



- **Cameras off**
- **Audio muted**
- **Change name to Rank, First Name, Last Name, Det**
  - **Ex. – Lt Col Erin Karl**
- **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!**



**Please use the link in the chat or QR code to complete the surveys you may complete them all at the end or as we go.**



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

*Integrity - Service - Excellence*

## **HQ Readiness and Integration Organization**



**U.S. AIR FORCE**



**SMSgt Michelle Corlett**

**HQ RIO/IRR**

*Fly, Fight and Win...*



## Who We Support



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





U.S. AIR FORCE

# *Individual Reservist (IR)*

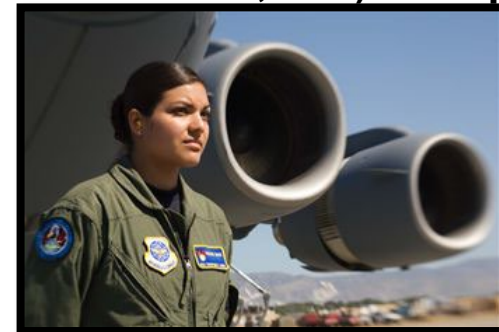
## ■ IMA (CAT B)

- 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)



*Fly, Fight and Win...*



U.S. AIR FORCE

# 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.



*Fly, Fight and Win...*



U.S. AIR FORCE

# 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.

*Fly, Fight and Win...*

- 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

## *HQ RIO's Organizational Structure*

---

- HQ Staff at Buckley SFB = 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

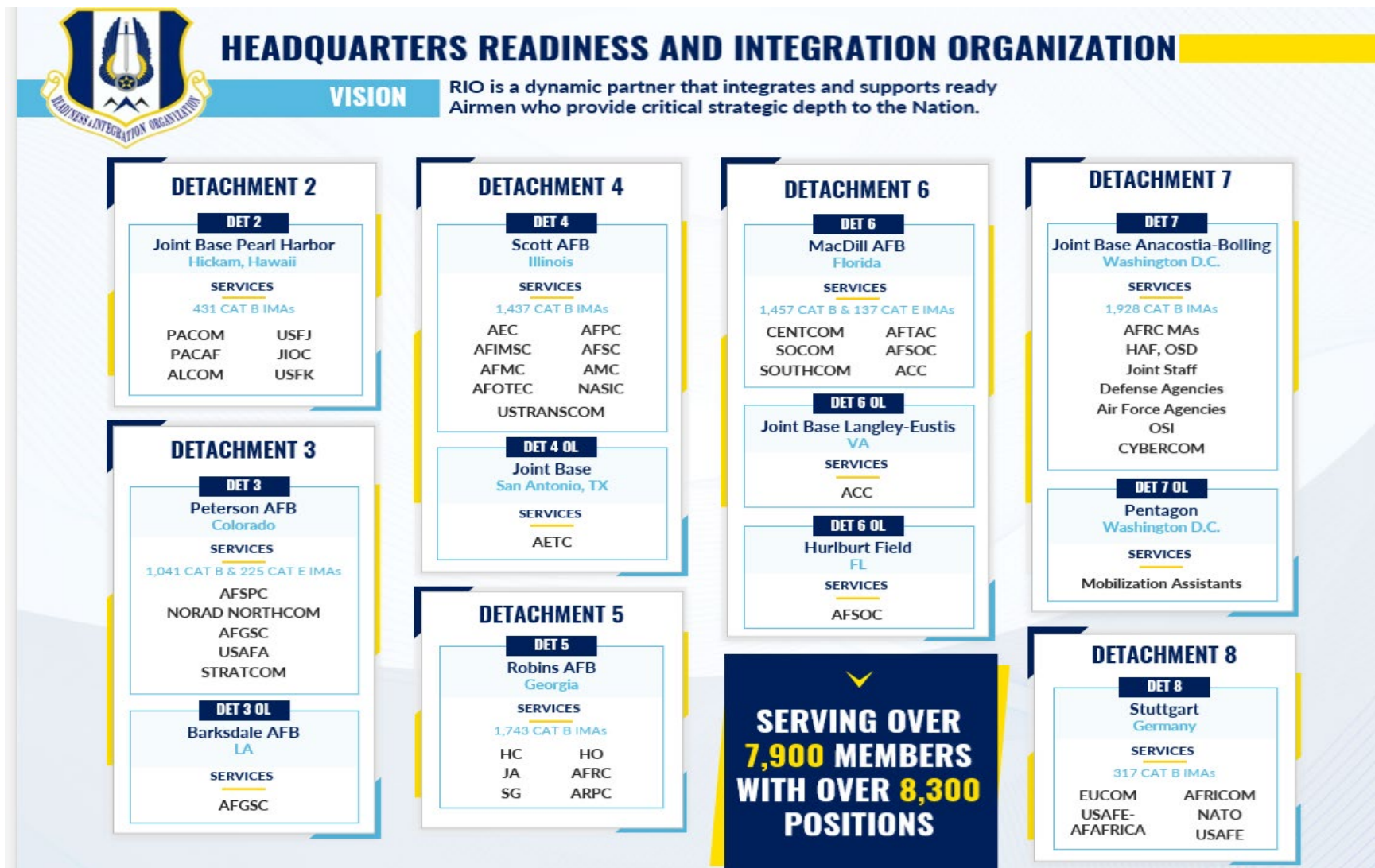
ADCON to 8,000+ Individual Reserve positions; IR = IMAs + PIRR (Academy Liaison Officer/Civil Air Patrol)





U.S. AIR FORCE

# Detachments / Operating Locations



*Fly, Fight and Win...*



- **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



U.S. AIR FORCE

# Welcome



- We are here
- Attendees – worldwide

*We are*  
**HERE**



*Fly, Fight and Win...*



## *Your IRO Team*

- HQ IR RIO/IRR Team for the week
  - SMSgt Kevin Wilson
  - SMSgt Michelle Corlett
  - MSgt Iliah Duncan
  - TSgt Elizabeth Patrick
  - SSgt Stephen Swearingen



# *HQ RIO Commander & SEL*



Col Nathan Day



CMSgt Jofred Aviles



U.S. AIR FORCE

---

# *Questions?*





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

*Integrity - Service - Excellence*

---

## **RIO Travel Policies and Procedures**



*HQ RIO Travel  
May 7, 2025*

**U.S. AIR FORCE**

---

*Fly, Fight and Win...*





- Preparing to Travel
  - DTS and GTC
  - Making travel reservations (airfare, rental car, lodging)
  - Advances & Scheduled Partial Payments
  - Nonconventional Lodging
- Filing a Travel Voucher
  - Standard Payment
  - Types of Travel (Orders, IDT ONCD, IDT Lodging, Mileage Only)
  - Orders Examples (AF938 and AF40A)
  - Documentation Required
  - What is a Valid Receipt?
  - Travel Voucher Submission
- Reviewing Travel Voucher Payment



U.S. AIR FORCE

## *Defense Travel System (DTS)*

---

All members must have a DTS account assigned to HQ RIO with up-to-date profile, GTC, and EFT information. If you transferred from Active Duty or have a government civilian position, you may need a second DTS profile created for you.

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.**

---

*Fly, Fight and Win...*

# *Government Travel Card (GTC)*

---

- 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**



U.S. AIR FORCE

# *Government Travel Card (GTC)*

---

- 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



U.S. AIR FORCE

---

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

- CBA vs. IBA
  - IBA (Individually Billed Account) – member has active GTC
    - Required use 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 (Centrally Billed Account) – member does **not** have GTC
    - Members who are ineligible to receive an IBA for various reasons
    - Airfare will be paid by the Travel Management Office (TMO)
    - Reimbursement is not authorized

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



U.S. AIR FORCE

## *Planning Your Travel*

---

**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.

---

*Fly, Fight and Win...*





U.S. AIR FORCE

# *Planning Your Travel: Airfare*

---

- Commercial airfare is typically the preferred transportation method, when available, for official travel more than 400 miles one way or more than 800 miles round trip.

NOTE: For travel prior to Feb 1, 2025, commercial airfare is standard method for official travel of 250 miles or more one way.

- 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 cancelation penalties, one-way pricing structure, and no blackout dates.
  - You may **not** use GSA CPP fares for personal travel

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

---

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



U.S. AIR FORCE

# *Planning Your Travel: Airfare*

---

**Your DTS authorization must be approved 72 hours before departure to avoid auto-cancellation of the reservation**

- 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.
- You must contact TMC immediately for missed, canceled or disrupted flights. You may risk expense reimbursement if the TMC was available, but not used, in a timely manner
- A traveler cannot select specific flights or hotels to earn points if it will cost the Government additional money

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

---

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



U.S. AIR FORCE

# *Planning Your Travel: Rental Car*

---

- When travel must be made by automobile and a government vehicle is unavailable, the traveler should consider a rental car.
- If a traveler is authorized or approved the use of a rental vehicle for official travel, then the traveler should select 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/>

---

*Fly, Fight and Win...*



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

---

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 the official distance between authorized locations is:

- Less than 400 miles one way (or 800 miles round trip) use of a private automobile or motorcycle is considered advantageous to the Government. **No cost comparison is required.**
- Greater than 400 miles one way (or 800 miles round trip), reimbursement is limited to the constructed cost of the authorized transportation type. Miscellaneous expenses associated with driving (e.g. gas) are not reimbursable. A cost comparison is required and is submitted to the Approving Official (AO) on a Constructed Travel Worksheet (CTW) prior to travel. Refer to the [City Pair Program](#) contracted airfare rates.



U.S. AIR FORCE

# *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/>

---

*Fly, Fight and Win...*



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

---

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 meals are available to purchase from a Government dining facility
  - **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
- You are entitled to the full locality meal rate, if you have a certificate of non-availability (CNA) generated in an approved DTS authorization or provided by the DoD Lodging site.

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

# *Travel Advances & Scheduled Payments*

---

- 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.



U.S. AIR FORCE

# *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. Taxes are often non-itemized and combined into one line item. Lost receipt form is not acceptable.
  - Online booking agents often charge a service fee that is **not** fully reimbursable.
  - 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 official travel**

---

*Fly, Fight and Win...*



U.S. AIR FORCE

# *Standard Travel Payment*

---

For most travel purposes, you'll receive travel entitlements and reimbursement as follows:

- Reimbursement for **transportation** expenses such as airfare, rental car, train, and privately owned vehicle (POV)
- Daily entitlement for **lodging** costs
- Daily entitlement for **meal** costs (breakfast, lunch, and dinner) and **incidental expenses** (e.g. laundry)
- Reimbursement for **miscellaneous** expenses (e.g. foreign currency conversion fees, baggage fees, VAT fees)

The purpose of your travel will determine certain limitations and documentation required in these categories.



U.S. AIR FORCE

# *Types of Travel Purposes*

---

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)
- Inactive Duty Training (IDT)
- Reserve Personnel Appropriation (RPA)
- Military Personnel Appropriation (MPA)
- Contingency, Exercise, Deployment (CED)
- Permanent Change of Station (PCS) / Personally Procured Move (PPM)
- Active Duty for Training (ADT) or Initial Active Duty Training (IADT)

---

*Fly, Fight and Win...*



U.S. AIR FORCE

# *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. A missed meals form cannot be used for AT.



## *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 **\$750 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/>

---

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



U.S. AIR FORCE

# *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)





U.S. AIR FORCE

## *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.



U.S. AIR FORCE

# 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.



U.S. AIR FORCE

# 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.				
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 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.



U.S. AIR FORCE

# 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  
52 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: This standard remarks does not mention the availability of required ILP sites (Privatized Army Lodging, DoD Preferred Commercial) that and its impact on lodging reimbursement



U.S. AIR FORCE

# 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.



U.S. AIR FORCE

# 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 and IDT ONCD 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



U.S. AIR FORCE

# *Travel Voucher Documentation*

---

- 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
  - Fund Cite Authorization Letter (FCAL), when applicable

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

---

*Fly, Fight and Win...*



U.S. AIR FORCE

# *What is a valid receipt?*

---

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**.”





U.S. AIR FORCE

# *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

---

*Fly, Fight and Win...*



U.S. AIR FORCE

---

## *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



U.S. AIR FORCE

# What is a valid receipt

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

THE HERTZ CORPORATION  
Web: www.hertz.com



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

## CHARGE DETAIL

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

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

Customer information must be the name of the traveler



## RENTAL REFERENCE

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

## 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

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

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

## MISCELLANEOUS INFORMATION

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

## 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

Any tax levied

TOTAL CHARGES 1225.25 USD

The price of the good(s)/service

Total monetary amount due

*Fly, Fight and Win...*



U.S. AIR FORCE

# *Travel Voucher Submission*

- IRs will be directed to submit vouchers either through:
  - **Defense Travel System (DTS)** – for ALL travel (except PCS)
    - Complete electronic authorization and voucher. 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.
  - **myFSS**– for PCS travel only
    - Complete DD Form 1351-2, Travel Voucher
    - 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**

*Fly, Fight and Win...*



U.S. AIR FORCE

# *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

*Fly, Fight and Win...*



U.S. AIR FORCE

# 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
-------------------------------	---------------------------	---

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

*Fly, Fight and Win...*



U.S. AIR FORCE

## *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>



U.S. AIR FORCE

---

# *Questions?*







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

*Integrity - Service - Excellence*

## **IMA Military Reserve Pay Office**



**Ms. Nicole Johnson**

**7 May 2025**

**U.S. AIR FORCE**

*Fly, Fight and Win...*



- **Welcome packages**
- **RPO & Orders**
- **IDTs**
- **Leave**
- **Foreign Language Proficiency Pay (FLPP)**
- **Special Actions/Special Pay**
- **Debts**



U.S. AIR FORCE

---

# ***WELCOME PACKAGES***



# Welcome Packages

---

- 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 include 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



U.S. AIR FORCE

# 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

## 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, the Air Force or Space Force to determine needs of a member or dependents in 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 <input type="text"/>		ADEQUATE QUARTERS <input type="checkbox"/> ASSIGNED <input type="checkbox"/> TERMINATED UNIT #
4. PHONE <input type="text"/>		EFFECTIVE DATE: <input type="text"/>
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)		EFFECTIVE DATE: <input type="text"/>
5C. E-MAIL ADDRESS		TRANSIENT QUARTERS OCCUPIED - UNIT #
MARITAL / DEPENDENT STATUS		EFFECTIVE DATES FROM: TO:
6 <input type="checkbox"/> SINGLE, NO DEPENDENTS <input type="checkbox"/> SINGLE, CLAIMING DEPENDENT(S)		NAME, GRADE and TITLE of HOUSING REPRESENTATIVE
MARRIED - SPOUSE IS A <input type="checkbox"/> CIVILIAN <input type="checkbox"/> MILITARY MEMBER		SIGNATURE
IF MILITARY SPOUSE provide - NAME, DoD ID Number, BRANCH OF SERVICE, DUTY STATION AND DATE OF MARRIAGE:		DATE
<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



U.S. AIR FORCE

---

# ***RPO & ORDER SUBMISSIONS***



U.S. AIR FORCE

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

---

- **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 provide 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 OR DELAYED PAY**





U.S. AIR FORCE

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

---

- 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**



U.S. AIR FORCE

---

# *IDTs and IAS IDTs*



U.S. AIR FORCE

## *Inactive Duty for Training (IDT)*

---

- 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***

---

- **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**



# ***Leave Carryover, Sell Back, and Leave Debt***



# Leave Carryover

- Leave carryover is a Commander program and leave carryovers **must be approved by the commander at your gaining unit.**
  - Why? Your gaining unit will incur the financial responsibility to pay out the leave you earned elsewhere.
  - **Example:** A member carries over 20 days to a 30-day long tour order, realistically, they only "intend" to work 10 days of that 30-day order.
- Leave can only be carried over from a **long tour** to **long tour**.
- Members may not carry over leave from RegAF. The only exceptions are for **VLPAD/AGR** to IMA status with no break in service.
- Members cannot carry over more than 60 days of leave within a fiscal year.
- As a reminder, each carryover request must be submitted in a separate MyFSS case.

**NOTE:** Carryovers can take up to **60 days** to be completed. During that time, the leave is not yet available for use.



# Leave Carryover

---

## Required Documentation:

1. **Statement of Understanding**
2. **AF Form 1089A :**
  - Leave Settlement Option
3. **Certified close out order:**
  - Blocks 36 - 44 completed
  - Signed and dated **AFTER** the order ends.
4. **Pre-certified order with carryover statement:**
  - If the pre-certified order does not include the leave carryover statement, a **modification** will need to be requested and submitted to the OWC team
5. **Any AF Form 988 Part Is or Part IIs, as requested**

## Additional Information:

- A carryover is **necessary** if you have had a break between long tour orders
- A carryover is **not** required for back-to-back long tour orders
- When requesting a carryover from **IMA to AGR**, RPO will submit the request to DFAS for processing
  - Include a copy of the AGR orders with your documentation
- When requesting carryover from **AGR to IMA**, the AGR's unit must submit the carryover request to DFAS for processing.



# Leave Carryover

HQ RIO RPO Website (Portal):  
<https://www.hqrio.afrc.af.mil/Pay/>

Follow the information on the HQ RIO/RPO website to successfully complete a carryover request.

**PAY NAVIGATION**

- Processing Times
- Pay Types
- Leave & Retirement**
- Contact & Links
- SSN Tax Deferment Repayment

**Leave**

- Leave Requests
  - How to Request Leave as an IMA Quick Guide
  - AF IMT 988 - Leave Request and Authorization
  - Leave Carryover**
- Leave Sellback
  - Online Training
  - Leave and Leave Carryover
- Retirement (Career Management retirement page)





# ***Leave Sell Back - AFIPPS***

---

Members may have received an email from the AFIPPs data cleanse team concerning unused leave remaining on old long tour orders:

- Current pause on all AFFIPs Sell Backs
- Members can continue to submit their sell back requests, but HQ RIO/RPO will not process your documentation until we have received further guidance from AFRC/FM.
- HQ RIO/RPO is tracking all AFFIPS sell back requests and they will be processed in the order they were received when AFRC/FM removes the pause on sell back processing.

As a reminder, each sell back request must be submitted in a separate MyFSS case.



# Leave Sell Back

- Leave sell back is an option for all members who, DUE TO MISSION CONSTRAINTS, could not take their leave.
- Sell back is limited to **60 days** per career component.
  - Leave earned on orders over 365 days counts toward the 60-day lifetime sell back cap.
  - Leave earned on orders less than 365 day and more than 30 days do not count towards your 60-day lifetime cap.
  - Example 1: A closed-out order from 20241001 through 20241231 (60 days) has an unused leave balance of 3.0 days.
    - If the member elects to sell back this leave the **3.0 days will not** count towards the 60-day lifetime cap.
  - Example 2: A close-out order from 20240101 through 20250131 (396 days) has an unused leave balance of 10.0 days.
    - If the member elects to sell back this leave the **10.0 days will** count towards the 60-day lifetime cap.
- Sell back carries a 25% tax penalty in addition to applicable taxes.

**NOTE:** Sell back processing time for requests under one year old are 30 to 45 days from receipt of the MyFSS case.



U.S. AIR FORCE

# Leave Sell Back

HQ RIO RPO Website (Portal):  
<https://www.hqrio.afrc.af.mil/Pay/>

Follow the information on the HQ RIO/RPO website to successfully complete a sell back request.

**PAY NAVIGATION**

Processing Times   Pay Types   **Leave & Retirement**   Contact & Links   SSN Tax Deferment Repayment

**Leave**

- Leave Requests
  - How to Request Leave as an IMA Quick Guide
  - AF IMT 988 - Leave Request and Authorization
- Leave Carryover
- **Leave Sellback**
  - Online Training
- Leave and Leave Carryover
- Retirement (Career Management retirement page)



# Leave: Common Debt Issues

---

- HQ RIO/RPO **does not** have access to the MyFSS cases submitted to the Order Writing Cells.
  - If the member is requesting a carryover, a copy of the carryover request must be submitted in a separate MyFSS case to HQ RIO/RPO for processing.
- **Assuming** the leave has automatically carried over from the previous long tour order:
  - When a member starts a new long tour order the member's LES will show the balance for the previous long tour order.
  - This balance will fall off within **two pay periods**. To move the leave to your current order a carryover request must be submitted.
- **Not verifying** the leave carryover is complete before requesting leave that has not been earned.
- **Not submitting an order modification or curtailment** to HQ RIO/RPO Pay in MyFSS.
- If a member's leave goes into **excess leave status**, they will be charged for each day of excess leave plus additional penalties and fees.

---

**NOTE:** Do not use leave sell back as a solid financial plan.

*Fly, Fight and Win...*



U.S. AIR FORCE

---

# ***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>



U.S. AIR FORCE

---

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





# ***SPECIAL PAY AND ALLOWANCES***

---

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=kA0t00000004XI2CAE>
  - 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>



U.S. AIR FORCE

# ***SPECIAL PAY and ALLOWANCES***

- **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=kA0t00000000LI56CAG>
- **Allowances - We determine eligibility for**  
**Officer Uniform Allowance - HQ RIO RPO**  
**Civilian Clothing Allowance - HQ RIO RPO**  
**We do not determine eligibility or pay Enlisted Uniform Allowance - HQ RIO**  
**not RPO: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t000000010wa0CAA>**



# ***SPECIAL PAY and ALLOWANCES***

---

- **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. DFAS/TSP CMS cases are currently processing in 6 to 8 months.
- **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 General Information-**

- AF IMT 1962 - Section I, AND the election section must be filled out and signed. If you are electing to waive VA Compensation, you must complete section.
- If you have waived Reserve Pay, your DTS profile will be updated to reflect “Non-Traveler” by IR Travel. You do not receive travel entitlements. Waiving Reserve Pay is waiving all base pay and entitlements to include all travel reimbursement.
- If you are participating in the IMA program, but were receiving retired pay, you **MUST** provide us with a completed AF IMT 1962. We input transactions in the pay system so that when you are not participating for pay your retired pay will restart.
- If you are waiving VA Compensation and you go on an order in the middle of the FY, you can change the election to waive VA compensation under these circumstances:
  1. The change must be made no less than 15 days prior to the order pre-certification section in block 40 through 44. If you submit the pre-cert within 15 days of the order start date regardless of when it was signed, we cannot change the election.
  2. That election will remain until the next FY when you can change it back. We cannot go back and forth between orders/IDT within the same FY



- **VA Waiver -**
  - No waiver on file - Member completes a **one-time waiver** on the AF IMT 1962 if not drawing a pension, retired pay, or disability compensation from any US Government agency because of prior military service. And member does not have a claim pending with any US Government agency for any of these types of compensations. *The pay system defaults to “No Waiver”.*
  - Waiving Reserve Active/Inactive Duty Pay. The member completes the AF IMT 1962 form **annually at the beginning of each fiscal year (1 October)**. Completes Section I, and III, along with signatures/dates. Per regulation, member will enter “360” for “TOTAL DAYS WAIVED” block of section I, and III and signature/date if waiving RC pay. \*\* If you waive Reserve Pay, you are also waiving travel entitlements.
  - Waiving Retired Pay. The member completes a **one-time waiver** of retired pay on the AF IMT 1962. Section I of the form: Member checks that he/she is receiving a pension, retired pay, or disability compensation, with signature/date. For Section II of the form: Member checks block that he/she is waiving retired pay and enters for DAYS block, and signature/date form.



U.S. AIR FORCE

## ***SPECIAL ACTIONS***

---

VA Waiver (con't) -  
Waiving VA Entitlements. The member completes a one-time AF IMT





U.S. AIR FORCE

# ***SPECIAL ACTIONS***

---

## **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=Ka0830000000090rcag>



U.S. AIR FORCE

---

***DEBT***



U.S. AIR FORCE

**DEBTS**

## Debt General Information

- The debt team processes valid debts separately from any payments for other duty that would have conflicted with the debt.
- We cannot indebt/change IDTs/active duty/special pay & entitlements based on requests from anyone else besides the member, AFRC/FM, DFAS or a JAG due to a legal action taken.



## Common reasons for debts - active duty

- **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. These actions will not necessarily align with one another.
- **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 DAY(S). THE DEBT IS A VALID DEBT AND YOU WILL BE AFFORDED DUE PROCESS.**



## Common reasons for debts - IDTs

- **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 the IDT over payment is resolved.** You must reach out to RPO to notify us and concur in writing 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 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 reject those IDTs from the UTAPS calendar, and you can finish the process and 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 the office that sent you the 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**



U.S. AIR FORCE

## ***POINTS TO REMEMBER***

---

- **Please check your LES frequently, especially the remarks section**
  - Know your SGLI/FSGLI enrollment status. Please check your LES, and MilConnect SOES frequently.
  - 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. DO not spend that money!
  - 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). The pre-certification is very important.
  - Taxes deducted – RPO does not give tax advice.
  - BAH Corrections – a BAH correction takes ***at least*** 2 to 3 weeks.

---

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





U.S. AIR FORCE

**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/>

---

*Fly, Fight and Win...*



U.S. AIR FORCE

# *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>

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





U.S. AIR FORCE

# *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

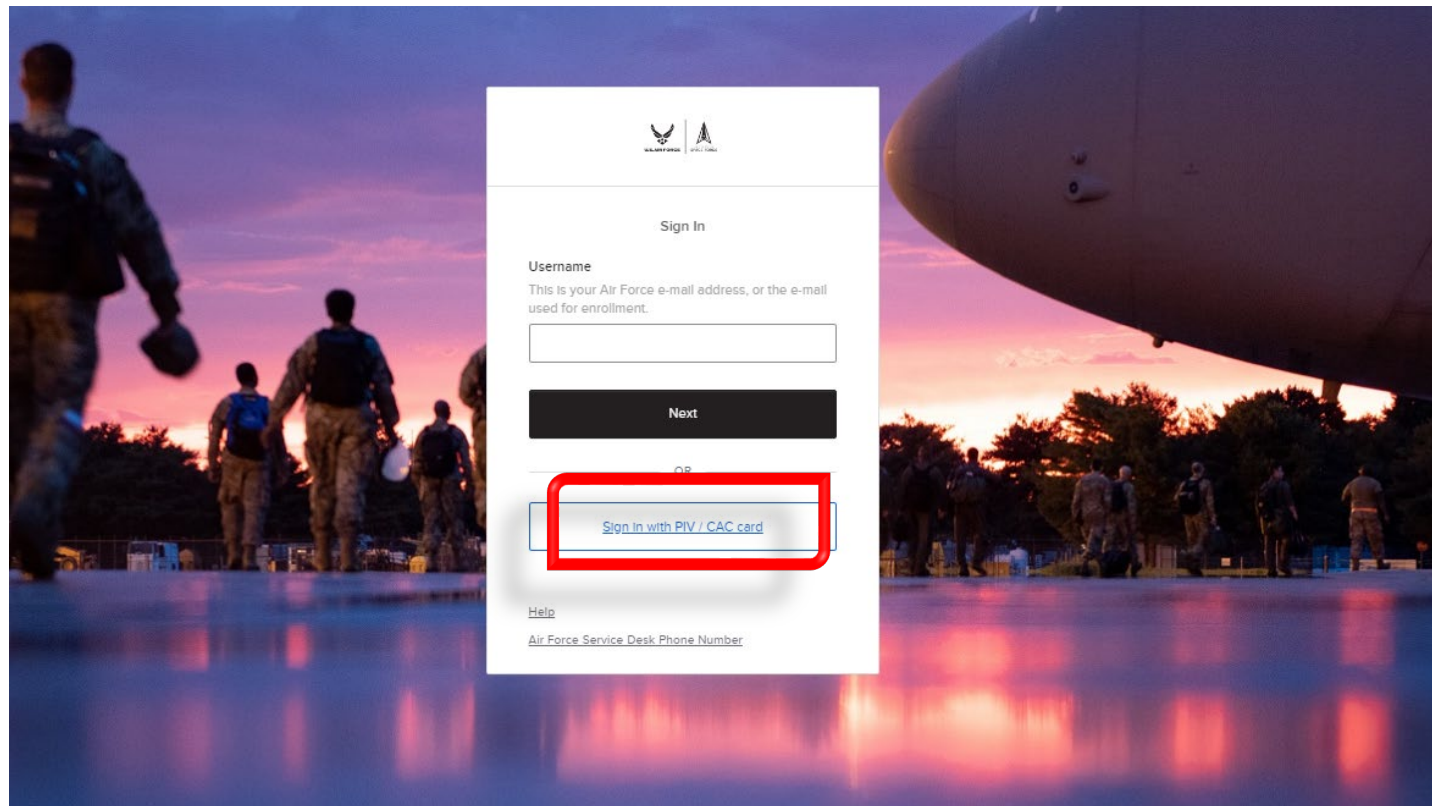




U.S. AIR FORCE

# *MyFSS Review - How to Log In*

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





U.S. AIR FORCE

# 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

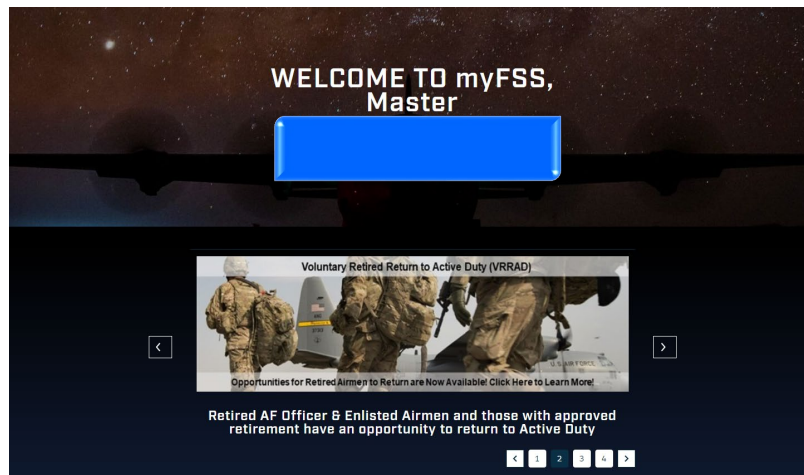


Search Knowledge Articles

My Apps

Helpful Links

Ask A Question



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.



U.S. AIR FORCE

# MyFSS Review - Knowledge Articles

---

## 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

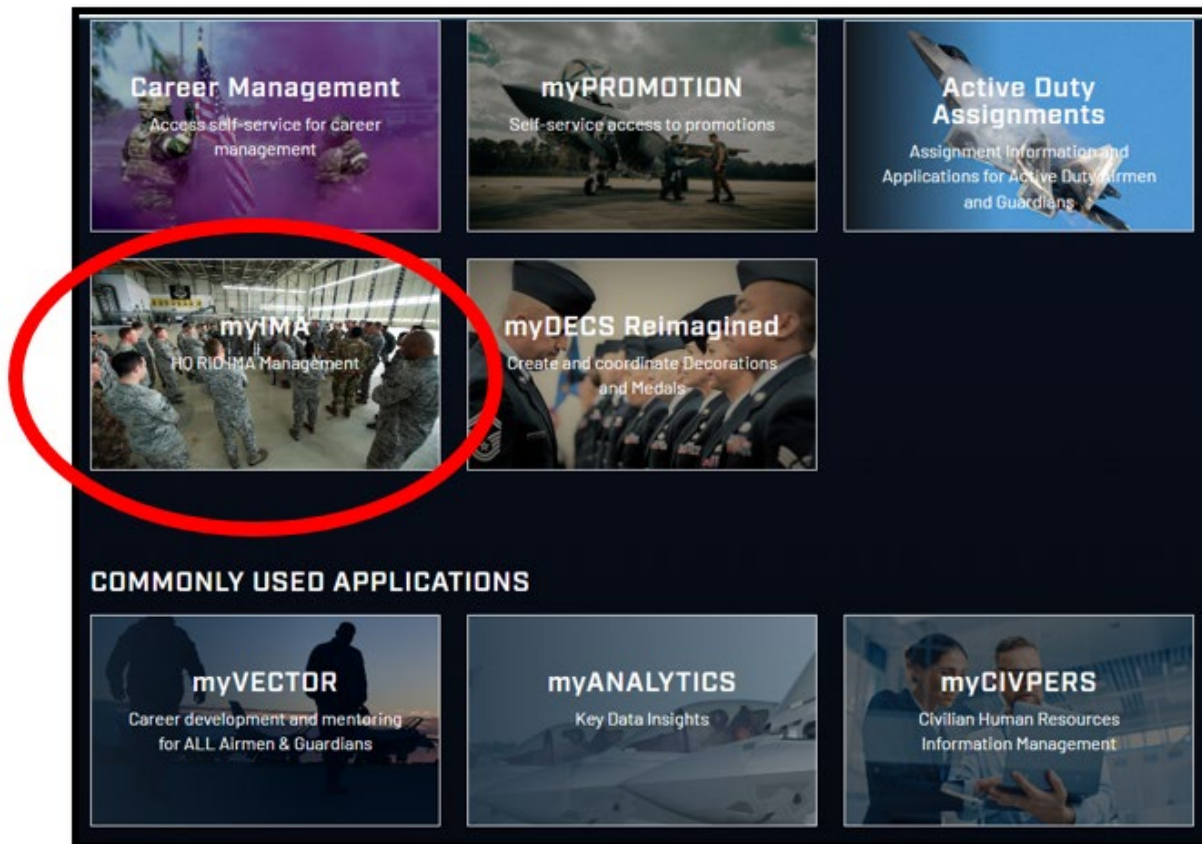




U.S. AIR FORCE

# MyFSS Review - MyIMA

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





U.S. AIR FORCE

# 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





U.S. AIR FORCE

# 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”

This screenshot shows the left portion of a web form for creating a MyFSS case. It includes a 'Request Type' dropdown menu with 'Close-Out CONUS Tour' selected, a 'Questions/Comments' text area, and an 'Upload Supporting Documents' section with an 'Upload Files' button and a message stating '-- No files have been uploaded. --'.

This screenshot shows the right portion of the web form. It features a large empty text area for additional comments or questions, and at the bottom, two buttons labeled 'Previous' and 'Next' for navigation.



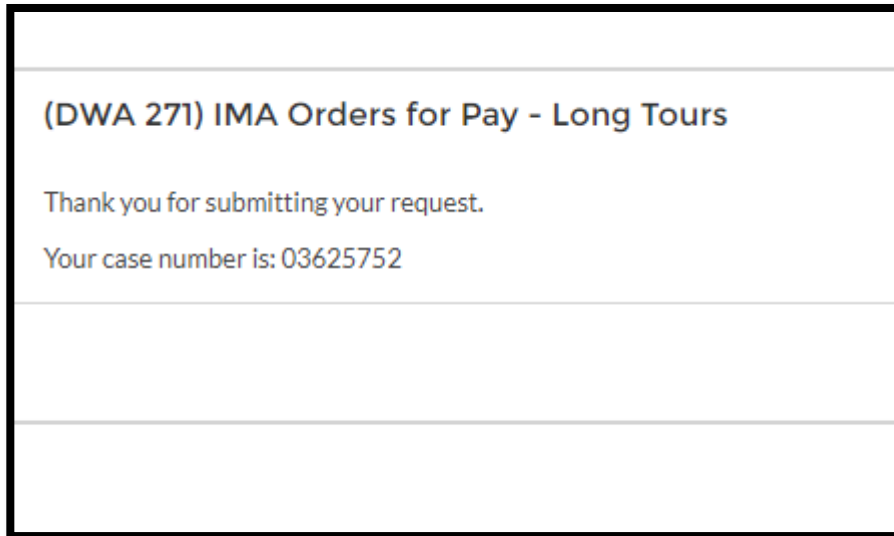
U.S. AIR FORCE

# *MyFSS Review - Creating a MyFSS Case*

---

## **Creating an RPO MyFSS case**

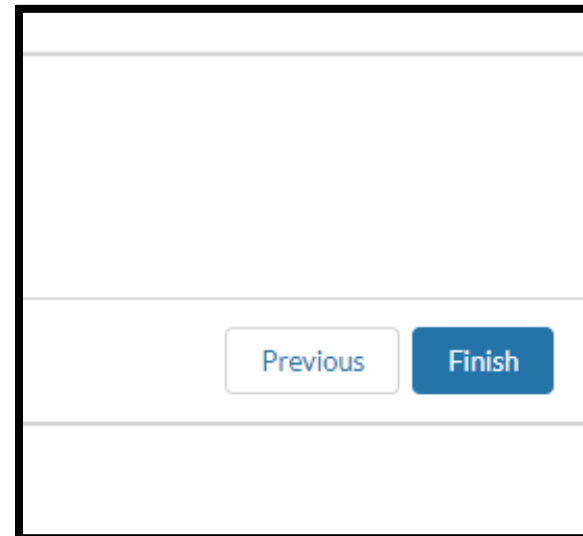
- 1. Write down your MyFSS case number**
- 2. Click “Finish”**
- 3. You should receive an email alert to all emails you have listed in MyFSS**

A screenshot of a web page showing a confirmation message. The text reads: "(DWA 271) IMA Orders for Pay - Long Tours", "Thank you for submitting your request.", and "Your case number is: 03625752".

(DWA 271) IMA Orders for Pay - Long Tours

Thank you for submitting your request.

Your case number is: 03625752

A screenshot of a web page showing two buttons: "Previous" and "Finish". The "Finish" button is highlighted in blue.

Previous Finish

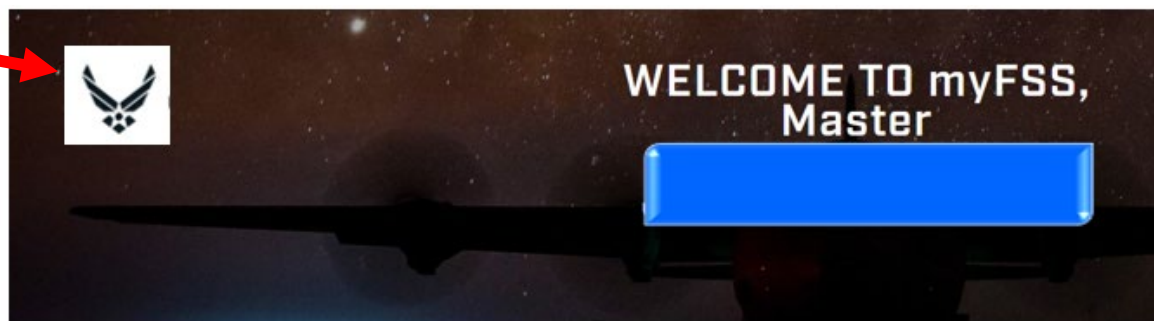


U.S. AIR FORCE

# 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” your 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



U.S. AIR FORCE

# 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



U.S. AIR FORCE

# 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.

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

DETAILS COMMUNICATION RELATED DOCUMENTS

Please process my long tour

Save



# 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.

A screenshot of the MyFSS web application interface. At the top, it says 'CASE #03580745' with a close button (X) on the right. Below this are three tabs: 'DETAILS', 'COMMUNICATION', and 'RELATED DOCUMENTS'. The 'RELATED DOCUMENTS' tab is selected and highlighted with a red rectangular box. Under the tabs, there is a section for uploading files with the text 'Upload new file' and a button labeled 'Upload Files' with an upward arrow icon, followed by the text 'Or drop files'. Below this is a section titled 'Documents'. It contains one document entry: 'PNG' followed by 'Screenshot 2024-04-10 115559'. To the right of this entry is a download icon (a square with a downward arrow). At the bottom right of the interface, it says '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 more1234>



## 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.





U.S. AIR FORCE

---

# *Questions?*





U.S. AIR FORCE

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

*Integrity - Service - Excellence*

Headquarters Individual Reservist Readiness and Integration Organization

## **MyFSS Orders Request System for IMAs**

**Emily Klins**



**U.S. AIR FORCE**

*Fly, Fight and Win...*



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



## *What are the benefits of MyFSS?*

---

- **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**



U.S. AIR FORCE

## *Other benefits/reminders*

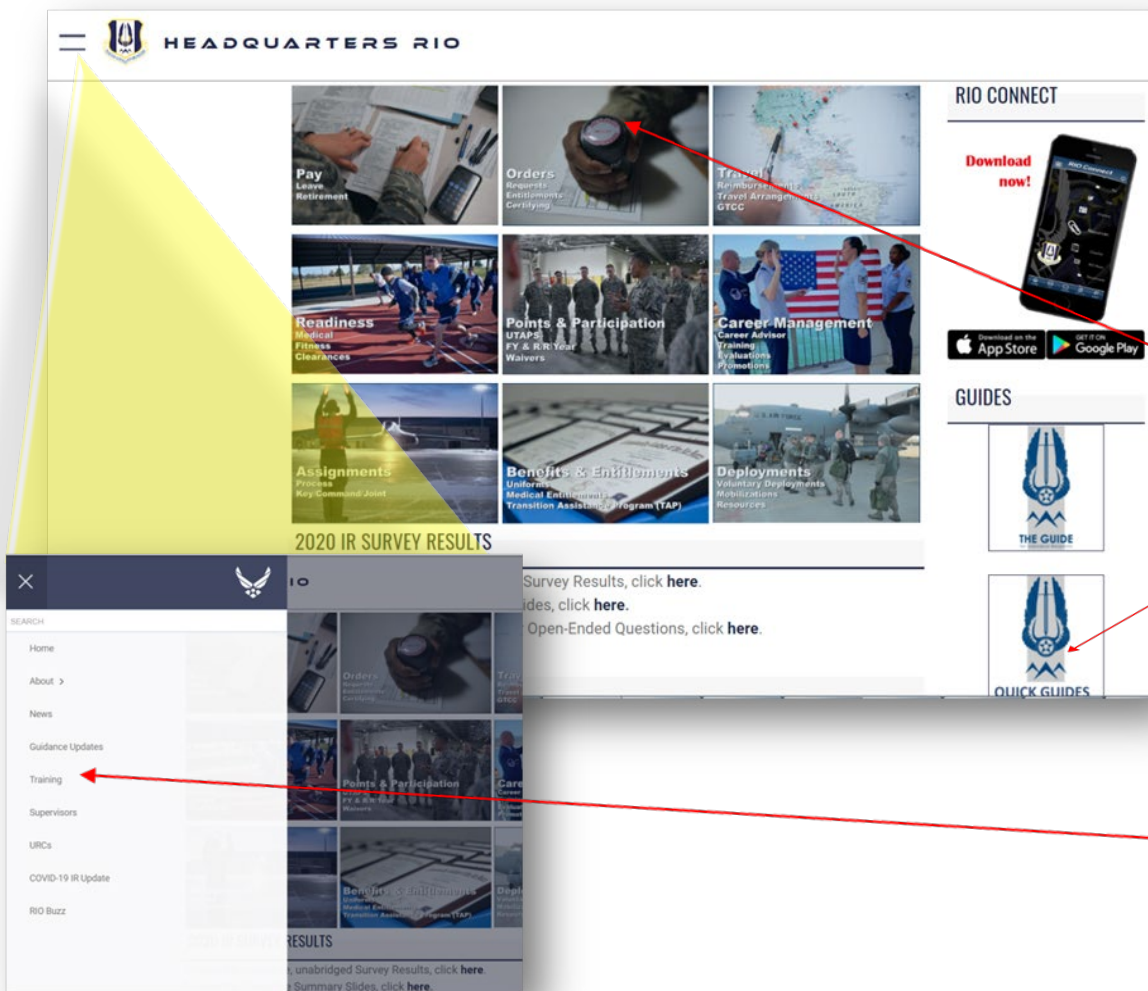
---

- **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**



U.S. AIR FORCE

## 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

*Fly, Fight and Win...*



U.S. AIR FORCE

# *Demonstration*

---

- **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.**



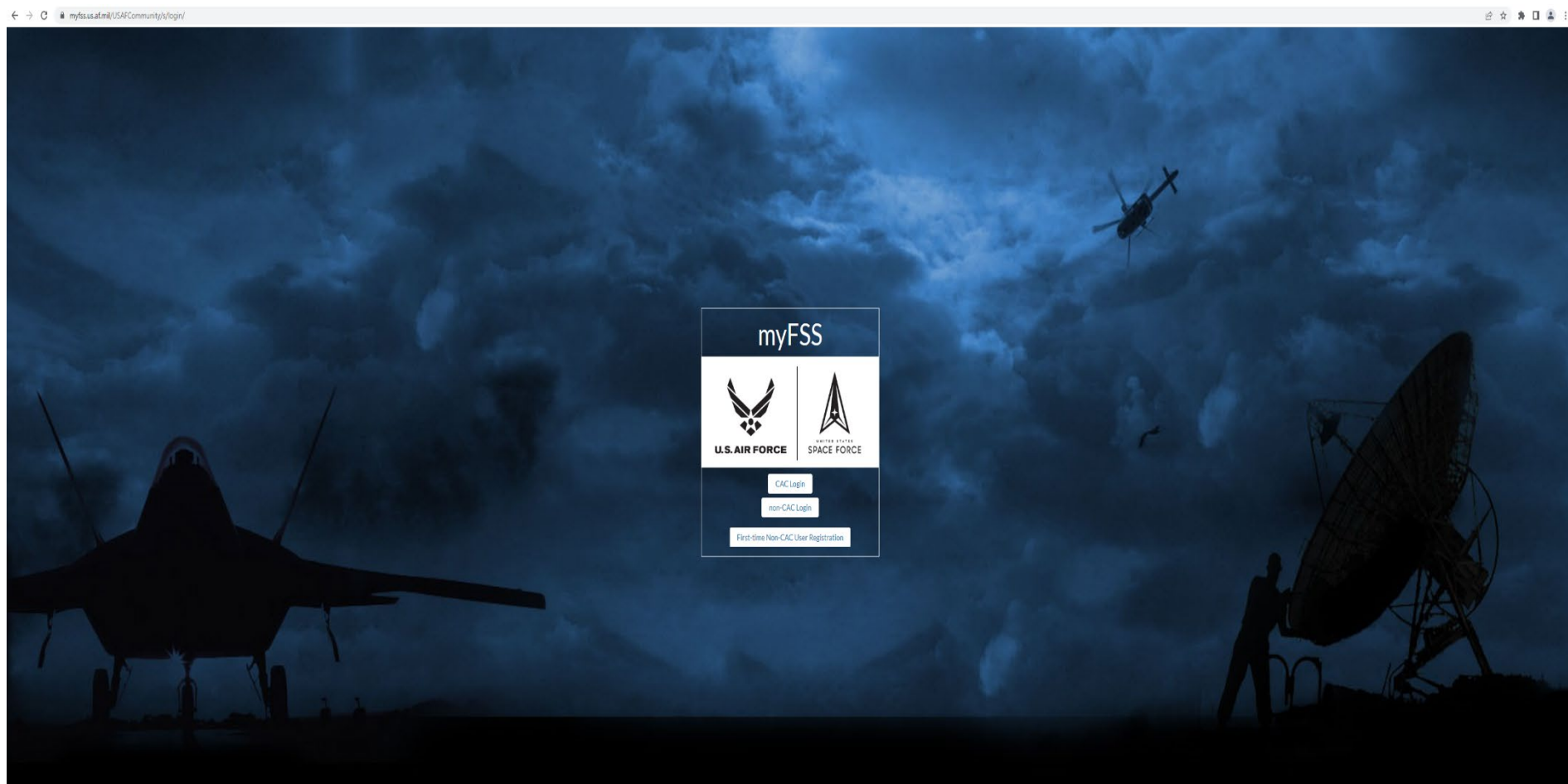


- **Most orders are to book travel via DTS starting 1 October 2023. There are exceptions to this, such as MPA PCS, etc.**
- **IDT's Outside of Local Commute are to be done via DTS with an authorization. The DTS AO's will do quality checks to ensure member is eligible for IDT Travel reimbursement. No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



U.S. AIR FORCE

# MyFSS Demonstration



*Fly, Fight and Win...*



U.S. AIR FORCE

# 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

*Fly, Fight and Win...*



U.S. AIR FORCE

# 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"/>	

*Fly, Fight and Win...*



U.S. AIR FORCE

# 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



U.S. AIR FORCE

# 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

*Fly, Fight and Win...*



U.S. AIR FORCE

# 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).

*Fly, Fight and Win...*





U.S. AIR FORCE

# 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.

*Fly, Fight and Win...*





U.S. AIR FORCE

# *Demonstration-AROWS-R*

- 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.



U.S. AIR FORCE

---

# *Questions?*





U.S. AIR FORCE

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

*Integrity - Service - Excellence*  
*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**

**U.S. AIR FORCE**

*Fly, Fight and Win...*



U.S. AIR FORCE

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

---

- **What is the Post 9/11 GI Bill?**
- **Who is eligible?**
- **What will you receive?**
- **What kind of training can you take?**
- **How 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)**



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

---

**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**

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

---

- **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**

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

---

- **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/>**



U.S. AIR FORCE

# Post 9/11 GI Bill – Eligibility Percentage

- 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%

**You may qualify for a maximum of 48 months of benefits**  
**For more information, please visit**  
**<https://benefits.va.gov/GIBILL/rudisill.asp>**





**U.S. AIR FORCE**

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

---

- **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**

---

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



U.S. AIR FORCE

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

---

- 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 as Regular Air Force
  - If you have 1095 or more days as Regular Air Force, a letter of certification is not needed, all you need to provide the VA is your DD214
- MPA/RPA is qualifying
- Annual Tour and IDTS's are NOT qualifying
- 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



U.S. AIR FORCE

# *United States Air Force Reserve*

---

*Integrity - Service - Excellence*

## **Post 9/11 GI Bill Transfer Education Benefits**



**U.S. AIR FORCE**

---

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

*Fly, Fight and Win...*

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



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

---

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

# *Eligibility to Transfer Your Benefit*

---

## **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**



U.S. AIR FORCE

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

---

- 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



## *How to Apply for TEB*

---

- 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**.



## *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





## *Application Approval*

---

- **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.)

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

---

- **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)



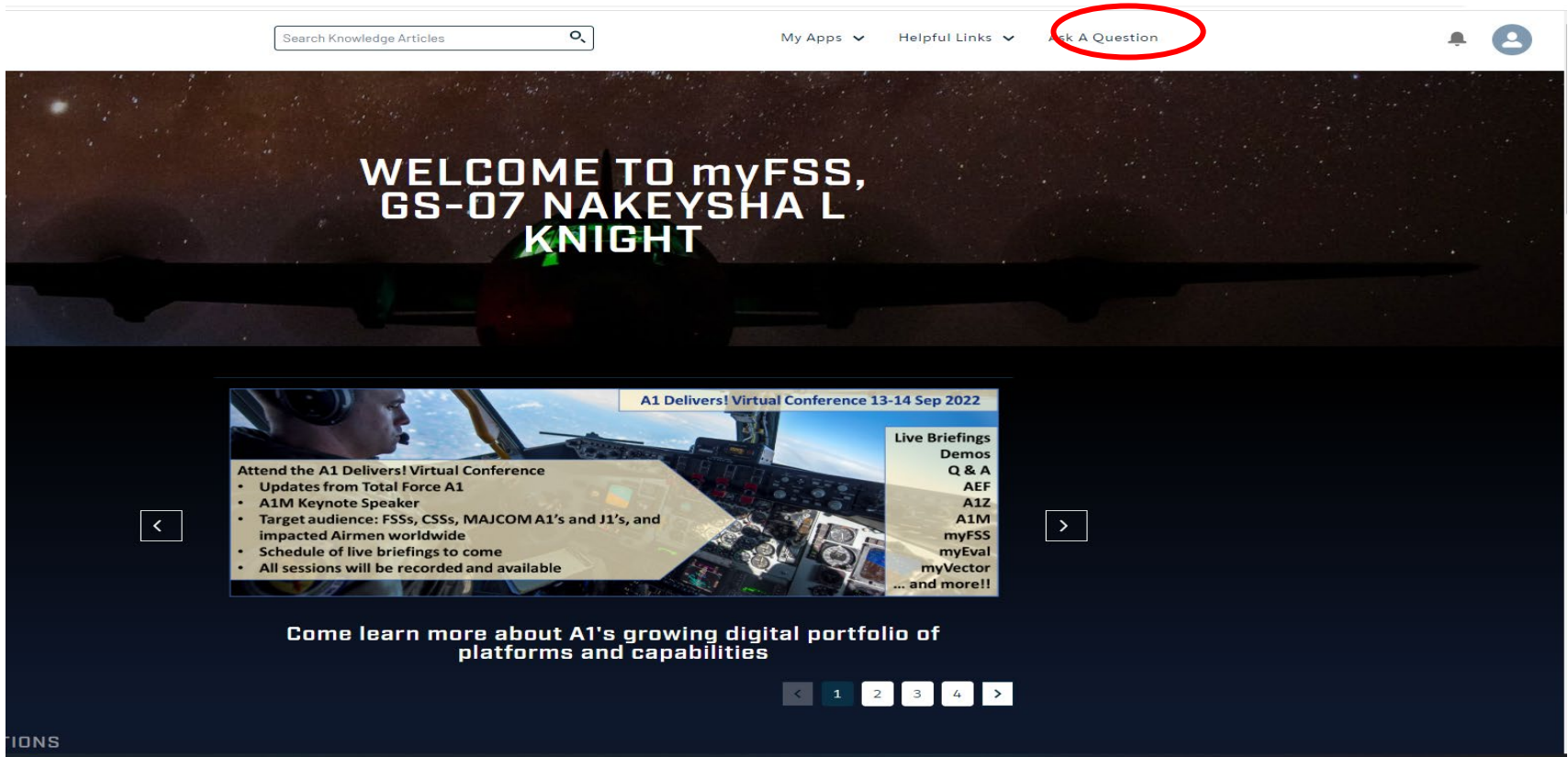
# ***Transfer Your Benefit Additional Information***

---

- **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***

# *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 "Ask A Question" link circled in red. Below the navigation bar is a large banner with the text "WELCOME TO myFSS, GS-07 NAKEYSHA L KNIGHT" over a background image of a fighter jet. Below the banner is a carousel slide for the "A1 Delivers! Virtual Conference 13-14 Sep 2022". The slide contains the following text:

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!!

Below the carousel slide, there is a text box that says "Come learn more about A1's growing digital portfolio of platforms and capabilities". At the bottom of the slide, there is a pagination bar with buttons for "<", "1", "2", "3", "4", and ">".



U.S. AIR FORCE

---

# *Questions?*





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

*Integrity - Service - Excellence*

---

## **Roles and Responsibilities**



**U.S. AIR FORCE**

---

*Fly, Fight and Win...*



- 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**





**U.S. AIR FORCE**

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

---

**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**



U.S. AIR FORCE

# 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

*Fly, Fight and Win...*

## **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)

## 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



U.S. AIR FORCE

---

# *Questions?*





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

*Integrity - Service - Excellence*

---

## **Navigating Systems**

(No slides)



**SMSgt Michelle Corlett**

**HQ RIO/IRR**

**U.S. AIR FORCE**

---

*Fly, Fight and Win...*



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

*Integrity - Service - Excellence*

## **IMA Mentorship Program**



**Col Dustin Born**

**U.S. AIR FORCE**

*Fly, Fight and Win...*



# 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)





U.S. AIR FORCE

---

# *Questions?*





U.S. AIR FORCE

**Day 2**

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

<https://www.zoomgov.com/j/1613854292?pwd=dWh3QlEzRktGK2pNeUIOS3FIS0lydz09>

Meeting ID: 161 385 4292  
Passcode: 936906

Then rejoin this group

---

*Fly, Fight and Win...*



# *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!**



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



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

*Integrity - Service - Excellence*

---

## **HQ RIO Talent Management Consultant**



**MSgt Josh Corbett**

**U.S. AIR FORCE**

---

*Fly, Fight and Win...*



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

---

- **Career Counseling**

- Enlisted Career Planning
- Commissioning Resources
  - Direct commissioning into health professions takes place through HP Reserve recruiter
  - Direct commission to Active Duty takes place through Active Duty recruiter
- Potential Cross-Training Opportunities
- Exploring Reserve Vacancies
  - AGR opportunities are advertised in Talent Marketplace
- Retirements Coordination
- Informed Decisions
- In/Out-Processing (incentive review, exit surveys, etc.)

- **Incentive Program Assistance**

- Enlisted and Officer Incentive Resources
- Special Duty Assignment Pay (SDAP)
- BRS Continuation Pay
  - Submitting BRS SOU to RPO
- Terminations/Recoupments

- **Additional Information & Resources**

- BCMR
- Development Team Boards
- Reserve Retirement Counseling
- STEP I & II
- Development Education Resources
  - RSSB/RDEDB/EDEB Opportunities

**HQ RIO Talent Management Consultant**  
**ARPC.HQRIO.CareerAssistance@us.af.mil**  
**MyFSS – HQ RIO**

---

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



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

---

- **Enlisted CSL (DAFSCs listed):**
  - **Non-Prior Service (Enlisted Accession)**
    - New enlisted member who has not previously served in any component of the US Armed Forces
  - **Affiliation**
    - Gained into the AFR directly from RegAF or the IRR
    - No prior ARC service (includes ANG)
    - Fully Qualified
    - Not Palace Chase
  - **Prior Service**
    - Has prior service in the any regular and/or reserve component
      - Does not qualify for Affiliation
    - My have break in service
    - Received an honorable discharge for all previous service periods
  - **Retention (Reenlistment)**
    - Currently serving AFR members
    - Must have performed three consecutive authorized four-period UTAs.
    - Included Retraining

Source: AFR Officer/Enlisted Incentive Program myFSS Article

---

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



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

---

- **Enlisted Non-CSL (DAFSCs not listed):**
  - **Affiliation (RCAIB)**
    - Gained into the AFR directly from RegAF or the IRR
    - No prior ARC service (includes ANG)
    - Fully Qualified
    - Not Palace Chase
  - **Retention (Reenlistment)**
    - Currently serving AFR members
    - Must have performed three consecutive authorized four-period UTAs.
    - Includes Retraining.





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

---

- **Officer CSL (DAFSCs listed)**
- **Officer Incentives are based on APPOINTMENT date**
  - **Accession**
    - Newly appointed Air Force Reserve Officer
    - **Never** been an officer before in any component
    - Prior Service Enlisted members must have less than 20 years total federal service (based on pay date) at time of appointment
    - Must complete initial skills and become fully qualified IAW AFOCD.
  - **Affiliation**
    - Gained into the AFR directly from RegAF or the IRR without a break in Service
    - ANG does not qualify
    - Fully Qualified
    - Not Palace Chase

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

- To qualify for AIP-CW, an Airman must be:
  - Newly assigned to an AIP-CW qualifying base
  - Within the first 90 days of being assigned, live within 90 miles of the qualifying AIP-CW base
  - Be an active participating Traditional Reservist, Air Reserve Technician, Active Guard Reservist, or Individual Reservist
  - Agree to serve a 24-month Reserve Service Commitment (RSC) from the effective date of the approved AIP-CW. The RSC must be documented on a DAF Form 64, *RSC Acknowledgement/Declination* and filed in the member's ARMs record.

AIP Pay Levels	W/O Dependents	With Dependents	Criteria
Level 1	\$500	\$1,000	Above -20°F with additional substantiating need
Level 2	\$1,000	\$2,000	-20°F through -29°F
Level 3	\$1,500	\$3,000	-30°F through -39°F
Level 4	\$2,000	\$4,000	-40°F through -49°F
Level 5	\$2,500	\$5,000	-50°F and below

AIP-CW is a lump-sum incentive pay designed to both incentivize assignment as well as to ensure the readiness, health and safety of service members and their dependents. The following locations have already been qualified for AIP, for Regular Service DAF members based on the DAF's cold weather criteria:

Location	AIP Pay Level	W/O Dependents	With Dependents
MINOT	2	\$1,000	\$2,000
CLEAR/EIELSON	4	\$2,000	\$4,000
GRAND FORKS	2	\$1,000	\$2,000
CAVALIER	2	\$1,000	\$2,000
JB ELM-RICH	2	\$1,000	\$2,000
MALMSTROM	2	\$1,000	\$2,000

Based on the FY24 NDAA and DAF's cold weather criteria, the following AFR-specific locations was determined to meet eligibility for CW-AIP:

Location	AIP Pay Level	W/O Dependents	With Dependents
MINNEAPOLIS-ST PAUL AFS	2	\$1,000	\$2,000



## *HQ RIO Talent Management Consultant*

---

# *Questions?*



---

*Fly, Fight and Win...*



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

*Integrity - Service - Excellence*

## **HQ RIO Readiness**



**SMSgt Michelle Corlett**

**HQ RIO/IRR**

**U.S. AIR FORCE**

*Fly, Fight and Win...*



U.S. AIR FORCE

# 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



U.S. AIR FORCE

# 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](#)



**Individual Readiness Reports**

- My Readiness Report

Run Your Readiness Report

[Index](#)


[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 the process of standardizing the process of detachments and six operations around the world to assist the



U.S. AIR FORCE

# 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 not calculate into Participation Readiness

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.

*Fly, Fight and Win...*





U.S. AIR FORCE



U.S. AIR FORCE

# 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	<b>Fully Ready</b>	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	<b>Fully Ready</b>	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	<b>Excellent (Exp-90)</b>	
Next Due Date	31 Jan 2013	

**Security Clearance Readiness**

Security Status	<b>Valid/Staff</b>	
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	<b>Not Ready</b>	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	<b>Need Attention</b>	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	<b>Subsatisfactory (Exp)</b>	
Next Due Date	31 Jan 2012	

**Security Clearance Readiness**

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

**AFSC Training Readiness**

*Fly, Fight and Win...*



- 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



U.S. AIR FORCE

# How to complete your PHAQ

**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

**IMR ACTION LIST**

[IPHAQ]

[Action List Help](#)

**Start PHAQ**

[MyIMR User Guide](#)

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**



U.S. AIR FORCE

# ***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**





U.S. AIR FORCE

# 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



U.S. AIR FORCE

# 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



U.S. AIR FORCE

---

# *Questions?*





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

*Integrity - Service - Excellence*

---

## **HQ RIO Medical**



**U.S. AIR FORCE**

---

*Fly, Fight and Win...*



- **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.
    - RHRP cannot be used to complete the PHA process.



U.S. AIR FORCE

# 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>→ PHA: 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		→ PHA: 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			
Overall Status: Due		GoRedDate: 07/13/2019																																																									
PHA	Dental	Labs	Profile	Med Equipment	Other																																																						
Due	Current	Current	Ready	Current																																																							
→ PHA: 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																																																									





U.S. AIR FORCE

# How to complete your PHAQ

**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

**IMR ACTION LIST**

[IPHAQ]

[Action List Help](#)

**Start PHAQ**

[MyIMR User Guide](#)

Overall Status: Current

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			

*Fly, Fight and Win...*

- **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.
  - 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 40 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 renders a member unable to participate for pay and point gaining activities. Participation will be determined by your Detachment Commander.**



U.S. AIR FORCE

# *Modification/Deployment Waivers*

---

- 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.\*\*\***



# *Medical Continuation*

- **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

---

# Contact Us

**Capt Michael Miller (Chief)**  
Email: [michael.miller.329@us.af.mil](mailto:michael.miller.329@us.af.mil)  
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>



U.S. AIR FORCE

---

# Questions?



---

*Fly, Fight and Win...*



U.S. AIR FORCE

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

*Integrity - Service - Excellence*

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



**U.S. AIR FORCE**

**MSgt EricScott Tom**

**HQ RIO/IPR  
DSN 847-3700**

**Comm 720-847-3700**

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



U.S. AIR FORCE

# Overview

---

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



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

**U.S. AIR FORCE**

---

- **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.**
-



U.S. AIR FORCE

# ***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.**



U.S. AIR FORCE

# 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 commuting 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 _____ <input type="checkbox"/> home station or <input type="checkbox"/> 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 CDDR 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="http://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.			





U.S. AIR FORCE

# ***Deployment Responsibilities***

---

## **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.
- Initiates DTS Auth

## **AD Unit**

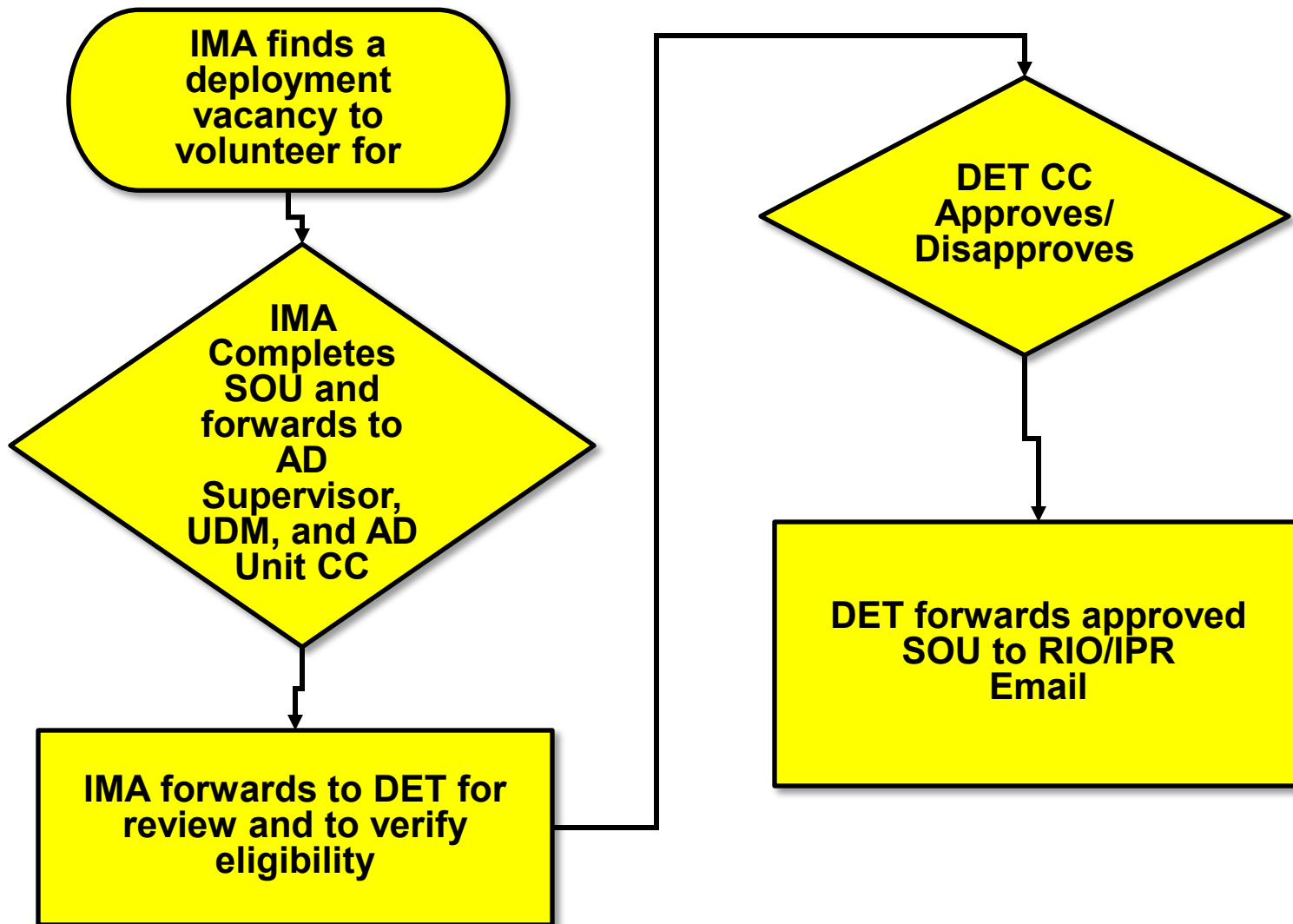
### **Per AFI 10-401**

- 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



U.S. AIR FORCE

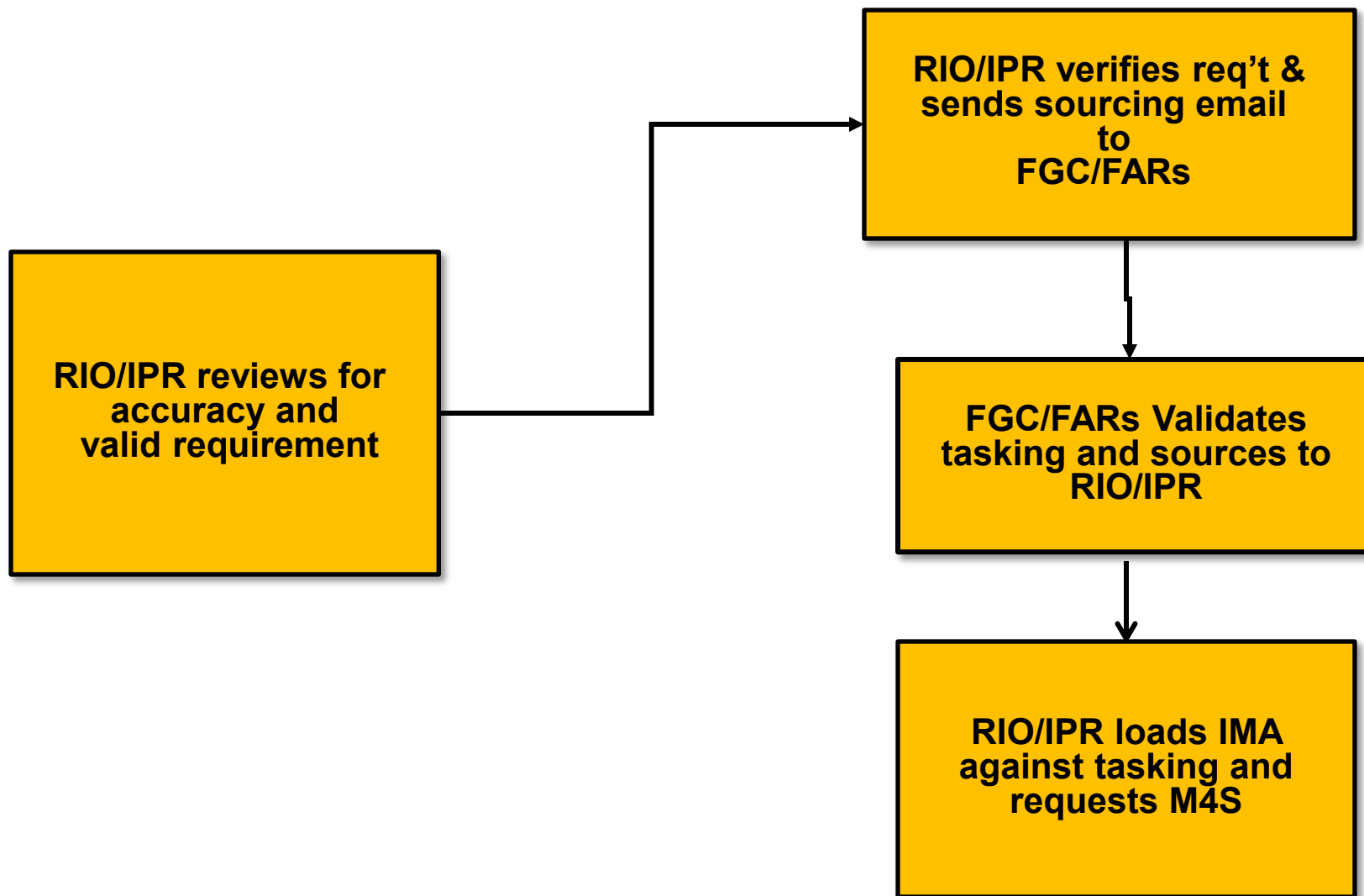
# IMA Deployment Process (phase 1)





U.S. AIR FORCE

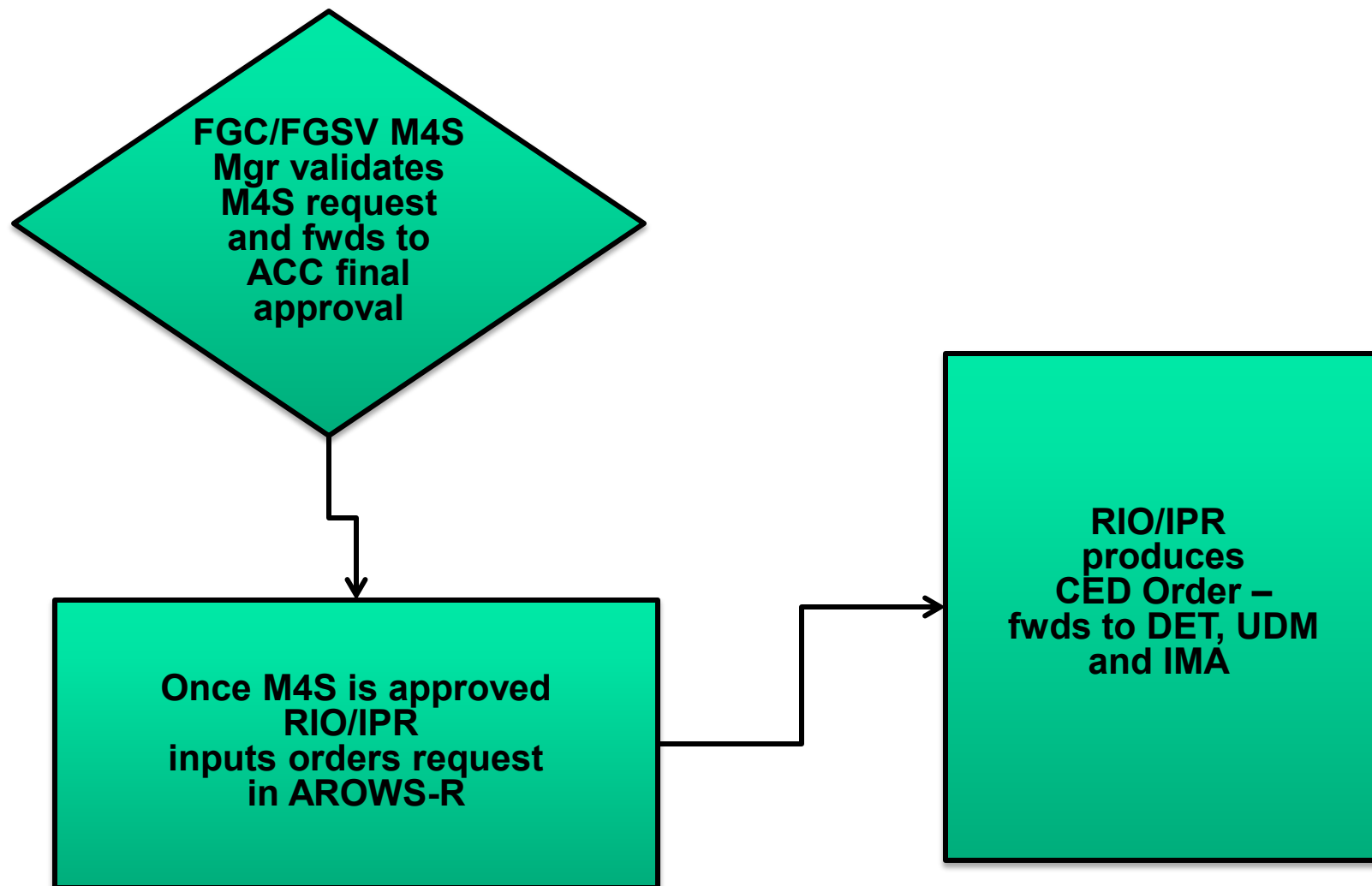
## ***IMA Deployment Process (phase 2)***





U.S. AIR FORCE

## *IMA Deployment Process (phase 3)*



*Fly, Fight and Win...*



U.S. AIR FORCE

# ***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**

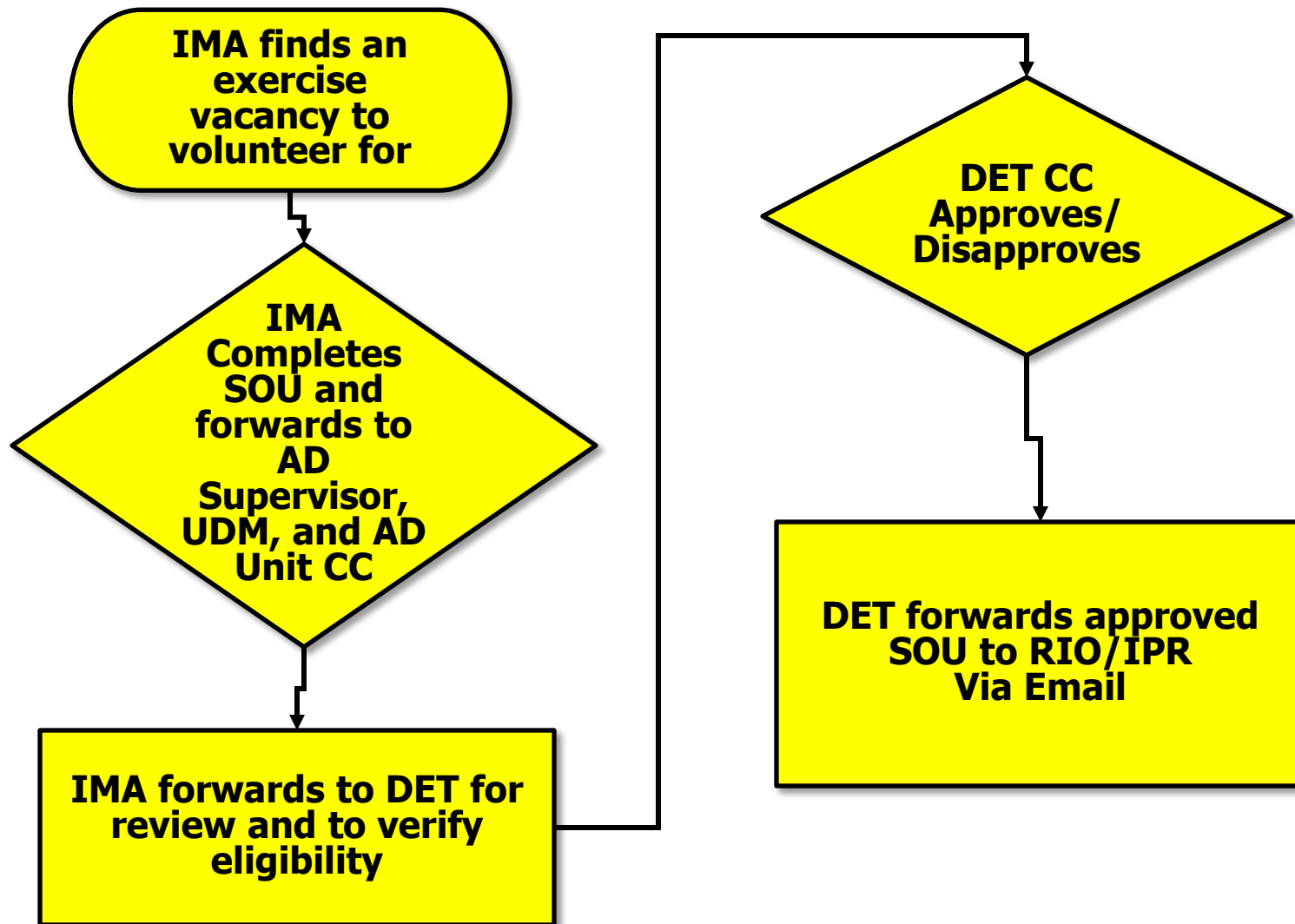
### **Per AFI 10-401**

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



U.S. AIR FORCE

# *IMA Exercise Process (phase 1)*

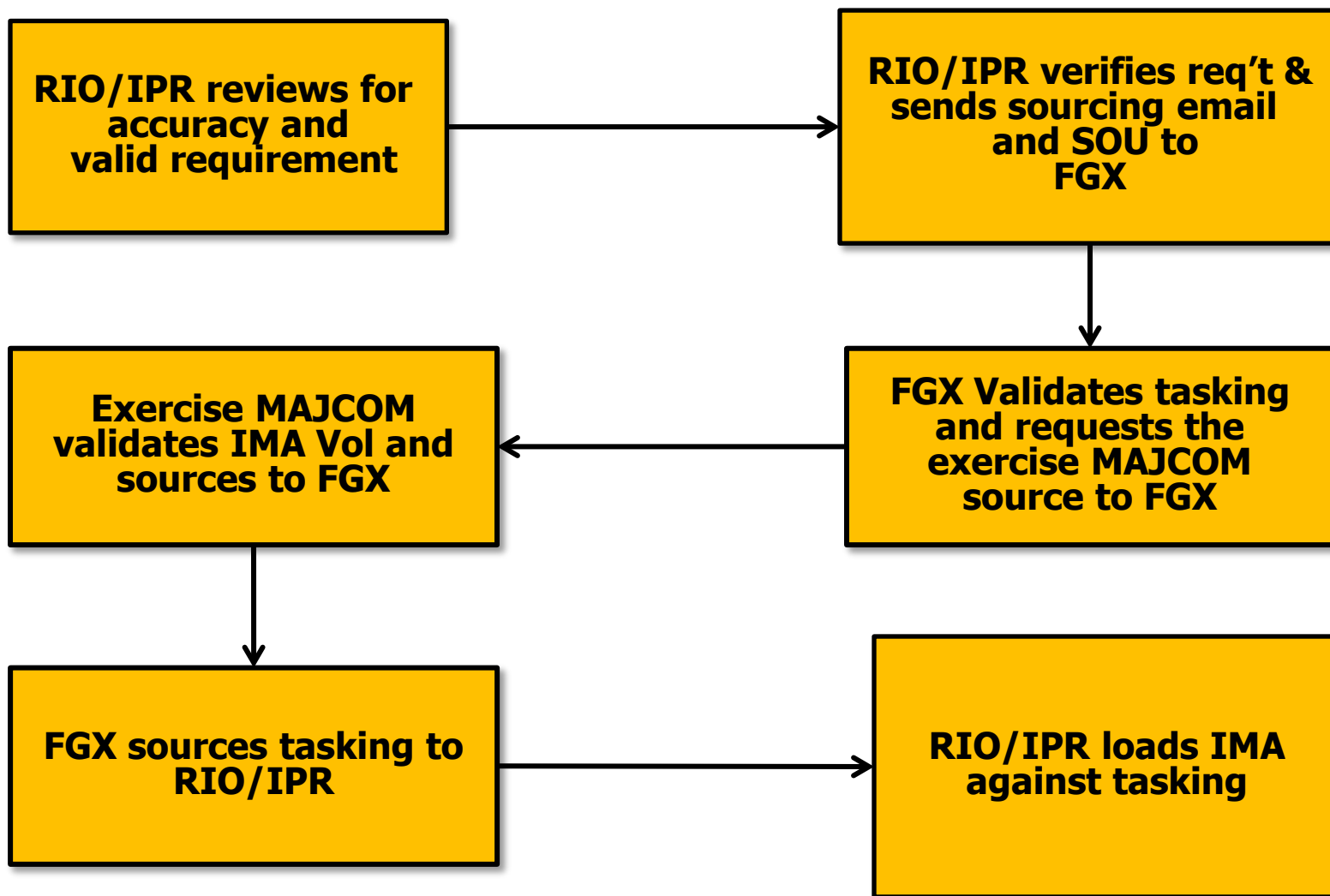


*Fly, Fight and Win...*



U.S. AIR FORCE

## *IMA Exercise Process (phase 2)*

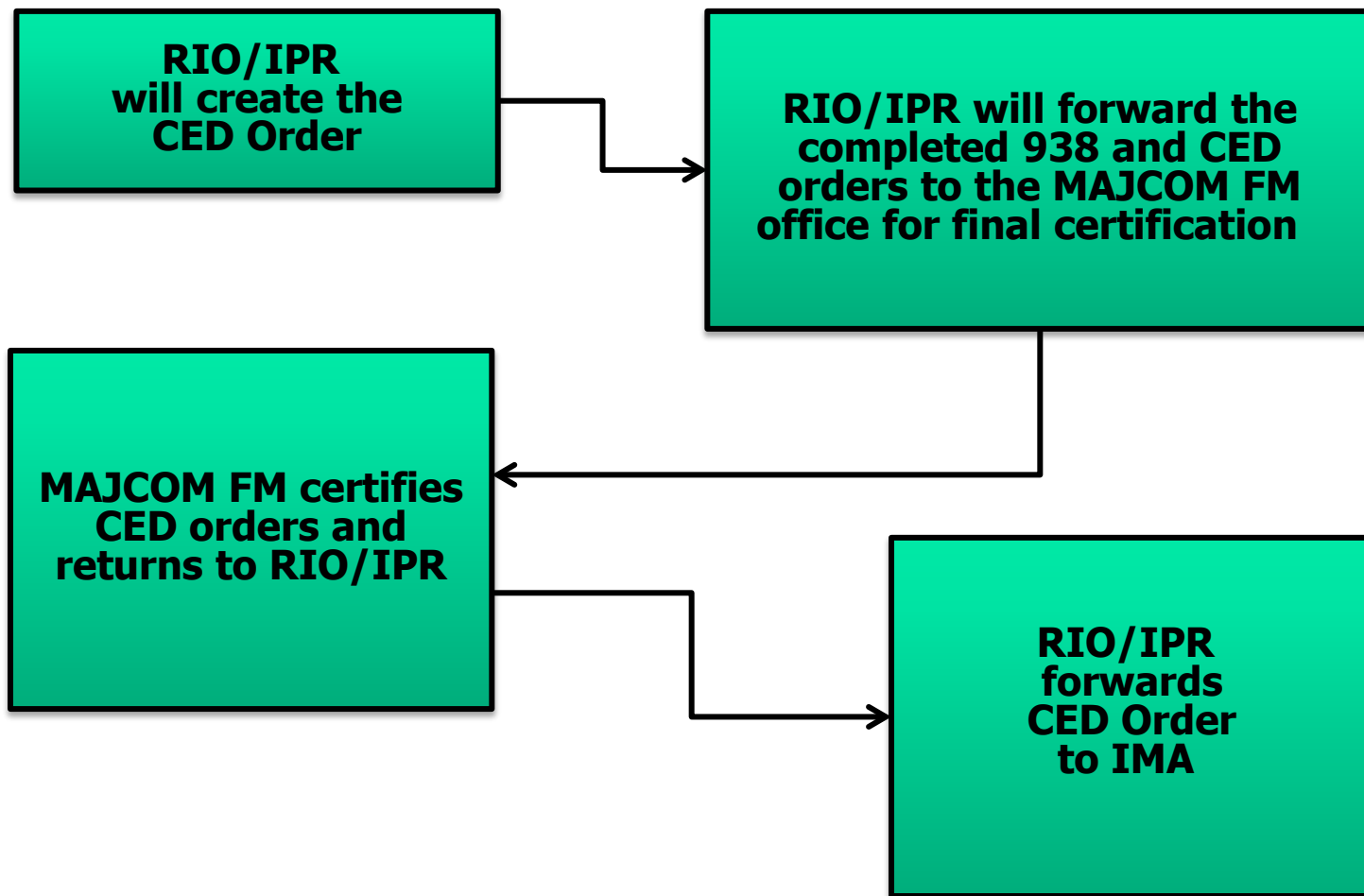


*Fly, Fight and Win...*



U.S. AIR FORCE

## *IMA Exercise Process (phase 3)*







# *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*

---

- **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)**



U.S. AIR FORCE

---

# *Questions?*





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

*Integrity - Service - Excellence*

## **Yellow Ribbon Reintegration Program (YRRP)**



**U.S. AIR FORCE**

**YRRP IR Representative**  
MSgt Samantha Conner



*Fly, Fight and Win...*



# ***What is YRRP?***

- The **Yellow Ribbon Reintegration Program (YRRP)** is a DoD-wide effort to promote the well-being of National Guard and Reserve members, their families and communities, by connecting them with resources throughout the deployment cycle.
- AFRC YRRP sends members and their support system to various locations across the country to meet face to face with Resource Providers before, during, and after deployments:
  - Orlando
  - San Antonio
  - Anaheim
  - San Diego
  - Seattle



U.S. AIR FORCE

# ***YRRP Eligibility & Registration***

---

## **Eligibility:**

- ✓ Orders in support of contingency operations.
- ✓ 90 days or more (includes accumulation of 90 days in 2 years. Must be at least 45-day increments).
- ✓ Separation from support system 50% of orders duration

## **Eligibility Timeframe:**

- (1) Pre deployment event within 120 days of orders starting (official orders are not required).
- (1) During deployment event for your support system if you were deployed short notice.
- (2) Post deployment events; no earlier than 30 days upon return and within 395 days of return.

## **Guest Eligibility:**

- Members are eligible to **invite two (2) guests**. Adults 18+ or DEERS Eligible Children (DEC)
- If you have multiple DEC, they are considered (1) guest.
  - DEC Defined IAW AFRCI 36-2641: The service member's natural, adopted, and/or stepchildren who live with the service member the majority of the year, or the service member is the legal guardian. The child must be unmarried and under the age of 21; OR under the age of 23 and a full-time student; OR severely disabled.

## **Registration:**

- The YRRP Representative will provide event details and registration information as soon as it is available.
- Register yourself and ALL guests in the link that is provided for the event of your interest.
- Registering for an event does not guarantee you will be approved to attend.

---

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

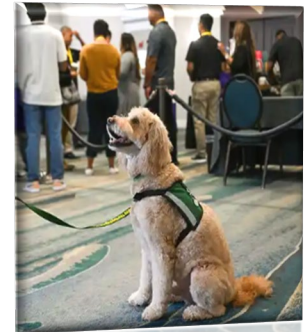


U.S. AIR FORCE

# Resources

- **Resource Providers** are available to provide you and your support system invaluable information from fields related to deployment benefits to include but not limited to; TRICARE, VA Benefits, Resume Writing, VA Home Loans, Legal...
- YRRP Events provide briefings from our Resource Providers and a Resource Fair where you can connect with them one on one.

## Past Agenda:



*Fly, Fight and Win...*



- **Travel costs are reimbursed for members and their guests.**
- **Members** travel TDY on orders and use their GTC.
- **Guests** also travel on Invitational Travel Authorizations built in DTS.
  - Flights are billed to a Centrally Billed Account
  - Meals are paid up front by the guest and reimbursed with the DTS voucher process.
- For members that are eligible to bring **4+ guests**, a second hotel room and additional transportation expenses will be authorized.
  - All additional costs related to 4+ travel is required to be paid up front and reimbursed on the guest voucher (GTC is not authorized) – this includes the additional hotel room.
- **To initiate travel plans**, you will receive instructions from the YRRP IMA Representative when you are approved to attend an event. This will include:
  - Requesting orders to the Orders Work Cell (OWC) via myFSS
  - Booking hotel & flight arrangements
  - Providing guest details
  - Working to establish your DTS documents with the provided POC
  - You are **authorized to travel days before or after the event** dates. You will only be reimbursed lodging and per diem for event dates only.

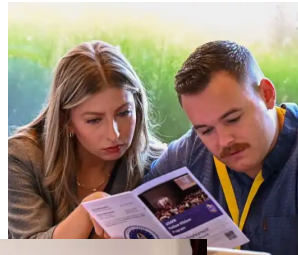




U.S. AIR FORCE

# What to Expect at the Event

- **Friday** is both your travel and report day.
- AFRC YRWRs are standing by ready to greet you and provide a smooth event registration for you and your guests!
- **Registration** takes at least 10-20 minutes, and you are welcome to stay and network or get a head start on talking to Resource Providers.
- **Saturday** is a full day (0730-1530) filled with classes that best meet your needs in this phase of deployment preparation or reintegration. Breakfast and lunch are provided in our general session ballroom and we ensure kid friendly activities and resources are provided throughout the day.
- **Sunday** is a half day (0730-1200) focused on two more classes, followed by closing remarks. A luggage room is provided for those traveling after the event (no earlier than 1500).



*Fly, Fight and Win...*



U.S. AIR FORCE

# ***YRRP Media, Upcoming Events, and POC***

---

**Hold the ctrl key and click the icon to visit the links below:**



## **Upcoming Events:**

23-25 May: San Antonio, TX

**IMA YRRP Rep:** MSgt Samantha Conner

**Email:** Samantha.conner.1@us.af.mil

**Office Phone:** TEAMS

**Personal Cell:** Provided Once Eligible



---

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



U.S. AIR FORCE

---

# *Questions?*





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

*Integrity - Service - Excellence*

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



**HQ ARPC/DPATE**

**U.S. AIR FORCE**

*Fly, Fight and Win...*



U.S. AIR FORCE

## *Who We Are*

---

- MSgt Michael Turenne
  - Classification and IR Training
- SSgt Jocelyn Wahe
  - Classification and IR Training
- Workflow: [RIO.HQ.IRTraining@us.af.mil](mailto:RIO.HQ.IRTraining@us.af.mil)



U.S. AIR FORCE

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

---

## **All actions must be coordinated through your Detachment**

- IMA—Oversee the IMA On-the-Job Training (OJT) Program/Brief Wing Training Performance Metric (TPM) 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—Accelerated Mission Readiness Training (AMRT)
- IMA—Manage Enlisted Training Waiver Coordination
- AFRC—Manage Classification Waiver Process
- AFRC—Manage Classification AFSC Conversion Coordination
- AFRC—myFSS Tickets

# ***Detachment Training POCs***

---

## **All actions will be coordinated with AC Unit Training Manager or URC**

- IMA—Tracking/Reporting Officer and Enlisted On-the-Job Training (OJT)/Training Performance Metric (TPM) Briefing monthly
- IMA—Monitor Blackboard actions
- IMA—Update AFSC/SEI 2096 actions (upgrade, downgrade, withdrawal) in MilPDS
- IMA—Update Training/Retraining Status Codes (TSC) in MilPDS
- IMA—Submit all PME and Formal School Requests (OTA)
- IMA—Review/Submit Accelerated Mission Readiness Training (AMRT) Packages
- IMA—Review/Submit Classification Waiver Packages
- IMA—Review/Submit Enlisted Training Waiver Packages
- IMA—myFSS tickets for their assigned personal regarding training

## **All actions must be coordinated through your Detachment**

- IMA—Officer and Enlisted On-the-Job Training (OJT) Management
- IMA—Enroll IMA into CDC's
- IMA—myLearning
- IMA—myTraining
- IMA—Initiate AFSC/SEI 2096 actions (upgrade, downgrade, withdrawal)
- IMA—Initiate Training/Retraining Status Codes (TSC) updates
- IMA—Assist IMA in submitting Formal Schools Requests
- IMA—Assist IMA in submitting Accelerated Mission Readiness Training (AMRT) Packages
- IMA—Assist IMA in submitting Enlisted Training Waiver Packages





**Regarding training, the IMA member is the only person who has total view of their record. The Detachment UTM and AC Unit Training Manager 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



U.S. AIR FORCE

# Contacting Training POCs

- To contact your Detachment please submit a myFSS ticket
- Go to “myIMA” at the bottom of the myFSS homepage
- Select “AFR Submit Inquiry to RIO Detachment”
- Select “Create A Request”
- Select your Detachment

Answer ID: 000003593 | Updated: 24 Jan 2025

AFR HQ RIO IMA Management

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

The Headquarters Individual Reservist Readiness Integration Organization (HQ RIO) is located at Buckley Space 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.



U.S. AIR FORCE

# IR Guides

- IR Training guides have been uploaded to the HQ RIO Website under "Education and Training"
- Guides have been created for the following:
  - Submitting AF Form 2096
    - With Blank AF 2096
  - Submitting Classification Waivers
    - With all Required Documents
  - Training Waivers
    - With Checklist
  - Formal School Request
- <https://www.hqrio.afrc.af.mil/Training/>

The screenshot shows the HQ RIO Website interface. At the top, there is a navigation bar with the HQ RIO logo and the text "HEADQUARTERS RIO". To the right of the logo, there are links for "TRAINING", "RIO BUZZ", "URCS & SUPERVISORS", "GUIDANCE UPDATES", "REOPTIMIZATION", and "RIO CUSTOMER SERVICE HOUR". Below the navigation bar, there is a section titled "TRAINING VIDEOS". The main content area features a large video thumbnail with a dark blue background. The thumbnail has the HQ RIO logo on the left and the text "Finding Your Sweet Spot" in a stylized font on the right. Below the logo, it says "Headquarters Individual Reserve Readiness and Integration Organization" and "April 10, 2024 | By Maj. Candice Allen". Below the video thumbnail, there is a list of topics covered in the training videos:

- Having a Good Participation Year (Finding Your Sweet Spot)
- How to send PII using AMRDEC-Safe
- Unit Reserve Coordinator



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

---

## **All actions must be coordinated through your Detachment**

- Upon entering the IMA program, our office assists with determining training requirements, if applicable.
  - Includes: Training & Retraining Status Codes (TSC), Initial Skills Awarding Schools, CDC/Blackboard courses
- Subsequently, our office oversees Officer and Enlisted on the Job Training programs and reports Training Performance Metrics (TPM) to the HQ RIO Commander quarterly. HQ RIO Detachments report the Training Performance Metrics (TPM) 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



# Classification Waivers

---

## All actions must be coordinated through your Detachment

- Classification Guidance is posted to myFSS: [Knowledge Detail](#)
  - Search "AFR Classification Waiver Request"
- 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
  - Enlisted: [Knowledge Detail](#)
    - Search "The Enlisted Air Force Specialty Code Change Summary and Conversion Guides"
  - Officer: [Knowledge Detail](#)
    - Search "The Officer Air Force Specialty Change Summary and Conversion Guides"
- Direct/Indirect AFSC Conversion information
- Officers can work directly with the CFM of the specific career field to waive any requirements
  - Contact Detachment for CFM POC



## All actions must be coordinated through your Detachment

- Enlisted Training Waiver Guidance is posted to myFSS: [Knowledge Detail](#)
  - Search "AFRC Training Waiver Submission"
- 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
- Training waiver requests must be submitted within 9 months of the date entered training
- Officer Training Waivers
  - Same package format but the member works directly with the AFRC CFM



# Formal School/PME Requests

---

## All actions must be coordinated through your 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, COC, CIMCT)
- 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
  - Detachment sends RIP to IMA member via the myFSS ticket



U.S. AIR FORCE

# Formal School/PME Requests

## IMA Formal School Request

This form may contain FOR OFFICIAL USE ONLY (FOUO) information that must be protected under the Privacy Act of 1974. Do not release outside of DoD channels without the consent of the originator's office. (AFI 33-332)

AUTHORITY: 10 U.S.C. 8013. PRINCIPAL PURPOSE: To obtain information for computer input from education offices requesting students be enrolled into A4/B A4L Distance Learning Courses. Use of SSN required to make positive identification of the individual and records. ROUTINE USE: Used to prepare data for input into MiPDS and A4/B A4L computer database. DISCLOSURE: Voluntary. However, if requested information is not provided, the enrollment cannot be accomplished.

### Course Information (Obtain from ETCA)

Course Number	Course Title	# Days
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Desired Class Dates (Obtain available class dates from RIO Detachment office)

#1 - Start Date	#2 - Start Date	#3 - Start Date	#4 - Start Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Grad Date	Grad Date	Grad Date	Grad Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Member Details

Last Name	First Name	MI
<input type="text"/>	<input type="text"/>	<input type="text"/>
SSN	Rank	DAFSC
<input type="text"/>	<input type="text"/>	<input type="text"/>
ETS/MSD	RIO Det.	
<input type="text"/>	<input type="text"/>	

### Eligibility All items must be verified by the Unit Training Manager

#### UTM Initials

- ☐ Member meets retainability required after class grad date. (1yr for courses <15 days / 2yrs for courses >15 days)
- ☐ Member meets all course pre-requisites prescribed in ETCA.
- ☐ Member has a current and passing fitness assessment. (AFFMS report attached)
- ☐ Member's readiness is current. (ARCNet report attached)
- ☐ Member has no conflicting TDY, deployment, or other orders that may prevent attendance.
- ☐ Course is required for mission accomplishment per applicable CFETP, AFI, AFOD/AFEC, or deployment instructions.

### Unit Training Manager

Typed: Name, Rank, and Title	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Once signed, save as PDF onto computer and submit thru myPers.

## AFRC In-Residence EPME Request

(Revised 23 Apr 18)

**Privacy Act Statement:** This worksheet contains FOR OFFICIAL USE ONLY (FOUO) information, which must be protected under the Freedom of Information Act (5 U.S.C. 552) and/or the Privacy Act of 1974 (5 U.S.C. 552a). Unauthorized disclosure or misuse of this PERSONAL INFORMATION may result in disciplinary action, criminal and/or civil penalties. Further distribution is prohibited without the approval of the author of this message unless the recipient has a need to know in the performance of official duties.

**Instructions:** Complete all applicable sections on this request and forward to commander for approval. Request must be typed. Email requests and digital signatures are preferred; request must be named using the following naming convention: (Last Name - Wing - AL5 Request) Example: "Smith - 123 AF - AL5 Request"

### Eligibility Requirements:

Airman Leadership School (ALS): Must be a SrA or SSgt; 24 months retainability; See Notes 1 - 4.  
Noncommissioned Officer Academy (NCOA): Must be a TSgt; 24 months retainability; See Notes 1-3.  
Senior Noncommissioned Officer Academy (SNCOA): Must be a MSgt or SMSgt; 24 months retainability; See Notes 1-3.  
Chief Leadership Course (CLC): Must be a CM5gt or SMSgt on current E-8 KPL; Completed SNCOA; 24 months retainability; See Notes 5 and 6.

### Notes:

- If the member is on a profile, send the profile with the request so we can get approval.
- PME is centrally funded except for Civilian and AGR status, which are unit funded.
- Fit to Fight must be current through completion of the class.
- SSgt; down status services must attend ALS (or accomplish DL) unless they enter AFRC as an SSgt with more than 9 years TTS; if that is the case, then they do not have complete ALS.
- There is a two-week DL prior to in-residence start date.
- More information can be found at: <http://www.airuniversity.af mil/Barnes/CMCA/>

### SECTION 1: (STUDENT INFORMATION)

NAME (Last, First MI)	ETS	
SSN	RANK	DOR
HOME UNIT, STATION, NAF	FITNESS SCORE	FITNESS DATE
EMAIL	ATTENDANCE STATUS	<SELECT>

The following blocks are only required for the Chief Leadership Course:

SNCOA GRAD DATE	Is SMSgt applicant on current Command E8 KPL?
-----------------	---

**SECTION 2 (COURSE SELECTION):** Select course and provide time-frames you are available to attend (i.e. Jan-Mar, Apr-Jun, etc). The FSDE office will work with AFRC to secure your seat at a location closest to your HOR that meets your availability.

COURSE	<SELECT COURSE>		
1 <sup>st</sup> CHOICE	2 <sup>nd</sup> CHOICE	3 <sup>rd</sup> CHOICE	

**SECTION 3 (COORDINATION):** Please sign and forward to the next appropriate office. Note: Date block required for wet signatures only.

APPLICANT	Date:
UNIT OR GROUP COMMANDER	Date:
UNIT TRAINING MANAGER	Date:
GROUP TRAINING MANAGER	Date:
FORCE DEVELOPMENT	Date:
WING COMMAND CHIEF	Date:

Upon approval from Wing Command Chief, FSDE will coordinate with AFRC/AIKO using the allocation spreadsheet to fill open quota based on member's availability. FSDE will complete the section below to aid AIKO with seat allocation.

Location	Course #	Class #	Start Date	Grad Date
----------	----------	---------	------------	-----------

Fly, Fight and Win...





U.S. AIR FORCE

# *Accelerated Mission Readiness Training (AMRT)*

---

**All actions must be coordinated through your 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.

---

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



## *Common AFIs/References*

---

- DAFMAN 36-2100 MILITARY UTILIZATION AND CLASSIFICATION
- DAFMAN 36-2114 MANAGEMENT OF THE AIR FORCE RESERVE INDIVIDUAL RESERVE (IR) AND FULL-TIME SUPPORT (FTS) PROGRAMS
- DAFMAN 36-2136 RESERVE PERSONNEL PARTICIPATION
- AFRCI 36-2603 AIR FORCE RESERVE SEASONING TRAINING PROGRAM (STP)
- DAFMAN 36-2689 TRAINING PROGRAM
- AFRC Training Waiver Personnel Services Delivery Guide
- IR Guides



U.S. AIR FORCE

---

# *Questions?*

ARPC Classification & IR Training

SSgt Jocelyn Wahe

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



---

*Fly, Fight and Win...*



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

*Integrity - Service - Excellence*

---

## **HQ ARPC Tuition Assistance**



**TSgt Ramon Acevedo Rodriguez**

**U.S. AIR FORCE**

---

*Fly, Fight and Win...*



U.S. AIR FORCE

CUI

# Overview

---

- Applying for Tuition Assistance (TA)
- Reimbursements
- Guidance
- Questions

---

*Fly, Fight and Win...*

CUI



# *Applying for TA*

---

- When applying for TA, all requests must be submitted through the MyEducation via myFSS.
- TA will only cover one of each degree (example: you cannot use funds for second bachelor's degree)
- TA will not pay for lateral or lesser degrees (Exception: CCAF)
- To submit a ticket in myFSS:
  - Visit [myFSS](#)
  - Select “myEducation”
  - Choose “New Education and Training Requests”
  - Select “IMA Reserve TA ” as the training type
  - In the subject line, enter “IMA TA”



# *Applying for TA*

---

- Ensure that when applying for TA, all funding requests must be submitted up to 45 day prior but NLT 7 calendar days before the class start date.
  - \*\*Make sure you are double and triple checking that class you are applying for funding is the correct course!\*\*
  - TA funding can no longer be authorized after the class start date.
- Enlisted Students retainability must extend beyond the course end date or the individual intends and is eligible to reenlist.
- Commissioned Officers Mandatory Separation Date (MSD) must not be less than 48 months from the end of the last course date. If they do not meet this requirement a Reserve Service Commitment (RSC) must be completed.



U.S. AIR FORCE

CUI

# *Applying for TA*

---

- For Reserve Airmen:
  - To apply for TA member must be actively participating for pay, points, and be in good standing the day the member applies for and completes all registered courses.
- Ineligible to Utilize TA:
  - Have a current Unfavorable Information File (UIF) and/or Control Roster
  - Failed or overdue PT Test
  - Current Referral EPB
- Airmen pursuing bachelor's degree who do not maintain a cumulative GPA of 2.0 or higher after 15 semester hours cannot use MilTA

CUI





U.S. AIR FORCE

CUI

# Applying for TA

- IAW AFI 36-2670, you must understand your responsibilities utilizing TA. Please ensure your personal information in Air Force Virtual Education Center (AFVEC) website is accurate. All notifications are delivered to your AFVEC messages. If a notification is not received, you are still responsible for meeting suspense dates.
- 1. You must regularly check your AFVEC enrollments, grade information, and outstanding suspenses. Even though many schools post grades automatically after term end dates, you remain responsible for ensuring final grades are posted in AFVEC correctly within the 60-day AFI 36-2670 requirement.
- 2. If grades are not posted, please provide official grade reports to your base education office or email the Central Office at [mita.reimb@us.af.mil](mailto:mita.reimb@us.af.mil).
- 3. If you withdraw from the course, please provide supporting documentation to the Education Office or MilTA Central Office along with verification of any school refund of MilTA to the government.
- 4. If you receive a grade of Incomplete, you must provide verification to the Education Office or MilTA Central Office. Regardless of your institutions policy for incomplete grades; remember, the air force has limited the grace period to 120-days from original term end date. After 120-days, without having a permanent grade, you will become liable for reimbursing the government costs.
- 5. Unless a MilTA reimbursement waiver is granted, students are financially obligated to repay MilTA back to Air Force for non-completions.
- 6. Any unsuccessful grade that is posted in AFVEC initiates the AFI 36-2670 30-day due process notification of indebtedness. Students need to request reimbursement payments or a waiver within these 30-days. If not, the signed MilTA document voluntarily authorizes funds to be withdrawn from pay and refunds will NOT be provided!
- 7. Along with communicating with your college, please notify your local education office or MilTA Central Office regarding any issues PRIOR to your suspense date(s).
- 8. Separating DAF members must provide grade or progress report from instructor at least two weeks prior to separation/deactivation date.
- **BOTTOMLINE:** Students are ultimately responsible for the accuracy of their education records and it's timely updates, changes, etc. Failure to meet prescribed timelines, suspenses, or if errors are made and not corrected in a timely manner, this could result in a financial debt to you.

*Fly, Fight and Win...*

CUI



U.S. AIR FORCE

CUI

# *Reimbursements*

---

- Classes must be paid back to the U.S. Government for failing grades
  - Undergraduate: 69.9% (D) and below
  - Graduate: 79.9% (C) and below
- It is the student's responsibility to ensure grades are posted in AFVEC correctly within 60 days after course completion date.
- Per AFI 36-2670 Incomplete grades must be rectified and updated in AFVEC 120 days from original term end date.
- Contact your education office immediately if there are any issues with grades and/or pending school actions preventing final grade postings.

CUI



U.S. AIR FORCE

CUI

# Reimbursements

- Airmen will have no more than 30 days to respond to notification of reimbursement
- 6.5.1.4.2. Airmen receiving incomplete grades must attain a satisfactory grade within the time limit stipulated by the institution or 120 days after the end of the course as listed on the electronic Military Tuition Assistance Request, whichever comes first. If a satisfactory grade has not been received at the end of this period, the Central Office will initiate a reimbursement action for Airmen to repay the Air Force for the Military Tuition Assistance used to fund the course(s). If an Airman presents a grade after the deadline, he/she failed to meet the completion requirements; thus, the Central Office will not return the Military Tuition Assistance to the Airman and will not stop or suspend the reimbursement action.

CUI



U.S. AIR FORCE

CUI

# *Guidance*

---

- DAFI 36-2670
- DAFMAN 36-2100
- DAF Form 64 (RSC)
- Student Briefing Sheet

---

*Fly, Fight and Win...*

CUI



U.S. AIR FORCE

---

# *Questions?*





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

*Integrity - Service - Excellence*

---

## **UTAPS Support Cell**



**SMSgt Alex De Fex**

**U.S. AIR FORCE**

---

*Fly, Fight and Win...*



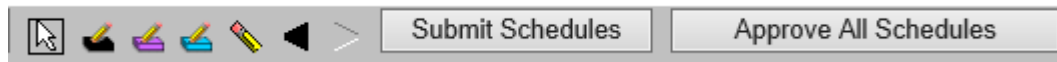
- **Who are we?**
- **How to add a new supervisor**
- **Known Issues**
- **Why haven't I been paid yet**
- **Honorable mentions**



U.S. AIR FORCE

# *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**





U.S. AIR FORCE

# How to add a new supervisor



[Schedule](#) [Reports](#) [Configuration](#) [Help](#) [Log Off](#)

[IMA/PIRR Member Editor](#)  
[Challenge Response Maintenance](#)

Supervisor

Tour Of Duty Certifier

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)    
(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.

Supervisor Details:

First Name \*:  Last Name \*:

Email \*:

Phone # \*:



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

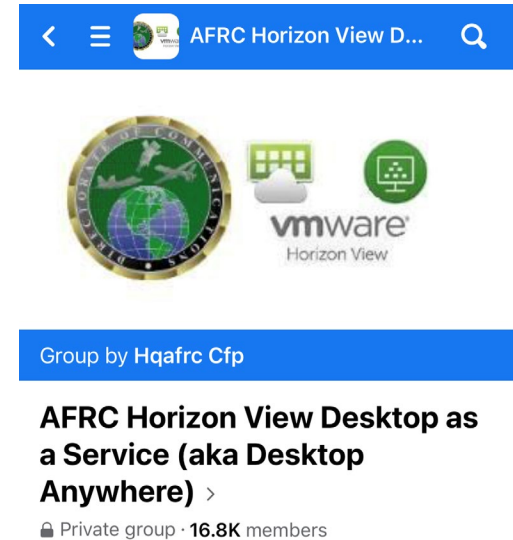
*Fly, Fight and Win...*



U.S. AIR FORCE

# Known Issues?

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



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



# Why haven't I been paid yet?

U.S. AIR FORCE

- 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 ▼

*Fly, Fight and Win...*



- **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

---

# *Questions?*





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

*Integrity - Service - Excellence*

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



**Selection Board Secretariat  
March 2025**

**U.S. AIR FORCE**

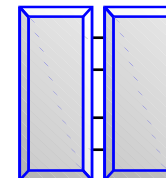
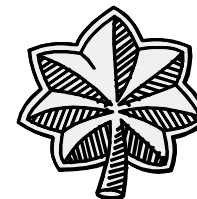
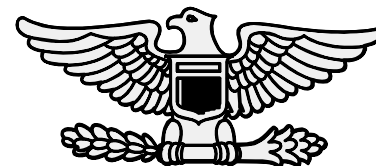
*Fly, Fight and Win...*



U.S. AIR FORCE

# Overview

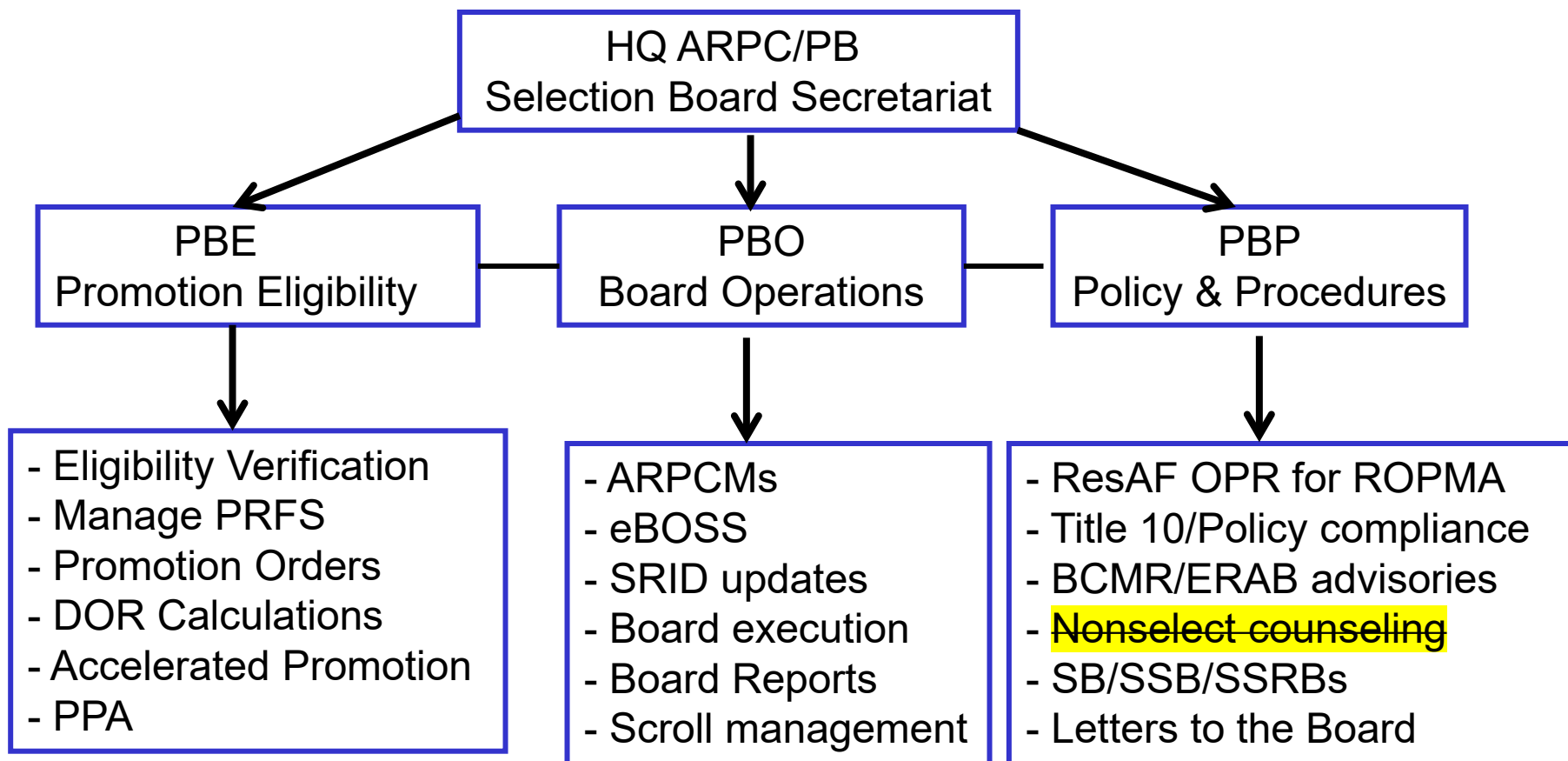
- HQ ARPC Promotion Board Secretariat
- Authority for ARC Promotions
- Promotion Boards
- Officer's Responsibility
- Post Board Actions





U.S. AIR FORCE

# ResAF Selection Board Secretariat



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

*Fly, Fight and Win...*





**U.S. AIR FORCE**

# ***Authority***

---

- **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**

---

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



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

*Fly, Fight and Win...*



U.S. AIR FORCE

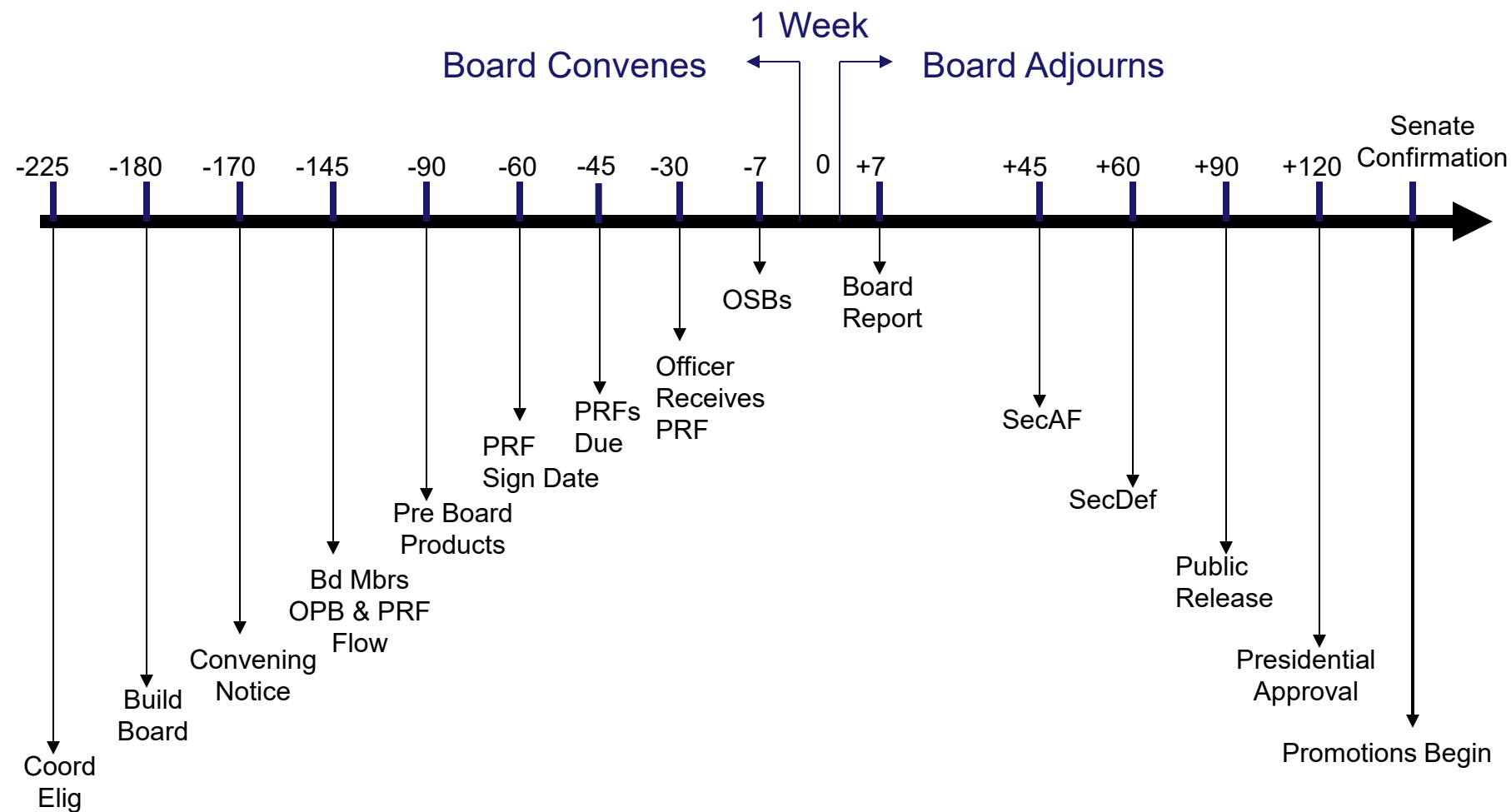
# CY25 ARC Selection Board Schedule

Air Reserve Component Board	Convening Dates
AFR Line and Nonline Major Board – U/V/W0425A	13 – 18 Jan 2025
ANG Colonel FRRB – N0625A <b>ARC Special Boards</b>	<b>**POSTPONED/RESCHEDULED**</b> <b>AUGUST 2025</b> 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 <b>ARC Special Boards</b>	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
<b>ARC Special Boards</b>	17 – 21 Nov 2025
ANG Line and Nonline Major / Lieutenant Colonel Boards – A04/0525A	8 – 13 Dec 2025



U.S. AIR FORCE

# Timelines



*Fly, Fight and Win...*



U.S. AIR FORCE

# *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 SelRes Continuation and ANG Col FRRB**



U.S. AIR FORCE

# ***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**

---

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



U.S. AIR FORCE

# *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**





U.S. AIR FORCE

# ***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**



- **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**



U.S. AIR FORCE

# ***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**



U.S. AIR FORCE

# 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

*Fly, Fight and Win...*



- **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**

*Fly, Fight and Win...*



U.S. AIR FORCE

# 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**

*Fly, Fight and Win...*



- **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**





U.S. AIR FORCE

# 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](#)

*Fly, Fight and Win...*



U.S. AIR FORCE

# ***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

# OPB / OSB Example

- New Areas on OPB
  - Core Flag ID
    - Core AFSC to which officers are assigned
    - Drives what Competitive Category officers will meet the board in
  - Competitive Category (Line)
  - Wounded Warrior (WW)
    - “YES” if an officer has been awarded a WW AFSC
    - BLANK if no AFSC

PREPARED: 22 APR 2020				FOR OFFICIAL USE ONLY			
V0520A \ PARTICIPATING RESERVE PROMOTION BOARD				OFFICER PRESELECTION BRIEF			
PERSONAL DATA				SENIOR RATER			
NAME: DOE, JOHN P. SSAN: 123456789				SENIOR RATER: COL SMITH, JOHN P. 0A123 COMMANDER			
COMP CAT: LINE				CORE FLAG: 11			
HAP: 88 ARF-ID: ALO-901-ARS RES SECTION: REINFORCE DESIGNER ARS-E SOURCE OF COMMISSION: ROTC4YR				AERONAUTICAL/FLYING DATA AERONAUTICAL RATING: CMD PILOT AERO RTG CURR CAT DT: AUG 2016 FLYING STATUS: DISQ-ADMINISTRATIVE TOTAL FLYING HOURS: 2785			
DEVELOPMENTAL EDUCATION				ACFT			
SCHOOL		STATUS		MOST RECENT:		YR	
2ND: KC135T		COMPLETE		3RD: C-130		2017 644	
4TH:				5TH:		2015 175	
						2007 1756	
ACADEMIC EDUCATION				BOARD CERTIFIED			
LVL		SPECIALTY/SCHOOL		YR		WOUNDED WARRIOR	
AFSC DATA				DESCRIPTION			
TYPE		AFSC		NON-EAD USAFR ACAD/CAP OFF			
2APSC		11M3B		MOB PLT, C-130E/H			
3APSC		11M2F		MOB PLT KC-135			
DECORATIONS				FOREIGN LANGUAGE			
MERIT SVC MDL		2013 1		LANGUAGE		READING LISTENING SPEAKING YEAR	
AIR MEDAL		2006 4					
AERIAL ACHIEV MDL		2005 1					
AF COMM MDL		2010 1					
AF ACHIEV MDL		2006 2					
ASSIGNMENT CATEGORY				TECH ID:			
USORFBKQ		UNIT: 0000 RIO OR					
PROJ:		STATE:					
ASSIGNMENT HISTORY				LVL MAJ			
EFF DATE		DAFSC		DUTY TITLE			
25 OCT 2017		95A0		ADMISSIONS LIAISON OFFICER		HAPF RCM	
06 SEP 2017		K11M2F		ASST FLT CDR/KC-135 INST PILOT		W/B AFR	
26 SEP 2016		R11M3F		ASST FLT CDR/KC-135 INST PILOT		W/B AFR	
15 SEP 2014		11M3F		ASS FLT CDR/KC-135 INST PLT		W/B AFR	
28 MAR 2014		11M3F		KC-135 AIRCRAFT COMMANDER		W/B AMC	
01 SEP 2011		11M3F		KC-135 INSTRUCTOR PILOT		W/B AMC	
20 JUN 2011		R11M3F		CHIEF, OPERATIONS PLANS		W/B AMC	
01 MAR 2011		11M3F		CHIEF, OPERATIONS PLANS		W/B AMC	
01 MAR 2010		11M3F		CHIEF, MISSION DEVELOPMENT		W/B AMC	
16 MAY 2008		11M3F		KC-135 AIRCRAFT COMMANDER		W/B AMC	
PARTICIPATION SUMMARY/HISTORY				TOTAL TOT RET SAT SERV			
FROM TO		AD		IDT ECI		IDS MBR	
07AUG18 06AUG19		0000		0039 0000		000 015	
07AUG17 06AUG18		0000		0027 0000		000 015	
07AUG16 06AUG17		0011		0053 0000		000 015	
07AUG15 06AUG16		0018		0078 0000		000 015	
07AUG14 06AUG15		0045		0062 0000		000 015	
07AUG13 06AUG14		0007		0092 0000		000 015	
07AUG12 06AUG13		0026		0085 0000		000 015	
07AUG11 06AUG12		0023		0086 0000		000 015	
ACCURED TO: 06AUG19		3332		0818 00032		0000 300	
PTS SINCE: 06AUG19		0		13 000		000 (AVAILABLE PTS FILED TO DATE)	

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*

---

- **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**

*Fly, Fight and Win...*



U.S. AIR FORCE

## Post Board Counseling

---

- Available to officers who were not selected
- Counselors will review OSR “as met” from the most recent selection board
- Requested thru MyVector
  - 60-90 day window to request counseling
  - Counseling not authorized if next board is built and officer is scheduled to meet said board
- Counseling should occur within 4-6 weeks after request is received

**PROGRAM TEMPORARILY  
SUSPENDED**

***Effective 28 February 2025, PBC has been temporarily suspended.***

---

*Fly, Fight and Win...*



U.S. AIR FORCE

# *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**





U.S. AIR FORCE

---

# *Questions?*



---

*Fly, Fight and Win...*



# HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

## VISION

RIO is a dynamic partner that integrates and supports ready Airmen who provide critical strategic depth to the Nation.

**DAY 1**  
**7 MAY 2025**

TIME	DURATION	TOPIC	BRIEFER
0800-0810	10	Welcome & ROEs	SMSgt Michelle Corlett
0810-0900	50	HQ RIO Organization	SMSgt Michelle Corlett
0900-0910	5/5	HQ RIO Commander & HQ RIO Group SEL	Col Nathan Day Chief Jofred Aviles
0910-0920	10	Break	
0920-1050	90	Travel	TSgt Marissa Rustici
1050-1100	10	Break	
1100-1200	60	Pay	RPO Team
1200-1300	60	Lunch	
1300-1345	45	myFSS Orders Demo	Mrs. Emily Klins
1345-1415	30	Post 9-11 GI Bill	TSgt Elizabeth Gomez SSgt Jabri Muhammad
1415-1445	30	Roles & Responsibilities	SMSgt Michelle Corlett
1445-1455	10	Break	
1455-1525	30	Navigating Systems/Annual updates	SMSgt Michelle Corlett
1525-1535	10	IR Mentorship Program	Col Dustin Born
1535-1600	25	Wrap-up	SMSgt Michelle Corlett



# HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

## MISSION

RIO is a dynamic partner that integrates and supports ready Airmen who provide critical strategic depth to the Nation.

**DAY 2**  
**8 MAY 2025**

TIME	DURATION	TOPIC	BRIEFER
0800-0900	60	Customer Service Hour	Meeting ID: 161 385 4292 Passcode: 936906
0900-0910	10	Admin Comments	SMSgt Michelle Corlett
0910-0920	10	Break	
0920-0940	20	Talent Management Consultant	MSgt Josh Corbett
0940-1010	30	Readiness	SMSgt Michelle Corlett
1010-1100	50	Medical	TSgt Michele Pineda
1100-1200	60	Lunch	
1200-1220	20	Deployments	MSgt EricScott Tom
1225-1230	5	Yellow Ribbon Reintegration Program	MSgt Samantha Conner
1230-1250	20	Classification/Training	SSgt Jocelyn Wahe
1250-1310	20	Tuition Assistance	TSgt Ramon Acevedo
1310-1320	10	Break	
1320-1350	30	UTAPS	SMSgt Alexis De Fex
1350-1450	60	Wrap-Up	SMSgt Michelle Corlett





# HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

Line Of Effort

Taking Care of RIO

Taking Care of IRs

Taking Care of Active Duty

**DAY 3**  
**9 MAY 2025**

TIME	DURATION	TOPIC	BRIEFER
0800-0810	10	Admin Comments	SMSgt Michelle Corlett
0810-0840	30	JOM (officer)	Maj Joseph Mitchell
0840-0855	15	DD214	TSgt Wesley Morris
0855-0905	10	Break	
0905-0945	40	JA	Lt Col Michelle Marty
0945-1000	15	Break	
1000-1100	60	Officer Promotions	Mr. Stephen Willoughby
1100-1200	60	Lunch	
1200-1235	35	Force Development	MSgt Edwin Hilerio MSgt Jomarie Flores
1235-1335	35	Managing FY and R/R	SMSgt Michelle Corlett
1335-1350	15	Break	
1350-1505	75	Retirement	Lt Col Angela McCabe
1505-1530	25	Survey and Wrap up/Admin Wrap up	SMSgt Michelle Corlett