



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS IR READINESS & INTEGRATION ORGANIZATION**

MEMORANDUM FOR INDIVIDUAL RESERVIST

FROM: HQ RIO/IPR
18420 E Silver Creek Ave
Buckley AFB CO 80011-9572

SUBJECT: DEPLOYMENT SELECTION INFORMATION

Congratulations on being selected to fill a position in the upcoming Air Expeditionary Force (AEF) rotation. As an individual reservist (IR) your experience and unique skills make you a valuable resource for the Air Force. You will work directly with the active duty (AD); both before and during your deployment which will give you a better understanding of the MAJCOM warfighting mission.

To prepare for your upcoming deployment you will need to work hand-in-hand with your active duty unit deployment manager (UDM). He/She will assist you with getting ready to leave and will ensure that you are trained and equipped. The UDM is responsible for providing AOR Reporting instructions, an out-processing checklist and arranging your travel to the deployed location. Please be mindful that if you require any training that is not associated with a line remark (something that your base requires) it will need to be funded by your unit. All pre-deployment training associated with a line remark will need to be coordinated and scheduled through your AD UDM and communicated to the HQ RIO/IPR for processing of the man-day request and associated orders.

Once the HQ RIO/IPR staff receives your Man-day M4S Allocation (authorization to publish orders) they will input your request into the AROWS-R system. You will receive a notification from AROWS-R that your orders (AF 938) are certified. HQ RIO/IPR will publish your Contingency Exercise Deployment (CED). Your CED orders will not be forwarded to you any earlier than 21 days prior to deployment report date. You will receive 2 sets of orders:

1. AROWS-R Orders
 - a. These are your pay orders, which are important not only because it allows for the start of your pay and benefits, it also puts you into a military status that is covered by the SOFAs, while serving in foreign countries.
 - b. You will depart from your residence where you **physically** reside (verify address is current in MILPDS) and report to your unit of assignment.
 - c. These orders will also authorize you travel home once you have returned from the deployed location and in-processed your unit of assignment.
2. CED (Contingency, Exercise and Deployment) Orders
 - a. These are your travel/NATO orders.

- b. CED Orders are **ONLY** issued by HQ RIO/IPR.
- c. These orders will take you from your unit of assignment, to the deployed location, and back to your unit of assignment.
- d. If you need more copies of CED, you must photocopy the orders on a color copier as the stamps must show in blue ink to be valid.

A copy of your AROWS-R and CED orders should be given to your UDM in case they need it for the processing line.

Ensure you do not depart CONUS without the contact information for your Reserve Pay Office (RPO) and IMA Travel. You will need an organization e-mail address, voice and fax number (commercial and DSN) to send your interim and final vouchers in for processing during and after your deployment.

Prior to departure from your active duty unit you will need to contact HQ RIO/IPR at arpc.ipr@us.af.mil and courtesy copy your detachment to validate your departure date, and then again when you return.

Transition Assistance Program (TAP)

Legislative and DOD regulatory requirements mandate all Reservist are provided transition assistance upon completion of activation of 180+ consecutive days. Prior to going on orders the member must complete the TAP checklist 9DD Form 2648 and return it to Airman and Family Readiness Center (A&FRC). The Airman and Family Readiness will provide pre-separation counseling, validate exemptions, and schedule workshop attendance. Mandate includes: 5 day TAP workshop, pre-separation counseling, and individualized transition plan. This is **MANDATORY FOR ALL DEPLOYERS**.

Yellow Ribbon Program

The Yellow Ribbon Program is designed to educate, inform and nurture the overall health and wellness of Reserve Veterans and their loved ones. This is a centrally-funded program that consists of activities, referral education, resource booths, government support agency resources, non-clinical counseling and breakout sessions that will span the concerns and issues faced by PRE/POST deployers and their loved ones.

To qualify for the program, the Reservist must be called to active duty, in support of a deployment for 90 days or more (during a 12 month period), or be returning from a tour of 90 days or more (during a 12month period), CONUS/OCONUS that resulted in the separation from their families (PIM10-018 9AUG2010 paragraph 2). A member may attend up to 1 Pre/2 Post deployment Yellow Ribbon events.

The cost of airfare, food and lodging will be covered and/or reimbursed in full (up to per diem allowances), for both Reservists and their qualified loved Ones (All DEERs eligible family members OR two guests). Once you register, you and your guest eligibility will be verified by the Yellow Ribbon Program staff. Upon verification you will receive email confirmation regarding hotel reservations, orders requests and other important travel and event information.

Please do not initiate order requests until you have received an email directing you to do so from the event registrar. Additionally, early registration is critical as events fill up quickly.

At this time we are NOT stringently following exact calendar dates, but the goal is to ensure you attend two post events within 180 days of your return from the active duty tour.

Voting Assistance Program

Airmen and their families serving around the world have the right to vote and the Air Force Voting Program's mission is to ensure they have the information and tools needed to exercise that privilege. As a part of the program, every Air Force installation has designated voting assistance officers who can assist Airmen and voting age family members with the registration and voting process. Before deploying, Airmen receive voting materials needed to notify their state of their new mailing address.

Servicemembers Civil Relief Act (SCRA) 2003

The SCRA of 2003 is a federal law that provides protections for military members as they enter active duty. It covers issues such as rental agreements, security deposits, prepaid rent, eviction, credit card interest rates, mortgage foreclosure, insurance and tax payments. Although the Act does not relieve any obligations, it temporarily suspends the right of creditors to use the courts for repayment if the inability to pay is due to military service.

Employer Support of the Guard and Reserve

Employer Support of the Guard and Reserve (ESGR) is a Department of Defense (DoD) organization. The task for ESGR is to work through a nationwide network of volunteers and a small, full-time support staff to inform and educate hundreds of thousands of Reserve Component members and their employers regarding their rights and responsibilities, best practices, and to develop and maintain relationships with employers. For further information their email is <http://www.esgr.mil/>.

Return to Civilian Employment Rights

Uniformed Services Employment and Reemployment Rights Act (USERRA) seeks to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion of their service. They should be reinstated with the seniority, status, and rate of pay they would have obtained had they remained continuously employed by their civilian employer. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of present and future membership in the armed services. To qualify for USERRA's reemployment rights, a service member must meet eligibility criteria. Remember, protections under the USERRA law are for voluntary or involuntary tours of duty.

Emergencies

Please advise family members to contact the local office of the American Red Cross for emergencies at home. The Red Cross will notify the commander, whom in turn, notifies the reservist. Be sure all dependents have your correct military address and contact information. The Red Cross alone is responsible for confirming family emergencies. Upon confirmation of an emergency, the commander may authorize emergency leave. Although, depending upon the mission, the commander is not required to grant emergency leave.

If you have any questions concerning these instructions work with your Active Duty Unit Deployment Manager, or Detachment.