

HQ READINESS & INTEGRATION ORGANIZATION

CHECKLIST

In-Processing

ITEM	POC	LINK	MORE INFORMATION
Unit Checklist	URC/Supervisor		
Reserve Pay Packet	HQ RIO/RPO	Pay Packet	<ul style="list-style-type: none"> - The HQ RIO is the RPO for all IRs - Required to build pay account
Virtual IR Orientation	HQRIO	Virtual Orientation	<ul style="list-style-type: none"> - Introduction and helpful information regarding the IR program
AROWS-R	Member	AROWS-R	<ul style="list-style-type: none"> - View status of orders, download approved orders, and certify completed tours
UTAPSWeb	Member	UTAPS	<ul style="list-style-type: none"> - Schedule IDTs, certify completed periods
CAC	MPF Customer Service		<ul style="list-style-type: none"> - Any DEERS station can issue a CAC or dependent ID
CAC Reader	Unit		<ul style="list-style-type: none"> - Highly recommended for IRs that do not have regular access
DEERS Update	MilConnect	MilConnect	<ul style="list-style-type: none"> - Dependent/DEERS updates -SGLI verification/changes
NIPR/SIPR Account	Unit		<ul style="list-style-type: none"> - Includes Shared Drives, org accounts, etc.
TRICARE	Member	Tricare	<ul style="list-style-type: none"> - View eligibility, change plan options, set up PCM. *there are two regions, TriCare East and West. Your residence will determine your region.
Medical	Assigned MTF	RIO Medical	<ul style="list-style-type: none"> - Provide hard-copy records - Clear overdue items, if required
Dental	Assigned MTF	RIO Dental	<ul style="list-style-type: none"> - Provide hard-copy records - Clear overdue items, if required
First Sergeant	Assigned Unit		<ul style="list-style-type: none"> - Complete Family Care plan, if applicable
CSS or equivalent	Assigned Unit		<ul style="list-style-type: none"> - Check/clear pending or overdue evaluation, if applicable
Unit Fitness Program Mgr (UFPM)	Assigned Unit		<ul style="list-style-type: none"> - Schedule Fitness Assessment/BCA, if required - Provide current profile, if applicable
Unit Training Mgr (UTM)	Assigned Unit		<ul style="list-style-type: none"> - Ensure member is in mylearning - Member's in upgrade; review TFTR
Unit Deployment Mgr	Assigned Unit		<ul style="list-style-type: none"> - Obtain mobility folder - Verify AEFI Code
Unit Security Manager	Assigned Unit		<ul style="list-style-type: none"> - Validate line badge/special access rqmts - Validate/initiate security clearance
Email Account	Assigned Unit/ Comm Focal Point		<ul style="list-style-type: none"> - Validate/initiate email account provisioning
Government Travel Card (GTC)	Assigned Unit		<ul style="list-style-type: none"> - All travelers are required to use a GTC
Defense Travel System (DTS)	HQ RIO Travel (ODTA)	DTS	<ul style="list-style-type: none"> - DTS-R profiles are required for all IRs. - If you have a DTS-R profile, request to pull over -If no DTS-R profile, follow the instructions here: Submit a myFSS case to HQ RIO explaining you need your DTS-R profile created. Use the below link to submit your request. <p>https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?xid=43861</p>