United States Air Force Reserve

Integrity - Service - Excellence

IMA Deployments, Exercises & Mobilizations

U.S. AIR FORCE

HQ RIO/IPR
DSN 847-3700
Comm 720-847-3700
Email: arpc.rio.ipr@us.af.mil

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Overview

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

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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 for exercises.

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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.

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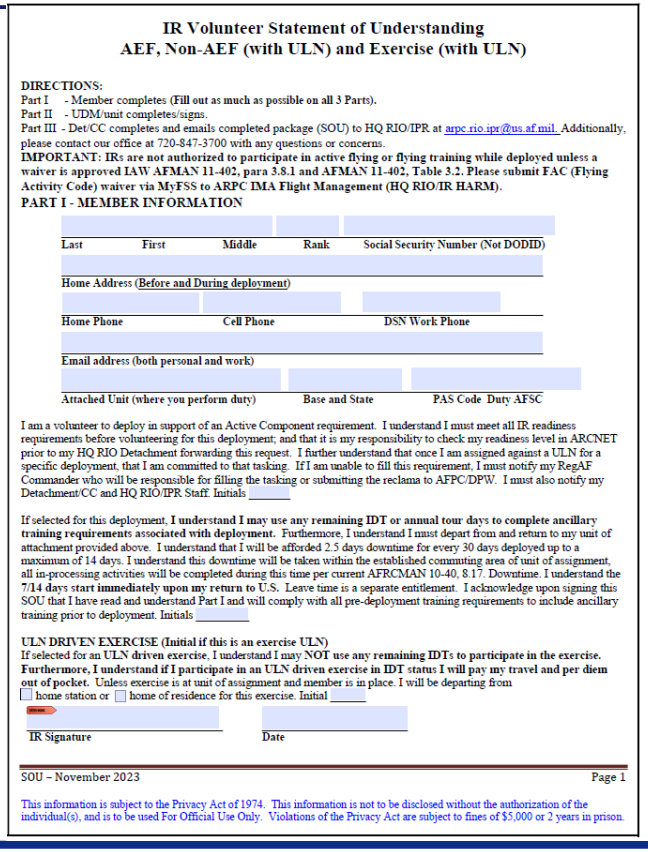
Statement of Understanding (SOU)

- 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/



IR Volunteer Statement of Understanding
AEF, Non-AEF (with ULN) and Exercise (with ULN)

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/IPR 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 MyFSS to ARPC IMA Flight Management (HQ RIO/IR HARM).
PART I - MEMBER INFORMATION

Last First Middle Rank Social Security Number (Not DODID)
Home Address (Before and During deployment)
Home Phone Cell Phone DSN Work Phone
Email address (both personal and work)
Attached Unit (where you perform duty) Base and State PAS Code Duty AFSC

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/IPR Staff. Initials ____

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, 8.17. 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 ____

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
☐ home station or ☐ home of residence for this exercise. Initial ____

IR Signature Date

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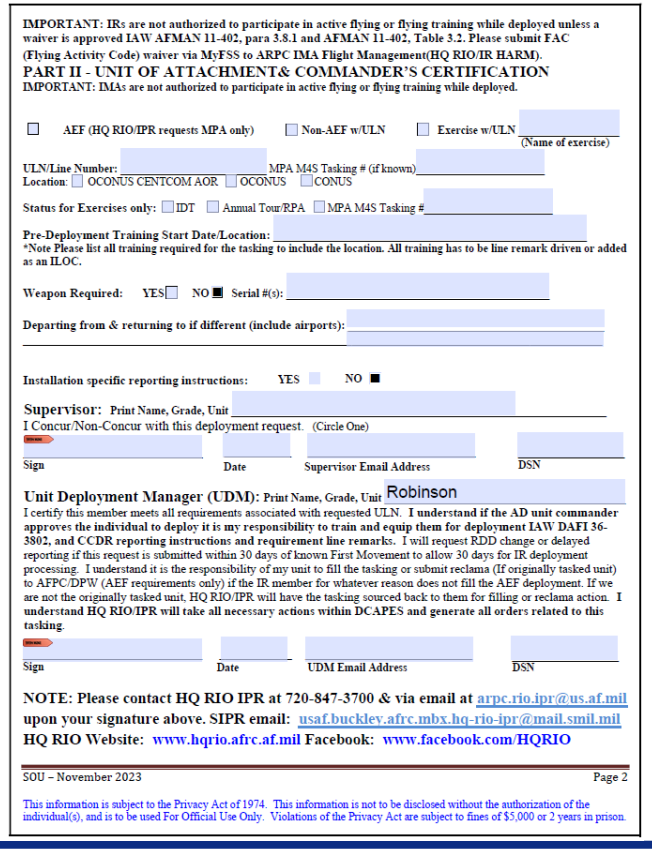

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PART II - UNIT OF ATTACHMENT& COMMANDER'S CERTIFICATION
IMPORTANT: IMAs are not authorized to participate in active flying or flying training while deployed.

☐ AEF (HQ RIO/IPR requests MPA only) ☐ Non-AEF w/ULN ☐ Exercise w/ULN ____ (Name of exercise)
ULN/Line Number: ____ MPA M4S Tasking # (if known) ____
Location: ☐ OCONUS CENTCOM AOR ☐ OCONUS ☐ CONUS
Status for Exercises only: ☐ IDT ☐ Annual Tour/RPA ☐ MPA M4S Tasking # ____
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.
Weapon Required: YES☐ NO■ Serial #(s): ____
Departing from & returning to if different (include airports): ____
Installation specific reporting instructions: YES ☐ NO ■
Supervisor: Print Name, Grade, Unit ____
I Concur/Non-Concur with this deployment request. (Circle One)
Sign Date Supervisor Email Address DSN
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 CCDR 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/IPR will have the tasking sourced back to them for filling or reclama action. I **understand HQ RIO/IPR will take all necessary actions within DCAPES and generate all orders related to this tasking.**
Sign Date UDM Email Address DSN
NOTE: Please contact HQ RIO IPR at 720-847-3700 & via email at arpc.rio.ipr@us.af.mil upon your signature above. SIPR email: usaf.bucklev.afrc.mbx.hq-rio-ipr@mail.smil.mil
HQ RIO Website: www.hqrio.afrc.af.mil Facebook: www.facebook.com/HQRIO

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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.

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

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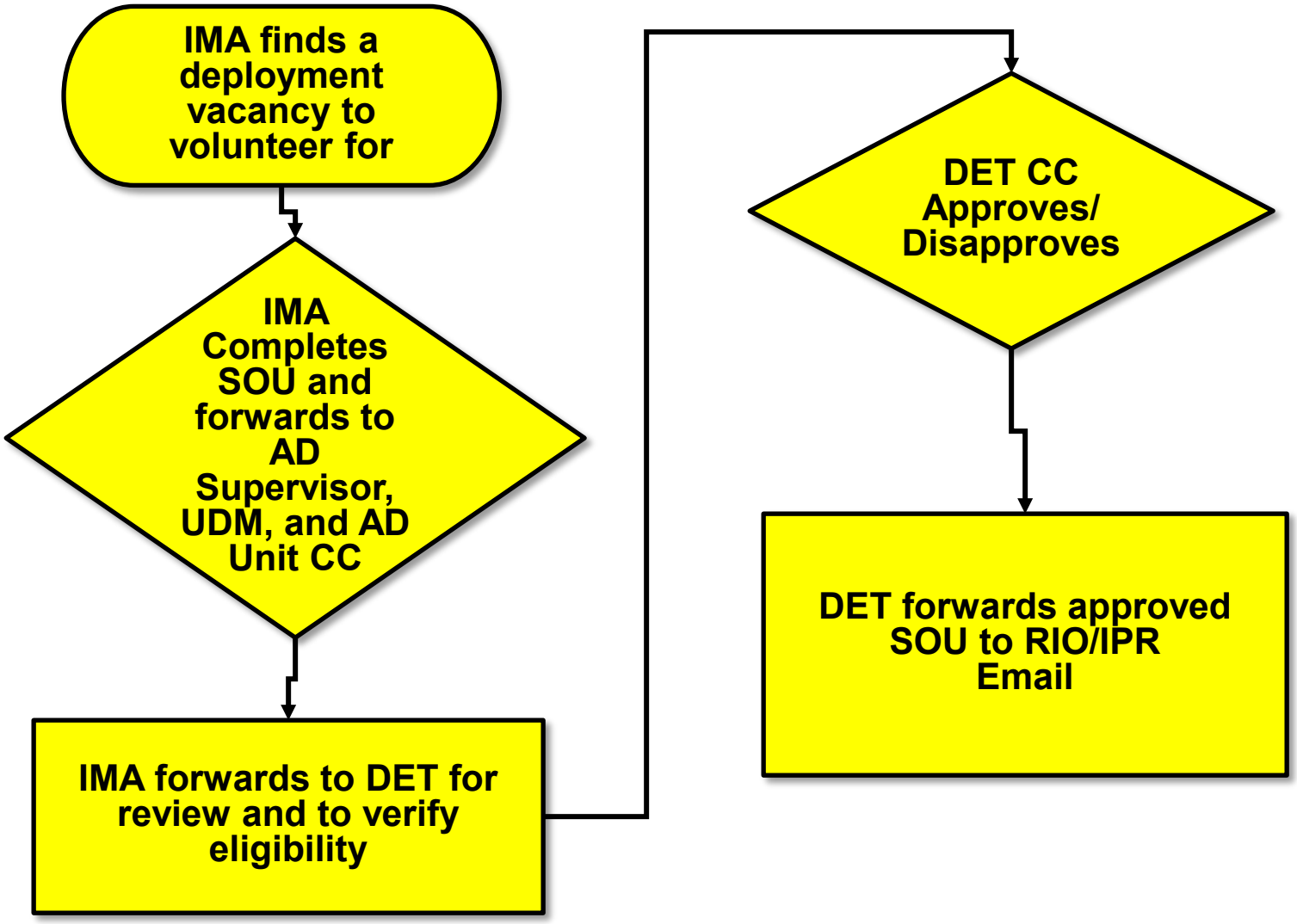
IMA Deployment Process (phase 1)



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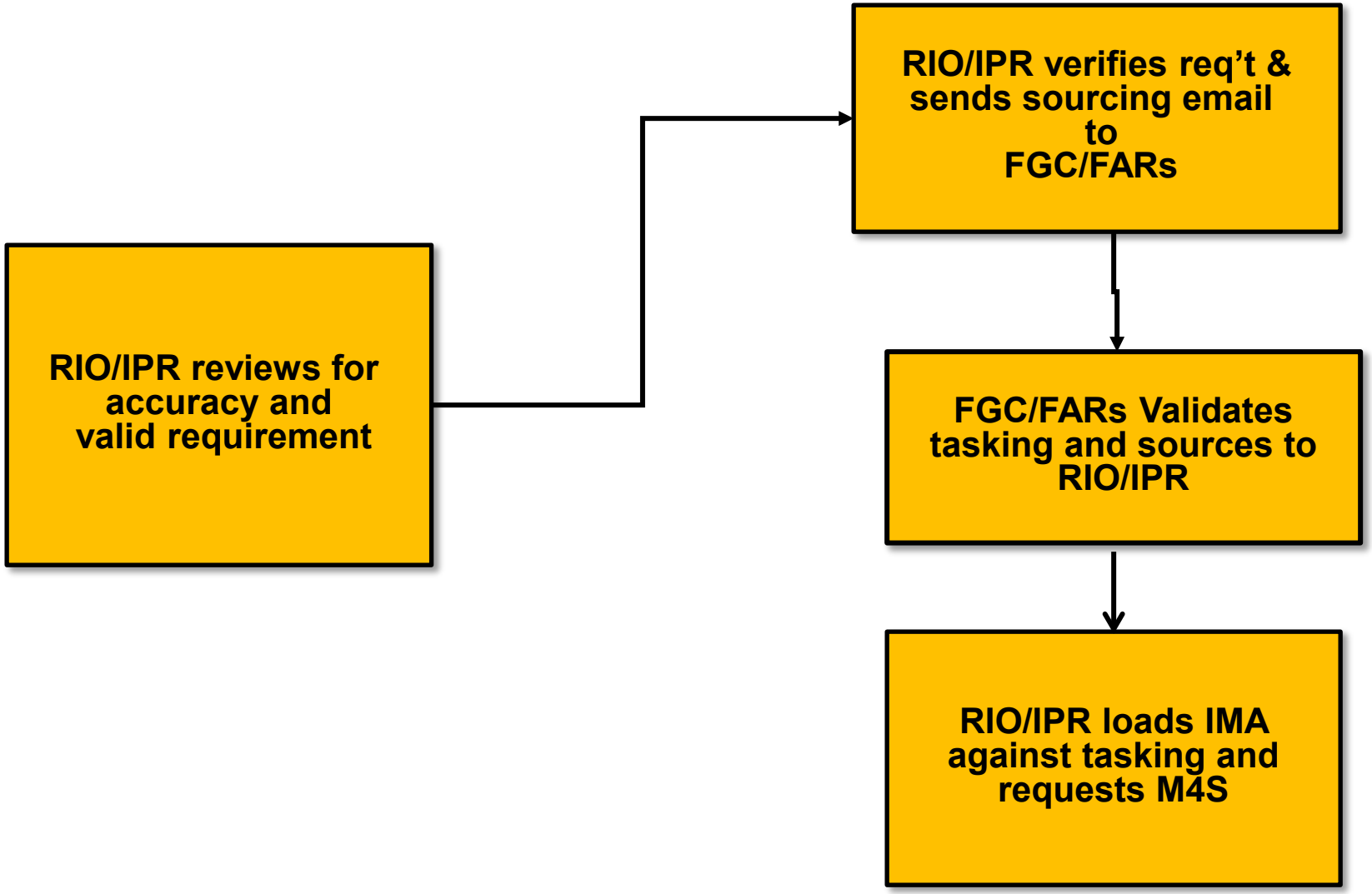
IMA Deployment Process (phase 2)



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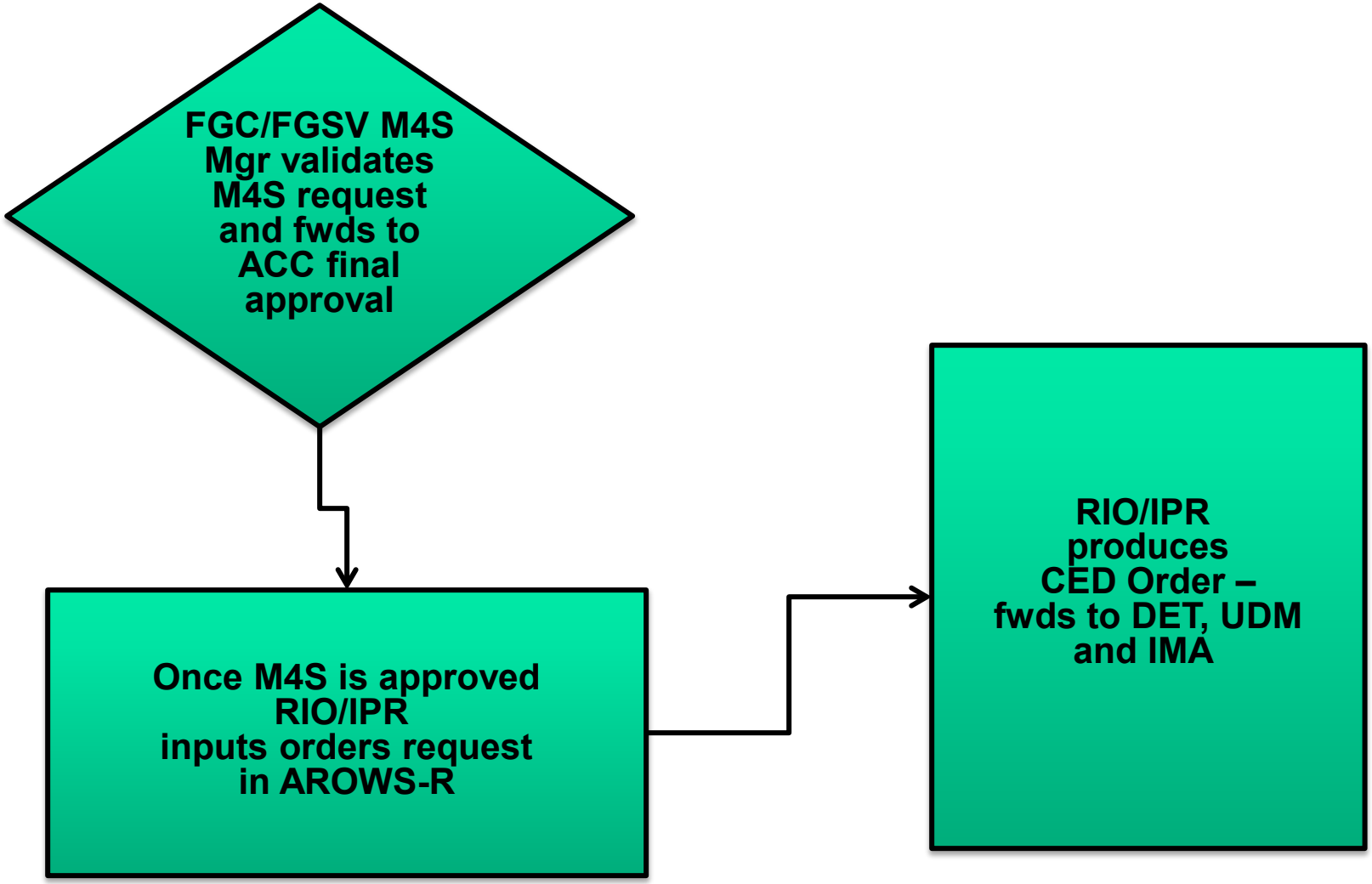
IMA Deployment Process (phase 3)



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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 in order to cut the CED order)

AD Unit

Per AFI 10-401

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

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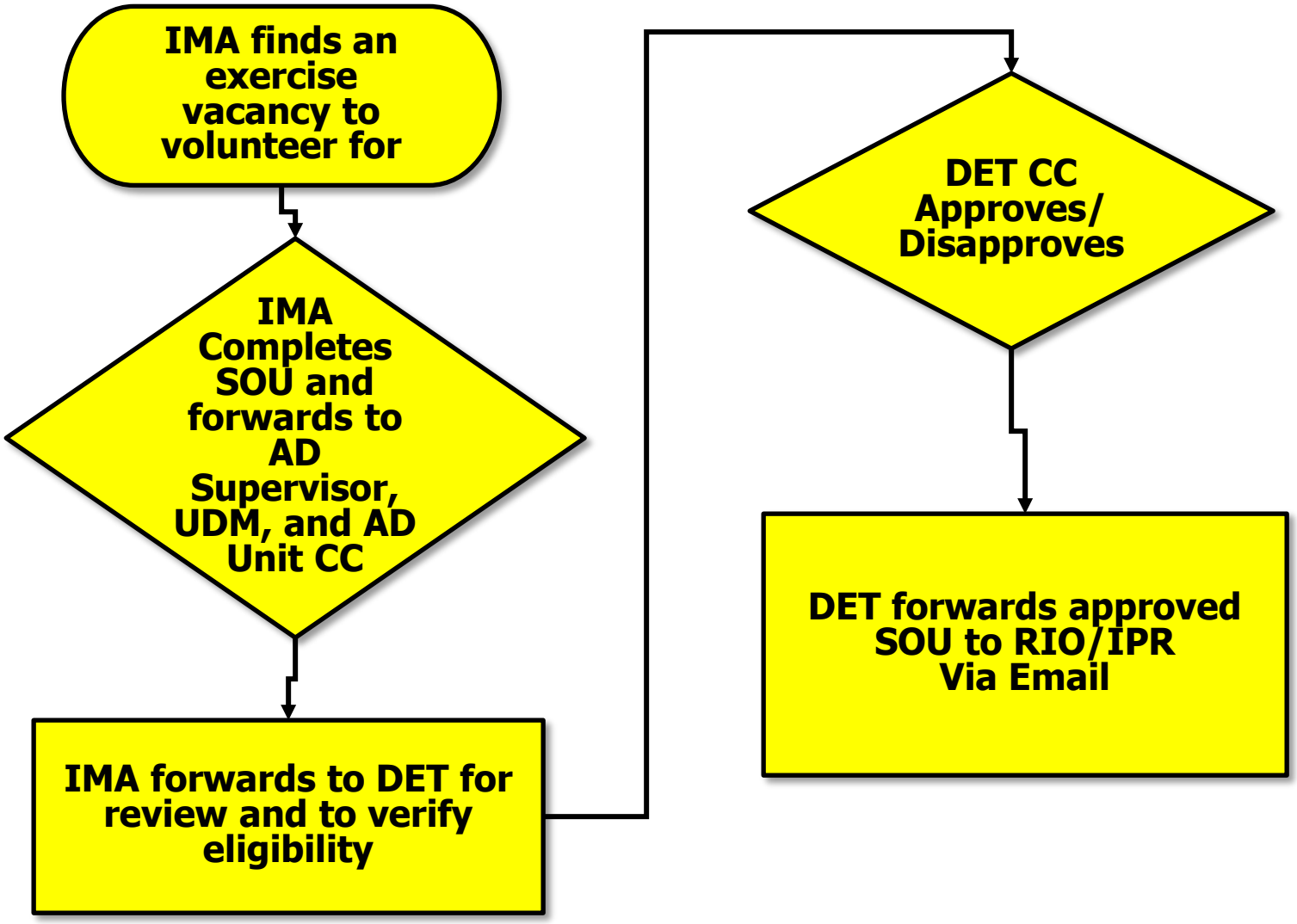
IMA Exercise Process (phase 1)



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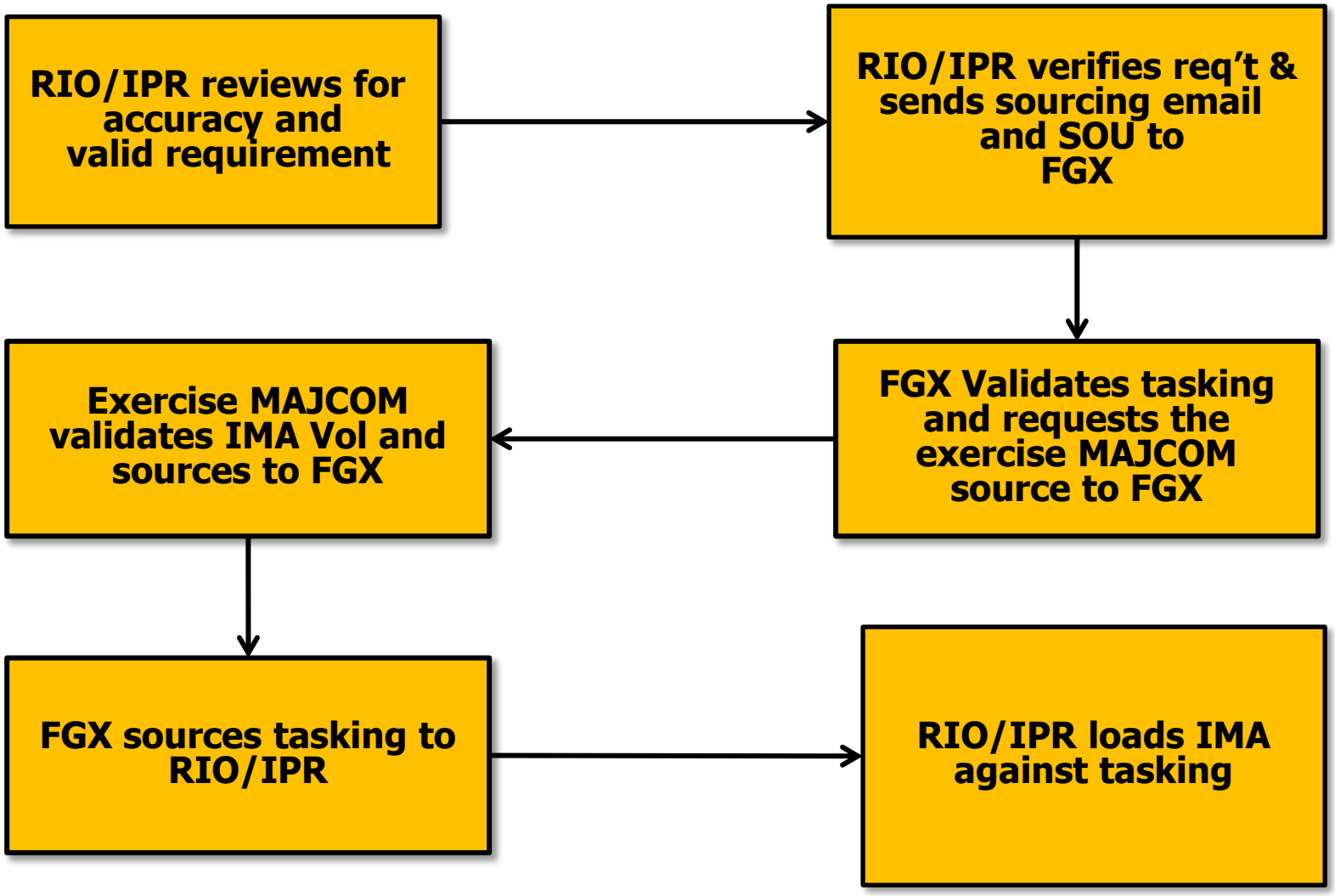
IMA Exercise Process (phase 2)



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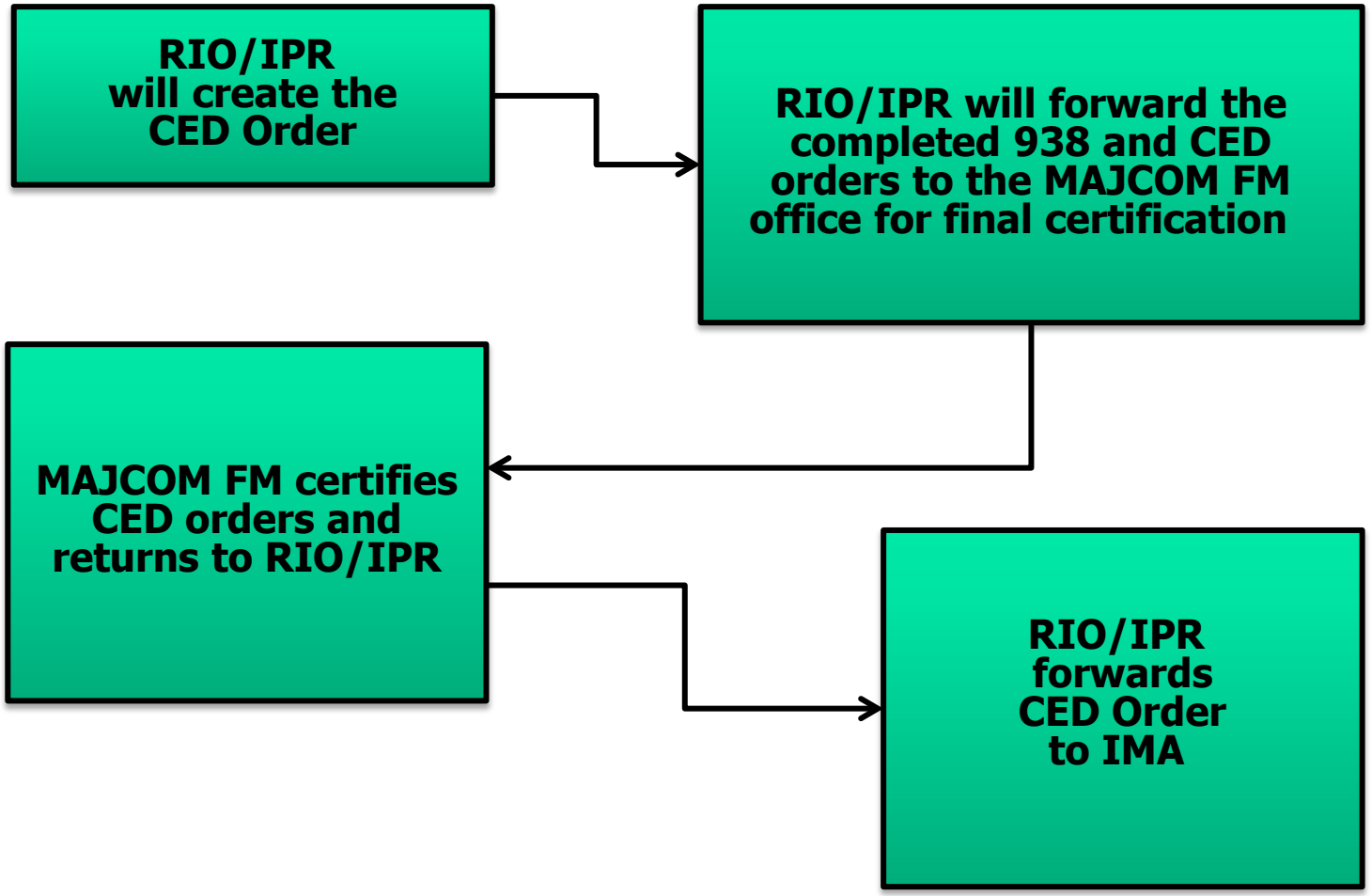
IMA Exercise Process (phase 3)



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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 deploy

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Important Takeaways

- **SOU Routing**
- **Communication with RIO/IPR early and often**
- **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**
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Questions?