



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION**

9 December 2024

MEMORANDUM FOR INDIVIDUAL RESERVISTS

FROM: HQ RIO/CC

SUBJECT: HQ RIO Non-Extended Active Duty (EAD) Airman Commissioning Program (ACP) Board

1. The HQ RIO Non-EAD ACP is designed to commission the highest qualified enlisted Airmen to fill IMA officer positions. The applicants must be in the Individual Mobilization Augmentee (IMA) program and adhere to participation standards and requirements to be considered for the HQ RIO Non-EAD ACP. Special Duty, Joint Duty Assignment Listing (JDAL), and Lt Col positions are not considered for this program.
2. Applicants are encouraged to visit the HQ RIO Commissioning website to view possible available position opportunities and work with the Talent Management Consultant (TMC) or servicing Detachment who will identify available IMA officer positions. Submitted packages must comply with DAFMAN 36-2032, *Military Recruiting and Accessions*, Chapter 10 and the process outlined on our website: [Headquarters RIO > Career Management > Commissioning \(af.mil\)](#). If an application requires corrections, HQ RIO will return the application to the serving Detachment, and they will have three (3) duty days upon receipt to re-submit for the current board cycle.
3. There will be a HQ RIO Non-EAD ACP board held twice a year (30 April and 31 October) to select the best-qualified candidates for placement into IMA officer positions. Out-of-cycle boards will need an approved HQ RIO/CC exception-to-policy (ETP) memorandum. Panel members will evaluate applicants and their packages objectively based on the whole-Airman concept. The panel will select candidates who demonstrate commitment to the welfare of Airmen, the Air Force's core values, as well as exhibit the ability to mentor and lead in a dynamic Air Force culture.
4. The HQ RIO Group SEL will oversee the board process for consistency and equity. The board will consist of three voting members: Detachment Commander, Detachment Superintendent, and the IMA to the HQ RIO/CC. The Detachment panel members will be non-biased and will rotate for each board cycle. HQ RIO Group SEL will send candidates notifications, with specific times, location, and/or virtual platform for board convening date(s) NLT 5 duty days prior to the board convening date. For timeline expectations, refer to the attached HQ RIO Non-EAD Milestones Chart.
5. This guidance does not apply to the Cyber Direct Commission/Constructive Service Credit Program. For questions or concerns please contact your servicing RIO Detachment.

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Commander

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Attachments:

1. HQ RIO Non-EAD Commissioning Process
2. HQ RIO Non-EAD Milestones Chart

Attachment 1

HQ RIO Non-Extend Active Duty (EAD) Airman Commissioning Program (ACP) Process

1. To inquire about position information, the member may contact the HQ RIO TMC at ARPC.HQRIO.CareerAssistance@us.af.mil or their servicing Detachment.
2. The HQ RIO/TMC will send the MAJCOM Functional Managers (MFMs) perspective vacancies from the Reserve Management Vacancy System (RMVS) to verify position availability for commissioning.
3. The HQ RIO/TMC will send the Detachment Force Management section the verified list from the MFMs; the Detachment Force Management section will verify with the Active Component (AC) unit that the position is available for hire.
4. The Detachment Force Management section will code (secure) the position in RMVS after verifying with the gaining commander on the acceptance of the commissioning applicant.
5. The member may work with their servicing Detachment in completing the commissioning package. The member can access the application from the HQ RIO website at [Headquarters RIO > Career Management > Commissioning \(af.mil\)](#).
 - a. The Detachment can find the Non- EAD template at [Non-EAD Airman Commissioning Package - All Documents \(dps.mil\)](#).
6. The member will complete the application in its entirety, to include obtaining all required signatures and letters from the AC unit.
7. The member will submit their completed application to their Detachment via myFSS.
8. The Detachment will do a quality check, and complete the following:
 - a. Detachment endorsement on the checklist and the Memorandum in the package.
 - b. Complete the checklist by initialing each line item.
 - c. Prepare the package in accordance with the HQ RIO template on SharePoint to meet the HQ RIO Non-EAD ACP board.
 - See policy letter and HQ RIO Non-EAD ACP Milestones Chart.
 - d. Send the package to HQ RIO Operations Support in TMT.
9. HQ RIO Operations Support (OS) will quality check the application, verify the Milestones, and submit the package to meet the board.
 - a. If the application requires correction, HQ RIO/OS will contact the servicing Detachment for correction. Corrections must be submitted within three (3) duty days upon receipt. Extensions may be requested. Applications will be returned without action in TMT to the Detachment if corrections are not received.
10. The board will convene and will approve or disapprove Non-EAD ACP applications for that cycle.
11. HQ RIO/OS will route approved packages forward via TMT or return disapproved packages back to the Detachment via TMT.
12. Approved packages will route in TMT as follows:
 - a. HQ RIO/OS routes to HQ RIO/CCC for review
 - b. HQ RIO/CCC routes to HQ RIO/OS

- c. HQ RIO/OS routes to ARPC/CC for signature
- d. Approved packages from ARPC/CC, HQ RIO/OS will create a MyVector ticket to ARPC/DPAR.
- e. ARPC/DPAR receives package, enrolls member in Wing Intro.
- f. ARPC/DPAR will give the member a list of courses.
- g. The member will select a course.
- h. ARPC/DPAT will work on Officer Training School allocation and TLN.
- i. ARPC/DPAR generates the appointment order.
- j. ARPC/DPAAA gains the member.

Attachment 2

HQ RIO Non-EAD ACP MILESTONES Chart

First Cycle of Current Calendar Year

- January:** HQ RIO/TMC coordinate with MFM for vacant IR positions
– NLT the first week of the month
- February:** HQ RIO/TMC verify with RIO Dets on RMVS accuracy
– NLT 10th day of the month
- April:** Nomination packages due to detachment
– NLT 7th day of the month
- April:** Nominations packages due to HQ RIO/OS
– NLT 15th day of the month
- April:** Nomination packages due to HQ RIO/CCC
– NLT 17th day of the month
- April:** Board convenes
– Last week of the month
- May:** Results presented to HQ RIO/CC for review and endorsement
– NLT 5th day of the month
- May:** Results presented to HQ ARPC/CC review and endorsement
– NLT 10th day of the month
- May:** Results released
– NLT 15th day of the month

Second Cycle of Current Calendar Year

- July:** HQ RIO/TMC coordinate with CFM for vacant IR positions
– NLT the first week of the month
- August:** HQ RIO/TMC verify with RIO Dets on RMVS accuracy
– NLT 15th day of the month
- September:** Nomination packages due to detachment
– NLT 15th day of the month
- September:** Nominations packages due to HQ RIO Operations Support
– NLT 30th day of the month
- October:** Nomination packages due to HQ RIO/CCC
– NLT 15th day of the month
- October:** Board convenes
– Last week of the month
- November:** Results presented to HQ RIO/CC for review and endorsement
– NLT 5th day of the month
- November:** Results presented to HQ ARPC/CC review and endorsement
– NLT 10th day of the month
- November:** Results released
– NLT 15th day of the month

IMPORTANT NOTE: All dates are subject to change.