

U.S. AIR FORCE

Training will begin soon ...

Thanks for joining HQ RIO for this virtual training session!
 The chat function you see is moderated; if you post there, the other attendees won't see it until the moderators answer and make it public.


Please DO NOT POST QUESTIONS YET!

You should hear music and see this slide. If you do, you're good to go!

Having technical difficulty? Here are a few things to check:

- Try accessing this from a personal computer/smart phone.
- On a gov't computer? Turn OFF VPN.
- Is your sound turned up?
- Do you have a strong wifi signal?

Use this QR code or the link in the chat to download a PDF of the slides.



If you have problems, fear not! This session is being recorded and will be available at the same link you used to get here.

We will go over the ROEs at the beginning of the training; until then, enjoy the tunes!

United States Air Force Reserve
Integrity - Service - Excellence

How Detachments Serve IMAs and PIRR



Virtual Training from HQ RIO



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ROEs for Virtual Training

- **Microsoft Teams (CVR) Live Event**
- **Video and Audio are one-direction only**
- **The Q&A chat**
 - **PLEASE WAIT and post questions at the end** – we promise to answer them!
 - Q&A is moderated
 - Det specific question? Tell us your det!
 - Replies may only be visible to the person who asked
 - Some will be posted for everyone to see
 - Stay in the training lane
- **Recording is available after training is over**
 - At the same link used to attend

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Introductions

- HQ RIO is at ARPC, Buckley AFB, Colo.
- The Talking Head – Lt Col Erin Karl, HQ RIO PAO ... and an IMA!
- The Moderator Team
 - Det Commanders/Superintendents/Staff – all det represented!
 - HQ RIO staff

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What we'll cover

- What are the detachments?
- What is their role?
- Det specifics
- Go to the det for ...
- How to contact your det

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What are the detachments?


- RIO has seven detachments spread from Hawaii to Germany
- Divided by MAJCOM, career field, or agency



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Detachment 2


- Located in the PACAF Building at JB Pearl Harbor-Hickam, Hawaii
- Serves IRs assigned to:
 - PACAF
 - USINDOPACOM
 - Alaska Command
 - US Forces Japan
 - US Forces Korea
- Approx 400+ IRs spread across 14 time zones and 15 different installations
- Office currently on a 50-50 telework split
- Shares its orders writer with Det 3 – located in Colorado



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Detachment 3

- Located at Peterson AFB, Colo.
- Serves IRs assigned to:
 - US Space Force
 - USSPACECOM
 - USSTRATCOM
 - Operating Location: Barksdale AFB, La
 - AF Global Strike Command
 - USAFA
 - NORAD
 - USNORTHCOM
- Approx 1300+ IRs and 230 Admission Liaison Officers
- Office currently 80-90% telework



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Detachment 4


- Located at Scott AFB, Ill.
- Serves IRs assigned to:
 - USTRANSCOM
 - Air Mobility Command
 - AF Operational Test and Eval Center
 - Air Force Safety Center
 - Operating Locations:
 - JB San Antonio-Randolph, Texas
 - Air Education and Training Command
 - Air Force Personnel Center
 - Wright Patterson AFB, Ohio
 - AFMC
 - AF Research Lab/Nat'l Air and Space Intelligence Center
- Approx 1200+ IRs
- Office currently on 100% telework



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Detachment 5


- Located at Robins AFB, Ga.
- Serves IRs in "centrally managed" career fields:
 - Medical
 - Legal
 - Chaplaincy
- Nearly 1600+ IRs
- Office currently has at least one member in the office most days



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Detachment 6


- Located at MacDill AFB, Florida
- Serves IRs assigned to:
 - SOCOM
 - CENTCOM
 - SOUTHCOM
 - Operating Locations:
 - Hurlburt Field, Fla.
 - AFSOC
 - Langley AFB, Va.
 - ACC
- Approx 1200+ IRs
- Office currently split between telework and in office



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Detachment 7


- Located at JB Anacostia-Bolling, DC
- Serves IRs assigned to:
 - OSD
 - JCS
 - SAF
 - HAF
 - DoD and AF Orgs
 - CYBERCOM
 - Operating Location:
 - Pentagon
 - MAs
- Approx 1500+ IRs
- Office currently 100% telework



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Detachment 8

- Located at Stuttgart, Germany
- Serves IRs assigned to:
 - EUCOM
 - USAFE-AFRICA
 - AFRICOM
 - NATO
 - USAFE
- Approx 300+ IRs
- Office staffed during duty hours



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What is their role?

- Advise the AC commanders on:
 - Promotions
 - Evaluations
 - Line of Duty determinations
 - Orders
- The big pieces:
 - Assignments (Force Management)
 - Orders (Readiness)
 - Travel
- They also provide specific personnel and administrative oversight of their IRs:
 - Monitor readiness
 - Manage RPA funds
 - Monitor training and formal school requests

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What is their role?

- Much of their work is behind the scenes
 - Advise
 - Liaise
 - Process
 - Advocate
 - Train
 - URCs
 - Promotions
 - Newcomers
- The central hub for many spokes
 - AC commanders
 - Unit Reserve Coordinators
 - Reserve Recruiters
 - Reserve Advisors
 - ARPC
 - IRs

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Assignments

- RMVS Management
- 1288s
- Recruiter-generated accessions – IRR, Active Duty PF/PC & ANG
- Reassignments
- Voluntary to IRR
- Welcome Letters
- 2096's Leveling Actions
- Overage/Overgrade
- PIRR Management
- KCJ / Key Position Management

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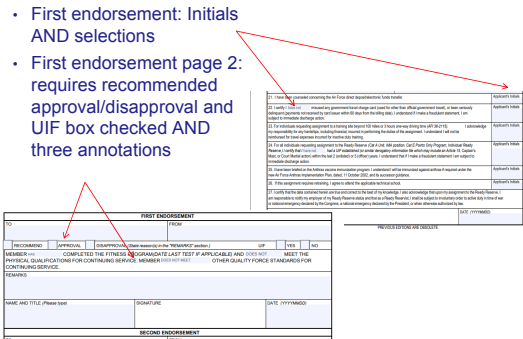
Helpful Tips & Info


- Colonel assignments are done differently
 - HAF/REG at the Pentagon advertises, hires, and processes these separately
 - Use [AF Reserve Senior Leader Management](#) myPers page for the most up-to-date vacancy listing and application details
- RMVS doesn't have contact information?
 - Your Det will! Give them a call and ask for details
- Force Mgmt submits assignments to HQ ARPC for processing
 - Depending on assignment actions, processing times can average 30 days, while other actions may be quicker
 - Ex: Coming off AD; Recruiting sends to HQ ARPC Accessions to process, then to HQ ARPC Assignments for gaining actions

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Common 1288 Errors

- First endorsement: Initials AND selections
- First endorsement page 2: requires recommended approval/disapproval and UIF box checked AND three annotations






Orders

- The Orders Writers are located with the detachments
- When you submit your request via AROWS-R, it goes to the Orders Writers first
 - Right now that happens via AROWS-R
 - If you have CAC issues that can't be resolved, you can email your orders request information
- If you have forms requiring the Det/CC signature, email them to the OWC org box and they will route for signature
 - AT Special Tour Request
 - Sanctuary Waiver


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Orders

- Make sure your address is current and correct!
 - Address updates must be made in vMPF
- Want to receive notifications from AROWS when your order is approved?
 - Update your email address on the "my account" tab in AROWS
- Orders will NOT be back-dated without an approved VOCO authorization PRIOR to the start date
 - Det/CC is the VOCO authority, NOT your RegAF/CC
- Recommend not requesting orders for the first 30 days of the Fiscal Year
 - Potential for funding not being allocated/loaded


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Orders

- Sanctuary waivers and Special Request Forms (ATSRF) do not need to be signed by your RegAF supervisor
 - Fill it out and send it to the Det orders specialist
- Sanctuary waivers must be for exact dates, no blanket waivers
 - Each waiver cannot exceed 179 days
 - if performing 365 day order, they will be broken up in to 179 day increments with no gap
- All Annual Tour must be scheduled by 31 May
 - If AT is not a traditional Monday-Friday (12 consecutive days) then it must be mission driven, not for personal convenience
 - Split AT must be approved by Det/CC on a ATSRF


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Travel

- Make sure you have a valid email address in myPers
 - RIO Travel can't communicate with you if you don't check your email – personal email works!
- Include all required documents with all required signatures
 - Signatures--member, supervisor, AO (if adding an authorization)
 - ALL pages of orders (page 2 tells you which platform to use to file your voucher)
 - Any receipt over \$75
 - (All receipts for lodging and rental cars are required regardless of the amount)
- All forms that are or would be required are available on the HQ RIO website


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Travel

- DTS
 - Make sure you're detached from your last unit
 - MUST USE YOUR GTC!
 - It is NOT the same as RegAF! Make sure you are using your Reserve account (it ends in -R)
 - Do NOT build an authorization in DTS, it must flow from AROWS
 - You must have an approved authorization PRIOR to travel
 - Having technical issues or problems logging in?
 - Use the live chat option in DTS
 - Need assistance with your DTS voucher?
 - Contact your Detachment ODTA
 - RIO Travel only reviews the voucher, they cannot make adjustments

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OCONUS reminders

- U-Drive it program: Instillation LRS offers a government vehicle loan program – GOV is requested through LRS Vehicle Operations Section – not guaranteed, but can alleviate high cost of rental car in OCONUS locations
- Currency Conversion: keep it in mind when filing travel voucher
- Time zone considerations for travel: sometimes all 4 travel days are used when traveling OCONUS
- DET 2 IMAs have higher potential to experience and participate in exercises coordinated between 4 divisions: HQ RIO IPR, FGC (Force Generation Center), focal point Exercise Support SMEs (PACAF – x1, PACOM - x1, FGC – x1). This takes weeks to months to coordinate; it's not immediate.

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Det 5 – Centrally Managed AFSCs

- Manages (Lt Col and below):
 - AFRC HQ
 - ARPC HQ
 - Medical (SG)
 - Legal (JA)
 - Chaplain (HC)
 - Historian (HO)
- RMVS used for SG and HQ positions
- RMVS isn't used for JA, HC, and HO assignments
- Coordination with Career Field Manager
 - Participation waivers
 - Finplanning for centrally managed AFSC training
- These AFSCs don't have URCs – Det 5 handles those functions
- Over 500 PASCODES with 1,600+ IMAs assigned across the globe

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How do you contact your det?

- Use the org box emails
- If you call, leave a voicemail!
- Use the RIO web/app resources first
- Check your email!




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Where do I find these magical resources?

- RIO public website (arpc.afrc.af.mil/hq-rio)
 - IR Guide
 - Quick Guides
- RIO Connect app
 - Redirects to the website
- myPers IMA Management
 - Submission forms
- myPers search function
 - Predictive search

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IR Guide and Quick Guides



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IR ADCON At-a-Glance

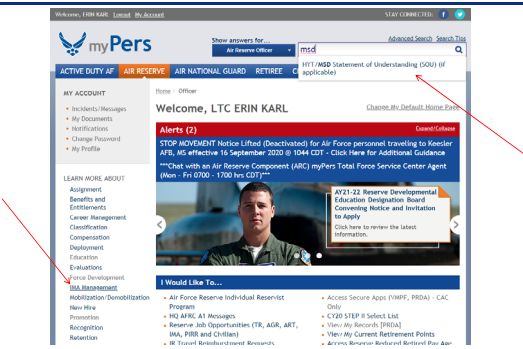
IMA/PIRR ADCON At-A-Glance


Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart is to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to myPers, which can be accessed with a CAC or username/password. You can also access myPers from your smartphone with the username/password option. Click here for instructions: [ADCON/IOI Website](#)

Benefits and Entitlements	Assigned Unit	Detachment	myPers/TFSC	Self-Service	Notes
DEERS Updates	✓		✓	✓	Some updates can be done on myPers - or at a nearby DEERS office. You can also submit a status ticket - IMA Management, subject DEERS Update
Education Benefits			✓		Guidance HERE
ID Cards	✓			✓	Updates and appointments HERE
Reserve Component Survivor Benefits Plan				✓	Information available HERE
Reserve Tuning Assistance			✓		Guidance HERE
Uniforms			✓		Guidance HERE

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myPers



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What questions do you have?

- We will keep this meeting open as long as necessary to answer all your questions in the chat
- Remember to tell us your detachment if needed
- A recording will be available at the same link you used to attend ... spread the word; share this training with others!



<https://www.arpca.afrc.af.mil/HQ-RIO/Training>

Want the slides?

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