



Virtual IRO ROEs

- **Cameras off**
- **Audio muted**
- **Change name to Rank, First Name, Last Name**
 - **Ex: Lt Col Erin Karl**
- **PLEASE WAIT and ask questions at the end – we promise to answer them!**
 - **Type them in the chat**
 - **Raise your hand**
- **Be courteous to briefers and attendees**
- **Please note that this event will not be recorded. The presentation slides will be posted on the HQ RIO site for your reference**
- **Let's get started!**



Survey Monkey Link



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



SMSgt Michelle Corlett

HQ RIO/IRR

Fly, Fight and Win...



Who We Support



Fly, Fight and Win...



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)





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.





Active Component Key Roles



Unit Commander

OPCON

- Mission
- Security
- Fitness
- Medical
- MPA, participation, evals, PRFs, FSS actions, DEERS, GTC, etc.



Unit Supervisor

- Teach, train and mentor IRs
- Ensure readiness and compliance
- Support daily integration with active duty



Unit Reserve Coordinator (URC)

- Primary POC for IR management
- Tracks training, ARCNet, and readiness
- Coordinates with HQ RIO and FSS

OPCON vs. ADCON

OPCON – Owning Unit

Owning unit has OPCON of the IR force and most admin function

- Mission execution
- Security
- Fitness
- Medical
- MPA, participation, evals, Promotion Recommendation Forms (PRFs, GTC etc.)

ADCON – HQ RIO

HQ RIO has concurrent ADCON

- Orders
- Readiness reporting
- Retirements, assignments
- IMA end-strength, funding formal schools, ETS, etc.



HQ RIO's Roles

- 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



Nice to Know

- **HQ RIO Training: Provides standardized IR / URC / AD training**
 - Welcome Briefings / Newcomers Orientation / Refresher Training
 - Systems Training
 - RIO Learning Experiences
- **Communications available to the field**
 - HQ RIO/PA
 - HQ RIO Website
 - RIO Buzz newsletter
 - IR Guide / Quick Guides



Welcome



We are
HERE



Fly, Fight and Win...

HQ RIO TEAM

SMSGT KEVIN WILSON

SMSGT MICHELLE CORLETT

MSGT ILIAH DUNCAN

TSGT JULIET MEDINA



Questions?



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Roles and Responsibilities



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Supervisor

- 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 DAFI 36-2406
- Submit recommendations for awards and decorations



RegAF Commander

- **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**



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
- DEERs Updates – The IR may contact AD MPS Customer Support
- All other inquiries – The IR must submit a myFSS case



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: [Edit](#)

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

Home Phone: [Edit](#)

Business Phone: None [Edit](#)

Home Address: [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:

Place of Birth: CALIFORNIA

Citizenship: BY BIRTH IN UNITED STATES

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Unit Reserve Coordinator

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** – ensuring IRs meet fitness requirements
 - **Unit Deployment Manager** – verifying deployment readiness and documentation
 - **Unit Training Manager** – monitoring training completion and updates
 - **Security Manager** – maintaining clearance and access compliance
 - **Drug Demand Reduction Program Trusted Agent** – ensuring IRs are included in testing rosters
 - **Government Travel Card/Control Spend Account** – helping IRs stay compliant with travel card policies
 - **Awards & Decorations** – assisting with submissions and tracking
 - **Evaluations** – ensuring timely completion and routing of OPBs/EPBs
- URCs are also responsible for ensuring personnel actions such as promotions, skill level upgrades, and changes of reporting official are initiated promptly and properly coordinated, with updates reflected in the MilPDS through the appropriate channels.



Stakeholders

Detachment Staff

- The servicing Detachment supports the URC by offering guidance on personnel action procedures and readiness requirements for Individual Mobilization Augmentees (IMAs).

HQ RIO

- HQ RIO operates under HQ ARPC but maintains a direct chain of command to the AFRC/CC. The HQ RIO Staff, Detachment Commanders/Staff, Operating Location Program Managers (PMs) help train the AD commanders, supervisors and base level support personnel on effectively managing and utilizing Individual Reservists (IRs).

HQ ARPC

- Advise on Reserve personnel programs
- Makes MilPDs updates (as applicable)

RegAF MPS

- Provides personnel support for the IMA
- Has access to UMPR, UMDs, and Alpha Rosters with IR data
- Has limited capability to make updates in MilPDs for the IMA



Questions?



United States Air Force Reserve

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HQ RIO Updates



SMSgt Michelle Corlett

HQ RIO/IRR

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Navigate to HQ RIO site



HQ RIO Commander & SEL



Col Nathan Day



CMSgt Jofred Aviles



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Navigating Systems

(No slides)



SMSgt Michelle Corlett

HQ RIO/IRR

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Questions?



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Participation/Points



HQ ARPC Points Management Branch



Law—Regulation—Policy

- **Title 10 U.S.C. 12732(a)(2): Points Categories**
- **Title 37 U.S.C. 206(d): Nonresident Education ROE (Distributed Learning (Formally ECI))**
- **DoDIs 1215.06 & 2015.07: Points & Participation ROEs**
- **DoDI 7000.14-R: O4E & Delayed Entry ROEs**
- **AFMAN 36-2136: Reserve Personnel Participation (6 Sep 19)**
 - **Expands on Title 10, Title 37 & DoDIs**



Anniversary (Retention/Retirement) Date

- **Foundation for calculating retirement points and retirement eligibility**
 - **20 years of Satisfactory Service (Reserve retirement).**
 - **20 years of Total Active Federal Military Service (TAFMS –active duty retirement).**
- **Starting 1 Oct 1995:**
 - **Established by the date the member entered into active service or active status in a Reserve Component (this will include delayed entry).**
 - **Adjusted only for breaks-in-service.**



Anniversary (R/R) Date

- An Anniversary year begins on one day of one year and ends on the preceding day of the next year.
 - **Example:** If the initial date of enlistment was **1 July 2020**, then the R/R year would conclude on **30 June 2021**
- A new anniversary date is not established if they transfer between Reserve components or from a regular component. However, a new anniversary date must be established if an assignment is from an inactive status (break in service)
- Inactive status consists of:
 - **Academy service if ever commissioned**
 - **Inactive Status List Reserve Section (ISLRS)**
 - **Inactive National Guard, Retired Reserve**
 - **Temporary Disability Retirement List (TDRL),**
 - **Civilian status, Health Professional Scholarship Program (HPSP),**
 - **Reserve Officer's Training Corps (ROTC)**



Point Categories

- Active Duty = **one point per day**
- Inactive Duty Training (IDT) = **one point for every 4 hours worked, not to exceed 2 points per day**
- Funeral Honors Duty = **credited with one point per day (Can be performed in either IDT or AD status)**
- Distributed Learning (formerly ECI) = **one point for each 4 course contact hours of DL study. NOT CREDIT HOURS**
- Membership = **15 points credited for active Reserve status membership per anniversary year; pro-rated for partial years**



Maximum Points Creditable for Retirement

- **Maximum Inactive Duty credit applies to a combination of:**
IDT(DRILL) + DL (formerly ECI) + Any Membership Points = Max IDT Credit
 - **Before 23 September 1996**
 - **60 max inactive duty training pts per R/R year**
 - **On/after 23 September 1996 but before 30 October 2000**
 - **75 max...**
 - **On or after 30 Oct 2000**
 - **90 max...**
 - **On or after 30 Oct 2007**
 - **130 max...**
 - **A maximum of 365 points (366 points in a leap year) may be credited each R/R year**



Satisfactory Service

- A year of satisfactory Federal service for retirement is awarded when a member earns at least 50 points (which includes any membership points) for the entire Anniversary year
 - **Example:** 35 IDTs + 15 Mbr pts = 50 pts
14 AD + 25 IDTs + 15 Mbr pts = 54 pts
- In some cases, the partial years on the summary are subtotals which reflect the points earned while in a particular component. Above the partial years is the full R/R year total which accounts for the partial years below it. Do not add the partial years into any totals as they are already included in the full R/R year line. (Look for a “Z” line)
 - **Example:**

			AD	IDT	IDS	ECI	MBR	TOTAL	RETIRE	SATSVC	HIST	
19 OCT 2019	18 OCT 2020	0366	0000	0000	0000	0000	004	00370	00366	010000	ZV	1 (Total Line)
19 OCT 2019	15 JUL 2020	0271	0000	0000	0000	0000	000	00271	00271	000827	FR	1 (Subtotal Line)
16 JUL 2020	18 OCT 2020	0095	0000	0000	0000	0000	004	00099	00099	000303	FV	4 (Subtotal Line)



Pro-Rating Membership Points

Table 2. Pro-Rating Membership Points

From	Number of Days in an Active Status Through	Membership Points To Be Credited Points
1	12	0
13	36	1
37	60	2
61	85	3
86	109	4
110	133	5
134	158	6
159	182	7
183	206	8
207	231	9
232	255	10
256	279	11
280	304	12
305	328	13
329	352	14
353	365 (366 leap year)	15

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Creditable Service

- **Army, Army Reserve and Army National Guard**
- **Navy and Navy Reserve**
- **Air Force, Air Force Reserve and Air National Guard**
- **Marine Corps and Marine Corps Reserve**
- **Coast Guard and Coast Guard Reserve**
- **Attendance at Preparatory Schools**
- **Academy service for enlisted members (when never commissioned)**
- **National Oceanic and Atmospheric Administration (NOAA Officers only)**
- **Space Force**



Non-creditable Service

- **Academy service if ever commissioned**
- **Inactive Status List Reserve Section (ISLRS)**
- **Inactive National Guard**
- **Retired Reserve**
- **Temporary Disability Retirement List (TDRL)**
- **Civilian status**
- **Health Professional Scholarship Program (HPSP)**
- **Reserve Officer's Training Corps (ROTC)**



PCARS Computer Printout

Anniversary (R/R) date

Lost Points Date

Year-by-year
Service History

Current R/R year points

Record Status Code

Total Active Federal Military Service
In years, months, days

Retirement Points

Satisfactory Service years

Service component

PERSONAL DATA - PRIVACY ACT OF 1974 (USC 552a)

SSAN:GR: MSGDATE:

R/R DATE-----0607REC-STAT-----41

ACC-PCARS-DT-----07 JUN 2004TAFMS-----030723

LOST-PTS-DT-----TAFCS-----

CAREER ST-DT-----16 JAN 1984OATH-DT-----

DOB-----PAYDATE-----15 DEC 1997

F-REC-STAT-----47PAS-----R80MFTGL

ART-TECH-ID-----EDCSA-----07 AUG 2014

PTS-TOT-TAFCS-----0REC-DEL-DT-----

RET-ELIG-----DT-20-COMP-----

DIEUS-----16 JAN 1984REC-CONV-FLAG-1

++SERVICE HISTORY++

AD IDT IDS ECI MBR TOTAL RETIRE SATSVC HIST QUAL

PTS ACRD TO 06 JUN 2017 1328 0686 0000 0027 232 02273 02270 170000 STAT CNTD

16 JAN 1984 15 JAN 1985 0190 0000 0000 0000 007 00197 00197 010000 ER 1

16 JAN 1984 09 JUL 1984 0000 0000 0000 0000 007 00007 00007 000000 FV 1

10 JUL 1984 15 JAN 1985 0190 0000 0000 0000 000 00190 00190 000606 FR 1

16 JAN 1985 15 JAN 1986 0365 0000 0000 0000 000 00365 00365 010000 FR 1

16 JAN 1986 15 JAN 1987 0365 0000 0000 0000 000 00365 00365 010000 FR 1

16 JAN 1987 30 JUN 1987 0166 0000 0000 0000 000 00166 00166 000515 FR 1

01 JUL 1987 15 JAN 1988 0000 0028 0000 0000 008 00036 00036 000615 FV 1

16 JAN 1988 15 JAN 1989 0015 0048 0000 0000 015 00078 00075 010000 FV 1

16 JAN 1989 15 JAN 1990 0000 0030 0000 0000 015 00045 00045 000000 FV 1

16 JAN 1990 06 JUN 2004 0000 0000 0000 0000 000 00000 00000 000000 XC 1

07 JUN 2004 06 JUN 2005 0002 0044 0000 0000 015 00061 00061 010000 FV 4

07 JUN 2005 06 JUN 2006 0027 0048 0000 0000 015 00090 00090 010000 FV 4

07 JUN 2006 06 JUN 2007 0010 0056 0000 0000 015 00081 00081 010000 FV 4

07 JUN 2007 06 JUN 2008 0157 0032 0000 0000 015 00204 00204 010000 FV 4

07 JUN 2008 06 JUN 2009 0040 0044 0000 0023 015 00122 00122 010000 FV 4

07 JUN 2009 06 JUN 2010 0029 0044 0000 0004 015 00092 00092 010000 FV 4

07 JUN 2010 06 JUN 2011 0034 0053 0000 0000 015 00102 00102 010000 FV 4

07 JUN 2011 06 JUN 2012 0002 0048 0000 0000 015 00065 00065 010000 FV 4

07 JUN 2012 06 JUN 2013 0020 0042 0000 0000 015 00077 00077 010000 FV 4

07 JUN 2013 06 JUN 2014 0019 0048 0000 0000 015 00082 00082 010000 FV 4

07 JUN 2014 06 JUN 2015 0009 0051 0000 0000 015 00075 00075 010000 FV 4

07 JUN 2015 06 JUN 2016 0029 0042 0000 0000 015 00086 00086 010000 FV 4

07 JUN 2016 06 JUN 2017 0015 0056 0000 0000 015 00086 00086 010000 FV 4

TYPE DUTY (TD) CODES: 1=AD OTHER 2=AD SPEC 3=AD SCHOOL 4=AD ANNUAL 5=EAD

6=AFTP 7=IDT 8=IDT NONPAY 9=ECI A=AD NONPAY B=CONTINUATION PAY

TRAINING PERIOD(TP) CODES: 0=BOTH 1=AM 2=FM

--CURRENT R/R YEAR POINTS--

FROM DT TO DT PTS TD TP

07 JUL 2017 07 JUL 2017 001 7 1

08 JUL 2017 08 JUL 2017 002 7 0



Common Service History Status Codes

- Air Force:

- FR = Active Duty Air Force
- FV = Air Force Reserve/Guard

- Army

- AR = Active Duty Army
- AV = Army Reserve
- AG = Army Guard

- Navy

- NR = Active Duty Navy
- NV = Navy Reserve

- Space Force

- SR = Active Duty
- SV = Space Force Reserve

- Marines:

- MR = Active Duty Marines
- MV = Marine Reserve

- Coast Guard

- PR = Active Duty Coast Guard
- PV = Coast Guard Reserve

- Non-Creditable

- XC = Civilian Break
- XT = ROTC
- XA = AF Academy
- XH = HPSP
- XW = HPSP (Non-Creditable)
- XN = Inactive National Guard



NON-PAID POINTS SUBMISSION

- AFMAN36-2136 - 4.12.1.5.
Requests for non-paid points must be processed into Unit Assembly Processing System (UTAPS) or by their servicing personnel office into their Point Credit Accounting and Reporting System (PCARS) within MilPDS no later than two months after the member's retention/retirement closeout to be credited for satisfactory service. (T-2)

January 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

	Q1	Q2	Q3	Q4	FY
IDT	1	11	12	0	24
RMP	0	0	0	0	0
FHD	0	0	0	0	0
PNT	0	0	8	0	8
AFTP	0	0	0	0	0
AGTP	0	0	0	0	0
Manday	0	0	0	0	0
Conflict	0	0	0	0	0
Split					

Built					
Pending					
Rejected					
Approved					
Worked					
Paid					



Points Management Resources

Points Management Knowledge Article:

- On MyFSS, search for “AFR/ANG General Point Credit Information.”
- Direct Link: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000oNPnCAM>
- There is a 60-day process time for myFSS tickets.
- The Points Management KA contains a “Create a Request” button that allows members to create MyFSS cases that will go directly to our queue. All cases will be answered in the order received.
- Please ensure all cases include necessary source documents attached. Cases without proper documents attached will be returned with no action. All source documents must be properly filled out according to DoD/DAF regulations, to include proper authorization and certification signatures when applicable.



Questions?



United States Air Force Reserve

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Headquarters Individual Reservist Readiness and Integration Organization

myFSS Orders Request System for IMAs

Ms. Emily Klins
MSgt Daniel Folsom





Agenda

- **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



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**



More information

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



Demonstration

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



Before Submitting for Orders

- Before you submit orders, make sure you do any of the following checks as applicable:
- Make sure ARCNet Readiness is up to date to include medical, training, and other applicable items.
- UTAPS Calendar: If IDT's are being done in conjunction, the UTAPS calendar must be up to date and have the requested days scheduled by member then approved by their supervisor.
- School Orders: If receiving school orders, members need to provide TLN and reporting instructions for the course. **Detachment 5 is now processing all School TDY Requests. They are still submitted via an orders request then are assigned to Detachment 5 to action.**

Takeaway: Quality checks will be performed by the assigned technician make sure all the required items and documents have been provided to generate the order. If a member is **RED** on readiness in ARCNet, the case will be actioned, but the member is subject to denial of future orders if the overdue items are not resolved. Provide as much information as possible for an easy orders request completion.



Items of Note-MPA Orders

- **MPA orders: Steps must be taken before submitting a MPA Contingency/Non-Contingency request:**
 - **Members are no longer required to submit a MyFSS case to trigger the MPA orders process. A case will be created for the member once the tasking has been obligated and orders created/routed in AROWS-R.**
 - **An agreement with Active-Duty component needs to be signed before being assigned the tasking within M4S.**
 - **If performing back-to-back orders but with different organizations paying for the member, two separate orders will be created for each task ID. If there is leave carryover to be actioned between MPA tours of duty, the member MUST coordinate with the Reserve Pay Office (RPO) and the FAMM before a tasking can be obligated to trigger orders creation.**
 - **For MPA PCS, there are extra steps in the approval process, such as SAF approval for accompanied PCS (OCONUS) or the FAMM lifting a PCS Hold/PCS approval action on the tasking.**

Key Takeaways: Keep open communication with the AD component when requesting Title 10 (AD) tours of duty.

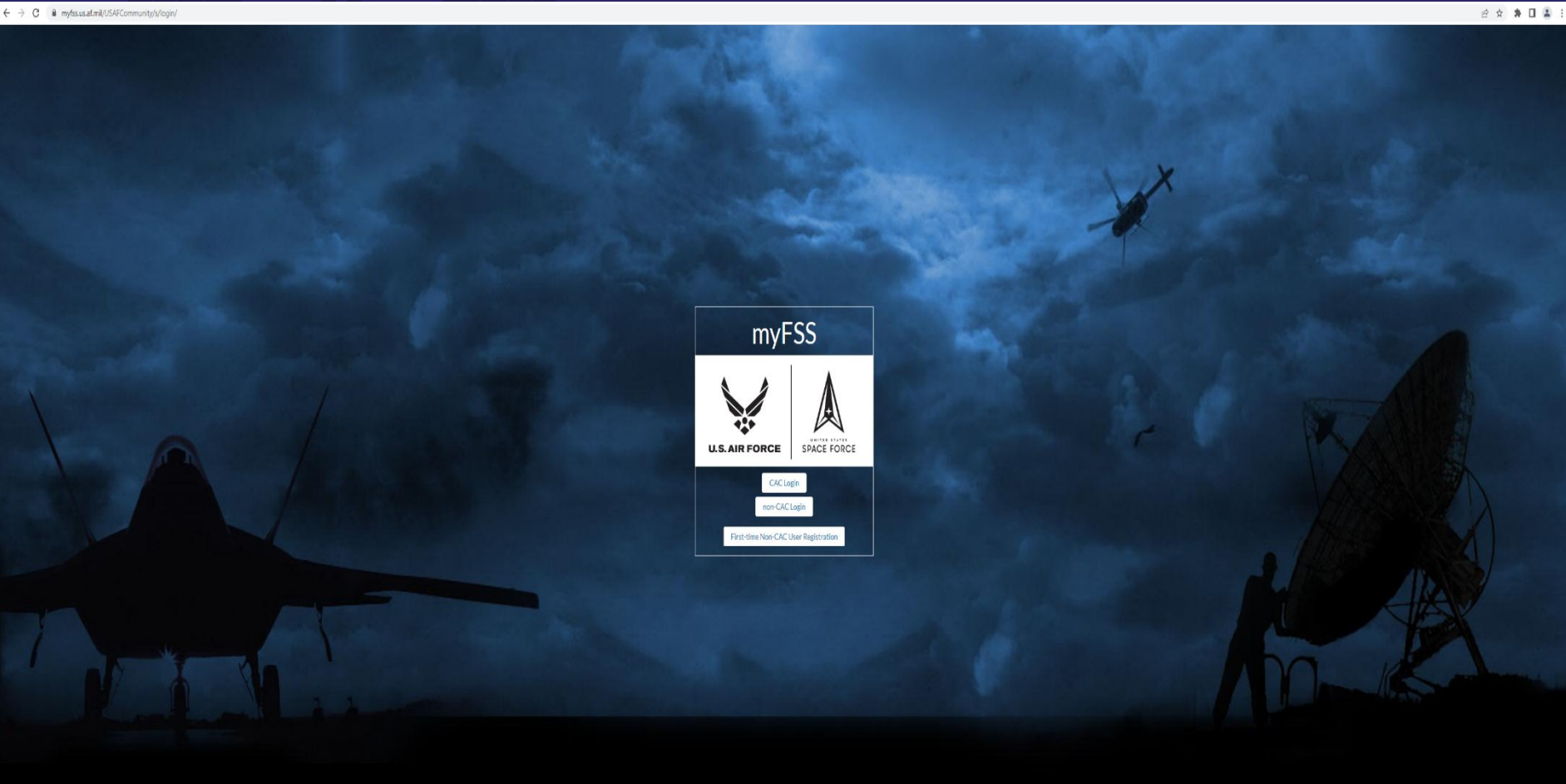


DTS Transition

- Most orders are to book travel via DTS starting 1 October 2023. There are exceptions to this, such as MPA PCS, etc.
- **IDT's Outside of Local Commute are to be done via DTS with an authorization. The Travel Reimbursement Office (TRO) has taken over this process.**



MyFSS Demonstration



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Demonstration-AROWS-R



Air Force Reserve Order Writing System [AROWS-R]

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

Current Profile: Det 5 - HQ ARPC - RIODET5

Please Select A Menu

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

«Bottom»

Member Menu

Create Application

Applications Awaiting Action

Applications In Progress

Pull Back Application

Approved Orders

Tour of Duty

Create Certification

Certifications Awaiting Action

Certifications In Progress

Approved Certifications

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

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

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

Your current phone number is: 963-5406

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

Your applications will be processed by: 315 MSG

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

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

Your Latest Broadcast messages:

2023/10/27	AROWS-R has been updated to Version 1.95.0.0002 and the Release Build 95 SAM is available for review on the AROWS-R SharePoint via the following link: https://usaf.dps.mil/sites/AFRC-FM/FMXO/Documents/AROWS-R/SAMs/FY24/AROW24-003%20Release%20Build%2095_AGR%20Statement%20and%20EOY%20jobs.pdf
2023/09/26	**Periodic delivery issues with TODC Supervisor emails** 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	*CIC Generator Tool* The link within AROWS-R currently does not work. However, the CIC Generator Tool can be accessed via this URL: https://usaf.dps.mil/sites/AFRC-FM/FMXO/Documents/AROWS-R/CIC_Generator%20-%20Ver%201.3.acddb
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...



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:	10040144
By SSN:	
By Last Name:	
By First Name:	
By Duty Dates:	To
By Order Type:	
By Order Sub Type:	
By PAS Code:	
Display:	10 per page
Search	

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Demonstration-AROWS-R

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

Display Section: ▼

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

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

Close this Window

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Demonstration-AROWS-R

Tracking #: 4788335/1 Name: [REDACTED] Order Type: MPA (NON-CONTINGENCY)
Filing Sequence: D5K54G Start Date: 2013/06/30 Status: MOD
SSN: [REDACTED] End Date: 2013/08/24 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
Print	1	2013/06/30	2013/08/24	56	MPA	MOD
Print	0	2013/06/30	2013/07/25	26	MPA	INITIAL

Close this Window

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Demonstration-AROWS-R

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR				BY ORDER OF THE SECRETARY OF THE AIR FORCE	
PRIVACY ACT STATEMENT <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 ☒	16. COMMUTING AREA ☐	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	
ESTIMATED COST		23. TRAVEL \$0.00	24. PER DIEM \$0.00	25. OTHER \$0.00	26. TOTAL \$0.00
27. PAY AND ALLOWANCE					

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

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Demonstration-AROWS-R

OFFICIAL

AROWS-R
DAAQOY
2023/10/17

ANNUAL TRAINING

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

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

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

r. USE THE FOLLOWING BUDGET LABEL IN DTS IN THE ACCOUNTING SECTION: DTS BUDGET LABEL: 24 DETS AT THE SUBMISSION OF THIS ORDER IS WITHIN CORPORATE LIMITS DUE TO AFRC APPROVED EXCEPTION TO POLICY REGARDING USE OF AROWS-R & DTS TO ACCOUNT FOR TRAVEL AND PER DIEM COSTS.

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

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

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

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

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

IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THIS AF FORM 938, PLEASE SUBMIT A GENERAL INQUIRY USING [HTTPS://MYFSS.US.AF.MIL/USAFCOMMUNITY/S/KNOWLEDGE-DETAIL?PID=KA0T000000L01CAG](https://myfss.us.af.mil/usa/community/s/knowledge-detail?pid=ka0t000000l01cag)

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

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Demonstration-AROWS-R

- USE THE FOLLOWING BUDGET LABEL IN DTS IN THE ACCOUNTING SECTION: EX: **DTS BUDGET LABEL: FYXX RIO AT ENL/FYXX 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
- OCONUS: 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.



Questions?



Virtual IRO ROEs

- **Change name to Rank, First Name, Last Name**
 - **Ex: Lt Col Erin Karl**
- **PLEASE WAIT and ask questions at the end – we promise to answer them!**
 - **Type them in the chat**
 - **Raise your hand**
- **Please note that this event will not be recorded. The presentation slides will be posted on the HQ RIO site for your reference**
- **Let's get started!**



United States Air Force Reserve

Integrity - Service - Excellence

RIO Travel Policies and Procedures



*HQ RIO Travel
May 13, 2026*

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Overview

- 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



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.

**Your DTS account ending in “R”
must be used for your IMA duty!**

Submit a myFSS case to HQ RIO Travel to request updates to your DTS account or attend the HQ RIO Customer Service Hour in the DTS Account Issues Breakout Room.



Government Travel Card (GTC)

- GTC Agency Program Coordinator (APC)
 - Located at IR's assigned unit (not HQ RIO)
 - Responsible for processing application and monitoring use
- **Member is responsible for full and timely payment**
 - Commanders may discipline for unauthorized use or delinquency in payment
 - Delinquency may be reported on personal credit report only after 211 days of non-payment
 - Late fees can only be assessed 75 days after the end of the billing cycle

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

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Government Travel Card (GTC)

- 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



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
 - Det 5 requires a signed MFR by commander to utilize CBA
 - Airfare will be paid by the Travel Management Office (TMO)
 - Reimbursement to the member is not authorized

❖ **Airfare paid by CBA account is processed in DTS**



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.



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 cancellation 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/>



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/>



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/>

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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.



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 priority order:
 1. **DoD lodging**, also called Government Quarters
 2. **Privatized lodging**, such as Privatized Army Lodging (PAL)
 3. **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/>



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**, (aka “Max Rate”) – all three meals purchased commercially
 - **Proportional**, (aka “Partial”) – one or two Government meals are available AND traveler stays at ILP facility on U.S. installation
 - **Government** – all three meals are available at 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.
- AF Form 2282 is used to report missed meals or quarters due to mission requirements

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.**



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



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.



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)



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 **3 round trips per FY** (for IMA) and each reimbursement will not exceed **\$750 per round trip**. A few select AFSCs are authorized 11 round trips.
- Mileage reimbursement is the “Other Rate” - \$0.205 for CY26
- 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/>



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*
- Combine your IDT lodging reservation and claim with AT or IDT Travel together in one document and add two separate DTS account labels. Refer to the [Quick Guides](#) for instructions.

NOTE: If you are not performing AT in conjunction nor IDT travel, submit a local voucher for IDT lodging after the trip has ended.

- IDT lodging reimbursement is authorized for the night prior to performing duty. One additional night of lodging may be authorized on the night of the last duty day with acceptable justification stated in the voucher
- No advances (unless for extenuating circumstances)



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.



AF Form 938 Orders Example

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR				BY ORDER OF THE SECRETARY OF THE AIR FORCE	
PRIVACY ACT STATEMENT <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 ST0DEBJD	
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 ☒			16. COMMUTING AREA ☐		17. BAS CODE N

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

Block 12 states the duty location and must match DTS. If this is incorrect, you must contact the Orders Writing Cell (OWC) to request an orders modification.



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: This is a standard statement automatically generated on all AF Form 938 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



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.



AF Form 40A Example

RESERVIST'S NAME & PHONE (Type or Print legibly in ink) TUCKER, ANTHONY		RESERVIST SIGNATURE AND DATE 	
III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE (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 ☒ YES ☐ NO	SUBSISTENCE ☒ YES ☐ NO	AUTHORIZING OFFICIAL'S TITLE 	AUTHORIZING OFFICIAL'S SIGNATURE AND DATE jason mossman,
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 	

- AF40As are required for all IDT Lodging and IDT Travel 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. If unable to access UTAPS, you can provide an LES.
- Lodging box MUST be checked "YES" for lodging to be reimbursed



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**



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**.”



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



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



What is a valid receipt

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

Customer information must be the name of the traveler

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

Any tax levied

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

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

The price of the good(s)/service

Total monetary amount due

THE HERTZ CORPORATION
Web: www.hertz.com

Hertz

CHARGE DETAIL

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

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

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

RENTAL REFERENCE

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

RENTAL DETAILS

Rental Plan: IN- USGPW OUT- USGPW
Rented On: 05/27/2024 15:24 LOC# 210011
Returned On: 06/20/2024 10:55 LOC# 210011
Car Description: PORTE 2.0L BTND26
Veh. No.: 2516581
CAR CLASS Charged: B MILEAGE In: 4,907
Rented: C Out: 3,862
Reserved: B Driven: 1,045

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
TOTAL CHARGES			1225.25 USD

Fly, Fight and Win...



Travel Order Request

- Submit a **DTS Authorization** at least two weeks prior to trip departure for:
 - Annual Training & IDT Lodging
 - IDT Outside Normal Commute Travel & IDT Lodging
 - RPA, MPA, CED, School, ADT/IADT travel
 - Submit a **DTS Local Voucher** after the trip for:
 - IDT Lodging ONLY (not in conjunction with AT or IDT Travel)
 - For PCS travel, do **not** use DTS. Your AF Form 938 is the travel order and you will make reservations with SATO directly.
- ❖ **Per JTR 010206, all travelers should be issued an approved travel order in the Defense Travel System (DTS) prior to performing any official travel. For urgent or unusual circumstances, the traveler must obtain documentation in writing to confirm the verbal order. Failure to obtain a travel order may increase the risk of being denied reimbursement for official expenses.**



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



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 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



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	NAME	COMMENT
PAID	Pay Mod Generated	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 10:59AMEST REVIEWED	NAME ROBERTO SIMENTAL	COMMENT REIMBURSED IAW SUPPORTING DOCUMENTATION. IF VOUCHER NEEDS CORRECTIONS AFTER AD APPROVAL, PLEASE SUBMIT A SUPPLEMENTAL VOUCHER.
07/09/2024 03:40PM ADJUSTED	NAME MARISSA L RUSTICI	COMMENT
07/09/2024 06:26PMEST APPROVED	NAME GARY P THURMAN	COMMENT
07/09/2024 06:26PMEST ADJUSTED OBLIGATION	NAME GARY P THURMAN	COMMENT Trip #1 DFXAFRARPRIOR 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 06:27PMEST Show Details 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...



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>



Questions?



United States Air Force Reserve

Integrity - Service - Excellence

IMA Military Reserve Pay Office



RPO Team

13 May 2026



Overview

- **Welcome packages**
- **IDTs**
- **Active Duty**
- **Leave**
- **Special Actions/Special Pay**
- **Debts**



WELCOME PACKAGES



Welcome Packages

- IMA Welcome Packages **MUST** be completed **BEFORE** the IMA member can begin receiving pay even if you are transferring from TR Reserves, ANG, etc...
- 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



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



Welcome Packages - Con't

DAF 594 (20221207 Vers.)– 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 ☐ DATE:	
3. GRADE	4. PHONE	ADEQUATE QUARTERS ☐ ASSIGNED ☐ TERMINATED UNIT #	
5A. DUTY LOCATION (Base, State, ZIP Code or Country)		INADEQUATE QUARTERS ☐ ASSIGNED ☐ TERMINATED UNIT #	
5B. MEMBER'S PHYSICAL ADDRESS (Street, City, State, Zip Code or Country)		TRANSIENT QUARTERS OCCUPIED - UNIT #	
5C. E-MAIL ADDRESS		EFFECTIVE DATES FROM: TO:	
MARITAL / DEPENDENT STATUS		NAME, GRADE and TITLE OF HOUSING REPRESENTATIVE	
6 ☐ SINGLE, NO DEPENDENTS ☐ SINGLE, CLAIMING DEPENDENT(S)		SIGNATURE	
MARRIED - SPOUSE IS A ☐ CIVILIAN ☐ MILITARY MEMBER		DATE	
IF MILITARY SPOUSE provide - NAME, DoD ID Number, BRANCH OF SERVICE, DUTY STATION AND DATE OF MARRIAGE:			
☐ DIVORCED (Date) ☐ LEGALLY SEPARATED (Date)			
7. NON-CUSTODIAL PARENTS: I PAY ☐ THE FULL AMOUNT OF WITH-DEPENDENT RATE BAH, OR ☐ PER MONTH FOR DEPENDENT SUPPORT			
BASED ON: a. ☐ DIVORCE DECREE b. ☐ COURT ORDER c. ☐ LEGAL SEPARATION AGREEMENT, OR d. ☐ WRITTEN AGREEMENT WITH CHILD'S CUSTODIAN			

7. NON-CUSTODIAL PARENTS: I PAY ☐ THE FULL AMOUNT OF WITH-DEPENDENT RATE BAH, OR ☐ PER MONTH FOR DEPENDENT SUPPORT			
BASED ON: a. ☐ DIVORCE DECREE b. ☐ COURT ORDER c. ☐ LEGAL SEPARATION AGREEMENT, OR d. ☐ WRITTEN AGREEMENT WITH CHILD'S CUSTODIAN			
8. I ☐ CLAIM BAH FOR THE DEPENDENT ☐ IN ☐ 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)			
☐ 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 ☐ YES ☐ 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 PREVIOUS EDITION IS OBSOLETE			
Prescribed by: AFMAN65-116V1			



INACTIVE DUTY FOR TRAINING



Inactive Duty for Training (IDT)

- All IDTS must be processed through UTAPSWEB.
- ALO's also need to be authorized to use UTAPSWEB.
- We cannot accept AF Form 40A for any IDTS worked past, present or future. If there is an issue with UTAPS, the member or ALO must reach out to the UTAPS help desk or the support cell for assistance.
- If for some reason you were not paid for an IDT, please create a My FSS request and attach the required supporting documentation.



Inactive Duty for Training (IDT)- Out of IAS

- Missed IDT payments that fall outside of the past 11 months cannot be processed by RPO. We will create a CMS case to DFAS
- CMS cases can take between two weeks and two months to resolve.
- Barring Act 31 U.S.C. 3702 establishes that the government does not have to pay claims that are older than six year from the date the claim accrues.
- Submit requests via My FSS ticket with all relevant supporting documents attached.



ACTIVE DUTY



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**



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**



LEAVE



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.
 - Members are now required to have a Resource Advisor signature and Commander signature on the Leave Settlement Option (AF Form 1089A).
 - **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 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 **60 to 90 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:

- **AF Form 1089A** must be signed by the Resource Advisor and Commander.
- 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.

A screenshot of the HQ RIO RPO Website (Portal) interface. The page has a header titled "PAY NAVIGATION". Below the header, there are five tabs: "Processing Times", "Pay Types", "Leave & Retirement", "Contact & Links", and "SSN Tax Deferment Repayment". The "Leave & Retirement" tab is selected and highlighted with a blue border. Under this tab, there is a section titled "Leave" with a list of options: "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", and "Retirement (Career Management retirement page)". The "Leave Carryover" option is highlighted with a blue border, and a red arrow points to it from the right.



Leave Sell Back - AFIPPS

HQ RIO/RPO has created a surge team to address leave sell back processing times. The team is currently completing the following:

- Reopening sell back cases submitted after January 1, 2025, that require RPO action.
- Addressing unused accrued leave for IMA members that have retired or have moved to another component.
- Creating MyFSS cases for unused accrued leave nearing the 6-year Barring Act claim period.

If your MyFSS case is reopened, please verify you have submitted all the required documentation in your MyFSS case.

If HQ RIO/RPO has created a MyFSS case for unused accrued leave, please complete the election form and provide the required documentation. If we do not receive a response within 60 days of the election notice, your leave will automatically sold back. You will be unable to carry forward the unused leave to a future order.



Leave Sell Back

Required Documentation:

1. **AF Form 1089A:**
 - Leave Settlement Option
2. **Certified close out order(s):**
 - Blocks 36 - 44 completed
 - Signed and dated **AFTER** the order ends.
3. **Any AF Form 988 Part Is or Part IIs**, as requested

Additional Information:

All certified close out orders and modifications must be submitted for the Leave Master Record (LMR).

Example:

TOUR START DATE: 20241001

TOUR STOP DATE: 20250630

LV BAL: 5.0

ORDER NO: ABC123/DEF456

Order ABC123 started October 1, 2024, and ended December 31, 2024. Order DEF456 started January 1, 2025, and ended June 30, 2025.

You must submit the certified orders for both orders.

Order ABC123 should be signed and dated on or after December 31, 2024.
Order DEF456 should be signed and dated on or after June 30, 2025.



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.



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.

The screenshot shows the "PAY NAVIGATION" header with a sub-header "Leave & Retirement" highlighted by a blue box. Below this, the "Leave" section is expanded, showing a list of options. The "Leave Sellback" option is highlighted by a blue box, and a red arrow points to it from the right. The "Leave Sellback" option has a sub-option "Online Training".

- 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.



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=kA0t0000000LHaFCAW>
- **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 PAY and ALLOWANCES

- **Special Duty Assignment Pay (SDAP)** – Enlisted – ARPC Reserve Assignments - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000000m2CAA>
Apply through MyVector - <https://myvector.us.af.mil/MyVector/Home>
- **Incapacitation Pay** – Must go through the LOD process and all required documentation provided to RPO
Knowledge article – <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LI56CAG>
- **Allowances** – 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.
Create a request for their office here:
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t000000010wa0CAA>
- **Foreign Language Proficiency Bonus** – Must be submitted to the ARPC Education Office. Their Office will review the scores, and 2096 and sign the 2096 to submit to RPO
for payment:
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000000m7CAA>



SPECIAL PAY and ALLOWANCES

- **Promotion Back Date** – We pull your grade history from the personnel system of record. Back pay should systematically post, but if not, an audit and CMS case to DFAS
- **O-E Pay (Officer O1, O-2 and O-3 only)** – Not automatic. Provide a DD214 – must have 4 years and 1 day of active service as an enlisted member. Back pay is an audit and CMS case to DFAS.
- **Saved Pay (Officer Only)** - Not automatic. Provide a DD214 – RPO will conduct an audit. Saved Pay is paid monthly based on paid participation.



SPECIAL ACTIONS

- **Thrift Savings Plan Issues** – We do not process
- **SGLI/FSGLI Issues**
- **Taxes Issues** – CMS cases to DFAS
- **Catch 62** – pay estimates for buy back
- **Out Processing**
- **VA Waiver Processing**
- **Held Pay Issues**



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>



DEBT



Debt General Information

- Any debt that is initiated by RPO will go through due process.
- 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. Do not submit a MyFSS case to inform us to remove/indebt an IDT if you are not the member. We will not process that without members written concurrence.
- If your IDTs and or active-duty order shift and you have already been paid, we cannot simply shift your days in the pay system. This will be a valid debt because you were paid for dates you did not work in that particular status, and you will be afforded due process to repay the debt. The process to repay you for the correct dates/type of duty is outside of this process.
- Debt from prior service status is to always visible to RPO. If you create a MyFSS case requesting assistance, you must provide all documentation that explains the debt.



Common debt issues

- SGLI
 - If you are enrolled in SGLI/FSGLI, the premiums are due monthly. If you are not on orders or performing duty for pay, they will accumulate as a debt and deduct at 100% out of your next paycheck, not to exceed the amount of disposable pay.
- BAH correction
 - If you are paid the incorrect amount/type of BAH, it is not simply a credit. We remove/indebt ALL BAH incorrectly paid and repay the correct amount. You will see a debt on your pay record, but we are working to clear it.
- Long tour over payments
 - Please be mindful that if your order is curtailed, and you are overpaid, this will result in a debt.
 - If that order was curtailed, and you start a new one that overlapped with a DIFFERENT account processing code. You were paid from the wrong pot of money, and it is a valid debt. You will be paid for the correct APC once the incorrect days are removed/indebted.



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.
 - Please read the remarks on your LES. Sometimes an LES will post due to a system change, and not because you are paid.



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/>



United States Air Force Reserve

Integrity - Service - Excellence

HQ RIO Medical



MSgt Coleman
TSgt Patton



- **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**



Medical Acronyms

- **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://asimsmr.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.



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

https://asimimr.health.mil/imr/myIMR.aspx

Find By SSAN ECTi Logout HQ RIO - Home MyIMR

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

[PHAQ]

[Action List Help](#)

Start PHAQ

[MyIMR User Guide](#)

Overall Status: Current

PHA	Dental	Labs	Profile	Med Equipment	Other
Current	Current	Current	Ready	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			



Individual Medical Requirements

- **Dental Requirements**

- Military dental exams are required every five 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.**



Individual Medical Requirements

- **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.



Individual Medical Requirements

- ****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 of IMR status



IDT's/AT - Authorized Treatment

- **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.**



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

- **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.
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 - Required for MEDCON orders
 - May grant MEB/IDES entitlements
 - Completed on AF Form 348
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 - 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.****



Line of Duty

- **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****



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

- **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



Contact Us

Capt Michael Miller (Chief)
Email: michael.miller.329@us.af.mil
Cell: 303-349-3866

MSgt Matthew Stoner (Section Chief)
Email: matthew.stoner@us.af.mil
Desk: 720-847-3616 Cell: 210-319-8402

TSgt Michele Pineda (NCOIC)
Email: 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>



Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Readiness and Customer Service



Detachment 5

Fly, Fight and Win...



Programs

- **Readiness/ARCNet**
- **Participation/UTAPS**
- **Substitution/Excusal Waivers**
- **Annual Tour Special Request Forms (ATSR)**
- **School Orders**
- **General Inquiries**



Medical Readiness

- Submit a myFSS case to the HQ RIO/IRM Medical Team for medical readiness inquiries

Capt Michael Miller (Chief)
Email: michael.miller.329@us.af.mil
Cell: 303-349-3866

MSgt Matthew Stoner (Section Chief)
Email: matthew.stoner@us.af.mil
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TSgt Michele Pineda (NCOIC)
Email: 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

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



- **ARCNet (Air Reserve Component Network) is a web-based platform for members to manage training, track readiness (medical, fitness, etc.), request duties, and monitor participation for retirement**
- **For ARCNet inquiries, submit a myFSS case to HQ RIO/DET 5**
- **Det 5 can attach passcodes, update AF Portal IDs, and create a profile**
- **ARCNet Link: <https://arcnet.sso.cce.af.mil/arcnet>**



ARCNet FAQs

- **My ARCNet Profile shows “missing data” for readiness items, how do I get this updated?**
 - Missing data means the system that ARCNet is pulling from did not transfer over. You as the member can request assistance via ARCNet help desk email. This often happens when you have recently flipped from another status such as coming from AD to the IR program.
 - Please be advised, there is a delay in system flow to ARCNet.
 - In the interim of information flowing to ARCNET, the member can provide source documents showing completion to the det to annotate a comment in their ARCNet until its updated.
- **What happens if my portal ID is missing from my ARCNet profile?**
 - You will be UNABLE to view their ARCNet Readiness Report. Member will need to provide their portal ID from the AF PORTAL profile page to their MyFSS case.



ARCNet FAQs

- **What happens if I have not been gained to a default unit within ARCNet?**
 - This can prevent you from viewing your readiness report and have a delay in orders processing. Send a myFSS case to create your ARCNet Profile.
- **I completed fitness/dental/PHA but it has not yet been updated in ARCNET, how can I get this updated?**
 - Be sure the FAC, military dental, or medical has updated their system(s). In the meantime, we can add a comment into their ARCNet profile if source document is provided such as your myFitness Tracker and for medical/dental your myIMR via AF Portal as a source document is acceptable.
 - RIO does not have the capability to change your status from **red** to **green** in ARCNet.



Participation/UTAPS

- **Unit Training Assembly Participation System (UTAPS)** is an online tool used by the Air Force Reserve to manage the scheduling, verification, and management of pay and/or points for current fiscal year attendance for Inactive Duty Training (IDT), or points only IDTs (PNT)
 - **Helps manage the required training periods with supervisor approval**
 - **For participation or UTAPS inquiries, submit a myFSS case to HQ RIO**
 - **Will be reassigned to CS/UTAPS Support Cell**
 - **UTAPS Link:** <https://utapsweb.afrc.af.mil/utapsweb/>¹⁵⁹
 - **References:** UTAPS PSDG and DAFMAN 36-2136
-

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Substitution/Excusal Waivers

- **IRs who are unable to comply with FY minimum requirements may submit a participation waiver. All waivers for requirements must be submitted in advance for consideration. The Detachment CC may authorize waivers, reassign members, or recommend reassignment or discharge**
- **Waiver requests are initiated by the member and staffed through the member's assigned Active Component organization to the Detachment CC for final approval/disapproval.**

Substitutions

Substitutions waivers must be submitted and approved in advance of tour start date, and are used in cases where members are on orders (MPA, RPA, school, etc.) and may not have schedule availability to complete their FY requirements. See the template for more information.

Excusals

Excusals are used for personal hardship or other extraordinary circumstances. NOTE: Having a participation waiver doesn't necessarily authorize a member a good R/R year; instead, it gives a member a good FY requirement in the IR program, so that they aren't subject to reassignment to the IRR discharge. R/R participation requirements are not waiverable.

- **To route substitution or excusal waiver, submit a myFSS case to HQ RIO/DET 5**
- **HQ RIO Guidance and Templates:** <https://www.hqrio.afrc.af.mil/Points-Participation/-Substitutions-Excusal-Waivers/>
- **References:** AFI 36-2115 and AFI 36-3209



Annual Tour Special Request Forms

- Split AT may be allowed by Det CC to accommodate special mission or training requirements and is the exception. Split ATs will not be for the IR's convenience and must be justified in the remarks section of the AROWS-R request. IDTs may be taken in conjunction with split tour; however, they may only be split when travel is involved. IRs must submit a Special Tour Request for approval to split their AT.
- **For Detachment Commander signature, submit a myFSS case to HQ RIO/DET 5**
 - **Det 5 receives the form and routes to Det 5 Commander for signature**
- **HQ RIO Guidance and Template:**
<https://www.hqrio.afrc.af.mil/Orders/Annual-Tour/>



School Orders

- **Det 5 now creates all school orders in AROWS-R**
- **Do not create a school order request in myFSS to Det 5 to process orders (documents are required to be submitted first)**
- **The formal school process starts with a myFSS case to HQ RIO DET 5 and will be routed to our 3F2 team**
- **Follow the Formal School Process:**
<https://www.hqrio.afrc.af.mil/Career-Management/Formal-Schools/>



General Inquiries

- **Always review the HQ RIO website and IR Guide first**
 - <https://www.hqrio.afrc.af.mil/>
 - <https://www.hqrio.afrc.af.mil/IR-Guide/>
- **For General Inquiries, submit a myFSS case to HQ RIO/DET 5**



Questions?



United States Air Force Reserve

Integrity - Service - Excellence

IMA Deployments, Exercises & Mobilizations



MSgt Lirian Orozco

HQ RIO/IPR

DSN 847-3700

Comm 720-847-3700

Email: arpc.rio.ipr@us.af.mil



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



Seeking Deployment/Exercise Opportunities

- 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.



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.**



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)	
DIRECTIONS: 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 IPR at arpc.rio.ipr@us.af.mil . Additionally, please contact our office at 720-847-3700 with any questions or concerns. IMPORTANT: 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). PART I - MEMBER INFORMATION	
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 IPR Staff. Initials _____	
If selected for this deployment, I understand I may use any remaining IDT or annual tour days to complete ancillary training requirements associated with deployment. Furthermore, I understand I must depart from and return to my unit of attachment provided above. I understand that I will be afforded 2.5 days downtime for every 30 days deployed up to a maximum of 14 days. I understand this downtime will be taken within the established commuting area of unit of assignment, all in-processing activities will be completed during this time per current 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 _____	
ULN DRIVEN EXERCISE (Initial if this is an exercise ULN) If selected for an ULN driven exercise, I understand I may NOT use any remaining IDTs to participate in the exercise. Furthermore, I understand if I participate in an ULN driven exercise in IDT status I will pay my travel and per diem out of pocket. Unless exercise is at unit of assignment and member is in place, I will be departing from _____ home station or _____ home of residence for this exercise. Initial _____	
IR Signature	Date
SOU - November 2023 Page 1	
This information is subject to the Privacy Act of 1974. This information is not to be disclosed without the authorization of the individual(s), and is to be used For Official Use Only. Violations of the Privacy Act are subject to fines of \$5,000 or 2 years in prison.	

IMPORTANT: 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). PART II - UNIT OF ATTACHMENT & COMMANDER'S CERTIFICATION IMPORTANT: IMAs are not authorized to participate in active flying or flying training while deployed.	
☐ AEF (HQ RIO IPR requests MPA only) ☐ Non-AEF w/ULN ☐ Exercise w/ULN (Name of exercise)	
ULN/Line Number: _____ MPA M4S Tasking # (if known) _____	
Location: ☐ OCONUS CENTCOM AOR ☐ OCONUS ☐ CONUS	
Status for Exercises only: ☐ IDT ☐ Annual Tour/RPA ☐ MPA M4S Tasking # _____	
Pre-Deployment Training Start Date/Location: _____	
*Note Please list all training required for the tasking to include the location. All training has to be line remark driven or added as an ILOC.	
Weapon Required: YES ☐ NO ☒ Serial #(s): _____	
Departing from & returning to if different (include airports): _____	
Installation specific reporting instructions: YES ☐ NO ☒	
Supervisor: Print Name, Grade, Unit _____	
I Concur/Non-Concur with this deployment request. (Circle One)	
Sign _____	Date _____ Supervisor Email Address _____ DSN _____
Unit Deployment Manager (UDM): 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 CDR reporting instructions and requirement line remarks. I will request RDD change or delayed reporting if this request is submitted within 30 days of known First Movement to allow 30 days for IR deployment processing. I understand it is the responsibility of my unit to fill the tasking or submit reclama (if originally tasked unit) to AFPC/DPW (AEF requirements only) if the IR member for whatever reason does not fill the AEF deployment. If we are not the originally tasked unit, HQ RIO IPR will have the tasking sourced back to them for filling or reclama action. I understand HQ RIO IPR will take all necessary actions within DCAPIES and generate all orders related to this tasking.	
Sign _____	Date _____ UDM Email Address _____ DSN _____
NOTE: Please contact HQ RIO IPR at 720-847-3700 & via email at arpc.rio.ipr@us.af.mil upon your signature above. SIPR email: usaf.bucklev.afrc.mbx.hq-rio-ipr@mail.smil.mil HQ RIO Website: www.hqrio.afrc.af.mil Facebook: www.facebook.com/HQRIO	
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.	



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
 - (Note: all vouchers **MUST** be filed by the volunteer no later than 5 duty days of return of ENDEX)

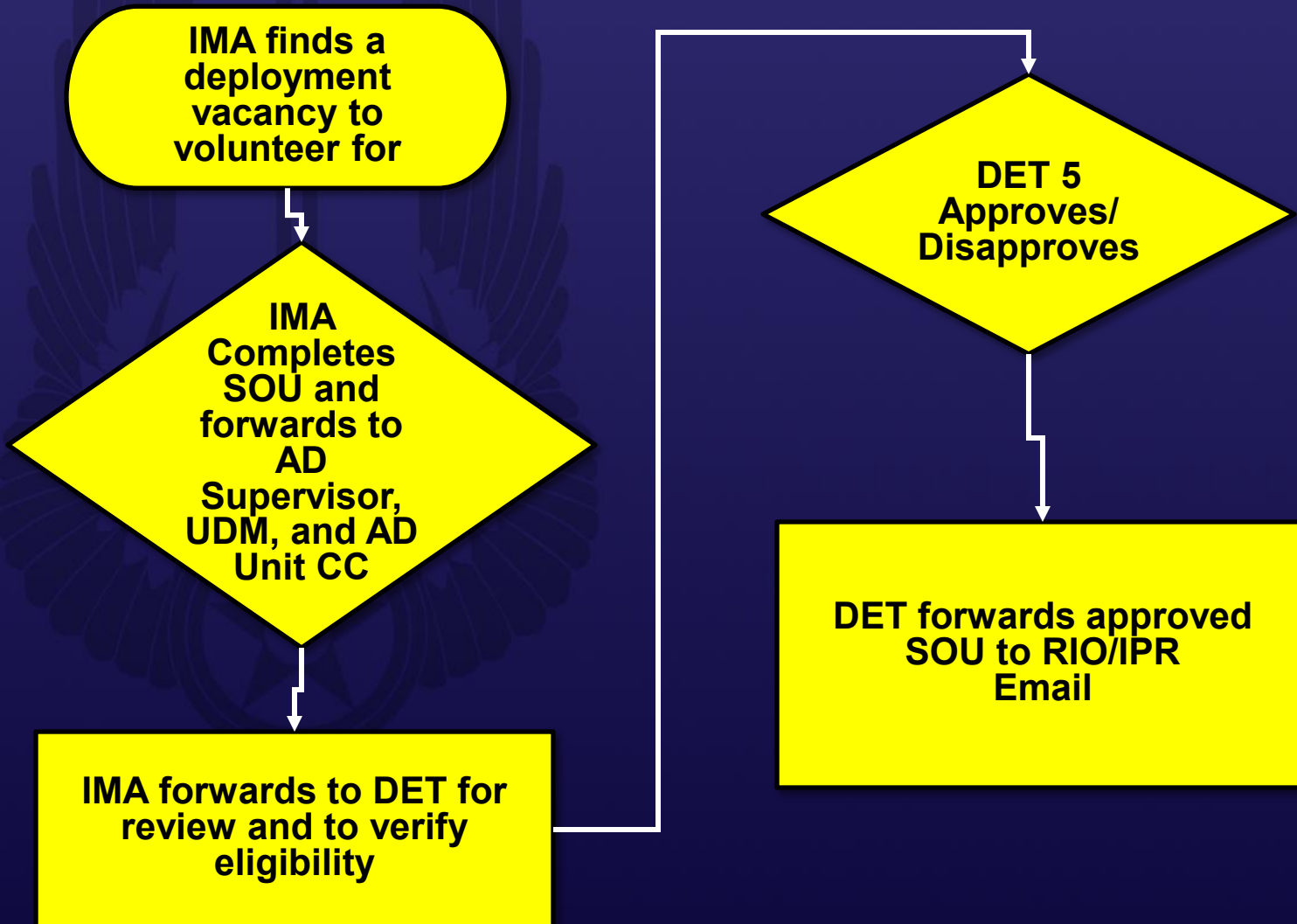
AD Unit

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

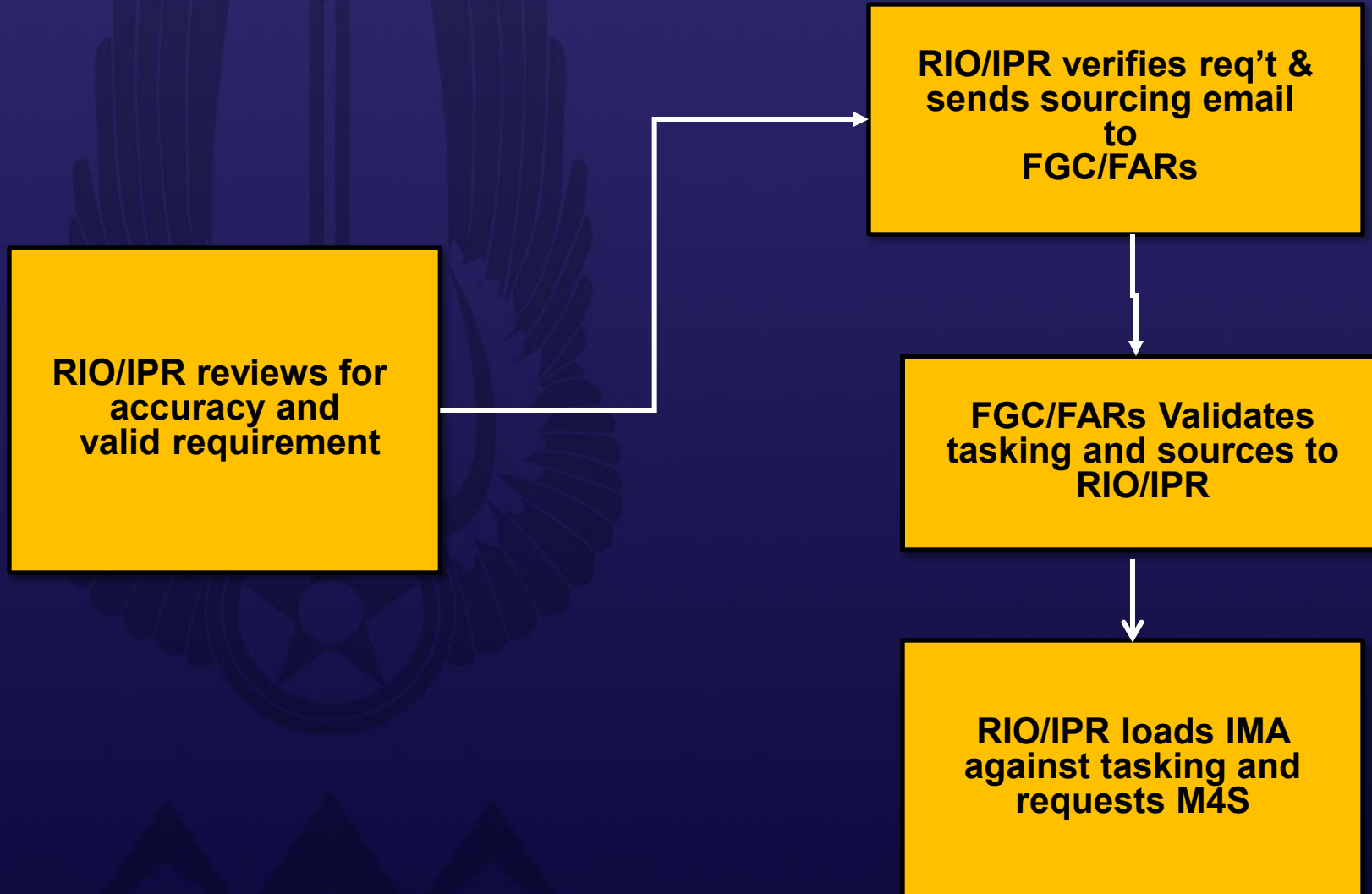


IMA Deployment Process (phase 1)



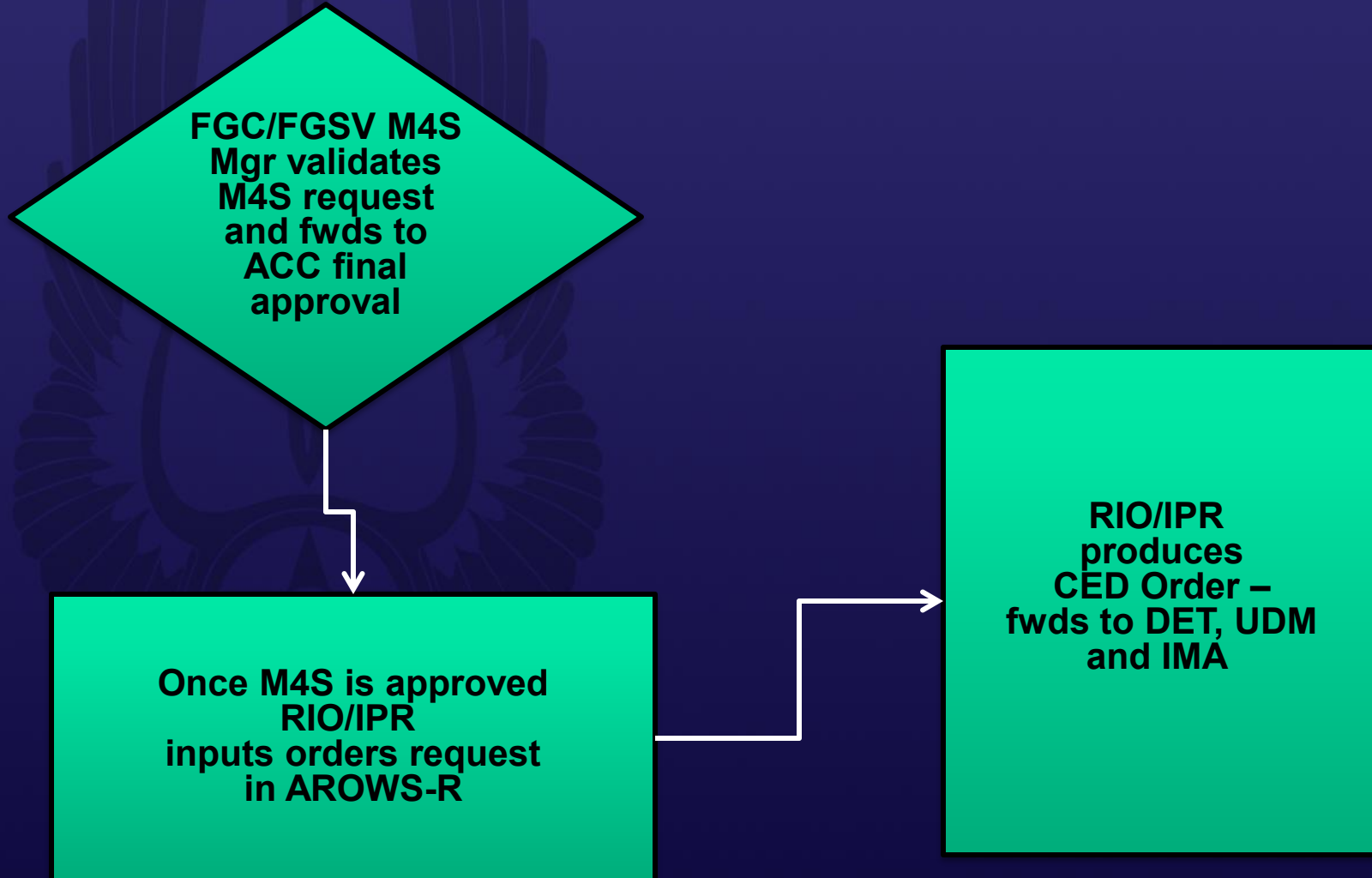


IMA Deployment Process (phase 2)





IMA Deployment Process (phase 3)





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 to cut the CED order)
- RIO does not initiate DTS Auth
 - (Note: all vouchers **MUST** be filed by the volunteer no later than 5 duty days of return of ENDEX)

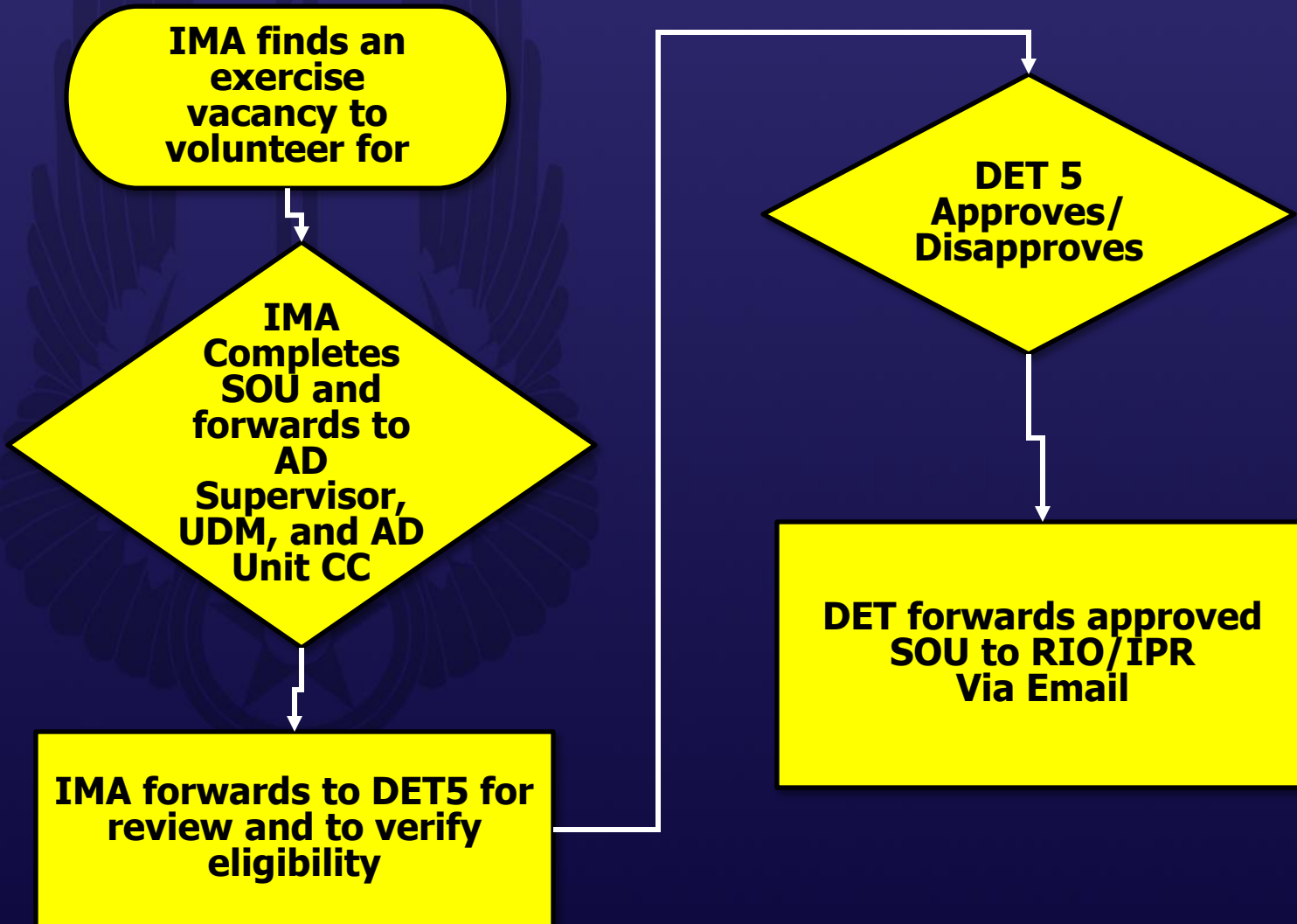
AD Unit

Per AFI 10-401

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

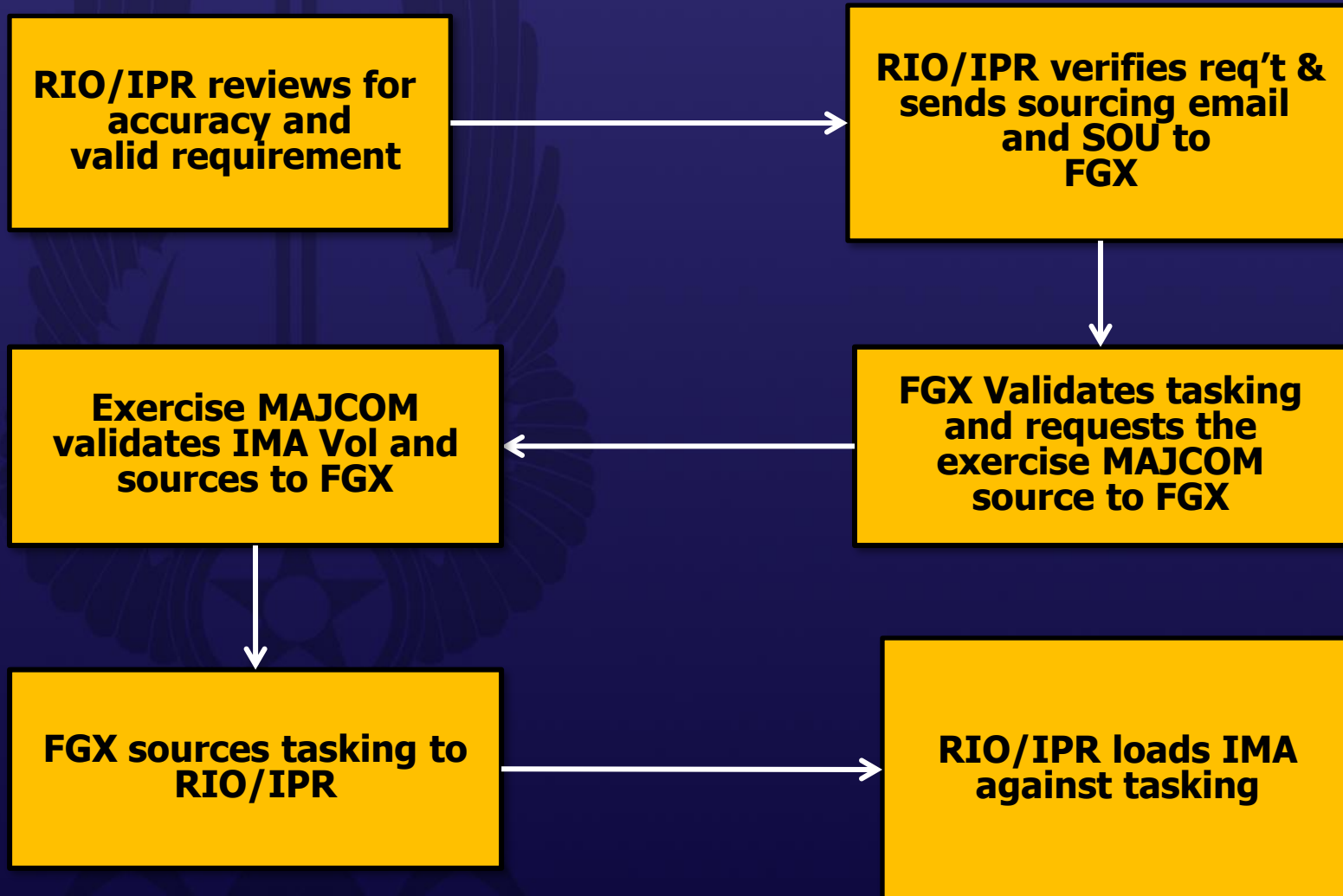


IMA Exercise Process (phase 1)



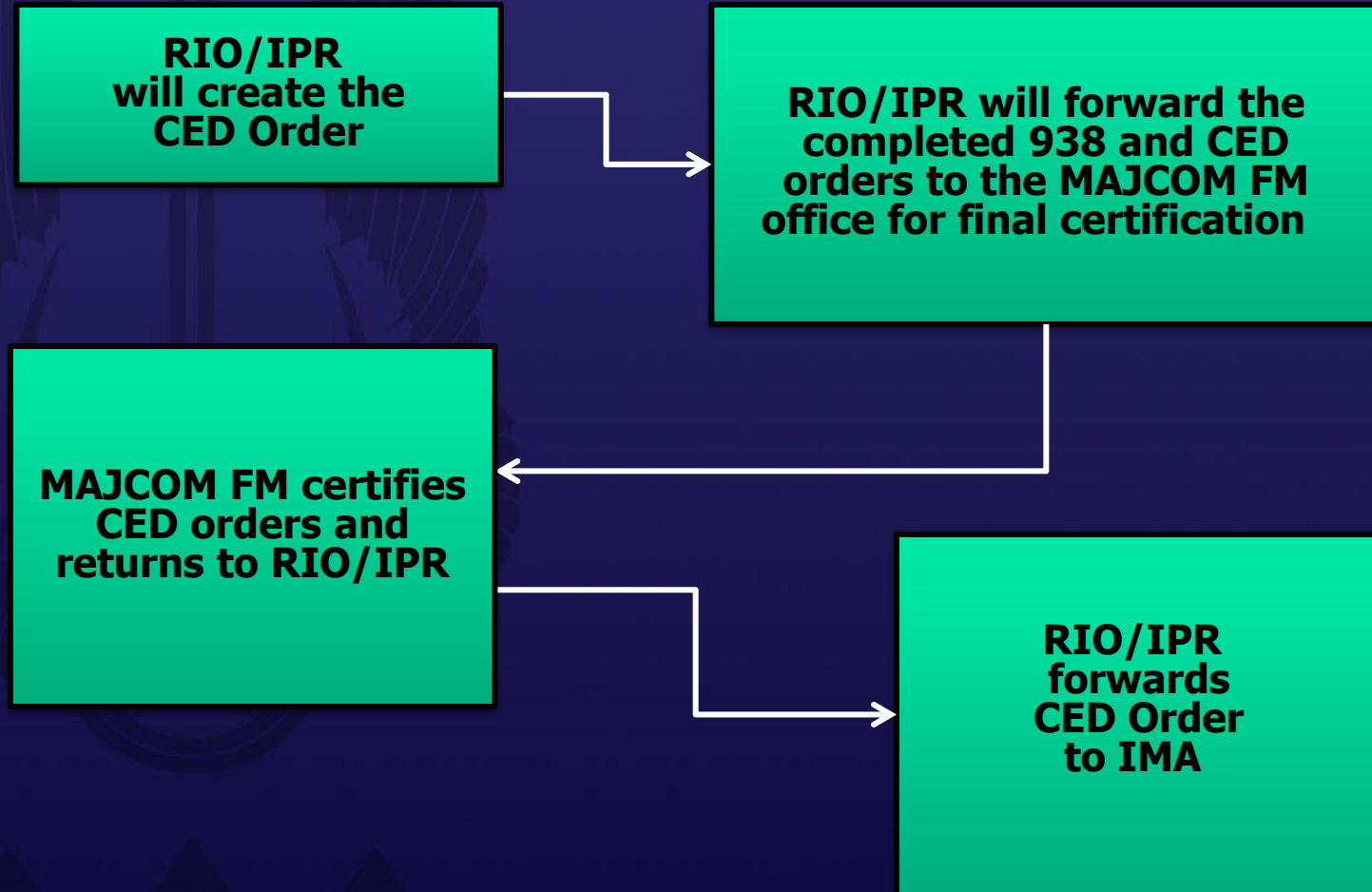


IMA Exercise Process (phase 2)





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

- Communication with RIO/IPR early and often
- SOU Routing
- 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**



Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Yellow Ribbon Reintegration Program



MSgt Paula Herrera



IMA YR Representative: MSgt Paula Herrera

DSN/Comm: 472-6050 / 478-222-6050

Email: paula.herrera@us.af.mil



Breakout Classes:

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

Eligibility: Deployment Orders that are ≥ 90 days with a minimum of 50% of that time being away from HOR. Eligible for all event options. (**Currently accepting waivers on the 90 day requirement**)

Timeframe: 4 months prior, and 13 months after Deployment Orders have ended.

Event Options: (1) Pre Event, (1) During - **family**, (2) Post Events

Eligible Guests: Up to 2 Adults or 1 Adult & all DEERS eligible children



Upcoming events:
Washington DC 12-14 June 2026
July 2026 TBD



Questions?



United States Air Force Reserve

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IMA Mentorship Program



SMSgt Corlett



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

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



IR Advisory Council

The HQ RIO Individual Reservist (IR) Advisory Council is a forum for HQ RIO leadership, RIO Detachment and Operating Location leadership, and a cross section of IRs to give a consolidated voice to all IRs. This council gives IRs the opportunity to identify issues experienced in the field, help identify IR-based solutions and ultimately provide recommendations to the HQ RIO/CC for action.

The Current Membership of The IR Council:

Governing Body

HQ RIO/CC: Col Nathan Day

HQ RIO/CCC: CMSgt Jofred Aviles

Advisory Board

RIO Public Affairs: Maj Candice Allen

RIO Plans & Programs: Lt Col Shuan Pringle

Advisory Council (as of Jan 2025)

Lt Col Julie Capernal

Maj Rodney Glassman

Maj Aaron Schmidt

Capt Katherine Carr

SMSgt Manly Souza

SSgt Kelsey Hipnar

Contact us at: RIO.ir-ac.org@us.af.mil



Questions?





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

Meeting ID: 161 385 4292
Passcode: 936906

Then rejoin this group



Virtual IRO ROEs

- **Cameras off**
 - **Audio muted**
 - **Change name to Rank, First Name, Last Name**
 - **Ex: Lt Col Erin Karl**
 - **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 note that this event will not be recorded. The presentation slides will be posted on the HQ RIO site for your reference**
 - **Let's get started!**
-



Survey Monkey Link



**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

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HQ RIO Talent Management Consultant



MSgt Jacob Corbett

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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
 - **IMAs are not eligible for any retention or affiliation incentives in FY26**
 - 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

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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

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HQ RIO TMC – Blended Retirement System Continuation Pay (BRS CP)

Know your Date. Secure Your Pay.

One-time, mid-career bonus payment in exchange for an agreement to perform additional obligated service

▪ Check Your LES Pay Date

- Found on your LES
- Pay Date + 12 = Your 12th Year of Service (YOS)
- 12th YOS = CP Eligibility Date

▪ Track Your Timeline

- 12th YOS – 90 days = Statement of Understanding (SOU) Window Opens
- 12th YOS – 1 day = Last chance to sign your SOU
- A MyFSS case will be created notifying you of your eligibility window and with a blank copy of required documents

▪ Take Action Early

- SOU must be digitally signed before your 12th YOS and AD CC must also digitally sign SOU
- Sign the DAF FORM 64
- Officers must sign RSC, enlisted must ensure their ETS reflects 4 years retainability

Fly, Fight and Win...



HQ RIO TMC – Blended Retirement System Continuation Pay (BRS CP)

Know your Date. Secure Your Pay.

▪ Disbursement Details

- TMC will submit a CMS case on your behalf to RIO Pay Office (RPO) after your 12th YOS
- Deposit is subject to RPO processing times

▪ Success Tips

- If part of your 12 years of service was AD or in a sister service, you are still eligible for BRS CP if you enrolled 12 years prior
- If transferring as IMA and you are within your 90-day window, create a ticket with TMC. A ticket will not be created for you.
- Ensure you sign your SOU before your CP Eligibility Date
- If you do not want BRS CP, please select “Decline CP” on the SOU and return it back to TMC
- If you sign after your 12th YOS and would like BRS CP, Airmen/Guardians may request payment by submitting justification to the Air Force Board for Correction of Military Records (BCMR) and DFAS will pay your BRS CP directly
- Accepting the BRS-CP does not preclude a member from doing a voluntary separation, however, the member will probably be subject to recoupment of the BRS-CP
- Additional Resources: <https://militarypay.defense.gov/BlendedRetirement/>



Questions?



United States Air Force Reserve

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Assignments



TSgt James Charles/ TSgt Kaida
Smith

Fly, Fight and Win...



Overview

- Assignment Actions
- Vol to IRR
- Overages
- Duty Title Vs Duty History Update
- O-6 & E-9 Assignments



Assignment Actions

- All members will transfer in to or out of the IR program via an DAF IMT 1288 *Application for Ready Reserve Assignment*
 - **Inbound:**
 - Traditional Reservist (DAF 1288)
 - Air National Guard (DAF 1288 + Recruiter)
 - Other Services (DAF Form 1288 + Recruiter)
 - Active-Duty Palace Chase/Palace Front (DAF 1288 + Recruiter)
 - IMA to IMA different PASCODE (DAF 1288)
 - Internal Position Moves (within same PASCODE) (DAF 2096)
 - **Outbound:**
 - Traditional Reservist (DAF 1288)
 - Air National Guard (DAF 1288 + Recruiter)
 - Other Service Components (DAF Form 368 + DAF 1288 + Recruiter)
 - Voluntary to IRR (Vol IRR Memo and DAF 1288)
 - <https://www.hqrio.afrc.af.mil/Home/HQ-RIO-Document-Library/>



Assignment Actions

- **How to Apply:**
- **All vacancies can be found in the reserve vacancy system using the link below:** <https://afmilpers.us.af.mil/RMVSNet40/SelectVacancies.aspx>
- **If you have questions about a position, please contact the URC.**
- **If you would like to apply for another position, please submit your application via myFSS (link below). Use myIMA tile, AFR Submit Inquiry to RIO Detachment, Create Request (at the bottom), Category "Assignment", Assigned RIO detachment "HQ RIO Det 4"**
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?xid=43861>
- **Application must include:**
 - **DAF 1288 (complete first page and losing CC endorsement use newest version in e-publishing)**
 - **ARCNet (My Readiness Report)**
 - **Optional Documents but must be included for all Key/JDAL/Interview positions-**
 - **Last 3 Evals**
 - **Letters of recommendation**
 - **Military BIO and or Resume**
 - **Rated members MUST submit a CURRENT Individual Data Summary and Flying History Report (Dated within 60 days).**
 - **Incomplete packets will be returned without action.**



Assignment Actions

- Hiring Process:
 - FM will QC the applicants to ensure they hold the AFSC qualifications required for the position, check for derogatory information and overdue readiness items.
 - URC will receive application packages via myFSS for review.
 - If fully qualified with no response after the 30 days, the member may be force gained upon leadership approval
 - Welcome letters will be sent with notification of gain completion.
 - Once received, member may begin in-processing, participating, etc. (We also courtesy copy the URC via myFSS with the member's Working Folder). Working folder has all the member's important gain documents.



Vol to IRR Process

- Request Vol to IRR memo via myFSS
 - Vol to IRR memo and DAF1288 should be filled out and signed by member, losing CC & submitted via myFSS
 - Det 4 will obtain Det Commander approval signature
 - EDCSA into IRR will be 6 months after Det CC approval signature - IAW DAFI 36- 2110, 11.6.1.
- <https://www.hqrio.afrc.af.mil/Home/HQ-RIO-Document-Library/>



Overages

- Overages in accordance with DAFI 36-2110, 9.7:
 - In collaboration with supporting Force Support units, commanders and directors (or equivalent) **will make every effort to fill vacant positions with qualified officers and enlisted personnel in the grade authorized. Make internal realignments to reduce or eliminate undergrade, overgrade, or overage situations.** Therefore, overages will be limited.
- <https://www.hqrio.afrc.af.mil/Home/HQ-RIO-Document-Library/>



Duty Title Change Vs Duty History Update

- **Duty Title Change**
 - DET updates current duty titles only (ARPC updates any previous duty titles)
 - Process via DAF Form 2096
 - Effective date is current or future date
 - EPB/OPB cannot be closed out
 - Signed by Supervisor/Requesting Official and also signed by Commander/Authorized Rep (Must be prior to the effective date)
 - Duty title cannot exceed 31 characters, including spaces
- **Duty History Update**
 - Submitted by member via myVector (myvector>myapplications>ARPC duty history change request)
 - **Permanent positions and locations assigned during a military career**
 - Duty Title, Location, Duty AFSC, Effective Date and Command Level
 - Must include documentation (DAF 2096, Evaluation, Assignment/Appointment Order)



O-6 & E-9 Assignments

- O-6 & E-9 assignments are managed by REG Col's Group/Chief's Group
- Vacancies are managed entirely through SLCMS
- Applicants must apply through SLCMS
- DET receives assignment notifications via REG Senior Leader Announcement email
- DET processes assignment actions after email notification received from REG
- DET sends Welcome Letter upon assignment action completion via myFSS
- <https://slcms.us.af.mil/af-slcms/Register/Default.aspx>



Questions?



United States Air Force Reserve

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Career Development



Detachment 5

TSgt Eldra Elder

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Programs

- **Enlisted Promotions**
- **Retention**
 - **Selective Retention Process (SRP)**
 - **Reenlistments**
 - **Extensions**



Enlisted Promotion Process

- **Internal process**
 - **Complete Eligibility / ineligibility Roster Review**
 - **Promotion rosters will be sent to URC/Supervisor & member**
 - **Promotion roster will be returned to Det 5 NLT 25th of each month.**
 - **Approved / returned rosters will be updated in MiLPDS every 1st duty day of the month.**
 - **Promotion Orders will be sent to your URC and member via myFSS**

Disclaimer: This briefing is educational, and these bullets are not "textbook"—remember that brevity is key



Enlisted Promotion Eligibility

- **Member is an incumbent (Primary) to the position**
- **Assigned to a higher graded billet**
- **ARCNet readiness and Current fitness test**
- **PAFSC Skill Level**
- **Professional Military Education**
- **Satisfactory Years of Service**
- **Mandatory Participation Requirements (substitution waiver may be applicable)**
- **Retainability**
 - **E-4 / E-6: 6 Months**
 - **E-7 / E-9: 3 Yrs**
 - **3 Yrs (Reserve Service Commitment Required) DAF 64**



Enlisted Promotion Eligibility

Promote to	PAFSC	TIG	Satisfactory Service	PME
Airman	N/A	6 Months	N/A	N/A
A1C	N/A	6 Months	N/A	N/A
SrA	3- Skill Level	8 Months	1 Year	N/A
SSgt	5-Skill Level	12 Months	4 Years	ALS
TSgt	7-Skill Level	24 Months	6 Years	N/A
MSgt	7-Skill Level	24 Months	8 Years	NCO Academy
SMSgt	7 or 9-Skill Level	24 Months	11 years	SNCO Academy
CMSgt	9-Skill Level	24 Months	14 years	COC or AFRC-

Ref: AFI 36-2502, Ch. 8



STEP Promotions

- **STRIPES FOR EXCEPTIONAL PERFORMERS (STEP I)**
 - Promote to E-6 after 16 yrs sat service & blocked from promotion under unit vacancy
- **STRIPES FOR EXCEPTIONAL PERFORMERS (STEP II)**
 - Paused for FY26



Retention

- **Det 5 Career Development sends SRP memos 14 months prior to ETS to member and URC via myFSS ticket**
- **Supervisor and Commander recommend or non-recommend (annotated on an AF418)**
- **Member indicates intent : Reenlist (DD4), Extend (AF1411), or Separate**



IMA Reenlistment Process

Reenlistment Eligibility Window

Your eligibility to reenlist depends on your current bonus status.

Bonus Status	Eligibility Window
Not Receiving a Bonus	Within 6 months of your ETS date
Currently Receiving a Bonus	Within 30 days of your ETS date

Important Deadlines & Prerequisites

- **Critical Deadline:** Your reenlistment must be fully completed **BEFORE** your Expiration Term of Service (ETS) date. Failure to meet this deadline will result in processing for an ETS discharge.
- **Readiness:** You must be current and up-to-date on all readiness requirements to process your reenlistment in the personnel system.

Required Documents

- Please ensure you have the following documents ready for your reenlistment package:
- SRP (Statement of Reserve Component of Armed Forces of the United States)
- Article 137 Briefing Certificate
- DD Form 4 (Enlistment/Reenlistment Document)
- ARCNet Report



Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Force Management



Detachment 5

MSgt Minor, Crystal

TSgt Miniano, Rakedia

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Programs

- **Duty titles**
- **Awards/decs**
- **Tender of Resignations**
- **High Year Tenure**
- **Mandatory Separation Date**
- **Sanctuary**
- **Demotions**



Duty Titles

- A duty title update refers to the process of changing your duty title, which is a designation that reflects your current role and responsibilities within your unit.
- A duty title correction refers to the process of correcting the current title of a duty position. The correction will delete the current duty title and will no longer be seen or saved in your duty history.
- **Note.** RIO updates only current duty titles and ARPC updates duty history.

Submission process:

- Unit initiates DAF Form 2096 and sends to RIO via myFSS for updates
- For updates, effective date is current or future date. For corrections, effective date is the current duty title's effective date
- Signed by Supervisor/Requesting Official and by Commander/Authorized Rep (REPRESENTATIVE must have an authorization on file)
- Duty title cannot exceed 31 characters, including spaces
- 2096 will be filed in member's record once updated in MILPDS.



Duty Titles Cont.

- 2096 Example

DUTY INFORMATION		WITH DATE OF RANK	
DAFSC	EFFECTIVE DATE 04-Dec-2025	ASSIGNMENT AVAIL CODE/DOA	
OFFICE SYMBOL	DUTY PH	DESIGNATE WAFSC	EFFECTIVE
POSITION NO.	OSC	WITHDRAW WAFSC	EFFECTIVE
COMD LVL	DUTY TITLE 31 spaces available		
AUTHORITY			
DATE	NAME, GRADE, TITLE, DUTY PHONE, SUPERVISOR/REQUESTING OFFICIAL MEMBER'S URC/SUPERVISOR (REQUIRED)	SIGNATURE	
III. CONCURRENCE OF MEMBER			
DATE	☐ DO ☐ DO NOT CONCUR	SIGNATURE OF MEMBER	
IV. INTRA-BASE ASSIGNMENT ACTIONS			
RNLTD/ EFFECTIVE DATE	ASSIGNMENT ACTION NUMBER	ASSIGNMENT FROM	ASSIGNMENT TO
V. REMARKS			
If necessary, this space used for duty title extension.			
VI. APPROVAL BY COMMANDER OR AUTHORIZED REPRESENTATIVE			
DATE			
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE AD/CC or Designated Representative (REQUIRED)	SIGNATURE	
VII. ACTION BY PERSONNEL OFFICIAL			
DATE			
☒ APPROVED ☐ DISAPPROVED	HEADQUARTERS		
FOR THE COMMANDER	TYPED NAME, GRADE, AND TITLE RIO Technician	RIO	
		SIGNATURE	



Awards and Decs

Individual Reservists can request assistance from RIO to update to their Awards & Decorations record. This is an interim solution to assist the IR with correcting records, due to current system limitations for the unit of assignment.

Note. This does NOT replace the use of myDecs

Submission Process:

- Submit request via myFSS ticket for award/dec update. Supporting documentation, such as the approved award citation or order must be provided in the update request.

Supporting documentation:

- DD Form 214/5
- AF IMT 104
- Award/Certificate and Order
- CED and voucher/certified AF IMT 938
- Record Review RIP, EPR/OPR
- AF Form 522 (marksmanship)
- Letter from CC (Combat Readiness)
- PCARS



Tender of Resignation

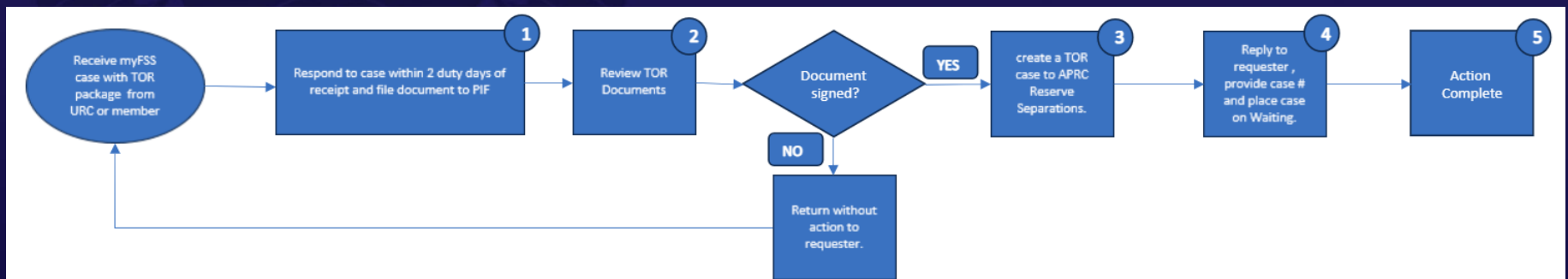
- When officers are commissioned into military service their appointment is for an indefinite period. Therefore, a separation or discharge request or action is not an automatic process.
- Resignations Resulting in **Honorable Discharge**
 - Hardship
 - Completion of Required Active Service
 - Final Vows in A Religious Order
 - Regular or Ordained Ministers
 - Conscientious Objector
 - Pregnancy or Childbirth
 - Sole Surviving Son or Daughter
 - Miscellaneous Reasons
- When Service Obligations Have Been Satisfied **Other than an Honorable Discharge**
 - Resignation Resulting in General Discharge
 - Resignation in Lieu of Further Administrative Action
 - Resignation for the Good of the Service



Tender of Resignation cont.

• Submission Process:

- Individual Mobilization Augmentee (IMA) Officers must prepare and submit their TOR through their chain of command to the final approving authority.
- Each request letter must use a memorandum format and include a concise statement of reasons for requesting discharge quoting the exact DAFI chapter, paragraph, and signature.
- All relevant and/or required documentation should be attached to the officer's memorandum.
- Required documents for IRR members include only the signed TOR memorandum
- IMA members need to submit the TOR Request via myFSS to RIO
 - Memorandum
 - Signed recommendation letter from the unit commander





High Year Tenure

- High Year Tenure (ENLISTED ONLY) is a force management tool designed to maintain a balanced and experienced force structure within the Air Force. It sets **specific limits on how long enlisted personnel can remain in their current rank without being promoted.** This policy helps to ensure career progression and manage the overall size of the force.
- HYT extension waivers may be requested when in **the best interest of the Air Force.**
- Waiver requests may not be used as a substitute for inadequate force development and sustainment planning.
- A waiver request may be appropriate if significant mission degradation or failure will occur once the position becomes vacated.
- Extensions are granted in one-year increments not to exceed a combined total of 3 years or one day prior to age 62, whichever occurs first. **Waivers may be disapproved by any G-series commander.**



High Year Tenure Cont.

Waivers will not be processed if any of the following conditions exist:

- Airman currently has unsatisfactory participation or current fitness failure
- Documented Unfavorable Information File (UIF) or Uniform Code of Military Justice (UCMJ) action pending
- Airmen pending approval for selected position (must attach official approval memo)

HYT extension waiver requests are initiated by the Airman and endorsed by the Active Component CC, Det CC and HQ RIO CC.

SUBMISSION PROCESS:

- Member may request for HTY package via myFSS or initiate and complete package utilizing myFSS Knowledge Article AFR IR MSD/HYT Extension Request
 - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0Rw0000000dRBKAY>
- DET will process and route to ARPC for approval
- Timeline typically takes 6 months for approval/disapproval
- Highly encouraged to initiate NLT 12 months out from HTY
- Member will be notified if HTY has been approved, if so HTY date will be automatically updated



Mandatory Separation Date

- This is the date by which an **officer must separate if they have not reached their maximum service length or age**. The computation of the MSD varies based on the officer's grade and years of service, typically based on completing 28 years of commissioned service or reaching age 62, whichever is earlier.
- For AFR officers only, **ARPC Separations Branch will send a written notification to all AFR officers who are approaching the officer's MSD or have been twice deferred for promotion**. The notification will inform the member that the member will be transferred to the retired reserve if eligible. **Those members who do not wish to retire must submit a written tender of resignation or request for discharge.**
- Extension requests are **all exceptions to policy**. They should only be submitted in cases where the loss of an individual would result in significant mission degradation or failure.
- All MSD extension requests will be considered on a **case-by-case basis**.
- Public law establishes an officer's mandatory separation date (MSD) based on years of commissioned service, age, promotion deferral, board actions or other decisions approved by the Secretary of the Air Force.
- Officers **will not be authorized to participate past their MSD until the final approval has been obtained** from the Deputy Commander, Air Force Reserve Command (AFRC/CD) or the Secretary of the Air Force (SECAF).



Mandatory Separation Date Cont.

SUBMISSION PROCESS:

- Member may request for HTY package via myFSS or initiate and complete package utilizing myFSS Knowledge Article AFR IR MSD/HYT Extension Request
 - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0Rw0000000dRBKAY>
- All tabs must be complete per the detailed instructions prior to submitting to the Det.
- All MSD waiver request packages must be submitted via myFSS no earlier than 18 months and no later than 6 months prior to the Officer's MSD.



Sanctuary

Sanctuary is comprised of law, policy, eligibility and ineligibility criteria for Air Force Reserve (AFR) and Active Duty Air National Guard (ANG). Regular Air Force does not utilize this function.

- Active Duty Sanctuary is any ANG, AFR officer or enlisted member who **attains 18, but less than 20, years of Total Active Federal Military Service (TAFMS)** must remain on active duty unless they voluntarily separate, medically disqualified for continued service, or is separated or discharged for cause.
- **Eligibility**
 - Denied reenlistment and term of enlistment (ETS) is about to expire
 - Undergoing discharge (not for cause)
 - Transferred from an active status
- If an Airman has completed 18 years of satisfactory service, the ETS is adjusted three years to allow the Airman to earn 20 satisfactory years of creditable service to qualify for retired pay at age 60.
- If an Airman has 19 years of satisfactory service, the ETS is adjusted two years to qualify for retired pay at age 60.
- **NOTE: Airman extended for the purpose of obtaining a Reserve Retirement must maintain an active participation status during this extension period in order to complete the satisfactory service years to qualify for retirement.**
- **Ineligibility**
 - Enlisted members in an active participating status who are selected to be **involuntarily separated** for physical disability or for cause are not eligible for Reserve sanctuary under 10 U.S.C. §§ 1176(b).



Sanctuary Cont.

Submission Process:

- A member desiring to claim/invoke Active Duty (AD) sanctuary protection must apply in writing while on AD (other than for training) and while in the sanctuary zone.
- The written request must be submitted through the member's chain of command and routed to RIO via MYFSS.
- Timeframe may take up to 6 months if not more depending on documentations and other requirements from each member.



Demotions

- Demotions are administrative and **apply to reserve Airmen in the ranks of Amn through CMSgt**. Do not use demotions actions when action under the Uniform Code of Military Justice is jurisdictionally authorized and when punitive action is more appropriate.
- Airmen who have separated cannot be demoted.
- Do not reassign an Airman for whom a demotion is in process until after completing the demotion.
- If an Airman's participation is unsatisfactory, consider demotion before reassigning or separating the Airman.

Demotion Authority:

- For HQ RIO personnel, the demotion authority is the HQ RIO commander.
- For Airmen in the ranks of SMSgt and CMSgt is the AFRC Deputy Commander (AFRC/CD)
- For IMAs and Participating IRRs who are in the rank of MSgt and below, **the member's immediate commander/director or equivalent** initiates demotion action, and the demotion authority lies with HQ RIO/CC.



Demotions Cont.

Reasons for **Voluntary** Demotion:

- Demote Airmen when they volunteer for **reassignment to a position with an authorized grade below what they currently hold.**
- If the Airman accepts reassignment to a lower grade, the Airman confirms such acceptance in writing as follows: **“The lower grade [state grade] with date of rank of [list date of rank in accordance with DAFMAN 36-2604] is accepted.”**

NOTE. When an Airman's position is downgraded, unfunded or eliminated because of a command or Air Force organization or mission change, the overgrade Airman will receive a waiver, take a voluntary demotion, retrain, or accept reassignment to a nonparticipating reserve section.

Reasons for **Involuntary** Demotion:

- Unsatisfactory Participation in Reserve Training
- Airmen may be demoted for failing to fulfill Airman, NCO, or SNCO responsibilities.
- Failing to Complete Training.
- Failing to Achieve or Maintain Skill Levels.
- Failure to Keep Fit.
- Commission of a Serious Offense.



Demotions Cont.

Who Notifies the Airman of Demotion Action.

- The **initiating commander** consults with the servicing Staff Judge Advocate and informs the Airman in person or by certified mail, return receipt requested, of the intention to recommend demotion, or to demote.

Processing Demotions.

- The Airman acknowledges receipt of the demotion notification memorandum within **30 calendar days of receipt**. The Airman will indicate concurrence or non-concurrence and may apply to retire in-lieu-of the demotion, if qualified.
- Airman Concurring – AD/CC forwards the entire case file to the servicing MPF (HQ RIO/Detachment for IMAs or Participating IRRs) for processing by the demotion authority.
- Airman Non-Concurring - The Airman can submit materials, request a personal hearing, or both. The AD/CC will review materials and make consideration to release or continue demotion process.
- Airman Applies for Retirement.
- No Response. If the Airman does not respond, **process the demotion as if concurred** with and forward demotion action to the demotion authority. The demotion package will state the Airman was provided the opportunity to submit statements but has not done so.



Other programs/Guides

- **Admin Discharges** - Tracks
- **UIF** - Assist servicing MPF, Servicing MPF completes and maintains records
- **UCMJ Actions** - Tracks

Guidance

- **Decorations & Ribbons Information:** <https://www.afpc.af.mil/Career-Management/Decorations-and-Ribbons/>
- **HYT:** DAFI36-2606 22 MAY 2024, 10.1 – 10.8
 - <https://www.hqrio.afrc.af.mil/Career-Management/HYT/>
- **MSD:** <https://www.arpc.afrc.af.mil/News/Article-Display/Article/1321797/ang-and-afr-mandatory-separation-date/>
 - <https://www.hqrio.afrc.af.mil/Career-Management/HYT/>
- **Demotions:** AFI36-2502 26 Chapter 9
- **AD sanctuary protection**
 - [DAFI 36-2131](#), Administration of Sanctuary in the Air Reserve Components, Chapters 1 and 4; Attachments 5,6,7, 8 and 10 as applicable.



Questions?



United States Air Force Reserve

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Classifications & Formal Schools



MSgt Joe Nathan

Detachment 5



Who We Are

- **TSgt Brandon Haley**
 - **NCOIC Education and Training**
- **MSgt Joe Nathan**
 - **RPA Support**
- **Customer Service Line: 1-478-327-2331**



IR Responsibility

Regarding training, the IMA member is the only person who has total view of their record. HQ RIO Det 5 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 HQ RIO Det 5 regarding anything training related.

- 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 HQ RIO Det 5
- Member should review their record every time they change DAFSC or annually
- 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



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 HQ RIO Det 5

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.



On-the-Job Training (OJT) Management

All actions must be coordinated through HQ RIO Det 5

- 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.
- All OJT management actions are initiated through your RegAF (Active Duty) Training Manager and Commander, then reported/sent to HQ RIO Det 5 through you.
 - myLearning actions to include CDCs
 - myTraining journal entries, task progression, CDC progression, etc.
 - OJT Record updates



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



Training Waivers

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

- **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 HQ RIO Det 5
- **The Process**
 - <https://www.hqrio.afrc.af.mil/Career-Management/Formal-Schools/>



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 A4/6 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 MilPDS and A4/6 A4L computer database. DISCLOSURE: Voluntary. However, if requested information is not provided, the enrollment cannot be accomplished.

Course Information (Obtained from ETCA)

Course Number	Course Title	# Days

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

#1 - Start Date	#2 - Start Date	#3 - Start Date	#4 - Start Date
Grad Date	Grad Date	Grad Date	Grad Date

Member Details

Last Name	First Name		MI	
SSN	Rank	DAFSC	ETS/MSD	RIO Det.

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, AFODD/AFECD, or deployment instructions.

Unit Training Manager

Typed: Name, Rank, and Title	Signature	Date

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



Common Problems/Delays

- **Signature blocks are not optional**
 - Supervisor and commander need to sign RIP on the second page
- **RSC MFR need to be signed by officers as well as enlisted**
 - The document is controlled by HQ USAF/A1P and they did not add officer ranks to the rank box
 - If you are an officer, add your rank to the name box and return as normal
- **RSC length is determined by DAFMAN 36-2139 Table A5.1**
 - Formal schools are rule 10



Common Problems/Delays

- **Do not submit duplicate tickets or have someone submit duplicate tickets for you.**



Accelerated Mission Readiness Training (AMRT)

AMRT is not funded for IMAs for FY26 and possibly beyond



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
- DAFMAN 36-2689 TRAINING PROGRAM
- AFRC Training Waiver Personnel Services Delivery Guide
- IR Guides



Questions?



United States Air Force Reserve

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Post 9/11 GI Bill: Part 1 **Your Benefit & Letter of Certification** **(LOC)**



ARPC Contact:

MSgt Jim Umali

Manager, Education Services



Overview

- **What is the Post 9/11 GI Bill?**
- **Who is eligible?**
- **What does it pay for?**
- **What kind of training can you take?**
- **How to apply?**
- **Your Benefit Percentage?**
- **What if you need a Letter of Certification for the VA?**
- **Transferring of Education Benefits (TEB)**



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**



What Does It Pay For?

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



Approved Training & How to Apply

- **The Post 9/11 GI Bill can be used for:**
 - Colleges/Universities (to include 2nd 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/>**



Your Benefit 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>



The Letter of Certification (LOC)

- **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**



Before You Request an LOC

- **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



United States Air Force Reserve

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Post 9/11 GI Bill: Part 2 Transfer Education Benefits (TEB)



ARPC Contact:
MSgt Jim Umali
Manager, Education Services

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Overview: Part 2

- **Eligibility requirements for TEB**
- **Rules for Dependents**
- **Apply for Transfer education benefits/Application Process**
- **Key Contacts & Resources**
- **Final Warnings**
- **The Rudisill Decision**
- **Ask a Question Function**



Eligibility & Service Commitment

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**



Rules for 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 23rd birthday and can use it until their 26th birthday
- A dependent marriage will not affect their education benefit usage



How to Apply in MilConnect

- 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 Your 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



After TEB is Approved

- 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.)



Key Contacts & Resources

- **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
 - 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



Final Warnings

- 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 DODI1341.13_DAFI 36-3038, dated 15 April 2024



The Rudisill Decision

Impact of the Rudisill Supreme Court Decision on Veterans' Education Benefits

- Rudisill Supreme Court Decision (April 16, 2024)
 - Allows use of both MGIB and PGIB benefits
 - Combined maximum of 48 months of benefits
- Transfer of Benefits to Dependents
 - No change in transfer rules
 - Maximum of 36 months transferable under PGIB



Asking a General Question

Ask A Question Case Submission at
<https://myfss.us.af.mil/>

U.S. AIR FORCE U.S. SPACE FORCE

CHAT WITH LIVE AGENT AI SEARCH AGENT Search Knowledge Articles

My Apps Helpful Links Military SSO Apps **Ask A Question**

MyFSS Cases

Search by App title or description...

All myFSS RegAF Space Force Civilian Services Guard Reserve External

Showing 23 of 23 Applications.

KB Knowledge Base	CH Chatter	FIT myFitness
EVAL myEval	SVS myServices	RR Roles and Routing
EDU myEducation	HR HR Actions	COMP myBodyComp
RET myRetirement	BEST Civilian Benefits & Retirement	CMD Commander Coordination
CLASS Civilian Classification	AVB RegAF Aviation Bonus	CAREER Career Management
PROMO myPromotion	ADA Active Duty Assignments	RA Reserve Assignments

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Questions?



Virtual IRO ROEs

- **Change name to Rank, First Name, Last Name**
 - **Ex: Lt Col Erin Karl**
- **PLEASE WAIT and ask questions at the end – we promise to answer them!**
 - **Type your questions in the chat**
 - **Raise your hand**
- **Please note that this event will not be recorded. The presentation slides will be posted on the HQ RIO site for your reference**
- **Let's get started!**



United States Air Force Reserve

Integrity - Service - Excellence

DD214/Service Verification Team



**MSgt Zamora Castillo
Ms. Adrienne Little**

Fly, Fight and Win...



Overview

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



Service Verification Team Responsibilities

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

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

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



Current Completion Time

- Please be advised of our current processing timelines below
 - **Retirement DD 214** – 1 month after retirement effective date
 - Effective 1 Mar 2026 ALL retiree's will get a DD 214-1
 - Due to system limitations, we must wait until points roll up
 - We're experiencing a 9-month backlog for DD 214-1's currently
 - **Permanent Disability and Temporary Disability List Retirements (PDRL/TDRL)** - midnight the day following your retirement date
 - We receive notification from AFPC's Disability Operations Branch on upcoming and past PDRL/TDRL
 - If the DD 214 is delayed past 5 days, members can contact us directly or they can contact their case manager (AFPC)
 - **IMA DD 214** - 60 calendar days from date of receipt of myFSS ticket
 - **General DD 214 requests/missing DD 214** - 60 calendar days from date of receipt of myFSS ticket
 - **DD 214 correction requests** - 60 calendar days from date of receipt of myFSS ticket
- We strongly urge members and units to not submit multiple requests for the same issue. This will further delay incident resolution.
- **All our cases are pay and/or benefit affecting. We will not expedite cases for any reason.**

• If the 60 days has passed, unit commanders may contact the FSSS line at their discretion.

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When to Create a DD Form 214

- **When does a DD 214 need to be created:**

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

When does a DD 214-1 need to be created:

- To be eligible for a DD 214-1, per DoDI 1336.01
 - Members who are separated or released from a Reserve component
 - Reserve component members transferred to the IRR or the Inactive National Guard
 - Reserve component members transferred to the Standby Reserve or Retired Reserve
 - Recalled Retirees reverting to retired status



How to Submit a Request

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



ARPC Service Verification Additional Products

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



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

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



FAQ Continued

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



Questions?



United States Air Force Reserve

Integrity - Service - Excellence

HQ ARPC Tuition Assistance



TSgt Aaron Jennings

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Overview

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



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.



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 RESTA. Graduate level degrees, member's must maintain a 3.0



Applying for TA

- IAW DAFI 36-2681, 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 36-2681 requirement.
- 2. If grades are not posted, please provide official grade reports to your base education office or email the Central Office at milta.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 36-2681 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.



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 36-2681 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.



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 suspense the reimbursement action.



Guidance

- DAFI 36-2681

DAF Form 64 (RSC)



Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Force Development Development Team (DT)



HQ ARPC/DPAF

Force Development Team

Fly, Fight and Win...



Overview

- **What is Force Development?**
- **Why have a Development Team (DT) Board**
- **DT Process**
- **How Do Members Participate?**
- **Tips for Success**



What is Force Development?

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



Why is Force Development Important to You?

- **This program allows a member to:**
 - Communicate military, civilian career goals, accomplishments, life events, & experiences
 - Communicate personal career goals & items not otherwise documented in your records
 - Apply for Educational Opportunities
 - Receive feedback and/mentorship from Senior Leadership in your career field



- **Who is involved?**

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



Process – Annual DT Battle Rhythm

- **ARPC DPAF executes ~45 Development Teams (DT)/Special Enlisted & Officer Boards each year**
 - Officer DTs occur annually (host ~ 24 DTs across 38 CORE IDs)
 - Enlisted DTs occur every other year per career field (host ~17 DTs across 28 career fields)
- **Career specific Senior Leaders review myVector submissions**
 - Produce a Key Personnel Listing (KPL); designed to identify Top % of Airmen in each career field who possess tactical expertise, operational competence and strategic vision
 - Vector to Developmental Education (DE) opportunities
 - Vector to Key Command Joint (KCJ) assignments
 - Provide personalized career mentoring



Process - DT Timeline

~150 days prior to DT

- ARPC/DPA rep will reach out to CFM/MFM to begin coordination for upcoming board. MyVector application set-up, eligible population discussion, and potential panel make-up will be discussed

~145 days prior to DT

- Coordination between ARPC and CFM/MFM to review MyVector application, approve application and confirm eligible population.

120 days prior to DT

- My Vector DT Application Open Date
- MyVector application is available to all eligibles NLT 120 days from DT start. This allows for max participation

120-30 days prior to DT
Start

- MyVector Application Open window. Monthly notifications (via MyVector) will go out to all eligible members. Members and endorsers must complete all actions prior to DT cut off.

30 Days prior to DT

- MyVector Application Close. All applications must be at least submitted by member to next level to be considered candidates the board

When a DT suspense window is open to complete members will receive emailed MyVector notifications. There will also be a notification visible in their MyVector Dashboard.



Process – DT Board Eligibility

- You must complete a DT application within the timeframe provided to meet a DT
- DT filters that impact KPL consideration:
 - Having an approved retirement in the system
 - High-Year Tenure (HYT) Date: Age 60 or 33 years from Pay Date - Enlisted (whichever comes first)
 - Unfavorable Information file (UIF)
 - Unsatisfactory participation in 2 of the last 3 consecutive years (PCARS)
 - Non-completion of appropriate Professional Military Education (PME) in the appropriate timeframe



Process - DT Board outputs

Key Personnel List (KPL) – Published on MyFSS

- DT panel members establish “Key Performer” list based on records review using whole person concept
- Considered Top % of the Career Field

Personalized Vectors – Sent to member thru MyVector

- Guidance from board to you on next moves and opportunities to consider

(Officers) Reserve Development Education Board (RDEDB)

Nomination List – Published on MyFss

- Created annually by the DT panel members based on record review and the interest of members to attend a year-long IDE/SDE school offering

(Officers) Key Position Listing – Published on MyFSS

- Key, Command and Joint positions identified by your career field as important/exceptional opportunities for your force development



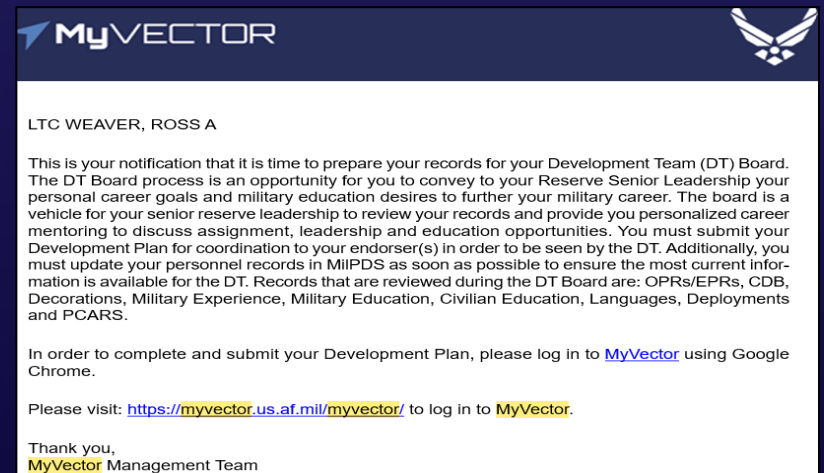
How Do Members Participate?

- **Sign up for a MyVector account**
- **Complete a MyVector application in accordance with message guidance – answer questions with as many details as possible**
- **Pay attention to submission window**
 - **DO NOT wait until the last minute to submit; give your endorsers approximately 2 weeks to complete their actions**
- **Communicate with your leadership about your desire to participate and follow up with your endorser**
- **Ensure you are eligible and conduct a record review**



Participate - Notification via MyVector

- When your application window is open you should receive a detailed DT email notification from MyVector
 - You will receive monthly reminders leading up to your board
- You will also receive a MyVector notification to update your personnel records in MilPDS—
Complete NLT 30 days prior to your board





Participate - Submission via MyVector

- If you have not created a MyVector account, select “Sign Up” from the log in screen and follow the prompts to build your profile

← → ↻ myvector.us.af.mil/myvector/Home ☆ ⚙️ 👤

MyVECTOR HOME RESOURCES HELP LOGON

ROADMAP TO YOUR FUTURE

Mentoring

MyVector enables a web-based mentoring network that allows mentees to manage their career development with the input and guidance from a mentor. Mentees will be able to, in real-time, invite participants to serve as mentors, select mentors based on preferences, chat with their mentor online, and complete a mentoring plan.

Career Planning

MyVector allows the user to view their duty experience through career-field-specific experience codes. This structure also allows the user to build career plans based on real opportunities and to share these career plans with development teams and mentors. A Bullet-Tracker option allows the user to track specific events and accomplishments throughout the year for Performance Reports.

Knowledge Sharing

MyVector provides Discussion Forums and links to resources for online books and courses that discuss mentoring benefits, the differences between coaching and mentoring, and techniques for managing mentoring relationships.



Sign up is easy

Use your Common Access Card to quickly set up a profile and get started. If you already have a profile, click Logon.

[Sign Up](#) [Logon](#)

Total Force
Active. Guard. Reserve.
Civilian.



Participate - MyVector DT Board Access

- **3 ways to access: My Boards Tab, Notification section or My Boards tile**
- **Do Not USE!! (Development Plan Tab = RegAF process)**
Reservists do not follow RegAF processes for assignments, schools or overall development.

Welcome back

Last Login: 22 Dec 2025 12:02 MST

Notifications

Tasks (61) Alerts (5)

Tasks are critical actions awaiting your attention.

Recently Visited

Navigate faster and pick up where you left off.

DT Admin
Visited on 22 Dec 2025

My Boards
Visited on 22 Dec 2025

Workcenter Dashboard
Visited on 09 Dec 2025

My People
Visited on 01 Dec 2025

Profile
Visited on 18 Nov 2025

Billet Owner
Visited on 17 Nov 2025

Talent Marketplace
Visited on 17 Nov 2025

My Experience
Visited on 17 Nov 2025

Latest News

General news and information regarding the MyVector platform.



Participate - Completing an Application

- Once you have opened your application, you will be prompted to update your profile

Board Endorser:

This member will review and provide comments to your DT plan

Update Profile

Answer Board Questions

Review and Submit

Take a moment to review your profile and identify your supervisor and endorsers. If your supervisor is not a Squadron Commander equivalent or above, then you must identify a Squadron Commander equivalent or above. If you are unable to find your endorser, then please have them register in MyVector.

Duty Information			
Name	Current Rank	Component	Date of Rank
		Reserve	
Service Date	Career Field	Duty Location	Duty Organization
		BUCKLEY	AIR RESERVE PERS

Contact Details		
Email *	DSN Phone	Commercial Phone

Supervisor Information			
Supervisor *	Is Supervisor Squadron CC equivalent or above?	Squadron CC Equivalent or Above Supervisor *	Senior Rater
Change	NO	Select	

Board Endorsers

Senior Rater

Select

Save and Continue →



Completing an Application Cont'd

- Check the application agreement box and hit the green Submit Application button, you will be asked if you are sure you wish to submit, click yes

Application for Development Team Board TEST

Complete your application
You are eligible for this upcoming board, please complete each section and submit your application.

Update Profile ✓ Answer Board Questions ✓ Review and Submit

Please review and submit your Application

Submit Application

Application Documents and Agreement

DT Application

The information in this application is correct. You will be able to modify this information through the suspense date listed in the dashboard notification.

☒ I agree 9/28/2022

Invite people to add comments on a shared responses

!

Are you sure you want to submit?

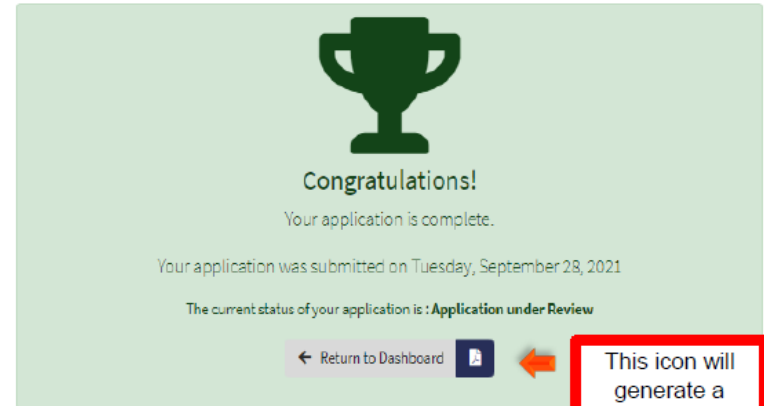
No Yes



Completing an Application Cont'd

- A “Congratulations!” notification will appear showing your application is complete.
- From here you can download your application by selecting the PDF button or you can return to the main Dashboard page.

Application for Development Team Board TEST



This icon will generate a PDF version of your plan.

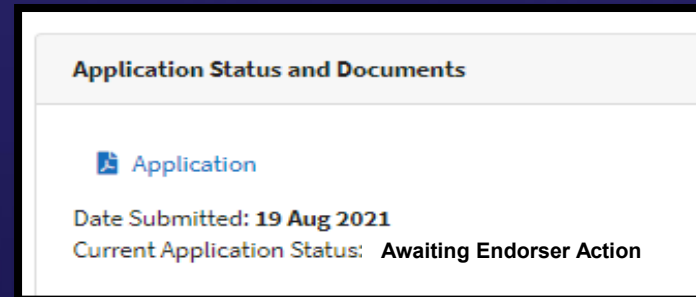


Participate - View Application Status

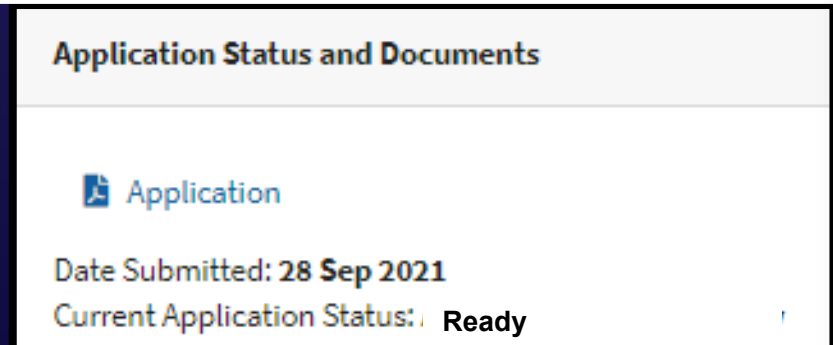
If your suspense window is open:

- 3 ways to view your application status via your Dashboard:
 - My Boards Tab → Open for input
 - Notification section → Board application
 - My Boards tile → Open for input
- Your application will display, Scroll to the bottom to see the application status

Awaiting Endorser Action: sitting with your endorser, will meet board



Application Ready: Complete, with ARPC, will meet board



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Participate - View Board Results

- Look for MyVector email with DT “Public Release” notification
- From My Boards tab or My Boards tile reference current and historical boards
- The Historical boards tab will show you results/comments once the public release date has passed
- KPL, RDEDB Nomination List and Position Listings will post on MyFSS once the public release date has passed
(<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XkRCAU>)
- Questions regarding vectors/feedback, KPL status should be directed to your MFM/CFM/Identified mentor

My Boards	
Dashboard / My Boards	
Current Boards	Historical Boards AFERB Applications Reserve DE
Historical Development Team Boards	
RD2021-Acquisition - Reserve DT Board imported for legacy vectors (Reserve) (Reserve) Public Release Date: 1/1/2021	Public Release
CY23 Space DT - Reserve - Officer (13S) CY23 Space DT Board (Reserve) Public Release Date: 10/13/2023	Public Release
CY24 Space DT (IST) - Reserve - Officer (13S) CY24 Space DT Board (Reserve) Public Release Date: 9/3/2024	Public Release
CY25 Force Support DT - Reserve - Officer (38F) CY25 Force Support DT Board (Reserve) Public Release Date: 9/5/2025	Public Release

Fly, Fight and Win...



Tips for Success

- **Read myVector messaging in detail**
 - Ensure you are eligible
 - Make note of board dates
- **Check your records (performance reports, decs, awards) for accuracy prior to the DT.**
 - Recommend your record be updated NLT 30 days prior to a board.
 - If provided the opportunity, provide any gaps in performance in accordance with the board messaging or DT application input.
- **Do not wait until the last minute to submit your application to your Endorser(s) – the board closes for everyone at the same time.**
- **Follow-up with your Endorser(s)**
- **Reach out to your CFM/MFM/Mentor and leadership team with any career related questions/concerns.**



Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Force Development Developmental Education (DE)



HQ ARPC/DPAF

Developmental Education Team

Fly, Fight and Win...



Overview

- Purpose of DE
- DE Boards
- Special Boards
- Key Info Locations
- DE Team



Purpose of DE

- Provides an opportunity to develop officers and enlisted for future leadership positions
- Spans a member's professional career
 - Primary
 - Intermediate
 - Senior
- Provides the right level of education at the right time
- Competitive selection rate...only the best



- **MyVector**
 - All DE Boards implemented through MyVector
 - **Ensure your MyVector profile is up-to-date**
 - Responsible for DE and Special Boards (STEP II, RCSB, and E-9 DT - CCMSB) through MyVector
 - Continuing to improve the MyVector Application process utilizing feedback from the field
- **Discussion-Based Placement**
 - Panel members discuss best placement based on order-of-merit and Return on Investment (ROI)



Reserve School Selection Board (RSSB)

- 2Lt - Col
- Short-resident, seminar, blended courses & committees (3 yr cycle)
- **Effective CY26: Previously separate A and B RSSB have been consolidated into a single, unified board encompassing all short and hybrid courses**
- CY26 RSSB now closed, board review completed; CY27 RSSB projected for similar dates:
 - **Open: 1 Aug 2025**
 - **Applicant Deadline: 17 Nov 2025 / 1900 EST**
 - **Deadline to ARPC: 8 Dec 2025 / 1900 EST**
 - **Board Convenes: 2-6 Feb 2026**

Enlisted Developmental Education Board (EDEB)

- TSgt - CMSgt
- Short and/or limited-resident courses
- AY27 EDEB projected:
 - **Open: 6 Mar 2026**
 - **Applicant Deadline: 29 Jun 2026 / 1900 EST**
 - **Deadline to ARPC: 13 Jul 2026 / 1900 EST**
 - **Board Convenes: 17-21 Aug 2026**

Reserve Developmental Education Board (RDEDB)

- Maj – Col (*O-3s can apply if projected DOR O-4 prior to class*)
- Long-term (10+ months) in-resident schools/courses/PME
- Beginning March 2026- All applicants must be on the DT-created “RDEDB Nomination List” (prior DT career fields will be authorized to apply without Nomination)
- AY27-28 projected:
 - **Open: 1 May 2026**
 - **Applicant Deadline: 31 Aug 2026 / 1900 EST**
 - **Deadline to ARPC: 14 Sep 2026 / 1900 EST**
 - **Board Convenes: 19-23 Oct 2026**



Special Boards

- **Stripes for Exceptional Performers (STEP) II**
 - Commander's program designed to promote outstanding and well deserving enlisted Air Force Reserve members
 - Conducted annually
 - Promotion to TSgt through SMSgt
 - Eligibility:
 - TR, ART, IMA, PIRR
 - Must meet all eligibility requirements in accordance with AFI 36-2502 & published STEP II Guide on MyFSS
 - Limited to one grade over authorized grade of the UMD position
 - **CY26 projected 20-24 July 2026:**
 - **Will open for applications ~Mar 2026 / Due ~Jun 2026**
 - AFR STEP II myFSS:
 - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000oNTQCA2>



Special Boards cont.

- **E-9 Development Team (DT) and Command Chief Master Sergeant Board (CCMSB)**
 - The AFRC E-9 Development Team (DT) and Reserve Command Chief Master Sergeant Screening Board (CCMSB) convenes once a year at HQ ARPC. This board's purpose is to strategically develop senior enlisted leaders across the AFR.
 - Board is conducted annually in December.
- **Development Team (DT) Process is first:**
 - The DT meets for two primary purposes.
 - First, to create a Key Personnel List (KPL) for the AFR senior enlisted force.
 - Second, to provide specific, personalized vectors to the members whose records were seen during the DT. The DT produces the Command E-9 KPL.
- **Command Chief Screening Board (CCMSB) Process:**
 - The CCMSB will convene directly after the Command E-9 KPL has been established. This board is designed to streamline internal processes while strategically developing AFR senior enlisted leaders.
 - Those placed on the KPL who "opted in" will meet the CCMSB.
 - The CCMSB evaluates Chiefs with potential to serve as a Command Chief.
- **CY27 E-9 DT & CCMSB is projected 02-06 Nov 2026:**
 - Will open for applications in MyVector ~July 2026 / Due ~Oct 2026
- **AFR Command E-9 DT & CCMSB myFSS:**
 - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000oNTQCA2>



Special Boards cont.

- Reserve Command Screening Board (RCSB)
 - The Reserve Command Screening Board (RCSB) will screen all eligible officers (**this is not an application-based board**) for consideration to fill wing commander, vice wing commander, and group commander positions in the following categories: Operations, Space, Cyber, Intel, Maintenance, Mission Support, and Medical. Final approval authority for placement of officers into these positions remains with AFRC/CC and/or Dep CC. Please see the convening notice for further details, including eligibility requirements.
 - Board is conducted annually in September.
- **CY26 RCSB is projected 31 Aug - 04 Sep**
- AFR RCSB myFSS:
 - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0830000000167CAA>



Eligibility & Disqualifying Factors (School Boards)

- **Eligibility Requirements**
 - Participation
 - Rank
 - MSD/HYT
 - Reserve Service Commitment (3 yrs for RDEDB)
 - TFCSD (RSSB/RDEDB only)
 - TIG
 - Specific courses may have additional requirements

- **Disqualifying Factors**
 - Not current/passing on Fitness Assessment
 - Not meeting prerequisites
 - Currently has a UIF
 - Twice-deferred officers (RDEDB only)
 - PIRR members (RDEDB only)
 - SNCOs without an Associate's Degree (EDEB only)



Mechanics: Records Review

- **Panels review records using a whole person approach**
 - **Developmental Educations (PME), duty history, academic education, participation points, decorations, deployment info**
 - **Evals & ODPs/EDPs: strats/vectors, push statements, KPL**
 - **Assignment, job, position, location, reserve status**
- **Scoring based on:**
 - **What has member done?**
 - **What does member's boss say?**
 - **Does performance support?**



Mechanics: Records Review

Factors

Performance
Professional Qualities
Leadership
Job Responsibility
Depth & Breadth of Experience
Specific Achievements
Developmental Education
Academic Education

Examples

EPBs/OPBs/TRs
Expertise within specialty
Command/Staff/Flight
Scope/Exposure
Where/What/When
Awards/Decs/EPRs/OPRs
Level/Utilization
CCAF/Academic Degrees

EXPERIENCE
POTENTIAL
RETURN ON INVESTMENT



Mechanics: Records Review

**Absolutely Superior
Outstanding Record
Few Could Be Better**

**10
9.5
9.0**

Outstanding

**Strong Record
Slightly Better Than Average**

**8.5
8.0**

Above Average

Average

7.5

Average

**Slightly Below Average
Below Average
Well Below Average**

**7.0
6.5
6.0**

Below Average



School Board Success

- **Read the Invitation to Apply (ITA) closely**
- Monitor status of application until submitted to ARPC
- Select courses that make sense for member's career
- Applicant justification/endorser comments are critical
- Ensure records are up-to-date
 - Check MyVector Career Brief: Profile- My Documents- MyVector Documents
 - For updates: CSS/MPF (Duty Titles/Decorations/Evals); ARPC (MyFSS ticket: PCARS, JQO); AU (PME); AFIT (Degree History)
- Apply to DT!



Board Feedback to the Field

- **RDEDB: Applying to multiple courses increases chance of selection**
 - Do not apply unless interested in course
 - **New process beginning March 2026: must apply to DT and specify interest in RDEDB – DT creates "RDEDB Nomination List" based on those interested and order-of-merit – only members on nomination list are eligible to apply to RDEDB**
 - **EDEB: Apply to max 2 courses**
 - Focused
 - PME is priority
 - Applying to DT increases opportunity for DE board selection
 - **Ensure records are up-to-date**
 - What delineates the selects from the non-selects:
 - DT vectoring comments
 - Supervisor/rater/applicants' comments highly weighted
 - Stratifications in previous evals
 - Duty titles - stagnation decreased value (need to actively pursue duty title changes to reflect progress)
 - Command and job positions held (did member move around, or if remained in same location did they at least show position progression)
-

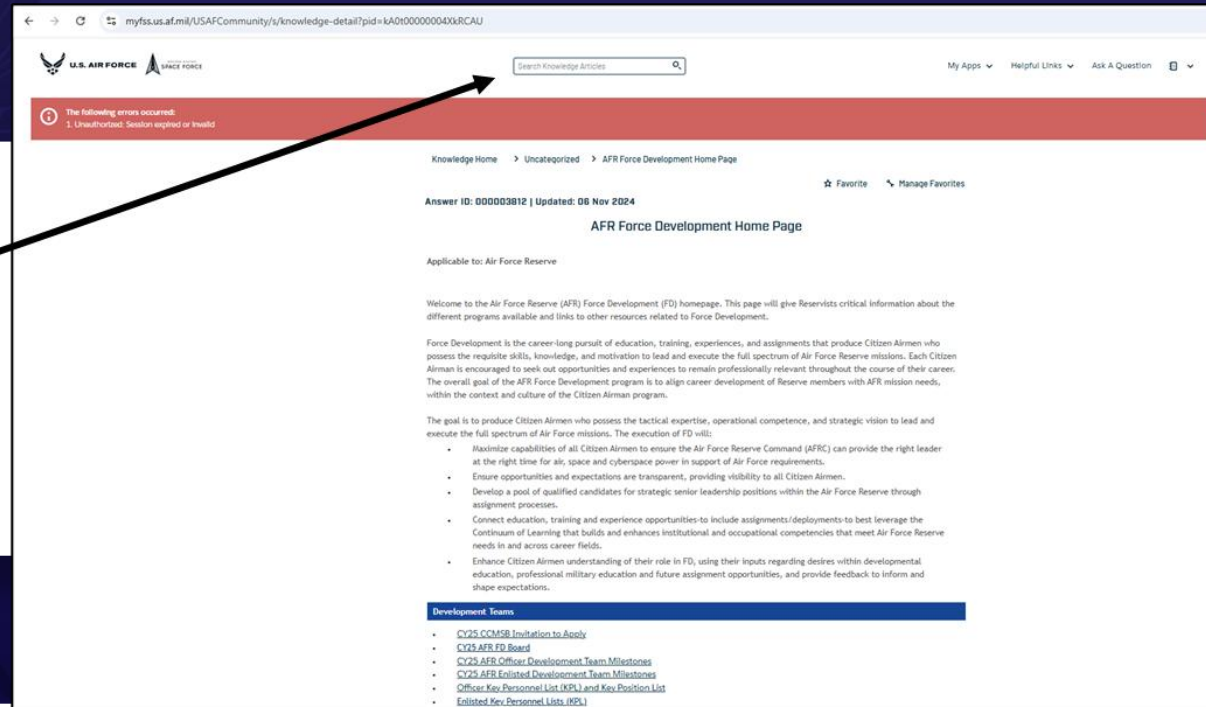


Key Info Location

- **MyFSS Knowledge Articles**
 - **AFR Force Development Home Page (save as favorite)**
 - **For all AFR Developmental Education (DE) Boards select link/option under “Developmental Education - RDEDB, EDEB, RSSB”**
 - **All 3 Special Boards links will be at the bottom of this site.**

Shortcuts:

- Search “AFR Force Dev”
- For DE: search any of the DE boards i.e “RDEDB”, “RSSB”, “EDEB”





Key Info Location

• AFR Developmental Education - RDEDB, EDEB, RSSB

• DE Board opening dates/deadlines (milestones)

- MyVector dates are exact
- Only exception – MyVector outages

• Specific Board ITA, Public Release, Out-Brief

• Special Boards

Developmental Education

HELPFUL LINKS

- [Reserve DE Board Applicant - How To Guide](#)
- [Developmental Education FAQs](#)
- [School Board Application User Guide](#)
- [CY25 Air Force Reserve \(AFR\) Developmental Education \(DE\) Board Key Milestones and Dates](#)
- [CY26 Air Force Reserve \(AFR\) Developmental Education \(DE\) Board Key Milestones and Dates](#)
- [Developmental Education/Professional Military Education Course Completion - Records Update](#)
- [DE Board Selection Tips/Endorser Training](#)

EDEB

- [Board Waiver Template](#)
- [AY25 HQ AFRC EDEB Public Release Memo](#)
- [AY25 EDEB Out-Brief](#)
- [AY26 EDEB Invitation to Apply - Course Description](#)
- [AY26 EDEB Out-Brief](#)
- [AY26 EDEB Public Release Results](#)

RSSB

- [CY25A RSSB Public Release Results](#)
- [CY25A RSSB Out-Brief](#)
- [CY25B RSSB Public Release Results](#)
- [CY25B RSSB Out-Brief](#)
- [RSSB Waiver Template](#)
- [CY26 RSSB Invitation to Apply - CAO 29 Oct 2025](#)

RDEDB

- [AY26-27 RDEDB Public Release Results](#)
- [AY26-27 RDEDB Out -Brief](#)
- [AY25-26 RDEDB Public Release Results](#)
- [AY25-26 RDEDB Out-Brief](#)
- [MyVector Applicant How To Guide](#)
- [Board Waiver Template](#)
- [Q&A RDEDB Student Orientation](#)
- [AY26-27 RDEDB Invitation to Apply - CAO 7 Aug 2025](#)

Special Boards

- [Stripes for Exceptional Performers II \(STEP II\)](#)
- [Command E9 Development Team \(DT\) & Command Chief Master Sergeant Board \(CCSB\)](#)
- [Air Force Reserve Command Screening Board \(RCSB\)](#)



- **DE Personnel:**
 - Maj Brittany Odierno
 - MSgt Linda Antillon
 - MSgt Crispin Alfonso
 - TSgt Robert Harms
 - TSgt Tuyet Kim
- **DE Org Boxes:**
 - RSSB: ARPC.DPAF.RSSB@us.af.mil
 - RDEDB: ARPC.DPAF.RDEDB@us.af.mil
 - EDEB: ARPC.DPAF.EDEB@us.af.mil
 - Special Boards (STEP II, E-9 DT – CCMSB, and RCSB):
ARPC.DPAF.SpecialBoards@us.af.mil



Questions?





United States Air Force Reserve

Integrity - Service - Excellence

Force Development Joint Officer Management (JOM)



HQ ARPC/DPAFK

Fly, Fight and Win...



JOM Background

AUTHORITY:

- Goldwater Nichols Act (GNA) 1986
 - Enhance joint warfighting capabilities
 - Ensure GO/FOs well-versed in joint matters
 - Increase quality of officers in joint commands & orgs
 - Create officer pool with joint experience & education
- Title 10 U.S.C. Chap 38 661-668 - Federal law
- DoDI 1300.19 Change 1, May 18, 2023 - Policy & responsibilities
- CJCSI 1330.05C - Procedures for Joint Officer Management (JOM)
- AFI36-2135 - Service guidance, adds joint requirements:
 - Advanced Academic Degree (AAD)
 - Requisite PME

WHY THIS MATTERS:

- **Joint Qualifications**
 - JQ Level I – all officers O-3 and above
 - JQ Level II – partial JQ Level III completion; level can be skipped
 - JQ Level III – Joint Qualified Officer (JQO); see next slide
 - JQ Level IV – GO/FO only (managed by AF/REG)
- **Promotion Boards**
 - 2025 O6 Promotion Board unmasked JQO data; convening notices
 - JQOs promote at a rate not less than competitive category
- **Student Outplacement**
 - To the max extent practical, JQO grads of NDUs are assigned to a Standard-Joint Duty Assignment (S-JDA)
- **Record Delineator for Education Boards and Development Teams**
 - S-JDA History visible
 - JQO Status visible
- **JQO is not required for AFR GO/FOs unlike AD, required for CAFR**



JOINT QUALIFIED OFFICER (JQO) LEVEL III: AT A GLANCE (AF Reserve Product)

Education
JPME I + JPME II +
AAD + Requisite PME

Education + Experience = JQO III

Experience
Pick a path

Method	Course	JPME I	IDE	AAD*	JPME II	SDE**
In-Res	(ACSC) Air Command and Staff College	X	X	X		
Distance	(ACSC) Air Command and Staff College	X	X			
Hybrid 4 mo	(ACSC ARCS) Air Command and Staff College	X	X			
In-Res	(CGSC) Army Command & General Staff college	X	X	X		
In-Res	(SAIS) USSFLE: Schriever Space Scholars	X	X	X		
In-Res	(MCSC) Marine Command & Staff College	X	X	X		
Distance	(OLMP) Online Masters Air U - Joint Concentration	X	X	X		
Distance	(OLMP) Online Masters Air U - Leadership Path			X		
Hybrid 40 wks	(JCWS-H) Joint Combined Warfighting School Hybrid				X	
Distance	(AWC) Air War College (SDE only)					X
Hybrid 2 yr	(JSP) Army War College Joint Studies Program			X	X	X
In-Res	(AWC) Air War College			X	X	X
In-Res	(Army WC) Army War College			X	X	X
In-Res	(CIC) College of Information and Cyberspace			X	X	X
In-Res	(CISA) College of International Security Affairs			X	X	X
In-Res	(NVWC) College of Naval Warfare			X	X	X
In-Res	Dwight D. Eisenhower School for National Security			X	X	X
In-Res	(JAWS) Joint Advanced Warfighting School			X	X	X
In-Res	(NWC) National War College			X	X	X
In-Res	(SAIS) USSF SLE West Space Scholars			X	X	X

How to apply for In-Res/Hybrid: Under "Force Development Reform" → [DE info](#)
International JPME I opportunities: <https://www.jcs.mil/Doctrine/Joint-Education/>
* A master's degree awarded outside of these courses also satisfies the AAD requirement
** O-4s without a line number to O-5 at time of nomination are exempt

S-JDA

Standard - Joint Duty Assignment
Overages: Only for 90-day transitions

AGR: 24 Months min

- 3-year tour expected
- 22-month waiver eligible for PME In-Res or command selects
- MilPDS calculates w/ start and stop dates

TR / IMA: 4 "Good Years" min

- 1 Good yr = 36 days in assigned billet
 - 1 IDT = .5 day
 - 1 AT/MPA/RPA = 1 day
 - PCARS verified yearly

E-JDA

Experience - Joint Duty Assignment
Self Nomination Process
Must apply w/in 12 months of end date

AGR / TR / IMA / Civ: 24 Points

Self-nom, boards 3/yr; find E-JDA Guide
 - 1 point for every 30.4 days served
 - Civilian Employees 12 points max

Discretionary Points: 6 points max
 - Course and Exercise list; under JOM
 - Apply via [My Vector](#) to ARPC JOM

Combined

TR / IMA S-JDA + Experience Points

3 good joint years + 10 Experience Points
 2 good joint years + 18 Experience Points
 Experience Points = E-JDA points + Discretionary Points

CJCSI 1330.05C: D-3 Table 1



Cannot log joint credit
Cannot be JQO III



Can log joint credit
Cannot be JQO III

Recency Requirement: (CJCSI 1330.05C, ENCLOSURE I, 3.b)
12 months of your joint experience must be earned in the pay grade of O-4 or higher

Exception: S-JDA **AGR:** If you served 1 day as an O-4 in an AGR S-JDA billet, your full time in that billet will count toward the 12-month recency requirement



- Must meet Recency Requirement
- JQO disqualifier: Unfavorable Information File
- Nominations to JQ Level II and JQO III result from a monthly automatic JDAMIS data pull, verified by service managers and routed to JS/J1

REFERENCES : DoD JOM Program: [DoDI 1300.19](#) JOM Program Procedures: [CJCSI 1330.05C](#) Officer Development: [DAFI 36-2686](#) JOM: [AFI 36-2135](#)

Fly, Fight and Win...



JOINT QUALIFIED OFFICER (JQO) LEVEL III: AT A GLANCE (AF Reserve Product)

Standard Joint Duty Assignment (S-JDA)

S-JDA includes select positions across five key areas:

- Office of the Secretary of War (OSW); Joint Staff; Combatant Command Headquarters (CCMD HQ); Defense Agencies & DoD Field Activities; and Organizational Positions
- The Joint Duty Assignment List (JDAL) is a Sec-Def approved list of positions known to expose officers to joint matters work in grades O4-O6 in the Active and Reserve Components. These positions credit officers with credit based on time served without additional applications.
- **Members in JDAL billets need to send a copy of their PCARS to their organizational certifier on the anniversary of their arrival to the JDAL billet.**

Where To Find Your Record

JDAMIS

(Joint Duty Assignment Management Info System)
<https://dhrmission.servicenowservices.mil/jqs#joh>

- Point Summary: E-JDA and Discretionary Points
- S-JDA Position History
- **Anniversary Date (Different than R/R date)**
- Number of Certified Duty Days
- JPME I & II: JDAMIS is only system of record for JPME

Experience Joint Duty Assignment (E-JDA)

- Gained anywhere; depends on work accomplished (minimum of 31 days to be able to submit for credit)
- **Must submit application via JDAMIS within 12 months of last day of experience**
- E-JDA is not for service competencies or tactical/operational experiences
- 1 application per experience. If your duty title or position description changes, you will submit separate applications.
- E-JDA Points = (Number of Days/30.4)*(Intensity Factor)
 - Intensity factors: x1 for non-combat; x2 for combat (receiving Imminent Danger Pay)
- Application tips are located on myFSS [here](#), under Joint Officer Management, “EJDA Guide”

Where to Find More Information

- Log-in to MyFSS
- Search for “Force Development” knowledge article
- Click “Air Force Reserve Force Development”
- <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XkRCAU>
- Scroll down to the “Joint Officer Management” section

Discretionary Points

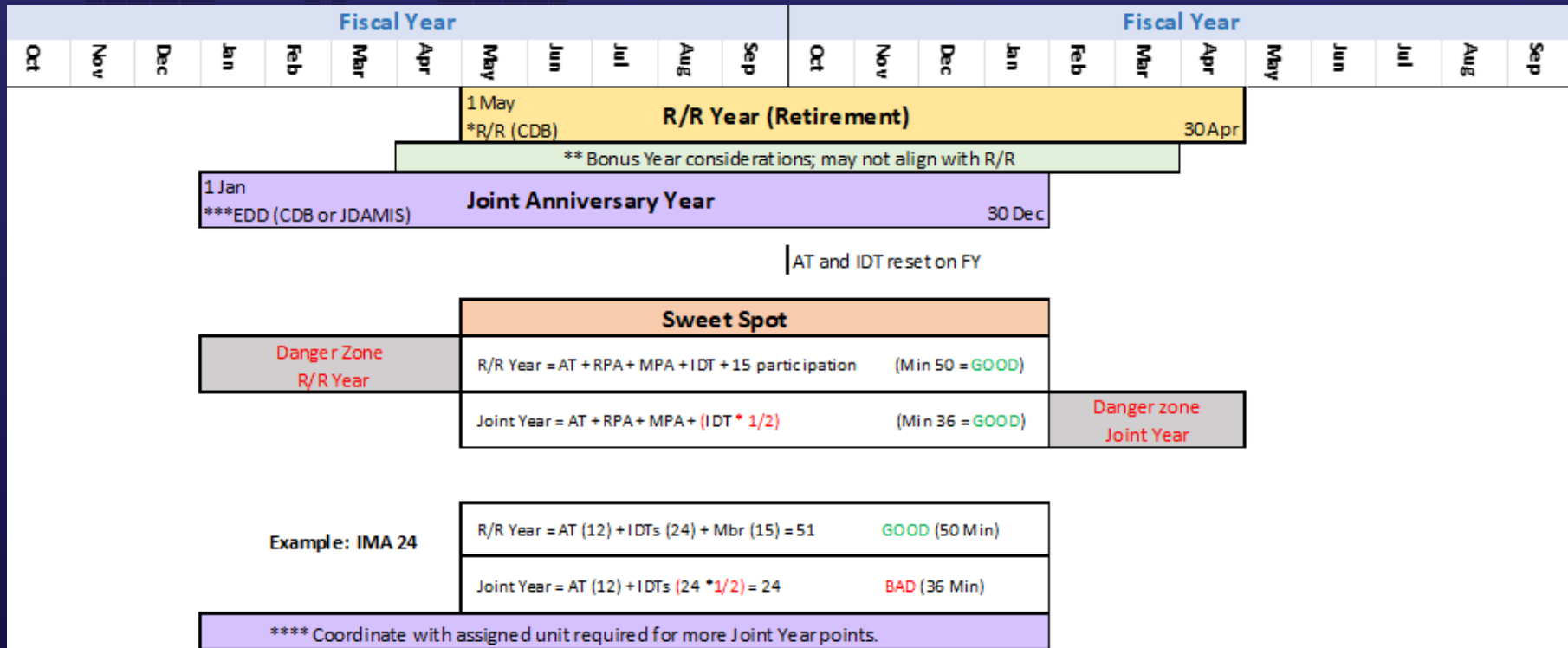
- Maximum 6 discretionary points toward Level III (JQO) designation
- Exercises and Education are approved for Discretionary Points by JS-J7
- **Request credit via MyVector Application to “ARPC Joint Officer Management” within one year of completion**
- Must provide substantiating documents (Examples: Joint Exercise Memo, Orders, Training Certificate or OPB)
- Cannot “double dip”: Exercise credit and S-JDA or E-JDA credit cannot be earned at the same time, but Distance Training/Education classes can while earning S-JDA or E-JDA credit
- Listings are located on myFSS [here](#), under JOM, “Discretionary Points Approved Courses and Exercises”

How to Contact ARPC JOM

- Log-in to MyVector
<https://myvector.us.af.mil/myvector/Home/Dashboard>
- In the far-left column, select “My Applications”
- Under “Application Catalog,” scroll down and click “ARPC Joint Officer Management”
- Choose the appropriate workflow
- Toward the bottom/middle of the screen, click “Apply” or “Submit another Application”
- Fill out and “Submit Form”



Managing an S-JDA Billet and R/R year



Note:

- * Active Duty transitions require a PCARS audit to confirm R/R
- ** Bonus' may create a third set of dates to manage
- ***Consecutive JDAL billets keep joint anniversary year date from first JDAL
- **** Point No Pay count

Non S-JDA IMA Points ref products:

<https://www.dvidshub.net/video/921825/finding-your-sweet-spot>
<https://www.hqrio.afrc.af.mil/points-participation/participationrequirements/>



Learn: JDAMIS → Force Development → Joint Officer Management:

Fly, Fight and Win...



Force Development Knowledge Article

The screenshot shows the U.S. Air Force Knowledge Article interface. At the top, there are logos for the U.S. Air Force and U.S. Space Force, along with buttons for 'CHAT WITH LIVE AGENT' and 'AI SEARCH AGENT'. A search bar labeled 'Search Knowledge Article' and a user profile icon are also present. The breadcrumb trail reads: 'Knowledge Home > Uncategorized > AFR Force Development Home Page'. Below this, there are links for 'Favorite' and 'Manage Favorites'. The article title is 'AFR Force Development Home Page', with an 'Answer ID: 000003812' and an 'Updated: 04 Feb 2026' date. The content area starts with 'Applicable to: Air Force Reserve' followed by a welcome message: 'Welcome to the Air Force Reserve (AFR) Force Development (FD) homepage. This page will give Reservists critical information about the different programs available and links to other resources related to Force Development.' The final paragraph states: 'Force Development is the career-long pursuit of education, training, experiences, and assignments that produce Citizen Airmen who possess the requisite skills, knowledge, and motivation to lead and execute the full spectrum of Air Force Reserve missions. Each Citizen

Scroll Down

Joint Officer Management

- [Becoming a Joint Qualified Officer Level III](#)
- [Discretionary Points Approved Courses and Exercises](#)
- [EJDA Guide](#)

Learn: [MyFSS](#) → Force Development → Joint Officer Management:

<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XkRCaU>



MyVector Applications

U.S. AIR FORCE UNITED STATES SPACE FORCE MyVector

Home > My Applications

Applications Dashboard

Go To Coordinator Dashboard 1

Application Catalog

Search for an application

- ARPC AGR Assignments (17) ▼
- ARPC Duty History (1) ▼
- ARPC Force Development (3) ▼
- ARPC Joint Officer Management (5) ▼**
- ARPC Officer Promotions (12) ▼

Appli

E-JDA
Lt Col (A)
MV-2602

S-JDA
Lt Col (A)
MV-2602

JPME

Contact JOM: [MyVector](https://myvector.us.af.mil/myvector/Home) → My Applications → ARPC Joint Officer Management:
<https://myvector.us.af.mil/myvector/Home>



Glad You Asked

Q. How do I find an available S-JDA billet?

A1. (O6) Use SLCMS and filter KCJ for “J”. Work with your CFM.

A2. (O3-O5) Work with your CFM. State interest on your DT Board Application.

A3. Vacancy advertisement tools

- Reserve Management Vacancy System: <https://afmilpers.us.af.mil/RMVSNet40/SelectVacancies.aspx>

- Talent Marketplace: <https://myvector.us.af.mil/myvector/TalentMarketplace/Home>

- GigEagle (Filter “Military Branch” for Joint): <https://gigeagle.mil/login>

Joint Service Information

JSO-JSONOM: S J FLAG: N G.O.: Y OSC: P-CAT-C: P-CAT-H:

“S” = JQO III

“N” = Not in S-JDA

Joint Service History

JT-Tours	Start DT	Stop DT	R/C/MON	T-Type	A-STAT
JD	01 AUG 2016	31 AUG 2019	Z	36 MOS ACCOMP/24 MOS - ALL OTHERS	F

Blank if S-JDA incumbent

“F” = Full Credit

Q. What do the codes mean on my CDB under Joint Service Info and History?

A1. JSO-JSONOM: “S” = JQO III

A2. J FLAG: “N” = Not currently in S-JDA
“Y” = Currently in S-JDA

A3. A-STAT: “F” = Full S-JDA credit

A-STAT

Tour Credit	Description
1	JDA 1 CREDIT
2	JDA 2 CREDIT
3	JDA 3 CREDIT
C	CUMULATIVE JDA CREDIT
F	FULL JDA CREDIT
I	INTRA-SUBACTIVITY MOVE
N	NO JDA CREDIT

Fly, Fight and Win...



Questions?



United States Air Force Reserve

Integrity - Service - Excellence

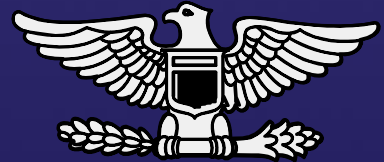
Officer Promotions for Air Reserve Component



ARPC/PB

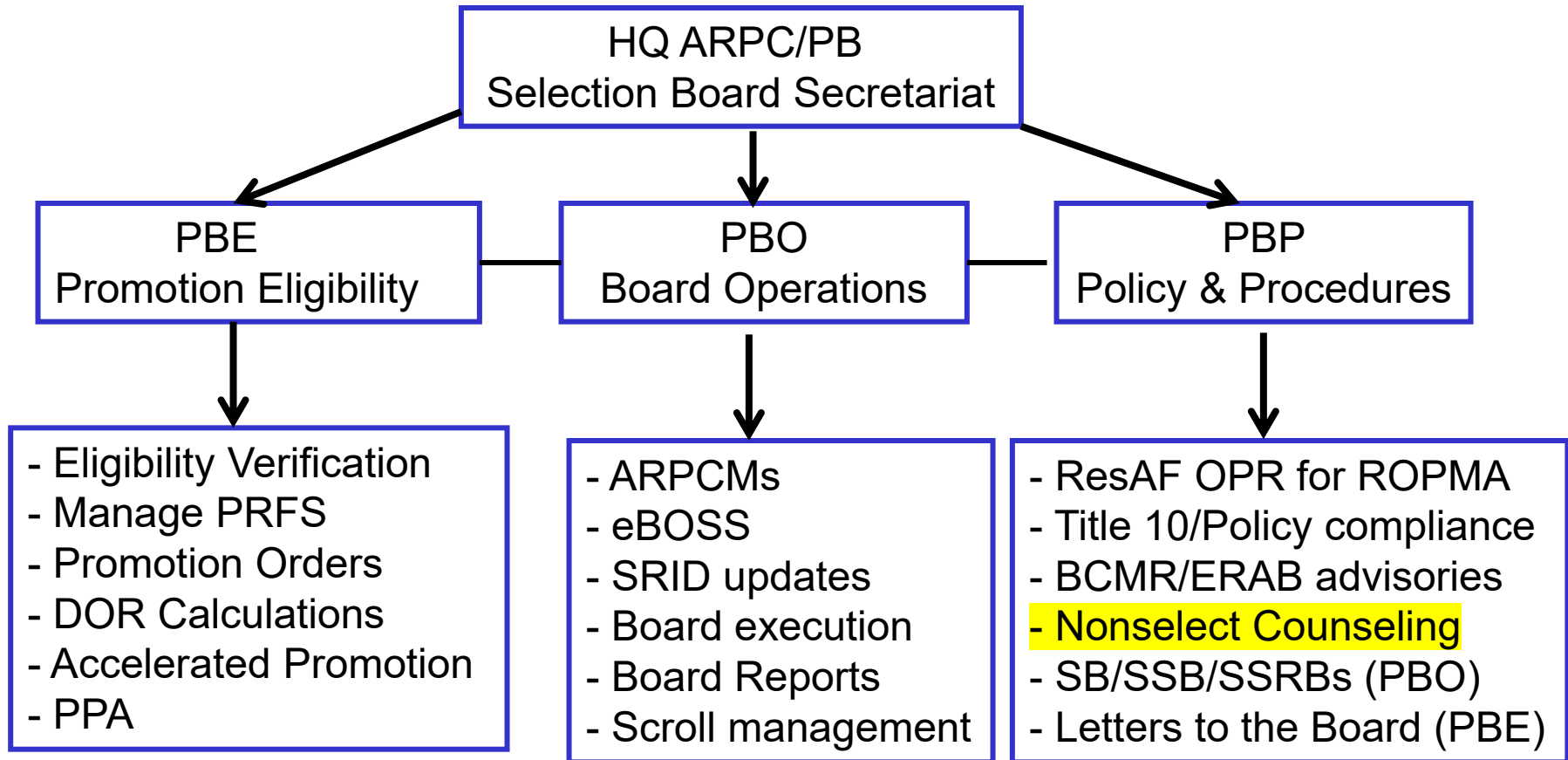
Fly, Fight and Win...

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





ResAF Selection Board Secretariat



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



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



Types of ARC Boards

TYPE	DESCRIPTION	AFR
Mandatory Boards	• By law • IPZ/APZ	1 st Lt/Capts process Maj - Cols
Position Vacancy Boards (PV) (AFR Only)	• Consider exceptionally well-qualified officers for early promotion	O-4 / O-5 Boards only Sr Rater nomination & Eligibility factors must be met
Position Vacancy Boards (ANG Only)	• Consider exceptionally well-qualified officers for early promotion	O-4 thru O-6 Fed Rec for each State only; Endorsed by TAG
Special Selection Boards (SSB)	• By law; to correct admin error; ARPC/PB discretion	O-4 thru O-6 Boards
Special Boards (SB)	• By law; can be directed by BCMR	O-4 / O-5 Boards
Special Selection Review Boards (SSRB)	• To consider officers for promotion who were previously selected but withheld by SecAF or because they were missing mandatory adverse from their record.	O-3 Process / O-4 thru O-6 Boards
Selective Continuation Boards (AFR Only)	• SecAF discretion; for 2x deferred officers in specific AFSCs	O-4 / O-5 Boards only

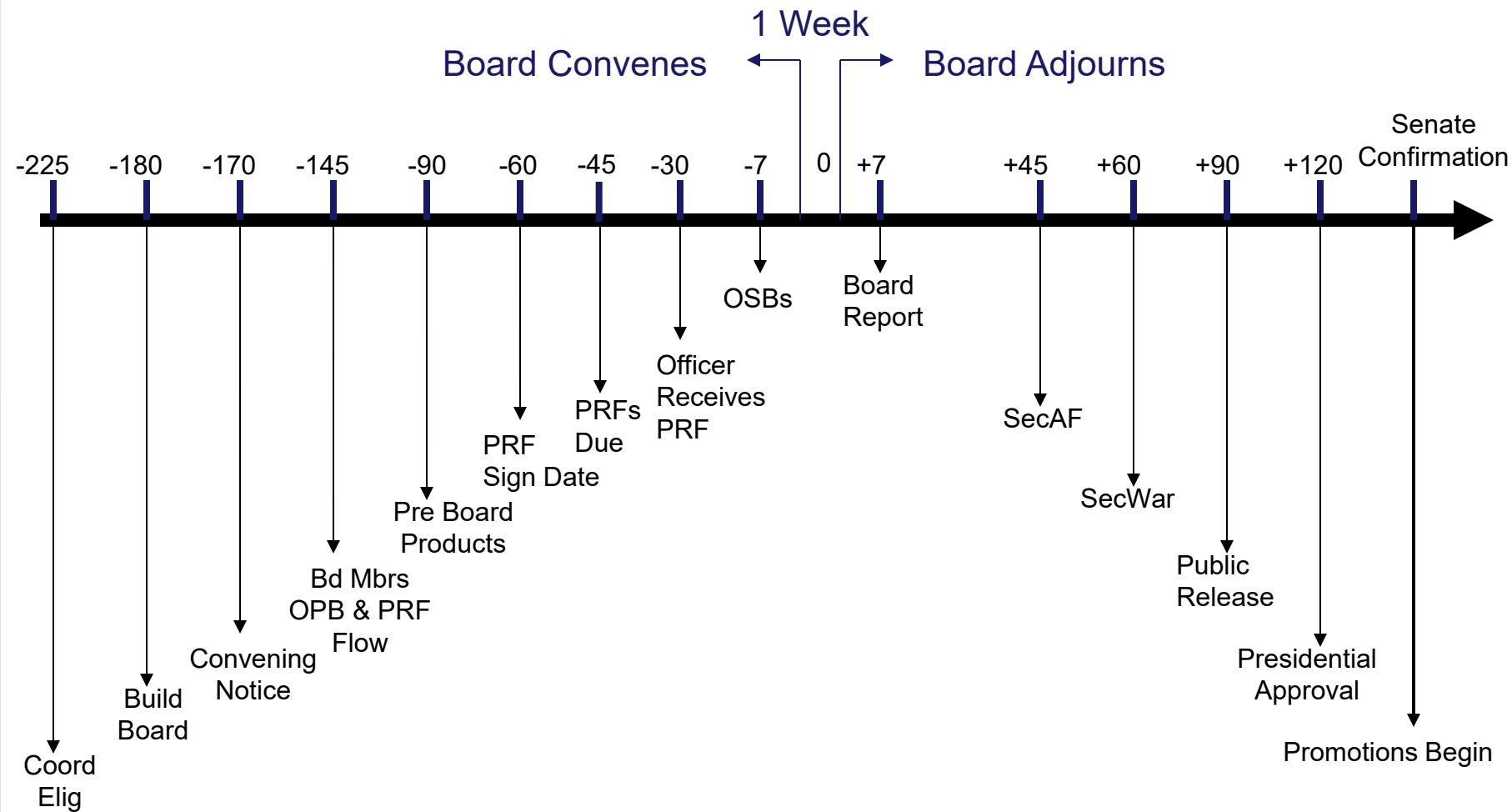


CY26 ARC Selection Board Schedule

Air Reserve Component Board	Convening Dates
AFR Line and Nonline Major Board – U/V/W0426A	26 – 31 Jan 2026
ANG Colonel FRRB – N0626A ARC Special Boards	23 Feb – 27 Feb 2026
ARC 1st Lt/Capt Process (1st Half)	1 Apr 2026
Reserve BrigGen Qualification Board (RBGQB) – G0726B	11 - 15 May 2026
ANG Colonel FRRB – N0626B ARC Special Boards	3 – 7 Aug 2026
AFR Line and Nonline Lieutenant Colonel Board – U/V/W0525A	14 - 23 Sep 2026
ARC 1st Lt/Capt Process (2nd Half)	1 Oct 2026
AFR Line and Nonline Colonel Board - V/W0626A	19 – 28 Oct 2026
ARC Special Boards	16 - 20 Nov 2025
ANG Line and Nonline Major / Lieutenant Colonel Boards – A04/A0526A	7 – 12 Dec 2025



Timelines





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**



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



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**



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**



Adverse Information

- **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**



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**



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...



How to Prepare for Boards

- **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 Pre Officer Selection Brief (pOSB)**
 - Make sure information is correct
 - If something is wrong, work with the servicing MPF to correct issue



Air Reserve Personnel Center Memorandums (ARPCMs)



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

ARPCM 24-04
5 March 2024

MEMORANDUM FOR ALL MILITARY PERSONNEL FLIGHTS (MPFs)

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

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

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

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

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

3. **ELIGIBILITY FACTORS:**

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

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

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

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

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

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

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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	- Other adds/deletes due to HQ ARPC/PBE. - Earliest SR can sign PRFs. PRF's will be returned without action if they are received prior to this date. - Begin submitting PRFs to HQ ARPC/PBE. - Submit changes in member's eligibility via MyVector; after this date, contact HQ ARPC/PBE. - OPBs closing out on or before this date are mandatory documents and must be completed and on file before the board convenes.
-45	5 Jul 24	All PRFs due. PV PRFs will not be accepted after this date.
-45	5 Jul 24	All CORE FLAG ID corrections MUST BE MADE NLT -45 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

- **ARMS Contractors scrub eligible officer's record**
 - Review MilPDS and ARMS
 - MilPDS is data / ARMS is actual documents
 - **USER: CDB or pOSB 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**



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

☐	Form Number ↑↓	Document Name ↑↓	Date ↑↓	# of Pages ↑↓
☐	OPB	OFFICER PERFORMANCE BRIEF	2024-03-31	1
☐	OPB	OFFICER PERFORMANCE BRIEF	2023-05-31	2
☐	CDMS	DEFENSE MERITORIOUS SERVICE MEDAL - CITATION	2022-06-01	1
☐	AF707	OFFICER PERFORMANCE	2022-05-30	2

Get Documents

Clear

Fly, Fight and Win...



Officer Pre Officer Selection Brief (pOSB) / Officer Selection Brief (OSB)

- **Officer Pre Officer Selection Brief (pOSB)**
 - 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 pOSB they must contact their servicing MPF
 - One page snapshot of Career Brief
 - **MUST REVIEW** and ensure information is current/accurate
 - pOSBs must be corrected NLT 4 days prior to the board
 - pOSBs become the Officer Selection Brief (OSB)
- **Officer Selection Brief (OSB)**
 - OSB is what the board members will see in the OSR



pOSB / OSB Example

- New Areas on pOSB
 - 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
OFFICER PRESELECTION BRIEF
V0520A \ PARTICIPATING RESERVE PROMOTION BOARD
SEQ NBR: 000000

PERSONAL DATA			SENIOR RATER							
NAME: DOE, JOHN P. SSAN: 123456789 GRADE: MAJ COMP CAT: LINE HAP: BA ARF-ID: ALO-901-ARS RES SECTION: REINFORCE DESIGNER ARS-E SOURCE OF COMMISSION: ROTC4YR			SENIOR RATER: COL SMITH, JOHN P. 0A123 COMMANDER							
DEVELOPMENTAL EDUCATION			AERONAUTICAL/FLYING DATA							
SCHOOL	COMPLETE	STATUS	AERONAUTICAL RATING: CMD PILOT AERO RTG CURR CAT DT: AUG 2016 FLYING STATUS: DISQ-ADMINISTRATIVE TOTAL FLYING HOURS: 2785							
ACADEMIC EDUCATION			ACFT							
LVL	SPECIALTY/SCHOOL	YR	MOST RECENT: KC-135R 2017 644 2ND: KC135T 2015 175 3RD: C-130 2007 1756 4TH: 5TH:							
DECORATIONS			BOARD CERTIFIED							
DEcoration	YR	NR AND	WOUNDED WARRIOR							
MERIT SVC MDL	2013	1								
AIR MEDAL	2006	4								
AERIAL ACHIEV MDL	2005	1								
AF COMM MDL	2010	1								
AF ACHIEV MDL	2006	2								
ASSIGNMENT CATEGORY			AFSC DATA							
AS: US0BFBKQ UNIT: 0000 RIO OR TECH ID:			TYPE AFSC DESCRIPTION							
DAS PROJ: STATE:			PAPSC 95A0 NON-RAD USAFR ACAD/CAP OFF							
			2APSC 11M3B MOB PLT, C-130R/H							
			3APSC 11M2F MOB PLT KC-135							
ASSIGNMENT HISTORY			FOREIGN LANGUAGE							
EFF DATE	DAPSC	DUTY TITLE	LVL	MAJ						
25 OCT 2017	95A0	ADMISSIONS LIAISON OFFICER	HAPP	RCM						
06 SEP 2017	K11M2F	ASST FLT CDR/KC-135 INST PILOT	W/B	APR						
26 SEP 2016	R11M3F	ASST FLT CDR/KC-135 INST PILOT	W/B	APR						
15 SEP 2014	11M3F	ASS FLT CDR/KC-135 INST PLT	W/B	APR						
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										
FROM	TO	AD	IDT	ECI	IDS	MSR	TOTAL	TOT RET	SAT SERV	
07AUG18	06AUG19	0000	0039	0000	000	015	00054	00054	010000	
07AUG17	06AUG18	0000	0027	0000	000	015	00042	00042	000000	
07AUG16	06AUG17	0011	0053	0000	000	015	00079	00079	010000	
07AUG15	06AUG16	0018	0078	0000	000	015	00111	00111	010000	
07AUG14	06AUG15	0045	0062	0000	000	015	00122	00122	010000	
07AUG13	06AUG14	0007	0092	0000	000	015	00114	00114	010000	
07AUG12	06AUG13	0026	0085	0000	000	015	00126	00126	010000	
07AUG11	06AUG12	0023	0086	0000	000	015	00124	00124	010000	
ACCURED TO:		06AUG19	3332	0018	00032	0000	300	04482	04404	190000
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.



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**

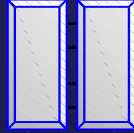


Post Board Actions

- **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



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...



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

Reinstated for CY26 boards.



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**



Questions?



United States Air Force Reserve

Integrity - Service - Excellence

Unit Reserve Coordinators



Fly, Fight and Win...



URC Management

- **Mission Partners Teams Channel**
- **HQ RIO URC Webpage**
 - **URC Training requirement**
 - **URC Appointment letters** (submit via myFSS as changes occur)
 - **ARCNet Access**
- **UTAPS (supervisors only)**
 - For System access or account issues, please complete the eDD2875 (<https://e2875.us.af.mil/>) For the **System Block**, input "**UTAPS**". Then, contact the AFRC UTAPS Helpdesk: afrc.utapsweb@us.af.mil or 1-877-294-5822, Opt. 2.
- **Master URC Roster**
- **Training needs?**



Questions?

