



- Cameras off
- Audio muted
- Change name to Rank, First Name, Last Name, Det
- PLEASE WAIT and ask questions <u>at the end</u> we promise to answer them!
  - Type them
  - Raise your hand
- Be courteous to briefers and attendees
- Please be mindful of time return from breaks promptly so we can stay on schedule
- Lets get started!





https://www.surveymonkey.com/r/FebDay1



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

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



# United States Air Force Reserve

Integrity - Service - Excellence

# HQ IR Readiness and Integration Organization





**U.S. AIR FORCE** 

HQ RIO/PAO



# Who We Support



















































































# 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 activeduty 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 volunteerdriven, 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.

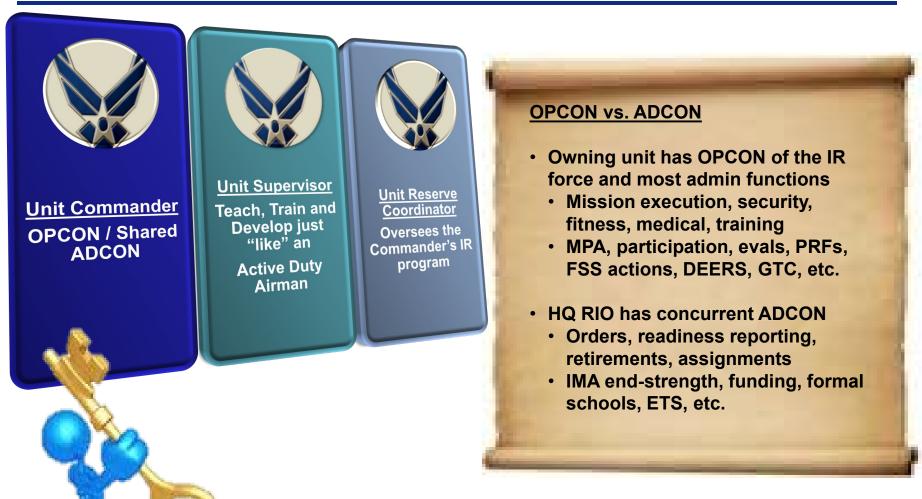








# Active Component Key Roles





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



# HQ RIO's Organizational Structure

- HQ Staff at Buckley AFB = 61
- 7 Dets/6 OLs = 89
- \*RPA support = 47



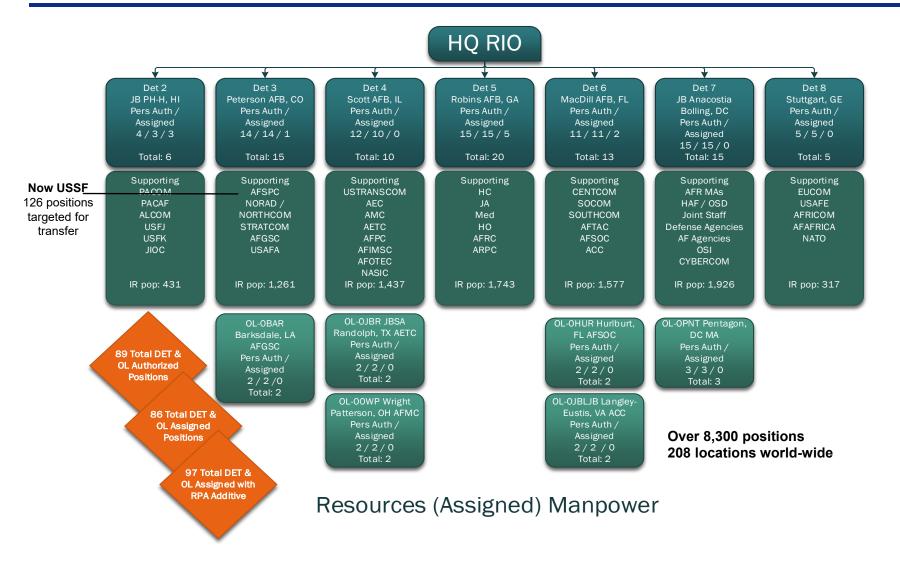
- Supports 53 separate orgs including all MAJCOMS, COCOMS, govt agencies, 100+ MAs, ARPC & AFPC
- IRs hail from all 50 States and D.C. and many reside overseas
- IRs serve in 43 states, throughout the NCR and in 13 countries



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



#### Detachments / Operating Locations





#### HQ RIO Training: provides HOW-TOs on common IR tasks

- The TRAINING page of the HQ RIO website has the recordings and slides
- Quick Guides and the IR Guides should be your GO TO publications

#### Communications available to the field

- HQ RIO Website your one-stop shop
- RIO Connect app (Apple and Android devices)
  - Enter "RIODET\_\_\_" to join your Det group
- The RIO Buzz
- RIO Facebook page



# United States Air Force Reserve

Integrity - Service - Excellence

# HQ RIO Individual Reservists (IR) Orientation

#### Welcome





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







- We are here
- Attendees worldwide







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

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





- HQ IR RIO/IRR Team for the week
  - Lt Col Erin Karl
  - SMSgt Kevin Wilson
  - TSgt Elizabeth Patrick
  - SSgt Stephen Swearingen







#### **HQ RIO Commander & SEL**

#### Col Nathan Day

#### **CMSgt Jofred Aviles**







# United States Air Force Reserve

Integrity - Service - Excellence

# HQ RIO Talent Management Consultant



MSgt Russell Clayton-Cornell HQ RIO/TMC

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



#### HQ RIO Talent Management Consultant

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

#### **Career Counseling**

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

#### Incentive Assistance/Guidance

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

RUSSELL CLAYTON-CORNELL, MSgt, USAF

HQ RIO Talent Management Consultant

Air Reserve Personnel Center, Buckley SFB, CO

DSN: 847-3162

COMM: 720-847-3162

ARPC.HQRIO.CareerAssistance@us.af.mil



# HQ RIO Talent Management Consultant

#### BRS CP 3-Step Initiation Process for IRs



#### **Complete the SOU**

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



#### Makes determination on CP

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



#### Submits SOU

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





# HQ RIO Talent Management Consultant

#### **QUESTIONS?**



Survey Monkey Link



I can be your RIO "Google"

Please call me at 720-847-3162 or email at ARPC.HQRIO.CareerAssistance@us.af.mil



### United States Air Force Reserve

Integrity - Service - Excellence

# HQ RIO Readiness





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





- What is Readiness
- ARCNet

\*



#### **Define Readiness**

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

#### Mobilization Readiness

 Deployment Availability Code (DAV) preventing full mobilization

DAV Codes:

73-Age 60

42-Med Board

48-Med discharge

49-Pregnancy

81-Dwell time

65-Commander's option

40-Asgn limited to base/hosp

41-Temp med defer

43-Asgn avail limited

50-Approv sep

51-Considered for sep

53-PCS

58-Decline extend

**Duty Status Code:** 

56-CivConfine/Sentence Prison



#### Five Readiness Factors

- Annual PHA (to include Immunizations and Lab work).
  - IR completes AF Web HA located on the mylMR website





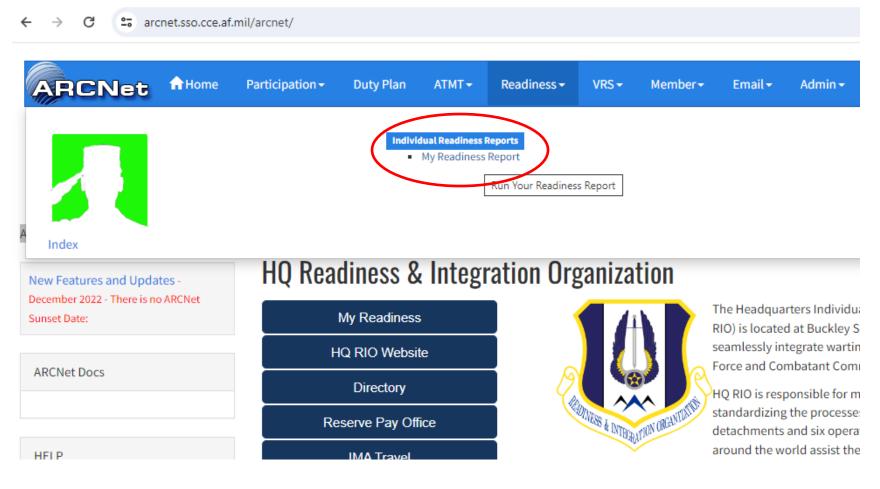
- Civilian or military dentist (member must see military dentist every 3<sup>rd</sup> year)
- DD Form 2813 used to document civ provider dental exams then provided to mil dentist
- Fitness
  - IR contacts AD Unit Fitness Program Manager (UFPM) to schedule test date
- Security Clearance
  - IR coordinates with AD Unit Security Manager (USM) to initiate reinvestigation
- AFSC Training
  - IR coordinates with Unit Training Manager (UTM) for upgrade training matters





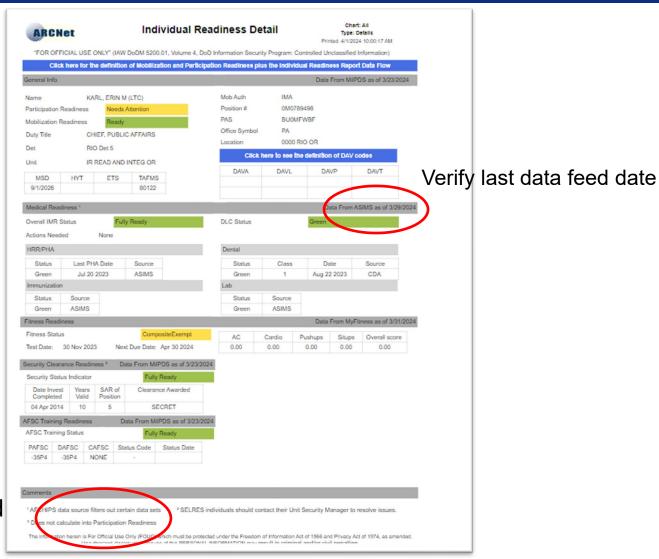


#### Access through AF Portal





#### **Pointers**



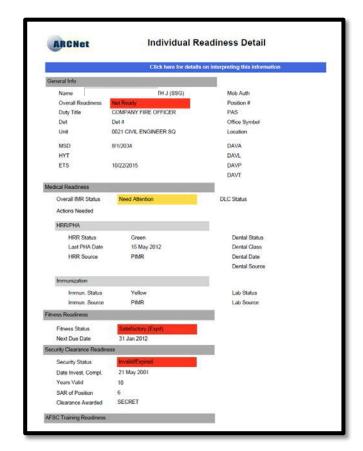
Dets can add comments.





# Ready vs. Not Ready



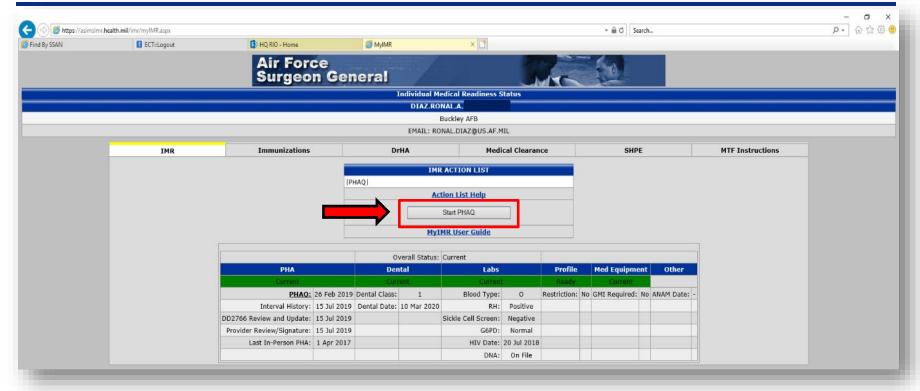




- PHAQ questionnaire required annually, valid for 120 days after completion and is completed online at MyIMR
- Face-to-face visit is not required for non-flyers, unless the servicing MTF dictates otherwise
- Face-to-face visit is required every year for flyers, Special Operational Duty (SOD), Personnel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



# How to complete your PHAQ



Takes about 10-15 minutes





- After you complete your PHAQ, the system will give you instructions with a link
  - Lhi.care is now Optim Serve
  - Create an account
  - Update email and phone number
  - System will email you with a link to schedule the phone call
  - 10-min phone conversation

\*Members have reported difficulty in scheduling via Optim Serve. If you are unable to schedule an MHA via Optim Serve, contact your MTF to schedule an MHA



# What "counts" as military medical

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



#### **Individual Medical Requirements - Dental**

#### Requirements

- Every third year Military dental exam required
- DD Form 2813 completed by a civilian dentist
  - Turned in to the servicing Active Duty Dental Facility to update
  - Should reflect in ASIMS within 24-48 hrs
  - Can also be submitted via myFSS if unable to submit to AD

#### Dental Class 3

- Dental condition being treated & expected to be resolved within 1 year
- IDT and AT at home station only, no mandays/formal schools authorized

#### Dental Class 4

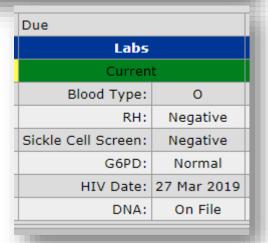
Overdue for your yearly exam (RED)



#### **Individual Medical Requirements – Labs/Shots**

- Lab Requirements
  - Generally no appointment needed
    - contact MTF to verify
  - HIV screening
    - Due every two years, 90 day grace period
    - Must be done by a DoD approved lab/MTF
- Immunizations
  - Generally no appointment needed
    - contact MTF to verify





- Contact the clinic prior to ensure the shot needed is available
- May be accomplished by a civilian provider
  - Submit documentation to the servicing MTF or via myFSS to update
    - Lot #, "administered," date, name



# **Individual Medical Requirements**

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



#### Submitting a myFSS Case to Medical

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

#### AFR HQ RIO IMA Management

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

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

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

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

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

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

AFR IMA HQ RIO Request - This page will allow you to send a request to directly to HQ RIO Headquarters

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

<u>AFR Readiness and Integration Organization Host Aviation Resource Management Program</u> - The HQ RIO Host Aviation Resource Management (HARM) office is the Aviation Resource 41 Management Office for IR aircrew members.

 $\underline{\mathsf{AFR}\;\mathsf{RIO}\;\mathsf{Travel}}\;\;\mathsf{-}\;\mathsf{Allows}\;\mathsf{IRs}\;\mathsf{to}\;\mathsf{submit}\;\mathsf{travel}\;\mathsf{vouchers}\;\mathsf{for}\;\mathsf{reimbursement}\;\mathsf{and}\;\mathsf{ask}\;\mathsf{questions}\;\mathsf{related}\;\mathsf{to}\;\mathsf{travel}.$ 

<u>AFR RIO Medical</u> - Allows IR to submit medical documentation for update and submit requests and ask questions regarding medical readiness, MEDCON, LODs, etc.

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

Orders Writing Cell Request - Allows IRs to request orders.

#### **Related Resources**

RIO Public Website





# Submitting a myFSS Case to Medical

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

#### \*Example-Dental

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

#### **Program Information**

- Dental
- <u>Preventative Health Assessment (PHA)</u>
- Labs and Immunizations
- <u>Line of Duty (LOD)</u>
- Pre-MEDCON and MEDCON
- <u>Incapacitation Pay (INCAP)</u>
- Modification and Deployment Waivers
- Non-Emergent Surgery Request
- IRILO, ARILO, and NDDES

# Position Positi



## Questions?

Survey Monkey Link





## United States Air Force Reserve

Integrity - Service - Excellence

# Fiscal Year & Retention/Retirement Participation



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





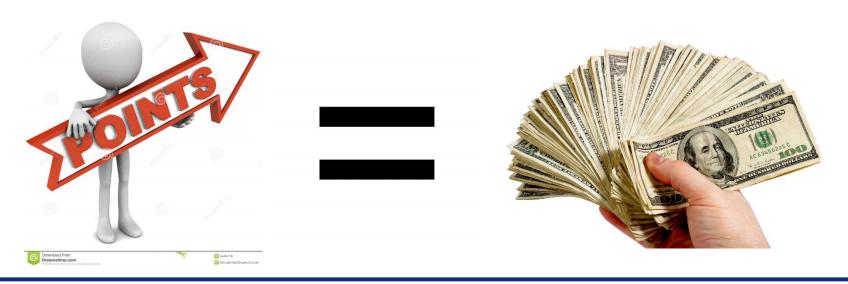
- Participation requirements
  - Retention Retirement (R/R) -vs- Fiscal Year (FY)
- What determines each participation requirements
- Earning Additional Points
- Prorating Points for Participation
- Consequences of Unsatisfactory Participation
- How to verify points
- Requesting a correction of points



## What is an R/R year?

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

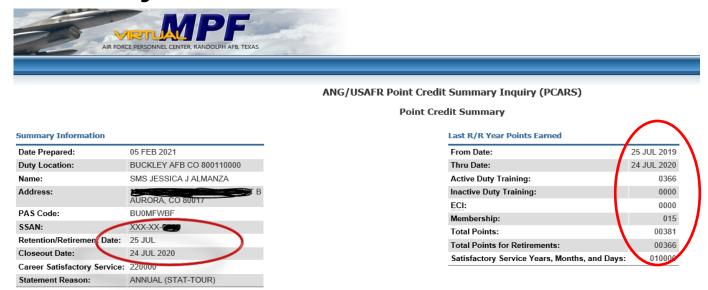
50 points = one "Good Year" for retirement





## Establishment of R/R date

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





## Time frames R/R date

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

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

Break in service - No affiliation- established upon reentry

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



## R/R Requirements

- Must acquire a <u>minimum</u> of 50 points within Retirement/Retention year for a satisfactory year
- 15 Membership Points
- Work
  - IDTs: one point per 4 hr period/max per day
  - Non-Paid IDTs
  - AT/MPA, RPA = one point per day
- Extension Course Institute (ECI)
  - Correspondence courses/authorized schools

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

Service History

From Date	Thru Date	AD	IDT	ECI	IDS	MBR	Total	Retire	Sat. Svc.
25 JUL 1996	24 JUL 1997	0199	0000	0000	0000	007	00206	00206	010000
25 JUL 1997	24 JUL 1998	0068	0000	0000	0000	012	08000	08000	010000
25 JUL 1998	24 JUL 1999	0000	0000	0000	0000	015	00015	00015	000000
25 JUL 1999	24 JUL 2000	0000	0000	0000	0000	015	00015	00015	000000



## Can the R/R year be waived?

 By Law, there is <u>no way to excuse or make-up points</u> once R/R closes out

 The R/R training requirement was established by Title 10 U.S.C. 12642, 12732, 10147, and 8360 (d).





## FY Requirements

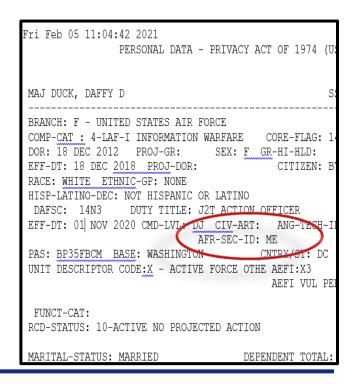
- <u>Different</u> from your R/R
- 1 Oct 30 Sep
- Based on your AFR Sect ID (billet)

### Check your CDB





#### Surf



OR



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



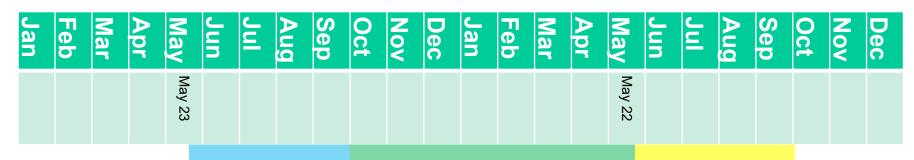
- IMAs unable to comply with FY minimum requirements may submit a waiver
- Waivers submitted and coordinated through your URC/Supervisor and approved by AD/CC & DET/CC
- Waivers may be submitted for the following reasons:
   Substitution Waiver –submitted and approved in advance and used only for AD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



# Balancing R/R and FY Requirements



## FY & R/R Sweet Spot



The Sweet Spot

R/R Year

FY Year

R/R – May 23 to May 22 Points:

FY – Oct 1 to Sept 30 Membership: 15

The Sweet Spot – Oct 1 to May 22 24 IDT periods: 24

or 12 AT days: <u>+12</u>

May 23 to Sept 30 TOTAL: 51



## The sweet spot options

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



## Excel Tracker (unofficial)

From Date	To Date AT/IDT	Points Nickname	Approved	Wk'd/Cert	Paid	R/R Year	TOTAL	GOALS	5: 2	24 12
14-Sep-17	15-Sep-17 IDT	4 SeptIDT	23-Aug-17	16-Sep-17	30-Sep-17	23 May 2017 to 22 May 2018	51	FY Year	TOTAL ID	T TOTAL AT
3-Dec-17	10-Dec-17 AT	8 ICAS	18-Oct-17	13-Dec-17	27-Dec-17	Membership	15	1 Oct 2017 to 30 Sept 2018	3 2	24 12
3-Jan-18	5-Jan-18 IDT	6 JanIDT	12-Nov-17	8-Jan-18	15-Jan-18	SeptIDT	4	ICAS		8
12-Mar-18	16-Mar-18 IDT	10 MarchIDT	23-Aug-17	17-Mar-18	24-Mar-18	ICAS	8	JanIDT		6
11-Apr-18	15-Apr-18 4AT 1IDT	4+2=6 AprilATIDT	13-Mar-18	17-Apr-18	28-Apr-18	JanIDT	6	MarchIDT	1	10
22-May-18	22-May-18 IDT	2 MayIDT1	23-Aug-17	23-May-18	7-Jun-18	MarchIDT	10	AprilATIDT		2 4
23-May-18	24-May-18 IDT	4 MayIDT2	23-Aug-17	28-May-18	7-Jun-18	AprilATIDT	6	MayIDT1		2
						MayIDT1	2	MayIDT2		4
14-Oct-18	18-Oct-18 IDT	10 SOFIC	16-Aug-18			R/R Year	TOTAL			
			0 .			23 May 2018 to 22 May 2019				
						Membership	15			
						May IDT2	8			
						JulyAT	12			
						SOFIC	10	GOALS	S: 2	24 12
								FY Year	TOTAL ID	T TOTAL AT
								1 Oct 2018 to 30 Sept 2019	) 1	10 0
								SOFIC	1	10
								_		



## Requirement tracking highlights

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

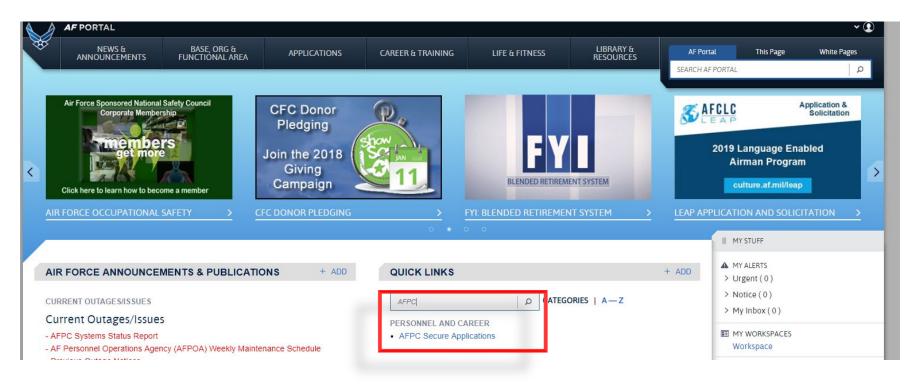


## How to verify your Points



## Point Credit Summary (PCARS)

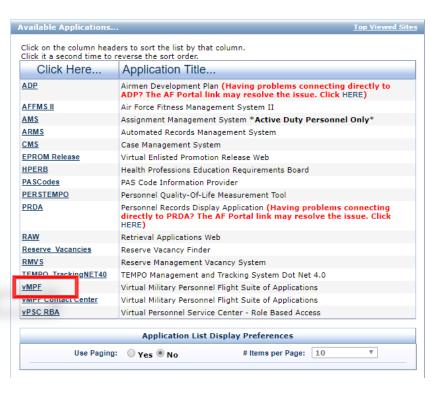
## **Steps for getting your own PCARS STEP 1:** Access AFPC Secure via the AF Portal





## Point Credit Summary (PCARS) cont.

#### **STEP 2:** Select vMPF



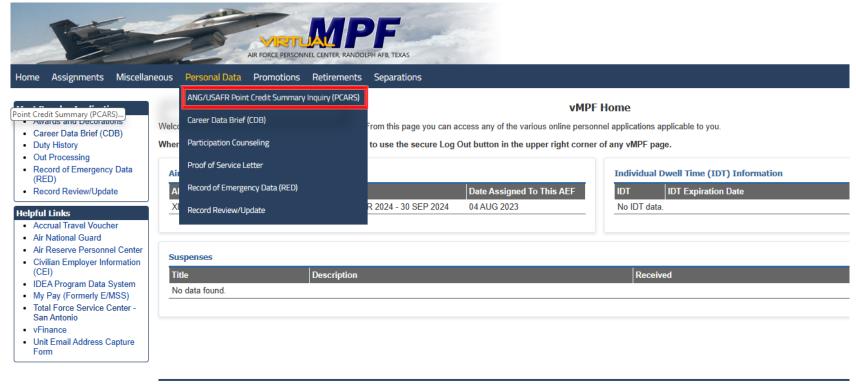
#### **STEP 3:**

Privacy Act Statement	
Routine Uses: None (n	1013, SECAF means of positive identification for the purpose of processing applications or retrieving data. so one outside DoD has access). Failure to provide the requested information may result in a delay or termination of your request.
	Please verify the following information:
	Duty email address: JOSHUA.MATHEWS.2@US.AF.MIL
	Duty phone **: 8473471 (DSN/Comm- 6 to 10 Characters)
	Home email address:  Home phone:  (6 to 10 Characters)  ** Indicates a required field  I have verified my email and phone



## Point Credit Summary (PCARS) cont.

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



Attention: Using this system constitutes consent to monitoring. See our <u>Privacy and Security Notice</u> for details. <u>Technical Support</u>
Date last reviewed: 15 MAR 2009



## Point Credit Summary (PCARS) cont.

#### **STEP 7:** Select "Point Credit Summary"



To the Guardsman/Reservist:

24 JAN 2019 Current AFPC Time is 1303 HRS

MSG JOSHUA C MATHEWS Log Out Contact Us

Introduction

Service History

Point Credit Summary

Current R/R Year ECI Points

Definitions
Frequently Asked Questions

View/Print All Pages

ANG/USAFR Point Credit Summary Inquiry (PCARS)

#### Introduction

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

Attention: Using this system constitutes consent to monitoring.

See our Privacy and Security Notice for details. Technical Support 
Date last reviewed: 15 MAR 2009



## How to read your PCARS

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

#### **Point Credit Summary**

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

#### **Summary Information**

Date Prepared:	01 APR 2024
Duty Location:	BUCKLEY SFB CO 800110000
Name:	LTC ERIN M KARL
Address:	1305 WHITE BEACH LANE DURHAM, NC 27703
PAS Code:	BU0MFWBF
R/R (Anniversary Date):	23 MAY
Closeout Date:	22 MAY 2023
Career Satisfactory Service:	220000
Statement Reason:	ANNUAL
TAFMS:	090006

#### Last Anniversary Year Points Earned

From Date:	23 MAY 2022
Thru Date:	22 MAY 2023
Active Duty Training:	0365
Inactive Duty Training:	0000
Advanced Distributed Learning:	0000
Membership:	015
Total Points:	00380
Total Points for Retirements:	00365
Satisfactory Service Years, Months, and Days:	010000

#### **Current Anniversary Year Points Earned**

From Date:	23 MAY 202
Thru Date:	01 APR 202
Active Duty Training:	031
Inactive Duty Training:	000
Advanced Distributed Learning:	000
Membership:	00
Total Points:	0031
Total Points for Retirements:	0031
Satisfactory Service Years, Months, and Days:	00000

#### **All Points Earned**

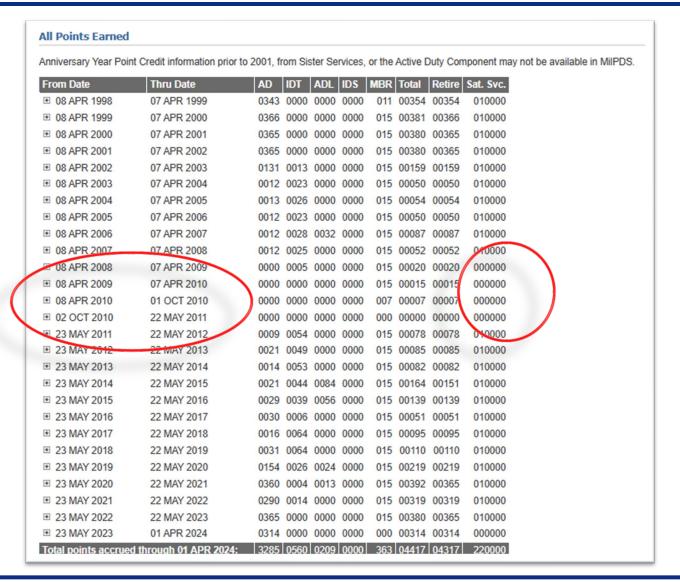
Anniversary Year Point Credit information prior to 2001, from Sister Services, or the Active Duty Component may not be available in MilPDS.

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

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



## PCARS – Service History



## U.S. AIR FORCE

### Recommendations

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

(AROWS-R requests input after 1 June must include justification/explanation for the late request for approval from Det CC or designated representative)

- · AT orders published
  - 30 June
- Fiscal Year (FY)
  - 1 Oct 30 Sep
- Retention/Retirement (R/R)
  - YOU are UNIQUE

## Recommendations



## Always review your points

 The most recent R/R line will be present approximately 60 days after the last day of your R/R year in vMPF

#### What if I find an error?

- Upload supporting documents (i.e. previous year AF Form 526, AF Form 40A, LES and for ECI points, send the volume completion certificate that includes the completion date, course number, volume number and course study hours) via myFSS.
- If you are unable create a request, you may email (<u>tfsc@mailds01.csd.disa.mil</u>).



## **Questions?**

Survey Monkey Link





## United States Air Force Reserve

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## **HQ RIO Medical**



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





- 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 Readiness (IMR) Requirements

- Preventative Health Assessment (PHA) Requirements:
  - PHAQ questionnaire required annually, valid for 120 days after completion and is completed online at MyIMR (<u>https://asimsimr.health.mil/imr/myimr.aspx</u>) 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 LHI or MTF.

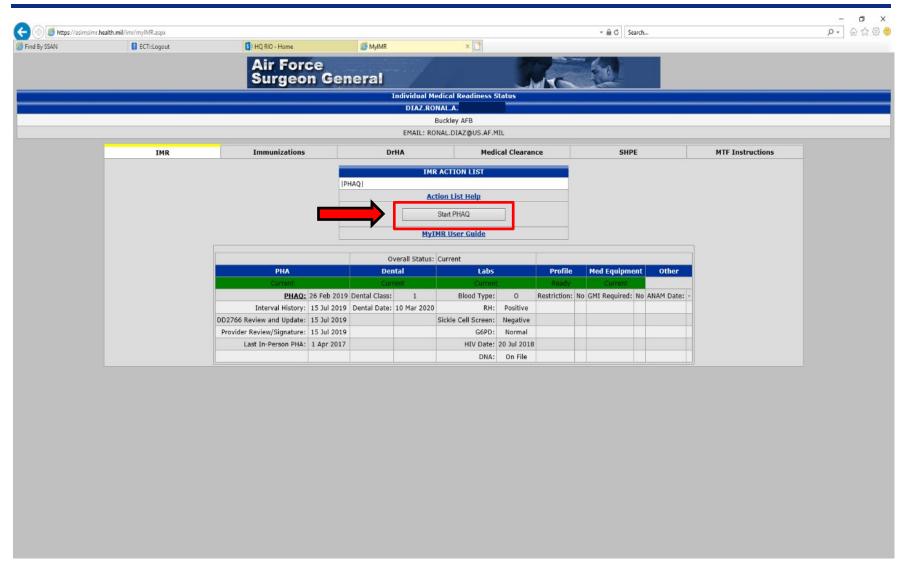


## Example of PHA Dates





## How to complete your PHAQ





### Dental Requirements

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



### Lab Requirements

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

#### Immunizations

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



#### \*\*IMR Notes:

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

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



#### Formal LOD

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

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



### Member Responsibility

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



### LOD Disposition:

- Approved LODs are only valid for 1 year from diagnosis unless
   Care can be done through MTF or civilian provider.
- Referred to VA for ILOD care 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.\*\*\*

## U.S. AIR FORCE

### **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



**HQ RIO/IRM DSN:** 847-3077

Comm: (720) 847-3077

**Capt Michael Miller (OIC)** 

Email: michael.miller.329@us.af.mil

Phone: 720-847-3188

**MSgt Matthew Stoner (Section Chief)** 

Email: matthew.stoner@us.af.mil

Phone: 720-847-3616

TSgt Michele Pineda (NCOIC)

Email: michele.pineda@us.af.mil

Phone: 720-847-3075

TSgt Meaghan Witkowski (RPA)

Email: meaghan.witkowski@us.af.mil

Phone: 720-847-3505

SSgt Deja Lovald (RPA)

Email: deja.lovald@us.af.mil

Phone: 720-847-3077

SSgt John Nazario (RPA)

Email: john.nazario.4@us.af.mil

Phone: 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=kA0t0000000Ll4nCAG

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



### **Questions?**

Survey Monkey Link





### United States Air Force Reserve

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# Roles and Responsibilities

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



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



### 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 (MiIPDS)

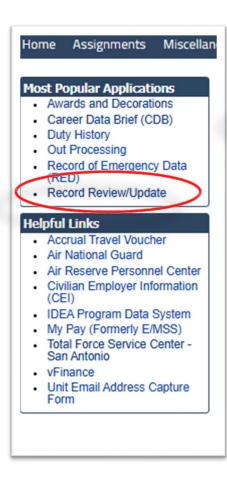
There are two ways to ensure personal information is updated correctly:

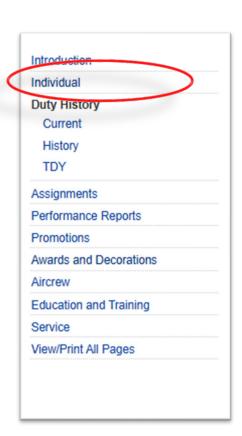
- The IR will access vMPF through AFPC Secure to update their current address by clicking on "Record Review/Update" on left hand menu under most popular Applications
- The IR may contact the AD MPS Customer Support if they are having problems updating their personal information

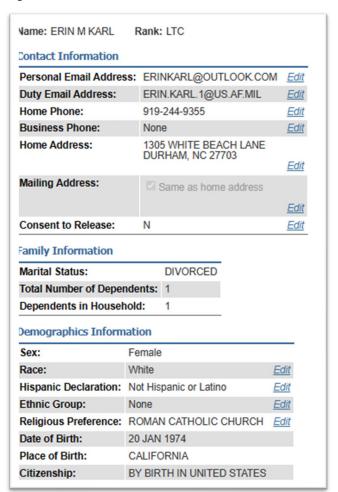


### IR (IMA/PIRR) Responsibilities Cont.

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









### 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
  - Unit Deployment Manager
  - Unit Training Manager
  - Security Manager
  - Drug Demand Reduction Program Trusted Agent
  - Government Travel Card/Control Spend Account
  - Awards & Decorations
  - Evaluations
- URCs also are responsible for ensuring all personnel actions (i.e., promotions, skill level upgrades, changes of reporting official) are completed promptly, and updated in Military Personnel Data System (MilPDS)





#### **Detachment Staff**

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

#### **HQ RIO**

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

#### **HQ ARPC**

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

#### **RegAF MPS**

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



AIR FORCE

### United States Air Force Reserve

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# HQ ARPC Classification & IR Training





### Who We Are

MSgt Frank Oliver Henry
Section Chief, Classification & IR Training
5 Years as a 3P0 (Security Forces), Assignments: Lackland AFB (802d SFS)
6 Years as a 3F2, Assignments: Barksdale AFB (2 LRS, 2FSS, 2 MXG)

SSgt Jocelyn Wahe
Classification & IR Training Manager
4 Years a 1D7 (Radio Frequency Transmissions Systems), Assignments: Lackland AFB (531 IS)
2 Years as a 3F2, Assignments: Lackland AFB (35 IS)

Workflow: RIO.HQ.IRTraining@us.af.mil



### HQ ARPC Classification & IR Training

#### WHAT WE DO

#### All must be coordinated through the Detachments

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



### HQ RIO Detachment Training POCs

<u>Name</u>	<u>Detachment</u>	<u>Email</u>
MSgt Raena Campos	Detachment 2	arpc.hqriodet2@us.af.mil
SMSgt Vanessa Dominguez	Detachment 3	rio.det.3.1@us.af.mil
SMSgt Denise Salazar	Detachment 4	HQ.RIODet4.RT@us.af.mil
SSgt Rakedia Miniano	Detachment 5	HQRIODet5ReadinessInt@us.af.mil
TSgt Samantha Davenport	Detachment 6	riodet6.readiness@us.af.mil
MSgt Alfonso, Crispin Jesus	Detachment 7	HQARPCRIODet7.TRAINING.ORG@us.af.mil
SMSgt Cabrera, Vincnet	Detachment 7	HQARPCRIODet7.TRAINING.ORG@us.af.mil
SMSgt Melissa Heivly	Detachment 8	EUCOM.STUTTGART.ECCS.MBX.RIO-DET-8@MAIL.MIL
TSgt Kailtlynn Canini	Detachment 8	EUCOM.STUTTGART.ECCS.MBX.RIO-DET-8@MAIL.MIL



### Detachment Training POCs

#### **WHAT THEY DO**

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

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



### Active Component Unit

#### **WHAT THEY DO**

#### All must be coordinated through the IMA Detachment

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



### IR Responsibility

#### IR Responsibility w/ Training

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

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



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

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

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

Ref: DAFI 36-2670 (12-Oct-21)



### Formal School/ PME Requests

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

- Requested by your DET UTM through OTA in MilPDS
  - Initial Skills (3 Level) School/Craftsman (7 Level) School
  - Officer Qualification Courses (SOS, ACSC, AWC, etc) \*Selected by Force Management
  - Retraining
  - Annual Refresher Courses (Annual Survey of the Law)
  - Special Courses (Cyber 200/300, Space 200/300, WGMT 570, ISR 300)
  - EPME (ALS, NCOA, SNCOA, CLC)
  - IRs contact HQ RIO Detachment POC for class availability
  - <u>DO NOT</u> schedule thru AD unit (IMA TLNs 963IXXXX)

\*If an AC TLN has been issued then that TLN will need to be cancelled and the course must be resubmitted by the IMAs Detachment

#### The Process

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

Ref: AFRC/A1KB



### Classification Waivers

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

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

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



### Training Waivers

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

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

Ref: AFMAN 36-2100 (7-Apr-21) & AFR Training Waiver PSDG



### Accelerated Mission Readiness Training

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

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

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

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



### Common AFIs/References

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



### Closing

#### Questions?

ARPC Classification & IR Training

MSgt Frank Oliver-Henry

Workflow: <a href="mailto:ARPC.DPAT.Classification@us.af.mil">ARPC.DPAT.Classification@us.af.mil</a>

### Survey Monkey Link





### United States Air Force Reserve

Integrity - Service - Excellence Innovate, Accelerate, Thrive - The Air Force at 75

### **Education and Incentives Briefing**



#### **ARPC Contacts:**

Post 9/11 GI Bill Letter of Certification: TSgt Timothy Vedder

Post 9/11 GI Bill Transfer of Education Benefits: TSgt Jomarie Flores

**Incentives: TSgt Makinzay Brown** 

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



# AFR/ANG POST 9/11 GI BILL EDUCATION PROGRAM

**CHAPTER 33** 



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

- What is the Post 9-11 GI Bill
- Who is eligible?
- What will you receive?
- What kind of training can you take?
- How/where to apply?
- How many months of assistance are received and how long do you have to use them?
- What if I need a Letter of Certification for the VA?
- Transferring of Education Benefits (TEB)



# Post 9/11 GI Bill - What Is It and Who Is Eligible?

The Post 9-11 GI Bill is an education benefit program for individuals who served a cumulative 90 days on active duty

since September 11, 2001



#### Post 9/11 GI Bill - What You Receive

Post 9-11 GI Bill Pays for:

 Tuition/fees capped at most expensive public institution

 Housing allowance at rate of SSgt in the location of the school

Book stipend up to \$1000



### Post 9/11 GI Bill – Kinds of Training

- As of 1 Oct 11 Post 9-11 can be used for:
  - Colleges/Universities (to include 2<sup>nd</sup> Master or PhD)Trade schools
  - Flight training
  - Independent and distance learning
  - Apprenticeships
  - Vocational/technical training
  - On-the-job training
  - Licensing (attorney license, cosmetology license)
  - Certification tests (SAT, LSAT, etc.)



# Letter of Certification Breakdown

- You may receive up to 36 months of Post 9-11 GI Bill, not to exceed 48 months in a combination of programs
- The percentage of benefit earned is based on the total number of qualifying active duty days
- Point Break Down:

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

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



# ARPC Letter of Certification/How To Apply

- 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
- In order to request a Letter of Certification (LOC) you will need to:
  - Review Point Credit Summary on vMPF for accuracy
    - Potentially qualifying duty is identified as Type of Duty 1, 2, 3
       & 5 on point summary
  - Log into myFSS to request a Letter of Certification
    - > myEducation Tile
    - > New Education and Training Request
    - > Post 9/11 GI Bill Letter
    - Once you receive your LOC, submit to the VA



#### ARPC Letter of Certification

- Data for letters of certification is pulled directly from the members 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 a member believes there is an error in their Point Credit Summary, the member needs to open a ticket with Points Management.
- Letters of Certification do not include member's time from a sister service
- Letters of Certification do not include members time as Regular Air Force
  - If a member has 1095 or more days as Regular Air Force, a letter of certification is not needed and all the member needs to provide the VA is their DD214
- Federally funded title 10 orders are qualifying
- Federally funded title 32 502(f) orders are qualifying if:
  - the purpose states Full-time Service or Presidential and/or SecDef call up
- Inactive Duty Training (IADT), such as BMT and Tech school, is not qualifying time for the Post 9/11 GI Bill
  - The exception to this rule is if a member has 730 or more days of qualifying service without IADT. If this is the case, IADT time will be included



#### United States Air Force Reserve

Integrity - Service - Excellence

# Post 9/11 GI Bill Transfer Education Benefits



TSgt Flores, Jomarie HQ AFRC/DPATE

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



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

- Eligibility to Transfer TEB
- Application to Transfer
- Transferring Benefits To Dependents
- Additional Information



# Eligibility to Transfer Your Benefit

- Eligibility/Commitment for transfer to dependents:
  - Member will incur a 4 year Selected Reserve service commitment on the date of transfer
  - Members must be able to commit to a 4-year service obligation at the time of transfer. Members who do not have the 4-year retainability due to MSD, HYT, or have a current MEB are not eligible
  - 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
  - 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



#### Member Applies to Transfer

- 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
- Member 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.)



# Transferring Benefits to Dependents

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



# Transfer Your Benefit Additional Information

- While participating in the Selected Reserve members may revoke, modify the election and make additional dependents eligible
  - After separating from the Armed Forces individuals cannot designate new dependents to receive transferred entitlement
- If military service ended on or after January 1, 2013, benefits won't expire thanks to The Forever GI Bill - Harry W. Colmery Veterans Educational Assistance Act
- Exceptions to TEB can be found in DODI 1341.13 May 31, 2013 or DODI 1341.13 *Incorporating Change 1, July 12, 2018* 
  - AFI 36-2670, Total Force Development, Chapter 6 Voluntary Education Program, 25 Jun 2020



# Transfer Your Benefit Additional Information

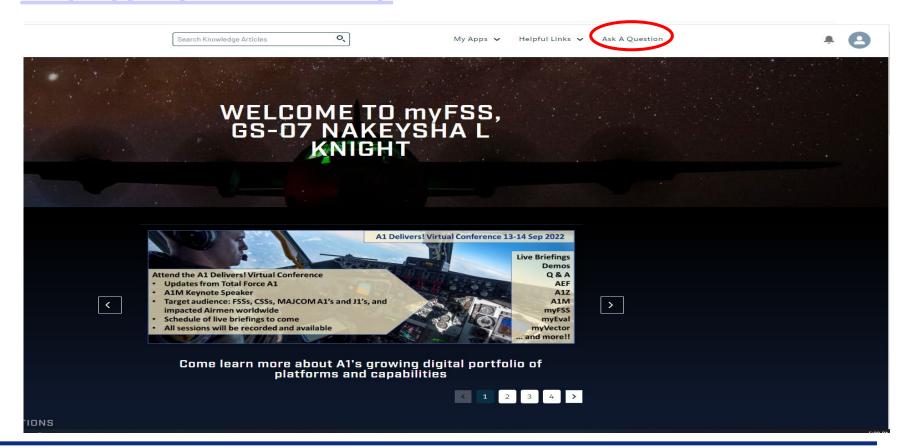
- The Department of Veterans Affairs manages the eligibility and the use of GI Bill benefits
  - For more Post 9/11 Education Assistance go to: www.va.gov/education
  - or call VA Education at: 1-888-442-4551
- For MilConnect errors and issues, or benefits support contact:
  - DMDC Support Center: 1-800-368-3665
  - DEERS Support Office (DSO): 1-800-538-9552
- More Post 9/11 GI Bill TEB Assistance: <a href="https://myfss.us.af.mil/">https://myfss.us.af.mil/</a>
  - 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, Option 5 or email: afpoa.a1.sd@us.af.mil



# Transfer Your Benefit Additional Information

#### Ask A Question Case Submission at

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





#### Questions?







#### Survey Monkey Link





#### Welcome to the Virtual IRO

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



# Survey Monkey Link

https://www.surveymonkey.com/r/mayviroday2



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

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



# United States Air Force Reserve

Integrity - Service - Excellence

# IMA Military Reserve Pay Office



Ms. Tina Williams

Ms. Nicole Johnson

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



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



# MyFSS Review - How to log in

#### MyFSS Log in using MSEdge

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

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



Fly, Fight and Win...



# MyFSS Review - How to log in

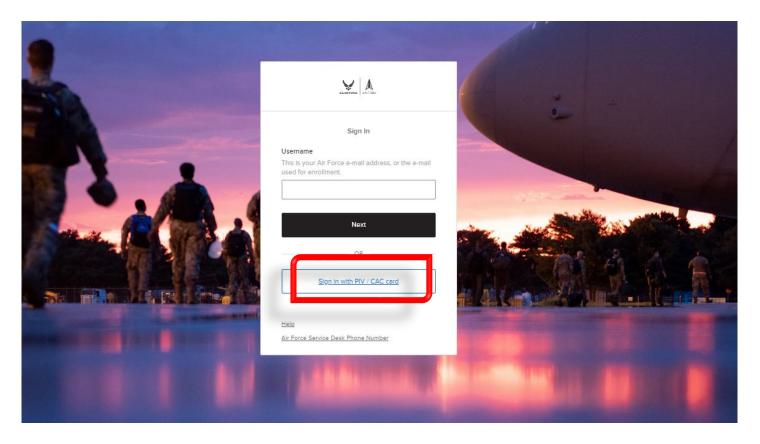
- If you need to register for a Non-CAC log in, click the bottom link and go through the steps.
- This process goes to ARPC for processing.





### MyFSS Review - How to Log In

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





#### MyFSS Review - How to Log In

#### U.S. AIR FORCE SPACE FORCE Click "I Agree-Continue" DoD Notice and Consent You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-Authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions: • The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations At any time, the USG may inspect and seize data stored on this IS. Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy. Notwithstanding the above, using this IS does not constitute consent to PM. LE or Cl investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and Privacy and Security Notice . Authority: Solicitation of the Social Security Number (SSN) is authorized under the provisions of Executive Order (E.O.) 9397 (SSN), as amended and Privacy Act of 1974 section 3(e)(3) Purpose: Information is collected to verify your eligibility for an AFPC Secure account and to open/complete personnel actions request made by the user. Routline Use: For site management, information is collected for analytical and statistical purposes. This government computer system uses software programs to create summary statistics, which are used for such purposes as assessing what information is of most and least interest, determining the technical design specifications, and identifying system performance or problem areas. Disclosure: Voluntary, however, your interaction with this system is not anonymous. By using this system you are consenting to the monitoring of your activity. Raw data logs will only be used to identify individual users and their usage habits for authorized law enforcement investigations or national security purposes. These logs are used for no other or other investigations or national security purposes. These logs are used for no other investigations or national security purposes. These logs are used for no other investigations or national security purposes. These logs are used for no other investigations or national security purposes. These logs are used for no other investigations or national security purposes. These logs are used for no other investigations or national security purposes. These logs are used for no other investigations or national security purposes. These logs are used for no other investigations or national security purposes. These logs are used for no other investigations or national security purposes. These logs are used for no other investigations or national security purposes. These logs are used for no other investigations or national security purposes. These logs are used for no other investigations or national security purposes. These logs are used for no other investigations or national security purposes. The national security purposes and national security purposes and national security purposes. The national security purposes are used to national security purposes. The national security purposes are used to national security purposes and national security purposes and national security purposes. The national security purposes are used to national security purposes and national security purposes are used to national security purposes are used to national security purposes and national security purposes are used to national security purposes are used to national security purposes are used to national security purposes and national security purposes are used to national security pur System of Records Notice: F036 AF PC Q Personnel Data System (PDS). I Agree - Continue U.S. AIR FORCE SPACE FORCE Search Knowledge Articles



Please submit your RPO request directly through our knowledge articles. If you select

"Ask a Question" it is automatically assigned to another office first (either TFSC in San Antonio or APRC Workflow), depending on the topic. This could most likely delay our response, or we will never receive it.

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



#### MyFSS Review - Knowledge Articles

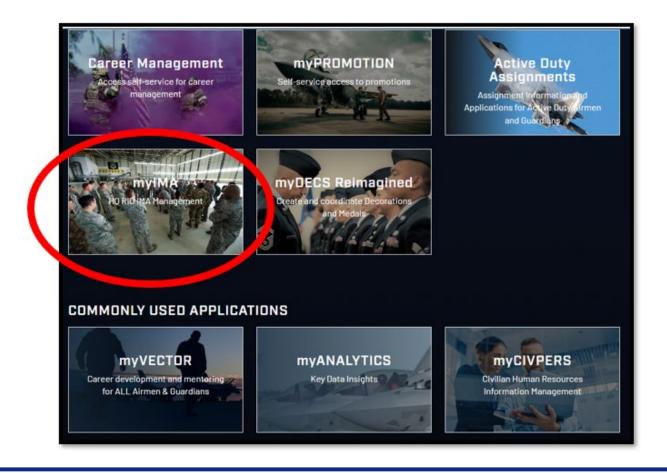
#### **Knowledge Articles:**

- 1. AFR RIO Reserve Pay General Overview: <a href="https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000Ll4iCAG">https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000Ll4iCAG</a>
  - \*\* Within this knowledge article, you can click on individual hyperlink for RIO RPO Debt, RIO RPO Pay Requests, Leave Request, Long Tour Request. "Short Tour " is not hyperlinked currently due to the TODC process.
- 2. AFR HQ RIO RPO Debt Any debt related questions: https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000000lnCAA
- 3. AFR HQ RIO RPO Long Tour Anything related to a long tour: https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000000nUCAQ
- 4. AFR HQ RIO RPO Pay Requests IDT and UTAPS Information: https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000000nZCAQ
- 5. Leave and Carryover/Sellback Information: <a href="https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000Ll4hCAG">https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000Ll4hCAG</a>
- 1. AFR HQ RIO RPO Special Pay (soon to be "Special Actions"): https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA08300000000nFCAQ
  - a) Special Pay SDAP, BONUS, Medical Incentive Pay, Clothing Allowance for Officers, FLPB, etc...
  - b) Finance Welcome Packages
  - c) Special Actions Tax withholding system updates (if you cannot process in MyPay), SGLI/FSGLI updates, TSP issues (we are the bridge between the member and DFAS), W-2 requests for DFAS, Catch 62, VA Waiver
  - d) Misc pay issues that don't have to do with paying AT, LONG, LEAVE or any other category already listed



### MyFSS Review - MyIMA

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





# MyFSS Review - Creating a MyFSS Case



#### **Creating an RPO MyFSS case**

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





### MyFSS Review - Creating a MyFSS Case

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

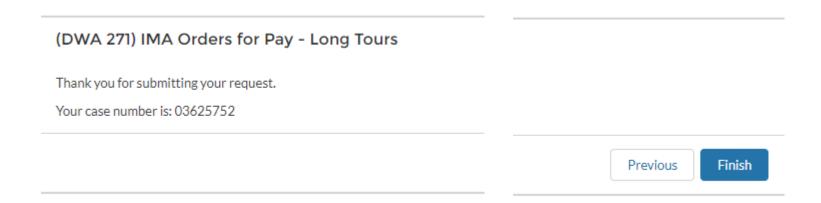
- 1. Request Type TLA, OHA, COLA, Close-out etc...
- 2. Choose the topic
- 3. Questions/Comments is required.
- 4. Upload Files is required.
- 5. Click "Next" \* Request Type Close-Out CONUS Tour \* Questions/Comments Upload Supporting Documents ⚠ Upload Files Or drop files -- No files have been uploaded. --Previous Next



### MyFSS Review - Creating a MyFSS Case

#### **Creating an RPO MyFSS case**

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





#### MyFSS Review - Finding my case

#### Where is my MyFSS case?

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



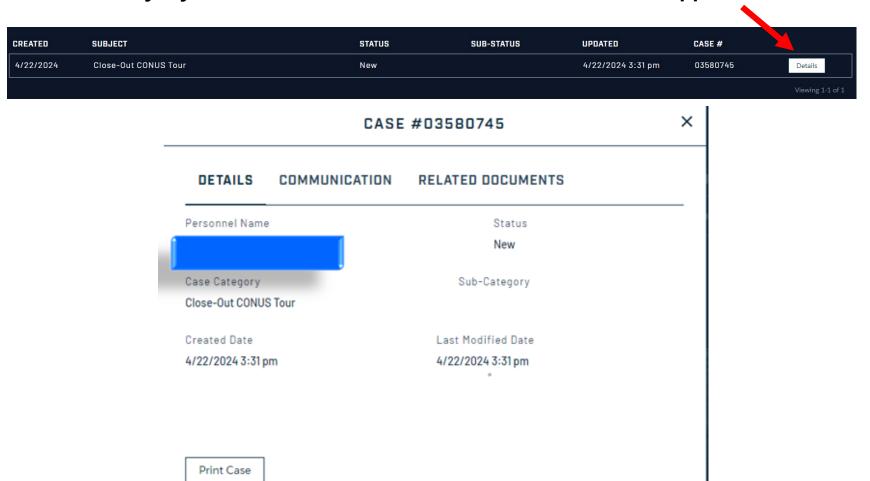


CREATED	SUBJECT	STATUS	SUB-STATUS	UPDATED	CASE #	
4/22/2024	Close-Out CONUS Tour	New		4/22/2024 3:31 pm	03580745	Details
						Viewing 1-1 of 1



# MyFSS Review - Viewing my MyFSS Case

#### Where is my MyFSS case? Click on "Details" and the case will appear





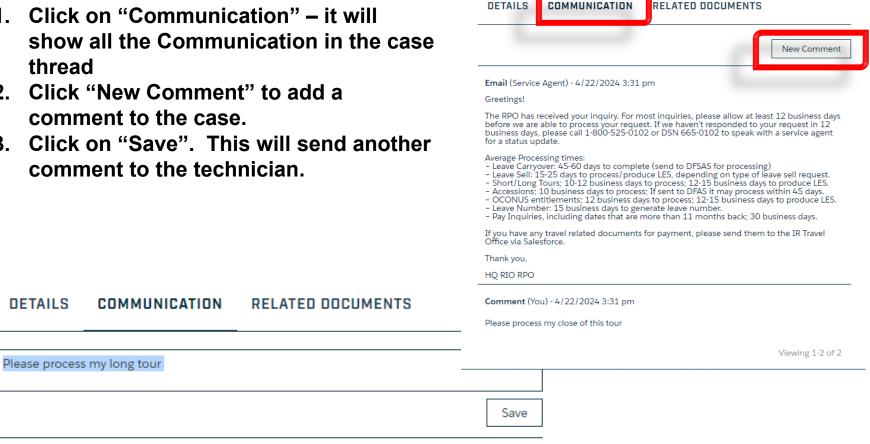
### MyFSS Review - Adding a comment

CASE #03580745

×

#### My Open MyFSS Case

- 1. Click on "Communication" it will thread
- 2. Click "New Comment" to add a comment to the case.
- 3. Click on "Save". This will send another





#### MyFSS Review – Related Documents

#### **MyFSS Case**

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

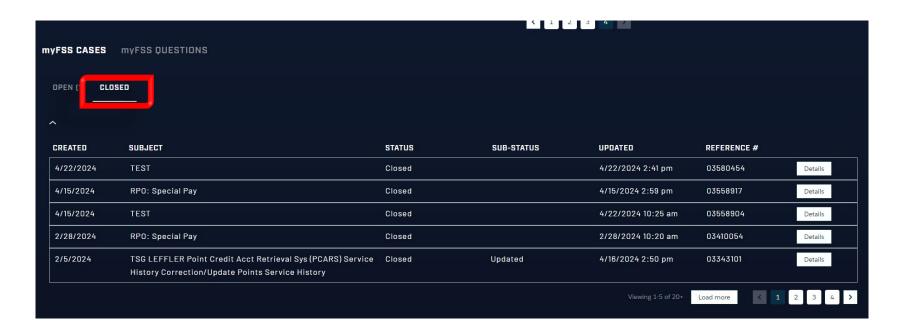




### MyFSS Review - Closed MyFSS Cases

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

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



# THOMASS & INTEGRATION ORGANIZATION

# MyFSS Review

#### Things to note:

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



#### **WELCOME PACKAGES**



## Welcome Packages

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



# Welcome Packages - Con't

MILITARY PAY IN-PROCESSING PACKET
CHECKLIST OF REQUIRED DOCUMENTS FOR MILITARY PAY
NAME:DATE:
PHONE NUMBER: (EMAIL:
SIGNATURE:
*** ALL FORMS ARE REQUIRED FOR MILITARY PAY IN-PROCESSING***
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 CERTIFCATE 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

#### **AF594 – Verifying your Dependents**

- Marriage Certificate
- Birth Certificates
- Adoption Decrees

	IC ALLOWANCE FOR HOUSING OR RECERTIFICATION OR DEPENDENCY BERS 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 ou Determination / Redetermination or ESM start / stop for eligible members E6 and ROUTINE USE(S): Information may be disclosed to the Internal Revenue Service Department of Veteran Affairs for education and group file insurance information violations of the law, the American Red Cross for Information concerning the nee Force to determine needs of a member or dependents in emergency situations. DISCLOSURE: Voluntary, However, failure to provide all information may result SORN: 17340, Defense Joint Milliary Pal System - Active Componenet, 17344,	I below assigned / terminating unaccompanied government quarters e for tax information on members Social Security Administration or tax deducted, , and the Department of Justice for investigating or prosecuting possible ads of the member or dependents emergency situations, the Air Force or Space in non-payment of Basic Housing Allowance (BAH)						
MEMBER INFORMATION	HOUSING OFFICIAL						
1. NAME ( <i>Last, First, MI</i> )  2. DoD ID Number 3. GRADE 4. PHONE	NON-AVAILABILITY/ASSIGNMENT/TERMINATION OF QUARTERS  QUARTERS ARE NOT ASSIGNED						
5A. DUTY LOCATION (Base, State, ZIP Code or Country)	EFFECTIVE DATE: ASSIGNED UNIT #  INADEQUATE QUARTERS TERMINATED UNIT #  EFFECTIVE DATE: ASSIGNED UNIT #						
5B. MEMBER'S PHYSICAL ADDRESS (Street, City, State, Zip Code or Country)	TRANSIENT QUARTERS OCCUPIED - UNIT #  EFFECTIVE DATES FROM: TO:  NAME, GRADE and TITLE of HOUSING REPRESENTATIVE						
5C. E-MAIL ADDRESS							
MARITAL / DEPENDENT STATUS							
6 SINGLE, NO DEPENDENTS SINGLE, CLAMMING DEPENDENT(S) MARRIED - SPOUSE IS A CIVILIAN MILITARY MEMBER IF MILITARY SPOUSE provide - NAME, DoD ID Number, BRANCH OF SERVICE, DUTY STATION AND DATE OF MARRIAGE:	SIGNATURE						
	DATE						
DIVORCED 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								
8.1 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 claim	ming and their relationship. If dep	pendent(s) is a child	f, include the date	of birth(DOB).				
(a) NAME (Last. First. MI) (b) ADDRESS CITY STATE 7IP or COLINTRY (c) RELATIONSHIP (d) DOB								
(a) NAME (Last, First, MI)	(b) ADDRESS, CITY, STATE, Z	IP or COUNTRY	(c) RELATION	SHIP	(d) DOB			
9. IF DEPENDENT NAMED ABOVE IS A CHILD WHOSE	PARENT IS A MILITARY MEMBER DoD ID Number		F A MEMBER PROV OF SERVICE	/IDE THE FOLI	LOWING STATION			
NAME	DOD ID Number	BRANCH	DF SERVICE		STATION			
MEN	MBER'S CERTIFICATION	 (Required for memb		ndonto)				
I certify that I provide adequate support (see DoE					to adoquatoly			
support the above named dependents will result i					to adequatery			
CERTIFICATION FOR MEMBERS RECEIVING	G BAH FOR SECONDARY DEPEN	DENTS (package mu	st be approved by	AFPC-OL. India	anapolis).			
(Parents, parents-in-law, stepparents, or in-loco-par								
I certify that this is my first application YES					<del></del>			
I understand that my failure to comply with the a statement or claim against the US Government i								
connection with a claim is a maximum fine of \$10	0,000 or imprisonment for 5 year	rs, or both. I will rep	ort any changes o	f 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.								
	collection of any resulting indet	neuress retroactive	to the date the en	uuement beca	DATE			
MEMBER'S SIGNATURE					DATE			
DAF Form 594, 20221207 Prescribed by: AFMAN65-116V1	PREVIOUS EDITION I	S OBSOLETE						



# RPO & ORDER SUBMISSIONS



#### Reserve Pay Office (RPO)

- 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 <u>MUST</u> provided their order amendment to the RPO as soon as possible to avoid overpayment or delay in pay
  - FAILURE TO DO THIS MAY RESULT IN DEBT



# 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



# **DEBTS**



- Debts are typical for IMA's because of irregular scheduling, ex. SGLI/FSGLI for months of no earned military pay.
- Excess leave Debts (taking leave you don't have)
- Not turning in modification or curtailments of orders in a timely manner resulting in overpayment
- If a member is paid the incorrect BAH type or zip code, the debt team must take back the entire BAH that was paid incorrectly, and then pay the correct BAH. We cannot just pay or debt the difference.
- If a member has performed and been paid for an IDT, but now they want to cancel it due to an AT or rescheduling of IDTs, a debt will incur and due process. We can't cannot "move" paid IDTs. We have to remove the IDTs which creates a debt and you will go through due process.
- Every Member that incurs a pay and allowance debt will get due process. RPO must review and complete a debt letter.
- Debt can be avoided if the member is waiting on a mod/curtailment from their orders writer
- Out of service debt If you incurred a debt prior to the IMA program, the RPO will create a CMS case to DFAS Debt Team for further investigation. We will need all documentation for the CMS case

#### **DEBTS - SGLI**



- If you are enrolled in SGLI and FSGLI, and you are not performing duty for pay, the SGLI/FSGLI premiums will accumulate as a debt. When you perform duty the next time for pay, the debt will be deducted out of your pay and will reflect on your LES. This is a systematic process, and not initiated by RPO.
- Per AFRC/A1KK, new accessions who do NOT submit either an SGLV 8286 or SOES certificate as part of their welcome package, will <u>AUTOMATICALLY</u> be setup for the \$500,000 SGLI premium. This is part of the Finance Welcome Packet process.
- The only personnel authorized to complete hard copy SGLV 8286 election form are newly accessed members who wish to decline coverage or elect less than \$500,000 coverage. If you are having issues with SOES, please provide a screen shot of your error message and include in a MyFSS case to RPO to review.
- Note: Electing a coverage in SOES is still a requirement for SGLI coverage.
- FSGLI must be processed through CMS to DFAS even if you attempted to enroll in SOES. Create a MyFSS to our office and include your spouse's full name and date of birth.
- SOES link
  - https://milconnect.dmdc.osd.mil/milconnect/



## IDTs and IAS IDTs



# Inactive Duty for Training (IDT)

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



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

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



## Foreign Language Proficiency Pay



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

#### References



- Phone: 1-800-525-0102 , DSN 665-0102 (TFSC)
- HQ RIO RPO Portal: <a href="https://www.hqrio.afrc.af.mil/Pay/">https://www.hqrio.afrc.af.mil/Pay/</a>
- MyFSS:

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

Air Force Portal:

https://www.my.af.mil/gcssaf/USAF/ep/globalTab.do?channelPageId=s6925EC1356510FB5 E044080020E329A9



# Questions?

**Survey Monkey QR Code** 





# United States Air Force Reserve

Integrity - Service - Excellence



# RIO Travel Policies and Procedures

HQ RIO Travel

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





- Types of Travel Reimbursement
  - Entitlements
  - Documentation required & examples
- Two Travel Systems
- myFSS
- Government Travel Card (GTC)
- Misc. Information
  - Rental Cars
  - Non-conventional lodging



## Types of Travel Reimbursement

#### Annual Tour/Annual Training

- With or without IDT in conjunction
- Entitlements
  - If quarters and meals are available, per orders, and member is lodged on base,
     \$0 is authorized for M&IE (meals and incidentals)
  - If lodging issues a non-availability, but member chooses to stay on base anyway, \$0 is authorized for M&IE
  - If quarters are available, but meals are not, member is entitled to full M&IE (based on locality)
  - If lodging issues a non-availability and member stays off base, full M&IE
  - If order directs member to fly to duty location, government rate for airfare is on/about line n on page 2 of AF938 – if member uses CTO/TMC/SATO, disregard this amount as actual cost of airfare is reimbursable

#### Documentation

Orders and all MODs, DD1351-2, all receipts for expenses over \$75



REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR  BY ORDER OF THE S  OF THE AIR FO										
AUTHORITY: 10 USC 8013; Executive Order 9397.  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.  ROUTINE USES; A copy of the order may be provided to civilian employers to substantiate active duty military requirements.  DISCLOSURE IS VOLUNTARY: However, without this information and SSN the Air Force cannot act on your travel, per diem and pay entitlements.										
1. NAME (Last, First, MI) HICKPICKER, PEGGY J					2. GRADE TSGT	3. SSN 123-45				
4. PRESENT STREET ADDRES 123 N MAIN ST	4. PRESENT STREET ADDRESS 5. CITY 123 N MAIN ST AURORA						TE	7. ZIP CODE 80012-0000		
8. UNIT OF ASSIGNMENT 501 COMBAT SUPPORT WG	9. LOCATION FFD ALCONBURY IAP, UNIT	ED KIN	GDOM					AS CODE DFD09		
11. Mbr is ordered to ANNUAL	TRAINING		for 12 * days pl	us auth	tvl time. (3 Tvl Da	ıys)	TRACK	NG #:		
12. WILL REPORT TO (Unit and 501 COMBAT SUPPORT WG KINGDOM 09470-0000	location) FFD092, ALCONBURY IAP, U	NITED	13. REPORTING DATA (Hour) (YYYYMMDD) 0730 20230306			14. REI		DATE (YYYYMMDD)		
			15. CORPORATE LIMI	ITS	16. COMMUTING	G AREA		17. BAS CODE N		
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. N	MEAN CODE			N-DAY ID		
ESTIMATED COST	23. TRAVEL \$1,668.00	24. PE \$3,393.	R DIEM 50	25. O <sup>*</sup>		- 1	26. TO			



27. PAY AND ALLOWANCE 5733700 503 6272 P722.01 387700 MZZ201		TRAVEL AN 503 6262 5AIR8A 250102849547			387700					
28. TRAVEL REQUESTING OFFICIAL (Typed name, grade, DSN) 29. SIGNATURE 30. DATE										
DERRICK I STROMAN, SMSGT, 312-412-0184					"ELECTRONICA	LLY APP	ROVEI	D"	20221102	
31. DEPARTMENT OF THE AIR FORCE (Enter	designa	ation and	location	TDN:	FOR	THE COM	/MANI	DER	-	
of headquarters.) ARPC SWC				35. AUTHORIZ	ING/ORDER ISSUI	NG OFFICIA	AL (Title	and Sig	WE RESCO	
HQ ARPC BUCKLEY AFB, CO 80011				KYLE HOFFN	MAN, GS11			/4/		
				"ELECTRONI	CALLY APPROV	ED"		11		
								- 11	OFFICIAL	
32. RESERVE ORDER NO. 33. DATE	34.	. DISTRIB	UTION					( )		
DA12345 20230120										
36.			MENT C	F TOUR OF D	UTY					
LOCATION HOUR (mil)	DAY	MONTH		LOC	CATION	HOUR (mil)	DAY	MONTH	MODE OF TRAVEL	
a.			b.							
DEPART	$\vdash$		ARRIVE							
c.			d.							
DEPART			ARRIVE			 CERTIFIC	ATION			
37. I certify that I have complied with the above ord on this form are true and complete. If a Federal C				40 Member re	ported for duty at		ours o		and was released	
I certify that I have applied for appropriate leave.	ivii oer	vice Lilipi	ioyee,	from duty at	hours on	,	iouis o	"	and was released	
				44 CERTIEVIN	IG OFFICIAL'S PRI	NITED NAM			42. DSN	
My Spouse (Circle One) was/was not in Active D	uty statu	us during		41. CERTIF TIN	IG OFFICIALS PRI	NIED NAW	_		42. DSN	
this tour.  I (Circle One) did/did not occupy gov't quarters.										
38. MEMBER'S SIGNATURE	43. CERTIFYIN	IG OFFICIAL'S SIG	NATURE			44. DATE				
47. TIMEKEEPER STATEMENT I certify receiving a cocivilian pay related review and processing.	py of th	is order fo	or	45. TIMEKEEP	ER SIGNATURE			i,I		
AF FORM 938, 20080724		PF	REVIOUS	EDITIONS ARE	OBSOLETE					



HICKPICKER, PEGGY J, TSGT/123-45-6789/ML0DFD09

#### ANNUAL TRAINING

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

- a. AUTH: 10 USC 12301(b)
- b. PAY AND ALLOWANCE ESP CODE: N/A.
- c. TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA).
- d. IF THIS ORDER CONFLICTS WITH THE JTR, THE JTR PREVAILS.
- e. SETTLEMENT FOR THIS ORDER MUST BE FILED IN RTS WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.
- f. IF THIS ORDER IS FOR A PERIOD OF ACTIVE DUTY OF 90 CONSECUTIVE DAYS OR MORE, INITIAL ACTIVE DUTY FOR TRAINING (BMT AND TECHNICAL SCHOOL), OR IN DIRECT SUPPORT OF A CONTINGENCY OPERATION, SUBMIT A DD FORM 214 WORKSHEET (CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY) VIA VMPF AT THE TIME YOU CERTIFY AND SUBMIT FOR RECEIPT OF PAY.
- g. FOR THIS ORDER, MEMBER WILL DEPART FROM AURORA, CO AND RETURN TO AURORA, CO
- h. MEMBER MUST BE PHYSICALLY PRESENT TO ACCOMPLISH REQUIREMENTS OF THIS TOUR.
- i. MEMBERS DUTY STATUS IS 19.
- j. PERSTEMPO CODE, IS J, Home Station Training PERSTEMPO LOCATION IS UNITED KINGDOM.

k. THE MEMBER WILL BE IN AN INACTIVE DUTY DRILL STATUS FROM 20230318 THRU 20230329 IN CONJUNCTION WITH THIS PERIOD OF DUTY. WHILE IN AN INACTIVE DUTY DRILL STATUS, NO PER DIEM OR TRAVEL REIMBURSEMENTS ARE AUTHORIZED. ELAPSED TIME MUST BE REFLECTED ON YOUR DD 1351-2 (JTR 7355).



- 1. PER AFI24-101, USE OF TMO/CTO TO ARRANGE OFFICIAL TRAVEL IS MANDATORY DOD POLICY.
- m. RENTAL CAR IS NOT AUTHORIZED AT
- 501 COMBAT SUPPORT WG FFD092 (20230304 THRU 20230318).
- n. QUARTERS, AT

501 COMBAT SUPPORT WG FFD092 (20230304 THRU 20230318), ARE DIRECTED, IF AVAILABLE. IF QUARTERS ARE NOT AVAILABLE, A STATEMENT OF NON-AVAILABILITY IS REQUIRED UNLESS THE ON-BASE LODGING IS UNDER THE ARMY PRIVITIZED LODGING PROGRAM.

- GOVT MEALS ARE NOT AVAILABLE OR DIRECTED AT 501 COMBAT SUPPORT WG FFD092 (20230304 THRU 20230318).
- p. IF TRAVELER CHOOSES MODE OF TRANSPORTATION OTHER THAN AUTHORIZED MODE, REIMBURSEMENT IS LIMITED TO \$1,668.00 ROUND TRIP.
- q. 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.
- r. 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.
- s. THE INTENT OF THIS ORDER IS TO FUND THE TOUR THROUGH THE END DATE

CONTINUED ON NEXT PAGE



#### **DD1351-2 Travel Voucher**

TRAVEL VOUCHER OR SUE	SVOUCHER	form.	Use typew	: Statement, I riter, ink, or I ue in remark	oall point pen. PRI	and Ir	structions on ARD. DO NOT	back l use p	before completing bencil. If more space
1. PAYMENT  SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.  NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.  Payment by Check Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$ 2,400.61									
2. NAME (Last, First, Middle Initial) (Print or type) HICKPICKER, PEGGY J	3. GRAD	<b>ре</b> Е6	4. SSN 123	3-45-6789	5. T	TDY	<u> </u>	applicable)  Member/Employee	
6. ADDRESS. a. NUMBER AND STREET 123 N MAIN ST				c. STATE CO	d. ZIP CODE 80012		PCS Dependent(s)		Other DLA
e. E-MAIL ADDRESS PEGGY, HICKPICK	ER@US.AF.MIL;	PEGGY	YJEAN@	GMAIL.CC	DΜ	10.	FOR D.O. USE ON	NLY	
7. DAYTIME TELEPHONE NUMBER & 8. TRAV NUMB 720-555-4728	EL ORDER/AUTHORIZA BER DA12345	TION	9. PREVIOU ADVANC		ENT PAYMENTS/	a. I	D.O. VOUCHER N	UMBE	R
11. ORGANIZATION AND STATION 501 COMBAT SPT WG, AL					b. \$	SUBVOUCHER N	JMBEF	₹	
12. DEPENDENT(S) (X and complete as applicable)				DENTS' ADDRE S (Include Zip C	SS ON RECEIPT OF	C.	PAID BY		
ACCOMPANIED X UNACCOMPANIED				,	•				
a. NAME (Last, First, Middle Initial) b. RELA	ATIONSHIP C. DATE OF OR MARI	BIRTH							

- Split disbursement amount
- Please include full SSN and address
- A personal email and/or phone number are helpful with communication
- Travel order/authorization number and unit from orders



# DD1351-2 Travel Voucher Acceptable Itineraries

15. ITINE	RARY					c. MEANS/	d.	e.	f.
a. DATE 2023		b. PLA	CE (Ho	ome, Office, Base, Activity, City a City and Country, etc.)	MODE OF TRAVEL	REASON FOR STOP	LODGING COST	PÖC MILES	
0304	DEP	AURO	RA,	CO		PA			
0304	ARR	DENTA	ED 4	IDDODT CO			AT		15
0304	DEP	DENV	EK A	AIRPORT, CO		CP			
0305	ARR	LOND	ONI /	AIRPORT, UK			AT		
0305	DEP	LOND	OIN A	AIRPORT, UK		CA			
0305	ARR	AT CO	VIDI I	DV IAD IIV			TD	1 170 00	
0330	DEP	ALCO	NBU	RY IAP, UK		CA		1,170.00	
0330	ARR	LOND	ONL	AIDDODT III			AT		
0330	DEP	LOND	ON A	AIRPORT, UK		CP		1	
0330	ARR	DEXE	ED 4	IDDODT CO			AT		
0330	DEP	DENV	EK A	AIRPORT, CO		PA			
0330	ARR	ATTRO	<b>.</b>	GO.			MC		15
	DEP	AURO:	RA,	CO					
	ARR								
16. POC 1	TRAVE	L (X one)	X	OWN/OPERATE	PASSENG	ER	17. D	URATION OF TRA	AVEL
18. REIME	BURSA	BLE EXPE	NSES					12 HOURS OR L	F00
a. DAT	ΓE		b. NAT	URE OF EXPENSE	c. AMOUNT	d. ALLOW	/ED	12 HOURS OR I	.ESS
3/4/20	23	AIRFARE 1,012.00							HOURS
3/4/20	23	CTO FEE 15.12						MORE THAN 12 HOURS BUT 24 HOURS OR LESS	
3/5/20	23	TAXI 52.14						MORE THAN 24	HOLIDS
3/30/20	023	TAXI			37.84		×	IVIORE THAN 24	HOURS



# DD1351-2 Travel Voucher Acceptable Itineraries

15. ITINE	RARY		c. MEANS/	d. REASON	e.	f.
a. DATE 2023		<ul> <li>b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)</li> </ul>	MODE OF TRAVEL	FOR STOP	LODGING COST	POC MILES
0305	DEP	SPRINGFIELD, MA	PA			
0305	ARR	HANGCOM AED MA		TD	1.170.00	
0330	DEP	HANSCOM AFB, MA	PA		1,170.00	
0330	ARR	SPRINGFIELD, MA		MC		
	DEP	SERINGFIELD, MA				

- If your home is less than 400 miles from your duty location, it is always most advantageous to the government for you to drive your POV.
  - DO NOT claim mileage!
  - You will be reimbursed for the official distance according to the DTOD (Defense Table of Official Distances).
- If your home is more than 400 miles from your duty location and you choose to drive instead of fly, the reimbursement for mileage is limited to the cost of airfare listed on orders



# **Itinerary Codes**

#### ITEM 15 - ITINERARY - SYMBOLS

#### **15c. MEANS/MODE OF TRAVEL** (Use two letters)

GTR/TKT or CBA (See Note)	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(Own expense)	- C	Plane	- P
Privately Owned			- R
Conveyance (POC)	- P	Vessel -	- V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

#### 15d. REASON FOR STOP

Authorized Delay Authorized Return Awaiting Transportation Hospital Admittance		Leave En Route - LV Mission Complete - MC Temporary Duty - TD Voluntary Return - VR
Hospital Discharge	- HD	voidinary restain viv

#### Please note:

PV is personal vessel (boat) and not personal vehicle

PA is the code to use if you drove your own car/truck/van



#### **DD1351-2 Travel Voucher**

20.a. CLAIMANT SIGNATURE			b. DATE
Peggy J. Hickpicker			4/3/2023
c. REVIEWER'S PRINTED NAME	d. REVIEWER SIGNATURE	e. TELEPHONE NUMBER	f. DATE
LILIAN CARMELLA	Lilian Carmella	847-6521	4/4/2023

- Typed signatures like these are not acceptable!
  - Signatures must either be digital (via CAC) or wet (with a pen)
- Reviewer signature is supervisor or anyone higher ranking that can certify you performed the travel



# Types of Travel Reimbursement

#### IDT Lodging

- Entitlements
  - When lodging is required at IDT location
  - Lodging only, no per diem, no other travel/transportation entitlements
- Documentation
  - 40As with all 3 signatures
    - If UTAPS is uncooperative and will not pull 40As with signatures, UTAPS calendar with full name can be submitted – must show dates as "blacked out" meaning they are paid
    - UTAPS calendar only substitute for signatures unsigned 40As required to show dates, location, and lodging requirement
  - OF1164 with inclusive dates can claim night before first IDT through night before last IDT. If member is required to stay that night due to safety, memo from Det CC/AD CC is required to receive reimbursement
  - Lodging receipt showing zero balance due



II. TRAINING	II. TRAINING DATA (List each day of training separately)				RETENTION/RETIREMENT (R/R) DATE			
DATE (YYYYMMDD)	DUTY HOURS WORKED (Inclusive)	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATIONS/ REMARKS				
20230318 I	0800-1600	8	2	2 ALCONBURY IAP, UK / 501 COMBAT SPT WG				
20230329	0800-1600	8	2	2 ALCONBURY IAP, UK / 501 COMBAT SPT WG				
TOTAL NUMBER	TOTAL NUMBER OF HOURS WORKED 96 24 TOTAL NUMBER OF POINTS							
RESERVIST'S	NAME & PHONE (T	ype or Print legibl	y in ink)	RESE	RESERVIST SIGNATURE AND DATE			
HICKPICKE	R, PEGGY J			Click to sign				
	ATION FOR TRAININg eturn to reservist prior to	,	,		RTERS AND SUBSISTENCE			
attached unit or in any 1 day. If	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		AUTHORIZING O	FFICIAL'S TITLE	AUTHO	DRIZING OFFICIAL'S SIGNATURE AND DATE			
X YES ☐ NO	XES NO			Click to sign				

- 40As are required for all IDT Lodging claims
  - They can be signed or unsigned
  - If unsigned, the UTAPS calendar with the duty days blacked out to show them as paid is required. Your name MUST show on the UTAPS calendar
- In Part III, the lodging box MUST be checked "yes" in order to be reimbursed



#### **OF1164 Claim for Reimbursement**

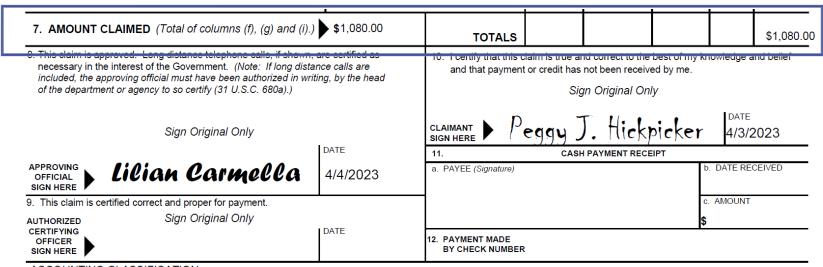
6.	EXPENDITURES (If fare or toll claimed in column (g) exceeds charge for one per	erson, show in column (h) the i	number of additional persons which
	accompanied the claimant.)		

DATE	С	Show appropriate code in column (b):  A - Local Travel  D. Funeral Honors Detail		MILEAGE RATE	AMOUNT CLAIMED			
2023	D	71 Loodi Havoi	ecialty Care	(Enter Whole Numbers Only)		FARE		
	E	(Explain expenditur	es in specific detail.)	NUMBER OF		OR	ADD	TIPS AND
(a)	(b)	(c) FROM	(d) TO	MILES (e)	MILEAGE (f)	TOLL (g)	PERSONS (h)	MISCELLANEOU (i)
3/17/2023		IDT Lodging reimbursement for IDTs	Alconbury IAP, UK					
3/29/2023		performed 20230318 to 20230329	\$90/night					\$1,080.00
		SPLIT DISBURSEMENT: \$1,080.00						

- IDT Lodging is reimbursed based off of the NIGHT the expense was incurred
  - Reimbursement is authorized for the night prior to IDTs starting through the night prior to the last IDT
- Split disbursement requests MUST be annotated on the OF1164
  - We cannot split disburse based off of a myFSS comment



#### **OF1164 Claim for Reimbursement**



ACCOUNTING CLASSIFICATION

OPTIONAL FORM 1164 (REV. 11/2017)

- Typed signatures like this are not acceptable!
  - Signatures must either be digital (via CAC) or wet (with a pen)
- Total MUST be listed in both blocks in line 7
- Reviewer signs block 8
  - Supervisor or someone higher ranking that can certify need for lodging



# Types of Travel Reimbursement

#### IDT Outside Normal Commute

- Authorized on DD 1610 must go through AROWS-R and orders writer, you cannot create your own
- Entitlements
  - Up to \$500 per trip, 12 trips per year
  - Mileage (other than to/from airport terminal) paid at "Other" rate \$0.22 / mile
- Documentation
  - Orders, DD1351-2 to show itinerary and claim mileage, DD1351-3 to claim other expenses (airfare, airport parking, meals, taxis, etc.)
  - Reimbursed on Actual Expense basis ALL receipts required (except tolls)



## DD1610 (orders) Example

REQUEST AND AU (Re (Read I	1. DATE OF REQUEST (YYYYMMDD) 20230307						
2. NAME (Last, First, Middle Initial)	3. SOCIAL SECURITY NUMBER 4. POSIT		4. POSITION TITLE AND GR	ITLE AND GRADE/RATING			
CARMELLA, LILIAN M	000-45-6789			LT COL			
5. LOCATION OF PERMANENT DUTY STATION (PDS) OFFUTT AFB NE 681132110					NIZATIONAL ELEMENT S STRATEGIC CMD JQ FFJ2P0	7. DUTY PHONE NUMBER (Include Area Code)	
8. TYPE OF AUTHORIZATION  IDT AT HOME STATION	IDT OUTSIDE NORMAL COMMUTE			<b>10</b> a. APPROX. NO. OF TDY DAYS (Including travel time)		b. PROCEED DATE (YYYYMMDD)  20230212	
FROM: AURORA, CO TO: OL JOCS US STRATEGIC CMI RETURN TO: AURORA, CO		FFUTT AFB, NE				TRACKING #:	

- Proceed date isn't necessarily first day of IDTs it IS the first day you are supposed to travel to your IDT location
  - Please DO NOT travel prior to this date! It complicates reimbursement for you as well as the RIO Travel technicians



## DD1610 (orders) Example

AUTHORIZATION						
19. ACCOUNTING CITATION DEPARTMENT OF THE AIR FORCE ARPC SWC HQ ARPC BUCKLEY AFB, CO 80011	DIST: A	TRAVEL AND PER DIEM 5733700 503 6262 5AIR30 72217 53121F 01 387700 IH				
20. AUTHORIZING/ORDER-ISSUING OFFIC	CIAL (Title and sid	CREERVE COM	21. DATE ISSUED (YYYYMMDD)			
WALTER J GIEBLER JR, GS11 "ELECTRONICALLY APPROVED"	· · · · · · · · · · · · · · · · · · ·	₹/ ` \\€\	20230207			
ELECTRONICALLI AFFROVED		OFFICIAL	22. TRAVEL AUTHORIZATION NUMBER T98765			
DD FORM 1610, MAY 2003	PREV	NOUS EDITION IS OBSOLETE.	AROWS-R GENERATED			

Order number for DD1351-2 travel voucher is in block 22



# DD1351-3 Statement of Actual Expenses

	STATEMENT OF ACTUAL EXPENSES										
	REIMBURSABLE EXPENSES (JTR, par. C4601 and JFTR, par. U4205)										
DATE	LODGING (Note 2) PRESSING TRANSPOR- OTH										
2023	(Note 1)	BREAKFAST	LUNCH	DINNER	CLEANING	TATION (Note 3)	(Note 4)				
0212			21.52	19.84			304.57				
0212						50.58					
0217						65.14					
0217			23.12								

- Taxi expenses should be claimed in the "Local Transportation" column
- Airfare should be claimed as "Other"

\*\*\*ALL RECEIPTS ARE REQUIRED (except for tolls)\*\*\*



## DD1351-2 Travel Voucher Matching Itinerary

15. ITINE	RARY						C.	d		_	f.
a. DATE 2023		b. PLA	CE (H	ome, Office, Base, Activity, City City and Country, etc.)	and Sta	ate;	MEANS/ MODE OF TRAVEL	REAS FO STO	R	e. LODGING COST	POC MILES
0212	DEP	AURORA, CO									
0212	ARR	DENVER AIRPORT, CO						A	T		30
0212	DEP	DENV	EK F	AIRPORT, CO			CP				
0212	ARR	OMAL		A	T						
0212	DEP	OMAII	IA A	IRPORT, NE			CA				
0212	ARR	OFFUT			T]	O					
0217	DEP	OFFUI		CA							
0217	ARR	OMATI		AT							
0217	DEP	OMAH		CP							
0217	ARR	DENIA	ED A	AIRPORT, CO				AT			
0217	DEP	DENV	EK F	AIRFORT, CO			PA				
0217	ARR	ATIDO	D A	CO				MC			30
	DEP	AURO:	KA,	CO							
	ARR										
16. POC	TRAVE	L (X one)	×	OWN/OPERATE		PASSENGE	ER		17. DI	URATION OF TRAVEL	
18. REIM	BURSA	ABLE EXPE	NSES							12 HOURS OR LESS	
a. DATE b. NATURE OF EXPENSE c. AMOUNT					d. ALLOWED			12 HOURS OR LESS			
										MORE THAN 12 HOURS	
										BUT 24 HOURS	OR LESS
						×	MORE THAN 24 HOURS				

- Expenses do not have to be claimed on the DD1351-2
  - If you feel you need to clarify any expense, you may type it in block 18

 DD1351-2 travel voucher needs to be signed by Traveler (you) and Reviewer (supervisor or someone higher ranking that can certify you performed the travel)



# DD1351-3 Statement of Actual Expenses

I, LILIAN M. CARMELLA	, certify that itemized amounts are actual and necessary expenses					
(Type or Print Name)	•					
incurred by me in performance of official travel for which I have not been reimbursed.						
SIGNATURE		DATE				
Lilian M. Carmella		20230220				

**DD FORM 1351-3, SEP 1997** 

PREVIOUS EDITION IS OBSOLETE.

- Typed signatures like this are not acceptable!
  - Signatures must either be digital (via CAC) or wet (with a pen)
- Name MUST be printed as there is no other space for name on the form
  - Applies to digital and wet signatures



#### Types of Travel Reimbursement

- Active Duty status (RPA, MPA, ADOS, CED, etc.)
  - Entitlements
    - Standard TDY entitlements
  - Documentation
    - Orders, DD1351-2, all receipts for expenses over \$75
  - Partial Vouchers to be filed every 30 days if TDY is 45+ days
- PCS/PPM
  - Once duty is marked as PCS, cannot be changed to TDY w/ TDY entitlements



#### Two Travel Systems - RTS vs DTS

- IRs will be directed to use one of two travel pay systems
  - Defense Travel System (DTS) electronic vouchers
  - Reserve Travel System (RTS) manual vouchers

#### **DO NOT submit IR vouchers through eFinance**

- Review orders for travel system determination
  - Normally line E on page 2 of your AF 938
  - Remarks (block 16) of DD 1610

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



#### myFSS for All RTS Travel Reimbursement

- Submit voucher and all supporting documents to correct location
  - Search IMA Management → Follow link for AFR RIO Travel
  - https://myfss.us.af.mil/USAFCommunity/s/knowledgedetail?pid=kA0t0000000LI4sCAG
- Each request requires a separate ticket/incident
  - AT w/ IDT in conjunction will be 2 separate tickets
    - AT travel
    - IDT lodging
  - IDT outside normal commuting distance 2 separate tickets
    - IDT ONCD travel reimbursement limited to \$500
    - IDT lodging

Do not open a new case to inquire about another case.



#### myFSS for All RTS Travel Reimbursement

- RIO Travel technician reviews submission for correctness
  - If the voucher is computable/actionable it is input into RTS
  - If the voucher submission is not computable then the technician will respond to ticket with corrective actions required
- Computed vouchers are reviewed by an auditor and then sent for pay
- Once a voucher has been submitted for pay, it takes 5-7 business days to show in bank/GTC account
- The Advice of Payment (AOP) can then be reviewed via MyPay
  on the payment date. Any deviations in pay from what was
  requested will be addressed in the comments on the AOP and
  in the myFSS case
  - **❖ PLEASE ENSURE YOUR EMAIL ADDRESS IS CURRENT**



#### Defense Travel System (DTS)

- Contact your DET ODTA (organization defense travel administrator) at your assigned detachment for assistance
- RIO Travel technicians have limited access within DTS as our office is assigned voucher review authority only
  - MyFSS cases requesting DTS assistance will be closed, and travelers will be notified to contact their DET ODTA
- Contact information for your detachment can be found on the HQ RIO Directory website
  - DO NOT email the Reviewers for a status of your voucher
  - Check the HQ RIO website for processing timelines
  - https://www.hqrio.afrc.af.mil/Travel/



#### Government Travel Card (GTC)

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

#### ❖ EFT and split disbursement MANDATORY per DODFMR Vol 9 Ch 3 para 030208



#### 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 <u>may</u> be used for:
  - Meals and Incidentals (i.e. toothpaste, soap, laundry, etc.)
  - IDT travel costs (Lodging only)
    - Exception: Reserve members assigned to "Critical Staffing Shortage" defined DAFSCs



- CBA vs IBA
  - CBA: Centrally Billed Account
    - Member does not have a GTC
    - Airfare will be paid by orders (booked via CTO)
      - Reimbursement is not authorized
  - IBA: Individually Billed Account
    - Member has a GTC
    - Airfare will be paid with the travelers GTC (booked via CTO)

#### A MOD changing IBA to CBA must also change DTS to RTS in order to be reimbursed via myFSS/RTS



- Travel Advance
  - Member does not have a GTC
  - Must be authorized on the orders (up to 80% of the TDY)
  - Can take 5-10 days to post to your account
  - Must be submitted NLT 10 days prior to order start date
- Airfare, Lodging and Rental Car Reservations
  - Must be booked through the Commercial Travel Office (CTO)
    - Refer to JTR 020207 E-G for non-availability situations

## Include FMS 2231 (EFT info) with first voucher submission



- Rental Cars two ways to be reimbursed
  - Authorized on orders
    - Must book through SATO/CTO
  - Approved by Approving Official (AO)
    - If RTS, AO must approve on DD1351-2
      - AO signature in block 21a
      - Specific justification in block 29 (reverse of DD 1351-2)
    - If DTS, AO may approve after Review by RIO Travel
  - Per JTR, standard approval for rental is for a compact car
  - ❖ If larger car is required, must be authorized in orders or approved by AO on DD 1351-2/in DTS



#### Unconventional Lodging

- Approval requires memo to AO with justification as to why conventional lodging (hotel, long term lease) was not used. (JTR Table 2-15 #14)
  - AO sign block 21a of DD 1351-2 and state explicit approval in block 29
  - Receipt MUST break out taxes in order to be reimbursed
  - Service fee is authorized for reimbursement (JTR Table 2-16 #14)
  - Cleaning fee is added to nightly rate
  - Not authorized more than locality rate

#### Not recommended – most do not meet the U.S. Fire Administration Guidelines



#### Questions?

#### **Survey Monkey QR Code**



Fly, Fight and Win...



#### United States Air Force Reserve

In  $t\ e\ g\ r\ i\ t\ y\ -\ S\ e\ r\ v\ i\ c\ e\ -\ E\ x\ c\ e\ l\ l\ e\ n\ c\ e$  Headquarters Individual Reservist Readiness and Integration Organization

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



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



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



- Why the change?
- What's affected
- Live Demo



#### 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
  - AT Special Request Form
  - Rental Car Worksheet
  - Sanctuary Waiver

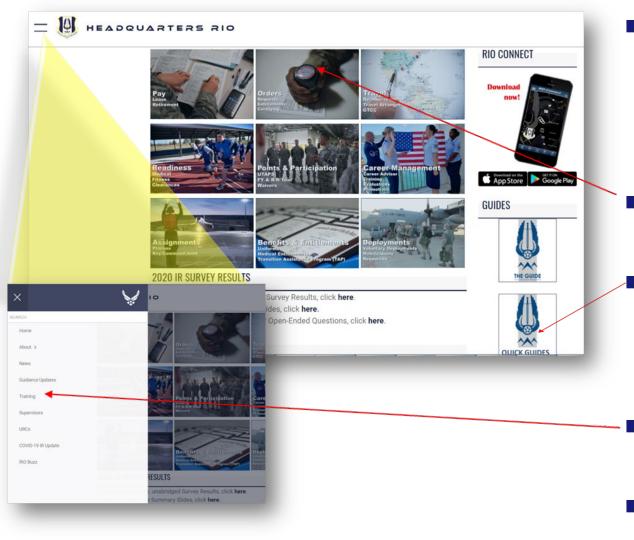


#### Other benefits/reminders

- 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
- All of this is on RIO Connect as well





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





#### Other items of note:

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

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

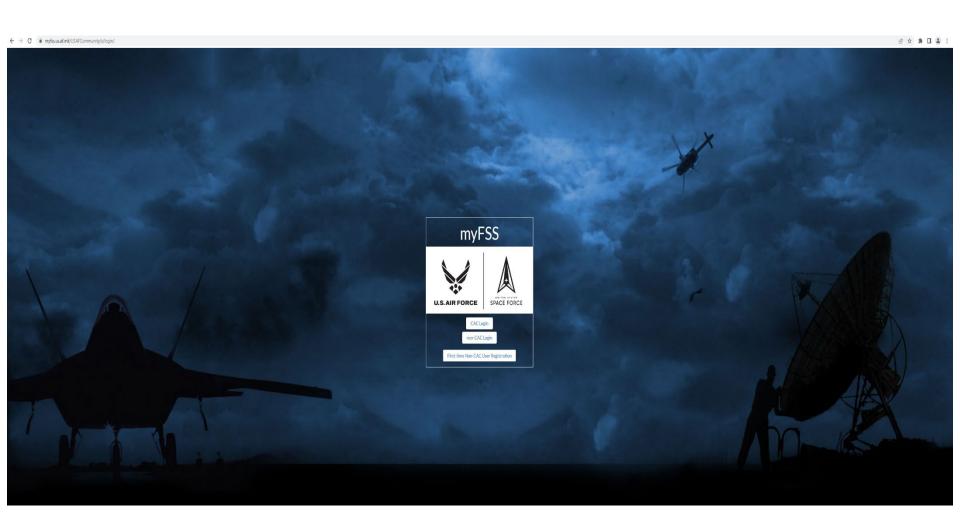




- Most orders are to book travel via DTS starting 1
   October 2023. There are exceptions to this, such as
   MPA PCS, etc.
- IDT's Outside of Local Commute are to be done via DTS with an authorization. The DTS AO's will do quality checks to ensure member is eligible for IDT Travel reimbursement. No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



#### **MyFSS Demonstration**



Fly, Fight and Win...





Air Force Reserve Order Writing System [AROWS-R]

Version: <u>1.95.0.0002</u> 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»

Applications Awaiting Action

Approved Orders

Four of Duty

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

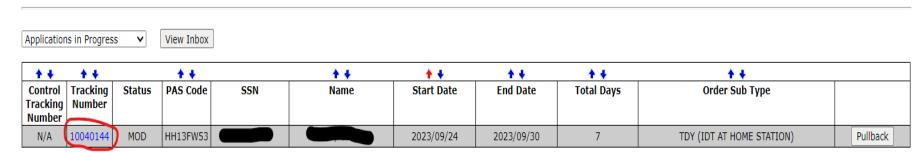
Your current email address is: justin.stauffer@us.af.mil

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

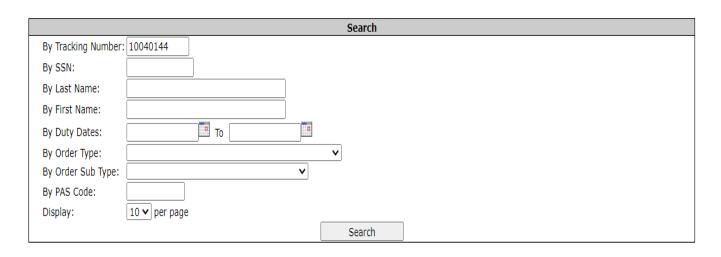
Your Latest Broadcast messages:

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/FMX/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/FMX/FMXO/Documents/AROWS-R/CIC_Generator%20-%20Ver%201.3.accdb
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





Total Records: 1





Tracking #: 10040144/1 Name: Name: Order Type: TDY (IDT AT HOME STATION)

Filing Sequence: TAKDUH Start Date: 2023/09/24 Status: MOD
SSN: End Date: 2023/09/30 Total Days: 7

Display Section: Current Status View Application Details | Print Draft/Official Order

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

Close this Window



Tracking #: 4788335/1 Name: Order Type: MPA (NON-CONTINGENCY)
Filing Sequence: D5K54G Start Date: 2013/06/30 Status: MOD

 Start Date: 2013/06/30
 Status: MOD

 End Date: 2013/08/24
 Total Days: 56

Display Section History - Modifications

View Application Details | Print Draft/Official Order

**Applications In Progress** 

SSN:

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

**Approved Orders** 

Action	Mod #	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



REQUEST AND AUTH	REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR									
AUTHORITY: 10 USC 8013; Executive Order 9397.  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.  ROUTINE USES; A copy of the order may be provided to civilian employers to substantiate active duty military requirements.  DISCLOSURE IS VOLUNTARY: However, without this information and SSN the Air Force cannot act on your travel, per diem and pay entitlements.										
1. NAME (Last, First, MI)					2. GRADE	3. SSN	V _			
					MSGT					
4. PRESENT STREET ADDRESS		5. C	ITY			6. STAT	TE	7. ZIP CODE		
								28387-0000		
8. UNIT OF ASSIGNMENT	9. LOCATION					10. PAS CODE				
HQ AF RESERVE CM FFCMF0	ROBINS AFB, GA 310985	5000					RX0	RX0MFCMF		
11. Mbr is ordered to ANNUAL	FRAINING		for 13 * days pl	lus auth	tvl time. (0 Tvl Da	iys)	TRACK	ING #: 9755358		
12. WILL REPORT TO (Unit and I HQ AF RESERVE CM FFCMF)		00	13. REPORTING DATA (Hour) (YYY	YMMDI	D)	14. REI	LEASE	DATE (YYYYMMDD)		
			0730 2024	40303		202403	315			
			15. CORPORATE LIM	ITS 6	7 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				N-DAY ID		
ESTIMATED COST	23. TRAVEL	24. PE	R DIEM	25. OTHER			26. TOTAL			
ESTIMATED COST	60.00	\$0.00		\$0.00		\$	00.00			
27. PAY AND A	LOWANCE									

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



#### OFFICIAL

AROWS-R DAAQQY

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 DET5 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 DITMO 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 MAIE 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 POT FOR HOR.

L. 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 A OD, 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 EXNDARDS 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-KA0T000000L101CAG

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



- USE THE FOLLOWING BUDGET LABEL IN DTS IN THE ACCOUNTING SECTION: DTS BUDGET LABEL: 24

  DET5 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.
- 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").
- 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
- 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.



### **Questions?**

#### **Survey Monkey QR Code**





#### United States Air Force Reserve

Integrity - Service - Excellence

#### Reserve Retirements



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



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

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





- Contact Information
- Personal Data information and webpages
  - Non-CAC logins
  - vMPF (CDB and PCARS)
- ARC Retirements in myFSS
  - Reduced Retired Pay Age
  - Retirement Application
- RCSBP/SBP Overview
  - Eligibility
  - Options A, B, & C
  - Beneficiaries
  - Making/Changing Election
  - Cost
- Questions





- ARPC Reserve Retirement Counseling Cell
  - arpc.dpt.rrcc@us.af.mil
    - · 1-800-682-1929
- Division Chief Colonel Maurleen Cobb

Reserve Retirement Counseling Cell—

eddyth.cobb@us.af.mil
Survey Monkey QR Code





Non-CAC logins needed:

- DFAS
- DS Logon
- myFSS
- AF Portal

Create logins with your personal email address (NOT military and GS email account info)







vMPF Dashboard <a href="https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp">https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp</a>



### Career Data Brief

#### Career Data Brief Air Force Reserve Enlisted CDB General Information Assignments Reserve PLUMMER, JENNIFER C DAFSC: 5.1000 CIV ART ID: Branch of Service: Air Force Base: JBSA RANDOLPH AFB TX 781500000 AFR SECTID: INDIVIDUAL RESERVIST XXX-XX-7097 **Duty Title:** IMA MAJCOM FUNCTIONAL MGR 210-652-996 SVC COMP: AIR EDUCATION AND TRAINING COMMAND Command: 73-TDY-OTHER THAN CONUS TO CONUS-NP ACTIVE NO PROJECTED ACTION Unit: OL JAJA AIR EDUC AND TRNG CM FF3ML0 02 MAR 2023 Service Dates Promotion Information DAS: 03 JUN 2021 Sat SVC: 24 years and 0 months and 0 days 15 MAR 1999 PAYDT: 21 APR 1999 DIEUS: 01 JUL 2021 11 years and 7 months and 18 days DOS: 31 JUL 2024 TAFMS DIERF: 24 FEB 2007 R/R Anniversary Date: 15 MAR HYT: 01 MAY 2032 ETS: 31 JUL 2024 **FPR Data**

#### **vMPF** Dashboard

- 1. Log in to the <u>Air Force</u>
  Portal
- 2. Hover over Career &
  Training, then select
  AFPC Secure Apps. Select
  vMPF from the AFPC
  Secure Apps menu.
- 3. Click OK and verify your email address and phone number to log in.
- 4. Click Career Data Brief listed under Most Popular Applications.
- 5. Click View CDB on the left side of the page.





#### ANG/USAFR Point Credit Summary Inquiry (PCARS) Point Credit Summary Note: For HQ AGR/Stat Tour members, your points will be calculated 60 days after your Anniversary Date. **Summary Information** Last Anniversary Year Points Earned **Current Anniversary Year Points Earned** 15 DEC 2022 Date Prepared: 16 OCT 2023 From Date: 15 DEC 2021 From Date: 14 DEC 2022 16 OCT 2023 **Duty Location:** Thru Date: Thru Date: **Active Duty Training:** 0033 **Active Duty Training:** 0016 Name: 0039 **Inactive Duty Training:** 0057 **Inactive Duty Training:** Advanced Distributed Learning: 0000 Advanced Distributed Learning: 0000 Address: 015 000 Membership: Membership: PAS Code: **Total Points:** 00105 **Total Points:** 00055 15 DEC R/R (Anniversary **Total Points for Retirements:** 00105 **Total Points for Retirements:** 00055 Date): Satisfactory Service Years, 010000 Satisfactory Service Years, 000000 14 DEC 2022 Closeout Date: Months, and Days: Months, and Days: 200000 Career Satisfactory **ANNUAL** TAFMS: 080302 **All Points Earned** Anniversary Year Point Credit information prior to 2001, from Sister Services, or the Active Duty Component may not be available in MilPDS. AD IDT ADL IDS MBR Total Retire Sat. Svc.

# Current Anniversary Year Points

This is a new view, added in October 2023

#### **vMPF** Dashboard

- 1. Log in to the Air Force Portal
- 2. Hover over Career & Training, then select AFPC Secure Apps. Select vMPF from the AFPC Secure Apps menu.
- 3. Click OK and verify your email address and phone number to log in.
- 4. Click Personal Data listed under Most Popular Applications.
- 5. Click ANG/USAFR Point Credit Summary Inquiry (PCARS) on the left side of the page.
- 6. Click Point Credit Summary



# **PCARS Points Summary**

#### **All Points Earned**

Anniversary Year Point Credit information prior to 2001, from Sister Services, or the Active Duty Component management of the Active Duty Component of the Active

From Date											
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⊞ 15 DEC 2018       14 DEC 2019       0013 0042 0003 0000 015 00073 00073 010000         ⊞ 15 DEC 2019       14 DEC 2020       0019 0041 0005 0000 015 00080 00080 010000         ⊞ 15 DEC 2020       14 DEC 2021       0049 0061 0039 0000 015 00164 00164 01000         ⊞ 15 DEC 2021       14 DEC 2022       0033 0057 0000 0000 015 00105 00105 01000         ⊞ 15 DEC 2022       16 OCT 2023       0016 0039 0000 0000 000 000 0005 00055 00055 000000	+	15 DEC 2016	14 DEC 2017	0027	0027	0000	0000	015	00069	00069	010000
⊞ 15 DEC 2019       14 DEC 2020       0019 0041 0005 0000       015 00080 00080 010000       010000         ⊞ 15 DEC 2020       14 DEC 2021       0049 0061 0039 0000 015 00164 00164 01000       0164 01000       0160 0000         ⊞ 15 DEC 2021       14 DEC 2022       0033 0057 0000 0000 015 00105 00105 01000       010000       0000 0000 0000 0005 00055 000050	+	15 DEC 2017	14 DEC 2018	0013	0057	0000	0000	015	00085	00085	010000
⊞ 15 DEC 2020       14 DEC 2021       0049 0061 0039 0000 015 00164 00164 01000       015 00164 00164 01000         ⊞ 15 DEC 2021       14 DEC 2022       0033 0057 0000 0000 015 00105 00105 01000       015 00105 00105 00000         ⊞ 15 DEC 2022       16 OCT 2023       0016 0039 0000 0000 000 000 0005 00055 000050       000000	+	15 DEC 2018	14 DEC 2019	0013	0042	0003	0000	015	00073	00073	010000
<ul> <li>■ 15 DEC 2021</li> <li>■ 14 DEC 2022</li> <li>■ 0033 0057 0000 0000</li> <li>■ 00105 00105 01000</li> <li>■ 15 DEC 2022</li> <li>■ 0016 0039 0000 0000</li> <li>■ 0000 0005 00055 000000</li> </ul>	+	15 DEC 2019	14 DEC 2020	0019	0041	0005	0000	015	00080	08000	010000
■ 15 DEC 2022     16 OCT 2023     0016 0039 0000 0000 000 000 00055 00055 000000	+	15 DEC 2020	14 DEC 2021	0049	0061	0039	0000	015	00164	00164	010000
	+	15 DEC 2021	14 DEC 2022	0033	0057	0000	0000	015	00105	00105	010000
Total points accrued through 16 OCT 2023:   3009   0656   0146   0000   309   04120   04052   200000	+	15 DEC 2022	16 OCT 2023	0016	0039	0000	0000	000	00055	00055	000000
	Tot	tal points accrued t	hrough 16 OCT 2023:	3009	0656	0146	0000	309	04120	04052	200000

#### **PCARS**

- Point Credit Summary and PCARS
  History are now combined into
  one view
- Each service year has a + box to the left that can be clicked to expand that year's points to view the corresponding participation



# **PCARS Service History**

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

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

You can view each year individually to review for accuracy





### myFSS Login Page

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





myFSS Dashboard

Look for the myRetirement tile



### myFSS Retirements Homepage

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

Applying for Reduced Retirement Pay Age evaluation (RRPA)

### RETIREMENT HOME



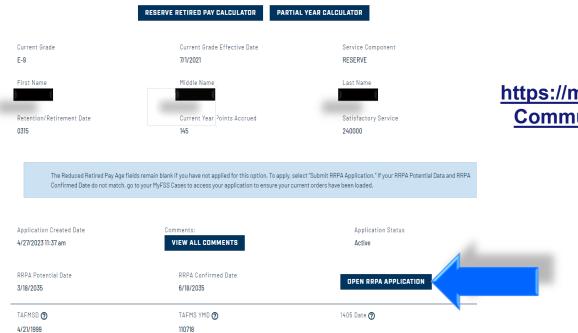






# RRPA (Continued)

### Reserve Retirement Calculators

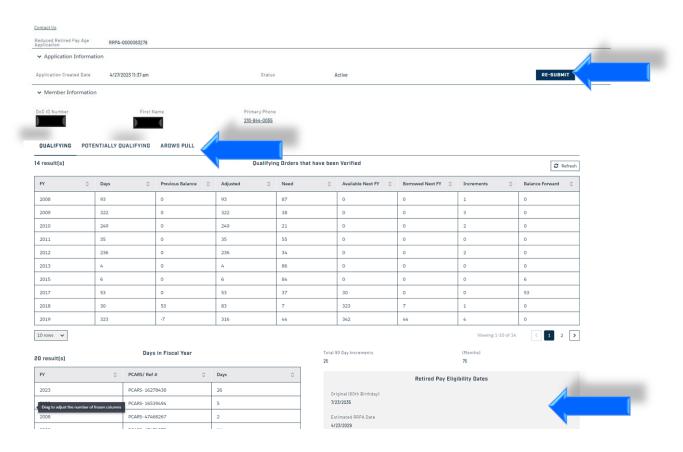


#### RRPA

https://myfss.us.af.mil/USAF Community/s/career-calchome



# RRPA (Continued)



#### **RRPA**

Reviewing Orders, RRPA dates, and resubmitting for updates.



# RRPA (Continued)

- . Below is a listing of orders that have been submitted as attachments and entered in the system by myFSS
- . Changes to PCARS tours must be requested through the PCARS change process
- . PCARS reference numbers may contain gaps and are referenced in the Summary Table
- . Updated PCARS tour data is received on a daily basis and will be reflected in the application
- . Click on a row to display the order remarks below the table

STATUS
Sort by
descending

#### 20 result(s)

Order/ Ref # 💠	Duty Type 🗘	Start Date 🗘	End Date 🗘	Total Days 🗘	Status 🗘	Date Reviewed 💠 Remar
PCARS- 67431014	1	6/5/2023	6/23/2023	19	Potentially Qualifying	7/18/2023 8:18 am
PCARS- 1835692	4	10/23/2022	10/30/2022	8	Potentially Qualifying	7/18/2023 8:18 am
a3yt0000001m1Zl	1	4/16/2021	4/30/2021	15	Potentially Qualifying	7/18/2023 8:18 am
a3yt0000001oSF9	1	5/1/2021	5/15/2021	15	Potentially Qualifying	7/18/2023 8:18 am
a3yt0000001qop5	1	5/16/2021	5/31/2021	16	Potentially Qualifying	7/18/2023 8:18 am
PCARS- 37962222	4	2/23/2009	3/6/2009	12	Non Qualifying	7/18/2023 8:18 am
PCARS- 37962232	4	2/22/2010	3/5/2010	12	Non Qualifying	7/18/2023 8:18 am
PCARS- 37962249	4	1/24/2011	2/4/2011	12	Non Qualifying	7/18/2023 8:18 am
PCARS- 37962262	4	2/27/2012	3/9/2012	12	Non Qualifying	7/18/2023 8:18 am
PCARS- 37962276	4	2/25/2013	3/8/2013	12	Non Qualifying	7/18/2023 8:18 am

10 rows 🗸

#### **RRPA**

#### **Status of Orders**



### myFSS Retirements Homepage

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

#### **Applying for Retirement**

# RETIREMENT HOME









#### Retirement Information & Cheat Sheets









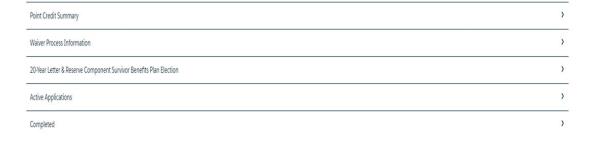
## **myFSS**

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

#### **Application window:**

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

+ Begin Application Process



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



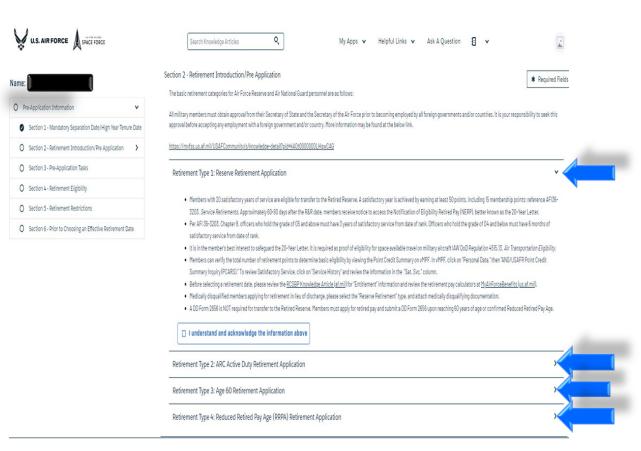
#### U.S. AIR FORCE SPACE FORCE Search Knowledge Articles e-Application Information \* Required Fields Please read the retirement materials below and check the boxes to acknowledge each section of information before proceeding to the application. O Pre-Application Information Section 1 - Mandatory Separation Date/High Year Tenure Date Section 1 - Mandatory Separation Date/High Year Tenure Date (If Applicable) O Section 2 - Retirement Introduction/Pre Application > Members who have received a letter from HO ARPC regarding automatic transfer to the Retired Reserve on the mandatory separation date (MSD) or high year tenure date (HYTD) do not need to apply for retirement O Section 3 - Pre-Application Tasks unless an earlier retirement date is requested. A retirement application is not required, but strongly recommended to expedite processing. Please review Section 2 and select the Retirement Type that best fits the situation. The member's MSD or HYTD is available in the application. O Section 4 - Retirement Eligibility NOTE: As of 1 July 2002, Section 517 of FY02 of the National Defense Authorization Act (NDAA), members who meet Maximum Age, MSD, HYTD, or are twice deferred for promotion are automatically transferred to the Retired Reserve, unless the member applies to be discharged. O Section 5 - Retirement Restrictions O Section 6 - Prior to Choosing an Effective Retirement Date I understand and acknowledge the information abov Section 2 - Retirement Introduction/Pre Application Section 3 - Pre-Application Information Section 4 - Retirement Restrictions Section 5 - Withdrawal, Cancellation, or Change of Retirement Effective Date Section 6 - Choosing a Retirement Effective Date By clicking "Start Application" below you are acknowledging that you have read and understand all of the above. Back to Dashboard View Coordination Chain Save Progress Start Application

### **Pre-Application Information**

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

 Ensure you mark the acknowledge block in each section.

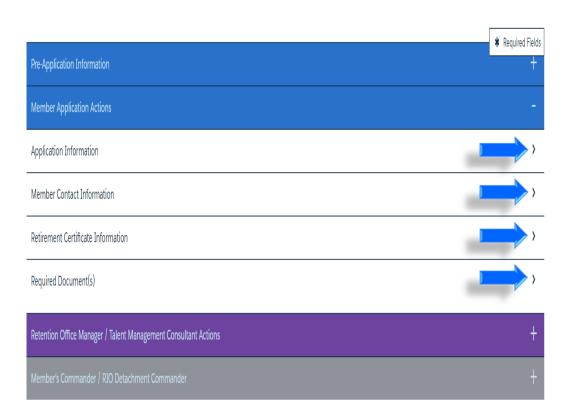




# **Explanation of 4 retirement types:**

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





#### **Member Application Actions:**

- Application Information; select retirement type
- Ensure contact information is current.
- Retirement Certificate Information needs to be capitalized.
- Required documents; DD 2656 is not required when doing initial application for a "Reserve Retirement" going into the gray area.





#### **MyAirForceBenefits**

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





**Click on "Launch Calculator"** 



### Select Your Retirement Type

Please select the calculator you would like to use.



#### Regular (Active Service) Retirement

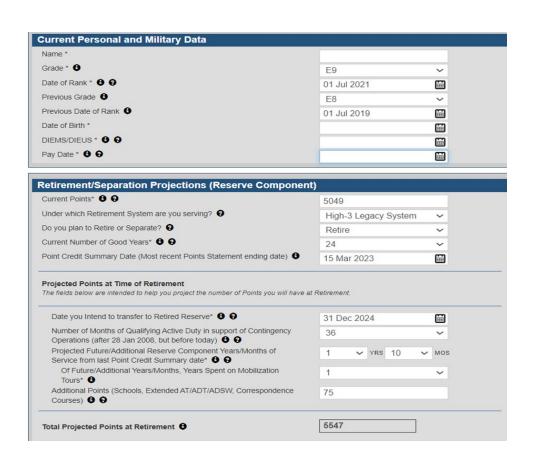
- · Regular Air Force and Space Force
- Those on ADOS or mobilization orders who become eligible for regular retirement



#### Non-Regular (Reserve Service) Retirement

- Activated/Mobilized National Guard and Reserve personnel on active duty
- National Guard and Reserve personnel in AMTU





#### Member Information:

- Data is usually prefilled from milPDS; however, sometimes it is not, so having a copy or access to your CDB and PCARS report will be helpful.



Projected Date of Rank*   21 Dec 2018  20-Year-Letter Date*   3	Projected Rank on Retirement*	O5	~
Mandatory Separation Date (MSD)*    Retired Pay Eligibility Date (RPED)*    Solution    1 Aug 2038    5 Jul 2038    OTE: If you are an AGR or were to leave the Guard/Reserves and join the Regular Air Force, we can compute a projected Reserve	Projected Date of Rank* •	21 Dec 2018	<b>=</b>
Retired Pay Eligibility Date (RPED)*    5 Jul 2038  5 Jul 2038  OTE: If you are an AGR or were to leave the Guard/Reserves and join the Regular Air Force, we can compute a projected Reserve	20-Year-Letter Date* 6 0	15 Dec 2022	
OTE: If you are an AGR or were to leave the Guard/Reserves and join the Regular Air Force, we can compute a projected Reserve	Mandatory Separation Date (MSD)* <b>❸  ❸</b>	1 Aug 2038	
	Retired Pay Eligibility Date (RPED)* 1	5 Jul 2038	<b>=</b>
		s and join the Regular Air Force, we can comp	ute a projected Reserve

#### Member Information:

Data is usually prefilled from milPDS;
 however, sometimes it is not, so having a copy or access to your CDB and PCARS report will be helpful.



Grade 😯	Points	High-3 Monthly Average 🕣	м	ultiplier	Monthly Retired Pay
E9	05547	8,723.75	×	0.3853	\$3,361
		The amounts are pre-tax and not ad			e of retirement or adjusted Retire  A. Also, transfer to the Retired
Pay Res	Eligibility Date. erve not Discha		justed to inflation	or changes in COL	

Show the Previous 36 Months of Pay used to determine your High-3 monthly average

Show the Personal and Military Data used to determine your Retirement Benefits Estimate

If you would like to compare this report with others, please download and/or print.

If you require assistance in interpreting your report or have any other questions, please Contact Us.

Your retired pay stops when you die. You may enroll in the Reserve Component Survivor Benefit Plan (RCSBP) when you receive your 20-Year Letter (Notice of Eligibility) and designate a portion of your retired pay that you wish to be paid to your eligible survivors. A premium will be deducted from your retired pay depending on the RCSBP Option you choose and your beneficiary designation.

CALCULATE RCSBP PREMIUM ESTIMATE

Estimate Survivor Benefits



### SBP/RCSBP Overview

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



# SBP/RCSBP Overview





### Eligibility for RCSBP

 Member must complete 20 years of satisfactory service whether continuing to serve or retire a

When member becomes eligible, they will be notified via a letter in the mail from ARPC

- This letter explains process to make the election on myFSS
- The letter they receive in the mail is **NOT** the 20-year letter



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



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



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





- Spouse Only: This is the spouse they are married to when they die. If they divorce and remarry the <u>current</u> <u>spouse</u> is the beneficiary. Former spouses are a separate category. The spouse will receive the annuity for life unless they remarry before age 55
  - If the surviving spouse remarries after the members death, before they are age 55, the annuity is suspended, it can be reinstated if the remarriage ends by death or divorce. If remarriage occurs at age 55 or older, the annuity continues uninterrupted for the duration of the spouse's life
- Child(ren) Only: The annuity is divided equally among children until they reach 18 years (or 22 if in full time student status and unmarried). Disabled children will receive payments for life if they are unable to support themselves. SBP may offset other benefits (look into special needs trust)



### Spouse and Child(ren):

- Spouse is primary beneficiary
- If spouse is not eligible or dies the annuity will be divided equally among eligible children
- This covers all children that are in DEERS. RCSBP election does not need to be updated after the birth of each child, they will be automatically covered

### Insurable Interest:

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





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



# Making a RCSBP Election

Point Credit Summary	>
Vaiver Process Information	>
20-Year Letter & Reserve Component Survivor Benefits Plan Election	>
ctive Applications	v
Ready For Action	

From myFSS login page, click on myRetirement > ARC Retirement. Click the arrow to the right of 20-Year Letter and Reserve Component Survivors Benefit Plan Election and make initial election or review previous election.

Follow on screen prompts to complete action.



# **Changing Elections**

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





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

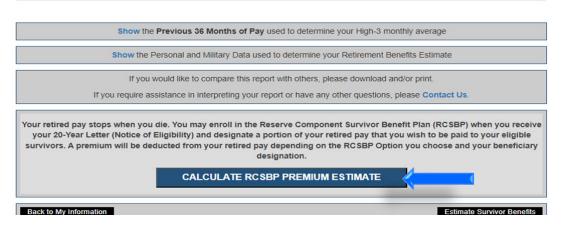


Search Defense Finance



#### Retirement Calculators

Gra	de 😯	Points	High-3 Monthly Average 😯		Multiplier		Monthly Retired Pay
E	<b>E</b> 9	05547	8,723.75	x	0.3853	=	\$3,361
		culations are					
	Pay E Reser	ligibility Date. ve not Dischar	The amounts are pre-tax and the current of the curr	justed to i	nflation or changes i		tirement or adjusted Retired o, transfer to the Retired

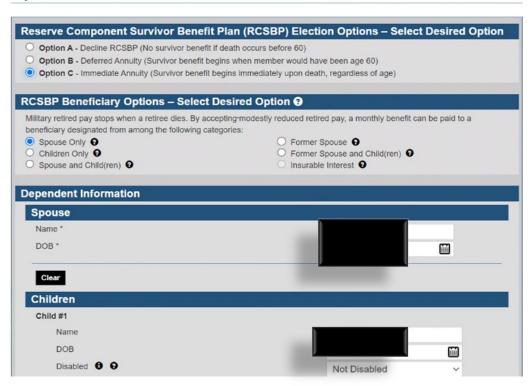


Click on
Calculate
RCSBP
Premium
Estimate button
after calculating
your retirement
pay.



#### **RCSBP Sample Calculation**

#### My Information: RCSBP Premium Calculator



#### **RCSBP** elections:

-Select option
-Select
beneficiaries
-Enter beneficiary
information



#### **RCSBP Sample Calculation**

Selected Base Amount:		\$3,361		
Monthly Survivor Annuity:		\$1,848.55		
	Spouse Only	Spouse and Child(ren)	Child(ren)	

			Spouse Only	Spouse and Child(ren)	Child(ren)
BP P	remium	=	\$218.46	\$220.24	\$0.00
RCSBI	Option C Premium	=	\$34.43	\$34.43	\$0.00
otal S	BP/RCSBP Premium	=	\$252.89	\$254.67	\$0.00
	y Retired Pay Before Taxes BP/RCSBP Premium Deduction)	=	\$3,108	\$3,106	\$3,361
	All calculations are made in today Child(ren) SBP premiums are bas RCSBP premiums are based on a	ed on your a	nd your youngest child	s ages nearest to your RPED.	
••••	under a two-part formula if it resu	Its in a lower mount. The	r premium. That formula crossover point at which	our Base Amount. Your premiums ma is: 2.5% of the first \$961 of the select premiums are lower at 6.5% is \$2,0 mount.	cted Base Amount,

receive 55%of whatever Base Amount you elect. You can select a Bas	se Amount as low as \$300.
Francisco del titro de casa des casadas casadas la DOODD vide a su division de la CODD	
I you would like to see the cost to participate in RCSBP with a reduce	ed Base Amount , enter the reduced Base Amount here:

RCSBP
Calculator &
Reduced Base
Amount



#### **Questions?**



#### Survey Monkey QR Code





## United States Air Force Reserve

Integrity - Service - Excellence

# **UTAPS Support Cell**



**SMSgt Alex De Fex** 

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





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



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



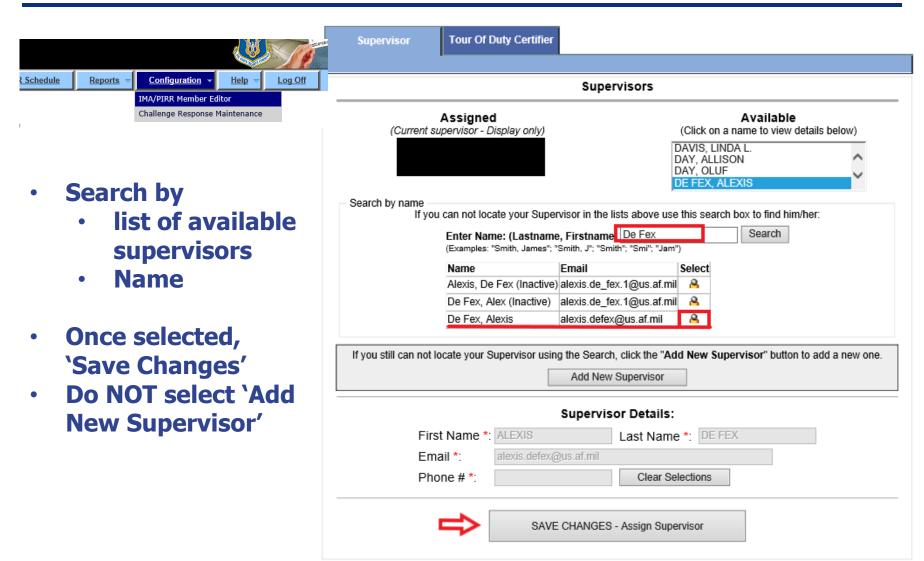
Sign-in, Validate Work, and Send to Pay



- Limitations
  - Can only perform actions when added as Supervisor
  - No behind the scenes actions
  - Can not reactivate inactive accounts



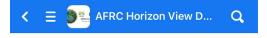
## How to add a new supervisor





#### Known Issues?

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





Group by Hgafrc Cfp

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

Private group · 16.8K members

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



## Why haven't I been paid yet?

IDTs not converted to black





Have not received your 40As

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

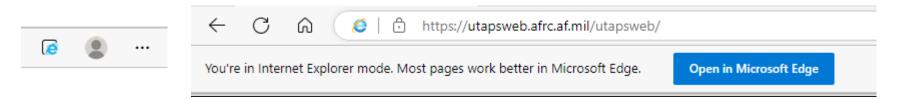
The penalty for willfully making false claims is: A maximum of \$10,000 or maximum imprisonment of 5 years (Title 18 U.S.C., Section 287).

By signing and dating this form, the Reservist and Certifying Official (training supervisor who has knowledge training was performed) verify satisfactory completion of all training periods(s) listed in Section II. The dates must be on or after the last date of training.

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

OFFICIAL'S SIGNATURE AND DATE

IE Mode



Tour of Duty Certifier



## Honorable Mentions



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



# Questions?

#### **Survey Monkey QR Code**





## **IMA Mentorship Program**

Col Dustin Born
MSgt Amber Armstrong



#### **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!

#### <u>Dustin.Born.1@us.af.mil</u> <u>Amber.Armstrong.4@us.af.mil</u>

- •Det 2: IMAMentorDET2@gmail.com
- •Det 3: IMAMentorDET3@gmail.com
- •Det 4: IMAMentorDET4@gmail.com
- •Det 5: <a href="mailto:IMAMentorDET5@gmail.com">IMAMentorDET5@gmail.com</a>
- Det 6: IMAMentorDET6@gmail.com
- •Det 7: <a href="mailto:IMAMentorDET7@gmail.com">IMAMentorDET7@gmail.com</a>
- •Det 8: <a href="mailto:IMAMentorDET8@gmail.com">IMAMentorDET8@gmail.com</a>



# Questions?

**Survey Monkey QR Code** 







- Cameras off
- Audio muted
- Change name to Rank, First Name, Last Name, Det
- PLEASE WAIT and ask questions <u>at the end</u> we promise to answer them!
  - Type them
  - Raise your hand
- Be courteous to briefers and attendees
- Please be mindful of time return from breaks promptly so we can stay on schedule
- Lets get started!





https://www.surveymonkey.com/r/Mayday3Enlist



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

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

#### United States Air Force Reserve

Integrity - Service - Excellence

# IMA Deployments, Exercises & Mobilizations



U.S. AIR FORCE

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/muit completes/signs. Part III - Det/CC completes and emails completed package (SOU) to HQ RIO/IPR at apperio ipr@us af mul. 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 waiter is approved IAW 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)						
Eman address (both personal and work)						
Attached Unit (where you perform duty) Base and State PAS Code Duty AFSC						
am a volunteer to deploy in support of an Active Component requirement. I understand I must meet all IR readiness equirements before volunteering for this deployment, and that it is my responsibility to check my readiness level in ARCNET root to my HQ RIO Detachment forwarding this request. I further understand that once I am assigned against a U.N for a specific deployment, that I am committed to that tasking. If I am unable to full this requirement, I must notify my RegAF commander who will be responsible for filling the tacking or submitting the reclama to AFPC/DPW. I must also notify my Detachment CC and HQ RIO/IPR staff. Initials and the reclamation of the reclamat						
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. Undess exercise is at unit of assignment and member is in place. I will be departing from						
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.						

MPORTANT: 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 ABPC IMA Flight Management[IQ RIOIR 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  Centify this member meets all requirements associated with requested UTN. I understand if the AD unit commander approves the individual to deploy it is my responsibility to train and equip them for deployment IAW DAFI 36- 3802, and CCDR reporting instructions and requirement line remarks. I will request RDD change or delayed reporting if this request is submitted within 30 days of known First Movement to allow 30 days for IR deployment processing. I understand it is the responsibility of my unit to fill the tasking or submit reclama (If originally tasked unit) to AFPC/DPW (AFF requirements only) if the IR member for whatever reason does not fill the AFF deployment. If we are not the originally tasked unit, HQ RIO/IPR will have the tasking sourced back to them for filling or reclama action. I understand HQ RIO/IPR will take all necessary actions within DCAPES and generate all orders related to this tasking.					
Sign 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					
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.

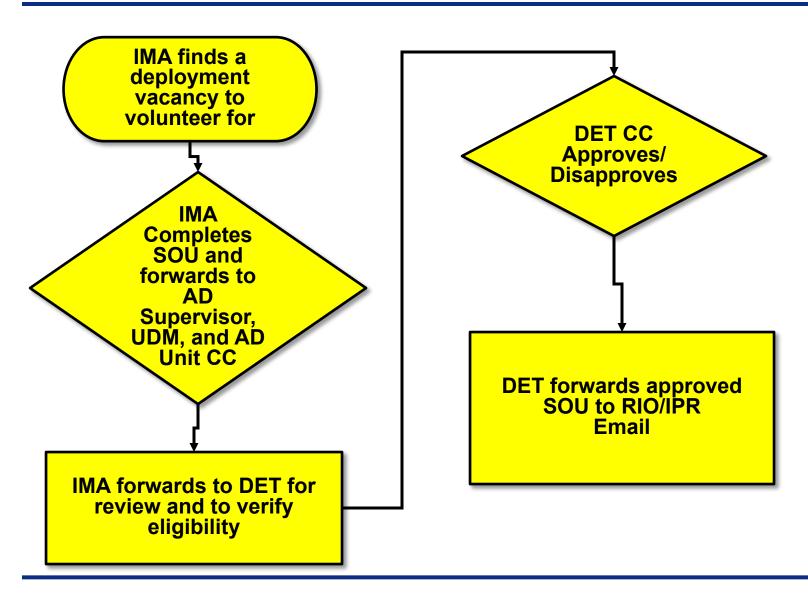
#### **AD Unit**

#### 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

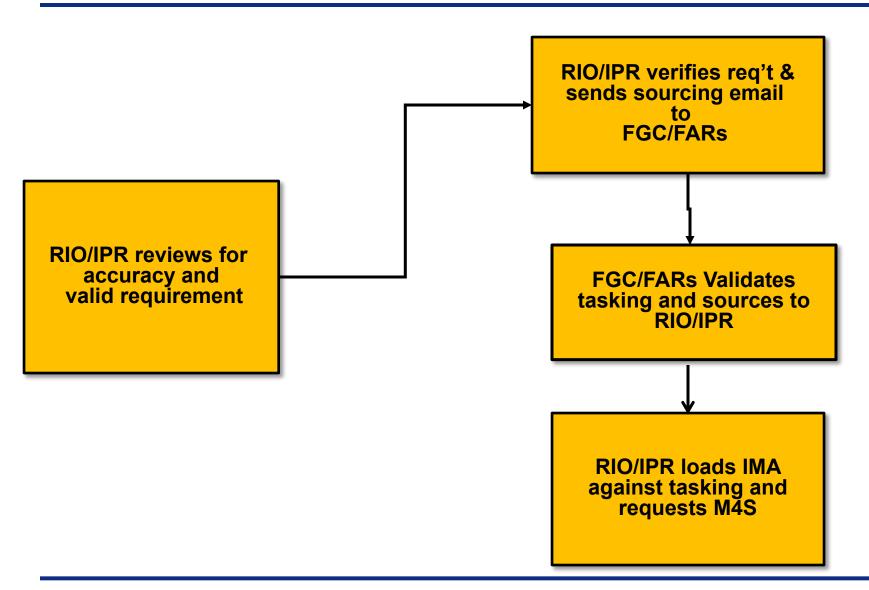


## IMA Deployment Process (phase 1)



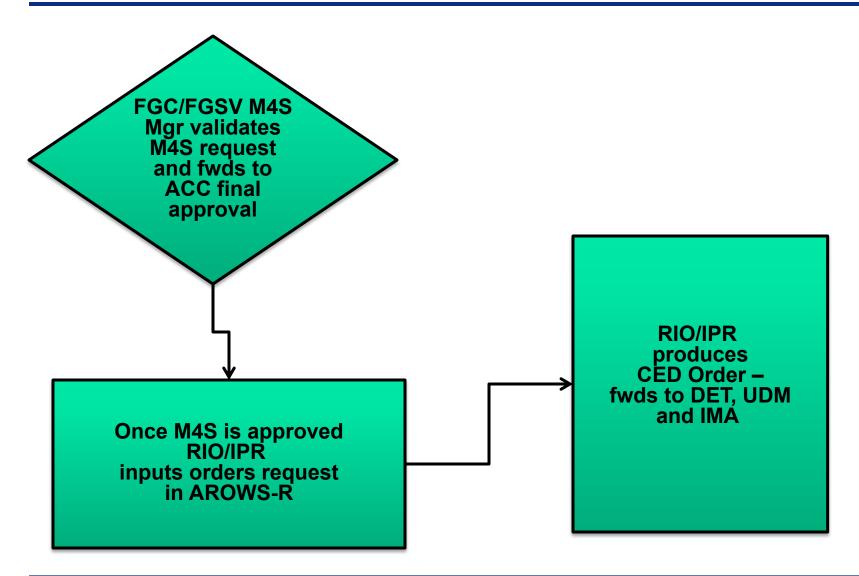


## IMA Deployment Process (phase 2)





## 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 in order to cut the CED order)

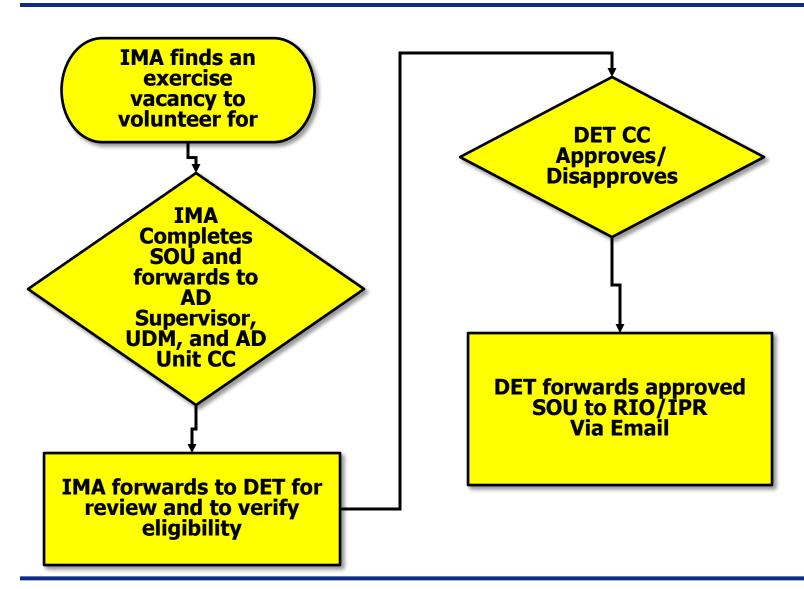
#### **AD Unit**

#### Per AFI 10-401

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

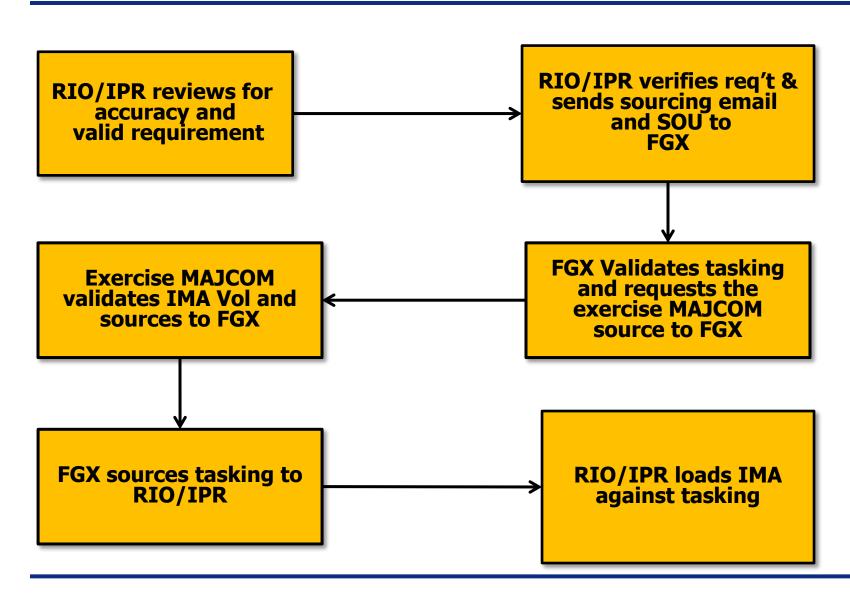


## IMA Exercise Process (phase 1)



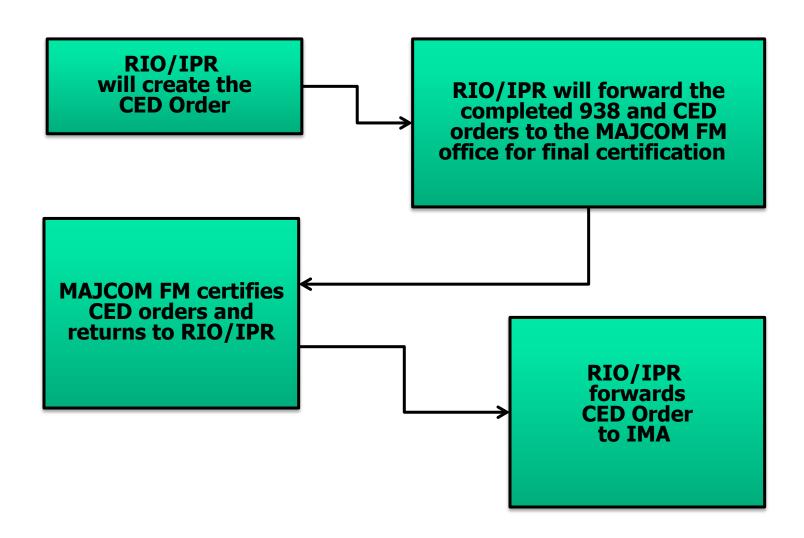


## IMA Exercise Process (phase 2)





## 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 deploy





- SOU Routing
- Communication with RIO/IPR early and often
- Must have CED orders from RIO to deploy
- Pre-deployment requirements are handled by AD unit and UDM (training, equipment, travel, in/out processing, etc)
- HQ RIO/IPR Contact info
  - DSN: 847-3700 Comm: 720-847-3700
  - Email: arpc.rio.ipr@us.af.mil



# Questions?



#### United States Air Force Reserve

Integrity - Service - Excellence

## **Enlisted Reserve Uniform Clothing**



**U.S. AIR FORCE** 

**HQ RIO Readiness & Training Team** 

#### United States Air Force Reserve

Integrity - Service - Excellence



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

**HQ ARPC/DPAF** 

**Force Development Team** 





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



# What is Force Development?

- Program for you as an individual reservist 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, and experiences
  - Communicate personal career goals & items not otherwise documented in your records
  - Apply for Educational Opportunities
  - Receive feedback and/mentorship from Senior Leadership in your career field
- NOTE: Reservists do not follow RegAF processes for assignments or schools
  - You will be given incorrect guidance if you follow RegAF processes





- You and your Leadership
- MAJCOM Functional Manager (MFM) for your career field
- ARPC Force Development Office
- DT Board Comprised of Enlisted Senior Leaders within your career field
- DE Board Comprised of Enlisted Senior Leaders throughout AFRC



# How do You 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
- Communicate with your leadership about your desire to participate
- Ensure you are eligible and conduct a record review



# Development Team (DT) Battle Rhythm

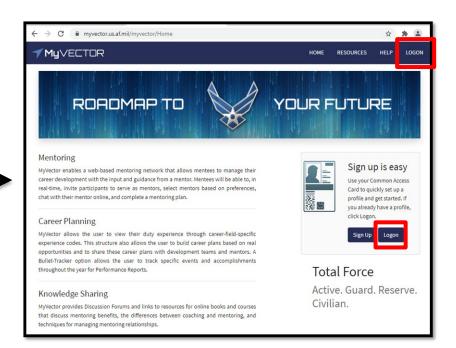
- ARPC DPAF executes ~45 Development Teams (DT)/Special Enlisted & Officer Boards each year
  - Officer DTs occur annually (host ~ 24 DTs across 38 CORE IDs)
  - Enlisted DTs occur every other year per career field (host ~17 DTs across 28 career fields)
  - Annual Special Boards:
    - · Stripes for Exceptional Performers II (STEP II) Board
    - E-9 Command Chief Screening Board (CCSB)
    - Reserve Command Screening Officer Board (RCSB)
- Career specific Senior Leaders review myVector submissions
  - Produce a Key Personnel Listing (KPL); designed to identify Top % of Airmen in each career field who possess tactical expertise, operational competence and strategic vision
  - Vector to Developmental Education (DE) opportunities
  - Vector to Key Command Joint (KCJ) assignments
  - Provide personalized career mentoring



# New Submission Process via MyVector

- The process to submit a development plan has changed
- The Development Plan submission process transitioned from vPC/MyPers to MyVector





Log on to MyVector (using Google Chrome) <a href="https://myvector.us.af.mil">https://myvector.us.af.mil</a>
\*Other web browsers do not support MyVector and can result in errors.\*

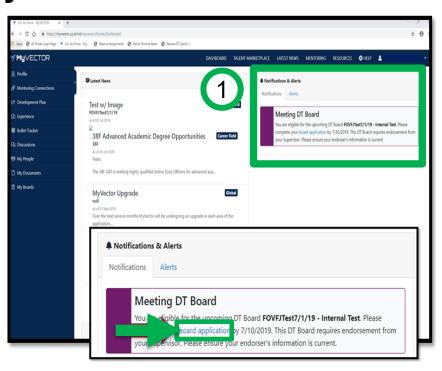


# MyVector Dashboard cont.

### Click to edit Master text styles

- Second level
  - Third level







### **DT Process Timeline**

	~150	days	prior to	b 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 MyPers & 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.





### **Key Personnel List (KPL)**

- Senior leaders establish list based on records review using whole person concept
- Considered Top % of the Career Field
- A4 Community does not produce a KPL list effective 2023

#### **Personalized Vectors**

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

# **Board Eligibility**

 You <u>must complete a Development Plan</u> within the timeframe provided in order to meet a DT

#### **DT filters that impact KPL consideration:**

- Having an approved retirement in the system
- High-Year Tenure (HYT) Date: Age 60 or 33 years from Pay Date -Enlisted (which ever comes first)
- Unfavorable Information file (UIF)
- Unsatisfactory participation in 2 of the last 3 consecutive years (PCARS)
- Non-completion of appropriate Professional Military Education (PME) in the appropriate timeframe

ALWAYS READ THE BOARD MESSAGING FOR APPLICABLE CRITERIA!!





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



# What is Developmental Education

- Developmental Education provides an opportunity to develop enlisted for future leadership positions.
- Recognizes the necessity to provide the right education at the right time.
- Continuous education prepares members for the transition from tactical to operational and strategic levels.
  - \*Caution, do not become a professional student!
- Competitive selection rate...only the best!



### **School Board/Courses**

#### Enlisted Developmental Education Board (EDEB): (SSgt - CMSgt)

- Short and/or Limited-Resident courses
- Open now; Board convenes Sep 2023

#### **Enlisted Professional Developmental Courses:**

- Reserve Component Nat'l Security Course (RCNSC)
- International SNCO Development Course (INLEAD)
- Military Reserve Exchange Program (MREP)

#### **Sister Service Courses:**

- Navy Senior Enlisted Academy
- Marine Corps Staff NCO Academy Advanced Course
- Coast Guard Chief Petty Officer Academy

#### **NATO Courses:**

- NATO SNCO Orientation Course
- NATO NCO Intermediate Course Leadership Course
- NATO NCO Advanced Leadership Course



# Eligibility & Disqualifying Factors

### Eligibility Requirements

- Participation (PCARS)
- High Year Tenue (HYT)
- Reserve Service Commitment (3 yrs for RDEDB)
- TFCSD (RSSB/RDEDB only)

### Disqualifying Factors

- Not current/passing on Fitness Assessment
- Not meeting prerequisites
- Current Unfavorable Information File (UIF)
- Twice-deferred officers (RDEDB only)
- PIRR members (RDEDB only)
- SNCOs without an Associate's Degree (EDEB only)



- Read the invitation to apply closely
- Monitor status of application until submitted to ARPC
- Select courses that make sense for member's career
- Applicant/Endorser comment blocks are critical
- Ensure military records are up-to-date
- Submit Enlisted Development Plans
- Contact the DE Team for assistance





#### STEP II

- Commander's program designed to promote outstanding and well deserving Air Force Reserve members
- Conducted annually (in July) 24-28 Jul 2023
- 2023 Release to Field : TBD
- Promotion to TSgt through CMSgt
- · 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



# Special Boards cont.

- E9 DT/Command Chief Screening board
  - E9 DT selects eligible candidates to be placed on the Command E9 Key Personnel List (KPL).
    - Those placed on the KPL who "opted in" meet the CCSB
  - The CCSB convenes directly after the E9 DT
  - The CCSB Evaluates Chiefs with potential to serve as a Command Chief
  - Board is conducted annually in December
  - Board opens : TBD



## DT/SSB/DE Board Mechanics

### Review record using the whole person concept

- DE (PME), Duty History, Academic Ed, Points, Decorations, Deployment Data
- EPR / EDP strats/vectors, push statements, KPL
- Assignment/Job/Position/Location/Reserve status

#### Score based on

- What has he/she done?
- What does his/her boss say?
- Does performance support?





- It is the member's responsibility to ensure their personnel records are current/correct prior to meeting a DT or DE school board
- Data cut-off is 30 days prior to the Board
  - All records (performance reports, decorations, degrees, etc.)
     must be part of official record to be considered by the board
  - Waivers must be submitted with applications before application deadline
- Members can work with ARPC to correct errors in records
  - AFIT updates academic degrees
  - AU or base training office updates PME
- Members can communicate items not shown in records on their R-DP (ex: enrollment in degree/PME program with expected completion date)



### **FD Contact Information**

Force Development Division
Lt Col Tracy Maestas, Div Chief
SMSgt Jenny Sanchez, Superintendent

<u>Development Team Operations Branch</u>
Lt Col Ross Weaver: Chief, Development Team Facilitation
MSgt Chumphol Saengchaem, Section Chief

<u>Developmental Education Branch</u>

Maj Cara Swanson: Chief, Developmental Education

#### **Phone**

**Total Force Service Center: 1-800-525-0102** 

#### **Websites**

MyFSS - <a href="https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XkUCAU">https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XkUCAU</a>
ARPC - <a href="http://www.arpc.afrc.af.mil/Service-Center/">http://www.arpc.afrc.af.mil/Service-Center/</a>



# Questions?







# **SMSgt Corlett**

Colorado native
11 years active duty
ART and TR experience
Previous FSS SEL

24 years as a 3F0X1 Personnelist

As a civilian (NH-03) I am the Mission Support Division Chief for AFTC/SM Hill AFB, UT specializing in all things HR and Quality Assurance

# **MSgt White**

I am originally from South Carolina
I've been every status except Guard in the Air Force
Career Personnelist
Previous NCOIC, Force Management (DET 5)



# Questions?





Send your TODC to ...
A-L stephen.swearingen.1@us.af.mil
M-Z elizabeth.patrick.3@us.af.mil

#### **Survey Monkey QR Code**







- · Cameras off
- Audio muted
- Change name to Rank, First Name, Last Name, Det
- PLEASE WAIT and ask questions <u>at the end</u> we promise to answer them!
  - Type them
  - Raise your hand
- Be courteous to briefers and attendees
- Please be mindful of time return from breaks promptly so we can stay on schedule
- Let's get started!





https://www.surveymonkey.com/r/mayday3all



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

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

# United States Air Force Reserve

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# **Developmental Education (DE)**



HQ ARPC/DPAF

Developmental Education Team

**U.S. AIR FORCE** 





- DE Team
- Purpose of DE
- DE Boards
- Eligibility Requirements & Disqualifying Factors
- School Board Success
- Board Mechanics: Record Review
- Whole Person Concept
- Scoring Scale
- Updates to DE Program





- 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



# Updates to DE Program

### MyVector

- All DE Boards are now implemented through myVector
- Continuing to improve the MyVector Application process utilizing feedback from the field.
- STEP II, RCSB, and RCCSB moving under DE Special Boards / through myVector beginning CY23

- Discussion-Based Placement
  - Panel members now discuss best placement based on order-of-merit and Return on Investment (ROI)





### Reserve Developmental Education Board (RDEDB)

- Maj Col (O-3s can apply if Proj DOR O-4 prior to class)
- Long-term (10+ months) in-resident schools/courses/PME
- Application opens in May w/ the Board convening in Oct

## Reserve School Selection Board (RSSB A & B)

- 1Lt Col
- Short-resident, seminar & blended courses
- RSSB A: Application opens in Nov w/ the Board convening in Mar
- RSSB B: Application opens in Mar w/ the Board convening in Jul

## Enlisted Developmental Education Board (EDEB)

- SSgt CMSgt
- Short and/or limited-resident courses
- Application opens in Apr w/ the Board convening in Sep



# Eligibility & Disqualifying Factors (School Boards)

### Eligibility Requirements

- Participation
- MSD/HYT
- Reserve Service Commitment (3 yrs for RDEDB)
- TFCSD (RSSB/RDEDB only)

### Disqualifying Factors

- Not current/passing on FA
- Not meeting prerequisites
- Current UIF
- Twice-deferred officers (RDEDB only)
- PIRR members (RDEDB only)
- SNCOs without an Associate's Degree (EDEB only)



### **School Board Success**

- Read the invitation to apply closely
- Monitor status of application until submitted to ARPC
- Select courses that make sense for members career
- Applicant/Endorser blocks are critical
- Ensure military records are up-to-date
- Submit Officer/Enlisted Development Plans (ODP/EDP)
- Contact the DE Team for assistance



### Mechanics: Records Review

## Panels review records using a whole person approach

- DE (PME), duty history, academic education, points, decorations, deployment info
- Evals & ODPs/EDPs: strats/vectors, push statements, KPL
- Assignment, job, position, location, reserve status

#### Score based on:

- What has he/she done?
- What does his/her boss say?
- Does performance support?



### School Board Success

<u>Factors</u>

Performance

**Professional Qualities** 

Leadership

Job Responsibility

Depth & Breadth of Experience

Specific Achievements

**Developmental Education** 

**Academic Education** 

**Examples** 

EPRs/OPRs/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



# **School Board Success**

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	<b>7.0 6.5</b> 6.0	Below Average





- AY23-24 RDEDB (Applicants: 155)
  - Primary Quotas to Fill: 54
  - Alternate Quotas to Fill: 26
- AY23 EDEB (Applicants: 502)
  - Primary Quotas to Fill: 43
  - Alternate Quotas to Fill: 51
- CY23A RSSB (Applicants: 696)
  - Primary Quotas to Fill: 132
  - Alternate Quotas to Fill: 55





#### DE Personnel:

- Maj Cara Swanson, Chief of DE
- SMSgt Blake Martin, Superintendent of Enlisted DE
- MSgt Dwayne Freeman, Superintendent of Officer DE
- SSgt Juan Lobo, DE Board Ops
- SSgt Donah Schroeder, DE Technician

#### Emails:

- arpc.dpaf.rssb@us.af.mil
- arpc.dpaf.edeb@us.af.mil
- arpc.dpaf.rdedb@us.af.mil

#### Phone:

ARPC/DPAF DE Team: Comm: 720-847-3404 / DSN: 847-3404



## **QUESTIONS**

Survey Monkey Link



#### United States Air Force Reserve

Integrity - Service - Excellence

## Force Development Overview



**HQ ARPC/DPAF Force Development Team** 

**U.S. AIR FORCE** 





- What is Force Development
- Development Team (DT) Process Overview
- Force Development Board Mechanics
- Contact Information



## What is Force Development?

- Process for you as an Individual Reservist to receive Reserve-specific guidance and mentoring from the senior reserve leaders of your career field
- Career development through assignments recommendations and leadership opportunities
- Education and training opportunities



## Why is Force Development Important to You?

- Reservists do not follow Active Duty processes for assignments or schools
  - You will be given incorrect guidance if you follow RegAF processes
- Reserve opportunities are unique
- Your reserve career field Senior Leaders are available through the Force Development process



## Who is involved in Reserve Force Development?

- You
- Reserve Career Field Manager (CFM) for each career field
  - Enlisted- MAJCOM Functional Manager (MFM)
- ARPC Force Development Office
- DT Board Senior Leaders within specific career fields
- DE Board Comprised of Senior Leaders from various reserve career fields
- Special Boards



## Force Development Mission Areas

## Force Development

- ~46 Functional Development Teams
  - 25 Officer
  - 21 Enlisted
- Developmental Education
  - 3 Officer Boards
  - 1 Enlisted Board
- Special Boards
  - Stripes for Exceptional Performers II (STEP II) Board
  - E-9 Command Chief Screening Board (CCSB)
  - Reserve Command Screening Officer Board (RCSB)

- Complete a MyVector application in accordance with message guidance
- The Force Development Process allows a member to:
  - Communicate military, civilian career goals, accomplishments, life events, and 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



## MyVector Login

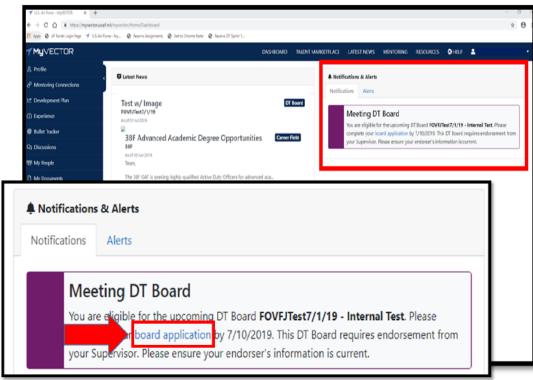
- When your suspense window is open to complete your DT plan you will receive an emailed notification and have a notification in MyVector.
- \*Don't forget to check your Junk Box email!\*
- Log on to MyVector using Google Chrome https://myvector.us.af.mil
  - \*Other web browsers do not support MyVector and can result in errors.\*
- 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 Dashboard

- From your Dashboard page, the right hand side shows all Notifications & Alerts for any active boards you are currently associated with.
- Select the blue words "board application" to open your application (previously known as the Reserve Officer/Enlisted Development Plan).
- NOTE: If you do not see any latest news or notifications, you may not be in the Chrome web server

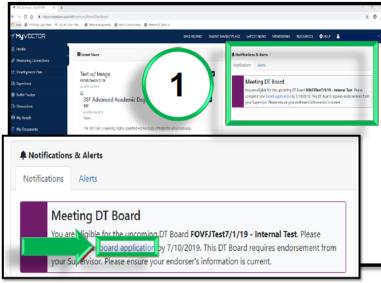




## Accessing Your DT Board

- Members cannot access their Development Plan via the "Development Plan" tab.
- As of now, the "Development Plan" tab in MyVector is an Active Duty requested requirement. There are no action items available for Reserve members
- Members can only access their board from their (1) dashboard and/or (2) "My Boards" tab





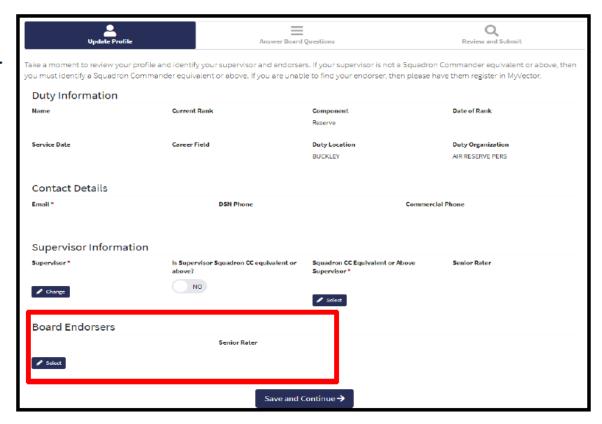


### Completing an Application

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

#### **Board Endorser:**

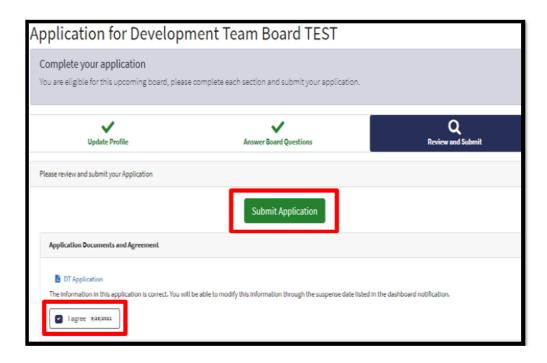
This member will review and provide comments to your DT plan

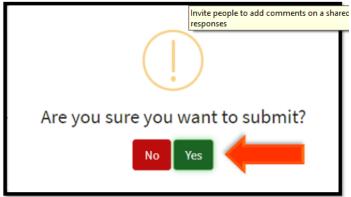




## Completing an Application Cont'd

 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

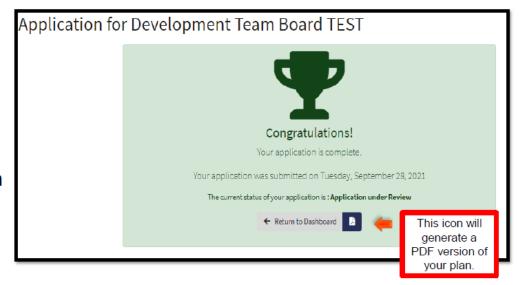






## Completing an Application Cont'd

- 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.





## **View Application Status**

#### If your suspense window is open:

 To view your application status go to your Dashboard, select the blue word "application" in the notification for your DT Board.

 Scroll to the bottom of the application and you can see the application status Awaiting Endorser Action: sitting with your endorser

Application Status and Documents

Application

Date Submitted: 19 Aug 2021

Current Application Status: Awaiting Endorser Action

**Application Ready:** at ARPC, will meet board

Application Status and Documents

Application

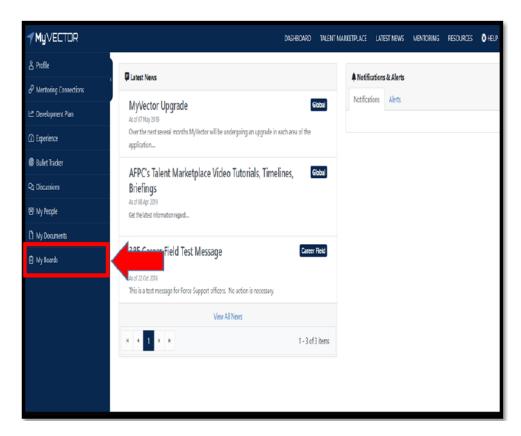
Date Submitted: 28 Sep 2021

Current Application Status: Ready



#### View Board Results

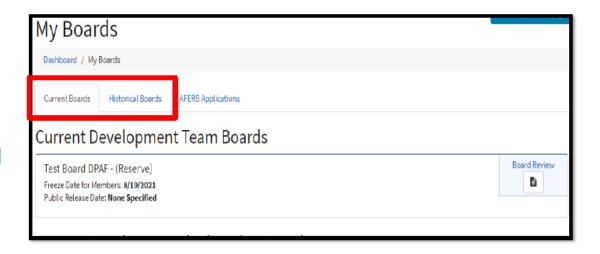
- Once a board is closed, the DT Notification will disappear from your Dashboard and you will not be able to complete or modify an application.
- You can view all boards that you are currently eligible for and historical board results
- From your Dashboard, click on "My Boards" from the tabs on the left side of the page.
- Select the blue "Open for Input" link (not the icon) to open the application





#### View Board Results Cont'd

- From the "My Boards" page you can see all current boards and historical boards you are associated with.
- The "Historical Boards" tab will show you the results/DT comments once the Public Release Date has passed





#### **DT Process Timeline**

~150	dav	/S	prior	to	DT
			9		

•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 myFSS & 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 myFSS and MyVector notifications. There will also be a notification visible in their MyVector Dashboard.



#### **DT Considerations**

#### You must FIRST complete the Development Plan within the timeframe provided

- The following criteria is reviewed during DT board record review process
  - Development Plan Response/Endorser Comments
  - OPRs/TRs/Decorations
  - · CDB
  - Military Experience
- Military Education/Civilian Education, Languages (as applicable)
- Deployments
- PCARS (Reserve Participation)

#### The DT panel will also consider the following criteria for FGO submissions:

- Approved retirement in the system
- Mandatory Separation Date (MSD) within 2 yrs of the DT date (N/A for O-6s)
- Active Unfavorable Information File (UIF)
- Unsatisfactory participation in 2 of the last 3 consecutive years (PCARS)
- Completion of Appropriate PME (SDE for O-5s, IDE for O-4s)

ALL members who submit a development plan will meet the DT and receive feedback regardless of the aforementioned considerations!!

## Output from Development Team Board

#### **Key Personnel List (KPL)**

- How your package is scored determines your position on the KPL
- Considered Top % of the Career Field
- Percent is based on number of Key, Command, and Joint (KCJ) positions and the total from the last DT
- KPL members have during preference for KCJ assignments

#### **Personalized Vectors**

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



## What a DT panel looks like





#### Some Tips for Success!



- Use Chrome when accessing MyVector
- Check your records (performance reports, decs, awards, PCARs) for accuracy prior to the DT
- READ the messaging to field from your CFM/MFM, ARPC and your leadership (Do Not Use The Development Plan Feature Tab on the Left Plan)
- Do not wait until the last minute to submit your application to your Endorser(s)
- Follow-up with your Endorser(s) to ensure they received your application and that they have what they need from you!
- Reach out to your CFM/MFM leadership team with any career related questions/concerns
- Reach out to your RIO Det for your CFM Contact (AFRC A1K has CFM Roster)



#### FD Contact Information

#### **Assignment Facilitation Branch**

Lt Col Ross Weaver: Chief, Development Team Facilitation MSgt Chumphol Saengchaem, Section Chief

#### **Developmental Education Branch**

Maj Cara Swanson: Chief, Developmental Education MSgt Blake Martin, SSgt Nicholes Carter, SrA Carrie Brewington: NCOs

#### **Joint Officer Management**

Ms. Sara Simms: Chief, Joint Officer Management

<u>Emails</u>: <u>arpc.dpaf@us.af.mil</u>, <u>arpc.dpaf.rssb@us.af.mil</u> <u>arpc.dpaf.edeb@us.af.mil</u>, <u>arpc.dpaf.rdedb@us.af.mil</u>

#### **Phone**

**Total Force Service Center: 1-800-525-0102** 

#### **Websites**

MyFSS - <a href="https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XkUCAU">https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t00000004XkUCAU</a>

ARPC - http://www.arpc.afrc.af.mil/Service-Center/



## **Questions?**

Survey Monkey Link



#### United States Air Force Reserve

Integrity - Service - Excellence

## Joint Officer Management



Ms. Sara Simms HQ ARPC/DPAF JOM Branch Chief





#### **AUTHORITY:**

- Title 10 U.S.C. Chap 38 661-668
- DoDI 1300.19 April 2018

   Establishes policy and assigns responsibilities for the DoD Joint

  Officer Management (JOM) Program
- CJCSI 1330.05B Provides the procedures and responsibilities for implementation of the DoD JOM and DoD Joint Qualification System (JQS) for Active and Reserve Component Officers
- Goldwater Nichols Act (GNA) 1986
  - Enhance joint warfighting capabilities
  - Ensure general and flag officers are well-versed in joint matters
  - Increase quality of officers assigned to joint commands & orgs
  - Create officer pool with <u>experience</u> & <u>education</u> in joint matters
  - Increase the stability of officers in joint assignments

## Why be Joint Qualified?

- Gen Goldfein's (previous CAF) Focus Area #2
  - "To better prepare our officer, enlisted and civilian force to stand up, lead and support a JTF, we must reinvigorate our development to purposefully and systematically gain proficiency in joint warfare early in the careers of Airman."
- In order for the Reserve component to become more integrated into the Total Force, it is imperative for our officers to possess both joint education and experience to work effectively alongside our active-duty peers.
- Establishing qualification levels is to ensure a systematic, progressive, career-long development of officers in joint matters and to ensure that Flag and General officers have the requisite experience and education to be highly proficient in joint matters.

## Joint Qualification System (JQS)

#### Two routes:

- Experience Joint Duty Assignment (E-JDA)
  - Gained anywhere; depends on work accomplished (30+ days to be able to submit for credit)
  - E-JDA is not for service competencies or tactical/ operational experiences
  - Must be submitted w/in 365 days after experience complete
  - Submit for E-JDA credit through JQS site (https://dhramission.servicenowservices.mil/jqs)
- Standard Joint Duty Assignment (S-JDA/JDAL)
  - 47 AGR billets, 496 IMA and 100 TR Total 642 JDAL billets
  - 18 locals: JS/WH, OSD, NDU, DISA, DIA, JIOWC, 2-TR units, CCMDS
- Both paths require JPME I/II completion to become JQO
  - ACSC by correspondence or in-residence or other Service equivalent schools
  - Resident Sr Service Schools, Eisenhower, JAWS and JCWS-H



## Requirements to become JQO

- IMA/TR's must work min. 36 days/yr for a "good year" in their JDAL billet. 4 good years is full joint credit.
- Good year starts the day you were assigned to JDAL billet
  - IMA's have R/R year, Fiscal year and JDAL year to plan for
- IMA/TR's can combine several JDA tours to earn full credit
- E-JDA Panel validates whether experience meets definition of "joint matters" and recommends award of joint experience points – 24 points total for full credit
- JPME I/II Requirement
  - JPME I = Command and Staff College, in-res or DL (typical course)
  - JPME II = WAR College in-res OR JCWS-H (select few other courses)
- Can I get joint credit if not a JDAL Billet? YES!
  - Discretionary points earned thru Joint Staff approved training/education and participation in Joint Staff approved exercises
  - Self-nominate for an experience (E-JDA)
  - Federal Civilian employment may qualify for 12 points maximum



#### Joint Matters Definition

WHAT YOU DO:

(1)... matters related to any of the following:

A) The development or achievement of strategic objectives through the synchronization, coordination, and organization of integrated forces in operations across domains such as land, sea, or air, in space, or in the information environment, including matters relating to any of the following:

(i) National military strategy;

(ii) Strategic planning and contingency planning;

(iii) Command and control, intelligence, fires, movement and maneuver, protection or sustainment of operations under unified

command:

(iv) National security planning with other departments and agencies of the United States; (v) Combined operations with military forces of allied nations.

- B) Acquisition matters conducted by members of the armed forces and covered under chapter 87 of this title involved in developing, testing, contracting, producing, or fielding of multi-service programs or systems.
- C) Other matters designated in regulation by the Secretary of Defense in consultation with the Chairman of the Joint Chiefs of Staff.

#### WHO YOU DO IT WITH:

(2) In the context of joint matters, the term "integrated forces" refers to military forces that are involved in achieving unified action with participants from:

A) more than one military department; or
B) a military department and one or more of the following:
(i) Other departments and agencies of the United States
(ii) The military forces or agencies of other countries
(iii) Non-governmental persons or entities.



#### What may/may not be joint matters

#### Thoughts on What is / Could be Joint:

- \*Planning
- \*Integrating
- \*Developing
- \*Synthesizing
- \*Deciding
- \*Partnership

#### **Experience seen favorably include:**

- \*Officer is developing the Annex to the OPLAN
- \*Cross-Service and interagency coordination
- \*Embedded Civil Affairs when outside of Service Organization
- \*Working at the high end of operational, or within strategic levels

#### Thoughts on What May Not be Joint:

- \*Academia
- \*Collector
- \*Worked in...
- \*Reacting
- \*Participating
- \*Coordinating
- \*Liaison
- \*Facilitating

#### **Experiences not seen favorably include:**

- \*Service position
- \*Deputy/XO of a Service unit, as this person is internally focused
- \*Logistician passing material back and forth
- \*Instructor
- \*Research, Development, Test and Evaluation
- \*Doer/Operator/Executing the mission/Producing a product

## Where to go to learn about JOM

## **MyFSS JOM page**

- Search for Total Force JOM
- Under Related Resources:
  - Submit Discretionary points
  - For E-JDA self-nomination process, see User Guide for E-JDA submissions

#### **ARPC JOM POC's:**

Lt Col Tracy Maestas — DPAF Division Chief Ms. Sara Simms — JOM Branch Chief S-JDA/E-JDA

TFSC: (720) 847-3413 or DSN: 847-3413

**EMAIL:** arpc.dpaf.jom@us.af.mil



## Questions? Survey Monkey Link



## United States Air Force Reserve

Integrity - Service - Excellence

# Officer Promotions for Air Force Reserve



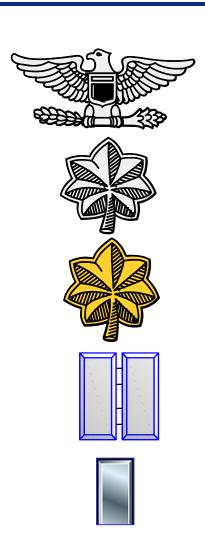
Selection Board Secretariat May 2024

**U.S. AIR FORCE** 



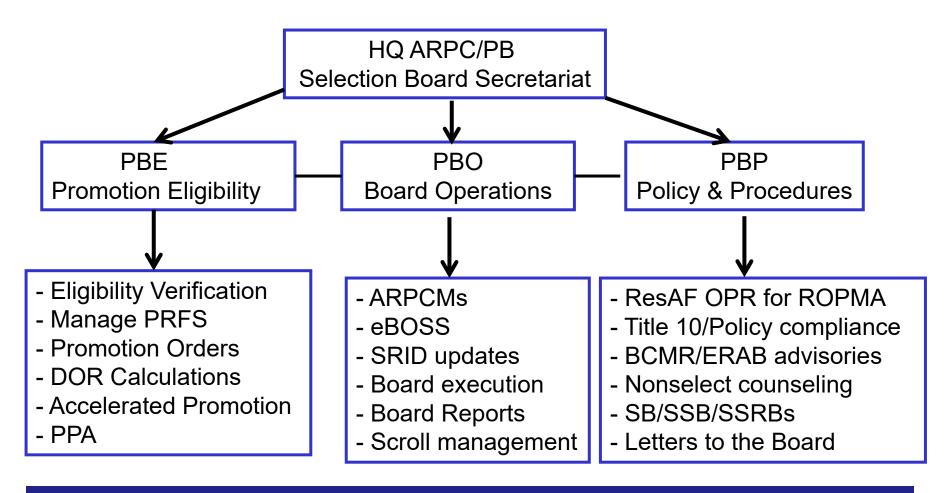


- HQ ARPC Promotion Board Secretariat
- Authority for AFR Promotions
- Promotion Boards
- Officer's Responsibility
- Post Board Actions





### ResAF Selection Board Secretariat



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



# **Authority**

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

- 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	1st Lt/Capts process Maj - Cols
Position Vacancy Boards (PV)	<ul> <li>Consider exceptionally well-qualified officers for early promotion</li> </ul>	O-4 / O-5 Boards only Sr Rater nomination & Eligibility factors must be met
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)	<ul> <li>To consider officers for promotion who were previously selected but withheld by SecAF or because they were missing mandatory adverse from their record.</li> </ul>	O-3 Process / O-4 thru O-6 Boards
Selective Continuation Boards	<ul> <li>SecAF discretion; for 2x deferred officers in specific AFSCs</li> </ul>	O-4 / O-5 Boards only

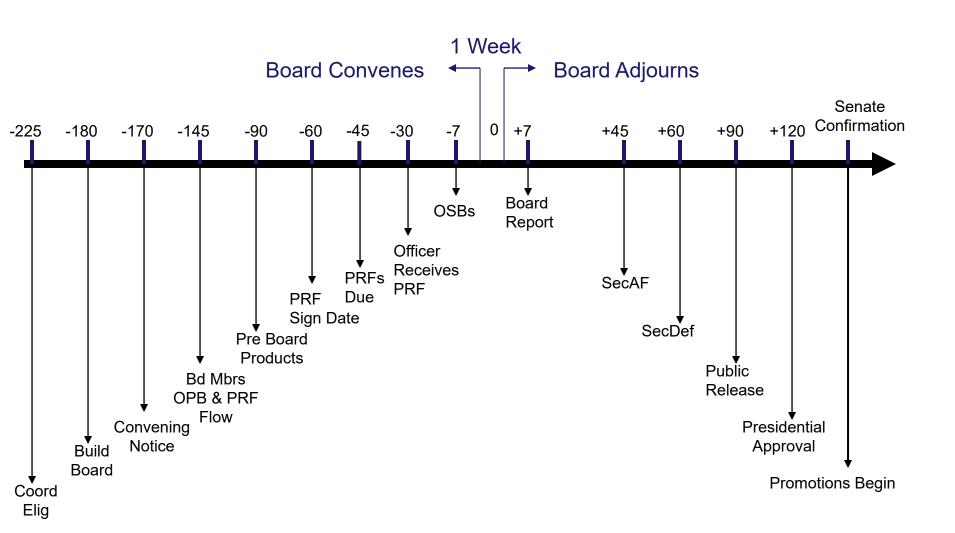


### **CY24 Selection Board Schedule**

Air Force Reserve Board	Convening Dates
AFR Line and Nonline Major Board – U/V/W0424A	22 – 27 Jan 2024
ARC 1st Lt/Capt Process (1st Half)	1 Apr 2024
Reserve Brig General Qualification Board – G0724B	14 – 17 May 2024
ARC 1st Lt/Capt Process (2nd Half)	1 Oct 2024
AFR Line and Nonline Lt Col Board – U/V/W0524A	19 – 28 Aug 2024
AFR Line and Nonline Colonel Board - V/W0624A	21 – 27 Oct 2024

<sup>\*</sup> Promotion to 1st Lt and Captain is a process, not a promotion board These processes occur semi-annually (April & October)

# **Timelines**





# 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

# ILS. AIR FORCE

#### **Promotion Board Information**

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



# Air Reserve Personnel Center Memorandums (ARPCMs)



#### DEPARTMENT OF THE AIR FORCE HEADQUARTERS AIR RESERVE PERSONNEL CENTER

ARPCM 22-04 18 January 2022

MEMORANDUM FOR ALL MILITARY PERSONNEL FLIGHTS (MPFs)

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

SUBJECT: CY22 Air Force Reserve Line and Nonline Lieutenant Colonel Promotion Selection Boards Convening Notice

 The CY22 Air Force Reserve Line and Nonline Lieutenant Colonel Promotion Selection Boards are scheduled to convene at the Headquarters, Air Reserve Personnel Center on 6 June 2022.

#### 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 communication systems (e.g. e-mail, myPers, vPC, fax or DoDSAFE). As a minimum, review the following references and take appropriate actions to protect PA/PII that contains sensitive or For Official Use Only (FOUO) information before sending. AFI 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 (II) 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 16 or earlier	V0522A	
Lieutenant Colonel Mandatory Nonparticipating Reserve (NPR)**		W0522A	
Lieutenant Colonel Position Vacancy (PV)***	30 Sep 17 or earlier	U0522A	

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

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

<sup>\*\*</sup> NPR categories include eligible Reserve officers assigned in the Standby Reserve or Non-Participating

<sup>\*\*\*</sup> For PV nominations, AFPROMS will identify <u>potential</u> eligibles by DOR only. Military Personnel Flight (MPF) and Program Managers must verify if these officers meet the remaining eligibility criteria. See





MILESTONES AND NOTABLE DATES		
Day	Date	
	30 Sep 16	DOR must be on or before this date to be eligible to meet the Mandatory Board
	30 Sep 17	DOR must be on or before this date to be eligible to meet the Position Vacancy Board
	6 Jun 21	Officer must be on the RASL on or before this date. Verify the EDCSA.
-180	8 Dec 21	Approximate date mandatory board data created in AFPROMS (board build)
-150	7 Jan 22	PRF Accounting Date and SR Accounting Date (Mandatory Boards Only V0522A)
-148	9 Jan 22	OPBs, DQHBs and PRF notices available via AFPROMS
-134	23 Jan 22	MPF suspense to disperse OPBs with attachments 3, 4, 5 and 6 to officers meeting board
-60	7 Apr 22	Other adds/deletes due to HQ ARPC/PBE Earliest SR can sign PRFs Begin submitting PRFs to HQ ARPC/PBE Submit changes in member's eligibility via vPC. After this date, contact HQ ARPC/PBE OPRs closing out on or before this date are mandatory documents and must be completed and on file before the board convenes
-45	22 Apr 22	All PRFs due. No PV PRFs will be accepted after this date.
-45	22 Apr 22	All CORE FLAG ID corrections MUST BE MADE NLT -45 days prior to the board convening.
-30	7 May 22	SR provides a copy of the PRF to the officer
-10	27 May 22	Letters to the board due NLT 2359 CST
-4	2 Jun 22	MilPDS updates cut off date. After this date, submit OSB changes via vPC to HQ ARPC/PBO
0	6 Jun 22	Board convenes at HQ ARPC
+6-8 weeks		Approximate public release of promotion board results
+90	4 Sep 22	Officer's DOS must be on or later than this date to be eligible for promotion consideration

### Pay particular attention to SUSPENSE DATES in ARPCMs



# Reserve Active Status List (RASL)

- 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

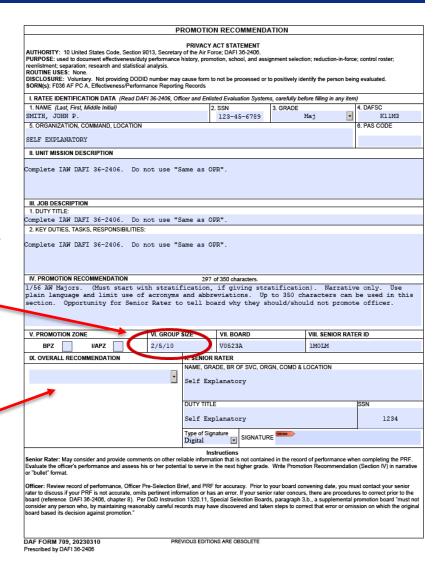
# Signed by SR

Senior rater fixed by policy



# PRF - Mandatory Board (IPZ / APZ)

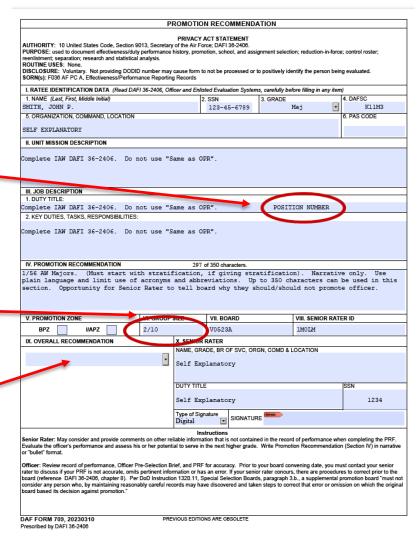
- Promotion Recommendation block must have minimum of 1 bullet
- Section V: "Promotion Zone" blank
- Section VI: Leave "Group Size" blank unless "Definitely Promote"
  - DP Strat Ex: 2/5/10
- Three promotion recommendations authorized (Drop Down)
  - Definitely Promote (DP)
  - Promote (P)
  - Do Not Promote (DNP)





# Position Vacancy (PV) PRF

- PV = Early Promotion Opportunity
- SR must Nominate via DAF 209 (PRF)
- Position # in Duty Title section,
- Section V: "Promotion Zone" blank
- Section VI: Complete "Group Size".
  - Strat Ex: 2/5
- Section IX: "Promotion Recommendation" blank
  - All PV nominations are considers "DP" recommendation





# 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**

- 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 myPers/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

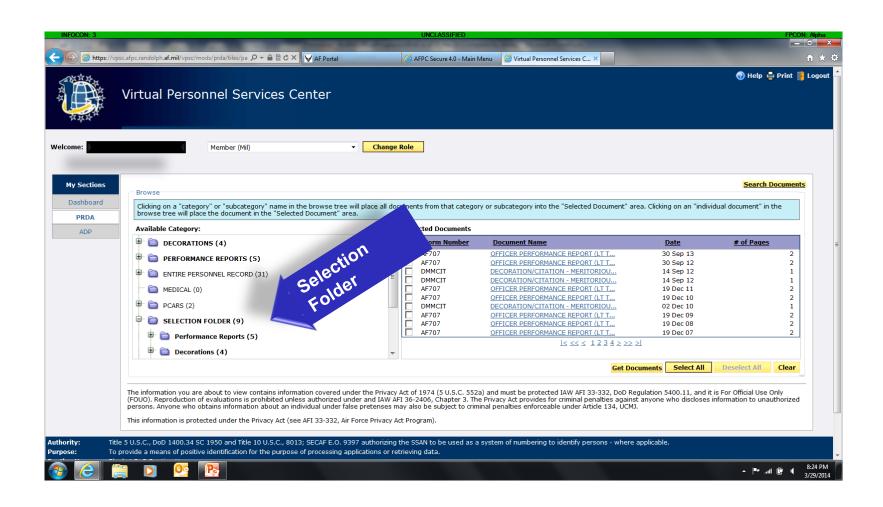


# Officer's Responsibility

- READ the ARPCM (Convening Notice/Release)
  - Eligibility Factors/Milestones/Guidance
- The Officer Selection Record (OSR) is <u>Officer's</u> <u>Responsibility...Check PRDA!</u>
  - Make sure records are correct
  - If something is wrong, work with servicing MPF/MPS to correct issue OR...
  - Submit a ticket through the appropriate office
- Review Officer Preselection Brief (OPB)
  - Make sure information is correct
  - If something is wrong, work with servicing MPF to correct issue OR...
  - Submit a ticket through the appropriate office



# Personnel Records Display App (PRDA)





# Officer Preselection Brief (OPB) vs Officer Selection Brief (OSB)

#### Officer Preselection Brief (OPB)

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

### Officer Selection Brief (OSB)

OSB is what the board members will see in the OSR





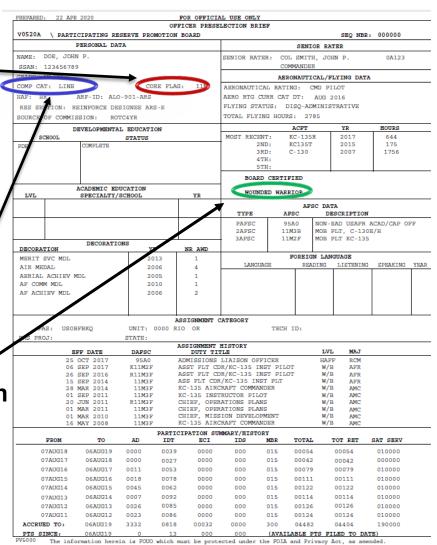
- Verify that your information contained on the OPB is correct
  - Personal Data (Core Flag ID)
  - Developmental Education (DE)
  - Aeronautical/Flying Data
  - Board Certifications (Medical Only)
  - Decorations
  - Assignment History (Duty History)
  - Participation Points

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



# OPB / OSB Example

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



Unauthorized disclosure or misuse of this PI may result in criminal and/or civil penalties.





### 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
- DE enrollment
- Adverse Information filed or mentioned in record

#### CAN NOT use to:

- Mention DE course completed or method of completion (AWC in-res)
- Use as platform to complain about leadership
- Keep it brief, succinct and to the point



# 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
  - Officers are encouraged to request counseling as close to public release as possible upon notification of non-selection
  - Counseling not authorized if next board is built, and officer is scheduled to meet said board (ex: Nonselect for V0522A but requests PBC after V0523A is built...no longer post-board but pre-board counseling)
- Counseling should occur within 4-6 weeks after request is received



#### Selective Continuation Board

- Must be serving on the Reserve active status list assigned to a SelRes or LEAD position (no Cat E)
- Requirements will vary from board to board
- 100% of those fully qualified officers may be continued (SecAF Policy)
- Fully qualified method of selection
  - Score records using "Yes/No" vote
- PRFs/Letters to the board are removed





- If you are a member meeting a board:
  - Read the ARPCM convening notice; know the milestones
  - Check record in PRDA (review annually)
    - Ensure all OPRs, Training Reports, and Decs are in PRDA
    - Correct discrepancies found
  - Review Officer Preselection Brief (OPB)
    - Ensure information is correct
    - Correct discrepancies found
- If you are an IMA, AGR, LEAD, or VLPAD, and assigned to an active-duty unit, servicing agency is the RegAF MPF/FSS or A1/J1
  - Responsible for providing OPBs
  - Provide SRs MELs/DQHBs/PRF notices
  - Assist with questions or record updates





- If you are a servicing agency (FSS/MPF/Det/etc)
  - Read and follow all instructions in ARPCMs
  - Run MELs weekly & communicate to ARPC/PBE adds/deletes
  - Provide members with their OPBs
  - Provide SRs MELs/DQHBs/PRF notices--suspense dates!
  - Assist leadership/officers when they have questions
    - Reference convening notices as POC/OPRs are included
    - Submit help tickets on officer's behalf (myVector)



# Questions?

Survey Monkey Link



# U.S. AIR FORCE

#### Welcome to the Virtual IRO

- Cameras off
- Audio muted
- Change name to Rank, First Name, Last Name, Det
  - Ex: Maj Larry Issue

    Det 3
- PLEASE WAIT and ask questions <u>at the end</u> we promise to answer them!
  - Type your questions in the chat
  - · Raise your hand
- Be courteous to briefers and attendees
- Please be mindful of the time return from breaks promptly so we can stay on schedule
- Let's get started!





https://www.surveymonkey.com/r/mayday3all



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

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

# United States Air Force Reserve

Integrity - Service - Excellence

# DD214/Service Verification Team



**U.S. AIR FORCE** 

Ms. Heather Garson - Branch Chief TSgt Francisco Garzon - NCOIC





- 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
  - <u>ALL</u> Unit assigned ANG and AFR members receiving an Active Duty retirement
  - <u>ALL</u> 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
  - <u>ALL</u> DD 215 requests for ANG and AFR members (including IMA's)

\*\*\*\*\*Units are NOT authorized to create DD 215's 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
- All DD Form 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 midnight the day following your retirement date
  - Permanent Disability and Temporary Disability List Retirements (PDRL/TDRL) 3-5
    duty days following your retirement date (we are experiencing some delays)
    - We receive notification from AFPC's Disability Operations Branch on upcoming and past PDRL/TDRL
    - If the DD 214 is delayed past 5 days, members can contact us directly or they can contact their case manager (AFPC)
  - IMA DD 214 60 calendar days from date of receipt of myFSS ticket
  - General DD 214 requests/missing DD 214 60 calendar days from date of receipt of myFSS ticket
  - DD 215 requests 60 calendar days from date of receipt of myFSS ticket
- Due to a high volume of requests daily and the transition to myFSS, some delays are expected. We kindly request patience.
- We strongly request members to not submit multiple requests for the same issue as it further extends our timeliness for production
- Because all our cases are pay and/or benefit affecting, if the SLA has passed, unit commanders may contact the Commander Hotline at their discretion



### When to Create a DD Form 214

#### When does a DD 214 need to be created:

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

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



# How to Submit a Request

- To submit a request, navigate to the myFSS landing page:
   <u>https://myfss.us.af.mil/USAFCommunity/s/</u> 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





#### I have read about the new DD 214-1. When and how will I receive one?

 This has not been implemented yet as each branch of service has until 2025 to implement the new DD 214-1 and we are awaiting implementation guidance

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

- Please note this is an end of service document and will not be issued each time a DD 214 is created
- In order to receive a DD 214-1 you must still qualify for a DD 214; the 214-1 will never be issued without that
- Examples of who would receive one: separating/retiring members who are eligible for a DD 214
- Examples of who would not get one; ARTs/Technicians/DSGs/TRs/IMAs that only perform AT/IDTs and no additional orders that qualify for DD214s
- Do members need to complete DD 214 Worksheets in the VMPF?
  - ARPC does not require members to submit worksheets. We do, however, encourage members to look at what
    information is automatically populated on the 214 Worksheet to ensure no immediate issues are present. The
    information is subject to change based on the source documents provided
- I've submitted multiple worksheets, why are they not being worked? (impacts IMA's mostly)
  - vMPF will never route a notification to HQ ARPC when a worksheet has been created.
  - Submitting a case through myFSS is required for the DD 214 team to assist
    - Members receiving an active duty retirement (20+ yrs TAFMS) have a ticket generated automatically once their retirement order is published
    - Members who are retiring and not on orders through their effective date of retirement, but still have qualifying active duty time





#### What documents are needed to complete a DD 214?

- Title 10 or Title 32 orders (whichever is applicable)
- COMPLETED Travel Vouchers from the FSO
- SIGNED AND DATED Decorations to verify contingency operations only
- AF Form 526s (PCARS) (for DD 214s prior to 2001, in most cases ARPC can pull from ARMS)

#### I need Member Copy 4, but PRDA only has Service Copy 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

#### 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?**







### **Survey Monkey QR Code**







# IMA Legal Orientation ARPC/JA



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



### Military Spouse Residency Relief Act

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



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



## MSRRA: How to Get Relief

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



# Uniformed Services Employment and Reemployment Rights Act

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

# USERRA: Four Standard Protections

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



# USERRA: How to Get Your Job Back

Step 1: Give Advance Notice!
(Written notice smart but not required)

Step 2: "Under Honorable Conditions!" (Present DD 214 or letter from CC)

**Step 3: ≤5 Years Cumulative Military Service** 

**Step 4: Report Back Promptly** 



# USERRA: Reemployment Protections

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



# USERRA: Information and Enforcement

#### Where to Go for Help

#### **General Information:**

**Legal Assistance Attorney** 

**National Committee for Employer Support of Guard** 

and Reserve: 1-800-336-4590 or www.esgr.org

#### **Enforcement:**

The Veterans' Employment and Training Service

(VETS): 1-866-4-USA-DOL (1-866-487-2365) or

www.dol.gov/vets

Private civil action



### Servicemembers' Civil Relief Act

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



# SCRA: Protections & Rights

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

Do NOT waive these protections!!!



# SCRA: Interest Rate Cap

### Maximum Interest Rate of 6%

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



# SCRA: Stay of Civil Proceedings

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

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



# SCRA: Default Judgements

### What if a Judgement Was Obtained Against Me?

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



# SCRA: Private Health Insurance Plans

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

# Repossession & Foreclosures

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

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





### **2023 Amendments to the SCRA**

Contracts

Residency

Licenses



# Termination of certain consumer contracts by Servicemembers and dependents

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

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

- Fitness &
- Home Security programs.

### **Recent Updates: January 2023**

### **Residence for Tax Purposes**

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

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

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



### **Portability of Professional Licenses**

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

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

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



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

## Reserve Tax Relief: Tax Extensions

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



## Reserve Tax Relief: Tax Extensions

Filing Your Return/Claiming a Refund

 Paying any Taxes Owed (Except Withholding and Employment Tax)

Making an IRA Contribution

Tax Benefits of Selling a Residence



# Reserve Tax Relief: Deployment

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



## Reserve Tax Relief: Deployment

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



## Reserve Tax Relief: Tax Deductions

### **What Can I Claim?**

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



## Reserve Tax Relief: Tax Deductions

### **Home Ownership**

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





### Available

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

### Services

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



# Questions?

**Survey Monkey QR Code** 



### United States Air Force Reserve

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# Yellow Ribbon Reintegration Program



TSgt Moniqua Dilloway – Yellow Ribbon
U.S. AIR FORCE
Program Manager



### IMA Representative: TSgt Moniqua Dilloway

Cell: 210-867-9696 Office: 720-847-3046 Email: moniqua.dilloway@us.af.mil

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

#### **Breakout Classes:**

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





Next event: May in Arlington, Virginia (May 10<sup>th</sup>-12<sup>th</sup>)