DEPARTMENT OF THE AIR FORCE
HEADQUARTERS READINESS AND INTEGRATON ORGANIZATION

18 December 2023

MEMORANDUM FOR INDIVIDUAL RESERVISTS

FROM: HQ RIO/CC

SUBJECT: HQ RIO Non-Extended Active Duty (EAD) Airman Commissioning Program (ACP)
Board

1. The HQ RIO Non-EAD ACP is designed to commission the highest qualified enlisted Airmen to fill IMA officer positions. The Applicants must be in the Individual Mobilization Augmentee (IMA) program and adhere to participation standards and requirements to be considered for the HQ RIO Non-EAD ACP. Special Duty, Joint Duty Assignment Listing (JDAL) and Lt Col positions are not considered for this program.

2. Applicants are encouraged to visit the HQ RIO Commissioning website to view possible available position opportunities and work with the Talent Management Consultant (TMC) or servicing Detachment who will identify available IMA officer positions. Submitted packages must comply with DAFMAN 36-2032, *Military Recruiting and Accessions,* Chapter 10 and the process outlined on our website: Headquarters RIO > Career Management > Commissioning (af.mil).

3. There will be a HQ RIO Non-EAD ACP board held twice a year (30 April and 31 October) to select the best-qualified candidates for placement in IMA officer positions.   Out-of-cycle boards will need a HQ RIO/CC approved exception-to-policy (ETP) memorandum. Panel members will evaluate applicants and their packages objectively based on the whole-Airman concept. The panel will select candidates who demonstrate commitment to the welfare of Airmen, the Air Force's core values, as well as exhibit the ability to mentor and lead in a dynamic Air Force culture.

4. The HQ RIO Group SEL will oversee the board process for consistency and equity. The board will consist of three voting members: Detachment Commander, Detachment Superintendent, and the IMA to the HQ RIO/CC. The detachment panel members will rotate for each board cycle. HQ RIO Group SEL will send candidates notifications, with specific times, location and/or virtual platform for board convening date(s). For timeline purposes, refer to the attached HQ RIO Non-EAD Milestones Chart.

5. This guidance does not apply to the Cyber Direct Commission/Constructive Service Credit Program. For questions or concerns please contact your servicing RIO Detachment.

NATHAN T. DAY, Colonel, USAF
Commander

Attachments:
1. HQ RIO Non-EAD Commissioning Process
2. HQ RIO Non-EAD Milestones Chart

Attachment 1

HQ RIO Non-Extend Active Duty (EAD) Airman Commissioning Program (ACP) Process

1. The member may contact the HQ RIO Talent Management Consultant (TMC) at ARPC.HQRIO.CareerAssistance@us.af.mil or their servicing Detachment to inquire about position information.
2. The HQ RIO/TMC will send MAJCOM CFMS their perspective vacancies from RMVS to verify position availability for commissioning.
3. The HQ RIO/TMC will send the Detachment Force Management section the verified list from the MAJCOM CFMs; the Detachment Force Management section will verify with the Active duty component the position is available for hire.
    a. Process of verifying with active-duty unit will vary from Det to Det.
4. The Detachments Force Management section will code (secure) the position in RMVS after verifying with the active-duty units gaining commander on accepting commissioning applicant.
5. The member may work with their servicing Detachment in completing their commissioning package. The member can access the application from the HQ RIO website at Headquarters RIO > Career Management > Commissioning (af.mil). The Detachment can find the Non-EAD template at Non-EAD Airman Commissioning Package - All Documents (dps.mil).
6. The member will complete the application to include retrieving all signatures and letters from the AD unit.
    a. Additionally, the member will submit a myEducation case to Education Services to validate GPA and school documentation.
        i. This can be done by logging into their myFSS profile and scrolling down until they see the myEducation Tile. From there, click on "New Education and Training Request" which will open a new ticket. Select the appropriate drop-down options available. Lastly, the queue to look for is either the ARPC Education Services or ARPC Education Services/TA.
7. The member will submit their completed application to their Detachment.
8. The Detachment will do a quality check, and complete the following:
    a. Detachment endorsement on the checklist and MFR in the package.
    b. Complete the checklist by initialing each line item.
    c. Prepare the package in accordance with the HQ RIO templates on SharePoint to meet the HQ RIO Non-EAD ACP board (see policy letter and HQ RIO Non-EAD ACP Milestones Chart)
    d. Send the package to HQ RIO Operations Support in TMT.
9. HQ RIO Operations Support (HQ RIO/OS) will quality check the package, verify the Milestones and push package(s) to meet the board.
10. Upon completion of the board HQ RIO/OS will route approved packages forward via TMT or return disapproved packages back to the Detachment via TMT.
11. Approved packages Routing is as follows:
    a. HQ RIO/OS routes to HQ RIO/CCC for signature
    b. HQ RIO/OS or HQ RIO/CCC routes to HQ RIO/CC for signature

c. HQ RIO/OS routes to ARPC/CC for signature
d. Approved packages from ARPC/CC, HQ RIO/OS will create a myVector ticket to ARPC/DPAA.
e. ARPC/DPAA receives package, enrolls member in Wing Intro.
f. ARPC/DPAA will give the member a list of courses.
g. The member will select a course.
h. ARPC/DPA will work on allocation and TLN.
i. ARPC/DPA cuts the order.

Note: In the event a previously secured position is no longer available for an approved applicant, instruct the member to contact HQ RIO/TMC for assistance with positioning.

Attachment 2

HQ RIO Non-EAD ACP MILESTONES Chart

First Cycle of Current Calendar Year

January: HQ RIO/TMC coordinate with CFM for vacant IR positions – NLT the first week of the month
February: HQ RIO/TMC verify with RIO Dets on RMVS accuracy – NLT 10th day of the month
April: Nomination packages due to detachment – NLT 7th day of the month
April: Nominations packages due to HQ RIO Operations Support – NLT 15th day of the month
April: Nomination packages due to HQ RIO/CCC - NLT 17th day of the month
April: Board convenes – Last week of the month
May: Results presented to HQ RIO/CC for review and endorsement – NLT 5th day of the month
May: Results presented to HQ ARPC/CC review and endorsement – NLT 10th day of the month
May: Results released – NLT 15th day of the month

Second Cycle of Current Calendar Year

July: HQ RIO/TMC coordinate with CFM for vacant IR positions – NLT the first week of the month
August: HQ RIO/TMC verify with RIO Dets on RMVS accuracy – NLT 15th day of the month
September: Nomination packages due to detachment – NLT 15th day of the month
September: Nominations packages due to HQ RIO Operations Support – NLT 30th day of the month
October: Nomination packages due to HQ RIO/CCC – NLT 15th day of the month
October: Board convenes – Last week of the month
November: Results presented to HQ RIO/CC for review and endorsement – NLT 5th day of the month
November: Results presented to HQ ARPC/CC review and endorsement – NLT 10th day of the month
November: Results released – NLT 15th day of the month

Notes:
** ALL submissions must be submitted to the member's servicing detachment via myFSS
** RIO Detachments will utilize ETMS2 (TMT) to upload and route to HQ RIO Ops Support
** Dates are subject to change