



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

23 April 2021

MEMORANDUM FOR COMMANDERS OF INDIVIDUAL RESERVISTS  
SUPERVISORS OF INDIVIDUAL RESERVISTS

FROM: HQ RIO/CC  
18420 E. Silver Creek Avenue  
Buckley AFB CO 80011

SUBJECT: RIO Expectations for Individual Reservist (IR) Readiness Requirements

Reference: Headquarters Readiness and Integration Organization Memorandum, "Individual Reservist Access to MTFs/FACs for Annual Readiness Requirements", 14 September 2020

1. As a commander or supervisor of an IR, you play an important role in the success of the IR program. IRs fill a critical role in your organization and it is important your IRs remain ready to fulfill the duties you require of them. I need your support in holding IRs accountable for doing their part in meeting basic readiness standards.
2. As a part-time force, IRs face challenges when trying to accomplish their readiness items specifically when it comes to medical, dental and immunizations. That is where RIO, the servicing Detachment and your Unit Reserve Coordinator (URC) can help. Below is an outline of all IR readiness requirements and resources available. Please review this and ensure your URCs do so as well as it is critical to the success of your IR. This content, along with a wealth of additional IR program information is available on our website at [www.hqrio.afrc.af.mil](http://www.hqrio.afrc.af.mil).
3. Failure to maintain readiness requirements negatively impacts IR's ability to participate in your unit. If an IR is not fully ready, they will not receive Military Personnel Appropriation, Reserve Personnel Appropriation or Annual Tour orders. The good news is IRs do not have to be in status to schedule medical appointments, but they do need to be in status to complete the appointment. They can use their IDTs for any appointment or fitness test. If your IR has trouble with their servicing Military Treatment Facility, please refer them to the "Access to Care" memo available on RIO's website (<https://www.hqrio.afrc.af.mil/Readiness/Access-to-MTFs/>). You can also reach out to your servicing Detachment.
4. The entire RIO team is here to support your unit's mission and our IRs. Our mission is to provide, integrate and sustain ready IR forces globally and our vision is one trusted team making it easy to serve! Please reach out if you have any questions. I can be reached at DSN 847-3696, COMM (720) 847-3696 or [amy.boehle@us.af.mil](mailto:amy.boehle@us.af.mil). Thank you for your service and ALL you do!

AMY J. BOEHLE, Colonel, USAF  
Commander

Attachment:  
IR Requirements, Resources & Detachment Contacts Listing