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 or smart phone.**
- **Is your sound turned up?**
- **Do you have a strong wifi signal?**

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!

Headquarters U.S. Air Force

Integrity - Service - Excellence

Headquarters Individual Reservist Readiness and Integration Organization

Tips and Tricks for Navigating IR Websites

U.S. AIR FORCE

HQ RIO Readiness & Training

U.S. AIR FORCE

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
  - 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

U.S. AIR FORCE

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**
  - **HQ RIO Staff**
  - **Det Commanders/Superintendents/Staff**
  - **SMEs from AFRC/A6**

U.S. AIR FORCE

First we will cover …

- **CAC-access for personal computers**
- **OWA (webmail)**
- **Air Force Portal**
- **Desktop Anywhere**
- **Individual websites**

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CAC access for personal computers

- Need a CAC reader? Ask your URC or detachment
- One word: Authentication Certificate (okay, that's TWO words …)
- Step-by-step instructions: https://militarycac.com/
  - Not an official website
  - It's where the comm folks go!
  - Mac instructions
  - Known issues
  - BOOKMARK THIS SITE

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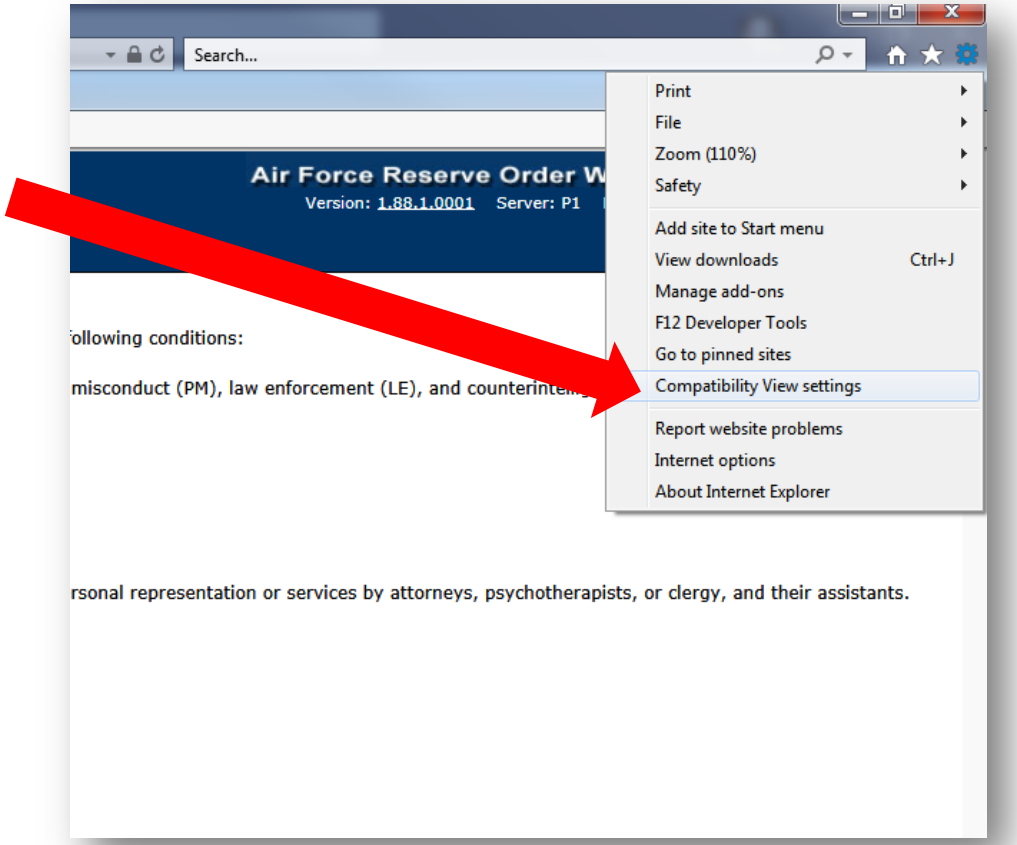
General Rules of Thumb

- Start with Internet Explorer
  - Yes, we know.
- Add the extension (af.mil, for example) to the “compatibility view”
- Edge, Chrome, Safari are hit/miss
  - There are extensions that can mimic IE and compatibility view
- Macs … good luck.
  - IE emulator
  - Desktop Anywhere



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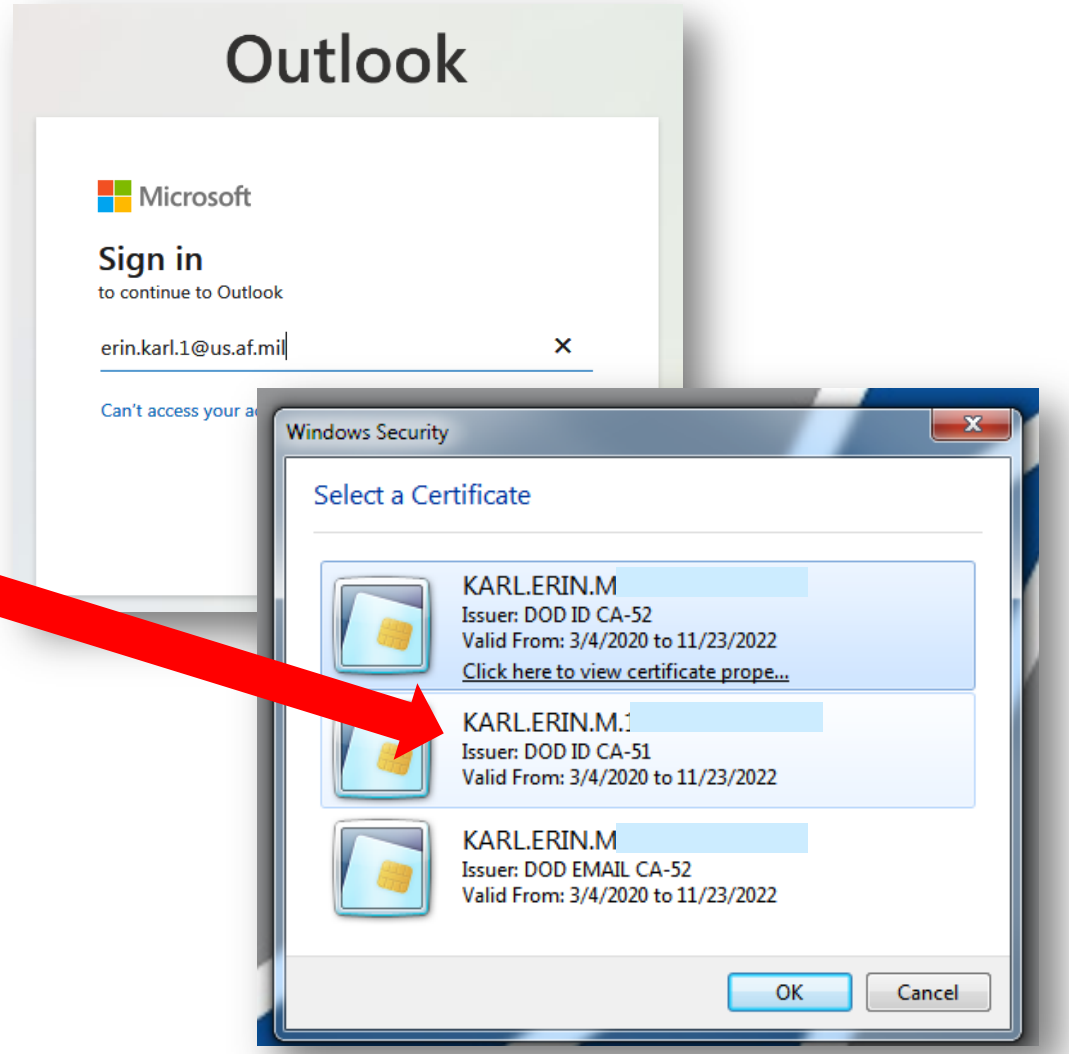
OWA (webmail)

- Use Internet Explorer (owa.us.af.mil)
- Type in your email
- Choose your AUTHENTICATION certificate
- Don't use your EMAIL certificate



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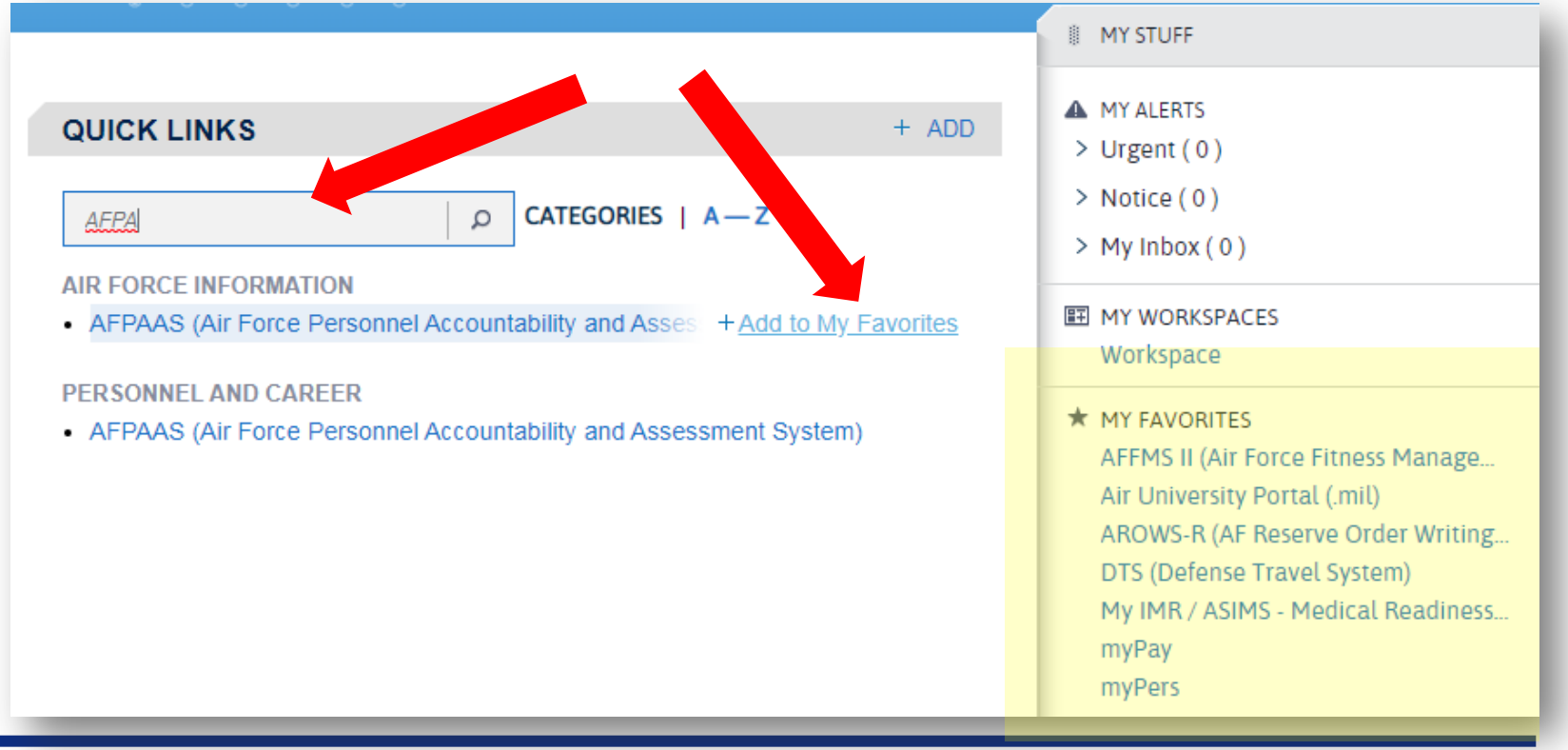
Air Force Portal (my.af.mil)

- Add websites you don't use often to your favorites
- One-stop shop for many sites we use



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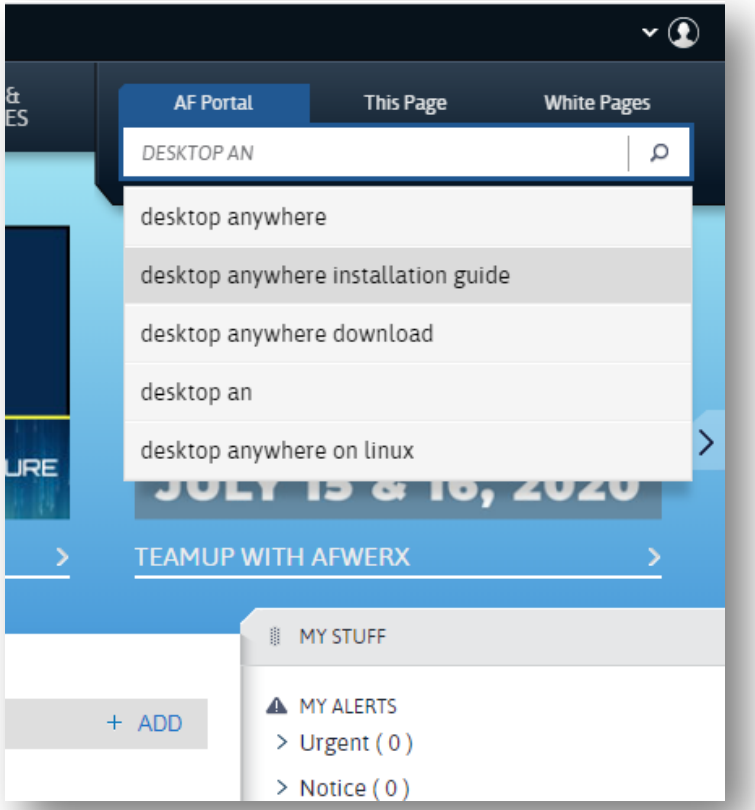
Desktop Anywhere

- Creates a partitioned “window” on your personal computer
- Looks like a regular government desktop
- Map to share drives
- FULL Outlook
- Similar functionality to VPN on a gov’t laptop
- Sometimes hard to install – BUT WORTH IT!
- Join the FB group for awesome support
  - FB Search: AFRC Horizon View Desktop

Downloads and instructions on the Air Force Portal



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Websites …

- Readiness
  - ARCNet
  - myIMR
  - AFFMSII
- Personal/Personnel
  - myPers
  - AFPC SECURE
    - vMPF
    - PRDA
    - RMVS
  - AFPAAS
  - myVector
- $$
  - AROWS-R
  - UTAPS
  - DTS

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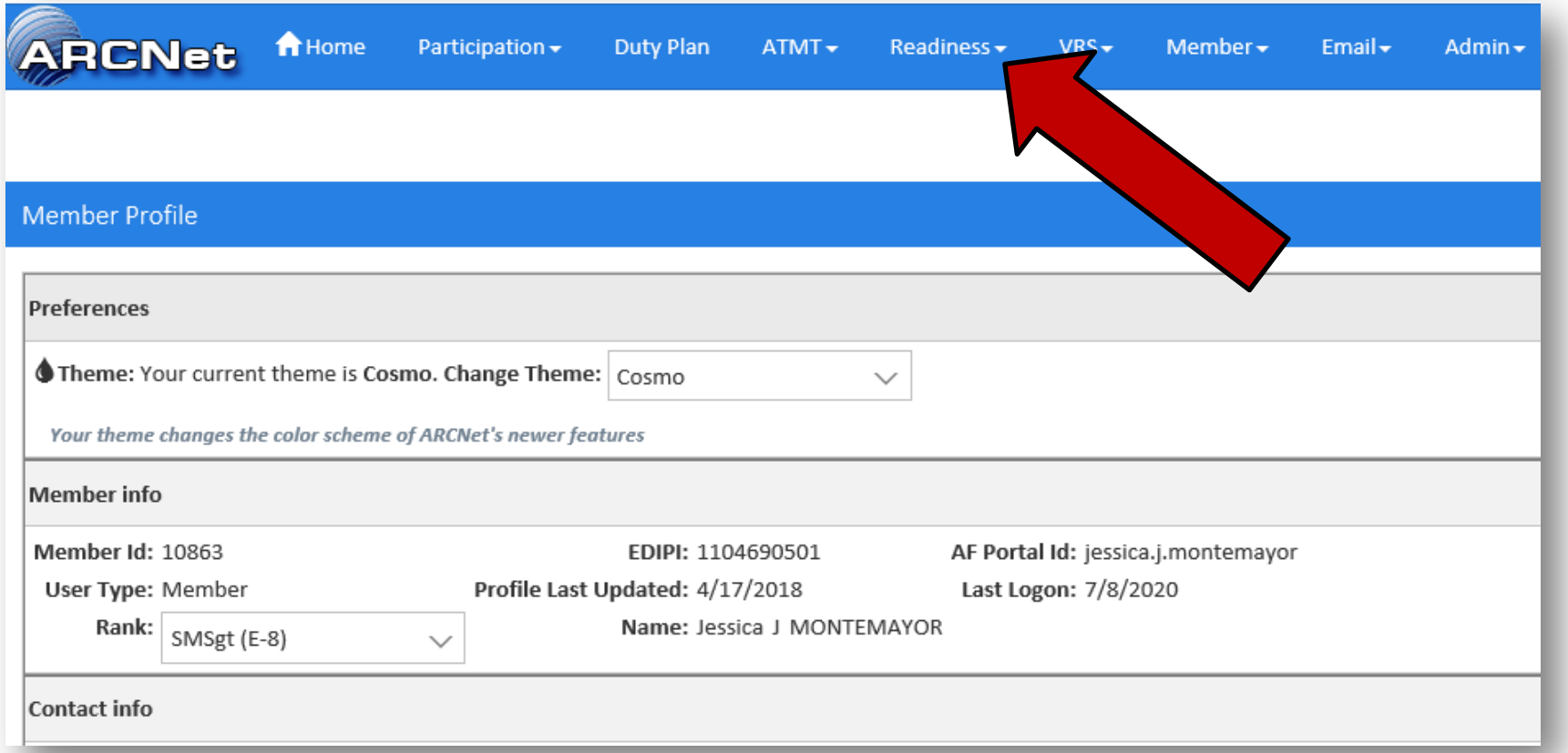
Check your Readiness

- **ARCNet**
  - **Log in directly to ARCNet through the Air Force Portal, harnessing single-sign on, with the following URL: https://www.my.af.mil/arcnetprod/**



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ARCNet Pointers

- Detachments can add notes to the Comment Section of your ARCNet report with supporting documentation
- HQ RIO/IRM can update medical information with supporting documentation via myPers
  - Labs, shots, DD2813 (Dental form)
  - Allow 24-48 hours for it to reflect in your record
- Detachment and HQ RIO Training are your POCs, NOT ARCNet Helpdesk
  - SUBJECT: ARCNet help

If you can't even get into myPers or ARCNet, etc., you can call the TFSC.

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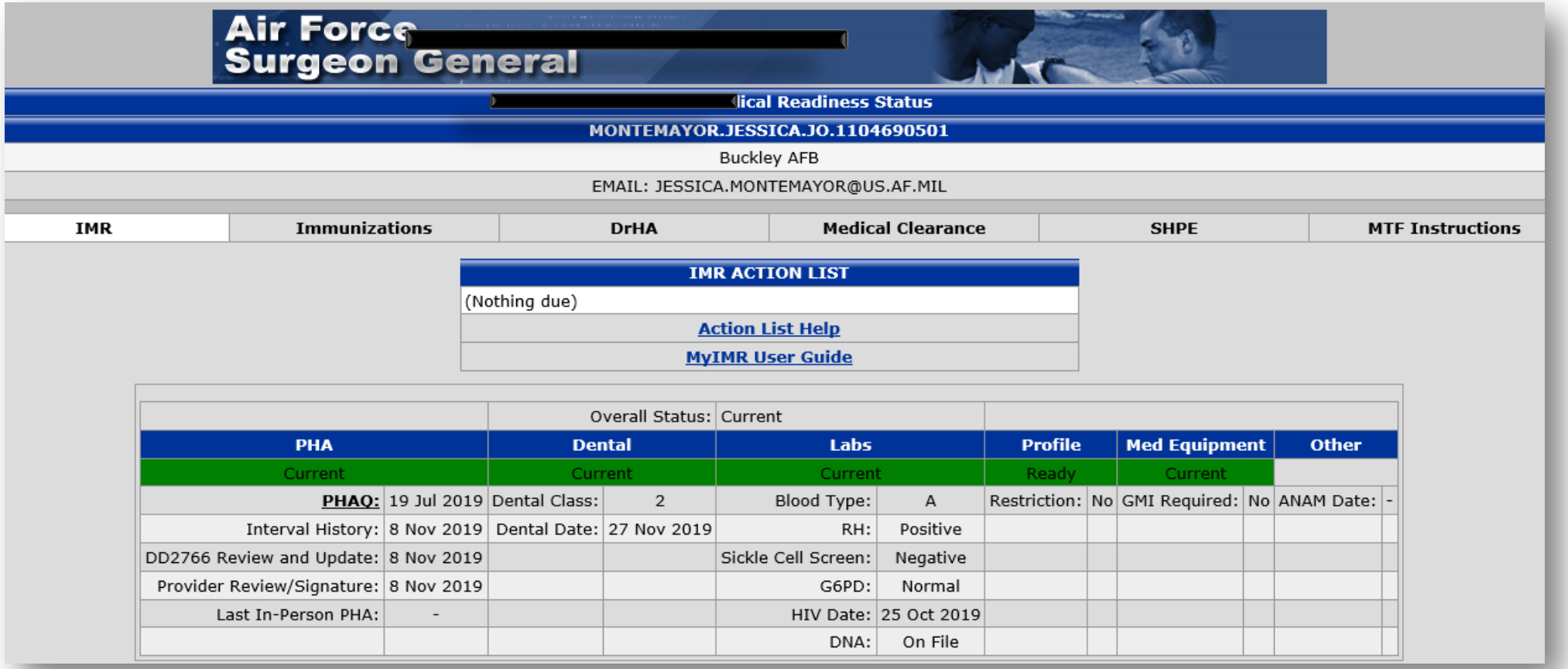
My IMR/ ASIMS Medical Readiness

- **MyIMR**

  Log in directly to myIMR through the Air Force Portal, harnessing single-sign on, with the following URL: https://asimsimr.health.mil/imr/myIMR.aspx



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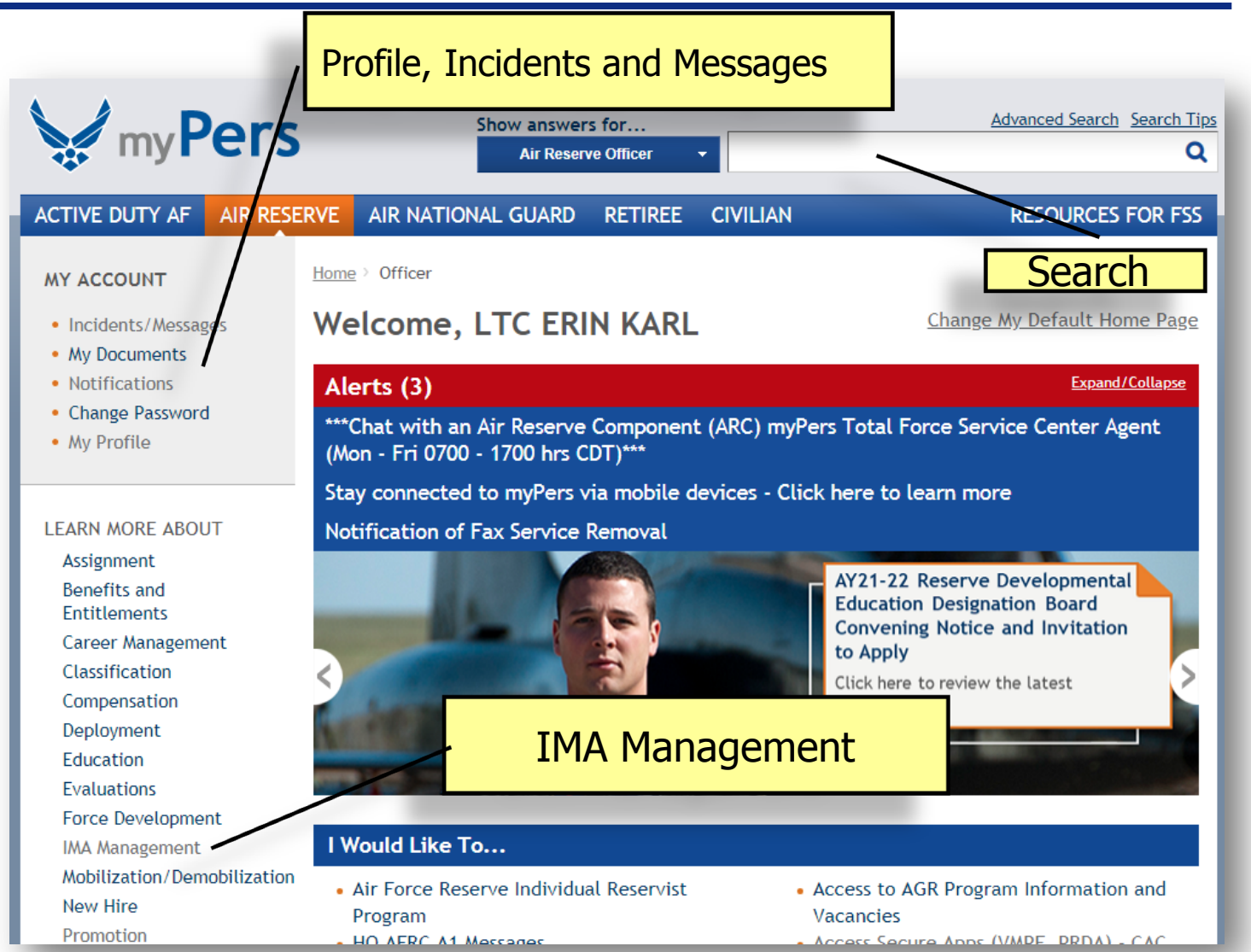
myPers Portal

- myPers.af.mil
- Set up a password!
- Put a good personal email in your profile
- Set up for smartphone access
- IMA Management section
  - Learn how the tickets work so they go to the right department



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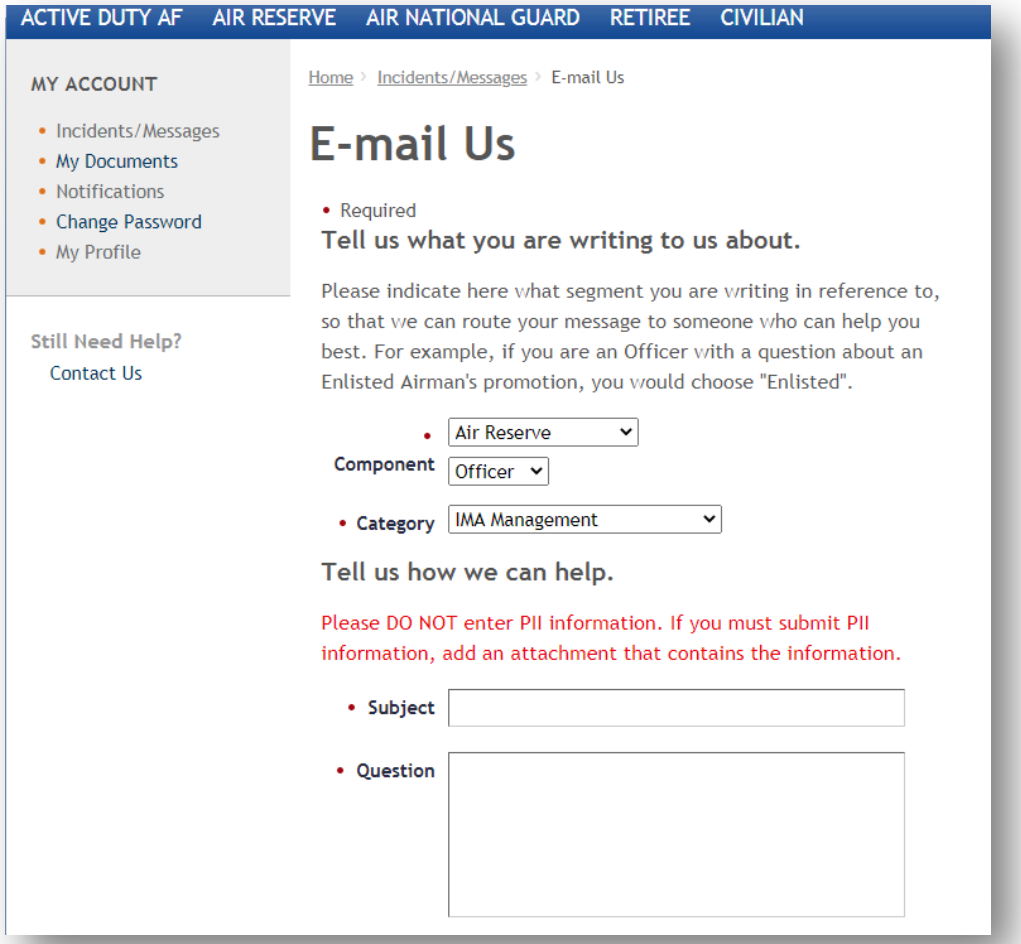
Submitting a ticket on myPers

- For Travel and Pay, use the IMA Management section
  - Dedicated submission forms
- For any other IMA-related question:
  - Incidents/Messages > E-mail Us
  - Category: IMA Management
  - Subject: BE CLEAR
    - ARCNet help
    - (FOUO) IMR Update
    - O-4 Promotion Board Question
- The more accurate you are,

  the faster it will reach the right person

Ticket closed



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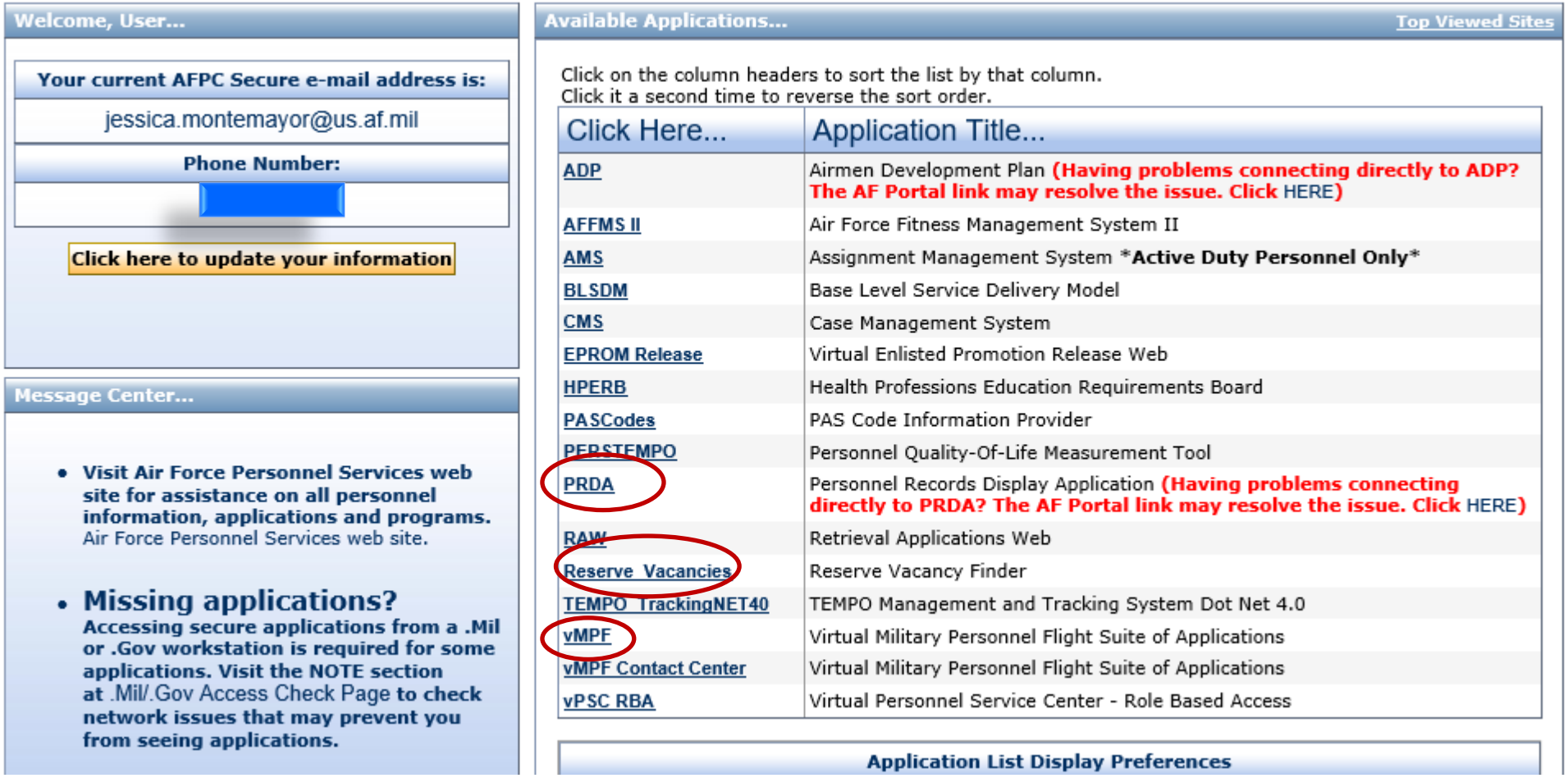
AFPC Secure Applications

- **Via link on myPers homepage**



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AFFMS II

1.

Click Here...	Application Title...
ADP	Airmen Development Plan **(Having problems connecting directly to ADP? The AF Portal link may resolve the issue. Click** HERE**)**
AFFMS II	Air Force Fitness Management System II
AMS	Assignment Management System ***Active Duty Personnel Only***
BLSDM	Base Level Service Delivery Model
CMS	Case Management System
EPROM Release	Virtual Enlisted Promotion Release Web
HPERB	Health Professions Education Requirements Board
PASCodes	PAS Code Information Provider
PERSTEMPO	Personnel Quality-Of-Life Measurement To
PRDA	Personnel Records Display Application **(Ha directly to PRDA? The AF Portal link m**
RAW	Retrieval Applications Web
Reserve Vacancies	Reserve Vacancy Finder
TEMPO TrackingNET40	TEMPO Management and Tracking System
vMPF	Virtual Military Personnel Flight Suite of Ap
vMPF Contact Center	Virtual Military Personnel Flight Suite of Ap
vPSC RBA	Virtual Personnel Service Center - Role Bas

2.

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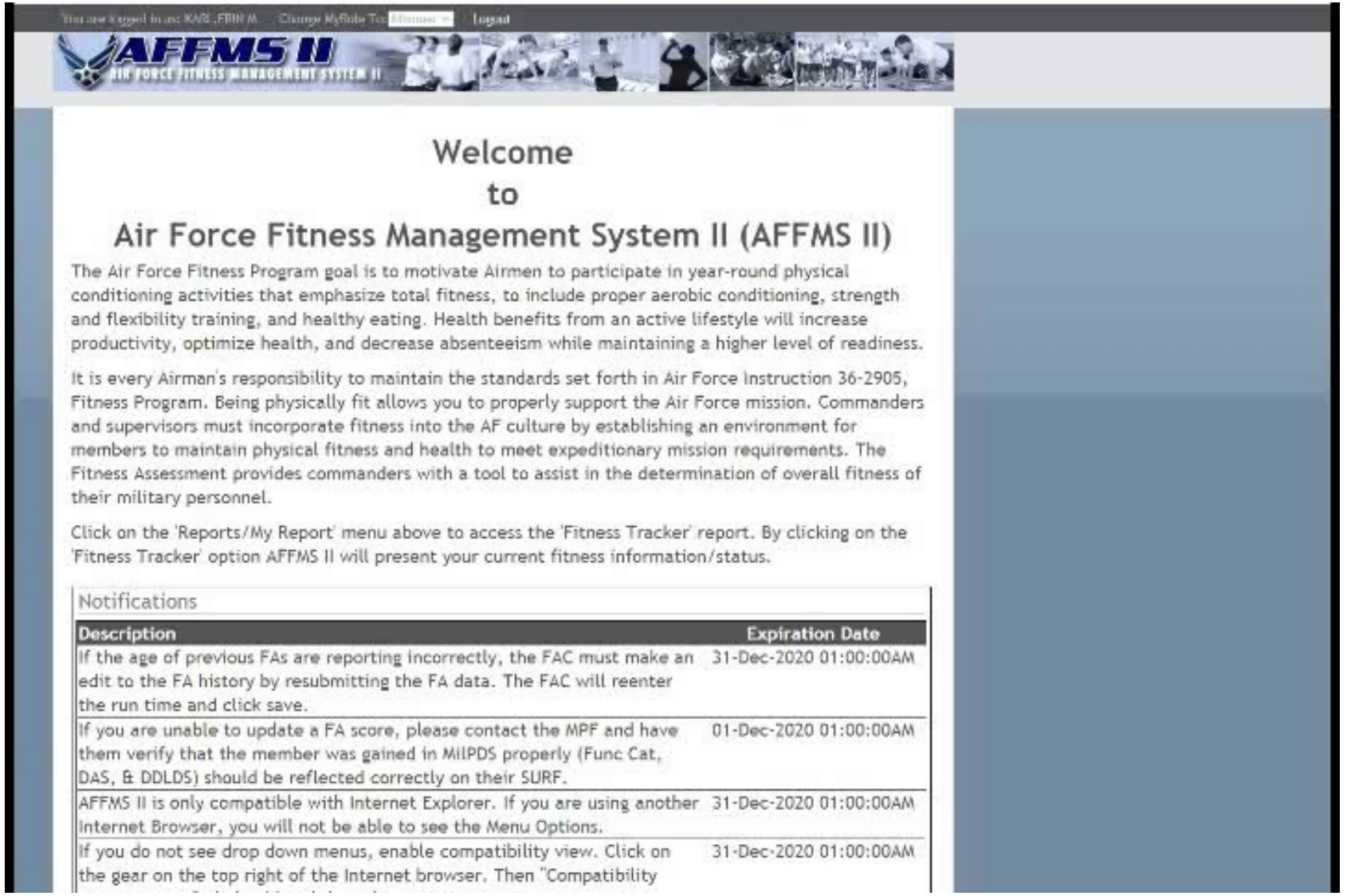
"Ghost" Menu Buttons …



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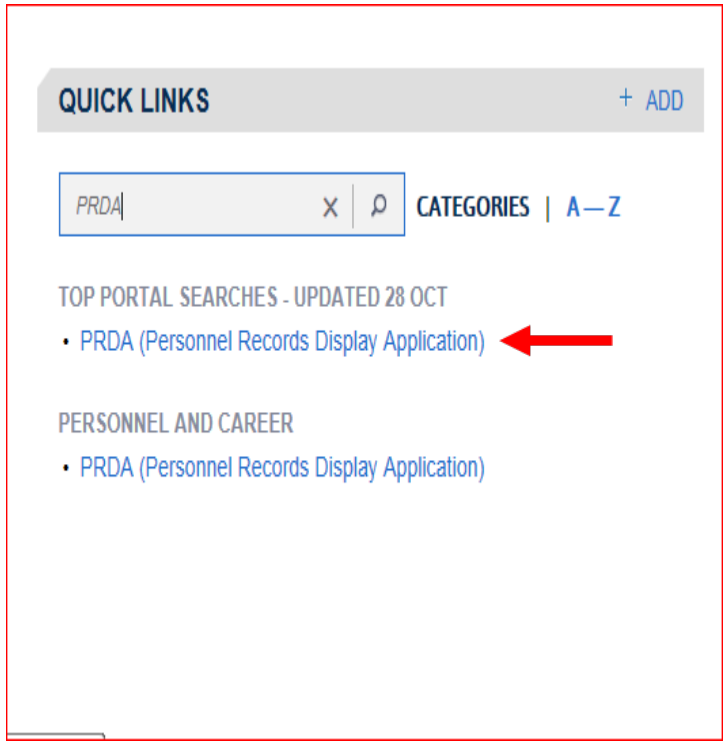
Connecting to PRDA

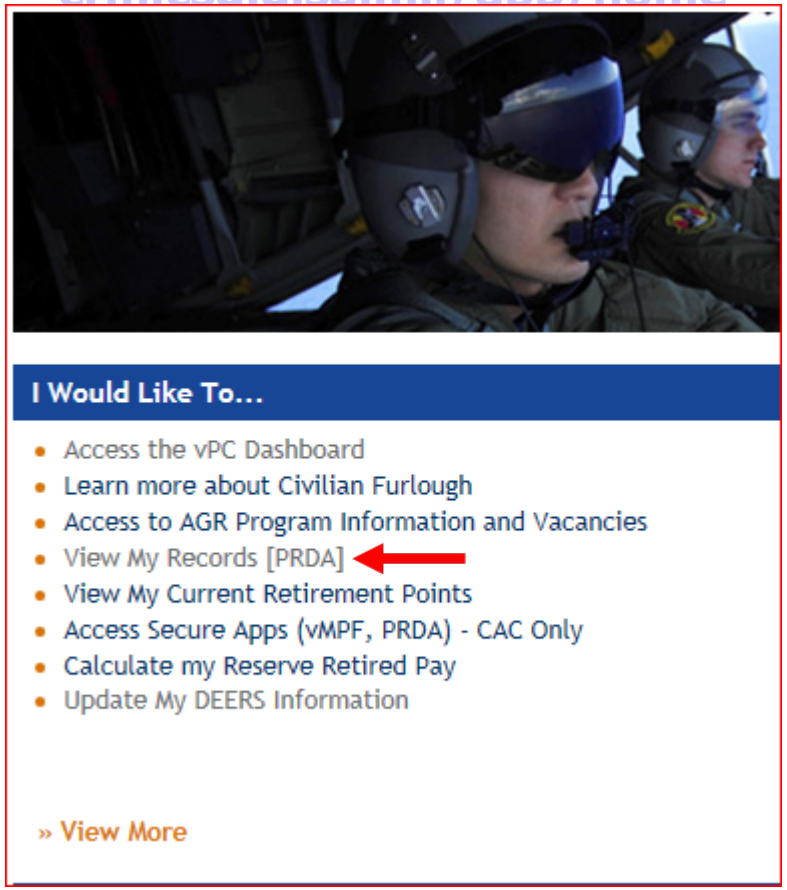
Via the AF Portal

https://www.my.af.mil/

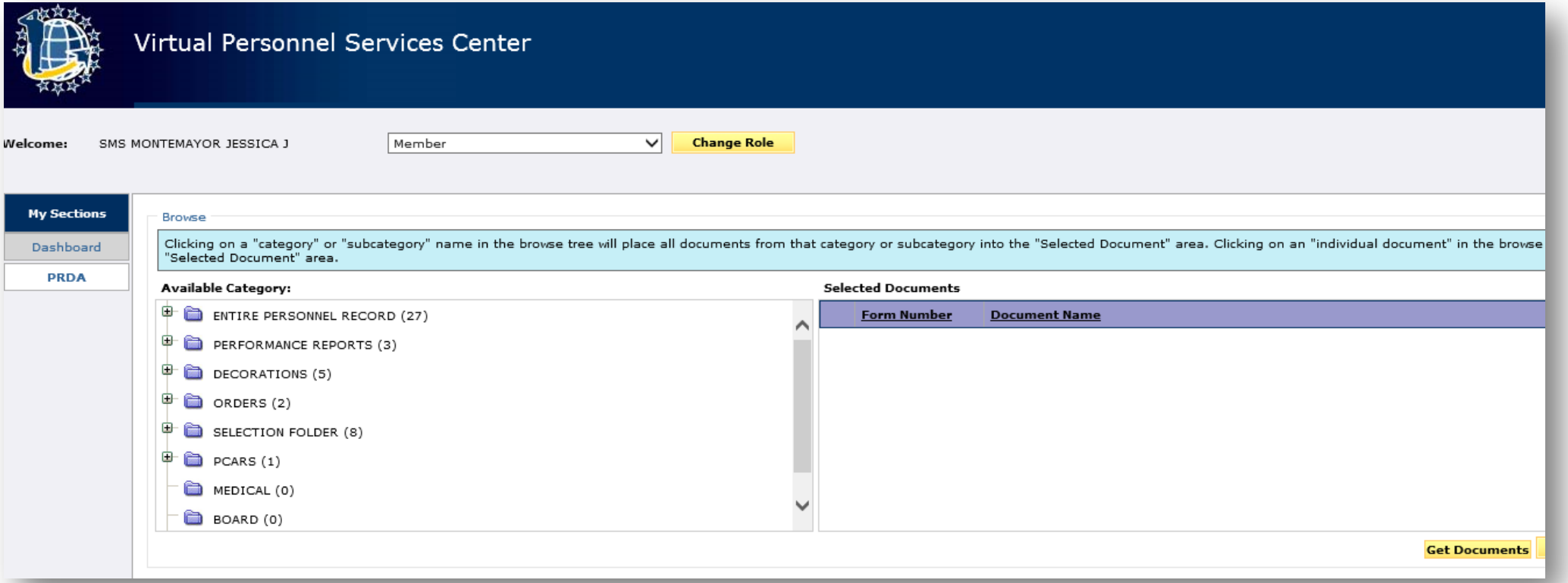


myPers Direct Link:

https://gum-crm.csd.disa.mil/app/home



- PRDA doesn't provide Air Force-wide access
- Try myVector if you have problems with PRDA



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Reserve Vacancies

Click Here...	Application Title...
ADP	Airmen Development Plan **(Having problems connecting directly to ADP? The AF Portal link may resolve the issue. Click** HERE**)**
AFFMS II	Air Force Fitness Management System II
AMS	Assignment Management System ***Active Duty Personnel Only***
BLSDM	Base Level Service Delivery Model
CMS	Case Management System
EPROM Release	Virtual Enlisted Promotion Release Web
HPERB	lth Professions Education Requirements Board
PASCodes	S Code Information Provider
PERSTEMPO	Personnel Quality-Of-Life Measurement Tool
PRDA	Personnel Records Display Application **(Having problems connecting directly to PRDA? The AF Portal link may resolve the issue. Click** HERE
RAW	Retrieval Applications Web
Reserve Vacancies	Reserve Vacancy Finder
TEMPO TrackingNET40	TEMPO Management and Tracking System Dot Net 4.0
vMPF	Virtual Military Personnel Flight Suite of Applications
vMPF Contact Center	Virtual Military Personnel Flight Suite of Applications
vPSC RBA	Virtual Personnel Service Center - Role Based Access

Last updated on 2020-07-08 09:36:16

This system identifies vacant positions within the Air Force Reserve (AFR). Vacant positions can be located by Air Force Specialty Code and Grade.

Vacancy Selection Menu

All Enlisted Vacancies | All Officer Vacancies

Unit Enlisted Vacancies | Unit Officer Vacancies

IMA Enlisted Vacancies | IMA Officer Vacancies

AGR Enlisted Vacancies | AGR Officer Vacancies

Would you like to go to:

AFRC Homepage | ARPC Homepage

Reserve Recruiter | Exit

Suite of applications for web-based personnel:

- ANG/USAFR Point Credit Summary Inquiry (PCARS)
- Awards and Decorations
- Career Data Brief
- Data Verification Brief
- DD 214 Worksheet
- Duty History
- Proof Of Service Letter
- Record Review/Update
- Reenlistment Eligibility
- Record of Emergency Data (DD93 or "vRED")
- Case Management System (CMS) (open cases only)

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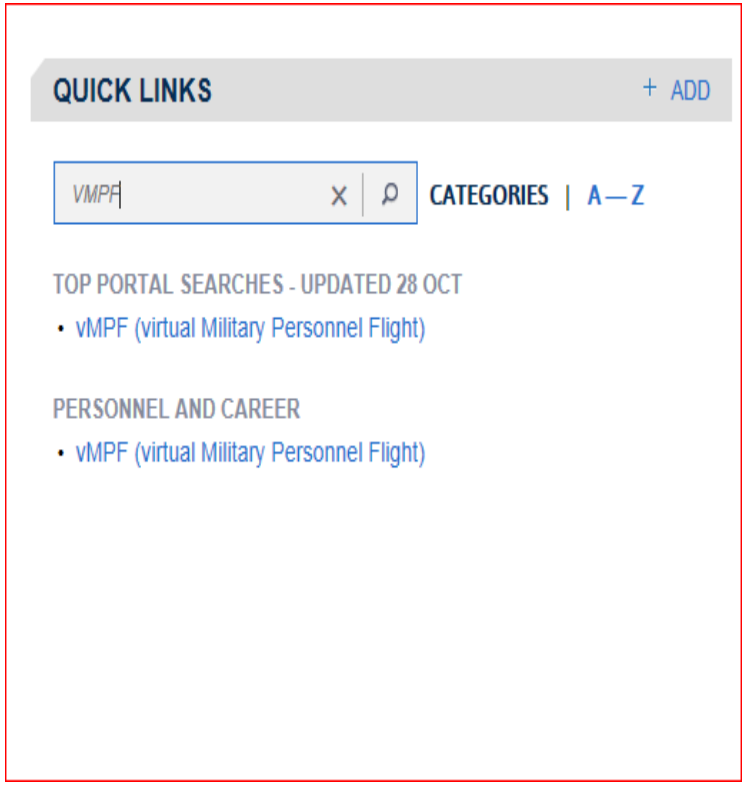
Connecting to the vMPF

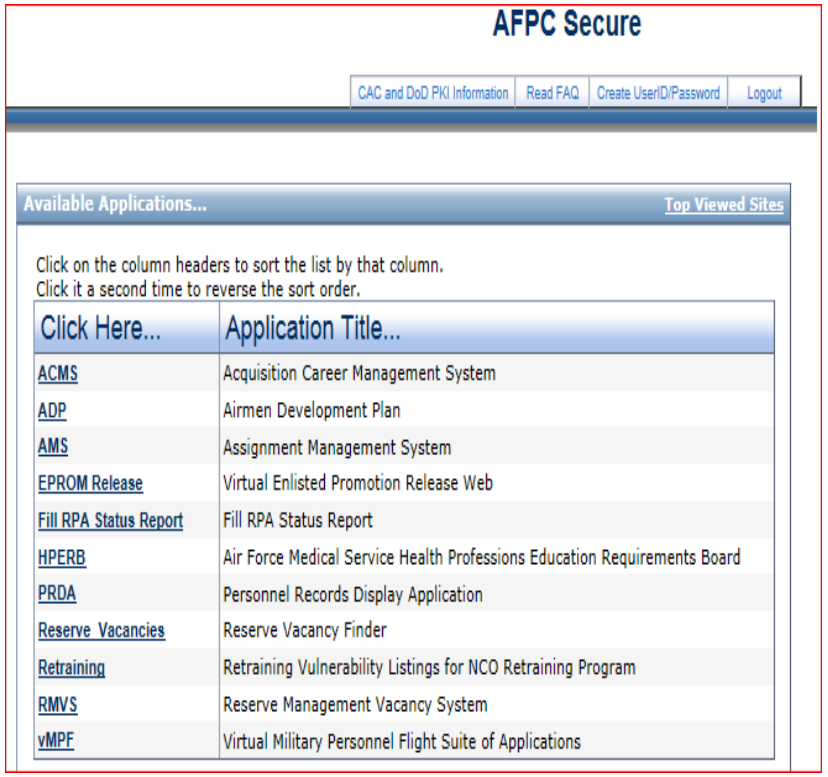
Via the AF Portal

https://www.my.af.mil/



Via AFPC Secure

https://w20.afpc.randolph.af.mil/afpcsecurenet20/PKI/MainMenu1.aspx



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Navigating the System

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Navigating the System

vMPF Self-Service Actions

Secure Log Out

vMPF Home · Self-Service Actions Home · Sitemap · Glossary · Help Go to Site Contents

Welcome, You are in the Virtual Military Personnel Flight, or the vMPF. You can find many service modules in this site you used to have to accomplish at your military personnel section. To navigate this site, you can either follow the links provided on the page, or you can use the Site Contents pull-down menu located in the top-right corner of this page. Clicking the Sitemap link in the navigation bar above will provide you with a complete list of all applications available to you at this time.

Self-Service Actions

- Assignments
- Correction of Military Records (BCMR)
- Miscellaneous
- Personal Data
- Promotions
- Retirements
- Separations
- Need Help?

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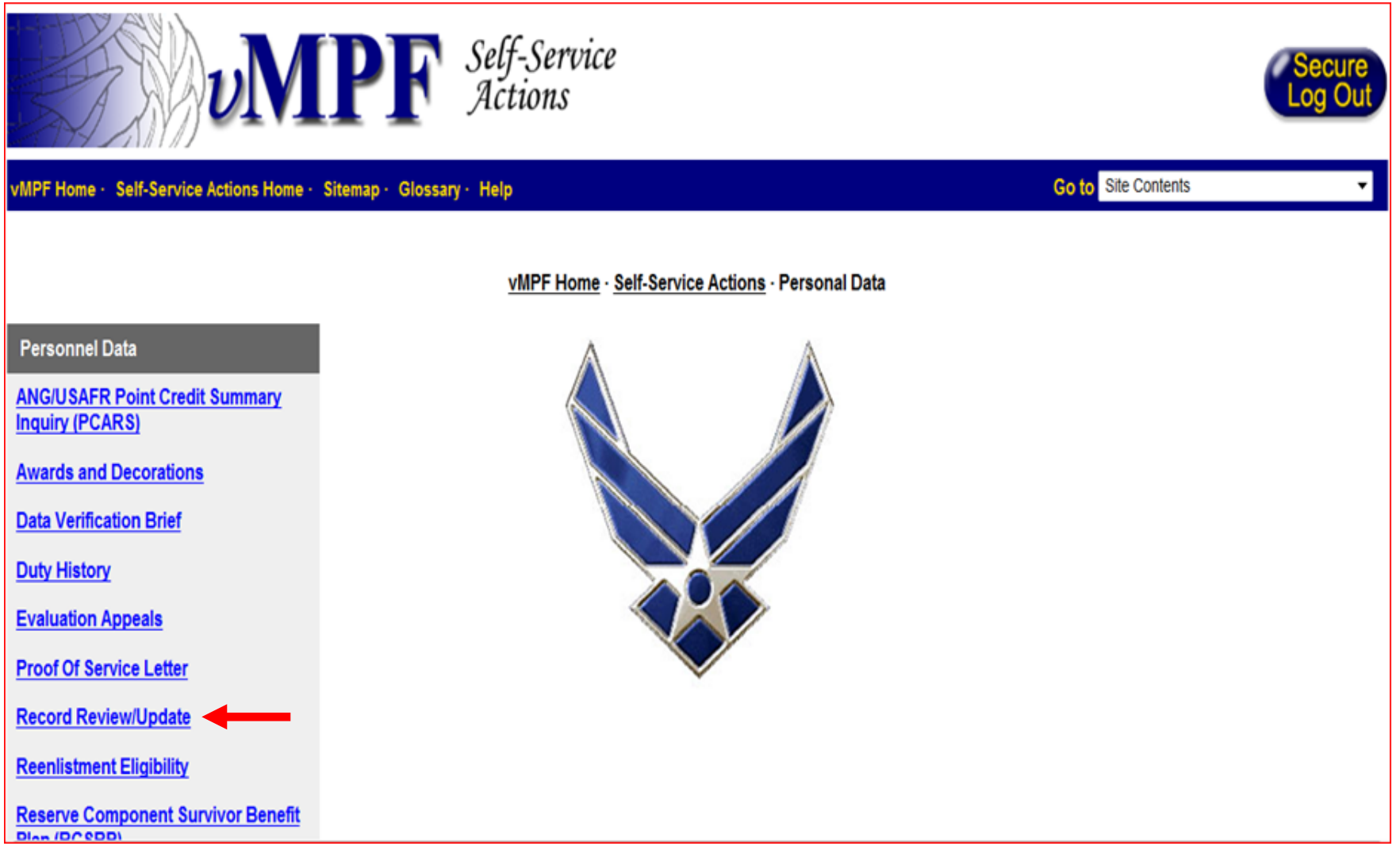
Updating Your Record



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Updating your Record-Individual Information

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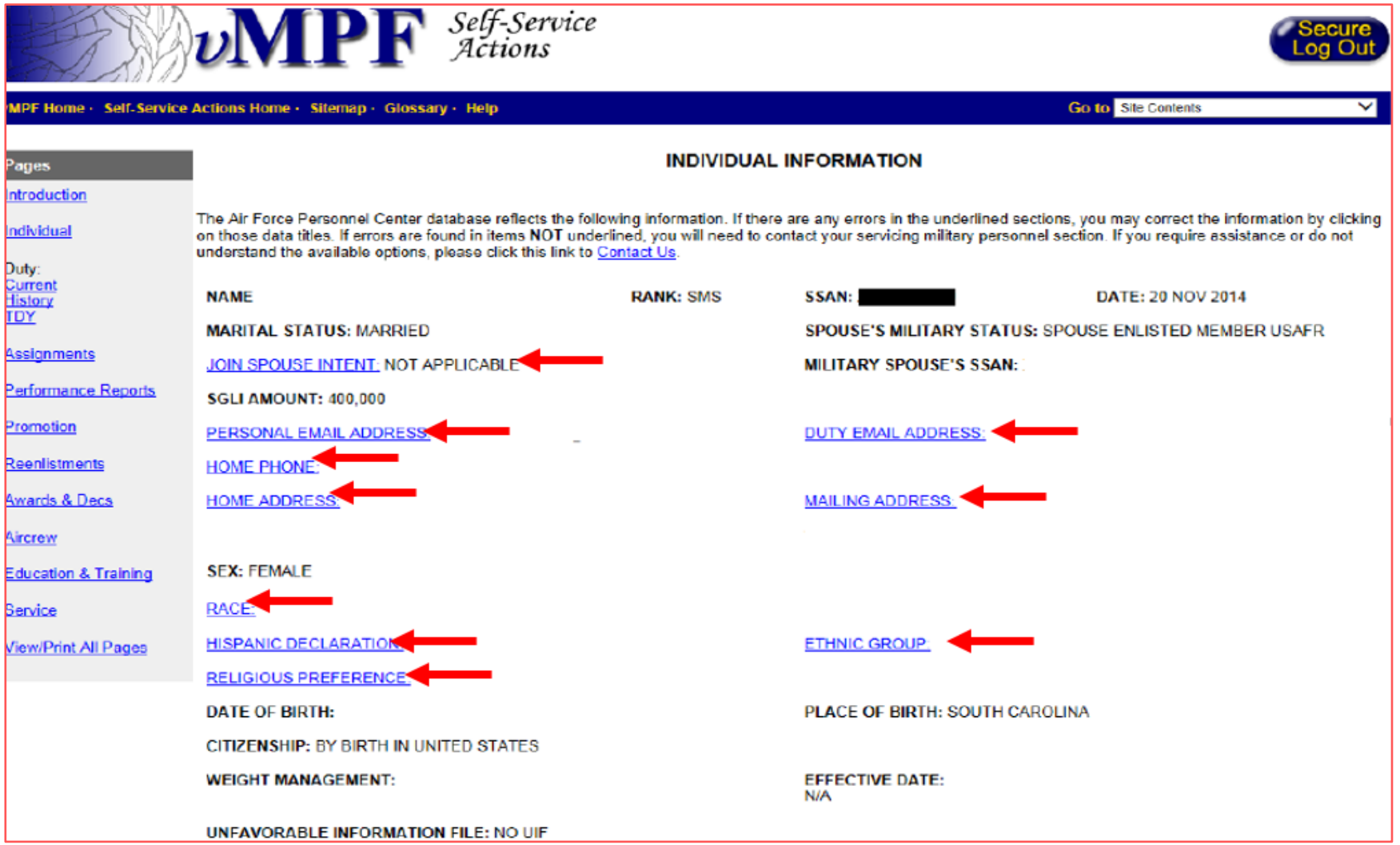
Updating your Record-Individual Information



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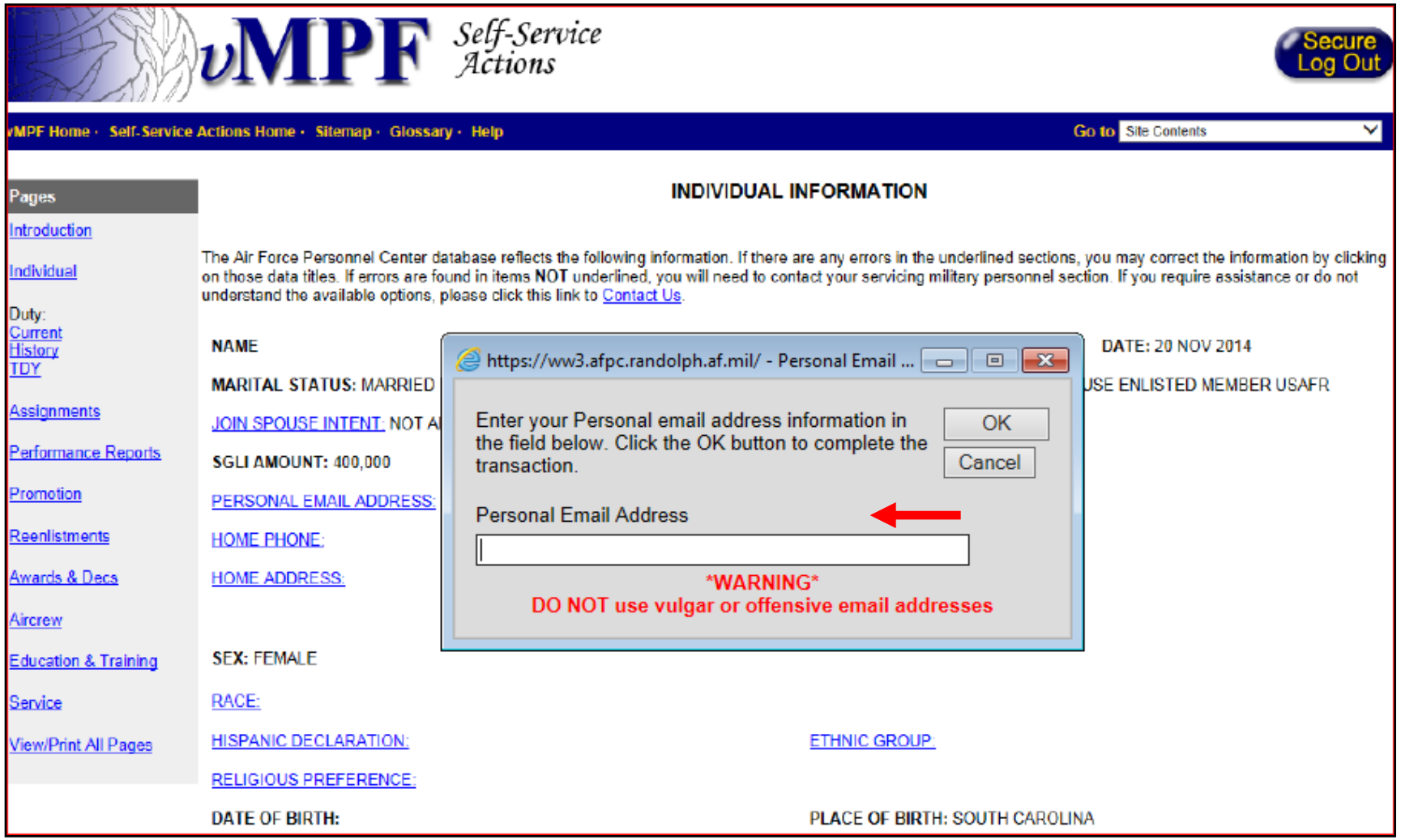
Updating your Record-Individual Information



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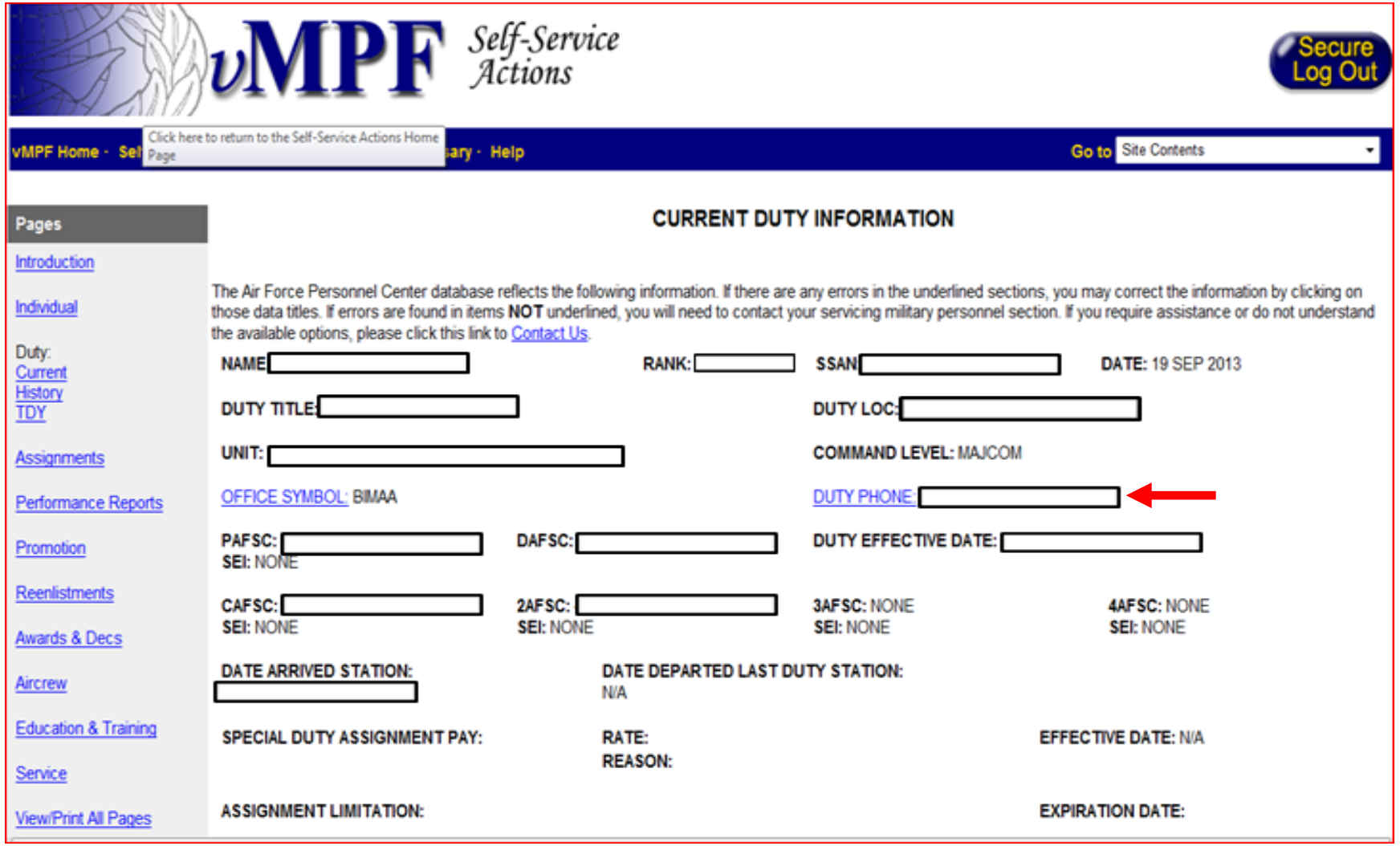
Updating your Record-Duty Information



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Updating your Record-Duty Information

Once you have completed updates to your Individual and or Duty information, the updates will flow to your records in MilPDS and AROWS-R during weekly system refresh.

****Please ensure your email is updated and accurate****

Submitting Requests/Inquiries

- HQ RIO Detachment
- myPers Portal
  - https://mypers.af.mil
  - http://www.arpc.afrc.af.mil/Home/HQRIO.aspx
- eMail: tfsc_2@mypersmail.af.mil
- vMPF
  - CAC Access only
- vPC Dashboard
  - I would like to…

- Finally… 1-800-525-0102, option 3

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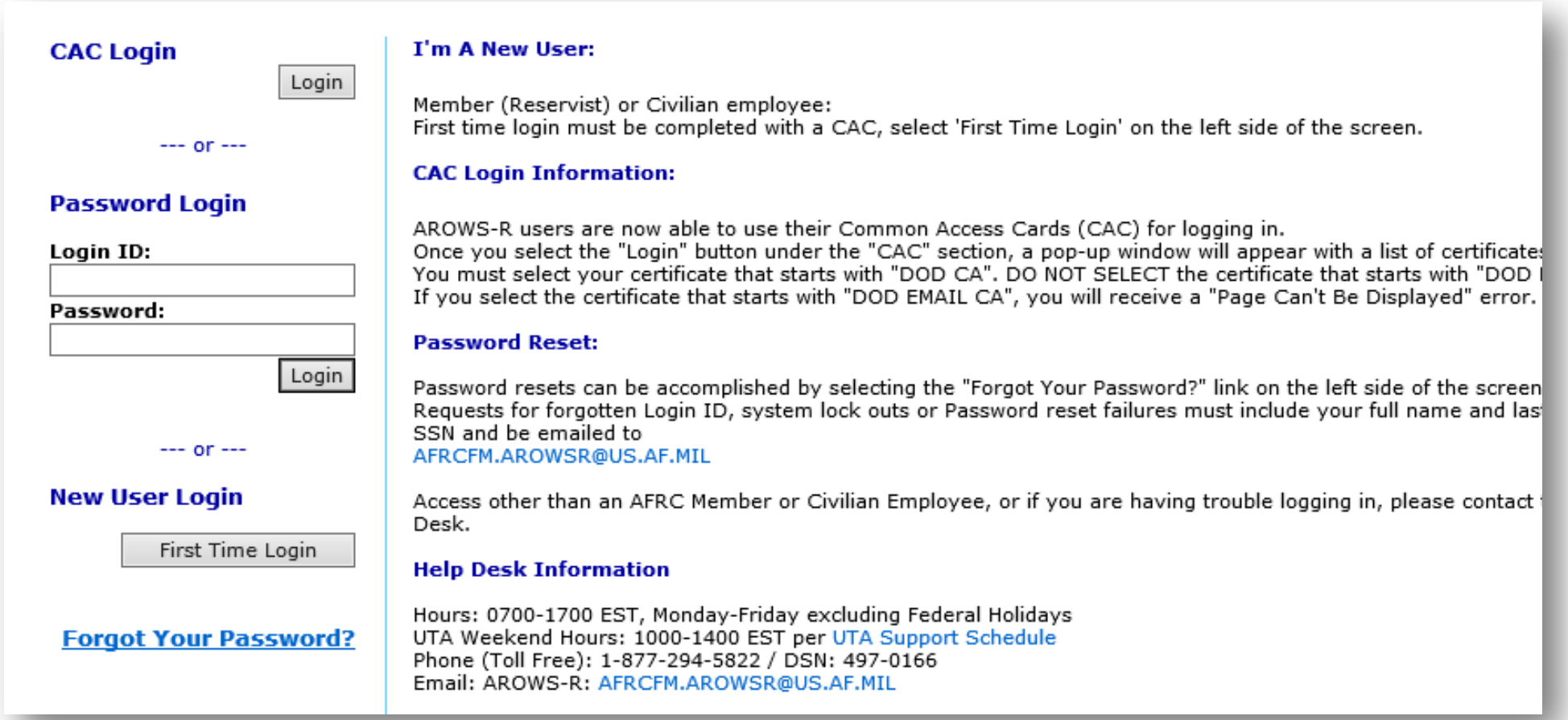
AROWS-R Set Up



CAC Login

Login

--- or ---

Password Login

Login ID:

Password:

Login

--- or ---

New User Login

First Time Login

Forgot Your Password?

I'm A New User:

Member (Reservist) or Civilian employee:
First time login must be completed with a CAC, select 'First Time Login' on the left side of the screen.

CAC Login Information:

AROWS-R users are now able to use their Common Access Cards (CAC) for logging in.
Once you select the "Login" button under the "CAC" section, a pop-up window will appear with a list of certificates
You must select your certificate that starts with "DOD CA". DO NOT SELECT the certificate that starts with "DOD
If you select the certificate that starts with "DOD EMAIL CA", you will receive a "Page Can't Be Displayed" error.

Password Reset:

Password resets can be accomplished by selecting the "Forgot Your Password?" link on the left side of the screen
Requests for forgotten Login ID, system lock outs or Password reset failures must include your full name and last
SSN and be emailed to
AFRCFM.AROWSR@US.AF.MIL

Access other than an AFRC Member or Civilian Employee, or if you are having trouble logging in, please contact
Desk.

Help Desk Information

Hours: 0700-1700 EST, Monday-Friday excluding Federal Holidays
UTA Weekend Hours: 1000-1400 EST per UTA Support Schedule
Phone (Toll Free): 1-877-294-5822 / DSN: 497-0166
Email: AROWS-R: AFRCFM.AROWSR@US.AF.MIL

- Access through AF Portal or directly at https://arowsr.afrc.af.mil/arows-r
- CAC enabled or use established password; once you make it CAC access you cannot use a password after that.

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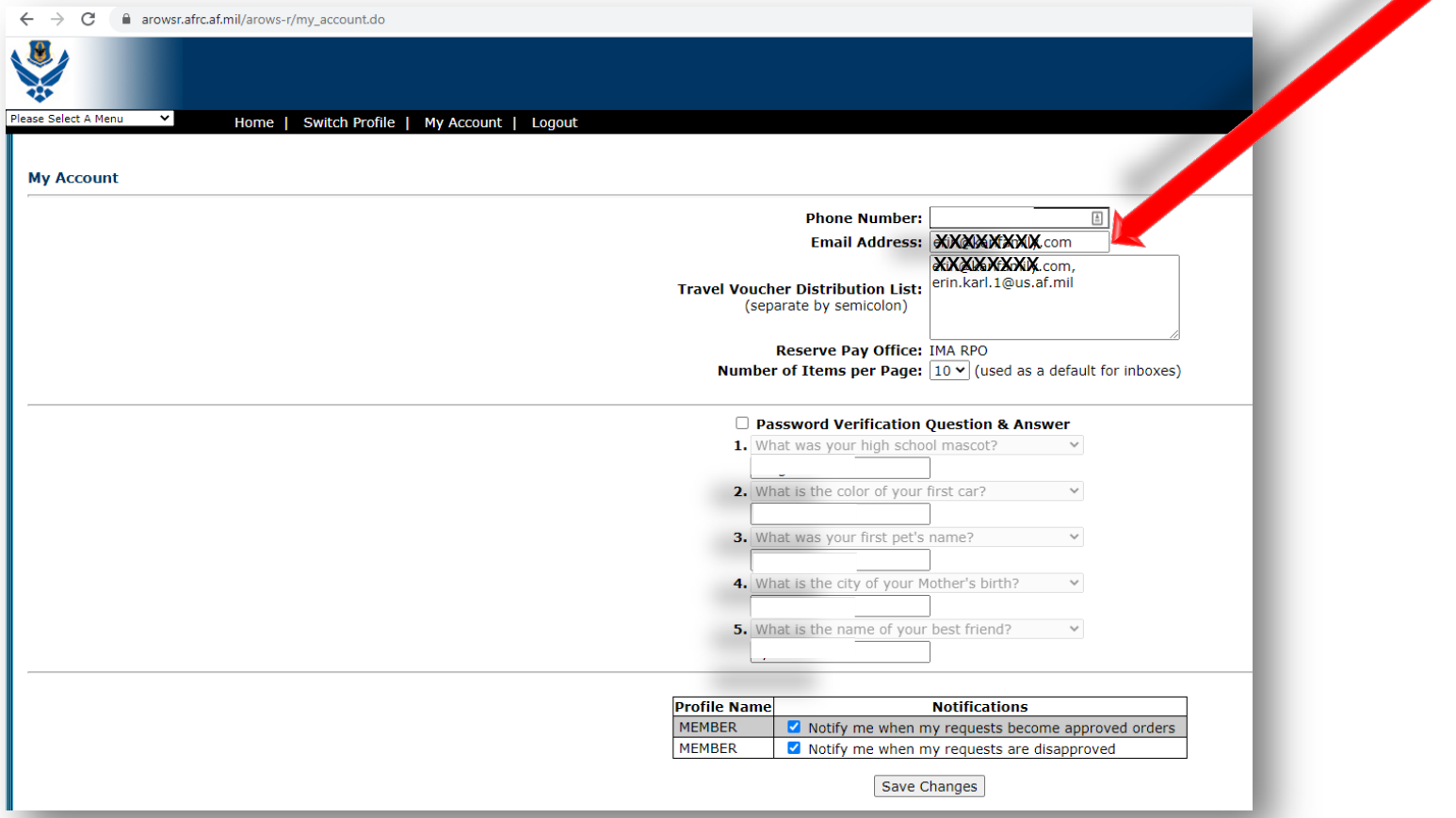
Requirements

- Once orders are submitted, you can check the status within AROWS-R
- Update the “My Account” tab for notifications – PUT A PERSONAL EMAIL!
- Compatible with most browsers
  - (remember Compatibility view for IE)
- Won’t work on a Mac or Linux computer



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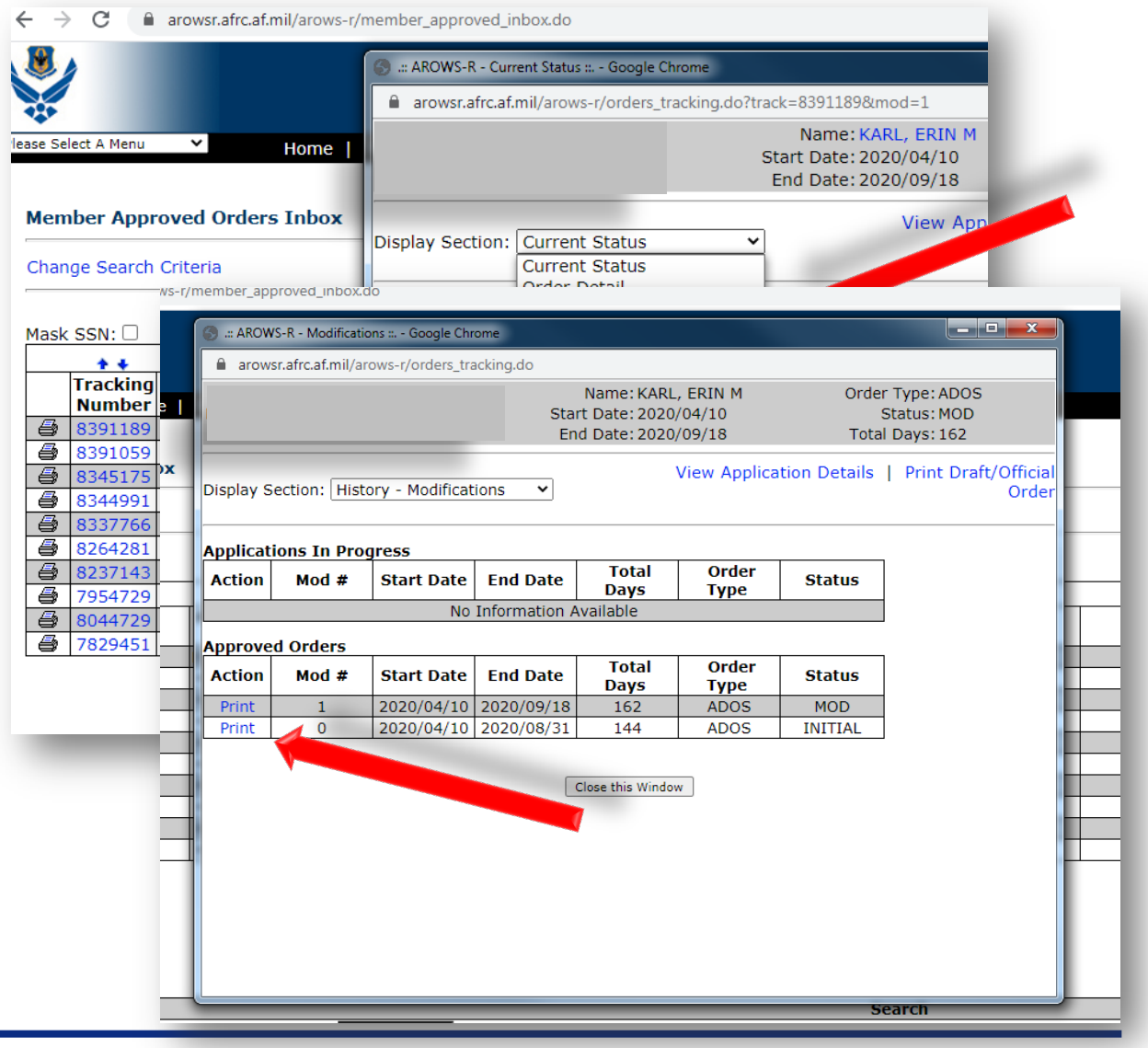
Printing initial orders …

- **Need to print initial orders when there was a mod?**
  1) **Click the tracking number from your APPROVED ORDERS**
  2) **From drop down, select HISTORY - MODIFICATIONS**
  3) **Click PRINT on the INITIAL line**



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Detachments

- **HQ RIO DET 2/3 OWC: (719) 544-2534**
  - RIO.DET3.READINESS@US.AF.MIL
- **HQ RIO DET 4 OWC: (618) 229-7919**
  - HQ.RIODet4.OWC@us.af.mil
- **HQ RIO DET 5 OWC: (478) 327-0410**
  - DET5ORDERS@US.AF.MIL
- **HQ RIO DET 6 OWC: (813) 828-5035**
  - RIODET6.READINESS@US.AF.MIL
- **HQ RIO DET 7/8 OWC: (202) 767-3080**
  - AROWS@US.AF.MIL

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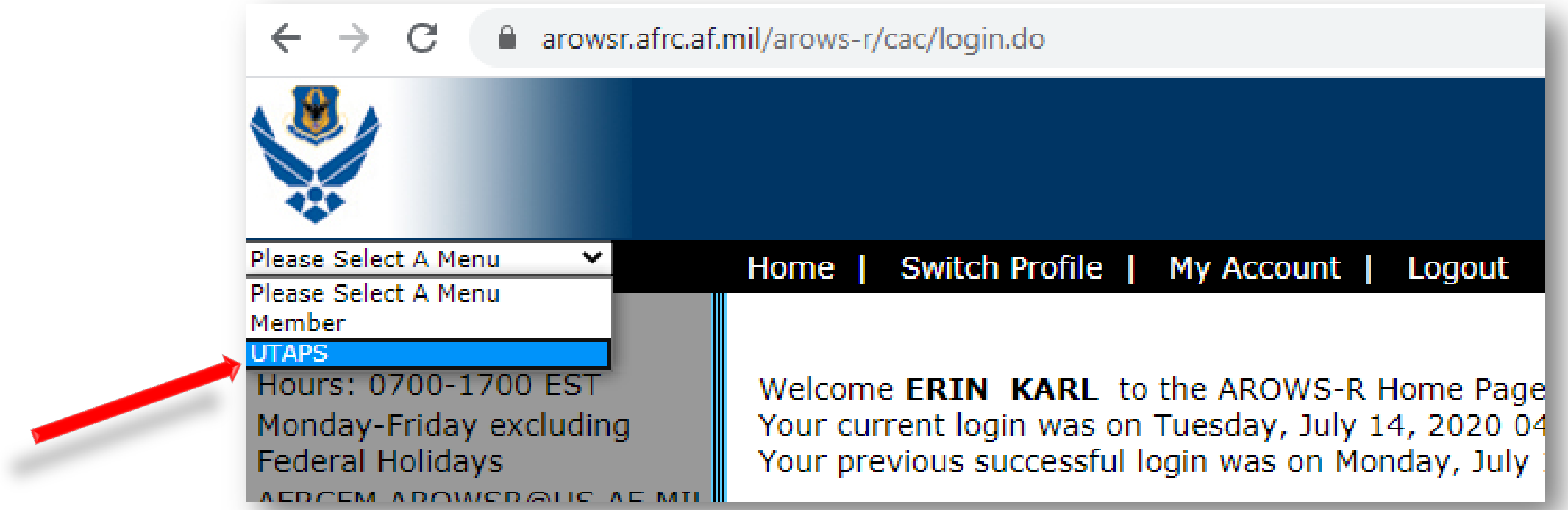
Getting to UTAPS

- **Log into AROWS-R first, then select UTAPS from the drop-down menu**



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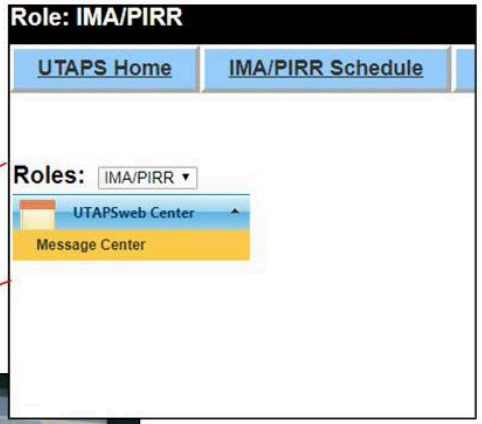
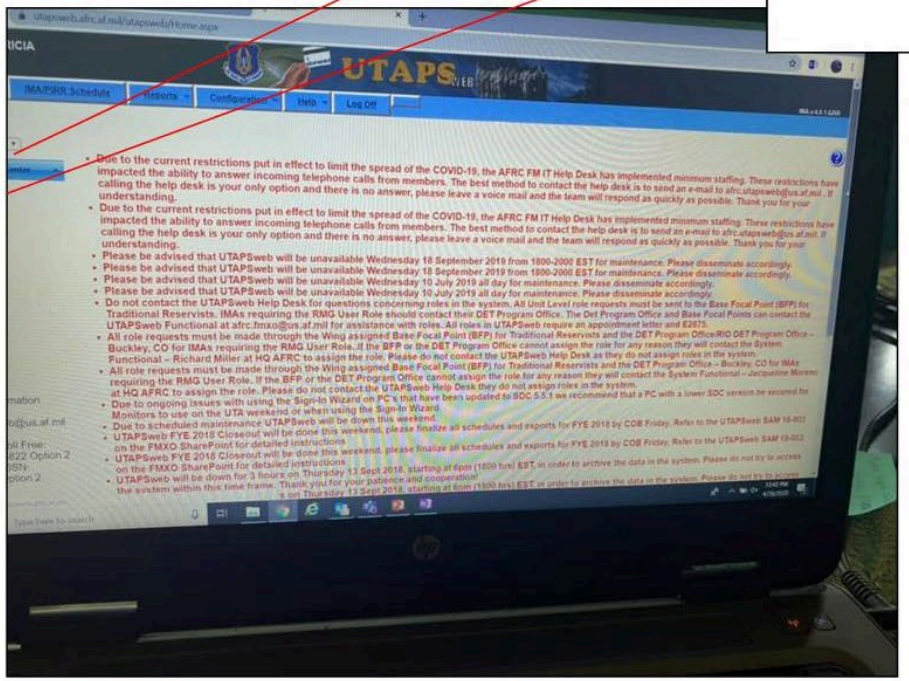
Getting rid of the red messages

On the left-hand side of the screen select MESSAGE CENTER.





That will bring up a list of those messages and give you the option of deleting them!

All clean!

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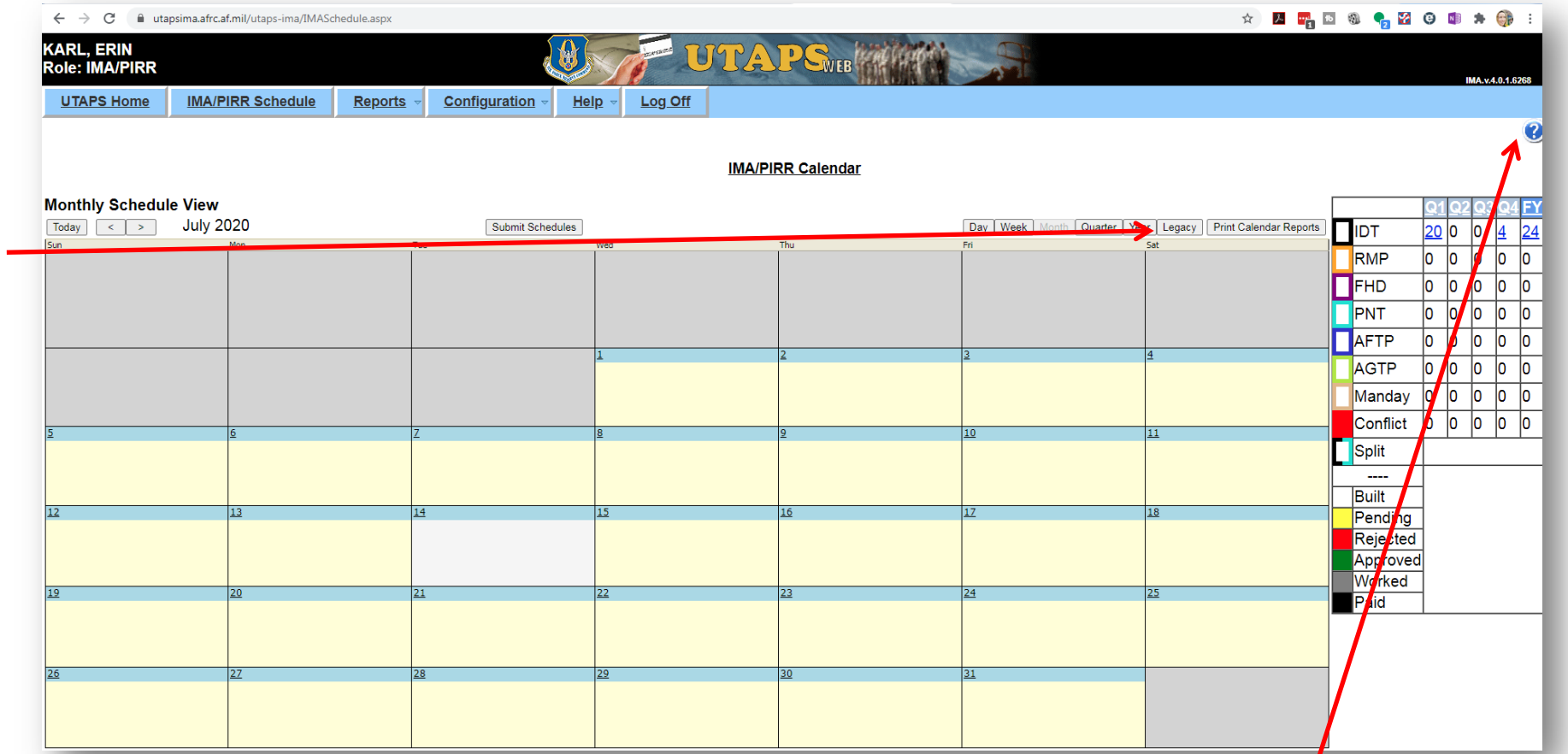
New UTAPS Calendar

Want the old calendar back? Click LEGACY.



Click this TINY question mark to pull up a page of instructions for the new calendar.

- Works best in IE
  - In Edge you need to reenter your PIN after each selection
  - Some functionality is lost in Chrome and Mozilla
- User accounts sometimes lock out
  - Between 30-90 days, prompt to answer challenge question
  - If 90+ days or challenge questions not set, call the help desk
  - Put in a calendar reminder to “visit” your UTAPS calendar! ;-)
- Not compatible with Macs
  - Some have used an IE Emulator in Safari, but that’s not tested

Defense Travel System Overview

- **What system do I file my voucher in?**
  - **Check Line E on the 2nd page of your orders**
  - **DTS = DTS**
  - **RTS = Paper voucher submitted via myPers**

- **DTS is a 2-Step process**
  - **Authorization**
  - **Voucher**

DTS vs RTS

- **Order types that currently flow from AROWS-R to DTS**
  - **Annual Tour Only (no IDTs on front or back end)**
  - **MPA/RPA 29 DAYS or less**
  - **Back-to-back orders less than 45 days total**

- **Order types that will continue to be processed manually via RTS**
  - **RPA/MPA 30 DAYS or more**
  - **IDT Travel Reimbursement (Critical AFSC list)**
  - **IDT Lodging Reimbursement filed on the OF 1164**

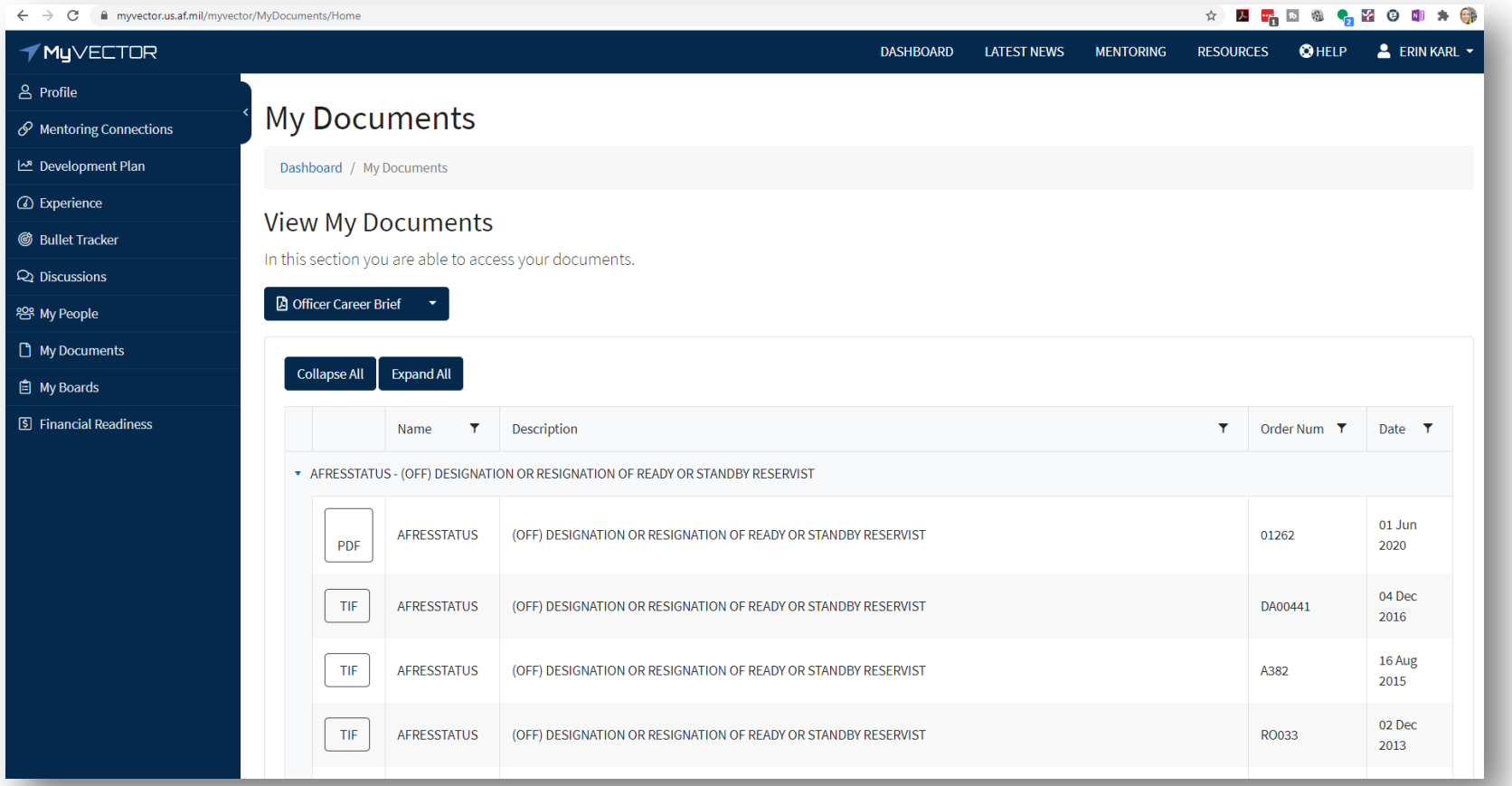
DTS vs RTS

- **Order types that will continue to be processed manually via RTS (Con't)**
  - **Annual Tour with IDTs in conjunction (front or back end)**
  - **PCS Orders**
  - **Non-Government Travel Card Holder (GTC)**
  - **Any Classified order**
  - **Orders with Multiple LOAs**
  - **AF 938s with forward deployment (CED orders)**

DTS HELP DESK HQ RIO POC's

- **DTS SUPPORT**
  - **Contact your detachment and ask for the ODTA**
  - **Live chat (https://www.defensetravel.dod.mil/site/livechat.cfm)**
    - **M-F from 0800 to 1800 EDT**
  - **Tier 2 (Help Desk) ARPC/FM LDTA (Lead Defense Travel Administrator)**
    - **Should only be contacted by the ODTA unless they are unavailable**
    - **DTS Help Guides: http://www.defensetravel.dod.mil/site/training.cfm**

- https://myvector.us.af.mil/myvector
- Air Force Portal site
- Mentoring
- Records

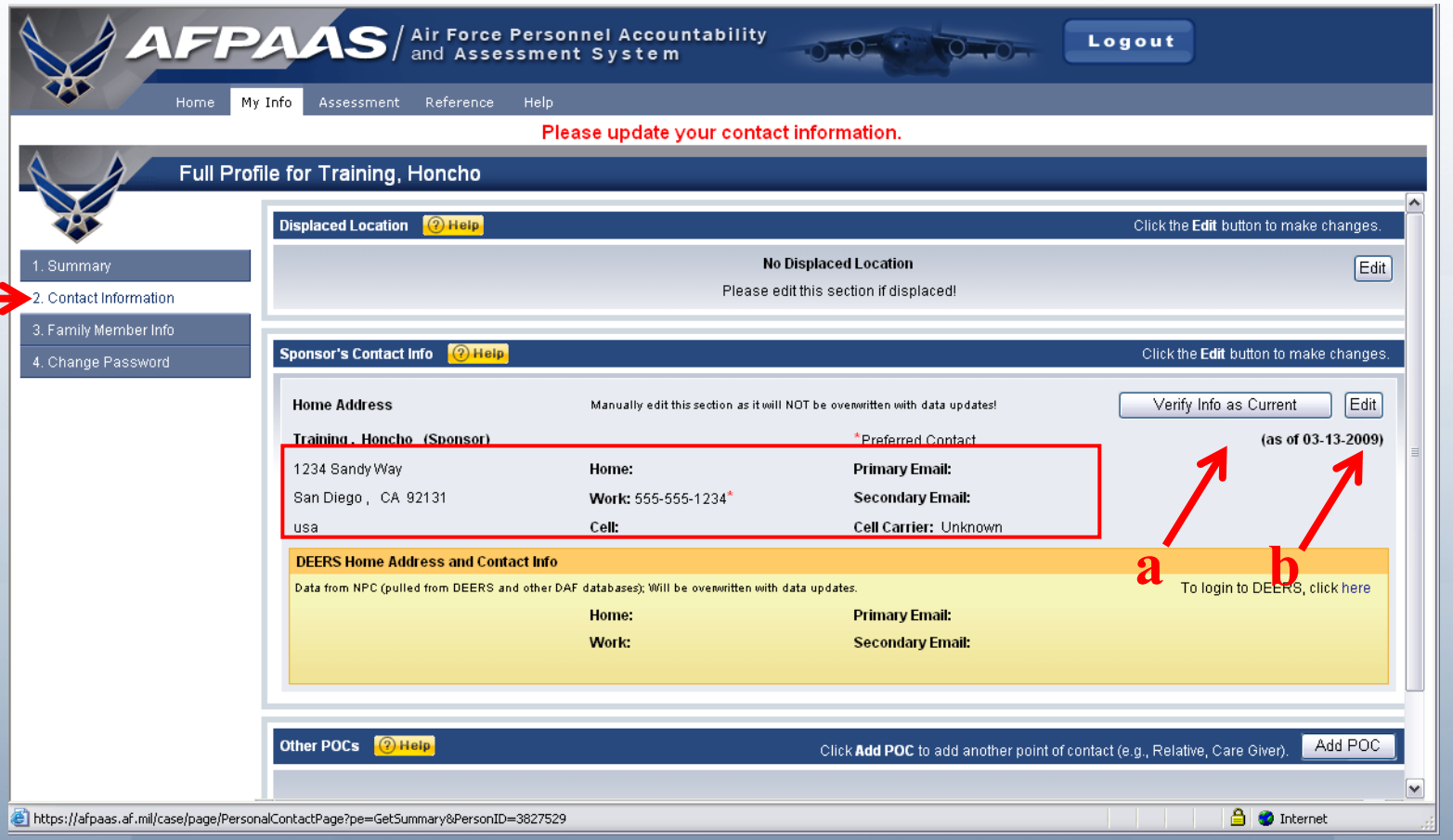


What is AFPAAS?

The Air Force's web-based tool for initial accounting and ongoing support of Airmen after a disaster event -- https://afpaas.af.mil

1) After an event, allows Airmen to log-on to and answer…
   - **"How are you?"**
   - **"Where are you?" and "How can we contact you?"**
   - **"What do you need right now?"**
2) Provides tools to command leadership and support personnel for accountability, case management and reporting
   - **Role-based**
   - **Automated reporting**
   - **Supports DODINST 3001.02 ("By Name" Accountability and Reporting)**

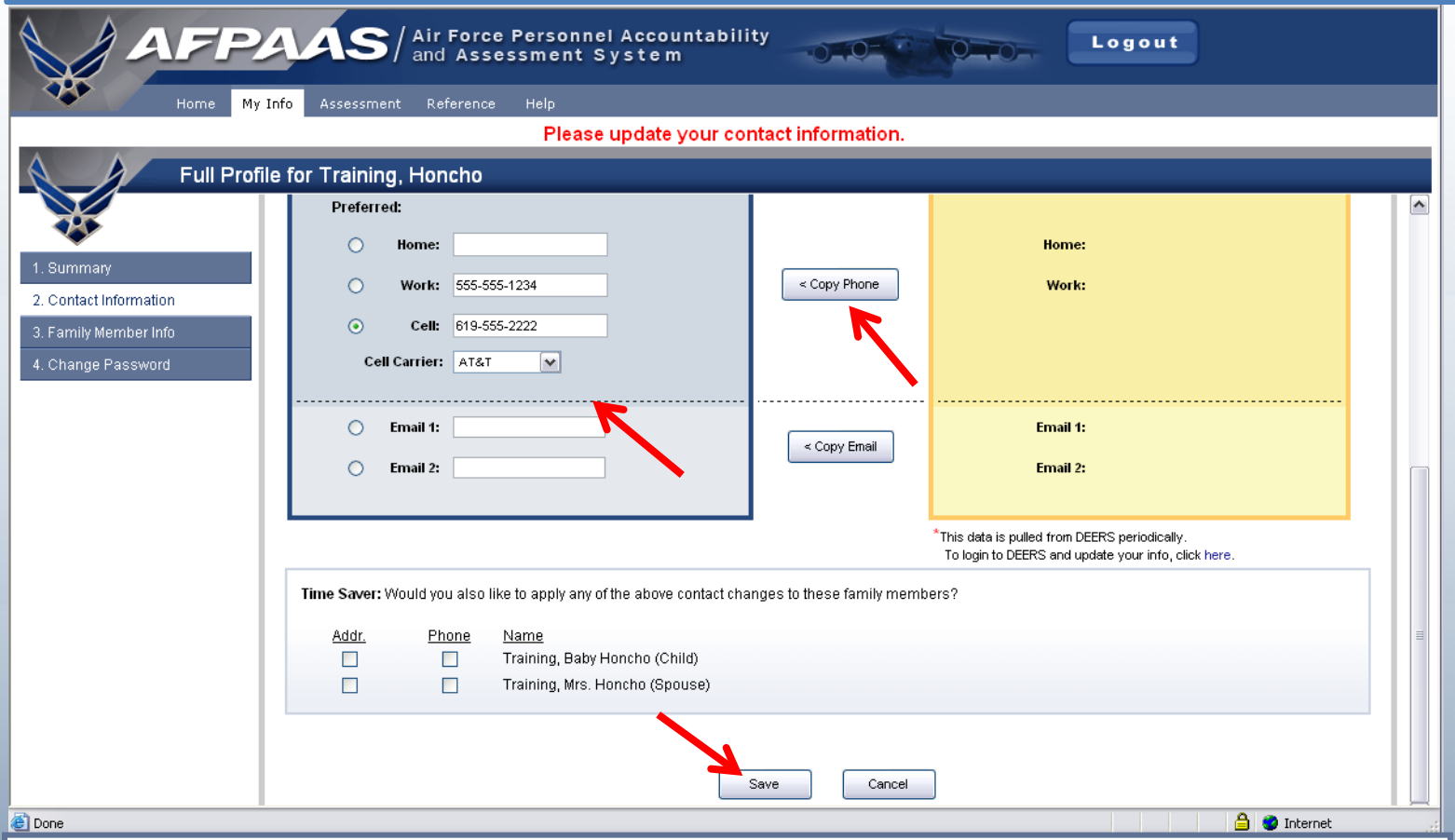
Update Data



A. Click the **Verify Info as Current** button or…

B. Click the **Edit** button and update it

Save Updated Information



- If you make changes, scroll to the bottom of the page
- Click the **Save** button

U.S. AIR FORCE

RIO Connect App & Capabilities

Download for access to:

- Announcements
- Training
- IR Resources
  - Travel Guide and IR Guide
- News and Events
- Directory—Detachment contact info and locations
- Fit Test calculator—includes exemptions & altitude adjustments
- Social Media links
- Det-level chat groups

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What if things change?

- Be proactive
  - Put reminders in your calendar
    - CAC expiration
    - Log in to UTAPs regularly
  - Don’t wait until the last minute

Download our Website Help Reference Guide!

- Be connected
  - You don’t have to be social to be on social media
  - Make connections with other IRs who are “tech savvy”
  - Read the RIO BUZZ
  - Use the RIO Connect app

U.S. AIR FORCE

What questions do you have?

- **We will keep this meeting open as long as necessary to answer all your questions in the chat**
- **A recording will be available at the same link you used to attend … spread the word and share this training with others!**
- **We value your feedback! Will you take the survey?**
  - **https://forms.gle/7REsq6yepb7dAVps9**

To take the survey, use the QR code or the link – you'll need to use a non-gov't computer.

Want the slides?