



## *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!**

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# ***Headquarters U.S. Air Force***

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*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**



- **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



- **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**

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***First we will cover ...***

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



**U.S. AIR FORCE**

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# ***CAC access for personal computers***

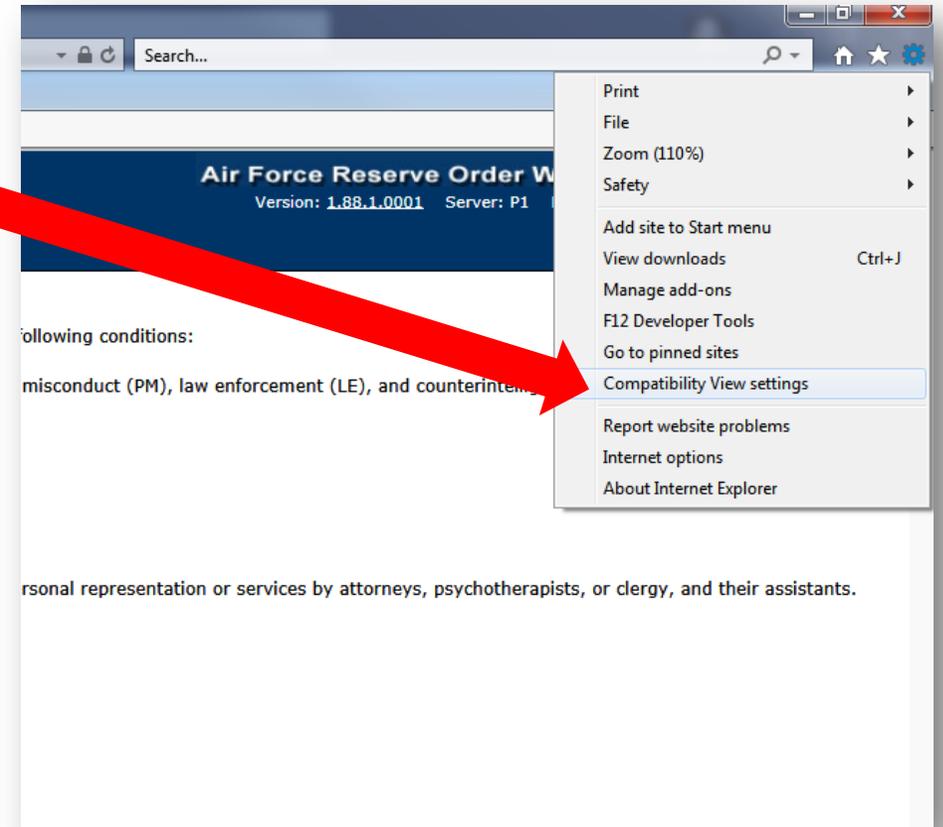
- **Need a CAC reader? Ask your URC or detachment**
- **One word: Authentication Certificate (okay, that's TWO words ...)**
- **Step-by-step instructions: <https://militarycac.com/>**
  - **Not an official website**
  - **It's where the comm folks go!**
  - **Mac instructions**
  - **Known issues**
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



U.S. AIR FORCE

# 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

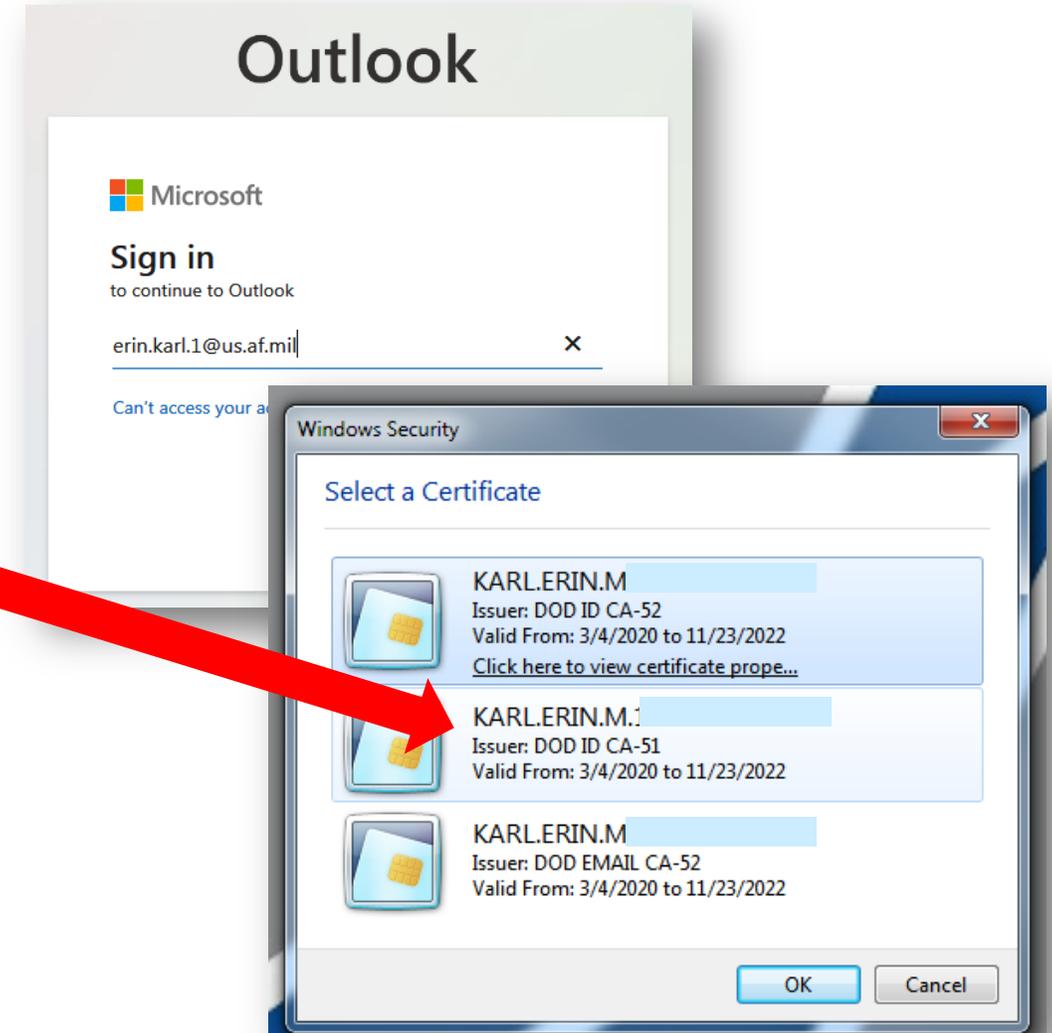




U.S. AIR FORCE

# OWA (webmail)

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





U.S. AIR FORCE

# Air Force Portal (*my.af.mil*)

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

The screenshot displays the Air Force Portal interface. At the top, there is a blue header bar. Below it, a grey bar contains the text "QUICK LINKS" and a "+ ADD" button. A search bar with the text "AFPA" is visible. To the right of the search bar, there are links for "CATEGORIES" and "A-Z". Below the search bar, there are two sections: "AIR FORCE INFORMATION" and "PERSONNEL AND CAREER". The "AIR FORCE INFORMATION" section contains a link for "AFPAAS (Air Force Personnel Accountability and Assessment System)" with a "+ Add to My Favorites" button next to it. The "PERSONNEL AND CAREER" section contains a link for "AFPAAS (Air Force Personnel Accountability and Assessment System)". On the right side of the page, there is a sidebar with several sections: "MY STUFF", "MY ALERTS" (with sub-items: Urgent (0), Notice (0), My Inbox (0)), "MY WORKSPACES" (with sub-item: Workspace), and "MY FAVORITES" (with sub-items: AFFMS II (Air Force Fitness Manage...), Air University Portal (.mil), AROWS-R (AF Reserve Order Writing...), DTS (Defense Travel System), My IMR / ASIMS - Medical Readiness..., myPay, myPers). Two red arrows point from the "QUICK LINKS" section to the search bar and the "AFPAAS" link in the "AIR FORCE INFORMATION" section.

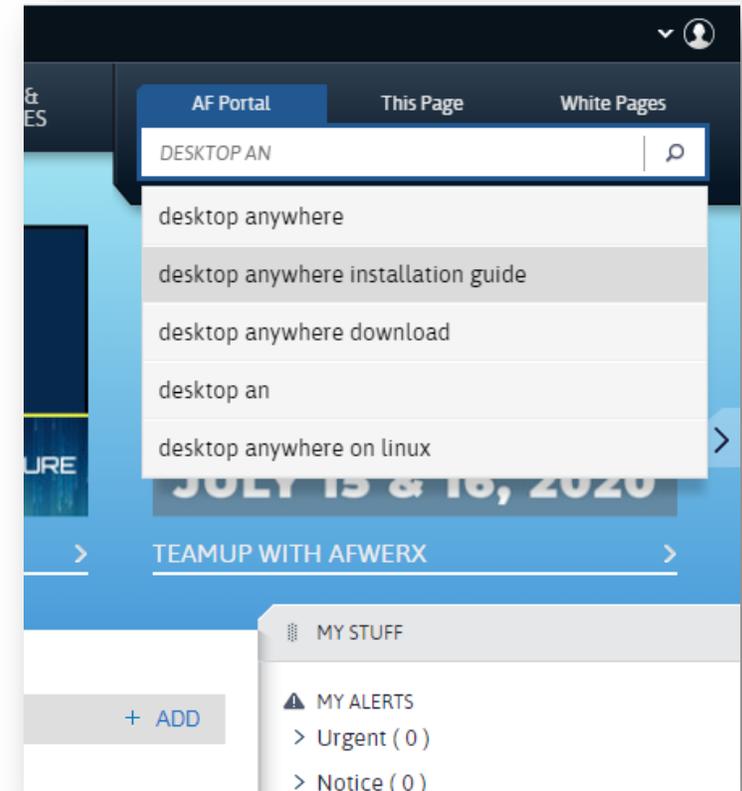


U.S. AIR FORCE

# 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





## ■ Readiness

- ARCNet
- myIMR
- AFFMSII

## ■ Personal/Personnel

- myPers
- AFPC SECURE
  - vMPF
  - PRDA
  - RMVS
- AFPAAS
- myVector

## ■ \$\$

- AROWS-R
- UTAPS
- DTS



# 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/>

The screenshot shows the ARCNet Member Profile page. The top navigation bar is blue and contains the following items: Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Admin. A red arrow points to the 'Readiness' menu item. Below the navigation bar is a blue header for 'Member Profile'. The main content area is divided into sections: Preferences, Member info, and Contact info. The Preferences section shows a 'Theme' dropdown set to 'Cosmo'. The Member info section displays the following details:

Member Id: 10863	EDIPI: 1104690501	AF Portal Id: jessica.j.montemayor
User Type: Member	Profile Last Updated: 4/17/2018	Last Logon: 7/8/2020
Rank: SMSgt (E-8)	Name: Jessica J MONTEMAYOR	



**U.S. AIR FORCE**

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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.**



- 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>

**Air Force Surgeon General**

Medical Readiness Status

MONTEMAYOR.JESSICA.JO.1104690501

Buckley AFB

EMAIL: JESSICA.MONTEMAYOR@US.AF.MIL

IMR	Immunizations	DrHA	Medical Clearance	SHPE	MTF Instructions																								
<table border="1"> <thead> <tr> <th colspan="6">IMR ACTION LIST</th> </tr> </thead> <tbody> <tr> <td colspan="6">(Nothing due)</td> </tr> <tr> <td colspan="6" style="text-align: center;"><a href="#">Action List Help</a></td> </tr> <tr> <td colspan="6" style="text-align: center;"><a href="#">MyIMR User Guide</a></td> </tr> </tbody> </table>						IMR ACTION LIST						(Nothing due)						<a href="#">Action List Help</a>						<a href="#">MyIMR User Guide</a>					
IMR ACTION LIST																													
(Nothing due)																													
<a href="#">Action List Help</a>																													
<a href="#">MyIMR User Guide</a>																													
Overall Status: Current																													
PHA	Dental	Labs	Profile	Med Equipment	Other																								
Current	Current	Current	Ready	Current																									
<b>PHAQ:</b> 19 Jul 2019	Dental Class: 2	Blood Type: A	Restriction: No	GMI Required: No	ANAM Date: -																								
Interval History: 8 Nov 2019	Dental Date: 27 Nov 2019	RH: Positive																											
DD2766 Review and Update: 8 Nov 2019		Sickle Cell Screen: Negative																											
Provider Review/Signature: 8 Nov 2019		G6PD: Normal																											
Last In-Person PHA: -		HIV Date: 25 Oct 2019																											
		DNA: On File																											



- 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

The screenshot shows the myPers portal for an Air Reserve Officer. Key features and annotations include:

- Profile, Incidents and Messages:** A yellow box highlights the top navigation menu item.
- Search:** A yellow box highlights the search bar in the top right corner.
- IMA Management:** A yellow box highlights the 'IMA Management' link in the 'LEARN MORE ABOUT' sidebar menu.
- Alerts (3):** A red banner at the top of the main content area contains three alerts, including a chat with an Air Reserve Component (ARC) myPers Total Force Service Center Agent and a notification of fax service removal.
- AY21-22 Reserve Developmental Education Designation Board:** A callout box highlights a notification about a convening notice and invitation to apply.
- I Would Like To...:** A blue banner at the bottom of the main content area lists recommended items such as 'Air Force Reserve Individual Reservist Program' and 'Access to AGR Program Information and Vacancies'.



# 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**

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN

MY ACCOUNT

- Incidents/Messages
- My Documents
- Notifications
- Change Password
- My Profile

Still Need Help?  
[Contact Us](#)

[Home](#) > [Incidents/Messages](#) > E-mail Us

## E-mail Us

- Required

Tell us what you are writing to us about.

Please indicate here what segment you are writing in reference to, so that we can route your message to someone who can help you best. For example, if you are an Officer with a question about an Enlisted Airman's promotion, you would choose "Enlisted".

- 

Component

- Category

Tell us how we can help.

Please DO NOT enter PII information. If you must submit PII information, add an attachment that contains the information.

- Subject
- Question



- Via link on myPers homepage

Welcome, User...

**Your current AFPC Secure e-mail address is:**

jessica.montemayor@us.af.mil

**Phone Number:**

[Click here to update your information](#)

Message Center...

- Visit Air Force Personnel Services web site for assistance on all personnel information, applications and programs. Air Force Personnel Services web site.
- Missing applications? Accessing secure applications from a .Mil or .Gov workstation is required for some applications. Visit the NOTE section at .Mil/.Gov Access Check Page to check network issues that may prevent you from seeing applications.

Available Applications... [Top Viewed Sites](#)

Click on the column headers to sort the list by that column. Click it a second time to reverse the sort order.

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

[Application List Display Preferences](#)



1.



Click Here...	Application Title...
<a href="#">ADP</a>	Airmen Development Plan <b>(Having problems connecting directly to ADP? The AF Portal link may resolve the issue. Click <a href="#">HERE</a>)</b>
<a href="#">AFFMS II</a>	Air Force Fitness Management System II
<a href="#">AMS</a>	Assignment Management System <b>*Active Duty Personnel Only*</b>
<a href="#">BLSDM</a>	Base Level Service Delivery Model
<a href="#">CMS</a>	Case Management System
<a href="#">EPROM Release</a>	Virtual Enlisted Promotion Release Web
<a href="#">HPERB</a>	Health Professions Education Requirements Board
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<a href="#">RAW</a>	Retrieval Applications Web
<a href="#">Reserve Vacancies</a>	Reserve Vacancy Finder
<a href="#">TEMPO TrackingNET40</a>	TEMPO Management and Tracking System
<a href="#">vMPF</a>	Virtual Military Personnel Flight Suite of Applications
<a href="#">vMPF Contact Center</a>	Virtual Military Personnel Flight Suite of Applications
<a href="#">vPSC RBA</a>	Virtual Personnel Service Center - Role Based Access

2.



**AFFMS II**  
AIR FORCE FITNESS MANAGEMENT SYSTEM II

Home Fitness Tools Reports Help

Fitness Calculator  
Fitness Questionnaire  
Fitness Documentation  
Fitness Charts

## Welcome to the Air Force Fitness Management System II (AFFMS II)

The Air Force Fitness Management System II (AFFMS II) is to motivate Airmen to participate in year-round physical conditioning activities that emphasize total fitness, to include proper aerobic conditioning, strength and flexibility training, and healthy eating. Health benefits from an active lifestyle will increase productivity, optimize health, and decrease absenteeism while maintaining a higher





# Connecting to PRDA

## Via the AF Portal

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

**QUICK LINKS** + ADD

X 🔍 **CATEGORIES** | **A-Z**

TOP PORTAL SEARCHES - UPDATED 28 OCT

- [PRDA \(Personnel Records Display Application\)](#) ←

PERSONNEL AND CAREER

- [PRDA \(Personnel Records Display Application\)](#)

## myPers Direct Link:

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



**I Would Like To...**

- [Access the vPC Dashboard](#)
- [Learn more about Civilian Furlough](#)
- [Access to AGR Program Information and Vacancies](#)
- [View My Records \[PRDA\]](#) ←
- [View My Current Retirement Points](#)
- [Access Secure Apps \(vMPF, PRDA\) - CAC Only](#)
- [Calculate my Reserve Retired Pay](#)
- [Update My DEERS Information](#)

» [View More](#)



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

Welcome: SMS MONTEMAYOR JESSICA J    Member    [Change Role](#)

**My Sections**

- Dashboard
- PRDA**

**Browse**

Clicking on a "category" or "subcategory" name in the browse tree will place all documents from that category or subcategory into the "Selected Document" area. Clicking on an "individual document" in the browse "Selected Document" area.

**Available Category:**

- ENTIRE PERSONNEL RECORD (27)
- PERFORMANCE REPORTS (3)
- DECORATIONS (5)
- ORDERS (2)
- SELECTION FOLDER (8)
- PCARS (1)
- MEDICAL (0)
- BOARD (0)

**Selected Documents**

Form Number	Document Name
-------------	---------------

[Get Documents](#)



# Reserve Vacancies

Click Here...	Application Title...
<a href="#">ADP</a>	Airmen Development Plan <b>(Having problems connecting directly to ADP? The AF Portal link may resolve the issue. Click HERE)</b>
<a href="#">AFFMS II</a>	Air Force Fitness Management System II
<a href="#">AMS</a>	Assignment Management System <b>*Active Duty Personnel Only*</b>
<a href="#">BLSDM</a>	Base Level Service Delivery Model
<a href="#">CMS</a>	Case Management System
<a href="#">EPROM Release</a>	Virtual Enlisted Promotion Release Web
<a href="#">HPERB</a>	Health Professions Education Requirements Board
<a href="#">PASCodes</a>	AS Code Information Provider
<a href="#">PERSTEMPO</a>	Personnel Quality-Of-Life Measurement Tool
<a href="#">PRDA</a>	Personnel Records Display Application <b>(Having problems connecting directly to PRDA? The AF Portal link may resolve the issue. Click HERE)</b>
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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

<a href="#">All Enlisted Vacancies</a>	<a href="#">All Officer Vacancies</a>
<a href="#">Unit Enlisted Vacancies</a>	<a href="#">Unit Officer Vacancies</a>
<a href="#">IMA Enlisted Vacancies</a>	<a href="#">IMA Officer Vacancies</a>
<a href="#">AGR Enlisted Vacancies</a>	<a href="#">AGR Officer Vacancies</a>

Would you like to go to:

<a href="#">AFRC Homepage</a>	<a href="#">ARPC Homepage</a>
<a href="#">Reserve Recruiter</a>	<a href="#">Exit</a>



## 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)



# Connecting to the vMPF

## Via the AF Portal

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

**QUICK LINKS** + ADD

X 🔍 **CATEGORIES** | **A—Z**

TOP PORTAL SEARCHES - UPDATED 28 OCT

- [vMPF \(virtual Military Personnel Flight\)](#)

PERSONNEL AND CAREER

- [vMPF \(virtual Military Personnel Flight\)](#)

## Via AFPC Secure

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

**AFPC Secure**

[CAC and DoD PKI Information](#) [Read FAQ](#) [Create UserID/Password](#) [Logout](#)

**Available Applications...** [Top Viewed Sites](#)

Click on the column headers to sort the list by that column.  
Click it a second time to reverse the sort order.

Click Here...	Application Title...
<a href="#">ACMS</a>	Acquisition Career Management System
<a href="#">ADP</a>	Airmen Development Plan
<a href="#">AMS</a>	Assignment Management System
<a href="#">EPROM Release</a>	Virtual Enlisted Promotion Release Web
<a href="#">Fill RPA Status Report</a>	Fill RPA Status Report
<a href="#">HPERB</a>	Air Force Medical Service Health Professions Education Requirements Board
<a href="#">PRDA</a>	Personnel Records Display Application
<a href="#">Reserve Vacancies</a>	Reserve Vacancy Finder
<a href="#">Retraining</a>	Retraining Vulnerability Listings for NCO Retraining Program
<a href="#">RMVS</a>	Reserve Management Vacancy System
<a href="#">vMPF</a>	Virtual Military Personnel Flight Suite of Applications



# Navigating the System





**Message Center**



[Suspenses \(0\)](#)  
0 new suspenses  
0 overdue suspenses

**Navigation**

The following areas of the vMPF are available to you:

[Self-Service Actions](#)

**Self Service Application Status**

- [My Stuff](#)

**Most Popular Applications**

- [Out Processing](#)
- [Awards and Decorations](#)
- [Data Verification Brief](#)

AIR EXPEDITIONARY FORCE (AEF) INFORMATION		
AEF INDICATOR	AEF DESCRIPTION/ROTATION PERIOD	DATE ASSIGNED TO THIS AEF

INDIVIDUAL DWELL TIME (IDT) INFORMATION		
IDT	IDT EXPIRATION DATE	IDT COUNTER
0 DAYS		6286 DAYS



**Help**

- [FAQ](#)
- [Glossary](#)
- [Known Problems](#)
- [Case Management System](#)

**System Announcements**

- [Pop-up Blocker Notice!!!!](#)
- [This Site Last Reviewed on 4 November 2011](#)
- [Address or phone number problems](#)

**Helpful Links**

- [Civilian-Employer-Update](#)
- [My Pay \(Formerly E/MSS\)](#)
- [My Pay \(Formerly E/MSS\)](#)
- [Unit Email Address Capture Form](#)
- [Rec. of Emergency Data Briefing](#)
- [Accrual Travel Voucher](#)



# Navigating the System

**vMPF** *Self-Service Actions*

**Secure Log Out**

[vMPF Home](#) · [Self-Service Actions Home](#) · [Sitemap](#) · [Glossary](#) · [Help](#) Go to

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?](#)



# Updating Your Record

vMPPF Self-Service Actions

Secure Log Out

vMPPF Home · Self-Service Actions Home · Sitemap · Glossary · Help

Go to Site Contents

vMPPF Home · Self-Service Actions · Personal Data

Personnel Data

- [ANG/USAFR Point Credit Summary Inquiry \(PCARS\)](#)
- [Awards and Decorations](#)
- [Data Verification Brief](#)
- [Duty History](#)
- [Evaluation Appeals](#)
- [Proof Of Service Letter](#)
- [Record Review/Update](#)
- [Reenlistment Eligibility](#)
- [Reserve Component Survivor Benefit Plan \(RCSBP\)](#)



# Updating your Record-Individual Information

**vMPPF Self-Service Actions**

Secure Log Out

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

**Pages**

- [Introduction](#) ←
- [Individual](#)
- Duty:
  - [Current](#)
  - [History](#)
  - [TDY](#)
- [Assignments](#)
- [Performance Reports](#)
- [Promotion](#)
- [Reenlistments](#)
- [Awards & Decs](#)
- [Aircrew](#)
- [Education & Training](#)
- [Service](#)
- [View/Print All Pages](#)

### INTRODUCTION

This section of the vMPPF can be used to review your personal information in a variety of areas. The intent is to provide easy access to your information.

To navigate from one subject area to another, click on the links to the left. You may print the page you are on, or all of the pages listed by clicking on the appropriate print button.

Active Duty General Officers: AF/DPG at COMM (703) 697-1181 (DSN 227-1181) or by email at [AFDPG.Workflow@pentagon.af.mil](mailto:AFDPG.Workflow@pentagon.af.mil)



# Updating your Record-Individual Information


Secure Log Out

MPF Home · Self-Service Actions Home · Sitemap · Glossary · Help
Go to

Pages

[Introduction](#)

[Individual](#)

Duty:

[Current](#)

[History](#)

[IDY](#)

[Assignments](#)

[Performance Reports](#)

[Promotion](#)

[Reenlistments](#)

[Awards & Decs](#)

[Aircrew](#)

[Education & Training](#)

[Service](#)

[View/Print All Pages](#)

### INDIVIDUAL INFORMATION

The Air Force Personnel Center database reflects the following information. If there are any errors in the underlined sections, you may correct the information by clicking on those data titles. If errors are found in items **NOT** underlined, you will need to contact your servicing military personnel section. If you require assistance or do not understand the available options, please click this link to [Contact Us](#).

<b>NAME</b>	<b>RANK:</b> SMS	<b>SSAN:</b> ██████████	<b>DATE:</b> 20 NOV 2014
<b>MARITAL STATUS:</b> MARRIED		<b>SPOUSE'S MILITARY STATUS:</b> SPOUSE ENLISTED MEMBER USAFR	
<u>JOIN SPOUSE INTENT</u> : NOT APPLICABLE ←		<b>MILITARY SPOUSE'S SSAN:</b>	
<b>SGLI AMOUNT:</b> 400,000			
<u>PERSONAL EMAIL ADDRESS</u> ←		<u>DUTY EMAIL ADDRESS:</u> ←	
<u>HOME PHONE:</u> ←			
<u>HOME ADDRESS:</u> ←		<u>MAILING ADDRESS:</u> ←	
<b>SEX:</b> FEMALE			
<u>RACE:</u> ←			
<u>HISPANIC DECLARATION:</u> ←		<u>ETHNIC GROUP:</u> ←	
<u>RELIGIOUS PREFERENCE:</u> ←			
<b>DATE OF BIRTH:</b>		<b>PLACE OF BIRTH:</b> SOUTH CAROLINA	
<b>CITIZENSHIP:</b> BY BIRTH IN UNITED STATES			
<b>WEIGHT MANAGEMENT:</b>		<b>EFFECTIVE DATE:</b> N/A	
<b>UNFAVORABLE INFORMATION FILE:</b> NO UIF			



# Updating your Record-Individual Information

Secure Log Out

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

Pages

- [Introduction](#)
- [Individual](#)
- Duty:
  - [Current](#)
  - [History](#)
  - [TDY](#)
- [Assignments](#)
- [Performance Reports](#)
- [Promotion](#)
- [Reenlistments](#)
- [Awards & Decs](#)
- [Aircrew](#)
- [Education & Training](#)
- [Service](#)
- [View/Print All Pages](#)

### INDIVIDUAL INFORMATION

The Air Force Personnel Center database reflects the following information. If there are any errors in the underlined sections, you may correct the information by clicking on those data titles. If errors are found in items NOT underlined, you will need to contact your servicing military personnel section. If you require assistance or do not understand the available options, please click this link to [Contact Us](#).

<b>NAME</b>		<b>DATE:</b> 20 NOV 2014
<b>MARITAL STATUS:</b> MARRIED		<b>USE ENLISTED MEMBER USAFR</b>
<u>JOIN SPOUSE INTENT:</u> NOT A		
<b>SGLI AMOUNT:</b> 400,000		
<u>PERSONAL EMAIL ADDRESS:</u>		
<u>HOME PHONE:</u>		
<u>HOME ADDRESS:</u>		
<b>SEX:</b> FEMALE		
<u>RACE:</u>		
<u>HISPANIC DECLARATION:</u>		<u>ETHNIC GROUP:</u>
<u>RELIGIOUS PREFERENCE:</u>		
<b>DATE OF BIRTH:</b>		<b>PLACE OF BIRTH:</b> SOUTH CAROLINA

https://ww3.afpc.randolph.af.mil/ - Personal Email ...

Enter your Personal email address information in the field below. Click the OK button to complete the transaction.

Personal Email Address

**\*WARNING\***  
**DO NOT use vulgar or offensive email addresses**

OK Cancel



# Updating your Record-Duty Information





Click here to return to the Self-Service Actions Home Page
Go to

**Pages**

- [Introduction](#)
- [Individual](#)
- [Duty: Current](#)
- [History](#)
- [TDY](#)
- [Assignments](#)
- [Performance Reports](#)
- [Promotion](#)
- [Reenlistments](#)
- [Awards & Decs](#)
- [Aircrew](#)
- [Education & Training](#)
- [Service](#)
- [View/Print All Pages](#)

### CURRENT DUTY INFORMATION

The Air Force Personnel Center database reflects the following information. If there are any errors in the underlined sections, you may correct the information by clicking on those data titles. If errors are found in items **NOT** underlined, you will need to contact your servicing military personnel section. If you require assistance or do not understand the available options, please click this link to [Contact Us](#).

NAME: <input type="text"/>	RANK: <input type="text"/>	SSAN: <input type="text"/>	DATE: 19 SEP 2013
DUTY TITLE: <input type="text"/>	DUTY LOC: <input type="text"/>		
UNIT: <input type="text"/>	COMMAND LEVEL: MAJCOM		
OFFICE SYMBOL: BIMAA	DUTY PHONE: <input type="text"/> 		
PAFSC: <input type="text"/> SEI: NONE	DAFSC: <input type="text"/>	DUTY EFFECTIVE DATE: <input type="text"/>	
CAFSC: <input type="text"/> SEI: NONE	2AFSC: <input type="text"/> SEI: NONE	3AFSC: NONE SEI: NONE	4AFSC: NONE SEI: NONE
DATE ARRIVED STATION: <input type="text"/>	DATE DEPARTED LAST DUTY STATION: N/A		
SPECIAL DUTY ASSIGNMENT PAY:	RATE: REASON:	EFFECTIVE DATE: N/A	
ASSIGNMENT LIMITATION:	EXPIRATION DATE:		



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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\*\***



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# ***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](mailto:tfsc_2@mypersmail.af.mil)**
- **vMPF**
  - **CAC Access only**
- **vPC Dashboard**
  - **I would like to...**
- **Finally... 1-800-525-0102, option 3**



### CAC Login

--- or ---

### Password Login

**Login ID:**

**Password:**

--- or ---

### New User 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 EMAIL CA". 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](mailto:AFRCFM.AROWSR@US.AF.MIL)

Access other than an AFRC Member or Civilian Employee, or if you are having trouble logging in, please contact Help 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](mailto: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.



- 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

Phone Number: [input field]

Email Address: [input field] XXXXXXXX.com

Travel Voucher Distribution List: [input field] XXXXXXXX.com, erin.karl.1@us.af.mil

Reserve Pay Office: IMA RPO

Number of Items per Page: 10 (used as a default for inboxes)

Password Verification Question & Answer

1. What was your high school mascot? [input field]
2. What is the color of your first car? [input field]
3. What was your first pet's name? [input field]
4. What is the city of your Mother's birth? [input field]
5. What is the name of your best friend? [input field]

Profile Name	Notifications
MEMBER	<input checked="" type="checkbox"/> Notify me when my requests become approved orders
MEMBER	<input checked="" type="checkbox"/> Notify me when my requests are disapproved

Save Changes



# 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

The screenshot shows the AROWS-R web application interface. The main window displays the 'Member Approved Orders Inbox' with a list of tracking numbers. A red arrow points to the tracking number 8391189. A secondary window shows the 'Current Status' for this tracking number, with a red arrow pointing to the 'Current Status' dropdown menu. A third window shows the 'History - Modifications' for the same tracking number, with a red arrow pointing to the 'Print' button in the 'Approved Orders' table.

Tracking Number
8391189
8391059
8345175
8344991
8337766
8264281
8237143
7954729
8044729
7829451

Applications In Progress	
Action	Mod #
No Information Available	

Approved Orders						
Action	Mod #	Start Date	End Date	Total Days	Order Type	Status
Print	1	2020/04/10	2020/09/18	162	ADOS	MOD
Print	0	2020/04/10	2020/08/31	144	ADOS	INITIAL



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



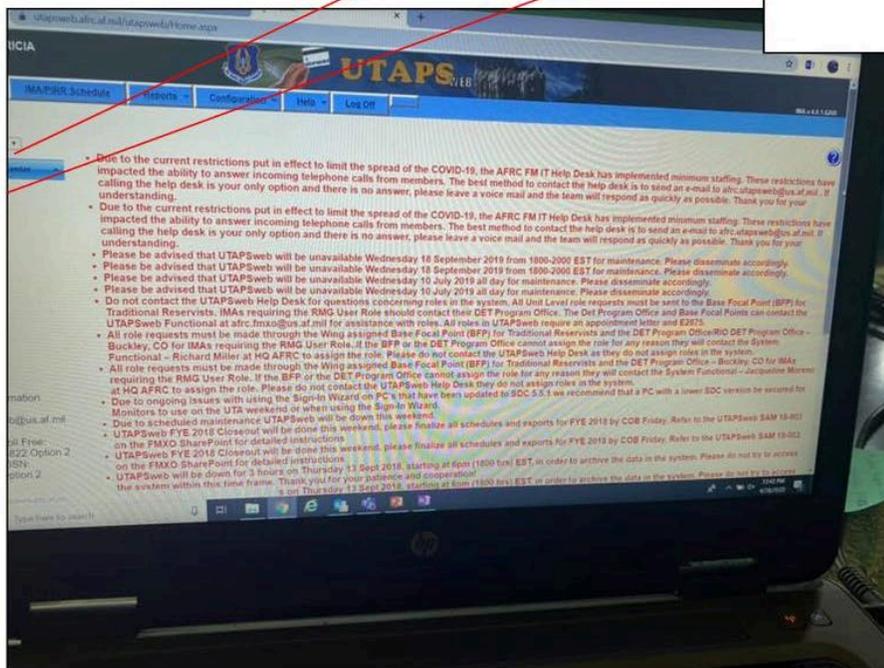
- Log into AROWS-R first, then select UTAPS from the drop-down menu

The screenshot shows a web browser window with the URL `arowsr.afrc.af.mil/arows-r/cac/login.do`. The page header includes the U.S. Air Force logo and a navigation bar with links for [Home](#), [Switch Profile](#), [My Account](#), and [Logout](#). A dropdown menu is open, displaying the following options: "Please Select A Menu" (with a dropdown arrow), "Please Select A Menu Member", "UTAPS" (highlighted in blue), "Hours: 0700-1700 EST Monday-Friday excluding Federal Holidays", and "AEDCEM.AROWSR@US.AF.MIL". A red arrow points to the "UTAPS" option. The main content area of the page displays a welcome message: "Welcome **ERIN KARL** to the AROWS-R Home Page. Your current login was on Tuesday, July 14, 2020 04:00. Your previous successful login was on Monday, July 13, 2020 04:00."



# 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!**



Want the old calendar back?  
Click LEGACY.

Monthly Schedule View

Today: July 2020

Submit Schedules

Day | Week | Month | Quarter | **Legacy** | Print Calendar Reports

	Q1	Q2	Q3	Q4	FY
IDT	20	0	0	4	24
RMP	0	0	0	0	0
FHD	0	0	0	0	0
PNT	0	0	0	0	0
AFTP	0	0	0	0	0
AGTP	0	0	0	0	0
Manday	0	0	0	0	0
Conflict	0	0	0	0	0
Split					
-----					
Built					
Pending					
Rejected					
Approved					
Worked					
Paid					

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



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# *Defense Travel System Overview*

- **What system do I file my voucher in?**
  - **Check Line E on the 2<sup>nd</sup> page of your orders**
  - **DTS = DTS**
  - **RTS = Paper voucher submitted via myPers**
  
- **DTS is a 2-Step process**
  - **Authorization**
  - **Voucher**



- **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**



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## ***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)**



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# 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

The screenshot shows the MyVector web application interface. The top navigation bar includes 'DASHBOARD', 'LATEST NEWS', 'MENTORING', 'RESOURCES', 'HELP', and a user profile for 'ERIN KARL'. A left sidebar contains various menu items: Profile, Mentoring Connections, Development Plan, Experience, Bullet Tracker, Discussions, My People, My Documents, My Boards, and Financial Readiness. The main content area is titled 'My Documents' and includes a sub-header 'View My Documents' with the text 'In this section you are able to access your documents.' Below this is a dropdown menu for 'Officer Career Brief'. There are 'Collapse All' and 'Expand All' buttons. A table displays document records with columns for Name, Description, Order Num, and Date.

	Name	Description	Order Num	Date
PDF	AFRESSTATUS	(OFF) DESIGNATION OR RESIGNATION OF READY OR STANDBY RESERVIST	01262	01 Jun 2020
TIF	AFRESSTATUS	(OFF) DESIGNATION OR RESIGNATION OF READY OR STANDBY RESERVIST	DA00441	04 Dec 2016
TIF	AFRESSTATUS	(OFF) DESIGNATION OR RESIGNATION OF READY OR STANDBY RESERVIST	A382	16 Aug 2015
TIF	AFRESSTATUS	(OFF) DESIGNATION OR RESIGNATION OF READY OR STANDBY RESERVIST	RO033	02 Dec 2013



# *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

**AFPAAS** / Air Force Personnel Accountability and Assessment System Logout

Home **My Info** Assessment Reference Help

Please update your contact information.

### Full Profile for Training, Honcho

- 1. Summary
- 2. Contact Information**
- 3. Family Member Info
- 4. Change Password

**Displaced Location** [Help](#) Click the **Edit** button to make changes.

**No Displaced Location** Edit  
Please edit this section if displaced!

**Sponsor's Contact Info** [Help](#) Click the **Edit** button to make changes.

**Home Address** Manually edit this section as it will NOT be overwritten with data updates! Verify Info as Current Edit

**Training, Honcho (Sponsor)** \*Preferred Contact (as of 03-13-2009)

1234 Sandy Way	<b>Home:</b>	<b>Primary Email:</b>
San Diego, CA 92131	<b>Work:</b> 555-555-1234*	<b>Secondary Email:</b>
usa	<b>Cell:</b>	<b>Cell Carrier:</b> Unknown

**DEERS Home Address and Contact Info** To login to DEERS, click here

Data from NPC (pulled from DEERS and other DAF databases). Will be overwritten with data updates.

<b>Home:</b>	<b>Primary Email:</b>
<b>Work:</b>	<b>Secondary Email:</b>

**Other POCs** [Help](#) Click **Add POC** to add another point of contact (e.g., Relative, Care Giver). Add POC

https://afpaas.af.mil/case/page/PersonalContactPage?pe=GetSummary&PersonID=3827529

- A. Click the **Verify Info as Current** button or...
- B. Click the **Edit** button and update it



# Save Updated Information

Please update your contact information.

### Full Profile for Training, Honcho

**Preferred:**

Home:

Work: 555-555-1234

Cell: 619-555-2222

Cell Carrier: AT&T

Email 1:

Email 2:

< Copy Phone

< Copy Email

**Home:**

**Work:**

**Email 1:**

**Email 2:**

\*This data is pulled from DEERS periodically.  
To login to DEERS and update your info, click [here](#).

**Time Saver:** Would you also like to apply any of the above contact changes to these family members?

Addr.	Phone	Name
<input type="checkbox"/>	<input type="checkbox"/>	Training, Baby Honcho (Child)
<input type="checkbox"/>	<input type="checkbox"/>	Training, Mrs. Honcho (Spouse)

Save Cancel

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



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# 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**
  
- **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**

Download our  
Website Help  
Reference  
Guide!





## 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?**