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

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*Integrity - Service - Excellence*

## **Air Force Reserve Orders Writing System (AROWS-R) Lab**



R. Adam Keele  
HQ RIO/OWC

**U.S. AIR FORCE**

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# *Overview*

- Requirements
- Detachments
- AROWS-R Set Up
- Misc Orders Information
- Check Orders Status/Approved Orders



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## ***Requirements***

- Per the AFMAN 36-2136 and the HQ RIO IR Guide, orders must be submitted at least **30 days** before the tour start date. We understand short notices do occur, but the general expectation is that submission is completed as early as possible for all AT, ADOS, School Tours and Military Pay Appropriation (MPA) orders.
- All Annual tour requests must be submitted by **31 May** each year. This is to ensure that they are published by **30 June**, per AFMAN 36-2136.
- Per the AFRC/CC policy letter, reservists are required to publish **all** AF Form 938 and DD Form 1610 orders in AROWS-R.
- The use of a Government Travel Charge Card (GTCC) is mandatory for **all** Air Force personnel when conducting official travel, per SAF/FM.
- Commercial Travel Offices (CTO) are required to adhere to the new GTCC policy and a member's failure to utilize their GTCC could result in issues making travel arrangements for official business.
- Contact your Active Duty Agency Program Coordinator (APC) to apply for Government Travel Card (GTC)



## ***Requirements (cont.)***

- **Once orders are submitted, you can check the status within AROWS-R.**
  - **FYSA - myPers Orders Submission coming online this FY!**
- **Update the “My Account” tab to receive email notifications when order requests are approved/disapproved.**
- **IRs must be current in these areas before requesting orders (with the exception of Annual Tour):**
  - **Physical Health Assessment (PHA)**
  - **Dental**
  - **Immunizations**
  - **Fitness Assessment**
  - **Security Clearance**
  - **Applicable Skill Level (Special Tours)**



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## ***Requirements (cont.)***

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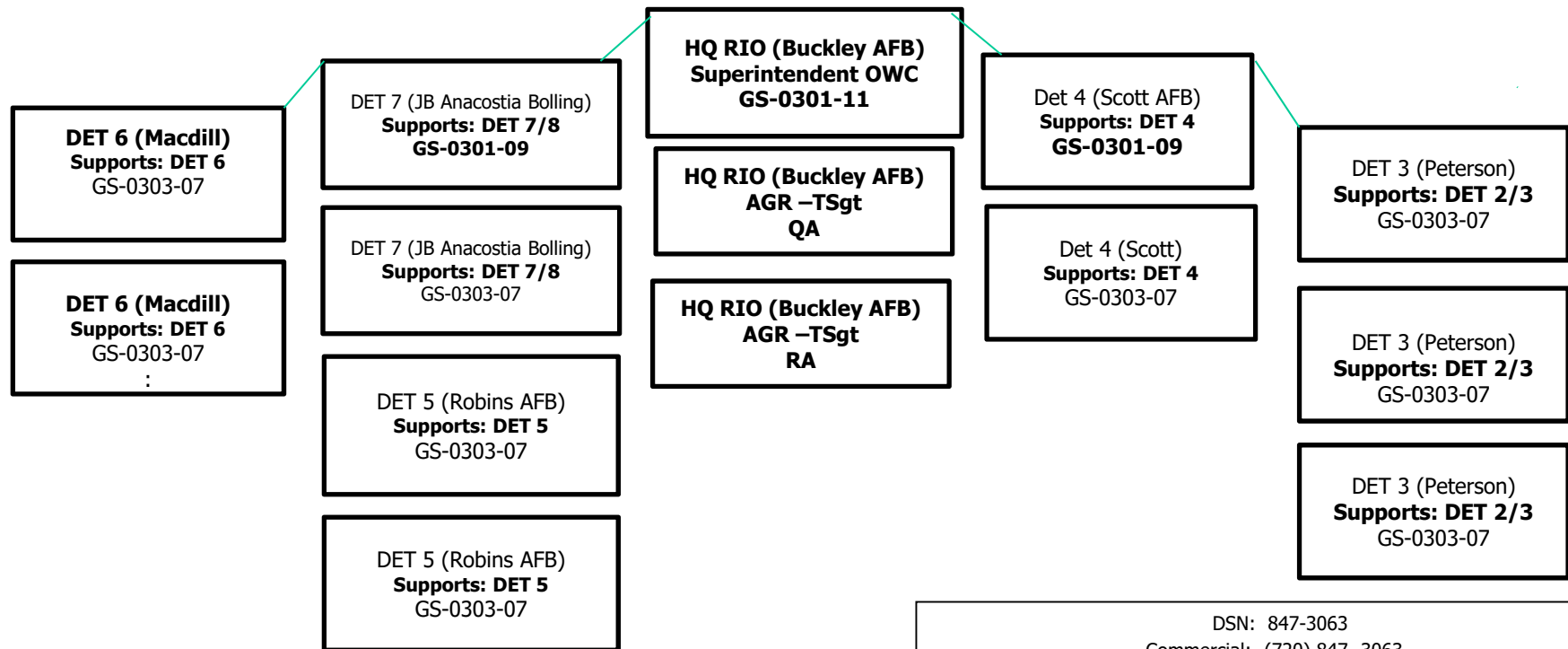
### **Special authorizations must be fully justified on AT Special Tour Request Form**

- **Annual Training Special Request Form can be found on the RIO website**
  - **Split AT orders**
  - **AT away from Home Station**
  - **Rental Car Authorization (Rental Car Form)**
  - **Form requires name/contact info of your supervisor who approved**
- **RIO Webpage**
  - **Forms/Templates: <https://www.arpc.afrc.af.mil/hqrio/owc.aspx>**
  - **AFRC-R User Guide**
  - **IR Orders Guide**



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# HQ RIO OWC Org Structure



DSN: 847-3063  
Commercial: (720) 847- 3063  
1. ARPC website <http://www.arpc.afrc.af.mil/HQRIO/>  
2. 1st Sergeant: MSgt Knight  
C: (303) 886-6660  
W: (720) 847-3301  
3. RIO CSS: (720) 847-3775  
4. HQ RIO OWC: (720) 847-3063



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## ***Detachments***

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- **HQ RIO DET 2/3 OWC: (719) 544-2534**
    - [RIO.DET3.READINESS@US.AF.MIL](mailto:RIO.DET3.READINESS@US.AF.MIL)
  - **HQ RIO DET 4 OWC: (618) 229-7919**
    - [HQ.RIODet4.OWC@us.af.mil](mailto:HQ.RIODet4.OWC@us.af.mil)
  - **HQ RIO DET 5 OWC: (478) 327-0410**
    - [DET5ORDERS@US.AF.MIL](mailto:DET5ORDERS@US.AF.MIL)
  - **HQ RIO DET 6 OWC: (813) 828-5035**
    - [RIODET6.READINESS@US.AF.MIL](mailto:RIODET6.READINESS@US.AF.MIL)
  - **HQ RIO DET 7/8 OWC: (202) 767-3080**
    - [AROWS@US.AF.MIL](mailto:AROWS@US.AF.MIL)
-



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## ***OWC Mission Statement***

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Build standard OWC procedures across HQ RIO and all Detachments. Continuously improve processes and organizational effectiveness. Provide realistic customer expectations, making it easier for our IRs and Staff to serve.



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# AROWS-R Set Up



Air Force Reserve Order Writing System [AROWS-R]

Version: 1.59.0.0018 Server: P1 Page Refreshed At: 2013/04/12 20:17 EDT

## CAC Login

Login

--- or ---

## Password Login

Login ID:

Password:

Login

[Forgot Your Password?](#)

### CAC Login Information:

AROWS-R users are now able to use their Common Access Cards (CAC) for logging in. Once you select "Login" button under the "CAC" section, a pop-up window will appear with a list of certificates. You must select your certificate that starts with "DOD CA". DO NOT SELECT the certificate that starts with "DOD EMAIL CA." If you select the certificate that starts with "DOD EMAIL CA", you will receive a "Page Can't Be Displayed" error.

### E-Mail Password Reset:

For security reasons, password resets will no longer be accomplished over the phone.

If you have forgotten your password, Login ID, or have been locked out of AROWS-R, you must email the Help Desk for assistance. Remember you can click on 'Forgot Your Password', give the answer to your question and gain the ability to change your password. If you can not answer your question, email the AROWS-R Help Desk at [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL) with your full name and the last 5 of your SSN and a new password will be sent to the email address that your email was sent from.

### Help! I'm A New User!

If you are a Member (Reservist):

Your initial Login is your SSN. Please enter it without dashes, for example 123456789.

Your initial Password is your Date of Birth in the YYYY/MM/DD format. The slashes are required, for example 1967/12/01.

If you are a Role other than a Member or if you are having trouble logging in, please contact the AROWS-R Help Desk at [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL).

### Help Desk Information

Hours: 0700-1700 EST

Phone (Toll Free): 1-877-294-5822

Email: [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL)

### Browser Requirements

To use AROWS-R, you will need either [Internet Explorer](#) (version 6.0 or higher) or [Mozilla Firefox](#) (version 1.5 or higher).



- Access through AF Portal or directly at <https://arowsr.afrc.af.mil/arows-r>
- CAC enabled or use established password; once you make it CAC access you cannot use a password after that.





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## ***Email Auto-Notification (Under "My Account")***

**Phone Number:**

**Email Address:**

**Travel Voucher Distribution List:**  
(separate by semicolon)

**Number of Items per Page:**  (used as a default for inboxes)

Profile Name	Notifications
RIODET2	<input type="checkbox"/> Notify me when I have work in this profile
PRE FY15 RIO	<input type="checkbox"/> Notify me when I have work in this profile
MEMBER	<input checked="" type="checkbox"/> Notify me when my requests become approved orders
MEMBER	<input checked="" type="checkbox"/> Notify me when my requests are disapproved
RMG DET 11 IMA SUPV	<input type="checkbox"/> Notify me when I have work in this profile

Save Changes



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## ***MISC ORDERS INFORMATION***

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- When submitting your request. Ensure you are current on all readiness requirements.
- Do not route an order request if your address is not correct. Address cannot be changed once orders are published.
  - Home address updates are made in MILPDS or vMPF. If address is not current, you will need to hold off on submitting request until the MILPDS update flows to AROWS-R
- Travel Start Date: Day the member departs home and travels to the duty location
- Initial Report Date: Day the member reports for duty
- End Date: Day the member returns home (return travel date)
- Duty Location: If duty is at Non-Military installation, ensure you put the full name and address of the location.
- Corporate Limits: When the member resides on the military installation where duty is being performed or resides within the same city that the gates of the installation open up to (No travel authorized)
- Commuting Distance: Most AF installations set a "50" mile radius, unless the AF installation where the duty is being performed has defined the local area for official travel HQ RIO will utilize the 50 mile radius (One round trip mileage authorized)



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## ***MISC ORDERS INFORMATION CONT***

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- When selecting Authorized Mode of Transportation from drop-down menu
    - When travel is between 51 and 400 miles one way from the members home address to the duty location Personal Automobile- Advantageous to Government (1 day of travel authorized)
    - When travel is 401 miles or more one way from the members home address to the duty location select Commercial Airline (Note: If you choose to drive reimbursement is limited to the cost of the authorized mode of transportation)
  - When selecting Per Diem location state from the dropdown menu
    - Select State from dropdown menu
    - If duty is being performed at an AF installation type the base into the search field
    - If duty is not being performed at an AF installation type the city where duty is being performed into the search field
  - Rental cars — require prior approval from your DET/CC.
    - Rental cars larger than compact require justification and approval from DET/CC, prior to travel initiation
  - For lodging and Dining availability on base (both Enlisted and Officers), refer to AFMAN 34-102 <http://www.defensetravel.dod.mil/Docs/afman34-102-c.pdf>
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## ***MISC ORDERS INFORMATION***

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- When submitting your request, ensure you are current on all readiness requirements.
- Do not route an order request if your address is not correct. Address cannot be changed once orders are published.
  - Home address updates are made in MILPDS or vMPF. If address is not current you will need to hold off on submitting request until the MILPDS update flows to AROWS-R
- Travel Start Date: Day the member departs home and travels to the duty location
- Initial Report Date: Day the member reports for duty
- End Date: Day the member returns home (return travel date)
- Duty Location: For PDS select "Get Home Station" or manually enter the full address.  
(Note: If performing duty at a military installation you need to list the specific base as the city)
  - Duty Location Continued: If duty is at Non-Military installation ensure you put the full name and address of the location.



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## ***MISC ORDERS INFORMATION CONT***

---

- When selecting Authorized Mode of Transportation from drop-down menu:
  - When travel is between 51 and 400 miles one way from the members home address to the duty location Personal Automobile- Advantageous to Government (1 day of travel authorized)
  - When travel is 401 miles or more one way from the members home address to the duty location select Commercial Airline (Note: If you choose to drive reimbursement is limited to the cost of the authorized mode of transportation)
- Rental cars — require prior approval from your DET/CC.
  - Rental cars larger than compact require justification and approval from DET/CC, prior to travel initiation
- For lodging and Dining availability on base (both Enlisted and Officers), refer to AFMAN 34-102 <http://www.defensetravel.dod.mil/Docs/afman34-102-c.pdf>



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# Submitting Request/Justification

## Justification

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

Tracking #: 4541904/0	Name:	Start Date: 2013/03/06
Order Type: AT	SSN:	Report Date: 2013/03/06 07:30
Status: INITIAL	Grade: E5	End Date: 2013/03/06
Total Travel Days: 0		Total Days: 1

Step 6 of 6: Justification

Section: 6. Justification

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

The following hard holds were detected:

Condition
-----------

General Comments/Justifications	
Alternate Means Justification	

### Back to Back Orders

Tracking Number	Mod Number	Start Date	End Date	Is this a Back to Back Order?
4540319	0	2012/11/20	2013/03/05	Yes <input type="radio"/> No <input checked="" type="radio"/>


[Previous](#) [Delete](#) [Save](#) [Save & Close](#) [Save & Route](#) [Cancel Changes](#)

- Enter any comments for the orders technician or additional justification
  - Special tour request
  - Rental Car request justification
  - Funding information if known
- Do not mark orders back to back if member goes home between consecutive orders
- Click "Save & Route" to submit your orders request to your DET Order Writing Cell (OWC)



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# Check the Status of Orders



Please Select A Menu ▾

Home | Switch Profile | My Account | Logout

**Member Menu**

Create Application

Applications Awaiting Action

Applications In Progress

Pull Back Application

Approved Orders

**Tour of Duty**

Create Certification

Certifications Awaiting Action

Certifications In Progress

Approved Certifications

Welcome **MICHELLE POLK** to the AROWS-R Home Page  
Your current login was on Wednesday, September 21, 2011 10:19:39 AM  
Your previous successful login was on Wednesday, September 21, 2011 09:37:14 AM

Your current phone number is: 571-830-9622  
Your current email address is: michelle.polk@afncr.af.mil

Your applications will be processed by: RMG DET 11 AFDW  
Point of Contact is: [RMG DET 11](#)  
Phone Number is: 202-767-3080

Your Latest Broadcast messages:

2008/08/14	REMINDER: All members should ensure their email is certified; therefore, accurate email addresses ensure
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAILS DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m.
2006/03/24	ATTENTION -- " PRIVACY ACT INFORMATION - The information is protected in accordance with the Privacy Act and AFI
2005/11/10	REMINDER: IMAs still need to provide a copy of their



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# Check the Status of Orders Cont..



Air Force Reserve Order Writing System [AROWS-R]

Version: 1.77.0.0003 Server: P4 Page Refreshed At: 2018/05/14 15:20 EDT

Current Profile: HQ RIO-OS - HQ ARPC - HQ RIO

Please Select A Menu

Home | Switch Profile | My Account | Logout

«Bottom»

## Member Menu

Create Application  
Applications Awaiting Action  
[Applications In Progress]  
Pull Back Application  
Approved Orders

## Tour of Duty

Create Certification  
Certifications Awaiting Action  
Certifications In Progress  
Approved Certifications

### Member Applications In Progress Inbox

[Change Search Criteria](#)

Currently sorted by: **Start Date**

Tracking Number	Status	PAS Code	SSN	Name	Start Date	End Date	Total Days	Order Type
7339389	INITIAL	BUOMFWBF	XXXXXX	BLEA, BRANDI	2018/05/27	2018/06/01	6	TDY

Total Records: 1

Search	
By Tracking Number:	<input type="text"/>
By Duty Dates:	<input type="text"/> To <input type="text"/>
By Order Type:	<input type="text"/>
Display:	<input type="text"/> 25 per page
<input type="button" value="Search"/>	





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## Check the Status of Orders Cont..

Display Section:  ▼

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

Routed To	Action Type	Action Date/Time	Last Name	OWA
Member				
AGR Admin				
Order Specialist	Approved	2018/05/03 14:38	KEELE	
Supervisor	Approved	2018/05/10 17:22	EVANS	
Invitational Event				
MilPay Specialist				
Hard Hold - Unit Commander				
Hard Hold - Military Personnel Flight				
Hard Hold - Wing Commander				
Hard Hold - Cross Wing Funding				
Resource Advisor	Routed	2018/05/03 14:38		RIOOTHER
Waiver				
Training Program				
Certifier	Future Routing			RIOOTHER
Final Certifier	Future Routing			ARPC SWC
Authentication				
DTS				

Close this Window



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# Approved Orders



Air Force Reserve Order Writing System [AROWS-R]

Version: 1.77.0.0003 Server: P4 Page Refreshed At: 2018/05/14 14:08 EDT

Current Profile: HQ RIO-OS - HQ ARPC - HQ RIO

Please Select A Menu

Home | Switch Profile | My Account | Logout

«Bottom»

## Member Menu

Create Application  
Applications Awaiting Action  
Applications In Progress  
Pull Back Application  
[Approved Orders]  
Tour of Duty  
Create Certification  
Certifications Awaiting Action  
Certifications In Progress  
Approved Certifications

## Member Approved Orders Inbox

[Change Search Criteria](#)

1-25

Currently sorted by: Start Date

Mask SSN: ☒

	Tracking Number	Status	PAS Code	SSN	Name	Start Date	End Date	Total Days	Order Type
	7130355	CANCEL	BUOMFWBF		BLEA, BRANDI	2017/09/15	2017/09/22	8	TDY
	7050340	MOD	BUOMFWBF		BLEA, BRANDI	2017/07/21	2017/07/24	4	TDY
	6703988	MOD	BUOMFWBF		BLEA, BRANDI	2016/12/05	2016/12/07	3	TDY
	6683211	INITIAL	BUOMFWBF		BLEA, BRANDI	2016/11/13	2016/11/18	6	TDY
	6362971	INITIAL	BUOMFWBF		BLEA, BRANDI	2016/05/01	2016/05/14	14	TDY
	6342775	INITIAL	BUOMFWBF		BLEA, BRANDI	2016/04/10	2016/04/22	13	TDY
	6148229	MOD	BUOMFWBF		BLEA, BRANDI	2016/01/10	2016/01/15	6	TDY
	6148126	INITIAL	BUOMFWBF		BLEA, BRANDI	2015/12/01	2015/12/09	9	TDY
	6147340	INITIAL	BUOMFWBF		BLEA, BRANDI	2015/10/26	2015/10/30	5	TDY
	6119196	INITIAL	BUOMFWBF		BLEA, BRANDI	2015/09/24	2015/10/03	10	TDY
	6091705	INITIAL	BUOMFWBF		BLEA, BRANDI	2015/09/01	2015/09/16	16	TDY
	6077223	MOD	BUOMFWBF		BLEA, BRANDI	2015/08/31	2019/08/31	1462	AGR
	5568084	MOD	W80MFVQB		BLEA, BRANDI	2014/10/01	2015/08/30	334	ADOS



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## ***OWC....Where Are We Going?***

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- Accountability to what is placed on the order
- Continue to develop standard processes across OWC
- MyPers Submission – DEMO
  - <https://mypers.af.mil/app/categories/c/6003/p/18>
- Better workload management – increased efficiencies
  - Date Stamps
  - Have all the same data needed
  - Require mandatory docs to be uploaded prior to submission
    - i.e ATSR, leave carry over,
    - SOU for Sanctuary
  - Metrics



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## ***References***

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- **AROWS Direct Link:** <https://arowsr.afrc.af.mil/arows-r/>
- <http://www.arpc.afrc.af.mil/Home/HQRIO.aspx>
- **AROWS Help Desk (Hours: Monday-Friday, 0700-2100 ET, excluding federal holidays)**
  - **Email:** [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL)
  - **Phone:** 1-877-294-5822



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***Q & A***

# Questions ?

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

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## **HQ RIO Career Advisor MSgt Ronald Brown**



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## *HQ RIO Career Assistance Advisor*

- **Career Management Counseling**

- Vacancies
- Education Opportunities
- R-EDP / R-ODP
- STEP I & II Assistance
- Cross-Training Info
- Commissioning Info

- **Career Retention Efforts**

- Reenlistment/Affiliation/Retraining Bonus
- BRS Continuation Pay
- Virtual Reenlistments
- Enlistment Extensions
- AFRC Exit Survey
- Retention Counseling

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



AIRMAN

#### **Complete the SOU**

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



UNIT COMMANDER/CIVILIAN  
LEADER

#### **Makes determination on CP**

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



AIRMAN

#### **Submits SOU**

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





## ***Contact Information***

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**MSgt Ronald K. Brown**

**Phone: DSN 847-3187 Comm 720-847-3187**

**Email: [ARPC.HQRIO.CareerAssistance@us.af.mil](mailto:ARPC.HQRIO.CareerAssistance@us.af.mil)**

**RIO Website:**

**<https://www.hqr.io.afrc.af.mil/Career-Management/Career-Advisor/>**

**RIO Sharepoint**

**[https://afrc.eim.us.af.mil/sites/HQ\\_RIO/Command\\_Section/CAA/SitePages/Home.aspx](https://afrc.eim.us.af.mil/sites/HQ_RIO/Command_Section/CAA/SitePages/Home.aspx)**





## ***HQ RIO Career Assistance Advisor***

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## HQ RIO Career Assistance Advisor

### What I provide to the IR

**YOU are my primary focus!**

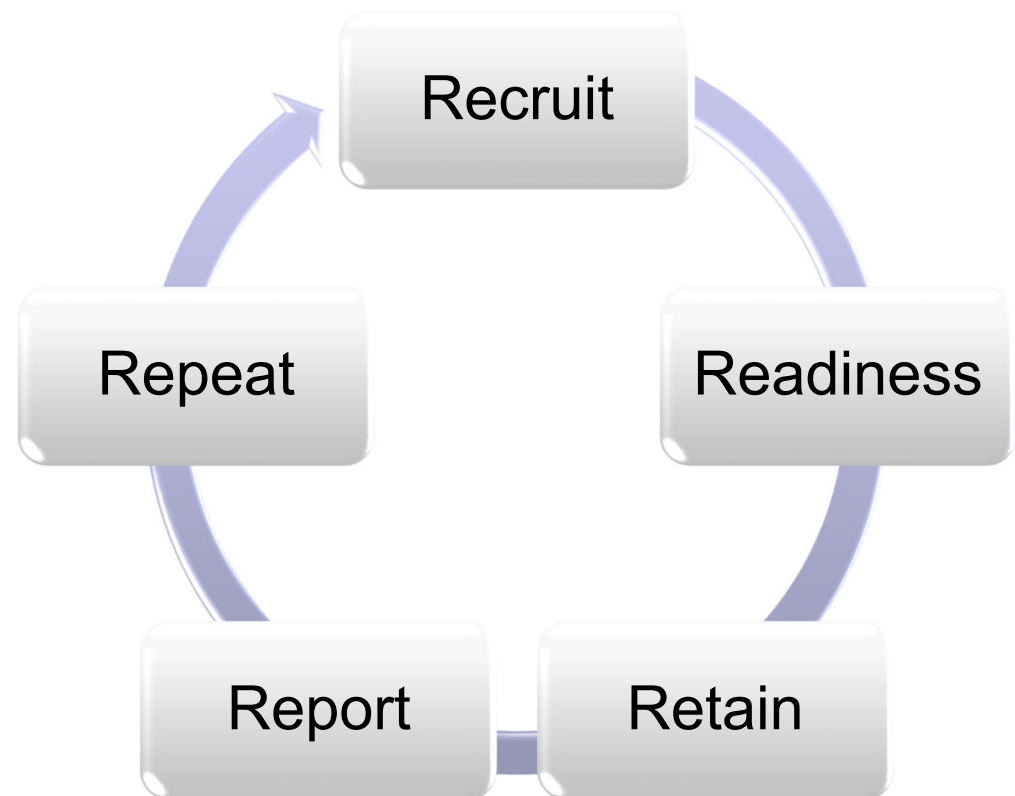
**Career management tools**

**Special pay and incentives**

**Exit questionnaires**

**BRS Continuation Pay**

### HQ RIO CAA IR Life Cycle



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

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## **Classification & Training**



**(T)Sgt Stephanie Goad  
HQ ARPC IR Manager**

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# ***Classification & Training (DPAT)***

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## **WHO WE ARE**

**Division Chief**

**Manager, IR Formal Schools**

**Incoming MSgt**

**Manager, IR Officer & Enlisted Training**

**Reserve Classification**

**(T)Sgt Stephanie Goad**

**TSgt Miriam Gregory (IMA)**



# ***Classification & Training (DPAT)***

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## **WHAT WE DO**

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

- **IMA – Officer and Enlisted on the Job Training Management**
- **IMA - Career Development Courses**
- **IMA - AFSC/SEI Updates**
- **IMA - AFSC/SEI Downgrades and Withdrawals**
- **IMA - Training/Re-training Status Codes Updates**
- **IMA - Formal Schools Management**
- **IMA - Enlisted PME Management (In Residence)**
- **IMA - Seasoning Training Program Management**
- **AFRC - Classification Waiver Processing**
- **AFRC - Classification AFSC Conversion Coordination**



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# HQ RIO Detachment POCs

Detachment	Operating Location	MAJCOM(s)	MAJCOM Codes	Training POC
Det 02	Joint Base Pearl Harbor Hickam	PACOM/PACAF	0R, 3O (3 O not 3 zero)	<a href="#">MSgt Stephen Edwards</a> <a href="#">SSgt Eclavea</a> DSN 315-449-7932 <a href="mailto:arpc.hqriodet2@us.af.mil">arpc.hqriodet2@us.af.mil</a>
DET 03	Peterson AFB, CO	NORAD / NORTHCOM / AFSPC / USFA / AFGSC / STRATCOM / CYBERCOM	1S, 2S, 3Q, 4D, 0B, GS	<a href="#">SMSgt Eric Orndoff (Prim)</a> <a href="#">TSgt Jessie McEachern (ALT)</a> DSN 692-2576 <a href="mailto:rio.det.3@us.af.mil">rio.det.3@us.af.mil</a>
DET 04	Scott AFB, IL	AMC / TRANSCOM / AETC / AFPC / AFISRA / AFSFC / AFMC / AFRC	9, 14, 15, 17, 0J, 1L, 1M, 2T, 3T, 40	<a href="#">TSgt Kaitlynn Canini</a> <a href="#">MSgt Alvin Ruckwardt</a> DSN 779-0091/7919 <a href="mailto:arpc.hqriodet4@us.af.mil">arpc.hqriodet4@us.af.mil</a>
DET 05	Robins AFB, GA	Centrally Managed - JA(Legal), SG, (Medical), HC(Chaplain), HO (Historian)	0M, 2E, 2F, 2K, 2Z plus AFSC's	<a href="#">MSgt Courney Robinson/TSgt Altricia Garvin</a> <a href="#">TSgt Martravis Mallary</a> DSN 497- 2331/2170 <a href="mailto:HQRIODet5ReadinessInt@us.af.mil">HQRIODet5ReadinessInt@us.af.mil</a>
DET 06	MacDill AFB, FL	CENTCOM / SOUTHCOM / SOCOM / AFSOC / ACC	0V, 1C, 3C, 3D, 3M, 0U, 2L	<a href="#">SSgt Sabrina Morris</a> <a href="#">MSgt McGrath, Lisa</a> <a href="#">MSgt Maxfield, Vanessa</a> DSN 968-5035/5082 <a href="mailto:det6.readiness@us.af.mil">det6.readiness@us.af.mil</a>
DET 07	Joint Base Anacostia- Bolling, DC	National Capital Region Agencies and Staff MA's	05, 07, 12, 13, 1Q, 20, 2A, 2H, 2M, 2Q, 2R, 30, 31, 33, 35, 37, 38, 39, 3A, 3V, 41, 4W, all AFSC 90G0 regardless of command code	<a href="#">TSgt JennyRose Whitney</a> DSN 297-3080 <a href="mailto:HQARPCRIODet7.TRAINING.ORG@us.af.mil">HQARPCRIODet7.TRAINING.ORG@us.af.mil</a>
DET 08	Stuttgart, Germany	USAFE / EUCOM / AFRICOM / NATO	0D, 3K, 1R, 3G	<a href="#">SSgt Carol Beutel</a> DSN 314-480- 9178 /1843 <a href="mailto:EUCOM.STUTTGART.ECCS.MBX.RIO-DET-8@MAIL.MIL">EUCOM.STUTTGART.ECCS.MBX.RIO-DET-8@MAIL.MIL</a>



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

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

- **Upon entering the IMA program, our office assist with determining training requirements, if applicable.**
  - **Includes: Training & Retraining Status Codes, Initial Skills Awarding Schools, and Career Development Courses**
- **Subsequently, our office will oversees Officer and Enlisted on the Job Training program and report status of training to the HQ RIO Commander.**
- **All OJT management actions are initiated and/or processed through your RegAF (Active Duty) Training Manager and Commander.**

**\*\*\*\*\*You may need to educate your RegAF training manager, but please notify your Detachment POC if you have any issues. Detachment POC will notify our office, if applicable, for assistance\*\*\*\*\***

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## ***Formal Schools***

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

- **Initial Skills (3 Level) School/Craftsman (7 Level) School**
- **Officer Qualification Courses (SOS, ACSC, AWC, etc)**
- **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 your HQ RIO Detachment POC for class availability**
- **DO NOT schedule thru AD unit (IMA TLNs 963IXXX)**

**\*\*\*\*\*Career Field Specific Courses – If you have any questions, please see us after the brief for assistance\*\*\*\*\***



**All must be coordinated through your Detachment**

- **Classification Guidance is posted to myPers under Air Reserve, (Officer/Enlisted) Classification Option**
  - Ensure waivers packages are complete and comprehensive
  - **Classification Waivers: Initial Entry, Medical, Retraining**
  - **Training Waivers: 2X CDC Failures, Time in Training, Certification**
- **Officer/Enlisted Change Summary and Conversion Guides**
- **Direct/Indirect AFCS Conversion information**

**Why is this important?**

**It can affect your promotion, re-assignment opportunities, school tour eligibility or bonus pay**



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# *Questions*

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

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



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**MSgt Kevin Wilson  
Linda St. Hilaire  
SSgt Dan Zeiner  
HQ RIO/IPR  
DSN 847-3700  
Comm 720-847-3700**



- **Seeking Deployment/Exercise opportunities**
- **IMA Volunteer Process**
- **Statement of Understanding (SOU)**
- **Involuntary Mobilizations**
- **Deployment Waivers**
- **AEFI's**



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

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- **Must be “GREEN-TO-GO”**
  - **Most deployments require passing fitness assessment; see location-specific Reporting Instructions**
  - **Must possess a 3-level in AFSC unless otherwise specified in the requirement**
  - **Work through detachment & Active component chain of command**
  - **Active Duty unit responsible for training & equipping**
    - **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 AROs for exercises.**
-



## ***IMA Volunteer Process***

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- **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 need AFRC/CV Approval**
  - **Deployments/Exercises must have a valid Unit Line Number (e.g. be an approved SecDef deployment req tracked in SIPR-based system)**
  - **Members must submit a Statement of Understanding (SOU) through supporting RIO Det**
-



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# Volunteer Reserve System (VRS)

- Access ARCNet through AF Portal
- Select “VRS” tab from the main ARCNet page

The screenshot shows the HQ RIO Home page on the ARCNet portal. The browser address bar displays <https://www.my.af.mil/arcnetprod/resnet/classic/home.asp>. The page header includes the ARCNet logo and navigation links: Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, Web Admin. A blue arrow points to the 'VRS' tab in the top navigation bar. The main content area is titled 'HQ RIO Home' and shows the user's last login as 5/2/2016 4:27:39 PM. A sidebar on the left contains various links under categories like 'ARCNet Links', 'ARCNet Docs', 'CBTs', 'HELP', 'TRAINING SLIDES', 'AF PORTAL LINKS', and 'MISC LINKS'. The central content area features a 'QUICK LINKS' menu with options like 'MY READINESS', 'HQ RIO WEBSITE', 'CONTACT DIRECTORY', 'INTEGRATION CELL', 'RESERVE PAY OFFICE', 'IMA TRAVEL', 'DEFENSE TRAVEL SYSTEM', 'AROWS-R', 'UTAPSweb', 'myPERS', and 'FAQs'. Below this is a section titled 'HQ Individual Reservist Readiness & Integration Organization' which includes a description of the organization's mission and vision, a 'Leadership' section with photos of Col Carolyn A. Stickell, CMSgt Dolores M. Colella, and MSgt Wendy T. Barraca, and a 'VISIT YOUR HQ RIO DETACHMENT ONLINE' section. The page footer includes social media icons for Facebook, Twitter, and YouTube.





- Select Volunteers tab to start search and application process

**Volunteer Reserve System (VRS)**, has been revised to enhance usability for the Volunteer and Requisitioner. This newer version continues to provide service to Reserve/Guard members for short-term and funded assignment vacancies. Force Generation Center (FGC) has management control of VRS. Volunteers should address specific questions concerning the vacancy to the POC listed. Should you have questions regarding the process for VRS, please email the FGC/FGF FARS at [afrc.fgc.far@us.af.mil](mailto:afrc.fgc.far@us.af.mil).

Users will notice several new key features in this version, all designed to make the matching process more efficient. Volunteers can search for opportunities by a variety of factors (specific dates, ranks, AFSCs, locations, keywords). Volunteers can track application status within VRS. Supervisor permission is the first step in the application process. Emails to the volunteer are sent during the final steps of the application process to offer acceptance.

VRS is voluntary and Requisitioners are responsible to ensure each listing reflects a current requirement. In addition, Requisitioners are responsible for the validity and accuracy of each posting.

© 2016 - ARCNet Release Version 2.4 Branchv3.5.0 CLR Image v4.0.30319 Build v2010.3.1317.0 Build Date 04/21/2016 14:01:13

[Privacy and Security Policy](#) [Contact ARCNet](#) [About](#) [Section 508 Statement](#) [Air Force Reserve](#)



- Volunteer menu view will search all available opportunities using the listed search options

The screenshot displays the VRS web application interface. At the top, there is a navigation bar with the ARCNet logo and various menu items: Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Web Admin. A user profile for 'charrnique-j.jones [cosmo]' is visible on the right. Below the navigation bar, there is a sub-navigation bar with links: Home, Volunteers, Requisitioners, External Links, and Feedback. The main content area is titled 'Volunteer Opportunities' and 'Applications'. It features a search bar with a magnifying glass icon and a 'Search' button. Below the search bar, there are several search filters: Job Id, Keyword (with a note 'Separate keywords with a comma (,)'), Job Source (a dropdown menu with 'Select A Job Source...' selected), Location, AFSC, Grade, and Duration. There are also 'Search (ENTER)', 'Clear Search', and 'Search Guide' buttons. To the left of the search filters, there is a 'Searches This Session:' section with a 'Clear' button. Below the search filters, there are 'Export to Excel' and 'Export to PDF' buttons. A table of volunteer opportunities is displayed below the search filters. The table has columns: Job, Title, AFSCs, Location, Report (NLT), Duration, and Desired Grade. Two opportunities are listed: 191400 (Air Refueling Planner/Executor (copy)) and 191411 (24 AF MPA Support). Each row has an 'Apply' button and a printer icon. A blue arrow points to the 'Apply' button for the first opportunity, and another blue arrow points to the 'Search' button.

Job	Title	AFSCs	Location	Report (NLT)	Duration	Desired Grade
191400	Air Refueling Planner/Executor (copy)	011M4	Scott AFB Illinois United States USNORTHCOM	5/31/2016	180	O-4
191411	24 AF MPA Support	32E4	24AF Lackland AFB TX	6/29/2015	0	O-4



- To view additional information on vacancy click on “+” or “Job ”
- Click “Apply” to start application process

ARCNet Home Participation Duty Plan ATMT Readiness VRS Member Email Web Admin

charnique.j.jones [cosmo]

Job Id: [ ] AFSC: [3S0] Wildcard: X

Keyword: [ ] Separate keywords with a comma (,)

Job Source: [VRS] Grade: [Select A Grade...]

Location: [ ] Duration: [Select A Duration...]

Search (ENTER) Clear Search Search Guide

Export to Excel Export to PDF

Drag a column header and drop it here to group by that column

Job	Title	AFSCs	Location	Report (NLT)	Duration	Desired Grade	
192536	USSOCOM J1 Plans, Policy, and Programs Superintendent	3S071	MacDill AFB, FL	5/22/2016	120	E-8	Apply
192572	3S0 Personnel Tech	3S051	Robins AFB GA	5/21/2016	131	E-6	Apply



- After application is submitted it traverses the following process:

Step in Application	Point of Contact's Comments	Date and Time
Volunteer		
Supervisor Approval		
UDM Approval		
LRS Approval		
Wing CC Approval		
FAM Approval	CIV Elsie Houey	
FGC Approval	CIV Michael Carter	
Requisitioner Review	Col Brett Buras	

Upload Files

Maximum Combined File Size: 9 MB

Select files...



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# ***Deployment Responsibilities***

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## **HQ RIO**

### **Per AFI 36-3802**

- Cuts CED orders for **ALL** IR's
- Initiates AEF tasking in M4S for ACC supporting ULN's
- Initiates Contingency Orders and AROWS-R (AROWS-R orders are Title 10 orders for IR's to be paid, CED orders are for travel to and from AOR)
- Updates DPDRT (Deployment Discrepancy System)  
(Note: a discrepancy will count against the IR's tasking unit)

## **AD Unit**

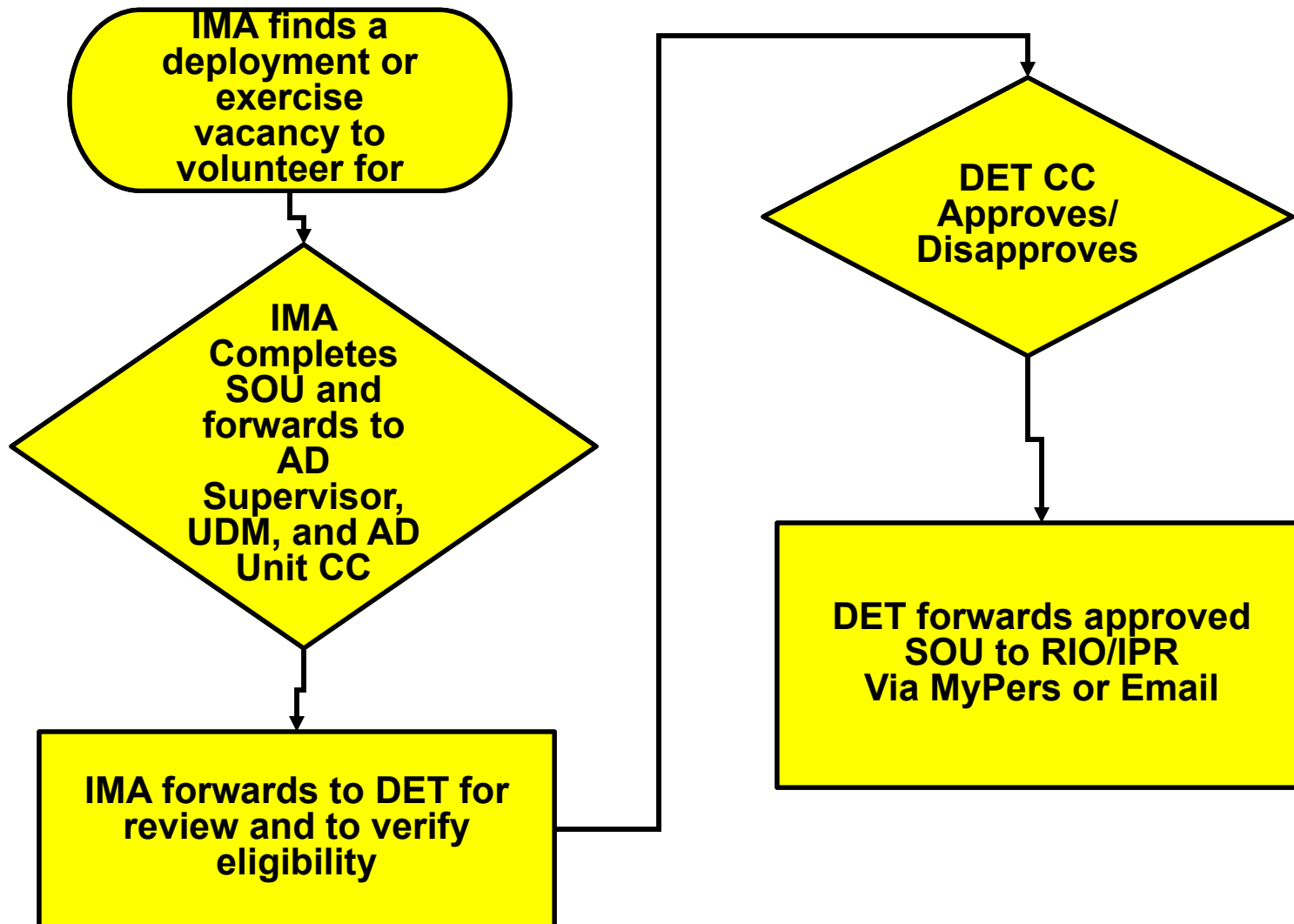
### **Per AFI 10-401**

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

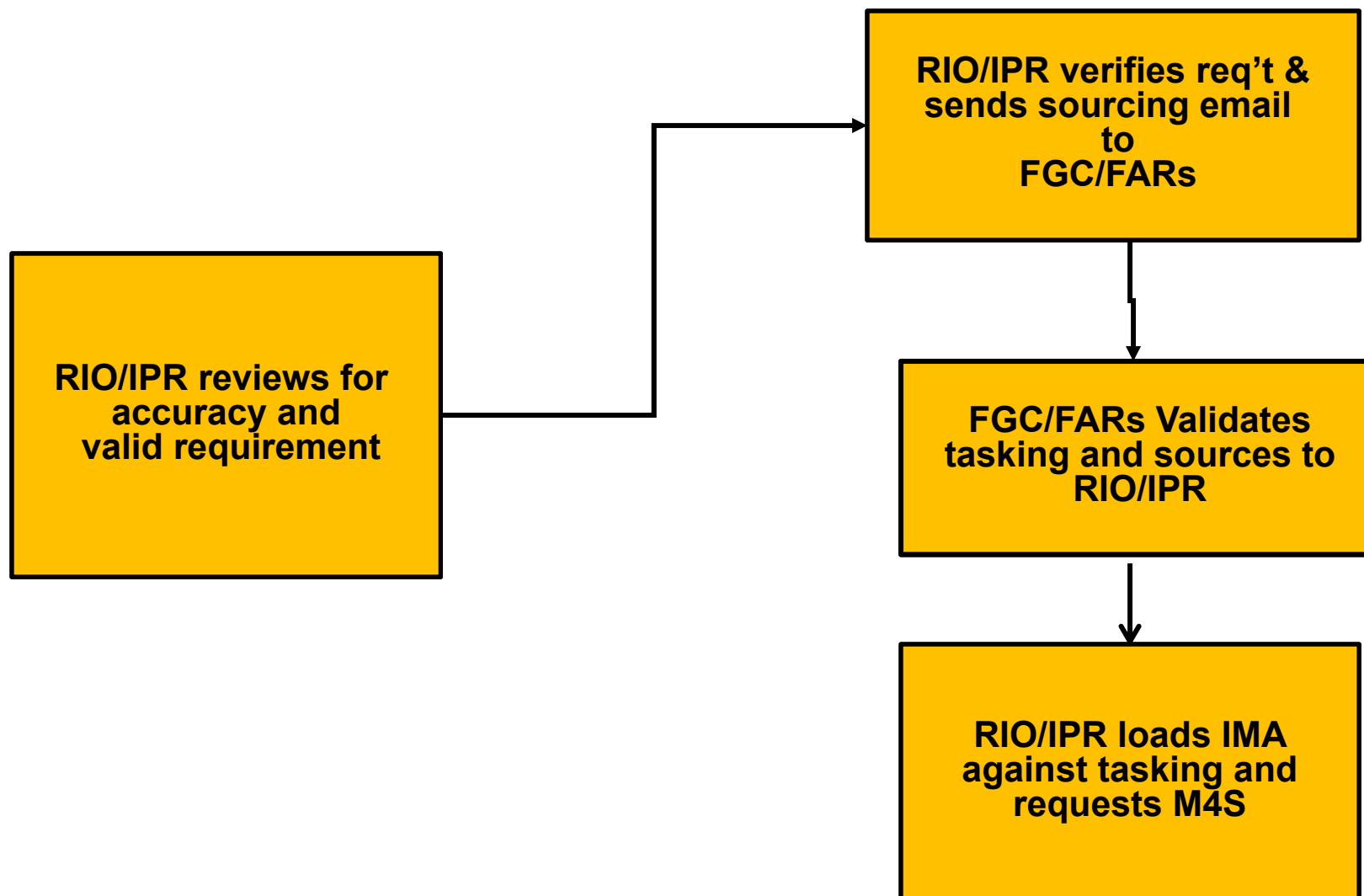


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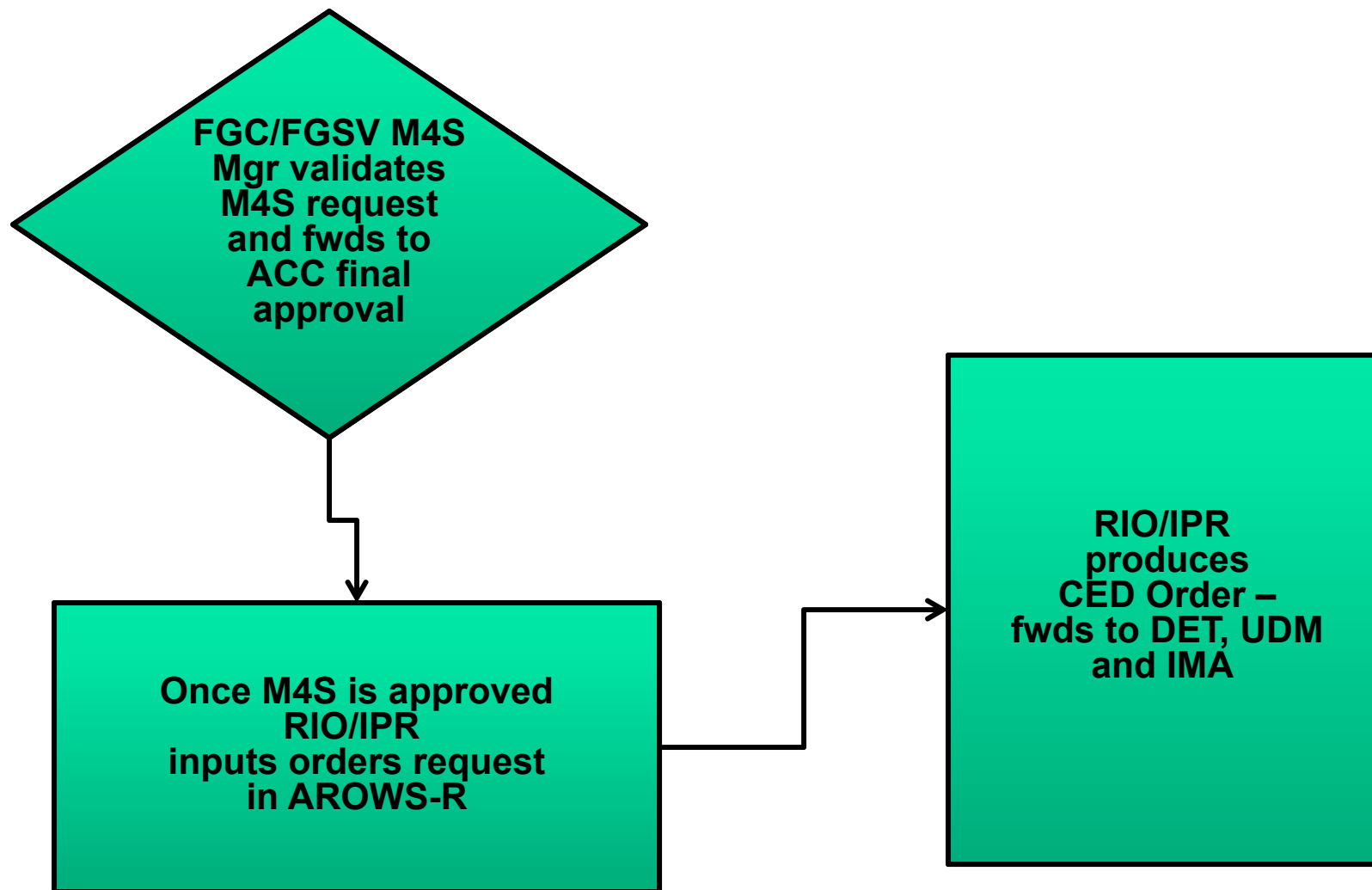
## ***IMA Volunteer Process (phase 1)***



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



## ***IMA Volunteer Process (phase 3)***







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# ***Exercise Responsibilities***

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## **HQ RIO/Dets**

### **Per AFI 36-3802**

- MAJCOMs running the exercise will process M4S for exercise participation
- Dets/Mbrs will initiate 938 AROWS orders
- RIO/IPR will cut CED orders for **ALL** IR's (we require completed SOU & 938 in order to cut the CED order)

## **AD Unit**

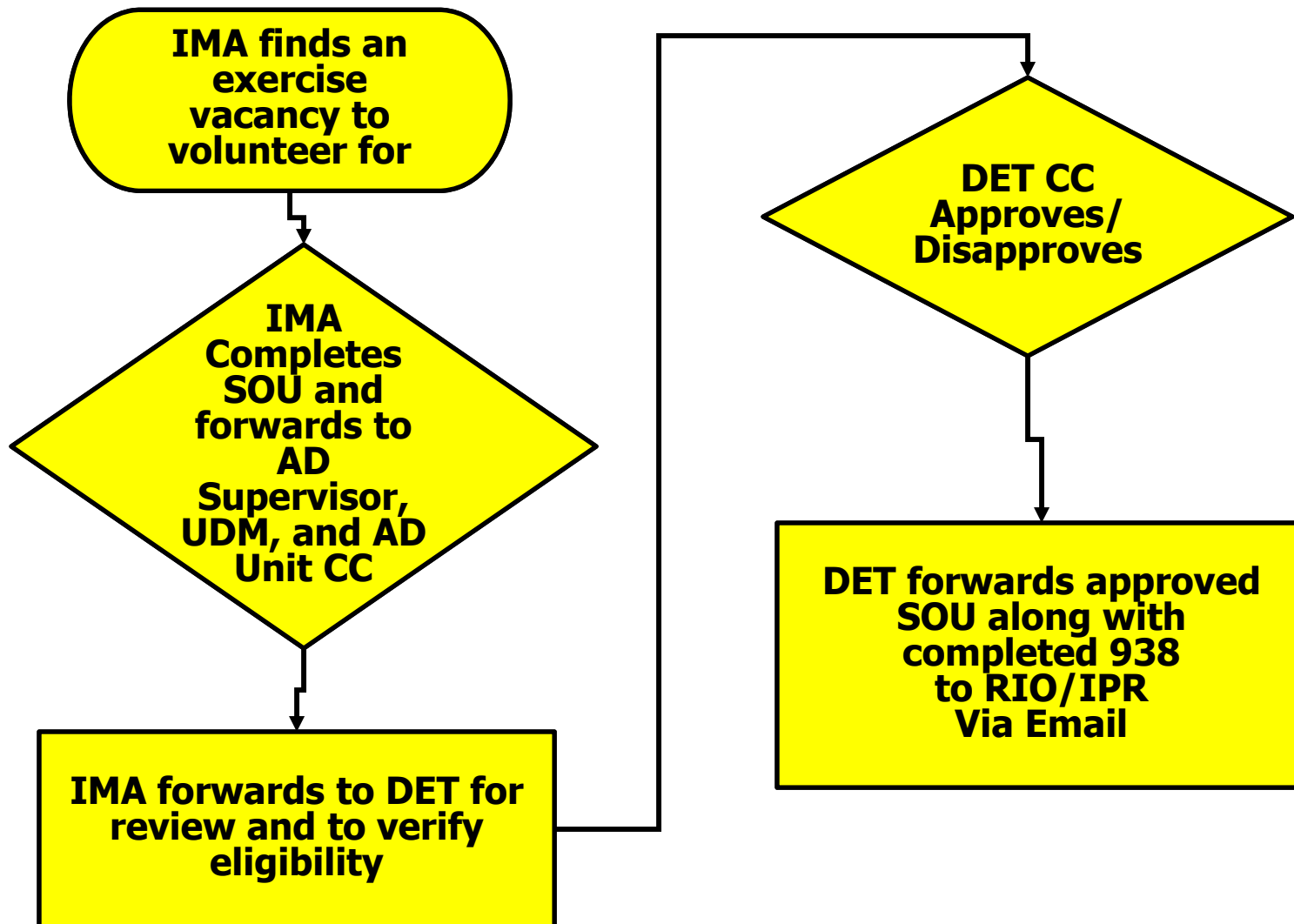
### **Per AFI 10-401**

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



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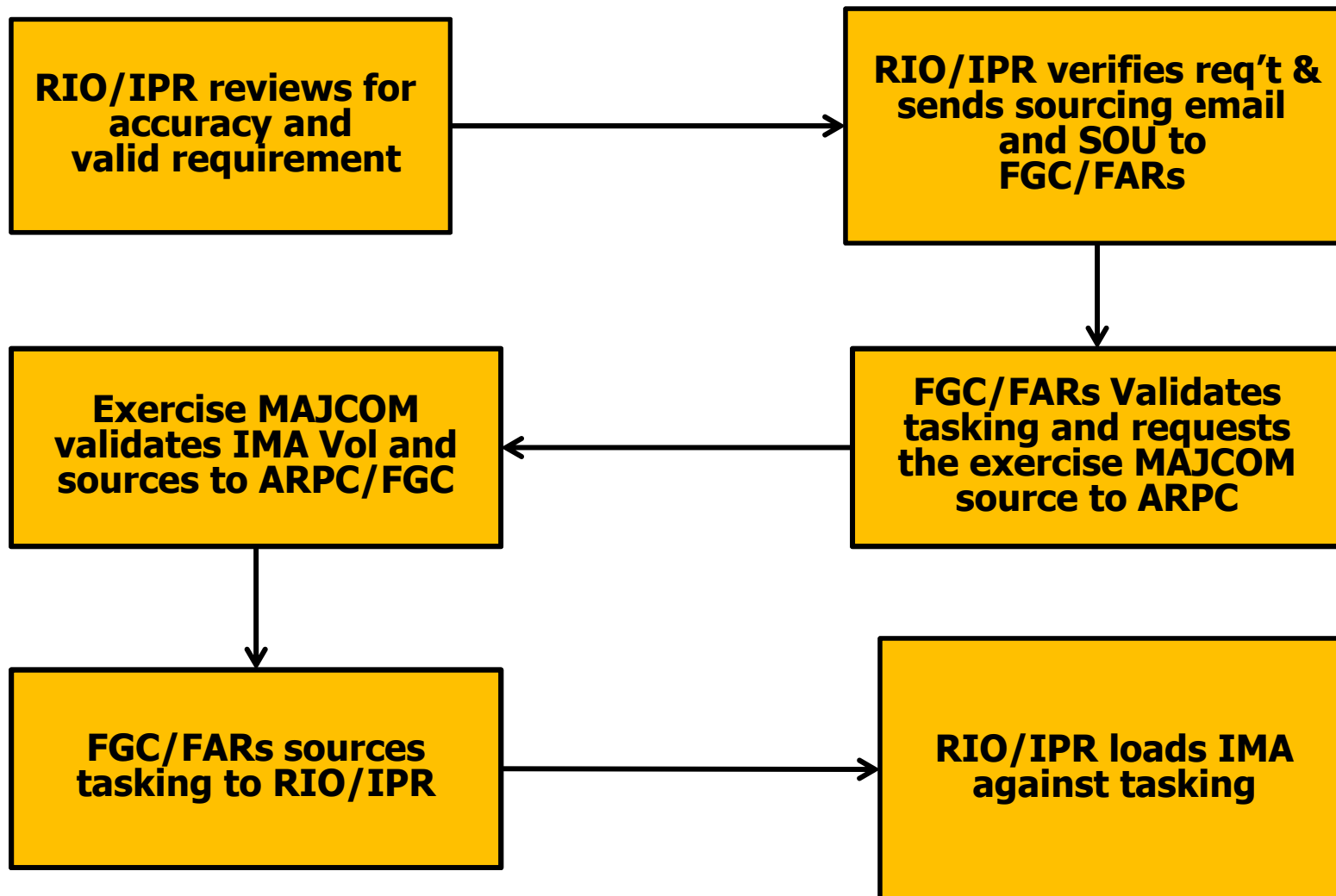
## ***IMA Exercise Process (phase 1)***





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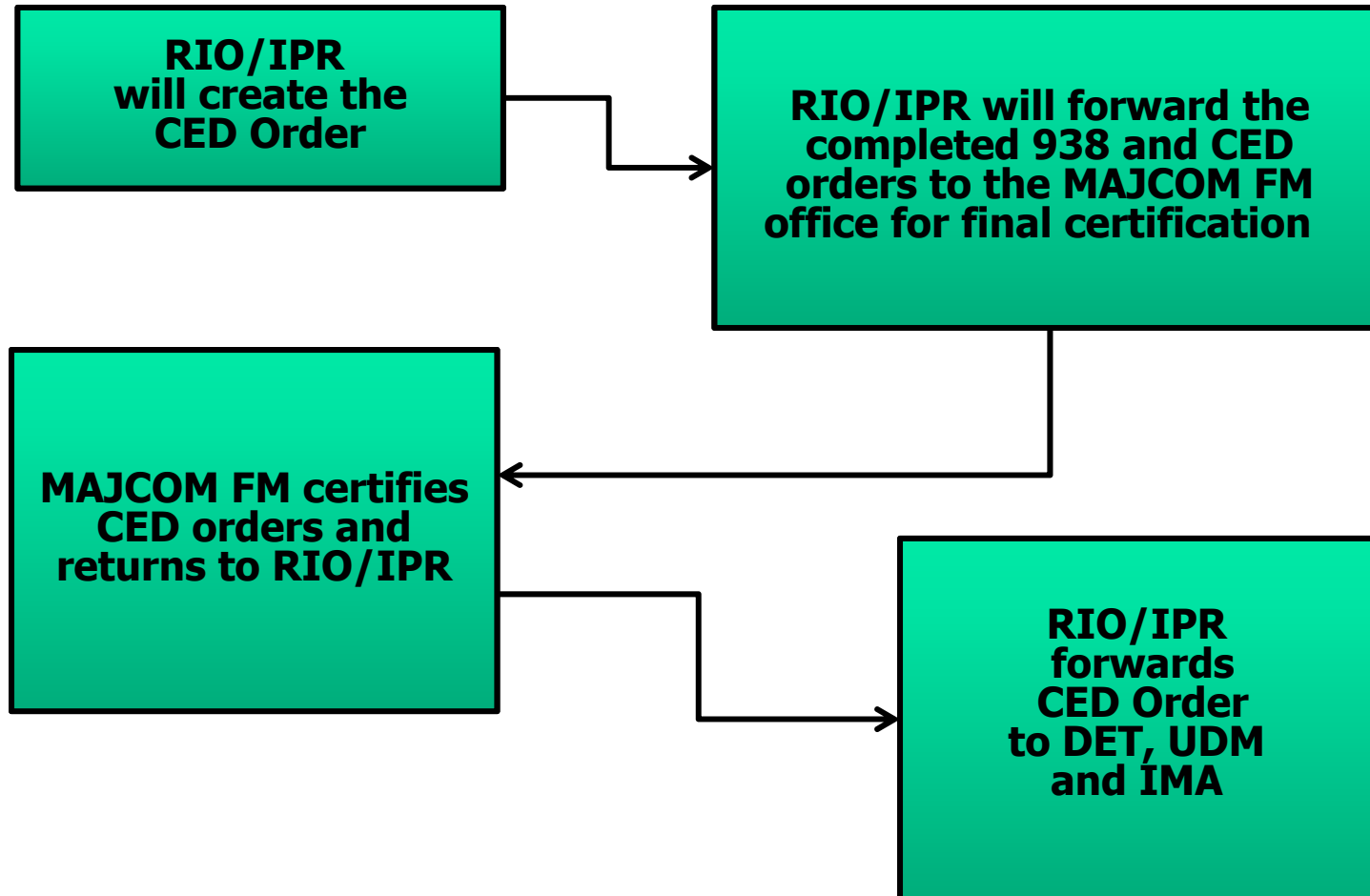
## ***IMA Exercise Process (phase 2)***





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## ***IMA Exercise Process (phase 3)***





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# Statement of Understanding (SOU)

- All ULN Deployment and Exercise requests require members to submit a Statement of Understanding (SOU) through their unit and supporting RIO Det which can be found at <http://www.arpc.afrc.af.mil/HQRIO/IMA-Deployments/>

IR Volunteer Statement of Understanding AEF, Non-AEF (with ULN) and Exercise (with ULN)				
<b>DIRECTIONS:</b> Part I - Member completes Part II - UDM/unit completes Part III - Det/CC completes and emails completed package (SOU) to HQ RIO/IPR at <a href="mailto:arpc-ior@us.af.mil">arpc-ior@us.af.mil</a>				
<b>IMPORTANT: IRs are not authorized to participate in active flying or flying training while deployed unless a waiver is approved IAW AFI 11-401 table 2.2 (HQ RIO/IR HARM)</b>				
<b>PART I - MEMBER INFORMATION</b>				
Last	First	Middle	Rank	Social Security Number
Home Address (Before and During deployment)				
Home Phone		Cell Phone	DSN Work Phone	
Email address (both personal and work)				
Attached Unit (where you perform duty)		Base and State	PAS Code	
Duty AFSC				
<p>I am a volunteer to deploy in support of an Active Component requirement. I understand I must meet all IR readiness requirements before volunteering for this deployment, and that it is my responsibility to check my readiness level in ARCNET prior to my HQ RIO Detachment forwarding this request. I further understand that once I am assigned against a ULN for a specific deployment, that I am committed to that tasking. If I am unable to fill this requirement, I must notify my RegAEF Commander who will be responsible for filling the tasking or submitting the reclama to AFPC/DPW. I must also notify my Detachment CC and HQ RIO/IPR Staff. Initials _____</p> <p>If selected for this deployment, I understand I may use any remaining IDT or annual tour days to complete ancillary training requirements associated with deployment. Furthermore, I understand I must depart from and return to my unit of attachment provided above. I understand that I will be afforded 2.5 days downtime for every 30 days deployed up to a maximum of 14 days. I understand this downtime will be taken within the established commuting area of unit of assignment, all in-processing activities will be completed during this time per current AFRC/CV Downtime policy. I understand the 14 days start immediately upon my return to U.S. Leave time is a separate entitlement. I acknowledge upon signing this SOU that I have read and understand Part I and will comply with all pre-deployment training requirements to include ancillary training prior to deployment. Initials _____</p> <p><b>ULN DRIVEN EXERCISE (Initial if this is an exercise ULN)</b> If selected for an ULN driven exercise, I understand I may NOT use any remaining IDTs to participate in the exercise. Furthermore, I understand if I participate in an ULN driven exercise in IDT status I will pay my travel and per diem out of pocket. Unless exercise is at unit of assignment and member is in place. I will be departing from <input type="checkbox"/> home station or <input type="checkbox"/> home of residence for this exercise. Initial _____</p>				
SOU - Mar, 2018 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.				

IR Signature _____		Date _____
<b>IMPORTANT: IRs are not authorized to participate in active flying or flying training while deployed unless a waiver is approved IAW AFI 11-401 table 2.2 (HQ RIO/IR HARM)</b>		
<b>PART II - UNIT OF ATTACHMENT &amp; COMMANDER'S CERTIFICATION</b> IMPORTANT: IMAs are not authorized to participate in active flying or flying training while deployed.		
<input type="checkbox"/> AEF (HQ RIO/IPR requests MPA only) <input type="checkbox"/> Non-AEF w/ULN <input type="checkbox"/> Exercise w/ULN (Name of exercise) _____		
ULN/Line Number: _____		
Location: <input type="checkbox"/> OCONUS CENTCOM AOR <input type="checkbox"/> OCONUS <input type="checkbox"/> CONUS		
Status for Exercises only: <input type="checkbox"/> IDT <input type="checkbox"/> Annual Tour RPA <input type="checkbox"/> MPA M45 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.		
<b>Supervisor:</b> I Concur/Non-Concur with this deployment request. (Circle One)		
Sign and Print Name, Grade, Unit, DSN	Date	Supervisor Email Address
<b>Unit Deployment Manager (UDM):</b> I certify this member meets all requirements associated with requested ULN. I understand if the AD unit commander approves the individual to deploy it is my responsibility to train and equip them for deployment IAW AFI 10-401 para 11.18.2.10, AFI 36-2629, and CCDR reporting instructions and requirement line remarks. I will request RDD change or delayed reporting if this request is submitted within 30 days of known First Movement to allow 30 days for IR deployment processing. I understand it is the responsibility of my unit to fill the tasking or submit reclama (If originally tasked unit) to AFPC/DPW (AEF requirements only) if the IR member for whatever reason does not fill the AEF deployment. If we are not the originally tasked unit, HQ RIO/IPR will have the tasking sourced back to them for filling or reclama action. I understand HQ RIO/IPR will take all necessary actions within DCAPES and generate all orders related to this tasking.		
Sign and Print Name, Grade, Unit, DSN	Date	UDM Email Address
<b>AD FSS/IPR</b> I certify IAW AFI 36-3802 Attachment 2: I will in/out process IRs who are deployed for direct or indirect support of a contingency operation. I understand that all IRs CED orders will be cut and processed by HQ RIO/IPR and a copy of the order will be emailed to AD FSS/IPR. Furthermore, I understand I will not for any reason cut CED orders on IR members and once ULN is sourced to 96 TPAS I will have no visibility of tasking in DCAPES.		
SOU - Mar, 2018 Page 2		
This information is subject to the Privacy Act of 1974. This information is not to be disclosed without the authorization of the individual(s), and is to be used For Official Use Only. Violations of the Privacy Act are subject to fines of \$5,000 or 2 years in prison.		



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## ***Involuntary Mobilizations***

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- **All members of the SelRes are subject to mobilization per AFI 10-401 and AFI 10-402**
  - **Discuss vulnerability windows with your AFRC FAM**
  - **Proactively identify any deployment-limiting conditions**
- **Requirements for involuntary activations are submitted to AFRC and then sourced by the AFRC FAM**
- **Mobilization packages require GO concurrence from IMAs command of assignment**
- **Once tasked, members are ineligible for any other personnel actions (i.e. retirement, IRR transfer)**
- **Volunteers can be substituted for non-vols**
  - **Original member remains frozen until vol deploys**





## ***Deployment Waivers***

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- **1095—A waiver is required for participation exceeding 1095 days in a rolling 4-year window**
    - If greater than 1095 but less than 1400 & does not cross fiscal years = AFRC & ACC CV approval required
    - If greater than 1400 and/or crosses fiscal years = SAF/MR approval required
    - 1095 waivers are not required for 12302 and 12304(b)
  - **Per Diem—Any TDY greater than 180 days automatically results in a PCS without PCA; members will receive local BAH entitlements vs per diem**
    - Members can request a waiver to receive per diem at TDY location; SAF/MR is approval authority
    - Waivers not required for OCONUS hazardous duty locales
-



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





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# AEFI for IRs

D2D	FY19											FY20											FY21												
	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21
1:2	P5					P1						P3					P5						P1					P3							
	P4	P6					P2					P4					P6						P2					P4							
1:4	X3					X4						X5					X1						X2					X3							
1:7	RCP 1					RCP 2						RCP 3					RCP 4						RCP 5					RCP 6							
AFRC OPS (BLKYR)	RCP 7A			RCP 8A			RCP 1A			RCP 2A			RCP 3A			RCP 4A			RCP 5A			RCP 6A			RCP 7A										

D2D	FY22											FY23											FY24												
	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24
1:2	P5					P1					P3					P5					P1					P3									
	P4	P6				P2				P4				P6				P2				P4													
1:4	X4					X5					X1					X2					X3					X4									
1:7	RCP 7					RCP 8					RCP 1					RCP 2					RCP 3					RCP 4									
AFRC OPS (BLKYR)	RCP 8A			RCP 1A			RCP 2A			RCP 3A			RCP 4A			RCP 5A			RCP 6A			RCP 7A			RCP 8A										



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***Questions?***



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

*Integrity - Service - Excellence*

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## **DTS OVERVIEW**



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*Fly, Fight and Win...*



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## ***Agenda***

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- **AFRC Defense Travel System Overview**
- **DTS Profiles**
- **GTC**
- **DTS vs RTS**
- **Authorization/Voucher**
- **DTS Assistance**



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# ***AFRC Defense Travel System Overview***

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- DTS is a mandatory travel system for all DOD personnel
- Orders flow **FROM AROWS-R**
- **NEVER** create an authorization manually in DTS
- Email notifications are sent to the traveler from DTS once the order has transferred (**ensure your contact info is accurate**)
  - LOAs are housed and controlled in AROWS-R
  - AFRC does not have cross-org capabilities (no Funding in DTS)
  - CAC Card required to access DTS



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## ***DTS Profiles***

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- You may have dual profiles in DTS (ex: active duty, civilian)
- If you already have a reserve profile ensure your previous unit has “DETACHED” your reserve account from their organization
- Contact your detachment for DTS registration guidance
  - “R” designator after social security number **REQUIRED**  
Ex: 123-45-6789R



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## ***Government Travel Card (GTC)***

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- The GTC program is managed by your active duty unit
- Ensure your GTC is current and active **BEFORE** you submit an orders request to travel
- GTC is mandatory to book travel arrangement through SATO
- **ALL flights must be booked through SATO in DTS**
  - If you have issues contact them via 1-855-794-4923 or contact the Travel Assistance Center (TAC)

### **EFT and SPLIT DISBURSEMENT MANDATORY PER DODFMR Vol. 9 Ch. 2 para 020102**

Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within the Department of Defense. Split disbursement permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount remaining



- Which system do I use to file my voucher?
- AROWS-R order applications will route to DTS with the **exception** of the following:
  - Traveler does not have IBA or uses CBA for transportation tickets
  - PCS entitlements authorized
  - IDT outside normal commute
  - Mileage only
  - IDT in-conjunction
  - Other funding (manually typed Lines of Accounting)
  - Application indicates a CED order will be published
  - Multiple Lines of Accounting
  - Initial order is more than 44 days





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## ***DTS vs RTS***

- On page 2 of the AF Form 938 line item E will Identify the system for completing and filing your travel voucher

### 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 JFTR/JTR, THE JFTR/JTR PREVAILS.
- e. IF A TRAVEL VOUCHER IS REQUIRED FOR THIS ORDER IT MUST BE FILED IN: **DTS.**

- On the first line of the DD1610 in the remarks section Identifies the system for filing your travel voucher

16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)

IF A TRAVEL VOUCHER IS REQUIRED FOR THIS ORDER IT MUST BE FILED IN **DTS.** TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA).

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



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# Reserve Travel System (RTS)

- Travel Vouchers (DD 1351-2) must be signed by member & supervisor
- MyPers: You must submit through MyPers via the HQ RIO Website per the instructions at: <http://https://www.arpc.afrc.af.mil/HQRIO/IRTravel.aspx>
- It takes approximately 10 duty days to payout.
- TFSC: 1-800-525-0102 - DSN: 665-0102

**NOTE:** Do not use eFinance (the system). This is used by the Traditional Reservists only

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input type="checkbox"/> By Check <input type="checkbox"/> By Cash		2. 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.		3. GRADE SMSgt		4. SIGN <input checked="" type="checkbox"/> Member/Employee <input type="checkbox"/> Dependent	
5. NAME (Last, First, Middle Initial (Print or Type)) Mock Dale A		6. ADDRESS - a. NUMBER AND STREET XXXXXXXXXXXX		b. CITY Warner Robins		c. STATE GA	
7. DATES 178-321-2311		8. TRAVEL ORDER AUTHORIZATION NUMBER 1-0000X		9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER	
11. ORGANIZATION AND STATION HQ RMG/FM Warner Robins GA 31093		12. DEPENDENTS (a and complete as applicable) <input type="checkbox"/> ACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR BIRTHDATE		13. DEPENDENTS ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		14. PAID BY	
15. TRIP a. DATE b. PLACE (Home, Office, School, etc.) c. CITY AND COUNTRY, etc. Maxwell AFB, AL		16. MEANS OF TRANSPORTATION a. TYPE b. CLASS c. MODE d. EQUIPMENT e. OTHER		17. REASON FOR TRAVEL a. BUSINESS b. PERSONAL c. OTHER		18. LODGING COST a. TYPE b. CLASS c. MODE d. EQUIPMENT e. OTHER	
19. FOOD TRAVEL (If other than <input checked="" type="checkbox"/> OWNS/OPERATE, <input type="checkbox"/> PASSENGER)		20. DURATION OF TRIP TRAVEL a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED		21. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DIA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Used (10) Amount Due		22. GOVERNMENT-DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS	
23. CLAIMANT SIGNATURE 20091127		24. SUPERVISOR SIGNATURE		25. DATE		26. DATE	
27. APPROVING OFFICER SIGNATURE		28. ACCOUNTING CLASSIFICATION		29. COLLECTION DATA		30. COMPUTED BY	
31. AUDITED BY		32. TRAVEL ORDER AUTHORIZATION POSTED BY		33. RECEIVED (If available, include Date and Check No.)		34. AMOUNT PAID	

Signed by member

Needs to be Signed by supervisor

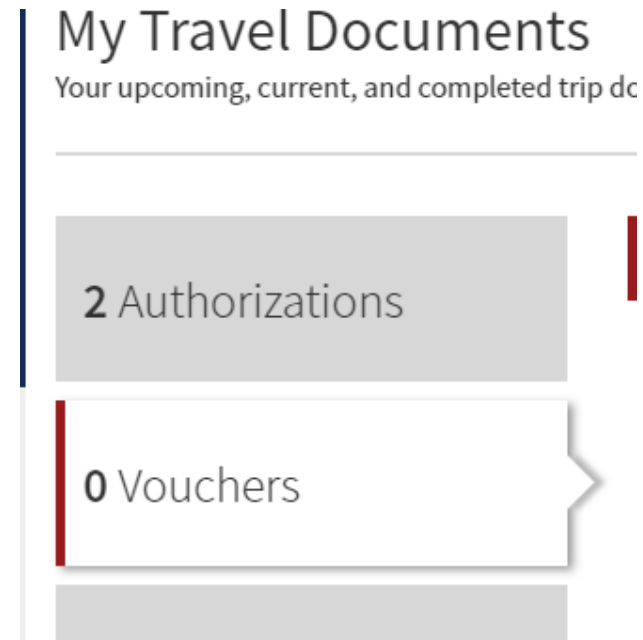
*Fly, Fight and Win...*



U.S. AIR FORCE

# ***Authorization/Voucher***

- **DTS is a 2-Step process**
  - **Authorization – Accomplished before the travel**
  - **Voucher – Accomplished after the travel is completed**





## ***Authorization/Voucher***

---

- **BEFORE** the trip
- **When the AROWS-R order flows to DTS, and you have received a notification from DTS; An Authorization with a TANUM will appear. EX: TA 12ABCD**
  - Airfare via the DTS Reservation Module
  - Rental Car (Require pre-authorization from your AD Organization (MPA) or Detachment CC)
  - Any Travel Related Expense (known up front cost)
- **AFTER** the trip
- **Upload a copy of certified orders and any modifications**
- **Ensure ALL necessary receipts are legible**

- **Detachment ODTA (Organization Defense Travel Administrator)**
  - Customer's first line for assistance and will be able to resolve most issues
- **Travel Assistance Center (TAC)**
  - Available 24/7
  - Link to submit a help desk ticket



- **Helpful Links at the bottom of DTS Homepage**
- **TraX** is your best friend for individual guidance on DTS
- **Live Chat Option**
  - Available Mon-Fri 8am – 6pm ET





## ***Additional Helpful Links***

---

- **IMA Travel Companion Guide**
  - <https://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-IR-Travel-Guide.pdf?ver=2018-11-01-161927-000>
- **Step by step how to complete an authorization**
  - [https://www.defensetravel.dod.mil/Docs/DTS\\_Guide\\_2\\_Authorization.pdf](https://www.defensetravel.dod.mil/Docs/DTS_Guide_2_Authorization.pdf)
- **DTS Self-Registration Instructions**
  - <https://www.arpc.afrc.af.mil/Portals/4/DRIO/RIO-DTS-Self-Registration-Instructions.pdf?ver=2016-04-18-113136-797>
- **DTS Help Guides**
  - <http://www.defensetravel.dod.mil/site/training.cfm>



U.S. AIR FORCE

**Q&A**

# DTS



*Fly, Fight and Win...*



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

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*Integrity - Service - Excellence*

## **Entitlements/RCSBP**

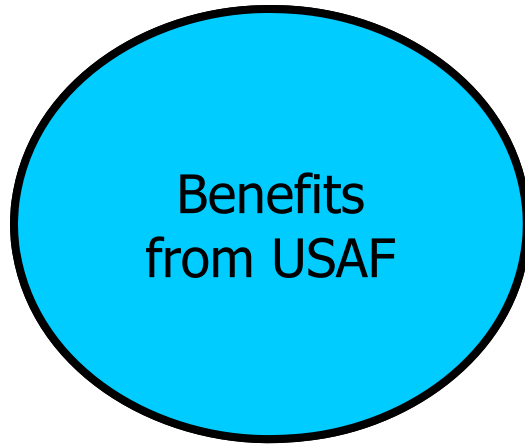


**MSgt Jason Burbach  
NCOIC, HQ ARPC Casualty**



## *Law-vs-Policy*

---



- **Changed by AF anytime**



- **Changed by a law (SGLI, RCSBP, etc..)**



- **Who is covered?**
  - **Participating reservist = Reserve Members**
  - **Retired Reserve awaiting pay = Gray Area Retiree**
  - **Retired drawing pay= Retiree**



## ***Servicemember's Group Life Insurance (SGLI)***

---

### **\*\*\*Important Note:**

### **SGLI Online Enrollment System (SOES)**

DMDC took over all SGLI & FSGLI operations on 1 August 2017. Members log into <https://milconnect.dmdc.osd.mil/> and make their own changes/updates.



## ***Servicemember's Group Life Insurance (SGLI)***

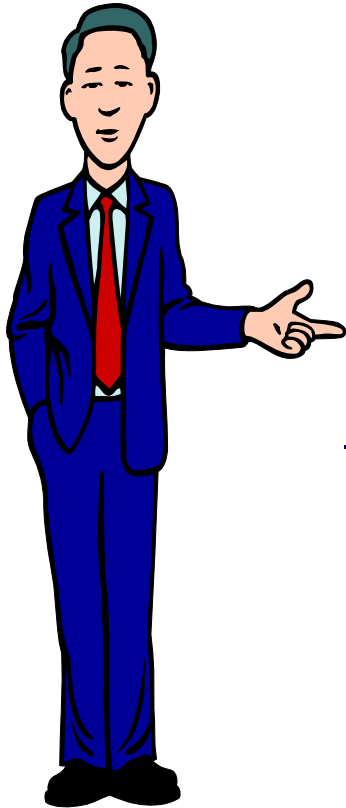
---

- **Maximum \$400,000**
- **Increase/decrease in \$50,000 blocks**
- **\$29.00 per month for maximum**
- **Full-time coverage**
- **On duty or off**
- ***Notification to spouse if less than max coverage or not sole beneficiary***



# ***Servicemember's Group Life Insurance (SGLI)***

---



## ***Choosing a Beneficiary***

It is in your best interest to  
name a beneficiary?





## ***Family SGLI (Spouse)***

---

- **Automatically covers spouse for \$100,000**
  - **Cost is prorated based on spouse's age**
  - **Accelerated Death Option Available**
  - **Coverage can be decreased in increments of \$10,000**
  - **Not available to members who have declined SGLI**
  - **The FSGLI premium allotment starts automatically for any member who has a spouse listed in DEERs (ID Card) data file**
-



## ***Family SGLI (Children)***

---

- **Children are automatically covered for \$10,000**
- **No cost for children**
- **Children are eligible while they are dependents**
  - **Until age 18**
  - **18 – 22 if they are enrolled as a full-time student**





## ***Traumatic Servicemember's Group Life Insurance (TSGLI)***

---

- **TSGLI benefit**
  - **Premium - \$1**
  - **Compensation from \$25,000 to \$100,000 per injury**
  - **May not be terminated if covered under SGLI**
  - **Not Taxable**
-



## ***Veteran's Group Life Insurance (VGLI)***

---

**Contact your local VA for all inquires**

- **You only have 1 year to convert from time of separations and/or retirement**
  - **120 days to convert without medical screening**
- **5-year term – renewable**



## ***SGLI/VGLI Accelerated Benefits Option***

---

- **Available to terminally ill (Contact your servicing CAR for assistance)**
  - **Must be insured under SGLI or VGLI**
  - **Life expectancy of less than 9 months**
  - **Receive up to half of their coverage during their lifetime**
  - **Only the insured can apply for the ABO claim package**



# *Casualty Services*

---

- **Unit/Local Casualty Assistance Representative (CAR) provides casualty assistance to the survivor**
  - **Apply for their military benefits, if any**
  - **Provide them with phone numbers for various other agencies**
- **Please call HQ ARPC/DPTTB at 1-800-525-0102, Casualty Services, to report all Non-Duty Status and Gray Area Retirees deaths.**



## ***Person Authorized to Direct Disposition (PADD)***

---

- **Law requires this information**
  - **Airmen must designate one immediate family member as the Person Authorized to Direct Disposition (PADD) of their remains should they become a casualty.**
  - **Member must update selection on the Virtual MPF page on the AFPC website**
  - **A will MIGHT override the PADD depending upon the state laws that apply for wills**



# *VA Benefits*

---

- **Who may be eligible?**
  - **Veteran (defined by VA)**
  - **Retirees (includes gray area)**
  - **Reservists who die of injury or disease incurred or aggravated while in the line of duty**
  - **Spouses, unremarried surviving spouses, and minor children**
- **Eligibility criteria varies with each VA program**
- **Your eligibility is determined by the VA**
- **ARPC does not provide guidance on the VA's behalf**
- **Recommend direct contact with the VA**

***Toll Free 1-800-827-1000    <http://www.va.gov>***

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## ***VA Benefits***

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- **VA offers benefits and services in several areas**
  - **Health, compensation, vocational rehab, insurance, home loans, and educational assistance**
- **All benefits must be applied for through the VA and all determinations will be made through the appropriate office(s) within the VA**
- **Loans - May be eligible if death is service-connected as determined by the VA**

***Toll Free 1-800-827-1000    <http://www.va.gov>***

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# ***Burial and Memorial Benefits (VA)***

---

- **Benefits**
    - **Gravesite in any 120 national cemeteries**
      - **Arlington National Cemetery**  
**([www.arlingtoncemetery.org](http://www.arlingtoncemetery.org))**
      - **Includes cremated remains**
    - **Government headstone or marker and grave liner**
      - **Includes perpetual care**
    - **Presidential Memorial Certificate signed by current President**
-





# ***Burial and Memorial Benefits (VA) Continued***

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- **Military funeral honors upon request**
  - **Two or more uniformed persons**
    - **At least one from veteran's parent service**
  - **Burial flag and playing of Taps**



[www.militaryfuneralhonors.osd.mil](http://www.militaryfuneralhonors.osd.mil)



# ***Reserve Component Survivor Benefit Plan (RCSBP)***

---

- **United States Code, Title 10, Chapter 73**
  - **Only Congress can change this law** (not Sgt Burbach or Bethea)

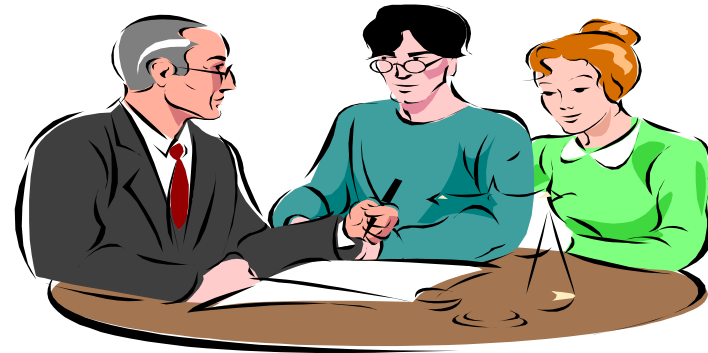




# ***Reserve Component Survivor Benefit Plan (RCSBP)***

---

- **Timing:**
  - **Decision made upon receipt of 20 year notification letter**
  - **Premiums don't start until drawing retired pay**
- **Three options: A, B, or C**





## ***RCSBP – Three Options***

---

- **Option A**
  - **Declines to make an election until members starts to draw retired pay**
  
- **Option B**
  - **Deferred annuity - payable upon member's eligibility to start receiving retired pay**
  
- **Option C**
  - **Annuity effective immediately**



- **Failure to respond within the 90 days:**
    - **If you do have eligible family members**
      - **Automatic Option C coverage for your spouse and/or children**
      - **You will be responsible for the premiums**
    - **If you do not have eligible dependents**
      - **Automatic Option A coverage**
  - **Failure to provide spousal concurrence:**
    - **Automatic Option C coverage for your spouse and/or children**
    - **You will be responsible for the premiums**
-



# ***RCSBP Annuity Coverage***

---

- **Spouse only**
- **Spouse and children**
- **Children only - until 18 (day before 23<sup>rd</sup> birthday if full time student)**
- **Former spouse only**
- **Former spouse and children**
- **Person with insurable interest**





# *Changes*

---

- **Life Changing Events (you have 1 Year from the date of the life changing event to update your election)**
  - **Marriage**
  - **Birth of Children**
  - **Divorce**
  - **Death of beneficiary**
- **Cancel (contact DFAS for this action)**
  - **Between 24 – 36 months of receiving retired pay**
    - **Normally between ages 62-63**



## ***Cost of Coverage***

---

- **Based off the follow:**
  - **Member's age**
  - **Beneficiary's age**
  - **Coverage selected**





# RCSBP Sample Calculation

**Example  
MSgt  
Over 26 yrs  
3000 Pts**

**RCSBP cost in red  
continues, even if you  
cancel coverage**

**RCSBP cost in red will  
be deducted from the  
annuity**

## Reserve Component Survivor Benefit Plan (RCSBP) Calculator

[Instructions](#)

**Personal Information**

Pay Grade E-7	Years of Service Over 26	Points 3000	Base Retired Pay (BRP) \$ 1003.31	Desired Coverage 1003.31
------------------	-----------------------------	----------------	--------------------------------------	-----------------------------

Point Value: 0.33444      Based on Pay Tables of Year: 2012      [Calculate BRP](#)

**Beneficiary Election**

☐ Spouse or former spouse only      ☐ Children only  
☒ Spouse or former spouse and children      ☐ Insurable Interest

**Required Dates**

Member's birth date: 2/20/1962      Date of election: 4/11/2011

**Beneficiary Birthdays**

Spouse or former spouse: 1/6/1960  
Youngest child: 7/11/1994  
Insurable Interest: 4/11/2012

**Age at Election**

[Calculate Ages](#)

51      2 years older  
17      32 years younger

**RCSBP Estimates**

	Option A	Option B	Option C
Base Retired Pay	1003.31	1003.31	1003.31
Desired Coverage	1003.31	1003.31	1003.31
Basic SBP cost	-44.34	-44.34	-44.34
<b>RCSBP Cost</b>		-16.25	-22.27
Total deductions	-44.34	-60.59	-66.61
Net retired pay	958.97	942.72	936.70
Annuity		542.88	539.57

[Calculate Estimates](#)

☒ Member lives beyond age 60  
☒ Spouse still eligible

Based on Pay Tables of Year: 2012

A. Deferred Election is when the member declines participation in the plan until age 60.  
B. Deferred Annuity is payable on anniversary of member's 60th birthday or later.  
C. Immediate Annuity is payable effective the day after the member's death.

**Additional Print Fields**

Address:

Optional Text:

☐ Show the actuary factors used in calculations

[Print](#)      [Clear All](#)      [Exit](#)



# *Questions?*

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# ***Air Reserve Personnel Center***

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*Integrity - Service - Excellence*

## **Force Development Overview**



**U.S. AIR FORCE**

**HQ ARPC/DPAF  
Force Development Team  
Feb 2021**

---

WINGS OF HERITAGE, SHAPING THE FUTURE



U.S. AIR FORCE

# *Overview*

- **What is Force Development**
- **Development Team (DT) Process Overview**
- **Developmental Education (DE) Process Overview**
- **Force Development Board Mechanics**
- **Contact Information**



U.S. AIR FORCE

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

---

**Optional 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 and leadership opportunities**
- **Education and training opportunities**



U.S. AIR FORCE

## ***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**



U.S. AIR FORCE

## ***Who is involved in Reserve Force Development?***

---

- **You**
- **Reserve Career Field Manager (CFM) for each career field**
- **ARPC Force Development Office**
- **DT Board – Senior Leaders within specific career fields**
- **DE Board – Comprised of Senior Leaders from various reserve career fields**



U.S. AIR FORCE

# ***Force Development Mission Areas***

- **Force Development**
  - **46 Functional Development Teams**
    - 25 Officer
    - 21 Enlisted
  - **Developmental Education**
    - 3 Officer Boards
    - 1 Enlisted Board
  - **Special Boards**
    - RCSB
    - STEPII
    - Command E8/E9
  - **Key/Command/Joint**
    - Joint Officer Management
    - Student Assignment Facilitation





## ***How do You Participate in Your Career Field's Development Team Process***

---

- **Officers fill out a Reserve Development Plan (R-ODP) or MyVector application.**
- **Member's tool to communicate military, civilian career goals, accomplishments, life events, and experiences**
- **Member's tool to communicate personal career goals & items not otherwise documented in their records**
- **R-ODP must be current from closeout date of last DT**



U.S. AIR FORCE

# Where to find the R-ODP myPers

## First time entering an R-ODP

**Dashboard**

Role Filter: All [Role Filter Help](#)

[myPers Home Page](#)

Overview | **Action Requests** | My Roles / Delegations

**To Do List**  
Displays the number of requests by type that are pending your review and action.  
☐ Send me a daily email when I have pending coordination actions

**Messages**  
Displays the number of unread messages you have by message type.

**Total Pending Requests**

Awards and Decorations	0	Non-Paid Points (Guard)	0
DD214 Correction (DD215)	0	Retirements (Guard and Reserve)	0
Evaluations	0	Separations (Guard)	0
Airman Development Plans (Guard and Reserve)	1		
AGR Review Board	0		
Reserve Developmental Education Designation Board (RDEDB)	0		
Reserve School Selection Board (RSSB)	0		

**Total Unread Messages**

Personal	0
Role Assignment	0
Delegation	0
Action Request	1

**If First time entering an R-ODP,  
click on the "Action Requests" tab**

## Force Development

**Dashboard**

Role Filter: All [Role Filter Help](#)

[myPers Home Page](#)

Overview | **Action Requests** | My Roles / Delegations

**ACTIVE DUTY AF** | **AIR RESERVE** | **AIR NATIONAL GUARD**

Online Services Component Default: Air Reserve [Action Requests Help](#)

**Documents I've Requested**  
[Track Previous Support Requests](#)  
Need further assistance with a request not listed on this page?  
[Create a New Support Request](#)

**My Records (updates and corrections)**  
[Request Personal Data Updates](#)  
[Update Civilian Employment Information \(CEI\)](#)  
[Update DEERS Information](#)  
[Request Duty History Changes or Corrections](#)  
[Update Missing Awards and Decorations Order History](#)  
[Request Military Service Date Changes and/or Corrections](#)  
[Request Retirement Points Corrections](#)  
[Review your Electronic Officer Selection Record \(eOSR\)](#)  
[Request Correction to my DD Form 214](#)

**My Official Military Personnel Record (view/request copy)**  
[View and Print Documents Online \(.mil domain required\)](#)  
[View Current Retirement Points](#)  
[Request a copy of your Performance Report](#)  
[Request a 20 Year Letter \(reissue\)](#)  
[Request a Mortgage Letter](#)  
[Request a Reduced Retired Pay Eligibility Date](#)  
[Request a VA Home Loan Letter](#)  
[Request a copy of your Federal Award or Decoration](#)  
[Request a list of your current Federal Awards and Decorations](#)  
[Request your DD Form 214, Certificate of Release or Discharge](#)  
[Request Other Documents \(Select to view types and descriptions\)](#)  
[Request a copy of your DD Form 215 \(DD Form 214 Correction\)](#)  
[MPS/JHQ POC Listing](#)

**Information Links**  
[Air Force Board for Correction of Military Records Guidance](#)  
[Total Force U.S. Citizenship Guidance](#)  
[TRICARE Reserve Select Information](#)

**Evaluations (Overview)**  
[MPS or CSS Initiate Officer or Enlisted Performance Report](#)  
[Appeal an Evaluation](#)  
[Request a Shell on a Member](#)  
[Submit a Letter of Evaluation \(AF Form 77\)](#)  
[Submit an Education/Training Report \(AF Form 475\)](#)

**Officer Promotions (Overview)**  
[Submit a Letter to the Promotion Board \(Officer\)](#)  
[Request a Post-Board Counseling \(Officer\)](#)  
[Accelerated and AGR Promotion Application](#)  
[Promotion Calculator](#)

**Federal Awards and Decorations (Overview)**  
[Nominate a Member for MSM, AFM, AFAM, AAM](#)  
[Submit a Military Outstanding Volunteer Service Medal \(MOVSM\)](#)  
[Combat Readiness Medal Certification](#)  
[Amend or Revoke a Federal Award or Decoration](#)  
[Deny Air Reserve Forces Meritorious Service Medal \(ARFMSM\)](#)

**Retirements (Overview)**  
[Apply for Retirement \(Reserve, AGR, Mandatory, Pay at Age 60\)](#)  
[Notification of Eligibility for Retired Pay/RSRP Package](#)  
[Partial Year Calculator](#)  
[Request information on my current RCSR Package](#)  
[Request Assistance on Retired Pay Issues](#)  
[Reserve Retired Pay Calculator](#)  
[RCSR Calculator](#)  
[Reduced Retired Pay Age](#)

**Force Development (Officer Overview/Enlisted Overview)**  
[Reserve Developmental Education Designation Board \(RDEDB\)](#)  
[Reserve School Selection Board \(RSSB\)](#)  
[Reserve Officer Development Plan \(R-ODP\)](#)  
[Reserve Enlisted Development Plan \(REDP\)](#)  
[AGR Review Board](#)  
[Reserve Retired Pay Calculation Worksheet](#)  
[Reserve Enlisted Developmental Education Board \(REDEB\)](#)

**Select Reserve Officer Development Plan (R-ODP)**



U.S. AIR FORCE

# MyVector Login

MyVECTOR

HOME

MENTORING

RESOURCES

HELP

LOGON

ROADMAP TO



YOUR FUTURE

## Mentoring

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

## Career Planning

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

## Knowledge Sharing



## Sign up is easy

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

Sign Up

Logon

Total Force

Active Guard Reserve



U.S. AIR FORCE

# MyVector Dashboard

MyVECTOR

DASHBOARD

TALENT MARKETPLACE

LATEST NEWS

MENTORING

RESOURCES

HELP

STACY SLATE

Profile

Mentoring Connections

Development Plan

Experience

Bullet Tracker

Discussions

My People

My Documents

My Boards

Financial Readiness

Air Force Competencies

## Latest News

### Curious to know how you rank on the Air Force Competencies?

As of 13 Jan 2021

Target Audience: Active Duty, Air National Guard, Air Force Reserve Component (officer, enlisted and civilians). Link is here What are competencies, you ask? The Total Force ca...

### Total Force Joint Talent Tracking Management

As of 30 Dec 2020

In support of several CSAF initiatives, we have delivered the Joint Talent Management Tracking System (JTTMS) on the MyVector platform. This new capability allows our Total Force (officer, enlisted and civilian) Airmen and Space Professionals to self-report joint exposure (education, trai...

### Updated Individual Capability Management (ICM) List

14N - Intelligence

As of 18 Nov 2020

## Notifications & Alerts

Notifications

Alerts

### Meeting DT Board

You are eligible for the upcoming DT Board **FEVFU\_CY20 Special Duty DT - Special Duty DT in support of members in position 4+ years**. Please complete your [board application](#) by 08 Feb 2021. This DT Board requires endorsement from your Supervisor, Additional rater. Please ensure your endorser's information is current.

### Meeting DT Board

You are eligible for the upcoming DT Board **FOVES\_A4 Colonel Board - A4 Colonel and Colonel Select Board**. Please complete your [board application](#) by 18 Apr 2021. This DT Board requires endorsement from your First O6 or higher in rating chain. Please ensure your endorser's information is current.

### Meeting DT Board

You are eligible for the upcoming DT Board **FOVES\_Log Test**



U.S. AIR FORCE

## ***Criteria to meet a DT***

- You must complete the new R-ODP within the timeframe provided
- You cannot have a retirement in the system
- You cannot have an MSD within 2 years of the DT date
- You cannot have a UIF
- You cannot have unsatisfactory participation in 2 of the last 3 consecutive years
- You must have an Advanced Academic Degree (O-6 Only)
- You must have your PME complete in the appropriate timeframe
  - O-4 – PME must be complete within 5 years Time in Grade (TIG)
  - O-5 – PME must be complete within 4 years TIG
  - O-6 – will not be seen without appropriate PME



U.S. AIR FORCE

## ***Output from Development Team Board***

---

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

- **How your package is scored determines your position on the KPL**
- **Considered Top  $\sim 20\%$  of the Career Field**
- **Percent is based on number of KCJ positions and the total from the last DT**
- **Key, Command, & JDAL (KCJ) assignments offered to KPL members**

### **Personalized Vectors**

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





U.S. AIR FORCE

## *What a DT panel looks like*





U.S. AIR FORCE

# ***What is Developmental Education***

---

- **In-residence Developmental Education provides an opportunity to develop officers and 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!**





U.S. AIR FORCE

## ***School Opportunities***

### **Reserve Developmental Education Board (RDEDB):** (Maj - Col)

- Long-term (10+ months) In-Resident Schools/Courses
- Invitation to Apply (ITA) released Jun, Board convenes Oct

### **Reserve School Selection Board (RSSB A & B):** (1Lt - Col)

- Short-Resident, seminar & blended courses
- RSSB(A) ITA released Nov, board convenes Feb
- RSSB(B) ITA released Apr, board convenes Jul

### **Enlisted Developmental Education Board (EDEB):** (TSgt - CMSgt)

- Short and/or Limited-Resident courses
- ITA released Feb, Board convenes May



U.S. AIR FORCE

## ***Enlisted Courses***

---

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

- Reserve Component Nat'l Security Course (RCNSC)
- International SNCO Development Course (INLEAD)
- \*Enlisted Legislative Fellowship (ELF)

### **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



U.S. AIR FORCE

## *Officer Courses*

### **RDEDB:** (Maj – Col)

- **Long-term (10+ months) In-Resident Schools/Courses (Operational & Strategic Level):**
  - **Developmental Education:**
    - **IDE: ACSC ACGSC, MCSC, ASAM, AFLF, AOC, NIU**
    - **SDE: AWC, Army WC, Naval WC, NWC, Dwight D. Eisenhower School, Harvard National Security Fellowship, SECDEF Fellowship, JAWS, CISA**
  - **Advanced Studies Group: SAASS**

### **RSSB:** (Lt – Col)

- **Short-Resident, seminar & blended courses:**
  - **Officer Professional Development: IJOLD, LTT**
  - **Developmental Education: SOS, ACSC-ARCS, AWC-ARCS**
  - **Joint courses: NATO, RCNSC, JCWS-H, MREP**
  - **CIOR: Committees and Military Competition, YROW, CLA**



U.S. AIR FORCE

# ***Eligibility Requirements and Disqualifying Factors***

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## **Eligibility Requirements**

- **Fitness, Participation, MSD/HYT**
- **Reserve Service Commitment**
- **TFCSD (RSSB/RDEDB only)**

## **Disqualifying Factors**

- **Not current/passing on FA**
- **Current UIF**
- **Twice-deferred officers (RDEDB only)**
- **PIRR members (RDEDB only)**
- **SNCOs without a CCAF degree (EDEB only)**
- **SNCOs that have not completed the SNCOA (EDEB only)**



U.S. AIR FORCE

## ***School Board Success***

- **Read the Invitation to Apply closely**
- **Monitor the status of application from cradle to grave – meet the ARPC Deadline!**
- **Only select courses that make sense**
- **Applicant/Rater/Sr Rater justification blocks are critical; everyone should be in lock-step**
- **Ensure military records are up-to-date**
- **Submit R-ODP**
- **Last but not least, contact the Developmental Education Branch for assistance**



U.S. AIR FORCE

## ***DT/DE Board Mechanics***

### ■ **Review record using the whole person concept**

- DE (PME), Duty History, Academic Ed, Points, Decorations, Deployment Data
- OPR / ODP – 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?

### ■ **Order of Merit + ROI = Quota Applied**



U.S. AIR FORCE

# ***Whole Person Concept***

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## ***Factor***

***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***

**POTENTIAL**  
**EXPERIENCE**  
**RETURN ON INVESTMENT**



U.S. AIR FORCE

## ***Scoring Scale***

■ <b>Absolutely Superior</b>	<b>10</b>	
■ <b>Outstanding Record</b>	<b>9.5</b>	<i><b>Outstanding</b></i>
■ <b>Few Could Be Better</b>	<b>9.0</b>	
■ <b>Strong Record</b>	<b>8.5</b>	
■ <b>Slightly Better Than Average</b>	<b>8.0</b>	<i><b>Above Average</b></i>
■ <b>Average</b>	<b>7.5</b>	
■ <b>Slightly Below Average</b>	<b>7.0</b>	
■ <b>Below Average</b>	<b>6.5</b>	<i><b>Below Average</b></i>
■ <b>Well Below Average</b>	<b>6.0</b>	





U.S. AIR FORCE

## ***Force Development: Records***

- **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
  - Draft performance reports *will not* be accepted
  - 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 or school board application (ex: enrollment in degree/PME program with expected completion date)**



U.S. AIR FORCE

## ***FD Contact Information***

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### **Assignment Facilitation Branch**

**Lt Col Stacy Slate: Chief, Assignment Facilitation**

### **Developmental Education Branch**

**Maj Michael Usilton : Chief, Developmental Education**

**MSgt Kristina Davis: NCOIC, Developmental Education**

### **Joint Officer Management**

**Ms. Sara Simms: Chief, Joint Officer Management**

### **Key / Command / Joint Management Branch**

**Maj Tracy Maestas : Chief KCJ Branch**

**Emails:** [arpc.dpaf@us.af.mil](mailto:arpc.dpaf@us.af.mil), [arpc.dpaf.rssb@us.af.mil](mailto:arpc.dpaf.rssb@us.af.mil)  
[arpc.dpaf.edeb@us.af.mil](mailto:arpc.dpaf.edeb@us.af.mil), [arpc.dpaf.rdedb@us.af.mil](mailto:arpc.dpaf.rdedb@us.af.mil)

### **Phone**

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

### **Websites**

**myPers - <https://mypers.af.mil/app/categories/c/549/p/17>**

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



U.S. AIR FORCE

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# Questions?

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

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*Integrity - Service - Excellence*

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



**U.S. AIR FORCE**

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



U.S. AIR FORCE

## *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**



Download from  
Dreamstime.com

4448108  
Artisimages/Dreamstime.com



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## Establishment of R/R date

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

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

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

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

Last R/R Year Points Earned	
From Date:	25 JUL 2019
Thru Date:	24 JUL 2020
Active Duty Training:	0366
Inactive Duty Training:	0000
ECI:	0000
Membership:	015
Total Points:	00381
Total Points for Retirements:	00366
Satisfactory Service Years, Months, and Days:	010000



U.S. AIR FORCE

## *Time frames R/R date*

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

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

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

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





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## R/R Requirements

- Must acquire a minimum of 50 points within Retirement/Retention year for a satisfactory year
- 15 Membership Points
- Work
  - IDTs: one point per 4 hr period/max per day
  - Non-Paid IDTs
  - AT/MPA, RPA = one point per day
- 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	00080	00080	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



U.S. AIR FORCE

## *Can the R/R year be waived?*

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





U.S. AIR FORCE

## FY Requirements

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

Check your CDB

OR

Surf

Reserve

CIV ART ID: .....

CIV GRD: .....

AFR SECT ID: INDIVIDUAL RESERVIST, 24 IDT

PP: .....

UIF: .....

Reserve

CIV ART ID: .....

CIV GRD: .....

AFR SECT ID: INDIVIDUAL RESERVIST, 48 IDT

PP: .....

UIF: .....

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

MAJ DUCK, DAFFY D

-----

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

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

MARITAL-STATUS: MARRIED DEPENDENT TOTAL:



## ***FY requirements***

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



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



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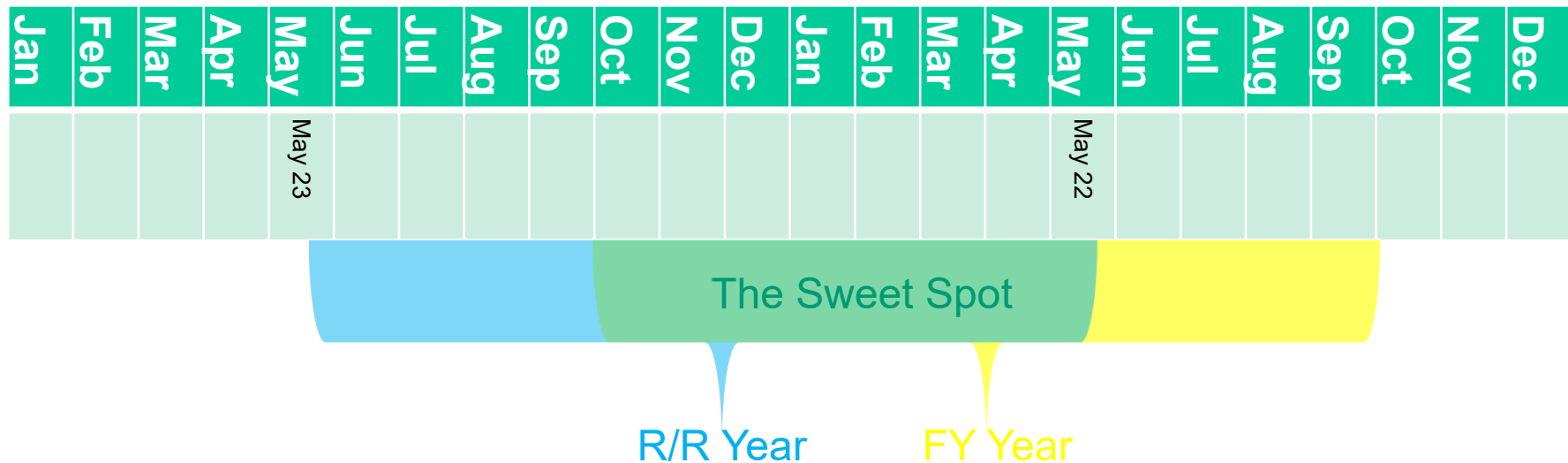
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# **Balancing R/R and FY Requirements**



U.S. AIR FORCE

## ***FY & R/R Sweet Spot***



R/R – May 23 to May 22

FY – Oct 1 to Sept 30

The Sweet Spot – 1 Oct to May 22

or

May 23 to Sept 30

Points:

Membership: 15

24 IDT periods: 24

12 AT days: +12

TOTAL: 51



From Date	To Date	AT/IDT	Points	Nickname	Approved	Wk'd/Cert	Paid
14-Sep-17	15-Sep-17	IDT	4	SeptIDT	23-Aug-17	16-Sep-17	30-Sep-17
3-Dec-17	10-Dec-17	AT	8	ICAS	18-Oct-17	13-Dec-17	27-Dec-17
3-Jan-18	5-Jan-18	IDT	6	JanIDT	12-Nov-17	8-Jan-18	15-Jan-18
12-Mar-18	16-Mar-18	IDT	10	MarchIDT	23-Aug-17	17-Mar-18	24-Mar-18
11-Apr-18	15-Apr-18	4AT 1IDT	4+2=6	AprilATIDT	13-Mar-18	17-Apr-18	28-Apr-18
22-May-18	22-May-18	IDT	2	MayIDT1	23-Aug-17	23-May-18	7-Jun-18
23-May-18	24-May-18	IDT	4	MayIDT2	23-Aug-17	28-May-18	7-Jun-18
14-Oct-18	18-Oct-18	IDT	10	SOFIC	16-Aug-18		

R/R Year	TOTAL
23 May 2018 to 22 May 2019	45
Membership	15
May IDT2	8
JulyAT	12
SOFIC	10

	<b>GOALS:</b>	<b>24</b>	<b>12</b>
<b>FY Year</b>	<b>TOTAL IDT</b>	<b>TOTAL AT</b>	
<b>1 Oct 2018 to 30 Sept 2019</b>	<b>10</b>	<b>0</b>	
SOFIC	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**



U.S. AIR FORCE

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# How to verify your Points



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# Point Credit Summary (PCARS)

## Steps for getting your own PCARS

### STEP 1: Access AFPC Secure via the AF Portal

The screenshot displays the AF Portal homepage. At the top, a dark navigation bar contains tabs for NEWS & ANNOUNCEMENTS, BASE, ORG & FUNCTIONAL AREA, APPLICATIONS, CAREER & TRAINING, LIFE & FITNESS, and LIBRARY & RESOURCES. A search bar is located on the right. Below the navigation bar, a row of four featured banners is shown: 'Air Force Sponsored National Safety Council Corporate Membership', 'CFC Donor Pledging', 'FYI: BLENDED RETIREMENT SYSTEM', and 'AFCLC LEAP'. Below these banners, a row of four links is displayed: 'AIR FORCE OCCUPATIONAL SAFETY', 'CFC DONOR PLEDGING', 'FYI: BLENDED RETIREMENT SYSTEM', and 'LEAP APPLICATION AND SOLICITATION'. In the bottom left, the 'AIR FORCE ANNOUNCEMENTS & PUBLICATIONS' section lists 'CURRENT OUTAGES/ISSUES' with links to 'AFPC Systems Status Report' and 'AF Personnel Operations Agency (AFPOA) Weekly Maintenance Schedule'. In the bottom center, the 'QUICK LINKS' section features a search bar with 'AFPC' entered and a dropdown menu showing 'PERSONNEL AND CAREER' and 'AFPC Secure Applications'. In the bottom right, the 'MY STUFF' sidebar lists 'MY ALERTS' (Urgent (0), Notice (0), My Inbox (0)) and 'MY WORKSPACES' (Workspace).



U.S. AIR FORCE

# Point Credit Summary (PCARS) cont.

## STEP 2: Select vMPF

Available Applications... [Top Viewed Sites](#)

Click on the column headers to sort the list by that column.  
Click it a second time to reverse the sort order.

Click Here...	Application Title...
<a href="#">ADP</a>	Airmen Development Plan <b>(Having problems connecting directly to ADP? The AF Portal link may resolve the issue. Click HERE)</b>
<a href="#">AFFMS II</a>	Air Force Fitness Management System II
<a href="#">AMS</a>	Assignment Management System <b>*Active Duty Personnel Only*</b>
<a href="#">ARMS</a>	Automated Records Management System
<a href="#">CMS</a>	Case Management System
<a href="#">EPROM Release</a>	Virtual Enlisted Promotion Release Web
<a href="#">HPERB</a>	Health Professions Education Requirements Board
<a href="#">PASCodes</a>	PAS Code Information Provider
<a href="#">PERSTEMPO</a>	Personnel Quality-Of-Life Measurement Tool
<a href="#">PRDA</a>	Personnel Records Display Application <b>(Having problems connecting directly to PRDA? The AF Portal link may resolve the issue. Click HERE)</b>
<a href="#">RAW</a>	Retrieval Applications Web
<a href="#">Reserve Vacancies</a>	Reserve Vacancy Finder
<a href="#">RMVS</a>	Reserve Management Vacancy System
<a href="#">TEMPO TrackingNET40</a>	TEMPO Management and Tracking System Dot Net 4.0
<a href="#">vMPF</a>	Virtual Military Personnel Flight Suite of Applications
<a href="#">vMPF Contact Center</a>	Virtual Military Personnel Flight Suite of Applications
<a href="#">vPSC RBA</a>	Virtual Personnel Service Center - Role Based Access

**Application List Display Preferences**

Use Paging: ☐ Yes ☒ No # Items per Page:

## STEP 3:

### Privacy Act Statement

Authority: 10 U.S.C.; 8013, SECAF

Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.

Routine Uses: None (no one outside DoD has access).

Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

Please verify the following information:

Duty email address:

Duty phone \*\*:  (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](#)



U.S. AIR FORCE

# Point Credit Summary (PCARS) cont.

## STEP 4: Select "Self-Service Actions"



**Message Center**

**Suspenses (0)**  
0 new suspenses  
0 overdue suspenses

**Navigation**

MSG Joshua Clayton Mathews

The following areas of the vMPF are available to you:

[Casualty Actions](#)

[Self-Service Actions](#)

**Self Service Application Status**

[My Stuff](#)

**Most Popular Applications**

- [Out Processing](#)
- [Awards and Decorations](#)
- [Career Data Brief](#)
- [Duty History](#)
- [Evaluation Appeals](#)
- [Record Review/Update](#)
- [Record of Emergency Data](#)

<b>AEF INDICATOR</b> X3	<b>AIR EXPEDITIONARY FORCE (AEF) INFORMATION</b> <b>AEF DESCRIPTION/ROTATION PERIOD</b> TEMPO BAND X3 (AD & ARC) OCT 18 - MAR 19	<b>DATE ASSIGNED TO THIS AEF</b> 12 OCT 2018
<b>IDT</b> 163 DAYS	<b>INDIVIDUAL DWELL TIME (IDT) INFORMATION</b> <b>IDT EXPIRATION DATE</b> 01 AUG 2009	<b>IDT COUNTER</b> 3626 DAYS

**vMPF Introduction**

Welcome to the Virtual Military Personnel Flight (vMPF). The capabilities scheduled for release during Personnel Service Delivery, Phase 1 are current day-to-day base-level processes that have been redesigned to move from the military personnel section towards more web-based transactions. To the left, under "New Self Service Applications" you will have the capability to initiate self-service applications. For Commander Support Staff, the same availability for new Accessions, Disqualifications, Duty out of CAFSC and Duty Status, Confinements, AWOL, Deserter will only be accessible by the "CSS Actions" located to the center left.

From this page you can access any of the various online personnel applications applicable to you. The links on this page will allow navigation to the application of your choosing.

We urge you to use the secure log off whenever you are finished with the vMPF. Just click the button in the upper right hand corner of any page and you'll be set. Thanks.

**Help**

- [FAQ](#)
- [Glossary](#)
- [Known Problems](#)
- [Case Management System](#)

**System Announcements**

- [Initial Separation / Retirement Briefing](#)
- [RED Address Country Errors](#)
- [Pop-up Blocker Notice!!!!](#)
- [Address or phone number problems](#)

**Helpful Links**

- [Civilian-Employer-Update](#)
- [My Pay \(Formerly EIMSS\)](#)
- [My Pay \(Formerly EIMSS\)](#)
- [Unit Email Address Capture Form](#)
- [Accrual Travel Voucher](#)
- [Total Force Service Center - San Antonio](#)
- [Air Reserve Personnel Center](#)
- [Air National Guard](#)
- [IDEA Program Data System](#)
- [vFinance](#)



U.S. AIR FORCE

# *Point Credit Summary (PCARS) cont.*

## **STEP 5:** Select "Personal Data"



[vMPF Home](#) · [Self-Service Actions Home](#) · [Sitemap](#) · [Glossary](#) · [Help](#)

Welcome, MSG Joshua Clayton Mathews. You are in the Virtual Military Personnel Flight, or the vMPF. You can find many service modules in this site you used to have to accomplish at your military personnel section. To navigate this site, you can either use the Contents pull-down menu located in the top-right corner of this page. Clicking the Sitemap link in the navigation bar above will provide you with a complete list of all applications available to you at this time.

### Self-Service Actions

[Assignments](#)

[Correction of Military Records \(BCMR\)](#)

[Miscellaneous](#)

[Personal Data](#)

[Promotions](#)

[Retirements](#)

[Separations](#)

[Need Help?](#)



[vMPF Home](#) · [Self-Service Actions Home](#) · [Sitemap](#) · [Glossary](#) · [Help](#)



U.S. AIR FORCE

## *Point Credit Summary (PCARS) cont.*

**STEP 6:** Select "ANG/USAFR Point Credit Summary Inquiry (PCARS)"



[vMPF Home](#) · [Self-Service Actions Home](#) · [Sitemap](#) · [Glossary](#) · [Help](#)

[vMPF Home](#) · [Self-Service Actions](#) · [Personal Data](#)

### Personnel Data

[ANG/USAFR Point Credit Summary Inquiry \(PCARS\)](#)

[Awards and Decorations](#)

[Career Data Brief](#)

[Duty History](#)

[Evaluation Appeals](#)

[Proof Of Service Letter](#)

[Record Review/Update](#)

[Reenlistment Eligibility](#)

[Reserve Component Survivor Benefit Plan \(RCSBP\)](#)

[Record of Emergency Data](#)

[SSAN Application Counseling](#)





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# Point Credit Summary (PCARS) cont.

## STEP 7: Select "Point Credit Summary"



24 JAN 2019  
Current AFPC Time is 1303 HRS

MSG JOSHUA C MATHEWS  
LOG OUT | CONTACT US

Introduction

Point Credit Summary

Service History

Current R/R Year ECI Points

Definitions

Frequently Asked Questions

View/Print All Pages

To the Guardsman/Reservist:

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.

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

#### Introduction

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





U.S. AIR FORCE

# How to read your PCARS

## All Points Earned

### Type Duty (TD) Codes

1:  
Active Duty Other

2:  
Special Tour

3:  
School Tour

4:  
Annual Tour

5:  
Extended Active Duty

6:  
AFTP

7:  
Paid Inactive Duty

8:  
Nonpaid Inactive Duty

9:  
ECI

A:  
Nonpaid Active Duty

B:  
Continuation Pay

D:  
Paid IDT—RMP

E:  
Active Duty—FHP

F:  
Inactive Duty Status—FHP

From Date	Thru Date	TD	Pts
14 MAR 2003	14 MAR 2003	7	002
15 MAR 2003	15 MAR 2003	7	001
17 MAR 2003	17 MAR 2003	7	002
18 MAR 2003	18 MAR 2003	7	002
19 MAR 2003	19 MAR 2003	7	002
20 MAR 2003	20 MAR 2003	7	002
21 MAR 2003	21 MAR 2003	7	002
28 MAY 2003	28 MAY 2003	8	001
03 JUL 2003	03 JUL 2003	8	001
08 SEP 2003	19 SEP 2003	4	012
20 SEP 2003	20 SEP 2003	7	001
22 SEP 2003	22 SEP 2003	7	002
23 SEP 2003	23 SEP 2003	7	002
24 SEP 2003	24 SEP 2003	7	002
25 SEP 2003	25 SEP 2003	7	002
26 SEP 2003	26 SEP 2003	7	002
23 JAN 2004	23 JAN 2004	7	002
11 FEB 2004	11 FEB 2004	7	002
12 FEB 2004	12 FEB 2004	7	002
16 MAR 2004	16 MAR 2004	7	002
14 APR 2004	14 APR 2004	7	002

From Date	Thru Date	TD	Pts
08 JUL 2012	13 JUL 2012	4	006
14 JUL 2012	14 JUL 2012	7	002
15 JUL 2012	15 JUL 2012	7	002
04 AUG 2012	04 AUG 2012	7	002
05 AUG 2012	05 AUG 2012	7	002
06 AUG 2012	10 AUG 2012	2	005
23 SEP 2012	23 SEP 2012	7	002
27 OCT 2012	27 OCT 2012	7	002
28 OCT 2012	28 OCT 2012	7	002
10 NOV 2012	11 NOV 2012	4	002
15 NOV 2012	16 NOV 2012	4	002
17 NOV 2012	17 NOV 2012	7	002
18 NOV 2012	18 NOV 2012	7	002
30 NOV 2012	30 NOV 2012	7	001
05 DEC 2012	05 DEC 2012	7	001
07 DEC 2012	07 DEC 2012	7	001
12 DEC 2012	14 DEC 2012	4	003
15 DEC 2012	15 DEC 2012	7	002
16 DEC 2012	16 DEC 2012	7	002
12 JAN 2013	12 JAN 2013	7	002
13 JAN 2013	13 JAN 2013	7	002

From Date	Thru Date	TD	Pts
11 NOV 2015	11 NOV 2015	7	002
12 NOV 2015	12 NOV 2015	7	002
13 NOV 2015	13 NOV 2015	7	002
07 DEC 2015	07 DEC 2015	7	002
08 DEC 2015	08 DEC 2015	7	002
09 DEC 2015	09 DEC 2015	7	002
10 DEC 2015	10 DEC 2015	7	002
11 DEC 2015	11 DEC 2015	7	002
20 DEC 2015	20 DEC 2015	9	014
08 FEB 2016	11 FEB 2016	4	004
28 FEB 2016	28 FEB 2016	9	014
01 MAR 2016	01 MAR 2016	7	002
02 MAR 2016	02 MAR 2016	7	002
26 JUN 2016	08 JUL 2016	4	013
05 DEC 2016	09 DEC 2016	2	005
07 JAN 2017	07 JAN 2017	7	002
08 JAN 2017	08 JAN 2017	7	002
09 JAN 2017	09 JAN 2017	7	002
02 MAR 2017	12 MAR 2017	4	011
29 MAR 2017	29 MAR 2017	2	001
26 MAY 2017	26 MAY 2017	7	002



U.S. AIR FORCE

# PCARS – Service History

[Introduction](#)

[Point Credit Summary](#)

[Service History](#)

[Current R/R Year ECI Points](#)

[Definitions](#)

[Frequently Asked Questions](#)

[View/Print All Pages](#)

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

### Service History

From Date	Thru Date	AD	IDT	ECI	IDS	MBR	Total	Retire	Sat. Svc.
08 APR 1998	07 APR 1999	0343	0000	0000	0000	011	00354	00354	010000
08 APR 1999	07 APR 2000	0366	0000	0000	0000	015	00381	00366	010000
08 APR 2000	07 APR 2001	0365	0000	0000	0000	015	00380	00365	010000
08 APR 2001	07 APR 2002	0365	0000	0000	0000	015	00380	00365	010000
08 APR 2002	07 APR 2003	0131	0013	0000	0000	015	00159	00159	010000
08 APR 2003	07 APR 2004	0012	0023	0000	0000	015	00050	00050	010000
08 APR 2004	07 APR 2005	0013	0026	0000	0000	015	00054	00054	010000
08 APR 2005	07 APR 2006	0012	0023	0000	0000	015	00050	00050	010000
08 APR 2006	07 APR 2007	0012	0028	0032	0000	015	00087	00087	010000
08 APR 2007	07 APR 2008	0012	0025	0000	0000	015	00052	00052	010000
08 APR 2008	07 APR 2009	0000	0005	0000	0000	015	00020	00020	000000
08 APR 2009	07 APR 2010	0000	0000	0000	0000	015	00015	00015	000000
08 APR 2010	01 OCT 2010	0000	0000	0000	0000	007	00007	00007	000000
02 OCT 2010	22 MAY 2011	0000	0000	0000	0000	000	00000	00000	000000
23 MAY 2011	22 MAY 2012	0009	0054	0000	0000	015	00078	00078	010000
23 MAY 2012	22 MAY 2013	0021	0049	0000	0000	015	00085	00085	010000
23 MAY 2013	22 MAY 2014	0014	0053	0000	0000	015	00082	00082	010000
23 MAY 2014	22 MAY 2015	0021	0044	0084	0000	015	00164	00151	010000
23 MAY 2015	22 MAY 2016	0029	0039	0056	0000	015	00139	00139	010000
23 MAY 2016	22 MAY 2017	0030	0006	0000	0000	015	00051	00051	010000
23 MAY 2017	22 MAY 2018	0016	0064	0000	0000	015	00095	00095	010000
23 MAY 2018	22 MAY 2019	0031	0064	0000	0000	015	00110	00110	010000
Total points accrued through 22 MAY 2019:		1802	0516	0172	0000	303	02793	02735	180000



## ***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 myPERS.**
  - **If you are unable create a request, you may email ([tfsc@mailds01.csd.disa.mil](mailto:tfsc@mailds01.csd.disa.mil)).**



U.S. AIR FORCE

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# Questions?

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

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*Integrity - Service - Excellence*

## **HQ IR Readiness & Integration Organization**



**Lt Col Erin Karl**

**HQ RIO/PAO**

**February 2021**

**U.S. AIR FORCE**

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U.S. AIR FORCE

## *Who We Are*

### MISSION

**Provide,  
integrate and  
sustain ready  
Individual  
Reserve  
forces  
globally.**



### VISION

**One trusted  
team making it  
easy to serve!**

Headquarters Individual Reservist Readiness and Integration Organization





U.S. AIR FORCE

## Who We Support







U.S. AIR FORCE

## ***Individual Reservist (IR)***

### ■ **IMA (CAT B)**

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



### ■ **PIRR (CAT E)**

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





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## *Unique IR Mission Sets*

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





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# Active Component Key Roles



## OPCON vs. ADCON

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



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

---

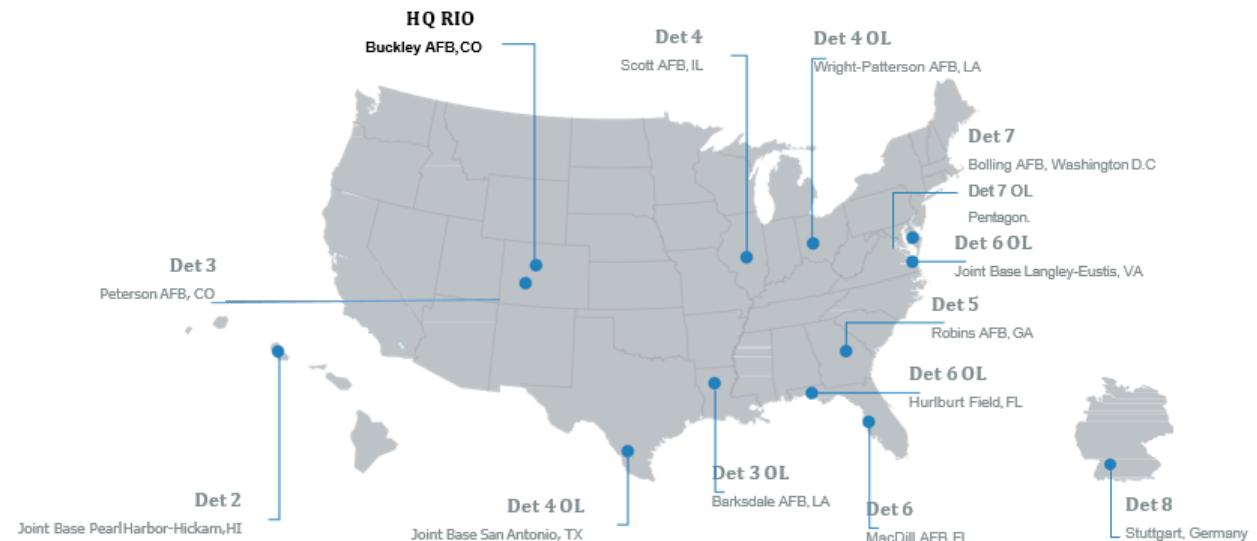
- **RIO Serves IRs to ensure they are ready to execute the mission**
  - **Standardize management of IRs**
  - **Ensure IR readiness and full integration with the active force**
  - **IR Orders and IR Pay (MilPay and Travel)**
  - **Manage IMA end-strength**
  - **Provide a chain of command with accountability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



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## 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



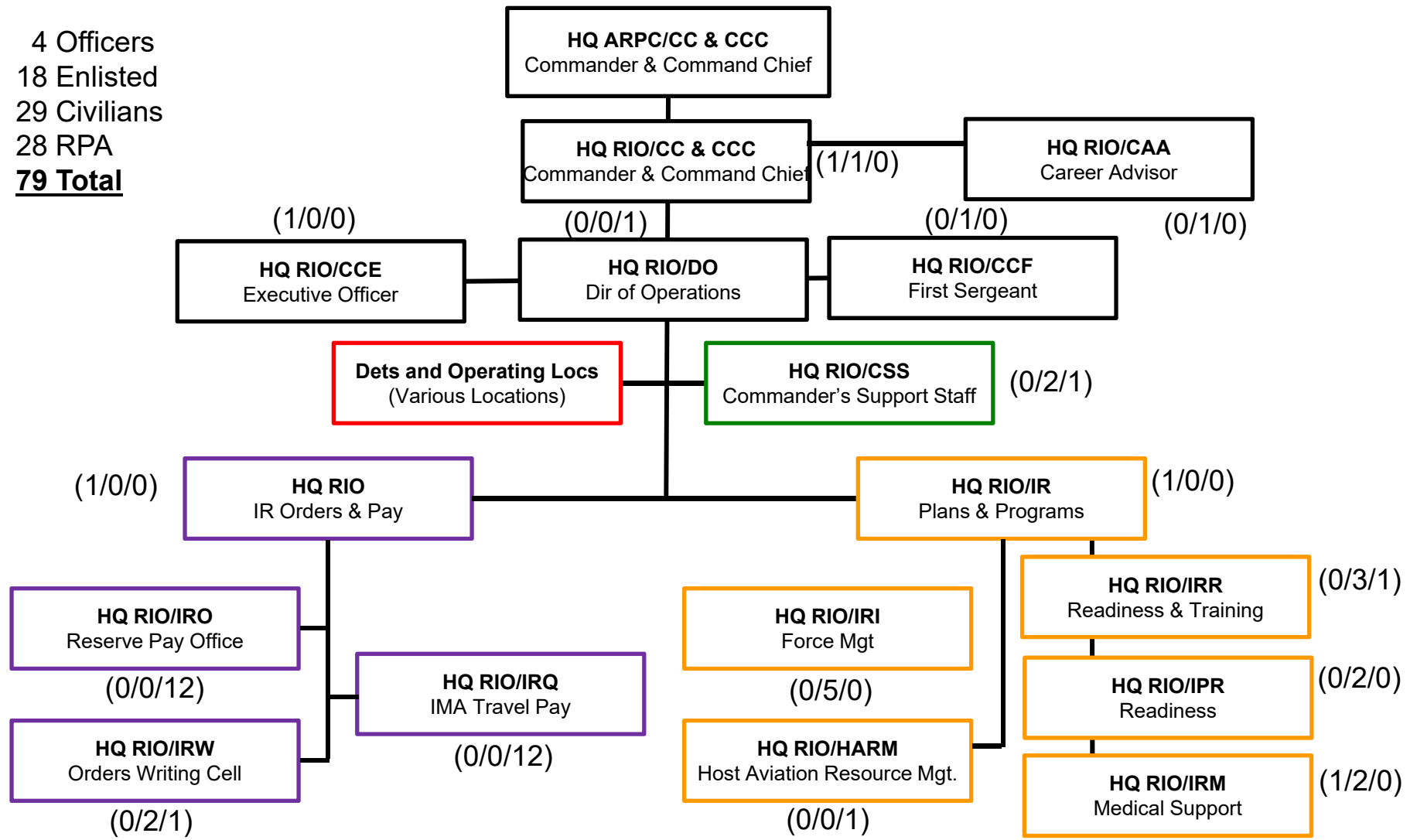
ADCON to 8,000+ Individual Reserve positions; IR = IMAs + PIRR (Academy Liaison Officer/Civil Air Patrol)



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# HQ RIO

4 Officers  
18 Enlisted  
29 Civilians  
28 RPA  
**79 Total**



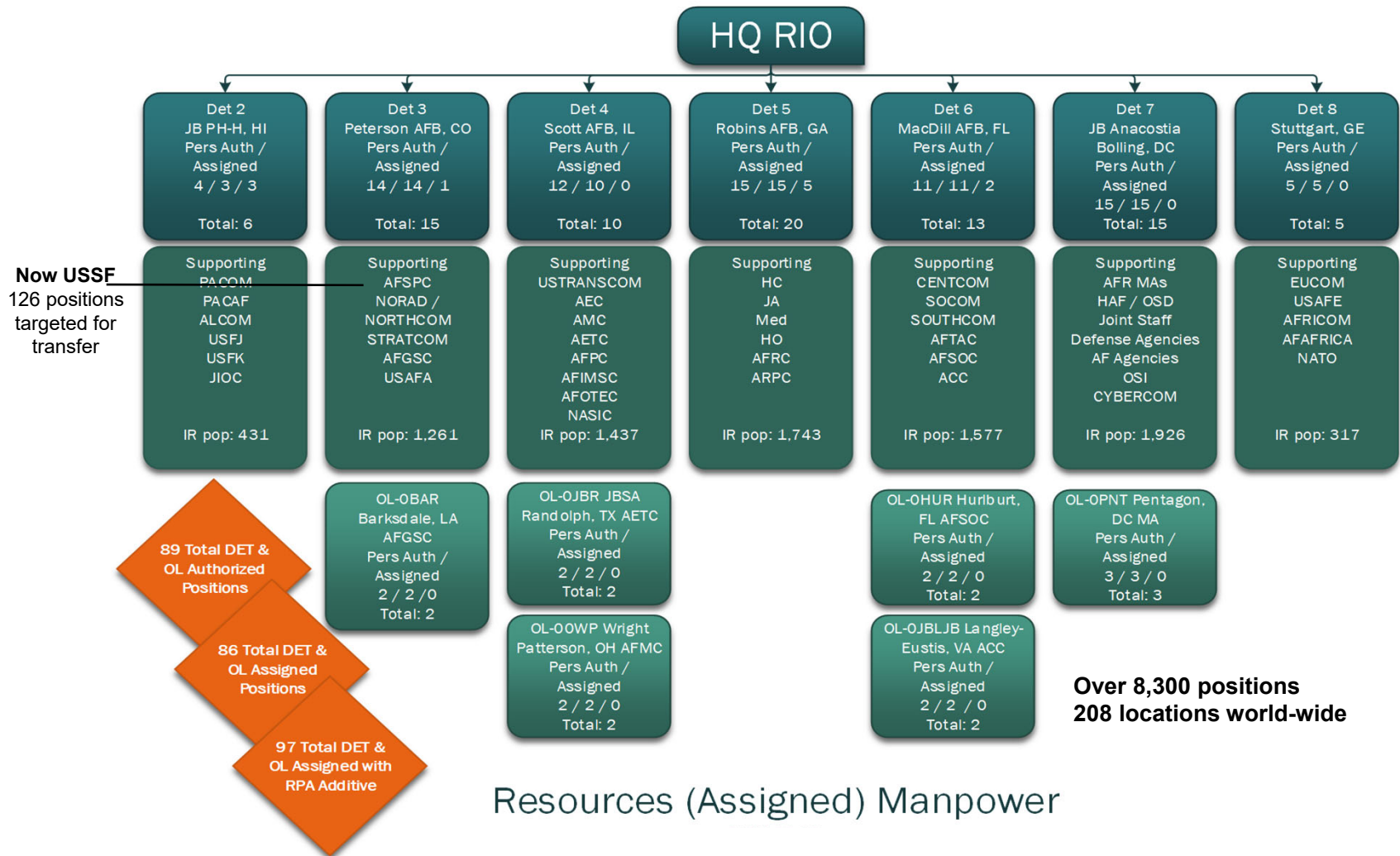
(Officers /Enlisted /Civ)





U.S. AIR FORCE

# Detachments / Operating Locations





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## ***HQ RIO's Strategic Priorities***

---

### **Deliver resilient and ready Airmen**

- Establish proactive program management processes with a focus on Readiness and Participation tracking.
  - Basic readiness items & participation (education, ARCNet, MTFs, UTAPS, AROWS-R)
  - Focus on retention

### **Create culture of transparent communication**

- Develop a RIO Communication Plan that IDs target audiences and effective platforms to deliver timely, tailored messages to IRs and RIO customers.
  - IRs & URCs have to be plugged in and know what is coming (suspenses, school deadlines, dates for orders)

### **Drive innovation and standardization**

- Develop a standard workflow platform that fosters efficient, effective administration of the Individual Reserve force.
    - Travel Vouchers, Orders, Assignments
  - Provide current process maps and Standard Operating Procedures (SOPs) that are easily accessible to RIO staff members.
    - All Dets operate the same way & make transitions seamless
-





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# Program Success and Ongoing Efforts

## What We've Accomplished to Make it Easy to Serve – 40 to date

- Created COVID Rapid Response Cell - mobilized 13 medical IMAs to NY in 48 hours
- Travel Pay & pay office reform (mbrs paid in 5 days); leave requests processed in under 3 days
  - Converted/moved Lt Col AGR billet to run pay division
- 1<sup>st</sup> IMA myPers tab (direct link to travel/pay)
- Launched 1<sup>st</sup> ever IR Advisory Council (3 meetings already)
- KCJ program has full participation for IMAs & Detachments
- Modernized ARCNet Readiness report – eliminated extraneous information
- Casualty AFI rewrite to provide better support to IRs – direct help from RegAF CARs
- Communications with IRs & PA program growth (RIO Connect app, website, “Buzz”, Citizen Airman articles)
- IR Quick Guides (1<sup>st</sup> = How to file for IDT lodging reimbursement) + IR Guide rewrite (published Sep 20)
- IMA supervisor training
- URC training

+ 26 more  
completed

## What We're Working to Make it Easy to Serve

- Data evolution ICF contract assisting with data – enabling a data-driven organization
- Orders Smart Form (myPers form) – IRs will not be required to use AROWS-R to request orders; simplifying the process and eliminating errors
- CAFR-approved IDT Lodging Reimbursement contract to work travel pay – estimated award 30 Sep '20
- Worked with FGC to beta test cutting mobilization/deployment orders
- Pursuing contract to create holistic training program and curricula for staff, IMAs and stakeholders
- Manpower Study Prep - ~1300 HQ processes ID'd and mapped
- Standardize processes for all Detachments
- Working w/REP on IMA US Space Force moves
- 4 Automation projects; 1) Orders Request Smart Form; 2) Med Dashboard; 3) IR Assignment Notification; 4) IMA Promotion Process

+ 38 more  
being worked



## ***Nice to Know***

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- **HQ RIO Training: provides HOW-TOs on common IR tasks**
  - Virtual Training session held every few weeks
  - 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



## *We'd love for you to help!*

- Encourage IRs to join RIO Connect App
- Encourage IRs to use the public ARPC/HQ RIO website as a resource
- Encourage IRs to keep their email addresses updated in myPers (military & civilian)
- If you hear or see IRs struggling, contact them with their Detachment or ANY Detachment
- If you are an IR, help/mentor other IRs
- If you are an IR, be a huge benefit to your RegAF unit (proactive, self sustaining, positive)
- If you're a social media user, join the FB groups for IMAs and PA reservists



App store: RIO Connect

- Download
- Go to GROUPS
- Type in your detachment code
  - **RIODET#**
- Get to know all the resources available!



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# Questions?



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

**<http://www.arpc.afrc.af.mil/Home/HQRIO>**

**Facebook: [www.facebook.com/HQRIO](http://www.facebook.com/HQRIO)**

## *Nice to Know*

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- **HQ RIO Training: provides standardized IR / URC / AD training**
  - Welcome Briefings / Newcomers Orientation / Refresher Training
  - Commander / Director / Supervisor Training
  - Initial URC Training on ADLS
- **Communications available to the field**
  - HQ RIO Website
  - HQ RIO Smart Phone Application (Apple and Android devices)
  - Monthly Newsletter
  - IR Guide / IR Travel Guide (HQ RIO Website)

# RIO Connect App and Capabilities

Download for access to:

- Newsletters
- Training
- IR Resources
  - Travel Guide and IR Guide
- News and Events
- Directory-- Detachment contact info and locations
- Fit Test calculator--incl exemptions & altitude adjustments
- Social Media links
- Groups
- Checklists
- More content being added each month



## Introducing Groups

Groups is a powerful new feature on your App. It is the easiest and fastest way to connect and instantly communicate with any type of group within your unit. Using Groups is easy, intuitive, and fun!

### Features Include:



#### Messages

Saves time and reduces confusion by serving as a central place for all communications.



#### Schedules

With schedules, you can view an event, meeting and gathering times throughout the year.



#### Instant Updates

Immediately notify your group of last minute changes: event times, location, and more.



#### Photos

Members can easily view, share, and download photos in a convenient location.



#### Safe

It's private and members can interact without exchanging contact information.



#### Event Details

Everyone will know the time, place, directions, forecast, and who can attend an event.

### Create a Group In Seconds

#### 1. Creating a Group is Simple

- Download your unit's app
- Open Groups
- Select Create Group button.

#### 2. Share the Code

All you have to do is share the group code with your members and they can join in seconds.







U.S. AIR FORCE

# Questions?



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

<http://www.arpc.afrc.af.mil/Home/HQRIO>

Facebook: [www.facebook.com/HQRIO](http://www.facebook.com/HQRIO)

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

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*Integrity - Service - Excellence*

## **HQ RIO Medical**



**U.S. AIR FORCE**

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



## ***Medical Acronyms***

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- **Service Treatment Record (STR)**
- **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)**



# Service Treatment Records

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- **Service Treatment Records**
  - AF STR Processing Center receives hard copy records for separating and retiring members as of 2013
  - Upon receipt the original paper STR will be digitized into HAIMS
  - The process applies to the Total Force
  - The AD MTF will process IR STR transfers upon separation or retirement
  - Members may request a copy of their STR no earlier than 179 days and no later than 30 days prior to their separation/retirement
  - Servicing MTF contact information can be found under the MTF Instruction tab on your MyIMR web page (<https://imr.afms.mil/imr/MyIMR.aspx>)



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# Individual Medical Requirements

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- **Individual Medical Readiness (IMR) Requirements**
  - Preventative Health Assessment (PHA) Requirements:
    - PHAQ questionnaire required annually, valid for 120 days after completion and is completed online at MyIMR (<https://imr.afms.mil/imr/MyIMR.aspx>) by clicking "Start PHAQ"
    - Face-to-face visit is required every 3 years 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
    - 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



U.S. AIR FORCE

# Example of PHA Dates

**Air Force Surgeon General**

Individual Medical Readiness Status

DIAZ.RONAL.A.

Buckley AFB

EMAIL: RONAL.DIAZ@US.AF.MIL

IMR	Immunizations	DrHA	Medical Clearance	SHPE	MTF Instructions																																																																																
<div>IMR ACTION LIST</div> <div>[PHA]</div> <div><a href="#">Action List Help</a></div> <div><a href="#">MyIMR User Guide</a></div>																																																																																					
<table><thead><tr><th colspan="2">PHA</th><th colspan="2">Overall Status: Due</th><th colspan="6">GoRedDate: 07/13/2019</th></tr><tr><th colspan="2">Due</th><th>Dental</th><th></th><th>Labs</th><th></th><th>Profile</th><th>Med Equipment</th><th colspan="2">Other</th></tr></thead><tbody><tr><td colspan="2">PHAQ: 26 Feb 2019</td><td>Dental Class: 1</td><td></td><td>Blood Type: O</td><td></td><td>Restriction: No</td><td>GMI Required: No</td><td colspan="2">ANAM Date: -</td></tr><tr><td colspan="2">Interval History: 13 Apr 2018</td><td>Dental Date: 4 Feb 2019</td><td></td><td>RH: Positive</td><td></td><td></td><td></td><td colspan="2"></td></tr><tr><td colspan="2">DD2766 Review and Update: 13 Apr 2018</td><td></td><td></td><td>Sickle Cell: Negative</td><td></td><td></td><td></td><td colspan="2"></td></tr><tr><td colspan="2">Provider Review/Signature: 13 Apr 2018</td><td></td><td></td><td>G6PD: Normal</td><td></td><td></td><td></td><td colspan="2"></td></tr><tr><td colspan="2">Last In-Person PHA: 1 Apr 2017</td><td></td><td></td><td>HIV Date: 20 Jul 2018</td><td></td><td></td><td></td><td colspan="2"></td></tr><tr><td colspan="2"></td><td></td><td></td><td>DNA: On File</td><td></td><td></td><td></td><td colspan="2"></td></tr></tbody></table>						PHA		Overall Status: Due		GoRedDate: 07/13/2019						Due		Dental		Labs		Profile	Med Equipment	Other		PHAQ: 26 Feb 2019		Dental Class: 1		Blood Type: O		Restriction: No	GMI Required: No	ANAM Date: -		Interval History: 13 Apr 2018		Dental Date: 4 Feb 2019		RH: Positive						DD2766 Review and Update: 13 Apr 2018				Sickle Cell: Negative						Provider Review/Signature: 13 Apr 2018				G6PD: Normal						Last In-Person PHA: 1 Apr 2017				HIV Date: 20 Jul 2018										DNA: On File					
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				DNA: On File																																																																																	



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# How to complete your PHAQ

Browser address bar: <https://asimsimr.health.mil/imr/myIMR.aspx>

Navigation: Find By SSAN | ECT:Logout | HQ RIO - Home | MyIMR

---

**Air Force Surgeon General**

---

**Individual Medical Readiness Status**  
**DIAZ, RONAL A.**  
Buckley AFB  
EMAIL: RONAL.DIAZ@US.AF.MIL

---

IMR	Immunizations	DrHA	Medical Clearance	SHPE	MTF Instructions																
<div><b>IMR ACTION LIST</b> [PHAQ] <a href="#">Action List Help</a> <div><b>Start PHAQ</b></div> <a href="#">MyIMR User Guide</a></div>																					
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DD2766 Review and Update: 15 Jul 2019																					
Provider Review/Signature: 15 Jul 2019																					
Last In-Person PHA: 1 Apr 2017																					

Labs	Profile	Med Equipment	Other
Current	Ready	Current	
Blood Type: O	Restriction: No	GMI Required: No	ANAM Date: -
RH: Positive			
Sickle Cell Screen: Negative			
G6PD: Normal			
HIV Date: 20 Jul 2018			
DNA: On File			



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# How to complete your MHA

Browser window showing the URL: [https://asimsimr.health.mil/phaq/PHAQ\\_Finished.aspx](https://asimsimr.health.mil/phaq/PHAQ_Finished.aspx)

Find By SSAN | ECT::Logout | HQ RIO - Home | PHAQ Finished

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**ANNUAL PERIODIC HEALTH ASSESSMENT**  
Buckley AFB - User: DIAZ, RONAL A.

---

**Periodic Health Assessment Questionnaire Finished**  
RecordID: 1607329

---

**WAIT, THERE'S MORE...**

YOU HAVE NOT COMPLETED YOUR PHA. You have only completed step 1 of your PHA. There are 3 steps total.

Step 2: Please go to your [MYIMR](#) page, click the "MTF Instructions" tab to see instructions from your MTF on what you need to do to schedule the MHA interview portion.

Step 3: Your healthcare provider will review your assessment and do the final close-out of your PHA. After that, your annual PHA will be complete.

Questions after reviewing the instructions on your [MYIMR](#) page? Please contact your unit health monitor or MTF for assistance.

---

Please close your browser.

<a href="#">View Responses</a>	<a href="#">View Education Report</a>
--------------------------------	---------------------------------------



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# Individual Medical Requirements

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- **Dental Requirements**
  - Annual requirement
  - Military dental exams are required every three years
  - DD Form 2813 completed by civilian dentist
  - DD Form 2813 must be turned in to the servicing Active Duty Dental Facility 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





# Individual Medical Requirements

---

- **Lab Requirements**

- Generally no appointment needed
- HIV screening – due every two years, 90 day grace period
- Must be collected by a DOD approved laboratory or MTF

- **Immunizations**

- Generally no appointment needed
- Recommend contacting the Immunization clinic prior to arriving to ensure the immunization needed is available
- May be accomplished by a civilian provider but documentation must be submitted to the servicing MTF to update immunization records



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# Individual Medical Requirements

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- **\*\*IMR Notes:**
  - ARC members residing outside the MTF catchment area or more than 40 miles from their units' servicing MTF may obtain evaluations from the nearest MTF. IAW AFI 44-176 Par 10.2.4
  - Does not need to be in military status to schedule appt but MUST be in military status at time of 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 AFI 48-123 Par 10.4.2
  - MyIMR (<https://imr.afms.mil/imr/MyIMR.aspx>) is a real time snapshot shot of IMR status



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# IDT's/AT - Authorized Treatment

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



- **Profiles**

- AD MTF is responsible for creating all profiles
- AF Form 469 Mobility Restricting Profiles:
  - Code 31 (DAV 41) – Temporary condition resolving within 1 year
  - Code 37 (DAV 42) – Condition requires Board 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.**



U.S. AIR FORCE

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## ***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.



- **Line of Duty**

- 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
  - 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.\*\***



## ***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 AFI 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 going through a medical board IAW DoDI 1214.01
- Approved LODs sent to AD MTF
- 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 denied 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 allow additional time to assess the member's medical condition and for the MTF to initiate or complete an LOD determination, determine whether the medical condition renders the member unable to perform military duties and provide medical documentation to support a request for MEDCON orders
      - 30 day orders prevent a break in service, facilitate the initiation of a LOD and assemble/submit a MEDCON request
- \*\*\*Orders will not be issued or extended in cases of misconduct, or for the purpose of taking leave or reconstitution time.\*\*\***



## ***Medical Continuation***

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- **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 should be submitted through RIO Medical
- If not currently on orders, a completed and approved LOD is required prior to the MEDCON request

**\*\*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***

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- **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
  - Also provides loss of civilian wages if 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***

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



U.S. AIR FORCE

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## *Contact Us*

HQ RIO/IRM  
DSN: 847-3077  
Comm: (720) 847-3077

Capt Andrea Morgan  
Email: [andrea.morgan.3@us.af.mil](mailto:andrea.morgan.3@us.af.mil)

MSgt Matthew Stoner  
Email: [matthew.stoner@us.af.mil](mailto:matthew.stoner@us.af.mil)

TSgt Ronal Diaz  
Email: [ronal.diaz@us.af.mil](mailto:ronal.diaz@us.af.mil)

TSgt Meaghan Witkowski  
Email: [meaghan.witkowski@us.af.mil](mailto:meaghan.witkowski@us.af.mil)

SrA Deja Lovald  
Email: [deja.lovald@us.af.mil](mailto:deja.lovald@us.af.mil)

**\*\*First line of communication: myPers ticket\*\***



U.S. AIR FORCE

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# Questions ?

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

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***Integrity - Service - Excellence***

## **Officer Promotions for Air Force Reserve**



**Selection Board Secretariat  
11 Jan 2021**

**U.S. AIR FORCE**

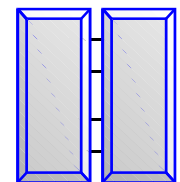
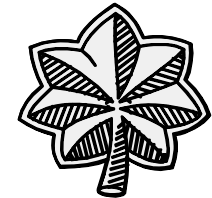
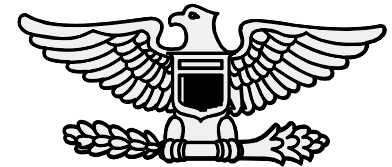
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U.S. AIR FORCE

# Overview

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

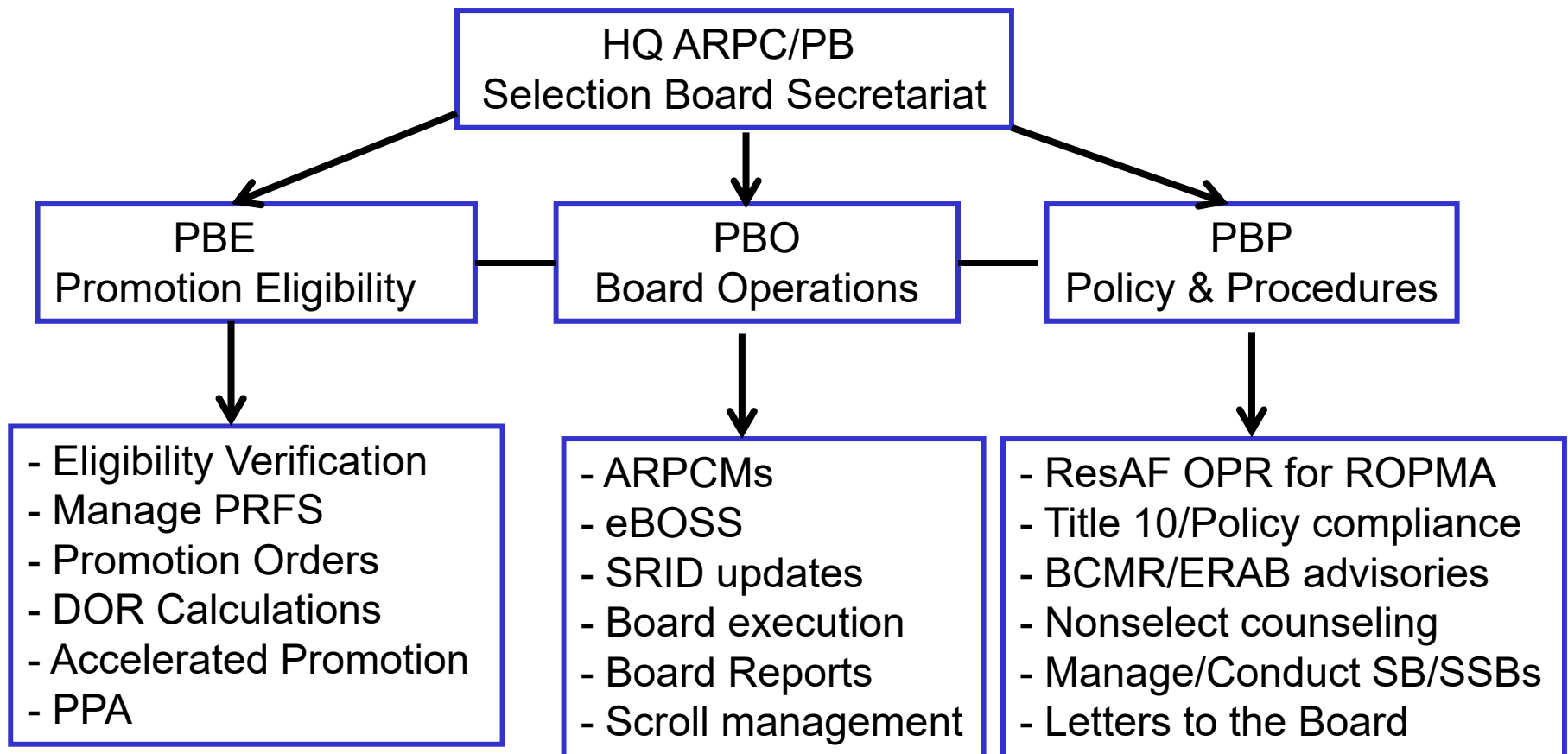






U.S. AIR FORCE

# ***ResAF Selection Board Secretariat***



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



## *Types of ARC Boards*

TYPE	DESCRIPTION	AFR
Mandatory Boards	<ul style="list-style-type: none"><li>• By law</li><li>• IPZ/APZ</li></ul>	1 <sup>st</sup> Lt/Capts process Maj - Cols
Position Vacancy Boards	<ul style="list-style-type: none"><li>• Consider exceptionally well-qualified officers for early promotion</li></ul>	O-4 / O-5 Boards only Sr Rater nomination & Eligibility factors must be met
Special Selection Boards	<ul style="list-style-type: none"><li>• By law; to correct admin error; ARPC/PB discretion</li></ul>	O-4 thru O-6 Boards
Special Boards	<ul style="list-style-type: none"><li>• By law; can be directed by BCMR</li></ul>	O-4 / O-5 Boards
Selective Continuation Boards	<ul style="list-style-type: none"><li>• SecAF discretion; for 2x deferred officers in specific AFSCs</li></ul>	O-4 / O-5 Boards only



U.S. AIR FORCE

## CY21 Selection Board Schedule

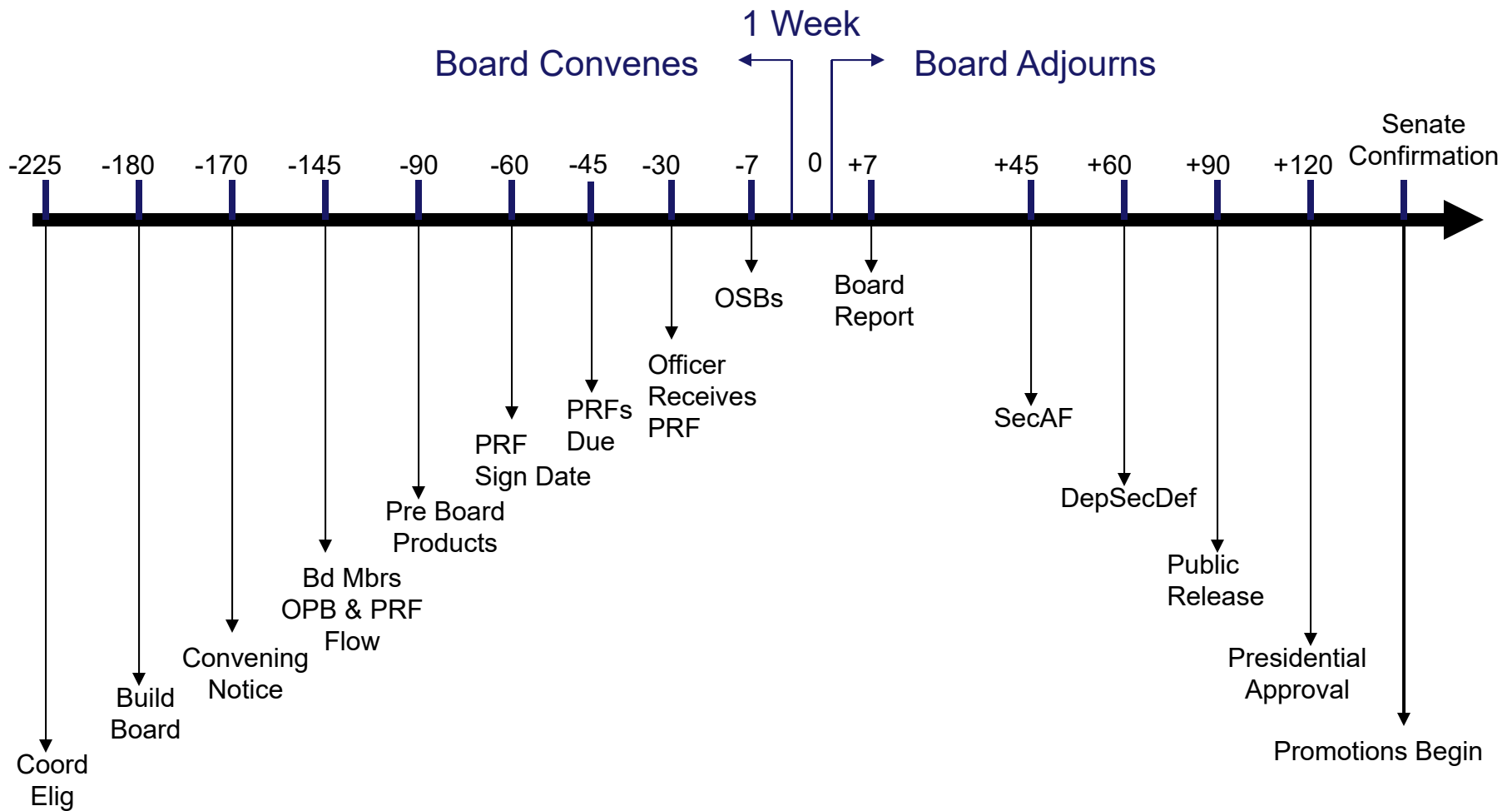
Air Force Reserve Board	Convening Dates
AFR Line Major Board – U/V/W0421A	29 Mar – 2 Apr 2021
AFR Nonline Major Board – U/V/W0421A	29 Mar – 2 Apr 2021
ARC 1 <sup>st</sup> Lt/Capt Process (1 <sup>st</sup> Half)	1 Apr 2021
AFR Line Lt Col Board – U/V/W0521A	7 – 19 Jun 2021
AFR Nonline Lt Col Board – U/V/W0521A	7 – 12 Jun 2021
ARC 1 <sup>st</sup> Lt/Capt Process (2 <sup>nd</sup> Half)	1 Oct 2021
AFR Line Colonel Board - V/W0621A	18 – 29 Oct 2021
AFR Nonline Colonel Board - V/W0621A	18 – 23 Oct 2021
Reserve Brig General Qualification Board – G0721B	2 – 5 Nov 2021

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



U.S. AIR FORCE


# Timelines





U.S. AIR FORCE

# Promotion Board Information



Air Reserve Officer

Advanced Search Search Tips

ACTIVE DUTY AF **AIR RESERVE** AIR NATIONAL GUARD RETIREE CIVILIAN RESOURCES FOR FSS

MY ACCOUNT

- Incidents/Messages
- My Documents
- Notifications
- Change Password
- My Profile

LEARN MORE ABOUT:

- Assignment
- Benefits and Entitlements
- Career Management
- Classification
- Compensation
- Deployment
- Evaluations
- Force Development
- Mobilization/Demobilization
- New Hire
- Promotion**
- Recognition
- Retirement
- Separation
- Systems Support
- Training

Still Need Help?  
Contact Us

Home > Officer > Promotion

## Promotion

The following provides important information concerning Air Force Reserve (AFR) officer promotions. Listed below are links to various subjects that will assist you in your career progression.

- How to Prepare for a Successful Air Force Reserve Officer Promotion Board
- Reserve of the Air Force Officer Promotion Orders
- ARPC Promotion Board Volunteer Information
- ANG and AFR Officer Twice Deferred for Promotion
- Changes to Academic Degree and Developmental Education Expectation

ARC Selection Board Schedule

- Calendar Year 2019
- Calendar Year 2018

Recent Board Statuses and Information by Rank

- First Lieutenant
- Major
- Colonel
- Captain
- Lieutenant Colonel
- Brigadier General Qualification Board

Pre-Promotion Board Information

- Promotion Board Eligibility
- Officer Promotion Board - General Information
- Officer Pre-selection Brief (OPB) and contents of the Officer Selection Record (OSR)
- Position Vacancy Promotions
- Writing Letters to a Promotion Selection Board
- Removal of Article 15 and/or Letter of Reprimand (LOR) from an Officer Selection Record (OSR)

Post Promotion Board Information

- Accelerated Promotion Process
- Guard and Reserve Non-selection Counseling
- Special Boards/Special Selection Boards
- Mandatory Separation Date (Lt Col Selects)
- Continuation Boards
- How to Request a Copy of your Promotion Order
- Conducting a Promotion Ceremony (Pin-On)

Related Resources

- AFH 33-337, The Tongue and Quill
- Instructions Governing Centralized OSRs
- AFI 36-2406, Officer and Enlisted Evaluation System
- AFI 36-2603, Air Force Board for Correction of Military Records
- Air Reserve Personnel Center Memorandums
- AFI 36-2006, Oath of Office and Certificate of Commission
- AFI 36-2501, Officer Promotions and Selective Continuation
- AFI 36-2804, Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force

Home > Officer > Promotion



# ***Air Reserve Personnel Center Memorandums (ARPCMs)***

## **2. ELIGIBILITY FACTORS:**

### **a. DOR CRITERIA AND BOARD IDS**

<b>US Air Force Reserve (USAFR)</b>		
<b>Board Type</b>	<b>Date of Rank (DOR)</b>	<b>Board IDs</b>
<b>* Major Mandatory Participating Reserve (PR)</b>	30 Sep 07 or earlier	V0413A
<b>** Major Mandatory Nonparticipating Reserve (NPR)</b>	30 Sep 07 or earlier	W0413A
<b>*** Major Position Vacancy (PV)</b>	30 Sep 08 or earlier	U0413A

\* 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 (IRR) and Limited Extended Active Duty (LEAD). Although LEAD is not part of the PR, the Secretary of the Air Force has directed LEAD compete with the PR.

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

\*\*\* AFPROMS will identify potential eligibles by DOR only. Military Personnel Sections (MPS) and Program Managers must verify if officers meet remaining eligibility criteria. See attachment 5.

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



U.S. AIR FORCE

# ARPCMs

Convening Notice

PRFs due

Last day to update MilPDS

Letters to Board Due

## MILESTONES

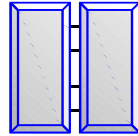
30 Sep 07	DOR must be on or before this date to be eligible to meet the mandatory board
14 Jan 12	Officer must be on the RASL on or before this date to meet the board
19 Jul 12	Date mandatory board data created in AFPROMS (board build)
1 Aug 12	OPBs, DQHBs and PRF notices available via AFPROMS
14 Aug 12	MPS suspense to disperse OPBs with attachments 3, 4 and 5 to officers meeting board
16 Oct 12	DBH reports close out date
30 Nov 12	PV-nominating PRFs due to PBE
30 Nov 12	All outstanding OPRs due to ARPC
1 Dec 12	Approximate last day to update before MilPDS upgrade
3 Dec 12	PV-nominated officer requests OPB IAW attachment 6, paragraph 5
Early Jan	MPS run current OPBs so officers can verify post-MilPDS-upgrade accuracy
9 Jan 13	OSBs extracted for the board. For MilPDS updates made after 6 Jan 13, submit source documents and printouts to the promotion board room staff via the vPC-GR Dashboard on the myPers website, <a href="https://gum-crm.csd.disa.mil/app/login">https://gum-crm.csd.disa.mil/app/login</a> or through the Air Force Portal, <a href="https://www.my.af.mil/faf/FAF/fafHome.jsp">https://www.my.af.mil/faf/FAF/fafHome.jsp</a>
13 Jan 13	Letters to the board due
14 Jan 13	Board convenes at ARPC
6 – 8 weeks	Approximate timeframe for public release of promotion results after board adjourns
14 Apr 13	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



U.S. AIR FORCE

## *Time In Grade (TIG)*



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

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





- **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**



U.S. AIR FORCE

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

---

- **Required:**
    - **Mandatory Board O-5 thru O-6**
    - **Position Vacancy Nomination (O-4 / O-5 Boards)**
    - **Do Not Promote (DNP)**
  - **Process/Form**
    - **2-Line PRF**
    - **Bullet format**
    - **Limited to 2 stratifications from SR**
    - **Comments are MANDATORY for ARC**
  - **Signed by SR**
    - **Senior rater fixed by policy**
-



U.S. AIR FORCE

# PRF - Mandatory Board (IPZ / APZ)

- Senior rater fixed by policy
  - Wing Commander or equivalent for Lt Col
  - First O7 in rating chain for Colonel
- Required for mandatory promo to O-5 (Lt Col) & O-6 (Col)
- Promotion Recommendation block must have minimum of 1 bullet
- Leave “Promotion Zone” blank
- Leave “Group Size” blank unless “DP”
- Three types of promotion recommendations
  - Definitely Promote
  - Promote
  - Do Not Promote this Board

PROMOTION RECOMMENDATION			
PRIVACY ACT STATEMENT			
AUTHORITY: 10 United States Code, Section 8013, Secretary of the Air Force; AFI 36-2406, Officer and Enlisted Evaluation Systems, and Executive Order 9397 (SSN), as amended.			
PURPOSE: Effectiveness duty performance history, promotion, and other appropriate personnel actions.			
ROUTINE USES: The "Blanket Routine Uses" published in the Air Force system of records notices apply to this system.			
DISCLOSURE: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3).			
SORN(s): F036 AF PC A, Effectiveness/Performance Reporting Records			
I. RATEE IDENTIFICATION DATA (Read AFI 36-2406, Officer and Enlisted Evaluation Systems, carefully before filling in any item)			
1. NAME (Last, First, Middle Initial)	2. SSN	3. GRADE	4. DAFSC
5. ORGANIZATION, COMMAND, LOCATION			6. PAS CODE
II. UNIT MISSION DESCRIPTION			
III. JOB DESCRIPTION			
1. DUTY TITLE:			
2. KEY DUTIES, TASKS, RESPONSIBILITIES:			
IV. PROMOTION RECOMMENDATION			
V. PROMOTION ZONE		VI. GROUP SIZE	VII. BOARD
BPZ I/APZ		2/5/10	
IX. OVERALL RECOMMENDATION		X. SENIOR RATER	
DEFINITELY PROMOTE		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	
PROMOTE		DUTY TITLE	
DO NOT PROMOTE THIS BOARD		SSN	SIGNATURE
Instructions			
Senior Rater: May consider and provide comments on other reliable information that is not contained in the record of performance when completing the PRF. Evaluate the officer's performance and assess his or her potential to serve in the next higher grade. Write Promotion Recommendation (Section IV) in narrative or "bullet" format.			
Officer: Review record of performance, Officer Pre-Selection Brief, and PRF for accuracy. Prior to your board convening date, you must contact your senior rater to discuss if your PRF is not accurate, omits pertinent information or has an error. If your senior rater concurs, there are procedures to correct prior to the board (reference AFI 36-2406, chapter 8). Per DoD Instruction 1320.11, Special Selection Boards, paragraph 3.b., a supplemental promotion board "must not consider any person who, by maintaining reasonably careful records may have discovered and taken steps to correct that error or omission on which the original board based its decision against promotion."			



U.S. AIR FORCE

# Position Vacancy (PV) PRF

- **PV = early promotion opportunity**
- **Due NLT 45 days prior to convening date**
- **PRF is PV nomination form**
  - *Officer may show eligible for PV however their SR must submit nomination in order to meet a PV board*
- **Promotion Recommendation block must have minimum of 1 bullet**
- **“Promotion Zone” blank**
- **Must complete “Group Size”**
- **“Promotion Recommendation” blank**
  - **All PV nominations are considers “DP”**

PROMOTION RECOMMENDATION			
PRIVACY ACT STATEMENT			
AUTHORITY: 10 United States Code, Section 8013, Secretary of the Air Force; AFI 36-2406, Officer and Enlisted Evaluation Systems, and Executive Order 9397 (SSN), as amended.			
PURPOSE: Effectiveness/duty performance history, promotion, and other appropriate personnel actions.			
ROUTINE USES: The "Blanket Routine Uses" published in the Air Force system of records notices apply to this system.			
DISCLOSURE: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3).			
SORN(s): F036 AF PC A, Effectiveness/Performance Reporting Records			
I. RATEE IDENTIFICATION DATA (Read AFI 36-2406, Officer and Enlisted Evaluation Systems, carefully before filling in any item)			
1. NAME (Last, First, Middle Initial)	2. SSN	3. GRADE	4. DAFSC
5. ORGANIZATION, COMMAND, LOCATION			6. PAS CODE
II. UNIT MISSION DESCRIPTION			
III. JOB DESCRIPTION			
1. DUTY TITLE: <b>Position Number</b>			
2. KEY DUTIES, TASKS, RESPONSIBILITIES:			
IV. PROMOTION RECOMMENDATION			
V. PROMOTION ZONE			
BPZ	I/APZ	VI. GROUP SIZE <b>2/5</b>	VII. BOARD
VIII. SENIOR RATER ID			
IX. OVERALL RECOMMENDATION			
X. SENIOR RATER			
NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION			
DEFINITELY PROMOTE		DUTY TITLE	
PROMOTE			
DO NOT PROMOTE THIS BOARD		SSN	SIGNATURE
Instructions			
Senior Rater: May consider and provide comments on other reliable information that is not contained in the record of performance when completing the PRF. Evaluate the officer's performance and assess his or her potential to serve in the next higher grade. Write Promotion Recommendation (Section IV) in narrative or "bullet" format.			
Officer: Review record of performance, Officer Pre-Selection Brief, and PRF for accuracy. Prior to your board convening date, you must contact your senior rater to discuss if your PRF is not accurate, omits pertinent information or has an error. If your senior rater concurs, there are procedures to correct prior to the board (reference AFI 36-2406, chapter 8). Per DoD Instruction 1320.11, Special Selection Boards, paragraph 3.b, a supplemental promotion board "must not consider any person who, by maintaining reasonably careful records may have discovered and taken steps to correct that error or omission on which the original board based its decision against promotion."			



## ***Officer's Responsibility***

---

- **READ the ARPCM (Convening Notice/Release)**
    - **Eligibility Factors/Milestones/Guidance**
  - **The Officer Selection Record (OSR) is Officer's Responsibility...*Check PRDA!***
    - **Make sure your records are correct**
    - **If something is wrong, work with your servicing MPF/MPS to correct issue**
  - **Review eOSR in vPC– lists discrepancies in your record ID'd by ARPC/PB**
  - **Review Officer Preselection Brief (OPB)**
    - **Make sure information is correct**
    - **If something is wrong, work with your servicing MPF/MPS to correct issue**
-



U.S. AIR FORCE

# Personnel Records Display App (PRDA)

INFOCON 3 UNCLASSIFIED INFOCON Alpha

https://vpsc.afpc.randolph.af.mil/vpsc/mods/prda/tiles/pa AF Portal AFPC Secure 4.0 - Main Menu Virtual Personnel Services C...

Help Print Logout

Virtual Personnel Services Center

Welcome: LTC BOEHLE AMY JEANETTE Member (Mil) Change Role

**My Sections**

- Dashboard
- PRDA**
- ADP

**Browse** Search Documents

Clicking on a "category" or "subcategory" name in the browse tree will place the selected document from that category or subcategory into the "Selected Document" area. Clicking on an "individual document" in the browse tree will place the document in the "Selected Document" area.

**Available Category:**

- DECORATIONS (4)
- PERFORMANCE REPORTS (5)
- ENTIRE PERSONNEL RECORD (31)
- MEDICAL (0)
- PCARS (2)
- SELECTION FOLDER (9)**
- Performance Reports (5)
- Decorations (4)

**Documents**

Document Number	Document Name	Date	# of Pages
AF707	OFFICER PERFORMANCE REPORT (LT T...	30 Sep 13	2
AF707	OFFICER PERFORMANCE REPORT (LT T...	30 Sep 12	2
DMMCI	DECORATION/CITATION - MERITORIOU...	14 Sep 12	1
AF707	OFFICER PERFORMANCE REPORT (LT T...	14 Sep 12	1
AF707	OFFICER PERFORMANCE REPORT (LT T...	19 Dec 11	2
AF707	OFFICER PERFORMANCE REPORT (LT T...	19 Dec 10	2
DMMCI	DECORATION/CITATION - MERITORIOU...	02 Dec 10	1
AF707	OFFICER PERFORMANCE REPORT (LT T...	19 Dec 09	2
AF707	OFFICER PERFORMANCE REPORT (LT T...	19 Dec 08	2
AF707	OFFICER PERFORMANCE REPORT (LT T...	19 Dec 07	2

1 << < 1 2 3 4 > >> 2

Get Documents Select All Deselect All Clear

The information you are about to view contains information covered under the Privacy Act of 1974 (5 U.S.C. 552a) and must be protected IAW AFI 33-332, DoD Regulation 5400.11, and it is For Official Use Only (FOUO). Reproduction of evaluations is prohibited unless authorized under and IAW AFI 36-2406, Chapter 3. The Privacy Act provides for criminal penalties against anyone who discloses information to unauthorized persons. Anyone who obtains information about an individual under false pretenses may also be subject to criminal penalties enforceable under Article 134, UCM.

This information is protected under the Privacy Act (see AFI 33-332, Air Force Privacy Act Program).

**Authority:** Title 5 U.S.C., DoD 1400.34 SC 1950 and Title 10 U.S.C., 8013; SECAF E.O. 9397 authorizing the SSAN to be used as a system of numbering to identify persons - where applicable.

**Purpose:** To provide a means of positive identification for the purpose of processing applications or retrieving data.

8:24 PM 3/29/2014



U.S. AIR FORCE

# Electronic Officer Selection Record (eOSR)

## Discrepancies

In the following table is listed any discrepancies noted during a review of your Officer Selection Folder. To ensure your records are correct and ready to meet the promotion selection board please select a row in the table to review the discrepancy(ies) details.

Discrepancy Type	Status	Create Date
Evaluation	Discrepancy	8/30/2010 5:28:15 PM
Decoration	Discrepancy	9/15/2010 10:07:22 AM
Decoration	Discrepancy	9/15/2010 10:09:49 AM
Decoration	Discrepancy	9/15/2010 10:48:00 AM
Evaluation	Discrepancy	9/15/2010 11:16:55 AM

Discrepancy Type: OPR : Status: CLOS : Close Date: 17-FEB-2007

Remarks : Missing Training Report (AF 475)

To correct identified discrepancies we have provided detailed instructions below for submitting your requested corrections within this vPC-GR online application. Please use the following to initiate any corrections.

[Decorations](#)

[Evaluations](#)

[Duty History](#)

Decorations Update

Evaluations Update

Duty History Update

The following tabs allow you to review current information in your Officer Selection Record as of your notifications an



U.S. AIR FORCE

# New Line of the Air Force Competitive Categories

Competitive Categories	Assigned Core Air Force Specialties
Air Operations and Special Warfare (LAF-A)	11X – Pilot 12X – Combat Systems 18X – Remotely Piloted Aircraft 13B – Air Battle Manager 13C – Special Tactics 13D – Combat Rescue 13L – Tactical Air Control Party
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 15W – Weather 17X – Cyber Operations 35X – Public Affairs 61A – Operations Research Analyst 71S – Special Investigations
Combat Support (LAF-C)	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
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 Preselection Brief (OPB) / Officer Selection Brief (OSB)***

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- **Officer Preselection Brief (OPB)**
  - Flows to MPF/MPS 148 days prior to board convening date
    - MPF/MPS will send to the eligible officers' Squadron
    - IF officer has not received OPB they must contact their servicing MPF/MPS
  - One page snapshot of Career Brief
  - **MUST REVIEW** and ensure information is current/accurate
  - OPBs must be corrected prior to the board convene date
  - OPBs become the Officer Selection Brief (OSB)
- **Officer Selection Brief (OSB)**
  - OSB is what the board members will see

**Make corrections prior to board convene date**

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U.S. AIR FORCE

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

---

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

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



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# 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)

PREPARED: 22 APR 2020		FOR OFFICIAL USE ONLY	
V0520A \ PARTICIPATING RESERVE PROMOTION BOARD		OFFICER PRESELECTION BRIEF	
PERSONAL DATA		SENIOR RATER	
NAME: DOE, JOHN P. SSAN: 123456789		SENIOR RATER: COL SMITH, JOHN P. 0A123 COMMANDER	
COMP CAT: LINE		CORE FLAG: 11	
AFSC ID: ALO-901-ARS RES SECTION: REINFORCE DESIGNER ARS-E SOURCE OF COMMISSION: ROTC4YR		AERONAUTICAL/FLYING DATA	
DEVELOPMENTAL EDUCATION		AERONAUTICAL RATING: CMD PILOT AERO RTG CURR CAT DT: AUG 2016 FLYING STATUS: DISQ-ADMINISTRATIVE TOTAL FLYING HOURS: 2785	
SCHOOL COMPLETE		ACFT YR HOURS	
LVL		MOST RECENT: KC-135R 2017 644 2ND: KC135T 2015 175 3RD: C-130 2007 1756 4TH: 5TH:	
ACADEMIC EDUCATION		BOARD CERTIFIED	
SPECIALTY/SCHOOL YR		WOUNDED WARRIOR	
DECORATIONS		AFSC DATA	
MERIT SVC MDL 2013 1 AIR MEDAL 2006 4 AERIAL ACHIEV MDL 2005 1 AF COMM MDL 2010 1 AF ACHIEV MDL 2006 2		TYPE AFSC DESCRIPTION PAFSC 95A0 NON-EAD USAFR ACAD/CAP OFF 2AFSC 11M3B MOB PLT, C-130R/H 3AFSC 11M2F MOB PLT KC-135	
FOREIGN LANGUAGE		LANGUAGE READING LISTENING SPEAKING YEAR	
ASSIGNMENT CATEGORY		TECH ID:	
USOBFHQ UNIT: 0000 RIO OR			
PROJ: STATE:			
ASSIGNMENT HISTORY		LVL MAJ	
DUTY TITLE			
EPP DATE DAFSC			
25 OCT 2017 95A0 ADMISSIONS LIAISON OFFICER		HAPP RCM	
06 SEP 2017 K11M2F ASST FLT CDR/KC-135 INST PILOT		W/B APR	
26 SEP 2016 R11M3F ASST FLT CDR/KC-135 INST PILOT		W/B APR	
15 SEP 2014 11M3F ASS FLT CDR/KC-135 INST PLT		W/B APR	
28 MAR 2014 11M3F KC-135 AIRCRAFT COMMANDER		W/B AMC	
01 SEP 2011 11M3F KC-135 INSTRUCTOR PILOT		W/B AMC	
20 JUN 2011 11M3F CHIEF, OPERATIONS PLANS		W/B AMC	
01 MAR 2011 11M3F CHIEF, OPERATIONS PLANS		W/B AMC	
01 MAR 2010 11M3F CHIEF, MISSION DEVELOPMENT		W/B AMC	
16 MAY 2008 11M3F KC-135 AIRCRAFT COMMANDER		W/B AMC	
PARTICIPATION SUMMARY/HISTORY			
FROM TO AD IDT ECI IDS MBR TOTAL TOT RET SAT SERV			
07AUG18 06AUG19 0000 0039 0000 000 015 00054 00054 010000			
07AUG17 06AUG18 0000 0027 0000 000 015 00042 00042 000000			
07AUG16 06AUG17 0011 0053 0000 000 015 00079 00079 010000			
07AUG15 06AUG16 0018 0078 0000 000 015 00111 00111 010000			
07AUG14 06AUG15 0045 0062 0000 000 015 00122 00122 010000			
07AUG13 06AUG14 0007 0092 0000 000 015 00114 00114 010000			
07AUG12 06AUG13 0026 0085 0000 000 015 00126 00126 010000			
07AUG11 06AUG12 0023 0086 0000 000 015 00124 00124 010000			
ACCRUED TO: 06AUG19 3332 0818 00032 0000 300 04482 04404 190000			
PTS SINCE: 06AUG19 0 13 000 000 (AVAILABLE PTS FILED TO DATE)			

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



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

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- **Submit via vPC online application:**
    - Submitted NLT 10 calendar days prior to convene date
    - e-Signature authorized
    - Confirmed receipt sent back to you once received
    - Technician will review and provide feedback if needed
  - **Used to explain things such as:**
    - Gap in record
    - Missing OPRs/Decs
    - Unsat year of Service
    - Deployment Information
  - **CAN NOT use to:**
    - Mention completion of PME or Advanced Academic Education
    - Use as platform to complain about leadership
  - **Keep it brief, succinct and to the point**
-



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## ***Post Board Counseling***

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- Requested **vPC online application**
    - Officers not selected are encouraged to request counseling as close to public release as possible upon notification of non-selection
  - Counselors will review records “as met” from the most recent selection board
  - Members will be notified to contact HQ ARPC/PB counselors within 4-6 weeks after application is submitted
-



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## *How You Can Help*

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- If you are a **member** meeting a board:
    - Read the entire ARPCM; know the milestones
    - Review eOSR via vPC / Check record in PRDA
      - Ensure all OPRs, Training Reports, and Decs are in PRDA
      - Correct discrepancies found
    - Review Officer Preselection Brief (OPB)
      - Ensure information is correct
      - Correct discrepancies found
  - If you are an IMA, AGR, LEAD, or VLPAD, your **servicing agency is the RegAF MPF/FSS**
    - Responsible for providing you with your OPBs
    - Provide SRs MELs/DQHBs/PRF notices
    - Help officers update records/OPRs/Decs/etc...
-



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***Questions?***

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

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*Integrity - Service - Excellence*



**U.S. AIR FORCE**

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## **Post 9/11 GI Bill Education Program Chapter 33**





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

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- **What is the Post 9-11 GI Bill**
  - **Who is eligible?**
  - **What will you receive?**
  - **What kind of training can you take?**
  - **How/where to apply?**
  - **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?**
  - **Eligibility to Transfer Education Benefits**
  - **Apply to Transfer**
  - **Yellow Ribbon Program**
-



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## ***Post 9-11 GI Bill - What is it?***

**The Post 9-11 GI Bill is an education benefit program  
for individuals who served 90 days on active duty  
since September 11, 2001**

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## ***Post 9-11 GI Bill – What you receive***

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



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## ***Post 9-11 GI Bill – Kinds of training***

---

- **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**
    - **Tuition Assistance**
    - **Licensing (attorney license, cosmetology license)**
    - **Certification tests (SAT, LSAT, etc.)**
-



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## ***Post 9-11 GI Bill - Who is eligible?***

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- **Requires minimum 90 days active cumulative service since 11 Sep 2001 other than basic training/IADT/annual tours**
  - **ANG: Title 10 and Title 32 502f**
    - **AGR Tour of 180 days or more**
    - **Presidential or Sec Def Call-Up only**
    - **Eligibility to use Title 32 (AGR)/32 sec 502f payable retroactive to 11 Sep 2001**
-



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## 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:

At least 36 months or received a Purple Heart*	100%
At least 30 continuous days on active duty and must be discharged due to service-connected disability	100%
At least 30 months, but less than 36 months	90%
At least 24 months, but less than 30 months	80%
At least 18 months, but less than 24 months	70%
At least 6 months, but less than 18 months	60%
At least 90 days, but less than 6 months	50%

- You will be eligible for benefits for 15 years from your last period of active duty of at least 90 consecutive days (Forever GI Bill after 1 January 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**
      - **Qualifying duty is identified as Type of Duty 1, 2, 3 & 5 on point summary**
    - **A review of ANG members' orders for type of duty (codes 2, 3 & 5 on point summary) will be done to exclude State funded orders**
  - **Log into your MyPers account to request a letter of certification**
-



## ***ARPC Letter of Certification/How to apply***

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- **Once you receive your LOC:**
    - **Complete the VA 22-1990 on <https://www.va.gov/education/>**
    - **Attach your LOC to your application as supporting documentation.**
  
  - **Once you submit your application:**
    - **Contact your VA certifying official at the school once you submit your VA 22-1990**
-





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## *GI Bill Comparison Tool*

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- To see school tuition rates, Housing allowance, as well as yellow ribbon eligibility visit the GI Bill Comparison Tool at [www.va.gov/education/](http://www.va.gov/education/)
  - Once a member is 100% eligible for Post 9-11 GI Bill members can qualify for Yellow Ribbon Program.
  - The Yellow Ribbon Program may provide additional financial support
-



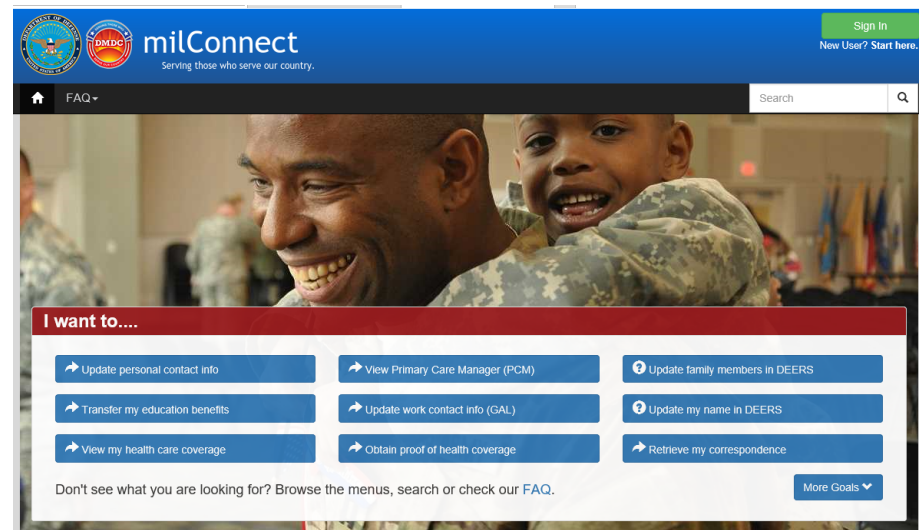
## *Eligibility to Transfer Your Benefit*

---

- Eligibility/Commitment for transfer to dependents:
    - Member will incur a **4 year** Selected Reserve service commitment on the date of transfer
    - **As of 12-Jul-2019 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 sat service*
  - Member must have Post 9-11 eligibility at the time of transfer and be participating in the Select Reserve
-

## *Member Applies to Transfer*

- Applying for Post 9-11 GI Bill has multiple steps
  - Member applies to be made eligible for Post 9-11 with the VA by filling out the VA form 22-1990
  - Members apply to transfer their benefits to their dependents with their branch of service,  
Via the web page  
[www.dmdc.osd.mil/milconnect](http://www.dmdc.osd.mil/milconnect)





## ***Transferring Benefits to Children***

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



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## ***Transfer Your Benefit Additional info***

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- While participating in the Selected Reserve you may revoke, modify the election and make additional dependents eligible
- After you leave participating status you can **not add a dependent**
- IRR, IMA (Points only) and CAT E Members are not Eligible to Transfer as they are not Selected Reserve



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## *Post 9-11 GI Bill*

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- To establish Post 9/11 Education Assistance eligibility:
  - <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.)
- To elect to transfer benefits:
  - <https://www.dmdc.osd.mil/milconnect/>
- Site accessible with:
  - Common access card
  - Defense Department self-service user identification
  - Defense Finance and Accounting Service PIN

For more information: [www.va.gov/education](http://www.va.gov/education)  
or call VA Education at: **1-888-442-4551**  
or call Total Force Service Center – Denver at:  
**1-800-525-0102**



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*Questions?*





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

*Integrity - Service - Excellence*

## **HQ RIO Readiness**



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# Overview

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- What is Readiness
- ARCNet

\*

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## ***Define Readiness***

- **Participation Readiness**

- Fab Five**

- PHA (to include Immunizations and Lab)
  - Dental
  - Fitness Assessment
  - Security Clearance
  - Upgrade Training

- **Must be Green in all 5**

- **No school/MPA/RPA**

- **Mobilization Readiness**

- Deployment Availability Code (DAV) preventing full mobilization

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

Duty Status Code:  
56-CivConfine/Sentence Prison



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# Five Readiness Factors

- Annual PHA (to include Immunizations and Lab work).

- IR completes AF Web HA located on the AF Portal

- Annual Dental



- Civilian or military dentist **(member must see military dentist every 3<sup>rd</sup> year)**
  - DD Form 2813 used to document civ provider dental exams then provided to mil dentist

- Fitness

- IR contacts AD Unit Fitness Program Manager (UFPM) to schedule test date

- Security Clearance

- IR coordinates with AD Unit Security Manager (USM) to initiate reinvestigation



- AFSC Training

- IR coordinates with Unit Training Manager (UTM) for upgrade training matters



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# ARCNet

- Access through AF Portal

ARCNet Home Participation Duty Plan ATMT Readiness VR Member Email Admin

## HQ RIO Home

Last Logon: 2/5/2021 11:55:46 AM

RCNet Links

New Features and Updates - 12 June 2019

ARCNet Docs

CBTs

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

HELP

ARCNet Duty Hours  
Guides  
Update Readiness  
What is ARCNet?  
ARCNet Features  
ADLS Data Interface

### HQ Individual Reservist Readiness & Integration Organization

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

HQ RIO is located within I Base, Colorado. Its mission is to provide Reserve forces to meet Air Force needs.

HQ RIO is responsible for standardizing the process of integrating detachments and eight of the world assist to oversight and support to within the Air Reserve Personnel Center, where synergistic functions.

The IR force is comprised of Air Force Individual Mobil Ready Reservists (PIRRs). Both IMAs and PIRRs augment component or government agency supervisors.

**Mission:** Provide, Integrate and Sustain ready Individual Reservists.

**Vision:** One trusted team making it easy to serve.

Visit your HQ RIO Detachment on the Public Web  
To determine your servicing HQ RIO Detachment, visit your Readiness Report and Your detachment number

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# Pointers

**Individual Readiness Detail**

Chart: All  
Type: Details  
Printed: 2/5/2021 6:41:25 PM

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

[Click here for the definition of Mobilization and Participation Readiness](#)

General Info Data From MIPDS as of 1/30/2021

Name	DAFFY, DUCK D. (SSgt)	Mob Auth	Other
Participation Readiness	Fully Ready	Position #	0M0123451
Mobilization Readiness	Ready	PAS	BU0MFWBF
Duty Title	TECHNICIAN, DISNEY LAND	Office Symbol	IRR
Det	IR READINESS	Location	0000 RIO OR
Unit	<a href="#">Click here to see the definition of DAV codes</a>		
MSD	HYT	ETS	TAFMS
2/1/2030		4/11/2022	130518
DAVA		DAVL	DAVP

Medical Readiness \* Data From ASIMS as of 2/4/2021

Overall IMR Status	Fully Ready	DLC Status	Green
Actions Needed	None		

HRR/PHA

Status	Last PHA Date	Source
Green	Nov 10 2020	PIMR

Dental

Status	Class	Date	Source
Green	2	Dec 19 2020	CDA

Immunization

Status	Source
Green	PIMR

Lab

Status	Source
Green	PIMR

Fitness Readiness Data From AFFMS as of 2/3/2021

Fitness Status	EXEMPT	AC	Cardio	Pushups	Situps	Overall score
Test Date: 31 Jul 2020	Next Due Date: Jan 29 2021	0.00	0.00	0.00	0.00	0.00

Security Clearance Readiness \* Data From MIPDS as of 1/30/2021

Security Status Indicator	Fully Ready		
Date Invest Completed	Years Valid	SAR of Position	Clearance Awarded
14 Nov 2011	10	6	SECRET

AFSC Training Readiness Data From MIPDS as of 1/30/2021

AFSC Training Status	Fully Ready			
PAFSC	DAFSC	CAFSC	Status Code	Status Date
-3F001	-3F001	-3F001	R	03 Feb 2005

TFAT Readiness \* Data From ADLS as of 2/5/2021

Total Force Ancillary Training Status	Awaiting Action				
CAC	FP	CTIP	RFT	SAPR	SP
02/05/20	06/09/20	05/14/18	07/22/19	05/18/20	05/18/20

Comments

\* AFCHIPS data source filters out certain data sets      \* SELRES individuals should contact their Unit Security Manager to resolve issues.  
\* Does not calculate into Participation Readiness

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

Verify last data feed date

Det's can add comments.

TFAT has been removed for IRs. It is **NOT** a show stopper for Readiness

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## Slide 6

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**MJJSUAR1** MONTEMAYOR, JESSICA J SMSgt USAFR AFRC RIO/IRR, 2/5/2021



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# READINESS

## Ready vs. Not Ready

**ARCNet** Individual Readiness Detail

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

**General Info**

Name	C (SMS)	Mob Auth
Overall Readiness	Fully Ready	Position #
Duty Title	FIRE PROTECTION SUPERINTENDENT	PAS
Det	Det 4	Office Symbol
Unit	0021 CIVIL ENGINEER SQ	Location
MSD	4/1/2015	DAVA
HYT		DAVL
ETS	6/19/2015	DAVP
		DAVT

**Medical Readiness**

Overall IMR Status	Fully Ready	DLC Status
Actions Needed		

**HRR/PHA**

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

**Immunization**

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

**Fitness Readiness**

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

**Security Clearance Readiness**

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

**AFSC Training Readiness**

**ARCNet** Individual Readiness Detail

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

**General Info**

Name	TH J (SSG)	Mob Auth
Overall Readiness	Not Ready	Position #
Duty Title	COMPANY FIRE OFFICER	PAS
Det	Det 4	Office Symbol
Unit	0021 CIVIL ENGINEER SQ	Location
MSD	8/1/2034	DAVA
HYT		DAVL
ETS	10/22/2015	DAVP
		DAVT

**Medical Readiness**

Overall IMR Status	Need Attention	DLC Status
Actions Needed		

**HRR/PHA**

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

**Immunization**

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

**Fitness Readiness**

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

**Security Clearance Readiness**

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

**AFSC Training Readiness**

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## ***PHA info***

---

- PHAQ questionnaire required annually, valid for 120 days after completion and is completed online at MyIMR
  - Face-to-face visit is required every 3 years for non-flyers, unless the servicing MTF dictates otherwise
  - Face-to-face visit is required every year for flyers, Special Operational Duty (SOD), Personnel Reliability Assurance Program (PRAP) and Arming and Use of Force (AUoF) personnel
  - Colors
    - **GREEN** – Good to go
    - **YELLOW** – 90 day grace period AFTER the due date
    - **RED** – No grace period – can impact ability to work for pay/points
  - Mental Health Assessment (MHA) required annually
- 

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# How to complete your PHAQ

Browser address bar: <https://asimsimr.health.mil/imr/myIMR.aspx>

Find By SSAN | ECT:Logout | HQ RIO - Home | MyIMR

---

**Air Force Surgeon General**

---

Individual Medical Readiness Status  
**DIAZ, RONAL A.**  
Buckley AFB  
EMAIL: RONAL.DIAZ@US.AF.MIL

---

IMR	Immunizations	DrHA	Medical Clearance	SHPE	MTF Instructions
<div><b>IMR ACTION LIST</b> [PHAQ] <a href="#">Action List Help</a> <div><b>Start PHAQ</b></div> <a href="#">MyIMR User Guide</a></div>					

Overall Status: Current	
PHA	Dental
Current	Current

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

- Takes about 10-15 minutes

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## ***Complete your Mental Health Assessment (MHA)***

---

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



## ***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**



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# Individual Medical Requirements - Dental

---

- **Requirements**

- Every third year - Military dental exam required (*waived this year*)
- All other years – 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 myPers 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

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- **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

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

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

- **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 myPers to update
      - Lot #, “administered,” date, name

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---

# 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 myPers Ticket to Medical

ACTIVE DUTY AF **AIR RESERVE** AIR NATIONAL GUARD RETIREE CIVILIAN RESOURCES FOR FSS

MY ACCOUNT

- Incidents/Messages
- My Documents
- Notifications
- Change Password
- My Profile

LEARN MORE ABOUT

- Assignment
- Benefits and Entitlements
- Career Management
- Classification
- Compensation
- Deployment
- Education
- Evaluations
- Force Development
- IMA Management**
- Mobilization/Demobilization
- New Hire
- Promotion
- Recognition
- Retention
- Retirement
- Separation
- Systems Support
- Training

Home > Officer > IMA Management

## 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 associated with getting our IRs to the fight. Seven detachments are geographically-separated bases around the world assist with direct oversight and support to more than 8,000 IR Air Force.

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

- ### Programs
- [Air Force Reserve Individual Reservist Program - Click here for a full list of links and information for individual reservists.](#)
  - [Individual Medical Readiness Requirements - Click here for specific information regarding IR medical requirements and to submit documentation.](#)

- ### IMA Reserve Pay/Travel Office
- [IR Travel Reimbursement Requests - Click here to submit paperwork or reimbursement requests for travel-related items. If your orders state](#)

ACTIVE DUTY AF **AIR RESERVE** AIR NATIONAL GUARD RETIREE CIVILIAN RESOURCES FOR FSS

Home > Officer > IMA Management > Individual Reserve Medical Support

Answer ID: 48236 | Updated: 01 Aug 20

## Individual Reserve Medical Support

**Applicable to: Air Force Reserve**

**Previously viewed answers**  
[RIO/DET QWC AROWS-R Orders Request](#)

**Medical Services Provided:**

- ☐ RIO Dental
- ☐ Preventative Health Assessment (PHA)
- ☐ Labs and Immunizations
- ☐ Line of Duty (LOD)
- ☐ Pre MEDCON
- ☐ IMA MEDCON
- ☐ MEDCON Extension
- ☐ Incapacitation Pay (INCAP)
- ☐ Modification Waiver
- ☐ Deployment Waiver
- ☐ Non-Emergent Surgery Request

In order to be fully mobilization-ready, Individual Reservists (IR) must meet annual readiness, medical and dental requirements, have a current security clearance, and be fully-qualified in their Air Force Specialty - all of which is overseen by HQ RIO, its detachments and their operating locations.

HQ RIO/Individual Reserve Medical (IRM) support team provides medical support to the IR by teaming with the Military Treatment Facility (MTF) of the installation the IR is assigned to. They collectively manage and monitor medical readiness of Individual Mobilization Augmentees (IMA). They liaise between HQ AFRC/Surgeon's Office (SGO) and the MTF. They advocate for the IR member to ensure access to care, medical support and provide guidance on medical processes.

The IRM team facilitates Individual Medical Readiness updates, Line of Duty, Medical Continuation, Incapacitation Pay, Initial Review in Lieu Of, Fitness For Duty/Non Duty Disability Evaluation System/World Wide Duty, Modification Waiver and Deployment Waiver case processing.

[Submit Medical Requests By Clicking Here](#)

### Program Information

- [Dental](#)

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***Questions?***

---

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

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---

## ***Recognitions***



**SSgt Maurice Brown  
SrA Eric Sanchez  
November 2020**

**U.S. AIR FORCE**

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U.S. AIR FORCE

# *Overview*

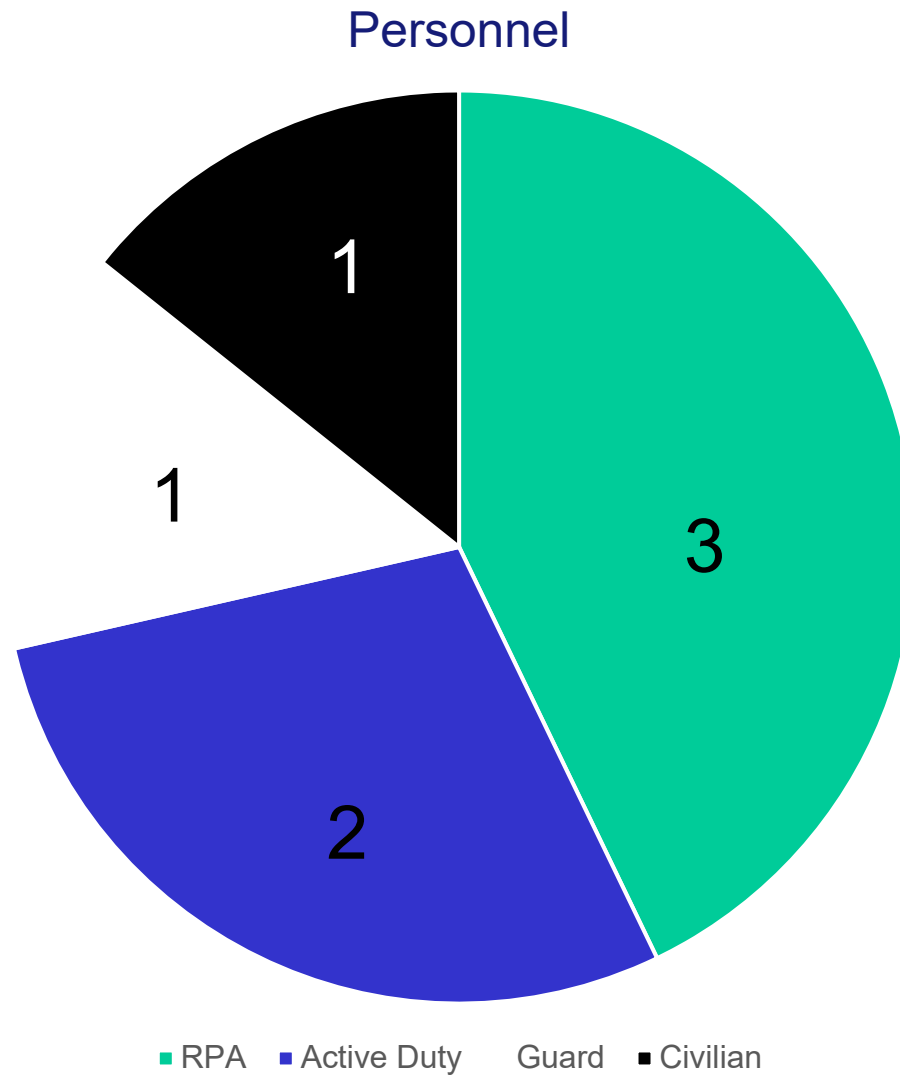
---

- **Your ARPC Recognitions Team**
- **References**
- **Recognition Service Team Responsibilities**
- **Services Provided**
- **How You Can Help Us and The Customer**
- **Helpful Information**
- **Questions**



U.S. AIR FORCE

## *Your ARPC Recognitions Team*





## ***References***

---

- **PSDs – Air Force Reserve Awards and Decorations PSD Guide**
- **AFMAN 36-2806 Awards and Memorialization Program**
- **AFH 33-337 Tongue and Quill**
- **DODM 1348.33 Vols. 1, 2, and 3**
- **AFI 33-328 Administrative Orders**
- **AF PD 36-28, Awards and Decorations Programs**



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## ***References Continued***

---

- **Select the product and use these reference ID numbers within the myPers search bar:**
  - **14216 – vPC Decoration Nomination Application Process**
    - Applicable to: Air National Guard and Air Force Reserve
  - **14229 - Total Force Service Center - Denver Recognition Services for Air National Guard & Air Force Reserve Recognition Services**
    - Applicable to: Air National Guard and Air Force Reserve
  - **14165 - Reserve: Recognition Program Home Page**
  - **45793 – Awards and Decorations Common Errors**
-



## ***ARPC Responsibilities***

---

- **Answer high-level Congressional inquiries and Board for Corrections of Military Records for Guard and Reserve members**
  - Since Jan 2020 we have completed 17 BCMRs and 13 Congressional advisories
- **Validates transactions concerning awards and decorations**
  - Ensures Decorations submitted through vPC are updated in MILPDS, ARMS/PRDA(AFPC Function) and eOSR when applicable
- **Provide guidance and make updates for Military Personnel Flights/Commander Support Staffs /Commanders and Service Members**



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## ***ARPC Services***

---

- **Process the following decorations in vPC IAW AFMAN 36-2806 and AFH 33-337 to include:**
  - Meritorious Service Medal (MSM)
  - Aerial Achievement Medal (AAM)
  - Air Force Commendation Medal (AFCM)
  - Air Force Achievement Medal (AFAM)
  - Military Outstanding Volunteer Service Medal (MOVSM)
  - Combat Readiness Medal
  - Revocations and Amendments of Decorations
- **Since January 2020 we have completed 20K Nominations**



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## ***ARPC Services Continued***

---

- **Process Inquiries:**

- Research status, return, and cancel decorations in vPC upon request
- Process incoming decorations via mail from AFCENT/losing active duty and ARC units when required
- Provide Awards and Decorations Listing to retired/separated and prior service members
- Provide replacement medals for eligible members per AFMAN 36-2806 paragraph 3.8

- **Since January 2020 we have completed 9.7K Inquiries**

- **Processing Turn-around:**

- <5 days: Decorations/Nominations
  - 5-10 days: Updates/Corrections, Inquiries
  - 5-10 days: Listings (Retirees/Separatees/Prior Service)
-





## ***How You Can Help Us and the Customer***

---

- **Read the tutorial provided in vPC/myPers application prior to beginning the process**
  - **Read/Review AFMAN and utilize tools provided in MyPers Recognitions Link**
  - **Review decorations prior to submission**
    - Use Chain of command for reviewing process
    - Submit IAW AFMAN 36-2803 3.31.2, “enter each recommendation into official channels within 3 years, awarded within 5 years of the act.”
    - Ensure Condition is correct (AFMAN 36-2806)
    - Use of Acronyms – Do not use abbreviations and acronyms in the citation. (Ref. AFMAN 36-2806 para. A3.4.3.3.1)
    - The use of Operations should be displayed as - Operation FREEDOM SENTINAL
    - Names and Ranks in Narrative - ex. Master Sergeants should be referred to as Sergeants and Lieutenant Colonels should be referred to as Colonel
    - Ensure signature block matches who will be digitally signing
    - Numeric Designators – Numeric designators of units should read 3rd Aerospace Wing, 4th Mission Support Group, etc. (Ref: AFMAN 36-2806 para A5.1.7)
-



## ***How You Can Help Us and the Customer***

---

- **Departed Members:**
  - Their ADR will automatically be reassigned to their new unit/retired/separated PasCode to correct this a MyPers ticket will need to be submitted with members PASCode for where they were assigned before departing. This will ensure the ADR goes back to the proper routing.
- **All returned nominations for corrections must be re-routed through the Wing/Group/Unit Commander as applicable**
- **Ensure your Airmen go through CSS/MPS before submitting inquiry per AFMAN 36-2806:**
  - Para 3.2.9. Manpower and Personnel Flight. Serves as the focal point for questions and matters relating to the awards program
    - 3.2.9.1. Ensures the commander support staff manages, monitors and resolves issues within their assigned unit.



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## *Helpful Information*

---

- **AFCENT Decorations Processing Unit:**

- AFCENT.A1UDPU@afcent.af.mil, Comm 803-717-6140, DSN 313-717-6140.
- Decorations Database:  
<https://orgs.shaw.afcent.af.mil/afcent/direct/a1/SitePages/udpu.aspx>

- **Sister Service Awards:**

- When logged into vPC Dashboard you will select the branch from the drop down that the member belongs too and then use the 'Input Member' button to input the personnel information for nominees who are not members of the U.S. Air Force.

- **Operation Inherent Resolve/Remote Combat Effects Campaign Medal and 'C'/'R' Devices in vMPF:**

- These awards will show as "unknown award/decoration" in vMPF. The award has not been coded yet to flow into vMPF and unfortunately we do not have an ETA of when this will be completed. This is with HAF to be resolved.

- **We are here for you! Please utilize us if any training is needed for updating and/or processing awards.**

---



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---

## ***Contact Us***

- **For further assistance or guidance contact**
  - **1-800- 525-0102,**
  - **Select Respective Component**
    - **Option 4 then 2**
- **(Search “vPC Decoration Nomination Application Process” in myPers for additional guidance)**



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# *Questions?*





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

*Integrity - Service - Excellence*

---



## **HQ Individual Reservist Readiness & Integration Organization**

---

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## *Overview*

---

- **RegAF Supervisor**
- **RegAF Commander**
- **IR (IMA/PIRR) Responsibilities**
- **Unit Reserve Coordinator Responsibilities**
- **Stakeholder Responsibilities**



## ***Supervisor***

---

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

**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**
-



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## IR (IMA/PIRR) Responsibilities Cont.

The IR (IMA/PIRR) will click “Individual” to update all areas in blue.  
This update can take up to 48 hours to update other systems.

**vMPF** *Self-Service Actions*

Secure Log Out

[vMPF Home](#) · [Self-Service Actions Home](#) · [Sitemap](#) · [Glossary](#) · [Help](#)    Go to

Pages

[Introduction](#)

[Individual](#)

Duty:  
[Current](#)  
[History](#)  
[TDY](#)

[Assignments](#)

[Performance Reports](#)

[Promotion](#)

[Reenlistments](#)

[Awards & Decs](#)

[Aircrew](#)

[Education & Training](#)

[Service](#)

[View/Print All Pages](#)

INDIVIDUAL INFORMATION

The Air Force Personnel Center database reflects the following information. If there are any errors in the underlined sections, you may correct the information by clicking on those data titles. If errors are found in items **NOT** underlined, you will need to contact your servicing military personnel section. If you require assistance or do not understand the available options, please click this link to [Contact Us](#).

NAME:  RANK:  SSAN:  DATE:

MARITAL STATUS:  SPOUSE'S MILITARY STATUS:

JOIN SPOUSE INTENT:  MILITARY SPOUSE'S SSAN:

SGLI AMOUNT:

[PERSONAL EMAIL ADDRESS:](#)  [DUTY EMAIL ADDRESS:](#)

[HOME PHONE:](#)

[HOME ADDRESS:](#)  [MAILING ADDRESS:](#)



# ***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)



# ***Stakeholders***

---

## **Detachment Staff**

- The assigned 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**

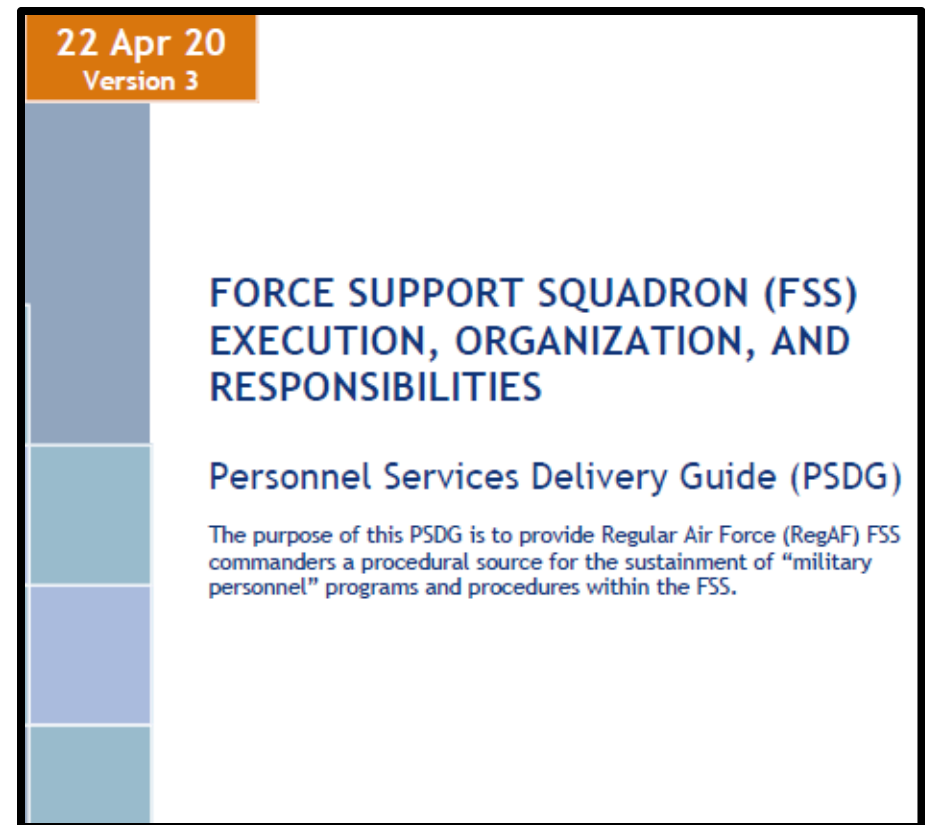
- Advise on reserve personnel programs
- Makes certain MilPDs updates: ie closing out EPR/OPR

## **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
-

## *RegAF MPS and the IR*

- **FSS Execution PSDG (22 Apr 20)**
  - **Table 9 outlines the MPF what personnel action each RegF MPS section provides the IR**
  - **Education piece – do not allow them to turn you away or refer you to a TR unit**
  - **They receive manpower credit fo the number of assigned IRs to the base**



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

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## **Transition Assistance Program**



SSgt Allyson Holmes

**U.S. AIR FORCE**

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## *Overview*

---

- What is TAP?
- Timeframes
- Questions



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## ***What is TAP?***

- Transition Assistance Program
- For separating, retiring, transitioning Airmen
- Mandated by Law for members who have completed 180+ continuous days of Title 10 AD orders



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## *Timeframes*

---

- **Initial Counseling**

- Three Tier Placement
  - Tier One
  - Tier Two
  - Tier Three

- **Pre-Separation**

- Lasts 5 years

- **DOD Transition Day**

- Completed once unless member would like to re-accomplish this requirement

- **VA Benefits brief**

- Completed once with the exception of member on T-10 orders

- **Capstone**

- Lasts 12 months
-



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# QUESTIONS?

---

# ***Headquarters U.S. Air Force***

---

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Headquarters Individual Reservist Readiness and Integration Organization

## **Tips and Tricks for Navigating IR Websites**



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**HQ RIO Readiness & Training**



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## *ROEs for Virtual Training*

---

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



U.S. AIR FORCE

## ***Introductions***

---

- **HQ RIO is at ARPC, Buckley AFB, Colo.**
  - **The Talking Head – Lt Col Erin Karl, HQ RIO PAO ... and an IMA!**
  - **The Moderator Team**
    - **HQ RIO Staff**
    - **Det Commanders/Superintendents/Staff**
    - **SMEs from AFRC/A6**
-



**U.S. AIR FORCE**

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***First we will cover ...***

- **CAC-access for personal computers**
- **OWA (webmail)**
- **Air Force Portal**
- **Desktop Anywhere**
- **Individual websites**

---

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## ***CAC access for personal computers***

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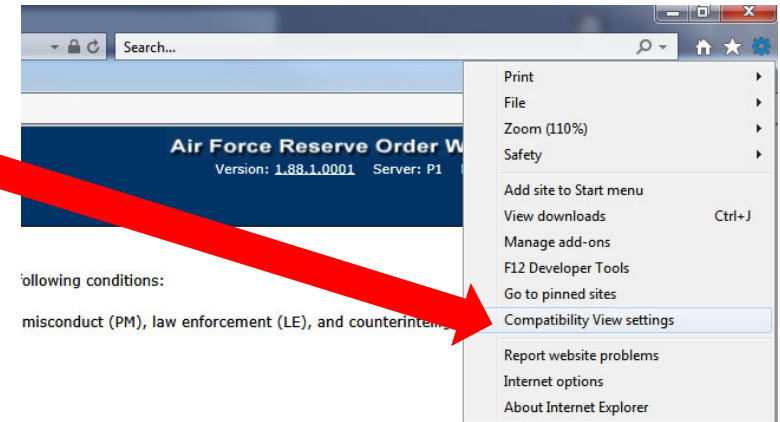
- **Need a CAC reader? Ask your URC or detachment**
- **One word: *Authentication Certificate* (okay, that's TWO words ...)**
- **Step-by-step instructions: <https://militarycac.com/>**
  - **Not an official website**
  - **It's where the comm folks go!**
  - **Mac instructions**
  - **Known issues**
  - **BOOKMARK THIS SITE**



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## General Rules of Thumb

- **Start with Internet Explorer**
  - Yes, we know.
- **Add the extension (af.mil, for example) to the “compatibility view”**
- **Edge, Chrome, Safari are hit/miss**
  - There are extensions that can mimic IE and compatibility view
- **Macs ... good luck.**
  - IE emulator
  - Desktop Anywhere



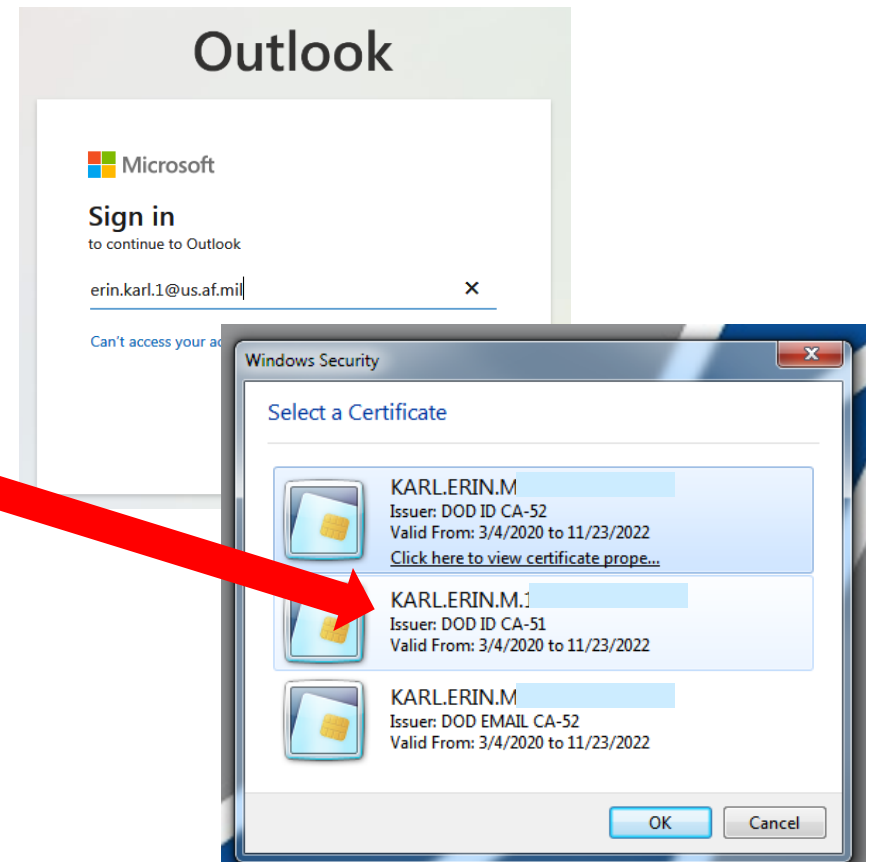
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## OWA (webmail)

- Use Internet Explorer (owa.us.af.mil)
- Type in your email
- Choose your AUTHENTICATION certificate
- Don't use your EMAIL certificate



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## Air Force Portal (my.af.mil)

- Add websites you don't use often to your favorites
- One-stop shop for many sites we use

The screenshot displays the Air Force Portal interface. The 'QUICK LINKS' section features a search bar with 'AFPA' entered, a 'CATEGORIES' dropdown, and a list of links under 'AIR FORCE INFORMATION' and 'PERSONNEL AND CAREER'. A red arrow points from the 'QUICK LINKS' header to the search bar, and another red arrow points from the '+ ADD' button to the 'AFPAAS' link. The right sidebar, titled 'MY STUFF', includes sections for 'MY ALERTS', 'MY WORKSPACES', and 'MY FAVORITES'. The 'MY FAVORITES' section is highlighted in yellow and lists several links, including 'AFFMS II (Air Force Fitness Manage...', 'Air University Portal (.mil)', 'AROWS-R (AF Reserve Order Writing...', 'DTS (Defense Travel System)', 'My IMR / ASIMS - Medical Readiness...', 'myPay', and 'myPers'.

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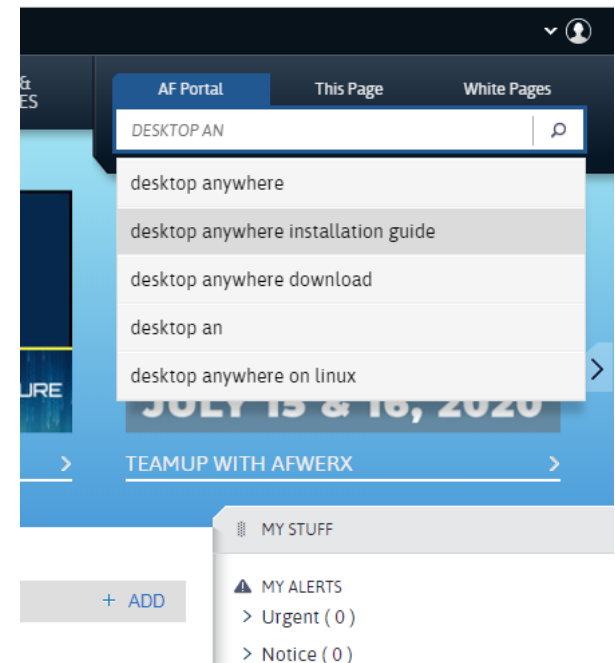


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## Desktop Anywhere

- Creates a partitioned “window” on your personal computer
- Looks like a regular government desktop
- Map to share drives
- FULL Outlook
- Similar functionality to VPN on a gov’t laptop
- Sometimes hard to install – BUT WORTH IT!
- Join the FB group for awesome support
  - FB Search: AFRC Horizon View Desktop

Downloads and  
instructions on the Air  
Force Portal



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## Websites ...

### ■ Readiness

- ARCNet
- myIMR
- AFFMSII

### ■ Personal/Personnel

- myPers
- AFPC SECURE
  - vMPF
  - PRDA
  - RMVS
- AFPAAS
- myVector

### ■ \$\$

- AROWS-R
- UTAPS
- DTS

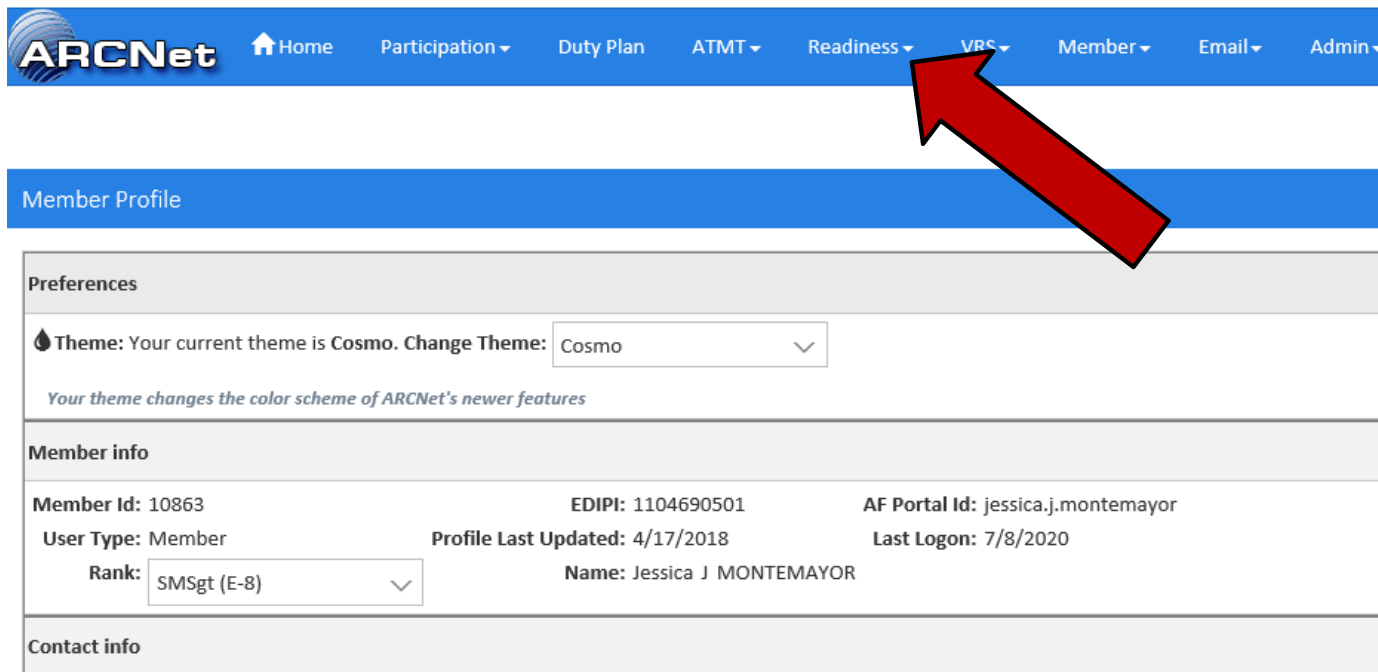


U.S. AIR FORCE

## Check your Readiness

### ■ ARCNet

- Log in directly to ARCNet through the Air Force Portal, harnessing single-sign on, with the following URL: <https://www.my.af.mil/arcnetprod/>



**ARCNet** Home Participation ▾ Duty Plan ATMT ▾ Readiness ▾ VRS ▾ Member ▾ Email ▾ Admin ▾

### Member Profile

**Preferences**

Theme: Your current theme is Cosmo. Change Theme: Cosmo ▾  
*Your theme changes the color scheme of ARCNet's newer features*

**Member info**

Member Id: 10863	EDIPI: 1104690501	AF Portal Id: jessica.j.montemayor
User Type: Member	Profile Last Updated: 4/17/2018	Last Logon: 7/8/2020
Rank: SMSgt (E-8) ▾	Name: Jessica J MONTEMAYOR	

**Contact info**



**U.S. AIR FORCE**

## ***ARCNet Pointers***

- Detachments can add notes to the Comment Section of your ARCNet report with supporting documentation
- HQ RIO/IRM can update medical information with supporting documentation via myPers
  - Labs, shots, DD2813 (Dental form)
  - Allow 24-48 hours for it to reflect in your record
- Detachment and HQ RIO Training are your POCs, NOT ARCNet Helpdesk
  - SUBJECT: ARCNet help

If you can't even get into myPers or ARCNet, etc., you can call the TFSC.





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## My IMR/ ASIMS Medical Readiness

- MyIMR (ASIMS)

Log in directly to myIMR through the Air Force Portal, harnessing single-sign on, with the following URL: <https://asimsimr.health.mil/imr/myIMR.aspx>

**Air Force Surgeon General**

Medical Readiness Status

MONTEMAYOR.JESSICA.JO.1104690501

Buckley AFB

EMAIL: JESSICA.MONTEMAYOR@US.AF.MIL

IMR	Immunizations	DrHA	Medical Clearance	SHPE	MTF Instructions
-----	---------------	------	-------------------	------	------------------

IMR ACTION LIST

(Nothing due)

[Action List Help](#)

[MyIMR User Guide](#)

Overall Status: Current					
PHA	Dental	Labs	Profile	Med Equipment	Other
Current	Current	Current	Ready	Current	
PHAQ: 19 Jul 2019	Dental Class: 2	Blood Type: A	Restriction: No	GMI Required: No	ANAM Date: -
Interval History: 8 Nov 2019	Dental Date: 27 Nov 2019	RH: Positive			
DD2766 Review and Update: 8 Nov 2019		Sickle Cell Screen: Negative			
Provider Review/Signature: 8 Nov 2019		G6PD: Normal			
Last In-Person PHA: -		HIV Date: 25 Oct 2019			
		DNA: On File			



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## myPers Portal

- myPers.af.mil
- Set up a password!
- Put a good personal email in your profile
- Set up for smartphone access
- IMA Management section
  - Learn how the tickets work so they go to the right department

The screenshot shows the myPers Portal interface for an Air Reserve Officer. Key elements and annotations include:

- Profile, Incidents and Messages:** A yellow box pointing to the top navigation bar.
- Search:** A yellow box pointing to the search bar in the top right.
- IMA Management:** A yellow box pointing to the 'IMA Management' link in the 'LEARN MORE ABOUT' sidebar.
- Alerts (3):** A red banner at the top of the main content area.
- Welcome, LTC ERIN KARL:** The main heading of the user's dashboard.
- MY ACCOUNT:** A sidebar menu with links to Incidents/Messages, My Documents, Notifications, Change Password, and My Profile.
- LEARN MORE ABOUT:** A sidebar menu with links to Assignment, Benefits and Entitlements, Career Management, Classification, Compensation, Deployment, Education, Evaluations, Force Development, IMA Management, Mobilization/Demobilization, New Hire, and Promotion.
- I Would Like To...:** A section at the bottom with links to Air Force Reserve Individual Reservist Program, HQ AFRC A1 Messages, Access to AGR Program Information and Vacancies, and Access Secure Apps (VMPE PRDA) - CAC.



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## Submitting a ticket on myPers

- For Medical, Travel and Pay, use the IMA Management section
  - Dedicated submission forms
- For any other IMA-related question:
  - Incidents/Messages > E-mail Us
  - Category: IMA Management
  - Subject: BE CLEAR
    - ARCNet help
    - (FOUO) IMR Update
    - O-4 Promotion Board Question
- Include specifics in the subject
- Ticket closed and still have questions?
  - Just reply ... it will reopen

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN

MY ACCOUNT

- Incidents/Messages
- My Documents
- Notifications
- Change Password
- My Profile

Still Need Help?  
[Contact Us](#)

[Home](#) > [Incidents/Messages](#) > E-mail Us

### E-mail Us

• Required  
Tell us what you are writing to us about.

Please indicate here what segment you are writing in reference to, so that we can route your message to someone who can help you best. For example, if you are an Officer with a question about an Enlisted Airman's promotion, you would choose "Enlisted".

•

Component

• Category

Tell us how we can help.

Please DO NOT enter PII information. If you must submit PII information, add an attachment that contains the information.

• Subject

• Question



U.S. AIR FORCE

# AFPC Secure Applications

- Link on myPers homepage – sometimes creates a loop on non-.mil systems

Welcome, User...

Your current AFPC Secure e-mail address is:  
jessica.montemayor@us.af.mil

Phone Number:

[Click here to update your information](#)

Message Center...

- Visit Air Force Personnel Services web site for assistance on all personnel information, applications and programs. Air Force Personnel Services web site.
- Missing applications?  
Accessing secure applications from a .Mil or .Gov workstation is required for some applications. Visit the NOTE section at .Mil/.Gov Access Check Page to check network issues that may prevent you from seeing applications.

Available Applications... [Top Viewed Sites](#)

Click on the column headers to sort the list by that column. Click it a second time to reverse the sort order.

Click Here...	Application Title...
<a href="#">ADP</a>	Airmen Development Plan <b>(Having problems connecting directly to ADP? The AF Portal link may resolve the issue. Click HERE)</b>
<a href="#">AFFMS II</a>	Air Force Fitness Management System II
<a href="#">AMS</a>	Assignment Management System <b>*Active Duty Personnel Only*</b>
<a href="#">BLSDM</a>	Base Level Service Delivery Model
<a href="#">CMS</a>	Case Management System
<a href="#">EPROM Release</a>	Virtual Enlisted Promotion Release Web
<a href="#">HPERB</a>	Health Professions Education Requirements Board
<a href="#">PASCodes</a>	PAS Code Information Provider
<a href="#">PERSTEMP</a>	Personnel Quality-Of-Life Measurement Tool
<a href="#">PRDA</a>	Personnel Records Display Application <b>(Having problems connecting directly to PRDA? The AF Portal link may resolve the issue. Click HERE)</b>
<a href="#">RAW</a>	Retrieval Applications Web
<a href="#">Reserve Vacancies</a>	Reserve Vacancy Finder
<a href="#">TEMPO TrackingNET40</a>	TEMPO Management and Tracking System Dot Net 4.0
<a href="#">vMPF</a>	Virtual Military Personnel Flight Suite of Applications
<a href="#">vMPF Contact Center</a>	Virtual Military Personnel Flight Suite of Applications
<a href="#">vPSC RBA</a>	Virtual Personnel Service Center - Role Based Access

[Application List Display Preferences](#)



U.S. AIR FORCE

# AFFMS II

1.

Click Here...	Application Title...
<a href="#">ADP</a>	Airmen Development Plan <b>(Having problems connecting directly to ADP? The AF Portal link may resolve the issue. Click <a href="#">HERE</a>)</b>
<a href="#">AFFMS II</a>	Air Force Fitness Management System II
<a href="#">AMS</a>	Assignment Management System <b>*Active Duty Personnel Only*</b>
<a href="#">BLSDM</a>	Base Level Service Delivery Model
<a href="#">CMS</a>	Case Management System
<a href="#">EPROM Release</a>	Virtual Enlisted Promotion Release Web
<a href="#">HPERB</a>	Health Professions Education Requirements Board
<a href="#">PASCodes</a>	PAS Code Information Provider
<a href="#">PERSTEMPO</a>	Personnel Quality-Of-Life Measurement Tool
<a href="#">PRDA</a>	Personnel Records Display Application <b>(Having problems connecting directly to PRDA? The AF Portal link may resolve the issue. Click <a href="#">HERE</a>)</b>
<a href="#">RAW</a>	Retrieval Applications Web
<a href="#">Reserve Vacancies</a>	Reserve Vacancy Finder
<a href="#">TEMPO TrackingNET40</a>	TEMPO Management and Tracking System
<a href="#">vMPF</a>	Virtual Military Personnel Flight Suite of Applications
<a href="#">vMPF Contact Center</a>	Virtual Military Personnel Flight Suite of Applications
<a href="#">vPSC RBA</a>	Virtual Personnel Service Center - Role Based Access

2.

Home Fitness Tools Reports Help

Fitness Calculator  
Fitness Questionnaire  
Fitness Documentation  
Fitness Charts

Welcome to the Fitness Management System II (AFFMS II)

The Air Force Fitness Management System II (AFFMS II) is to motivate Airmen to participate in year-round physical conditioning activities that emphasize total fitness, to include proper aerobic conditioning, strength and flexibility training, and healthy eating. Health benefits from an active lifestyle will increase productivity, optimize health, and decrease absenteeism while maintaining a higher



U.S. AIR FORCE


# Connecting to PRDA

## Via the AF Portal <https://www.my.af.mil/>

**QUICK LINKS** [+ ADD](#)

[X](#) [D](#) [CATEGORIES](#) | [A—Z](#)


TOP PORTAL SEARCHES - UPDATED 28 OCT

- [PRDA \(Personnel Records Display Application\)](#) 


PERSONNEL AND CAREER

- [PRDA \(Personnel Records Display Application\)](#)

## myPers Direct Link: <https://gum-crm.csd.disa.mil/app/home>



**I Would Like To...**

- Access the vPC Dashboard
- Learn more about Civilian Furlough
- Access to AGR Program Information and Vacancies 
- View My Records [PRDA]
- View My Current Retirement Points
- Access Secure Apps (vMPF, PRDA) - CAC Only
- Calculate my Reserve Retired Pay
- Update My DEERS Information

[» View More](#)



U.S. AIR FORCE

PRDA

- PRDA doesn't provide Air Force-wide access
- Try myVector if you have problems with PRDA

Virtual Personnel Services Center

Welcome: SMS MONTEMAYOR JESSICA J Member Change Role

**My Sections**

- Dashboard
- PRDA

**Browse**

Clicking on a "category" or "subcategory" name in the browse tree will place all documents from that category or subcategory into the "Selected Document" area. Clicking on an "individual document" in the browse "Selected Document" area.

**Available Category:**

- ENTIRE PERSONNEL RECORD (27)
- PERFORMANCE REPORTS (3)
- DECORATIONS (5)
- ORDERS (2)
- SELECTION FOLDER (8)
- PCARS (1)
- MEDICAL (0)
- BOARD (0)

**Selected Documents**

Form Number	Document Name
-------------	---------------

Get Documents

*Integrity - Service - Excellence*



U.S. AIR FORCE

# Reserve Vacancies

Last updated on 2020-07-08 09:36:16

Click Here...	Application Title...
<a href="#">ADP</a>	Airmen Development Plan <b>(Having problems connecting directly to ADP? The AF Portal link may resolve the issue. Click HERE)</b>
<a href="#">AFFMS II</a>	Air Force Fitness Management System II
<a href="#">AMS</a>	Assignment Management System <b>*Active Duty Personnel Only*</b>
<a href="#">BLSDM</a>	Base Level Service Delivery Model
<a href="#">CMS</a>	Case Management System
<a href="#">EPROM Release</a>	Virtual Enlisted Promotion Release Web
<a href="#">HPERB</a>	Health Professions Education Requirements Board
<a href="#">PASCodes</a>	AS Code Information Provider
<a href="#">PERSTEMPO</a>	Personnel Quality-Of-Life Measurement Tool
<a href="#">PRDA</a>	Personnel Records Display Application <b>(Having problems connecting directly to PRDA? The AF Portal link may resolve the issue. Click HERE)</b>
<a href="#">RAW</a>	Retrieval Applications Web
<a href="#">Reserve Vacancies</a>	Reserve Vacancy Finder
<a href="#">TEMPO TrackingNET40</a>	TEMPO Management and Tracking System Dot Net 4.0
<a href="#">vMPF</a>	Virtual Military Personnel Flight Suite of Applications
<a href="#">vMPF Contact Center</a>	Virtual Military Personnel Flight Suite of Applications
<a href="#">vPSC RBA</a>	Virtual Personnel Service Center - Role Based Access

This system identifies vacant positions within the Air Force Reserve (AFR). Vacant positions can be located by Air Force Specialty Code and Grade.

## Vacancy Selection Menu

[All Enlisted Vacancies](#)

[All Officer Vacancies](#)

[Unit Enlisted Vacancies](#)

[Unit Officer Vacancies](#)

[IMA Enlisted Vacancies](#)

[IMA Officer Vacancies](#)

[AGR Enlisted Vacancies](#)

[AGR Officer Vacancies](#)

Would you like to go to:

[AFRC Homepage](#)

[ARPC Homepage](#)

[Reserve Recruiter](#)

[Exit](#)





## **Suite of applications for web-based personnel:**

- [ANG/USAFR Point Credit Summary Inquiry \(PCARS\)](#)
- [Awards and Decorations](#)
- [Career Data Brief](#)
- [Data Verification Brief](#)
- [DD 214 Worksheet](#)
- [Duty History](#)
- [Proof Of Service Letter](#)
- [Record Review/Update](#)
- [Reenlistment Eligibility](#)
- [Record of Emergency Data \(DD93 or "vRED"\)](#)
- [Case Management System \(CMS\)](#) (open cases only)



U.S. AIR FORCE

# Connecting to the vMPF

## Via the AF Portal <https://www.my.af.mil/>

**QUICK LINKS** [+ ADD](#)

[X](#) [P](#) **CATEGORIES** | [A—Z](#)

TOP PORTAL SEARCHES - UPDATED 28 OCT

- [vMPF \(virtual Military Personnel Flight\)](#)

PERSONNEL AND CAREER

- [vMPF \(virtual Military Personnel Flight\)](#)

## Via AFPC Secure <https://w20.afpc.randolph.af.mil/afpcsecurenet20/PKI/MainMenu1.aspx>

**AFPC Secure**

[CAC and DoD PKI Information](#) [Read FAQ](#) [Create UserID/Password](#) [Logout](#)

**Available Applications...** [Top Viewed Sites](#)

Click on the column headers to sort the list by that column.  
Click it a second time to reverse the sort order.

Click Here...	Application Title...
<a href="#">ACMS</a>	Acquisition Career Management System
<a href="#">ADP</a>	Airmen Development Plan
<a href="#">AMS</a>	Assignment Management System
<a href="#">EPROM Release</a>	Virtual Enlisted Promotion Release Web
<a href="#">Fill RPA Status Report</a>	Fill RPA Status Report
<a href="#">HPERB</a>	Air Force Medical Service Health Professions Education Requirements Board
<a href="#">PRDA</a>	Personnel Records Display Application
<a href="#">Reserve Vacancies</a>	Reserve Vacancy Finder
<a href="#">Retraining</a>	Retraining Vulnerability Listings for NCO Retraining Program
<a href="#">RMVS</a>	Reserve Management Vacancy System
<a href="#">vMPF</a>	Virtual Military Personnel Flight Suite of Applications



U.S. AIR FORCE

# Navigating the System



Air Force Personnel Center • Randolph AFB, Texas

[Secure Log Out](#)

**Message Center**

-  [Suspenses \(0\)](#)
  - 0 new suspenses
  - 0 overdue suspenses

**Navigation**

The following areas of the vMPF are available to you:

- [Self-Service Actions](#)

**Self Service Application Status**

- [My Stuff](#)

**Most Popular Applications**

- [Out Processing](#)
- [Awards and Decorations](#)
- [Data Verification Brief](#)

AIR EXPEDITIONARY FORCE (AEF) INFORMATION		
AEF INDICATOR	AEF DESCRIPTION/ROTATION PERIOD	DATE ASSIGNED TO THIS AEF

INDIVIDUAL DWELL TIME (IDT) INFORMATION		
IDT	IDT EXPIRATION DATE	IDT COUNTER
0 DAYS		6286 DAYS



**Help**

- [FAQ](#)
- [Glossary](#)
- [Known Problems](#)
- [Case Management System](#)

**System Announcements**

- [Pop-up Blocker Notice!!!!](#)
- [This Site Last Reviewed on 4 November 2011](#)
- [Address or phone number problems](#)



**Helpful Links**

- [Civilian-Employer-Update](#)
- [My Pay \(Formerly E/MSS\)](#)
- [My Pay \(Formerly E/MSS\)](#)
- [Unit Email Address Capture Form](#)
- [Rec. of Emergency Data Briefing](#)
- [Accrual Travel Voucher](#)



U.S. AIR FORCE


# Navigating the System




[vMPF Home](#) · [Self-Service Actions Home](#) · [Sitemap](#) · [Glossary](#) · [Help](#)Go to

Welcome, You are in the Virtual Military Personnel Flight, or the vMPF. You can find many service modules in this site you used to have to accomplish at your military personnel section. To navigate this site, you can either follow the links provided on the page, or you can use the Site Contents pull-down menu located in the top-right corner of this page. Clicking the Sitemap link in the navigation bar above will provide you with a complete list of all applications available to you at this time.

Self-Service Actions



[Assignments](#)  
[Correction of Military Records \(BCMR\)](#)  
[Miscellaneous](#)  
[Personal Data](#)   
[Promotions](#)  
[Retirements](#)  
[Separations](#)  
[Need Help?](#)





U.S. AIR FORCE

# Updating Your Record




[vMPF Home](#) · [Self-Service Actions Home](#) · [Sitemap](#) · [Glossary](#) · [Help](#)Go to

[vMPF Home](#) · [Self-Service Actions](#) · [Personal Data](#)

Personnel Data

[ANG/USAFR Point Credit Summary Inquiry \(PCARS\)](#)  
[Awards and Decorations](#)  
[Data Verification Brief](#)  
[Duty History](#)  
[Evaluation Appeals](#)  
[Proof Of Service Letter](#)  
[Record Review/Update](#)  
[Reenlistment Eligibility](#)  
[Reserve Component Survivor Benefit Plan \(RCSBP\)](#)





U.S. AIR FORCE

# Updating your Record-Individual Information

**vMPF Self-Service Actions**

Secure Log Out

vMPF Home · Self-Service Actions Home · Sitemap · Glossary · Help

Go to Site Contents

**Pages**

- [Introduction](#)
- [Individual](#)
- Duty:
  - [Current](#)
  - [History](#)
  - [TDY](#)
- [Assignments](#)
- [Performance Reports](#)
- [Promotion](#)
- [Reenlistments](#)
- [Awards & Decs](#)
- [Aircrew](#)
- [Education & Training](#)
- [Service](#)
- [View/Print All Pages](#)

**INTRODUCTION**

This section of the vMPF can be used to review your personal information in a variety of areas. The intent is to provide easy access to your information.


To navigate from one subject area to another, click on the links to the left. You may print the page you are on, or all of the pages listed by clicking on the appropriate print button.

Active Duty General Officers: AF/DPG at COMM (703) 697-1181 (DSN 227-1181) or by email at [AFDPG.Workflow@pentagon.af.mil](mailto:AFDPG.Workflow@pentagon.af.mil)



U.S. AIR FORCE

# Updating your Record-Individual Information



Secure  
Log Out

MPF Home · Self-Service Actions Home · Sitemap · Glossary · Help

Go to Site Contents

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[Individual](#)  
Duty:  
[Current](#)  
[History](#)  
[IDY](#)  
[Assignments](#)  
[Performance Reports](#)  
[Promotion](#)  
[Reenlistments](#)  
[Awards & Decs](#)  
[Aircrew](#)  
[Education & Training](#)  
[Service](#)  
[View/Print All Pages](#)

INDIVIDUAL INFORMATION

The Air Force Personnel Center database reflects the following information. If there are any errors in the underlined sections, you may correct the information by clicking on those data titles. If errors are found in items **NOT** underlined, you will need to contact your servicing military personnel section. If you require assistance or do not understand the available options, please click this link to [Contact Us](#).

NAME	RANK: SMS	SSAN: [REDACTED]	DATE: 20 NOV 2014
MARITAL STATUS: MARRIED		SPOUSE'S MILITARY STATUS: SPOUSE ENLISTED MEMBER USAFR	
<a href="#">JOIN SPOUSE INTENT</a> , NOT APPLICABLE		MILITARY SPOUSE'S SSAN:	
SGLI AMOUNT: 400,000			
<a href="#">PERSONAL EMAIL ADDRESS</a>		<a href="#">DUTY EMAIL ADDRESS</a>	
<a href="#">HOME PHONE</a>			
<a href="#">HOME ADDRESS</a>		<a href="#">MAILING ADDRESS</a>	
SEX: FEMALE			
<a href="#">RACE</a>			
<a href="#">HISPANIC DECLARATION</a>		<a href="#">ETHNIC GROUP</a>	
<a href="#">RELIGIOUS PREFERENCE</a>			
DATE OF BIRTH:		PLACE OF BIRTH: SOUTH CAROLINA	
CITIZENSHIP: BY BIRTH IN UNITED STATES			
WEIGHT MANAGEMENT:		EFFECTIVE DATE:	
		N/A	
UNFAVORABLE INFORMATION FILE: NO UIF			



U.S. AIR FORCE

# Updating your Record-Individual Information



Secure  
Log Out

MPF Home • Self-Service Actions Home • Sitemap • Glossary • Help

Go to Site Contents

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[Assignments](#)  
[Performance Reports](#)  
[Promotion](#)  
[Reenlistments](#)  
[Awards & Decs](#)  
[Aircrew](#)  
[Education & Training](#)  
[Service](#)  
[View/Print All Pages](#)

INDIVIDUAL INFORMATION

The Air Force Personnel Center database reflects the following information. If there are any errors in the underlined sections, you may correct the information by clicking on those data titles. If errors are found in items **NOT** underlined, you will need to contact your servicing military personnel section. If you require assistance or do not understand the available options, please click this link to [Contact Us](#).

NAME	
MARITAL STATUS: MARRIED	
<u>JOIN SPOUSE INTENT</u> : NOT A	
SGLI AMOUNT: 400,000	
<u>PERSONAL EMAIL ADDRESS</u> :	
<u>HOME PHONE</u> :	
<u>HOME ADDRESS</u> :	
SEX: FEMALE	
<u>RACE</u> :	
<u>HISPANIC DECLARATION</u> :	<u>ETHNIC GROUP</u>
<u>RELIGIOUS PREFERENCE</u> :	
DATE OF BIRTH:	PLACE OF BIRTH: SOUTH CAROLINA

DATE: 20 NOV 2014

USE ENLISTED MEMBER USAFR

https://ww3.afpc.randolph.af.mil/ - Personal Email ...

Enter your Personal email address information in the field below. Click the OK button to complete the transaction.

OK

Cancel

Personal Email Address

\*WARNING\*


DO NOT use vulgar or offensive email addresses





U.S. AIR FORCE

# Updating your Record-Duty Information



Secure  
Log Out

Click here to return to the Self-Service Actions Home Page

Go to Site Contents

Pages

[Introduction](#)  
[Individual](#)  
Duty:  
[Current](#)  
[History](#)  
[TDY](#)  
[Assignments](#)  
[Performance Reports](#)  
[Promotion](#)  
[Reenlistments](#)  
[Awards & Decs](#)  
[Aircrew](#)  
[Education & Training](#)  
[Service](#)  
[View/Print All Pages](#)

CURRENT DUTY INFORMATION

The Air Force Personnel Center database reflects the following information. If there are any errors in the underlined sections, you may correct the information by clicking on those data titles. If errors are found in items **NOT** underlined, you will need to contact your servicing military personnel section. If you require assistance or do not understand the available options, please click this link to [Contact Us](#).

NAME		RANK:		SSAN		DATE:	19 SEP 2013	
DUTY TITLE:		DUTY LOC:						
UNIT:				COMMAND LEVEL: MAJCOM				
OFFICE SYMBOL:	BIMAA			DUTY PHONE:				
PAFSC:		DAFSC:			DUTY EFFECTIVE DATE:			
SEI:	NONE							
CAFSC:		2AFSC:		3AFSC:	NONE	4AFSC:	NONE	
SEI:	NONE			SEI:	NONE			
DATE ARRIVED STATION:			DATE DEPARTED LAST DUTY STATION:					
			N/A					
SPECIAL DUTY ASSIGNMENT PAY:			RATE:			EFFECTIVE DATE:		N/A
			REASON:					
ASSIGNMENT LIMITATION:			EXPIRATION DATE:					



U.S. AIR FORCE

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## Updating your Record-Duty Information

**Once you have completed updates to your Individual and or Duty information, the updates will flow to your records in MilPDS and AROWS-R during weekly system refresh.**

**\*\*Please ensure your email is updated and accurate\*\***



U.S. AIR FORCE

# AROWS-R Set Up

## CAC Login

Login

--- or ---

## Password Login

Login ID:

Password:

Login

--- or ---

## New User Login

First Time Login

## [Forgot Your Password?](#)

## I'm A New User:

Member (Reservist) or Civilian employee:

First time login must be completed with a CAC, select 'First Time Login' on the left side of the screen.

## CAC Login Information:

AROWS-R users are now able to use their Common Access Cards (CAC) for logging in.

Once you select the "Login" button under the "CAC" section, a pop-up window will appear with a list of certificates. You must select your certificate that starts with "DOD CA". DO NOT SELECT the certificate that starts with "DOD I". If you select the certificate that starts with "DOD EMAIL CA", you will receive a "Page Can't Be Displayed" error.

## Password Reset:

Password resets can be accomplished by selecting the "Forgot Your Password?" link on the left side of the screen. Requests for forgotten Login ID, system lock outs or Password reset failures must include your full name and last SSN and be emailed to

[AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL)

Access other than an AFRC Member or Civilian Employee, or if you are having trouble logging in, please contact IT Desk.

## Help Desk Information

Hours: 0700-1700 EST, Monday-Friday excluding Federal Holidays

UTA Weekend Hours: 1000-1400 EST per [UTA Support Schedule](#)

Phone (Toll Free): 1-877-294-5822 / DSN: 497-0166

Email: AROWS-R: [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL)

- Access through AF Portal or directly at <https://arowsr.afrc.af.mil/arows-r>
- CAC enabled or use established password; once you make it CAC access you cannot use a password after that.



U.S. AIR FORCE

## Requirements

- Once orders are submitted, you can check the status within AROWS-R
- Update the “My Account” tab for notifications – **PUT A PERSONAL EMAIL!**
- Compatible with most browsers
  - (remember Compatibility view for IE)
- Won't work on a Mac or Linux computer

arowsr.af.mil/arows-r/my\_account.do

Please Select A Menu | Home | Switch Profile | My Account | Logout

### My Account

Phone Number:

Email Address:

Travel Voucher Distribution List:   
(separate by semicolon)

Reserve Pay Office: IMA RPO

Number of Items per Page:  (used as a default for inboxes)

☐ Password Verification Question & Answer

1. What was your high school mascot?

2. What is the color of your first car?

3. What was your first pet's name?

4. What is the city of your Mother's birth?

5. What is the name of your best friend?

Profile Name	Notifications
MEMBER	<input checked="" type="checkbox"/> Notify me when my requests become approved orders
MEMBER	<input checked="" type="checkbox"/> Notify me when my requests are disapproved



U.S. AIR FORCE

- Need to print initial orders when there was a mod?
  - 1) Click the tracking number from your APPROVED ORDERS
  - 2) From drop down, select HISTORY - MODIFICATIONS
  - 3) Click PRINT on the INITIAL line

## Printing initial orders ...

AROWS-R - Current Status :: - Google Chrome

arowsr.afrc.af.mil/arows-r/orders\_tracking.do?track=8391189&mod=1

Name: KARL, ERIN M  
Start Date: 2020/04/10  
End Date: 2020/09/18

Display Section: Current Status  
Current Status  
Order Detail

View App

Mask SSN:

Tracking Number

8391189
8391059
8345175
8344991
8337766
8264281
8237143
7954729
8044729
7829451

AROWS-R - Modifications :: - Google Chrome

arowsr.afrc.af.mil/arows-r/orders\_tracking.do

Name: KARL, ERIN M  
Start Date: 2020/04/10  
End Date: 2020/09/18

Order Type: ADOS  
Status: MOD  
Total Days: 162

Display Section: History - Modifications

View Application Details | Print Draft/Official Order

Applications In Progress

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

Approved Orders

Action	Mod #	Start Date	End Date	Total Days	Order Type	Status
Print	1	2020/04/10	2020/09/18	162	ADOS	MOD
Print	0	2020/04/10	2020/08/31	144	ADOS	INITIAL

Close this Window



U.S. AIR FORCE

## ***Detachments***

---

- **HQ RIO DET 2/3 OWC: (719) 544-2534**
    - [RIO.DET3.READINESS@US.AF.MIL](mailto:RIO.DET3.READINESS@US.AF.MIL)
  - **HQ RIO DET 4 OWC: (618) 229-7919**
    - [HQ.RIODet4.OWC@us.af.mil](mailto:HQ.RIODet4.OWC@us.af.mil)
  - **HQ RIO DET 5 OWC: (478) 327-0410**
    - [DET5ORDERS@US.AF.MIL](mailto:DET5ORDERS@US.AF.MIL)
  - **HQ RIO DET 6 OWC: (813) 828-5035**
    - [RIODET6.READINESS@US.AF.MIL](mailto:RIODET6.READINESS@US.AF.MIL)
  - **HQ RIO DET 7/8 OWC: (202) 767-3080**
    - [AROWS@US.AF.MIL](mailto:AROWS@US.AF.MIL)
-



U.S. AIR FORCE

## Getting to UTAPS

- Log into AROWS-R first, then select UTAPS from the drop-down menu

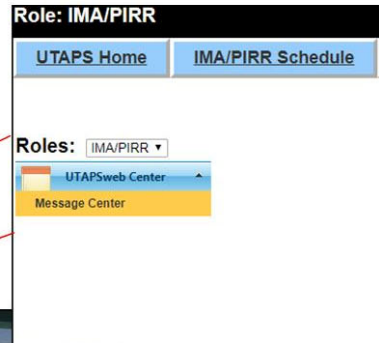
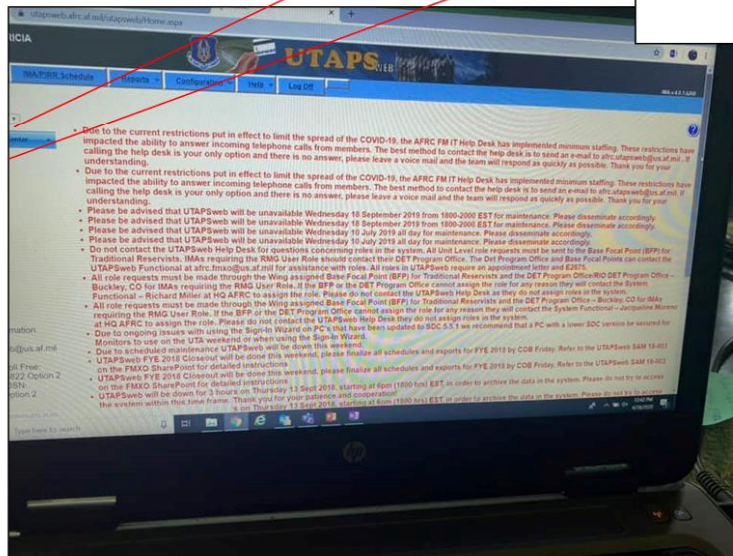
The screenshot shows a web browser window with the URL [arowsr.afrc.af.mil/arows-r/cac/login.do](http://arowsr.afrc.af.mil/arows-r/cac/login.do). The page features the U.S. Air Force logo and a navigation bar with links: Home | Switch Profile | My Account | Logout. A drop-down menu is open, displaying the following options: Please Select A Menu (with a dropdown arrow), Please Select A Menu Member, and UTAPS (highlighted in blue). A red arrow points to the UTAPS option. Below the menu, the text reads: Hours: 0700-1700 EST Monday-Friday excluding Federal Holidays. On the right side of the page, a welcome message states: Welcome **ERIN KARL** to the AROWS-R Home Page. Your current login was on Tuesday, July 14, 2020 04. Your previous successful login was on Monday, July :



U.S. AIR FORCE

## Getting rid of the red messages

On the left-hand side of the screen  
select MESSAGE CENTER.



That will bring up a list of those  
messages and give you the  
option of deleting them!

**All clean!**





U.S. AIR FORCE

## New UTAPS Calendar

Want the old  
calendar back?  
Click LEGACY.

utapsimaafrc.af.mil/utaps-ima/IMASchedule.aspx

KARL, ERIN  
Role: IMA/PIRR

UTAPS WEB

UTAPS Home IMA/PIRR Schedule Reports Configuration Help Log Off

IMA v.4.0.1.6268

IMA/PIRR Calendar

Monthly Schedule View

Today < > July 2020 Submit Schedules

Day Week Month Quarter **Legacy** Print Calendar Reports

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3	4
5							
12							
19							
26							

	Q1	Q2	Q3	Q4	FY
IDT	20	0	0	4	24
RMP	0	0	0	0	0
FHD	0	0	0	0	0
PNT	0	0	0	0	0
AFTP	0	0	0	0	0
AGTP	0	0	0	0	0
Manday	0	0	0	0	0
Conflict	0	0	0	0	0
Split					
----					
Built					
Pending					
Rejected					
Approved					
Worked					
Paid					

Click this TINY question mark to pull up a  
page of instructions for the new calendar.



- **Works best in IE**
  - In Edge you need to reenter your PIN after each selection
  - Some functionality is lost in Chrome and Mozilla
- **User accounts sometimes lock out**
  - Between 30-90 days, prompt to answer challenge question
  - If 90+ days or challenge questions not set, call the help desk
  - Put in a calendar reminder to “visit” your UTAPS calendar! ;-)
- **Not compatible with Macs**
  - Some have used an IE Emulator in Safari, but that’s not tested



**U.S. AIR FORCE**

# ***Defense Travel System Overview***

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- **What system do I file my voucher in?**
  - **Check Line E on the 2<sup>nd</sup> page of your orders**
  - **DTS = DTS**
  - **RTS = Paper voucher submitted via myPers**
  
- **DTS is a 2-Step process**
  - **Authorization**
  - **Voucher**

---

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## ***DTS vs RTS***

- **Order types that currently flow from AROWS-R to DTS**
  - **Annual Tour Only (no IDTs on front or back end)**
  - **MPA/RPA 29 DAYS or less**
  - **Back-to-back orders less than 45 days total**
  
- **Order types that will continue to be processed manually via RTS**
  - **RPA/MPA 30 DAYS or more**
  - **IDT Travel Reimbursement (Critical AFSC list)**
  - **IDT Lodging Reimbursement filed on the OF 1164**



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## ***DTS vs RTS***

- **Order types that will continue to be processed manually via RTS (Con't)**
  - **Annual Tour with IDTs in conjunction (front or back end)**
  - **PCS Orders**
  - **Non-Government Travel Card Holder (GTC)**
  - **Any Classified order**
  - **Orders with Multiple LOAs**
  - **AF 938s with forward deployment (CED orders)**



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## ***DTS HELP DESK HQ RIO POC's***

### **■ DTS SUPPORT**

- **Contact your detachment and ask for the ODTA**
- **Live chat (<https://www.defensetravel.dod.mil/site/livechat.cfm>)**
  - **M-F from 0800 to 1800 EDT**
- **Tier 2 (Help Desk) ARPC/FM LDTA (Lead Defense Travel Administrator)**
  - **Should only be contacted by the ODTA unless they are unavailable**
  - **DTS Help Guides: <http://www.defensetravel.dod.mil/site/training.cfm>**



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MyVector

- <https://myvector.us.af.mil/myvector>
- Air Force Portal site
- Mentoring
- Records

myvector.us.af.mil/myvector/MyDocuments/Home

MyVECTOR

DASHBOARD LATEST NEWS MENTORING RESOURCES HELP ERIN KARL

Profile  
Mentoring Connections  
Development Plan  
Experience  
Bullet Tracker  
Discussions  
My People  
My Documents  
My Boards  
Financial Readiness

## My Documents

Dashboard / My Documents

### View My Documents

In this section you are able to access your documents.

Officer Career Brief

Collapse All Expand All

	Name	Description	Order Num	Date
AFRESSTATUS - (OFF) DESIGNATION OR RESIGNATION OF READY OR STANDBY RESERVIST				
PDF	AFRESSTATUS	(OFF) DESIGNATION OR RESIGNATION OF READY OR STANDBY RESERVIST	01262	01 Jun 2020
TIF	AFRESSTATUS	(OFF) DESIGNATION OR RESIGNATION OF READY OR STANDBY RESERVIST	DA00441	04 Dec 2016
TIF	AFRESSTATUS	(OFF) DESIGNATION OR RESIGNATION OF READY OR STANDBY RESERVIST	A382	16 Aug 2015
TIF	AFRESSTATUS	(OFF) DESIGNATION OR RESIGNATION OF READY OR STANDBY RESERVIST	RO033	02 Dec 2013

# *What is AFPAAS?*

**The Air Force's web-based tool for initial accounting and ongoing support of Airmen after a disaster event -- <https://afpaas.af.mil>**

- 1) After an event, allows Airmen to log-on to and answer...
  - “How are you?”
  - “Where are you?” and “How can we contact you?”
  - “What do you need right now?”
- 2) Provides tools to command leadership and support personnel for accountability, case management and reporting
  - **Role-based**
  - **Automated reporting**
  - **Supports DODINST 3001.02 (“By Name” Accountability and Reporting)**



# Update Data



**Full Profile for Training, Honcho**

Please update your contact information.

**Displaced Location** [Help](#) Click the **Edit** button to make changes.

**No Displaced Location**  
Please edit this section if displaced! [Edit](#)

**Sponsor's Contact Info** [Help](#) Click the **Edit** button to make changes.

**Home Address** Manually edit this section as it will NOT be overwritten with data updates! [Verify Info as Current](#) [Edit](#)

**Training, Honcho (Sponsor)** \*Preferred Contact (as of 03-13-2009)

1234 Sandy Way	<b>Home:</b>	<b>Primary Email:</b>
San Diego, CA 92131	<b>Work:</b> 555-555-1234*	<b>Secondary Email:</b>
usa	<b>Cell:</b>	<b>Cell Carrier:</b> Unknown

**DEERS Home Address and Contact Info**  
Data from NPC (pulled from DEERS and other DAF databases); Will be overwritten with data updates.

<b>Home:</b>	<b>Primary Email:</b>
<b>Work:</b>	<b>Secondary Email:</b>


To login to DEERS, click here

**Other POCs** [Help](#) Click **Add POC** to add another point of contact (e.g., Relative, Care Giver). [Add POC](#)

<https://afpaas.af.mil/case/page/PersonalContactPage?pe=GetSummary&PersonID=3827529>

- Click the **Verify Info as Current** button or...
- Click the **Edit** button and update it


# Save Updated Information

 **AFPAAS** / Air Force Personnel Accountability  
and Assessment System [Logout](#)

Home My Info Assessment Reference Help

Please update your contact information.

### Full Profile for Training, Honcho

 1. Summary  
2. Contact Information  
3. Family Member Info  
4. Change Password

**Preferred:**

☐ Home:

☐ Work: 555-555-1234

☒ Cell: 619-555-2222

Cell Carrier: AT&T

☐ Email 1:

☐ Email 2:

Home:

Work:

Email 1:

Email 2:

\*This data is pulled from DEERS periodically.  
To login to DEERS and update your info, click [here](#).

**Time Saver:** Would you also like to apply any of the above contact changes to these family members?

Addr.	Phone	Name
<input type="checkbox"/>	<input type="checkbox"/>	Training, Baby Honcho (Child)
<input type="checkbox"/>	<input type="checkbox"/>	Training, Mrs. Honcho (Spouse)

- If you make changes, scroll to the bottom of the page
- Click the **Save** button



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## ***RIO Connect App & Capabilities***

Download for access to:

- Announcements
- Training
- IR Resources
  - Travel Guide and IR Guide
- News and Events
- Directory—Detachment contact info and locations
- Fit Test calculator—includes exemptions & altitude adjustments
- Social Media links
- Det-level chat groups



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## ***What if things change?***

- **Be proactive**
  - Put reminders in your calendar
    - CAC expiration
    - Log in to UTAPs regularly
  - Don't wait until the last minute
  
- **Be connected**
  - You don't have to be social to be on social media
  - Make connections with other IRs who are "tech savvy"
  - Read the RIO BUZZ
  - Use the RIO Connect app

Download our  
Website Help  
Reference  
Guide!





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## *What questions do you have?*

- We will keep this meeting open as long as necessary to answer all your questions in the chat
- A recording will be available at the same link you used to attend ... spread the word and share this training with others!
- We value your feedback! Will you take the survey?
  - <https://forms.gle/7REsq6yepb7dAVps9>



Want the slides?

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



<https://forms.gle/3i9JkSSUSwZn2zbM6>

<https://www.arpc.afrc.af.mil/HQ-RIO/Training/>

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

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## **IR Travel Policies and Procedures**



***HQ RIO/IR Travel***

**U.S. AIR FORCE**

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- IR Travel
- Types of Travel
- MYPERS for all RTS travel reimbursement
- Two Travel Systems
- Government Travel Card (GTC)
- IR Travel Contact Information



## ***Types of Travel***

- Active Duty status (ADT, RPA, MPA, ADOS, etc.)
- IDT (within commuting distance) - **lodging is not authorized**  
Commuting distance defined as less than 50 miles (may vary, check with Active Duty (AD) Unit or Unit Reserve Coordinator (URC) for clarification of the commuting area for your assigned duty location).
- IDT (outside of commuting distance) - **lodging is authorized** and reimbursable according to travel regulations
- IDT Outside Normal Commute – member on DD1610 orders for Critical Skills
- PCS/PPM Vouchers





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# ***myPers for All RTS Travel Reimbursement***

- Customer submits a computable voucher in accordance with “*The Guide*” for *Individual Reservists* and *Joint Travel Regulation (JTR)*
- Technicians are then assigned *myPers* incident on a first in, first out basis
- Technician reviews submission for correctness
  - If the voucher is computable it is input into RTS
  - If the voucher submission is not computable then the technician will contact the member via *myPers* detailing actions that need to be taken by the member
- Computed vouchers are reviewed by an auditor, and then sent to pay
- Once a voucher has been submitted for pay it usually takes DFAS 2-3 business days to make a payment, but can take up to 10 days due to COVID
- The Advice of Payment 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
- PLEASE ENSURE YOUR CIV EMAIL ADDRESS IS CURRENT

One *myPers* incident per travel reimbursement request – do not bundle separate requests – do not open a new incident to inquire about an old incident (w/in 30 days).



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## ***Two Travel Systems – Orders Dictate Which to Use***

---

- IR's will be required to use one of two travel pay systems
  - Defense Travel System (DTS) – electronic vouchers
  - Reserve Travel System (RTS) – manual vouchers
    - IRs do not use eFinance
- Review orders (AF 938 / DD 1610) for travel system determination
- **All travel vouchers must be filed within 5 duty days of travel** completion regardless of system



- Contact the ODTA (organization defense travel administrator) at your assigned detachment for assistance with DTS
- IR Travel technicians have limited access within DTS as our office is assigned voucher review authority only
  - Customers requesting assistance from IR Travel for DTS issues immediately referred to their detachment ODTA
- Contact information for your detachment can be found via the HQ RIO Directory website



- RTS: Navigate to myPers via HQ RIO website
- Manual vouchers submitted to IR Travel Office via myPers  
**Do not use eFinance**
- Review “The Guide” for Individual Reservists:  
<https://www.arpc.afrc.af.mil/hqrio/IRTravel.aspx>
- All forms needed for completion of your voucher including some checklists may be found on our website:  
<https://www.arpc.afrc.af.mil/hqrio/IRTravel.aspx>



## ***Government Travel Card (GTC)***

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- GTC Agency Program Coordinator (APC)
    - Located at IR's (AD) unit of attachment
    - 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 Chp 3 para 030208
    - Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within the Department of Defense. Split disbursement permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount remaining
-



## ***Government Travel Card (GTC)***

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- Public Law 105-264 makes use of GTC **mandatory** for:
    - Airline Tickets
    - Lodging
    - Rental Cars
    - Exception: Order indicates member does not have a GTC
  - GTC may be used for:
    - Meals
    - Incidentals (i.e. toothpaste, soap, laundry, etc.)
    - IDT travel costs (Hotel/Lodging only)
      - Exception: Reserve members assigned to "Critical Staffing Shortage" defined DAFSCs
-



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## ***Miscellaneous Info***

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- CBA vs IBA
    1. CBA: Centrally Billed Account
      - Member does not have a GTC
      - Airfare will be paid by orders
        - Reimbursement is not authorized
    2. IBA: Individually Billed Account
      - Member has a GTC
      - Airfare will be paid with the travelers GTC
  - Travel Advance
    1. Must does not have a GTC
    2. Must be authorized on the orders (80%)
    3. Can take 5-10 days to post to your account
-



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***Questions ?***



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

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## **Reserve Uniform Clothing Allowances- Enlisted**



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# *Overview*

- **Uniform Replacement- Enlisted**
- **Questions**



U.S. AIR FORCE

# ***Uniform Replacement -Enlisted***

- **Fair Wear & Tear (FWT) Replacement**
- **Authorized replacement items every 3 years for issue items ONLY**
- **Member submits via myPers:**
  - **Contact Us (left hand side of screen)**
  - **Email TFSC, Enlisted, Compensation, Subject: “Uniform Request”**
- **AF Form 656, Clothing Request and Receipt—Male/Female**  
(<https://www.arpc.afrc.af.mil/hqrio/resources.aspx>)
- **Completing AF 656:**
- **Annotate DOD ID number in place of SSAN (SSAN not accepted)**
  - **Provide your ETS date in the ETS Block – MUST have 6 months retain ability**
  - **Provide quantity in “Req’d” column (reference AFI 36-3014, Attachment 3, Table A3.1 (male) Table A3.2 (female) for authorized quantity)**
  - **Provide the size you require in the “Sold” column**
  - **Provide your physical mailing address and telephone number on the form in the empty cells underneath “Maternity Shirt” in the bottom right**
- **IR Uniform Agreement** (<https://www.arpc.afrc.af.mil/hqrio/resources.aspx>)



## ***Uniform Replacement Cont***

- **Items come ready to wear from Kentucky Logistics Operation Center (KYLOC)**
  - **Uniform items:**
    - **Items may take up to 90 days from date of order to arrive**
    - **Items may be shipped as available**
  - **Once all items have been received:**
    - **Sign and submit the original AF Form 656 via the original myPers incident**
      - **Past Incidents are located by clicking on “Incidents/Messages” located on the top left corner of the myPers home page.**
- **If IR receives inaccurate shipment OR if items are damaged/incorrect/ or ill-fitting**
  - **Contact KYLOC as soon as possible at 1-888-255-1131**
    - **After 90 days of receiving shipment, KYLOC will not reissue items**
    - **Reimbursement for shipping is not approved at this time**



U.S. AIR FORCE

# AF Form 656

CLOTHING REQUEST AND RECEIPT -- MALE/FEMALE (THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974)						CONTROL NO.	DATE
<small><b>AUTHORITY:</b> 10 U.S.C. 9532, 37 U.S.C. 416 and Executive Order 9397 <b>PRINCIPAL PURPOSES:</b> To account for the issue of uniform clothing items to enlisted personnel. SSAN is used for positive identification. <b>ROUTINE USES:</b> May be disclosed to any DOD component and upon request to other Federal, State, and local agencies in the pursuit of their official duties. May also be used for other lawful purposes including law enforcement and litigation. <b>DISCLOSURE IS VOLUNTARY:</b> Failure to provide the information would preclude the orderly maintenance of property accounts or prevent the issuance of clothing items. Disclosure of SSAN is voluntary.</small>							
NAME OF AIRMAN FOR WHOM REQUEST IS MADE Smith, Michael				GRADE E-7	SSAN DoD ID Number	UNIT AD unit	
EMAIL michaelsmith@yahoo.com				SALES CODE		ETS 12 months retainability	
<input type="checkbox"/> 16-Operation & Maintenance, AF		<input checked="" type="checkbox"/> 19-AF Reserve		<input type="checkbox"/> 80-ARMY		<input type="checkbox"/> Other Reimbursable Appropriated Funds (Insert Sales Code)	
<input type="checkbox"/> 17-Military Personnel, AF		<input type="checkbox"/> 23-Air National Guard		<input type="checkbox"/> 81-Navy		<input type="checkbox"/> Reimbursable Non-Appropriated Funds (Insert Sales Code)	
QUANTITY REQD	ARTICLE	UNIT COST	TOTAL COST	QUANTITY REQD	ARTICLE	UNIT COST	TOTAL COST
1	Bag, Duffel, Nylon, OG			3	Shirt, Ctn/Poly, S/D, AF Shade 1550, Tuck-in (W)		
1	Belt, Cotton, Riggers, Desert Sand 503						
1	Belt, Cotton, Web, Blue, w/Chromium Plate			2	Shirt, Ctn/Poly, L/S, AF Shade 1550, Tuck-in (W)		
1	Boots, Temperature, Sage Green Boots						
1	Buckle, Belt, Chromium Plated			1	Shoes, Dress Leather		
1	Cap, Garrison (Flight cap), AF Shade 1620			0	Skirt, Dated, Poly Serge AF Shade 1620 (W)		
2	Cap, ABU						
1	Coat, All Weather w/Removable Liner			0	Slacks, Dated, Poly Serge AF Shade 1620 (W)		
1	Coat, Gvs, W/Poly, Serge, Blue AF Shade 1620						
4	Coat, Camouflage ABU			0	Socks, Athlete's, Crew, White (3 Pair Package)		
0	Drawers, Cotton, Briefs, White, (M)						
1	Gloves, Lea, Black, Lined, Unisex			4	Socks, Liner, Poly/Nyl, Black		
1	Insignia, SQR, US			4	Socks, Cushion Sole, Stretch, Green		
1	Name Tag, Metal			0	Towel, Bath, Cotton, White		
2	Name Tag, Plastic			4	Trousers, ABU		
4	Name Tape, USAF			3	Trousers, W/Poly, Serge, 10oz, AF Shade 1620 (M)		
4	Name Tape						
1	Jacket, Physical Training Uniform (PT)			5	Undershirt, Qtr. Sleeve, Sand		
3	T-Shirt, Athlete's, PTU			5	Undershirt, Ctn, White, V-Neck (M)		
1	Pant PTU				Maternity Trousers, ABU (W)		
3	Trunks, PTU				Maternity Coat, ABU (W)		
1	Jacket, Poly, Blue AF Shade 1606 w/mul Liner				Maternity Slacks, Blue (W)		
1	Necktie, Four-in-Hand (M)				Maternity Shirt, Ctn/Poly (L/S or S/D) (W)		
0	Neck-Tie, Blue, AF Shade 1622 (M)				Address/Phone		
0	Shirt, Ctn/Poly, Long Sleeve, W/Epaulets (M)				Not Available in KYLOC items		
0	Shirt, Ctn/Poly, Short Sleeve (M)						
35	TOTAL VALUE			26	TOTAL VALUE		
I certify the above named airman has sufficient initial allowance clothing credit available against which the total value of items purchased has been entered on his/her military record.		I certify the items requested are for the airman's health and/or appearance. Total value of clothing provided is to be (Amortized at \$ _____ per month)(deducted from net pay) (Not to be utilized at Basic Training Center).		I certify the total value reflected hereon has been charged against pay and/or allowances due the above named airman.			
SIGNATURE AND GRADE OF BASE FINANCE OFFICER <div>Click to sign</div>		SIGNATURE OF UNIT COMMANDER /IR PROGRAM MANAGER <div>Click to sign</div>		SIGNATURE & FISCAL STATION NO. OF FINANCE OFFICER <div>Click to sign</div>			
PROJECT CODE (For AFRES Only)		SIGNATURE, GRADE, ORGN OF AFRES PAYROLL OFFICER (For AFRES Only)		<div>Click to sign</div>			
I certify the sales code indicated is correct and the offices to be billed (and appropriation charged) are properly indicated.		I certify I have received the articles listed here on in the total value indicated and that they are for my own personal use or that of the person I represent and I will not dispose of them by sale, gift, loan, barter, or pledge to unauthorized personnel. NOTE: MEMBERS DO NOT SIGN THIS FORM UNTIL CLOTHING ITEMS HAVE BEEN RECEIVED.					
APPROPRIATION		SIGNATURE OF MEMBER UPON RECEIPT OF CLOTHING (GRADE/SSAN) <div>Click to sign</div>					
OFFICE TO BE BILLED		SIGNATURE GRADE & ORGN OF AUTHENTICATING OFFICER <div>Click to sign</div>					

AF FORM 656, 20111129

PREVIOUS EDITIONS ARE OBSOLETE

PRIVACY ACT INFORMATION: The information in this form is FOR OFFICIAL USE ONLY. Protect IAW the Privacy Act of 1974.



U.S. AIR FORCE

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# ***IR Uniform Agreement***

MEMORANDUM FOR HQ RIO/FORCE MANAGEMENT

FROM: **Name/Rank/CAC DOD ID Number**

SUBJECT: Request for Uniform Replacement Agreement

1. I am requesting uniform replacement and per AFRCI 23-101, Materiel Management of Uniforms, paragraph 11, I understand the following:

a. Initial issue uniform replacement is authorized for Fair Wear and Tear (FWT) every three years. All requests prior to three years will be at my own expense or require further justification and approval prior to submitting request. I will be responsible for reimbursement of all costs which do not meet these requirements

b. I understand I am not eligible for new uniform items within 180 days prior to separation without unit commander approval.

c. I understand I must sign confirming receipt of clothing items and return the AF Form 656 and shipping receipt to the HQ RIO IC within 30 days of receipt of clothing.

d. I agree I will not dispose of uniforms by sale, gift, loan, barter, or pledge to unauthorized personnel.

e. I understand cold weather gear, including the sage fleece jacket and any other uniforms which were not part of the initial issue are not authorized under the Uniform Replacement Program for Air Force Reserve Members.

2. I am requesting my clothing mailed to address below:

Address:

**MEMBERS SIGNATURE**

---



U.S. AIR FORCE

# AF Form 538

KYLOG/DLA Troop Support / AIR RESERVE

**Air Force Clothing Request**  
**AF-538**

Name (Last, First, Middle): \_\_\_\_\_ Grade: \_\_\_\_\_ ID: \_\_\_\_\_ Document Number: \_\_\_\_\_

DoDAAC: \_\_\_\_\_ Date Entered: \_\_\_\_\_ Date Shipped: \_\_\_\_\_ Tracking Number: \_\_\_\_\_

Priority: \_\_\_\_\_ Transaction Type: \_\_\_\_\_ Category: \_\_\_\_\_ Inspector: \_\_\_\_\_

Ship w/in 3 Days \_\_\_\_\_ Fielding \_\_\_\_\_ Unknown \_\_\_\_\_

**For Official Use Only (FOUO)**  
Personal privacy and rights of individuals regarding records pertaining to themselves applies.

REQ	ISS	Nomenclature	Size	Unit Price	Total
2	2	Socks Ag	Medium (10-1	\$2.07	\$4.14
2	2	Undershirt Moisture Wicking, C	X-Large	\$4.88	\$9.72
2	2	Usaf Name Tape, Ocp	C	\$0.64	\$1.28
1	1	Belt Riggers, Coyote	40	\$4.38	\$4.38
1	1	Boots Combat Temp, Coyote	10R	\$105.58	\$105.58
1	1	Cap, Patrol, Ocp	7 3/8	\$8.52	\$8.52
1	1	Coat, Acu, Ocp, Non Fr	Large-Reg	\$48.72	\$48.72
1	1	Insignia, Rank, Enlisted	Ssg/E5	\$0.66	\$0.66
1	1	Tactical Us Flag, Ocp Spice B	Us Flag	\$0.77	\$0.77
1	1	Trousers, Acu, Ocp, Non Fr	Large-Reg	\$49.40	\$49.40
1	1	Usaf Tape, Ocp	C	\$0.64	\$0.64

Total Items This Issue: 14 Total Value This Issue: \$233.81

I certify that items and quantities shown hereon are correct as indicated.

I certify I have received the articles listed here on in the total value indicated and that they are for my own personal use or that of the person I represent and I will not dispose of them by sale, gift, loan, barter, or pledge to unauthorized.

DATE \_\_\_\_\_ SIGNATURE (Ordering Individual or Individual Performing Inventory) \_\_\_\_\_ DATE \_\_\_\_\_

FOUO \*\*\* ISSUE COMPLETE \*\*\*

OID: 5576291

This form is not needed to complete uniform requests. It is used to ensure accountability of shipped items.



U.S. AIR FORCE

# ***Uniform Reimbursement***

- **Member submits reimbursement following same steps as FWT (through MyPers)**
  - **Request must be submitted & approved PRIOR to purchasing items**
  - **Request must be validated by Active Duty CC**
  - **Must have medical documentation for justification (if applicable)**
- **IR is responsible for purchasing items, signing and submitting the approved AF Form 656 and OF 1164 back via the original MyPers incident**
- **Complete the OF 1164 by itemizing each purchase and annotating the cost of each item**
  - **Maintain receipt(s) - the receipt(s) will accompany the OF 1164 claim and are a mandatory inclusion**
  - **IR will digitally sign in block 10 'Claimant Sign Here'**
- **Items Not Available in KYLOC (not limited to)**
  - **Light weight blues jacket, fleece jacket, fleece hat, cotton ABUs, and steel toe boots – These items are only reimbursable with RegAF/CC justification**
- **Reimbursement will be processed via direct deposit utilizing DFAS**





- **OCPs uniform will be replaced as an initial issue versus Fair Wear and Tear (FWT).**
- **If Airmen possess serviceable OCPs from deployments, they're authorized to wear them per AFI guidance starting 1 Oct 18. ABUs are still authorized to wear; however, the mandatory wear date for OCPs is 1 Apr 2021.**
- **Members are authorized the full set of OCP uniforms.**
  - **4 OCP Jackets, 4 OCP Pants, 2 OCP Hats, 5 Undershirts, 4 Socks, 4 Rank Insignia, 5 Name Tapes, 4 USAF Name Tapes, 4 US Flag Patches, 1 Pair Boots, 1 Belt**
- **Officers and AGRs should utilize AAFES Military Clothing Sales Store to purchase uniforms based on the applicable wave.**



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# Questions?

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

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## **Unit Training Assembly Processing System (UTAPS) Web**



SMSgt Eric M. Orndoff  
Section Chief, Readiness & Integration

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## *Overview*

- **Purpose**
- **Accessing system**
- **Navigating the system**



U.S. AIR FORCE

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## ***Purpose***

The primary purpose of UTAPSweb for IMAs/PIRRs is to schedule, verify and manage pay and/or points for current Fiscal Year (FY) attendance for Inactive Duty Training (IDT) or Points Only IDTs (PNT).

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U.S. AIR FORCE

# Direct UTAPS Access (gov't computer)


## <https://utapsweb.afrc.af.mil/utapsweb/>

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

UTAPSWeb Disclaimer - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/ Certificate Error Live Search

UTAPSWeb Disclaimer



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

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations
- At any time, the USG may inspect and seize data stored on this IS. - Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
- Access only the data for which they are authorized access and have a need-to-know, and assume only those roles and privileges for which they are authorized. Account access procedures must not be divulged to anyone.
- Protect and maintain any information retrieved from the UTAPSweb IAW the assigned security classification.
- Inform HQ AFRC/FMXS when access is no longer required (e.g., completion of project, transfer, retirement, resignation).

Done

Internet | Protected Mode: On 80%

Inbox - ... UTAPS 3 Intern... 16 July P... Microsof... UTAPS g... 4:09 PM



U.S. AIR FORCE

# UTAPS via AROWS-R

INFOCON 3 UNCLASSIFIED FPCON Bravo

AROWS-R - Login - Internet Explorer provided by USAF

https://a...c92efd382f3f078a2b533d02e4ac683c3a9c6504f9e21106429d.e34Pa3iTaN0Pb00Qc3u

Live Search

Air Force Reserve Order Writing System [AROWS-R]  
Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 08:20 EDT

**CAC Login**

**Password Login**

Login ID:

Password:

Login

[Forgot Your Password?](#)

**CAC Login Information:**

AROWS-R users are now able to use their Common Access Cards (CAC) for logging in.

**E-Mail Password Reset:**

For security reasons password resets will no longer be accomplished over the phone. If you have forgotten your password, Login ID, or have been locked out of AROWS-R, you must email the Help Desk for assistance. Remember you can click on 'Forgot Your Password', give the answer to your question and receive an email automatically. If you can not answer your question, email the AROWS-R Help Desk at [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL) with your full name and the last 5 of your SSN and a new password will be sent to the email address that your email was sent from.

**Help! I'm A New User!**

If you are a Member (Reservist):  
Your initial Login is your SSN. Please enter it without dashes, for example 123456789.  
Your initial Password is your Date of Birth in the YYYY/MM/DD format. The slashes are required, for example 1967/12/01.

If you are a Role other than a Member or if you are having trouble logging in, please contact the AROWS-R Help Desk at [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL).

**Help Desk Information**

Hours: 0700-1700 EST  
Phone (Toll Free): 1-877-294-5822  
Email: [AFRCFM.AROWSR@US.AF.MIL](mailto:AFRCFM.AROWSR@US.AF.MIL)

**Browser Requirements**

To use AROWS-R, you will need either [Internet Explorer](#) (version 6.0 or higher) or [Mozilla Firefox](#) (version 1.5 or higher).

**Plug-in Requirements**

To print orders, you will need [Adobe Acrobat Reader](#).

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Trusted sites | Protected Mode: Off | 100%

Office Communicator AF Portal - Home - L... AROWS-R - Login... Microsoft PowerPoi...

8:21 AM



U.S. AIR FORCE

# Select UTAPS

INFOCON 3 UNCLASSIFIED FPCON Bravo

AROWS-R - Home - Internet Explorer provided by USAF

https://arowsr.afrc.af.mil/arows-r/cac/login.do

AROWS-R - Home

**Air Force Reserve Order Writing System [AROWS-R]**  
Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 10:19 EDT  
Current Profile: Member

Please Select A Menu

Please Select A Menu

Member

UTAPS

AFRCFM.AROWSR@US.AF.MIL

Home | Switch Profile | My Account | Logout

Welcome **MICHELLE POLK** to the AROWS-R Home Page  
Your current login was on Wednesday, September 21, 2011 10:19:39 AM  
Your previous successful login was on Wednesday, September 21, 2011 09:37:14 AM

Your current phone number is: 571-830-9622  
Your current email address is: michelle.polk@afnrc.af.mil

Your applications will be processed by: RMG DET 11 AFDW  
Point of Contact is: **RMG DET 11**  
Phone Number is: 202-767-3080

**Important Links**

- AFRC
- JFTR/JTR Per Diem Tables
- DoD FMR
- DTOD
- AFPC
- Air Force Knowledge Mgmt
- Passenger Reservation (Virtually There)
- Passenger Reservation (View Trip)
- Lodging and Dining Availability
- GSA City Pairs

Your Latest Broadcast messages:

2008/08/14	REMINDER: All members should ensure their email address in AROWS-R is accurate. AROWS-R sends out notifications when orders are certified; therefore, accurate email addresses ensure members receive the notices in a timely manner.
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAILS RECEIVED MON-THURS PRIOR TO 2100 HOURS WILL BE ANSWERED THAT SAME DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m. - 6:00 a.m. EST everyday for backups.
2006/03/24	ATTENTION -- "PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332."
2005/11/10	REMINDER: IMAs still need to provide a copy of their orders to the Reserve Pay Office (RPO) to start pay.
2005/10/06	** Members can now receive Email's when their orders have been certified, be sure to update your "My Account" with a correct email.

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

Member

Trusted sites | Protected Mode: Off

100%

Office Co... AF Portal - ... AROWS-... 3 Micros... Document... Untitled - ... Inbox - Mi... FW: - Mes... 10:19 AM





U.S. AIR FORCE

# Login to UTAPS

Internet Explorer provided by USAF

https://arowsr.afrc.af.mil/arows-r/utaps.do

Air Force Reserve Order Writing System [AROWS-R]  
Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 08:26 EDT  
Current Profile: Member

Please Select A Menu

- Home
- Switch Profile
- My Account
- Logout

**UTAPS Menu**

- Login to UTAPS

Welcome **MICHELLE POLK** to the AROWS-R Home Page  
Your current login was on Wednesday, September 21, 2011 08:25:06 AM  
Your previous successful login was on Monday, September 19, 2011 11:46:00 AM

Your current phone number is: 571-830-9622  
Your current email address is: michelle.polk@afncr.af.mil

Your applications will be processed by: RMG DET 11 AFDW  
Point of Contact is: RMG DET 11  
Phone Number is: 202-767-3080

Your Latest Broadcast messages:

Date	Message
2008/08/14	REMINDER: All members should ensure their email address in AROWS-R is accurate. AROWS-R sends out notifications when orders are certified; therefore, accurate email addresses ensure members receive the notices in a timely manner.
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAILS RECEIVED MON-THURS PRIOR TO 2100 HOURS WILL BE ANSWERED THAT SAME DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m. - 6:00 a.m. EST everyday for backups.
2006/03/24	ATTENTION -- " PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332."
2005/11/10	REMINDER: IMAs still need to provide a copy of their orders to the Reserve Pay Office (RPO) to start pay.
2005/10/06	** Members can now receive Email's when their orders have been certified, be sure to update your "My Account" with a correct email.

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

https://arowsr.afrc.af.mil/arows-r/utaps\_login\_confirmation.do

Trusted sites | Protected Mode: Off



U.S. AIR FORCE


# Continue to UTAPS

INFOCON 3 UNCLASSIFIED INFOCON Bravo

AROWS-R - Login to UTAPS :: - Internet Explorer provided by USAF

https://arowsr.afrc.af.mil/arows-r/utaps\_login\_confirmation.do

AROWS-R - Login to UTAPS ::

 **Air Force Reserve Order Writing System [AROWS-R]**  
Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 08:28 EDT  
Current Profile: Member

Please Select A Menu Home Switch Profile My Account Logout «Bottom»

### Login to UTAPS

You are about to log out of AROWS-R and log into the UTAPS system.  
If this is the desired action, click the continue button below.

[Continue to UTAPS](#)

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

/arows-r/utaps\_redirect.do

Trusted sites | Protected Mode: Off 100%

Office Communicator AF Portal - Home - L... AROWS-R - Login... Microsoft PowerPoi... Document1 - Micro... 8:28 AM



U.S. AIR FORCE


# Accept the Terms

INFOCON 3 UNCLASSIFIED FPCON Bravo

AROWS-R Login - Internet Explorer provided by USAF

https://utapsima.afrc.af.mil/utaps-ima/AROWSLandingPage.aspx?u=XuUxhwJqV/q6pjAxeZH6RUNZGgPsNnO

AROWS-R Login



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

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations
- At any time, the USG may inspect and seize data stored on this IS. - Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
- Access only the data for which they are authorized access and have a need-to-know, and assume only those roles and privileges for which they are authorized. Account access procedures must not be divulged to anyone.
- Protect and maintain any information retrieved from the UTAPSweb IAW the assigned security classification.
- Inform HQ AFRC/FMXS when access is no longer required (e.g., completion of project, transfer, retirement, resignation).

Done

Trusted sites | Protected Mode: Off

Office Communicator AF Portal - Home - I... AROWS-R Login - In... Microsoft PowerPoi... Document1 - Micro...

8:29 AM



U.S. AIR FORCE

# Validate Your Role

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Home - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/Home.aspx

Certificate Error Live Search

Home

MARTIN, VERONICA  
Role: IMA/PIRR

UTAPS WEB

IMA.v.4.0.1.4118

UTAPS Home IMA/PIRR Schedule Reports Configuration Help Log Off

Select your roles from the drop down menu

Roles: IMA/PIRR



Internet | Protected Mode: On 100%

Inbox - M... UTAPS 2 Intern... 16 July P... Microsoft... 2 Micro... 4:17 PM



U.S. AIR FORCE

# Configure Supervisor

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Home - Internet Explorer provided by USAF


https://129.54.16.108/utapsweb/Home.aspx Certificate Error Live Search

MARTIN, VERONICA Role: IMA/PIRR

UTAPS WEB IMA.v.4.0.1.4118

UTAPS Home IMA/PIRR Schedule Reports **Configuration** Help Log Off

Roles: IMA/PIRR



Internet | Protected Mode: On 100%

Inbox - M... UTAPS 2 Intern... 16\_July\_P... Microsoft... 2 Micro... 4:17 PM

The screenshot shows a web browser window displaying the UTAPS (Universal Training and Assessment Platform) web application. The browser is Internet Explorer, and the address bar shows the URL https://129.54.16.108/utapsweb/Home.aspx. The page has a green header bar with "INFOCON: 3", "UNCLASSIFIED", and "FPCON: Bravo". Below the header, there's a navigation bar with links: "UTAPS Home", "IMA/PIRR Schedule", "Reports", "Configuration" (highlighted with a red circle), "Help", and "Log Off". The main content area features a large Air Force Reserve Command logo. On the left side of the main area, there's a "Roles:" label with a dropdown menu currently set to "IMA/PIRR". The browser's status bar at the bottom indicates "Internet | Protected Mode: On" and "100%". The Windows taskbar at the very bottom shows several open applications, including "Inbox - M...", "UTAPS", "2 Intern...", "16\_July\_P...", "Microsoft...", and "2 Micro...", along with the system clock showing "4:17 PM".



U.S. AIR FORCE

# Supervisor Selection

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

IMA Member Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAMemberEditor.aspx

IMA Member Editor

**IMA/PIRR Member Editor**

**Supervisor** Tour Of Duty Certifier

**Supervisors**

**Assigned**  
(Current supervisor - Display only)  
RONNELL HORNER  
ronnell.horner@wpafb.af.mil

**Available**  
(Click on a name to view details below)  
horner, ronnell  
howell, carolynb  
hughes, ty  
hume, robert

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

Enter Name: (Lastname, Firstname) Search  
(Examples: "Smith, James"; "Smith, J"; "Smith"; "Smi"; "Jam")

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

Add New Supervisor

**Supervisor Details:**

First Name \*: ronnel Last Name \*: horner  
Email \*: ronnel.l.horner@wpafb.af.mil  
Phone #: Clear Selections

SAVE CHANGES - Assign Supervisor

Internet | Protected Mode: On 90% 4:46 PM



U.S. AIR FORCE

# Supervisor Search by Name

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

IMA Member Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAMemberEditor.aspx

IMA Member Editor

Supervisor Tour Of Duty Certifier

### Supervisors

**Assigned**  
(Current supervisor - Display only)  
RONNELL HORNER  
ronnell.horner@wpafb.af.mil

**Available**  
(Click on a name to view details below)  
horner, ronnell  
howell, carolynb  
hughes, ty  
hume, robert

Search by name

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

Enter Name: (Lastname, Firstname)

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

Name	Email	Select
Horner, Donald		<input type="checkbox"/>
Horner, Donald	donald.horner@langley.af.mil	<input type="checkbox"/>
Horner, Kenneth	kenneth.horner@march.af.mil	<input type="checkbox"/>
Horner, Mark	mark.horner@pentagon.af.mil	<input type="checkbox"/>
Horner, Michelle	michelle.horner@us.af.mil	<input type="checkbox"/>
Horner, Ronnell	ronnell.horner@wpafb.af.mil	<input type="checkbox"/>
Horner, Susan		<input type="checkbox"/>

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

### Supervisor Details:

First Name \*:  Last Name \*:

Done

Internet | Protected Mode: On 90%

2 Mi... UTAPS 2 Int... 16 July... Micros... 4 Mi... UTAPS... 4:50 PM



U.S. AIR FORCE

# Manually Adding a Supervisor

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

IMA Member Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAMemberEditor.aspx

IMA Member Editor

**Assigned**  
(Current supervisor - Display only)  
RONNELL HORNER  
ronnell.horner@wpafb.af.mil

**Available**  
(Click on a name to view details below)  
adams, brad  
ADAMS, ERIC  
aiumopas, lance  
allison, mark

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

Enter Name: (Lastname, Firstname)  Search  
(Examples: "Smith, James"; "Smith, J"; "Smith"; "Smi"; "Jam")

Name	Email	Select
Horner, Donald		
Horner, Donald	donald.horner@langley.af.mil	
Horner, Kenneth	kenneth.horner@march.af.mil	
Horner, Mark	mark.horner@pentagon.af.mil	
Horner, Michelle	michelle.horner@us.af.mil	
Horner, Ronnell	ronnell.horner@wpafb.af.mil	
Horner, Susan		

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

Add New Supervisor

**Supervisor Details:**

First Name \*:  Last Name \*:

Email \*:

Phone #:  Clear Selections

SAVE CHANGES - Assign Supervisor





U.S. AIR FORCE

# Tour of Duty Certifier

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

IMA Member Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAMemberEditor.aspx

IMA Member Editor

## IMA/PIRR Member Editor

Supervisor **Tour Of Duty Certifier**

### Tour of Duty Certifiers

Assigned (Click on name to view details below)	+ / -	Available (Click on name to view details below)
carson, michael	↔	ALEXANDER, MITTY allen, mark andersen, michael

Search by name  
If you can not locate your Tour of Duty Certifier in the lists above us this search box to find him/her:

Enter Name: (Lastname, Firstname)  Search

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

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

Add New Certifier

### Certifier Details:

First Name \*:  Last Name \*:

Email \*:

Phone #:  Clear Selections



U.S. AIR FORCE

# Build your FY Duty Schedule

## Select IMA/PIRR Schedule

UTAPS Home	IMA/PIRR Schedule	Reports	Configuration	Help	Log Off
------------	-------------------	---------	---------------	------	---------

wrbfm96/UtapsWebv2-ima -- integrated security=SSPI;data source=wrbfm96,1339;initial catalog=UTAPSWebV2\_90;Connect Timeout=90;

Roles: IMA/PIRR

Contact Information  
Email:  
afrc.utapsweb@us.af.mil

Help Desk Toll Free:  
1-877-294-5822 Option  
2

Help Desk DSN:  
497-0166 Option 2

FAX Comm:  
(478) 327-0519  
FAX DSN:  
497-0519

0730 - 1700 EST  
Monday - Friday

- UTAPSweb will be down 03 July 13, from approximately 0700 to 1230, for a update to the release. POC is the UTAPSweb Help Desk, DSN 497-0166.
- UTAPSweb will be down 03 July 13, from approximately 0700 to 1230, for a release. POC is the UTAPSweb Help Desk, DSN 497-0166.
- This message is to inform you that as of June 14, the UTAPSweb calendar is available for IRs. You can begin building your IDT schedule for FY14 in UTAPSweb. We recommend you build your IDT schedule around your participation and mobilization readiness requirements (e.g. PHA, Dental, Fitness Assessment, etc.). For assistance on scheduling your IDTs for next fiscal year, contact the UTAPS Help Desk.
- MEMO FOR IRs, FROM HQ RMG, SUBJECT UTAPSweb calendar for FY12. Fiscal Year 12 UTAPweb calendars will be closed for scheduling on the last day of July. This will prevent inputs or modifications to prior year schedules, in UTAPSweb, by the member. Coordinate with your supervisor to complete all pending UTAPSweb schedules or outstanding Inactive Duty prior to this closure. Effective 1 Aug 2013, prior year calendars will be available for viewing only. However, IR members will retain capability to view and print prior year 40As. For any prior year UTAPSweb scheduling assistance, send request to rmg.utaps@us.af.mil
- MEMO FOR IRs, FROM HQ RMG, SUBJECT UTAPSweb calendar for FY12. Fiscal Year 12 UTAPweb calendars will be closed for scheduling on the last day of July. This will prevent inputs or modifications to prior year schedules, in UTAPSweb, by the member. Coordinate with your supervisor to complete all pending UTAPSweb schedules or outstanding Inactive Duty prior to this closure. Effective 1 Aug 2013, prior year calendars will be available for viewing only. However, IR members will retain capability to view and print prior year 40As. For any prior year UTAPSweb scheduling assistance, send request to rmg.utaps@us.af.mil
- UTAPS connectivity issues have been resolved. Thank you for your patience. HQ AFRC FM/Help Desk.



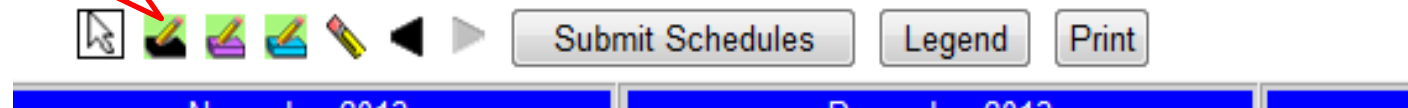


U.S. AIR FORCE

## Schedule Build Indicators

For this tutorial, select the black pencil to build an IDT.

### IMA/PIRR Calendar



### Legend:

<b>Black</b>	<b>Inactive Duty Period (IDT)</b>
<b>Purple</b>	<b>Funeral Honors (Honor Guard/Chaplain)</b>
<b>Turquoise</b>	<b>Non-Paid IDT (points only)</b>
<b>Eraser</b>	<b>Delete IDT, RMP, etc...</b>
<b>Arrows</b>	<b>Shift/Change Fiscal Years</b>



U.S. AIR FORCE

# Select Date(s)

For this tutorial, we will build an IDT on 01-12 Dec, so click this date.

## IMA/PIRR Calendar

Submit Schedules Legend Print

October 2013							November 2013							December 2013							January 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5																					
6	7	8	9	10	11	12	3	4	5	6	7	8	9	1	2	3	4	5	6	7	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

February 2014							March 2014							April 2014							May 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1							1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31

June 2014							July 2014							August 2014							September 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7			1	2	3	4	5						1	2		1	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				

		Q1
	IDT	0
	RMP	0
	FHD	0
	PNT	0
	AFTP	0
	AGTP	0
	Manday	0
	Conflict	0
	Split	
	Built	
	Pending	
	Rejected	
	Approved	
	Worked	
	Paid	



U.S. AIR FORCE

## Enter Duty Information

Build IDT Schedules - Internet Explorer provided by USAF

**Build IDT Schedules**

IDT Date: 12/1/2013

Number of Consecutive Periods \*: 24

Starting Schedule to Work Period \*: 1

Select one of the Location Options below: \*

☐ Use Home of Record Location (Telecommute)

☐ Search by city/base

☒ Search by zipcode

Enter a zipcode/APO, then click Search for a list of matching locations:

Enter Zipcode/APO \*: 31093

Select Region: \* North America United States Search

City/Base \*: [31093] GA - Warner Robins, Houston

Location Selected: [31093] GA - Warner Robins, Houston

Comment \*: HQ/RMG (Max 50 characters)

Require Subsistence? \* ☒ No ☐ Yes

Require Lodging? \* ☐ No ☒ Yes

Select A Validator \*: cremeans, charles - Supervisor

OK Cancel

**Once you fill out the applicable information you will click "OK" and that will bring you to the next screen**

Done Local intranet | Protected Mode: Off 105%



U.S. AIR FORCE

# Review Schedule

Review your  
days and click  
“Save and  
Close”

IMA Schedule Editor - Internet Explorer provided by USAF

Schedule Type:  Participation Status Code:   
Period:  Start Date:  Start Time:  Schedule Period:   
Telecommute: ☐ End Date:  End Time:   
Validator:

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	12/1/2013	0800	12/1/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
2	12/1/2013	1300	12/1/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
3	12/2/2013	0800	12/2/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
4	12/2/2013	1300	12/2/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
5	12/3/2013	0800	12/3/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
6	12/3/2013	1300	12/3/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
7	12/4/2013	0800	12/4/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
8	12/4/2013	1300	12/4/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
9	12/5/2013	0800	12/5/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
10	12/5/2013	1300	12/5/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
11	12/6/2013	0800	12/6/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
12	12/6/2013	1300	12/6/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
13	12/7/2013	0800	12/7/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
14	12/7/2013	1300	12/7/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
15	12/8/2013	0800	12/8/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
16	12/8/2013	1300	12/8/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
17	12/9/2013	0800	12/9/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
18	12/9/2013	1300	12/9/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
19	12/10/2013	0800	12/10/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
20	12/10/2013	1300	12/10/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
21	12/11/2013	0800	12/11/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
22	12/11/2013	1300	12/11/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
23	12/12/2013	0800	12/12/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
24	12/12/2013	1300	12/12/2013	1700	IDT	00	False				<input type="button" value="Comment"/>

Done Local intranet | Protected Mode: Off 70%



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# Schedule Built Successfully

Click "OK"

IMA/PIRK Schedule

IMA Schedule Editor - Internet Explorer provided by USAF

Schedule Type: IDT Participation Status Code: Start Date: Start Time: 0000 Schedule Period: Telecommute: End Date: End Time: 0000 Validator: Update Schedule

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	12/1/2013	0800	12/1/2013	1200	IDT	00	False				Comment
2	12/1/2013	1300	12/1/2013	1700	IDT						Comment
3	12/2/2013	0800	12/2/2013	1200	IDT						Comment
4	12/2/2013	1300	12/2/2013	1700	IDT						Comment
5	12/3/2013	0800	12/3/2013	1200	IDT						Comment
6	12/3/2013	1300	12/3/2013	1700	IDT						Comment
7	12/4/2013	0800	12/4/2013	1200	IDT						Comment
8	12/4/2013	1300	12/4/2013	1700	IDT						Comment
9	12/5/2013	0800	12/5/2013	1200	IDT	00	False				Comment
10	12/5/2013	1300	12/5/2013	1700	IDT	00	False				Comment
11	12/6/2013	0800	12/6/2013	1200	IDT	00	False				Comment
12	12/6/2013	1300	12/6/2013	1700	IDT	00	False				Comment
13	12/7/2013	0800	12/7/2013	1200	IDT	00	False				Comment
14	12/7/2013	1300	12/7/2013	1700	IDT	00	False				Comment
15	12/8/2013	0800	12/8/2013	1200	IDT	00	False				Comment
16	12/8/2013	1300	12/8/2013	1700	IDT	00	False				Comment
17	12/9/2013	0800	12/9/2013	1200	IDT	00	False				Comment
18	12/9/2013	1300	12/9/2013	1700	IDT	00	False				Comment
19	12/10/2013	0800	12/10/2013	1200	IDT	00	False				Comment
20	12/10/2013	1300	12/10/2013	1700	IDT	00	False				Comment
21	12/11/2013	0800	12/11/2013	1200	IDT	00	False				Comment
22	12/11/2013	1300	12/11/2013	1700	IDT	00	False				Comment
23	12/12/2013	0800	12/12/2013	1200	IDT	00	False				Comment
24	12/12/2013	1300	12/12/2013	1700	IDT	00	False				Comment

Success -- Webpage Dialog

Schedules have been built successfully.

OK

Local intranet | Protected Mode: Off

70%



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# Calendar with Projected IDT's Built

## IMA/PIRR Calendar

<






U.S. AIR FORCE

# Submit Schedule

## IMA/PIRR Calendar



	November 2013							December 2013							January 2014						
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
5						1	2	1	2	3	4	5	6	7				1	2	3	4
12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
	24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
	March 2014							April 2014							May 2014						
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1							1			1	2	3	4	5					1	2	3
8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
	30	31																			
	July 2014							August 2014							September 2014						
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7			1	2	3	4	5						1	2		1	2	3	4	5	6
14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
	27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
								31													



Now that your schedule is built, you need to submit them. so click on "Submit Schedules"



### IMA/PIRR Calendar

[illegible]

**Your  
dates will  
now turn  
YELLOW**



U.S. AIR FORCE

# Approved Schedule (green)

## IMA/PIRR Calendar

Submit Schedules Legend Print

November 2013							December 2013							January 2014							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2	1	2	3	4	5	6	7				1	2	3	4	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		
March 2014							April 2014							May 2014							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1			1	2	3	4	5					1	2	3	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
30	31																				
July 2014							August 2014							September 2014							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5						1	2			1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					
							31														

	IDT	Q
	RMP	(
	FHD	(
	PNT	(
	AFTP	(
	AGTP	(
	Manday	(
	Conflict	(
	Split	(
----		
	Built	
	Pending	
	Rejected	
	Approved	
	Worked	
	Paid	

Once your supervisor approves your IDT's, they will turn GREEN



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## *IDT Worked (gray) signing in/out*

**IMA/PIRR Calendar**

Submit Schedules Legend Print

IMA Schedule Editor - Internet Explorer provided by USAF  
<https://wrbfm96/Utapwebv2-ima/IMAScheduleEditor.aspx>

Select the days worked, and this window will open. You will click on the open space below under "Work Date" and sign in

**Request Cumulative**

Schedule Type:  Participation Status Code:   
Period:  Start Date:  Start Time: 0000 Schedule Period:   
Telecommute: ☐ End Date:  End Time: 0000  
Validator:

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	12/01/2013	0800	12/01/2013	1200	IDT	00	False			Approved	<input type="button" value="Comment"/>
2	12/01/2013	1300	12/01/2013	1700	IDT	00	False			Approved	<input type="button" value="Comment"/>





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## Signing In: Select Work Date

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

UTAPWeb2 - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMASchedule.aspx

UTAPWeb2

IMA Schedule Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAScheduleEditor.aspx

Start Date:  Schedule Period:  Start Time: 0000 End Date:  End Time: 00

Validator:  Add

Start Time	End Date	End Time	Schedule Type	Telecommute	Work Date	Work Time	Status	Comment
0800	10/16/2010	1200	IDT	False	10/16/2010	2110	Worked	<input type="button" value="Comment"/>
1300	10/16/2010	1700	IDT	False	10/16/2010	2110	Approved	<input type="button" value="Comment"/>

Cancel

Done

Internet | Protected Mode: On 120%

PNT

Built

Pending Request

Rejected

Approved

Worked

Sent To Pay

February 2011

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28

March 2011

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31

April 2011

Sun Mon Tue Wed Thu Fri Sat

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

May 2011

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31

June 2011

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4

5 6 7 8 9 10 11

July 2011

Sun Mon Tue Wed Thu Fri Sat

1 2

3 4 5 6 7 8 9

August 2011

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6

7 8 9 10 11 12 13

September 2011

Sun Mon Tue Wed Thu Fri Sat

1 2 3

4 5 6 7 8 9 10

Internet | Protected Mode: On 100%

4:13 PM



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# Save and Close

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

UTAPWeb2 - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMASchedule.aspx

UTAPWeb2

IMA Schedule Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAScheduleEditor.aspx

10/16/2010

Schedule Type: IDT

Period: 2 Start Date: 10/16/2010 Schedule Period: 2 Start Time: 1300 End Date: 10/16/2010

Telecommute: ☐ Validator: horner, ronnell - Supervisor Add

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Telecommute	Work Date	Work Time	Status	Comment
1	10/16/2010	0800	10/16/2010	1200	IDT	False	10/16/2010	2110	Worked	Comment
2	10/16/2010	1300	10/16/2010	1700	IDT	False	10/16/2010	2110	Approved	Comment

Save and Close Cancel

Internet | Protected Mode: On 100%

PNT

Built

Pending Request

Rejected

Approved

Worked

Sent To Pay

February 2011

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

March 2011

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

April 2011

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

May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11

July 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9

August 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
7	8	9	10	11	12	13

September 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
4	5	6	7	8	9	10

Internet | Protected Mode: On 100%


Inbox - Mi... 5 Micros... 3 Interne... May 11 Microsoft ... Microsoft ... 4:16 PM



U.S. AIR FORCE


# Submit Schedule

## IMA/PIRR Calendar



Submit Schedules Legend Print

November 2012							December 2012							January 2013						
un	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												
March 2013							April 2013							May 2013						
un	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
July 2013							August 2013							September 2013						
un	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					



Once your IDT's turn to gray, a system generated email will be sent to your supervisor to inform them of pending actions



U.S. AIR FORCE

## Reports: Printing 40As

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Home - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/home.aspx Certificate Error Live Search


MARTIN, VERONICA  
Role: IMA/PIRR

UTAPS WEB IMA.v.4.0.1.4118

UTAPS Home IMA/PIRR Schedule **Reports** Configuration Help Log Off

Automated Form40s

Roles: IMA/PIRR



Done Internet | Protected Mode: On 100% 10:35 AM

The screenshot shows a web browser window displaying the UTAPS (Universal Training and Assessment Processing System) web application. The browser is Internet Explorer, and the address bar shows the URL https://129.54.16.108/utapsweb/home.aspx. The page has a green header bar with "INFOCON: 3", "UNCLASSIFIED", and "FPCON: Bravo". Below the header, there's a navigation bar with links: "UTAPS Home", "IMA/PIRR Schedule", "Reports", "Configuration", "Help", and "Log Off". The "Reports" link is highlighted with a red circle, and a sub-link "Automated Form40s" is visible below it. The main content area features a large Air Force Reserve Command logo. On the left, there's a "Roles:" dropdown menu currently set to "IMA/PIRR". The bottom of the browser window shows the Windows taskbar with various icons and the system clock indicating 10:35 AM.





U.S. AIR FORCE

# Select Your Name

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

UTAPS WEB IMA.v.4.0.1.4118

UTAPS Home IMA/PIRR Schedule Reports Configuration Help Log Off

Save Print Delete

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
- MARTIN, JOHN
- N
- O
- P
- Q
- R
- S
- T

Personal Data Signing Officials Combine Form 40As Training Data

NAME:

RPO/UNIT:

**Incentive/Speciality Pay**

☐ Aviation Career Incentive Pay (ACIP)

☐ Hazardous Duty Incentive Pay (HDIP)

☐ Other

Lodging ☐ Yes ☐ No

Subsistence ☐ Yes ☐ No

**Status**

**Training:**

**Participation Status Code:**

**Telecommute:**

Done Internet | Protected Mode: On 100% 10:38 AM



U.S. AIR FORCE

# Verify Personal Data

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

Save Print Delete

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- 10/10/2010 - Period 1
- 10/11/2010 - Period 1
- 10/12/2010 - Period 1
- 10/13/2010 - Period 1
- 10/14/2010 - Period 1
- 10/15/2010 - Period 1
- 10/16/2010 - Period 1
- 5/16/2011 - Period 1**
- 5/17/2011 - Period 1
- 5/18/2011 - Period 1
- 5/19/2011 - Period 1

Personal Data

NAME: SMSgt MARTIN, VERONICA

RPO/UNIT: RMG/FM

**Incentive/Speciality Pay**

☐ Aviation Career Incentive Pay (ACIP)

☐ Hazardous Duty Incentive Pay (HDIP)

☐ Other

Lodging ☐ Yes ☒ No

Subsistence ☐ Yes ☒ No

**Status**

Training: (5/16/2011- Period 1)

IDT

**Participation Status Code:**

00 - Available

**Telecommute:**

No

Internet | Protected Mode: On 100%

Done

2 Micr... May 11 Microsof... Microsof... 5 Micro... 3 Intern... 10:41 AM



U.S. AIR FORCE

# Select Authorizing/Certifying Official(s)

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

Save Print Delete

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M

10/12/2010 - Period 1

10/13/2010 - Period 1

10/14/2010 - Period 1

10/15/2010 - Period 1

10/16/2010 - Period 1

5/16/2011 - Period 1

5/17/2011 - Period 1

5/18/2011 - Period 1

5/19/2011 - Period 1

Personal Data **Signing Officials** Combine form 40As Training Data

**Authorizing Official**

Authorizing Official: ronnel horner

**Certifying Official**

\* Not required to create the Form40A.

Certifying Official: Select An Official

Internet | Protected Mode: On 100%

Done

2 Mic... May 11 Microsof... Microsof... 5 Micro... 3 Intern... 10:43 AM



U.S. AIR FORCE

# Save Record and Confirm



INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

MARTIN, VERONICA  
Role: IMA/PIRR

UTAPS WEB IMA.v.4.0.1.4118

UTAPS Home IMA/PIRR Schedule Reports Configuration Help Log Off

Save Print Delete

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
- MARTIN, VERONICA A
  - 10/10/2010 - Period 1
  - 10/11/2010 - Period 1
  - 10/12/2010 - Period 1
  - 10/13/2010 - Period 1
  - 10/14/2010 - Period 1
  - 10/15/2010 - Period 1
  - 10/16/2010 - Period 1

Personal Data Signing Officials Combine Form 40As Training Data

Authorizing Official

Record Saved -- Webpage Dialog

https://129.54.16.108/utapsweb/Me: Certificate Error

Record Saved.

OK

Waiting for https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx...

Internet | Protected Mode: On

10:44 AM



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# Combining 40a Periods

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

Save Print Delete

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
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- J
- K
- L
- M

10/11/2010 - Period 1

10/12/2010 - Period 1

10/13/2010 - Period 1

10/14/2010 - Period 1

10/15/2010 - Period 1

10/16/2010 - Period 1

5/16/2011 - Period 1

5/17/2011 - Period 1

5/18/2011 - Period 1

5/19/2011 - Period 1

Personal Data Signing Officials Combine Form 40As Training Data

**Combine Form40As**

The 40As below share similar performance data with the selected 40A and may be combined by clicking on the 'Save & Combine' button. You can remove any/all of them by clicking on the 'Remove' button.

You are limited to combining 7 periods on a single Form 40A

5/19/2011-Period2

Remove Combine/Save

Internet | Protected Mode: On 100%

2 Mic... May 11 Microsof... Microsof... 5 Micro... 3 Intern... 10:53 AM



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# One Day – Two Periods

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

Save Print Delete

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M

10/12/2010 - Period 1

10/13/2010 - Period 1

10/14/2010 - Period 1

10/15/2010 - Period 1

10/16/2010 - Period 1

5/16/2011 - Period 1

5/17/2011 - Period 1

5/18/2011 - Period 1

5/19/2011 - Period 1

Personal Data Signing Officials Combine Form 40As Training Data

Date (YYYYMMDD)	Duty Hours Worked (HHMM-HHMM)	Hours Worked	Number Of Points	Training Location/Remarks
20110519	0800-1200	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH
20110519	1300-1700	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH

Internet | Protected Mode: On 100%

Done

2 Micr... May 11 Microsof... Microsof... 5 Micro... 3 Intern... 10:56 AM



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# Printing the 40A(s)

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

MARTIN, VERONICA  
Role: IMA/PIRR

UTAPS WEB IMA.v.4.0.1.4118

UTAPS Home IMA/PIRR Schedule Reports Configuration Help Log Off

Save Print Delete

Select the Form40As to PRINT in mass

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
- MARTIN, VERONICA A
  - 10/10/2010 - Period 1
  - 10/11/2010 - Period 1
  - 10/12/2010 - Period 1
  - 10/13/2010 - Period 1
  - 10/14/2010 - Period 1
  - 10/15/2010 - Period 1

Personal Data Signing Officials Combine Form 40As Training Data

(YYYYMMDD)	WORKED (HHMM-HHMM)	Worked	Of Points	Remarks
20110516	0800-1200	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH
20110516	1300-1700	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH

IMAGenerateForm40A.aspx

Internet | Protected Mode: On 100%

2 Micr... May 11 Microsof... Microsof... 5 Micro... 2 Intern... 11:16 AM



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# Printing in Mass

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

Form 40A

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- E
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- J
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- L
- M
  - MARTIN, VERONICA A
    - 10/10/2010 - Period 1
    - 10/11/2010 - Period 1
    - 10/12/2010 - Period 1
    - 10/13/2010 - Period 1
    - 10/14/2010 - Period 1
    - 10/15/2010 - Period 1
    - 10/16/2010 - Period 1
    - 5/16/2011 - Period 1
    - 5/17/2011 - Period 1
    - 5/18/2011 - Period 1
    - 5/19/2011 - Period 1
    - 5/20/2011 - Period 1
    - 5/20/2011 - Period 2
- N
- O

Personal Data Signing Officials Combine Form 40As Training Data

Date (YYYYMMDD)	Duty Hours Worked (HHMM-HHMM)	Hours Worked	Number Of Points	Training Location/Remarks
20110516	0800-1200	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH
20110516	1300-1700	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH

Done

Internet | Protected Mode: On 100%

2 Micr... May 11 Microsof... Microsof... 5 Micro... 2 Intern... 11:22 AM





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*Printing...*

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

MARTIN, VERONICA  
Role: IMA/PIRR

UTAPS WEB IMA.v.4.0.1.4118

UTAPS Home IMA/PIRR Schedule Reports Configuration Help Log Off

Save Print Delete

Select the Form40As to PRINT in mass

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
- MARTIN, VERONICA A
  - 10/10/2010 - Period 1
  - 10/11/2010 - Period 1
  - 10/12/2010 - Period 1
  - 10/13/2010 - Period 1
  - 10/14/2010 - Period 1
  - 10/15/2010 - Period 1

Personal Data Signing Officials Combine Form 40As Training Data

(YYYYMMDD)	WORKED (HHMM-HHMM)	Worked	Of Points	Remarks
20110516	0800-1200	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH
20110516	1300-1700	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH

IMAGenerateForm40A.aspx Internet | Protected Mode: On 100% 11:16 AM



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# Help Menu

IMA.v.4.0.1.4230

Help

Log Off

IMA/PIRR Tutorials

IMA/PIRR Help

Contact Helpdesk

About UTAPSweb

UTAPS for IMA Cheat Sheet

UTAPS for IMA Known Issues

?

January

Tue

Wed

Thu

Fri

Sat

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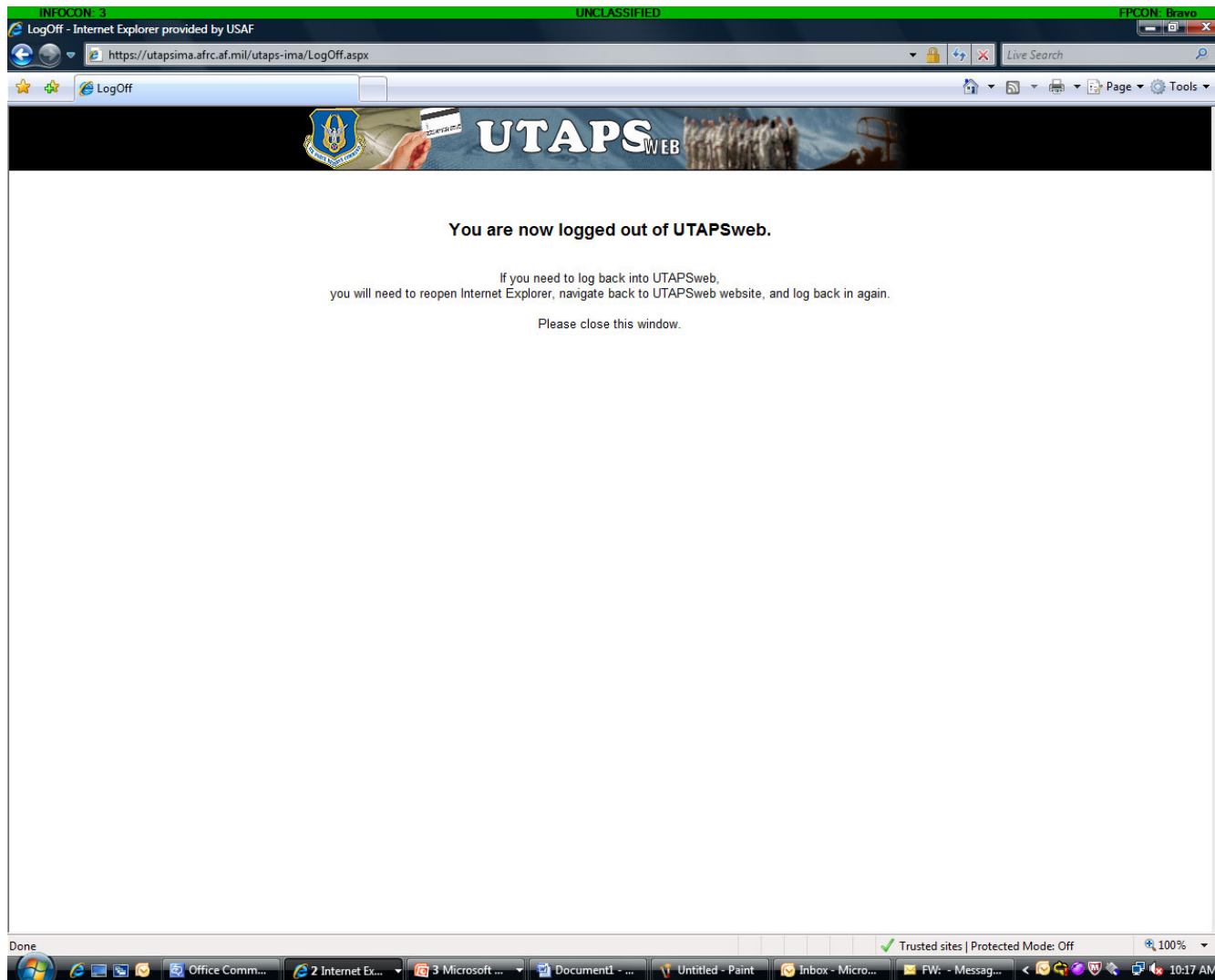
20

21



U.S. AIR FORCE

# Log Out





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## References

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- **UTAPS Link**  
<https://utapsweb.afrc.af.mil/utapsweb/>
  - **UTAPS Help Desk** [afrc.utapsweb@afrc.af.mil](mailto:afrc.utapsweb@afrc.af.mil)
    - **Help Desk Contact Info:**  
Comm: 1-877-294-5822 Option 2  
DSN: 497-0166 Option 2
    - **Help Desk Hours: 0730 - 1700 EST Monday – Friday**
  - **UTAPS (Accessing UTAPS via AROWS-R)**  
<http://www.youtube.com/watch?v=GEzjr-SeLuk>
  - **UTAPS (Inputting your Schedule Part II)**  
<http://www.youtube.com/watch?v=aW-02V77Mwk>
-



U.S. AIR FORCE

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# Questions ?

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

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*Integrity - Service - Excellence*

## **AFR Yellow Ribbon Program**



**CMSgt Juliet Guerrero**  
**February 2021**

**U.S. AIR FORCE**

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## ***Yellow Ribbon Program***

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- DODI 1342.28, The Yellow Ribbon Reintegration Program (YRRP) established policy for informational events and activities for members of the reserve components of the Armed Forces, their families, and community members to facilitate access to services supporting their health and well-being through the three phases of deployment.
  - DODI YRRP Requires Four Events
    - Pre-Deployment, Deployment, Two Post-Deployment
    - AFR YR Events are combined Pre- and Post- Deployment Events
-



## ***Eligibility Requirements***

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- 90 Days on Active Duty in Support of a Deployment & Separated from Family
    - YR Wing Rep will send out invitation to cost effective location
  - Pre Deployment Phase: 120 Days Prior to Deployment
  - 1<sup>st</sup> & 2<sup>nd</sup> Post Deployment Phases: Must be off orders and leave prior to attending Post events and be within 24 months of deployment order end date
    - **Eligible attendees not able to attend a YR event due to COVID 19 govt travel restrictions granted an extended window to attend a YR event.**
-





U.S. AIR FORCE

## Upcoming AFR YRP Event Locations

Controlled Unclassified Information (CUI)

### CONTRACTED FY21 LOCATIONS

(E) = East Coast Event (W) = West Coast Event (E/W) = Combined Events  
**Virtual Events**

Joint Base McGuire-Dix-Lakehurst  
24 – 25 Oct 2020

### AFRC Hosted Virtual Events

21 – 22 Nov 2020 (E/W)  
19 – 20 Dec 2020 (E)  
19 – 20 Dec 2020 (W)  
23 – 24 Jan 2021 (E/W)  
27 – 28 Feb 2021 (E/W)  
20 – 21 Mar 2021 (E/W)  
17 – 18 Apr 2021 (E/W)  
15 – 16 May 2021 (E/W)  
19 – 20 Jun 2021 (E/W)

Dallas, TX  
25 – 27 Jun 2021 (W)

Orlando, FL  
18 – 20 Jun 2021 (E)

Joint Base Pearl Harbor-Hickam  
21 – 22 Nov 2020

POC: HQ YR Office (478) 327-1041 [afrc.yellowribbon@us.af.mil](mailto:afrc.yellowribbon@us.af.mil)

2021/05/01

Controlled Unclassified Information (CUI)



## ***Virtual Events to Date***

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- The Air Force Reserve holds two virtual online events monthly
  - Next event is 27-28 February with 100+ participants anticipated.
  - In FY21, the Air Force Reserve has held seven virtual events totaling 189 participants.
  - Incorporating Project Y.E.S. in February 2021
-



## ***Yellow Ribbon Program***

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Yellow Ribbon Program Office 478-327-1041

Program Manager: Ms. Mary Hill 478-327-1298

YRP Coordinator: CMSgt Juliet Guerrero 478-327-0747

Organizational Inbox:

**[afrc.yellowribbon@us.af.mil](mailto:afrc.yellowribbon@us.af.mil)**

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

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*Integrity - Service - Excellence*

## **DEERS & DD 214**



**SMSgt Jessica Jo Almanza**  
**February 2021**

**U.S. AIR FORCE**

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U.S. AIR FORCE

- Service all Guard and Reserve members
- ARC DEERS Project Office (DPO) is the initial contact between you and Defense Manpower and Data Center (DMDC)
- DPO reviews and determines if there is a data discrepancy preventing members from receiving their benefit

## ARC DEERS Project Office

### How to Update DEERS

#### Adding or Removing Family Members

Only sponsors can add or remove family members:

- Go to a [local ID card office](#).
- Call first to verify business hours or to set up an appointment.
- Or, [set up an appointment online](#).





U.S. AIR FORCE

## Entitlements

- Tricare
    - As an IMA (Selected Reserve) you are eligible for Tricare Reserve Select
      - Unless they are a Federal Employee's Health Benefits (FEHB)
      - Member can enroll online or over the phone
        - There is a monthly fee
    - When on orders for 31 days or more
      - Member is eligible for Tricare Prime or Select
        - This is not automatic
        - Member has 90 days from start of orders to enroll
          - If not enrolled within 90 days, member/family will be locked out until open season (no waiver)
          - This includes add a child or spouse
- Member can verify their orders are reflecting in DEERS by visiting milConnect after the fifth business days (block 33 of their orders)
    - <https://www.dmdc.osd.mil/milconnect>
  - If the orders are not reflecting in milConnect the member can submit a myPers incident
    - <https://mypers.af.mil/app/dynamicforms/display/form/441>



## *Entitlements (con't)*

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- Tricare
    - Pre-Alert
      - Member's are entitled to Pre-Alert when they are called to active duty under a Named Contingency
        - Operation Enduring Freedom, Operation Freedom Sentinel
        - Tricare is authorized UP to 180 days from the certification date of member's orders (block 33)
      - TAMP
        - Member's are entitled to Pre-Alert when they are called to active duty under a Named Contingency
        - Tricare is authorized for 180 days
  - **\*\*NOTE\*\***
    - MANDAY orders do not qualify for Pre/Post (TAMP) Tricare
-



## ***New and Upcoming Interest***

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- **Updated Info/Useful Links**

- milConnect at <https://www.dmdc.osd.mil/milconnect/>
    - A new tab has been added under the Correspondence/Documentation tab labeled Military Service History (MSH) to view your Guard/Reserve Active Service Periods and Deployments.
  - Tricare at <https://www.tricare.mil/>
-





U.S. AIR FORCE

**REQUEST FOR ASSIGNMENT OF A COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE**  
(See instructions on back)

OMB No. 0704-0005  
GSA approval expires  
Jan 31, 2014

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, reviewing existing information, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0188), Washington, DC 20301-0188. If you wish to comment on this collection of information, you may also send comments to the Office of Management and Budget, Paperwork Project Director (0704-0102), Washington, DC 20503-0102.

**PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. SEND COMPLETED FORM TO ADDRESS ON BACK.**

**SECTION A - TO BE COMPLETED BY INITIATOR**

1. REQUESTING GOVERNMENT AGENCY ACTIVITY

a. NAME

2. TYPE CODE REQUESTED (X one)

a. TYPE A

b. TYPE F

3. EXCEPTION CODES

a. CAD

b. ADP

4. ADDRESS

a. STREET

b. CITY

c. STATE

d. ZIP CODE

5. TELEPHONE NO.  
(Include area code)

**SECTION B - TO BE COMPLETED BY FIRM TO BE CODED**

6. FIRM

a. NAME (Include branch or Division of, etc.)

b. ADDRESS

a. STREET

b. CITY

c. STATE

d. ZIP CODE

c. CAGE CODE (If previously assigned)

7. PARENT COMPANY AND AFFILIATED FIRMS (X one, and complete as applicable)

a. NONE

b. CURRENTLY AFFILIATED WITH OTHER FIRMS (List names) and addresses of such firms on a separate sheet of paper

c. PREVIOUSLY AFFILIATED WITH OTHER FIRMS (List names) and addresses of such firms on a separate sheet of paper

8. IF FIRM PREVIOUSLY OPERATED UNDER OTHER NAME(S) OR OTHER ADDRESS(ES) SPECIFY THE PREVIOUS NAME(S) AND/OR ADDRESS(ES) (Use separate sheet of paper, if necessary)

9. PRIMARY BUSINESS CATEGORY (X one)

a. MANUFACTURER

b. DEALER/DISTRIBUTOR

c. CONSTRUCTION FIRM

d. SERVICE OFFICE

e. SALES OFFICE

f. OTHER (Specify)

10. NUMBER OF EMPLOYEES

a. YES

b. NO

11. WOMEN-OWNED BUSINESS CONCERN (X one)

a. YES

b. NO

12. NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODES

a. PRIMARY

b. OTHER (Specify)

13. REMARKS

14. FIRM OFFICIAL

a. TYPED NAME (Last, First, Middle initial)

b. DATE SIGNED (YYYYMMDD)

c. SIGNATURE

4. TELEPHONE NO.  
(Include area code)

DD FORM 2051, OCT 2011

PREVIOUS EDITION IS OBSOLETE.

Active Professional 1.0

DD 214



## ***When does a DD 214 get created***

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- When does a DD 214 need to be created:
- Initial period of active duty training regardless of length
  - Initial BMT Tech School with USAFR / ANG
- 90 days or more of continuous active duty
- In support of Contingency Operation
  - 4.5.1. Involuntarily ordered to active duty in the event of a national emergency or war under Title 10, U.S.C., sections 12301, 12302, 12304, 12306, 12307, or 688, prior to 23 January 2019, will be issued a DD Form regardless of the number of days served. On and after that date the minimum participation is 30 consecutive days. The requirement to complete a DD Form 214 due to mobilization is outlined in AFI 10-416, *Personnel Readiness and Mobilization*.
- Active Duty Retirement from a qualifying length of continuous service while drawing immediate pay
  - AGR
  - PDRL / TDRL



U.S. AIR FORCE

## ***Documents needed***

- 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, EPRs/OPRs LOEs, 475s
  - School Certificates
  - DD Form 4
  - AF Form 526s (for DD 214s prior to 2001, in most cases, ARPC can pull from ARMS)
- ***Do IMA members need to complete DD 214 Worksheet in the VMPF?***
  - No, ARPC uses source documents and system resources to create our documents.
  - If you create a WS in vMPF – ARPC will NOT get a notification to create a DD214
  - You - the member - will still need to submit a request through myPers



- **I need Member Copy 4, but PRDA only has Service Copy 2, what do I do?**
    - Service 2 Memorandum will be on MyPers for download and explains Member Copy 4 and Service Copy 2 are identical and either can be used in pursuit of benefits.
  
  - **I no longer have access to complete DD 214 worksheets in vMPF what should I do?**
    - Please contact AFPC Policy/Procedures at DSN: 665-2269
  
  - **I have several questions and I have no idea where to start, what do I do?**
    - Please contact us, at (210) 565-0102, Option 3, Opt. 4 for IMA
-



U.S. AIR FORCE

## ***Service Verification Team Responsibilities***

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- Statements of Service for the purpose of Military Buy Back (only for ANG and AFR)
    - Catch 62
    - Casualty
  - TAFRS (Total Active Federal Reserve Service) letter for Reserve Members only
    - Determining SCD
  - We can provide VA Home Loan Letters for members with >6yrs of Sat Svc.
    - FYI: Your previously created contingency 214 is also qualifying for home loan
-



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