U.S. AIR FORCE

Training will begin soon …

Thanks for joining HQ RIO for this virtual training session!

The chat function you see is moderated; if you post there, the other attendees won't see it until the moderators answer and make it public. **Please DO NOT POST QUESTIONS YET!**

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

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

- **Try accessing this from a personal computer or smart phone.**
- **Is your sound turned up?**
- **Do you have a strong wifi signal?**

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

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

What the Supervisor of an Air Force IMA or PIRR Needs to Know

U.S. AIR FORCE

HQ RIO Readiness & Training

U.S. AIR FORCE

ROEs for Virtual Training

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

U.S. AIR FORCE

Introductions

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

Agenda

- What Does an IMA do for YOU!
- Roles & Responsibilities
- Duty of the IR
- Career of the IR
- Stay Connected
- HQ RIO/The Organization/The Detachment

U.S. AIR FORCE

An Individual Reservist -- Why Do I Want One?

- Your military member – you have full OPCON for them
- You determine all work you want them to accomplish – keep them gainfully employed
- Hold them accountable for making it easy for you to be their supervisor
- Can be a tremendous asset to your organization with specialized skills
- You work together to determine the best time for them to work; great for exercises, filling in during personnel absences (leave, deployments), working special projects
- Can work for you in the office or via telecommuting
- You're the supervisor and have complete control
  - IRs want and need valuable work to do

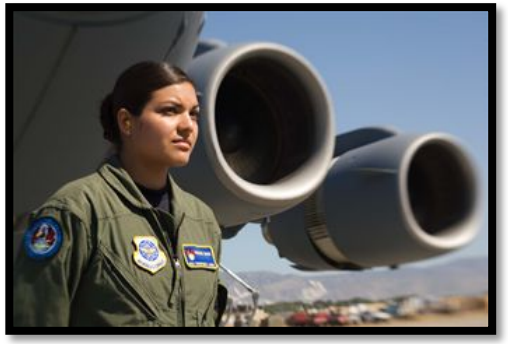
What Kind of Individual Reservist (IR) Do I Have?

Most Are IMA (CAT B)

- Always paid for their duty
- Assigned to an Active Component, unit, wing, MAJCOM, COCOM, HQ
- Must earn 50 points per R/R year
- 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)

- Some duty done for points only
- Not assigned to a position on a UMD (attached to a unit) and not counted against reserve end strength
- 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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Down to the Basics

- You need access to these systems to schedule work and pay your IR
  - UTAPS
  - AROWS-R
- Get your IR's contact information and give them yours
- Do initial feedback with your IR right away
- Know who does what for you and your IR
  - Unit Reserve Coordinator (in your active duty unit)
  - Active duty CSS and FSS
  - IR's Detachment
  - HQ RIO
  - ARPC

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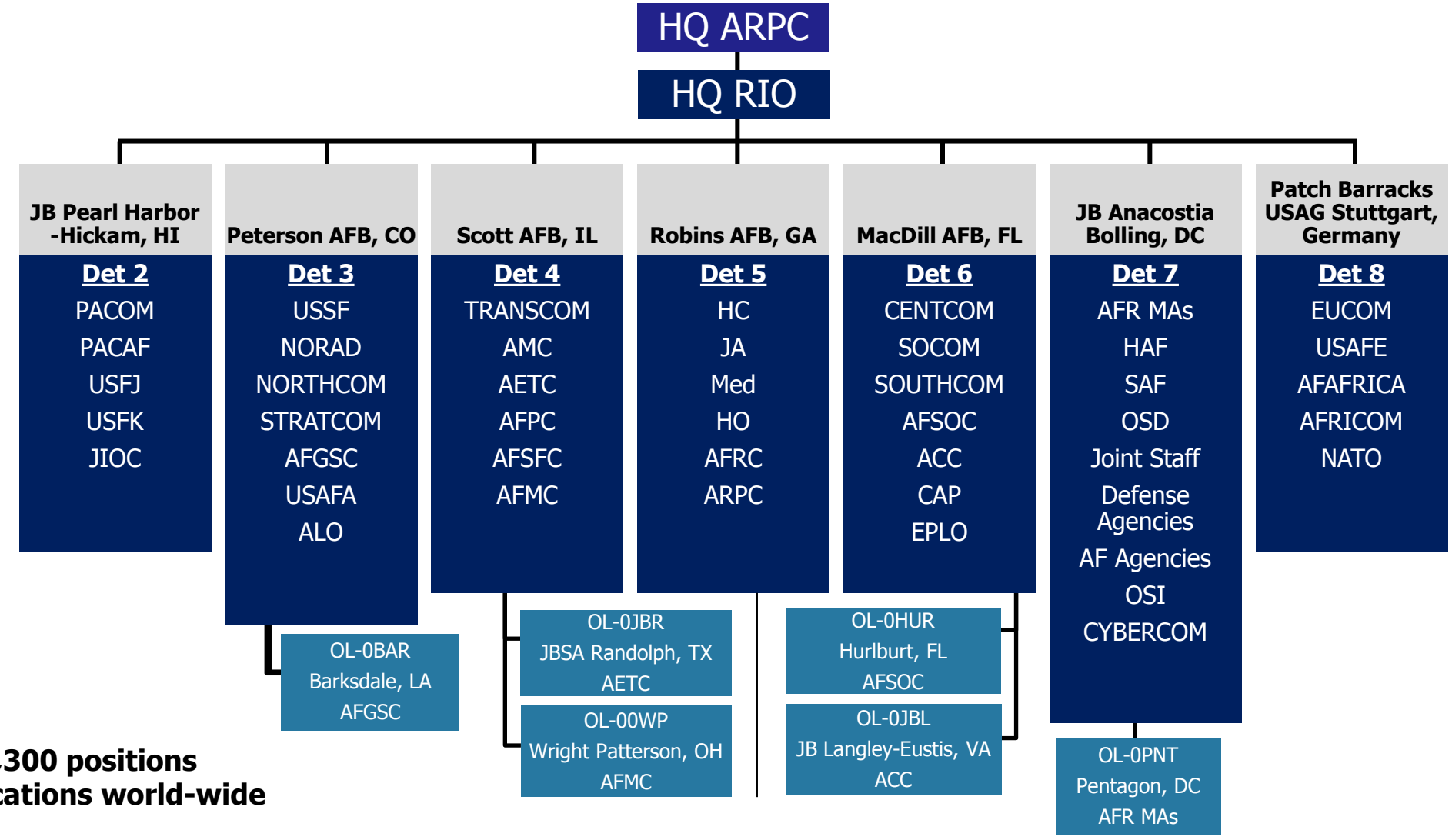
Detachment & Operating Locations



Over 8,300 positions
208 locations world-wide

U.S. AIR FORCE

Supervisor Continuity Book

AFI 36-2629

Individual Reservist (IR) Management

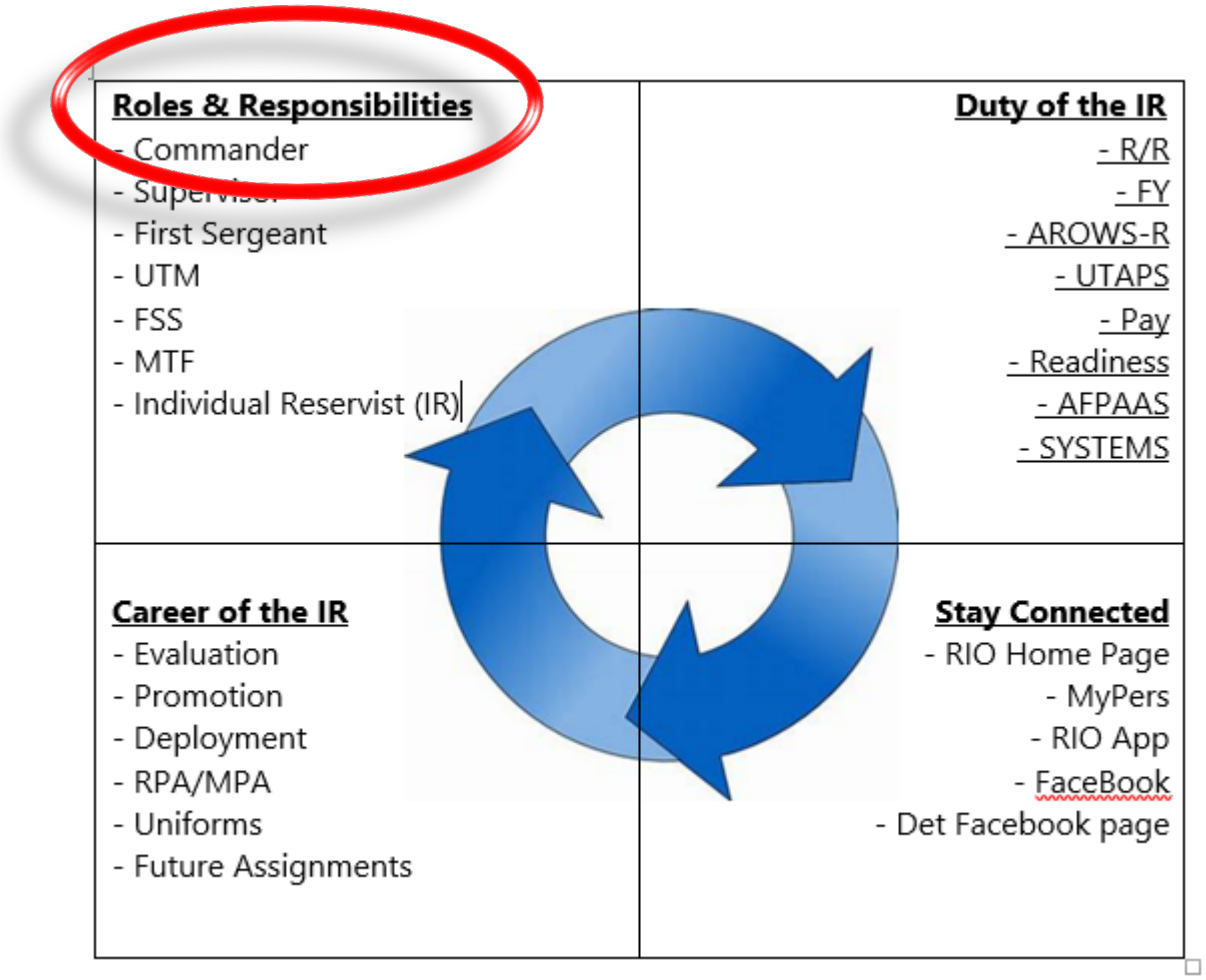
You have OPCON and shared ADCON

Your Unit Reserve Coordinator (URC) helps you with reserve-specific administrative functions

Your RegAF FSS helps with personnel functions

HQ RIO & assigned Detachment helps with administrative functions

ARPC helps with some reserve-specific functions



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Who Does What

- **Unit Reserve Coordinator (URC):** URCs are active-duty Airmen appointed by their commanders to serve as a liaison between the IR, the RIO Detachment and the active-duty unit.
- **Commanders/Directors:** Administrative control over IR.
- **Supervisor:** Ensures IR is trained and always ready for mobilization or accomplishing your unit's mission; responsible for day-to-day operations

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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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Active Duty Commander/Director

AFI 36-2629, 2.27, The Commander/Director

- Administrative control of:
  - Performance reports, PRFs, and decorations
  - Quality force actions, including discipline
  - Line of Duty determinations
  - Assignment actions
  - Reenlistment recommendations
  - Training, equipping, and supplying reservists for possible deployment

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Supervisor

AFI 36-2629, 2.32, The Supervisor

- Use the IR to accomplish your mission; keep them trained to do that!
- Work with the IR to establish a yearly schedule of duty
- Use UTAPSWeb with IR to schedule, approve, and pay for duty
  - FY 21 IDT schedule needs your approval NLT 15 Aug 2020
- Arrange for training and school attendance (reserve quota)
- Performance Reports, PRFs (officers), *awards and decorations*
- Readiness requirements
- Ensure the IR is trained and ready for possible mobilization
- Approve any possible telecommuting options

The same requirements for decs for AD apply for IRs too!

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Unit Reserve Coordinator

AFI 36-2629, 2.29, The URC

- Be designated in writing by the commander/director
- Ensures IRs and their supervisors are aware of their responsibilities
- Distribute Common Access Card readers to IRs as necessary
- Assist with scheduling fitness assessments, ancillary training and other required appointments
- Inform IRs of current unit events, policy changes, information updates, etc…
- **NOTE:** Medical, JAG, and chaplains don't have a URC
  - The functional managers and their teams at AFRC assist with admin functions

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First Sergeant/Unit Training Manager/MTF

AFI 36-2629, 2.28, The First Sergeant

AFI 36-2629, 2.31, The Unit Training Manager

AFI 36-2629, 2.26, Medical Treatment Facility MTF

- These positions provide the same support to your IRs as they would any active duty member of your unit
- Keep this AFI handy in the event you need to help your IR get services they needs
- Medical: The active duty MTF has to complete the IRs annual PHA, dental, immunization requirements just like your active duty people. IRs often have trouble because active duty MTFs turn them away, but they cannot when the IR is in a duty status.
- Medical: If your IMA needs assistance with line of duty determinations, incapacitation pay, deployment waivers, non-emergent surgery requests, or medical review, please have them contact the HQ RIO/IRM office at DSN: 847-3077 or commercial: (720) 847-3077.

FSS/MPS/MPF/CSS

AFI 36-2629, 2.25, The Active Component Military Personnel Support

- Provide base-level support
- Provide personnel products to include: unit personnel management rosters, EPRs/OPRs notifications, officer upgrade suspense, officer and enlisted training rosters and enlisted formal school board notices
- Administer officer and enlisted evaluation systems, officer promotion recommendation forms for the commander
- Advise and assist commanders in the submission of awards and decorations
- **Stay in contact with your active duty FSS so they don't forget to run MELs, performance report shells, etc for your IRs…keep it on their radar!

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FSS always refer to…

myPers

Show answers for…

Resources for FSS Active Duty MPF

Advanced Search Search Tips

FS

Force Support Squadron (FSS) Organization, Execution, and Responsibilities Personnel Services Delivery Guide

ACTIVE DUTY AF | AIR RESERVE | AIR NATIONAL GUARD | RETIREE | CIVILIAN

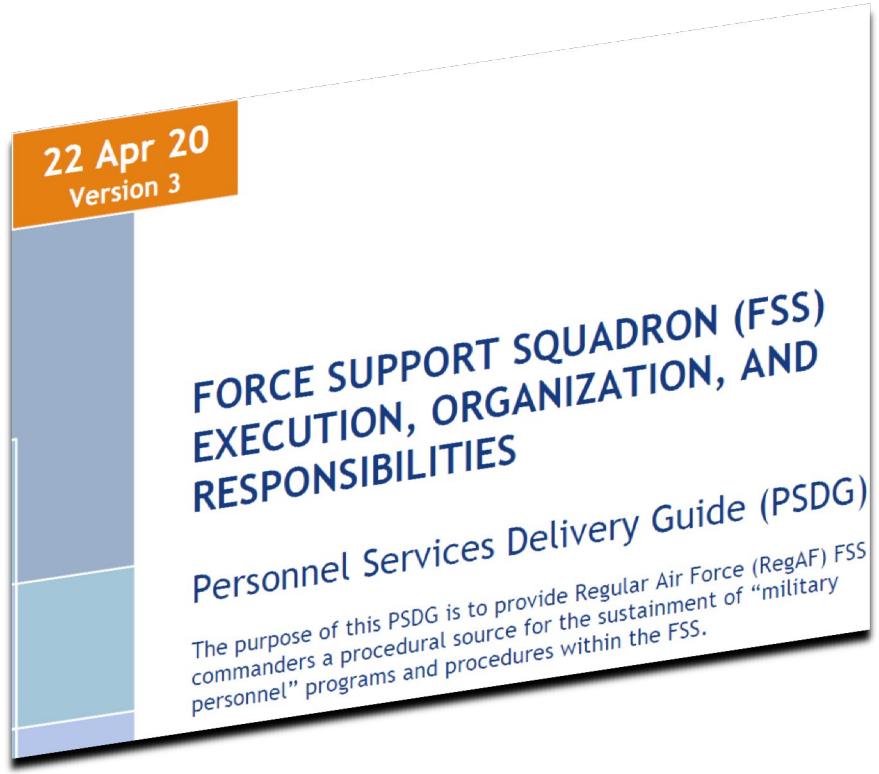

Table 1. Customer Support Section, Military Personnel Flight Functional Responsibilities.

ITEM	Responsibilities	Primary Directive
1	Update incoming allocation briefs for units without a CSS.	Base In-processing PSDG
2	Perform in-processing actions for units without a CSS.	AFI 36-2102; Accession PSDG
3	Update accession data for units without a CSS.	AFMAN 65-116, Vol 1; AFMAN 36-2032; AFI 36-2102; AFPD 36-20; AFMAN 36-2604 Base In-processing PSDG
	Direct the Line of Duty (LOD) determination to require	

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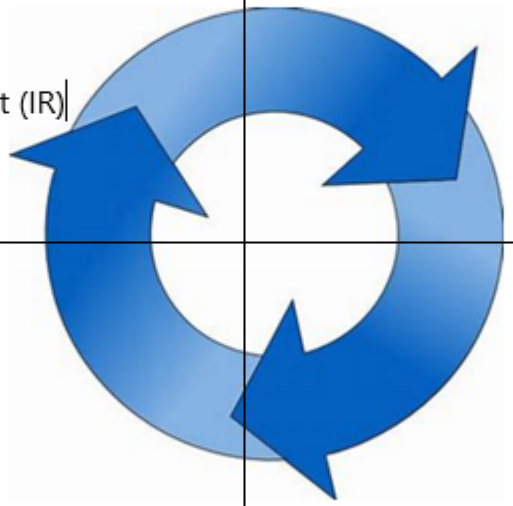
Your IR Must…

AFI 36-2629, 2.33, Individual Reservist

- Work with you to schedule their duty when it works for YOU and them
- Help educate YOU on the systems you need access to
- Comply with readiness requirements
- Complete fitness assessments on time
- Maintain family care plan (if required)
- Keep mailing address, marital status, number of dependents, civilian education, and any physical condition up-to-date with the detachment and active military service; includes .mil and personal emails!
- Complete annual PHA and dental exams to include follow-ups

Your IR has to Work for You in a Duty/Participation Status

Roles & Responsibilities - Commander - Supervisor - First Sergeant - UTM - FSS - MTF - Individual Reservist (IR)	**Duty of the IR** - R/R - FY - AROWS-R - UTAPS - Pay - Readiness - AFPAAS - SYSTEMS
Career of the IR - Evaluation - Promotion - Deployment - RPA/MPA - Uniforms - Future Assignments	**Stay Connected** - RIO Home Page - MyPers - RIO App - FaceBook - Det Facebook page



Two Types of Participation Requirements:

Retention/Retirement (R/R)

&

Fiscal Year (FY)

Duty Status = IDT, AT, MPA, RPA

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What is a R/R Year?

- A R/R year is the 12 consecutive months in which an IMA member is required to accrue a minimum of 50 retirement points (including membership points) for a satisfactory year of service.
- 50 points = one “Good Year” for retirement
- Each IR’s R/R is different
- Date is in vMPF, but the IR must know this date!

=

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R/R Law

- 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). These cite all references to a 50-point minimum requirement within a calendar year for awarding a good retirement year.*

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FY IMA Participation Requirements

- Only applies to IMAs -- PIRR don't have an FY requirement
- There are two general categories of IMA Reserve jobs and that category determines how many days they have to work for you
  - The member, the URC, the FSS and the Detachment can tell you which one your IMA is!

- MC (mission critical) or ME (mission essential)

There are other codes as well, but this gives you an idea of the difference …

MC	ME
24 IDT periods/12 AT days	48 IDT periods/12 AT days
IDTs & AT funded by AFRC	IDTs & AT funded by AFRC

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Fiscal Year (FY) Requirements

FY participation requirements are mandatory for IRs to remain active in the billet they occupy

Important Dates

- IRs must project their FY schedule **NLT Aug 15** (prior to each upcoming FY)
  - That's their IDT and AT
- All Annual Tour (AT) orders must be submitted **by 31 May**

  (Orders requests submitted after 1 June must include justification/explanation for the late request for approval from HQ RIO)
- AT orders will be **published by 30 June** by HQ RIO
- Fiscal Year (FY) = Oct – 30 Sep

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How to Meet FY Requirements?

- Annual Training (AT) is a minimum of 12 days (max 15 days) used for individual and/unit readiness and training
- IMAs earn one active duty point for each day in AT status (on an AT order)
- 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 points per year (paid/non-paid IDTs)
- Unsatisfactory Participation
  - A failure to meet FY participation requirements could result in unsatisfactory participation and administrative discharge unless there is an approved participation waiver on file

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Recommendation

- Have your IMA review their points
  - Point Credit Summary (PCARS) is found in vMPF
  - The most recent R/R line will be present approximately 60 days after the last day of their R/R year in vMPF
- What if there is an error?
  - Have the member upload supporting documents (i.e. previous year AF Form 526, AF Form 40A, LES and for ECI points, volume completion certificate that includes the completion date, course number, volume number and course study hours) via myPers
- The IR's URC can help with this and teach the IR about their R/R year, FY and participation requirements…CALL THE DET!

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Annual Tour = AROWS-R – You Have to Take Action

- Once your IMA and YOU agree to the days they will perform their Annual Tour, they will submit their orders request and the orders will be created in the Air Force Reserve Orders Writing System – Reserve (AROWS-R)
- When the orders are submitted for creation, you, the supervisor, will receive a notification, but there will be no action required on your part unless you disagree with the dates – contact the IR if that's the case
- After the IR works their tour, they will use AROWS-R to certify their orders. You will receive an email notification and will need to certify the orders for the IR to get paid
- Occasionally manual certification of the orders will be necessary

Air Force Reserve Orders Writing System (AROWS-R)

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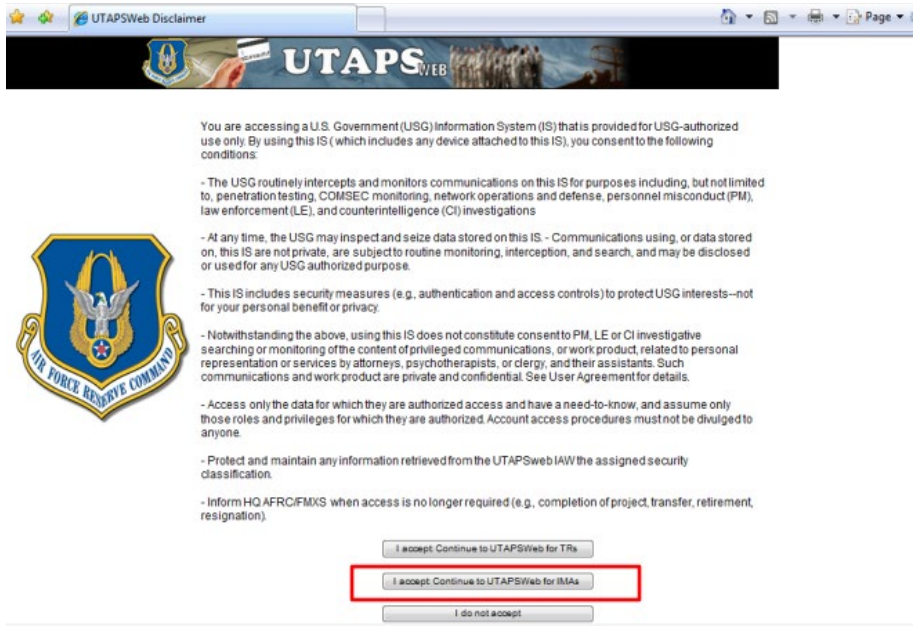
Need AROWS-R technical support?

- Help Desk Information
  - Hours: 0700-1700 EST, Monday-Friday excluding Federal Holidays
  - Phone (Toll Free): 1-877-294-5822 / DSN: 497-0166
  - Email: AFRCFM.AROWSR@US.AF.MIL
- Best in Internet Explorer or Mozilla Firefox

IDTs = UTAPS – You Have to Take Action

- Unit Training Assembly Processing System (UTAPS) Web
- The primary purpose of UTAPSweb for IRs is to schedule, verify and manage pay and/or points for current Fiscal Year (FY) attendance for Inactive Duty Training (IDT) or Points Only IDTs (PNT)
- Your IR is dependent on you as the supervisor to perform necessary actions in UTAPS so they can get paid



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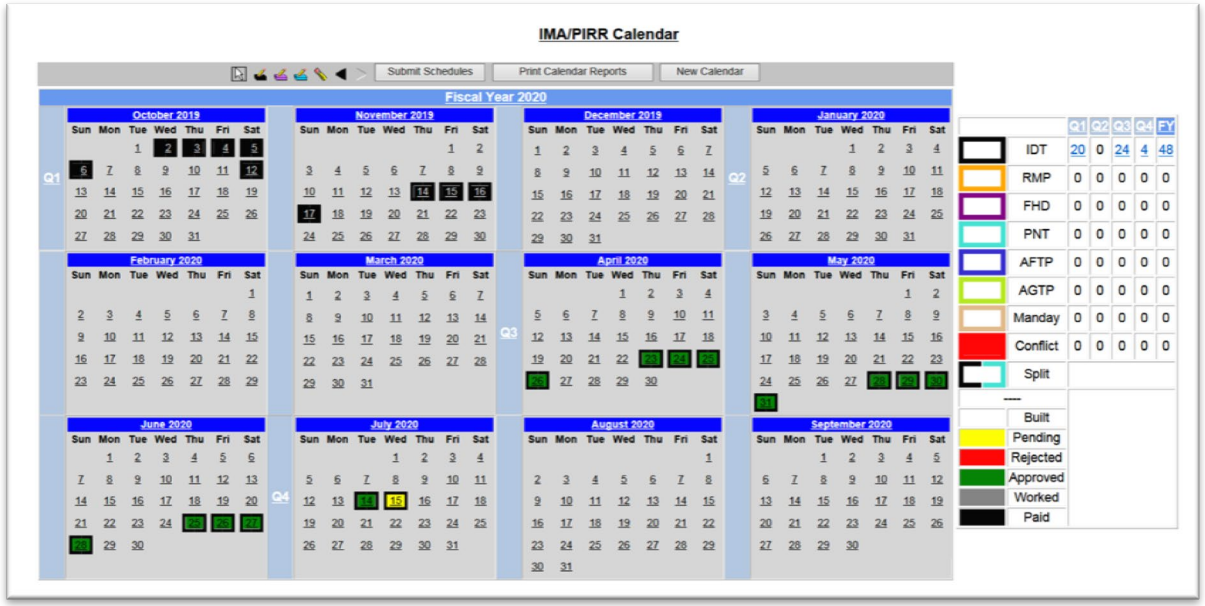
UTAPS Training

- IMAs must submit all 24 or 48 periods into the UTAPS calendar at once
- Days may be moved later or assign days as a “placeholder” if unknown
- Days will be yellow when you receive it from your IMA, this means they are pending your review
- Days will be green once you have approved them (you can reject/disapprove)
- Days marked as gray means that your IMA worked that specific day and is awaiting your approval
- Days will become black once you have validated your IMA has performed duty for that day



If you don’t mark them **BLACK**, your IMA won’t receive pay for those days.

https://utapsweb.afrc.af.mil/utapsweb/

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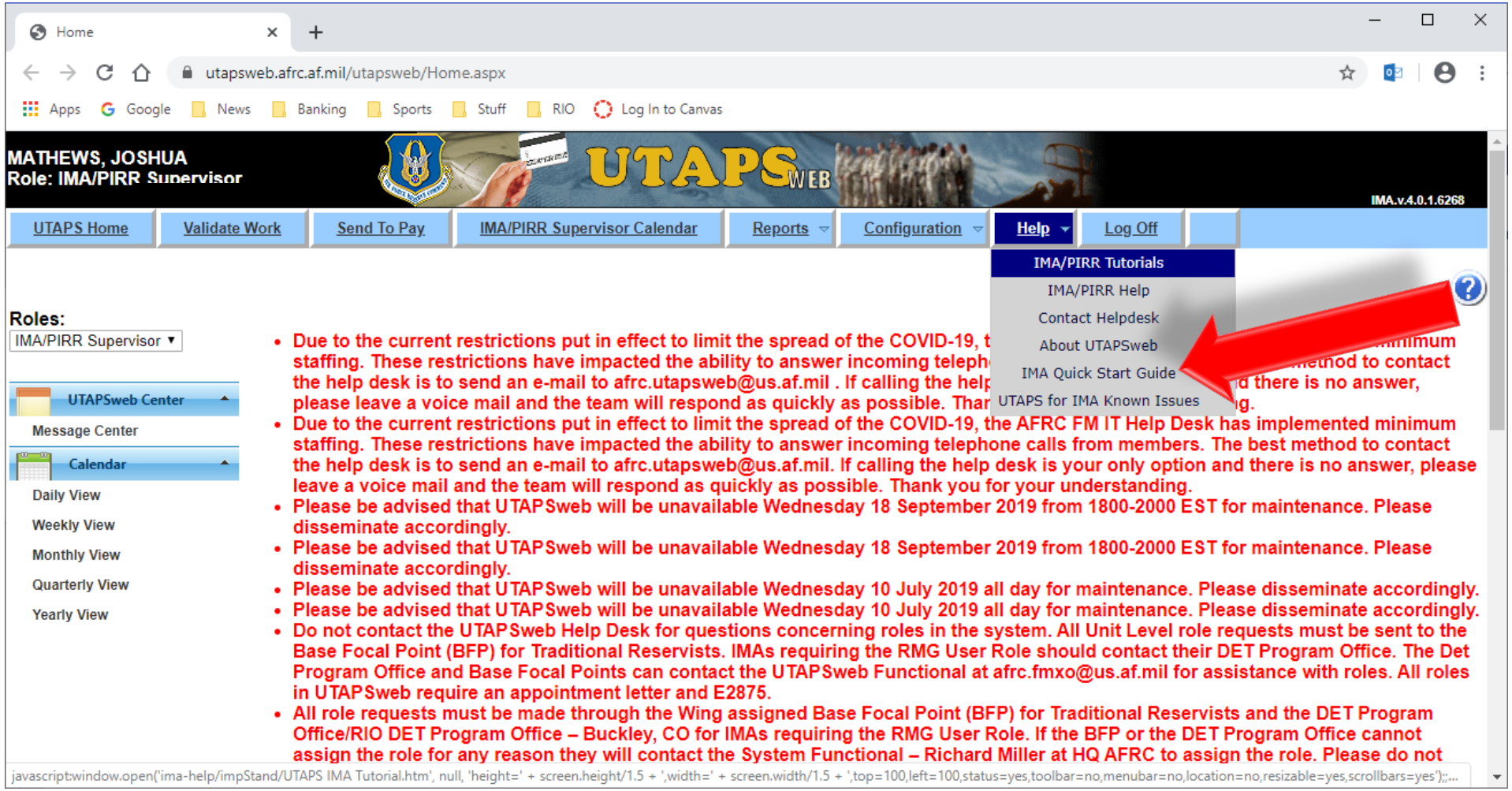
Need help with UTAPS?



- UTAPS Help Desk contact info
- Member not paid within two weeks of your submission? He or she should submit a myPers ticket

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HQ RIO Travel and Pay Office

IMAs should submit all pay inquires for processing, BAH Recertification, submitting pay documents, RPO requests, leave request, short & long tour request, pay forms or guidance via myPers or by going to the PAY section of the HQ RIO website or in myPers under IR Management.

http://www.arpc.afrc.af.mil/HQRIO/IMA-RPO.aspx

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What is Readiness?

ARCNet | Home | Participation | Duty Plan | ATMT | Readiness | VRS | Member | Email | Admin | jessica.j.montemayor

HQ RIO Home

Last Logon: 5/21/2020 4:57:58 PM

HQ RIO

RCNet Links

New Features and Updates - 12 June 2019

ARCNet Docs

CBTs

ADLS/AFRC Unique CBTs
ANG Training Materials
How to download ARCNet CBTs

RIO

HQ Individual Reservist Readiness & Integration Organization

My Readiness
HQ RIO Website
Directory
Reserve Pay Office
IMA Travel
Defense Travel System
AROWS-R

HQ RIO is located within HQ Air Reserve Personnel Center, Buckley Air Force Base, Colorado. Its mission is to seamlessly integrate wartime-ready Individual Reserve forces to meet Air Force and Combatant Commander requirements.

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 eight 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 headquarters is located within the Air Reserve Personnel Center, where synergies are leveraged across the personnel and finance functions.

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

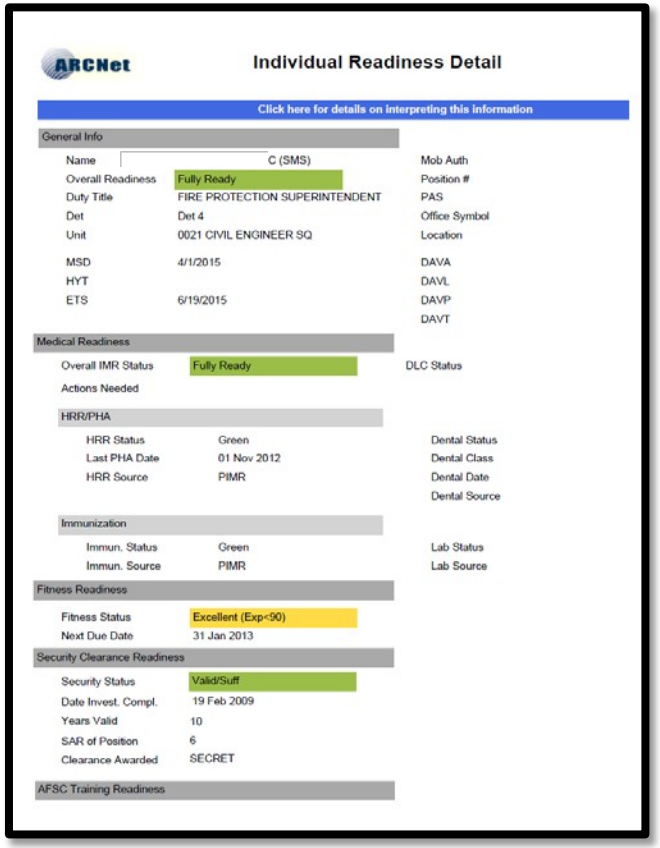
Leadership

Col Amy J. Boehle
Commander

CMSgt Stacy R. Wilfong

Command Chief

Ready vs. Not Ready



ARCNet

Individual Readiness Detail

Click here for details on interpreting this information

General Info

Name	C (SMS)	Mob 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	6/19/2015	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	PIMR	Dental Date	
		Dental Source	

Immunization

Immun. Status	Green	Lab Status	
Immun. Source	PIMR	Lab Source	

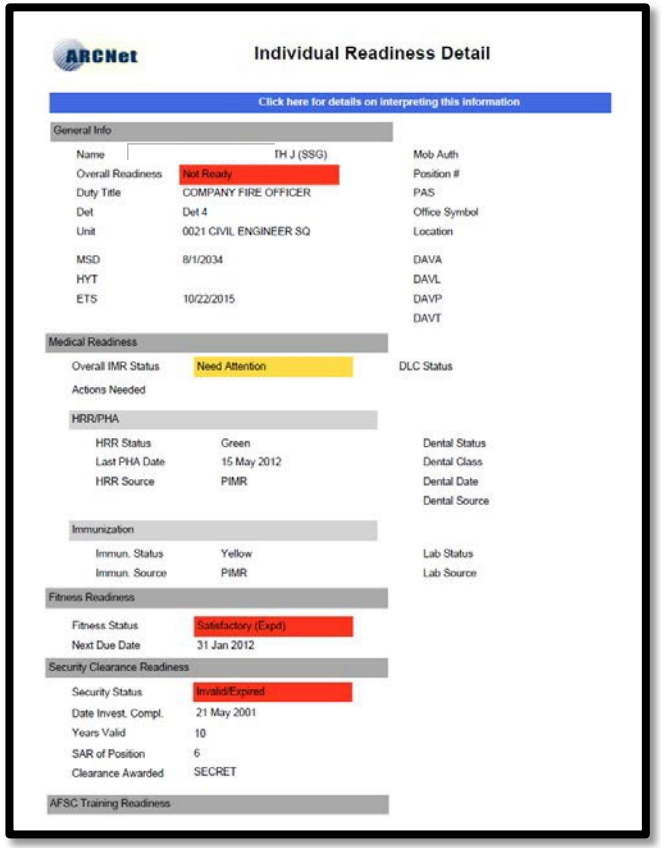
Fitness Readiness

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

Security Clearance Readiness

Security Status	Valid/Suff		
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)	Mob Auth	
Overall Readiness	Not Ready	Position #	
Duty Title	COMPANY FIRE OFFICER	PAS	
Det	Det 4	Office Symbol	
Unit	0021 CIVIL ENGINEER SQ	Location	
MSD	8/1/2034	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	PIMR	Dental Date	
		Dental Source	

Immunization

Immun. Status	Yellow	Lab Status	
Immun. Source	PIMR	Lab Source	

Fitness Readiness

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

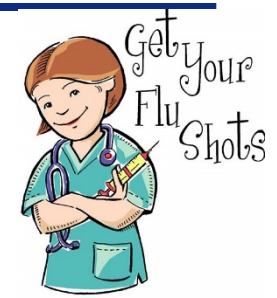
Security Clearance Readiness

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

AFSC Training Readiness

U.S. AIR FORCE

Five Readiness Factors



- Annual PHA (to include Immunizations and Lab work)
  - IR completes AF Web HA located on the AF Portal
- Annual Dental
  - Civilian or military dentist (member must see military dentist every 3rd 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
- 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

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AFPAAS is for IRs Too!

- AFPAAS is utilized by the Air Force to:
  - Account
  - Assess
  - Manage
  - Monitor

- IMAs are responsible to use AFPAAS
- Help remind them when real-world events occur and when necessary

AFPAAS / Air Force Personnel Accountability and Assessment System

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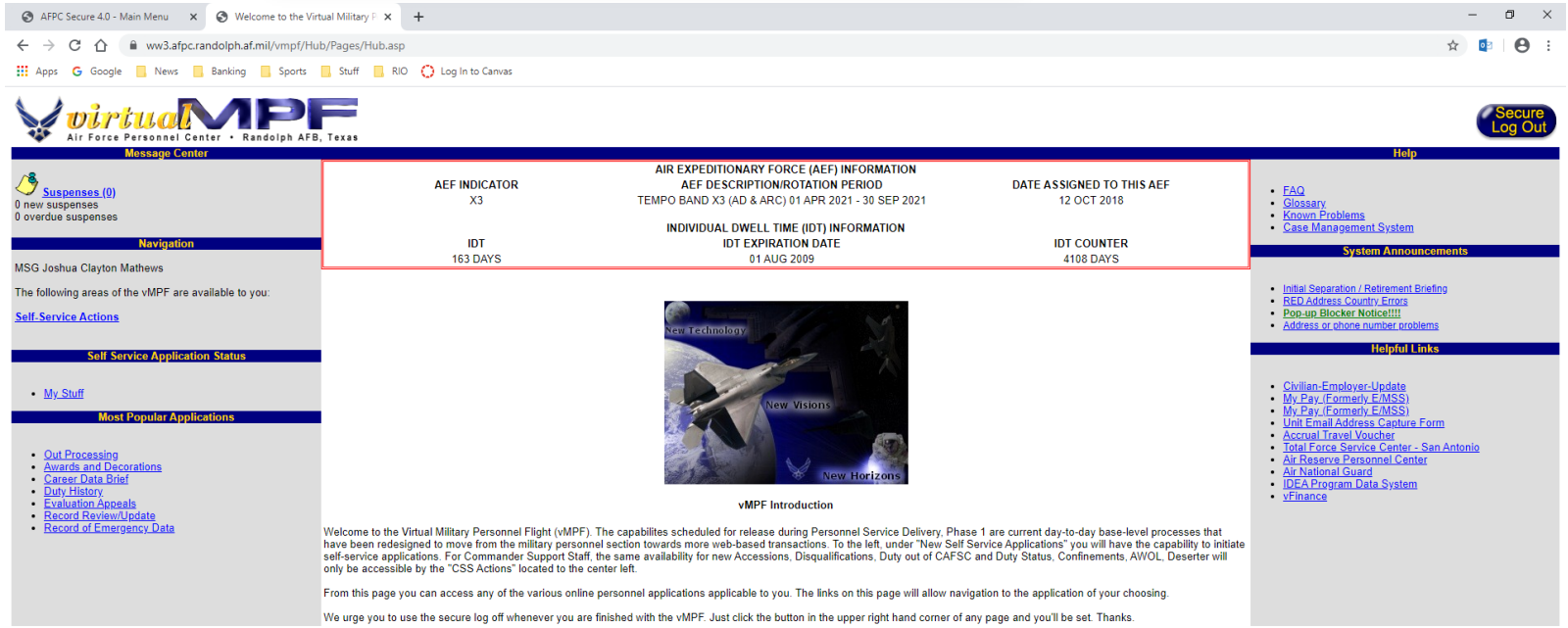
Other Important Systems

- These systems need to be updated annually by your IR
  - vMPF
    - Home Address
    - Career Data Brief
  - myPers
    - Military e-mail
    - Personal e-mail



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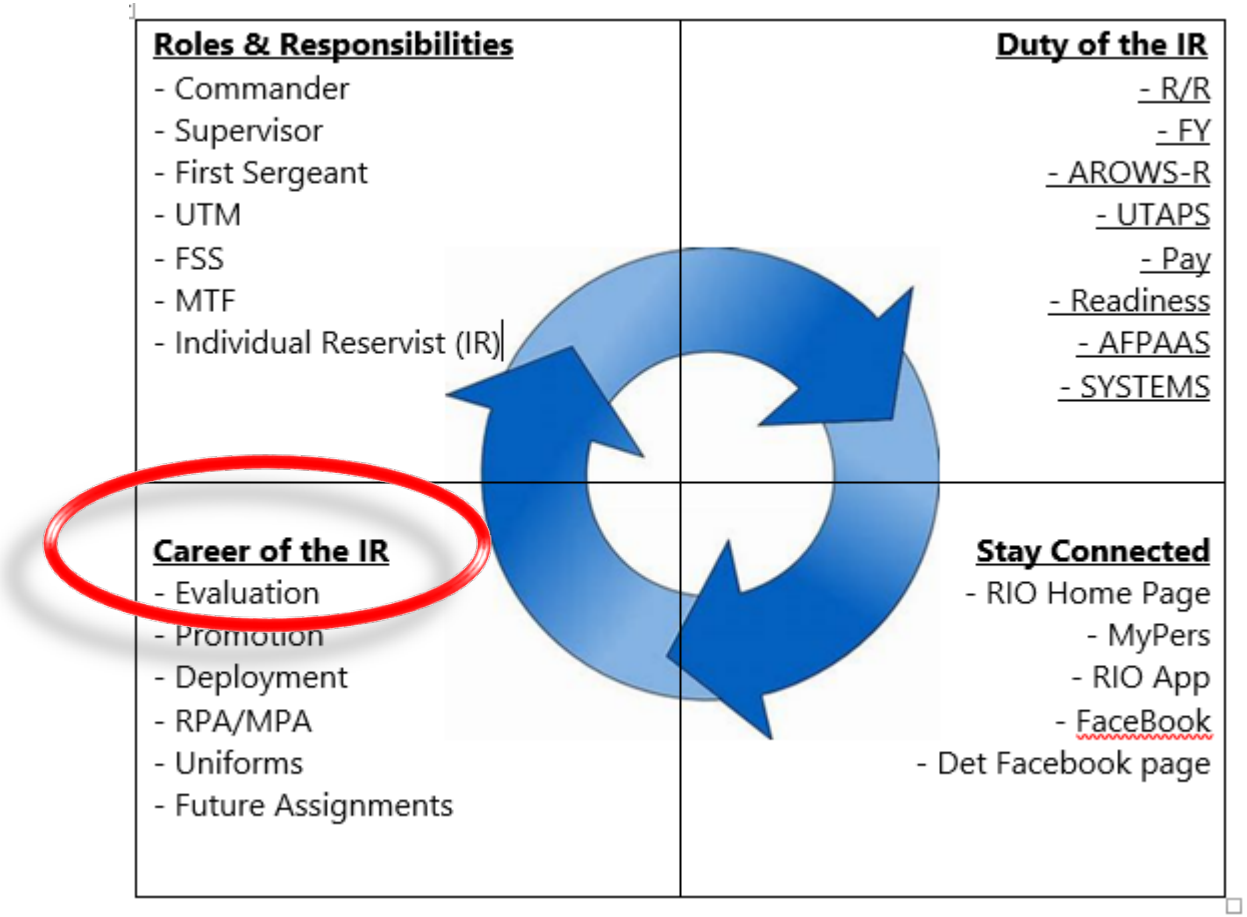
An IR's Career is Just as Important as Active Duty



U.S. AIR FORCE

Evaluations

- Must have supervised your IMA for 120 days/16 points

OFFICERS

- Refer to AFI 36-2406, Table 3.3 for when to prepare an OPR on Air Force Reserve Officers
- For questions, contact your CSS, servicing FSS or call the Detachment

ENLISTED

- Enlisted performance reports are due biennially for IMAs.
- Static Close Out Dates are:

SrA- 31 March **(Even years)**

SSgt – 31 January **(Odd years)**

TSgt – 30 November **(Even years)**

MSgt – 30 September **(Odd years)**

SMSgt – 31 July **(Even years)**

CMSgt – 31 May **(Odd years)**

U.S. AIR FORCE

Officer Promotions

- IR's assigned RegAF Unit is responsible for Officer Performance Reports and Promotion Recommendation Forms IAW AFI 36-2629, 2.27.1.5
- IMAs can be stratified against other IMAs and/or Active Duty members on OPRs
- Stratifications on OPRs and PRFs are important for reservists, just like RegAF – IRs meet promo boards, too!
- Promotion selection notification and non-selection is done through your unit's chain of command, but your CSS and FSS should provide the promotion release to your unit CC
- **NOTE: IRs don't "compete" against the AD officers for DPs on reserve PRFs – no quota**

U.S. AIR FORCE

IR Enlisted Promotions

- You will receive notification from the IR's servicing Detachment of their eligibility to promote
- Commander will recommend/not recommend
- Your unit will send that commander-signed roster, along with promotion package contents, back to the Detachment
- ARPC will publish promotion orders NLT the first of the month for rosters received the prior month
- Promotion orders will be available in PRDA
- Promotions are effective on the first day of the promotion month
- Notification of selection or non-selection is the responsibility of the member's unit commander

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Seeking Deployment Opportunities

- It's rare, but IRs can deploy if an opportunity exists
- If an IR asks you if they can deploy, contact the Det and/or HQ RIO IPR immediately
- IRs must be GREEN on all readiness requirements
- CRITICAL INFORMATION: Your organization (active duty unit) is responsible for all deployment related actions to include:
  - Funding, training, equipping, purchase of uniforms, transportation and ALL UDM support
  - You will be required to sign a Statement of Understanding giving your IR permission to deploy and your understanding of what your unit will be responsible for
- It's ok to tell an IR your unit cannot support the member deploying!
- HQ RIO/IPR facilitates tasking the member in DCAPES, requesting mandays and initiating all deployment orders
- IRs find deployment opportunities advertised through:
  - Volunteer Reserve System (VRS) – AFSC approved
  - AFRC Functional Area Managers (FAMs)
- O-6 and above deployments require AFRC/CV Approval

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Deployment Responsibilities

HQ RIO

Per AFI 36-3802 Attachment 2

- Cuts CED orders for **ALL** IRs
- Initiates AEF tasking in M4S
  - (Exception: Gaining MAJCOMs process M4S for exercise participation)
- Initiates Contingency Orders and AROWS-R (AROWS-R orders are Title 10 orders for IRs to be paid, CED orders are for travel to and from AOR)
- Updates DPDRT (Deployment Discrepancy System)

AD Unit

Per AFI 10-401

- Forecast 2 years in advance for MPA money if considering using IRs for deployments
- Trains
- Equips--uniforms and equipment
- Schedules Pre-deployment training
- Schedules Transportation to AOR
- In and Out-Processing
- Provides reason for DPDRT Discrepancy
- Submits Delayed Report
- Submits the reclama when an IR is unable to fill a requirement after assigned tasking

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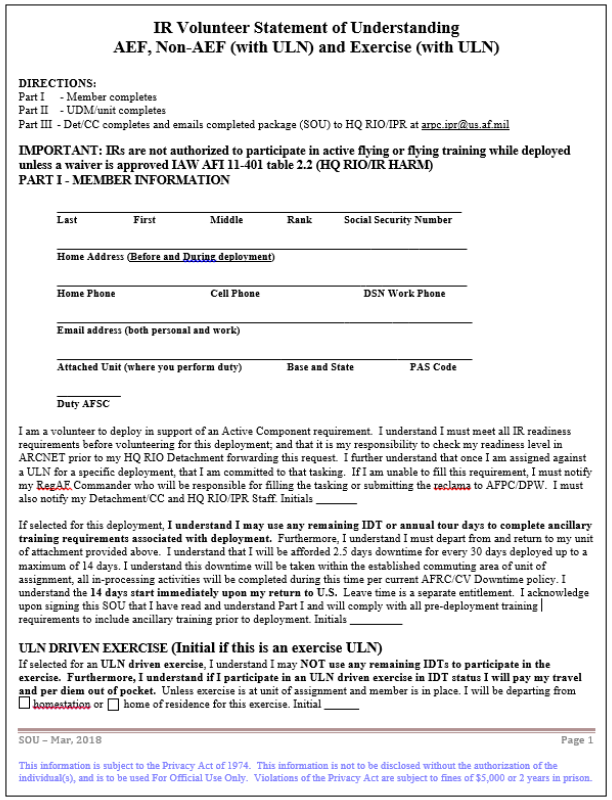
Statement of Understanding (SOU)

- All 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)

DIRECTIONS:
Part I - Member completes
Part II - UDM/unit completes
Part III - Det/CC completes and emails completed package (SOU) to HQ RIO/IPR at arpc.ipr@us.af.mil

IMPORTANT: IRs are not authorized to participate in active flying or flying training while deployed unless a waiver is approved IAW AFI 11-401 table 2.2 (HQ RIO/IR HARM)
PART I - MEMBER INFORMATION

Last First Middle Rank Social Security Number

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 ResAF 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/IPR Staff. Initials _____

If selected for this deployment, **I understand I may use any remaining IDT or annual tour 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 commuting area of unit of assignment, all in-processing activities will be completed during this time per current AFRC/CV Downtime policy. I understand the **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 _____

ULN DRIVEN EXERCISE (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 ☐ homestation or ☐ home of residence for this exercise. Initial _____

SOU – Mar, 2018 Page 1

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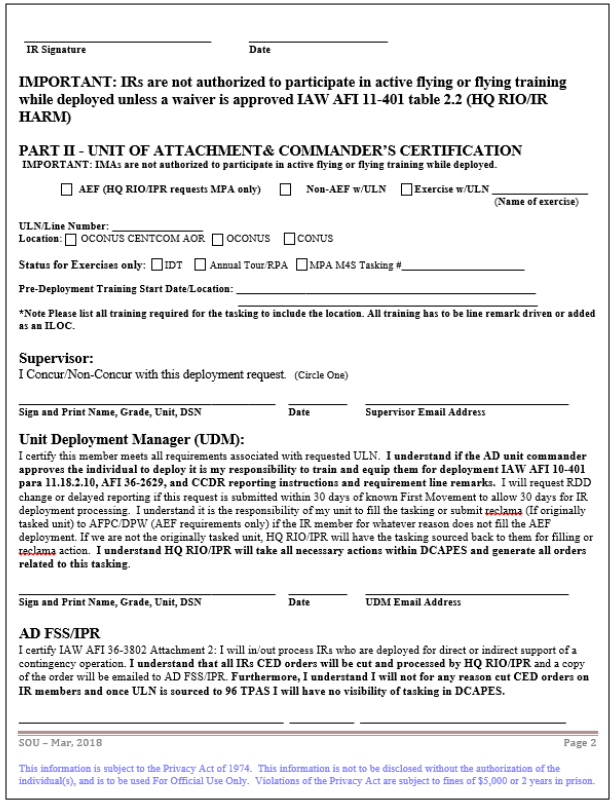

IR Signature **Date**

IMPORTANT: IRs are not authorized to participate in active flying or flying training while deployed unless a waiver is approved IAW AFI 11-401 table 2.2 (HQ RIO/IR HARM)

PART II - UNIT OF ATTACHMENT& COMMANDER'S CERTIFICATION
IMPORTANT: IMAs are not authorized to participate in active flying or flying training while deployed.

☐ **AEF (HQ RIO/IPR requests MPA only)** ☐ **Non-AEF w/ULN** ☐ **Exercise w/ULN** _____ **(Name of exercise)**

ULN/Line Number: _____
Location: ☐ OCONUS CENTCOM AOR ☐ OCONUS ☐ CONUS

Status for Exercises only: ☐ IDT ☐ Annual Tour/RPA ☐ 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.**

Supervisor:
I Concur/Non-Concur with this deployment request. (Circle One)

Sign and Print Name, Grade, Unit, DSN **Date** **Supervisor Email Address**

Unit Deployment Manager (UDM):
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 AFI 10-401 para 11.18.2.10, AFI 36-2629, 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/IPR will have the tasking sourced back to them for filling or reclama action. **I understand HQ RIO/IPR will take all necessary actions within DCAPES and generate all orders related to this tasking.**

Sign and Print Name, Grade, Unit, DSN **Date** **UDM Email Address**

AD FSS/IPR
I certify IAW AFI 36-3802 Attachment 2: I will in/out process IRs who are deployed for direct or indirect support of a contingency operation. **I understand that all IRs CED orders will be cut and processed by HQ RIO/IPR** and a copy of the order will be emailed to AD FSS/IPR. **Furthermore, I understand I will not for any reason cut CED orders on IR members and once ULN is sourced to 96 TPAS I will have no visibility of tasking in DCAPES.**

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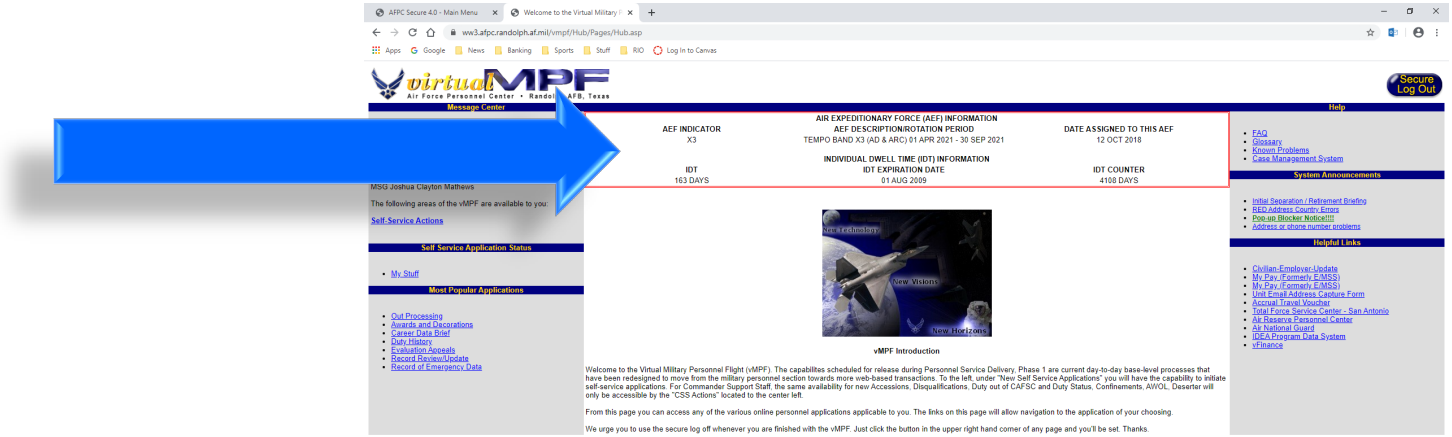
AEF Indicator for IRs

- All IRs must have an AEF Indicator entered into MilPDS per AFI 10-401
  - All IRs should have an AEFI code assigned in MilPDS by their assigned unit which should correspond to their unit's AEF vulnerability period. i.e. X1, X2 etc. (Note: IRs assigned to those organization can be tasked only through mobilization or volunteer process)



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Yellow Ribbon Program for Mobilized & Deployed IRs

- IRs can participate in pre and post deployment Yellow Ribbon events
  - Typically a 2 day event (Sat – Sun) at centralized locations; can bring dependents & others
- DoDI 1342.28, The Yellow Ribbon Reintegration Program (YRRP) established policy for informational events and activities for members of the reserve components of the Armed Forces, their families, and community members to facilitate access to services supporting their health and well-being through the three phases of deployment.
- YRRP is made up of Four Events
  - Pre-Deployment, Deployment, Two Post-Deployment
  - AFR YR Events are combined Pre- and Post- Deployment Events

YELLOW RIBBON REINTEGRATION PROGRAM®

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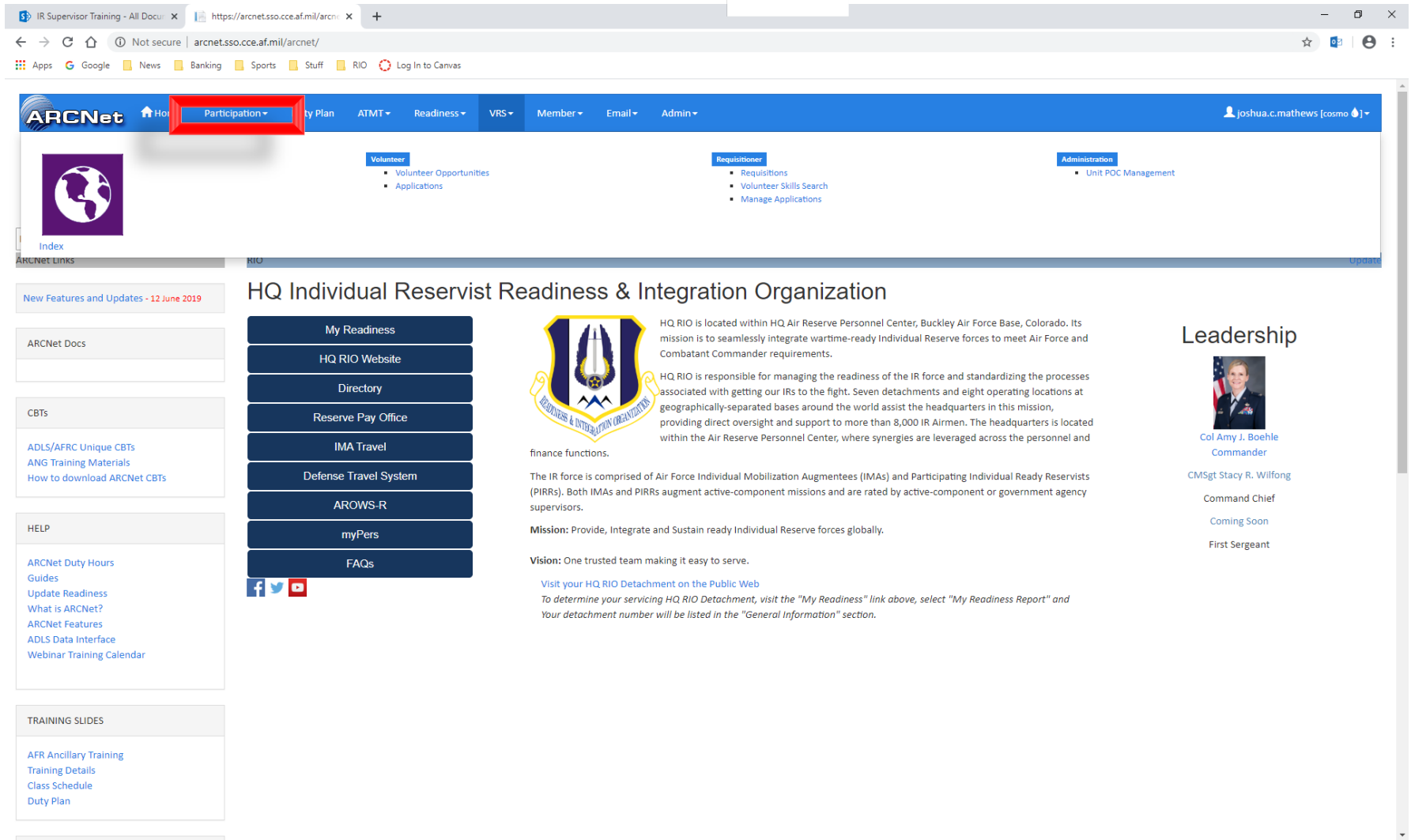
RPA/MPA Opportunities



Uniform replacement for Officers and Enlisted

Please visit: https://www.arpc.afrc.af.mil/HQ-RIO/Resources/

OFFICER

- Officer IRs are normally ineligible for uniform replacements. However, if they serve on active duty orders for at least 91 consecutive days, they may be entitled to a clothing allowance every two years.
- **Note:** *Officers must complete 91 days of active duty before submitting request*
- Officer completes AF 1969 and submits request via via myPers

https://www.arpc.afrc.af.mil/HQ-RIO/Resources/

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Uniforms for Enlisted

ENLISTED

- Enlisted IRs are eligible for uniform replacements for issued items only once every three years, IAW AFI 23-101, *Material Management, AFRC Supplement, under the Fair Wear and Tear (FWT) Replacement*. Requests for uniform replacement are submitted on the AF 656, the order is placed in KYLOC and uniforms are mailed to members ready to wear.
- **Request process:**
  - Airman completes AF Form 656 and IR Uniform Agreement and submits request via myPers (*Navigation:* Contact Us -> Email TFSC -> Enlisted (drop-down menu) -> Compensation (drop-down menu) -> In the subject line, enter “Uniform Replacement”)

Use this website for additional guidance.
https://www.arpc.afrc.af.mil/HQ-RIO/Resources/

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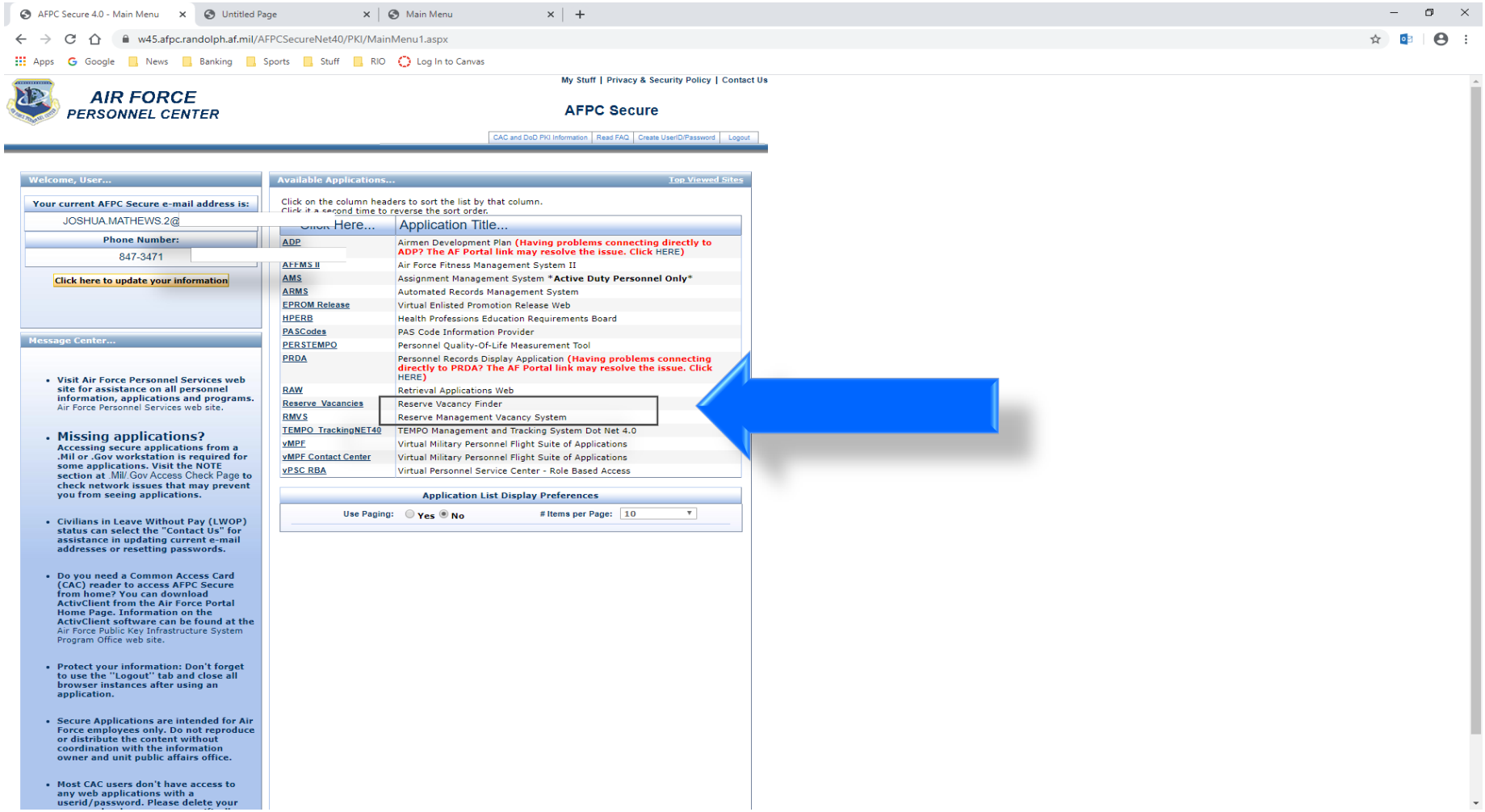
Future Reserve Assignments



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Keys to Success

- If I were a supervisor of an IR I would –
  - Know who my URC is and how well they take care of IRs
  - Contact the Detachment and have an indoctrination (see next slide for contact information)
  - Stay in regular communication with my IR
  - Hold my IR to the same standards as my active duty personnel
    - Everyone benefits when IRs have valuable and meaningful work to do
  - Keep AFI 36-2629 IR Management handy
  - Download the RIO Connect App to stay up to date on IR information

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References

- **IR Management AFI: 36-2629**
  - **Note: The AFI references AFI 36-2254 Vol 1-3 which has been replaced with AFMAN 36-2036**
- **The IR Guide: https://www.arpc.afrc.af.mil/HQ-RIO/IRGuide/**

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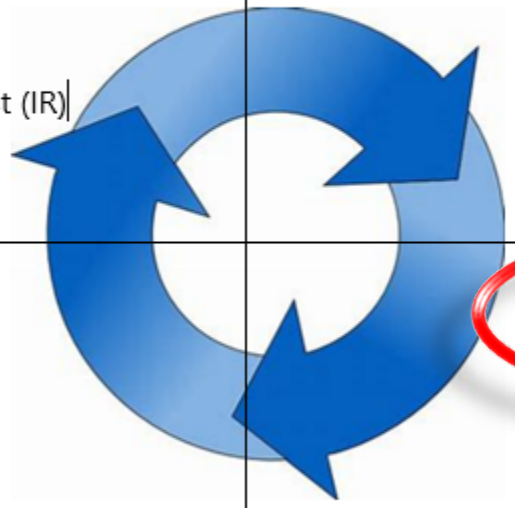
Stay Connected

Roles & Responsibilities
- Commander
- Supervisor
- First Sergeant
- UTM
- FSS
- MTF
- Individual Reservist (IR)

Duty of the IR
- R/R
- FY
- AROWS-R
- UTAPS
- Pay
- Readiness
- AFPAAS
- SYSTEMS



Career of the IR
- Evaluation
- Promotion
- Deployment
- RPA/MPA
- Uniforms
- Future Assignments

Stay Connected
- RIO Home Page
- RIO App
- FaceBook
- Det Facebook page

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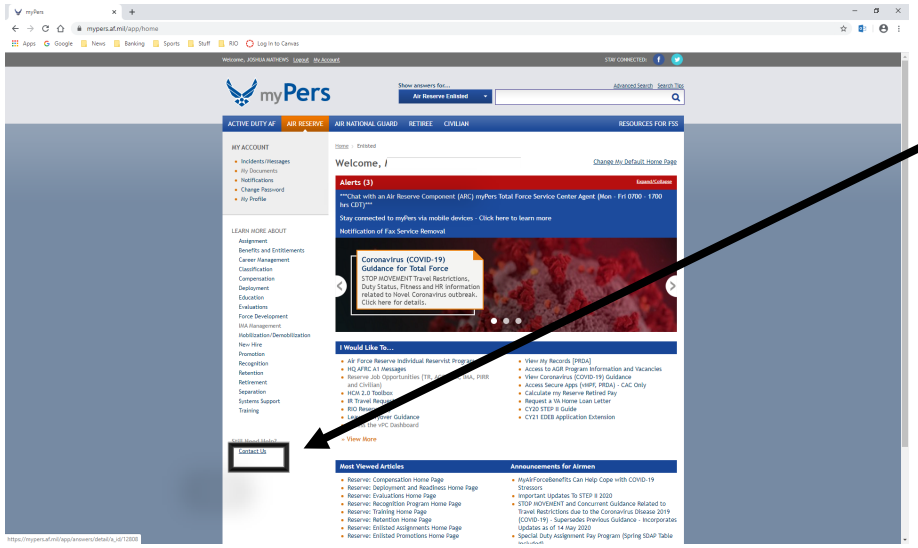
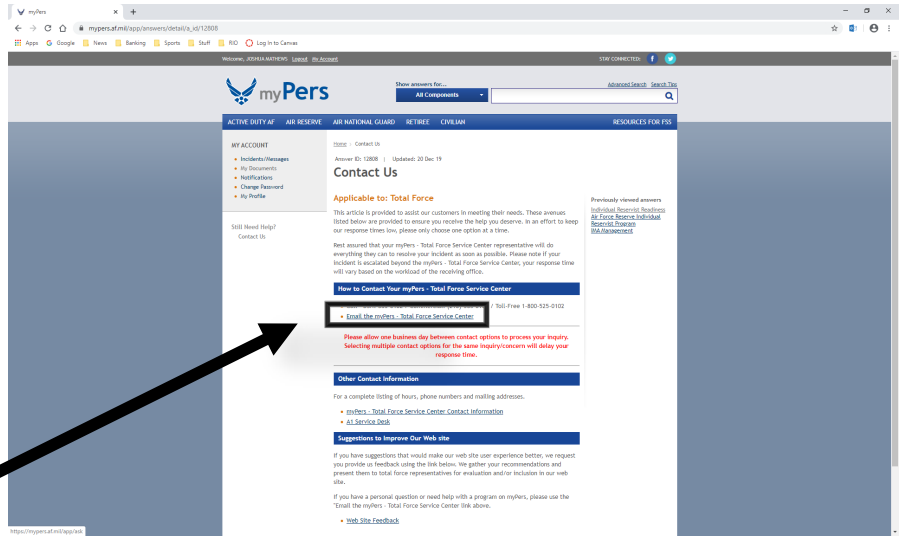
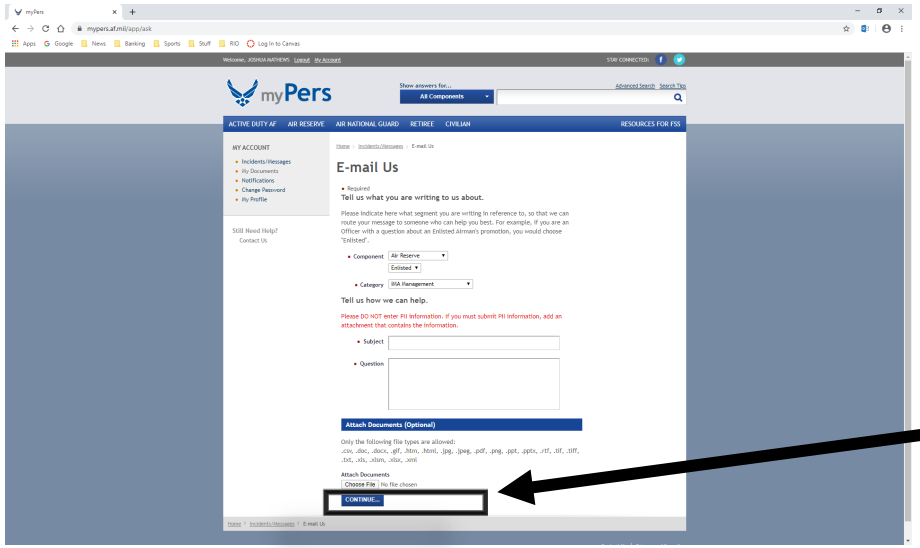
myPers



Step 1: select the "Contact Us"



Step 2: select the "E-mail the myPers – Total Force Service Center"



Step 3:

- Component select "Air Reserve"
- Category select "IMA Management"
- Type in a subject and question
- If you need to submit a document you may
- Selection "CONTINUE…" at the bottom

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RIO Connect App & Capabilities

Download for access to:

- News updates
- Training
- IR Resources
  - Travel Guide and IR Guide
- News and Events
- Directory—Detachment contact info and locations
- Fit Test calculator—includes exemptions & altitude adjustments
- Push notifications
- Chat Groups

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Stay Connected

Find links to all of these sites on HQ RIO's public website

http://www.arpc.afrc.af.mil/HQRIO

Facebook: www.facebook.com/HQRIO

Contact Us – Your Detachment is the BEST Resource

Detachments

- Det 2: DSN 315-449-0585/Comm 808-449-0585, Email: arpc.hqriodet2@us.af.mil
- Det 3: DSN 692-2561/Comm 719-554-2561, Email: RIO.Det3@us.af.mil
- Det 4: DSN 779-7919/Comm: 618-229-7919, Email: arpc.hqriodet4@us.af.mil
- Det 5: DSN 497-2331/Comm 478-327-2331, Email: hqriodet5robins@us.af.mil
- Det 6: DSN 968-5035/Comm 813-828-5035, Email: riodet6@us.af.mil
- Det 7: DSN 297-3080/Comm 202-767-3080, Email: arpc.hqriodet7@us.af.mil
- Det 8: DSN: 314-412-0181/Comm: 011-49-711-708-0181, Email: eucom.stuttgart.eccs.mbx.rio-det-8@mail.mil
- HQ RIO: DSN 847-3696/Comm 720-847-3696
  - You may email by visiting our homepage at https://www.arpc.afrc.af.mil/HQ-RIO/ and clicking the "Contact Us" tab at the bottom of the page.

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What questions do you have?

- **We will keep this meeting open as long as necessary to answer all your questions in the chat**
- **If it is Detachment-specific, please note which Det in your question**
- **A recording will be available at the same link you used to attend … spread the word and share this training with others!**
- **We value your feedback! Will you take the survey?**
  - **https://forms.gle/fj94UXbP8fRR6BjA8**

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