



- **Cameras off**
- **Audio muted**
- **PLEASE WAIT and ask questions at the end – we promise to answer them!**
  - **Type them**
  - **Raise your hand**
- **Be courteous to briefers and attendees**
- **Please be mindful of time – return from breaks promptly so we can stay on schedule**
- **Let's get started!**



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## *Survey Monkey Link*

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Survey Monkey Link Day 1

**Please use the link or QR code to complete the surveys you can do it all at the end or as we go.**

**\*\*If you are on orders, we will not process your TODC until all 3 surveys are completed.**



# ***United States Air Force Reserve***

*Integrity - Service - Excellence*

## **HQ IR Readiness and Integration Organization**



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**Lt Col Erin Karl**

**HQ RIO/PAO**

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## Who We Support



4





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# *Individual Reservist (IR)*

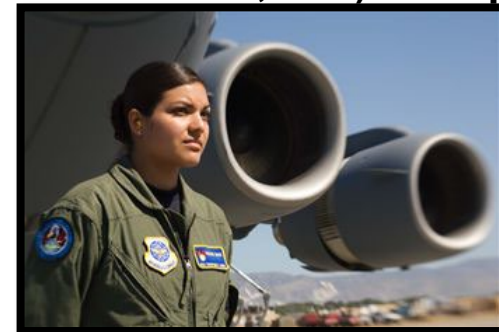
## ■ IMA (CAT B)

- Assigned to an Active Component, unit, wing, MAJCOM, COCOM, HQ
- Annual Tours (AT) and Inactive Duty Training (IDT) required for satisfactory FY participation
  - 24 or 48 IDTs
  - 12 - 14 Day Annual Tour



## ■ PIRR (CAT E)

- Members of the Ready Reserve (not part of SELRES) subject to active-duty recall by the President or Congress in time of national emergency or war
- Not assigned to a position on a UMD (attached to a unit) and not counted against reserve end strength
- Attached to active-component units and must earn 50 points per R/R year. The 50 points may be paid (MPA, limited school tour, etc.) or unpaid (IDT)



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# Unique IR Mission Sets

- **IMAs are assigned to every Department of Defense Combatant Command and other government defense agencies**, providing augmentation for manning shortfalls and backfilling for deployed active-component personnel in nearly every career field.
- **90+ Emergency Preparedness Liaison Officers** – Assigned to 1st Air Force, National Security Emergency Preparedness Directorate (NSEP), activated in support of local and federal agencies in the face of natural disaster and other emergencies to facilitate requests for Title 10 Air Force support
- **CAP-USAF Civil Air Patrol Reserve Liaison Officers** – These participating individual ready reservists (points only) facilitate inspections of local CAP operations around the country, ensuring the volunteer-driven, official Air Force auxiliary is prepared to respond to its 4,000+ missions each year.
- **Admissions Liaison Officers** – These participating individual ready reservists (points only) provide information about Air Force commissioning and educational opportunities (USAFA and ROTC) to high school students and educators in all 50 states and several overseas areas.



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# Active Component Key Roles



## OPCON vs. ADCON

- Owning unit has OPCON of the IR force and most admin functions
  - Mission execution, security, fitness, medical, training
  - MPA, participation, evals, PRFs, FSS actions, DEERS, GTC, etc.
- HQ RIO has concurrent ADCON
  - orders, readiness reporting, retirements, assignments
  - IMA end-strength, funding, formal schools, ETS, etc.

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## ***HQ RIO's Roles***

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- RIO serves IRs to ensure they are ready to execute the mission
- Standardize management of IRs
- Ensure IR readiness and full integration with the active force
- IR Orders and IR Pay (MilPay and Travel)
- Manage IMA end-strength
- Provide a chain of command with accountability through ARPC/CC to the AFRC/CC
- Maintain concurrent admin control with RegAF CCs
- Educate and counsel the Active Component on IR matters
- Partnership and outreach
- Deliver a full complement of customer service and support



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## *HQ RIO's Organizational Structure*

---

- HQ Staff at Buckley AFB = 63
- 7 Dets/4 OLs = 60
- \*RPA support = 84
- Supports 53 separate orgs including all MAJCOMS, COCOMS, govt agencies, 100+ MAs, ARPC & AFPC
- IRs hail from all 50 States and D.C. and many reside overseas
- IRs serve in 43 states, throughout the NCR and in 13 countries

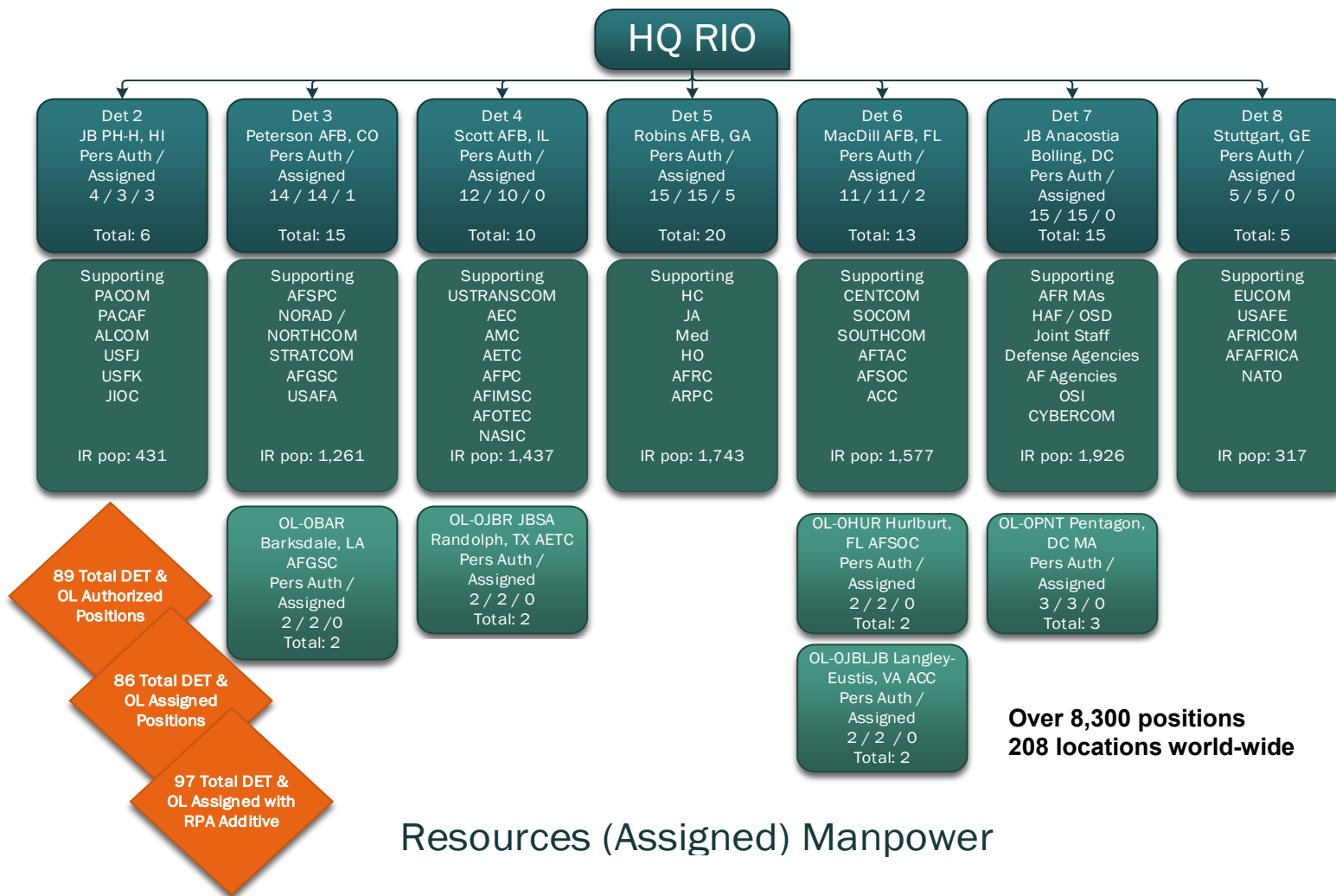
ADCON to 8,000+ Individual Reserve positions; IR = IMAs + PIRR (Academy Liaison Officer/Civil Air Patrol)

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# Detachments / Operating Locations



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- **HQ RIO Training: provides HOW-TOs on common IR tasks**
  - The TRAINING page of the HQ RIO website has the recordings and slides
  - Quick Guides and the IR Guides should be your GO TO publications
- **Communications available to the field**
  - HQ RIO Website – your one-stop shop
  - The RIO Buzz
    - Emailed, posted to FB, HQ RIO website, and Connect App
  - RIO Facebook page

- **HQ RIO Training: provides standardized IR / URC / AD training**
  - Welcome Briefings / Newcomers Orientation / Refresher Training
  - Commander / Director / Supervisor Training
  - RIO Learning Experiences on the TRAINING page of the website
- **Communications available to the field**
  - HQ RIO Website
  - RIO Connect App (Apple and Android devices)
  - RIO Buzz newsletter
  - IR Guide / Quick Guides



[Survey Monkey Link Day 1](#)



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# Welcome



- We are here
- Attendees – worldwide

*We are*  
**HERE**



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## ***ROEs for Virtual IRO***

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- Don't miss out – limit side chat
- PLEASE WAIT and ask questions at the end – we promise to answer them!
  - Type them
  - Raise your hand
- Stay in the training lane – watch giving TOO much info
- Be courteous to briefers and attendees
- Please be mindful of time – return from breaks promptly so we can stay on schedule



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## *Your IRO Team*

- HQ IR RIO/IRR Team for the week
  - Lt Col Erin Karl
  - SMSgt Kevin Wilson
  - SMSgt Michelle Corlett
  - MSgt Iliah Duncan
  - TSgt Elizabeth Patrick
  - SSgt Stephen Swearingin



# *HQ RIO Commander & SEL*

Col Nathan Day



CMSgt Jofred Aviles







# ***United States Air Force Reserve***

*Integrity - Service - Excellence*

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## **RIO Travel Policies and Procedures**



*HQ RIO Travel  
December 4, 2024*

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- Preparing to Travel
  - DTS
  - GTC
- Creating a Travel Order
  - Making travel reservations (airfare, rental car, lodging)
- Preparing a Travel Voucher
  - Documentation Required
  - What is a Valid Receipt?
  - Two Travel Systems
- Reviewing Travel Voucher Payment



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## *Planning Your Travel*

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**All travel orders must be generated through DTS prior to your expected departure date, with the exception for PCS travel.**

The AF Form 938 or AF Form 40A is **not** considered a travel order. Your travel arrangements are created and approved in the Defense Travel System (DTS) in a DTS Authorization. The system will generate a Travel Authorization after approval, and this is considered your official travel orders.

You must have an approved AF Form 938 or AF Form 40A in order to submit a travel authorization in DTS.

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## *Defense Travel System (DTS)*

---

All members must have a DTS account assigned to HQ RIO with up-to-date profile, GTC, and EFT information.

Contact your Organizational Defense Travel Administrator (ODTA) ODTA (Organization Defense Travel Administrator) at your assigned Detachment for any DTS assistance including creating your DTS account. A list of Detachment contacts can be found here:

<https://www.hqrio.afrc.af.mil/About/Det-Contact-List/>

**Inquiries sent directly to HQ RIO Travel Reimbursement Office (TRO) requesting DTS assistance will be returned without assistance. Travelers must contact their Det ODTA.**



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# *Government Travel Card (GTC)*

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- GTC Agency Program Coordinator (APC)
  - Located at IR's Active Duty unit
  - Responsible for processing application and monitoring use
- **Member is responsible for full and timely payment**
  - Commanders may discipline for unauthorized use or delinquency in payment
  - Delinquency may be reported on personal credit report only after 211 days of non-payment
  - Late fees can only be assessed 75 days after the end of the billing cycle

**❖ EFT and split disbursement is MANDATORY per  
DoDI 5154.31-V4**

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# *Government Travel Card (GTC)*

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- Public Law 105-264 makes use of GTC **mandatory** for:
  - Airline Tickets
  - Lodging
  - Rental Cars
  - Exception: Order indicates member does not have a GTC
- GTC may be used for:
  - Meals and Incidentals (i.e. toothpaste, soap, laundry, etc.)
  - IDT travel costs if authorized reimbursement for IDT ONCD travel
  - IDT lodging





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## *What if I don't have a GTC?*

- CBA vs. IBA
  - CBA is a Centrally Billed Account
    - Members who are ineligible to receive an IBA
    - Airfare will be paid by the Travel Management Office (TMO)
    - Reimbursement is not authorized
  - IBA is an Individually Billed Account
    - Member has a GTC
    - Used for all official travel expenses. Use of personal credit cards or other forms of payment is not authorized unless the traveler is exempt from mandatory use of the IBA

**❖ CBA airfare can now be processed in DTS**

# *Travel Advances & Scheduled Payments*

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- Travel Advance
  - Member does not have a GTC
  - Must be authorized on the orders (up to 80% of the TDY) and approved by the DET CC
  - Can be processed in DTS
  - Must be submitted NLT 10 days prior to order start date
- Scheduled Partial Payments can be requested in your DTS authorization to receive accrued travel expense reimbursement and allowances every 30 days. The TDY must be more than 45 days to use this feature. You must ensure your estimated travel allowances, such as daily lodging and M&IE rate, are accurate to avoid potential overpayments.



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# *Planning Your Travel: Airfare*

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- The GSA City Pair Program requires a traveler to use the contracted routes when they are available.
  - You must use DTS or call SATO directly to reserve a GSA City Pair Program flight
  - Benefits are fully refundable tickets, no change fees or cancellation penalties, one-way pricing structure, and no blackout dates.
  - **Your DTS authorization must be approved 48 hours before departure to avoid auto-cancellation of the reservation**
  - You may **not** use GSA CPP fares for personal travel
  - If travelers arrange airfare outside of the mandated GSA CPP, then reimbursement is limited to the contracted airfare cost. Transaction fees are not reimbursable, as it should be extremely rare that a TMC is not available.

More information regarding the GSA City Pair Program can be found at  
<https://www.gsa.gov/travel/>

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# *Planning Your Travel: Rental Car*

- If a traveler is authorized or approved the use of a rental vehicle for official travel, then the traveler should select a **ZEV, or Zero-Emission Vehicle**, or a **compact car**
  - Specific approval for higher than compact class
  - A traveler must verify their rental car is part of the U.S. Government Rental Car Agreement, which provides full insurance. You may use DTS or call SATO directly to reserve under this program.
  - Benefits are upgraded size/class when compact is unavailable, no black out dates or minimum rental periods, unlimited mileage (except for one-way), no additional fees for 21+ drivers, and free liability coverage.
  - If traveler does not reserve rental car through TMC, reimbursement is limited to what the rental vehicle would have cost if it was obtained through TMC.
  - A rental car is **never** authorized for Inactive Duty Training (IDT)

More information regarding the US Government Rental Car Program can be found at <https://www.travel.dod.mil/Programs/Rental-Car/>

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# *Planning Your Travel: Privately Owned Vehicle (POV)*

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To promote sustainable transportation, the traveler should consider using commercial ZEVs over other automobiles; rail over air travel if the distance is 250 miles or less or long-distance automobile travel; and public transit over automobiles.

- Any use of a POV is considered a **personal choice** by the traveler. A traveler **cannot be directed** to use a POV for official travel or be a passenger in another TDY traveler's POV.
  - If a traveler chooses to use a POV, then reimbursement depends on whether using the vehicle is more advantageous to the Government than other modes of transportation.
  - The cost comparison is submitted to the Approving Official (AO) on a Constructed Travel Worksheet (CTW).
  - Refer to the [City Pair Program](#) contracted rates, [AMTRAK](#) for rail estimates, and [DTMO](#) Rental Car ceiling rates to complete CTW.



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# *Planning Your Travel: Lodging*

- The DoD established the Integrated Lodging Program (ILP) to achieve reduced rates, enhance the traveler's experience, and provide greater safety and security.
- The Joint Travel Regulations (JTR), par. 020303 **requires** travelers on temporary duty at an ILP location to use ILP lodging in the following order:
  - **DoD lodging**, also called Government Quarters
  - **Privatized lodging**, such as Privatized Army Lodging (PAL)
  - **DoD Preferred Commercial lodging**
- A certificate of non-availability (CNA) confirmation number obtained through DTS is required to document that Government quarters or DoD Preferred Lodging was unavailable.
- Without a CNA, reimbursement is limited to applicable ILP rate
- Travelers are responsible for any charges more than per diem rate

More information regarding the Integrated Lodging Program (ILP) can be found at  
<https://www.travel.dod.mil/Programs/Lodging/>

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# *Planning Your Travel: Daily Meals & Incidental Expense (M&IE) Rate*

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The Meals & Incidental Expense (M&IE) rate is a daily travel allowance paid to you based on the location and number and types of meals available at the TDY location. The meal portion covers expenses for breakfast, lunch, and dinner and the incidental expense portion covers expenses for laundry, baggage tips, and more.

- The main meal rates are:
  - **Locality**, also called “Max Rate” – all three meals purchased commercially
  - **Proportional**, also called “Partial” – one or two Government meals are available AND traveler stays at ILP facility on U.S. installation
  - **Government** – all three Government meals are available.
  - **Incidental Expense Only** – all three meals provided at no cost
- The incidental expense rates are:
  - CONUS locations are \$5.00 per day
  - OCONUS locations are \$3.50 or locality IE rate based on Govt quarters



# *Planning Your Travel: Daily Meals & Incidental Expense (M&IE) Rate*

---

- The first and last day of travel order is always paid at 75% of locality rate. Any additional travel days are paid at 100% of locality rate.
- No M&IE is payable while in AT status where all Govt quarters and meals are available
- No M&IE is payable while in IDT status
- A certificate of non-availability (CNA) confirmation number obtained through DTS is required to document that Government meals were unavailable for TDY locations that have a dining facility.

More information regarding Per Diem Rates can be found at:  
<https://www.travel.dod.mil/Travel-Transportation-Rates/Per-Diem/>



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# *Nonconventional Lodging*

- Nonconventional lodging is any non-commercial facility such as rooms found on AirBnB, Vrbo, or Vacasa
- Travelers should be aware of the risks associated with using non-government procured lodging, such as:
  - A valid, itemized receipt is required for reimbursement. Many nonconventional lodging providers do not provide such documentation. Lost receipt form is not acceptable.
  - Travelers assume the risk of non-refundable reservations.
  - Non-government procured lodging options are not vetted through DoD channels to ensure they meet fire and safety standards.

DoD employees (military and civilian) are generally prohibited from directly booking and using nonconventional lodging for Temporary Duty (TDY) and Permanent Change of Station (PCS) travel



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## *Types of Travel*

The purpose of your travel determines the travel allowances and reimbursement that you may receive, and the supporting documentation required for the travel claim. The main types are:

- Annual Training (AT)
- AT in conjunction with Inactive Duty Training (IDT)
- Inactive Duty Training (IDT) Outside Normal Commute Distance
- Reserve Personnel Appropriation (RPA)
- Military Personnel Appropriation (MPA)
- Contingency, Exercise, Deployment (CED)
- Permanent Change of Station (PCS) / Personally Procured Move (PPM)



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# *Annual Training Travel*

---

When both Government quarters and Government meals are available, an RC member performing Annual Training (AT) is **not** entitled to daily Meals & Incidental Expense (M&IE) rate, per JTR 032302.

Per DOHA Case No. 04042602 (2004), "the Comptroller General found that Congress did not intend reservists on annual training to receive per diem when government lodging and mess are available... Reserve members are treated in a manner similar to their Active Duty counterparts who are not entitled to per diem in those instances where the government provides quarters and mess." A certificate of non-availability (CNA) confirmation number obtained through DTS is required to document that Government quarters was unavailable.



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# AF Form 938 Orders Example

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR				BY ORDER OF THE SECRETARY OF THE AIR FORCE	
<b>PRIVACY ACT STATEMENT</b> <i>AUTHORITY: 10 USC 8013; Executive Order 9397.</i> <i>PRINCIPAL PURPOSES: Used to request and authorize Air Force reservist tours of active duty as well as acting as a temporary duty travel order. SSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication; enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable.</i> <i>ROUTINE USES: A copy of the order may be provided to civilian employers to substantiate active duty military requirements.</i> <i>DISCLOSURE IS VOLUNTARY: However, without this information and SSN the Air Force cannot act on your travel, per diem and pay entitlements.</i>					
1. NAME (Last, First, MI) HICKPICKER, PEGGY			2. GRADE LT COL	3. SSN 123-45-6789	
4. PRESENT STREET ADDRESS 123 N MAIN ST		5. CITY BOERNE		6. STATE TX	7. ZIP CODE 78006-0000
8. UNIT OF ASSIGNMENT 52 FIGHTER WG FFBJD0	9. LOCATION SPANGDAHLEM AB ABS, GERMANY			10. PAS CODE ST0DEFBID	
11. Mbr is ordered to ANNUAL TRAINING			for 15 * days plus auth tvl time. (0 Tvl Days)		TRACKING #: 10000008
12. WILL REPORT TO (Unit and location) 52 FIGHTER WG FFBJD0, SPANGDAHLEM AB ABS, GERMANY 09126-9998			13. REPORTING DATA (Hour) (YYYYMMDD) 0730 20231118		14. RELEASE DATE (YYYYMMDD) 20231202
15. CORPORATE LIMITS <input checked="" type="checkbox"/>			16. COMMUTING AREA <input type="checkbox"/>		17. BUS CODE N

Orders will be written with Block 15 checked CORPORATE LIMITS. Travel days will show in block 11.

Block 12 will show actual duty location. If this is incorrect, you must contact the Orders Writing Cell (OWC) to request an orders modification.



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# AF Form 938 Orders Example

15. CORPORATE LIMITS <input checked="" type="checkbox"/>				16. COMMUTING AREA <input type="checkbox"/>		17. BAS CODE <u>N</u>	
18. REMARKS <b>AUTH: AFMAN 36-8001</b> (File travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed DODFMR authorized travel time. Per diem is based on availability of gov't quarters and mess; contact the base billeting office since gov't quarters must be used when available.) SEE NEXT PAGE FOR REMARKS.							
19. TNG-CAT-IND		20. TOUR-IND		21. MEAN CODE		22. MAN-DAY ID	
<b>ESTIMATED COST</b>		23. TRAVEL \$0.00	24. PER DIEM \$0.00	25. OTHER \$0.00	26. TOTAL \$0.00		
27. PAY AND ALLOWANCE 5743700 504 6272 P722.01 387700 MAY201							
28. TRAVEL REQUESTING OFFICIAL (Typed name, grade, DSN)				29. SIGNATURE		30. DATE	

There will be no TRAVEL line of accounting in Block 27. Your AF938 orders are for pay and to bring you into a status. Travel authorizations are approved in DTS.



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# AF Form 938 Orders Example

- h. MEMBERS DUTY STATUS IS 19.
- i. PERSTEMPO CODE, IS J, Home Station Training . PERSTEMPO LOCATION IS GERMANY.
- j. RENTAL CAR IS NOT AUTHORIZED AT  
32 FIGHTER WG FFBJD0 (20231118 THRU 20231202).
- k. ADVANCE BY FSO IS NOT AUTHORIZED. TRAVELER HAS A GOVT CHARGE CARD AND PIN, WHICH WILL BE USED FOR ATM CASH ADVANCES AND MEALS AND INCIDENTAL EXPENSES (M+IE) PLUS MISCELLANEOUS EXPENSES.
- l. THE TRAVEL AND TRANSPORTATION REFORM ACT OF 1998 (TTRA), PUBLIC LAW 105-264 STIPULATES THAT THE GTCC WILL BE USED BY ALL U.S. GOVERNMENT PERSONNEL, MILITARY AND CIVILIAN TO PAY FOR COSTS INCIDENT TO OFFICIAL GOVERNMENT TRAVEL UNLESS SPECIFICALLY EXEMPT.
- m. THE INTENT OF THIS ORDER IS TO FUND THE TOUR THROUGH THE END DATE FOUND IN BLOCK 14 OF THE AF FORM 938. THIS IS CONTINGENT UPON CONTINUED FUNDING AVAILABILITY WITH THE APPROVAL OF AN APPROPRIATION OR A CONTINUING RESOLUTION ACTION. IF NEITHER OF THESE OCCUR, THE ORDER WILL BE CURTAILED AND THE MEMBER MUST RETURN TO THEIR HOME/PLEAD.
- n. IN ACCORDANCE WITH AFMAN 34-102, MEALS AND QUARTERS ARE AVAILABLE. HOWEVER, IF A NON-AVAILABILITY LETTER IS ISSUED, THE MEMBER IS AFFORDED FULL MEALS & INCIDENTAL EXPENSES FOR MEALS AND REIMBURSEMENT FOR QUARTERS UP TO THE MAX LODGING RATE FOR THE LOCALITY (BOTH CAN BE FOUND EITHER IN DTS UNDER TRAVEL TOOLS AND PER DIEM RATE LOOKUP OR THE DTMO WEBPAGE AND SEARCHING PER DIEM RATE LOOKUP ).

J: Because the order is written for duty within corporate limits, a rental car will not be authorized on the AF938 orders. Authorization for a rental car is approved in DTS.

N: Quarter and Meal statement





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# AF Form 938 Orders Example

- p. USE THE FOLLOWING BUDGET LABEL IN DTS IN THE ACCOUNTING SECTION: DTS BUDGET LABEL: 24 DET5 AT
- q. ORDERS ARE WRITTEN TO ENCOMPASS TRAVEL DAYS AND WILL BE INCLUSIVE TO THIS ORDER. IF FURTHER TRAVEL DAYS ARE REQUIRED, AN ORDER MODIFICATION WILL BE REQUESTED BY MEMBER PROVIDING JUSTIFICATION FOR APPROVING OFFICIAL APPROVAL.
- r. IN ORDER TO EXPEDITE HANDLING AND SPEED UP PAY, YOU ARE HIGHLY ENCOURAGED TO CERTIFY THESE ORDERS AT THE END OF YOUR TOUR USING THE TOUR OF DUTY CERTIFICATION (TODC) PROCESS IN AROWS-R.
- s. THIS ORDER BRINGS THE MENTIONED MEMBER ON STATUS FOR THE NOTED DATES IN BOXES 13 AND 14 ABOVE. THE MEMBER WILL NEED TO INITIATE A TRAVEL AUTHORIZATION IN DTS TO RESERVE FLIGHTS (INITIAL/RETURNING), LODGING, RESERVE A RENTAL CAR (IF APPROVED BY AO), AND OTHER AUTHORIZED ENTITLEMENTS. ADD THIS AF FORM 938 (OFFICIAL ORDER) INTO YOUR DTS AUTHORIZATION BEFORE SUBMITTING AUTHORIZATION FOR APPROVAL.
- t. THE MEMBER WILL NEED TO INITIATE A TRAVEL AUTHORIZATION IN DTS TO RESERVE FLIGHTS (INITIAL/RETURNING), LODGING, RESERVE A RENTAL CAR (IF APPROVED BY AO), AND OTHER AUTHORIZED ENTITLEMENTS

P: DTS Budget Label. This is the line of accounting you will choose in DTS.

S: The completed order and all modifications MUST be uploaded to your DTS authorization and voucher.



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## ***IDT Outside Normal Commute Distance Travel***

Travel expense reimbursement may be authorized for certain RC members who perform IDT required to commute 150 miles or more. An eligible RC member is either an AFR Airmen with a grade of E-1 thru E-7 **OR** is qualified in a skill designated as a critical career field.

**\*\* The IDT critical skills list is subject to change year-to-year \*\***

- IDT travel reimbursement is limited to **12 round trips per FY** and each reimbursement will not exceed **\$500 per round trip**.
- Mileage reimbursement is paid according to the "Other Mileage" rate identified by DTMO
- Meal reimbursement is limited to maximum locality Meals & Incidental Expense (M&IE) rate
- **ALL** receipts are required for reimbursement (except tolls)

More information regarding IDT Outside Normal Commute Distance travel can be found here:

<https://www.hqrio.afrc.af.mil/Travel/IDT-Travel-Lodging-Reimbursement/>

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# *IDT Lodging Reimbursement*



IMA members are reimbursed for lodging expenses only incurred while performing Inactive Duty Training (IDT).

- **Reservation and reimbursement rules under Integrated Lodging Program (ILP) still applies.** See previous slide *Planning Your Travel – Lodging*
- Claimed in a DTS Local Voucher after the trip has ended. Thus, reservations are made outside of DTS and directly with hotel. You may request thru DTS when in conjunction with Annual Training (AT) travel
- IDT lodging reimbursement is authorized for the night prior to performing duty. One additional night of lodging may be authorized on the last day and must be specifically approved on an MFR signed by the RIO Det or RegAF Commander
- No advances (unless for extenuating circumstances)



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# AF Form 40A Example

II. TRAINING DATA (List each day of training separately)				RETENTION/RETIREMENT (R/R) DATE
DATE (YYYYMMDD)	DUTY HOURS WORKED (Inclusive)	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATIONS/ REMARKS
20230318	0800-1600	8	2	ALCONBURY IAP, UK / 501 COMBAT SPT WG
20230329	0800-1600	8	2	ALCONBURY IAP, UK / 501 COMBAT SPT WG
TOTAL NUMBER OF HOURS WORKED		96	24	TOTAL NUMBER OF POINTS
RESERVIST'S NAME & PHONE (Type or Print legibly in ink)			RESERVIST SIGNATURE AND DATE	
HICKPICKER, PEGGY J			 Click to sign	
<b>III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE</b> (Complete and return to reservist prior to the reservist reporting for scheduled training) See AFI 34-246, Air Force Lodging Program, and AFI 34-239, Food Service Management Program. The Authorizing Official is the commander of the assigned/ attached unit or a representative designated IN WRITING. Subsistence-in-kind is authorized for enlisted members in a pay status if training is 8 hours or more in any 1 day. If the duty is less than 8 hours or is non-pay status, or if the reservists is an officer, the reservists must pay the full food charge. The Authorizing Official is the commander of the assigned unit or representative IN WRITING.				
LODGING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SUBSISTENCE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	AUTHORIZING OFFICIAL'S TITLE		AUTHORIZING OFFICIAL'S SIGNATURE AND DATE
				 Click to sign

- AF40As are required for all IDT Lodging claims
  - They can be signed or unsigned
  - If unsigned, the UTAPS calendar with the duty days blacked out to show them as paid is required. Your name MUST show on the UTAPS calendar
- In Part III, the lodging box MUST be checked "YES" for lodging to be reimbursed



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## *Roundtrip Mileage*

- Travel orders determined as “within commute distance”, are for travel legs within a roughly 50-mile radius are eligible to receive one roundtrip mileage expense reimbursement.
- These claims are submitted at the completion of the tour in a DTS Local Voucher based on the actual distance traveled and the regular TDY rate.
- This was formerly paid through military pay.



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# *Preparing a Travel Voucher*

- All travel vouchers (other than PCS) are submitted in DTS.
- You must attach all applicable supporting documentation including, but not limited to:
  - Orders – AF 938 or AF 40A
  - Airfare receipt
  - Lodging receipt
  - Rental car receipt
  - Constructed Travel Worksheet (CTW) – for POV use
  - Any other receipt for claims \$75 or more

**❖ All travel vouchers must be filed within 5 duty days of completion of travel**



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# *What is a valid receipt?*

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Per the DoD Financial Management Regulation (DoD FMR), Vol. 9, Definitions, the DoD's official definition of a receipt is:

“A legibly written/printed/electronic document (or facsimile thereof) provided by a service provider or vendor to a customer, which provides documentary evidence that the service provider or vendor has been paid for services or goods, provided to the customer. To be considered valid, a receipt must contain the name of the entity providing the good(s)/service, the date(s) that the good(s)/service was/were provided/purchased, the price of the good(s)/service, any tax levied, the total monetary amount due, and must indicate that the total monetary amount due was paid.”



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## *What is a valid receipt?*

---

The official wording is translated into plain language as:

- You must be able to read it.
  - It can be a copy of the original.
  - The vendor (or their agent) must create it.
  - It must prove that you made a payment and what that payment was for.
  - It must include:
    - the vendor's name,
    - the date you purchased the good/service,
    - the amount paid for each item,
    - the taxes paid,
    - the total amount owed, and
    - the total amount paid
- 

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## *What is a valid receipt?*

A valid receipt is **NOT**:

- Any document you received before you made the final payment, such as a reservation/booking confirmation, a contract/agreement, or an estimate, itinerary, deposit, or pre-payment
- Any document that is not fully itemized, such as a GTCC statement, credit card summary receipts, online booking confirmations
- Any document produced by anyone besides the vendor or their agent, such as a bank or GTCC statement
- Screen shot from any DTS screen



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# What is a valid receipt

**THE HERTZ CORPORATION**  
Web: [www.hertz.com](http://www.hertz.com)

**Hertz**

**CHARGE DETAIL**

Rental Agreement No: 152303281  
Date: 06/20/2024  
Document: 994001259086

Direct All Inquiries To:  
THE HERTZ CORPORATION  
PO BOX 26120  
OKLAHOMA CITY, OK 73126-0120

Renter:  
Account No.: [REDACTED]  
CDP No.: 249603  
CDP Name: DEPARTMENT OF DEFENSE

**RENTAL REFERENCE**

Rental Agreement No: 152303281  
Reservation ID: K8534823178  
Frequent Traveler: ZE1

**MISCELLANEOUS INFORMATION**

CC AUTH: 069039 DATE: 2024/05/27 AMT: 1425.00  
CC AUTH: 069039 DATE: 2024/05/27 AMT: 1226.00

**RENTAL DETAILS**

Rate Plan: IN: USCDW OUT: USCDW  
Rented On: 05/27/2024 15:24 LOC# 210011  
DENVER AP, CO  
Returned On: 06/20/2024 10:55 LOC# 210011  
DENVER AP, CO  
Car Description: PORTE 2.0L DIND26  
Veh. No.: 2516581  
CAR CLASS Charged: B MILEAGE In: 4,907  
Rented: C Out: 3,862  
Reserved: B Driven: 1,045

**RENTAL CHARGES**

WEEKS	3 @	233.00	699.00
EXTRA DAYS	3 @	47.00	141.00
SUBTOTAL			840.00
CONCESSION FEE RECOVERY			93.77
VEHICLE LICENSE FEE			4.03
CUSTOMER FACILITY CHARGE			144.00
TAX		13.25%	143.45
TOTAL CHARGES			1225.25 USD

Name of the entity providing the good(s)/service

Customer information must be the name of the traveler

Date(s) that the good(s)/service was purchased

Any tax levied

Identify whether or not the rental car was reserved under the Rental Car Agreement

Date(s) that the good(s)/service was provided

The price of the good(s)/service

Total monetary amount due

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## *Two Travel Systems – RTS vs DTS*

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- IRs will be directed to use one of two travel pay systems:
  - Defense Travel System (DTS) – electronic vouchers. Your profile, EFT, and GTC account information is updated in this system. A detailed summary of the payment can be access through DTS. MyPay will only provide an Advice of Payment with a total, but no breakdown of expenses is provided. Check the Sign & Submit screen in your voucher to view the status of the payment.
  - Reserve Travel System (RTS) – manual vouchers. This is used for PCS and PPM travel claims **only**. Travel Advice of Payment (AOP) summary is provided through MyPay.

**DO NOT submit IR vouchers through eFinance**

**❖ All travel vouchers must be filed within 5 duty days of completion of travel**

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# *Reviewing Travel Voucher Payment*

**You must create a DTS Voucher after the trip is complete within 5 duty days**

- Review your Vouchers by logging into DTS and check the status. A Paid or Archive status means it is likely **paid**.

Paid

Archive Submitted

Archive Img Sub

- You may see a different type of status, which means the voucher is most likely **not paid yet** and **may require your corrective action.**

Signed

Reviewed

Returned

Created



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# Reviewing Travel Voucher Payment

Navigate to the Sign & Submit tab in your voucher to review the status. You will need to click the Show Previous Stamps link to view the status.

**Review**

Review Profile

Review Voucher

Other Auths and Pre-Audits

**Sign and Submit**

## Digital Signature

### Trip Voucher Status

See where your trip voucher currently is in the approval process.

[Check document for errors...](#)

[Show Previous Stamps](#)

07/10/2024 07:00PMEST PAID	NAME Pay Mod Generated	COMMENT DOV Number: T8329076 Disbursing Station Number: 3801 Trace/Check Number: 102036553410205 Total Payment Amount: \$1844.33 Amount Paid to Traveler: \$865.05 Interest Paid to Traveler: \$0.00 AMT Paid to GOVCC: \$979.28 Interest Paid to GOVCC: \$0.00 Payment Effective Date: July 11, 2024
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07/08/2024 01:20PM CREATED	NAME MARISSA L RUSTICI	COMMENT
07/08/2024 01:35PMEST SIGNED	NAME MARISSA L RUSTICI	COMMENT
07/09/2024 10:50AMEST REVIEWED	NAME ROBERTO SIMENTAL	COMMENT REIMBURSED INW SUPPORTING DOCUMENTATION, IF VOUCHER NEEDS CORRECTIONS AFTER AO APPROVAL, PLEASE SUBMIT A SUPPLEMENTAL VOUCHER.
07/09/2024 03:49PM ADJUSTED	NAME MARISSA L RUSTICI	COMMENT
07/09/2024 06:24PMEST APPROVED	NAME GARY P THURMAN	COMMENT
07/09/2024 06:26PMEST ADJUSTED OBLIGATION	NAME GARY P THURMAN	COMMENT Trip #1 DFXAFRABPCRIO 24 HQ RIO OM 2024 QTR: 4 \$97.98
07/09/2024 06:26PMEST PAY LINK	NAME Pay Mod Generated	COMMENT Document data-linked to Payment Module
07/09/2024 06:37PMEST <a href="#">Show Details</a> OBLIG SUBMITTED	NAME Pay Mod Generated	COMMENT By XML Proc
07/09/2024 07:52PMEST POS ACK RECEIVED	NAME Pay Mod Generated	COMMENT
07/09/2024 07:52PMEST VOUCHER SUBMITTED	NAME Pay Mod Generated	COMMENT By XML Proc
07/10/2024 07:00PMEST PAID	NAME Pay Mod Generated	COMMENT DOV Number: T8329076 Disbursing Station Number: 3801 Trace/Check Number: 102036553410205 Total Payment Amount: \$1844.33 Amount Paid to Traveler: \$865.05 Interest Paid to Traveler: \$0.00 AMT Paid to GOVCC: \$979.28 Interest Paid to GOVCC: \$0.00 Payment Effective Date: July 11, 2024

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## *Resources*

HQ RIO Travel website contains processing timelines, travel voucher guides and videos, and list of ODTA contacts

<https://www.hqrio.afrc.af.mil/Travel/>

DTMO website contains published rates, constructed travel worksheet instructions, travel training and more

<https://www.travel.dod.mil/>

GSA Website contains published rates for airfare, rental car, and per diem, and more

<https://www.gsa.gov/travel>



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*Questions?*



Survey Monkey Link Day 1

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# ***United States Air Force Reserve***

*Integrity - Service - Excellence*

## **IMA Military Reserve Pay Office**



**Ms. Tina Williams**

**Ms. Nicole Johnson**

**4 DEC 2024**

## **U.S. AIR FORCE**

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- **Welcome packages**
- **RPO & Orders**
- **Special Actions**
- **Debts**
- **IDTs and out of IAS IDTs**
- **Foreign Language Proficiency Pay (FLPP)**
- **MyFSS Review**
  - **Knowledge articles**
  - **Ticket submissions**
  - **Case look ups**



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# ***WELCOME PACKAGES***



# Welcome Packages

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- IMA Welcome Packages **MUST** be completed **BEFORE** the IMA member can begin receiving pay
- RPO Welcome Packages are different from DET welcome packets
- Packet must be complete and included full SSN and valid signatures with proper dates
  - Do not reuse old forms
  - Provide new forms with new dates
- Provide any applicable backup documentation (Marriage cert, Birth cert, Adoption decree, etc.)
  - Yes, you may have provided it to another pay office – We will still need a copy
- Items may require annual recertification



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# Welcome Packages - Con't

## MILITARY PAY IN-PROCESSING PACKET

### CHECKLIST OF REQUIRED DOCUMENTS FOR MILITARY PAY

NAME: \_\_\_\_\_ SSN: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\*\*\* **ALL FORMS** ARE REQUIRED FOR MILITARY PAY IN-PROCESSING \*\*\*  
<MISSING OR INCOMPLETE FORMS WILL RESULT IN A DELAY OF YOUR PAY>

### PLEASE INITIAL NEXT TO EACH FORM INCLUDED IN YOUR PACKET

	1. DD 1288 OR APPOINTMENT ORDER
	2. DIRECT DEPOSIT FORM (SF 1199A)
	3. W-4 FEDERAL TAX WITHHOLDING
	4. STATE OF LEGAL RESIDENCE CERTIFICATE (DD 2058)
	5. SGLI-SERVICE GROUP LIFE INSURANCE (see note below)
	6. ADDRESS CHANGE FORM (AF 1745)
	7. BASIC ALLOWANCE FOR HOUSING (AF 594)
	*MUST INCLUDE MARRIAGE CERTIFICATE OR CHILD(REN) BIRTH CERTIFICATE IF APPLICABLE
	8. BENEFITS WAIVER (AF 1962)
	9. DD 214 – FOR ALL PRIOR SERVICE DATES

\*\*\*Please visit <https://www.benefits.va.gov/insurance/SOES.asp> to complete SGLI election



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# Welcome Packages - Con't

## AF594 – Verifying your Dependents

- Marriage Certificate
- Birth Certificates
- Adoption Decrees

APPLICATION & AUTHORIZATION TO START, STOP OR CHANGE BASIC ALLOWANCE FOR HOUSING OR RECERTIFICATION OR DEPENDENCY DETERMINATION/REDETERMINATION OR ESM START/STOP FOR MEMBERS ASSIGNED/TERMINATING UNACCOMPANIED PERSONNEL HOUSING		
PRIVACY ACT STATEMENT		
AUTHORITY: 37 USC § 403, Public Law 96-343, Privacy Act of 1974 PURPOSE: To start, adjust or terminate military member's entitlement to BAH or to provide required Entitlement Recertification or Dependency Determination / Redetermination or ESM start / stop for eligible members E6 and below assigned / terminating unaccompanied government quarters ROUTINE USE(S): Information may be disclosed to the Internal Revenue Service for tax information on members Social Security Administration or tax deducted, Department of Veteran Affairs for education and group life insurance information, and the Department of Justice for investigating or prosecuting possible violations of the law, the American Red Cross for information concerning the needs of the member or dependents emergency situations. DISCLOSURE: Voluntary. However, failure to provide all information may result in non-payment of Basic Housing Allowance (BAH) SORN: T7340, Defense Joint Military Pay System - Active Component, T7344, Defense Joint Military Pay System - Reserve Component		
MEMBER INFORMATION		HOUSING OFFICIAL
1. NAME (Last, First, MI)		NON-AVAILABILITY/ASSIGNMENT/TERMINATION OF QUARTERS
2. DoD ID Number		QUARTERS ARE NOT ASSIGNED <input type="checkbox"/> DATE:
3. GRADE		ADEQUATE QUARTERS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED UNIT #
4. PHONE		EFFECTIVE DATE: <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED UNIT #
5A. DUTY LOCATION (Base, State, ZIP Code or Country)		INADEQUATE QUARTERS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED UNIT #
5B. MEMBER'S PHYSICAL ADDRESS (Street, City, State, Zip Code or Country)		TRANSIENT QUARTERS OCCUPIED - UNIT #
5C. E-MAIL ADDRESS		EFFECTIVE DATES FROM: TO:
MARITAL / DEPENDENT STATUS		NAME, GRADE and TITLE of HOUSING REPRESENTATIVE
6 <input type="checkbox"/> SINGLE, NO DEPENDENTS <input type="checkbox"/> SINGLE, CLAIMING DEPENDENT(S)		SIGNATURE
MARRIED - SPOUSE IS A <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY MEMBER		DATE
IF MILITARY SPOUSE provide - NAME, DoD ID Number, BRANCH OF SERVICE, DUTY STATION AND DATE OF MARRIAGE:		
<input type="checkbox"/> DIVORCED (Date) <input type="checkbox"/> LEGALLY SEPARATED (Date)		
7. NON-CUSTODIAL PARENTS: I PAY <input type="checkbox"/> THE FULL AMOUNT OF WITH-DEPENDENT RATE BAH, OR <input type="checkbox"/> PER MONTH FOR DEPENDENT SUPPORT		
BASED ON: a. <input type="checkbox"/> DIVORCE DECREE b. <input type="checkbox"/> COURT ORDER c. <input type="checkbox"/> LEGAL SEPARATION AGREEMENT, OR d. <input type="checkbox"/> WRITTEN AGREEMENT WITH CHILD'S CUSTODIAN		

7. NON-CUSTODIAL PARENTS: I PAY <input type="checkbox"/> THE FULL AMOUNT OF WITH-DEPENDENT RATE BAH, OR <input type="checkbox"/> PER MONTH FOR DEPENDENT SUPPORT			
BASED ON: a. <input type="checkbox"/> DIVORCE DECREE b. <input type="checkbox"/> COURT ORDER c. <input type="checkbox"/> LEGAL SEPARATION AGREEMENT, OR d. <input type="checkbox"/> WRITTEN AGREEMENT WITH CHILD'S CUSTODIAN			
8. I <input type="checkbox"/> CLAIM BAH FOR THE DEPENDENT <input type="checkbox"/> IN <input type="checkbox"/> NOT IN MY LEGAL AND PHYSICAL CUSTODY LISTED BELOW (Effective Date):			
Note: Indicate the civilian dependent(s) you are claiming and their relationship. If dependent(s) is a child, include the date of birth(DOB).			
(a) NAME (Last, First, MI)	(b) ADDRESS, CITY, STATE, ZIP or COUNTRY	(c) RELATIONSHIP	(d) DOB
9. IF DEPENDENT NAMED ABOVE IS A CHILD WHOSE PARENT IS A MILITARY MEMBER, OR THE SPOUSE OF A MEMBER PROVIDE THE FOLLOWING			
NAME	DoD ID Number	BRANCH OF SERVICE	STATION
MEMBER'S CERTIFICATION (Required for members claiming dependents)			
<input type="checkbox"/> I certify that I provide adequate support (see DoD FMR Vol 7A, Chapter 26) for the dependents named above. I am aware that failure to adequately support the above named dependents will result in stopping BAH, and recouping allowances paid for any prior periods of nonsupport			
CERTIFICATION FOR MEMBERS RECEIVING BAH FOR SECONDARY DEPENDENTS (package must be approved by AFPC-OL, Indianapolis).			
(Parents, parents-in-law, stepparents, or in-loco-parentis, Students 21 and 22 years of age, Incapacitated children over age 21 or Ward of a Court)			
I certify that this is my first application <input type="checkbox"/> YES <input type="checkbox"/> NO If no, give date your last application was filed.			
I understand that my failure to comply with the applicable requirements may result in cancellation of my BAH. Furthermore, I understand that making a false statement or claim against the US Government is punishable by court martial and that the penalty for willfully making a false claim, or false statement in connection with a claim is a maximum fine of \$10,000 or imprisonment for 5 years, or both. I will report any changes of dependent's status or residence, as well as any changes in my housing arrangements immediately to the Financial Services Office (FSO). I also understand that my failure to comply with appropriate requirements may cause involuntary collection of any resulting indebtedness retroactive to the date the entitlement became erroneous.			
MEMBER'S SIGNATURE			DATE

DAF Form 594, 20221207  
Prescribed by: AFMAN65-116V1

PREVIOUS EDITION IS OBSOLETE



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# ***RPO & ORDER SUBMISSIONS***



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# ***MPA, RPA, AT ORDERS FOR PAY***

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- **Processes all MPA, RPA, AT orders for Pay**
- **Active order pay is NOT started simply because the order is in AROWS-R**
  - **Short Tours(1-29 days):**
    - TODC and/or 1 completed AF 938 at the END of the tour
  - **Long Tours (30+ days):**
    - 2 filled out AF 938s – Members should keep all signed copies of orders
    - Pre-certification – First day of work
    - Close out/Certified order – Last day of work
- **Extended / Curtailed Orders**
  - The pay team is not automatically notified if an order is modified
  - Members MUST provided their order amendment to the RPO as soon as possible to avoid overpayment or delay in pay
  - **FAILURE TO DO THIS MAY RESULT IN DEBT**



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## ***Reserve Pay Office (RPO)***

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- All RPO requests should be submitted using a MyFSS case
- One request per ticket, do not bundle issues (causes delay)

Phone: 1-800-525-0102 , DSN 665-0102

Website: <https://www.hqrio.afrc.af.mil/Pay/>

**Reserve Pay Office services all IMA pay and leave issues – NOT  
TRAVEL issues**





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# ***SPECIAL PAY AND ALLOWANCES and SPECIAL ACTIONS***



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# ***SPECIAL PAY AND ALLOWANCES***

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The following are paid by RPO, *but we do not determine eligibility.*

- **Blended Retirement System Continuation Pay - HQ RIO**
- **Officer and Enlisted Bonuses - ARPC IMA Bonus Office**
  - Officer knowledge article in MyFSS -  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004Xl2CAE>
  - Enlisted knowledge article in MyFSS -  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XkxCAE>
- **Aerial Flight Incentive Pay (AVIP, CSIP, HDIP, Parachute/Jump) - HQ RIO HARM Office - Knowledge Article**  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000000LHaFCAW>



# ***SPECIAL PAY and ALLOWANCES***

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- **AFR Health Professions Special Pay and Incentives (HPO/BCP/IP) - ARPC IMA Health Professionals Office - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XksCAE>**
- **Special Duty Assignment Pay (SDAP) - Enlisted - ARPC Reserve Assignments - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000000m2CAA>  
Apply through MyVector - <https://myvector.us.af.mil/MyVector/Home>**
- **Incapacitation Pay - Must go through the LOD process and all required documentation provided to RPO  
Knowledge article - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LI56CAG>**
- **Allowances -  
Officer Uniform Allowance - HQ RIO RPO  
Civilian Clothing Allowance - HQ RIO RPO  
Enlisted Uniform Allowance - HQ RIO not RPO**



# ***SPECIAL PAY and ALLOWANCES***

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- **Promotion** - If you are promoted, that promotion must be updated in MiLPDS before RPO can assist with updating your pay grade or back pay. The MiLPDS update should flow to the pay system, and promotion back pay should be systematic. Please allow 2 to 3 paid LES to update and back pay before reaching out to RPO. A CMS case to DFAS is required for updating pay grade and/or back pay.
- **O-E Pay (Officer O1, O-2 and O-3 only) - Not automatic.** If you are a new IMA/commissioned officer and are eligible for O-E pay, provide all DD214s and/or points history to our office through a MyFSS case to request your pay record be updated and O-E back pay. RPO will review for eligibility and create a CMS case to DFAS to update the “E” in the pay system, and request any back pay owed if eligible.
- **Saved Pay (Officer Only) - Not automatic.** If you are a new IMA/commissioned officer and are eligible for saved pay, provide your DD214 or separation documentation showing you were enlisted, and what rank you were prior to commissioning. RPO manually pays this each month.



- **Thrift Savings Plan** - RPO does not process TSP contributions or loan repayment amounts. If you are having issues with TSP, we will create a CMS case to DFAS/TSP.
- **SGLI/FSGLI** - We can only enroll you in SGLI upon being gained into the IMA pay system. **New or returning IMAs** - You must complete an **SGLV form 8286/8286a** form and include it with your finance welcome packet if you are opting out or electing a lower amount than full coverage \$500k. If we do not receive the completed form, you are automatically enrolled in full coverage for SGLI. Your prior election to opt-out or a lower coverage amount will not translate. **Updates: MilConnect**
- **Taxes** - RPO does not give tax advice. We will input your initial tax withholdings when a W-4 is submitted in your finance welcome packet as a new IMA. Otherwise, you can change your withholdings through **MyPay**. **NOTE** - If you choose too many withholdings, you may notice that your federal taxes are not being deducted from your pay. It is advised to change your withholdings in **MyPay** or elect additional withholdings to offset.



- **Catch 62 - Military Service Buy Back** - You must provide RPO with a Statement of Service and an RI 20-97 with the dates of active service you are requesting. RPO will complete the RI 20-97 and a pay comp. RPO does not process the buy back.
- **RPO Out Processing** - You must contact RPO 30 days prior to leaving the IMA program to ensure you have out processed properly. We will check your pay record, accounts receivables, and if you have any open CMS cases. We will brief you on any pertinent items. We will provide you with a checklist. Settling your leave is part of the process, and special actions will ensure the leave team sends you leave settlement options.
- **VA Waiver** - If you are receiving VA Compensation, please complete an AF IMT 1962 and submit to RPO to update your pay record accordingly.



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# ***SPECIAL ACTIONS***

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## **QUESTIONS**

### **HQ RIO RPO SPECIAL ACTIONS:**

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000000nFCAQ>

### **HQ RIO RPO GENERAL INFO FOR NEW IMAS**

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA083000000008weCAA>

### **HQ RIO RPO – LINKS AND FORMS**

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=Ka0830000000090rcaq>



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***DEBT***





## Common reasons for debts

- **Long tour overpayment** - If you do not provide an order mod in time and are overpaid. **NOTE:** if your order is curtailed, and you go on a follow-on order that overlaps and has a different Account Processing Code (different pot of money), RPO must process a debt for the order that is curtailed/over paid, and it is a valid debt which you will receive due process. The active-duty team will pay you for the new order once we create the debt.
- **Short tour overpayment**

**NOTE: IF YOUR ACTIVE-DUTY DAYS SHIFT AND YOU HAVE ALREADY BEEN PAID, WE CANNOT SIMPLY SHIFT YOUR DAYS IN THE PAY SYSTEM. YOU WILL BE INDEBTED AND THEN REPAID FOR THE CORRECT DAYS. THE DEBT IS A VALID DEBT AND YOU WILL BE AFFORDED DUE PROCESS.**



## Common reasons for debts

- **Paid IDTs conflicting with AT or long tour** - If you input IDTs in UTAPS, do not actually work the IDTs, but then they are submitted for pay, they are now paid IDTs. You then go on an AT or long tour orders that overlap with the IDTs, **YOU CANNOT BE PAID FOR THE ORDER UNTIL YOU RESOLVE THE PAID IDTS**. You must reach out to RPO to notify us and concur that you want us to remove/indebt the IDTs to pay the order. Then they will be removed, you will be indebted and afforded due process to repay the debt. You will then be paid for the AT or long tour once the IDTs are removed and indebted. This is a valid debt.
- **Paid IDTs conflicting with a block of IDTs in UTAPS** - If you input an entire block of IDTs in UTAPS, did not work the entire block and were paid for a part of that block, the entire block must be removed to reschedule the IDTs. This means that RPO must remove the paid IDTs from the pay system, and this **WILL** create a systematic debt. We will then repay the IDTs and clear the debt with the repayment. **Please try avoid this by knowing what you have input into UTAPS.**
- **Paid IDTs that were not worked** - If you are paid for IDTs, but didn't work them, RPO will remove them from the pay calendar, create the debt and give due process to repay the debt. Then we can remove those IDTs from the UTAPS calendar, and you can reschedule. This is a valid debt.



## Common reasons for debts

- **SGLI** - If you are enrolled in SGLI/FSGLI, and you are not performing duty for pay, the premiums will accumulate as a debt in the pay system and will reflect on your LES remarks section. The next time you perform duty for pay, the premiums will deduct as a debt. If you separate/transfer/retire the debt will follow you. This is a VA Program, and RPO does not create debt for SGLI.
- **Excess Leave** - If you are requesting a carry over of leave from one order to another (if there was a break in orders), you must make sure that carry over is completed before you take leave. If you're not sure, contact the RPO leave team to make sure the carry over processed and the leave is available to take. If you request leave that you don't have, you will incur a systematic debt for the days that were over charged, and there are penalties tied to the base pay and entitlements.



- **Debt incurred from a prior component before transferring to an IMA (Regular Air Force, ANG, Army, Navy etc...)**
  - RPO will assist with a review and possible request for remission/waiver if the request applies to you.
  - We do not have access to other order writing systems – only AROWS-R
  - We do not have access to your PRDA Record – DD214s, Separation orders, etc...
  - RPO does not have access to any debt letter that we did not send to you. You will have to reach out to your prior unit finance office for a debt letter.
  - If you do not agree with a debt that was established by another component of service, we cannot request for remission/waiver from DFAS without documentation, and a reason why the debt occurred. Applying for a remission/waiver takes time, and the debt will remain in place during the process.
- **Out of service debt – Debt is not paid upon retirement or separation**



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## ***POINTS TO REMEMBER***

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- **Please check your LES frequently, especially the remarks section**
  - SGLI/FSGLI enrollment status
  - If you are paid for something on an LES and you don't know what it's for, create a MyFSS case to RPO to inquire.
  - Your pay grade
  - If you are on orders, check your dependent status for that order in the remarks (BAQ Type, BAQ Dep, VHA ZIP (short tours will not have a Zip Code because of non-locality)
  - Taxes deducted



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**DEBTS**

# QUESTIONS

**HQ RIO RPO Debt Knowledge and Create a Request:**

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000000InCAA>

**SOES link:**

<https://milconnect.dmdc.osd.mil/milconnect/>

**Defense Finance and Accounting Services:**

<https://www.dfas.mil/debtandclaims/>

**AskDFAS**

<https://www.dfas.mil/dfas/AskDFAS/>

**Veterans Affairs SGLI/FSGLI:**

<https://www.va.gov/life-insurance/options-eligibility/sgli/>

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# *IDTs and IAS IDTs*



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## *Inactive Duty for Training (IDT)*

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- All IDTS must be processed through UTAPSWEB.
- ALO's also need to be in UTAPSWEB.
- We cannot accept AF 40A for any IDTS worked past, present or future
- If member only has a signed 40A, then request goes to DFAS via CMS case
- If for some reason you were not paid for an IDT, please create a My FSS request and attach the required supporting docs
- **NOTE:** If you receive a bonus, you **MUST** meet your annual IDT requirement as outlined by your bonus agreement





## ***Inactive Duty for Training (IDT)- Out of IAS***

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- **Missed IDT payments that fall outside of the past eleven months cannot be processed by RPO.**
- **Members must submit signed 40As to RPO, who will then open/monitor a CMS case with DFAS**
- **Barring Act states that the government does not have to pay claims that are older than six years**
- **This process can take between two weeks and one month to resolve**
- **Submit requests via My FSS ticket with all relevant supporting documents attached**



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# ***Foreign Language Proficiency Pay***



- **All inquiries must be submitted to ARPC Educ Svcs**
- **Member must provide 2096 for payment**
- **ARPC forwards ticket to HQ RIO RPO with member's information:**
  - ☐ **Members scores**
  - ☐ **Amount they will be paid**
  - ☐ **Duration of pay**
  - ☐ **2096**
- **All members are paid on FM Code 3 cycle (once/month usually last week of the month)**



- Phone: 1-800-525-0102 , DSN 665-0102 (TFSC)
- HQ RIO RPO Portal: <https://www.hqrio.afrc.af.mil/Pay/>
- MyFSS:  
<https://myfss.us.af.mil/USAFCommunity/s/login/?ec=302&startURL=%2FUSAFCommunity%2Fs%2F>
- Air Force Portal:  
<https://www.my.af.mil/gcss-af/USAF/ep/globalTab.do?channelPagelId=s6925EC1356510FB5E044080020E329A9>



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# *MyFSS Review - How to log in*

MyFSS Log in using MSEdge

<https://myfss.us.af.mil/USAFCommunity/s/login/?ec=302&startURL=%2FUSAFCommunity%2Fs%2F>

<https://www.afpc.af.mil/Support/Contact-Us/> - IT Help Desk Number is 800-525-0102 option 6





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# *MyFSS Review - How to log in*

- If you need to register for a Non-CAC log in, click the bottom link and go through the steps.
- This process goes to ARPC for processing.

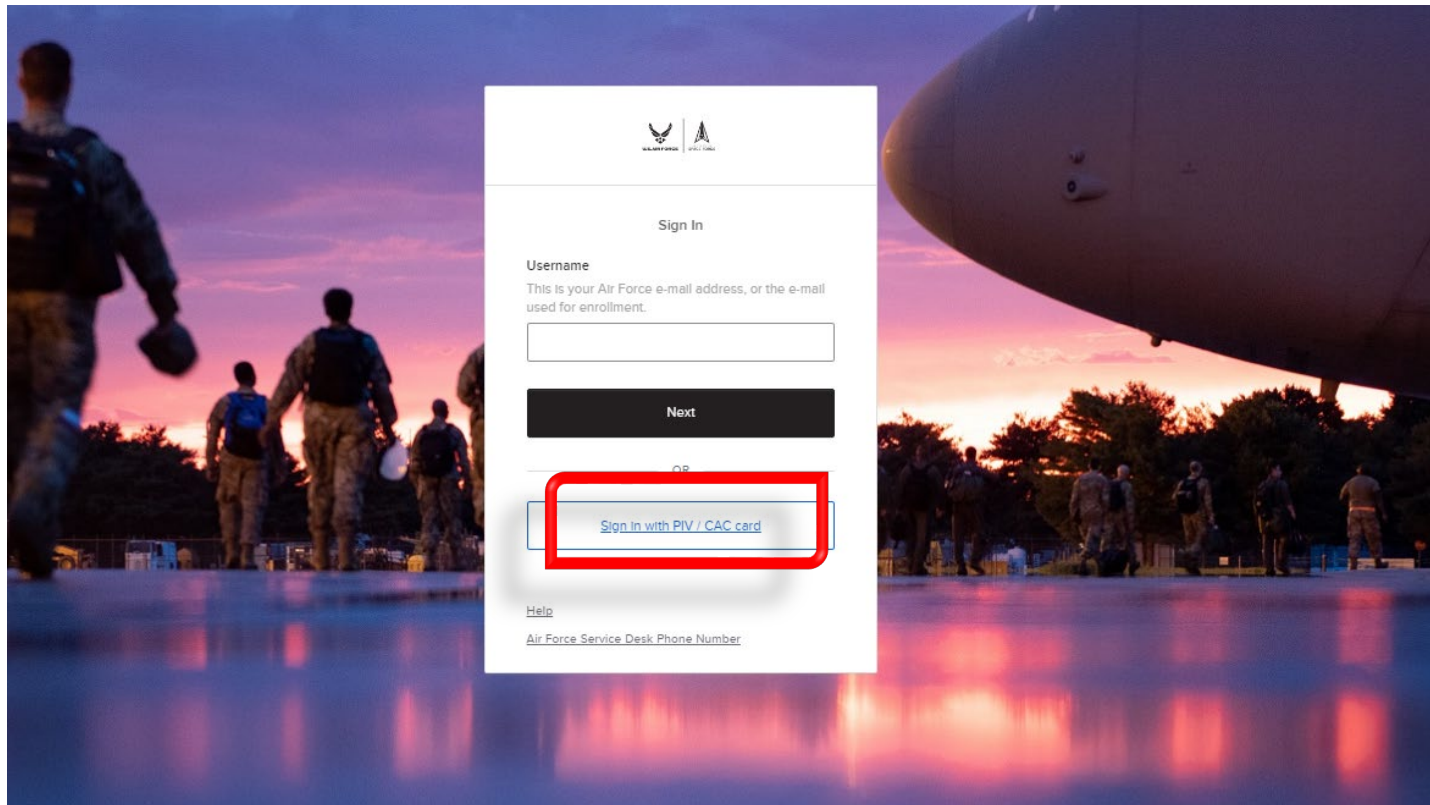




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# MyFSS Review - How to Log In

- Click “Sign in with PIV/CAC Card”
- Or enter log in and password
- Select authentication certificate





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# MyFSS Review - How to Log In



Click “I Agree-Continue”

## DoD Notice and Consent

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-Authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

## Privacy and Security Notice

- **Authority:** Solicitation of the Social Security Number (SSN) is authorized under the provisions of Executive Order (E.O.) 9397 (SSN), as amended and Privacy Act of 1974 section 3(e)(3).
- **Purpose:** Information is collected to verify your eligibility for an AFPC Secure account and to open/complete personnel actions request made by the user.
- **Routine Use:** For site management, information is collected for analytical and statistical purposes. This government computer system uses software programs to create summary statistics, which are used for such purposes as assessing what information is of most and least interest, determining the technical design specifications, and identifying system performance or problem areas.
- **Disclosure:** Voluntary, however, your interaction with this system is not anonymous. By using this system you are consenting to the monitoring of your activity. Raw data logs will only be used to identify individual users and their usage habits for authorized law enforcement investigations or national security purposes. These logs are used for no other purposes and are scheduled for regular destruction in accordance with Air Force Web-RIMS RDS.
- **System of Records Notice:** F036 AF-PC-Q Personnel Data System (PDS).

I Agree - Continue



Search Knowledge Articles



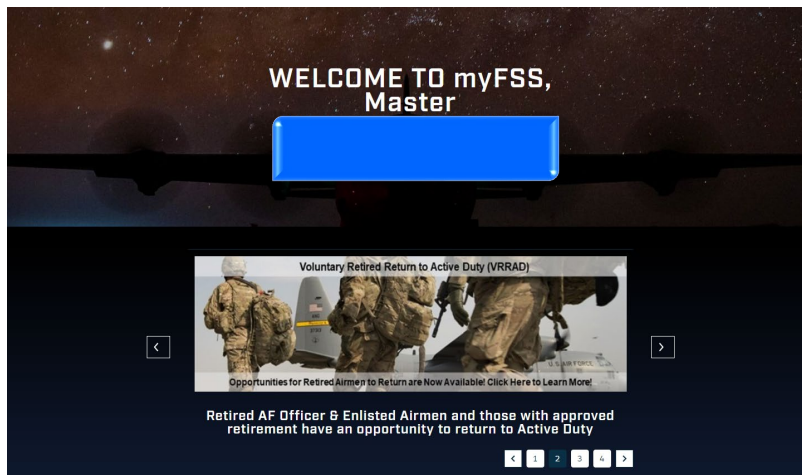
My Apps

Helpful Links

Ask A Question



5



Please submit your RPO request directly through our knowledge articles. If you select **“Ask a Question”** it is automatically assigned to another office first (either TFSC in San Antonio or APRC Workflow), depending on the topic. This could most likely delay our response, or we will never receive it.

Copy and paste hyperlinks provided in next slide in the URL bar or type knowledge article titles in the “Search Knowledge Article field above.





# MyFSS Review - Knowledge Articles

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## Knowledge Articles:

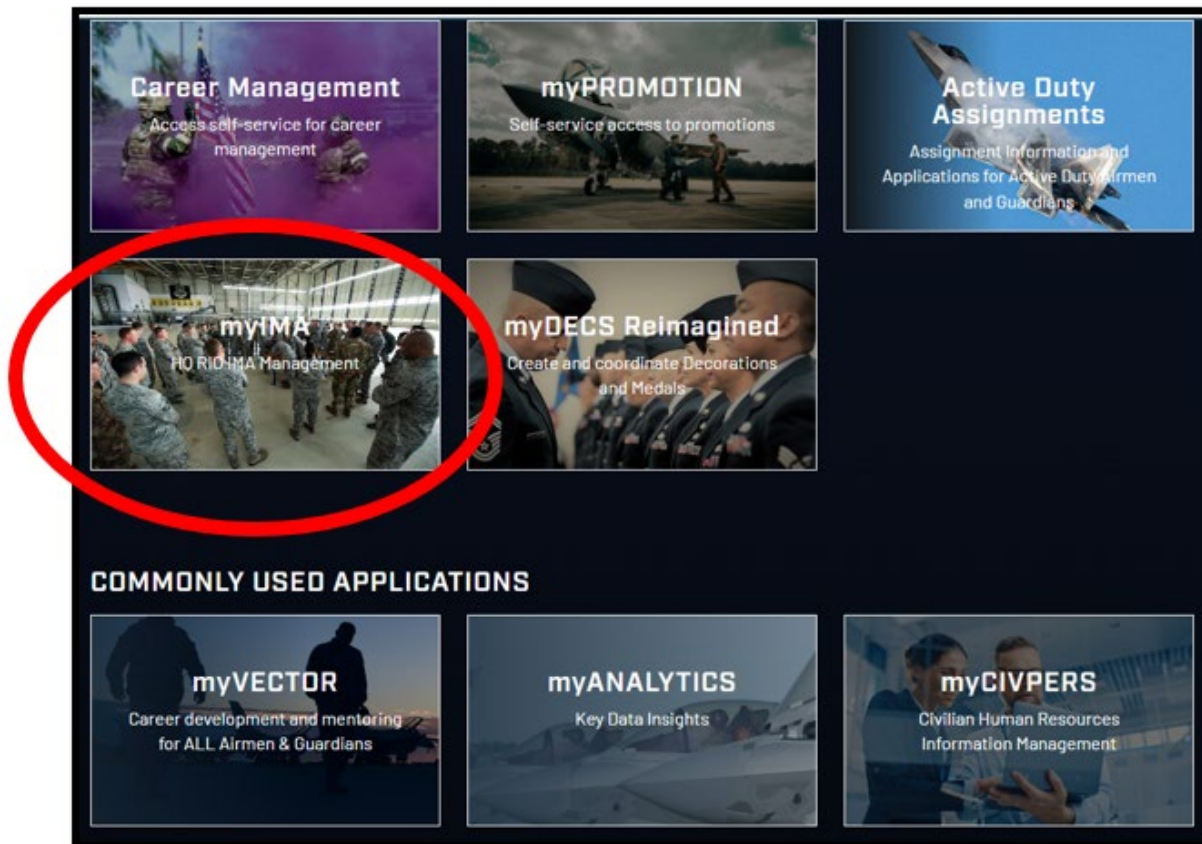
1. AFR RIO Reserve Pay - General Overview: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LI4iCAG>  
\*\* Within this knowledge article, you can click on individual hyperlink for RIO RPO Debt, RIO RPO Pay Requests, Leave Request, Long Tour Request. “Short Tour “ is not hyperlinked currently due to the TODC process.
2. AFR HQ RIO RPO Debt – Any debt related questions:  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000000InCAA>
3. AFR HQ RIO RPO Long Tour – Anything related to a long tour:  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000000nUCAQ>
4. AFR HQ RIO RPO Pay Requests – IDT and UTAPS Information:  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000000nZCAQ>
5. Leave and Carryover/Sellback Information:  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LI4hCAG>
1. AFR HQ RIO RPO Special Pay (soon to be “Special Actions”):  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000000nFCAQ>
  - a) Special Pay – SDAP, BONUS, Medical Incentive Pay, Clothing Allowance for Officers, FLPB, etc...
  - b) Finance Welcome Packages
  - c) Special Actions – Tax withholding system updates (if you cannot process in MyPay), SGLI/FSGLI updates, TSP issues (we are the bridge between the member and DFAS), W-2 requests for DFAS, Catch 62, VA Waiver
  - d) Misc pay issues that don’t have to do with paying AT, LONG, LEAVE or any other category already listed



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# MyFSS Review - MyIMA

- If you scroll down through the tiles on the MyFSS homepage, you will see a tile called: MyIMA
  - This will also direct you to all IMA/HQ RIO related items





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# MyFSS Review - Creating a MyFSS Case



Search Knowledge Articles

My Apps ▾ Helpful Links ▾ Ask A Question



## Creating an RPO MyFSS case

1. At the bottom of the chosen knowledge article, click on “Create a Request”.
2. Select “Myself” or “Someone else”. Please remember, most of the time we cannot process a pay related request unless the member requests it. It is best to have the member create a MyFSS case on their own behalf.
3. Click “Next”

CREATE A REQUEST

(DWA 268) HQ RIO RPO

please select an option below.

\*Who are you submitting a case for?

☐ Myself

☐ Someone Else

Next



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# MyFSS Review - Creating a MyFSS Case

## Creating an RPO MyFSS case (Example: Long Tours)

1. Request Type – TLA, OHA, COLA, Close-out etc...
2. Choose the topic
3. Questions/Comments is required.
4. Upload Files is required.
5. Click “Next”

\* Request Type

Close-Out CONUS Tour

\* Questions/Comments

Upload Supporting Documents



Upload Files

Or drop files

-- No files have been uploaded. --

Previous

Next



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# *MyFSS Review - Creating a MyFSS Case*

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## **Creating an RPO MyFSS case**

- 1. Write down your MyFSS case number**
- 2. Click “Finish”**
- 3. You should receive an email alert to all emails you have listed in MyFSS**

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(DWA 271) IMA Orders for Pay - Long Tours

Thank you for submitting your request.

Your case number is: 03625752

---

---

Previous

Finish

---

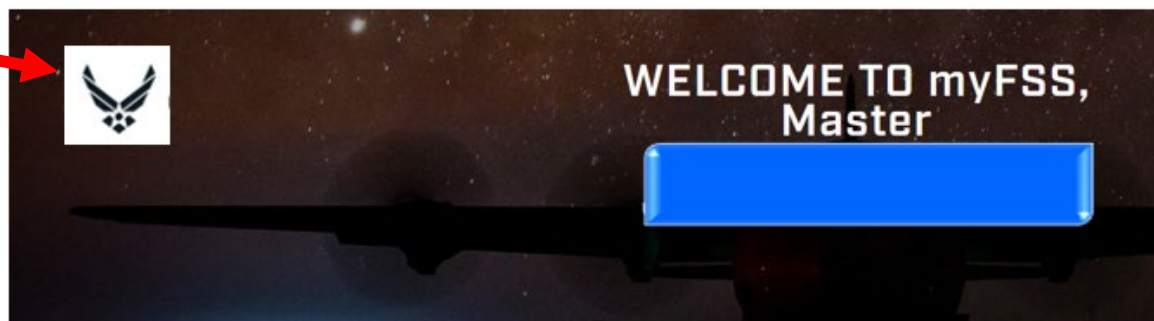


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# MyFSS Review - Finding my case

Where is my MyFSS case?

1. Go back to home screen by clicking the “U.S. AIR FORCE” ICON in the upper left corner
2. Under “myFSS CASES – OPEN” you myFSS case should be listed.
3. Click on the arrow below “OPEN”. The open cases will appear.
4. If the case already answered and RPO closed it, it will appear under the “CLOSED” tab.



CREATED	SUBJECT	STATUS	SUB-STATUS	UPDATED	CASE #	
4/22/2024	Close-Out CONUS Tour	New		4/22/2024 3:31 pm	03580745	<a href="#">Details</a>

Viewing 1-1 of 1



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# MyFSS Review - Viewing my MyFSS Case

Where is my MyFSS case? Click on “Details” and the case will appear

CREATED	SUBJECT	STATUS	SUB-STATUS	UPDATED	CASE #	
4/22/2024	Close-Out CONUS Tour	New		4/22/2024 3:31 pm	03580745	<a href="#">Details</a>

Viewing 1 of 1

CASE #03580745 X

DETAILS

COMMUNICATION

RELATED DOCUMENTS

Personnel Name

Status

New

Case Category

Sub-Category

Close-Out CONUS Tour

Created Date

Last Modified Date

4/22/2024 3:31 pm

4/22/2024 3:31 pm

Print Case



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# MyFSS Review - Adding a comment

## My Open MyFSS Case

1. Click on “Communication” – it will show all the Communication in the case thread
2. Click “New Comment” to add a comment to the case.
3. Click on “Save”. This will send another comment to the technician.

DETAILS COMMUNICATION RELATED DOCUMENTS

Please process my long tour

Save

CASE #03580745

X

DETAILS COMMUNICATION RELATED DOCUMENTS

New Comment

Email (Service Agent) - 4/22/2024 3:31 pm

Greetings!

The RPO has received your inquiry. For most inquiries, please allow at least 12 business days before we are able to process your request. If we haven't responded to your request in 12 business days, please call 1-800-525-0102 or DSN 665-0102 to speak with a service agent for a status update.

Average Processing times:

- Leave Carryover: 45-60 days to complete (send to DFSAS for processing)
- Leave Sell: 15-25 days to process/produce LES, depending on type of leave sell request.
- Short/Long Tours: 10-12 business days to process; 12-15 business days to produce LES.
- Accessions: 10 business days to process; If sent to DFAS it may process within 45 days.
- OCONUS entitlements: 12 business days to process; 12-15 business days to produce LES.
- Leave Number: 15 business days to generate leave number.
- Pay Inquiries, including dates that are more than 11 months back: 30 business days.

If you have any travel related documents for payment, please send them to the IR Travel Office via Salesforce.

Thank you,

HQ RIO RPO

Comment (You) - 4/22/2024 3:31 pm

Please process my close of this tour

Viewing 1-2 of 2





# MyFSS Review – Related Documents

## MyFSS Case

1. Related documents – If you uploaded anything into the MyFSS case, it is here.
2. If RPO sent you a message, stating that they have sent you an attachment, it is here. (RPO cannot attach documents to an email to you because of PII).
3. If you want to upload more attachments, click “Upload Files” or drag and drop files into this screen and it will attach it to this case. If you want RPO to know you have attached something, it is suggested that you send them a New Comment to let them know.

CASE #03580745 ×

DETAILS

COMMUNICATION

**RELATED DOCUMENTS**

Upload new file

Upload Files

Or drop files

Documents

PNG

Screenshot 2024-04-10 115559

Viewing 1-1 of 1



# MyFSS Review - Closed MyFSS Cases

My Closed MyFSS Case - RPO may have responded to you and closed the case. (If you have opted into email alerts, you will know. This is done through your profile and update personal preferences.)

1. Click on the closed tab.
2. They pre-sorted by most recent date.

myFSS CASESmyFSS QUESTIONS

OPENCLOSED

CREATED	SUBJECT	STATUS	SUB-STATUS	UPDATED	REFERENCE #	
4/22/2024	TEST	Closed		4/22/2024 2:41 pm	03580454	Details
4/15/2024	RPO: Special Pay	Closed		4/15/2024 2:59 pm	03558917	Details
4/15/2024	TEST	Closed		4/22/2024 10:25 am	03558904	Details
2/28/2024	RPO: Special Pay	Closed		2/28/2024 10:20 am	03410054	Details
2/5/2024	TSG LEFFLER Point Credit Acct Retrieval Sys (PCARS) Service History Correction/Update Points Service History	Closed	Updated	4/16/2024 2:50 pm	03343101	Details

Viewing 1-5 of 20+Load more<1234>



## Things to note:

1. You cannot close a MyFSS case; please add a comment in the communication tab and request RPO close the case if requesting.
2. If you create an “ASK A QUESTION”
  - a) There are certain field choices that you cannot enter and submit. The system will tell you it is not a valid choice.
  - b) This “Question” will be assigned to AFPC if you select “Military Pay”; if you select “Benefits and Entitlements” or “Compensation” it will go to ARPC Workflow. They, in turn, have to figure out what to do with it
  - c) You will not get an email most likely, or a MyFSS case number pop-up like you would when you create a case from a knowledge article
  - d) The case will show up under “myFSS Cases” not “myFSS Questions”
  - e) **Please don’t create an “Ask a Question” case.**
3. RPO is in the process of updating/changing our knowledge articles to make them more efficient.



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*Questions?*



Survey Monkey Link Day 1

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# ***United States Air Force Reserve***

*Integrity - Service - Excellence*

Headquarters Individual Reservist Readiness and Integration Organization

## **MyFSS Orders Request System for IMAs HQ RIO Readiness & Training**



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- **Use the “three dot menu” to change your ZoomGov name**
  - **Ex. – Lt Col Erin Karl**
  - **Responses aren’t “nested” so keep an eye on the chat for your answer**
- **Turn your camera off**
- **Remain muted**
- **Please hold questions until after the demo – I may answer it in the training!**



- **Why myFSS?**
- **What's affected**
- **Live Demo**
- **AROWS-R Demonstration**



## *What are the benefits of MyFSS?*

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- **All attachments and requested info delivered to the orders writer as a single case**
- **Incidents are trackable (for RIO and the member)**
- **Orders writer can vet the request, ask for any additional info, and ensure the orders request info is correct before submitting that info into AROWS-R**
- **MyFSS is accessible without a CAC (Two Factor Authentication via app)**
- **Dynamic form allows for things that were separate emails to be completed during the request and only when needed. These forms are no longer separate from the MyFSS Request:**
  - **AT Special Request Form**
  - **Rental Car Worksheet**





## *Other benefits/reminders*

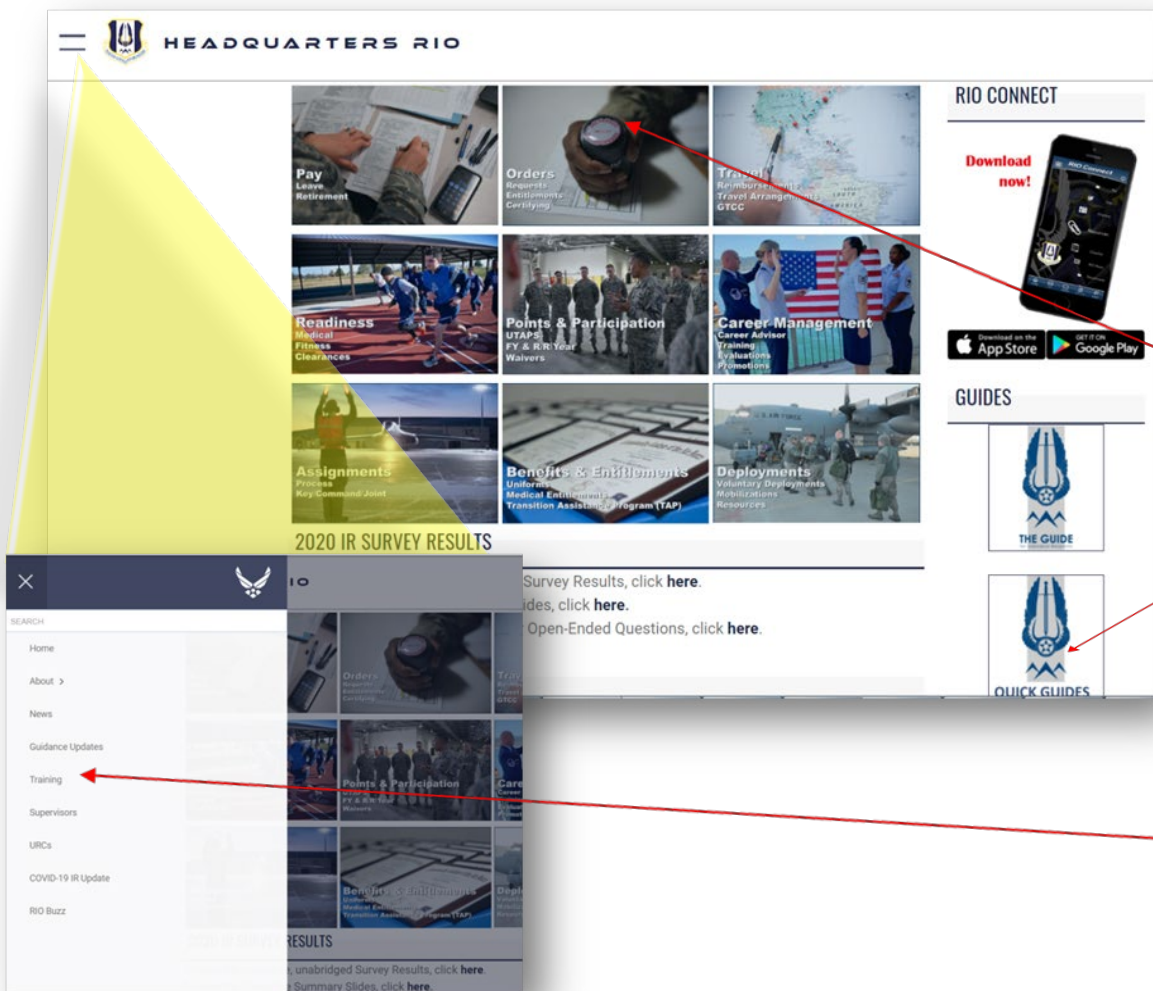
---

- **Dynamic form asks for things needed based on your answers**
- **One-stop location for all docs and information**
  - **No more lost attachments sent via email**
  - **Member can “see” movement on the case**
  - **Member can reply to the case**
- **Cases are viewable by other orders writers**
  - **One goes on leave, another can have access to a single case file and assist**
- **Make sure you receive MyFSS emails in your personal inbox**
  - **Put the email in your MyFSS profile**
  - **If needed, “whitelist” .mil emails to ensure they reach your inbox**



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## More information



- Always go to the HQ RIO website for info first:  
[www.HQRIO.afrc.af.mil](http://www.HQRIO.afrc.af.mil)
- Lots of info on the **ORDERS** section
- Quick Guide
- Training videos can be found here



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# *Demonstration*

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- **Common types of orders**
  - **Annual Training**
  - **Contingency/Non-Contingency MPA orders**
  - **ADOS Orders**
  - **School Orders**



- **Other items of note:**
  - **OWC does quality checks during the orders writing process to ensure that member meets all requirements to receive orders. Examples include:**
    - **ARCNet Readiness to include medical, training, and other applicable items.**
    - **UTAPS Calendar: If IDT's are being done in conjunction, the orders writer checks UTAPS to see if IDT's have been scheduled by member then approved by their supervisor.**
    - **M4S: If receiving MPA orders, check M4S for the tasker to see if has been directed and obligated accordingly.**
    - **School Orders: If receiving school orders, members need to provide TLN and reporting instructions for the course.**

**Takeaway: Provide as much information as possible for an easy orders request completion.**



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## ***DTS Transition***

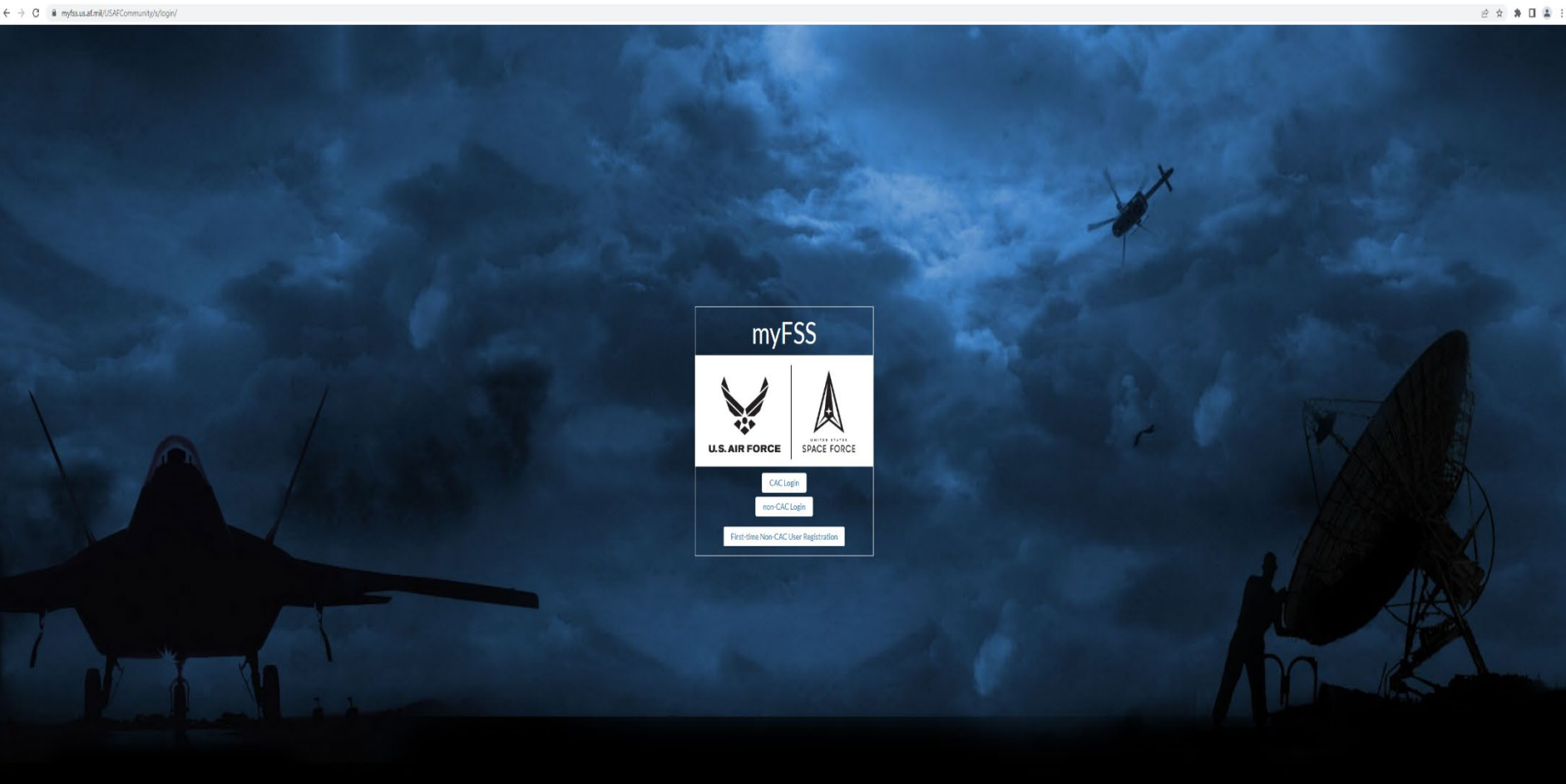
---

- **Most orders are to book travel via DTS starting 1 October 2023. There are exceptions to this, such as MPA PCS, etc.**
- **IDT's Outside of Local Commute are to be done via DTS with an authorization. The DTS AO's will do quality checks to ensure member is eligible for IDT Travel reimbursement. No MyFSS Case is needed to initiate IDT Outside of Local Commute travel, only the authorization in DTS.**
- **IDT Lodging reimbursement is done via a local voucher in DTS.**



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# MyFSS Demonstration



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# Demonstration-AROWS-R



Air Force Reserve Order Writing System [AROWS-R]

Version: 1.95.0.0002 Server: P2 Page Refreshed At: 2023/11/07 13:43 EST

Current Profile: Det 5 - HQ ARPC - RIODET5

Please Select A Menu

Home | Switch Profile | Change Password | My Account | Logout

«Bottom»

## Member Menu

Create Application

Applications Awaiting Action

Applications In Progress

Pull Back Application

Approved Orders

## Tour of Duty

Create Certification

Certifications Awaiting Action

Certifications In Progress

Approved Certifications

Welcome **JUSTIN STAUFFER** to the AROWS-R Home Page

Your current login was on Tuesday, November 7, 2023 01:43:01 PM

Your previous successful login was on Tuesday, November 7, 2023 11:31:46 AM

Your current phone number is: 963-5406

Your current email address is: justin.stauffer@us.af.mil

Your applications will be processed by: 315 MSG

Point of Contact is: [BROUGHTON WIGFALL](#), [NETTIE M](#)

Phone Number is: 843-963-2053 DSN 673-2053

Your Latest Broadcast messages:

2023/10/27	AROWS-R has been updated to Version 1.95.0.0002 and the Release Build 95 SAM is available for review on the AROWS-R SharePoint via the following link: <a href="https://usaf.dps.mil/sites/AFRC-FM/FMXO/Documents/AROWS-R/SAMs/FY24/AROW24-003%20Release%20Build%2095_AGR%20Statement%20and%20EOY%20jobs.pdf">https://usaf.dps.mil/sites/AFRC-FM/FMXO/Documents/AROWS-R/SAMs/FY24/AROW24-003%20Release%20Build%2095_AGR%20Statement%20and%20EOY%20jobs.pdf</a>
2023/09/26	<b>**Periodic delivery issues with TODC Supervisor emails**</b> Several attempts may be required by the member to successfully send the Supervisor TODC email. Members are advised to check with their respective Supervisor to verify receipt after submitting their TODC. If the Supervisor does not receive the email, then the member will need to take the following action: (1) Print out the order/save order as a pdf (2) Obtain wet/digital signatures (3) Submit the TODC manually (or via email) for payment depending on the process in place for your unit.
2023/09/25	<b>*CIC Generator Tool*</b> The link within AROWS-R currently does not work. However, the CIC Generator Tool can be accessed via this URL: <a href="https://usaf.dps.mil/sites/AFRC-FM/FMXO/Documents/AROWS-R/CIC_Generator%20-%20Ver%201.3.accdb">https://usaf.dps.mil/sites/AFRC-FM/FMXO/Documents/AROWS-R/CIC_Generator%20-%20Ver%201.3.accdb</a>
2023/09/25	LEVELS OF SUPPORT for AROWS-R assistance: (1) First level is the Unit POC (2) Second level is Wing Administrator (3) Third level (for Wing Admins) is the AROWS-R HELP DESK at AFRCFM.AROWSR@US.AF.MIL or the HQ AFRC/FMXO org box at AFRC.FMXO@US.AF.MIL   For DEAMS errors, please email the DEAMS Help Desk at deams.helpdesk@us.af.mil   For PBASweb errors, please contact your Budget Analyst

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# Demonstration-AROWS-R

Applications in Progress ▼

View Inbox

Control Tracking Number	Tracking Number	Status	PAS Code	SSN	Name	Start Date	End Date	Total Days	Order Sub Type	
N/A	10040144	MOD	HH13FW53			2023/09/24	2023/09/30	7	TDY (IDT AT HOME STATION)	Pullback

Total Records: 1

Search	
By Tracking Number:	<input type="text" value="10040144"/>
By SSN:	<input type="text"/>
By Last Name:	<input type="text"/>
By First Name:	<input type="text"/>
By Duty Dates:	<input type="text"/> To <input type="text"/>
By Order Type:	<input type="text" value=""/>
By Order Sub Type:	<input type="text" value=""/>
By PAS Code:	<input type="text"/>
Display:	<input type="text" value="10"/> per page
<input type="button" value="Search"/>	

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# Demonstration-AROWS-R

Tracking #: 10040144/1	Name: [REDACTED]	Order Type: TDY (IDT AT HOME STATION)
Filing Sequence: TAKDUH	Start Date: 2023/09/24	Status: MOD
SSN: [REDACTED]	End Date: 2023/09/30	Total Days: 7

Display Section: Current Status ▼

[View Application Details](#) | [Print Draft/Official Order](#)

Routed To	Action Type	Action Date/Time	Last Name	OWA
Member				
AGR Admin				
Participation Specialist	Approved	2023/11/06 14:56	STAUFFER	
Approving Official	Approved	2023/11/06 17:03	COLL	
Invitational Event				
MilPay Specialist				
Unit Commander				
Military Personnel Section				
Wing Commander				
Hard Hold - Cross Wing Funding				
Resource Advisor	Routed	2023/11/06 14:56		RIODET5
Waiver				
Training Program				
Order Issuing Official	Future Routing			RIODET5
Final Order Issuing Official	Future Routing			ARPC SWC
Authentication				
DTS				

Close this Window

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# Demonstration-AROWS-R

Tracking #: 4788335/1

Filing Sequence: D5K54G

SSN: [REDACTED]

Name: [REDACTED]

Start Date: 2013/06/30

End Date: 2013/08/24

Order Type: MPA (NON-CONTINGENCY)

Status: MOD

Total Days: 56

Display Section: History - Modifications ▼

[View Application Details](#) | [Print Draft/Official Order](#)

## Applications In Progress

Action	Mod #	Start Date	End Date	Total Days	Order Type	Status
No Information Available						

## Approved Orders

Action	Mod #	Start Date	End Date	Total Days	Order Type	Status
<a href="#">Print</a>	1	2013/06/30	2013/08/24	56	MPA	MOD
<a href="#">Print</a>	0	2013/06/30	2013/07/25	26	MPA	INITIAL

Close this Window

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# Demonstration-AROWS-R

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR				BY ORDER OF THE SECRETARY OF THE AIR FORCE	
<b>PRIVACY ACT STATEMENT</b> <i>AUTHORITY: 10 USC 8013; Executive Order 9397.</i> <i>PRINCIPAL PURPOSES: Used to request and authorize Air Force reservist tours of active duty as well as acting as a temporary duty travel order. SSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication; enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable.</i> <i>ROUTINE USES: A copy of the order may be provided to civilian employers to substantiate active duty military requirements.</i> <i>DISCLOSURE IS VOLUNTARY: However, without this information and SSN the Air Force cannot act on your travel, per diem and pay entitlements.</i>					
1. NAME (Last, First, MI) [REDACTED]			2. GRADE MSGT	3. SSN [REDACTED]	
4. PRESENT STREET ADDRESS [REDACTED]		5. CITY [REDACTED]		6. STATE [REDACTED]	7. ZIP CODE 28387-0000
8. UNIT OF ASSIGNMENT HQ AF RESERVE CM FFCMF0	9. LOCATION ROBINS AFB, GA 310985000			10. PAS CODE RX0MFCMF	
11. Mbr is ordered to ANNUAL TRAINING for 13 * days plus auth tvl time. (0 Tvl Days)				TRACKING #: 9755358	
12. WILL REPORT TO (Unit and location) HQ AF RESERVE CM FFCMF0, ROBINS AFB, GA 31098-5000		13. REPORTING DATA (Hour) (YYYYMMDD) 0730 20240303		14. RELEASE DATE (YYYYMMDD) 20240315	
		15. CORPORATE LIMITS <input checked="" type="checkbox"/>	16. COMMUTING AREA <input type="checkbox"/>	17. BAS CODE S	
18. REMARKS AUTH: AFMAN 36-8001 (File travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed DODFMR authorized travel time. Per diem is based on availability of gov't quarters and mess; contact the base billeting office since gov't quarters must be used when available. SEE NEXT PAGE FOR REMARKS.					
CONTINUED ON NEXT PAGE					
19. TNG-CAT-IND	20. TOUR-IND		21. MEAN CODE	22. MAN-DAY ID	
<b>ESTIMATED COST</b>		23. TRAVEL \$0.00	24. PER DIEM \$0.00	25. OTHER \$0.00	26. TOTAL \$0.00
27. PAY AND ALLOWANCE					

j. RENTAL CAR IS NOT AUTHORIZED AT HQ AF RESERVE CM FFCMF0 (20240303 THRU 20240315).

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# Demonstration-AROWS-R

# OFFICIAL

AROWS-R  
DAAQOY  
2023/10/17

## ANNUAL TRAINING

Continuation of AF Form 938, Block 18. Remarks (AFMAN 36-8001):

p. MEMBER WILL COMPLETE ALL READINESS REQUIREMENTS DURING THIS TOUR. CHECK ARCNET AND CONTACT THE DETACHMENT TO ENSURE READINESS STATUS IS CURRENT AND YOU REMAIN CURRENT UNTIL YOUR NEXT TOUR OF DUTY IAW AFI36-2629, PARA 2.28.3. MEMBER MUST BE PHYSICALLY PRESENT TO COMPLETE ANCILLARY TRAINING/ANNUAL PHYSICAL AND DENTAL REQUIREMENT.

q. MEMBER IS TO COMPLETE TOUR OF DUTY CERTIFICATION IN AROWS UPON COMPLETION OF THIS SHORT TOUR.

r. USE THE FOLLOWING BUDGET LABEL IN DTS IN THE ACCOUNTING SECTION: DTS BUDGET LABEL: 24 DETS AT

THE SUBMISSION OF THIS ORDER IS WITHIN CORPORATE LIMITS DUE TO AFRC APPROVED EXCEPTION TO POLICY REGARDING USE OF AROWS-R & DTS TO ACCOUNT FOR TRAVEL AND PER DIEM COSTS.

s. IN ACCORDANCE WITH AFMAN 34-102, MEALS AND QUARTERS ARE AVAILABLE. HOWEVER, IF A NON-AVAILABILITY LETTER IS ISSUED, THE MEMBER IS AFFORDED FULL MEALS & INCIDENTAL EXPENSES FOR MEALS AND REIMBURSEMENT FOR QUARTERS UP TO THE MAX LODGING RATE FOR THE LOCALITY (BOTH CAN BE FOUND EITHER IN DTS UNDER TRAVEL TOOLS AND PER DIEM RATE LOOKUP OR THE DTMO WEBPAGE AND SEARCHING PER DIEM RATE LOOKUP ).

PLEASE NOTE: IF TRAVEL DISTANCE IS MORE THAN 400 MILES (ONE-WAY) OR 800 MILES (ROUND-TRIP), COMMERCIAL AIR IS MOST ADVANTAGEOUS. IF YOU ELECT TO USE YOUR PRIVATELY OWNED VEHICLE (POV) INSTEAD, YOUR MILEAGE REIMBURSEMENT WILL BE LIMITED TO THE COST OF THE GSA CITY PAIR FARE FOR TRAVEL BETWEEN YOUR HOME OF RECORD AND DUTY LOCATION AIRFARE (SEARCH GSA CITY PAIR ON THE DTMO WEBPAGE). IF YOU ELECT TO DRIVE YOUR POV AND DECIDE TO TAKE MORE THAN ONE DAY TO TRAVEL FROM HOR TO DUTY LOCATION, NO LODGING OR MAJE WILL BE AUTHORIZED FOR THE ADDITIONAL TRAVEL DAY. HOWEVER, IF YOU ELECT TO DEPART FROM A LOCATION OTHER THAN YOUR HOR, YOU WILL ONLY BE REIMBURSED UP TO THE COST OF TRAVEL FROM HOR TO PDS TO HOR.

t. THIS ORDER BRINGS THE MENTIONED MEMBER ON STATUS FOR THE NOTED DATES IN BOXES 13 AND 14 ABOVE. THE MEMBER WILL NEED TO INITIATE A TRAVEL AUTHORIZATION IN DTS TO RESERVE FLIGHTS (INITIAL-RETURNING), LODGING, RESERVE A RENTAL CAR (IF APPROVED BY AO), AND OTHER AUTHORIZED ENTITLEMENTS. ADD THIS AF FORM 938 (OFFICIAL ORDER) INTO YOUR DTS AUTHORIZATION BEFORE SUBMITTING AUTHORIZATION FOR APPROVAL.

ORDERS ARE WRITTEN TO ENCOMPASS TRAVEL DAYS AND WILL BE INCLUSIVE TO THIS ORDER. IF FURTHER TRAVEL DAYS ARE REQUIRED, AN ORDER MODIFICATION WILL BE REQUESTED BY MEMBER PROVIDING JUSTIFICATION FOR APPROVING OFFICIAL APPROVAL.

u. IF APPLIES, MEMBER IS DIRECTED TO ACCOMPLISH RCPHA IAW DAFMAN 48-123, MEDICAL EXAMINATIONS AND STANDARDS ON THIS TOUR AND ENSURE INFORMATION IS UPDATED IN PIMR. IF APPLIES, MEMBER IS DIRECTED TO COMPLETE THE ANNUAL DENTAL EXAM IAW DAFMAN 48-123, MEDICAL AND STANDARDS ON THIS TOUR AND ENSURE INFORMATION IS UPDATED IN EXAMINATIONS CDA. IF APPLIES, MEMBER IS DIRECTED TO PERFORM FITNESS ASSESSMENT IAW AFMAN 36-2905, FITNESS PROGRAM ON THIS TOUR AND ENSURE MYFITNESS IS UPDATED. MEMBER WILL COMPLETE ALL READINESS ACTIONS DURING THIS ORDER. RENTAL CAR NOT AUTHORIZED FOR REIMBURSEMENT WHILE IN IDT STATUS.

IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THIS AF FORM 938, PLEASE SUBMIT A GENERAL INQUIRY USING [HTTPS://MYFSS.US.AF.MIL/USAFCOMMUNITY/S/KNOWLEDGE-DETAIL?PID=KA0T000000L01CAG](https://myfss.us.af.mil/usa/community/s/knowledge-detail?pid=KA0T000000L01CAG)

IF YOU HAVE QUESTIONS REGARDING DTS, PLEASE CONTACT YOUR RESPECTIVE DETACHMENT ORGANIZATIONAL DEFENSE TRAVEL ADMINISTRATOR AND/OR APPROVING OFFICIAL.

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# *Demonstration-AROWS-R*

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- USE THE FOLLOWING BUDGET LABEL IN DTS IN THE ACCOUNTING SECTION: EX: **DTS BUDGET LABEL: 25 RIO AT ENL/25 RIO AT OFF**
- **THE SUBMISSION OF THIS ORDER IS WITHIN CORPORATE LIMITS DUE TO AFRC APPROVED EXCEPTION TO POLICY REGARDING USE OF AROWS-R & DTS TO ACCOUNT FOR TRAVEL AND PER DIEM COSTS.**
- **IN ACCORDANCE WITH AFMAN 34-102**, MEALS AND QUARTERS ARE/ARE NOT AVAILABLE.
- CONUS: [https://media.defense.gov/2022/Aug/29/2003066445/-1/-1/1/Directory\\_of\\_Government\\_Quarters\\_and\\_Dining\\_Facilities\\_afman34-102-c.PDF](https://media.defense.gov/2022/Aug/29/2003066445/-1/-1/1/Directory_of_Government_Quarters_and_Dining_Facilities_afman34-102-c.PDF)
- OCONUS: [https://media.defense.gov/2022/Aug/29/2003066444/-1/-1/1/Directory\\_of\\_Government\\_Quarters\\_and\\_Dining\\_Facilities\\_afman34-102-oc.PDF](https://media.defense.gov/2022/Aug/29/2003066444/-1/-1/1/Directory_of_Government_Quarters_and_Dining_Facilities_afman34-102-oc.PDF)
- RENTAL CAR NOT AUTHORIZED IS A SYSTEM ERROR. RENTAL CARS CAN BE REQUESTED IN DTS AND APPROVED AT THE DISCRETION OF THE AO.

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# Questions?



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# ***United States Air Force Reserve***

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*Innovate, Accelerate, Thrive - The Air Force at 75*

## **Post 9/11 GI Bill Briefing**



### **ARPC Contacts:**

**Post 9/11 GI Bill Letter of Certification: TSgt Elizabeth Gomez**

**Post 9/11 GI Bill Transfer of Education Benefits: TSgt Jim Umali &  
SSgt Jabri Muhammad**

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# ***Post 9/11 GI Bill - Overview***

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- **What is the Post 9-11 GI Bill?**
- **Who is eligible?**
- **What will you receive?**
- **What kind of training can you take?**
- **How/where to apply?**
- **What percentage of benefit will you receive?**
- **What if you need a Letter of Certification for the VA?**
- **Transferring of Education Benefits (TEB)**





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# ***Post 9/11 GI Bill - What It Is & Who Is Eligible***

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**The Post 9-11 GI Bill helps you pay for school or  
cover expenses while training for a job if you  
served a cumulative 90 days on active duty since  
September 11, 2001**



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# ***Post 9/11 GI Bill – What You Receive***

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- **The Post 9-11 GI Bill Pays for:**
  - **Tuition/fees capped at most expensive public institution**
  - **Housing allowance at rate of SSgt in the location of the school**
  - **Book stipend up to \$1000**



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# ***Post 9/11 GI Bill – Kinds of Training & How to Apply***

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- **The Post 9-11 GI Bill can be used for:**
  - **Colleges/Universities (to include 2<sup>nd</sup> Master or PhD)**
  - **Trade schools**
  - **Flight training**
  - **Independent and distance learning**
  - **Apprenticeships**
  - **Vocational/technical training**
  - **On-the-job training**
  - **Licensing (attorney license, cosmetology license)**
  - **Certification tests (SAT, LSAT, etc.)**

**To use your Post 9/11 GI Bill apply at:  
<https://www.va.gov/education/how-to-apply/>**



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# ***Post 9/11 GI Bill – Eligibility Percentage & Months of Benefit***

- The percentage of benefit earned is based on the total number of qualifying active duty days
- Point Break Down:

Maximum Benefits Payable	
Airman Serves (days)	Percentage of Maximum Benefit Payable
1095	100%
910-1094	90%
730-909	80%
545-729	70%
180-544	60%
90-179	50%

- If your last period of active duty was before 1 Jan 2013 you only have 15 years to use it. The 15-year time limit is removed for those who left active duty after 1 Jan 2013.

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# ***Post 9/11 GI Bill – Letter of Certification & How To Apply***

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- **To eliminate the need to submit orders or DD 214's of less than 3 years AD service to the VA, ARPC can provide you with a Letter of Certification**
- **To request a Letter of Certification you will need to:**
  - **Review Point Credit Summary on vMPF for accuracy**
  - **Potentially qualifying time is identified as Type of Duty 1, 2, 3 & 5**
- **Log into myFSS to request a Letter of Certification**
  - **myEducation Tile**
  - **New Education and Training Request tile**
  - **Post 9/11 GI Bill Letter**
- **Once you receive your Letter of Certification, submit to the VA**

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# ***Post 9/11 GI Bill – Letter of Certification***

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- **Data for letters of certification is pulled directly from your Point Credit Summary via vMPF. All points earned are labeled with a TD Code. Only TD Codes 1, 2, 3, and 5 are potentially qualifying for the Post 9/11 GI Bill**
  - **If there is an error in your Point Credit Summary, please open a ticket with Points Management before requesting a Letter of Certification**
- **Letters of Certification do not include time from a sister service**
- **Letters of Certification do not include time as Regular Air Force**
  - **If you have 1095 or more days as Regular Air Force, a letter of certification is not needed, and all you need to provide the VA is your DD214**
- **Federally funded title 10 orders are qualifying**
  - **MPA/RPA is qualifying**
  - **Annual Tour and IDTS's are NOT qualifying**
- **Federally funded title 32 502(f) orders are qualifying if:**
  - **the purpose states Full-time Service or Presidential and/or SecDef call up**
- **Inactive Duty Training (IADT), such as BMT and Tech school, is not qualifying time for the Post 9/11 GI Bill**
  - **The exception to this rule is if you have 730 or more days of qualifying service without IADT. If this is the case, IADT will be included**

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## Post 9/11 GI Bill Transfer Education Benefits



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TSgt Umali, Jim  
SSgt Muhammad, Jabri  
HQ AFRC/DPATE

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# ***Post 9/11 GI Bill Transfer of Education Benefits - Overview***

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- **Eligibility requirements for TEB**
- **Apply for Transfer education benefits/Application Process**
- **Additional Information**





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# ***Eligibility to Transfer Your Benefit***

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## **Eligibility/Commitment for transfer to dependents:**

- **Member will incur a 4 year Selected Reserve service commitment on the date of transfer**
  - *Members are required to commit to a four-year service obligation upon transfer. Those who cannot secure a four-year retainability due to Maximum Service Date (MSD), High Year Tenure (HYT), or an ongoing Medical Evaluation Board (MEB) process are ineligible.*
- **Members must have 6 years of Satisfactory service on the date of request to transfer to dependent**
  - *Dependent spouse can use the benefit at 6 years Sat Service*
  - *Dependent children can not use the benefit until the member has 10 years satisfactory service at lease 18 years of age*
- **Member must have 90 cumulative qualifying active duty days since 11-Sep-01**
  - *Qualifying time consists of Title 10 service or qualifying Title 32-502F service*
- **Member must have Post 9-11 eligibility at the time of transfer and be participating in the Select Reserve**



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# ***Transferring Education Benefits to Dependents***

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- Children must be listed in DEERS in order to transfer
- At 21 years of age the dependent will fall out of DEERS if not in a full time degree seeking program
- The dependent can receive the benefit up to their 23<sup>rd</sup> birthday and can use it until their 26<sup>th</sup> birthday
- A dependent marriage will not affect their education benefit usage



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# *How to Apply for TEB*

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- Member will apply for Transfer Education Benefits via **milConnect**
  - Go to <https://myaccess.dmdc.osd.mil/>
  
- Sign into milConnect.
  - 1) Select **Transfer of Education Benefits (TEB)** from the **Benefits** menu.
  - 2) For each eligible family member that you want to receive benefits, enter the number of months to transfer.
  - 3) To finish your request for approval
    - Select the **Post-9/11 GI Bill Chapter 33** radio button in the **Select the educational program from which to transfer benefits** section.
    - Select all the boxes in the **Transferability of Education Benefits Acknowledgements** section to indicate that you have read and understand each statement.
    - Click **Submit Request**.



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## *Tracking TEB Request*

---

- Member will receive a Post 9/11 GI Bill Transfer Initial Notification by email from myFSS with instructions. Log into myFSS: **<https://myfss.us.af.mil/>**

- ❑ **Go to:**

- myEducation Tile
- My Education & Training Requests to locate ticket
- Select Details button
- Select Action button



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# *Application Approval*

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- **Dependent applies to be made eligible for Post 9/11 with the VA electronically by filling out the VA form 22-1990**
  - **<http://www.va.gov/education> is where you find the VA Form 22-1990**
  - **Member may attach up to 5, 1mg attachments (orders, DD 214, etc.)**



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# ***Transfer Your Benefit Additional Information***

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- **The Department of Veterans Affairs manages the eligibility and the use of GI Bill benefits**
  - For more Post 9/11 Education Assistance go to: [www.va.gov/education](http://www.va.gov/education)
  - or call VA Education at: [1-888-442-4551](tel:1-888-442-4551)
  
- **For MilConnect errors and issues, or benefits support contact:**
  - DMDC Support Center: [1-800-368-3665](tel:1-800-368-3665)
  - DEERS Support Office (DSO): [1-800-538-9552](tel:1-800-538-9552)
  
- **More Post 9/11 GI Bill TEB Assistance:** <https://myfss.us.af.mil/>
  
- **myFSS Knowledge Articles Search:**
  - AFR Post-9/11 GI Bill: Transfer of Education Benefits (TEB)
  - Post-9/11 GI Bill® Transfer Step-by-Step Instructions
  
- **myFSS Ask A Question**
  - Total Force Service Center – Denver: [1-800-525-0102](tel:1-800-525-0102), Option 5  
or email: [afpoa.a1.sd@us.af.mil](mailto:afpoa.a1.sd@us.af.mil)



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# ***Transfer Your Benefit Additional Information***

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- **While participating in the Selected Reserve members may revoke, modify the election and make additional dependents eligible**
  - *After separating from the Armed Forces, individuals cannot designate new dependents to receive transferred entitlement*
- **If military service ended **on or after January 1, 2013**, benefits won't expire thanks to The Forever GI Bill - Harry W. Colmery Veterans Educational Assistance Act**
- **Exceptions to TEB can be found in DODI 1341.13 Oct 25, 2022  
*Incorporating Change 1, Nov 8, 2023***
- ***AFI 36-2670, Total Force Development, Chapter 6  
Voluntary Education Program, 25 Jun 2020, Incorporating  
Change 7, 7 MAY 2024***



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# Transfer Your Benefit Additional Information

Ask A Question Case Submission at

<https://myfss.us.af.mil/>

The screenshot shows the myFSS website interface. At the top, there is a navigation bar with a search box labeled "Search Knowledge Articles", a "My Apps" dropdown, a "Helpful Links" dropdown, and a red circle around the "Ask A Question" link. Below the navigation bar is a large banner with the text "WELCOME TO myFSS, GS-07 NAKEYSHA L KNIGHT". Underneath the banner is a section titled "A1 Delivers! Virtual Conference 13-14 Sep 2022". This section contains a list of topics and a "Live Briefings Demos Q & A" list. The list of topics includes: "Attend the A1 Delivers! Virtual Conference", "Updates from Total Force A1", "A1M Keynote Speaker", "Target audience: FSSs, CSSs, MAJCOM A1's and J1's, and impacted Airmen worldwide", "Schedule of live briefings to come", and "All sessions will be recorded and available". The "Live Briefings Demos Q & A" list includes: "AEF", "A1Z", "A1M", "myFSS", "myEval", "myVector", and "... and more!!". Below this section is a call to action: "Come learn more about A1's growing digital portfolio of platforms and capabilities". At the bottom of the banner, there are navigation arrows and a set of numbered tabs (1, 2, 3, 4).

Search Knowledge Articles

My Apps Helpful Links Ask A Question

WELCOME TO myFSS,  
GS-07 NAKEYSHA L  
KNIGHT

A1 Delivers! Virtual Conference 13-14 Sep 2022

Attend the A1 Delivers! Virtual Conference

- Updates from Total Force A1
- A1M Keynote Speaker
- Target audience: FSSs, CSSs, MAJCOM A1's and J1's, and impacted Airmen worldwide
- Schedule of live briefings to come
- All sessions will be recorded and available

Live Briefings Demos Q & A

- AEF
- A1Z
- A1M
- myFSS
- myEval
- myVector
- ... and more!!

Come learn more about A1's growing digital portfolio of platforms and capabilities

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Questions?



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# ***United States Air Force Reserve***

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## **Roles and Responsibilities**



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- Familiarizes IMA with unit mission
- Ensures awareness of mobilization role
- Coordinates annual participation with IMA (AT & IDTs)
  - Approves IDT schedule in UTAPS
  - Certifies worked IDT days in UTAPS
- Acts as focal point for formal and proficiency training
- Manages Evaluation program IAW AFI 36-2406
- Submit recommendations for awards and decorations

- **Quality Force actions:** Discipline, UIFs, Evaluations, Decorations, Promotions, LODs, Assignments, Manpower and Participation, Reenlistment Recommendations
- **Commanders Programs:** GTC, Family Care Plan, Security, Fitness, and Training
- **Ensures IMA Readiness:** Annual PHAs and Dental exams, Deployment requirements, incorporated in the Information and Personnel Security Programs
- Ensure IMAs do not deploy in support of AEF requirements without an AF Form 938 ordering member to active duty and CED orders published by appropriate agency
- **Note: Active duty unit is responsible for security clearance**



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# ***IR (IMA/PIRR) Responsibilities***

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**The IR (IMA/PIRR) is responsible for ensuring their information is updated in the military personnel system (MilPDS)**

**There are two ways to ensure personal information is updated correctly:**

- **The IR will access vMPF through AF OKTA to update their current address by clicking on “Record Review/Update” on left hand menu under most popular Applications**
- **The IR may contact the AD MPS Customer Support if they are having problems updating their personal information**



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# IR (IMA/PIRR) Responsibilities Cont.

Click “Record Review/Update” > “Individual” to update personal info. This update can take up to 48 hours to update other systems.

Home Assignments Miscellan

**Most Popular Applications**

- Awards and Decorations
- Career Data Brief (CDB)
- Duty History
- Out Processing
- Record of Emergency Data (RED)
- Record Review/Update**

**Helpful Links**

- Accrual Travel Voucher
- Air National Guard
- Air Reserve Personnel Center
- Civilian Employer Information (CEI)
- IDEA Program Data System
- My Pay (Formerly E/MSS)
- Total Force Service Center - San Antonio
- vFinance
- Unit Email Address Capture Form

Introduction

**Individual**

Duty History

- Current
- History
- TDY

Assignments

Performance Reports

Promotions

Awards and Decorations

Aircrew

Education and Training

Service

View/Print All Pages

Name: ERIN M KARL Rank: LTC

**Contact Information**

Personal Email Address: ERINKARL@OUTLOOK.COM [Edit](#)

Duty Email Address: ERIN.KARL.1@US.AF.MIL [Edit](#)

Home Phone: 919-244-9355 [Edit](#)

Business Phone: None [Edit](#)

Home Address: 1305 WHITE BEACH LANE  
DURHAM, NC 27703 [Edit](#)

Mailing Address: ☒ Same as home address [Edit](#)

Consent to Release: N [Edit](#)

**Family Information**

Marital Status: DIVORCED

Total Number of Dependents: 1

Dependents in Household: 1

**Demographics Information**

Sex: Female

Race: White [Edit](#)

Hispanic Declaration: Not Hispanic or Latino [Edit](#)

Ethnic Group: None [Edit](#)

Religious Preference: ROMAN CATHOLIC CHURCH [Edit](#)

Date of Birth: 20 JAN 1974

Place of Birth: CALIFORNIA

Citizenship: BY BIRTH IN UNITED STATES

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# *Unit Reserve Coordinator*

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## **Unit Reserve Coordinator- URC**

- Represents the AD commander/director, by overseeing the IR program at the unit level
- URCs assist supervisors and other staff in managing unit commander's programs
  - Unit Fitness Program Manager
  - Unit Deployment Manager
  - Unit Training Manager
  - Security Manager
  - Drug Demand Reduction Program Trusted Agent
  - Government Travel Card/Control Spend Account
  - Awards & Decorations
  - Evaluations
- URCs also are responsible for ensuring all personnel actions (i.e., promotions, skill level upgrades, changes of reporting official) are completed promptly, and updated in Military Personnel Data System (MilPDS)



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# Stakeholders

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## Detachment Staff

- The servicing detachment advises the URC and providing guidance on process of personnel actions and readiness requirements for the IMA

## HQ RIO

- HQ IR RIO is a subordinate to HQ ARPC that provides a direct CoC to AFRC/CC. The HQ IR RIO staff, along with the Detachment Commanders, Operating Location Program Managers (PMs), and Detachment Staff help train the AD commanders, supervisors and base level support on how to best manage and utilize the IR.

## HQ ARPC

- Advise on reserve personnel programs
- Makes certain MilPDs updates: ie closing out EPR/OPR

## RegAF MPS

- Provide personnel support for the IMA per FSS PSD guide dated April 2020
- Has limited capability to make updates in MilPDs for the IMA





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# Questions?



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## **HQ ARPC Classification & IR Training**



**HQ ARPC/DPATE**

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# *Who We Are*

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MSgt Frank Oliver Henry  
Section Chief, Classification & IR Training

SSgt Jocelyn Wahe  
Classification & IR Training Manager

Workflow: [RIO.HQ.IRTraining@us.af.mil](mailto:RIO.HQ.IRTraining@us.af.mil)



# ***HQ ARPC Classification & IR Training***

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## **WHAT WE DO**

***All must be coordinated through the Detachments***

- IMA – Oversee the IMA On the Job Training Program/ Brief Wing Status of Training to HQ RIO quarterly
- IMA – Manage AFSC/SEI Updates
- IMA – Manage AFSC/SEI Downgrades and Withdrawals
- IMA – Oversee Training/Re-training Status Codes Updates
- IMA – Formal Schools Management
- IMA – Manage Accelerated Mission Readiness Training (AMRT)
- IMA – Manage Enlisted Training Waiver Coordination
- AFRC – Manage Classification Waiver Processing
- AFRC – Manage Classification AFSC Conversion Coordination
- AFRC – myFSS tickets



# HQ RIO Detachment Training POCs

<u>Name</u>	<u>Detachment</u>	<u>Email</u>
HQ RIO DET 2	Detachment 2	<a href="mailto:arpc.hqriodet2@us.af.mil">arpc.hqriodet2@us.af.mil</a>
SMSgt Bonnitha Woolfolk	Detachment 3	<a href="mailto:rio.det.3.1@us.af.mil">rio.det.3.1@us.af.mil</a>
MSgt Kyle Gossen	Detachment 4	<a href="mailto:HQ.RIODet4.RT@us.af.mil">HQ.RIODet4.RT@us.af.mil</a>
TSgt Rakedia Miniano	Detachment 5	<a href="mailto:HQRIODet5Robins@us.af.mil">HQRIODet5Robins@us.af.mil</a>
TSgt Samantha Davenport	Detachment 6	<a href="mailto:riodet6.readiness@us.af.mil">riodet6.readiness@us.af.mil</a>
MSgt Alfonso, Crispin Jesus	Detachment 7	<a href="mailto:HQARPCRIODet7.TRAINING.ORG@us.af.mil">HQARPCRIODet7.TRAINING.ORG@us.af.mil</a>
SMSgt Cabrera, Vincnet	Detachment 7	<a href="mailto:HQARPCRIODet7.TRAINING.ORG@us.af.mil">HQARPCRIODet7.TRAINING.ORG@us.af.mil</a>
SMSgt Melissa Heivly	Detachment 8	<a href="mailto:EUCOM.STUTTGART.ECCS.MBX.RIO-DET-8@MAIL.MIL">EUCOM.STUTTGART.ECCS.MBX.RIO-DET-8@MAIL.MIL</a>
TSgt Caitlin Scott	Detachment 8	<a href="mailto:EUCOM.STUTTGART.ECCS.MBX.RIO-DET-8@MAIL.MIL">EUCOM.STUTTGART.ECCS.MBX.RIO-DET-8@MAIL.MIL</a>



# *Detachment Training POCs*

---

## WHAT THEY DO

*Items will be coordinated with AC unit training manager or URC*

- IMA – Tracking/Reporting Officer and Enlisted on the Job Training/ Status of Training Briefing monthly
- IMA – Monitor Blackboard actions
- IMA – Update AFSC/SEI 2096 action (upgrade, downgrade, withdrawal) in MilPDS
- IMA – Update Training/Re-training Status Codes Updates in MilPDS
- IMA – Submit all PME & Formal Schools Requests (OTA)
- IMA – Review/Submit Accelerated Mission Readiness Training Packages
- IMA – Review/Submit Classification Waiver Packages
- IMA – Review/Submit Enlisted Training Waivers Packages
- IMA – myFSS tickets for their assigned personal regarding training



# *Active Component Unit*

---

## WHAT THEY DO

*All must be coordinated through the IMA Detachment*

- IMA - Officer and Enlisted on the Job Training Management
- IMA – Enroll IMA into CDC's
- IMA – myLearning
- IMA - myTraining
- IMA – Initiate AFSC/SEI 2096 action (upgrade, downgrade, withdrawal)
- IMA – Initiate Training/Re-training Status Codes Updates
- IMA – Assist in submitting Formal Schools Requests
- IMA – Assist IMA in submitting Accelerated Mission Readiness Training Packages
- IMA – Assist IMA in submitting Enlisted Training Waivers Packages



# ***IR Responsibility***

---

## **IR Responsibility w/ Training**

Regarding training, the IMA member is the only person who has total view of their record. The Detachment UTM and AC unit UTM see portions of the members record and should communicate updates on members upgrade training. Being in the IR program provides the IMA more flexibility but also more responsibility to maintain certain standards. The IMA should communicate regularly with their URC or Detachment regarding anything training related.

- Ensure AC unit and Detachment ADUTM have a working relationship
- Complete mandatory training requirements w/in prescribed time limits
- Monitor promotion eligibility and ensure record is correct before meeting board
- Ensure all formal school requests are routed through Detachment
- Member should review their record every time they change DAFSC or annually
- Member should report all CDC updates to the Detachment, to include EOC testing
- Member should report task progression quarterly, at a minimum
- Member needs to ensure they are actively participating in their upgrade training/retraining requirements
- IR must obtain and maintain the skill level commensurate with their grade and DAFSC
- Satisfactory progression in the training program is expected if IRs are in upgrade or retraining status





# *On-the-Job Training (OJT) Management*

---

***\*All must be coordinated through the IMA Detachment***

- Upon entering the IMA program, our office assists with determining training requirements, if applicable.
  - Includes: Training & Retraining Status Codes, Initial Skills Awarding Schools, and Blackboard courses
- Subsequently, our office oversees Officer and Enlisted on the Job Training programs and reports status of training to the HQ RIO Commander quarterly. HQ RIO Detachments report the status of training monthly to their assigned Detachment Commander.
- All OJT management actions are initiated through your RegAF (Active Duty) Training Manager and Commander, then reported/sent to Detachment.
  - myLearning actions to include CDCs
  - myTraining journal entries, task progression, CDC progression, etc.
  - OJT Record updates
  - 2096 initiation

Ref: DAFMAN 36-2689



# Formal School/ PME Requests

---

***\*All must be coordinated through the IMA Detachment***

- Requested by your DET UTM through OTA in MilPDS
    - Initial Skills (3 Level) School/Craftsman (7 Level) School
    - Officer Qualification Courses (SOS, ACSC, AWC, etc) \*Selected by Force Management
    - Retraining
    - Annual Refresher Courses (Annual Survey of the Law)
    - Special Courses (Cyber 200/300, Space 200/300, WGMT 570, ISR 300)
    - EPME (ALS, NCOA, SNCOA, CLC)
  - IRs contact HQ RIO Detachment POC for class availability
  - **DO NOT** schedule thru AD unit (IMA TLNs 963XXXX)
- \*If an AC TLN has been issued then that TLN will need to be cancelled and the course must be resubmitted by the IMAs Detachment*

## The Process

- IMA Submits a request in myFSS to their Detachment
- Request is input in OTA (MilPDS) which generates a BTRLN
- Once BTRLN is generated, AFRC Course Manager searches for open allocations in the course
- If there are no open allocations for AFRC, then AFRC must pull over seat allocations from the Active-Duty side
- Once a seat is allocated a TLN is issued, once TLN is issued a Formal RIP will be sent to members assigned Detachment

Ref: AFRC/A1KB



# ***Classification Waivers***

---

***\*All must be coordinated through the IMA Detachment***

- Classification Guidance is posted to myFSS, [Knowledge Detail \(af.mil\)](https://myfss.af.mil)
- Waiver is applicable to members retraining to an AFSC they do not meet an AFOCD/AFECD entry requirement
  - Examples: ASVAB, Grade, Total Federal Service Time, Medical, Experience, etc.
- Officer/Enlisted Change Summary and Conversion Guides
- Direct/Indirect AFSC Conversion information

Ref: AFMAN 36-2100 (7-Apr-21) & AFR Classification Waiver Guide



# Training Waivers

***\*All must be coordinated through the IMA Detachment***

- Enlisted Training Waiver Guidance is posted to myFSS, [Knowledge Detail \(af.mil\)](https://myfss.af.mil/KnowledgeDetail)
- Waiver is applicable for members who wish to waive an upgrade requirement
  - Examples: Formal School requirement, Time in Training requirement, Mandatory CDCs, etc.
- What's Considered?
  - Previous Experience
  - Civilian Experience
  - Cross-Training from Similar AFSC
- OJT does not constitute a training waiver, must be previous experience
- Officer Training Waivers
  - Same package format but the member works directly with the AFRC CFM



# *Accelerated Mission Readiness Training*

---

***\*All must be coordinated through the IMA Detachment***

Purpose: The AFR Accelerated Mission Readiness Training (AMRT) is designed to build a ready force. The purpose of this program is to provide a means to accelerate upgrade training to become a fully qualified mobilization resource. The program allows eligible Airmen to voluntarily remain in an active duty for training (ADT) status for the purpose of on-the-job training (OJT).

- Eligibility
  - AFSC identified through annual process and approval by AFRC/CC
  - Designed to build ready force, allows Airmen to remain on active duty for training (ADT) status for the purpose of on-the-job training (OJT)
  - TSC B- 12 months to complete
  - TSC F – 9 months to complete
  - Officers – 9 months to complete
  - TSC C and G – 9 months to complete
  - Centrally Funded, days eligibility dependent upon AFSC
  - **Can only submit after completing tech school or initial skills training!**
- AMRT applications submitted to Detachment, begin process while member is completing Technical Training to allow enough time for processing.
- Common Errors:
  - Not Allotting 4-week timeline
  - Incorrect TSC
  - Start/End date outside eligibility window, to many days requested
- All requests not meeting criteria will be returned without action.

Ref: AFRCI 36-2603 (28-Jan-21)



# ***Common AFIs/References***

---

- AFMAN 36-2100 Military Utilization and Classification
- DAFMAN 36-2114 IR Management
- AFMAN 36-2136 Reserve Personnel Participation
- AFRCI 36-2603 Accelerated Mission Readiness Training (AMRT)
- DAFMAN 36-2689 Training Program
- IR Guide



Questions?

ARPC Classification & IR Training  
MSgt Frank Oliver-Henry  
Workflow: [RIO.HQ.IRTraining@us.af.mil](mailto:RIO.HQ.IRTraining@us.af.mil)



Survey Monkey Link Day 1



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## **Navigating Systems**

(No slides)



**LtCol Karl**

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## **IMA Mentorship Program**



**Col Dustin Born**

**U.S. AIR FORCE**

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# Mentor Benefits

- Mentors Help with Career Progression
- Resource for Questions About Points, Pay, Travel, SweetSpot
- Connection for Job Opportunities, MPA/RPA, Transitions

**\*\*Email us today to be linked with a Mentor!**

[Dustin.Born.1@us.af.mil](mailto:Dustin.Born.1@us.af.mil)

- Det 2: [IMAMentorDET2@gmail.com](mailto:IMAMentorDET2@gmail.com)
- Det 3: [IMAMentorDET3@gmail.com](mailto:IMAMentorDET3@gmail.com)
- Det 4: [IMAMentorDET4@gmail.com](mailto:IMAMentorDET4@gmail.com)
- Det 5: [IMAMentorDET5@gmail.com](mailto:IMAMentorDET5@gmail.com)
- Det 6: [IMAMentorDET6@gmail.com](mailto:IMAMentorDET6@gmail.com)
- Det 7: [IMAMentorDET7@gmail.com](mailto:IMAMentorDET7@gmail.com)
- Det 8: [IMAMentorDET8@gmail.com](mailto:IMAMentorDET8@gmail.com)



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# Questions?



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## *End of Day One*



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***Day 2***

Please join the Customer service hour at the below link from 0800-0900

Then rejoin this group.

[Zoom Link](#)

Meeting ID: 161 385 4292

Passcode: 936906

---

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# ***Welcome to the Virtual IRO***

---

- **Cameras off**
- **Audio muted**
- **Change name to Rank, First Name, Last Name, Det**
  - **Ex: Maj Larry Jenkins – Det 3**
- **PLEASE WAIT and ask questions at the end – we promise to answer them!**
  - **Type your questions in the chat**
  - **Raise your hand**
- **Be courteous to briefers and attendees**
- **Please be mindful of the time – return from breaks promptly so we can stay on schedule**
- **Let's get started!**



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## *Survey Monkey Link*

---



Survey Monkey Link Day 2

**Please use the link or QR code to complete the surveys. They can be completed at the end or as we go.**

**\*\*If you are on orders, your TODC will not be processed until all 4 Surveys are completed. (There are 2 surveys for day 3)**



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## **HQ RIO**

# **Talent Management Consultant**



**MSgt Mindy Bent**

4

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# ***HQ RIO Talent Management Consultant***

## **How Can I Assist You?**

### **Career Counseling**

- **One-on-One talk about you, your career and where you want to go**
  - Virtual re-enlistments and extensions
    - Commissioning resources
  - STEP I & II guidance and resources
  - Potential cross-training opportunities
    - Developing your R-EDP/ODP
  - Development Education resources
  - RSSB/RDEDB/EDEB opportunities
  - Exploring other vacancies/locations

### **Incentive Assistance/Guidance**

- Enlisted and Officer incentive resources
- Special Duty Assignment Pay (SDAP)
- Battlefield Airmen Special Incentive Pay (BASIP)
- BRS Continuation Pay incentive program manager

**HQ RIO Talent Management Consultant**  
**Air Reserve Personnel Center, Buckley SFB, CO**  
**ARPC.HQRIO.CareerAssistance@us.af.mil**  
**MyFSS – HQ RIO**

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# HQ RIO Talent Management Consultant

## BRS CP 3-Step Initiation Process for IRs



AIRMAN

### Complete the SOU

- Reads SOU in its entirety.
- Completed Sections I and II (Member's signature **MUST** be prior to his/her 12-yr anniversary pay date.)
- Submit SOU to unit commander/civilian leader.



UNIT COMMANDER/CIVILIAN  
LEADER

### Makes determination on CP

- Reviews Airman's record and verify CP eligibility.
- Selects "Approved" or "Disapproved" on the SOU.
- Signs and dates the SOU.
- Return to Airman to submit for processing.



AIRMAN

### Submits SOU

- Submits completed SOU to HQ RIO Career Assistance Advisor for payment processing.
- Submission will be done via myPers ticket

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# *HQ RIO Talent Management Consultant*

**QUESTIONS?**



**Survey Monkey Link Day 2**

email at [ARPC.HQRIO.CareerAssistance@us.af.mil](mailto:ARPC.HQRIO.CareerAssistance@us.af.mil)

MyFSS – HQ RIO

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## **HQ RIO Readiness**



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# Define Readiness

- **Participation Readiness**

## Fab Five

- PHA (to include Immunizations and Lab)
  - Dental
  - Fitness Assessment
  - Security Clearance
  - Upgrade Training
- Must be **Green** in all 5
    - No school/MPA/RPA

- **Mobilization Readiness**

- Deployment Availability Code (DAV) preventing full mobilization

DAV Codes:  
73-Age 60  
42-Med Board  
48-Med discharge  
49-Pregnancy  
81-Dwell time  
65-Commander's option  
40-Asgn limited to base/hosp  
41-Temp med defer  
43-Asgn avail limited  
50-Approv sep  
51-Considered for sep  
53-PCS  
58-Delay extend

Duty Status Code:  
56-CivConfine/Sentence Prison



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# Five Readiness Factors



- Annual PHA (to include Immunizations and Lab work).
  - IR completes AF Web HA located on the myIMR website
- Annual Dental
  - Civilian or military dentist (**member must see military dentist every 3<sup>rd</sup> year**)
  - DD Form 2813 used to document civ provider dental exams then provided to mil dentist
- Fitness
  - IR contacts AD Unit Fitness Program Manager (UFPM) to schedule test date
- Security Clearance
  - IR coordinates with AD Unit Security Manager (USM) to initiate reinvestigation
- AFSC Training
  - IR coordinates with Unit Training Manager (UTM) for upgrade training matters







## • Access through AF Portal

← → ↻ 🔍 arcnet.sso.cce.af.mil/arcnet/

---

[Home](#) [Participation](#) [Duty Plan](#) [ATMT](#) [Readiness](#) [VRS](#) [Member](#) [Email](#) [Admin](#)



[Index](#)

[Individual Readiness Reports](#)

- My Readiness Report

[Run Your Readiness Report](#)


New Features and Updates -  
December 2022 - There is no ARCNet  
Sunset Date:

ARCNet Docs

HFI P

### HQ Readiness & Integration Organization

[My Readiness](#)[HQ RIO Website](#)[Directory](#)[Reserve Pay Office](#)[IMA Travel](#)



The Headquarters Individual Readiness Organization (RIO) is located at Buckley S. It seamlessly integrates warfighter and Combatant Commander. HQ RIO is responsible for managing and standardizing the process of detachments and six operations around the world to assist the



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# Pointers

**ARCNet** **Individual Readiness Detail** **Chart A3**  
Type: Details  
Printed: 4/1/2024 10:00:17 AM

"FOR OFFICIAL USE ONLY" (IAW DoDM 5200.01, Volume 4, DoD Information Security Program; Controlled Unclassified Information)

[Click here for the definition of Mobilization and Participation Readiness plus the Individual Readiness Report Data Flow](#)

General Info Data From MIPDS as of 3/23/2024

Name	KARL, ERIN M (LTC)	Mob Auth	IMA
Participation Readiness	Needs Attention	Position #	0M0789496
Mobilization Readiness	Ready	PAS	BUOMFWBF
Duty Title	CHIEF, PUBLIC AFFAIRS	Office Symbol	PA
Det	RIO Det 5	Location	0000 RIO OR
Unit	IR READ AND INTEG OR	<a href="#">Click here to see the definition of DAV codes</a>	
MSD	HYT	ETS	TAFMS
9/1/2026			80122
DAVA	DAVL	DAVP	DAVT

Medical Readiness <sup>1</sup> Data From ASIMS as of 3/29/2024

Overall IMR Status: Fully Ready DLC Status: Green

Actions Needed: None

**HR/PHA**

Status	Last PHA Date	Source
Green	Jul 20 2023	ASIMS

**Immunization**

Status	Source
Green	ASIMS

**Dental**

Status	Class	Date	Source
Green	1	Aug 22 2023	CDA

**Lab**

Status	Source
Green	ASIMS

**Fitness Readiness** Data From MyFitness as of 3/31/2024

Fitness Status: Composite/Exempt

Test Date: 30 Nov 2023 Next Due Date: Apr 30 2024

AC	Cardio	Pushups	Situps	Overall score
0.00	0.00	0.00	0.00	0.00

**Security Clearance Readiness <sup>2</sup>** Data From MIPDS as of 3/23/2024

Security Status Indicator: Fully Ready

Date Invest Completed	Years Valid	SAR of Position	Clearance Awarded
04 Apr 2014	10	5	SECRET

**AFSC Training Readiness** Data From MIPDS as of 3/23/2024

AFSC Training Status: Fully Ready

PAFSC	DAFSC	CAFSC	Status Code	Status Date
-3SP4	-3SP4	NONE	-	

**Comments**

<sup>1</sup> AFMIPDS data source filters out certain data sets. <sup>2</sup> SELRES individuals should contact their Unit Security Manager to resolve issues.

<sup>3</sup> Dets can add comments.

The information herein is For Official Use Only (FOUO) which must be protected under the Freedom of Information Act of 1966 and Privacy Act of 1974, as amended.

Verify last data feed date

Dets can  
add  
comment  
s.

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# READINESS

## Ready vs. Not Ready

**ARCNet** Individual Readiness Detail

[Click here for details on interpreting this information](#)

**General Info**

Name	C (SMS)	MoA Auth
Overall Readiness	Fully Ready	Position #
Duty Title	FIRE PROTECTION SUPERINTENDENT	PAS
Det	Det 4	Office Symbol
Unit	0021 CIVIL ENGINEER SQ	Location
MSD	4/1/2015	DAVA
HYT		DAVL
ETS	6/15/2015	DAVP
		DAVT

**Medical Readiness**

Overall IMR Status	Fully Ready	DLC Status
Actions Needed		

**HRR/PHA**

HRR Status	Green	Dental Status
Last PHA Date	01 Nov 2012	Dental Class
HRR Source	PMR	Dental Date
		Dental Source

**Immunization**

Immun. Status	Green	Lab Status
Immun. Source	PMR	Lab Source

**Fitness Readiness**

Fitness Status	Excellent (Exp-90)	
Next Due Date	31 Jan 2013	

**Security Clearance Readiness**

Security Status	Valid/Staff	
Date Invest. Compl.	19 Feb 2009	
Years Valid	10	
SAR of Position	6	
Clearance Awarded	SECRET	

**AFSC Training Readiness**

**ARCNet** Individual Readiness Detail

[Click here for details on interpreting this information](#)

**General Info**

Name	TH J (SSG)	MoA Auth
Overall Readiness	Not Ready	Position #
Duty Title	COMPANY FIRE OFFICER	PAS
Det	Det 4	Office Symbol
Unit	0021 CIVIL ENGINEER SQ	Location
MSD	8/1/2014	DAVA
HYT		DAVL
ETS	10/22/2015	DAVP
		DAVT

**Medical Readiness**

Overall IMR Status	Need Attention	DLC Status
Actions Needed		

**HRR/PHA**

HRR Status	Green	Dental Status
Last PHA Date	15 May 2012	Dental Class
HRR Source	PMR	Dental Date
		Dental Source

**Immunization**

Immun. Status	Yellow	Lab Status
Immun. Source	PMR	Lab Source

**Fitness Readiness**

Fitness Status	Satisfactory (Exp)	
Next Due Date	31 Jan 2012	

**Security Clearance Readiness**

Security Status	Valid/Staff	
Date Invest. Compl.	21 May 2001	
Years Valid	10	
SAR of Position	6	
Clearance Awarded	SECRET	

**AFSC Training Readiness**

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- PHAQ questionnaire required annually, valid for 120 days after completion and is completed online at MyIMR
- Face-to-face visit is not required for non-flyers, unless the servicing MTF dictates otherwise
- Face-to-face visit is required every year for flyers, Special Operational Duty (SOD), Personnel Reliability Assurance Program (PRAP) and Arming and Use of Force (AUoF) personnel
- Colors
  - **GREEN** – Good to go
  - **YELLOW** – 90 day grace period AFTER the due date
  - **RED** – No grace period – can impact ability to work for pay/points
- Mental Health Assessment (MHA) required annually



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# How to complete your PHAQ

The screenshot shows the 'Air Force Surgeon General' MyIMR portal. The user is 'DIAZ, RONAL A.' from 'Buckley AFB' with email 'RONAL.DIAZ@US.AF.MIL'. The 'IMR' tab is selected, showing an 'IMR ACTION LIST' with a 'Start PHAQ' button highlighted by a red box and a red arrow. Below this is a table of medical data.

Overall Status: Current					
PHA	Dental	Labs	Profile	Med Equipment	Other
Current	Current	Current	None	Current	
PHAQ: 26 Feb 2019	Dental Class: 1	Blood Type: O	Restriction: No	GMI Required: No	ANAM Date: -
Interval History: 15 Jul 2019	Dental Date: 10 Mar 2020	RH: Positive			
DD2766 Review and Update: 15 Jul 2019		Sickle Cell Screen: Negative			
Provider Review/Signature: 15 Jul 2019		G6PD: Normal			
Last In-Person PHA: 1 Apr 2017		HIV Date: 20 Jul 2018			
		DNA: On File			

- Takes about 10-15 minutes



- **After you complete your PHAQ, the system will give you instructions with a link**
    - **Lhi.care is now Optim Serve**
    - **Create an account**
    - **Update email and phone number**
    - **System will email you with a link to schedule the phone call**
    - **10-min phone conversation**
- \*Members have reported difficulty in scheduling via Optim Serve. If you are unable to schedule an MHA via Optim Serve, contact your MTF to schedule an MHA**



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# ***What “counts” as military medical***

---

- **Active duty/Reserve Medical Treatment Facilities**
- **Reserve Health Readiness Program (RHRP)**
  - **Allows for access to civilian medical providers to cover readiness-necessary appointments**
  - **Take a bit of time to process the request**
  - **Must live 40+ miles from the nearest MTF**
- **Sister Service**
  - **Labs**
  - **Immunizations**
  - **NOT PHA**
  - **NOT Dental**



## Individual Medical Requirements - Dental

---

- **Requirements**
  - **Every third year - Military dental exam required**
  - **DD Form 2813 completed by a civilian dentist**
    - **Turned in to the servicing Active Duty Dental Facility to update**
    - **Should reflect in ASIMS within 24-48 hrs**
    - **Can also be submitted via myFSS if unable to submit to AD**
- **Dental Class 3**
  - **Dental condition being treated & expected to be resolved within 1 year**
  - **IDT and AT at home station only, no mandays/formal schools authorized**
- **Dental Class 4**
  - **Overdue for your yearly exam (**RED**)**



## Individual Medical Requirements – Labs/Shots

- **Lab Requirements**

- **Generally, no appointment needed**

- contact MTF to verify

- **HIV screening**

- Due every two years, 90 day grace period
    - Must be done by a DoD approved lab/MTF

- **Immunizations**

- **Generally, no appointment needed**

- contact MTF to verify

- **Contact the clinic prior to ensure the shot needed is available**

- **May be accomplished by a civilian provider**

- Submit documentation to the servicing MTF or via myFSS to update
      - Lot #, “administered,” date, name

Immunizations			
Immunization	Series	Date	Next Due
Hep A	2	10 Nov 1998	
Hep B	3	11 Jan 2015	
Influenza, Northern Hemisphere	8	10 Nov 2019	14 Sep 2020
MMR	1	15 May 1998	
Polio	1	15 May 1998	
Td	2	7 Jul 2011	7 Jul 2021
View DD2766c		View Worksheet	

Due	
Labs	
Current	
Blood Type:	O
RH:	Negative
Sickle Cell Screen:	Negative
G6PD:	Normal
HIV Date:	27 Mar 2019
DNA:	On File

# **Individual Medical Requirements**

---

- **Must report changes in health status to your MTF within 72 hours**
  - **Ongoing treatment/medication for an issue**
  - **Elective surgery**
- **You ARE allowed to use other MTFs/Fitness cells**
  - **If you live more than 40 miles from your unit of assignment**
  - **You do NOT need to be in status to MAKE the appointment**
  - **You DO need to be in status for the appointment**  
**(Paid/Unpaid IDTs work)**
  - **Memo on the RIO site to help**





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# Submitting a myFSS Case to Medical

- After logging in to myFSS, search IMA Management in your search bar from the main page where your name appears
- This brings up the AFR HQ RIO IMA Management page
- Select AFR RIO Medical



## AFR HQ RIO IMA Management

**Applicable to: Air Force Reserve (IR/PIRR)**

**Mission:** Provide, Integrate and Sustain ready Individual Reserve forces globally.  
**Vision:** One trusted team making it easy to serve.

The Headquarters Individual Reservist Readiness Integration Organization (HQ RIO) is located at Buckley Air Force Base, Colorado.

HQ RIO is responsible for managing the readiness of the IR force and standardizing the processes associated with getting our IRs to the fight. Seven detachments and six operating locations at geographically-separated bases around the world assist the headquarters in this mission, providing direct oversight and support to more than 8,000 IR Airmen.

The IR force is comprised of Air Force Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reservists (PIRRs). Both IMAs and PIRRs augment active-component missions and are rated by active-component or government agency supervisors.

**Use below links to access myFSS-based IMA/PIRR tasks:**

[AFR IMA HQ RIO Request](#) - This page will allow you to send a request to directly to HQ RIO Headquarters.

[AFR Submit Inquiry to RIO Detachment](#) - This page will allow you to send a request directly to your servicing RIO detachment.

[AFR Readiness and Integration Organization Host Aviation Resource Management Program](#) - The HQ RIO Host Aviation Resource Management (HARM) office is the Aviation Resource 41 Management Office for IR aircrew members.

[AFR RIO Travel](#) - Allows IRs to submit travel vouchers for reimbursement and ask questions related to travel.

[AFR RIO Medical](#) - Allows IR to submit medical documentation for update and submit requests and ask questions regarding medical readiness, MEDCON, LODs, etc.

[IMA Reserve Pay](#) - Allows IR to submit documentation for pay, leave, bonuses, and submit requests and ask questions regarding these topics.

[Orders Writing Cell Request](#) - Allows IRs to request orders.

**Related Resources**

- RIO Public Website



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# Submitting a myFSS Case to Medical

- The Program Information Page will appear
- Select the appropriate category for the medical you are trying to accomplish

## Program Information

- [Dental](#)
- [Preventative Health Assessment \(PHA\)](#)
- [Labs and Immunizations](#)
- [Line of Duty \(LOD\)](#)
- [Pre-MEDCON and MEDCON](#)
- [Incapacitation Pay \(INCAP\)](#)
- [Modification and Deployment Waivers](#)
- [Non-Emergent Surgery Request](#)
- [IRILO, ARILO, and NDDes](#)

## \*Example-Dental

- Note the link to the DD Form 2813
- By clicking “Create A Request” you can update create a MyFSS Case to upload your Dental documentation for update

## Related Resources:

- [DD Form 2813](#) - Department of Defense Active Duty/Reserve/Guard/Civilian Forces Dental Examination

> FSS

CREATE A REQUEST



MY FORCE SUPPORT

QUICK LINKS

CONNECT



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## *Questions?*



Survey Monkey Link Day 2



# ***United States Air Force Reserve***

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---

## **HQ RIO Medical**



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- **Acronyms**
- **Service Treatment Records**
- **Individual Medical Readiness (IMR) Requirements**
- **Profiles**
- **Waivers (Participation, Modification, Deployment)**
- **Line of Duty (LOD)**
- **Medical Continuation (MEDCON)**
- **Incapacitation Pay (INCAP PAY)**
- **Non-Emergent Surgery**
- **Authorized Treatment**



- **Health Artifact Information Management System (HAIMS)**
- **Medical Treatment Facility (MTF)**
- **Deployment Availability (DAV)**
- **Medical Continuation (MEDCON)**
- **Medical Evaluation Board (MEB)**
- **Integrated Disability Evaluation System (IDES)**
- **Air Force Board for the Correction of Military Records (AFBCMR)**

# Individual Medical Requirements

---

- **Individual Medical Readiness (IMR) Requirements**
  - Preventative Health Assessment (PHA) Requirements:
    - PHAQ questionnaire required annually, valid for 120 days after completion and is completed online at MyIMR (<https://asimsimr.health.mil/imr/myimr.aspx>) by clicking "Start PHAQ"
    - Face-to-face visit is **no longer** required every 3 years for non-flyers, unless the servicing MTF dictates otherwise
    - AD MTF responsible to issue profile as needed IAW AFI 44-170
    - 90-day yellow (due) grace period before turning red (overdue)
    - Mental Health Assessment required annually. Accomplished through QTC or MTF.



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# Example of PHA Dates

**Air Force Surgeon General**

Individual Medical Readiness Status

DIAZ, RONAL A.

Buckley AFB

EMAIL: RONAL.DIAZ@US.AF.MIL

IMR	Immunizations	DrHA	Medical Clearance	SHPE	MTF Instructions																																																						
<div>IMR ACTION LIST</div> <div> PHA </div> <div><a href="#">Action List Help</a></div> <div><a href="#">MyIMR User Guide</a></div>																																																											
<table><thead><tr><th colspan="2">Overall Status: Due</th><th colspan="4">GoRedDate: 07/13/2019</th></tr><tr><th>PHA</th><th>Dental</th><th>Labs</th><th>Profile</th><th>Med Equipment</th><th>Other</th></tr></thead><tbody><tr><td>Due</td><td>Current</td><td>Current</td><td>Ready</td><td>Current</td><td></td></tr><tr><td>→ PHAO: 26 Feb 2019</td><td>Dental Class: 1</td><td>Blood Type: O</td><td>Restriction: No</td><td>GMI Required: No</td><td>ANAM Date: -</td></tr><tr><td>Interval History: 13 Apr 2018</td><td>Dental Date: 4 Feb 2019</td><td>RH: Positive</td><td></td><td></td><td></td></tr><tr><td>DD2766 Review and Update: 13 Apr 2018</td><td></td><td>Sickle Cell: Negative</td><td></td><td></td><td></td></tr><tr><td>→ Provider Review/Signature: 13 Apr 2018</td><td></td><td>G6PD: Normal</td><td></td><td></td><td></td></tr><tr><td>→ Last In-Person PHA: 1 Apr 2017</td><td></td><td>HIV Date: 20 Jul 2018</td><td></td><td></td><td></td></tr><tr><td></td><td></td><td>DNA: On File</td><td></td><td></td><td></td></tr></tbody></table>						Overall Status: Due		GoRedDate: 07/13/2019				PHA	Dental	Labs	Profile	Med Equipment	Other	Due	Current	Current	Ready	Current		→ PHAO: 26 Feb 2019	Dental Class: 1	Blood Type: O	Restriction: No	GMI Required: No	ANAM Date: -	Interval History: 13 Apr 2018	Dental Date: 4 Feb 2019	RH: Positive				DD2766 Review and Update: 13 Apr 2018		Sickle Cell: Negative				→ Provider Review/Signature: 13 Apr 2018		G6PD: Normal				→ Last In-Person PHA: 1 Apr 2017		HIV Date: 20 Jul 2018						DNA: On File			
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		DNA: On File																																																									





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# How to complete your PHAQ

Browser window showing the Air Force Surgeon General's Individual Medical Readiness Status page for DIAZ RONAL A. at Buckley AFB. The page includes a navigation bar with tabs: IMR, Immunizations, DrHA, Medical Clearance, SHPE, and MTF Instructions. The IMR tab is selected, displaying the IMR ACTION LIST. A red arrow points to the 'Start PHAQ' button, which is highlighted with a red box. Below the button is a 'MyIMR User Guide' link. The page also displays a table of medical status information.

PHA	Dental	Labs	Profile	Med Equipment	Other
Current	Current	Current	Current	Current	Current
PHAQ: 26 Feb 2019	Dental Class: 1	Blood Type: O	Restriction: No	GMI Required: No	ANAM Date: -
Interval History: 15 Jul 2019	Dental Date: 10 Mar 2020	RH: Positive			
DD2766 Review and Update: 15 Jul 2019		Sickle Cell Screen: Negative			
Provider Review/Signature: 15 Jul 2019		G6PD: Normal			
Last In-Person PHA: 1 Apr 2017		HIV Date: 20 Jul 2018			
		DNA: On File			

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# Individual Medical Requirements

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- **Dental Requirements**

- Military dental exams are required every three years
- DD Form 2813 completed by civilian dentist. This is completed annually.
- DD Form 2813 must be turned into the servicing Active Duty Dental Facility or through myFSS to our office to update the Corporate Dental System (CDS) and Dental records. Updates should reflect in ASIMS within 24-48 hrs.
- Dental Class 3 – Dental condition being treated & expected to be resolved within 1 year. Participation restricted to IDT and Annual Tour at home station only, no mandays or formal schools are authorized. If you are selected as a Dental Class 3, you will need to be seen by a Military Dentist to get out of Dental Class 3. Do not send a dental update form (2813) to our office if you are a Dental Class 3 as we are not authorized to update this.

- **Lab Requirements**

- Generally, no appointment needed (verify with your assigned MTF) – need to be in a military status the day you go in for lab draws, but not to schedule.
- HIV screening – due every two years, 90-day grace period
  - RHRP program not available for HIV currently—unknown return date for this function.
  - HIV draw at approved MTF labs only currently.

- **Immunizations**

- Generally, no appointment needed (verify with your assigned MTF) – need to be in a military status the day you go in for lab draws, but not to schedule.
- Recommend contacting the Immunization clinic prior to arriving to ensure the immunization needed is available
- May be accomplished by a civilian facility but documentation must be submitted to the servicing MTF or HQ RIO IRM to update immunization records.

- **\*\*IMR Notes:**
  - ARC members residing outside the MTF catchment area or more than 50 miles from their units' servicing MTF may obtain evaluations from the nearest MTF. IAW AFI 44-176 Par 10.2.4
  - Does not need to be in military status to schedule appt but MUST be in military status day of the appointment (IDT paid or points only acceptable) IAW AFI 44-176 Par 10.2.6 and AFMAN 41-210 Par 2.2.4.
  - Reserve members must report changes in health status to their servicing MTF within 72 hours IAW DAFMAN 48-123 Par 10.4.2
  - MyIMR (<https://asimsimr.health.mil/imr/myimr.aspx>) is a real time snapshot shot of IMR status

- **Authorized Treatment**
  - Wellness Care
    - PHA
    - Dental exam
    - Immunizations
    - Labs
  - Required Status – military status i.e. IDT, AT, MPA, RPA, points-only etc.
- Urgent Care
  - Acute in nature i.e. Flu, broken bones, sprained ankle etc.
  - May require LOD to be initiated
  - Required Status - military status i.e. IDT, AT, MPA, RPA, points-only etc.



- **Profiles**

- AD MTF is responsible for creating all profiles. Our office has no involvement with Profiles.
- AF Form 469 Mobility Restricting Profiles:
  - Code 31 (DAV 41) – Temporary condition resolving within 1 year
  - Code 37 (DAV 42) – Condition requires MEB / PEB processing
  - Code 81 (DAV 49) – Pregnancy
  - Dental Class 3 – Dental condition being treated & expected to be resolved within 1 year. Participation restricted to IDT and Annual Tour at home station only, no mandays or formal schools are authorized

- **\*\*Note: AF Form 469 with code 37 render a member unable to participate for pay and point gaining activities. Participation will be determined by your Detachment Commander.**



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# *Modification/Deployment Waivers*

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- Is used after a member has been returned to duty following a medical board and assigned an ALC/DAV code.
- Requests to deploy while coded C1 or C2 are sub-types of the Modification waiver: Deployment Waivers. May require other MAJCOM approval.
- Members code C3 are restricted to IDT/AT at home stations ONLY. Modification waiver is to request anything outside of those limitations.
- Any DW Profile will require a Deployment Waiver for any OCONUS travel.

- **Line of Duty (LOD)**
  - **LOD Options:**
    - **Admin LOD**
    - **Informal LOD**
    - **Formal LOD**
  - An LOD determination is a finding made after an investigation into the circumstances of a member's illness, injury, disease or death. The finding determines: (1) whether or not the illness, injury or disease existed prior to service (EPTS) and if an EPTS condition was aggravated by military service; (2) whether or not the illness, injury, disease or death occurred while the member was absent without authority and (3) whether or not the illness, injury, disease or death was due to the member's misconduct. An LOD determination protects the interests of both the member and the United States Government.
    - Must be reported for LOD consideration within 180 days of release from active duty or IDT.
    - Establish, manage and authorize healthcare
    - Required for MEDCON orders
    - May grant MEB/IDES entitlements
    - Completed on AF Form 348
    - Completed Member LOD Initiate Form
    - Completed Medical Provider Form
    - AD MTF initiates AF Form 348 and routes to AD Commander

**\*\*Not applicable if injury, illness or disease was not incurred or aggravated in an authorized duty status or due to member misconduct.\*\***





- **Admin LOD**
  - **When injury or illness occurs while member is in a Military status but does not require further follow-up or continuation of care after the initial occurrence.**
  - **Required documentation:**
    - **SF 600**
    - **Orders or 40A**
    - **Supporting Medical Documentation**

**\*\*Not applicable if injury, illness or disease was not incurred or aggravated in an authorized duty status or due to member misconduct.\*\***

## • Informal LOD

- An LOD determination is a finding made after an investigation into the circumstances of a member's illness, injury, disease or death. The finding determines: (1) whether or not the illness, injury or disease existed prior to service (EPTS) and if an EPTS condition was aggravated by military service; (2) whether or not the illness, injury, disease or death occurred while the member was absent without authority and (3) whether or not the illness, injury, disease or death was due to the member's misconduct. An LOD determination protects the interests of both the member and the United States Government.
  - Must be reported for LOD consideration within 180 days of release from active duty or IDT.
  - Establish, manage and authorize healthcare
  - Required for MEDCON orders
  - May grant MEB/IDES entitlements
  - Completed on AF Form 348
  - Completed Member LOD Initiate Form
  - Completed Medical Provider Form
  - AD MTF initiates AF Form 348 and routes to AD Commander

**\*\*Not applicable if injury, illness or disease was not incurred or aggravated in an authorized duty status or due to member misconduct.\*\***

- **Formal LOD**

- Same documentation as Informal LOD, different routing and circumstances. Circumstances for a Formal LOD include member misconduct, or further investigation needed.

**\*\*Not applicable if injury, illness or disease was not incurred or aggravated in an authorized duty status or due to member misconduct.\*\***



# *Member Responsibility*

---

- When a member incurs or aggravates an injury, illness or disease while serving in a duty status, the medical condition must be promptly reported within 24 hours to the member's commander and servicing medical facility/unit. For ARC members, when not in a duty status, the medical condition must be promptly reported (ideally within 72 hours or less) to the member's commander and servicing medical facility/unit.
- Failure to report the injury, illness or disease in a timely manner will require a written explanation to the commander and servicing medical facility/unit.
- For ARC, members who fail to provide relevant supporting medical documentation within 5 working days of notification of the injury, illness or disease to the military medical provider may be processed for non-compliance. IAW DAFMAN 48-123, a member with a known medical or dental condition who refuses to comply with a request for medical information or evaluation is considered medically unfit for continued military duty and will be referred to the member's immediate commander for processing IAW AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members.



- **LOD Disposition:**

- Approved LODs are only valid for 1 year from diagnosis.
- Care referred to the VA beyond 1 year, or for unreported conditions outside the 180-day reporting window.
- Any aggravation of condition on future military orders requires a new LOD to establish care.
- If LOD is found Not in the Line of Duty (NILOD), only initial treatment is covered. Any follow up care is the responsibility of the member.



- **Medical Continuation (MEDCON)**
  - **Pre-MEDCON**
    - The purpose of Pre-MEDCON orders in cases where a member is already on orders, is to “bridge the gap” between the member’s current orders, and for the member to proceed with a MEDCON request.
    - Allows for no break in service, if you do have a break in service, you do not qualify for Pre-MEDCON.
    - HQ RIO IRM processes MPA Pre-MEDCON requests.
    - The member’s Detachment and/or AD Unit processes RPA Pre-MEDCON requests.
    - **\*\*\*Orders will not be issued or extended in cases of misconduct, or for the purpose of taking leave or reconstitution time.\*\*\***



- **MEDCON**

- Approval authority rests with Air Reserve Component Case Management Division (ARC-CMD)
- Approved MEDCON allows members to be on full time orders for treatment of service connected/aggravated conditions
- Any request for MEDCON is be submitted through RIO Medical

**\*\*Notes:**

- **No authority exists to backdate MEDCON orders**
- **AFBCMR is the only option to claim potential back-pay for a period of time which the member might otherwise be eligible to receive**



- **Incapacitation Pay (INCAP)**
  - The purpose of INCAP Pay is to authorize pay and allowances to those members who are not able to perform military duties due to LOD related condition or do not qualify for MEDCON.
  - Provides loss of civilian wages if not able to perform military duties
  - Requires a LOD determination of ILOD or interim LOD
  - Review by military medical provider to confirm incapacitation
  - Duration of entitlements may not exceed 6 months without SAF approval





# *Non-Emergent Surgery*

- **Non-Emergent Surgery**
  - Non-emergent surgery is defined as healthcare that is not medically necessary to provide relief from undue suffering or relief from symptoms that could cause potential health problems
  - Non-emergent surgery requests are required on members who are within 6 months of their AD orders ending
  - AFRC/SGP is the approval authority for all reserve members
  - Member contacts HQ RIO/SGO for consent form and processing



U.S. AIR FORCE

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# Contact Us

**Capt Michael Miller (Chief)**

**Email:** [michael.miller.329@us.af.mil](mailto:michael.miller.329@us.af.mil)

**Desk:** 720-847-3188 **Cell:** 303-349-3866

**MSgt Matthew Stoner (Section Chief)**

**Email:** [matthew.stoner@us.af.mil](mailto:matthew.stoner@us.af.mil)

**Desk:** 720-847-3616 **Cell:** 210-319-8402

**TSgt Michele Pineda (NCOIC)**

**Email:** [michele.pineda@us.af.mil](mailto:michele.pineda@us.af.mil)

**Desk:** 720-847-3075

**HQ RIO/IRM**

**DSN: 847-3077**

**Comm: (720) 847-3077**

**\*\*First line of communication: myFSS incident\*\***

Please submit your Medical request through the link below

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LI4nCAG>

Check your medical readiness at <https://asimsimr.health.mil/imr/myimr.aspx>

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## Questions ?



Survey Monkey Link Day 2



# ***United States Air Force Reserve***

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## **Fiscal Year & Retention/Retirement Participation**



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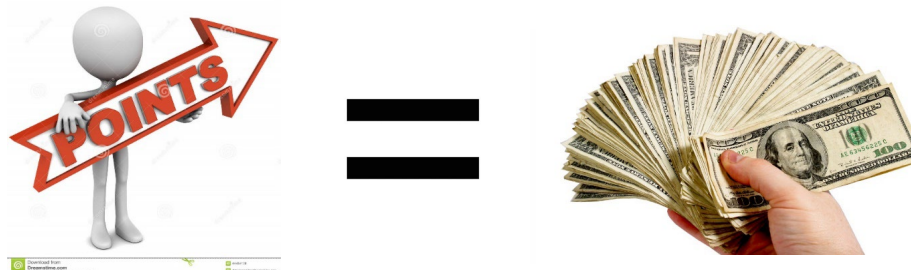
- **Participation requirements**
  - **Retention Retirement (R/R) -vs- Fiscal Year (FY)**
- **What determines each participation requirements**
- **Earning Additional Points**
- **Prorating Points for Participation**
- **Consequences of Unsatisfactory Participation**
- **How to verify points**
- **Requesting a correction of points**



## *What is an R/R year?*

- An R/R (Retention/Retirement) year is the 12 consecutive months in which a reservist is required to accrue a minimum of 50 retirement points (including membership points) for a satisfactory year of federal service

50 points = one “Good Year” for retirement





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# Establishment of R/R date

- Everyone has a different R/R date
- Can be found on your PCARS (vMPF)
- Unique date, normally tied when you entered the military
- It will reset if you have a “civilian” break in service

**MPF**  
VIRTUAL  
AIR FORCE PERSONNEL CENTER, RANDOLPH AFB, TEXAS

ANG/USAFR Point Credit Summary Inquiry (PCARS)

Point Credit Summary

Summary Information	
Date Prepared:	05 FEB 2021
Duty Location:	BUCKLEY AFB CO 800110000
Name:	SMS JESSICA J ALMANZA
Address:	AURORA, CO 80017
PAS Code:	BU0MFWBF
SSAN:	XXX-XX-XX
Retention/Retirement Date:	25 JUL
Closeout Date:	24 JUL 2020
Career Satisfactory Service:	220000
Statement Reason:	ANNUAL (STAT-TOUR)

Last R/R Year Points Earned	
From Date:	25 JUL 2019
Thru Date:	24 JUL 2020
Active Duty Training:	0366
Inactive Duty Training:	0000
ECI:	0000
Membership:	015
Total Points:	00381
Total Points for Retirements:	00366
Satisfactory Service Years, Months, and Days:	01000



## Time frames R/R date

Table 2.4. Establishment of Retention/Retirement (R/R) Year or Anniversary Year.

R U L E	A	B	C
	If member is assigned	and assignment is from (1)	then R/R year begins (2, 3, and 4)
1	on or before 1 July 1949	an active Reserve status	on 1 July 1949
2	between 1 July 1949	an active Reserve status (5 and 7)	the date member is placed on active Reserve status
3	and 30 September 1995	an inactive status (6 and 7)	the date member returns to an active Reserve status
4	after 1 October 1995	initial entry into uniform service	upon initial entry (8) into uniform service

**Break in service – No affiliation- established  
upon reentry**

R/R questions & corrections:  
HQ ARPC/ Point Mgt  
Branch





# R/R Requirements

- **Must acquire a minimum of 50 points within Retirement/Retention year for a satisfactory year**
- **15 Membership Points**
- **Work**
  - **IDTs: one point per 4 hr period/max per day**
  - **Non-Paid IDTs**
  - **AT/MPA, RPA = one point per day**
- **Advanced Distributed Learning (ADL)**
  - **Correspondence courses/authorized schools**

R/R questions on specific  
ADL credit:  
HQ ARPC/ Point Mgt  
Branch

From Date	Thru Date	AD	IDT	ADL	IDS	MBR	Total	Retire	Sat. Svc.
⊕ 15 JUN 2012	14 JUN 2013	0120	0008	0000	0000	015	00143	00143	010000
⊕ 15 JUN 2013	14 JUN 2014	0071	0036	0012	0000	015	00134	00134	010000
⊕ 15 JUN 2014	14 JUN 2015	0345	0016	0000	0000	015	00376	00365	010000
⊕ 15 JUN 2015	14 JUN 2016	0356	0000	0024	0000	015	00395	00366	010000
⊕ 15 JUN 2016	14 JUN 2017	0365	0000	0000	0000	015	00380	00365	010000

# Can the R/R year be waived?

- By Law, there is *no way to excuse or make-up points once R/R closes out*
- *The R/R training requirement was established by Title 10 U.S.C. 12642, 12732, 10147, and 8360 (d).*





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# FY Requirements

- Different from your R/R
- 1 Oct – 30 Sep
- Based on your AFR Sect ID (billet)

Check your CDB

OR

Surf

**Reserve**

CIV ART ID: \_\_\_\_\_

CIV GRD: \_\_\_\_\_

AFR SECT ID: INDIVIDUAL RESERVIST, 24 IDT

PP: \_\_\_\_\_

UIF: \_\_\_\_\_

**Reserve**

CIV ART ID: \_\_\_\_\_

CIV GRD: \_\_\_\_\_

AFR SECT ID: INDIVIDUAL RESERVIST, 48 IDT

PP: \_\_\_\_\_

UIF: \_\_\_\_\_

Fri Feb 05 11:04:42 2021  
PERSONAL DATA - PRIVACY ACT OF 1974 (U)

MAJ DUCK, DAFFY D

BRANCH: F - UNITED STATES AIR FORCE  
COMP-CAT : 4-LAF-I INFORMATION WARFARE CORE-FLAG: 1  
DOR: 18 DEC 2012 PROJ-GR: SEX: F GR-HI-HLD:  
EFF-DT: 18 DEC 2018 PROJ-DOR: CITIZEN: B  
RACE: WHITE ETHNIC-GP: NONE  
HISP-LATINO-DEC: NOT HISPANIC OR LATINO  
DAFSC: 14N3 DUTY TITLE: J2T ACTION OFFICER  
EFF-DT: 01 NOV 2020 CMD-LVL: DU CIV-ART: ANG-15SH-I  
AFR-SEC-ID: ME  
PAS: BP35FBCM BASE: WASHINGTON CTRY/ST: DC  
UNIT DESCRIPTOR CODE: X - ACTIVE FORCE OTH AEFI: X3  
AEFI VUL PER

FUNCT-CAT:  
RCD-STATUS: 10-ACTIVE NO PROJECTED ACTION

MARITAL-STATUS: MARRIED DEPENDENT TOTAL:



- **Annual Training (AT) is a minimum of 12 days used for individual and/unit readiness and training.**
  - **IMAs earn one active duty point for each day in AT status**
- **Inactive Duty Training (IDT) is a minimum 4 hour period of duty, training, or instruction**
  - **4 hour period of training = 1 point (half day)**
  - **8 hour period of training = 2 points (full day)**
  - **Maximum 130 IDT points per year (paid/non-paid IDTs)**



- **IMAs unable to comply with FY minimum requirements may submit a waiver**
- **Waivers submitted and coordinated through your URC/Supervisor and approved by AD/CC & DET/CC**
- **Waivers may be submitted for the following reasons:**
  - Substitution Waiver –submitted and approved in advance and used only for AD tours which support contingency operation, real world, AEF missions or school tours**
  - **Excusal Waiver –used for personal hardship or extraordinary circumstance**



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# Balancing R/R and FY Requirements



## *FY & R/R Sweet Spot*





## *The sweet spot options*

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- **Two sweet spots**
  - **Oct 1 to May 22 (we'll call this sweet spot A)**
  - **May 23 to Sept 30 (sweet spot B)**
- **Be consistent**
- **It doesn't matter which you choose, but each year, use the same sweet spot (A or B)**





## *Fly, Fight and Win...*

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- **YOU have to keep track**
  - If you only do the minimum, you'll have to track more closely
  - If you are doing school or go on orders, it's less of an issue
- **Two SEPARATE things**
  - R/R – retirement qualification
  - FY – required for your IMA job
- **FY can be waived; R/R can NOT be waived**



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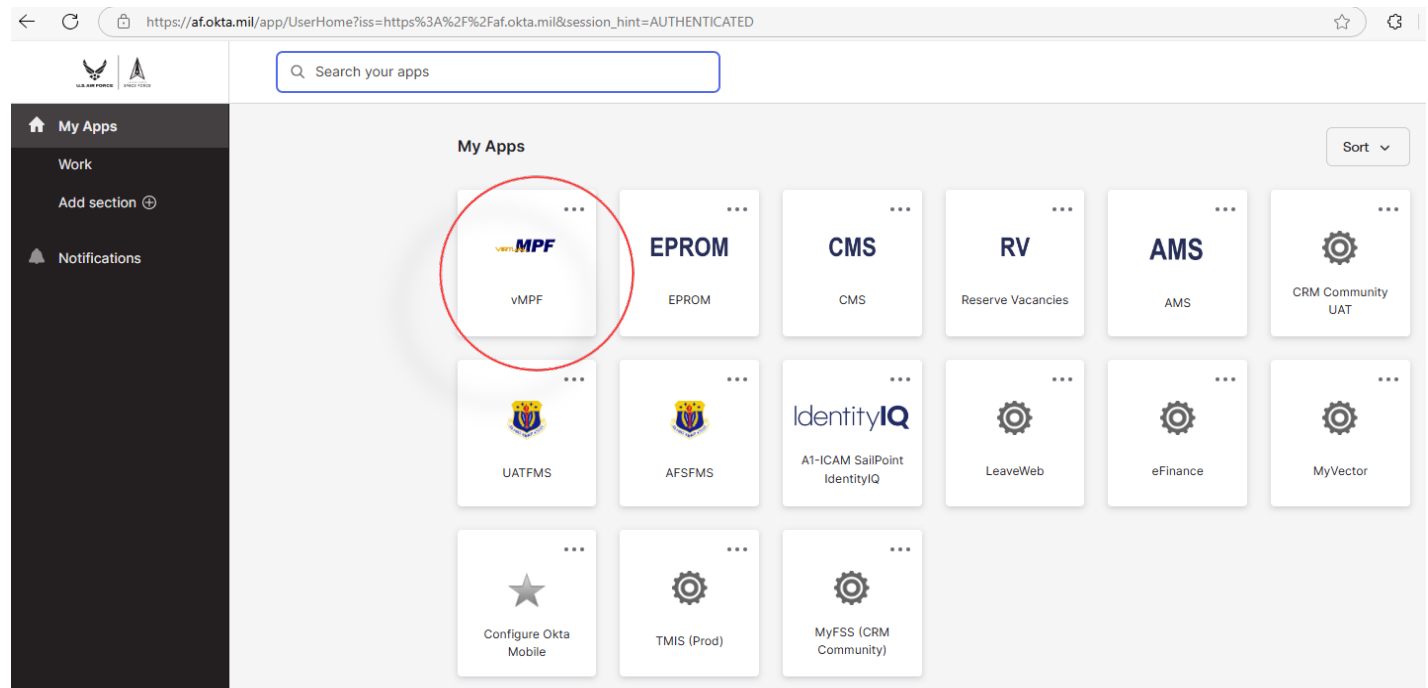
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# How to verify your Points

## Steps for getting your own PCARS

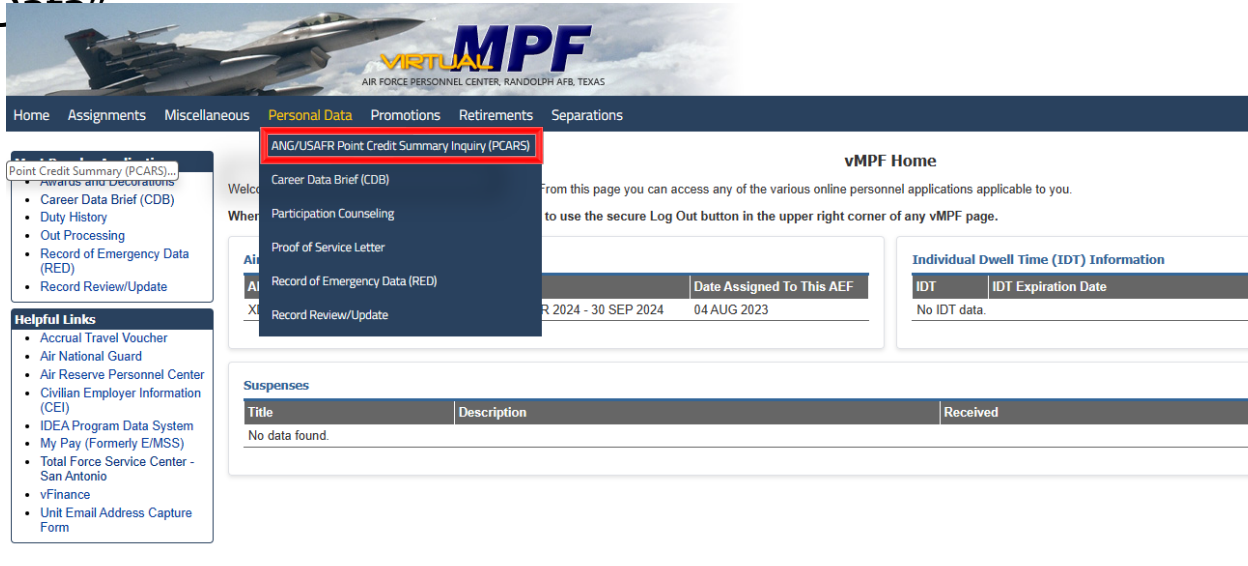
**STEP 1:** Access Air Force OKTA

**STEP 2:** Select vMPF (the order of your apps may be different)



# Point Credit Summary (PCARS) cont.

## STEP 4: Select "Point Credit Summary" under "Personal Data"



**Home** Assignments Miscellaneous **Personal Data** Promotions Retirements Separations

**ANG/USAFR Point Credit Summary Inquiry (PCARS)**

**Point Credit Summary (PCARS),...**

- Career Data Brief (CDB)
- Duty History
- Out Processing
- Record of Emergency Data (RED)
- Record Review/Update

**Helpful Links**

- Accrual Travel Voucher
- Air National Guard
- Air Reserve Personnel Center
- Civilian Employer Information (CEI)
- IDEA Program Data System
- My Pay (Formerly E/MSS)
- Total Force Service Center - San Antonio
- vFinance
- Unit Email Address Capture Form

**vMPF Home**

From this page you can access any of the various online personnel applications applicable to you.

to use the secure Log Out button in the upper right corner of any vMPF page.

Individual Dwell Time (IDT) Information	
IDT	IDT Expiration Date
No IDT data.	

Suspenses	
Title	Description
No data found.	

Attention: Using this system constitutes consent to monitoring.  
See our [Privacy and Security Notice](#) for details. [Technical Support](#)  
Date last reviewed: 15 MAR 2009

## STEP 7: Select "Point Credit Summary"



The screenshot displays the ANG/USAFR Point Credit Summary Inquiry (PCARS) web application. At the top, there is a header banner featuring an F-35 fighter jet and the text "VIRTUAL MPF AIR FORCE PERSONNEL CENTER RANDOLPH AFB TEXAS". On the right side of the header, the date "24 JAN 2019" and the current AFPC time "1303 HRS" are shown, along with the user name "MSG JOSHUA C MATHEWS" and links for "LOG OUT" and "CONTACT US".

Below the header, the main content area is titled "ANG/USAFR Point Credit Summary Inquiry (PCARS)". On the left side, there is a navigation menu with the following links: "Introduction", "Point Credit Summary" (highlighted with a red box), "Service History", "Current R/R Year ECI Points", "Definitions", "Frequently Asked Questions", and "View/Print All Pages".

The main content area contains an "Introduction" section. It states: "Computerized Information on your participation is accessible via the links to the left. It is possible the information displayed may be inaccurate. Therefore, it is not a guarantee of points or service for retention, promotion or retired pay purposes. The information remains subject to audit and adjustment. Review it carefully. If any errors are found, contact your military personnel section or Total Force Service Center at 1-800-525-0102 within 30 days of the closeout of the R/R year and provide documentation of correct points or service. Failure to identify errors promptly could affect future crediting of points and service."

At the bottom of the page, there is a footer with the following text: "Attention: Using this system constitutes consent to monitoring. See our [Privacy and Security Notice](#) for details. [Technical Support](#) Date last reviewed: 15 MAR 2009".



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# How to read your PCARS

ANG/USAFR Point Credit Summary Inquiry (PCARS)

Point Credit Summary

Note: For HQ AGR/Stat Tour members, your points will be calculated 60 days after your Anniversary Date.

Summary Information

Date Prepared:

01 APR 2024

Duty Location:

BUCKLEY SFB CO 800110000

Name:

LTC ERIN M KARL

Address:

1305 WHITE BEACH LANE  
DURHAM, NC 27703

PAS Code:

BUOMFWBF

R/R (Anniversary Date):

23 MAY

Closeout Date:

22 MAY 2023

Career Satisfactory Service:

220000

Statement Reason:

ANNUAL

TAFMS:

090006

Last Anniversary Year Points Earned

From Date:

23 MAY 2022

Thru Date:

22 MAY 2023

Active Duty Training:

0365

Inactive Duty Training:

0000

Advanced Distributed Learning:

0000

Membership:

015

Total Points:

00380

Total Points for Retirements:

00365

Satisfactory Service Years, Months, and Days:

010000

Current Anniversary Year Points Earned

From Date:

23 MAY 2023

Thru Date:

01 APR 2024

Active Duty Training:

0314

Inactive Duty Training:

0000

Advanced Distributed Learning:

0000

Membership:

000

Total Points:

00314

Total Points for Retirements:

00314

Satisfactory Service Years, Months, and Days:

000000

All Points Earned

Anniversary Year Point Credit Information prior to 2001, from Sister Services, or the Active Duty Component may not be available in MIIPDS.

From Date	Thru Date	AD	IDT	ADL	IDS	MBR	Total	Retire	Sat. Svc.
08 APR 1998	07 APR 1999	0343	0000	0000	0000	011	00354	00354	010000
08 APR 1999	07 APR 2000	0366	0000	0000	0000	015	00381	00366	010000
08 APR 2000	07 APR 2001	0365	0000	0000	0000	015	00380	00365	010000
08 APR 2001	07 APR 2002	0365	0000	0000	0000	015	00380	00365	010000
08 APR 2002	07 APR 2003	0131	0013	0000	0000	015	00159	00159	010000
08 APR 2003	07 APR 2004	0012	0023	0000	0000	015	00050	00050	010000
08 APR 2004	07 APR 2005	0013	0026	0000	0000	015	00054	00054	010000

From Date	Thru Date	Type Duty (TD)	Pts
14 APR 2004	14 APR 2004	7: Paid Inactive Duty	002
26 MAY 2004	26 MAY 2004	7: Paid Inactive Duty	002
27 MAY 2004	27 MAY 2004	7: Paid Inactive Duty	002
31 MAY 2004	31 MAY 2004	8: Nonpaid Inactive Duty	001
22 JUN 2004	22 JUN 2004	7: Paid Inactive Duty	002
03 JUL 2004	03 JUL 2004	8: Nonpaid Inactive Duty	001
08 JUL 2004	08 JUL 2004	7: Paid Inactive Duty	002
02 AUG 2004	05 AUG 2004	2: Special Tour	004
19 AUG 2004	19 AUG 2004	7: Paid Inactive Duty	002
20 AUG 2004	20 AUG 2004	7: Paid Inactive Duty	002
31 AUG 2004	08 SEP 2004	4: Annual Tour	009
17 SEP 2004	17 SEP 2004	7: Paid Inactive Duty	002
13 DEC 2004	13 DEC 2004	7: Paid Inactive Duty	002
10 MAR 2005	10 MAR 2005	7: Paid Inactive Duty	002
11 MAR 2005	11 MAR 2005	7: Paid Inactive Duty	002

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# PCARS – Service History

## All Points Earned

Anniversary Year Point Credit information prior to 2001, from Sister Services, or the Active Duty Component may not be available in MilPDS.

From Date	Thru Date	AD	IDT	ADL	IDS	MBR	Total	Retire	Sat. Svc.
08 APR 1998	07 APR 1999	0343	0000	0000	0000	011	00354	00354	010000
08 APR 1999	07 APR 2000	0366	0000	0000	0000	015	00381	00366	010000
08 APR 2000	07 APR 2001	0365	0000	0000	0000	015	00380	00365	010000
08 APR 2001	07 APR 2002	0365	0000	0000	0000	015	00380	00365	010000
08 APR 2002	07 APR 2003	0131	0013	0000	0000	015	00159	00159	010000
08 APR 2003	07 APR 2004	0012	0023	0000	0000	015	00050	00050	010000
08 APR 2004	07 APR 2005	0013	0026	0000	0000	015	00054	00054	010000
08 APR 2005	07 APR 2006	0012	0023	0000	0000	015	00050	00050	010000
08 APR 2006	07 APR 2007	0012	0028	0032	0000	015	00087	00087	010000
08 APR 2007	07 APR 2008	0012	0025	0000	0000	015	00052	00052	010000
08 APR 2008	07 APR 2009	0000	0005	0000	0000	015	00020	00020	000000
08 APR 2009	07 APR 2010	0000	0000	0000	0000	015	00015	00015	000000
08 APR 2010	01 OCT 2010	0000	0000	0000	0000	007	00007	00007	000000
02 OCT 2010	22 MAY 2011	0000	0000	0000	0000	000	00000	00000	000000
23 MAY 2011	22 MAY 2012	0009	0054	0000	0000	015	00078	00078	010000
23 MAY 2012	22 MAY 2013	0021	0049	0000	0000	015	00085	00085	010000
23 MAY 2013	22 MAY 2014	0014	0053	0000	0000	015	00082	00082	010000
23 MAY 2014	22 MAY 2015	0021	0044	0084	0000	015	00164	00151	010000
23 MAY 2015	22 MAY 2016	0029	0039	0056	0000	015	00139	00139	010000
23 MAY 2016	22 MAY 2017	0030	0006	0000	0000	015	00051	00051	010000
23 MAY 2017	22 MAY 2018	0016	0064	0000	0000	015	00095	00095	010000
23 MAY 2018	22 MAY 2019	0031	0064	0000	0000	015	00110	00110	010000
23 MAY 2019	22 MAY 2020	0154	0026	0024	0000	015	00219	00219	010000
23 MAY 2020	22 MAY 2021	0360	0004	0013	0000	015	00392	00365	010000
23 MAY 2021	22 MAY 2022	0290	0014	0000	0000	015	00319	00319	010000
23 MAY 2022	22 MAY 2023	0365	0000	0000	0000	015	00380	00365	010000
23 MAY 2023	01 APR 2024	0314	0000	0000	0000	000	00314	00314	000000
Total points earned through 01 APR 2024:		3285	0590	0209	0000	363	04472	04472	220000



- **Know your Dates**

- **Project your FY Schedule**
  - **Aug 15** (prior to each upcoming FY)
- **Annual Tour (AT) orders submitted in AROWS-R**
  - **31 May**

(AROWS-R requests input after 1 June must include justification/explanation for the late request for approval from Det CC or designated representative)
- **AT orders published**
  - **30 June**
- **Fiscal Year (FY)**
  - **1 Oct – 30 Sep**
- **Retention/Retirement (R/R)**
  - **YOU are UNIQUE**

- **Always review your points**
  - **The most recent R/R line will be present approximately 60 days after the last day of your R/R year in vMPF**
- **What if I find an error?**
  - **Upload supporting documents (i.e. previous year AF Form 526, AF Form 40A, LES and for ECI points, send the volume completion certificate that includes the completion date, course number, volume number and course study hours) via myFSS.**
  - **The link to the ARPC Points Management Branch is on the myIMA page.**
  - **If you are unable create a request, you may email ([tfsc@mailds01.csd.disa.mil](mailto:tfsc@mailds01.csd.disa.mil)).**



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# Questions?



Survey Monkey Link Day 2



# ***United States Air Force Reserve***

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## **Yellow Ribbon Reintegration Program**



**SMSgt Benjamin Rausch– Yellow Ribbon  
Program Manager**

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# IMA Representative: MSgt Ben Rausch

Cell: 316-640-0280 Office: 316-759-6675

Email: benjamin.rausch.3@us.af.mil

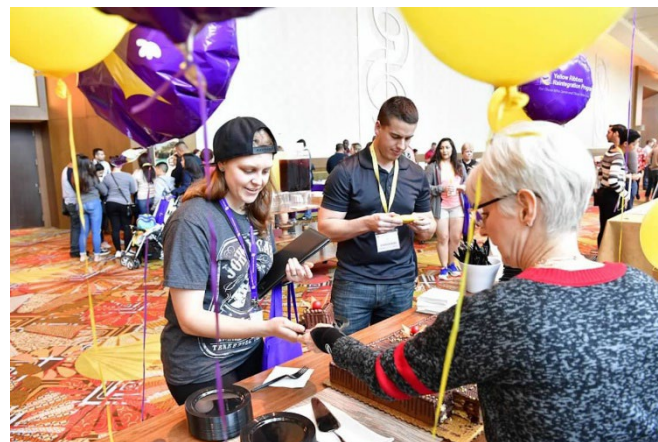
Orgbox: RIO.Yellow.Ribbon@us.af.mil



- Eligibility to attend Yellow Ribbon Events: Deployments that are  $\geq 90$  days (with a minimum of 50% of that time being away from HOR).
- Eligibility expires 1-year after Deployment Orders have ended.
- Pre-deployers may attend a Yellow Ribbon event up to 120 days prior to departure.

## **Breakout Classes:**

- Address Your Stress
- Conflict to Connection
- Military Investing in the Digital Age
- Crucial Conversations
- Reframe – Control How You React
- 5 Love Languages
- Finding Balance
- Sleep – The Fix all for Health
- 5 Apology Languages
- Parenting Through 4 Lenses
- Wills and POA Signing



**Next event: San Diego, CA  
(Feb 14th-16th)**

**Next=TBD**

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## **IMA Deployments, Exercises & Mobilizations**



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



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# Overview

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



# ***Seeking Deployment/Exercise Opportunities***

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- **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-R 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)				
<b>DIRECTIONS:</b> 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/PR at <a href="mailto:arpc.rio.ipr@us.af.mil">arpc.rio.ipr@us.af.mil</a> . Additionally, please contact our office at 720-847-3700 with any questions or concerns. <b>IMPORTANT:</b> 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). <b>PART II - UNIT OF ATTACHMENT &amp; COMMANDER'S CERTIFICATION</b> <b>IMPORTANT:</b> IMAs are not authorized to participate in active flying or flying training while deployed.				
<b>PART I - MEMBER INFORMATION</b>				
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/PR Staff. Initials _____				
If selected for this deployment, I understand I may use any remaining IDT or annual four 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 counting 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 _____				
<b>ULN DRIVEN EXERCISE</b> (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 _____				
SOU - November 2023 Page 1				
This information is subject to the Privacy Act of 1974. This information is not to be disclosed without the authorization of the individual(s), and is to be used For Official Use Only. Violations of the Privacy Act are subject to fines of \$5,000 or 2 years in prison.				

<b>IMPORTANT:</b> 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). <b>PART II - UNIT OF ATTACHMENT &amp; COMMANDER'S CERTIFICATION</b> <b>IMPORTANT:</b> IMAs are not authorized to participate in active flying or flying training while deployed.				
<input type="checkbox"/> AEF (HQ RIO/PR requests MPA only) <input type="checkbox"/> Non-AEF w/ULN <input type="checkbox"/> Exercise w/ULN _____ (Name of exercise)				
ULN/Line Number: _____ MPA M4S Tasking # (if known) _____				
Location: <input type="checkbox"/> OCONUS CENTCOM AOR <input type="checkbox"/> OCONUS <input type="checkbox"/> CONUS				
Status for Exercises only: <input type="checkbox"/> IDT <input type="checkbox"/> Annual Tour/RPA <input type="checkbox"/> 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 <input type="checkbox"/> NO <input checked="" type="checkbox"/> Serial # (s): _____				
Departing from & returning to if different (include airports): _____				
Installation specific reporting instructions: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>				
Supervisor: Print Name, Grade, Unit _____				
I Concur/Non-Concur with this deployment request. (Circle One)				
Sign _____ Date _____ Supervisor Email Address _____ DSN _____				
<b>Unit Deployment Manager (UDM):</b> 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/PR will have the tasking sourced back to them for filling or reclama action. I understand HQ RIO/PR will take all necessary actions within DCAPEs and generate all orders related to this tasking.				
Sign _____ Date _____ UDM Email Address _____ DSN _____				
<b>NOTE:</b> Please contact HQ RIO IPR at 720-847-3700 & via email at <a href="mailto:arpc.rio.ipr@us.af.mil">arpc.rio.ipr@us.af.mil</a> upon your signature above. SIPR email: <a href="mailto:usaf.buckley.afrc.mbx.hq-rto-ipr@mail.smil.mil">usaf.buckley.afrc.mbx.hq-rto-ipr@mail.smil.mil</a> HQ RIO Website: <a href="http://www.hqrio.afrc.af.mil">www.hqrio.afrc.af.mil</a> Facebook: <a href="https://www.facebook.com/HQRIO">www.facebook.com/HQRIO</a>				
SOU - November 2023 Page 2				
This information is subject to the Privacy Act of 1974. This information is not to be disclosed without the authorization of the individual(s), and is to be used For Official Use Only. Violations of the Privacy Act are subject to fines of \$5,000 or 2 years in prison.				



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# ***Deployment Responsibilities***

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## **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**

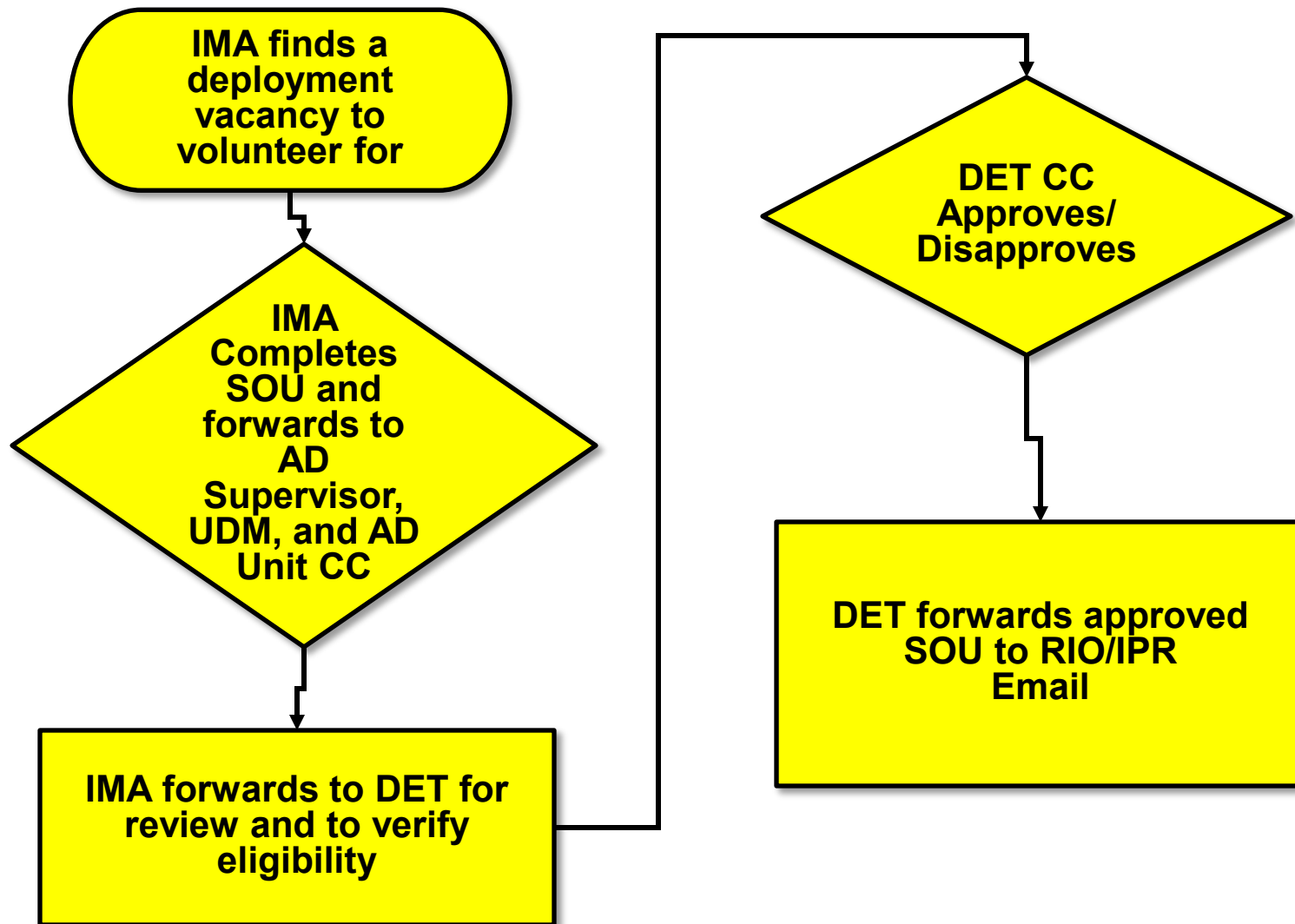
### **Per AFI 10-401**

- 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)

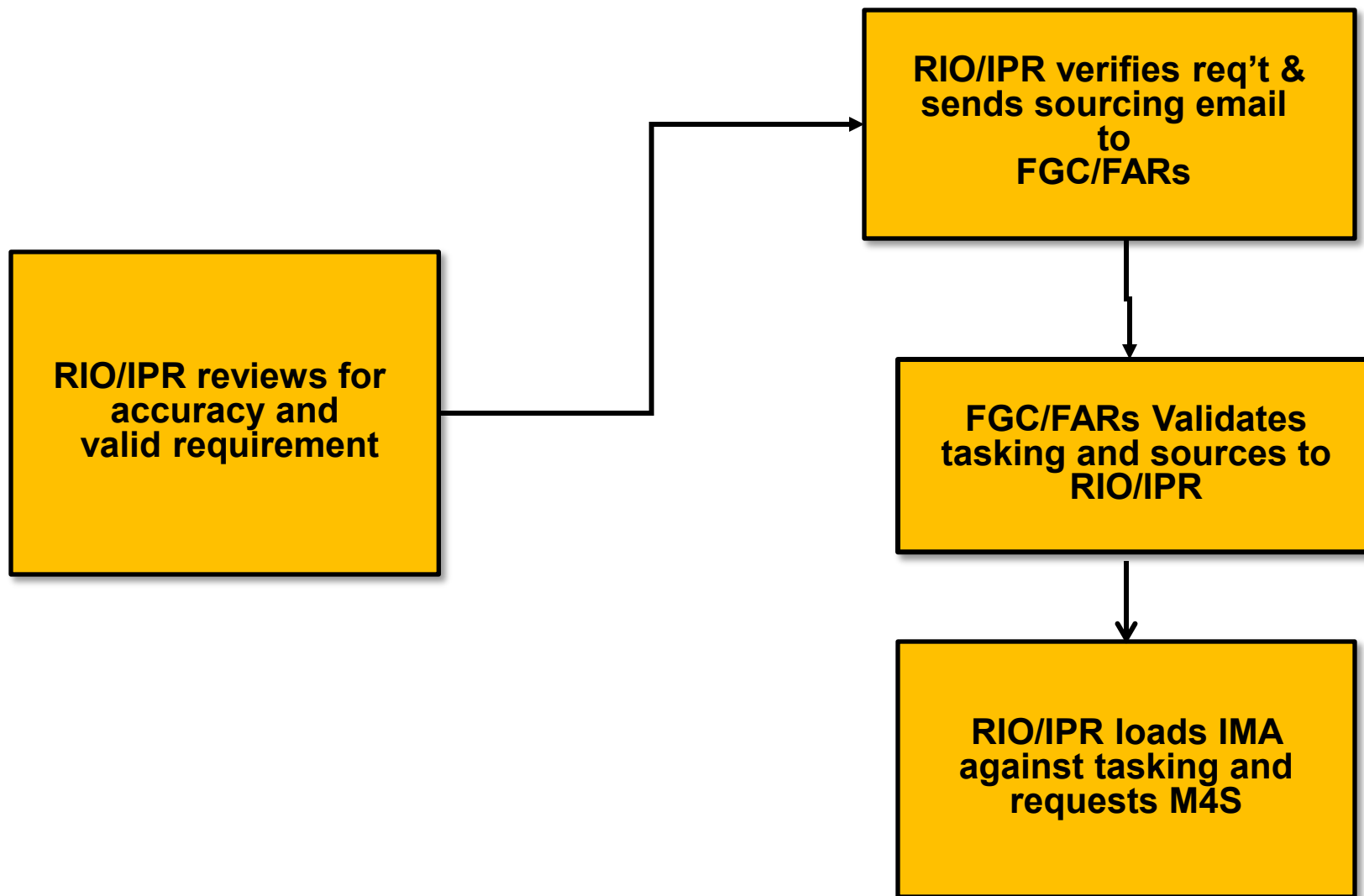


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## ***IMA Deployment Process (phase 2)***

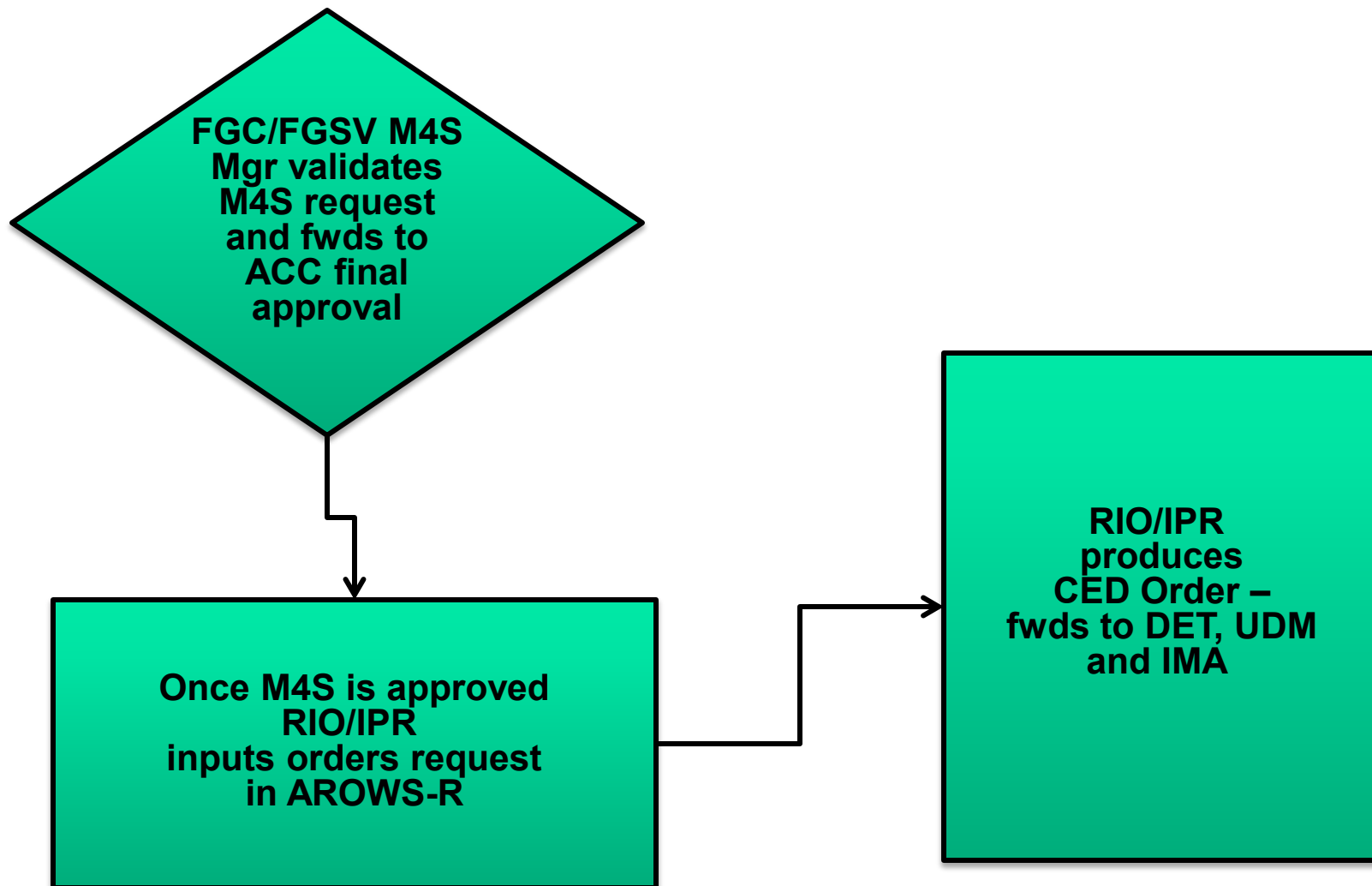


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## *IMA Deployment Process (phase 3)*





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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**

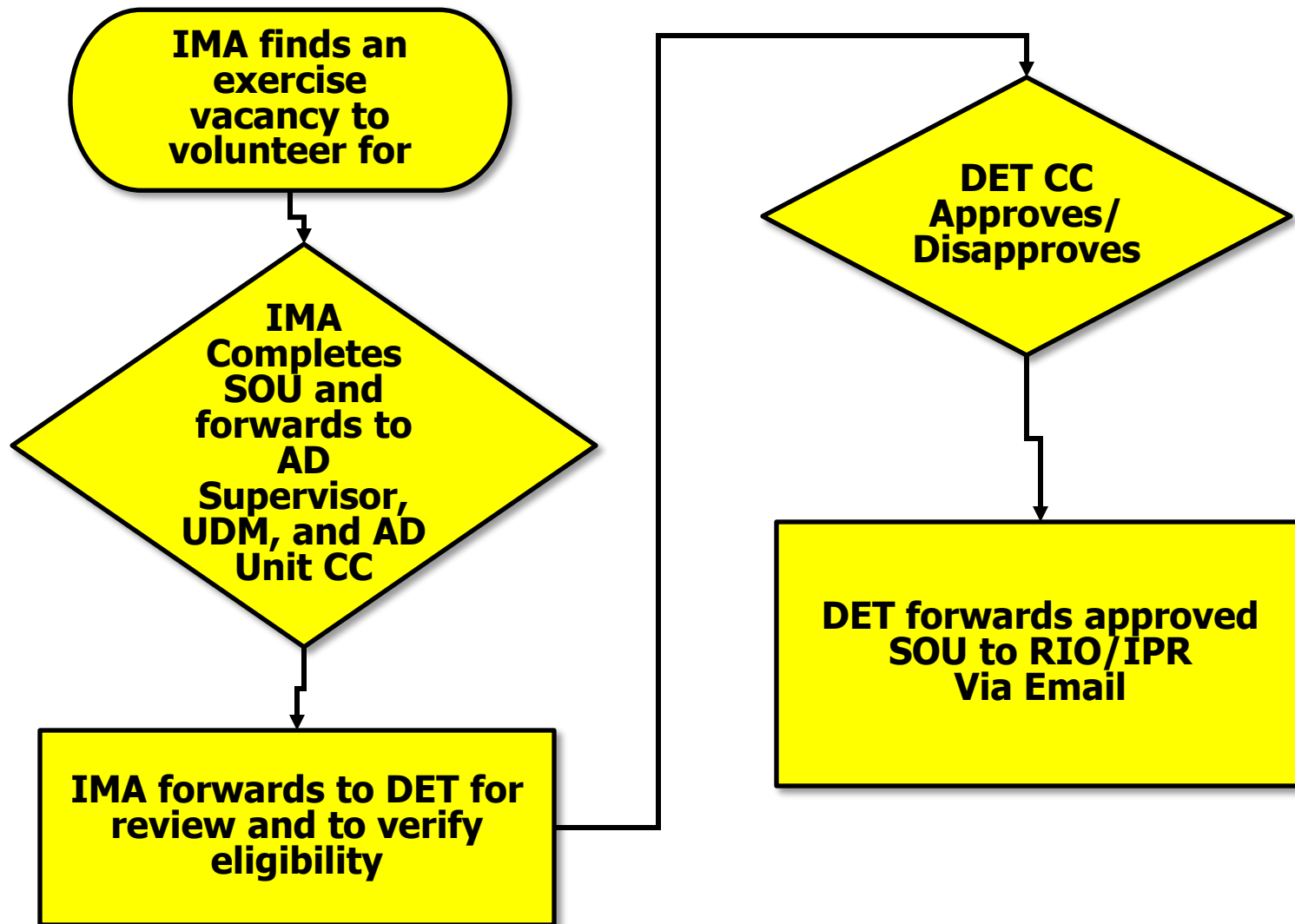
### **Per AFI 10-401**

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



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# *IMA Exercise Process (phase 1)*



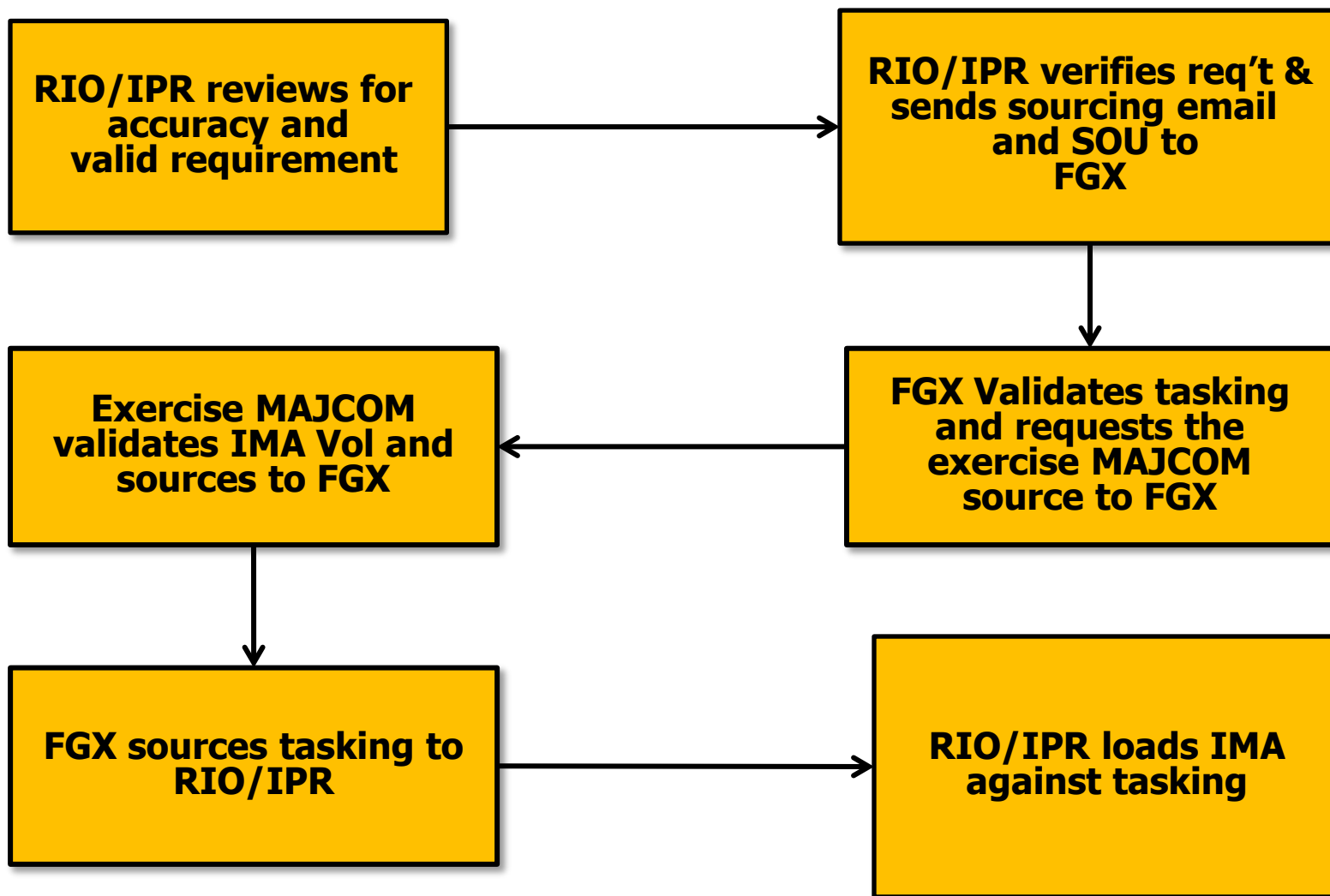
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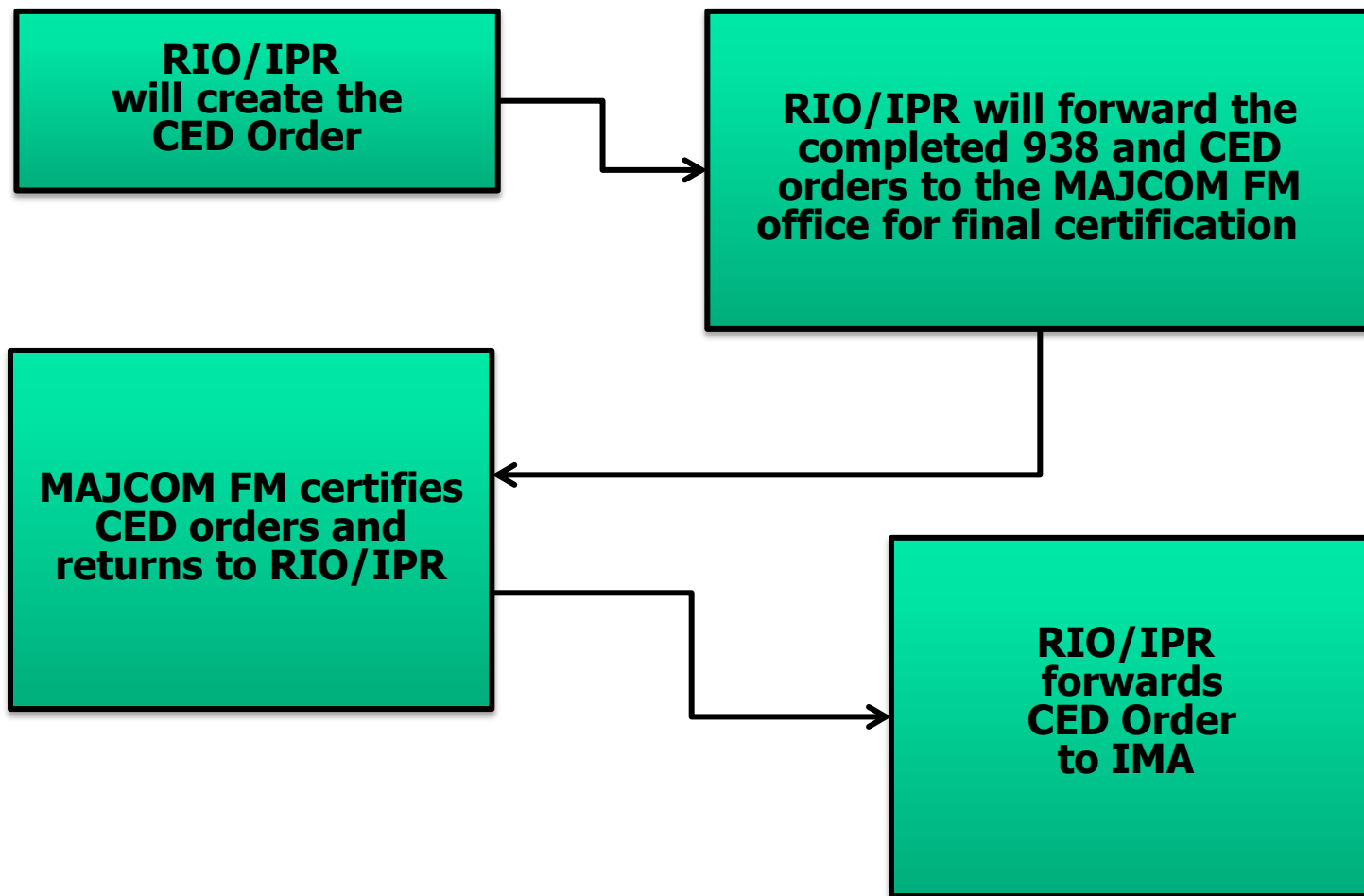
## *IMA Exercise Process (phase 2)*





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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 deploys**





## *Important Takeaways*

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- **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**
  - **Email: [arpc.rio.ipr@us.af.mil](mailto:arpc.rio.ipr@us.af.mil)**



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# *Questions?*



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# ***United States Air Force Reserve***

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## **UTAPS Support Cell**



**SMSgt Alex De Fex**

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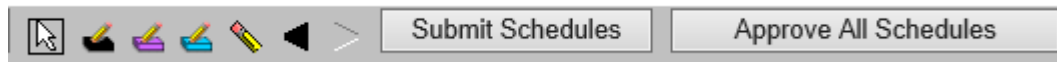
- **Who are we?**
- **How to add a new supervisor**
- **Known Issues**
- **Why haven't I been paid yet**
- **Honorable mentions**



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# *Who are we?*

- **Supports IMA's in partnership with Supervisor**
- **Not the UTAPS Help Desk**
- **Capabilities**
  - **Build, Approve, and Delete IDTs Paid/Points Only**



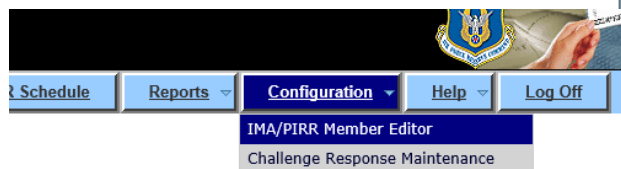
- **Sign-in, Validate Work, and Send to Pay**
- A screenshot of a software interface showing two buttons side-by-side: 'Validate Work' and 'Send To Pay'.
- **Limitations**
    - **Can only perform actions when added as Supervisor**
    - **No behind the scenes actions**
    - **Can not reactivate inactive accounts**





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# How to add a new supervisor



- Search by
  - list of available supervisors
  - Name
- Once selected, 'Save Changes'
- Do NOT select 'Add New Supervisor'

Supervisor

Tour Of Duty Certifier

Schedule

Reports

Configuration

Help

Log Off

IMA/PIRR Member Editor

Challenge Response Maintenance

### Supervisors

**Assigned**  
(Current supervisor - Display only)

**Available**  
(Click on a name to view details below)

DAVIS, LINDA L.  
DAY, ALLISON  
DAY, OLUF  
DE FEX, ALEXIS

Search by name  
If you can not locate your Supervisor in the lists above use this search box to find him/her:

Enter Name: (Lastname, Firstname) De Fex Search

(Examples: "Smith, James"; "Smith, J"; "Smith"; "Smi"; "Jam")

Name	Email	Select
Alexis, De Fex (Inactive)	alexis.de_fex.1@us.af.mil	
De Fex, Alex (Inactive)	alexis.de_fex.1@us.af.mil	
De Fex, Alexis	alexis.defex@us.af.mil	

If you still can not locate your Supervisor using the Search, click the "Add New Supervisor" button to add a new one.

Add New Supervisor

**Supervisor Details:**

First Name \*: ALEXIS Last Name \*: DE FEX

Email \*: alexis.defex@us.af.mil

Phone # \*: Clear Selections

SAVE CHANGES - Assign Supervisor

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# Known Issues?

- **IE Mode on Personal computers**
- **Desktop Anywhere**
  - **Official Facebook support group**
  - **Guides on AF Portal**



Group by HqafrC Cfp

**AFRC Horizon View Desktop as a Service (aka Desktop Anywhere) >**

Private group · 16.8K members

- **Most COCOMS removed IE & IE Mode entirely**
- **Won't let me delete IDT**
- **Pop-up blocker**
  - **DHA/Health.mil**



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# Why haven't I been paid yet?

- IDTs not converted to black
- Have not received your 40As

April 2023						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8

	Built
	Pending
	Rejected
	Approved
	Worked
	Paid

#### IV. CERTIFICATION *(Certifying Official is the military member or civilian who supervised the training and had knowledge it was performed.)*

The penalty for willfully making false claims is: A maximum of \$10,000 or maximum imprisonment of 5 years (Title 18 U.S.C., Section 287).  
By signing and dating this form, the Reservist and Certifying Official *(training supervisor who has knowledge training was performed)* verify satisfactory completion of all training periods(s) listed in Section II. The dates must be on or after the last date of training.

CERTIFYING OFFICIAL'S NAME/GRADE *(Type or Print legibly in ink)*

OFFICIAL'S SIGNATURE AND DATE

- IE Mode



← ↻ 🏠 | <https://utapsweb.afrc.af.mil/utapsweb/>

You're in Internet Explorer mode. Most pages work better in Microsoft Edge.

[Open in Microsoft Edge](#)

- Tour of Duty Certifier

Telecommute: ☒

End Date: 8/6/2023

Validator:

- Tour of Duty Certifier ▼

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- **IMA retired/changed status needs CMS case**
- **IDTs created together vs individual**
- **Points Only after Paid IDTs are approved**
  - **24/48 Paid IDTs**
- **Supervisor account creation**
- **Can't sign in?**
  - **Your supervisor can do it for you**
- **If we have assisted you, remove us as supervisor**



U.S. AIR FORCE

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# Questions?



Survey Monkey Link Day 2



U.S. AIR FORCE

---

## *Officer Promotions*

- **Enlisted members are welcome to stay for this brining or are welcome to sing off.**
- **If you are on orders, please ensure you complete the survey.**



# ***United States Air Force Reserve***

*Integrity - Service - Excellence*

## **Officer Promotions for Air Reserve Component**



**Selection Board Secretariat  
October 2024**

**U.S. AIR FORCE**

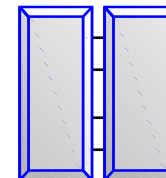
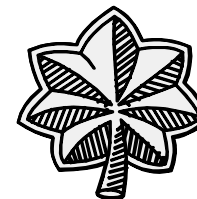
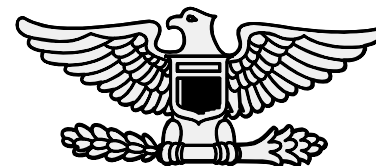
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# Overview

- HQ ARPC Promotion Board Secretariat
- Authority for ARC Promotions
- Promotion Boards
- Officer's Responsibility
- Post Board Actions

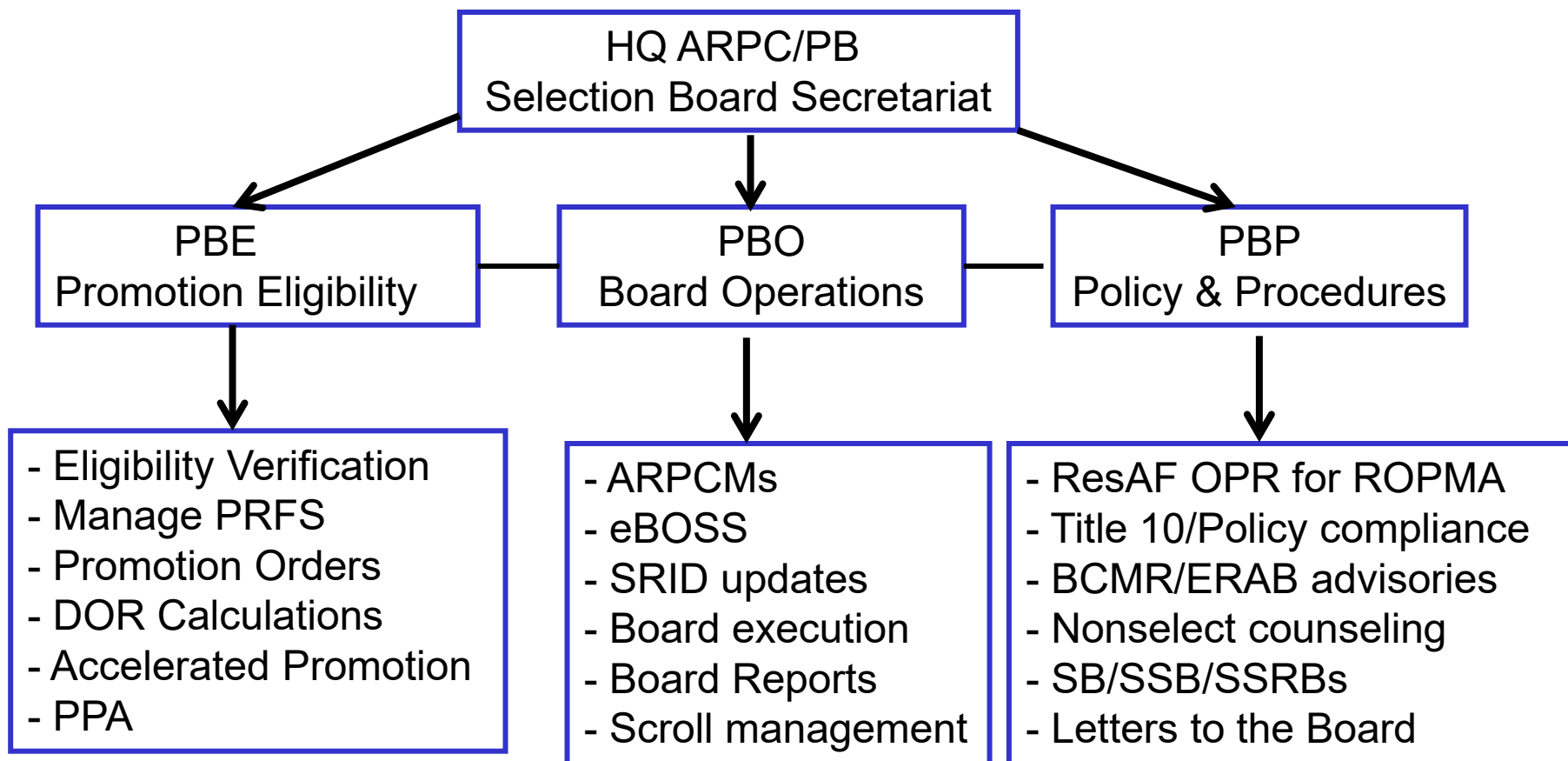






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# ResAF Selection Board Secretariat



**Reserve of the AF = Air National Guard & Air Force Reserve**  
**Also referred to as Air Reserve Components (ARC)**

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# Authority

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- Title 10 U.S.C., Chapter 1403: Selection Boards
  - Title 10 U.S.C., Chapter 1405: Promotions
  - Title 10 U.S.C., Chapter 1409: Continuation of Officers on Reserve Active Status List & Selective Early Removal
  - Title 10 U.S.C., Chapter 79: Correction of Military Records
- 

- DoD Instruction 1320.08: Continuation of Regular Commissioned Officers on Active Duty and Reserve Commissioned Officers on the RASL
  - DoD Instruction 1320.14: Commissioned Officer Promotion Program Procedures
  - DoD Instruction 6000.13: Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers
- 

- AF Policy Directive 36-25: Military Promotion and Demotion
  - AF Policy Directive 36-26: Total Force Development
  - AFI 36-2504: Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force
- 

- Secretary of the Air Force Memorandum of Instructions
-



U.S. AIR FORCE

# Types of ARC Boards

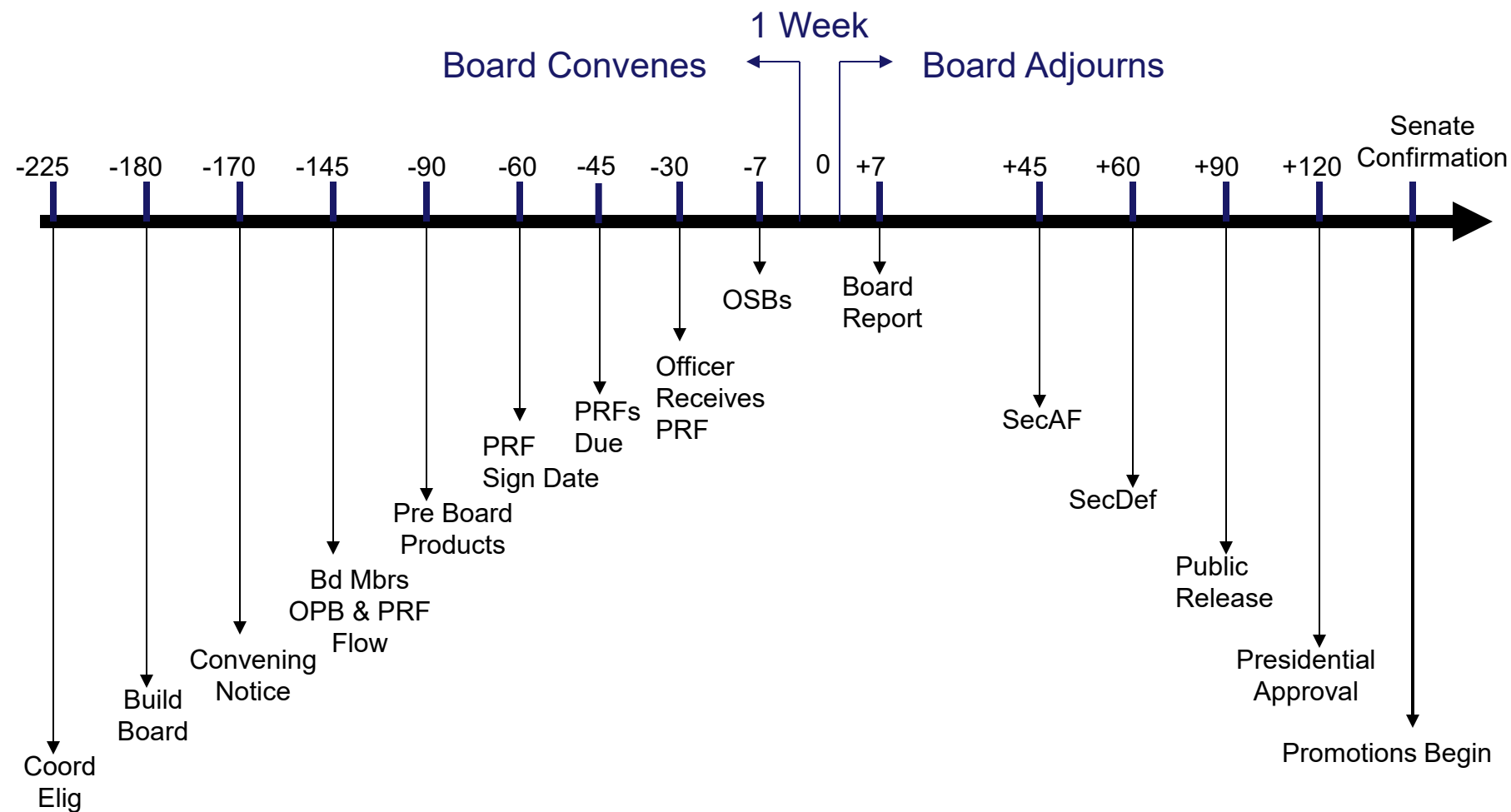
TYPE	DESCRIPTION	AFR
Mandatory Boards	<ul style="list-style-type: none"><li>• By law</li><li>• IPZ/APZ</li></ul>	1 <sup>st</sup> Lt/Capts process Maj - Cols
Position Vacancy Boards (PV) (AFR Only)	<ul style="list-style-type: none"><li>• Consider exceptionally well-qualified officers for early promotion</li></ul>	O-4 / O-5 Boards only Sr Rater nomination & Eligibility factors must be met
Position Vacancy Boards (ANG Only)	<ul style="list-style-type: none"><li>• Consider exceptionally well-qualified officers for early promotion</li></ul>	O-4 thru O-6 Fed Rec for each State only; Endorsed by TAG
Special Selection Boards (SSB)	<ul style="list-style-type: none"><li>• By law; to correct admin error; ARPC/PB discretion</li></ul>	O-4 thru O-6 Boards
Special Boards (SB)	<ul style="list-style-type: none"><li>• By law; can be directed by BCMR</li></ul>	O-4 / O-5 Boards
Special Selection Review Boards (SSRB)	<ul style="list-style-type: none"><li>• To consider officers for promotion who were previously selected but withheld by SecAF or because they were missing mandatory adverse from their record.</li></ul>	O-3 Process / O-4 thru O-6 Boards
Selective Continuation Boards (AFR Only)	<ul style="list-style-type: none"><li>• SecAF discretion; for 2x deferred officers in specific AFSCs</li></ul>	O-4 / O-5 Boards only

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# Timelines



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# CY25 ARC Selection Board Schedule

Air Reserve Component Board	Convening Dates
AFR Line and Nonline Major Board – U/V/W0425A	13 – 18 Jan 2025
ANG Colonel FRRB – N0625A ARC Special Boards	24 Feb – 1 Mar 2025
ARC 1 <sup>st</sup> Lt/Capt Process (1 <sup>st</sup> Half)	1 Apr 2025
ANG GO Federal Recognition Review Board – N0725A	9 – 10 Apr 2025
Reserve BrigGen Qualification Board (RBGQB) – G0725A	13 -16 May 2025
ANG Colonel FRRB – N0625B ARC Special Boards	18 – 22 Aug 2025
AFR Line and Nonline Lieutenant Colonel Board – U/V/W0525A	15 – 24 Sep 2025
ARC 1 <sup>st</sup> Lt/Capt Process (2 <sup>nd</sup> Half)	1 Oct 2025
AFR Line and Nonline Colonel Board - V/W0625A	20 – 29 Oct 2025
ARC Special Boards (if needed)	17 – 21 Nov 2025
ANG Line and Nonline Major / Lieutenant Colonel Boards – A04/0525A	8 – 13 Dec 2025

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# *Promotion Boards*

---

- **SecAF MOI**
- **Board Members (7) / Panels (5)**
  - **Board President: MGen**
  - **Panel Chair: BGen**
  - **Panel Members: Cols**
- **Career Briefs (AFR) / Slide (ANG)**
- **Whole Person Concept (next slide)**
- **Scoring**
  - **6-10 scoring scale**
  - **Yes/No for ANG Col FRRB**



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# Whole Person Concept

---

## Factor

Performance

Professional Qualities, Depth  
& Breadth of Experience

Leadership

Job Responsibility

Specific Achievements

Professional Military &  
Developmental Education

Academic Education

## Evaluate

PRFs/OPRs/OERs/TRs/LOEs

Expertise Within Specialty (e.g. Joint, Acq  
(Corps, etc)

Unit Leadership/Command/Staff/Adverse Info

Scope/Levels/Exposure

Awards/Decorations/OPRs/OERs/TRs/LOEs

Level/Utilization

Master's/Professional Degree

---

# POTENTIAL

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# *Promotion Board Information*

---

- **Information** will be on myFSS
  - Articles w/ARPCMs
    - Board Schedule
    - Convening Notice/Release Messages
    - Policy / Guidance
- **Requests** sent through myVector
  - Questions/Inquiries
  - Pre-Board Actions
  - Post-Board Actions
  - Special Board Requests
  - SharePoint Access Requests
  - Etc...





- **What is RASL**
  - **Reserve Active Status List**
- **Promotion Eligible**
  - **Members must be on RASL or ADL for 1 year**
  - **No break in service from AD to AFR**
  - **No break in service from RASL to RASL**



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# ***Promotion Recommendation Form (PRF)***

---

- **Required:**
  - **Mandatory Board O-5 thru O-6**
  - **Position Vacancy Nomination (O-4 / O-5 Boards)**
  - **Do Not Promote (DNP)**
- **Process/Form (DAF 709)**
  - **Narrative Format; cannot exceed 350 characters**
  - **Limited to 2 stratifications from SR**
  - **Comments are MANDATORY for ARC**
  - **Drop Down for Promotion Recommendation**
- **Signed by SR**
  - **Senior rater fixed by policy**

---

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- **National Defense Authorization Act for FY20, DODI 1320.14 and AFI 36-2504**
  - All adverse information will be included in officer selection record for promotion selection, special selection, federal recognition and continuation
  - Grades O-4 and above (to include processes for O-3 promotions that have “extraordinary adverse information” per DoDI 1320.14)
  
- **Adverse information is any substantiated finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature**



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# ***Opt Out of Promotion (AFR Only)***

---

- **USC Title 10, Section 611(a) and 14101(a)**
- **DAFPM 2021-36-04 ARC promotion boards**
- **Eligibility**
  - **Maj – Col Promotion Boards**
  - **Must meet one or more of the Opt Out eligible criteria**
  - **Only for IPZ officers**
- **May request to “Opt Out” up to 3 times (per grade)**
- **SR coord/submit NLT 90 days prior to the board**
- **More info posted on myFSS/ARPCM convening notices**



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# Competitive Categories Maj - Col

Competitive Categories	Assigned Core Air Force Specialties
Air Operations and Special Warfare (LAF-A)	11X – Pilot 12X – Combat Systems 13B – Air Battle Manager 18X – Remotely Piloted Aircraft 19Z – Special Warfare
Nuclear Missile Operations (LAF-N)	13N – Nuclear and Missile Operations
Space Operations (LAF-S)	13A – Astronaut 13S – Space Operations
Information Warfare (LAF-I)	14F – Information Operations 14N – Intelligence 15A – Operations Research Analyst 15W – Weather 17X – Cyber Operations 35X – Public Affairs 71S – Special Investigations
Combat Support (LAF-C)	13H – Aerospace & Operational Physiologist 13M – Airfield Operations 21A – Aircraft Maintenance 21M – Munitions and Missile Maintenance 21R – Logistics Readiness 31P – Security Forces 32E – Civil Engineering 38F – Force Support 64P – Contracting 65X – Financial Management 84H – Historian
Force Modernization (LAF-F)	61C – Chemist 61D – Physicist/Nuclear Engineer 62E – Developmental Engineer 63A – Acquisition Management
Cross Functional Operations (LAF-X)	16F/Z – Foreign Area Officer
Judge Advocate General's Corps (LAF-J)	51J – Judge Advocate
Chaplain Corps (CH)	52R – Chaplain
Medical Service Corps (MSC)	41A – Health Services Administrator
Biomedical Sciences Corps (BSC)	42X – Biomedical Clinicians 43X – Biomedical Specialists
Nurse Corps (NC)	46X – Nurse
Medical Corps (MC)	44X – Physician 45X – Surgery 48X – Aerospace Medicine
Dental Corps (DC)	47X – Dental

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- **READ the ARPCM (Convening Notice/Release)**
  - **Eligibility Factors/Milestones/Guidance**
- **Review eOSR (if applicable)**
- **The Officer Selection Record (OSR) is Officer's Responsibility...*Check PRDA!***
  - **Make sure records are correct**
  - **If something is wrong, work with the servicing MPF/MPMO to correct issue**
- **Review Officer Preselection Brief (OPB)**
  - **Make sure information is correct**
  - **If something is wrong, work with the servicing MPF to correct issue**



U.S. AIR FORCE

# Air Reserve Personnel Center Memorandums (ARPCMs)



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

ARPCM 24-04  
5 March 2024

MEMORANDUM FOR ALL MILITARY PERSONNEL FLIGHTS (MPFs)

FROM: HQ ARPC/PB  
18420 E Silver Creek Ave  
Buckley SFB CO 80011

SUBJECT: CY24 Air Force Reserve Line and Nonline Lieutenant Colonel Promotion Selection Boards  
Convening Notice

1. The CY24 Air Force Reserve Line and Nonline Lieutenant Colonel Promotion Selection Boards are scheduled to convene at the Headquarters, Air Reserve Personnel Center on 19 August 2024.

2. **PRIVACY ACT (PA) AND PERSONALLY IDENTIFIABLE INFORMATION (PII):**

Vigilance should be taken to protect PA and PII when submitting or sending nominations, applications or other documents to Department of Defense (DoD) agencies whether through government internet systems (e-mail), postal methods, faxing or scanning. As a minimum, review the following references and take appropriate actions to protect PA/PII that contains sensitive or controlled unclassified information (CUI) information before sending: AF1 33-332, *Air Force Privacy and Civil Liberties Program*; DoD 5400.11-R, *Department of Defense Privacy Program*; AFMAN 33-302, *Freedom of Information Act Program*; AFMAN 17-1301, *Computer Security (COMPUSEC)*; AFGM2018-17-02, *Air Force Enterprise Information Technology (IT) Management*; and OSD Memorandum 13798-10, *Social Security Numbers (SSN) Exposed on Public Facing and Open Government Websites*.

3. **ELIGIBILITY FACTORS:**

a. **DATE OF RANK (DOR) CRITERIA AND BOARD IDS:**

United States Air Force Reserve (USAFR)		
Board Type	Date of Rank (DOR)	Board IDs
Lieutenant Colonel Mandatory Participating Reserve (PR)*	30 Sep 18 or earlier	V0524A
Lieutenant Colonel Mandatory Nonparticipating Reserve (NPR)**	30 Sep 18 or earlier	W0524A
Lieutenant Colonel Position Vacancy (PV)***	30 Sep 19 or earlier	U0524A

\*PR categories include eligible Reserve officers assigned as Unit Traditional, Air Reserve Technician, (ART), Active Guard Reserve (AGR), Individual Mobilization Augmentee (IMA), Selective Service, Participating Individual Ready Reserve (PIRR) and designed recall programs under Title 10, U.S.C., 12301(d) (i.e., LEAD, VLPAD, LPRP, etc). **Although these officers in designated recall programs are not part of the PR, the Secretary of the Air Force has directed they compete with the PR.**

\*\* NPR categories include eligible Reserve officers assigned in the Standby Reserve or Non-Participating IRR.

\*\*\* For PV nomination AFPROMs will identify potential eligibles by DOR only. Military Personnel Flights (MPF) and Program Managers must verify if officers meet the eligibility criteria. See attachment 8. Late PV PRFs will NOT be accepted under any circumstances.

**ARC Board Convening Notices & Public Release ARPCMs  
are posted on myFSS**

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# ARPCMs

Day	Date	
	30 Sep 18	DOR must be on or before this date to be eligible to meet the Mandatory Board.
	30 Sep 19	DOR must be on or before this date to be eligible to meet the Position Vacancy Board.
	19 Aug 24	Officer must be on the RASL on or before this date.
-180	21 Feb 24	Approximate date mandatory board data created in AFPROMS (board build).
-150	22 Mar 24	PRF Accounting Date and SR Accounting Date.
-148	24 Mar 24	pOSBs, DQHBs and PRF notices available via AFPROMS.
-134	7 Apr 24	MPF suspense to disperse pOSBs with attachments 3, 4, 5 and 6 to officers meeting board.
-60	20 Jun 24	<ul style="list-style-type: none"> <li>- Other adds/deletes due to HQ ARPC/PBE.</li> <li>- <b>Earliest SR can sign PRFs. PRF's will be returned without action if they are received prior to this date.</b></li> <li>- Begin submitting PRFs to HQ ARPC/PBE.</li> <li>- Submit changes in member's eligibility via MyVector; after this date, contact HQ ARPC/PBE.</li> <li>- OPBs closing out on or before this date are mandatory documents and must be completed and on file before the board convenes.</li> </ul>
-45	5 Jul 24	All PRFs due. PV PRFs will not be accepted after this date.
-45	5 Jul 24	All <b>CORE FLAG ID</b> corrections <b>MUST BE MADE NLT -45</b> days prior to the board convening.
-30	20 Jul 24	SR provides a copy of the PRF to the officer.
-10	9 Aug 24	Letters to the board due NLT 2359 CDT; Any documents not in ARMS after this date should be loaded to the PBO restricted sharepoint site.
-5	14 Aug 24	MilPDS updates cut off date. After this date, submit OSB changes via MyVector to HQ ARPC/PBO.
0	19 Aug 24	Board convenes at HQ ARPC.
3-4 Months		Approximate public release of promotion board results.

**Pay particular attention to SUSPENSE DATES in ARPCMs**

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- **ARMS Contractors scrub eligible officer's record**
  - Review MilPDS and ARMS
  - MilPDS is data / ARMS is actual documents
  - **USER: CDB or OPB to review Data / PRDA to review documents**
- **Discrepancies Found**
  - eOSR ticket initiated in MyVector
  - eOSR PDF attached in "Documents" section
  - Ticket closed / located in officer's "Application History"
- **MyFSS Message sent notifying officer of eOSR in MyVector**



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# Personnel Records Display App (PRDA)



Virtual Personnel Services Center

Welcome:

Member ▼

Available Roles

[Logout](#)

[Print](#)

[Help](#)

[Dashboard](#)

[PRDA](#)

Browse

[Search Documents](#)

Clicking on a *category* or *subcategory* name in the "Available Category" area will place all documents from the category or subcategory into the "Selected Documents" area.  
Clicking on an *individual document* in the "Available Category" area will place the document in the "Selected Documents" area.

## Available Category

- > 📁 MISCELLANEOUS (25)
- > 📁 ORDERS (3)
- > 📁 PCARS (1)
- > 📁 PERFORMANCE REPORTS (6)
- ▼ 📁 SELECTION FOLDER (13)
  - > 📁 Decorations (7)
  - 📁 Derogatory (0)
  - 📁 Miscellaneous (0)
  - > 📁 Performance Reports (6)

## Selected Documents

<input type="checkbox"/>	Form Number ↑↓	Document Name ↑↓	Date ↑↓	# of Pages ↑↓
<input type="checkbox"/>	OPB	OFFICER PERFORMANCE BRIEF	2024-03-31	1
<input type="checkbox"/>	OPB	OFFICER PERFORMANCE BRIEF	2023-05-31	2
<input type="checkbox"/>	CDMS	DEFENSE MERITORIOUS SERVICE MEDAL - CITATION	2022-06-01	1
<input type="checkbox"/>	AF707	OFFICER PERFORMANCE	2022-05-30	2

[Get Documents](#)

[Clear](#)

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# ***Officer Preselection Brief (OPB) / Officer Selection Brief (OSB)***

---

- **Officer Preselection Brief (OPB)**
  - Flows to MPF 145 days prior to board convening date
    - MPF should send to the eligible officers or eligible officer's unit
    - If an officer has not received their OPB they must contact their servicing MPF
  - One page snapshot of Career Brief
  - **MUST REVIEW** and ensure information is current/accurate
  - OPBs must be corrected NLT 4 days prior to the board
  - OPBs become the Officer Selection Brief (OSB)
- **Officer Selection Brief (OSB)**
  - OSB is what the board members will see in the OSR



U.S. AIR FORCE

# ***Officer Preselection Brief (OPB) / Officer Selection Brief (OSB)***

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- **Verify that your information contained on the OPB is correct**
  - **Personal Data (Core Flag ID)**
  - **Developmental Education (DE)**
  - **Aeronautical/Flying Data**
  - **Board Certifications (Medical Only)**
  - **Decorations**
  - **Assignment History (Duty History)**
  - **Participation Points**

**\* Read the Convening Notice – Instructions and OPRs are included if corrections to OPB need to be made.**



## OPB / OSB Example

PV5000    The information herein is FOUO which must be protected under the FOIA and Privacy Act, as amended.  
 Unauthorized disclosure or misuse of this PI may result in criminal and/or civil penalties.



U.S. AIR FORCE

## ***Letter to the Board***

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- **Submit online application thru MyVector:**
  - Submitted NLT 10 calendar days prior to convene date
  - Technician will review and provide feedback if needed
- **Used to explain things such as:**
  - Gap in record
  - Missing documents
  - Unsat year(s) of Service
  - Deployment Information / JQO
  - DE enrollment
  - Adverse Information filed or mentioned in record
- **Guidance located in board convening notice**
- **Keep letters brief, succinct and to the point**



- **Board Results Released**
  - 4-6 months
  - PBO Restricted SharePoint Site (MPFs)
  - MyFSS (Public Release)
- **TIG to Promote**
  - SR's can request to Accelerate
  - Submit via MyVector
- **Nonselects can request Post Board Counseling**
  - Submit Via MyVector



U.S. AIR FORCE

# Time In Grade (TIG)



Promotion to:	Mandatory TIG (Pin-on Date)	Position Vacancy
1st Lt	2	N/A
Capt	2	N/A
Maj	7	5
Lt Col	7	5
Col	4 (AFR)*	N/A

**ANG: Maj-Lt Col & AFR: Maj-Col  
Promotion DOR cycle is 30 Sep or earlier**

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## ***Post Board Counseling***

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- **Available to officers who were not selected**
- **Counselors will review OSR “as met” from the most recent selection board**
- **Requested thru myVector**
  - **Officers are encouraged to request counseling as close to public release as possible upon notification of non-selection**
  - **Counseling not authorized if next board is built, and officer is scheduled to meet said board (ex: Nonselect for V0522A but requests PBC after V0523A is built...no longer post-board but pre-board counseling)**
- **Counseling should occur within 4-6 weeks after request is received**

---

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# *Selective Continuation Board*

---

- **Officers 2x deferred for promotion**
  - **Must be serving on the RASL**
  - **Assigned to a SelRes or LEAD position**
  - **No Cat E**
- **Requirements will vary from board to board**
- **No quota...100% selection rate (SecAF Policy)**
  - **Fully qualified method of selection**
  - **Score records using “Yes/No” vote**
- **PRFs/Letters to the board are removed**



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# Take Aways

---

- If you are a **member** meeting a board:
  - Read the ARPCM convening notice; know the milestones
  - Check record in PRDA (review annually)
    - Ensure all OPRs, Training Reports, and Decs are in PRDA
    - Correct discrepancies found
  - Review Officer Preselection Brief (OPB)
    - Ensure information is correct
    - Correct discrepancies found
- If you are an IMA, AGR, LEAD, or VLPAD, your **servicing agency is the RegAF MPF/FSS**
  - Responsible for providing you with your OPBs
  - Provide SRs MELs/DQHBs/PRF notices
  - Assist with questions or record updates

---

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# Take Aways

---

- If you are a **servicing agency** (FSS/MPF/Det/etc)
  - Read and follow all instructions in ARPCMs
  - Run MELs weekly & communicate to ARPC/PBE adds/deletes
  - Provide members with their OPBs
  - Provide SRs MELs/DQHBs/PRF notices--suspense dates!
  - Help officers update their records/OPRs/Decs/etc...

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## *Questions?*



Survey Monkey Link Day 2

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# ***Welcome to the Virtual IRO***

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- **Cameras off**
- **Audio muted**
- **PLEASE WAIT and ask questions at the end – we promise to answer them!**
  - **Type your questions in the chat**
  - **Raise your hand**
- **Be courteous to briefers and attendees**
- **Please be mindful of the time – return from breaks promptly so we can stay on schedule**
- **Let's get started!**



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## *Survey Monkey Link*

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Survey Monkey Link Day 3

**Please use the link or QR code to complete the surveys.  
They can be completed at the end or as we go.**

**\*\*If you are on orders, your TODC will not be processed  
until **All 3** Surveys are completed.**



# ***United States Air Force Reserve***

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*Integrity - Service - Excellence*

## **Reserve Retirements**



**U.S. AIR FORCE**

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What will **NOT** be covered in this briefing:

- Civilian Retirements
- Whether or not you, as an individual, should stay-in, retire and/or elect RCSBP or SBP



- Contact Information
- Personal Data
  - vMPF (CDB and PCARS)
- ARC Retirements in myFSS
  - Reduced Retired Pay Age
  - Retirement Application
- Retirement Pay Calculators and Calculations
- RCSBP/SBP Overview
  - Eligibility
  - Options A, B, & C
  - Beneficiaries
  - Making/Changing Election
  - Cost
- Homework Items
  - What Should I Print Out?
  - Non-CAC logins
  - Transfer of Education Benefits
  - Appointment/Questions



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## Contact Information

# ARPC Reserve Retirement Counseling Cell

[arpc.dpt.rrcc@us.af.mil](mailto:arpc.dpt.rrcc@us.af.mil)

1-800-682-1929

Colonel Maurleen Cobb      [eddyth.cobb@us.af.mil](mailto:eddyth.cobb@us.af.mil)

210-378-8945

Division Chief



[Survey Monkey Link Day 3](#)





**U.S. AIR FORCE**

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# PERSONAL DATA




vMPF has moved to <https://af.okta.mil>  
- PRDA will be moving on 19 December 2024




Search your apps

 My Apps

Work

Add section 

 Notifications 2

My Apps

Work

MyFSS (CRM Community)

TMIS (Prod)

Configure Okta Mobile

MyVector

eFinance

LeaveWeb

IdentityIQ

A1-ICAM SailPoint IdentityIQ

UATFMS

AFSFS

CRM Community UAT


AMS

ARMS

RV

CMS

EPROM

 vMPF



Most Popular Applications

- Awards and Decorations
- Career Data Brief (CDB)
- Duty History
- Out Processing
- Record of Emergency Data (RED)
- Record Review/Update

Helpful Links

- Accrual Travel Voucher
- Air National Guard
- Air Reserve Personnel Center
- Civilian Employer Information (CEI)
- IDEA Program Data System
- My Pay (Formerly E/MSS)
- Total Force Service Center - San Antonio
- vFinance
- Unit Email Address Capture Form

vMPF Home

Virtual Personnel Flight (vMPF). From this page you can access any of the various online personnel applications applicable to you.  
When you are finished using vMPF, please make sure to use the secure Log Out button in the upper right corner of any vMPF page.

Air Expeditionary Force (AEF) Information

AEF Indicator	AEF Description / Rotation Period	Date Assigned To This AEF
XX	OUTSIDE NORMAL AF STRUCTURE	01 AUG 2023

Individual Dwell Time (IDT) Information

IDT	IDT Expiration Date
No IDT data.	

Suspenses

Title	Description	Received
No data found.		



U.S. AIR FORCE

# Career Data Brief

## vMPF Dashboard

1. Log in to the [Air Force Portal](https://af.okta.mil) or go to <https://af.okta.mil>
2. Select **vMPF** from the menu.
3. Click **OK** and verify your email address and phone number to log in.
4. Click **Career Data Brief** listed under Most Popular Applications.
5. Click **View CDB** on the left side of the page.

### Career Data Brief

#### Air Force Reserve Enlisted CDB

#### General Information

Name: [REDACTED]  
Branch of Service: [REDACTED]  
SSAN: [REDACTED]  
Duty Phone: [REDACTED]  
SVC COMP: [REDACTED]  
#DEP: [REDACTED]

#### Assignments

DAFSC: [REDACTED]  
Base: JBSA RANDOLPH AFB TX 781500000  
Duty Title: JMA MAJCOM FUNCTIONAL MGR  
PSN#: [REDACTED]  
Command: AIR EDUCATION AND TRAINING COMMAND  
Office Symbol: [REDACTED]  
Duty Status: 73-TDY-OTHER THAN CONUS TO CONUS-NP  
Record Status: ACTIVE NO PROJECTED ACTION  
PAS: [REDACTED]  
Unit: [REDACTED]  
EDD: 02 MAR 2023

#### Reserve

CIV ART ID: [REDACTED]  
CIV GRD: [REDACTED]  
AFR SECT ID: INDIVIDUAL RESERVIST  
UIF: [REDACTED]

#### Service Dates

DAS:	03 JUN 2021	Sat SVC:	24 years and 0 months and 0 days
PAYDT:	21 APR 1999	DIEUS:	15 MAR 1999
DOS:	31 JUL 2024	TAFMS:	11 years and 7 months and 18 days
DIERF:	24 FEB 2007	R/R Anniversary Date:	15 MAR
RSSP:		RET/SEP:	
HYT:	01 MAY 2032	ETS:	31 JUL 2024

#### Promotion Information

Rank:	CMS
DOR:	01 JUL 2021

#### EPR Data



U.S. AIR FORCE

PCARS

## ANG/USAFR Point Credit Summary Inquiry (PCARS)

### Point Credit Summary

Note: For HQ AGR/Stat Tour members, your points will be calculated 60 days after your Anniversary Date.

#### Summary Information

Date Prepared:	16 OCT 2023
Duty Location:	
Name:	
Address:	
PAS Code:	
R/R (Anniversary Date):	15 DEC
Closeout Date:	14 DEC 2022
Career Satisfactory Service:	200000
Statement Reason:	ANNUAL
TAFMS:	080302

#### Last Anniversary Year Points Earned

From Date:	15 DEC 2021
Thru Date:	14 DEC 2022
Active Duty Training:	0033
Inactive Duty Training:	0057
Advanced Distributed Learning:	0000
Membership:	015
Total Points:	00105
Total Points for Retirements:	00105
Satisfactory Service Years, Months, and Days:	010000

#### Current Anniversary Year Points Earned

From Date:	15 DEC 2022
Thru Date:	16 OCT 2023
Active Duty Training:	0016
Inactive Duty Training:	0039
Advanced Distributed Learning:	0000
Membership:	000
Total Points:	00055
Total Points for Retirements:	00055
Satisfactory Service Years, Months, and Days:	000000

#### All Points Earned

Anniversary Year Point Credit information prior to 2001, from Sister Services, or the Active Duty Component may not be available in MiIPDS.

From Date	Thru Date	AD	IDT	ADL	IDS	MBR	Total	Retire	Sat. Svc.
-----------	-----------	----	-----	-----	-----	-----	-------	--------	-----------

## vMPF Dashboard

1. Log in to the [Air Force Portal](https://af.okta.mil) or go to <https://af.okta.mil>
2. Select **vMPF** from the menu.
3. Click **OK** and verify your email address and phone number to log in.
4. Click **Personal Data** listed under Most Popular Applications.
5. Click **ANG/USAFR Point Credit Summary Inquiry (PCARS)** on the left side of the page.
6. Click **Point Credit Summary**

## Current Anniversary Year Points

This is a new view, added in October 2023





U.S. AIR FORCE

## PCARS Points Summary

From Date	Thru Date	AD	IDT	ADL	IDS	MBR	Total	Retire	Sat. Svc.
+ 26 AUG 1998	14 DEC 2000	0000	0000	0000	0000	000	00000	00000	000000
+ 15 DEC 2000	14 DEC 2001	0353	0000	0000	0000	015	00368	00365	010000
+ 15 DEC 2001	14 DEC 2002	0365	0000	0000	0000	015	00380	00365	010000
+ 15 DEC 2002	14 DEC 2003	0365	0000	0000	0000	015	00380	00365	010000
+ 15 DEC 2003	14 DEC 2004	0366	0000	0000	0000	015	00381	00366	010000
+ 15 DEC 2004	14 DEC 2005	0365	0000	0000	0000	015	00380	00365	010000
+ 15 DEC 2005	14 DEC 2006	0365	0000	0000	0000	005	00370	00365	010000
+ 15 DEC 2006	14 DEC 2007	0275	0000	0000	0000	004	00279	00279	010000
+ 15 DEC 2007	14 DEC 2008	0000	0000	0000	0000	015	00015	00015	000000
+ 15 DEC 2008	14 DEC 2009	0000	0025	0000	0000	015	00040	00040	000000
+ 15 DEC 2009	14 DEC 2010	0059	0052	0033	0000	015	00159	00159	010000
+ 15 DEC 2010	14 DEC 2011	0113	0042	0000	0000	015	00170	00170	010000
+ 15 DEC 2011	14 DEC 2012	0000	0070	0009	0000	015	00094	00094	010000
+ 15 DEC 2012	14 DEC 2013	0040	0040	0057	0000	015	00152	00152	010000
+ 15 DEC 2013	14 DEC 2014	0074	0037	0000	0000	015	00126	00126	010000
+ 15 DEC 2014	14 DEC 2015	0048	0032	0000	0000	015	00095	00095	010000
+ 15 DEC 2015	14 DEC 2016	0051	0034	0000	0000	015	00100	00100	010000
+ 15 DEC 2016	14 DEC 2017	0027	0027	0000	0000	015	00069	00069	010000
+ 15 DEC 2017	14 DEC 2018	0013	0057	0000	0000	015	00085	00085	010000
+ 15 DEC 2018	14 DEC 2019	0013	0042	0003	0000	015	00073	00073	010000
+ 15 DEC 2019	14 DEC 2020	0019	0041	0005	0000	015	00080	00080	010000
+ 15 DEC 2020	14 DEC 2021	0049	0061	0039	0000	015	00164	00164	010000
+ 15 DEC 2021	14 DEC 2022	0033	0057	0000	0000	015	00105	00105	010000
+ 15 DEC 2022	14 DEC 2023	0091	0039	0000	0000	015	00145	00145	010000
+ 15 DEC 2023	04 DEC 2024	0352	0000	0000	0000	000	00352	00352	000000
Total points accrued through 04 DEC 2024:		3436	0656	0146	0000	324	04562	04494	210000

### PCARS

Point Credit Summary and PCARS History are now combined into one view

Each service year has a + box to the left that can be clicked to expand that year's points to view the corresponding participation



From Date	Thru Date	AD	IDT	ADL	IDS	MBR	Total	Retire	Sat. Svc.
⊕ 26 AUG 1998	14 DEC 2000	0000	0000	0000	0000	000	00000	00000	000000
⊕ 15 DEC 2000	14 DEC 2001	0353	0000	0000	0000	015	00368	00365	010000
⊕ 15 DEC 2001	14 DEC 2002	0365	0000	0000	0000	015	00380	00365	010000
⊕ 15 DEC 2002	14 DEC 2003	0365	0000	0000	0000	015	00380	00365	010000
⊕ 15 DEC 2003	14 DEC 2004	0366	0000	0000	0000	015	00381	00366	010000
⊕ 15 DEC 2004	14 DEC 2005	0365	0000	0000	0000	015	00380	00365	010000
⊕ 15 DEC 2005	14 DEC 2006	0365	0000	0000	0000	005	00370	00365	010000
⊕ 15 DEC 2006	14 DEC 2007	0275	0000	0000	0000	004	00279	00279	010000
⊕ 15 DEC 2007	14 DEC 2008	0000	0000	0000	0000	015	00015	00015	000000
⊕ 15 DEC 2008	14 DEC 2009	0000	0025	0000	0000	015	00040	00040	000000
⊕ 15 DEC 2009	14 DEC 2010	0059	0052	0033	0000	015	00159	00159	010000
⊖ 15 DEC 2010	14 DEC 2011	0113	0042	0000	0000	015	00170	00170	010000

You can view each year individually to review for accuracy

From Date	Thru Date	Type Duty (TD)	Pts
07 JAN 2011	07 JAN 2011	7: Paid Inactive Duty	002
08 JAN 2011	08 JAN 2011	7: Paid Inactive Duty	002
09 JAN 2011	09 JAN 2011	7: Paid Inactive Duty	002
17 JAN 2011	21 JAN 2011	2: Special Tour	005
05 FEB 2011	05 FEB 2011	7: Paid Inactive Duty	002
06 FEB 2011	06 FEB 2011	7: Paid Inactive Duty	002
07 FEB 2011	15 FEB 2011	1: Active Duty Other	009
16 FEB 2011	28 FEB 2011	1: Active Duty Other	013
01 MAR 2011	15 MAR 2011	1: Active Duty Other	015
16 MAR 2011	31 MAR 2011	1: Active Duty Other	016
01 APR 2011	15 APR 2011	1: Active Duty Other	015





**U.S. AIR FORCE**

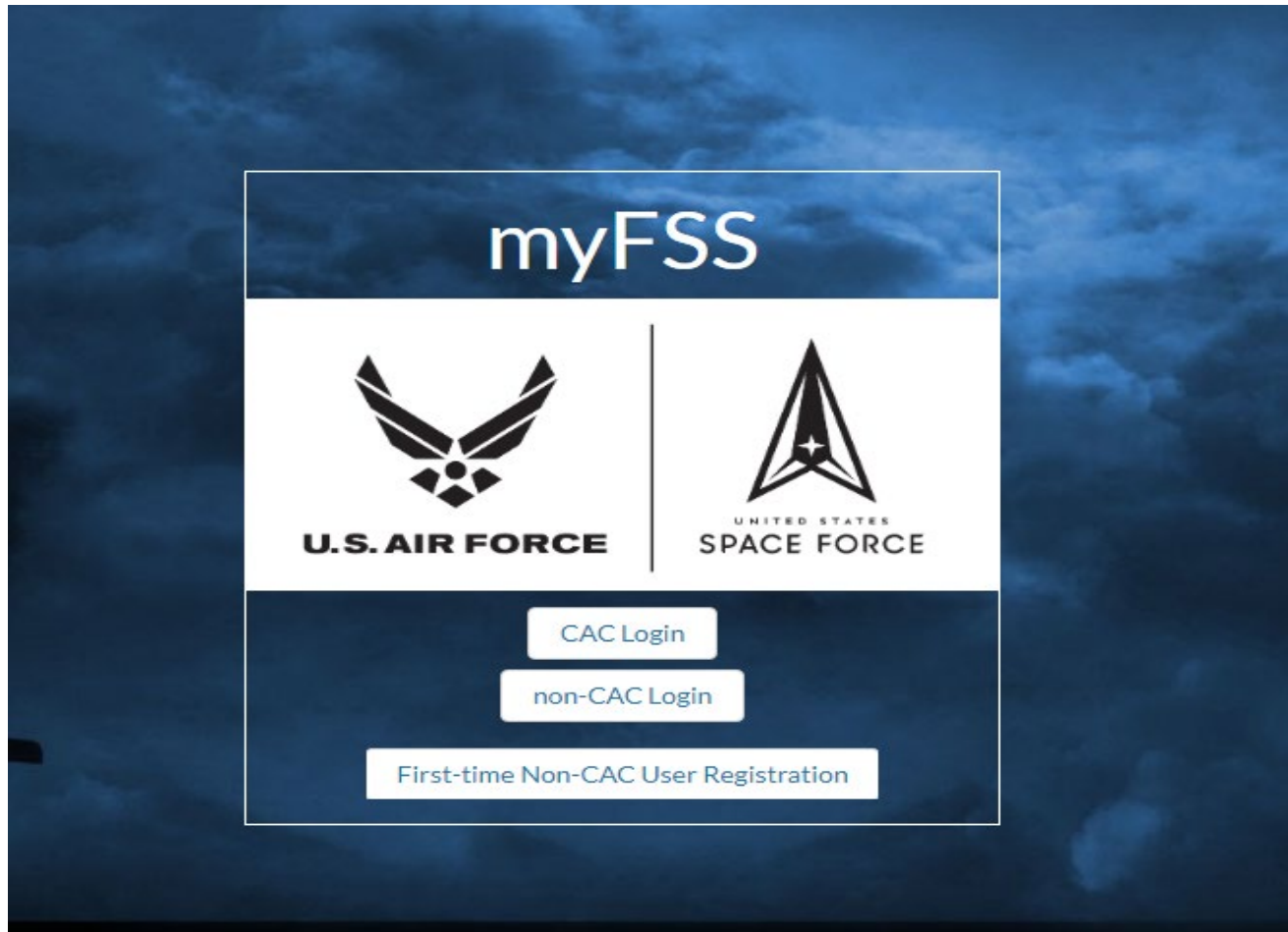
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# **myFSS RRPA & ARC RETIREMENTS**



U.S. AIR FORCE

## ARC Retirements in myFSS



### myFSS Login Page

<https://myfss.us.af.mil/USAFCommunity/s/arc-retirement-dashboard>



U.S. AIR FORCE

# ARC Retirements in myFSS

## AVAILABLE NOW

### LEARN MORE ABOUT...

Self-service access to knowledge articles

### AGILE ACCELERATOR

User Stories, Reports, and Dashboards

### CHATTER

Social network for your Airmen & Guardian groups

### myFITNESS

Fit to win. Fit to fight.

### myEVAL

Evaluation System

### myEVAL Admin

Evaluation System

### SERVICE AGENT

Perform your work in the Salesforce Service Console

### mySERVICES

Combat Support, Community Services, MWR, and NAF Accounting

### myDECS

Create and coordinate Decorations and Medals

### myEDUCATION

Submit ARC GI Bill & TA Requests, IMA Training, and Manage TF TEB Applications (submitted via milConnect)

### myBodyComp

Body Composition Assessments

### myRetirement

Access self-service for Active Duty, Guard, and Reserve Retirements

## myFSS Dashboard

Look for myRetirement Tile.

myRetirement tile is dynamic.



U.S. AIR FORCE

# ARC Retirements in myFSS

## myFSS Retirements Homepage

<https://myfss.us.af.mil/USAFCommunity/s/retirements>

### Applying for Reduced Retirement Pay Age (RRPA) evaluation

**Remember: Tricare is STILL an Age 60 Benefit**

The screenshot shows the myFSS Retirements Homepage. At the top, there are logos for the U.S. Air Force and United States Space Force, a search bar for Knowledge Articles, and navigation links for My Apps and a user profile. A blue button labeled 'BACK' is in the top right. Below the navigation bar is a large dark blue banner with the text 'RETIREMENT HOME' in white. Underneath the banner are three main sections: 'Career Calculators' (with a calculator image), 'ARC Retirements' (with a blue arrow pointing to it from the left and a medals image), and 'Active Duty Retirement' (with a retirement certificate image). Each section has a brief description of its function.

**U.S. AIR FORCE** **UNITED STATES SPACE FORCE**

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My Apps ▾

BACK

## RETIREMENT HOME

### Career Calculators

Calculator for Guard and Reserve Retirements, and Reduced Retired Pay Age (RRPA) Requests

### ARC Retirements

Retirement information and Application for the Guard and Reserve

### Active Duty Retirement

Access self-service for retirement





## Reserve Retirement Calculators

### RRPA

<https://myfss.us.af.mil/USAFCommunity/s/career-calc-home>

#### RESERVE RETIRED PAY CALCULATOR

#### PARTIAL YEAR CALCULATOR

Current Grade

E-9

Current Grade Effective Date

7/1/2021

Service Component

RESERVE

First Name

[REDACTED]

Middle Name

[REDACTED]

Last Name

[REDACTED]

Retention/Retirement Date

0315

Current Year Points Accrued

145

Satisfactory Service

240000

The Reduced Retired Pay Age fields remain blank if you have not applied for this option. To apply, select "Submit RRPA Application." If your RRPA Potential Data and RRPA Confirmed Date do not match, go to your MyFSS Cases to access your application to ensure your current orders have been loaded.

Application Created Date

4/27/2023 11:37 am

Comments:

[VIEW ALL COMMENTS](#)

Application Status

Active

RRPA Potential Date

3/18/2035

RRPA Confirmed Date

6/18/2035

[OPEN RRPA APPLICATION](#)

TAFMSD ?

4/21/1999

TAFMS YMD ?

110718

1405 Date ?





U.S. AIR FORCE

# RRPA (Continued)

▼ Application Information

Application Created Date 4/27/2023 11:37 am

Status

Active

RE-SUBMIT

QUALIFYING POTENTIALLY QUALIFYING ARDWS PULL

FY	Days	Previous Balance	Adjusted	Need	Available Next FY	Borrowed Next FY	Increments	Balance Forward
2008	93	0	93	87	0	0	1	0
2009	322	0	322	38	0	0	3	0
2010	249	0	249	21	0	0	2	0
2011	35	0	35	55	0	0	0	0
2012	236	0	236	34	0	0	2	0
2013	4	0	4	86	0	0	0	0
2015	6	0	6	84	0	0	0	6
2016	0	6	6	84	53	0	0	0
2017	53	0	53	37	30	0	0	53
2018	30	53	83	7	323	7	1	0
2019	323	-7	316	44	342	44	4	0
2020	342	-44	298	62	355	62	4	0
2021	355	-62	293	67	204	67	4	0
2022	204	-67	137	43	265	43	2	0
2023	265	-43	222	48	271	48	3	0
2024	271	-48	223	47	0	0	2	43

All rows ▼

Viewing 1-16 of 16

**RRPA**  
Reviewing orders,  
RRPA dates, and  
resubmitting for  
updates.





U.S. AIR FORCE

# RRPA (Continued)

## RRPA Status of orders

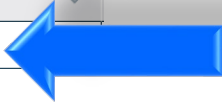
Order/ Ref #	Duty Type	Start Date	End Date	Total Days	Status	Date Reviewed	Remarks	Attachment Name	FY Start Year	
PCARS-69738927	1	4/16/2021	4/30/2021	15	Potentially Qualifying	3/11/2024 8:40 am				<a href="#">View Remarks</a>
PCARS-47471153	1	7/16/2010	7/30/2010	15	Potentially Qualifying	7/17/2023 4:15 pm				<a href="#">View Remarks</a>
PCARS-71590381	4	6/10/2024	6/21/2024	12	Non Qualifying	7/1/2024 2:53 pm				<a href="#">View Remarks</a>
PCARS- 2180711	4	10/24/2022	11/4/2022	12	Non Qualifying	7/17/2023 4:15 pm				<a href="#">View Remarks</a>
PCARS-69349779	2	4/25/2021	4/30/2021	6	Non Qualifying	12/12/2023 1:05 pm				<a href="#">View Remarks</a>
PCARS-47478099	4	6/14/2019	6/19/2019	6	Non Qualifying	7/17/2023 4:15 pm				<a href="#">View Remarks</a>
PCARS-47478047	4	6/18/2018	6/20/2018	3	Non Qualifying	7/17/2023 4:15 pm				<a href="#">View Remarks</a>
PCARS-47478046	4	6/11/2018	6/15/2018	5	Non Qualifying	7/17/2023 4:15 pm				<a href="#">View Remarks</a>
PCARS-47478030	4	4/11/2018	4/13/2018	3	Non Qualifying	7/17/2023 4:15 pm				<a href="#">View Remarks</a>
PCARS-47478017	4	2/1/2018	2/5/2018	5	Non Qualifying	7/17/2023 4:15 pm				<a href="#">View Remarks</a>

### ATTACHMENTS

1 result(s)

Action	Title	Description	File Type	File Status	Created Date	Date Reviewed
<a href="#">Download File</a>	Deployment Orders.pdf		PDF	New	10/10/2017 10:04 am	

10 rows





U.S. AIR FORCE

# ARC Retirements in myFSS



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UNITED STATES  
SPACE FORCE

Search Knowledge Articles



My Apps ▾



BACK

## RETIREMENT HOME

### Career Calculators

Calculator for Guard and Reserve  
Retirements, and Reduced Retired Pay  
Age (RRPA) Requests

### ARC Retirements

Retirement Information and Application  
for the Guard and Reserve

### Active Duty Retirement

Active service for retirement



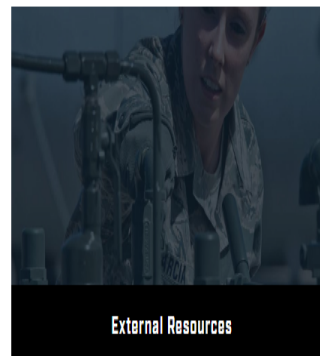
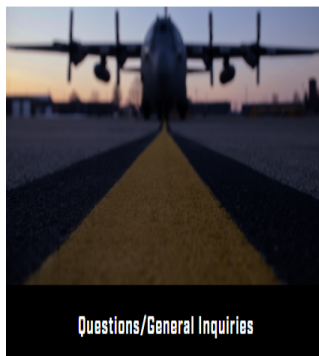
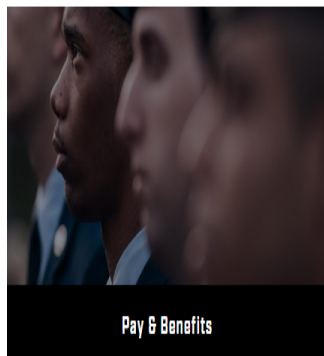


U.S. AIR FORCE

# ARC Retirements in myFSS

myFSS

## Retirement Information & Cheat Sheets



+ Begin Application Process

<https://myfss.us.af.mil/USAFCommunity/s/arc-retirement-dashboard>

Application window:  
6-12 months prior to  
requested retirement date  
for initial application.



Point Credit Summary



Waiver Process Information



20-Year Letter & Reserve Component Survivor Benefits Plan Election



Active Applications



Completed



Reserve retirees that go into the gray area will apply a second time 6-12 months prior to their pay eligibility date to begin pay.





U.S. AIR FORCE

# ARC Retirements in myFSS



## Pre-Application Information


Click on the arrow to the right of each section and read through the information provided.

Ensure you mark the acknowledge block in each section.

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SPACE FORCE

Search Knowledge Articles

My Apps ▾ Helpful Links ▾ Ask A Question  ▾ 

Name: 

Pre-Application Information ▾

☐ Pre-Application Information ▾

☒ Section 1 - Mandatory Separation Date/High Year Tenure Date

☐ Section 2 - Retirement Introduction/Pre Application >

☐ Section 3 - Pre-Application Tasks

☐ Section 4 - Retirement Eligibility

☐ Section 5 - Retirement Restrictions

☐ Section 6 - Prior to Choosing an Effective Retirement Date

Pre-Application Information \* Required Fields

Please read the retirement materials below and check the boxes to acknowledge each section of information before proceeding to the application.

Section 1 - Mandatory Separation Date/High Year Tenure Date (If Applicable) ▾

- Members who have received a letter from HQ ARPC regarding automatic transfer to the Retired Reserve on the mandatory separation date (MSD) or high year tenure date (HYTD) do not need to apply for retirement unless an earlier retirement date is requested. A retirement application is not required, but strongly recommended to expedite processing. Please review Section 2 and select the Retirement Type that best fits the situation. The member's MSD or HYTD is available in the application.
  - NOTE:** As of 1 July 2002, Section 517 of FY02 of the National Defense Authorization Act (NDAA), members who meet Maximum Age, MSD, HYTD, or are twice deferred for promotion are automatically transferred to the Retired Reserve, unless the member applies to be discharged.

☒ I understand and acknowledge the information above

Section 2 - Retirement Introduction/Pre Application >

Section 3 - Pre-Application Information >

Section 4 - Retirement Restrictions >

Section 5 - Withdrawal, Cancellation, or Change of Retirement Effective Date >

Section 6 - Choosing a Retirement Effective Date >

By clicking "Start Application" below you are acknowledging that you have read and understand all of the above.

Autosaved 9/12/2023 11:36 am

Back to Dashboard

Expand All

View Coordination Chain

Save Progress

Start Application



# ARC Retirements in myFSS

## Pre-Application Information

\* Required Fields

## Explanation of 4 retirement types:

Please read the retirement materials below and check the boxes to acknowledge each section of information before proceeding to the application.

### Section 1 - Mandatory Separation Date/High Year Tenure Date (If Applicable)

### Section 2 - Retirement Introduction/Pre Application

The basic retirement categories for Air Force Reserve and Air National Guard personnel are as follows:

All military members must obtain approval from their Secretary of State and the Secretary of the Air Force prior to becoming employed by all foreign governments and/or countries. It is your responsibility to seek this approval before accepting any employment with a foreign government and/or country. More information may be found at the link below.

[Post-Government Employment Knowledge Article](#)

### Retirement Type 1: Reserve Retirement (Will NOT start Retirement Pay)

Members entering the grey-zone and medically disqualified members select Reserve Retirement. Medically disqualified members applying for retirement in lieu of discharge, attach medically disqualifying documentation. Members applying for a Reserve Retirement DO NOT submit a DD Form 2656 when applying for Reserve Retirement. A DD Form 2656 is only submitted when applying to receive retirement pay. The member will submit a DD Form 2656 when applying for military retired pay six to twelve months prior to their retirement pay age.

Members with 20 satisfactory years of service are eligible for the Retired Reserve. A satisfactory year is achieved by earning at least 50 points, including 15 membership points. Members can locate their total years of satisfactory service on their ANG/USAFR Point Credit Summary (PCARS) and Service History found under Self-Service Actions, Personal Data, in vMPF.

Once a requested retirement date is selected, the Pay Application can be saved and completed later.

Notes:

1. Approximately 60-90 days after a member's Reserve Retirement (R/R) date the member will receive notice to access the Notification of Eligibility Retired Pay (NERP), better known as the 20-Year Letter. Please safeguard the 20-Year Letter.
2. Please note: You are required to make an election for the Reserve Component Survivor Benefit Plan (RCSBP). If you do not make your RCSBP election within 90 days of accessing your 20-Year Letter in myFSS, **you will be automatically enrolled in full coverage (option C)**. Before choosing a retirement date, please review the information regarding the RCSBP and SBP. You can access this information [here](#).
3. Per AFI 36-3203, Chapter 3, officers who hold the grade of O5 and above must have 3 years of satisfactory service from date of rank. Officers who hold the grade of O4 and below must have 6 months of satisfactory service from date of rank.
4. Before selecting a retirement date, please review the [RCSBP Knowledge Detail \(af.mil\)](#) for "Entitlement" information and review the retirement pay calculators at [MyAirForceBenefits \(us.af.mil\)](#).
5. If you have ever received a Reserve Retirement Order (e.g., EK-####), you will need to apply for the retirement type of Age 60 or RRPA to request retirement pay (not a Reserve Retirement).

☐ I understand and acknowledge the information above

### Retirement Type 2: ARC Active Duty Retirement

### Retirement Type 3: Age 60 Retirement Application

### Retirement Type 4: Reduced Retired Pay Age (RRPA) Retirement Application

- Reserve Retirement
- ARC AD Retirement
- Age 60 Retirement
- RRPA





U.S. AIR FORCE

## ARC Retirements in myFSS

* Required Fields			Member Application Actions:
Pre-Application Information	+		- Application Information; select retirement type
Member Application Actions	-		- Ensure contact information is current.
Application Information		➔	- Retirement Certificate Information needs to be capitalized.
Member Contact Information		➔	
Retirement Certificate Information		➔	- Required documents; DD 2656 is not required when doing initial application for a “Reserve Retirement” – going into the gray area.
Required Document(s)		➔	
Retention Office Manager / Talent Management Consultant Actions	+		
Member's Commander / RIO Detachment Commander	+		



U.S. AIR FORCE

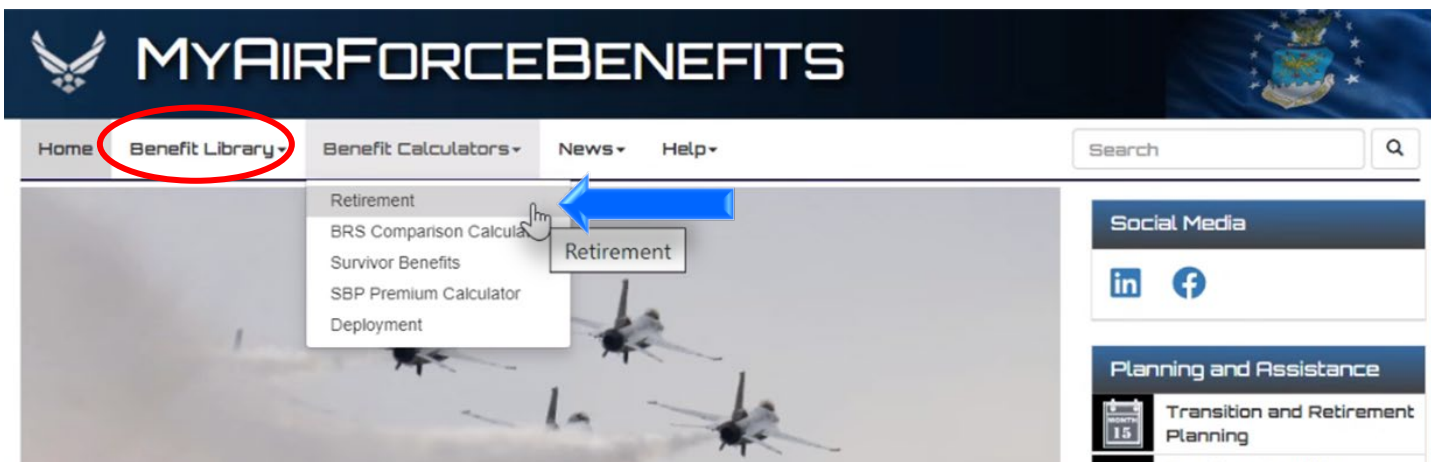
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# RETIREMENT PAY CALCULATORS & CALCULATIONS



U.S. AIR FORCE

## Retirement Calculators



MyAirForceBenefits

<https://www.myairforcebenefits.us.af.mil/>

Shhh... Exciting Changes Ahead!



Until Then Benefit Calculators Are Napping





## *Estimating your Retired Base Pay*

- You need to know which retirement system you fall under to estimate your retired pay
- There are currently two retirement plans in use
  - High 3 – sometimes referred to as the Legacy system
  - Blended Retirement System – BRS
- All retirement plans determine your monthly pay by multiplying your retired pay base by a service multiplier
- Your retired base pay is determined by averaging your highest 36 months of base pay
  - This means full months of pay, **NOT PAY RECEIVED**
- Your service multiplier is determined by first dividing your total points by 360 and then multiplying the quotient (answer) 2.5%



**U.S. AIR FORCE**

---

# *Estimating your Retired Base Pay*

## **Example**

- **5250 Retirement Points**
- **MSgt Snuffy**
  - **Pay Date 1 Jan 2000**
  - **Retirement Date 1 Jan 2025**
  - **Promotion Date 1 Jan 2023**
- **Determining High 36 Average**
  - **2024 12 months at E-7 over 24 ( $12 \times 6,083.10 = 72,997.20$ )**
  - **2023 12 months at E-7 over 22 ( $12 \times 5,674.50 = 68,094.00$ )**
  - **2022 12 months at E-6 over 22 ( $12 \times 5,424.90 = 65,098.80$ )**
  - **$12 + 12 + 12 = 36$**
  - **$72,997.20 + 68,094.00 + 65,098.80 = 206,190$**
  - **$206,190/36 = 5,727.50$**
- **High 36 Average \$5,727.50**



# *Estimating your Retired Base Pay*

## Example

- **MSgt Snuffy**
  - **Pay Date 1 Jan 2000**
  - **Retirement Date 1 Jan 2025**
  - **Promotion Date 1 Jan 2022**
  - **High 36 Average \$5,727.50**
- **High 3**

**5250 Points / 360 = 14.58 equivalent years**  
**14.58 x 2.5% = 36.45% or .3645**  
**.3645 x 5,727.50 = \$2,087.67**
- **BRS - Defined Benefit ONLY**

**5250 Points / 360 = 14.58 equivalent years**  
**14.58 x 2.0% = 29.16 or .2916**  
**.2916 x 5,727.50 = \$1,670.13**



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# **RCSBP & SBP**





- Reserve Component Survivor Benefit Plan (RCSBP) and Survivor Benefit Plan (SBP) are the **ONLY** ways to leave a portion of your military retirement pay to your spouse and/or children.
- RCSBP covers from the time you reach 20 years of Satisfactory Service (**even if you are still serving**) until you reach your retirement pay age.
- SBP covers you from the time you start receiving retirement pay until you pass away.
- Members do not pay for the coverage until retired pay age (payments are deducted from retirement pay checks)
- Allows beneficiaries to receive up to 55% of a member's **COVERED RETIRED PAY**
- SBP/RCSBP does NOT make a single, lump sum payment like insurance. Instead, it pays benefits to eligible survivors on a monthly basis





# SBP/RCSBP Overview

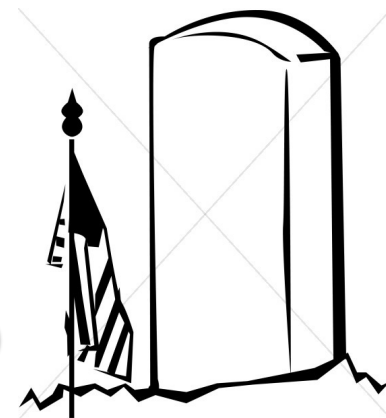
RCE



## RCSBP



## SBP



**20 Years  
Satisfactory  
Service**

**Retirement  
Pay**

**Death**





- **Eligibility for RCSBP**
  - Member must complete 20 years of satisfactory service **whether continuing to serve or retire**
- **When member becomes eligible, they will be notified via a letter in the mail from ARPC**
  - This letter explains process to make the election on myFSS
  - The letter they receive in the mail is NOT the 20-year letter



- Option A (Decline to make an election until retirement pay age):
  - Option A **IS NO RCSBP COVERAGE**! If the member dies before Retirement Pay Age, their beneficiaries will **NOT** receive a monthly annuity
  - For example, if member elects Option A at age 45 (20 years) and dies at age 47, the survivors will not receive an annuity
- If a member has auto Option A or elected Option A, and they live to retired pay age, they will have an opportunity to enroll in the Survivor Benefit Plan (SBP) when applying to receive retirement pay





- **Option B (Deferred Annuity):** Annuity for beneficiaries begins **when the member would have turned Age 60.**
  - For example, if the member elects Option B at age 45 and dies at age 47 the beneficiary will not apply to receive the annuity for 13 years, when the member would have reached retirement pay age.
- If enrolled into Option B for RCSBP, members are automatically enrolled into SBP at retired pay age.



- **Option C (Immediate Annuity):** Annuity for beneficiaries begins immediately after the member's death, regardless of the members age (currently serving or retired).
- For example, if the member elects Option C, at age 45 and dies at age 47 the beneficiary will receive the monthly annuity effective the day after the member's death
- If enrolled into Option for RCSBP, members are automatically enrolled into SBP at retired pay age
- If members do not make an election within 90 days of receiving notification of their RCSBP eligibility the member **WILL BE AUTOMATICALLY ENROLLED IN OPTION C**



- **Spouse and Child(ren):**
  - Spouse is primary beneficiary
  - If spouse is not eligible or dies the annuity will be divided equally among eligible children
  - **This covers all children that are in DEERS. RCSBP election does not need to be updated after the birth of each child, they will be automatically covered**
- **Spouse Only:** This is the spouse they are married to when they die. If they divorce and remarry the current spouse is the beneficiary. Former spouses are a separate category. The spouse will receive the annuity for life unless they remarry before age 55
- **Child(ren) Only:** The annuity is divided equally among children until they reach 18 years (or 22 if in full time student status and unmarried). Disabled children will receive payments for life if they are unable to support themselves. SBP may offset other benefits (look into special needs trust)



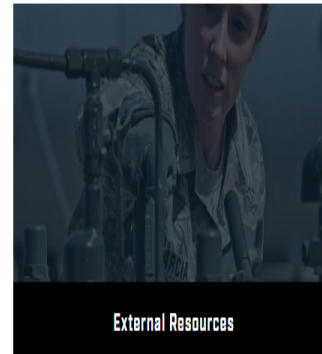
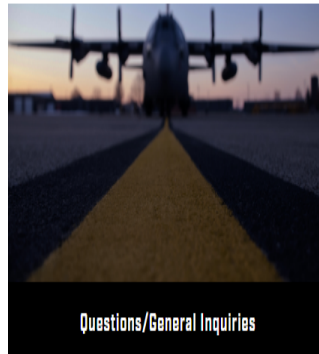
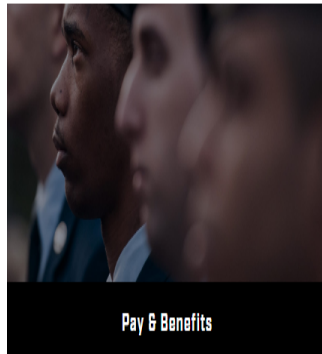
- **Former Spouse (and Children):** If the member has a former spouse when eligible to elect RCSBP coverage, they may designate their former spouse or former spouse and child(ren) as the beneficiary
  - If the member is participating in RCSBP then divorces, they have **ONE YEAR from the date on the divorce decree to elect former spouse coverage by completing a DD Form 2656-1**
  - If it is court ordered in the divorce decree for the former spouse to be the Survivor Benefit Plan beneficiary, the former spouse can submit a DD Form 2656-10 for deemed SBP election
  - If it has been more than one year from the divorce, the member (or former spouse if ordered in the divorce decree) will have to file for a correction of the members military record (AFBCMR) to change RCSBP to former spouse coverage



- **Insurable Interest:**

- Available only if member is unmarried w/no children or one child
- May elect coverage for their single child regardless of the child's age or dependency
- Can be a relative or a person with a financial interest in the members life. Only one individual may be covered under the insurable interest option. **Caution, its costly!**

## Retirement Information & Cheat Sheets



+ Begin Application Process

Point Credit Summary



Waiver Process Information



20-Year Letter & Reserve Component Survivor Benefits Plan Election



Active Applications



Completed



## NERP





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# Making a RCSBP Election

**Pre-Election Information**

You have 90 days to complete your Reserve Component Survivor Benefit Plan (RCSBP) election!

Please read this page carefully and in its entirety. You are required to acknowledge understanding prior to proceeding to the next page.

- Reserve Component Survivor Benefit Plan (RCSBP) Overview
- RCSBP Enrollment
- Beneficiary Options
- Cost and Benefit

☒ I have read and acknowledge the Reserve Component Survivor Benefit Plan

- RCSBP Form DD 2856-S
- Notification of Eligibility for Retired Pay 20-Year Letter
- Reserve Component Survivor Benefit Plan Election

Review Pre-Election Information

Validate member information

Report errors to CSS/MPF to correct in MiIPDS

**Reserve Component Survivor Benefit Plan Election**

Member Information

Contact your CSS or other authorized personnel if this information is incorrect.

Name JOHN ARTHUR ROSEBURY	Military PAD Code CSBPFL37
Marital Status MARRIED	# of Dependents in Household 1
Barillet's Army Years of Service 290235	Retirement Points 5,094
RCSBP Election Date NOT SUBMITTED	90-Day Expiration Date 7/2/2023
RCSBP Automatic Election Code Option C	Person Insured Spouse and Civilian Only, Posthumous

**If you have dependents:** In member information above marital status is dependent in this household. CONCUR will confirm to keep the maximum coverage [Option C] for all dependents in your household. If you do not want maximum coverage or want to change your beneficiaries, please select NON-CONCUR and attach a completed DD Form 2856-S, RCSBP Election Certificate below.

**If you do not have dependents:** In member information above marital status is dependent in this household. CONCUR will confirm to decline the coverage and [Option A]. If you want coverage, please select NON-CONCUR and attach a completed DD Form 2856-S, RCSBP Election Certificate below.

**Reserve Component Survivor Benefit Election**

Based on your information above, your automatic election is: **Option C**

Option C: Annuity payments to beneficiaries immediately following the service member's death, regardless of age. SBP enrollment is automatic at retired pay age.



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## Making a RCSBP Election

### Reserve Component Survivor Benefit Election

Based on your information above, your automatic election is: **Option C**

**Option C:** Annuity payments to beneficiaries immediately following the service member's death, regardless of age. SBP enrollment is automatic at retired pay age.

**Spouse and Child(ren):** Spouse is primary beneficiary. If the spouse becomes ineligible or dies, the annuity is equally divided equally among eligible children.

**CONCUR** means you will concur to the automatic election (as seen above). If you do not wish to have that as your election, select NON-CONCUR.

CONCUR

☐

If you CONCUR, you are agreeing to the standard benefit as prescribed by law

NON-CONCUR

☐

If you NON-CONCUR, you must upload a DD 2656-5 within 90 days with your benefit election



Upload a DD2656-5

### Required Document Submission

Shows...

Upload Files

Or drag files

Title	Created By	File Type	
2656-5, RCSBP Election Certificate	JOHN ROSEBURY	PDF	<a href="#">View</a> <a href="#">Delete</a>

Viewing 1-1 of 1

### DD Form Letter & Reserve Component Survivor Benefit Plan Election

In Collaboration

Member	Application Name	Status	Document Type	Date Submitted	Sign with ABPC
JOHN ROSEBURY	App 00000000	Work In Progress - Good Election	Non-Concur	6/19/2023	<a href="#">View</a>

Active Applications







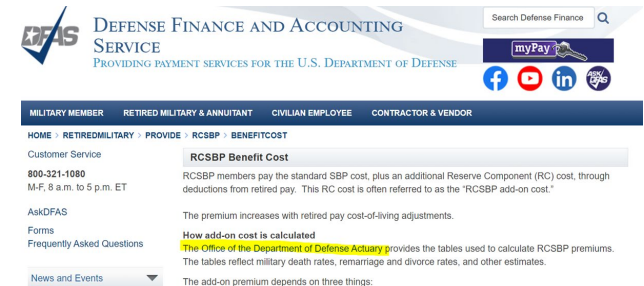
- **Generally,** RCSBP is irrevocable. Members cannot change their election unless they experience a life changing event: marriage, childbirth, adoption, divorce/remarriage, or death of a spouse.
- Members participating in RCSBP have **12 months** from the day of the event to make a new election
- Member must submit a **DD Form 2656-6** and supporting documents to ARPC via myFSS incident or mail
- If member is in retired pay status, they submit the change of election to DFAS
- Spouse only coverage is automatically in a suspended coverage status upon divorce. With Spouse/Child the children become the beneficiary
- Upon divorce the former spouse will no longer be an eligible beneficiary
- Former spouse coverage can be elected within one year of the divorce by submitting a DD Form 2656-1 to ARPC.
- If the member remarries, spouse coverage will automatically resume for the current spouse. The member can also elect to not resume coverage within 12 months of the remarriage on the DD Form 2656-6
- Member is eligible to cancel or terminate their SBP election during the third year of receiving retirement pay. **Member must submit to these requests to DFAS!**



- After you have an RCSBP or SBP selection filed, you may have certain life events that would require updating your record with:
  - ARPC – Prior to receiving Retirement Pay
  - DFAS – After you begin receiving Retirement Pay
- These are known as Qualifying Life Events (QLEs) and include:
  - Divorce
  - Remarriage
  - Birth of a Child
  - Adoption
  - Spouse Only to Spouse and Child(ren)
  - Death of a Beneficiary
- Updates must be made **WITHIN ONE YEAR** of the event
- DFAS' website provides a list of the forms required for each type of event
- <https://www.dfas.mil/RetiredMilitary/forms/Retired-Military-Annuitants/survivors/1174RetireeAOP/?sf1174=dfas.dod.afpims.mil>



- Premiums will be withheld from the retired pay and will be based on the pay tables in effect at that time.
- RCSBP premiums are an add on cost to cover the benefit without payment until members attain retirement pay age
- RCSBP premiums depend on which category of beneficiary is selected
- **Members should research all options, in order to make the best financial decisions for themselves and/or their family. There is a lot of information and articles on myFSS, My AF Benefits, DFAS website, as well as other resources**
- <https://www.dfas.mil/retiredmilitary/provide/rcsbp/>





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# **HOMEWORK**

## ***What Should I Print Out?***

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- **Career Data Brief**
- **PCARS**
- **Record Review**
- **All Documents in PRDA**
- **Orders in AROWS**
- **Medical Records (request copy)**
- **Transfer of Education Benefits Letter**

**Non-CAC logins needed:**

- **DFAS**
- **DS Logon**
- **myFSS (will require enrolling in OKTA)**
- **Login.gov**
- **AF Portal**

**Create logins with your personal email address (NOT military and civilian work email account info)**

## ***Transfer of Education Benefits (TEB)***

- While still an *actively participating reservist*, you'll need to request a Transfer of Education Benefits (TEB) from the DOD through **milConnect**.

**You cannot request a TEB from VA**

- **Any dependent who is not allocated at least one (1) month of benefits will be ineligible for transferred benefits after the Airman retires/separates/is deceased.**

How to get your months allocated and generate letter

- Go to milConnect (<https://milconnect.dmdc.osd.mil/milconnect/>) and Login
- Look for  Transfer my education benefits
- Make sure to click or  [Approval Form](#) to get your TEB letter

## ***Make an Appointment & Ask Questions***

### **ARPC Reserve Retirement Counseling Cell**

[arpc.dpt.rrcc@us.af.mil](mailto:arpc.dpt.rrcc@us.af.mil)

1-800-682-1929





# ***United States Air Force Reserve***

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*Integrity - Service - Excellence*

## **DD214/Service Verification Team**



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**TSgt Danielle Broadstock - Presenter**  
**TSgt Wesley Morris – Lead Trainer**



- **Service Verification Team Responsibilities**
- **Current Completion Times**
- **When does a DD 214 get created**
- **How to Submit a Request for a DD 214 or DD 215**
- **Additional Products**
- **FAQs**



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# ***Service Verification Team Responsibilities***

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- **ARPC completes DD Form 214s for the following members:**
  - ALL IMA Reservists
  - ALL Separated and Retired ANG and AFR Members
  - ALL Unit assigned ANG and AFR members receiving an Active Duty retirement
  - ALL ANG and AFR members retiring due placement on the Permanent Disability Retirement List (PDRL) or Temporary Disability Retirement List (TDRL)
  - ALL DD 214 Congressional and BCMR inquiries for ANG and AFR members
  - ALL DD 215 requests for ANG and AFR members (including IMA's)

**\*\*\*\*\*Units are NOT authorized to create DD 215's, DD214 Re-issuances (New Form) or any type of Retirement DD 214\*\*\*\*\***

- Submit requests through the myFSS platform along with supporting documentation, including the DD 214 in question, orders, awards/citations and/or travel vouchers.
  - Creating a DD 214 Worksheet in vMPF will not notify our team that a DD 214 is needed. myFSS cases are required.
- All DD 214 issues regarding RegAF or HQ AGR/ANG Stat Tour and Functional Category X must coordinate with AFPC or submit DD 149's to the Board of Corrections for Military Records



# Current Completion Time

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- Please be advised of our current processing timelines below
  - **Retirement DD 214** - midnight the day following your retirement date
  - **Permanent Disability and Temporary Disability List Retirements (PDRL/TDRL)** - 3-5 duty days following your retirement date (we are experiencing some delays)
    - We receive notification from AFPC's Disability Operations Branch on upcoming and past PDRL/TDRL
    - If the DD 214 is delayed past 5 days, members can contact us directly or they can contact their case manager (AFPC)
  - **IMA DD 214** - 60 calendar days from date of receipt of myFSS ticket
  - **General DD 214 requests/missing DD 214** - 60 calendar days from date of receipt of myFSS ticket
  - **DD 215 requests** - 60 calendar days from date of receipt of myFSS ticket
- We strongly urge members and units to not submit multiple requests for the same issue. This will further delay incident resolution.
- **All of our cases are pay and/or benefit affecting. We will not expedite cases for any reason.**
  - If the SLG of 60 days has passed, unit commanders may contact the FSSE line at their discretion.



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# ***When to Create a DD Form 214***

- **When does a DD 214 need to be created:**
  - To be eligible for a DD 214, per DoDI 1336.01 and AFI 36-3202 Chapter 2, member must have:
    - Completed orders of 90 consecutive days or more of Active Duty service; **OR**
    - Served voluntarily in support of a Contingency Operation such as Inherent Resolve or Enduring Freedom, etc...for 30 consecutive days or more; **OR**
    - Placed on Medcon/Med Hold orders for one or more consecutive days; **OR**
    - Involuntarily mobilized under Title 10, USC Section 688, 12301(a), 12302, 12304, 12305, 12406 or 331-335.
  - IAW AFI 36-3202 attach 2

**\*\*Please note: to be eligible for a Retirement specific DD 214, you are required to be on orders for 90 consecutive days (or 30 days in support of a named contingency) up until your effective date of retirement\*\***



# *How to Submit a Request*

- To submit a request, navigate to the myFSS landing page:  
<https://myfss.us.af.mil/USAFCommunity/s/> and enter the title of the Knowledge Article below into the Knowledge Article search bar located at the top of the page.
  - [AFR/ANG General Information about the DD Form 214](#)
  - [AFR/ANG Reserve Service Verification Information](#)
- Review the Knowledge Article and select the “Create a Request” button at the bottom of the page to initiate a request
- Be sure to provide as much detail as possible and attach all applicable source documents
- User guides are located under “Helpful Links” at the top of the myFSS landing page at “myFSS Training Library”



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# ***ARPC Service Verification Additional Products***

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- **VA Home Loan Letters for members seeking Certificates of Eligibility**
  - To be eligible for the VA Home Loan Letter members must have 6 years or more participatory service in the National Guard or Reserves or qualifying DD 214's (excluding BMT/Tech School)
  - Eligibility requirements are determined and established by the VA.
  
- **Total Active Federal Reserve Service (TAFRS) Letters (Reserve time only)**
  - These are created for the purpose of correcting a Service Computation Date for leave accrual rates, retirement date eligibility, and reduction in force seniority.
  
- **1613 Statement of Service**
  - This is only completed if members have Reserve time
    - ANG members (or prior ANG service) can obtain a statement of service from the Joint Force HQ.
  - The 1613 is only for the purpose of military buy back; it is not issued in lieu of a DD 214
  
- **Employment verifications**
  - Past and present members
  - ARPC/DPTSC will only verify dates of employment



- **I have read about the new DD 214-1. When and how will I receive one?**
  - This has not been implemented yet as each branch of service has until 2025 to implement the new DD 214-1 and we are awaiting implementation guidance

## **NEW: General issuance of the DD 214-1 in conjunction with a DD 214: IAW DoDI 1336.01 DD 214-1**

- **Please note this is an end of service document and will not be issued each time a DD 214 is created**
  - **This will only apply to members who are separating, retiring, or transferring components.**
- **Do members need to complete DD 214 Worksheets in the VMPF?**
  - ARPC does not require members to submit worksheets. We do, however, encourage members to look at what information is automatically populated on the 214 Worksheet to ensure no immediate issues are present. The information is subject to change based on the source documents provided
- **I've submitted multiple worksheets, why are they not being worked? (impacts IMA's mostly)**
  - vMPF will never route a notification to HQ ARPC when a worksheet has been created.
  - Submitting a case through myFSS is required for the DD 214 team to assist
    - Members receiving an active duty retirement (20+ yrs TAFMS) have a ticket generated automatically once their retirement order is published
    - Members who are retiring and not on orders through their effective date of retirement, but still have qualifying active duty time





- **What documents are needed to complete a DD 214?**
  - Title 10 or Title 32 orders (whichever is applicable)
  - **COMPLETED** Travel Vouchers from the FSO
  - **SIGNED AND DATED** Decorations to verify contingency operations only
  - AF Form 526s (PCARS) (for DD 214s prior to 2001, in most cases ARPC can pull from ARMS)
  
- **For DD 214's created prior to 4 April 2024: I need my Member 4 copy, but ARMS/PRDA only has the Service 2, what do I do?**
  - The Service Copy 2 and Member Copy 4 are the exact same document
  - Please have the member contact ARPC for the Service Copy 2 Memorandum
  
- **For DD 214's created after 4 April 2024: it does not show my SSN and does not have the Member Copy 4. What do I do?**
  - The DD 214 form was revised/updated effective 4 April 2024. The SSN has been replaced by the DoDI number. There is no longer a Member 4 copy. The first page says Member and the second page says Service. The Service copy has all the same information that the previous Member 4 copy had.
  
- **I have several questions and I have no idea where to start, what do I do?**
  - Please submit a case to us through myFSS and provide as much information as you can



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# *Questions?*



Survey Monkey Link Day 3



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***HQ RIO***

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# **IMA Legal Orientation**

**ARPC/JA**





- ⑩ Military Spouse Residency Relief Act (MSRRA)**
  - ⑩ Uniformed Services Employment and Reemployment Rights Act (USERRA)**
  - ⑩ Servicemember's Civil Relief Act (SCRA)**
  - ⑩ Reserve Income Tax Relief**
-



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# ***Military Spouse Residency Relief Act***

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- **Provides military spouses relief related to**
    - **Taxes**
    - **Voting**
    - **Residency**
-



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## ***MSRRA: Tax Relief***

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**If a military spouse is present with the Service Member (SM) in a state that's not their shared state of residency, the spouse will:**

- **Not pay taxes on income earned in that state (but will pay it to his or her state of legal residence)**
  - **Spouse can't choose any state of residency, spouse must have legitimately established residency in the state (and residency must be same as SM).**
  - **Example: Spouse and SM are domiciled in TX. SM is reassigned to CO and spouse accompanies SM to CO. Spouse gets job in CO, but will pay no income tax to CO on these wages because TX does not have an income tax**
-



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# ***MSRRA: How to Get Relief***

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- **In the State of CO, a military spouse entitled to tax relief under MSRRA he or she should file Form DR 1059 each year**
    - **For form see:**  
<https://www.colorado.gov/pacific/sites/default/files/DR1059.pdf>
    - **If you don't reside in CO, Google your state plus MSRRA for the requirements for your state or see a legal assistance attorney**
  - **If you weren't aware you were entitled to tax relief and have paid taxes you weren't required to, you may amend up to 3 years of tax returns**
-



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# ***Uniformed Services Employment and Reemployment Rights Act***

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- **Standard Protections**
  - **How to Get your Job Back**
  - **Special Demobilization Protections**
  - **What to Do if Employer Doesn't Comply**
-





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# ***USERRA: Four Standard Protections***

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- 1. No job discrimination based on military service**
  - 2. No mandatory use of vacation time or vacation pay for military duty**
  - 3. No retaliatory action  
(Does not apply to misconduct by employees)**
  - 4. Reemployment after mobilization or other active service**
-



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# ***USERRA: How to Get Your Job Back***

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- Step 1: Give Advance Notice!**  
**(Written notice smart but not required)**
  - Step 2: “Under Honorable Conditions!”**  
**(Present DD 214 or letter from CC)**
  - Step 3: ≤5 Years Cumulative Military Service**
  - Step 4: Report Back Promptly**
-



# ***USERRA: Reemployment Protections***

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- **Protection #1: Be promptly reinstated**
  - **Protection #2: Keep same status**
  - **Protection #3: Keep accrued seniority**
  - **Protection #4: Health insurance coverage reinstated**
  - **Protection #5: Receive training, re-training, or other accommodations**
  - **Protection #6: Special protection from discharge**
  - **Protection #7: Keep other non-seniority based benefits**
-



# ***USERRA: Information and Enforcement***

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## **Where to Go for Help**

### **General Information:**

**Legal Assistance Attorney**

**National Committee for Employer Support of Guard  
and Reserve: *1-800-336-4590 or [www.esgr.org](http://www.esgr.org)***

### **Enforcement:**

**The Veterans' Employment and Training Service  
(VETS): *1-866-4-USA-DOL (1-866-487-2365) or  
[www.dol.gov/vets](http://www.dol.gov/vets)***

**Private civil action**

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# **Servicemembers' Civil Relief Act**

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- **SCRA Protections and Rights**
  - **Maximum Interest Rate**
  - **What to Do if You're Being Sued**
  - **What to Do if a Judgment Was Obtained Against You**
  - **What if My Car Repossessed/House in Foreclosure**
  - **Private Health Insurance Plans**
  - **New 2023 Amendments to SCRA**
-



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# SCRA: Protections & Rights

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- **Protections & Rights:**
  - Reduction of Credit Interest Rates
  - Continuation of Court Actions
  - Avoiding Repossession or Foreclosure
  - Termination of Leases
  - Reinstatement of Health Insurance
- **Who is Granted Protections:**
  - Any Active Duty Servicemember
    - Includes Reserve Component mobilized to active duty
  - Some Protections Granted to Dependents of Servicemembers

**Do NOT waive these protections!!!**

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# SCRA: Interest Rate Cap

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## Maximum Interest Rate of 6%

- Applies to Pre-Military Service Obligations
  - Must Apply Within 180 Days After Release from Military Service
  - Written Notice to Creditor + Copy of Orders
  - Excess Interest Forgiven -- Not Accrued
-



# SCRA: Stay of Civil Proceedings

---

## What Can I Do if Someone Is Suing Me?

- **See a Legal Assistance Attorney**
  - **Applies only to Civil Actions**
    - Includes Administrative Hearings
    - Any Actions Commenced within 60 days after REFRAD
  - **Extended Time to Respond**
    - Automatic stay for 90 days upon request
    - Additional time may be granted by judge
  - **Extended Time to Commence Action on Your Own Behalf**
-





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# SCRA: *Default Judgements*

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## What if a Judgement Was Obtained Against Me?

- **Set Aside Default Judgment**
    - If judgment entered without your knowledge
    - Military service materially affected your defense
    - You have a meritorious defense in the action
  - **Request relief within 90 days after release from active duty**
-



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**SCRA:**

## ***Private Health Insurance Plans***

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- **SCRA requires reinstatement of non-employment health insurance**
  - **Must apply within 120 days after release from military service**
    - **No Exclusions**
    - **No Waiting Periods**
-



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**SCRA:**

# ***Repossession & Foreclosures***

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## **What can I do if my car was repossessed or my home is in foreclosure?**

- **See a legal assistance attorney**
  - **Self-help repossession from activated military is prohibited**
  - **Repossession or foreclosure of mortgage prohibited**
    - While on active duty
    - Military service materially affected your defense
    - Foreclosures not in compliance with SCRA if made during the period of military service or within 3 months thereafter.
  - **Storage liens may not be enforced, except by court order**
-

## 2023 Amendments to the SCRA

Contracts

Residency

Licenses

---

## **Termination of certain consumer contracts by Servicemembers and dependents**

Old rule: servicemember could terminate cell phone, cable, and internet contracts when relocating to an area that does not support the contract.

New provision: servicemember and dependents who accompany them can terminate and expanded to:

- Fitness &
  - Home Security programs.
-

## Residence for Tax Purposes

Pre-2023 rule: servicemembers protected from state income tax based solely on their duty station

New provision: Now, for purposes of taxation, servicemembers and their spouses may elect to use:

- the servicemember's residence/domicile;
  - the spouse's residence/domicile; or
  - the Permanent Duty Station of the servicemember.
-

## Portability of Professional Licenses

New provision: servicemembers and their spouses with active professional licenses can transfer their license to new jurisdiction if they:

- provide military orders to new jurisdiction;
- remain in good standing with issuing jurisdiction; &
- follow the standards and continuing education requirements of the new jurisdiction.

NOTE: licenses to practice law are **not** transferable.

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## ***Reserve Tax Relief***

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- **Extensions of Deadlines**
  - **Tax Relief**
  - **Tax Deductions for Reservists**
  - **Retirement Account Basics & Tax Considerations**
-





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## ***Reserve Tax Relief: Tax Extensions***

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- **Total Time of Extension:**  
**= 180 Days from Last Day in CZ or QHDA**  
**+ number of days from deploy date to 15 April**
  - **Who:**
    - **Armed forces members who serve in a CZ or QHDA**  
**(and spouses if filing jointly)**
  - **Example:**
    - **Deployed to CZ 15 Mar 15; Left CZ on 1 May 16**
    - **Must File 2015 Tax Return NLT 1 Dec 16**
-



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# ***Reserve Tax Relief: Tax Extensions***

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- **Filing Your Return/Claiming a Refund**
  - **Paying any Taxes Owed (Except Withholding and Employment Tax)**
  - **Making an IRA Contribution**
  - **Tax Benefits of Selling a Residence**
-



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# ***Reserve Tax Relief: Deployment***

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- **Exclusions from Gross Income**
    - **Base Pay earned in CZ or QHDA**
      - **All base pay for enlisted personnel and warrant officers**
      - **Base pay for officers limited to highest rate of enlisted pay**
  - **Military pay remains subject to Social Security and Medicare taxes**
-



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## ***Reserve Tax Relief: Deployment***

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- **Non-Taxable Benefits: IDP/HFP**
  - **Leave earned while in CZ or QHDA**
  - **Pay received while hospitalized for injuries incurred in CZ (subject to certain time limitations)**
  - **Other incentives, such as Reenlistment Bonus**
-

## **What Can I Claim?**

- **If you travel more than 100 miles from your home to perform services you can claim travel expenses such as transportation, meals and lodging.**
    - These can be claimed as an adjustment to income – you don't have to itemize
  - **If you itemize you may deduct additional business expenses (e.g. some uniform items/child care).**
  - **If you receive military differential pay this should be reported as “other income” on line 21 – it won't be subject to Social Security, Medicare or income tax withholding**
-

## **Home Ownership**

- **The IRS allows Americans to exclude capital gains when selling their principal residence if they've lived there for two of the last five years for up to \$250K (500K if married).**
    - Military may suspend the years you are away from your primary residence on Qualified Official Extended Duty for up to 10 years. The upshot is that it may be possible for you to avoid capital gains if you've lived in your house two of the last 10 years.
  - **If you rent out a home – don't forget to depreciate it. This is the most missed tax for landlords we see.**
-



- **Available**

- To reservists on EAD orders,
- For at least 30 days after EAD orders end, and
- When prepping for deployments

- **Services**

- Advice on *all* types of personal legal issues; assistance in *most* areas
  - Preparation of documents (e.g., wills, powers of attorney)
  - Mobility processing, SCRA issues
  - Criminal matters typically referred to ADC
-



# Questions?



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# ***United States Air Force Reserve***

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## **Force Development (Development Team, Developmental Education & Special Boards)**



**HQ ARPC/DPAF**

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**Force Development Team**

- **What is Force Development?**
  - **Why have a Development Team (DT) Board**
  - **Development Team (DT) Battle Rhythm**
  - **Development Team (DT) Process Overview**
  - **Developmental Education (DE) Process Overview**
  - **Force Development Board Mechanics**
  - **Contact Information**
-



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## ***What is Force Development?***

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- **Program for you as an Individual Reservist (IR) to receive Reserve specific guidance and mentoring from the senior reserve leaders of your career field**
  - **Career Development through assignments and leadership opportunities**
  - **Education and Training opportunities**
  - **Developing future strategic senior leaders for the Air Force Reserve while mentoring Citizen Airmen in their on-going professional growth**
-



# ***Why is Force Development Important to You?***

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- **This program allows a member to:**
    - Communicate military, civilian career goals, accomplishments, life events, & experiences
    - Communicate personal career goals & items not otherwise documented in your records
    - Apply for Educational Opportunities
    - Receive feedback and/mentorship from Senior Leadership in your career field
  - **NOTE: Reservists do not follow RegAF processes for assignments or schools. You will be given incorrect guidance if you follow RegAF processes.**
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## *Who is involved?*

- **You and your Leadership**
  - **Career Field Manager (CFM)**
  - **MAJCOM Functional Manager (MFM)**
  - **ARPC Force Development Office**
  - **DT Board – Comprised of Senior Leaders within your career field**
-



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# *How do You Participate?*

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- **Sign up for a MyVector account**
  - **Complete a MyVector application in accordance with message guidance – answer questions with as many details as possible**
  - **Pay attention to submission window**
    - **DO NOT wait until the last minute to submit; give your endorsers approximately 2 weeks to complete their actions**
  - **Communicate with your leadership about your desire to participate**
  - **Ensure you are eligible and conduct a record review**
-



# ***Development Team (DT) Battle Rhythm***

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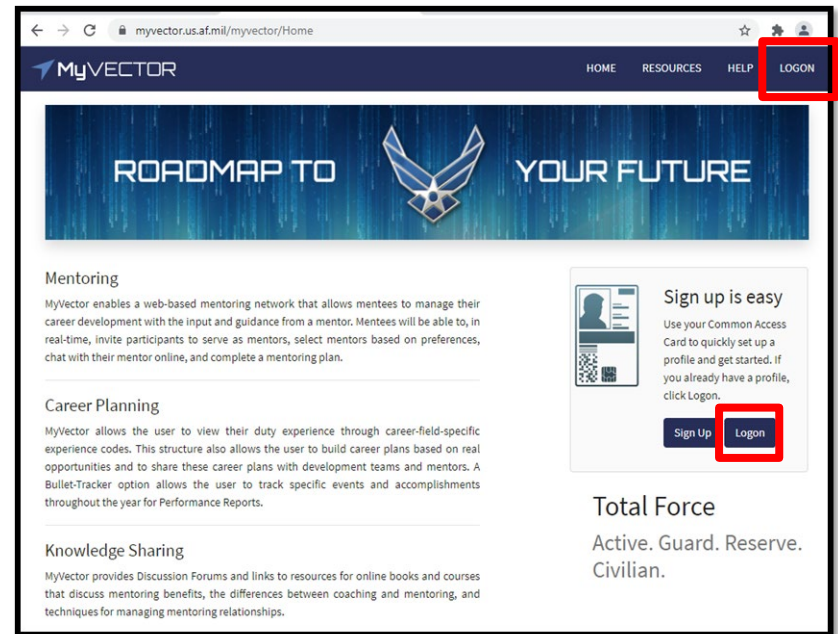
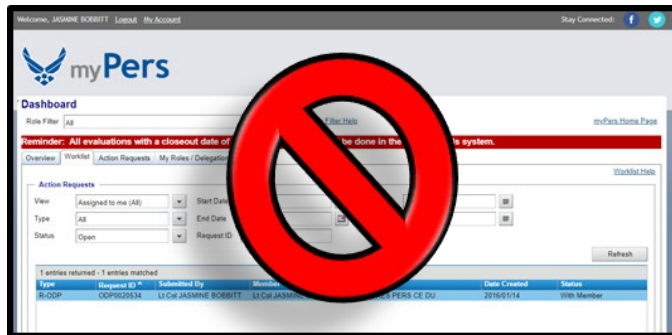
- **ARPC DPAF executes ~45 Development Teams (DT)/Special Enlisted & Officer Boards each year**
  - **Officer DTs occur annually (host ~ 24 DTs across 38 CORE IDs)**
  - **Enlisted DTs occur every other year per career field (host ~17 DTs across 28 career fields)**
  - **Annual Special Boards:**
    - **Stripes for Exceptional Performers II (STEP II) Board**
    - **E-9 Command Chief Screening Board (CCSB)**
    - **Reserve Command Screening Officer Board (RCSB)**
- **Career specific Senior Leaders review myVector submissions**
  - **Produce a Key Personnel Listing (KPL); designed to identify Top % of Airmen in each career field who possess tactical expertise, operational competence and strategic vision**
  - **Vector to Developmental Education (DE) opportunities**
  - **Vector to Key Command Joint (KCJ) assignments**
  - **Provide personalized career mentoring**



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# Submission Process via MyVector

- The process to submit a development plan has changed
- The Development Plan submission process transitioned from vPC/MyPers to MyVector



Log on to MyVector (using **Google Chrome**) <https://myvector.us.af.mil>

*\*Other web browsers do not support MyVector and can result in errors.\**





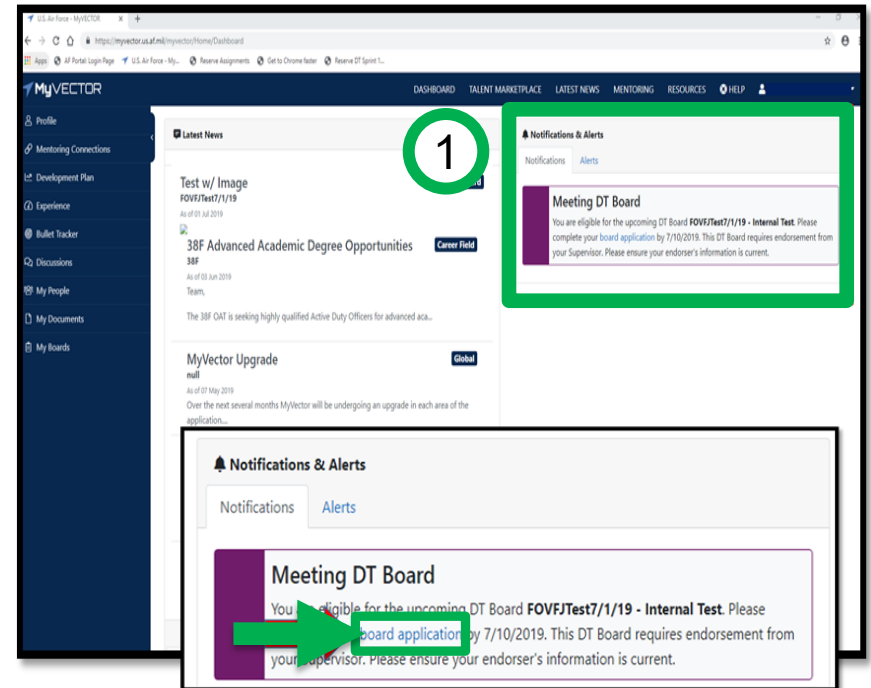
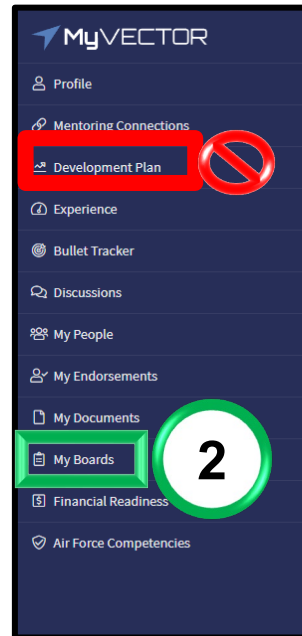
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# MyVector Dashboard cont.

## ■ Click to edit Master text styles

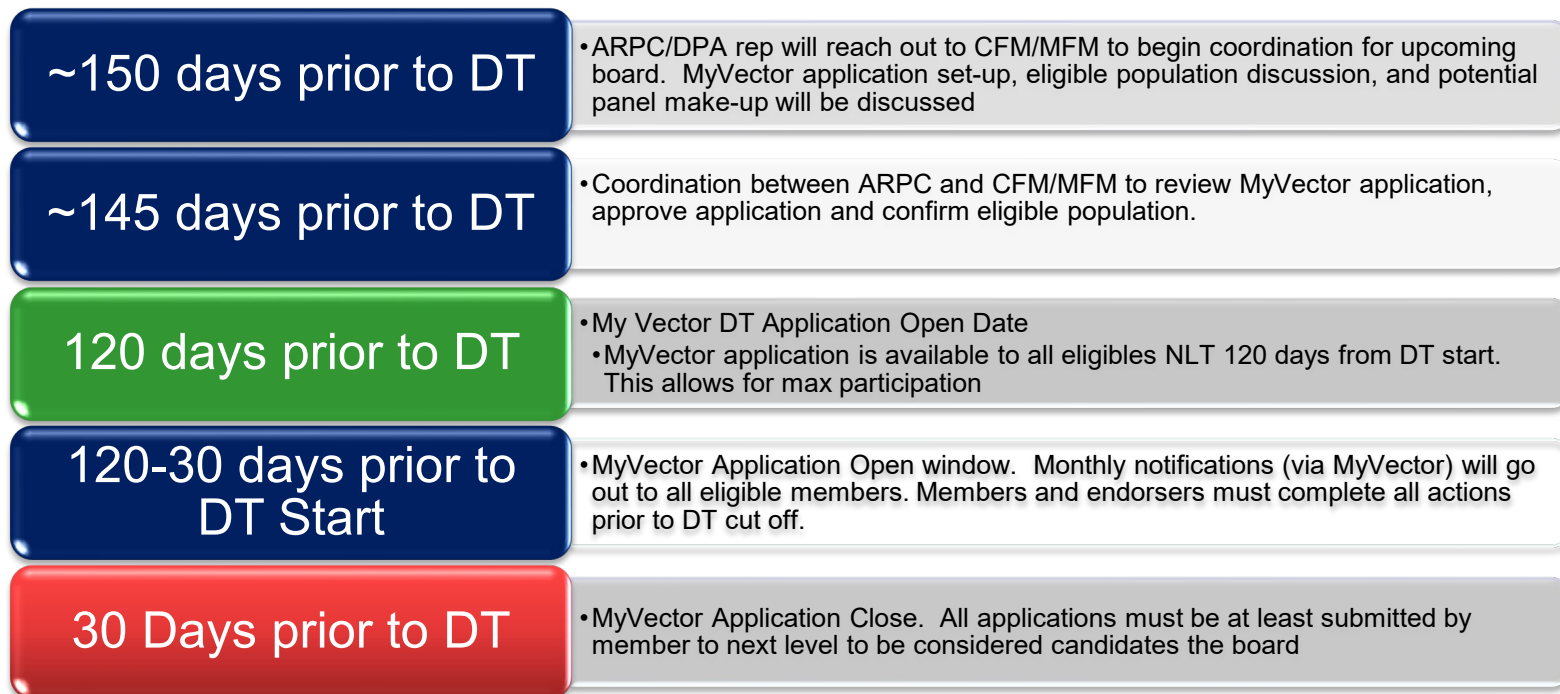
### ■ Second level

### ■ Third level





# DT Process Timeline



***When a DT suspense window is open to complete members will receive emailed MyVector notifications. There will also be a notification visible in their MyVector Dashboard.***



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# ***DT Board output***

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## **Key Personnel List (KPL)**

- **Senior leaders establish list based on records review using whole person concept**
- **Considered Top % of the Career Field**

## **Personalized Vectors**

- **Guidance from board to you on next moves and opportunities to consider**
-

- You must complete a Development Plan within the timeframe provided in order to meet a DT
- DT filters that impact KPL consideration:
  - Having an approved retirement in the system
  - High-Year Tenure (HYT) Date: Age 60 or 33 years from Pay Date - Enlisted (whichever comes first)
  - Unfavorable Information file (UIF)
  - Unsatisfactory participation in 2 of the last 3 consecutive years (PCARS)
  - Non-completion of appropriate Professional Military Education (PME) in the appropriate timeframe

**ALWAYS READ THE BOARD MESSAGING FOR APPLICABLE CRITERIA!!**

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## *Tips for Success*

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- **Always Use Chrome when accessing MyVector**
  - **Read myVector messaging in detail**
    - **Ensure you are eligible**
    - **Make note of board dates**
  - **Check your records (performance reports, decs, awards) for accuracy prior to the DT**
    - **Recommend your record be updated NLT 30 days prior to a board**
    - **If provided the opportunity, provide any gaps in performance in accordance with the board messaging or Development Plan input**
  - **Do not wait until the last minute to submit your application to your Endorser(s) – the board closes for everyone at the same time**
  - **Follow-up with your Endorser(s)**
  - **Reach out to your CFM/MFM and leadership team with any career related questions/concerns**
-



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# *QUESTIONS?*



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# ***United States Air Force Reserve***

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## **Developmental Education (DE)**



**HQ ARPC/DPAF**

**Developmental Education Team**

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- **Purpose of DE**
- **DE Boards**
- **Updates to DE Program**
- **DE Team**





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## *Purpose of DE*

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- **Provides an opportunity to develop officers and enlisted for future leadership positions**
  - **Spans a member's professional career**
    - **Primary**
    - **Intermediate**
    - **Senior**
  - **Provides the right level of education at the right time**
  - **Competitive selection rate...only the best**
-



- **MyVector**
  - **All DE Boards implemented through myVector**
  - **Continuing to improve the MyVector Application process utilizing feedback from the field**
  - **STEP II, RCSB, and RCCSB moved under DE Special Boards through myVector**
  
- **Discussion-Based Placement**
  - **Panel members discuss best placement based on order-of-merit and Return on Investment (ROI)**



- **Reserve Developmental Education Board (RDEDB)**
  - Maj – Col (*O-3s can apply if Proj DOR O-4 prior to class*)
  - Long-term (10+ months) in-resident schools/courses/PME
  - Application opens in May w/ the Board convening in Oct
  
- **Reserve School Selection Board (RSSB A & B)**
  - 1Lt - Col
  - Short-resident, seminar & blended courses
  - RSSB A: Application opens in Oct w/ the Board convening in Feb
  - RSSB B: Application opens in Jan w/ the Board convening in Jun
  
- **Enlisted Developmental Education Board (EDEB)**
  - SSgt - CMSgt
  - Short and/or limited-resident courses
  - Application opens in Apr w/ the Board convening in Sep



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# ***Eligibility & Disqualifying Factors (School Boards)***

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- **Eligibility Requirements**
  - **Participation**
  - **MSD/HYT**
  - **Reserve Service Commitment (3 yrs for RDEDB)**
  - **TFCSD (RSSB/RDEDB only)**
  
- **Disqualifying Factors**
  - **Not current/passing on FA**
  - **Not meeting prerequisites**
  - **Current UIF**
  - **Twice-deferred officers (RDEDB only)**
  - **PIRR members (RDEDB only)**
  - **SNCOs without an Associate's Degree (EDEB only)**



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## ***School Board Success***

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- **Read the invitation to apply closely**
- **Monitor status of application until submitted to ARPC**
- **Select courses that make sense for member's career**
- **Applicant/Endorser blocks are critical**
- **Ensure military records are up-to-date**
- **Submit Officer/Enlisted Development Plans (ODP/EDP)**
- **Contact the DE Team for assistance**



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## ***Mechanics: Records Review***

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- **Panels review records using a whole person approach**
  - **DE (PME), duty history, academic education, points, decorations, deployment info**
  - **Evals & ODPs/EDPs: strats/vectors, push statements, KPL**
  - **Assignment, job, position, location, reserve status**
  
- **Score based on:**
  - **What has he/she done?**
  - **What does his/her boss say?**
  - **Does performance support?**



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# School Board Success

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## Factors

Performance  
Professional Qualities  
Leadership  
Job Responsibility  
Depth & Breadth of Experience  
Specific Achievements  
Developmental Education  
Academic Education

## Examples

EPBs/OPBs/TRs  
Expertise within specialty  
Command/Staff/Flight  
Scope/Exposure  
Where/What/When  
Awards/Decs/EPRs/OPRs  
Level/Utilization  
CCAF/Academic Degrees

**EXPERIENCE**  
**POTENTIAL**  
**RETURN ON INVESTMENT**



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# School Board Success

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Absolutely Superior	10	Outstanding
Outstanding Record	9.5	
Few Could Be Better	9.0	
Strong Record	8.5	Above Average
Slightly Better Than Average	8.0	
Average	7.5	Average
Slightly Below Average	7.0	Below Average
Below Average	6.5	
Well Below Average	6.0	





# ***Board Feedback to the Field***

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- **Applying to multiple boards increases chance of selection**
  - **Do not apply unless interested in course**
- **Applying to DT increases opportunity for DE board selection**
  - **Indicate preference for in-res IDE/SDE or specific RSSB course(s) to the DT Board**
- **Ensure records are up-to-date (check MyVector Officer Career Brief)**
  - **CSS/MPF (Duty Titles/Decorations/Evals); ARPC (MyFSS ticket: PCARS, JQO); AU (PME); AFIT (Degree History)**
- **What delineates the selectees from the non-selectees:**
  - **DT vectoring comments**
  - **Supervisor/rater/applicants' comments highly weighted**
  - **Stratifications in previous OPBs/OPRs**
  - **Duty titles- stagnation decreased value (need to actively pursue duty title changes to reflect progress)**
  - **Command and job positions held (did member move around, or if remained in same location did they at least show position progression)**



- **DE Personnel:**
  - **Maj Brittany Odierno**
  - **MSgt Jomarie Flores**
  - **TSgt Robert Harms**
  - **TSgt Austin Mann**
  - **SSgt Cameron Moore**
- **Emails:**
  - **arpc.dpaf.rssb@us.af.mil**
  - **arpc.dpaf.edeb@us.af.mil**
  - **arpc.dpaf.rdedb@us.af.mil**
- **Phone:**
  - **DPAF DE Boards/DTs: Comm: 720-847-3404 / DSN: 847-3404**



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# *QUESTIONS?*



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# ***FD Contact Information***

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## **Force Development Division**

**Lt Col Maria Thompson, Div Chief**

**SMSgt Tony Thomas, Superintendent (Acting)**

## **Development Team Operations Branch**

**Lt Col Ross Weaver: Chief, Development Team Facilitation**

**SMSgt Tony Thomas, Section Chief**

## **Developmental Education Branch**

**Maj Brittany Odierno: Chief, Developmental Education**

## **Phone**

**Total Force Service Center: 1-800-525-0102**

## **Websites**

**MyFSS - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XkUCAU>**

**ARPC - <http://www.arpc.afrc.af.mil/Service-Center/>**

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# ***United States Air Force Reserve***

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## **Joint Officer Management**



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**Ms. Sara Simms  
HQ ARPC/DPAF  
JOM Branch Chief**



## **AUTHORITY:**

- **Title 10 U.S.C. Chap 38 661-668**
- **DoDI 1300.19 April 2018– Establishes policy and assigns responsibilities for the DoD Joint Officer Management (JOM) Program**
- **CJCSI 1330.05B – Provides the procedures and responsibilities for implementation of the DoD JOM and DoD Joint Qualification System (JQS) for Active and Reserve Component Officers**
- **Goldwater Nichols Act (GNA) 1986**
  - **Enhance joint warfighting capabilities**
  - **Ensure general and flag officers are well-versed in joint matters**
  - **Increase quality of officers assigned to joint commands & orgs**
  - **Create officer pool with experience & education in joint matters**
  - **Increase the stability of officers in joint assignments**



## *Why be Joint Qualified?*

- **Gen Goldfein's (previous CAF) Focus Area #2**
  - **"To better prepare our officer, enlisted and civilian force to stand up, lead and support a JTF, we must reinvigorate our development to purposefully and systematically gain proficiency in joint warfare early in the careers of Airman."**
- **In order for the Reserve component to become more integrated into the Total Force, it is imperative for our officers to possess both joint education and experience to work effectively alongside our active-duty peers.**
- **Establishing qualification levels is to ensure a systematic, progressive, career-long development of officers in joint matters and to ensure that Flag and General officers have the requisite experience and education to be highly proficient in joint matters.**



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# *Joint Qualification System (JQS)*

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- **Two routes:**
  - **Experience Joint Duty Assignment (E-JDA)**
    - Gained anywhere; depends on work accomplished (30+ days to be able to submit for credit)
    - E-JDA is not for service competencies or tactical/ operational experiences
    - Must be submitted w/in 365 days after experience complete
    - Submit for E-JDA credit through JQS site  
(<https://dhramission.servicenowservices.mil/jqs>)
  - **Standard Joint Duty Assignment (S-JDA/JDAL)**
    - 47 AGR billets, 496 IMA and 100 TR Total 642 JDAL billets
    - 18 locals: JS/WH, OSD, NDU, DISA, DIA, JIOWC, 2-TR units, CCMDS
- **Both paths require JPME I/II completion to become JQO**
  - ACSC by correspondence or in-residence or other Service equivalent schools
  - Resident Sr Service Schools, Eisenhower, JAWS and JCWS-H





# *Requirements to become JQO*

- **IMA/TR's must work min. 36 days/yr for a "good year" in their JDAL billet. 4 good years is full joint credit.**
- **Good year – starts the day you were assigned to JDAL billet**
  - **IMA's have R/R year, Fiscal year and JDAL year to plan for**
- **IMA/TR's can combine several JDA tours to earn full credit**
- **E-JDA - Panel validates whether experience meets definition of "joint matters" and recommends award of joint experience points – **24 points** total for full credit**
- **JPME I/II Requirement**
  - **JPME I = Command and Staff College, in-res or DL (typical course)**
  - **JPME II = WAR College in-res OR JCWS-H (select few other courses)**
- **Can I get joint credit if not a JDAL Billet? – YES!**
  - **Discretionary points earned thru Joint Staff approved training/education and participation in Joint Staff approved exercises**
  - **Self-nominate for an experience (E-JDA)**
  - **Federal Civilian employment may qualify for 12 points maximum**



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# Joint Matters Definition

## WHAT YOU DO:

(1)... matters related to any of the following:

**A)** The development or achievement of strategic objectives through the synchronization, coordination, and organization of integrated forces in operations across domains such as land, sea, or air, in space, or in the information environment, including matters relating to any of the following:

(i) National military strategy;

(ii) Strategic planning and contingency planning;

(iii) Command and control, intelligence, fires, movement and maneuver, protection or sustainment of operations under unified command;

(iv) National security planning with other departments and agencies of the United States;

(v) Combined operations with military forces of allied nations.

**B)** Acquisition matters conducted by members of the armed forces and covered under chapter 87 of this title involved in developing, testing, contracting, producing, or fielding of multi-service programs or systems.

**C)** Other matters designated in regulation by the Secretary of Defense in consultation with the Chairman of the Joint Chiefs of Staff.

## WHO YOU DO IT WITH:

(2) In the context of joint matters, the term “integrated forces” refers to military forces that are involved in achieving unified action with participants from:

**A)** more than one military department; or

**B)** a military department and one or more of the following:

(i) Other departments and agencies of the United States

(ii) The military forces or agencies of other countries

(iii) Non-governmental persons or entities.



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# *What may/may not be joint matters*

## **Thoughts on What is / Could be Joint:**

- \*Planning
- \*Integrating
- \*Developing
- \*Synthesizing
- \*Deciding
- \*Partnership

## **Thoughts on What May Not be Joint:**

- \*Academia
- \*Collector
- \*Worked in...
- \*Reacting
- \*Participating
- \*Coordinating
- \*Liaison
- \*Facilitating

## **Experience seen favorably include:**

- \*Officer is developing the Annex to the OPLAN
- \*Cross-Service and interagency coordination
- \*Embedded Civil Affairs when outside of Service Organization
- \*Working at the high end of operational, or within strategic levels

## **Experiences not seen favorably include:**

- \*Service position
- \*Deputy/XO of a Service unit, as this person is internally focused
- \*Logistician passing material back and forth
- \*Instructor
- \*Research, Development, Test and Evaluation
- \*Doer/Operator/Executing the mission/Producing a product



# *Where to go to learn about JOM*

## **MyFSS JOM page**

- **Search for Total Force JOM**
- **Under Related Resources:**
  - **Submit Discretionary points**
  - **For E-JDA self-nomination process, see User Guide for E-JDA submissions**

### **ARPC JOM POC's:**

**Lt Col Maria Thompson- DPAF Div Chief**

**Ms. Sara Simms – JOM Branch Chief S-JDA/E-JDA**

**TFSC: (720) 847-3413 or DSN: 847-3413**

**EMAIL: [arpc.dpaf.jom@us.af.mil](mailto:arpc.dpaf.jom@us.af.mil)**



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# Questions?



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## Survey Links



Survey Monkey Link Day 1

<https://www.surveymonkey.com/r/Dec2024Day1>



Survey Monkey Link Day 2

<https://www.surveymonkey.com/r/Dec2024Day2>



Survey Monkey Link Day 3

<https://www.surveymonkey.com/r/Dec2024Day3>