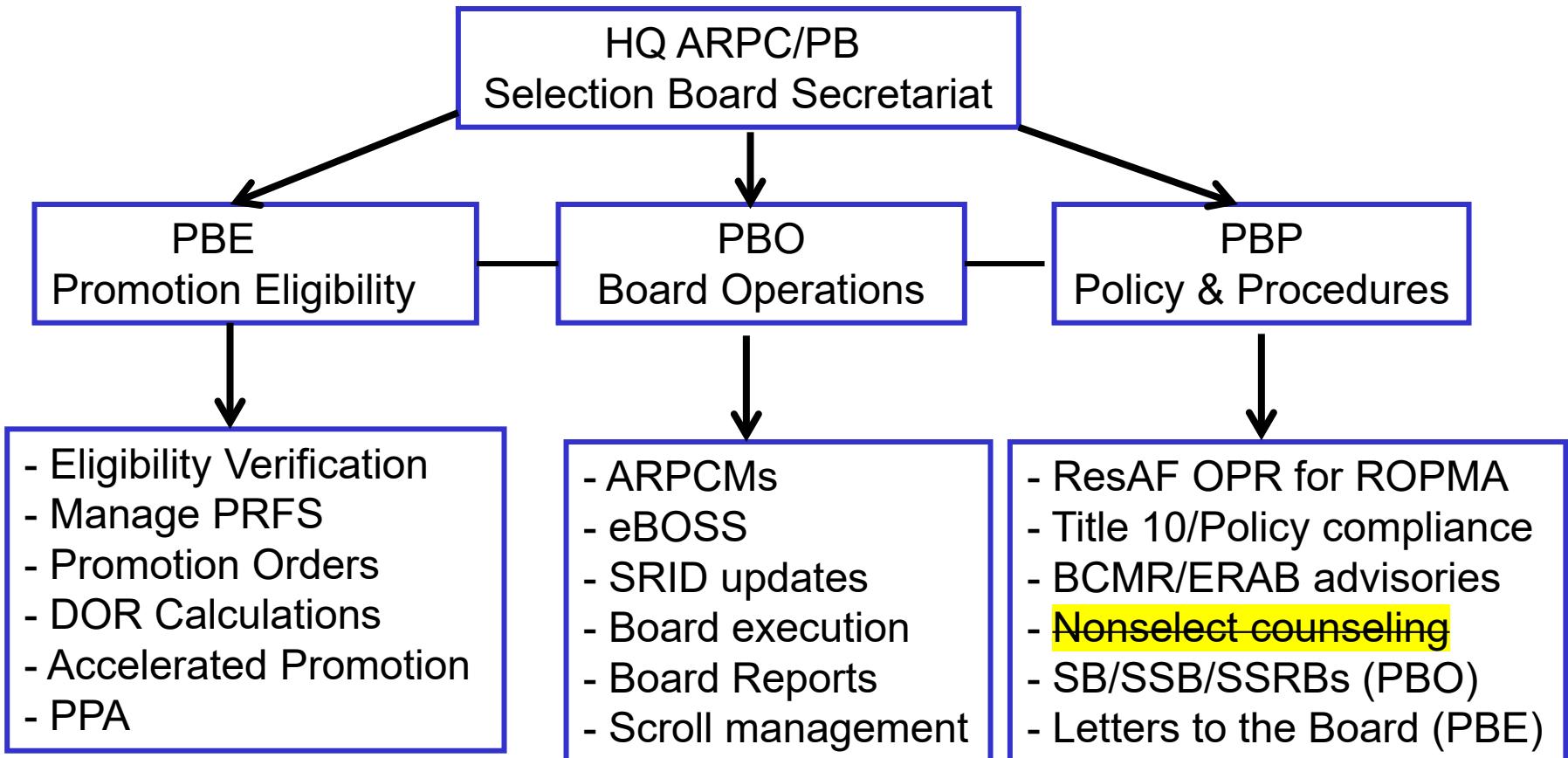
- HQ ARPC Promotion Board Secretariat
- Authority for ARC Promotions
- Promotion Boards
- Officer's Responsibility
- Post Board Actions





U.S. AIR FORCE

ResAF Selection Board Secretariat



Reserve of the AF = Air National Guard & Air Force Reserve
Also referred to as Air Reserve Components (ARC)



Authority

- Title 10 U.S.C., Chapter 1403: Selection Boards
- Title 10 U.S.C., Chapter 1405: Promotions
- Title 10 U.S.C., Chapter 1409: Continuation of Officers on Reserve Active Status List & Selective Early Removal
- Title 10 U.S.C., Chapter 79: Correction of Military Records

- DoD Instruction 1320.08: Continuation of Regular Commissioned Officers on Active Duty and Reserve Commissioned Officers on the RASL
- DoD Instruction 1320.14: Commissioned Officer Promotion Program Procedures
- DoD Instruction 6000.13: Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers

- AF Policy Directive 36-25: Military Promotion and Demotion
- AF Policy Directive 36-26: Total Force Development
- AFI 36-2504: Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force

- Secretary of the Air Force Memorandum of Instructions



U.S. AIR FORCE

Types of ARC Boards

| TYPE | DESCRIPTION | AFR |
|--|---|--|
| Mandatory Boards | <ul style="list-style-type: none">• By law• IPZ/APZ | 1 st Lt/Capt process Maj - Cols |
| Position Vacancy Boards (PV) (AFR Only) | <ul style="list-style-type: none">• Consider exceptionally well-qualified officers for early promotion | O-4 / O-5 Boards only Sr Rater nomination & Eligibility factors must be met |
| Position Vacancy Boards (ANG Only) | <ul style="list-style-type: none">• Consider exceptionally well-qualified officers for early promotion | O-4 thru O-6 Fed Rec for each State only; Endorsed by TAG |
| Special Selection Boards (SSB) | <ul style="list-style-type: none">• By law; to correct admin error; ARPC/PB discretion | O-4 thru O-6 Boards |
| Special Boards (SB) | <ul style="list-style-type: none">• By law; can be directed by BCMR | O-4 / O-5 Boards |
| Special Selection Review Boards (SSRB) | <ul style="list-style-type: none">• To consider officers for promotion who were previously selected but withheld by SecAF or because they were missing mandatory adverse from their record. | O-3 Process / O-4 thru O-6 Boards |
| Selective Continuation Boards (AFR Only) | <ul style="list-style-type: none">• SecAF discretion; for 2x deferred officers in specific AFSCs | O-4 / O-5 Boards only |



U.S. AIR FORCE

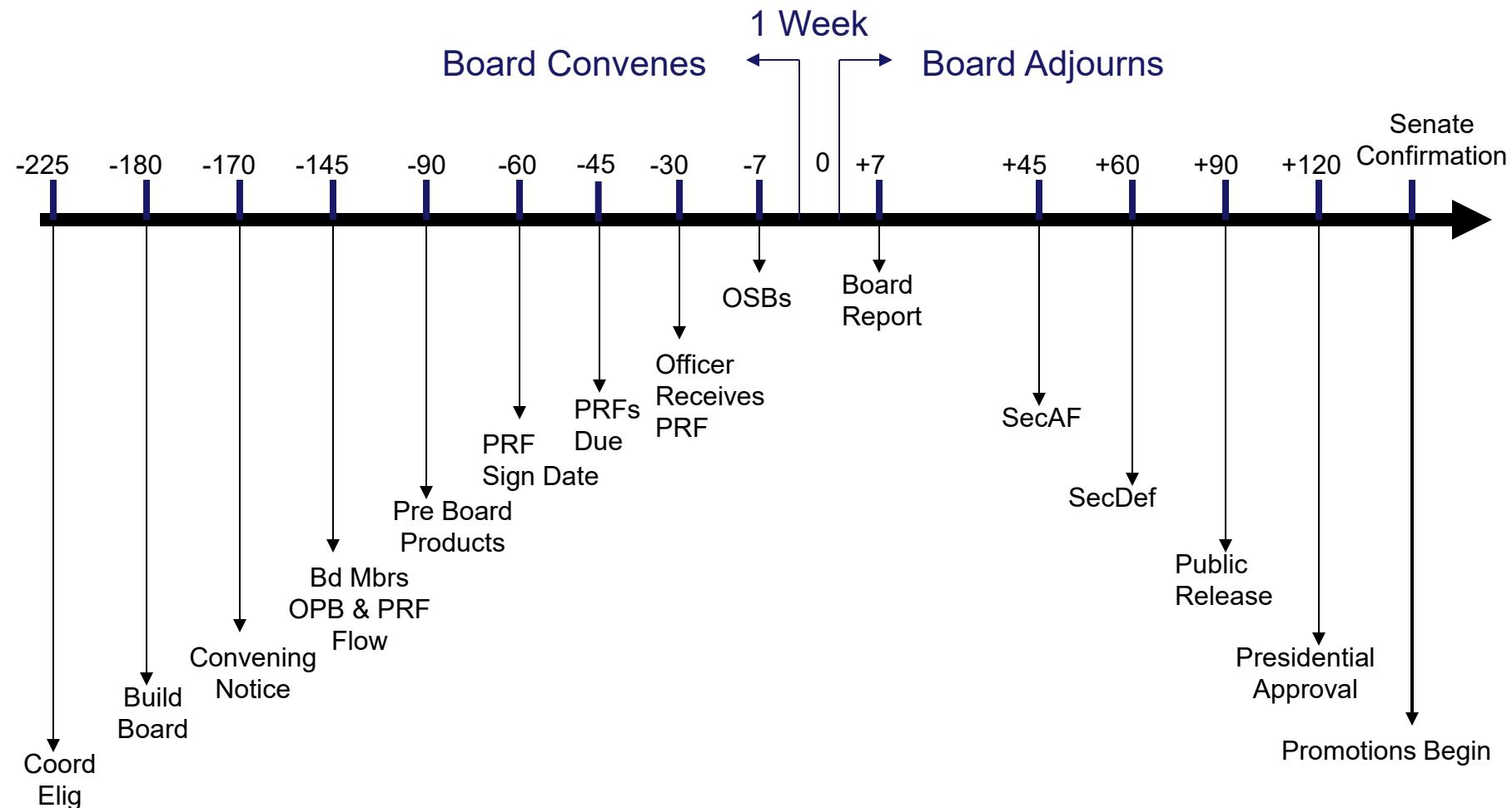
CY26 ARC Selection Board Schedule

| Air Reserve Component Board | Convening Dates |
|---|-------------------------|
| AFR Line and Nonline Major Board – U/V/W0426A | 26 – 31 Jan 2026 |
| ANG Colonel FRRB – N0626A ARC Special Boards | 23 Feb – 27 Feb 2026 |
| ARC 1st Lt/Capt Process (1st Half) | 1 Apr 2026 |
| Reserve BrigGen Qualification Board (RBGQB) – G0726B | 11 - 15 May 2026 |
| ANG Colonel FRRB – N0626B ARC Special Boards | 3 – 7 Aug 2026 |
| AFR Line and Nonline Lieutenant Colonel Board – U/V/W0525A | 14 - 23 Sep 2026 |
| ARC 1st Lt/Capt Process (2nd Half) | 1 Oct 2026 |
| AFR Line and Nonline Colonel Board - V/W0626A | 19 – 28 Oct 2026 |
| ARC Special Boards | 16 - 20 Nov 2025 |
| ANG Line and Nonline Major / Lieutenant Colonel Boards – A04/A0526A | 7 – 12 Dec 2025 |



U.S. AIR FORCE

Timelines





U.S. AIR FORCE

Promotion Boards

- **SecAF MOI**
- **Board Members (7) / Panels (5)**
 - **Board President: MGen**
 - **Panel Chair: BGen**
 - **Panel Members: Cols**
- **Career Briefs (AFR) / Slide (ANG)**
- **Whole Person Concept (next slide)**
- **Scoring**
 - **6-10 scoring scale**
 - **Yes/No for SelRes Continuation and ANG Col FRRB**



Whole Person Concept

Factor

Performance

Professional Qualities, Depth & Breadth of Experience

Leadership

Job Responsibility

Specific Achievements

Professional Military & Developmental Education

Academic Education

Evaluate

PRFs/OPRs/OERs/TRs/LOEs

Expertise Within Specialty (e.g. Joint, Acq (Corps, etc)

Unit Leadership/Command/Staff/Adverse Info

Scope/Levels/Exposure

Awards/Decorations/OPRs/OERs/TRs/LOEs

Level/Utilization

Master's/Professional Degree

POTENTIAL



U.S. AIR FORCE

Promotion Board Information

- **Information** will be on MyFSS
 - Articles w/ARPCMs
 - Board Schedule
 - Convening Notice/Release Messages
 - Policy / Guidance
- **Requests** sent through MyVector
 - Questions/Inquiries
 - Pre-Board Actions
 - Post-Board Actions
 - Special Board Requests
 - SharePoint Access Requests
 - Etc...

- **What is RASL**
 - **Reserve Active Status List**
- **Promotion Eligible**
 - **Members must be on RASL or ADL for 1 year**
 - **No break in service from AD to AFR**
 - **No break in service from RASL to RASL**



Promotion Recommendation Form (PRF)

- Required:**
 - Mandatory Board O-5 thru O-6**
 - Position Vacancy Nomination (O-4 / O-5 Boards)**
 - Do Not Promote (DNP)**
- Process/Form (DAF 709)**
 - Narrative Format; cannot exceed 350 characters**
 - Limited to 2 stratifications from SR**
 - Comments are MANDATORY for ARC**
 - Drop Down for Promotion Recommendation**
- Signed by SR**
 - Senior rater fixed by policy**



U.S. AIR FORCE

Adverse Information

- **National Defense Authorization Act for FY20, DODI 1320.14 and AFI 36-2504**
 - All adverse information will be included in officer selection record for promotion selection, special selection, federal recognition and continuation
 - Grades O-4 and above (to include processes for O-3 promotions that have “extraordinary adverse information” per DoDI 1320.14)
- **Adverse information is any substantiated finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature**



Opt Out of Promotion (AFR Only)

U.S. AIR FORCE

- **USC Title 10, Section 611(a) and 14101(a)**
- **DAFPM 2021-36-04 ARC promotion boards**
- **Eligibility**
 - **Maj – Col Promotion Boards**
 - **Must meet one or more of the Opt Out eligible criteria**
 - **Only for IPZ officers**
- **May request to “Opt Out” up to 3 times (per grade)**
- **SR coord/submit NLT 90 days prior to the board**
- **More info posted on myFSS/ARPCM convening notices**



U.S. AIR FORCE

Competitive Categories Maj - Col

| Competitive Categories | Assigned Core Air Force Specialties |
|--|--|
| Air Operations and Special Warfare (LAF-A) | 11X – Pilot 12X – Combat Systems 13B – Air Battle Manager 18X – Remotely Piloted Aircraft 19Z – Special Warfare |
| Nuclear Missile Operations (LAF-N) | 13N – Nuclear and Missile Operations |
| Space Operations (LAF-S) | 13A – Astronaut 13S – Space Operations |
| Information Warfare (LAF-I) | 14F – Information Operations 14N – Intelligence 15A – Operations Research Analyst 15W – Weather 17X – Cyber Operations 35X – Public Affairs 71S – Special Investigations |
| Combat Support (LAF-C) | 13H – Aerospace & Operational Physiologist 13M – Airfield Operations 21A – Aircraft Maintenance 21M – Munitions and Missile Maintenance 21R – Logistics Readiness 31P – Security Forces 32E – Civil Engineering 38F – Force Support 64P – Contracting 65X – Financial Management 84H – Historian |
| Force Modernization (LAF-F) | 61C – Chemist 61D – Physicist/Nuclear Engineer 62E – Developmental Engineer 63A – Acquisition Management |
| Cross Functional Operations (LAF-X) | 16F/Z – Foreign Area Officer |
| Judge Advocate General's Corps (LAF-J) | 51J – Judge Advocate |
| Chaplain Corps (CH) | 52R – Chaplain |
| Medical Service Corps (MSC) | 41A – Health Services Administrator |
| Biomedical Sciences Corps (BSC) | 42X – Biomedical Clinicians 43X – Biomedical Specialists |
| Nurse Corps (NC) | 46X - Nurse |
| Medical Corps (MC) | 44X – Physician 45X – Surgery 48X – Aerospace Medicine |
| Dental Corps (DC) | 47X – Dental |



- **READ the ARPCM (Convening Notice/Release)**
 - **Eligibility Factors/Milestones/Guidance**
- **Review eOSR (if applicable)**
- **The Officer Selection Record (OSR) is Officer's Responsibility...Check PRDA!**
 - **Make sure records are correct**
 - **If something is wrong, work with the servicing MPF/MPMO to correct issue**
- **Review Officer Pre Officer Selection Brief (pOSB)**
 - **Make sure information is correct**
 - **If something is wrong, work with the servicing MPF to correct issue**



U.S. AIR FORCE

Air Reserve Personnel Center Memorandums (ARPCMs)



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

ARPCM 24-04
5 March 2024

MEMORANDUM FOR ALL MILITARY PERSONNEL FLIGHTS (MPFs)

FROM: HQ ARPC/PB
18420 E Silver Creek Ave
Buckley SFB CO 80011

SUBJECT: CY24 Air Force Reserve Line and Nonline Lieutenant Colonel Promotion Selection Boards
Convening Notice

1. The CY24 Air Force Reserve Line and Nonline Lieutenant Colonel Promotion Selection Boards are scheduled to convene at the Headquarters, Air Reserve Personnel Center on 19 August 2024.

2. **PRIVACY ACT (PA) AND PERSONALLY IDENTIFIABLE INFORMATION (PII):**

Vigilance should be taken to protect PA and PII when submitting or sending nominations, applications or other documents to Department of Defense (DoD) agencies whether through government internet systems (e-mail), postal methods, faxing or scanning. As a minimum, review the following references and take appropriate actions to protect PA/PII that contains sensitive or controlled unclassified information (CUI) information before sending: AFI 33-332, *Air Force Privacy and Civil Liberties Program*; DoD 5400.11-R, *Department of Defense Privacy Program*; AFMAN 33-302, *Freedom of Information Act Program*; AFMAN 17-1301, *Computer Security (COMPUSEC)*; AFGM2018-17-02, *Air Force Enterprise Information Technology (IT) Management*; and OSD Memorandum 13798-10, *Social Security Numbers (SSN) Exposed on Public Facing and Open Government Websites*.

3. **ELIGIBILITY FACTORS:**

a. **DATE OF RANK (DOR) CRITERIA AND BOARD IDs:**

| United States Air Force Reserve (USAFR) | | |
|---|----------------------|-----------|
| Board Type | Date of Rank (DOR) | Board IDs |
| Lieutenant Colonel Mandatory Participating Reserve (PR)* | 30 Sep 18 or earlier | V0524A |
| Lieutenant Colonel Mandatory Nonparticipating Reserve (NPR)** | 30 Sep 19 or earlier | W0524A |
| Lieutenant Colonel Position Vacancy (PV)*** | 30 Sep 19 or earlier | U0524A |

*PR categories include eligible Reserve officers assigned as Unit Traditional, Air Reserve Technician, (ART), Active Guard Reserve (AGR), Individual Mobilization Augmentee (IMA), Selective Service, Participating Individual Ready Reserve (PIRR) and designed recall programs under Title 10, U.S.C., 12301(d) (i.e., LEAD, VLPAD, LPRP, etc.). Although these officers in designated recall programs are not part of the PR, the Secretary of the Air Force has directed they compete with the PR.

** NPR categories include eligible Reserve officers assigned in the Standby Reserve or Non-Participating IRR.

*** For PV nomination AFPROMs will identify potential eligibles by DOR only. Military Personnel Flights (MPF) and Program Managers must verify if officers meet the eligibility criteria. See attachment 8. Late PV PRFs will NOT be accepted under any circumstances.

**ARC Board Convening Notices & Public Release ARPCMs
are posted on myFSS**



U.S. AIR FORCE

ARPCMs

| Day | Date | |
|------------|-----------|---|
| | 30 Sep 18 | DOF must be on or before this date to be eligible to meet the Mandatory Board. |
| | 30 Sep 19 | DOF must be on or before this date to be eligible to meet the Position Vacancy Board. |
| | 19 Aug 24 | Officer must be on the RASL on or before this date. |
| -180 | 21 Feb 24 | Approximate date mandatory board data created in AFPROMS (board build). |
| -150 | 22 Mar 24 | PRF Accounting Date and SR Accounting Date. |
| -148 | 24 Mar 24 | pOSBs, DQHBs and PRF notices available via AFPROMS. |
| -134 | 7 Apr 24 | MPF suspense to disperse pOSBs with attachments 3, 4, 5 and 6 to officers meeting board. |
| -60 | 20 Jun 24 | <ul style="list-style-type: none">- Other adds/deletes due to HQ ARPC/PBE.- Earliest SR can sign PRFs. PRF's will be returned without action if they are received prior to this date.- Begin submitting PRFs to HQ ARPC/PBE.- Submit changes in member's eligibility via MyVector; after this date, contact HQ ARPC/PBE.- OPBs closing out on or before this date are mandatory documents and must be completed and on file before the board convenes. |
| -45 | 5 Jul 24 | All PRFs due. PV PRFs will not be accepted after this date. |
| -45 | 5 Jul 24 | All CORE FLAG ID corrections MUST BE MADE NLT -45 days prior to the board convening. |
| -30 | 20 Jul 24 | SR provides a copy of the PRF to the officer. |
| -10 | 9 Aug 24 | Letters to the board due NLT 2359 CDT; Any documents not in ARMS after this date should be loaded to the PBO restricted sharepoint site. |
| -5 | 14 Aug 24 | MilPDS updates cut off date. After this date, submit OSB changes via MyVector to HQ ARPC/PBO. |
| 0 | 19 Aug 24 | Board convenes at HQ ARPC. |
| 3-4 Months | | Approximate public release of promotion board results. |

Pay particular attention to SUSPENSE DATES in ARPCMs



U.S. AIR FORCE

eOSR

- **ARMS Contractors scrub eligible officer's record**
 - **Review MilPDS and ARMS**
 - **MilPDS is data / ARMS is actual documents**
 - **USER: CDB or pOSB to review Data / PRDA to review documents**
- **Discrepancies Found**
 - **eOSR ticket initiated in MyVector**
 - **eOSR PDF attached in “Documents” section**
 - **Ticket closed / located in officer’s “Application History”**
- **MyFSS Message sent notifying officer of eOSR in MyVector**



U.S. AIR FORCE

Personnel Records Display App (PRDA)

 Virtual Personnel Services Center

Welcome Member Available Roles Logout Print Help

Dashboard PRDA

Browse Search Documents

Clicking on a *category* or *subcategory* name in the "Available Category" area will place all documents from the category or subcategory into the "Selected Documents" area. Clicking on an *individual document* in the "Available Category" area will place the document in the "Selected Documents" area.

| Available Category | | | | |
|--------------------|---|--------------------------|-----------------|--|
| Selected Documents | | | | |
| | | Form Number ↑ | Document Name ↑ | Date ↑ |
| | | | # of Pages ↑ | |
| > |  MISCELLANEOUS (25) | <input type="checkbox"/> | OPB | OFFICER PERFORMANCE BRIEF |
| > |  ORDERS (3) | <input type="checkbox"/> | OPB | 2024-03-31 |
| > |  PCARS (1) | <input type="checkbox"/> | OPB | 2023-05-31 |
| > |  PERFORMANCE REPORTS (6) | <input type="checkbox"/> | CDMS | DEFENSE MERITORIOUS SERVICE MEDAL - CITATION |
| > |  SELECTION FOLDER (13) | <input type="checkbox"/> | AF707 | OFFICER PERFORMANCE |
| > | Decorations (7) | <input type="checkbox"/> | | 2022-06-01 |
| | Derogatory (0) | <input type="checkbox"/> | | 1 |
| | Miscellaneous (0) | <input type="checkbox"/> | | 2 |
| > | Performance Reports (6) | <input type="checkbox"/> | | 2022-05-30 |

Get Documents Clear

Fly, Fight and Win...



Officer Pre Officer Selection Brief (pOSB) / Officer Selection Brief (OSB)

- **Officer Pre Officer Selection Brief (pOSB)**
 - Flows to MPF 145 days prior to board convening date
 - MPF should send to the eligible officers or eligible officer's unit
 - If an officer has not received their pOSB they must contact their servicing MPF
 - One page snapshot of Career Brief
 - **MUST REVIEW** and ensure information is current/accurate
 - pOSBs must be corrected NLT 4 days prior to the board
 - pOSBs become the Officer Selection Brief (OSB)
- **Officer Selection Brief (OSB)**
 - OSB is what the board members will see in the OSR

pOSB / OSB Example

- New Areas on pOSB
 - Core Flag ID
 - Core AFSC to which officers are assigned
 - Drives what Competitive Category officers will meet the board in
 - Competitive Category (Line)
 - Wounded Warrior (WW)
 - “YES” if an officer has been awarded a WW AFSC
 - BLANK if no AFSC

| PREPARED: 22 APR 2020 | | FOR OFFICIAL USE ONLY | |
|--|------------------|---|--|
| OFFICER PRESELECTION BRIEF | | | |
| V0520A \ PARTICIPATING RESERVE PROMOTION BOARD | | SEQ NBR: 00000 | |
| PERSONAL DATA | | SENIOR RATER | |
| NAME: DOE, JOHN P. SSAN: 123456789 | | SENIOR RATER: COL SMITH, JOHN P. 0A123 COMMANDER | |
| COMP CAT: LINE | | CORE FLAG: 111 | |
| HAF: BR ARF-ID: ALO-901-ARS | | AERONAUTICAL RATING: CMD PILOT | |
| RES SECTION: REINFORCE DESIGNER ARS-E | | AERO RTG Curr CAT DT: AUG 2016 | |
| SOURCE OF COMMISSION: ROTC4YR | | FLYING STATUS: DISQ-ADMINISTRATIVE | |
| TOTAL FLYING HOURS: 2785 | | ACPT YR HOURS | |
| DEVELOPMENTAL EDUCATION | | MOST RECENT: KC-135R 2017 644 | |
| SCHOOL | STATUS | 2ND: KC135T 2015 175 | 3RD: C-130 2007 1756 |
| PDF | COMPLETE | 4TH: 5TH: | |
| ACADEMIC EDUCATION | | BOARD CERTIFIED | |
| LVL | SPECIALTY/SCHOOL | YR | WOUNDED WARRIOR |
| | | | |
| DECORATIONS | | AFSC DATA | |
| DECORATION | YR | NR AWD | TYPE AFSC DESCRIPTION |
| MERIT SVC MDL | 2013 | 1 | PAPSC 95AO NON-EAD USAFRC ACAD/CAP OFF |
| AIR MEDAL | 2006 | 4 | 2AFSC 11M3B MOB PLT, C-130E/H |
| AERIAL ACHIEV MDL | 2005 | 1 | 3AFSC 11M2F MOB PLT KC-135 |
| AF COMM MDL | 2010 | 1 | |
| AF ACHIEV MDL | 2006 | 2 | |
| FOREIGN LANGUAGE | | | |
| LANGUAGE | | READING | LISTENING |
| | | | |
| STATE: | | SPEAKING YEAR | |
| EPP AS: US08FBKQ UNIT: 0000 RIO OR | | ASSIGNMENT CATEGORY | |
| EPP PROJ: | | | |
| EPP DATE DAFSC | | ASSIGNMENT HISTORY DUTY TITLE | |
| 25 OCT 2017 | 95AO | ADMISSIONS LIAISON OFFICER | LVL MAJ |
| 06 SEP 2017 | K11M2F | ASST PLT CDR/KC-135 INST PILOT | HAPP RCM |
| 26 SEP 2016 | R11M3F | ASST PLT CDR/KC-135 INST PILOT | W/B APR |
| 15 SEP 2014 | 11M3F | ASS PLT CDR/KC-135 INST PLT | W/B APR |
| 28 MAR 2014 | 11M3F | KC-135 AIRCRAFT COMMANDER | W/B AMC |
| 01 SEP 2011 | 11M3F | KC-135 INSTRUCTOR PILOT | W/B AMC |
| 20 JUN 2011 | R11M3F | CHIEF, OPERATIONS PLANS | W/B AMC |
| 01 MAR 2011 | 11M3F | CHIEF, OPERATIONS PLANS | W/B AMC |
| 01 MAR 2010 | 11M3F | CHIEF, MISSION DEVELOPMENT | W/B AMC |
| 16 MAY 2008 | 11M3F | KC-135 AIRCRAFT COMMANDER | W/B AMC |
| PARTICIPATION SUMMARY/HISTORY | | | |
| FROM | TO | IDT | SCI IDS MBR TOTAL TOT RET SAT SERV |
| 07AUG18 | 06AUG19 | 0000 | 0039 0000 000 015 00054 00054 010000 |
| 07AUG17 | 06AUG18 | 0000 | 0027 0000 000 015 00042 00042 000000 |
| 07AUG16 | 06AUG17 | 0011 | 0053 0000 000 015 00079 00079 010000 |
| 07AUG15 | 06AUG16 | 0018 | 0078 0000 000 015 00111 00111 010000 |
| 07AUG14 | 06AUG15 | 0045 | 0062 0000 000 015 00122 00122 010000 |
| 07AUG13 | 06AUG14 | 0007 | 0092 0000 000 015 00114 00114 010000 |
| 07AUG12 | 06AUG13 | 0026 | 0085 0000 000 015 00126 00126 010000 |
| 07AUG11 | 06AUG12 | 0023 | 0086 0000 000 015 00124 00124 010000 |
| ACCRUED TO: | 06AUG19 | 3332 | 0818 00032 0000 300 04482 04404 190000 |
| PTS SINCE: | 06AUG19 | 0 | 13 000 000 (AVAILABLE PTS FILED TO DATE) |

PV5000 The information herein is FOUO which must be protected under the FOIA and Privacy Act, as amended.
 Unauthorized disclosure or misuse of this PI may result in criminal and/or civil penalties.



Letter to the Board

- **Submit online application thru MyVector:**
 - Submitted NLT 10 calendar days prior to convene date
 - Technician will review and provide feedback if needed
- **Used to explain things such as:**
 - Gap in record
 - Missing documents
 - Unsat year(s) of Service
 - Deployment Information / JQO
 - DE enrollment
 - Adverse Information filed or mentioned in record
- **Guidance located in board convening notice**
- **Keep letters brief, succinct and to the point**



U.S. AIR FORCE

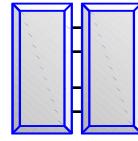
Post Board Actions

- **Board Results Released**
 - **4-6 months**
 - **PBO Restricted SharePoint Site (MPFs)**
 - **MyFSS (Public Release)**
- **TIG to Promote**
 - **SR's can request to Accelerate**
 - **Submit via MyVector**
- **Nonselects can request Post Board Counseling**
 - **Submit Via MyVector**



U.S. AIR FORCE

Time In Grade (TIG)



| Promotion to: | Mandatory TIG (Pin-on Date) | Position Vacancy |
|---------------|--------------------------------|------------------|
| 1st Lt | 2 | N/A |
| Capt | 2 | N/A |
| Maj | 7 | 5 |
| Lt Col | 7 | 5 |
| Col | 4 (AFR)* | N/A |

ANG: Maj-Lt Col & AFR: Maj-Col
Promotion DOR cycle is 30 Sep or earlier



Post Board Counseling

- Available to officers who were not selected
- Counselors will review OSR “as met” from the most recent selection board
- Requested thru MyVector
 - 60-90 day window to request counseling
 - Counseling not authorized if MyVector board is built and officer is scheduled to meet said board
- Counseling should occur within 4-6 weeks after request is received

PROGRAM TEMPORARILY SUSPENDED

Effective 28 February 2025, PBC has been temporarily suspended.



U.S. AIR FORCE

Selective Continuation Board

- Officers 2x deferred for promotion
 - Must be serving on the RASL
 - Assigned to a SelRes or LEAD position
 - No Cat E
- Requirements will vary from board to board
- No quota...100% selection rate (SecAF Policy)
 - Fully qualified method of selection
 - Score records using “Yes/No” vote
- PRFs/Letters to the board are removed



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Unit Reserve Coordinators



U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

URC Management

- **Mission Partners Teams Channel**
- **HQ RIO URC Webpage**
 - **URC Training requirement**
 - **URC Appointment letters** (submit via myFSS as changes occur)
 - **ARCNet Access**
- **UTAPS (supervisors only)**
 - For System access or account issues, please complete the eDD2875 (<https://e2875.us.af.mil/>) For the **System Block**, input "UTAPS". Then, contact the AFRC UTAPS Helpdesk: afrc.utapsweb@us.af.mil or 1-877-294-5822, Opt. 2.
- **Master URC Roster**
- **Training needs?**



U.S. AIR FORCE

CUI

Questions?

