



# THE GUIDE

for Individual Reservists

## HOW TO USE THE IR GUIDE:

- The Table of Contents is hyperlinked; just click on a page to go there.
  - The document itself is also bookmarked.
- The forms, guidance, and websites you may need are hyperlinked within the chapters.
  - The IR Guide is best used in PDF electronic format rather than printed on paper.

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DEPARTMENT OF THE AIR FORCE  
HQ READINESS AND INTEGRATION ORGANIZATION (RIO)

30 June 2025

MEMORANDUM FOR Individual Reserve (IR) Members

FROM: HQ RIO/CC  
18420 E. Silver Creek Ave, Bldg 390  
Buckley SFB CO 80011

SUBJECT: Individual Reservist (IR) Accountability & Expectations (HQ RIO/CC, GM #25-06)

References: (a) AFI 10-250, *Individual Medical Readiness*, 22 July 2020  
(b) DAFI 36-2110, *Total Force Assignments*, 9 August 2024  
(c) DAFMAN 36-2136, *Reserve Personnel Participation*, 15 December 2023  
(d) DAFMAN 36-2114, *Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs*, 24 May 2021  
(e) DoDI 1215.06, *Uniform Reserve, Training, and Retirement Categories for the Reserve Components*, 12 July 2022

1. As a new member of the IR Portfolio, I want to take the opportunity to say “Welcome” and outline my expectations for you regarding accountability and *Total Readiness*. In accordance with priorities communicated by the Chief of the Air Force Reserve, readiness is a priority and aligns with our national defense objectives. The success of our IR portfolio requires personal and professional accountability, and awareness to “stay green.” There are many aspects to maintaining *Total Readiness* and I expect you to accept the responsibilities required to remain “Ready Now.”

2. While AFI 10-250 affirms individual responsibility of all Airmen to monitor and complete Individual Medical Readiness (IMR), *Total Readiness* includes more than just these specific requirements to stay “Ready Now.”

a. IMR includes Periodic Health Assessments (PHA), Mental Health Assessments (MHA), Individual Medical Equipment (IME), labs, immunizations, dental exams, and awareness and communication on any duty or deployment limiting conditions.

b. *Total Readiness* is defined as “staying green” on IMR and current or in compliance on the following: maintaining career field skill levels and security clearance to include annual SCI refreshers as required, staying current on all Computer-Based Training (CBT) requirements, all aspects of personnel records updated and “board ready”, physical fitness assessments, and Standards & Readiness Reviews.

1) Systems of Record: ARCNet, MyIMR, myFitness, and myLearning are all systems of record that can assist you in monitoring your *Total Readiness*. If one system is down, another can serve as a back-up to provide the most current information when appropriate.

2) NOTE: Failure to maintain *Total Readiness* may result in delays in processing orders and/or placement in No Pay No Points status (NPNP) by your RIO Detachment Commander in accordance with DAFI 36-2110 & 36-2114. Continued failure to accomplish these requirements may result in adverse administrative action and involuntary reassignment to the Individual Ready Reserve (IRR).

3) IAW DAFMAN 36-2136, para 1.7.2., reservists with any expired individual medical readiness (IMR) requirement will not participate in any point-gaining activities other than a military medical/dental evaluation or examination consistent with DoDI 1215.06.

4) Your medical readiness requirements are scheduled and completed in coordination with your AC unit/organization servicing Military Treatment Facility (MTF). All other *Total Readiness* requirements are scheduled and completed in coordination with your AC unit/organization URC and/or supervisor.

5) *Total Readiness* also includes your responsibility to ensure performance reports (i.e., OPBs & EPBs), promotion recommendations (i.e., PRFs) and awards and/or decorations are routed through the applicable myFSS application in a timely manner in coordination with your AC unit/organization's Force Management Section to ensure suspense dates are met.

3. *You are NOT ALONE!* You have access to multiple support resources including: your direct supervisor, your assigned active component (AC) unit/organization and its Unit Reserve Coordinator (URC), the Senior IMA, and Reserve Advisor (RA); as well as HQ Readiness and Integration Organization (RIO). HQ RIO also hosts a wealth of resources on our Portal for you to use “at the point of need” to navigate your career.

a. *Get connected!* I expect you to contact your URC and AC unit/organization supervisor to complete in-processing checklists and discuss participation requirements/schedule. Make sure you are set up for success by ensuring access to myFSS, UTAPS, ARCNet, AROWS-R, DTS, and email accounts for your assigned AC unit/organization. Stay in regular contact with your URC and supervisor.

b. *Fulfill your requirements!* Ensure you coordinate with your AC unit/organization supervisor and submit your IDT & AT plan for the FY. Make sure you keep an eye on your Anniversary Year to ensure a satisfactory year, creditable towards retirement.

c. *Stay reachable!* I expect you to ensure your contact information (i.e., personal and duty emails, home and business phone numbers, and home and mailing addresses) are correct in vMPF. Your assigned unit/organization will be your POC for recall roster purposes, but your servicing RIO Detachment will require current contact information for you as well.

d. *Stay plugged in!* Make every effort to attend one instance of the quarterly IR Orientation hosted by HQ RIO, as well as quarterly IR All Calls as able, read the bi-weekly “RIO Buzz” newsletter, and stay abreast of updates provided by HQ RIO to the maximum extent possible. We work hard to keep you informed!

4. Again, welcome to “PhD-level reserve.” We understand you will feel overwhelmed at times, so just remember you have an entire team dedicated to helping you at every turn.

NATHAN T. DAY, Colonel, USAF  
Commander

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## **INTRODUCTION**

# **HQ Individual Reservist (IR) Readiness Integration Organization (RIO) Mission/Vision/Strategic Priorities**

**Figure 0.1 Mission, Vision and Commander's Interest Items**



### **MISSION**

Provide tailored global customer support to empower ready Individual Reservists who create mission impact

### **VISION**

Dynamic partner that integrates and supports ready Airmen who provide critical strategic depth to the Nation

### **CC's Interest Items**

Taking Care of RIO

Taking Care of IRs

Taking Care of Active Duty

## **IR Guide**

This reference guide answers some commonly asked questions about the IR Program. It also provides references, governing directives, points of contact, guidance on completing forms and instructions on specific systems regularly used by an IR.

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Source: "The Guide" is assembled by Headquarters Individual Reservist (IR), Readiness & Integration Organization [HQ IR RIO (*Identified as HQ RIO from this point forward*)], located at Headquarters Air Reserve Personnel Center (ARPC), Buckley Space Force Base, CO. It is designed to connect IRs to information that allows them to successfully navigate their integration & sustainment in the IR Program and remain current on all personnel and readiness requirements. For more information, use the contact information below.

Mail: HQ RIO, 18420 Silver Creek Ave Bldg. 390 MS 68, Buckley SFB, CO 80011

Phone: Toll Free 1-800-525-0102, option 3 (Reserve)  
Email: HQ RIO Workflow at: [arpc.det1.rio@us.af.mil](mailto:arpc.det1.rio@us.af.mil)

## How to Use the IR Guide

For the purpose of this guide, when IR is referenced, it is referring to Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reserve (PIRR) unless otherwise specified. If requirements differ for the IMA and PIRR, IMAs will be highlighted in **GREEN** and PIRR will be highlighted in **PURPLE**.

### INDIVIDUAL MOBILIZATION AUGMENTEE (IMA)

**IMAs** (Category “B”) are assigned or attached to either an active duty or Reserve Major Command (MAJCOM), Forward Operating Unit (FOU), Direct Reporting Unit (DRU), joint organization or an outside agency.

### PARTICIPATING INDIVIDUAL READY RESERVIST (PIRR)

**PIRRs** (Category “E”) also known as the Ready Reinforcement Personnel Section (RRPS) primarily participate for points only and are attached to Active Component units. PIRR may earn pay and points on Military Personnel Appropriation (MPA) or Reserve Personnel Appropriation (RPA) status. **PIRR members DO NOT have a FY “AT/IDT” requirement. However, they must maintain readiness requirements.**

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In case of conflict with Air Force (AF) or Major Command (MAJCOM) instructions, the applicable instruction will take precedence over this guide. Send recommended changes for this guide to HQ IR RIO/Inactive Ready Reserve (IRR), Plans, Programs and Readiness, at [arpc.det1.rio@us.af.mil](mailto:arpc.det1.rio@us.af.mil). This guide is a living document and changes will be implemented within 30 days or less. This guide is affected by the Privacy Act of 1974. Each form is subject to the provisions of [AFI 33-332, Air Force Privacy and Civil Liberties Program](#), and contains a Privacy Act Statement either incorporated into the body of the document or in a separate statement accompanying each such document. This publication does not apply to Air National Guard (ANG) or Air Force Reserve (AFR) units and their members. Authority: **Title 10, United States Code (USC), Sections 688, 10142, 10143, 10149, 12301, 12303, 12304(a), 12304(b), 12306, 12307, 12731, 12731(a), 12732 and 12733.**

## **CHAPTER 1 – GENERAL INFORMATION**

### **About HQ RIO and the IMA Program**

#### **HQ RIO**

**Reference:** <https://www.hqrio.afrc.af.mil/About/HQ-RIO/>

HQ RIO is located at Buckley Air Force Base, Colo. Its mission is to provide tailored global customer support to empower ready Individual Reservists who create mission impact.

It first opened its doors on Feb. 1, 2014, and began transitioning management of the IR program from the Readiness Management Group as part of Air Force-directed manpower transformation initiatives. HQ RIO was officially activated on Oct. 1, 2014.

The organization is responsible for managing the readiness of the IR force and standardizing the processes associated with getting our IRs to the fight. Seven detachments and seven operating locations at geographically-separated bases around the world assist the headquarters in this mission, providing direct oversight and support to more than 8,000 IR Airmen. The headquarters is located within the Air Reserve Personnel Center, where synergies are leveraged across the personnel and financial management functions.

IRs fall into two categories: **IMAs**, who participate for pay and points, and **PIRRs**, who participate for points only. Both IMAs and PIRRIs augment active-component agencies throughout the Department of Defense and are rated by active-duty or government-agency supervisors.

The IR dates back to 1947 when Lt. Gen. George E. Stratemeyer, the first Continental Air Command Commander, established the mobilization assignee program. Today, the IR program is a critical piece of the Total Force equation, with its Reserve Airmen supporting more than 50 major

commands, combatant commands and government agencies around the world. The program provides the Department of Defense with a unique, cost-effective asset in the form of part-time, fully-qualified airmen who can augment an organization when needed and who bring with them unique skillsets from the civilian sector.

In order to be fully mobilization-ready, these reservists 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 Leadership/Staff Contact Info**

<https://www.hqrio.afrc.af.mil/About/HQ-RIO/>

##### **HQ RIO Commander**

DSN 847-3696 / Comm 720-847-3696

##### **HQ RIO Exec Officer**

DSN 847-3696 / Comm 720-847-3696

##### **HQ RIO First Sergeant**

DSN 847-3301 / Cell 303-886-6660

##### **HQ RIO Travel**

DSN 497-0166 / Toll Free 1-877-294-5822

<https://www.hqrio.afrc.af.mil/Travel/>

##### **HQ RIO Pay**

DSN 665-0102 / Toll Free 1-800-525-0102

<https://www.hqrio.afrc.af.mil/Pay/>

##### **myFSS**

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

##### **HQ RIO Force Development Info**

<https://www.hqrio.afrc.af.mil/Career-Management/Force-Development/>

##### **HQ RIO Benefits & Entitlements Info**

<https://www.hqrio.afrc.af.mil/Benefits-Entitlements/>

##### **HQ RIO Deployment Info**

<https://www.hqrio.afrc.af.mil/Deployments/>

##### **HQ RIO Orders Info**

<https://www.hqrio.afrc.af.mil/Orders/>

## **HQ RIO Training Info**

<https://www.hqrio.afrc.af.mil/Training/>

## **Total Force Service Center (TFSC)**

DSN 665-0102 / Comm 210-565-0102 / Toll Free 1-800-525-0102

# **Detachment Leadership/Staff Contact Info**

## **Det 2 Joint Base Pearl Harbor-Hickam, Hawaii**

<https://www.hqrio.afrc.af.mil/About/Detachments/Det-2/>

DSN 315-449-0585 / Comm 808-449-0585

[arpc.hqriodet2@us.af.mil](mailto:arpc.hqriodet2@us.af.mil)

## **Det 3 Peterson Air Force Base, Colorado**

<https://www.hqrio.afrc.af.mil/About/Detachments/Det-3/>

DSN 692-2561 / Comm 719-554-2561

[RIO.Det.3.1@us.af.mil](mailto:RIO.Det.3.1@us.af.mil)

*OL - Barksdale AFB, Louisiana*

DSN 781-9637 / Comm 318-456-9637

[307BW.HQRIODet3OL.Barksdale@us.af.mil](mailto:307BW.HQRIODet3OL.Barksdale@us.af.mil)

## **Det 4 Scott AFB, Illinois**

<https://www.hqrio.afrc.af.mil/About/Detachments/Det-4/>

DSN 779-7919 / Comm 618-229-7919

[arpc.hqriodet4@us.af.mil](mailto:arpc.hqriodet4@us.af.mil)

*OL - JB San Antonio, Texas*

DSN 487-2562 / Comm 210-652-2562

## **Det 5 Robins AFB, Georgia**

<https://www.hqrio.afrc.af.mil/About/Detachments/Det-5/>

DSN 497-2331 / Comm 478-327-2331

[hqriodet5robins@us.af.mil](mailto:hqriodet5robins@us.af.mil)

**Det 6 MacDill AFB, Florida**

<https://www.hqrio.afrc.af.mil/About/Detachments/Det-6/>

DSN 968-5035 / Comm 813-828-5035

[riosdet6@us.af.mil](mailto:riosdet6@us.af.mil)

*OL - JB Langley-Eustis, Virginia*

DSN 764-5101 / Comm 757-764-5101

[HQRIO.Det6OL-JBLE@us.af.mil](mailto:HQRIO.Det6OL-JBLE@us.af.mil)

*OL - Hurlburt Field, Florida*

DSN 579-2820 / Comm 850-884-2820

[riodet6OLHurlburt@us.af.mil](mailto:riodet6OLHurlburt@us.af.mil)

**Det 7 JB Anacostia-Bolling, D.C.**

<https://www.hqrio.afrc.af.mil/About/Detachments/Det-7/>

DSN 297-3080 / Comm 202-767-3080

[arpc.hqriodet7@us.af.mil](mailto:arpc.hqriodet7@us.af.mil)

*OL – Pentagon (services Mobilization Assistants only)*

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IR 101 is a web-based training learning experience available on RIO's Training Site with more information on the IMA program and resources:

## HQ RIO, Detachments & Operating Locations (OL)

## Figure 1.1 HQ RIO, Detachment and Operating Locations Map

## Roles and Responsibilities

## **HQ RIO Commander (HQ RIO/CC)**

**Reference: DAFMAN 36-2114 Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs**

The HQ RIO/CC exercises authority over IRs with respect to administration and support including personnel management, training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the IR force.

This authority, which may be delegated to the Detachment Commanders, is necessary to fulfill statutory responsibility for administration and support of the IR force. In addition, the HQ RIO/CC exercises authorities authorized under the Uniform Code of Military Justice (UCMJ) and coordinates UCMJ actions with the Active Component (AC) commander. Actions may be pursued by one of the three Commanders (AC, HQ RIO, or Detachment Commanders) but not simultaneously.

The HQ RIO/CC exercises authority over administration and support including:

- Personnel Management (Reference: DAFMAN 36-2114 Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs)



- Non-Extended Active Duty Airman Commissioning Program
- High Year Tenure and Mandatory Separation Date extensions

- Host Aviation Resource Management
- Conduct IR Orientation Courses
- Solicit nominations for special trophies and awards
- Training
- Readiness
- Mobilization and demobilization (**IMAs** only)
- Discipline
- Operational oversight and control over the Reserve Pay and Travel Offices
- Provide guidance for IR participation in the Department of Defense (DoD) Yellow Ribbon Program
- Account for IRs In Accordance With (IAW) [AFI 10-203, Crisis Response Process](#)
- Other matters not included in the operational missions of the IR force.

## **HQ RIO Detachment Commanders and Chiefs of IR Operations**

***Reference: [DAFMAN 36-2114 Management of the Air Force Reserve Individual Reserve \(IR\) and Full-Time Support \(FTS\) Programs](#)***

An integral part of the HQ RIO staff, Detachments are generally located at a major command (MAJCOM) or joint command. Detachment commanders (Det CCs) are responsible for advising active component commanders on:

- Accountability
- Recall and mobilization plans
- Officer promotion matters
- Evaluations
- Line of Duty Determinations (LODs)
- Incapacitation Pay (INCAP Pay)
- Medical Continuation Orders (MEDCON)
- Special actions

They also:

- Provide specific personnel and administrative oversight of their assigned IRs
- Monitor readiness

- Manage Reserve Personnel Appropriate (RPA) funds
- Monitor training and Formal School requests
- Manage the Unit Personnel Management Rosters (UPMR)
- Initiate leveling actions
- Process assignment/separation actions
- Coordinate enlisted promotion actions
- Monitor participation accountability
- Publish IR orders in Air Force Reserve Orders Writing System (AROWS-R)
- Process Defense Travel System (DTS) Authorizations and Vouchers

NOTE: How Detachments Service IMAs is a web-based training learning experience available on RIO's Training Site: [Click Here!](#)

## Unit Reserve Coordinator (URC)

***Reference: [DAFMAN 36-2114 Management of the Air Force Reserve Individual Reserve \(IR\) and Full-Time Support \(FTS\) Programs](#)***

The Unit Reserve Coordinator (URC) represents the Active Component commander/director by overseeing the IR program at the unit level and is key to a successful reserve program.

URCs assist supervisors and other staff in managing unit commander's programs to ensure all guidelines are being followed in accordance with applicable AF, AFRC, and HQ IR RIO policies.

- Unit Fitness Program Manager (UFPM)
- Unit Deployment Manager (UDM)
- Unit Training Manager (UTM)
- Unit Security Manager (USM)
- Drug Demand Reduction Program (DDRP) Trusted Agent
- Government Travel Card (GTC)
- Awards & Decorations
- Evaluations

URCs also are responsible for ensuring all personnel actions are completed promptly, and updated in Military Personnel Data System (MilPDS) and also for creating and maintaining IR Management Folders.

- Promotions
- Skill level upgrades
- Changes of reporting official

In addition, they review management products on a monthly basis to ensure data accuracy and report readiness statistics to commander.

- Alpha rosters
- Assignment/attachment rosters
- IR readiness rosters etc.

URCs are a critical conduit between RIO Force Management, the Detachment and the IR for distribution of information and accountability purposes; therefore, it is imperative that IRs communicate with their URC and notify them of significant life events that may have an effect on their career.

A Valuable IR Resource: The URC is a web-based training learning experience available on RIO's Training Site: [Click here!](#)

## AC Unit Commanders/Civilian Directors

***Not referenced [DAFMAN 36-2114 Management of the Air Force Reserve Individual Reserve \(IR\) and Full-Time Support \(FTS\) Programs](#)***

An integral part of overall IR management, AC Unit Commanders and Civilian Directors are responsible for the following:

- Ensure Enlisted and Officer Performance Reports are completed
- Prepare and complete IR decorations
- Monitor IR officer qualification for promotion and
- Prepare officer promotion recommendations
- Reenlistment recommendations
- Ensure IRs have Government Travel Card access
- Initiate and process Unfavorable Information File (UIF) actions
- Make Line of Duty recommendations

## AC Unit Supervisors

### ***Not referenced [DAFMAN 36-2114 Management of the Air Force Reserve Individual Reserve \(IR\) and Full-Time Support \(FTS\) Programs](#)***

The IR supervisor is responsible for familiarizing the member with unit mission and mobilization role. The supervisor will work closely with the IR to ensure all training and readiness requirements are met. In addition, supervisors will work closely with the URC and the Detachment to ensure all required personnel actions are accomplished in a timely manner.

- Work closely with the IRs to establish a realistic and meaningful annual training plan
- Develop and approve Inactive Duty Training (IDT) schedules no later than 15 Aug for the upcoming Fiscal Year
- Administer officer and enlisted Airmen Comprehensive Assessments and Performance Reports
- Ensure Readiness requirements are met
- Submit recommendations for award and decorations
- Counsel, recommend and monitor IRs participation in developmental education

## The Owning Organization's Military Personnel Flight (MPF)

### ***Reference: [DAFMAN 36-2114 Management of the Air Force Reserve Individual Reserve \(IR\) and Full-Time Support \(FTS\) Programs](#)***

In general, the Military Personnel Flight (MPF) within the Force Support Squadron (FSS) provides base-level personnel support for assigned/attached IRs. The MPF conducts in and out-processing, enters Defense Eligibility Enrollment Reporting System (DEERS) updates, administers the Officer and Enlisted Performance Reports (OPRs and EPRs) programs, reports monthly IR evaluation status to the commander, ensures MilPDS reflects current rater information, manages officer promotions, and processes awards and decorations. They also ensure the Military and Family Readiness Center provides required pre-separation counseling after 180 days or more of continuous orders, and provides casualty service assistance.

## AC First Sergeant

### ***Not referenced [DAFMAN 36-2114 Management of the Air Force Reserve](#)***

## ***Individual Reserve (IR) and Full-Time Support (FTS) Programs***

The First Sergeant provides IRs the same level of interface as their AC counterparts.

- Conduct quality reviews of performance reports, awards, decorations and promotions
- Disciplinary actions in accordance with *AFI 36-2113, The First Sergeant*
- Ensure IRs have an approved Family Care Plan on file

## **AC Unit Deployment Manager**

***Reference: DAFMAN 36-2114 Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs***

The Unit Deployment Manager (UDM) assists unit commanders with AEFI determination and alignment of assigned personnel. They must provide AEFI alignment on assigned personnel to the Installation Personnel Readiness Office for AEFI update in MilPDS within fifteen calendar days after the member has in-processed the unit. The UDM must also notify the IMA of their new deployment vulnerability window.

## **AC Unit Training Manager**

***Reference: DAFMAN 36-2114 Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs***

The Unit Training Manager (UTM) manages IR training by coordinating training related issues with the Detachment, including submission of AF Form 2096 Classification/On-The-Job Training Action, formal school requests and providing upgrade training status to the Detachment, as requested.

## **AC Unit Fitness Program Manager**

***Not referenced in DAFMAN 36-2114 Management of the Air Force Reserve Individual Reserve (IR) and Full-Time Support (FTS) Programs***

The Unit Fitness Program Manager (UFPM) ensures IRs accomplish their Fitness Assessment (FA), when required, and follows up with the Fitness Assessment Cell (FAC) to ensure FA scores are updated in myFitness, which is accessible through [myFSS](#) in a timely manner. Reference

[Tab 1. Air Force Body Composition Policy Memo.pdf](#)

## AC Unit Security Manager

### ***Not referenced in [DAFMAN 36-2114 Management of the Air Force Reserve Individual Reserve \(IR\) and Full-Time Support \(FTS\) Programs](#)***

The Unit Security Manager (USM) ensures IRs are incorporated in the commander's information and personnel security programs. The USM will take action on all security clearance matters to include initial investigations and renewal investigations.

## Individual Reservist

### ***Reference: [AFMAN 36-2136 Reserve Personnel Participation](#)***

An Individual Reservist (IR) must be constantly vigilant in every aspect of his or her career and be prepared for mobilization when called upon. This includes, but is not limited to:

- Medical and dental
- Fitness
- Security clearance
- Family Care Plan (as required, if applicable)
- Air Force Specialty Code (AFSC) and ancillary training
- Maintaining military standards
- Initiate voluntary reassignment actions
- Provide copies of civilian medical history to the assigned installation Medical Treatment Facility, including copies of past illnesses or injuries not recorded in IRs military medical record.
- Keep personal data updated in virtual Military Personnel Flight (vMPF) accessible through Air Force Personnel Center (AFPC) Secure or the [Air Force Portal](#) under PERSONNEL & CAREER.
- Submit orders requests through myFSS under IMA Management, Orders Writing Cell request at least 30 days in advance of requested military duty. This allows for quality checks and proper routing of orders through the approval process. (See the [myFSS Order Request Quick Guide](#))
  - Annual Training order requests for the current Fiscal Year must be submitted no later than 31 May to ensure publication by 30 Jun

- Update Defense Travel System (DTS) accessible through the [Air Force Portal](#) under FINANCE & TRAVEL or direct via [Defense Travel System \(DTS\)](#). IMAs should have a Reserve account created and select their servicing detachment to ensure travel authorizations and vouchers are processed correctly. If you experience difficulty, contact your Detachment Organization Defense Travel Administrator (ODTA). (See the [DTS Quick Guide](#) for instructions.)
- Coordinate/submit participation schedule through Active Component supervisor. IDT schedule is submitted through Unit Training Assembly Participation System (UTAPS) Web, which is accessible via [ARROWS-R](#) by using the drop down in the upper left-hand corner after logging in. (See the [UTAPS Quick Guide](#) for instructions.)
  - Schedules must be submitted prior to 15 August for the next Fiscal Year (FY).
- [Air Force myLearning](#) and the [Air Reserve Component Network \(ARCNet\)](#) are the primary source locations for monitoring readiness/training status. (See the [ARCNet Quick Guide](#) for instructions.)
  - ADLS access also on the [Air Force Portal](#) under EDUCATION/TRAINING/FORCE DEVELOPMENT.
  - ARCNet access on the [Air Force Portal](#) under PERSONNEL & CAREER.

## IMA Mentorship Program

The HQ RIO IR Advisory Council's IMA Mentorship Program is a resource that offers one-on-one assistance that augments service provided by the Detachments and local Unit Reserve Coordinators. Its purpose is to increase the overall readiness of the IMA force by enhancing knowledge and communication between HQ RIO and the IMA population.

If you or a fellow IMA would benefit from the IMA Mentorship Program, please reach out to the IR Advisory Council member assigned as the point-of-contact for your respective Detachment. The list of mentors can be found [HERE](#).

If you would like to volunteer to be a mentor, eligibility criteria and the volunteer form can be found [HERE](#).

## **CHAPTER 2 - PARTICIPATION AND POINT CREDIT**

### **Participation Requirements**

Individual Reservist (IR) participation requirements are outlined in [DAFMAN 36-2136 Reserve Personnel Participation](#), Title 10 USC 10147, Ready Reserve: Training Requirements; Title 10 USC 10148, Ready Reserve: Failure to Satisfactorily Perform Prescribed Training, and [DoDI 1215.06, Uniform Reserve, Training, and Retirements Categories. Participation, Points and R/R for IRs is a web-based training learning experience available on RIO's Training Site: \[Click here!\]\(#\)](#)

There are two types of participation requirements: the Retention/Retirement (R/R) year requirement, used to ensure a member receives adequate credit for the year toward retirement and the FY training requirement, used to ensure a member performs all of their Annual Tour (AT) and IDTs.

IRs must follow both the Retention/Retirement (R/R) and FY participation requirements. IRs must earn a minimum of 50 total retirement points per R/R year. Every member is automatically credited 15 membership points. Your remaining 35 points can be attained by performing any type of tour, paid or unpaid. FY training requirements may be waived by the Detachment Commander; however, R/R year requirements cannot be waived.

All reservists need 20 satisfactory (R/R) years to qualify for retirement benefits. All benefits, with the exception of retirement pay and medical go into effect once you retire. Retirement pay starts at age 60 or applicable reduced retirement age.

### **Retention/Retirement (R/R) Year Participation**

R/R dates vary from member to member and are used to determine satisfactory years for the purpose of retirement. If a member is assigned on or after 1 October 1995, an R/R date is established as the date of initial entry into uniformed service, however, a new R/R date may be established if an assignment is from an inactive status.

An R/R year begins on one day of one year and ends on the preceding day of the next year. For example, for a member with an R/R of 1 July: if the first day began on 1 July 2021, then the R/R year would conclude on 30 June 2022.

The R/R date is found on assignment orders, Career Data Brief (CDB), or by reviewing a point

summary via the Point Credit Accounting Reporting System (PCARS). PCARS is accessible through the vMPF through the AFPC Secure link which can be accessed on the [Air Force Portal](#) or myFSS website.

## **Fiscal Year (FY) Participation**

Fiscal Year (FY) participation requirements, AT and IDTs, are mandatory for IRs to remain active in the billet occupied. They must be performed within an FY, 1 October to 30 September, and are specific to the reserve billet the member occupies. Reservists can find their FY requirements printed in the remarks section of the assignment order or by contacting the servicing URC or Detachment if uncertain (see Table 3.1. Participation Requirements by Reserve Section ID). IRs who do not meet FY participation must submit a participation waiver request to their Detachment Commander to waive or substitute their requirements. PIRR members DO NOT have a FY training requirement.

## **Annual Training (AT)**

Annual Training (AT) is the minimal period of active duty training IRs must perform each FY to satisfy the training requirements associated with their assignment. The primary purpose of AT is to provide individual and/or unit readiness training, but may support active component missions and requirements. IMAs with 48 paid IDTs (Reserve Section Codes MB, ME, or MR), may perform up to 15 calendar days (excluding authorized travel) of Annual Training in a FY with approval of the Detachment Commander. IMAs with 24 paid IDTs (Reserve Section code MC) normally perform 12 calendar days of Annual Training in a FY, unless a waiver is obtained in advance from the Detachment Commander (see Table 3.1. Participation Requirements by Reserve Section ID). AT orders cannot cross FYs. IRs earn one active duty point for each day of duty performed in AT status. In addition, the IR will receive one point for days on which official travel pay is authorized; however, the point(s) received will not count toward AT requirement. In order for AFRC to obligate funds, all AT order requests must be submitted in myFSS No Later Than (NLT) 31 May of every year. If a member is still not sure of his/her AT schedule, he/she should still submit a request in myFSS by the suspense with the “best guess” dates. An amendment can always be done later. AT normally starts on a non-holiday Monday and ends on the 2nd Friday.

(See [myFSS Order Request Quick Guide](#) for step-by-step instructions for requesting AT orders.)

Split AT may be allowed by the Detachment Commander to accommodate special mission or training requirements and is the exception. Split ATs will not be for the IR's convenience and must be justified in the comment section of the myFSS order request. IDTs may be taken in conjunction with split tour; however, they may only be split when travel is involved.

PIRR members can perform AT in a points-only status. Because PIRR members are not assigned to a funded billet, there is no pay, allowance, travel or per diem authorized for the cost of AT

## **Inactive Duty for Training (IDT)**

IRs can only earn Inactive Duty for Training (IDT) points for activities preparing them for full-time utilization or mobilization, which also includes performing your assigned duties (On the Job Training [OJT]). An IDT is a minimum 4-hour period of training, duty, or instruction. An IR may work up to 2 blocks of IDTs in one day for an 8-hour minimum work day. However, an IR may be required by their duty location to work up to a 12 hours shift in one work day and will only be credited with the 2 points per day maximum. IRs will be paid for the number of IDTs required by their position's Reserve Section ID (see Table 3.1. Participation Requirements by Reserve Section ID). PIRR members may perform IDTs in a non-pay, points only status only. One point is earned for each 4-hour block of time worked. Lunch time does not count. For PIRRs, the points accrued are inactive points creditable towards a reserve retirement. IAW [DAFMAN 36-2136 Reserve Personnel Participation](#), Para 4.2.1, IRs must submit a schedule of IDTs and obtain approval from their supervisor in UTAPS Web accessible through the AROWS-R homepage NLT 15 Aug for the upcoming FY.

(See [UTAPS Quick Guide](#) for step-by-step instructions.)

## **Overseas IDT**

Members assigned/attached to Continental United States (CONUS) are not authorized to perform IDTs overseas. Members who reside within the US and its territories and possessions may also not perform IDT overseas unless assigned/attached overseas. Members who reside overseas may perform IDT in the country in which they are assigned/attached.

## **Points Only**

An IR may earn non-paid points for R/R credit in authorized activities; however, the maximum number of creditable IDTs, Extension Course Institute (ECI), Advanced Distributed Learning (ADL) and membership points is 130 in one R/R year. Non-paid Points Only IDTs are allowable for military medical and dental appointments as well as fitness assessments. Members can see their position's IDT requirement by looking at their career data brief in the vMPF.

## **Point Crediting**

Points are a unit of measurement for tracking an IR's participation. Points are also used to calculate the amount of participation for Reserve retirement purposes. IRs are credited with a year of satisfactory federal service for retirement when they earn a minimum of 50 points (including membership points) in a full R/R year.

IRs receive points after participation in authorized training programs and activities. IRs can earn one point for each day of active duty, one point for four hours of inactive duty training (not to exceed two points per calendar day), one point for every four credit study hours of military correspondence courses and 15 membership points (prorate points for periods less than a year). Points affect retention, future retirement benefits and potential for promotion.

## **Active Duty Points**

One point is given for each full day of active duty, RPA (AT, Active Duty for Training [ADT], Active Duty for Operational Support [ADOS], School) and Military Personnel Appropriation (MPA) tours. In addition, the member will receive 1 point for days on which official travel is authorized.

## **Reserve Personnel Appropriation (RPA)**

In addition to AT and IDTs, there are two other types of special tours that fall under RPA: ADT and ADOS. ADT is used to supplement AT and IDT when additional training is needed to achieve or maintain a required skill or skill level in the IRs assigned Duty Air Force Specialty Code (DAFSC). ADOS provides direct support to Reserve programs. Each day worked is worth one active duty point. In addition, one point is earned for days on which official travel pay is authorized. IRs must be green in ARCNet before an RPA tour order request is approved.

## **School Tours**

School tour funding may be used by IRs for, but not limited to, the following: Officer Developmental Education (DE), Enlisted Professional Military Education (EPME), Professional Continuing Education (PCE), Advanced Distributed Learning (ADL), initial skill training for nonrated officers and enlisted members (technical school for award of AFSC). Courses must be in-residence to be eligible for

funding. PIRR members are authorized Professional Military Education (PME) & ADL courses for points only.

## **Military Personnel Appropriation (MPA)**

Military Personnel Appropriation (MPA) days are used to support Active Component missions. The MAJCOM/Agency is responsible for allocating MPA to the Active Component organizations. The Active Component organization is responsible for managing and validating MPA man-day requests, requirements, forecasts, and usage. Both IRs and PIRR members are eligible for pay and points working MPA. Each day worked is worth 1 active duty point towards retirement. In addition, the IR will receive one point for days on which official travel is authorized. IRs must be green in ARCNet and have their AT and IDTs for the current FY scheduled before any MPA order request will be approved.

## **Inactive Duty Points (IDTs)**

One point will be credited to members in an active status for each four-hour period of unit of training or equivalent instruction, not to exceed two points per day. Funeral honors duty is performed at a minimum of two-hours, earning one point per day.

## **Extension Course Institute (ECI)**

IRs may qualify for retirement point credit through enrollment and completion of Extension Course Institute (ECI) courses. Points are based on the credit study hour allocation for each volume and/or course exam; 1 point per 3 credit study hours. Upon completion of the course, points should automatically flow for inclusion into reserve records.

## **Membership Points**

Fifteen membership points are awarded for each R/R year (prorated for a partial year) the IR is in an active Reserve status.

## **Maximum Points Toward Retirement**

All points are tracked as the IR's total point balance, but all do not count towards an IR's retirement.

No more than 365 "retirement" points (366 for leap years) can be earned during an R/R year. Active duty points (such as MPA tours) count day-for-day accumulating up to 365 days a year or 366 on leap years. Points that come from IDTs, ECI, membership, honor guard etc...can accumulate to a max of 130 points towards retirement; all remaining points (above 130) will funnel towards the IR's total points, which are tracked, but don't have any benefit.

## **IDT Point Yearly Maximums**

By law, there is a cap on the amount of inactive duty points (IDT, Extension Course Institute (ECI) and membership) that can be accrued for retirement in a year.

R/R year ends on or after 30 October 2007: maximum of 130 points

R/R year ends on or after 29 October 2000: maximum of 90 points

R/R year ends on or after 23 September 1996: maximum of 75 points

R/R before 23 September 1996: maximum of 60 points

## **AF Form 526 - ANG/USAFR Point Credit Summary (PCARS)**

Point credit information is available on the vMPF accessible through the [Air Force Portal](#) or [myFSS](#). To view AF Form 526, Point Credit Summary, within the vMPF, click on the "Self Service Actions" link, then "Personal Data," then "AF Form 526-ANG/USAFR PCARS," then "View All." Point summaries are normally updated within 60 calendar days after R/R year closeout or as needed. IRs are highly encouraged to print and maintain copies of their point credit summaries.

(See [IR Point Credit Summary Quick Guide](#) for step-by-step instructions.)

## **Point Credit Corrections/Audits**

If errors are identified on a point summary, IRs must submit supporting documents through the Correct Retirement Points History link through the virtual Personnel Center (vPC), accessible through the [Air Force Portal](#) or [myFSS](#). The application provides the member the capability to request changes or corrections to previous R/R year points or service history. When requesting a correction, it is the member's responsibility to submit documentation (i.e. DD Form 214, Certificate of Release or Discharge from Active Duty; NGB 23B, Retirements Credit Record; Sister Service Point

Summary; Leave and Earning Statement [LES], Certified Travel Voucher; Certified Orders, etc.) to support the change. NOTE: IAW Title 31 USC 3702, Authority to Settle Claims, claims for points/pay must be submitted within six years of completion of duty performed.

## **Unsatisfactory Participation**

IRs must meet FY requirements to have a satisfactory year and to occupy a billet. If FY requirements are not completed, the member will receive an “unsatisfactory year” for participation and must request a [participation waiver](#) through their assigned detachment. Members with unsatisfactory years that have not been waived will be subject to reassignment to the IRR or discharge. IRs must strategically coordinate their ATs and IDTs to fulfill both their FY as well as their R/R year requirements. IRs could perform their duties at the wrong time of year (as related to their R/R date) causing an unsat or “bad” R/R year. In this case, the member would have an unsat year ultimately affecting their retirement eligibility. It is imperative to be fully aware of your R/R date. A “bad R/R year” cannot be waived like the FY requirement can.

PIRR members must earn a minimum of 35 non-paid points per year, 16 of which must be IDT/ADT.

## **Participation, Substitutions, and Excusal Waivers**

IRs who are unable to comply with FY minimum requirements may submit a participation waiver. All waivers for requirements must be submitted in advance for consideration. The Detachment Commander may authorize waivers, reassign members, or recommend reassignment or discharge IAW AFMAN 36-2136, [DAFI 36-2110, Total Force Assignments](#), and [DAFI 36-3211, Military Separations](#). Waiver requests are initiated by the member and staffed through the member's assigned Active Component organization to the Detachment Commander for final approval/disapproval. Waivers may be submitted for the following reasons: substitutions or excusals.

### **Substitutions**

Substitutions are only used for active duty tours which support contingency operations, Aerospace Expeditionary Force (AEF) missions and school tours. Waivers must be submitted and approved in advance of tour start date. Members who perform long tour RPA or MPA are still expected to complete their AT and IDT requirements for the FY.

### **Excusals**

Excusals are used for personal hardship or other extraordinary circumstances.

NOTE: Having a participation waiver doesn't necessarily authorize a member a good R/R year; instead, it gives a member a good FY requirement in the IR program, so that they aren't subject to reassignment to the IRR discharge. **R/R participation requirements are not waivable.**

## Scheduling Participation to Meet FY and R/R Requirements

FY and the R/R dates do not usually line up. It is possible to be a satisfactory participant with FY requirements without receiving a "good year" toward retirement and vice versa. For example, let's assume the IR's R/R date is 23 May. The IR completes AT and IDTs in Oct and Nov 2020 for FY 2021 requirements and then again in June and July 2022 for FY 2022 requirements. Between 23 May 2021 and 22 May 2022, no points were acquired, therefore it would be a "bad year" for R/R requirements but satisfactory for 2021 and 2022 FY requirements. By the same token, an IR may also complete only 35 MPA days between 23 May 2021 and 22 May 2022 which would earn a "good year" for retirement, but if AT and IDT (FY) requirements are not completed, an IR would be in unsatisfactory status and may be subject to administrative action.

At the start of an IR's career, he or she should set up a schedule to meet both FY (1 Oct-30 Sep) and Retention/Retirement (R/R) year requirements to avoid having an unsatisfactory FY and/or bad R/R year. The easiest way to do this is to divide the FY in two parts based on R/R date to find the Sweet Spot.

**Figure 2.1 The Sweet Spot**



If you look at the graphic above, you'll see that 1 Oct to May 22 is the Sweet Spot that allows for the

largest opening in the year to accomplish both FY and R/R year requirements. While 22 May to 30 Sept is also a Sweet Spot, it's a much smaller window of time. It doesn't matter which Sweet Spot you choose, it matters that you are consistent each year to perform your duty during the same Sweet Spot window. If you do additional days (MPA, RPA, etc.) or have ECI points, it becomes less important to make sure all your duty is in that window.

The closer your R/R date is to the change in the FY, the larger the big Sweet Spot will be, and the easier it will be for you to schedule your duty and assure both a satisfactory FY and a good R/R year. (See the Points and Participation [RIO learning experience](#) for more information)

## **The 1825 Rule**

IAW FY22 National Defense Authorization Act (NDAA), reservists are limited to active duty tour lengths of 1825 days (5 years) out of the previous 2190 days (6 years). Days performed prior to entering Selected Reserve, under mobilization, Annual Tour, or as an AGR are excluded. Time voluntarily deployed does not count against 1825 service limits. Waivers for members deploying to USCENTCOM OCONUS AOR are automated through M4S.

## **1825 Waivers**

Individuals who would exceed 1825 while performing duty in MPA status must process their waiver request through their active component MAJCOM/Agency before the order request will be processed. Individuals who exceed 1825 while performing duty in RPA status must process their waiver request through their active-duty commander and Detachment Commander. Waivers meet a formal board and are assessed based on the priorities outlined in waiver guidance.

## **IMA/PIRR ADCON At-A-Glance**

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart is to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to myFSS, which can be accessed with a CAC or username/password. You can also access myFSS from your smartphone with the username/password option. Click here for instructions: [ANDROID](#) [iPhone](#)

*IR ADCON a web-based training learning experience available on RIO's Training Site: [Click here!](#)*

**Table 2.1 ADCON At-A-Glance: Participation and Point Credit**

Participation and Point Credit					
	Assigned Unit	Detachment	myFSS /TFSC	Self-Service	Notes
Career Data Brief (CDB)				<input type="checkbox"/>	Click <a href="#">HERE</a> for Quick Guide
DD 214			<input type="checkbox"/>		Guidance <a href="#">HERE</a>
Fiscal Year Participation Waiver	<input type="checkbox"/>	<input type="checkbox"/>			Signed by unit, then submitted to detachment
Point Credit Summary (PCARS)				<input type="checkbox"/>	Click <a href="#">HERE</a> for Quick Guide
Point Corrections			<input type="checkbox"/>		Guidance <a href="#">HERE</a>
1825 Waiver	<input type="checkbox"/>	<input type="checkbox"/>			Process begins with the unit you'll be on orders supporting.

## **CHAPTER 3 - MILITARY PAY**

### **Establishing a Pay File**

IR's who enter into the Air Force Reserve from the AC, Guard or IRR **or another component (Army, Navy, etc...)** will be paid by the HQ RIO Reserve Pay Office (RPO) located at Buckley AFB, CO. The IR welcome package will contain the required documents needed to establish the pay file. If transferring from another IR **detachment or unit**, the welcome package is not required unless the member is updating the information already in the system. If you are a Traditional Reservist (TR) coming to IR status, you only need to submit your [AF IMT 1288](#) and ARPC IMT 92 Appointment or Assignment Order. All pay inquiries can be submitted through [myFSS](#) utilizing the "IMA Management" tab located on the left side of the [myFSS](#) home page or via the direct links located <https://www.hqrio.afrc.af.mil/Pay/> (click the Contacts and Links tab). The RPO may require additional information to update your military pay record. To contact the RIO/RPO, please call DSN 625-0102 or Comm 1-800-525-0102.

***Reserve Pay for IRs is a web-based training learning experience available on RIO's Training Site: [Click here!](#)***

### **Required Documents**

#### **DD Form 2058-1, State of Legal Residence Certificate**

State Income Tax Withholding (SITW) is based on the IRs state of legal residence. IRs must meet the state's requirements for residency in order to certify that residency.

#### **Form W-4, Employee's Withholding Allowance Certificate**

The W-4 allows the IR to list their number of exemptions. The IR has the capability to change W-4 information in [myPay](#), accessible through the [Air Force Portal](#) or by submitting Form W-4 to their servicing RPO.

#### **AF Form 594, Application and Authorization to Start, Stop or Change BAH or Dependency Redetermination**

Copies of marriage certificate, birth certificate, divorce decree and child support settlement documents are required supporting documentation, as applicable. NOTE: New IRs transferring from

a TR unit program are required to re-certify their BAH by submitting this form and documents via [myFSS](#), or email to HQ IR RIO (RPO).

## **BAH Status Change**

IRs are required to inform HQ RIO (RPO) of all status changes. (See [Changing Your BAH Status Quick Guide](#) for step-by-step instructions.)

### [AF Form 1745](#), Address Change Form

Provide mailing address for military pay correspondence.

### [DD Form 214](#), Certificate of Release or Discharge from Active Duty

Required for all O1-O3 officers with prior enlisted service transferring into HQ RIO, unless transferring from another IR or TR unit.

### Servicemembers' Online Enrollment System (SOES)

SOES is the Servicemembers' Group Life Insurance (SGLI) Online Enrollment System. It replaces the paper-based SGLI/Family SGLI (FSGLI) enrollment, maintains elections and beneficiary information, and provides 24/7 self-service access to SGLI information via [milConnect](#). SGLI provides insurance coverage to eligible members of the active and reserve components. SOES centralizes SGLI/FSGLI data into one authoritative system capable of providing consistent SGLI/FSGLI information to members and their leadership.

IRs may:

- Increase, reduce or cancel SGLI and FSGLI coverage
- Add a beneficiary or edit SGLI beneficiary information
- View, save, print or email a SGLI Coverage Certificate

If you are declining coverage or want less than \$500K coverage, you must complete the SGLV 8286 and have the form certified by a personnel clerk, or submit a certified copy of your certificate from SOES. NOTE: If a certified copy of the SGLI is not received, the RPO will input max coverage of \$400K.

## **SF 1199A, Direct Deposit Sign-Up Form**

Direct Deposit is mandatory for all IR members. IRs have the capability to change their direct deposit information via [MyPay](#) on the [Air Force Portal](#) or by submitting an SF 1199A to their HQ RIO RPO.

**NOTE:** Do not close the old direct deposit account until military pay funds have been deposited into

the new account.

[AF Form 1962](#), Election of reserve pay and allowances OR benefits from prior military service

All IR's with prior military service AND who are receiving a pension, either an AC pension or Veterans Affairs (VA) disability/pension payment, are required to complete and submit a properly completed [AF Form 1962](#). Instructions for completing the form are located in the IR RPO Welcome Packet. If you are a current IR and need to complete this form, please contact the HQ RIO RPO via email, [myFSS](#), or phone for assistance DSN 847-3711, Comm (720) 847-3711. See ELECTION OR COMPENSATION OF BENEFITS later in this section.

## **Active-Duty Orders for Individual Reservists (Pay Entitlements)**

### **Certification of AF Form 938 (29 days or less)**

To receive pay and allowances for orders 29 or fewer days, members should electronically sign the Tour of Duty Certification (TODC) via AROWS-R (see [AROW-R Tour of Duty Certification](#) Quick Guide for instructions). Members have the capability to input their departure and arrival dates in AROWS-R, sign using their Common Access Card (CAC) and have the order routed to their supervisor for certification. NOTE: Member and supervisor must use non-email CAC credentials. Supervisors do NOT need an account for AROWS-R to certify the orders; it's done by clicking a link that is emailed from the system. Additionally, the member's AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour, can be completed by the member and certified by supervisor/designate upon completion of duty. Once completed, submit certified order to HQ RIO RPO via [myFSS](#). Electronic signatures are ONLY authorized if utilizing Tour of Duty Certification (TODC). IRs should not report for duty prior to the date specified in block 13 or be released prior to the date in block 14 of the AF Form 938. If the arrival/departure or travel date changes a modification to your AF Form 938 is required. The member must request an order modification through the [myFSS order request](#) process. The certification dates in blocks 39 and 44 must be on or after the last day of duty. Upon completion of blocks 36-44, submit AF Form 938 to HQ RIO RPO via the [myFSS Reserve Pay request](#) process for payment. Note: the report time in block 40 must be the same or after the arrival time in block 36b. Also, the release time in block 40

must be the same or before the depart time in block 36c. Submission of your tour via TODC (except school tours) is HIGHLY encouraged. Using TODC will reduce nearly all orders certification errors as it has built in parameters to ensure required information is entered on the certification. The use of TODC will expedite payments. TODC does NOT apply to school tours.

## **Certification of AF Form 938 (30 days or more)**

For orders of 30 days or more, members should pre-certify their orders at the beginning of the tour to initiate bimonthly paychecks. In order to initiate payment, complete blocks 36 a-b, 37-39, 40 (report time and date) only and 41-44. Blocks 39 and 44 must be on or after the first day of duty (In most circumstances, IRs should not report for duty prior to the date specified in block 13 or be released prior to the date in block 14 of the AF Form 938). If the arrival/departure date(s) changes, a modification to your AF Form 938 is required prior to payment. The member must request an order modification through the [myFSS order request](#) process. Submit the AF Form 938 to HQ RIO RPO via the [myFSS Reserve Pay request](#) process for payment.

The Family Separation Allowance (FSA) entitlement may be authorized if an IR is separated from their family for 31 or more continuous days, either CONUS or Outside the Continental United States (OCONUS). Complete [DD Form 1561](#) and submit with your completed travel voucher.

## **Certification of AF Form 938-Submitting for Final Payment**

Prior to submitting a final version of the AF Form 938 to HQ RIO RPO for payment, ensure blocks 36 through 44 are completed and the certification dates in blocks 39 and 44 are on or after the last day of duty. **NOTE:** Members on continuous active duty for 31 days or more are entitled to BAH, unless in support of contingency. Periods of active duty may not be added together to meet the requirement for BAH or OHA for orders of 31 or more days.

## **Overseas Housing Allowance (OHA)**

OHA is a monthly allowance for members who are on long tours (141 or more days on a training tour/181 or more days for non-training tours) to OCONUS, except Hawaii and Alaska. Members must have the base housing office complete the [DD Form 2367](#) and submit it along with their rental agreement to HQ RIO RPO via [myFSS](#). Note: this allowance is only authorized when not in a per diem status. Household Goods are only authorized if a HHG fund cite is on the orders. For more information on OHA including a listing and a calculator, see this [website](#). Please note that you will

see BAHII and OHA on your LES if you are receiving OHA. (The two added together should equal the full OHA you are entitled to.)

## **Cost of Living Allowance (COLA)**

COLA (CONUS/Outside the Continental United States [OCONUS]) offsets the cost of living for specific locations. It is possible to receive OHA and COLA, or just one or the other. Members can use this website to find out more [about CONUS COLA locations](#) and this for [OCONUS COLA locations](#). Complete the [ARPC Form 0-103](#) and submit to HQ RIO RPO via [myFSS RIO Reserve Pay](#), Long tour request.

## **Contingency, Exercise, and Deployment (CED) Orders**

Contingency Exercise Deployment (CED) orders are the only type of orders authorized for deployment of Air Force personnel assigned to Air Force units in support of contingency, humanitarian, or disaster relief operations.

## **Hostile Fire/Imminent Danger Pay (HFP/IDP)**

HFP/IDP is payable if authorized to perform hazardous duty for servicemembers in careers such as non-crewmembers, parachute jumping, demolition of explosives, handling toxic fuels, engaging in flight deck duty or experimental stress duty. Also servicemembers who perform flight duties as aircrew members and meet their service's operational requirements may be entitled to HFP/IDP. A letter of certification of HFP/IDP duty from the command, [DD Form 114](#), and Military Pay Order (MPO) must accompany the AF Form 938 or AF Form 40A. If the member is a non-rated aircrew member, they must hold current aeronautical ratings, meet monthly flying requirements, and maintain medical certification to receive HFP/IDP.

Servicemembers will receive \$7.50 for each day they are on duty in an HFP/IDP area up to the maximum monthly rate of \$225. Members who are exposed to a hostile fire or hostile mine explosion event are eligible to receive non-prorated Hostile Fire Pay in the full monthly amount of \$225. Members cannot receive both IDP and HFP in the same month.

If the member is in a location that authorizes HFP/IDP or Combat Zone Tax Exclusion per the JTR, please submit a Contingency Exercise Deployment Order (CED), AF Form 1610 and AF Form 938 that defines location in block 12. In addition, they must submit one of the following that indicates arrival date in the Area of Responsibility (AOR):

- Signed [DD Form 1351-2](#) (travel voucher)
- DTS Voucher Copy (not authorization)
- [AF Form 1881](#) certified by Commander
- 

## **Election of Compensation or Benefits**

IRs cannot accept pay and allowances and a military pension, military retirement pay, or military disability compensation for any periods served on Active Duty (AD), ADT, or IDT simultaneously. Members who receive a pension, retirement pay, or disability compensation must complete [AF IMT 1962](#). Failure to do so will result in collection action and may be subject to disciplinary action or prosecution.

## **IDT Pay (IMA only)**

### **IDT Basic Pay**

Member is entitled to basic pay and authorized Incentive Pay, i.e.: Aviation Career Incentive Pay (ACIP) and Hostile Fire/Imminent Danger Pay (HFP/IDP) for the periods of IDTs performed. IMAs will be paid one day's pay for each IDT point not to exceed two points per day. IDTs performed at locations other than the member's unit of assignment or attachment may have specific entitlements as defined in the Joint Travel Regulations ([JTR](#)). The commander directing this deviation will issue a local funded DD Form 1610. When the member has exceeded the number of allowable paid IDTs for the FY, the member will receive "points-only" credit.

### **IDT Travel Pay**

Generally, travel pay is not authorized for travel to or from the place of IDT and is paid for by the member. However, it may be authorized for specific AFSCs or duty locations. Each year a list of "Critical AFSCs" is posted on the HQ RIO website. Those AFSCs are allowed travel reimbursement to their assigned duty location ONLY. For other duty locations. Contact the Detachment or reference the [JTR](#). Per Diem is also not authorized for IDTs; however, lodging is reimbursable. Use of the dining facility is authorized at no charge for enlisted airmen only, if available.

One option for some IMAs is to combine IDTs with AT, which allows for travel to be reimbursed. See the travel section of this guide for more detail.

Click for the [IDT Travel for Critical AFSCs Guide](#).

## **IDT Lodging**

IRs must schedule their base lodging when the supervisor approves their requested IDT schedule in UTAPS-Web. Non-commuting IRs are authorized lodging reimbursement during the dates authorized on the UTAPS-Web generated AF Form 40A. To claim lodging expenses, follow the step-by-step instructions on the [IDT Lodging Reimbursement Quick Guide](#). If combining IDTs with AT, you must submit a separate voucher (and myFSS ticket) for IDT lodging reimbursement.

## **Subsistence-in-Kind Authorizations**

Like lodging, IRs must obtain pre-authorization for subsistence-in-kind when submitting their schedule in UTAPS-Web. Subsistence-in-kind is for enlisted personnel only when performing paid IDTs of eight hours or more in one day. If duty is less than 8 hours, a non-pay status, or IR is an officer, substance-in-kind is not authorized. Enlisted personnel may be required to furnish a copy of the AF Form 40A to the dining hall to receive subsistence-in-kind. If the government dining facility is not available due to closure, work schedule or personal preferences, the member will not be reimbursed for any meals procured on the economy. Officers must pay the basic food charge regardless of pay status or length of IDT duty.

## **Incentive and Special Pay**

### **Incentive Pay for Aircrew Members**

Link to Defense Finance and Accounting Service Special and Incentive Pays Page: [Incentive and Special Pays](#)

### **Aircrew Members**

HQ RIO/Host Aviation Resource Management (HARM) is the Aviation Resource Management Office for IR aircrew members. Following is a list of the current types of incentive pay available to IRs. More information about HARM and a method of contact can be found at this specific [myFSS](#) link.

## **Aviation Career Incentive Pay (ACIP) - Reserve Aviator Continuation Pay Program**

Reserve officers qualified for ACIP may receive ACIP if they occupy rated positions, have passed the "gates" that require specific years of aviation service, and remain medically qualified for aviation service. Eligible members must provide an updated AF IMT 1042 to HQ RIO/HARM by the 4th of the month following the member's birth month. Failure to provide the required documents will result in the member's Aviation Service being suspended and flight pay entitlement terminated.

## **Hardship Duty Pay (HDP)**

### **Hardship Duty Pay - Location Assignment (HDP-L)**

HDP-L is compensation paid to members assigned outside the continental United States in Quality of Life (QoL) Hardship locations – Locations where QoL living conditions are substantially below the standard most members in the continental United States would generally experience. HDP-L is intended to recognize the extraordinary arduous living conditions, excessive physical hardship, and/or unhealthful conditions that exist in a location or assignment. Rates are payable in increments of \$50, \$100, or \$150 a month based on level of QoL hardship in a given area.

Hardship Duty Pay for Location Assignment (HDP-L) is payable to members for either permanent change of station duty or temporary/deployed/attached duty of over 30 days duration in specified locations. This entitlement is payable to both officers and enlisted members when assigned for duty in the locations listed in [DoD 7000.14-R, Financial Management Regulation Volume 7A, Chapter 17](#).

### **Hardship Duty Pay - Mission Assignment (HDP-M)**

HDP-M is payable to members, both officer and enlisted, for performing designated hardship missions. HDP-M is payable at the full monthly rate, without prorating or reduction, for each month, during any part of which the member performs a specified mission. Active and Reserve Component members who qualify at any time during a month shall receive the full amount of HDP-M regardless of the period of time on active duty or the number of days they receive basic pay during the month. A

member assigned to, on temporary duty with, or otherwise under the operational control of the Defense Prisoner of War/Missing Personnel Office, the Joint Task Force-Full Accounting, or the Central Identification Lab-Hawaii may qualify for HDP-M based on performance of a hardship mission. Members so assigned are entitled for each month in which they perform investigative or remains recovery duty for remains of U.S. servicemembers in remote, isolated areas; including, but not limited to, areas in Laos, Cambodia, Vietnam and North Korea.

**NOTE:** Effective February 15, 2007, the maximum total HDP-L that may be paid to a member in any 1 month who is also in receipt of Hostile Fire Pay/Imminent Danger Pay (HFP/IDP) is \$100. The total entitlement of HDP-L plus HFP/IDP in any 1 month may not exceed \$325.

## **Special Duty Assignment Pay (SDAP)**

Special Duty Assignment Pay (SDAP) is an incentive to encourage enlisted members to qualify for and serve in designated duties involving the performance of extremely difficult duties or duties demanding an unusual degree of responsibility. **PIRR** members are eligible; however, they only receive pay while on active duty orders. IRs receive pay while in any duty status. Contact your servicing Detachment for more information.

## **Enlisted Incentive Bonus**

### [AFR Enlisted Incentive Program](#)

Enlisted IRs may qualify in one of four categories to receive an incentive bonus; reenlistment, prior service, affiliation, or retraining. Bonuses are for eligible Air Force Specialty Codes (AFSCs) which are on the critical career listing and manned at less than 100%. Eligible AFSCs are reviewed every six months and are subject to change. Payments are made in equal annual installments on the anniversary of the enlistment/reenlistment date. **NOTE:** [AF Form 4010, Application for IMA](#)

**Enlisted Bonus and Incentive**, will not be accepted without the owning Detachment Commander's signature or the signature of their designated representative. The form can be found on the [HQ RIO Special Pay](#) webpage under the Bonuses heading.

Basic eligibility is as follows:

- Must not have more than 16 years total service based on pay date, at the time of reenlistment or prior service enlistment
- Must enlist/reenlist in a bonus-qualifying DAFSC with a Control AFSC (CAFSC) of at least a 3-skill level

- Enlistment/reenlistment must be for three or six years
- Must satisfy FY participation requirements each year
- Must not have received previous bonus from any RC
- If reenlisting, must be within 180 days of current Expiration of Term of Service (ETS)
- 

## Pay Links

[AFMAN 65-116 Vol 1 Financial Management](#) – Manual of Finance Guidance

[myPay](#) - Official site for Leave and Earning Statements

[Benefits Fact Sheet](#) – Compensation for Military Service

[Bonds at Treasury Direct](#) - Official site for U.S. Savings Bonds, as well as a bond calculator

[DFAS](#) - Defense Finance & Accounting Service - Pay Tables and much more

[Military Compensation](#) - DoD information about basic military compensation and benefits information about basic military compensation and benefits

[Tax Guide for the Armed Forces](#) - Official publication from the IRS

## IMA/PIRR ADCON At-A-Glance

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart is to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to [myFSS](#), which can be accessed with a CAC or username/password. You can also access [myFSS](#) from your smartphone with the username/password option. Click here for instructions: [ANDROID](#) [iPhone](#)

***IR ADCON is a web-based training learning experience available on RIO's Training Site: [Click here!](#)***

**Table 3.1 ADCON At-A-Glance: Military Pay**

Military Pay					
	Assigned Unit	Detachment	myFSS/TFSC	Self-Service	Notes
Bonus Applications		<input type="checkbox"/>	<input type="checkbox"/>		Contact the <a href="#">Career Assistance Advisor</a>
Foreign Language Proficiency Pay			<input type="checkbox"/>		Contact the <a href="#">Career Assistance Advisor</a>
Leave Carryover			<input type="checkbox"/>		Guidance <a href="#">HERE</a> Submit <a href="#">HERE</a>
Leave Request			<input type="checkbox"/>		Submit <a href="#">HERE</a> <a href="#">Quick Guide HERE</a>
Military Pay			<input type="checkbox"/>		Guidance <a href="#">HERE</a> Submit <a href="#">HERE</a>
Servicemembers' Group Life Insurance Enrollment System (SGLI)(SOES)				<input type="checkbox"/>	Visit the <a href="#">SGLI website via milConnect</a>
Special Duty Assignment Pay		<input type="checkbox"/>	<input type="checkbox"/>		Contact the <a href="#">Career Assistance Advisor</a>
Travel Voucher Pay			<input type="checkbox"/>		Guidance <a href="#">HERE</a> Submit <a href="#">HERE</a>

## **CHAPTER 4 - ORDERS AND TRAVEL**

### **Requesting Orders**

Inactive Duty for Training (IDT) tours must be entered in the Unit Training Assembly Processing System (UTAPS) and coordinated through the IR's supervisor. All scheduling and certification for payment occurs within UTAPS via inputs made by the IR and supervisor. The AF Form 40A, Record of Individual Inactive Duty Training, is the official document generated for IDTs and is the official source document for the CTO if you need to travel by commercial air.

All other RPA (AT/ADT/ADOS/School) and MPA tours must also be coordinated through the IR's supervisor. For these tours, IRs submit their requests in myFSS. Once the IR successfully submits the myFSS order request, the request is automatically forwarded to the HQ RIO Orders Writer Cell (OWC) for processing and creation of the order in AROWS-R. The OWC will use the ARCNet system to check the IRs readiness status to ensure all readiness requirements are current PRIOR to the approval of the member's order request. To ensure proper quality checks are performed and that members receive orders timely, members are required to submit their orders request 30 days prior to start of the tour. Orders requiring waivers or exceptions to policy will require additional processing time. Incomplete or inaccurate information provided as part of the orders request and/or in MilPDS may cause delays in the processing of the request and could cause your tour to be delayed.

Update any address changes in the vMPF, under the Self-Service tab, 1-2 weeks prior to inputting request for orders in myFSS. The address on your request must match the address in MilPDS for the orders to be processed. The OWC CANNOT make address changes in AROWS-R. You must update your address in vMPF prior to entering the myFSS request. For more information on submitting your myFSS Order request click here for the [MyFSS Orders Request Quick Guide](#).

After the OWC creates the orders in AROWS-R, you'll be able to track the progress there. When orders are approved, a system-generated email will be sent to the IR. (**NOTE:** IRs must ensure profile settings reflect the correct settings to receive order alerts via email.) Once the orders are certified, the member may enter AROWS-R to print his/her orders. The AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour, is the official document generated for MPA and RPA tours. It is imperative that the IR check the orders for accuracy once approved. It is advised that you read the entire order prior to departing. If there is something you do not understand, notice

as an error or an authorized travel entitlement is missing, please contact your HQ RIO Orders Writer Cell immediately. Members should never travel or report into work without having a certified order or Verbal Orders of the Commander (VOCO) order from their assigned RIO Detachment Commander." to "Members should never travel or report into work without having a certified order or Verbal Orders of the Commander (VOCO) with the applicable signature authority (please reference GM 25-10 Verbal Orders to Proceed for required signatures based on the active-duty order type)

## **MPA Orders**

The MPA orders process begins with the active component unit MPA man-day manager submitting a request for the IR to perform duty in the Manpower MPA Man-day Management System (M4S). The IR is given an M4S Task ID which he/she then enters in a MyFSS orders request. When requesting MPA orders that require travel and per diem, the request must be accompanied by a Fund Cite Authorization Letter (FCAL) [If the support RegAF unit DOES NOT add their routing list in DTS to the IR's profile.](#) The FCAL must detail all entitlements and be signed by the Resource Advisor (RA) or Budget Analyst. Pay close attention to the length of the orders to determine what entitlements (OHA, per diem, household goods, PCS, etc.) are authorized by the JTR.

## **RPA Orders**

In addition to IDT and AT, there are three other types of special tours that fall under RPA: Active Duty for Training (ADT), Active Duty for Operational Support (ADOS), and School tours. ADT is used to supplement AT and IDT when additional training is needed to achieve or maintain a required skill or skill level in the IRs assigned Duty Air Force Specialty Code (DAFSC). ADOS provides direct support to Reserve programs. ADOS days are distributed directly from AFRC or through RIO Detachments. School tour funding may be used by IRs for, but not limited to, the following: Officer Developmental Education (DE), Enlisted Professional Military Education (EPME), Professional Continuing Education (PCE), Advanced Distributed Learning (ADL), initial skill training for nonrated officers and enlisted members (technical school for award of AFSC).

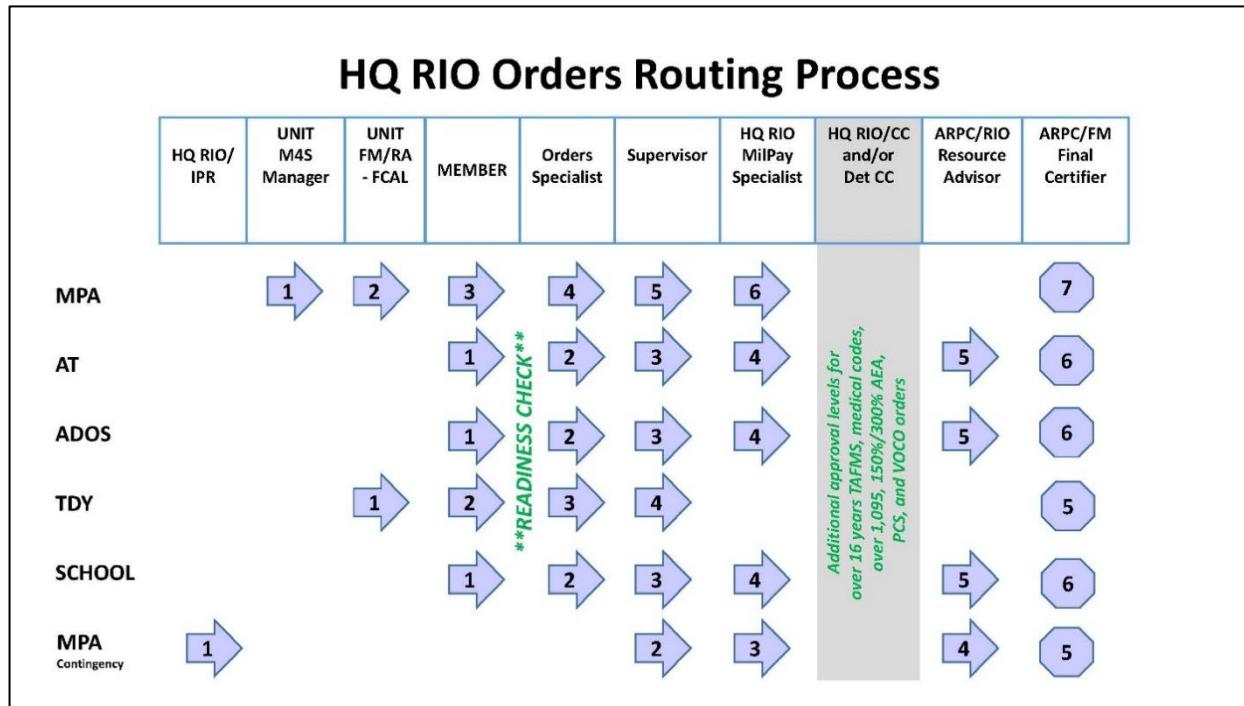
## **Temporary Duty (TDY) Orders**

TDY is not authorized during AT or IDTs, but AT could be eligible for a location away from home station with justification/approval with-in myFSS.

For IRs on an MPA/RPA tour, with the exception of IDT, IRs may request an additional TDY (Routine) in DTS. The DD Form 1610, Request and Authorization for TDY Travel of Personnel, is the document generated in DTS as an authorization.

If qualified for IDT travel reimbursement, IRs must request a DTS Authorization for travel related expenses and a local voucher for lodging & per diem. A 40A or a print preview of the UTAPS calendar is necessary to validate trip. IDTs can be submitted before or after they are performed.

Figure 4.1 HQ RIO Orders Routing Process



## Modifications and Revocation of Reserve Orders

IRs should not report for duty prior to the date specified in block 13 or be released prior to the date in block 14 of the AF Form 938. In cases of changes in the arrival, departure or travel date, a modification to the AF Form 938 is required. Any changes to an original order must be coordinated through the IRs AC supervisor and the OWC. Member must submit an order modification request in MyFSS. The HQ RIO OWC will process the modification in AROWS-R. The modification is part of the original order and must be submitted to the HQ RIO Pay and Travel office when certifying for pay or submitting a travel voucher.

Revocations are used before an order goes into effect or before funds are expended to cancel an order. Once revoked, the order no longer exists as an official document.

## Defense Travel System (DTS) vs. Reserve Travel System (RTS)

Every published order generated in AROWS will be designated as a “DTS” or “RTS” order (the mandatory reimbursement system generated by programming in AROWS). On the AF Form 938, refer to paragraph “e.”

IRs must create DTS authorizations for all trips requiring travel [HERE](#). A traveler should use DTS to the maximum extent possible to arrange all en route transportation, rental cars, commercial lodging, and Government quarters.

If directed to use RTS, IRs must make all travel arrangements directly with a Contract Travel Office (CTO). Typically, AROWS orders will be designated as RTS if one of the following applies:

- PCS entitlements authorized

If travel arrangements need to be made prior to orders being finalized, a reservist can call the CTO that services his or her unit of assignment and make travel reservations without orders. Travelers will need to provide the approved orders or a VOCO to the CTO 72 hours prior to the start of the trip, or the reservations will be canceled. Be sure to tell the CTO agent that you are a Reservist. CTO numbers can be found under [Making Travel Arrangements](#).

## Verbal Orders of the Commander (VOCO)

Due to circumstances beyond the member’s control, which prevent written orders in advance IRs may be directed to travel without a copy of written orders. This type of travel is called “Verbal Orders of the Commander” or VOCO. IRs with greater than 18 year’s total active federal military service are NOT authorized VOCO orders unless an approved Sanctuary Waiver is on file and the VOCO is requested prior to the tour start date. After which, a VOCO can then be considered. If no waiver is on file the member would not be authorized to proceed on the tour. VOCOs are only used as a last resort and are only issued when time or system errors prevents the publication of written orders in advance. They are not intended to be used due to a lack of planning. VOCOs must be approved by the applicable signature authority (please reference GM 25-10 Verbal Orders to Proceed for required signatures based on the active-duty order type) prior to departure or beginning of the tour. When the order is written, the date the verbal order was issued will be placed in the remarks section of the order.

## **Telecommute Orders**

For AT and RPA orders, IRs must complete the Telecommute Agreement in DAFMAN 36-2136 Attachment 4, and obtain their AC unit supervisor's signature. To request orders for telecommuting, the location at which the telework will be performed should be entered as the duty address. For more information about telecommuting, see DAFMAN 36-2136, Chapter 11.

For MPA orders, IRs must complete DD-Form 2946, Department of Defense Telework Agreement and online training at <https://www.telework.gov/> . A copy of the agreement should be included with the MPA myFSS order request. See DAFI 36-2619 para 5.3 for more information

## **Travel Entitlements and Allowances**

### **Mode of Transportation**

The order will specify the mode of transportation authorized for travel to and from the duty station. When mode of transportation is government transportation directed and not used, an alternate mode will not be reimbursed for travel without justification and an order modification.. When travel is by POV, not more advantageous to government, reimbursement will be limited to the constructive cost of travel. IRs are required to procure tickets from a government Contracted Travel Office (CTO). Members should use the CTO that services their unit of assignment if at all possible. Be sure to tell them you're a Reservist; that allows you to make reservations without approved orders. You will need to provide approved orders to the CTO three days prior to travel. If by four days prior to travel, orders haven't been approved, contact your Detachment for a VOCO signed by your Detachment Commander, which will allow the CTO to ticket your reservation.

### **Corporate Limits**

Travel and/or transportation allowances are not authorized for travel between the HOR/Place Last Entered Active Duty (PLEAD) and the place of active duty when both are in the corporate limits of the same city or town, the member commutes daily between HOR/PLEAD and the place of active duty, or the order-issuing official/installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

## Commuting Area (Mileage Only)

Members commuting are authorized the applicable automobile or motorcycle mileage rate, for one round trip between the duty station and home, place of unit assignment, or place from which called or ordered to active duty. Members with a question about the commuting distance for a particular location should go by the distance determined by the location's installation commander with a follow-up to your detachment orders writers.

Reimbursement will be made by the RPO with military pay entitlement. **NOTE:** This only applies to members performing duty in the commuting area only. TDY members must file for travel reimbursement through the [IR Travel](#) office.

## Travel Days

One travel day is authorized at the beginning of a tour only. However if a reservist cannot reach their home of residence (HOR) before midnight on the last day of the order. The IR can request a return travel day and/or may request a modification through myFSS to their Detachment OWC for the return travel day. To save travel days, AC unit supervisors or the orders approving officials may permit late reporting during the morning of the first duty day and early release during the afternoon on the last duty day. Travel is not expected to commence prior to 0600 or after 2400.

## Per Diem

IRs are entitled to per diem when on Active Duty Tour orders (MPA or RPA) and when their legal residence is outside of the established commuting area of the duty location. **NOTE:** **IMAs** on AT when both government meals and quarters are available, no per diem is payable except for travel days. Contact the base to which you are traveling to check on available government lodging and meals. You may reference AFMAN 34-102 (CONUS and OCONUS availability) at the [DTMO site](#). Per Diem and travel allowances are only payable for the days specified in blocks 13 & 14 of the order. Any request for pay for duty performed outside those specific dates, other than allowable travel time, will be denied. **Exception:** A member performing IDT before or after an AD tour may travel to the vicinity of the duty site any time after receipt of orders and may delay return home upon completion of the AD tour (IDTs in conjunction are in paragraph j on your AF Form 938). **PIRRs:** Lodging is reimbursable if outside commuting area by filing an Optional Form 1164 and submitting the IR Travel Office (via myFSS) with a certified AF Form 40A that authorizes lodging and a copy of the lodging receipt. If combining IDTs with AT, a separate voucher (and myFSS ticket) is required for

IDT lodging reimbursement. If the member's Home of Residence (HOR) is more than 150 miles from the place of duty, the member may qualify for travel reimbursement (up to \$500) in specific AFSCs only for IDT Travel. Current reimbursement policy is updated annually, please verify and review the [IDT Travel Reimbursement Guide](#).

## Meals and Incidental Expenses on Authorized Travel Days

Travel days are paid at 75% of the Meals & Incidental Expenses (M&IE) rate. For stationary days a meal statement will be on the order.

- A. All government meals are available and directed.
- B. Partial government meals are available and directed.
- C. Government meals are not available or not directed.

If Option A, all government meals are available and directed is on the orders and the mission dictates differently, the following directions apply:

- The order approving official can prescribe the proportional meal rate for any day a member, staying in on-base government quarters, has access to a government mess for at least one or two meals.
- If you are lodged off base, attaching a copy of your contract quarters authorization or non-availability will allow you to be authorized a rental car to get to your duty location and the DFAC.
- If some meals are missed due to mission requirements, an MFR may be completed and signed by your Commander, however, will need approval by HQ RIO.
- Per Defense Office of Hearings and Appeals (DOHA) Case No. 04042602 (2004), "the Comptroller General found that Congress did not intend Reservists on annual training to receive per diem when government lodging and mess are available." See 48 Comp. Gen. 517, 521-522 (1969).
- If a messing facility has been temporarily closed/shut down for a determined period and the base commander issues a letter of non-availability of meals, including the letter with your voucher will suffice to receive the per diem warranted.

## Lodging/Government Quarters

Government quarters include on base lodging and/or government contracted quarters off base. IRs

should confirm with the base lodging office to determine if lodging will be on or off base. To locate a base lodging office, visit [DoD Lodging](#).

If the installation is part of the DoD Integrated Lodging Program, lodging can be booked through DTS or through the DoD Lodging website. If on-base lodging isn't available, DTS will locate off-base lodging with contracted facilities and a non-availability number will be automatically generated in the system. If not part of the program, IRs must obtain a non-availability certificate from base lodging to file with a travel voucher.

If no on-base lodging is available consider the following while planning the tour:

- Does the base provide a shuttle service?
- Can the base LRS provide a government vehicle?
- Is mass transit available from off-base to the office?
- How would I get from the office to the dining facility each day - walk, base-shuttle or Privately Operated Vehicle (POV)?
- Is the dining facility available during the period of the tour?

More information about the Integrated Lodging Program can be found at

<https://www.defensetravel.dod.mil/site/lodging.cfm>.

## **Non-Availability for Quarters**

Members are required to check government quarters availability when TDY to a U.S. installation. The traveler is responsible for contacting the lodging office at the TDY location to make a reservation. A statement of non-availability or contract quarters is required. If adequate government quarters are available and other lodgings are used, lodging is limited to the on base rate.

NOTE: Under the Privatization of Army Lodging (PAL) Program, government quarters are not available. Official travelers no longer need a statement of non-availability for contract quarters for off-base lodging reimbursement.

## **Special Authorizations**

Cost savings to the government, not personal convenience, is the basis for approving special authorizations.

## **Rental Car**

When requesting a rental car you will add a constructive travel worksheet to your DTS Authorization for review/approval. The AF Form 938 will regardless state that Rental Car is not authorized. This is a program glitch and cannot be changed at this time. Vehicles other than Compact size are not authorized during AT. For MPA/RPA, the rental car size (other than compact) must be specifically authorized on the FCAL with justification for any vehicle other than Compact. If no size is specified, the default vehicle authorized is a compact vehicle.

## **In/Around Travel at Duty Location**

POV/POC vicinity travel is travel performed in and around the immediate vicinity of the TDY location and must be authorized in the order.

Vicinity travel must be itemized on the travel voucher. The member must furnish actual distance traveled, dates for round trips daily between lodging and place of duty, as well as trips to dining establishments when suitable dining is not near lodging or duty. If a member traveled the same trip more than once, he/she may list the item once, showing how many trips were made (i.e. 3 trips from billeting to duty @ 5 miles round trip).

A member who travels by commercial means is entitled to reimbursement of the actual and necessary expenses incurred for: taxi cabs, metro fares and other fares paid for local public transportation.

NOTE: Vicinity travel (in and around mileage) must be authorized on the orders or on a modification.

## **Registration/Conference Fees**

When requesting conference fees for orders, IRs must be prepared to include the conference documentation that lists the total registration/conference fee and identifies the number and types of meals and/or nights lodging and/or meals that the fee includes when filing for reimbursement. The fee must be included on the orders for it to be reimbursed.

## **Actual Expense Allowance**

Actual Expense Allowance (AEA) reimburses the member for the actual cost of food and/or lodging

when exceeding the maximum per diem allowance. Detachment Commanders have approval authority for AEA expenses for IRs, up to 150% of the normal allowance and is a rare exception due to extenuating circumstances. This is not a continuing blanket approval for travel to high cost areas or to cover expenses caused by personal convenience or preference. Ignorance of per diem rates is not a consideration, and each request is carefully reviewed to ensure no alternative was available.

## **Requests for AEA Prior to Tour**

Applications for AEA should be submitted in addition to the AROWS-R request and contain the following information:

- Specific reason for travel
- Whether meetings with technical, professional, or scientific organizations are involved
- Whether international conferences or meetings are involved
- Names and titles of foreign governmental contacts, if any
- Proposed itinerary showing complete identification of places to be visited, the length of duty at each place, and inclusive dates of travel
- Information as to any special arrangements which have been made such as provisions for use of special government quarters, messes, open messes, motels, restaurants, etc.
- Current daily locality per diem rates projected or actual daily costs and the difference between the two
- Reasons normal accommodations within the prescribed per diem allowance will not suffice and efforts made to obtain accommodations within the per diem rate
- Name and phone number of individual who may be contacted concerning this request

## **Requests for AEA after tour**

For AEA requests after travel has been performed, IRs must submit to the Detachment Commander, with the questions answered and copies of any appropriate receipts attached. These claims may also be approved with an MFR signed by the Detachment Commander. Approved forms should be forwarded for payment to [IR Travel](#). Any formal training requests, not unit funded, must be approved by HQ AFRC/A1KE through the Detachment Commander. Contact the Detachment Commander with any questions regarding reimbursement. If AEA isn't requested for the original order and needs to be added, contact the orders writer for a modification.

## **Variations**

Variations allow a reservist to travel to more than one duty location within the originally approved time period on an order. The requests must be approved prior to publishing the order. If variations are authorized for MPA tours it must be authorized on the M4S allocation and listed on the FCAL. Variations are not authorized for VOCO orders. Each location must be listed as a separate stop in the duty location section of the orders request within myFSS. Contact the Detachment Commander with any questions about variations authorization.

## **Dual Lodging**

Dual lodging may only be authorized/approved in limited circumstances when it is necessary for a traveler to retain lodging at one TDY location (Location A) for other than personal convenience and procure lodging at a second TDY location (Location B) on the same calendar day. Dual lodging exists to cover lodging expenses that arise because of unexpected circumstances beyond the member's control during TDY travel. Dual lodging must be on the original order or added after the fact by an order modification. Any period of dual lodging reimbursement is limited to a maximum of seven consecutive days.

## **Leave**

Active duty tours of 31 or more consecutive days accrue leave at a rate of 2.5 days per month (prorated for portions of months) of active duty. Commanders may authorize leave on an individual basis. IR's can be reimbursed for the actual cost of lodging retained at the TDY location during leave, not to exceed (NTE) per diem rate lodging portion for each day during contingency operations and evacuations. Leave numbers can be obtained up to 14 days in advance from the Reserve Pay Office (RPO) by submitting a myFSS ticket. Members must submit a hard copy AF IMT 988 to receive a leave number. After the completion of the leave the member must sign and send in Part 3 of the AF IMT 988 to their RPO. IRs will not receive per diem while in a leave status.

(See the How to Request Leave as an IMA Quick Guide for step-by-step instructions)

***Leave and Leave Carryover for IRs is a web-based training learning experience available on RIO's Training Site: [Click here!](#)***

## **Unused leave**

IRs may sell back unused leave or carry it over to an upcoming set of orders. Details about Leave Carryover and Sell Back can be found in the AFRC Leave Carryover Program Policy Guidance and

on the [Leave Carryover page of the HQ RIO website](#).

## **Active-Duty Sanctuary Waivers Associated with RPA and MPA Tours**

Active-Duty Sanctuary is a window between 18 and 20 years Total Active Federal Military Service (TAFMS) in which a member must be given the opportunity to stay in the Air Force to receive a Regular Component 20-year retirement. Claiming sanctuary means the reservist will be assessed onto active duty status for the amount of time adding up to 20 years TAFMS and then the IR must retire at the 20 year TAFMS date. A member in an active-duty status is eligible for an assignment and a permanent change of station. If member chooses to decline the assignment offered, their right to sanctuary protection is foregone. IRs who have between 18 and 20 years of TAFMS and request ADOS (**IMA** only) or MPA tours must sign a sanctuary waiver prior to the tour start date that precludes them from claiming sanctuary during the tour.

### **Sanctuary Waiver/Statement of Understanding (SOU)**

A sanctuary waiver is accomplished via an SOU, signed by the member, and submitted with the myFSS order request. It will be processed through the assigned Detachment Commander to HQ IR RIO. Each waiver must have the exact dates of the order associated with it NTE 179 days if the member's TAFMS is over 18 but less than 20 years active federal service (no blanket waivers). Contact the servicing Detachment (or send your detachment a General Inquiry in MyFSS) for more information.

### **Point Credit**

When a member waives their right to claim sanctuary, they continue to earn the points to qualify for a Regular Component retirement upon reaching 20 years TAFMS. A reservist with 20 or more years TAFMS is no longer in the sanctuary window and therefore may be allowed to continue participating for points and/or pay.

## **Permanent Change of Station (PCS), without Permanent Change of Assignment (PCA)**

Permanent Change of Station (PCS) allowances are appropriate, IAW [JTR](#), Para. U7150 F1b, for those Air Reserve Component (ARC) members required to support an organization for a period exceeding 180 days cumulative in a 12-month period at one location (RPA or MPA).

Orders will identify whether PCS entitlements, notably shipment of household goods, are authorized. If an order authorizes PCS entitlements, the member is not entitled to per diem. The JTR generally prohibits Temporary Duty Travel (TDY) and transportation allowances for periods in excess of 180 days at one location, unless a Secretarial waiver has been issued however, per Secretary of the Air Force (SAF)/MRM, effective 1 July 2011, no individual waiver need be sought for the following activities:

1. ARC members called to active duty in a voluntary (10 U.S.C., Sec 12301(d)) or involuntary status (10 U.S.C., Sec 12302), in a Combat Zone or in a Combat Zone Tax Relief Area in Direct Support of a Combat Zone (IAW DoD Financial Management Regulation Volume 7A, Chapter 44 section 440103), for the duration of the applicable operations.
2. Members on Medical Continuation Orders to the extent they are otherwise eligible to receive per diem for the duration of their medical treatment or until the Disability Evaluation System (DES) process is finalized.

## **Altering HOR to Remain on Orders**

Members on PCS orders who alter their HOR address during those orders may forfeit their entitlement to a return PCS by taking such action. Please contact your detachment to verify whether or not your return PCS entitlement would be forfeited prior to changing your HOR address.

## **Per Diem en Route To/From Permanent Duty Station (PDS)**

For PCS travel, the member is paid the standard CONUS per diem rate and a reduced rate is paid for each dependent traveling in the same vehicle. The standard CONUS per diem rate is paid for each day of PCS travel between authorized points, up to the allowable travel time of 350 miles per day. **The flat rate PCS per diem covers en route lodging costs.**

## **POV/POC Mileage En Route To / From PDS**

PCS mileage is paid using DTOD and IAW JTR. POV/POC operating expenses are reimbursed through mileage allowance. Fuel is not reimbursed separately.

## **Temporary Lodging Expense (TLE)**

TLE is an allowance intended to partially pay members for lodging and meal expenses incurred by a member and his/her dependent(s) while occupying temporary lodging in conjunction with a CONUS PCS. Due to a move, a member is entitled to TLE when entering active duty. The time limit is 10 days for a member reporting to his/her PDS from HOR. The 10 TLE days can be split as needed either near the member's HOR, place of which he/she entered active duty (PLEAD) or after arriving at the new PDS. NOTE: A MEMBER IS NOT ENTITLED TO TLE WHEN LEAVING ACTIVE DUTY AS DIRECTED BY THE JTR.

## **Temporary Lodging Allowance (TLA)**

TLA is a military pay entitlement for an OCONUS PCS. The claim can be sent to the HQ RIO RPO office at Buckley Air Force Base, Colorado, via myFSS. TLA is not processed for reimbursement at the IR Travel office.

## **Dislocation Allowance (DLA) JTR Chapter 5**

A member is not entitled to DLA from home or from PLEAD to first PDS, unless the member's dependents actually move from the member's residence to the PDS or a designated place. Visit the Defense Travel Management Office (DTMO) website for DLA frequently asked questions. NOTE: RC members typically are not entitled to DLA unless they move their dependents as each new AF Form 938 PCS orders is considered the member's first PCS upon entry on Active Duty. DLA rates can be found at the [DTMO](#).

## **Household Goods (HHG) Transportation**

A member is entitled to HHG transportation or non-temporary storage (NTS) when ordered to perform a PCS move of 365 days or more, subject to conditions specified in the JTR. The Government's HHG transportation obligation is limited to the cost of the completed movement of

HHG equal in weight to a member's weight allowance (determined by Transportation Management Office [TMO]) in one lot between authorized places at the lowest overall cost to the Government. You must contact a Transportation Management Office (TMO) for a Personal Procured Move (PPM), formally known as a Do-It-Yourself (DITY) move. TMO will instruct you on the required documents and compute your entitlement. NOTE: For reimbursement of the PPM, a completed DD Form 2278 with all supporting documents provided by TMO must be submitted to the IR Travel Office for Payment. Please ensure that sections 10-12 of the DD Form 2278 are completed and that a copy of your PCS orders accompany the package.

## **Transition Assistance Program**

Any IR that performs 180 days or more of orders is required to complete the Transition Assistance Program (TAP). Contact the local base Military and Family Readiness Center (M&FRC) for details on the course. TAP is congressionally mandated and attendance is REQUIRED after serving 180 continuous days or more on active duty. Training may be completed during the members qualifying tour or on separate RPA orders funded by HQ AFRC. TAP is designed to help you understand your military benefits and assist with your transition to the civilian sector. TAP consists of the following four components:

- Pre-separation counseling and Individualized Transition Plan
- Transition GPS workshop, including Department of Labor (DOL) Employment Training (Members may opt-out of the DOL portion with confirmed employment; documented accredited school acceptance; previous TAP attendance; or medical or special circumstances. NOTE: Exemptions must be coordinated in advance through the M&FRC.)
- Veterans Affairs Benefits briefing
- Capstone

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

DODI 5154.31, Vol 4, states that the Government Travel Charge Card (GTCC) will be used by all DoD personnel (military or civilian) to pay for all costs related to official government travel. See Section 0406 for exemptions to mandatory use. IRs should apply for the GTCC through their AC unit of assignment/attachment Agency Program Coordinator (APC). IRs should contact their Detachment if they are unable to obtain a GTCC three days prior to traveling.

## **Card Features**

Once a member receives their GTC and Personnel Identification Number (PIN), he/she will have access to the ATM Cash Feature of the card program. The traveler can then obtain cash using ATMs. Cash withdrawals should be kept at a minimum. Effective 1 Oct 2014, ATM, GTC and cash advance fees are no longer reimbursable and are considered part of the incidental expense portion of per diem.

REMINDER: Advances will not be issued to travelers having ATM access through their issued GTC. Travel orders must specifically authorize an advance. Follow the instructions on the order for requesting the advance. Electronic Funds Transfer (EFT) is the standard method of an advance. If the order does not authorize an advance, then an advance cannot be issued. The order will need to be modified to specify that an advance be authorized for travel.

## **Split Disbursement**

The Split Disbursement is mandated. Public Law 107-314, Section 1008 gives DoD the authority to implement split disbursement. When a traveler uses his/her GTC for travel expense (i.e., airfare, lodging, rental car, etc.), a direct payment to Citibank will be made on the members behalf when the final voucher is filed for payment.

If no amount is specified on the travel voucher, the entire travel reimbursement will default to your designated EFT account. Card holders can only elect a \$0 split disbursement if the GTC does not have a balance owed.

## **IMA/PIRR ADCON At-A-Glance**

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart is to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to myFSS, which can be accessed with a CAC or username/password. You can also access myFSS from your smartphone with the username/password option. Click here for instructions: [ANDROID](#) [iPhone](#)

Table 4.1 ADCON At-A-Glance: Orders and Travel

Orders and Travel					
	Assigned Unit	Detachment	myFSS/myFSS/TFSC	Self-Service	Notes
Government Travel Card (GTC)	<input type="checkbox"/>				Contact your unit GTC Manager To manage your card online, go <a href="#">HERE</a>
Sanctuary Waivers		<input type="checkbox"/>			Sanctuary SoU <a href="#">HERE</a> Contact your Det
Submit IDT Plan in UTAPs				<input type="checkbox"/>	Access AROWS-R, then choose UTAPS from the menu
Transition Assistance Program (TAP)			<input type="checkbox"/>		Guidance <a href="#">HERE</a>
IDT Lodging Reimbursement			<input type="checkbox"/>		Guidance <a href="#">HERE</a> Quick Guide <a href="#">HERE</a> Submit <a href="#">HERE</a>

## **CHAPTER 5 - SUBMITTING TRAVEL VOUCHERS**

IRs are required to file a travel voucher within five duty days after completion of any set of orders (AT, MPA, RPA, ADOS, etc.) that required travel. As of 1 October 2023, all travel, except for PCS and CED Deployment travel, will be filed in the Defense Travel System (DTS). PCS/PPM travel claims and CED Deployment travel claims will still be filed in the Reserve Travel System (RTS). For IRs, RTS equates to filing a paper voucher. NOTE: IRs do not use eFinance.

***Quick Guides for step-by-step instructions are on the HQ RIO Portal: [Click here!](#)***

If directed to use RTS, IRs must submit a [DD Form 1351-2](#) with a copy of their AF Form 938, and applicable receipts and documents to the IR Travel office via [myFSS](#) (search “IMA Management” to find the correct submission links) or HQ RIO Travel website: <https://www.hqrio.afrc.af.mil/Travel/>.

If directed to use DTS, IRs must create an authorization in DTS, at <https://dtsproweb.defensetravel.osd.mil/dts-app/pubsite/all/view/>. A traveler must use DTS to the maximum extent possible to arrange all enroute transportation, rental cars, commercial lodging, and Government quarters when the DTS functionality is available. A copy of the certified AF Form 938 orders MUST be uploaded in order for the authorization to be approved.

Once travel is complete, IRs must create a voucher in DTS and submit copies of the applicable receipts and substantiating documents.

Members should be contacted by their respective Detachment staff for DTS registration as part of in-processing. IRs are required to use their Reserve account in DTS for travel. If MPA orders are issued, the RegAF unit will need to cross-org their line of accounting and routing lists. If the MPA unit refuses to cross-org their routing list, a Fund Cite Authorization Letter (FCAL) will need to be uploaded in the authorization. This letter tells TRO and the respective Detachment that the member is authorized to use that line of accounting as well as specific travel entitlements.

### **TDY in excess of 45 days**

For TDYs in excess of 45 days, member may amend their DTS authorization to schedule partial payments. This option can be found on the Accounting tab. Receipts and substantiating documents will need to be included in the final voucher, but do not need to be uploaded in the authorization. If an overpayment occurs in the authorization through the scheduled partial payments, the debt will be reconciled in the final voucher.

## Submitting Travel Voucher for Final Payment

For final settlement vouchers filed at completion of a tour include the following:

- AF Form 938
- Annotation of all leave taken during the orders period and copies of the AF Form 988 Part III
- Completed itinerary (to include: TDY taken) for the entire period of the AF Form 938. If a separate voucher was previously filed for the TDY(s), it is not necessary to provide that documentation with the final voucher unless unreimbursed expenses are being claimed
- Permanent email address in DTS profile
- 

## Electronic Funds Transfer (EFT) Changes

For Electronic Funds Transfer (EFT) changes affecting RTS travel pay disbursements, submit a [FMS 2231](#), Fast Start Direct Deposit to the [IR Travel](#) office via myFSS. All other EFT changes will need to be updated directly in the DTS profile. **NOTE:** EFT changes in myPay only affect military pay transactions, not travel reimbursements.

## HQ RIO Reservist Pay Office (RPO) Website

The HQ RIO RPO website has helpful information, frequently used forms, frequently asked questions, and virtual training. The website is located at [HQ RIO Pay](#).

## Travel Assistance Center (TAC)

The Travel Assistance Center ([TAC](#)) is available to all DoD travelers 24-hours a day, seven days a week. Staffed by a team of trained analysts, the TAC offers assistance on a broad spectrum of DoD travel issues, including DTS, Government Travel Card, Commercial Travel Programs, Travel Policy, and 24-hour Recruit Assistance.

The TAC can be contacted by calling 1-888-Help1Go (888-435-7146) or by submitting a help desk ticket through the tickets section of [Travel Explorer \(TraX\)](#). Travelers are encouraged to contact their local help desk prior to contacting the TAC.

For 24-hour support, you can call the Total Force Service Center at 1-800-525-0102.

# **CHAPTER 6 - READINESS**

## **Mobilization Readiness**

IRs fill critical assignments in the nation's defense and must maintain the highest performance and personal appearance at all times. RIO is tasked with ensuring IRs maintain readiness and are capable of meeting the requirements of the units they support. In addition, IRs must be current in all readiness requirements before requesting RPA or MPA tours [DFMAN 36-2136 Reserve Personnel Participation](#). IMAs must coordinate with their units for their expectations for participation, refer to the [Standards and Readiness Reviews](#) memo.

The below items affect overall readiness:

**Table 6.1 Readiness References**

Requirement	References	AC POC	Where to Check
Individual Medical Readiness (IMR)	<a href="#">AFI 10-250</a>	Medical Treatment Facility (MTF)	IMR*
PHA/PHAQ	<a href="#">AFI 10-250</a> & AFI 44-170	MTF	IMR
Dental	<a href="#">AFI 10-250</a> & <a href="#">AFMAN 47-101</a>	AD Dental Clinic	IMR
Immunizations	<a href="#">AFI 10-250</a> & <a href="#">AFI 48-110</a>	MTF	IMR
Labs	<a href="#">AFI 10-250</a>	MTF	IMR
Duty Limiting Condition (DLC)	<a href="#">AFI 10-250</a> & AFI 10-203	MTF	IMR
Fitness	<a href="#">DAFMAN 36-2905</a> <a href="#">Tab_1_Air_Force_Body_Composition_Policy_Memo.pdf</a>	AD Unit Fitness Program Monitor	myFitness ** myBodyComp
Security Clearance	<a href="#">AFMAN 16-1405</a>	AD Unit Security Manager	Check vMPF under Career Data Brief

## **Individual Medical Readiness (IMR)**

IRs must maintain medical readiness for deployment and worldwide duty. IRs must be in military status at the time Air Force required examinations are completed in person at a military Medical Treatment Facility (MTF). Military status is considered to be IDTs for pay or points, Annual Tour or mandays (MPA or RPA). IRs do not need to be in military status to schedule a medical appointment but must be in military status (points-only is fine) at the time of the medical appointment (IAW [AFI 44-176](#) chapter 10). When necessary, contact your URC or Detachment to help facilitate scheduling appointments. Members will be medically “ready” or “green” when current in all IMR sections. IMR is broken down into 6 sections: Preventive Health Assessment (PHA), Dental, Immunizations, Labs, Individual Medical Equipment, and Duty Limiting Conditions (DLC), also known as “Profiles.” All medical and dental information must be updated by medical personnel. In extraordinary cases, information can also be updated in the system of record by scanning and uploading the medical and dental documentation via [myFSS](#) to RIO Medical Section. IRs who live more than 40 miles away from their servicing MTF may elect to go to a closer MTF to complete IMR items. An IR who is not medically ready may be denied participation and could be processed for separation due to non-compliance.

See the [IMR At-a-Glance Quick Guide](#) for an overview of the requirements and tips to get them completed.

## **PHA/PHAQ**

IRs are required to complete an annual PHA, which consists of completing the PHA Questionnaire online and a mental health assessment (MHA) annually. The in-person PHA visit with a military provider is required every 3 years for non-flyers. The PHA Questionnaire is accessed through the MyIMR website (CAC enabled) [HERE](#). Upon completing the Preventative Health Assessment Questionnaire (PHAQ), it should direct you on how to complete your MHA. If not, the IR should contact the PHA cell at their servicing MTF to schedule the appointment. IRs will be due for their next PHA/PHAQ 12 months after completing the PHA and will show “yellow” or “due” for 90 days before showing “red” or “not ready/overdue.”

Members can submit documents and requests for their PHA via myFSS [HERE](#).

## Dental

IRs must have a current dental exam and be either dental class 1 or 2 to be classified as “medically ready.” An in-person dental exam at a military facility is required every three years. If an IR is due for a military dental exam and is not near an MTF, they may utilize the Reserve Health Readiness Program (RHRP) to see a civilian-contracted dentist in their area which will count as a military exam. Members can contact RIO/Individual Reservist Medical (IRM) for information on the RHRP program by going [HERE](#) and select “Medical Readiness”. If a civilian dental exam is accomplished when a military exam is not required, it must be documented on a [DD Form 2813, Department of Defense Active Duty/Reserve Forces Dental Examination](#), and submitted to the servicing dental clinic. IRs will show “yellow” or “due” for 90 days before showing “red” or “not ready/overdue”. The dental portion of IMR will show “red” or “not medically ready,” for two reasons: the IR is placed in a dental classification 3 status or the IR is overdue for their annual dental exam which reflects as a dental classification 4. If the IR is in dental class 3, this is a dental condition that needs to be resolved or corrected within 12 months. These IRs are restricted to performing IDTs and Annual Tour at home station only. Mandays, formal schools or duty away from home station are not authorized until the dental condition has been corrected and the dental class 3 is removed. The IR must be in military status at the time of the military dental exam appointment at the military dental clinic. You can find more information about dental readiness in [AFI 10-250, Individual Medical Readiness](#).

Members can submit documents and requests for RHRP Dental via myFSS [HERE](#).

## Immunizations

IRs are generally not required to schedule an appointment to receive immunizations at the MTF, however an IR must be in military status at the time immunizations are received at an MTF (IRs electing to receive immunizations from a civilian provider must provide that documentation to the servicing MTF). It is highly encouraged to call the immunization clinic before arriving to ensure they have the vaccination in stock that you are required to receive. Exemptions may be placed on a case-by-case basis and will require medical documentation dictating why the exemption is required. Exemptions may be placed for the following reasons: a positive titer (lab test), pregnancy, or history of anaphylaxis (allergic reaction) to the vaccine or its components. Table 6.2 is a list of routine immunizations required for all personnel and outlines the length the requirement will show “yellow” or “due.” After the “due” period has passed, the requirement will show “red” or “not ready/overdue.” Other immunizations maybe required for deployments and are driven by the location of the deployment or may be required for a specific duty position and/or unit. Each member’s ARCNet report will specifically identify what immunization is needed. If an IR is in need of a required

immunization they may utilize the Reserve Health Readiness Program (RHRP) to see a civilian-contracted provider to obtain the needed immunization. IRs may contact RIO/IRM for information on program entitlements.

Members can submit documents and requests for immunizations via myFSS [HERE](#)

## Flu Shots

IRs are required to receive a flu shot every year beginning every September and ending in January. IRs can receive a flu shot at a MTF if they are in a participating status such as IDT/AT/MPA/RPA. If they are not in status during this time, the IR should receive a flu shot from their civilian provider but must provide proof of immunization to their servicing MTF or to RIO/IRM by going [HERE](#) and select "Labs and Immunizations." Proof of immunization should include the IR's name, last 4 of their Social Security Number (SSN), type of vaccine administered, date and who administered the vaccine, and vaccine lot number.

**Table 6.2 Routine Immunizations**

Immunization	Shot Series	Series Schedule or Frequency	Days Shown "Due"
Hepatitis A	2 shot series	As Required Day 1 shot 1 Day 180 shot 2 unless positive titer	30 days
Hepatitis B	3 shot series	As Required Day 1 shot 1 Day 30 shot 2 Day 120 shot 3 (from shot 1 and at least 56 days from shot 2) unless positive titer	30 days

Twinrix (Hepatitis A and Hepatitis B combined)	3 shot series	Only used when Hepatitis A and Hepatitis B are required Day 1 shot 1 Day 30 shot 2, Day 180 shot 3 (from shot 1 and at least 150 days from shot 2)	30 days
Influenza	1 shot series	Annual requirement Starts 1 September	Until 1 January
MMR	2 shot series	Twice a Lifetime Day 1 shot 1 Day 28 shot 2 unless positive titer	30 days
Polio	1 shot series	Once a Lifetime 1 shot unless positive titer	30 days
PPD	1 shot series	As required	90 days
Td/Tdap	1 shot series	Tdap once then Td every 10 years	90 days
<b>Immunization</b>	<b>Shot Series</b>	<b>Series Schedule or Frequency</b>	<b>Days Shown “Due”</b>
Varicella	2 shot series	As required Day 1 shot 1 Day 28 shot 2 unless positive titer	30 days

**NOTE:** If an immunization is received at a civilian provider, provide proof to either your servicing MTF or to RIO/IRM [HERE](#) and select “Medical Readiness”

## Labs

IRs are generally not required to schedule an appointment to have a lab drawn at the MTF; however, they must be in military status at the time of the lab draw. There are two types of labs required for all military personnel, one-time labs and biennial HIV screening. One-time labs are drawn once and include: blood type and Rh factor, G6PD, Sickle Cell, and DNA sample. One-time labs do not have a due period and will show “red” or “not ready/overdue”. The biennial HIV screening is due every 24 months and will show “yellow” or “due” for 90 days before showing “red” or “not ready/overdue.”

RHRP is now approved to draw HIV labs for IR members (they cannot be done at a civilian provider unless the member was referred to do so by the MTF).

Members can submit documents and requests for labs via myFSS [HERE](#)

## **Duty Limiting Condition (DLC)**

The DLC portion of IMR reflects conditions that limit the performance of military duty. The DLC will either show “ready” (green) or “not ready” (red). The DLC will show “red” or “not ready” when a Duty Limiting Condition Report (AF Form 469) has been created with mobility restriction and an assignment availability code (AAC) of 31 (AAC 31 means the medical condition will resolve in less than 365 days and reflects a deployment availability [DAV] code 41 in MilPDS), an AF Form 469 has been created with a mobility restriction and an AAC of 37 (AAC 37 means that a potentially disqualifying condition has been identified and will require medical board processing and reflects a DAV code 42 in MilPDS), or the medical board process has been completed and the member has been returned to duty with an assignment limitation code (ALC). The ALC is a permanent code that can only be removed by AFRC/Surgeon General’s Office (SGO). IRs will email a copy of their AF Form 469 to their servicing Detachment and URC. Members with a AAC 31/DAV 41 or AAC 37/DAV 42 may participate at the discretion of the Detachment Commander.

**NOTE:** ALCs are permanent and the DLC portion of IMR will always show “red” or “not ready.”

## **Change in Medical Status**

IRs are required to inform their unit, servicing MTF and servicing Detachment of any change in medical status that may affect their ability to perform any military duty within 72 hours. When contacting the servicing MTF, an appointment may be required to have a profile (AF Form 469) created. IRs must be in military status at the time of the appointment. If an IR is recommended to be put on a profile or a duty limiting condition by a civilian doctor, they need to provide a letter stating the medical condition, treatment plan, expected length of condition, and (if applicable) what specific sections of the fitness test the member should be exempt from (a template can be found [here](#)). The member needs to submit this letter to their servicing MTF. The MTF will transcribe and establish an AF Form 469 Duty Limiting Condition Report.

## **Participation Determination Waiver**

Participation Determination Waivers are used to request an IR who has an AF Form 469 with mobility restriction (AAC of 31 or 37) to be allowed to perform military duty. An approved participation determination waiver will allow the IR to perform IDTs and Annual Tour at home station only. No mandays, formal schools or duty away from home station will be authorized. A participation waiver may be approved for up to 120 days. No more than three participation waivers may be requested per profile/condition or medical board process. To request a participation waiver, the IR will contact their servicing Detachment for the current participation determination waiver request memorandum for processing. The IR will fill out the participation determination waiver request memorandum and route it to their RegAF supervisor, commander and Detachment for signature. The Participation Determination Waiver template can be provided to the member by the detachment.

## **Assignment Limitation Code (ALC)**

IRs who have completed the medical board process and have returned to duty may be returned on one of three assignment limitation codes (ALC). Each ALC has different participation restrictions and DAV codes associated with them.

ALC-C1 is the least restrictive and is reflected by a DAV code of 40 in MilPDS. The participation for individuals with an ALC-C1 is limited to any military duty at locations worldwide with a fixed Medical Treatment Facility (MTF). IRs are required to contact HQ RIO/IRM at least 30 days before performing duty overseas (i.e. non-fixed MTF) to ensure a deployment waiver is not required for the requested duty location.

ALC-C2 is a permanent mobility restriction and is reflected by a DAV code 43 in MilPDS. The participation for individuals with an ALC-C2 is limited to any military duty at CONUS (Stateside) to include Alaska and Hawaii with a fixed Medical Treatment Facility (MTF). No duty/training under field conditions is authorized. IRs are required to contact HQ RIO/IRM at least 30 days before performing duty overseas away from home station to ensure a deployment waiver is processed for the duty location.

ALC-C3 is the most restrictive and is reflected by a DAV code of 48 in MilPDS. The participation restrictions for ALC-C3 is limited to IDTs and Annual Tours at home station only. No duty assignments away from home station or under field conditions are authorized. No mandays or formal schools are authorized. Duty outside these restrictions will require an approved modification waiver request (if CONUS for mandays, formal schools or TDY) or a deployment waiver for any duty overseas. Contact your detachment for more information.

Members can submit documents and requests for deployment waivers via myFSS [HERE](#).

## Modification Waiver

IRs with any ALC are limited to certain locations and duty performance. The modification waiver is used to allow that IR to go TDY, perform mandays (RPA or MPA) or attend a formal school outside of their normal ALC limitations. The modification waiver is requested for specific tours of duty (one for each tour) and should not be requested for anything beyond 120 days. To request a modification waiver, the IR will contact their servicing Detachment or HQ RIO/IRM for the current modification waiver request memorandum for processing. The IR will fill out the modification waiver request memorandum and route it to their Detachment for signature. The Detachment will send the modification waiver package to HQ RIO/IRM for processing. The modification waiver request memorandum will need to identify the exact tour dates (start end), and the duty location. Expect this to take 2-4 weeks to process.

Modification waiver requirements:

1. Memorandum requesting specific dates and locations for duty and mission impact if IR does not perform the requested duty
2. Current medical records for the condition dated within 180 days
3. Most recent return to duty letter (HQ RIO/IRM should have a copy on file)
4. Most recent narrative summary from the last medical board or Initial Review In Lieu Of (IRILO) (HQ RIO/IRM should have a copy on file)
5. Current AF Form 469 (check with HQ RIO/IRM to ensure an AF Form 469 is in place)

Members can submit documents and requests for modification waivers via myFSS [HERE](#).

## Medical Board Processing

IRs who have been identified as having a potentially disqualifying condition for continued military service will require medical board processing to determine if the IR can be returned to duty. Medical Board processing consists of two main processes: the Initial Review In Lieu Of (IRILO) medical board, and one of two medical boards: the Non Duty Disability Evaluation System (NDDES) or Medical Evaluation Board (MEB) for the Disability Evaluation System (DES).

## **Initial Review In Lieu Of (IRILO) Medical Board**

The IRILO, the first step of the medical board process, is initiated by the Airmen Medical Readiness Optimization (AMRO) at the MTF. The MTF is responsible for establishing the IRILO package and ensuring the package is complete. The IR will work with the Physical Evaluation Board Liaison Officer (PEBLO) at the MTF to gather the required documentation and assist with scheduling the appointment to have the narrative summary written by a military medical provider. The IR will provide all civilian medical records for the potentially disqualifying condition either prior to or at the time of the narrative summary appointment. Once the IRILO package has been assembled, the PEBLO will route the package electronically to HQ RIO/IRM for processing. HQ RIO/IRM will route the IRILO package to AFRC/SGO for adjudication. AFRC/SGO will determine if the IR can be returned to duty or is disqualified for continued military service and will require a full NDDES or MEB. If returned to duty, the IR will be placed on an ALC and establish when the case will need to be reviewed.

## **Non Duty Disability Evaluation System (NDDES)**

An IR will require an NDDES processing after AFRC/SGO determines the IR is medically disqualified on the IRILO and there is not an approved line of duty determination for the disqualifying condition as documented on an AF Form 348. The NDDES will require additional documentation in order to be processed. HQ RIO/IRM will work with the IR, the servicing Detachment and the PEBLO to ensure a complete package is assembled and processed. The NDDES can consist of three separate and independent reviews as elected by the IR, any of which may return the IR to duty. The three boards are: the Informal Physical Evaluation Board (IPEB), the Formal Physical Evaluation Board (FPEB) and finally, the Secretary of the Air Force Personnel Council. The IR will be contacted by the PEBLO after each independent review with the option for further review. If at any point during the NDDES process the IR is returned to duty, the case will be sent back to AFRC/SGO who will assign an ALC and establish when the case will need to be reviewed. If disqualified and the IR has waived or exhausted the option for the aforementioned reviews, the case is submitted for separation processing or retirement if the IR has enough time served to retire.

## **Medical Evaluation Board (MEB)**

An IR will require Medical Evaluation Board (MEB) processing by the servicing MTF after AFRC/SGO determines the IR is disqualified on the IRILO and there is an approved line of duty (LOD) determination for the disqualifying condition as documented on an AF Form 348. The MEB will require additional documentation in order to be processed. The IR will work with the PEBLO at

the MTF to ensure a complete package is assembled and processed. The MEB can consist of three separate and independent boards any of which may return the IR to duty. The three boards are: 1) the IPEB, 2) the FPEB, and 3) Secretary of the Air Force Personnel Council. The IR will be contacted by the PEBLO after each independent review and if disqualified, the IR will be given the option to have their case sent to the next board. If the IR is returned to duty at any point during the MEB process, the case will be sent to AFRC/SGO who will assign an ALC and establish when the case will need to be reviewed. If found disqualified, the case is referred for VA processing. The MEB is not finalized until VA processing has been completed.

## **Line of Duty (LOD) Determination**

For IRs, the line of duty (LOD) determination is used to establish, manage, and authorize healthcare for any illness, disease, injury or death incurred or aggravated while serving in a military status during their Reserve commitment. IRs may be entitled to hospital benefits and medical pensions in certain circumstances. When IRs incur or aggravate an injury, illness or disease while serving in a duty status, the medical condition must promptly be reported within 24 hours to the member's commander, servicing medical facility/unit and HQ RIO/IRM. When not in a duty status, the medical condition must be promptly reported (ideally within 72 hours or less) to the member's commander, servicing medical facility/unit and HQ RIO/IRM. HQ RIO/IRM will determine if a full LOD is needed and provide direction for processing or if the condition can be documented administratively. Failure to report the condition within 72 hours will require written explanation from the IR to their Commander and servicing MTF. A copy of the written explanation will be sent to HQ RIO/IRM to become part of the LOD package. After release from a military status, IRs have 180 days to ensure a condition is reported for LOD determination consideration. After 180 days, the only avenue for addressing unreported conditions is through the VA. IRs are to contact the servicing Detachment or HQ RIO/IRM for specific guidance for processing LODs.

Members can submit documents and requests for their Line of Duty (LOD) via myFSS [HERE](#).

## **Non-Emergent Surgery**

IRs who are within 180 days of their current tour ending and in need of surgery that is not to save life, limb or eyesight (non-emergent surgery) will require approval from the IRs Unit Commander, the MTF commander and AFRC/SGO. The IR will work with the servicing MTF to document the request and the MTF will send the non-emergent surgery request to HQ RIO/IRM for processing and routing to AFRC/SGO for final approval. Additionally, when not in status, IRs have 72 hours to report an

illness, injury, disease, operative procedure or hospitalization not previously reported to his or her commander or supervisor, and supporting medical facility personnel.

Members can submit documents and requests for non-emergent surgery via myFSS [HERE](#)

## **Reserve Health Readiness Program (RHRP)**

Individual Medical Readiness (IMR) is a Total Force concern and essential to the successful execution of the Air Force mission. For the purposes of IMR related items (dental, immunizations and PHA) Air Reserve Component members including Individual Ready (IR) Reserve can be accomplished through the Reserve Health Readiness Program (RHRP). The Reserve Health Readiness Program may be used to provide PHA services through a nationwide network of non-military providers at a no out of pocket expense to the IR.

- Services include: Air Force Mental Health Assessment (MHA) critical, Annual Dental Exam, Annual Dental Exam with Panograph, G6PD lab test, Hepatitis A immunization, Hepatitis B immunization, separation History and Physical Exam, TDAP immunization, Tuberculosis Skin test, Twinrix immunization, US Air Force Retention Exam, Varicella Immunization and biennial HIV screening.

RHRP services should be utilized if the IR is more than 40 miles away from a Military Treatment Facility (MTF). IRs should attempt to schedule IMR appointments with the MTF near their home of record first.

## **Fitness Assessment (FA)**

A fitness assessment (FA) must be completed every six months for IRs with a “Satisfactory” score of 75 points or above, and annually for IRs with an “Excellent” score of 90 points or above, with no component exemptions. The IR must schedule the test date with the Active Component Fitness Assessment Cell (FAC) through their Unit Fitness Program Manager UPM. FAs may be conducted at the IRs owning unit installation or any Air Force installation. IRs must notify their UPM or Active Duty Commander if testing will be done at a location other than the unit of assignment. In addition, FAs must be accomplished while in a military status (AT, IDT, MPA, RPA or Points-only IDT). Members must be in official AF Physical Training Uniform (PTU) when performing their FA. FA scores must be updated by the FAC in myFitness upon completion of the assessment. Members will be “ready” or “green” when “current.” It’s always a good idea to submit a copy of your fitness testing form to your UPM as well. Reference [Tab\\_1\\_Air\\_Force\\_Body\\_Composition\\_Policy\\_Memo.pdf](#).

## **Failure to Meet Standards**

Failure to meet fitness standards can be considered a valid reason to initiate involuntary reassignment to the non-participating individual ready reserve.

## **Personal Security Clearance**

The level of personnel security clearance required is determined by the Security Access Requirement (SAR) code associated with the IMA's funded manpower authorization. PIRRs are not assigned to SAR coded authorizations, but are authorized Secret clearances. The Defense Information System for Security (DISS) is the source for determining investigative status on pending investigations. IRs should see their Active Duty Unit Security Manager for assistance.

## **Family Care Plan**

Single parents, dual military couples with dependents, and members with civilian spouses who have unique family situations, as determined by the commander, must complete an [AF Form 357](#) Family Care Certification. Member should provide a copy of their AF Form 357 and any other requested related documents to their Active Duty First Sergeant.

## **Changes in Dependency Status**

IRs must notify the Commander or First Sergeant at his or her unit of assignment/attachment within 90 days of changes in personal status or family circumstances such as:

- Birth of a child.
- Adoption of a child.
- Loss of a spouse through death, separation, or divorce.
- Enlistment or commissioning in the military (AC or RC) or employment in the CEW of a spouse that results in the Member and spouse becoming a dual-Member couple with responsibility for dependent family members.
- Absence of a spouse through career or job commitments or other personal reasons that result in the Member assuming responsibility for dependent family members.

- Assumption of sole care for an elderly or disabled family member.
- Complete, revise, or recertify the family care plan upon arrival at a new unit, notification of assignment, when personal status or family

For more information consult [DODI1342.19\\_DAFI36-2908](#) Family Care Plan

## Training Requirements

IRs must obtain and maintain the skill level commensurate with their grade and Duty AFSC (DAFSC). IRs should coordinate all training requirements with their AD supervisor and UTM.

## Flight Record Folder (FRF) and Flight Evaluation Folder (FEF)

HQ RIO/Host Aviation Resource Management (HARM) maintains Flight Record Folders (FRFs) and Flight Evaluation Folder (FEFs) for non-flying rated IRs. Members must provide HQ RIO/HARM a current copy of their [AF Form 1042](#) Medical Recommendation for Flying or Special Operational Duty, in the event they are entitled to flight pay. Rated members applying for other positions must send their Flight History Record (FHR) and Individual Data Summary (IDS) to the gaining Detachment/organization for HARM approval/concurrence.

## Checking Air Reserve Component Network (ARCNet) for Readiness Status

IRs can check their overall readiness status in the Air Reserve Component Network (ARCNet), available a [here](#).

## How to Fix Readiness Discrepancies in ARCNET

Individual readiness data is pulled from official systems of record weekly and complied into a concise report. Although medical related updates are made daily, ARCNet can take up to approximately 21 days to reflect updates from the systems of record. If the member has completed their outstanding requirements and the data is not reflected, verify that the appropriate POCs have made required updates in the system of record as indicated in Table 6.1 - Readiness References.

**NOTE:** Supporting documentation may be provided to the member's servicing URC or Detachment

and comments can be added to ARCNet reflecting completion; however, his/her status will not be changed from red to green in ARCNet until an update is input into the system of record and ARCNet is refreshed. As always, IRs are encouraged to maintain copies of all documentation.

(See the [ARCNet Quick Guide](#) for instructions.)

## IMA/PIRR ADCON At-A-Glance

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart is to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to myFSS which can be accessed with a CAC or username/password. You can also access myFSS from your smartphone with the username/password option. Click here for instructions: [ANDROID](#) [iPhone](#)

Table 6.3 ADCON At-A-Glance: Readiness

Readiness					
	Assigned Unit	Detachment	/myFSS/ TFSC	Self-Service	Notes
AFPAAS				<input type="checkbox"/>	Update your information <a href="#">HERE</a>
CAC Reader		<input type="checkbox"/>			Contact your Det
Computer account/ access/email issues	<input type="checkbox"/>				Contact your unit comm help desk
Dental Records	<input type="checkbox"/>		<input type="checkbox"/> *		Civ Dental form <a href="#">HERE</a> Submit to your servicing Medical Treatment Facility (MTF)
Family Care Plan	<input type="checkbox"/>				Form <a href="#">HERE</a>

Line Badge	<input type="checkbox"/>				
Medical Records	<input type="checkbox"/>		<input type="checkbox"/> *		Contact your servicing Medical Treatment Facility (MTF)
Physical Fitness Assessment	<input type="checkbox"/>				Go through your Unit Fitness Program Manager (UFPM)
Security Clearance	<input type="checkbox"/>				Talk to your unit's Security Manager

\* If you have difficulty submitting medical or dental records to your servicing MPF, you may submit it via a myFSS ticket [HERE](#) and the subject "Medical/Dental record update."

# **CHAPTER 7 - CAREER MANAGEMENT**

## **Introduction**

There are several programs an IR must be familiar with in order to ensure proper career management and appropriate career progression. Among these are force development, evaluations, promotions, and recognition programs. Every IR also has important individual responsibilities, such as initiating reenlistment and retirement actions and ensuring the accuracy of their official military records.

## **TOTAL Force Development**

### ***Reference: DAFI 36-2670***

Force Development is the career-long pursuit of education, training, experiences and assignments that produces Citizen Airmen who possess the requisite skills, knowledge and motivation to lead and execute the full spectrum of Air Force Reserve missions. Each Citizen Airman is encouraged to seek out opportunities and experiences to remain professionally relevant throughout the course of their career. The overall goal of the force development program is to align career development of Reserve members with AFR mission needs, within the context and culture of the Citizen Airmen program.

The goal is to produce Citizen Airmen who possess the tactical experience, operational competence and strategic vision to lead and execute the full spectrum of Air Force missions.

***Enlisted Career Progression: Force Development and Education and Officer Career Progression: Force Development and Education are web-based training learning experiences available on RIO's Training Site: [Click here!](#)***

## **Development Teams (DT) (Officer, E9, E8, & E7 only)**

The DT process is an opportunity for you to convey to your senior leadership your personal career goals and military education desires to further your military career. The board is a vehicle for your senior leadership to review your records and provide you personalized career mentoring to discuss assignment, leadership and education opportunities. The DT schedule is posted for each year on the [ARPC website](#).

## **Individual Development Plans (IDPs)**

IDPs are a critical communication link between a reservist, a mentor (optional), the coordinator (usually the rater) and the DT. Development plans should be completed annually or when personal circumstances warrant. The plan should indicate education and training desires, assignment preferences, and goals. Development plans are updated in [myVector](#). Instructions for completing your development plan are posted on the [myFSS Knowledge Page](#).

## **Developmental Education (DE)**

### ***Reference: DAFI 36-2670, Chapter 3***

Air Force training programs provide individual servicemembers with the skills and knowledge to perform effectively in their duty assignments. Skill development of individuals is accomplished through a set of career patterns that involve various combinations of formal training, education and practical experience. Reservists can accomplish training in-residence, seminar method, or distance learning. More information can be found on the Force Development page of [ARPC website](#), or by talking to their AC UTM. [DAFI 36-2502 Enlisted Airman Promotion and Demotion Programs](#), table 2.1, contains Professional Military Education (PME) requirements for enlisted personnel promotions.

## **Enlisted Developmental Education Board (EDEB)**

The EDEB evaluates and recommends high potential enlisted members to attend select in-residence professional development courses. HQ ARPC publicizes the EDEB at least 3 months prior to the board. The invitation announcement will contain the EDEB convening dates, the EDEB application, nomination suspense and instructions, and POC information. Instructions for completing your development plan are posted on the [ARPC website](#), or instructions [here](#).

## **Reserve School Selection Board (RSSB)**

The RSSB competitively selects Reserve officers to attend short developmental education, professional development, and joint in-residence courses. The RSSB convenes in January and July with a posted invitation to apply generally two months in advance of the board. The January board selects students for classes May through September; and the July board selects students for classes October through April. Members meeting the established course criteria are encouraged to apply through [myVector](#). **NOTE:** Class start dates are not available in advance; those selected will be

notified in their reporting instructions. Instructions [here](#).

**PIRR** members are eligible to apply; however, if selected, members will attend in a points-only status and will not be reimbursed for travel and per diem.

## **Reserve Developmental Education Designation Board (RDEDB) (Officer Only)**

The RDEDB competitively selects reserve officers to attend in-residence Intermediate Developmental Education (IDE) and Senior Developmental Education (SDE) Schools. The RDEDB convenes annually in the winter, with a posted invitation to apply the preceding summer. Members meeting the established criteria are encouraged to apply through [myVector](#). Candidates are required to prioritize all schools for which they are eligible in order of preference. Packages must be staffed through their rater and senior rater for final endorsement. Instructions [here](#).

## **Non-board In-Residence and DL Courses**

Member interested in attending courses which do not require board selection should speak with their AC UTM about eligibility and application. **PIRR** members are NOT eligible to attend in-residence courses. The complete application process and eligibility may be found in [AFMAN 36-2136 Reserve Personnel Participation](#), the convening notice or members can contact their servicing Detachment for more information.

## **Formal Schools/Upgrade Training**

Formal schools ensure each individual is prepared to meet AF mission requirements through job proficiency training. All reservists, at some point in their career, will be required to attend formal training in-residence, whether for initial skills, retraining, upgrade, and refresher or extension courses.

Enlisted members must initiate requests for attendance in formal courses with their Active Component (AC) Unit Training Manager (UTM), who will determine if the member meets eligibility and requirements for course attendance. IRs must attend formal school using a Reserve Training Line Number (TLN) and not an AC TLN. **NOTE:** Members who are scheduled to attend school must maintain all eligibility and readiness requirements. In addition, if a member is unable to attend due to an emergency, they must contact their servicing detachment office as soon as possible to submit a

formal school cancellation request.

## **Career Development Courses (CDCs) (Enlisted Only)**

The member or their AC supervisor should contact the UTM for information or questions about mandatory CDC courses.

## **Correspondence Course Testing**

The member is responsible for scheduling DE/PME/SC Course Exams, and can do so at the base nearest their home. Mandatory CDC exams are scheduled through the AC UTM with approval from the supervisor.

## **Updating Academic Courses**

### ***Reference: AFI 36-2305***

Members who wish to update their educational records must have official transcripts sent directly from the college or university to:

- Enlisted: HQ ARPC/Education Services, 18420 E. Silver Creek Ave Bldg. 30 MS 68, Buckley AFB, CO 80011-9205 or email [ARPC.DPAT.TranscriptsDelivery@us.af.mil](mailto:ARPC.DPAT.TranscriptsDelivery@us.af.mil).
- Officers: Air Force Institute of Technology (AFIT), Academic Coding Branch, 2950 Hobson Way, Wright-Patterson AFB, OH 45433-7765  
DSN 785-6565 Ext. 4324, Commercial (937) 255-6565 Ext. 4324 or e-mail [afit.msp.transcripts@us.af.mil](mailto:afit.msp.transcripts@us.af.mil).

Verify your academic education is accurately reflected in MilPDS by logging into the vMPF through the [Air Force Portal](#). On the left side under "Most Popular Applications", click "Career Data Brief."

This will reflect your degree information, if it has been submitted to the Academic Coding Branch or ARPC. Diplomas, faxes, photocopies, student scanned e-mail copies, unofficial or opened issued-to-student transcripts will not be accepted.

Please ensure you review your Career Data brief before contacting AFIT or ARPC Education Services.

## Evaluation System

**Reference: [DAFI 36-2406 Officer and Enlisted Evaluation Systems](#)**

Air Force evaluation systems are designed to accurately appraise performance. Performance evaluation systems are an integral part of professional development. They are designed to provide a realistic assessment of performance, career standing, future potential, and actions required to assist the ratee in reaching the next level of professional development.

### Enlisted Performance Brief (EPB)

IRs in the grades of Senior Airman through Senior Master Sergeant require an EPB biennially, or every two years, according to the Static Closeout Date (SCOD) schedule.

**NOTE:** Extensions to the enlisted SCOD are not authorized.

**Table 4.4 EPB Static Closeout Dates**

Rank	Initial ACA Closeout	Midterm ACA Closeout	Evaluation SCOD
CMSgt (E-9)	31 May	N/A	31 May, Annual
SMSgt (E-8)	31 Jul	31 Jul	31 Jul, Even Years
MSgt (E-7)	30 Sep	30 Sep	30 Sep, Odd Years
TSgt (E-6)	30 Nov	30 Nov	30 Nov, Even Years
SSgt (E-5)	31 Jan	31 Jan	31 Jan, Odd Years
SrA (E-4)	31 Mar	31 Mar	31 Mar, Even Years

Refer to Table 4.4 of AFI 36-2406 for details on closeout dates.

***Enlisted Career Progression: Performance Evaluation is a web-based training learning experience available on RIO's Training Site: [Click here!](#)***

### Officer Performance Brief (OPR)

The Officer Performance Brief (OPB) is vital to assignment, school selection, and promotion actions. IRs should provide the reporting official with useful, informative, and accurate performance documentation for use at the end of the rating period. OPRs are due annually and will close out on

the appropriate Static Closeout Date (SCOD) for the officers' rank, as long as the member has obtained a minimum of 16 points during the rating period. If the officer does not earn 16 points by the SCOD, an administrative LOE for a gap report must be submitted.

**NOTE 1:** ECI and Membership points cannot be counted towards the 16-point minimum requirement for an OPR.

***Officer Career Progression: Performance Evaluation is a web-based training learning experience available on RIO's Training Site: [Click here!](#)***

## Annual Feedback

Providing feedback to members helps contribute to positive communication, improve performance, and promote professional growth. Feedback is mandatory for all officers, second lieutenant through colonel. Enlisted personnel are required to be given an Airman Comprehensive Assessment (ACA) commensurate with Table 2.1 Airman Comprehensive Assessment Requirements.

**Table 2.1 Performance Feedback Assessment Requirements**

R U L E	A	B
	If the ratee is	then the ratee requires the following feedback
1	a CMSgt or a Col	Initial (See <b>Notes 1 &amp; 4</b> )
2	a MSgt or SMSgt, Maj or Lt Col	Initial (See <b>Notes 1 &amp; 4</b> ) Midterm (See <b>Notes 2 &amp; 4</b> ) End-of-reporting period (See <b>Note 3</b> )
3	an AB/Spc1, Amn/Spc2 or A1C/Spc3 (who has already received an enlisted evaluation), a SrA/Spc4 through TSgt, a Lt through Capt (see <b>Notes 6</b> )	Initial (See <b>Notes 1 &amp; 4</b> ) Midterm (See <b>Notes 2 &amp; 4</b> ) End-of-reporting period (See <b>Note 3</b> )
4	an AB/Spc1, Amn/Spc2 or A1C/Spc3 (with less than 20 months total active federal military service or less than 20 months Date Initial Entry Uniformed Services for ARC )	Initial (See <b>Note 1</b> ) Midterm (See <b>Note 5</b> )
5	an AB/Spc1 through Col	Requested by Ratee (See <b>Note 7</b> )
6	an AB/Spc1 through Col	When determined necessary by the rater

**Notes:**

1. The rater must conduct the initial feedback session within the first 60 calendar days they initially begin supervision. This will be the ratee's only initial feedback until they have a change of reporting official. For CMSgts and cols, this is the only feedback required.
2. The rater must conduct the midterm feedback session midway between the date supervision begins and the projected close-out date of the next evaluation.
3. The rater conducts an end-of reporting period feedback session when an evaluation has been accomplished. This session must be conducted within 60 calendar days of the close-out of the evaluation and serves two distinct purposes. The first purpose is to review and discuss with the ratee the previous reporting period and resulting evaluation. The second purpose is to establish expectations for the new reporting period. This feedback may be accomplished using an evaluation that just closed or a new AF Form 724 or AF Form 931.
4. ARC personnel are not required to complete an Airman Comprehensive Assessment for a member who is pending separation or discharge under DAFI 36-3211, *Military Separations*.
5. After the initial feedback session is conducted, conduct a (midterm) feedback session every 180 calendar days until the rater writes an enlisted evaluation or a change of reporting official occurs.
6. If the ratee is due an annual evaluation and the period of supervision is less than 150 days, the rater conducts the feedback session approximately 60 calendar days before the projected evaluation close-out date.
7. When a ratee requests a feedback session, the rater must conduct a session within 30 calendar days of the ratee's request if at least 60 calendar days have passed (at the rater's discretion) since the last feedback session.

## **Performance Brief Appeal Action**

If the member believes an evaluation in their personnel records is in error or unjust, they may request to have the report corrected or removed, in whole or in part. [DAFI 36-2406](#) Chapter 10 and Attachment 2 Correcting Officer and Enlisted Evaluations outlines how to correct enlisted and officer evaluation reports after they are made a matter of record. Appeals can be filed under the provisions of [AFI 36-2603](#) Air Force Board for Correction of Military Records, after all other administrative channels of correction have been exhausted.

## **Promotions**

**Reference: [DAFIs 36-2502 Enlisted Airman Promotion/Demotion Programs, AFI 36-2504 Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force](#)**

## Enlisted Promotions

There are three methods for enlisted promotion: unit vacancy, Stripes for Exceptional Performers I (STEP I) and Stripes for Exceptional Performers II (STEP II). **IMAs** can qualify for any of the three processes. **PIRR** members only qualify for STEP promotion processes IAW [DAFI 36-2502](#). Contact the URC or Detachment with any questions concerning enlisted promotions.

***Enlisted Career Progression: Promotion is a web-based training learning experience available on RIO's Training Site: [Click here!](#)***

## Unit Vacancy Promotions

The majority of **IMA** promotions are processed under the Unit Vacancy Promotion Program. Promotions occur monthly on the first day of the month. The Unit Reserve Coordinator (URC) forwards a roster of eligible IMAs to the Detachment Commander. IMAs must be assigned as the primary incumbent of a position authorized at the next higher grade, meet all eligibility requirements, and be recommended by the unit commander.

## Stripes for Exceptional Performers I (STEP I)

Under this program, IRs who meet eligibility criteria can be considered for promotion to TSgt regardless of position or overage status. A SSgt may be considered for promotion to TSgt when they attain 16 years of satisfactory service. More information can be found via [myFSS Knowledge Article](#).

## Stripes for Exceptional Performers II (STEP II)

This program is designed to promote outstanding and well-deserving Airmen, IRs who have clearly demonstrated the potential to serve in the next higher grade and meet eligibility requirements. A member can be promoted into the next higher grade of the billet assigned. Members eligible for consideration may be nominated by their unit commander for STEP II Board promotion consideration. More information can be found via [myFSS Knowledge Article](#).

## Officer Promotions

The reserve officer promotion system is based on the Reserve Officer Personnel Management Act (ROPMA), effective 1 October 1996. The action agency for officer promotions is the Reserve of the Air Force Selection Board Secretariat, HQ ARPC/Promotion Board (PB). Commissioned officers are selected for promotion by central selection boards which evaluate records using the "whole person" concept. Factors included in the "whole person" assessment are job performance, level of assignments, professional competence, breadth and depth of experience, job responsibility, developmental education, and specific achievements (awards, decorations, and special recognition).

Information on Reserve Officer Promotions can be found on MyFSS under the Promotion tile [Here](#).

Officer Career Progression: Promotion is a web-based training learning experience available on RIO's Training Site: [Click here!](#)

### Servicing MPF

As an Individual Mobilized Augmentee (IMA), your servicing MPF is an Active Duty (AD) MPF. While there may be initial confusion at some AD MPF offices regarding IMA-specific processes, your assigned AD MPF is responsible for managing all your personnel actions. Always contact your servicing Active Duty MPF directly to track your promotion status and for any other personnel inquiries.

### Mandatory Consideration

Officers eligible for mandatory consideration for promotion will receive a computerized Officer Pre-selection Brief (OPB). The OPB is a historical brief of the officer's career, developmental education, decorations, duty history, or point summary civilian educational record, etc. The OPB should be reviewed upon receipt, immediately reporting discrepancies to the appropriate agency. All reserve officers in active status, including PIRR, are eligible for consideration for promotion if they meet the following criteria:

- Must be on the Reserve Active Status List (RASL), the active-duty list (ADL), or a combination of both for one year before the board convening date.
- Remain in active status until the effective date of promotion
- Meet the Date of Rank requirements as outlined in their applicable ARPCM board convening notice.

*ARPCMs detailing board requirements are published approximately six months before a board's convene date. ARPCMs detailing board results are published approximately two weeks after board result approval. All ARPCMs can be found in myFSS under the myPromotions tile. ARC members should select the ARC specific tile and navigate to their upcoming board's page. A member meeting a Lt Coll board would select the Lt Col ARC promotions page for details regarding the upcoming Lt Col board.*

## Position Vacancy (PV) Consideration

Promotions under this program give commanders the means to nominate exceptionally well qualified candidates for promotion to fill vacancies in the grades captain through lieutenant colonel. PV boards convene annually. PIRRs are not eligible for this promotion program. Officers must meet the following criteria:

- Must have at least 50 credit points for a year of satisfactory service during the last R/R year
- Must occupy, or be reassigned to the position for which nominated at the time of submission of the PRF.
- For captains through lieutenant colonel, the officer must occupy a position with an authorized grade higher than the officer's current grade and cannot be an overage.
- Meet the Date of Rank requirements as outlined in their applicable ARPCM board convening notice.
- Must be on the Reserve Active Status List (RASL), the active-duty list (ADL), or a combination of both for one year before the board convening date
- The member's position assigned senior rater must nominate the member on the AF709 and submit the AF709 to ARPC/PB via MyVector NLT 45 days before the board convene date.

Nominations received after the deadline will not be accepted.

You can find information on the Air Force Reserve Officer Position Vacancy Nomination Process [HERE](#).

## Officer Selection Record (OSR)

OSRs are part of the Master Personnel Record and consist of documents given to selection boards for consideration. Only certain documents can be included in the folder, per [AFI 36-2501](#) para. 2.11 Officer Promotion and Selective Continuation. Information regarding appeals for removal of information can be found in [AFI 36-2603](#). The selection board may consider a letter to the board from the member. Such letters are not required, but may be useful to explain, rebut, or mitigate information in the selection folder. For example, a letter might be useful to explain periods of unsatisfactory participation when board members might not otherwise know the circumstances. The member may review the documents that are in their records in Personnel Records Display Application (PRDA), which is linked on the [Okta homepage](#).

**Should you have additional questions after speaking with your servicing MPF, please contact ARPC promotions via MyVector – My Applications – ARPC Officer Promotions. From there, you can reach ARPC Promotion Eligibility for questions regarding orders, DORs, and board eligibility.**

## Non-EAD Airman Commissioning Program (ACP)

### ***Reference: [DAFMAN 36-2032](#)***

The Non-EAD (Extended Active Duty) Airman Commissioning Program is designed to commission the highest qualified enlisted Airmen to fill valid non-line and line officer unit vacancies. Airmen who have obtained a qualifying college degree and are 40 years of age or younger may pursue an Air Force Reserve commission. Contact the servicing URC for guidance in submitting the application. Applicants must meet the eligibility criteria *Appointment in Commissioned Grade and Designation and Assignment in Professional Categories- Reserve of the Air Force and United States Air Force* outlined in DAFMAN 36-2032. For more information reach out to HQ RIO Talent Management Consultant, [ARPC.HQRIO.CareerAssistance@us.af.mil](mailto:ARPC.HQRIO.CareerAssistance@us.af.mil).

**NOTE:** Members must be commissioned before their 40th birthday unless granted an approved age waiver by HQ AFRC/CC.

## Awards and Decorations

### ***Reference: [AFMAN 36-2806](#)***

IRs are eligible for decorations for extended tours (three years on station), reassignment, separation, or retirement and achievement. The nomination and approval process mirrors the AD, and decorations must be processed through the AD chain of command. The local MPS can assist in determining which awards and decorations IRs are eligible. IRs can visit the vMPF accessible through [AFPC](#) to obtain a list for order of precedence.

## Other Programs

### Reenlistment

**Reference: [AFI 36-2606 \(Chapters 7-10\) Reenlistment and Extension of Enlistment in the United States Air Force](#)**

IRs are subject to the requirements of the AFR Selective Reenlistment Program (SRP). In order to successfully reenlist, IRs must work with their URCs to complete the [DD Form 4](#) and obtain supervisor and unit commander coordination on an SRP memo. If the IR is eligible for a reenlistment bonus, please reach out to HQ RIO Talent Management Consultant (TMC) ([ARPC.HQRCIO.CareerAssistance@us.af.mil](mailto:ARPC.HQRCIO.CareerAssistance@us.af.mil)) as your Expiration Term of Service (ETS) date approaches. URCs are responsible for submitting completed reenlistment packages to detachments for coordination. TMC perform a quality review and forward submissions to ARPC for final processing.

### Retirement

**Reference: [DAFMAN 36-3203 \(Chapter 9\)](#)**

IRs must apply for transfer to the Retired Reserve using myFSS online retirement application, accessible through [myFSS](#). Applications are routed through member, TMC servicing RIO Detachments, and active component units before final processing by ARPC. To be eligible to transfer to the Retired Reserve, Airmen must complete at least 20 years of satisfactory service. Airmen meeting eligibility requirement for pay are issued a "Notification of Eligibility for Reserve Retired Pay" letter, however the letter is not required in order to request transfer to the Retired Reserve. Retirement effective date cannot be after Mandatory Separation Date (MSD), High Year of Tenure date (HYT) or Expiration Term of Service (ETS). Additional information, to include details on Reduced Reserve Retirement Age, Retired Pay Calculation, and Reserve Component Survivor Benefit Plan can be found on [myFSS Knowledge Article](#). For questions or concerns regarding retirement or retirement planning, contact the ARPC Reserve Retirement Counseling Cell.

### Master Personnel Record Group (MPerRGp)

HQ ARPC maintains master personnel records for all IRs. The MPerRGp contains all permanent military personnel documents such as the DD Form 214, DD Form 4, special orders, performance reports, etc., and is electronically maintained in the Personnel Records Display Application (PRDA).

## **Military Personnel Records System (MPERR) and Official Document Requests**

IRs have the capability to access and retrieve some military personnel documents by accessing PRDA via [AFPC Secure](#). It is also possible to access these documents via [myVector](#) via the [Air Force Portal](#). Copies of certain documents may be obtained by submitting an online requests through [myFSS Knowledge Article](#).

## **Removal of Erroneous Documents**

To remove erroneous documents from the Automated Records Management System/ Personnel Records Display Application which contain the member's military personnel record, contact the Total Force Service Center through [myFSS](#) request with your personal information, and a description of the issue.

## **Updating Duty History**

To update duty history, officers must have performed in the duty for 60 or more calendar days, and enlisted members must have performed in the duty for at least 120 or more calendar days. TDY duty history cannot be updated in a member's Duty History. In addition to duty history, effective dates, command level, DAFSC, Duty Title, Unit, Installation and MAJCOM information can be updated. Requests and all source documents are sent to the Total Force Service Center via [myVector](#) ticket. If the member is meeting a board, ensure the request includes the board date and ID. After submitting the request, call or email the Total Force Service Center so it can be flagged. The following are acceptable source documents:

- AF Form 1098, Special Task Certification and Recurring Training
- AF Form 910, Enlisted Performance Report (AB thru TSgt)
- AF Form 911, Senior Enlisted Performance Report (MSgt thru CMSgt)
- AF Form 707A, Field Grade Officer Performance Report (Maj thru COL)
- AF Form 707B, Company Grade Officer Performance Report (2LT thru Capt)
- Special Orders (P-Series)
- General Orders (for organizational Changes)

## Personal Records

It is highly recommended that IRs keep a personal copy of their MPerGR and assignment and participation orders, 40As, pay documents, LES, medical forms and any other source documentation concerning the member's military career. Copies of the member's personnel records can be obtained in PRDA accessible through [AFPC Secure](#) or in [MyVector](#) via the [Air Force Portal](#).

## IMA/PIRR ADCON At-A-Glance

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart is to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to myFSS, which can be accessed with a CAC or username/password. You can also access myfss from your smartphone with the username/password option. Click here for instructions: [ANDROID iPhone](#)

***IR ADCON is a web-based training learning experience available on RIO's Training Site: [Click here!](#)***

**Table 7.3 ADCON At-A-Glance: Career Management**

Career Management					
	Assigned Unit	Detachment	myFSS/TFSC	Self-Service	Notes
Board for Corrections of Military Records				<input type="checkbox"/>	Guidance <a href="#">HERE</a>
Career Advisor			<input type="checkbox"/>		Contact the <a href="#">Career Assistance Advisor</a>
Classification/Upgrade 2096 Request (AFSC alignment/updates)	<input type="checkbox"/>				Unit will provide the 2096 to the Detachment
Décor 6 (Decorations)	<input type="checkbox"/>				Talk with your AC CSS
Duty History Change Request			<input type="checkbox"/>		Guidance <a href="#">HERE</a>

Enlisted Development Education Board (EDEB)			<input type="checkbox"/>	<input type="checkbox"/>	Guidance <a href="#">HERE</a>
Enlisted Promotion Updates			<input type="checkbox"/>		Info <a href="#">HERE</a>
ETS Separation		<input type="checkbox"/>			Contact your Det

#### Career Management (continued)

	Assigned Unit	Detachment	/myFSS/TFSC	Self-Service	Notes
Formal School/PME Submissions	<input type="checkbox"/>	<input type="checkbox"/>			Talk with your AC UTM to initiate request Contact your Det
Future AFR vacancies/assignments		<input type="checkbox"/>		<input type="checkbox"/>	1288 route to detachment Contact your Det
Letter of Evaluation (LOE) AF Form 77	<input type="checkbox"/>				Form <a href="#">HERE</a>
Officer Promotions	<input type="checkbox"/>				Guidance <a href="#">HERE</a>
Officer/Enlisted Evaluations	<input type="checkbox"/>		<input type="checkbox"/>		Final is updated by AFRC Officer Guidance <a href="#">HERE</a> Enlisted Guidance <a href="#">HERE</a>
Process Awards and Decorations after submission from RegAF MPS			<input type="checkbox"/>		
MSD/HYT Waiver		<input type="checkbox"/> Process Waiver Request		Complete Waiver Template and send to Det.	Contact your Det
Provide assistance for officer/enlisted promotion/decoration		<input type="checkbox"/>	<input type="checkbox"/>		Updates done at ARPC Contact your Det

Reenlistment & Extension (ETS Management)		<input type="checkbox"/>			Contact your Det
RDEDB and RSSB – Developmental Education			<input type="checkbox"/>	<input type="checkbox"/>	Watch for announcements via myFSS
<b>Career Management (continued)</b>					
	Assigned Unit	Detachment	myFSS/TFSC	Self-Service	Notes
Development Plan			<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">myVector</a>
Reduced Retired Pay Eligibility Date				<input type="checkbox"/>	Guidance <a href="#">HERE</a>
Seasoning Training Program		<input type="checkbox"/>			Contact your Det <a href="#">HERE</a>

## **CHAPTER 8 - ASSIGNMENTS**

### **IR Assignment Process**

#### ***Reference: [DAFI 36-2110 Total Force Assignments](#)***

*Total Force Assignments* outlines the procedures for assigning and utilizing members of the AFR.

1. Active Component, Air National Guard (ANG), Individual Ready Reserve (IRR), prior service, members returning from the Voluntary Limited Period of Active Duty (VLPAD) program, and other military branch members are considered Accessions and must apply for an IR position through a Total Force Service Recruiter. For more information about the VLPAD program, search VLPAD on [myFSS](#).
  - a. Accession applications will be sent to the Detachments via the Air Force Recruiting Information Support System (AFRISS) system. Detachments will coordinate with the Unit Reserve Coordinator (URC) or hiring authority. If selected, Detachments will complete the Second Endorsement of the [AF Form 1288](#) and send it back to the recruiter. Once the members (exception IRR) have been discharged from their current “service”, recruiters will forward the required documents to the ARPC Accessions section to create the new member’s Reserve profile. Then the Accessions section will forward the application to the ARPC Assignment section. The overall process can take up to 45-60 days depending on where they are accessing from. Once the member has been officially gained, ARPC will send a notification to the gaining Detachment. The Detachment will send a Welcome Packet to the gained member via myFSS.
2. Current IRs O-5 and below wanting to apply for a new IMA position will process their paperwork through the gaining and losing unit’s servicing Detachment. O-6 and above will work through the Reserve Senior Leader Management office. IRs wanting to apply for Traditional Reservist (TR) positions will process their paperwork through the gaining Force Support Squadron (FSS) and losing unit’s servicing Detachment. Vacancies can be viewed on the Reserve Vacancies link tab accessible through [AFPC Secure](#).
  - a. Refer to the Reserve Management Vacancy System (RMVS) job description, remarks section or contact the POC listed on the reserve vacancy announcement for specific package requirements and application procedures. Generally, an [AF Form 1288](#) Application for Reserve Assignment, signed by the IR’s losing Commander, resume, fitness assessment history, and last 3 OPRs/EPRs are needed to apply for an IR position. On-line applications via the RMVS system are not accepted. Once the

Detachment has received all the applicable documents from the member, they will in-turn coordinate with the URC or hiring authority. If selected, the gaining Detachment will complete the Second Endorsement of the AF Form 1288 and forward it to the IR's losing Detachment to complete the Third Endorsement. Once the AF Form 1288 is completed, then the gaining Detachment will forward the gain package to the ARPC Assignment section. ARPC has 14 business days to complete requested actions. The overall process can take up to 30 days. Once the member has been officially gained, ARPC will send a notification to the gaining Detachment. The Detachment will send a Welcome Packet to the gained member via [myFSS](#).

**NOTE:** AF Forms can be obtained on e-Publication, and evaluations can be obtained in the Personnel Records Display Application (PRDA) accessible through [AFPC Secure](#).

## **Conflict Between Military and Civilian Supervisors**

Federal employees CANNOT apply for a reserve assignment if the supervisor will be the rating, endorsing or reviewing official on both the civilian appraisal and military evaluation. A conflict of interest exists and the assignment will not be allowed.

## **Key Employee Positions**

IAW DAFI 36-2110 Section 9C, Key Employee positions are those that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal agency or office to function effectively. Federal employees in designated Key Employee positions cannot participate in the Air Force Reserve and will be re-assigned to the Standby Reserve where they will remain for the period in which they will fill a key position. The member may apply for an assignment to the Non-Affiliated Reserve Section (NARS)/ND of the Active Standby Reserve. If accepted, the member will continue to earn retirement points. This also applies to appointed or elected officials who want to earn points for retirement.

## **Key, Command and Joint Assignment Listing Positions – O- 5 and below**

Key, Command and Joint (KCJ) officer O-5 and below positions are managed in accordance with AFI 36-2670, Total Force Development, Chapter 1.6.3. Each year, career field manager (CFMs)

review their career field key, command and joint duty list to determine “key” positions within their career field which would provide the experiences necessary to develop Reserve Citizen Airmen and equip them with the right capabilities to potentially become Total Force senior leaders. Eligible candidates for key/command/joint positions include individuals listed on Reserve development team Key Personnel Lists (KPL) and Reserve Command Screening Board (RCSB). Currently, the IR program does not have any positions designated as Command positions. Selects for the KCJ assignments will be required to sign a Statement of Understanding (SOU) acknowledging that they will only occupy the position for three-years for Key positions or four-years for Joint, aka, Joint Development Assignment Listing (JDAL) tours.

## **Key and Strategic Enlisted E-9 Positions**

Key/Strategic enlisted positions are managed in accordance with AFI 36-2670, Total Force Development, Chapter 1.6.4 and DAFI 36-2110, Chapter 9.18. The Senior Enlisted Management Division (AF/REG) in coordination with the AFRC Command Chief Master Sergeant (AFRC/CCC), provides oversight of Air Force Reserve senior enlisted personnel assigned to key/strategic E-9 positions at the MAJCOM level and above. Key/strategic positions include all MAJCOM, Office of the Secretary of Defense, joint, agency, Field Operating Agency, Direct Reporting Unit, Numbered Air Force E-9 positions. Eligible candidates for key/strategic positions include individuals listed on the Reserve development team KPL and carry a 3-year term limit. Vacancies and application process can be found in SLCMS.

## **Unit of Attachment versus Unit of Assignment**

To meet training goals, a member may be attached to another unit outside of their assigned organization, provided it is in the best interest of the AF and AFR. The member’s assigned position authorizes participation at an alternate location and the member can be trained in his/her DAFSC at the attached unit of assignment. You may establish a unit of attachment for training by obtaining written approval from the commander of the unit of assignment, commander of the unit of attachment, and Detachment Commander. Approval is at the AD commander’s and Detachment Commander’s discretion. Contact the servicing Detachment for further information and/or for a template of the Unit of Attachment Agreement. For example, if you are assigned to USSTRATCOM; however, you will perform duty with USSPACECOM at a location other than your assigned duty location, a Unit of Attachment agreement will need to be completed.

## **Voluntary Reassignments to the Inactive Ready Reserve (IRR)**

IRs no longer desiring or able to actively participate in the Select Reserve (SelRes) may request to be reassigned to the IRR by completing an AF Form 1288 or a personal letter, IAW DAFI 36-2110, Chapter 11. Enlisted members within 90 days of their Expiration Term of Service (ETS) are ineligible to request transfer into the IRR. Requests for transfer into the IRR must be submitted through the IRs AD unit of assignment and staffed to the servicing Detachment Commander. Detachments will route to ARPC Directorate of Assignments (ARPC/DPA) to process the IRR request. Approved requests for voluntary reassignment to the IRR must have an effective date not earlier than 6 months from the date the Detachment Commander approves the request. IRs requesting transfer to the IRR with a Palace Chase contract will require a waiver, per DAFI 36-2110, Chapter 12.

IAW AFI 36-2606, Chapter 8, while in the IRR members are not eligible to re-enlist or participate. Once assigned to the IRR, enlisted members will be discharged upon their ETS. Officers will be retained until they resign their commission or reach their Mandatory Separation Date (MSD). Contact your servicing Detachment for more information.

## **Participating Individual Ready Reserve (PIRR) Assignments**

The Participating Individual Ready Reserve (PIRR), also known as “Category E”, is managed IAW [DFMAN 36-2136](#). PIRR members may remain in a points-only status for up to 3 years from date of assignment unless an extension is granted by the attached organization and the Detachment Commander. **EXCEPTION:** Air Force Academy Admissions Liaison Officer’s (ALO) and Civil Air Patrol (CAP) may remain indefinitely. Members who reach the maximum time in PIRR status with no retention waiver must either locate a funded position, separate, retire, transfer to the IRR, or complete an inter-service transfer. If the member has not met these requirements, he or she will be involuntarily reassigned to the IRR. In addition, PIRR members who refuse a valid, funded SelRes assignment equal or greater in rank, within a reasonable distance to the member’s place of residency, will be transferred into the IRR.

## **IMA/PIRR ADCON At-A-Glance**

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart is to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to

myFSS, which can be accessed with a CAC or username/password. You can also access myFSS from your smartphone with the username/password option. Click here for instructions: [ANDROID](#) [iPhone](#).

***IR ADCON is a web-based training learning experience available on RIO's Training Site: [Click here!](#)***

**Table 8.1 ADCON At-A-Glance: Assignments**

Assignments					
	Assigned Unit	Detachment	myFSS/TFSC	Self-Service	Notes
IR Assignment Processing/ Orders		<input type="checkbox"/>			Contact your Det
Officer Accessions/ Appointment Orders		<input type="checkbox"/>			Contact your Det
Telecommute Agreements		<input type="checkbox"/>			Fill out this <a href="#">form</a> and have your AC supervisor sign it

# **CHAPTER 9 – BENEFITS and ENTITLEMENTS**

## **Uniforms**

All IRs must acquire, wear, and maintain the proper uniform items. Uniforms must be ready and available for mobilization and for unexpected duty at all times. Replace out-of-date items by the established phase-out date in accordance with DAFI 36-2903, Dress and Personal Appearance of United States Air Force Personnel, para 2.13.

### **Enlisted**

**IMAs** with no prior Air Force affiliation are entitled to an initial issue. IMAs with prior Air Force service with a 90-day or greater break are entitled to a replacement-in-kind issue. In addition, current members are entitled to a replacement-in-kind every 3 years of duty. Members with non-serviceable items can have items replaced with proper justification. Members who are within 90 days of ETS are not entitled to uniform issue. Eligible members must contact HQ RIO Force Management via [myFSS](#) to confirm the current process of ordering and receiving uniforms.

### **Officers**

Officers are not eligible for uniform replacements and must purchase all uniform items at their own expense. **EXCEPTION:** In accordance with DoD Financial Management Regulation (FMR) Vol. 7A, Chap. 30, an initial uniform allowance is given at the beginning of their assignment to the Air Force Reserve when the officer is coming from another branch of service or has attended Officer Training School (OTS). Otherwise, they are eligible once every 2 years for an additional allowance if they have served on active duty for more than 91 consecutive days. To obtain the additional allowance, submit an [AF Form 1969](#), Officer Uniform Allowance Certificate, directly to servicing RPO. **NOTE:** **PIRR** members are responsible for purchasing their own uniform items. **No reimbursement is authorized.**

### **Optional and Organizational Items**

Optional items are generally newer or more expensive versions of issue items, or items authorized for wear outside of the initial issue. Optional items such as the leather flight jacket are available for purchase at military clothing sales stores. IRs may purchase optional items at their own expense. Organizational clothing and equipment are items mandated by the commander as items needed to perform training in their organization, i.e. hospital whites, steel-toed shoes, flight suits, lens for gas masks, parkas, fleece, etc. The commander specifying the equipment requirement is responsible for issue. This type of equipment may be hand received and have a required turn-in when member

leaves the unit.

## **Military Clothing Ordering Information and Alterations Policy**

Most uniform items such as Service Uniform, Mess Dress, ABUs, shoes, and insignia are offered through AAFES Military Clothing; in store or online through [ShopMyExchange.com](http://ShopMyExchange.com).

## **Identification Card**

IRs must have a current Armed Forces Identification Card (Common Access Card [CAC]) and should carry it with them at all times. CACs can be obtained at any location with a Defense Enrollment Eligibility Reporting System (DEERS) and the Real-Time Automated Personnel Identification System (RAPIDS). Source documents to receive a new card are reenlistment documents, promotion orders, and/or assignment orders. Marriage certificates and birth certificates will be needed for family members. Walk-in CAC customers are typically seen on a first come, first serve basis. However, scheduling an appointment is recommended through the RAPIDS Appointment Scheduler located [HERE](#).

## **DEERS/RAPIDS**

DEERS/RAPIDS is a computer-based system that identifies personnel entitled to military medical care benefits. IRs must pre-enroll in DEERS/RAPIDS before family members can receive medical care at a military medical facility on a space available basis, while the member is mobilized, or on a tour of active duty of 31 consecutive days or more. IRs must provide a copy of their orders to initiate benefits. Family members are enrolled in DEERS/RAPIDS when they receive an ID card. IRs selected for a mobilization or voluntary deployments are eligible for TRICARE benefits up to 180 days prior to deployment start date. IRs can update DEERS information at the nearest DEERS office or on [milConnect](#).

## **Identification Tags (Dog Tags)**

ID tags (dog tags) can be obtained from the nearest MPF or designated section within your assigned unit. Questions regarding dog tags should be directed to an AC supervisor.

## **Motor Vehicle Registration**

Driving a car on a military installation is a privilege. IRs are subject to military discipline for traffic violations. Give full cooperation during security exercises or random vehicle and identification card checks. Check with the local pass and registration office for required documents to register a vehicle. Typically, a valid driver's license, proof of insurance, and the vehicle registration are needed. Some bases no longer give out registration stickers. A valid Military or Dependent ID card is required to access a military installation.

## **Education Opportunities**

The Air Force Reserve offers several educational opportunities and assistance programs. Login to the [Air Force Portal](#), under the Education/Training/Force Development section, and click on AF Virtual Education Center ([AFVEC](#)), for further information. The servicing base education office for IMAs is located at ARPC in Denver, Colorado, and can be reached via [AFVEC](#) message or by calling the TFSC at 1-800-525-0102.

## **Community College of the Air Force (CCAF)**

CCAF is a federally-chartered degree-granting institution that serves the AF's enlisted total force. They partner with more than 106 affiliated AF schools, 82 Education Service Offices located worldwide, and more than 1,500 civilian academic institutions to serve active, guard, and reserve enlisted personnel, making CCAF the world's largest community college system. CCAF is the only college system solely for enlisted members. Their programs are designed to provide students with knowledge, skills and theoretical background for enhanced performance as technicians and noncommissioned officers. CCAF offers degree programs, certifications such as the Professional Managers Certification, licensure programs, and regional accreditation. Programs of study must relate to the member's AFSC. A maximum of 30 semester hours of degree-applicable examination credit may be applied to satisfy degree requirements. Credit may be applied for examinations offered by Defense Activity for Non-Traditional Education Support (DANTES), College Level Examination Program (CLEP), College Board, Excelsior College and the Defense Language Proficiency Test. Contact the local base education office to find out about the programs and how to combine civilian credit to earn an associate degree. IMAs should contact ARPC Directorate of Total Force Services (ARPC/DPT) Education Services via their page on [via AFVEC](#).

## **Defense Activity for Non-Traditional Education Support (DANTES)**

DANTES sponsors a wide range of examination programs to assist servicemembers in meeting their educational goals. They include:

- Credit-By-Exam - CLEP, DANTES Subject Standardized Tests (DSST)
- Entrance Tests - ACT Assessment Test, Graduate Management Admission Test (GMAT), Graduate Records Examination (GRE), and SAT Reasoning Test
- Other – General Education Development (GED), Praxis

DANTES will fund or reimburse member for examinations. Contact the local base education office to check test availability and to schedule testing.

## **Montgomery G.I. Bill Program-Selected Reserve (MGIB-SR)**

IRs eligible for the MGIB-SR may use this education assistance program for degree programs, certificate or correspondence courses, cooperative training, independent study programs, apprenticeship/on-the-job training, and vocational flight training programs. Remedial, refresher and deficiency training are available under certain circumstances. Eligibility for this program is determined by the Selected Reserve Components and begins with the member's initial 6 years enlistment in selected reserve. Veteran's Affairs (VA) makes the payments for this program. IRs may be entitled to receive up to 36 months of education benefits. Eligibility for the program normally ends on the day members leave the Selected Reserve. IRs should contact ARPC/DPT Education Services for more information.

## **Post 9/11 GI Bill**

**Eligibility:** The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service (not including basic training, Initial Active Duty for Training [IADT], annual tours) on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. The Post-9/11 GI Bill became effective August 1, 2009.

Approved training under the Post-9/11 GI Bill includes graduate and undergraduate degrees, vocational/technical training, on-the-job training, flight training, correspondence training, licensing and national testing programs, entrepreneurship training, and tutorial assistance. All training programs must be approved for GI Bill benefits.

**Transferring Benefits:** DoD may offer members of the selected reserve the opportunity to transfer

benefits to a spouse or dependent children for individuals who were members of the Armed Forces on 1 Aug 2009.

In addition to meeting the minimum requirements for basic eligibility member must: Be active duty or selected reserve when requesting for transfer; completed at least 6 years total active duty and/or selected reserve for transfer to spouse or 10 years for transfer to children; agree to serve 4 additional years in the selected reserve.

For more information visit [milConnect](#), review the [Post 9/11 TEB VA article](#) or contact ARPC/DPAT Education Service via the myFSS “Ask a Question” feature.

## **Tuition Assistance (TA)**

TA is available to [IMAs](#) for both distance learning and on-campus courses. TA is offered each FY as long as funding is available. The servicing education office for IMAs is AFRC located at ARPC in Denver, Colorado. Members must have an evaluated degree plan on file before applying for TA. Funding may be submitted as early as 45 days before the class starts but must be requested a minimum of 7 days prior to the start of course, with Supervisors coordination. TA will cover up to \$250.00 per credit hour with a maximum of \$4500.00 per FY. Successful course completion is defined as receiving a letter grade of C- or better for undergraduate study, B- or better for graduate. Application for TA is made online by visiting the Air Force Virtual Education Center (AFVEC) found on the [Air Force Portal](#). IMAs should contact ARPC/DPT Education Services for more information.

## **Legal Assistance**

IRs may receive full assistance from the base legal office. You may need to be in status (points only is fine). Legal offices help accomplish documents such as wills or powers of attorney. A general power of attorney is a very powerful document so consider at length before granting one. The general power of attorney allows the named person to handle ALL affairs in the reservist's absence, to include full access to all banking accounts and the IR's signature authority.

A special power of attorney grants only the power necessary to complete specific tasks. One example of this is to empower the person named as the family member caregiver with only specific authority to obtain emergency medical care for family members. Go to the [AF Legal Assistance Website](#) to find an office in the local area and receive further information.

## **Family Readiness**

IRs may use the installation Military & Family Readiness Center (M&FRC). Some of the services available are Personal Financial Management (PFM), the Air Force Aid Society (AFAS), Career Focus Program (CFP), Volunteer Resource Program (VRP), relocation assistance, and Family Life Education. IRs and family members may also receive counseling, attend seminars, receive assistance on career planning, deployment and family separation counseling, or attend parenting training. IRs are encouraged to contact the M&FRC prior to deployments. For more information, contact the M&FRC at the nearest base.

## **Yellow Ribbon Reintegration Program (YRRP)**

The Yellow Ribbon Program is a cooperative network of military services, veteran service organizations, state government departments and other agencies that provide information, resources, referral and proactive outreach to servicemembers and their families throughout all phases of the deployment cycle. Training is conducted in various locations throughout the country. Members that have deployed for 75 days or more during a 12 month period in which they were separated from their family are eligible. Reserve members attend in military status and are authorized pay, travel, lodging and per diem. Eligible guests are authorized reimbursement for travel and actual expenses approved for those outside of the commuting distance. For more information, IMAs should visit the [Yellow Ribbon Website](#) or contact the YRRP staff at [afrcyrima@us.af.mil](mailto:afrcyrima@us.af.mil).

## **Medical Entitlements**

**IMAs** are assigned to AD units and receive all their medical support from the AD Medical Treatment Facility (MTF) where they are assigned.

## **Medical Treatment**

The type of medical treatment IRs are eligible for depends on their status.

### [Active Duty Status](#)

When on active duty tours greater than 31 days, IRs will have the same medical care authorized as members of the AD for the period of duty specified in the orders. Dependents are only authorized care when IRs are on tours 31 days or greater. Medical care is not authorized at government expense beyond the training period for an injury or disease incurred not in the line of duty (see Line of Duty Determination below). Optical and dental care exclusive of Preventative Health Assessment

(PHA) is limited to emergencies on a space available basis. The medical facility commander is the final approval authority for this type of care. Any and all Surgical procedures within 6 months of the orders ending must have a Non-Emergency Surgery Request submitted by HQ RIO/IRM office to AFRC/SG for Approval before surgery can be accomplished.

## **Annual Tour or IDT Status**

IRs who incur or aggravate an injury or illness while performing Annual Tour or IDTs may seek medical care. Dependents are not authorized care through a MTF during these periods of duty. IRs may be given a required PHA examination through the MTF while on AT or IDT status. Ancillary labs and medical tests results (excluding the Bi-Annual HIV Draw) from a private health care provider can be added to the PHA if accomplished within the last 11 months of prior PHA. MTFs/DTFs are authorized to perform medical readiness services for RC Service members. These services include ordering required clinical preventive services, education, counseling, provision of necessary referrals, and documenting medical readiness status into the Service-specific IMR electronic tracking system and the electronic military medical record. Enclosure provides a listing (not all-inclusive) of services which may be indicated to support IM.

## **Tricare Reserve Select (TRS)**

TRICARE Reserve Select (TRS) is a premium-based health plan available worldwide to Selected Reserve members of the Ready Reserve and their families who are not eligible for or enrolled in the Federal Employee Health Benefits (FEHB) program or currently covered under FEHB, either under their own eligibility or through a family member.

**NOTE:** Those members in the Individual Ready Reserve (IRR) do not qualify to purchase TRS.

You may visit any TRICARE-authorized provider, in network or out of network. Care at military treatment facilities is on a space-available basis only. You do not need a referral for any type of care but some services may require prior authorization. The type of provider you see determines how much you'll pay out-of-pocket. If you're visiting a network provider, you'll pay less out of pocket and the provider will file claims for you. For more information on [Tricare Reserve Select](#), visit their website.

## **Line of Duty (LOD) Determination**

When a member incurs or aggravates an injury, illness or disease while serving in a duty status, a line of duty determination is required. IRs who are injured or become ill while performing military duty must notify the MTF, Supervisor, DET, and/or HQ RIO within 72 hours of the incident occurring. The SM will have to have the MTF physician complete an AF Form 348 Line of Duty Determination *promptly*, preferably within 30 days of occurrence. The SM has 180 days from the last date of the set of orders the injury/illness/disease occurred to submit the LOD request to HQ RIO/IRM, after the 180 day marker it will no longer be a valid submission and the LOD will be denied. NOTE: The injury, illness, or re aggravation must have occurred while the member was performing duty on a set of orders or AF IMT 40A.

The LOD package requires all medical documentation pertaining to the injury, illness, or disease, a copy of the orders or AF Form 40A to show the member's status during the period of the injury or illness, AF Form 348 (Completed with Part II & III Signed), LOD Medical Provider Form, LOD Member Initiate Form, AF Form 978 (if applicable)). The SM will only be eligible for care at the MTF under the AF Form 348 for 90 days from the date of injury while pending final adjudication from AFRC/SG. Medical care is not authorized at the expense of the Air Force beyond the training period for injuries or disease incurred NOT in line of duty. Surgical correction for conditions existing prior to military service may be performed only where it is immediately necessary to save life, limb, or sight, to prevent undue suffering, or loss of body tissue. Entitlement, as in line of duty determination, must be established prior to any surgery.

More Line of Duty information can be found at [HERE](#).

## **Medical Continuation**

If a SM has occurred an injury, illness, and/or disease while in a status, they may be placed on Pre-MEDCON orders for up to 30 days to allow the LOD to process and may be eligible to submit for a MEDCON package. If approved the MEDCON orders will place the member on a set of active orders until they are returned to duty, processed through the Disability Evaluation System, or the medical condition has been determined not to be in the line of duty. The condition must not only be service connected, but also render member "unable to perform military duties". NOTE: An approved LOD for any medical condition does not automatically entitle members to medical continuation orders. The service-connected condition must be severe enough that a level of incapacitation occurs that renders the member physically unable to perform any military duties. Members should contact their URC, Detachment or HQ RIO/IRM for more information or to complete a medical continuation orders

package.

## **Incapacitation (INCAP) Pay**

Members with an approved LOD who are physically disabled may be entitled to incapacitation pay (INCAP). Members receiving INCAP do not accrue points. Members should contact their servicing Detachment or ARPC/DPAAB for more information concerning INCAP Pay.

Members can submit documents and requests for INCAP pay via [myFSS](#)

## **Pregnancy of USAFR Personnel**

IRs on long term AD orders determined to be pregnant shall ordinarily be permitted to continue serving as long as there is a valid requirement and the Airman's AF Form 469, Duty Limiting Condition Report, does not prohibit the Airman from performing the full-time duty required under the AD orders. If the Airman does not meet the 12-month maternity leave threshold, the Airman can continue serving, if determined medically qualified to meet mission requirements, until end of the requirement or the date of birth, whichever is earlier. If the supported commander determines the duty limitations do not prevent performance of the expected AD tour, the Airman may be activated or continued on the AD orders. If the supported commander determines that duty limitation interferes or is not consistent with the duties to be performed during the AD tour, at the member's request, the supported commander may seek other opportunities for which an Airman may be qualified to perform or may curtail the member's AD orders. The effective date of the curtailment is 45 days after receipt of the limitation notification.

Pregnant IRs not on long term AD orders may not participate in any status during the 34th week of pregnancy to term and 12 weeks immediately after delivery unless the following criteria are met: (1) The reservist volunteers and her decision is supported by the unit commander, obstetric care provider, and, if different, military medical authorities. (2) Pregnant reservists may be approved to telework or be approved to participate at an alternate duty location (that can provide adequate training) in order to comply with the obstetric care provider's travel recommendations. Regardless, pregnant reservists must be able to commute home safely every day or have access to birthing facilities approved by the obstetric care provider if lodged at the duty location.

Obtain an **AF Form 469 Duty Limiting Condition Report** from the base of assignment or attachment Medical Treatment Facility. Enlisted personnel, **IMAs** only, must process an [AF Form 656](#) with ARPC/FM for a maternity uniform. Only one set is allowed. Officers must purchase

maternity uniforms at their own expense. [AFI 44-102 Community Health Management](#) and [DAFMAN 36-2905 Fitness Program](#), provides further guidance.

## **Virtual Record of Emergency Data (vRED)**

The Virtual Record of Emergency Data (vRED) satisfies the requirement of the DD Form 93, and is the official source document required by law for you to provide the Air Force with emergency contact information in the event you become a casualty and for designating beneficiaries for certain benefits in the event of your death. **It is your responsibility** to keep this information current, and completion of this program is mandatory. If any of the information changes, the vRED should be updated as soon as possible. Delays in next of kin notification are most often associated with incomplete or outdated information. (Reference: 10 USC 1475-1480, 2271 & 44 USC 3101). This does not affect your SGLI beneficiary designation. To change your insurance you must visit your military personnel section Customer Service Unit or via [milConnect](#). If you require additional assistance, contact the Casualty Assistance Representative (CAR) at your servicing MPF. To view/update your vRED, login to [AFPC Secure](#) and click on vMPF, verify your contact information is correct, then click on Record of Emergency Data under Most Popular Applications section, Click on Next Page, Edit any required information and click on the submit button. Also ensure you update this each year on or around your birthday to ensure the information is always accurate, along with any time you experience a life changing event (marriage, divorce, child birth, etc.).

## **Service Group Life Insurance (SGLI)**

All IRs are responsible for ensuring both the election and the beneficiaries are correct. Any time an IR changes statuses (IRR, Transfer to TR or AD, or comes on or off long term orders, ETS or Retire) they need to ensure the appropriate election is made or they could incur a debt and will be responsible for payment.

Member should ensure they update this each year on or around your birthday to ensure the information is always accurate, along with any time you experience a life changing event (marriage, divorce, child birth, etc.). Navigate to DOD milconnect (<https://milconnect.dmdc.osd.mil/milconnect/>) to update SGLI election and beneficiary designation. Click on "Log-in button" in top right corner. Use CAC log in option or create a new account if you don't have a way to log in using your CAC. Once logged in, Navigate to Manage my SGLI section using blue button or under the benefits tab at the top. Click next at the bottom, once you get to the coverage area, ensure you each tabbed section, don't just click confirm and certify. Once you are complete, then confirm and certify, print out a copy and put it in a safe place incase of an

emergency.

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

The RCSBP is the only program that allows Airmen to leave a percentage of their future Air Force retired pay as a monthly annuity to their beneficiaries. This plan does not make a single lump sum payment like insurance, but instead pays benefits to qualified survivors each and every month.

Airmen who have completed the required years (typically 20) of satisfactory service for retired pay eligibility are entitled to coverage under RCSBP. HQ ARPC notifies eligible Airmen by mail, with instructions to go the vPC Dashboard. Once logged into the vPC, you can review and download the Notification of Eligibility for Retired Pay (NERP) letter and the RCSBP information packet. After downloading the NERP (20-year) letter and information packet, Airmen must either concur or non-concur with the "Automatic Election" that was based on their eligible dependents as updated in the Military Personnel Data System (MilPDS). For more information, visit [myFSS](#).

IRs who experience a life changing event (birth, death, marriage, divorce) and want to change their RCSBP election MUST do so within 1 year of the event.

## **Eligibility/Information to Transfer to the Retired Reserve**

To be eligible to transfer to the Retired Reserve, Airmen must complete at least 20 years of satisfactory service. Airmen meeting eligibility requirement for pay are issued a "Notification of Eligibility for Reserve Retired Pay" letter, however the letter is not required in order to request transfer to the Retired Reserve. Airmen may request retirement upon completion of their 20th year, even if it is based upon a partial year. A partial year is credited when an Airman earns the minimum number of required points.

Retirement effective date cannot be after Mandatory Separation date (MSD), High Year of Tenure date (HYT) or Expiration Term of Service (ETS). Consult with your AC unit servicing Military Personnel Section (MPS)/Military Personnel Element (MPE) for assistance in determining/verifying the MSD, HYT or ETS.

Airmen medically disqualified for worldwide duty, who have completed at least 15 years of satisfactory service, are eligible to apply for transfer to the Retired Reserve.

Airmen who meet requirements for Reserve retired pay are eligible to participate in the Reserve Component Survivor Benefit Plan (RCSBP). This plan allows Airmen to provide an annuity of up to 55 percent of retired pay to an eligible, designated beneficiary upon their death.

Information on how to apply for retired pay will be mailed to an Airman's home address

approximately four months prior to retired pay effective date (normally age 60).

## **Notification for Eligibility for Retired Pay (20 Year Letter)**

The Notification of Eligibility for Retired Pay letter (NERP), commonly referred to as the 20 year letter, is issued approximately 120 days after the close-out of the 20th Retention/Retirement (R/R) year. Air Reserve Component (ARC) members will be notified by HQ Air Reserve Personnel Center (ARPC) by mail with instructions to go to the vPC Dashboard, to retrieve their 20 year letter (NERP) and Reserve Component Survivor Benefit Plan (RCSBP) package.

### **Officer Retirement Grade**

Title 10 U.S.C. Section 1370 (d) officers who met a promotion board before 1 October 1996, is required to have held the grade satisfactorily for one day.

Officers who met a promotion board on or after 1 Oct 1996, must meet the following for voluntary retirement:

3. Lieutenant Colonel and above must serve satisfactorily for three years to receive retired pay in grade
4. Major and below must serve satisfactorily for six months to receive retired pay in grade

The Secretary of the Air Force authorized the Air Force Reserve to reduce the three-year time-in-grade (TIG) requirement to two years for ANG and Reserve lieutenant colonels and colonels (limited to 2% of authorizations).

- Lieutenant Colonels affected by Base Realignment and Closure, Program budget Decision 720 and other force structure changes
- Limitations do not apply to Air Reserve Technician (ART) lieutenant colonels
- Colonels may apply without restriction for TIG reduction

**NOTE:** Two Year TIG waiver should be requested by annotating the remarks section of the retirement application on vPC.

**NOTE:** For full determination of your retirement eligibility (active duty retirement v reserve retirement, see [DAFI 36-3203](#), Chapter 2, or contact the Retirements section via [myFSS](#).

## **Enlisted Retirement Grade**

There is no TIG requirement for enlisted Airmen to retire in grade (TITLE 10 U.S.C., Section 8961 (b)). However, Reserve policy dictates service commitments for MSgt and above as follows:

- Reserve Service Commitment (MSgt and above) requires 3 years of service for In-residence

training and 2 years of service for Promotions

- Guard Service commitment (MSgt and above) requires 2-3 years of service for In-residence training, and 2 years of service for Promotions to CMSgt and SMSgt but only 1 year for MSgt traditional or technicians

## **How to Apply for Retirement**

### **Assignment or Transfer to the Retired Reserve**

#### **Voluntary retirement**

Reserve members must apply for transfer to the Retired Reserve using the vPC online retirement application, accessed from the AFPortal or directly via [myFSS](#).

**NOTE:** Continue reading this section before submitting your application.

General Officers and/or medical disqualifications continue to use the AF IMT 131 Application for Transfer to the Retired Reserve. General Officers must submit the AF IMT 131 through their chain of command to AF/REG who will then route for Inspector General (IG) action and disposition at HQ ARPC. Airmen who are medically disqualified must attach all appropriate medical documentation to the application.

### **Retirement due to Involuntary Separation**

By law, Airmen who qualify for retirement are automatically transferred to the Retired Reserve upon attainment of HYT or MSD, unless the Airman applies to be discharged.

### **Active Duty Military Retirement**

You are eligible to retire on the first day of the month following completion of 20 years of Total Active Federal Military Service and have fulfilled all Active Duty Service Commitments (ADSC). To retire as an officer, 10 of those 20 years of Total Active Federal Commissioned Service must be served as an officer.

To apply for an AD military retirement; the retirement Personnel Processing Application (PPA) can be located on the [AFPC Secure](#), vMPF tab, Self-Service actions, Retirements. You will be directed to the [myFSS](#) website where you can check your retirement eligibility. Select the Restrictions link to review tables that contain information regarding conditions that preclude the submission or

processing of your retirement application, and conditions/restrictions that may be waived in the best interest of the Air Force or for hardship not common to other Air Force members. Select the Entitlements counseling link for information on basic entitlements involved with retirements. It is recommended that you review these areas before applying for retirement.

The AF Retirements Branch will review your records to determine if you are retirement eligible. After reviewing your records, you will be notified if you are eligible to retire and if a waiver of a retirement restriction is required. After you receive confirmation of your eligibility from AFPC, return to the Retirements PPA and select the Retirement Application Link to complete your Pre-Application Checklist and Retirement Application.

## **Reduced Retired Pay Age**

The Fiscal 2008 National Defense Authorization Act, Section 647 amended Title 10, U.S.C., Section 12731, reducing the eligibility age for receipt of Reserve retired pay by three months for each aggregate (cumulative) of 90 days of qualifying active duty performed within a fiscal year. The effective date of the law was Jan 29, 2008. The reduced retired pay age is calculated with qualifying service days on or after Jan. 29, 2008. Beginning with the 2015/2016 Fiscal Year crossover, qualifying active duty may be combined between consecutive fiscal years. Qualifying Service includes involuntary mobilization, voluntary active duty, and Medical treatment/medical evaluation for disability purposes or medical study.

**NOTE:** Eligibility age cannot be reduced below age 50. To request your early retirement date, click the link to the "Eligibility Requirements for Reserve Retired Pay at Age 60 or Earlier" article under "Related Resources" located on [myFSS](#), Retirement, and Reduced Reserve Retirement Age.

## **Statement of Service**

Many IRs are concurrently employed as U.S. Federal employees, and routinely support Air Force and DoD requirements via Contingency orders, Military Personnel Appropriation (MPA) or Reserve Personnel Appropriation (RPA) tours for less than 90 days. In general, a tour of less than 90 does not warrant a DD-214, however members are often required to provide verification of service describing the federal status, character, and specific dates of the active duty service period(s) when making a military service deposit ("buy back") into their Federal Employee Retirement System (FERS) annuity. Find more info at [Knowledge Detail \(af.mil\)](#)

## To Request a Statement of Service (AF Form 1613)

Ensure you have the following information or documents:

1. Federal Civil Service Start Date
2. Service periods to ensure accurate capture of member's eligible federal service.
3. Current non-Award SF-50
4. SF-50 showing LWOP-US status (military service) and Return to Duty SF-50 for each period
5. Copy of your orders or proof of pay (LES) for each period of active federal service

Submit a request via myFSS. Title your message "FOR SERVICE VERIFICATION BRANCH-REQUEST STATEMENT OF SERVICE AF1613."

## IMA/PIRR ADCON At-A-Glance

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart is to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to myFSS, which can be accessed with a CAC or username/password. You can also access myFSS from your smartphone with the username/password option. Click here for instructions: [ANDROID](#) [iPhone](#)

***IR ADCON is a web-based training learning experience available on RIO's Training Site: [Click Here!](#)***

**Table 9.1 ADCON At-A-Glance: Benefits and Entitlements**

Benefits and Entitlements					
	Assigned Unit	Detachment	myFSS/myFSS/TFSC	Self-Service	Notes
DEERS Updates	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Some updates can be done on <a href="#">milConnect</a> -or at a nearby <a href="#">DEERS</a> office. You can also submit a <a href="#">myFSS</a> ticket – IMA Management, subject DEERS Update
Education Benefits			<input type="checkbox"/>		Guidance <a href="#">HERE</a>
ID Cards	<input type="checkbox"/>			<input type="checkbox"/>	Updates and appointments <a href="#">HERE</a>
Reserve Component Survivor Benefit Plan				<input type="checkbox"/>	Information available <a href="#">HERE</a>
Reserve Tuition Assistance			<input type="checkbox"/>		Guidance <a href="#">HERE</a>
Uniforms			<input type="checkbox"/>		
VA Home Benefit/Mortgage Letter				<input type="checkbox"/>	Guidance <a href="#">HERE</a>
vRED Assistance			<input type="checkbox"/>	<input type="checkbox"/>	Use <a href="#">vMPF</a> . If you have issues, contact the <a href="#">TFSC</a> .
20-Year Letter				<input type="checkbox"/>	Guidance <a href="#">HERE</a>

# **CHAPTER 10 - DEPLOYMENTS**

## **Activation**

Activation refers to the temporary expansion of the Active Component (AC) forces by both voluntary and involuntary means. Activations are frequently used to support contingencies, exercises or deployments associated with war efforts or domestic emergencies. It's important to understand the different types of activation as it influences entitlements associated with each deployment. Table 10.1 Activation Authorities below reflects the different types of activations, their authorities and limitations associated with each.

**Table 10.1 Activation Authorities**

TITLE 10 USC	AUTHORITY	LIMITS	DURATION	FORCE STRUCTURE
<b>VOLUNTEERISM</b>				
<a href="#"><u>Title 10 USC 12301 (d)</u></a>	SECAF	No limit	No limit for volunteers other than service-driven ADOS limits, such as 1825 policy	RCs
<b>PRESIDENTIAL RESERVE CALL-UP (PRC)</b>				
<a href="#"><u>Title 10 USC 12304 and Title 10 USC 12302 (a)</u></a>	Presidential	Not more than 200,000 at any one time, of which no more than 30,000 may be members of the Individual Ready Reserve	Not more than 365 days	Selected Reserve, as defined by § 10143(a); Ready Reserve as defined by § 10144(b)
<b>PARTIAL MOBILIZATION (PUSH-PULL)</b>				
<a href="#"><u>Title 10 USC 12302</u></a>	Presidential	Not more than 1,000,000 at any one time	Not more than 24 consecutive months	Ready Reserve
<a href="#"><u>Title 10 USC 12303</u></a>	Presidential	Not more than 1,000,000 at any one time	24 months	RCs

FULL/TOTAL MOBILIZATION				
<a href="#">Title 10 USC 12301 (a)</a>	Congressional	No limit	Duration + six months	RCs
<a href="#">Title 10 USC 12306 (a)</a> and <a href="#">Title 10 USC 12301</a>	Congressional	No limit	Duration + six months	Standby Reserve
SECAF				
<a href="#">Title 10 USC 12301 (b)</a>	SECAF	No limit	Not more than 15 days a year	RCs
STOP LOSS AUTHORITY				
<a href="#">Title 10 USC 12305, 12301, 12302, and 12304</a>	Presidential	No limit	Presidential Determination	RCs

## Mobilization

Mobilization involves the assembly, organization, and application of the nation's resources for national defense and encompasses all activities necessary to prepare systematically and selectively for war. It is a non-voluntary "call-up" of personnel. **NOTE: PIRR** are mobilized only after partial, full, or total mobilization under **Title 10, U.S.C., Sections 12301(a), 12302, or 12306** are invoked. The mobilization process of the PIRR is under the responsibility of ARPC and the Directorate of Personnel Actions (DPA) Division.

## Conditions That May Preclude Mobilization

- If a significant medical condition exists that would render an IMA ineligible for deployment and the condition has not been previously identified, contact your AC Commander and Detachment for guidance prior to departure
- If the MAJCOM has no funding for the requested deployment, the IMA will not be able to proceed

## Mobilization Process and Timelines

Initial notification of mobilization most often occurs with a telephone call or e-mail from the commander or commander's designated representative 365 days prior to mobilization. Following initial notification, **IMAs** will receive a mobilization CED order cut by HQ IR RIO/Installation

Personnel Readiness (IPR) about 30 days prior to mobilization. **IMAs** are ineligible for any other personnel actions, i.e. retirement, transfers to Inactive Ready Reserve (IRR), transfers between components, once selected for mobilization. Once on orders, **IMAs** are in an active duty status. Be prepared to deploy! Ensure your readiness is up to date in ARCNet which is accessible through the [Air Force Portal](#).

HQ IR RIO/IPR will generate your CED and AF IMT 938 orders for your deployment should it be required. Your AC unit will schedule you for any required training that is related to your deployment.

## **Active Component Unit Responsibility**

The AC unit is responsible for training, equipping, scheduling pre-deployment training, scheduling transportation to the AOR, and in/out-processing of IRs.

## **Deployment Volunteer Process (Deployments (af.mil))**

- IMAs may volunteer for deployment 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 man-days
  - 0-6 and above need AF/RE, AFRC/IG and FGC/CC Approval

Deployments must have a valid Unit Line Number and be an approved SecDef deployment requirement tracked in a SIPR-based system.

## **IMA Responsibilities**

- Find deployment vacancy to volunteer
- Complete Volunteer Statement of Understanding (SOU)
- Contact assigned Detachment for guidance
- Possess a 3-level in AFSC
- Must be “GREEN-TO-GO” on ARCNet
- Work with assigned Unit Deployment Manager (UDM) for all training equipment and in/out-processing

## **HQ IR RIO/IPR Responsibilities**

- Validate requested tasking and request sourcing via SIPR email
- Generate all IR's CED and AF IMT 938 orders for deployment should it be required
- 

## **Post Deployment/Mobilization Respite Absence (PDMRA)**

PDMRA is categorized as an “administrative absence” intended to compensate members subjected to high mobilization tempo. Essentially, PDMRA provides for paid days off after extended time spent deployed; minimum of one cumulative year within the last 72 months. Refer to USAF/A1 PDMRA policy for detailed information in calculating PDMRA. This entitlement is only for mobilizations.

***A web-based training learning experience on Mobilization and Volunteerism is available on RIO's Training Site: [Click Here!](#)Figure 10.1 Sample Statement of Understanding (SOU) [Microsoft Word - SOU - November 2023 \(af.mil\)](#)***

## IR Volunteer Statement of Understanding AEF, Non-AEF (with ULN) and Exercise (with ULN)

### DIRECTIONS:

Part I - Member completes (Fill out as much as possible on all 3 Parts).

Part II - UDM/unit completes/signs.

Part III - Det/CC completes and emails completed package (SOU) to HQ RIO/IPR at [apc.rio.ipr@us.af.mil](mailto:apc.rio.ipr@us.af.mil). Additionally, please contact our office at 720-847-3700 with any questions or concerns.

**IMPORTANT:** IRs are not authorized to participate in active flying or flying training while deployed unless a waiver is approved IAW AFMAN 11-402, para 3.8.1 and AFMAN 11-402, Table 3.2. Please submit FAC (Flying Activity Code) waiver via MyFSS to ARPC IMA Flight Management (HQ RIO/IR HARM).

### PART I - MEMBER INFORMATION

Last	First	Middle	Rank	Social Security Number (Not DODID)
Home Address (Before and During deployment)				
Home Phone	Cell Phone	DSN Work Phone		
Email address (both personal and work)				
Attached Unit (where you perform duty)	Base and State	PAS Code	Duty AFSC	

I am a volunteer to deploy in support of an Active Component requirement. I understand I must meet all IR readiness requirements before volunteering for this deployment; and that it is my responsibility to check my readiness level in ARCNET prior to my HQ RIO Detachment forwarding this request. I further understand that once I am assigned against a ULN for a specific deployment, that I am committed to that tasking. If I am unable to fill this requirement, I must notify my RegAF Commander who will be responsible for filling the tasking or submitting the reclama to AFPC/DPW. I must also notify my Detachment/CC and HQ RIO/IPR Staff. Initials \_\_\_\_\_

If selected for this deployment, I understand I may use any remaining IDT or annual tour days to complete ancillary training requirements associated with deployment. Furthermore, I understand I must depart from and return to my unit of attachment provided above. I understand that I will be afforded 2.5 days downtime for every 30 days deployed up to a maximum of 14 days. I understand this downtime will be taken within the established commuting area of unit of assignment, all in-processing activities will be completed during this time per current AFRCMAN 10-40, 8.17. Downtime. I understand the 7/14 days start immediately upon my return to U.S. Leave time is a separate entitlement. I acknowledge upon signing this SOU that I have read and understand Part I and will comply with all pre-deployment training requirements to include ancillary training prior to deployment. Initials \_\_\_\_\_

### ULN DRIVEN EXERCISE (Initial if this is an exercise ULN)

If selected for an ULN driven exercise, I understand I may NOT use any remaining IDTs to participate in the exercise. Furthermore, I understand if I participate in an ULN driven exercise in IDT status I will pay my travel and per diem out of pocket. Unless exercise is at unit of assignment and member is in place. I will be departing from  home station or  home of residence for this exercise. Initials \_\_\_\_\_

DODID

IR Signature

Date

**IMPORTANT:** IRs are not authorized to participate in active flying or flying training while deployed unless a waiver is approved IAW AFMAN 11-402, para 3.8.1 and AFMAN 11-402, Table 3.2. Please submit FAC (Flying Activity Code) waiver via MyFSS to ARPC IMA Flight Management(HQ RIO/IR HARM).

**PART II - UNIT OF ATTACHMENT & COMMANDER'S CERTIFICATION**

**IMPORTANT:** IMAs are not authorized to participate in active flying or flying training while deployed.

AEF (HQ RIO/IPR requests MPA only)

Non-AEF w/ULN

Exercise w/ULN

(Name of exercise)

ULN/Line Number: \_\_\_\_\_ MPA M4S Tasking # (if known) \_\_\_\_\_

Location:  OCONUS CENTCOM AOR  OCONUS  CONUS

Status for Exercises only:  IDT  Annual Tour/RPA  MPA M4S Tasking # \_\_\_\_\_

Pre-Deployment Training Start Date/Location: \_\_\_\_\_

\*Note Please list all training required for the tasking to include the location. All training has to be line remark driven or added as an ILOC.

Weapon Required: YES  NO  Serial #(s): \_\_\_\_\_

Departing from & returning to if different (include airports): \_\_\_\_\_

Installation specific reporting instructions: YES  NO

**Supervisor:** Print Name, Grade, Unit \_\_\_\_\_

I Concur/Non-Concur with this deployment request. (Circle One)

CONCUR

Sign \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Email Address \_\_\_\_\_

DSN \_\_\_\_\_

**Unit Deployment Manager (UDM):** Print Name, Grade, Unit **Robinson**

I certify this member meets all requirements associated with requested ULN. I understand if the AD unit commander approves the individual to deploy it is my responsibility to train and equip them for deployment IAW DAFI 36-3802, and 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.

CONCUR

Sign \_\_\_\_\_

Date \_\_\_\_\_

UDM Email Address \_\_\_\_\_

DSN \_\_\_\_\_

**NOTE:** Please contact HQ RIO IPR at 720-847-3700 & via email at [arpc.rio.ipr@us.af.mil](mailto:arpc.rio.ipr@us.af.mil)

upon your signature above. SIPR email: [usaf.buckley.afrc.mbx.hq-rio-ipr@mail.smil.mil](mailto:usaf.buckley.afrc.mbx.hq-rio-ipr@mail.smil.mil)

HQ RIO Website: [www.hqrio.afrc.af.mil](http://www.hqrio.afrc.af.mil) Facebook: [www.facebook.com/HQRI0](http://www.facebook.com/HQRI0)

**AD FSS/IPR:** Print Name, Grade, Unit \_\_\_\_\_

I certify IAW DAFI 36-3802 2.51.8: 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 (963iF1Z2) I will have no visibility of tasking in DCAPES.

Sign \_\_\_\_\_

Date \_\_\_\_\_

FSS/IPR Email Address \_\_\_\_\_

DSN \_\_\_\_\_

**Unit Commander:** Print Name, Grade, Unit \_\_\_\_\_

I understand that by approving this member's request, I accept ownership of this tasking and am required to submit a reclama (If originally tasked unit) if the member for whatever reason does not fill the deployment at a later date. I understand it is my responsibility to train, equip, and ready the member to deployment standards, regardless if the individual is mobilized or volunteers. The assigned unit, Personnel Readiness Facility, Supply Section, Chem training/issue, Firing Range, etc, where the IMA is assigned need to work with the equivalent organizations at the nearest AFB to the IMA's home of record to ensure deployment specific training, just-in-time training, individual equipment supply, and weapon's issue occur in a timely manner in the best interests of AF when it is not conducive to have IMA completely process through unit of assignment IAW DAFI 36-3802 2.38. I understand member may use remaining IDTs and annual tour to prepare for this deployment. I am willing to support the member with unit-funded mandays if necessary to complete required training unless member's career field centrally manages mandays. To include unit-funded equipment as mandated by line remarks and/or reporting instructions. \*NOTE: Unit/CC approval is not required for all O-6 taskings to include exercises.

I Concur/Non-Concur with this deployment request. **CONCUR**

Date \_\_\_\_\_

Unit Commander Email Address \_\_\_\_\_

DSN \_\_\_\_\_

### PART III – DETACHMENT COMMANDER COORDINATION OF IMA READINESS LEVEL

ETS: \_\_\_\_\_ MSD/HYT: \_\_\_\_\_ TAFMS (YY/MM/DD): \_\_\_\_\_ PAFSC: \_\_\_\_\_

Training Status Code: \_\_\_\_\_ (N/A for Officers)

DAV Code: \_\_\_\_\_

Security Clearance: \_\_\_\_\_ Security Clearance Exp Date: \_\_\_\_\_ (*Must remain valid 90 days post deployment*)

Date of Last PHA: \_\_\_\_\_ Date of Last Dental Exam: \_\_\_\_\_ Profile Code: \_\_\_\_\_

Date of Last Fitness Test: \_\_\_\_\_ Level of Fitness (circle one): Excellent/Good/ Satisfactory/Unsatisfactory

\*Sanctuary Waiver Required for deployment: **NO**

Send copy of approved sanctuary SOU to Det & HQ RIO/IPR [arpc.rio.ipr@us.af.mil](mailto:arpc.rio.ipr@us.af.mil), to cover the duration of the deployment and all leave and downtime)

\*365 Day Per Diem Waiver required for deployment: **NO**

Operational/Contingency deployments in excess of 180 days, but less than 365 days individual waivers is not required. A TDY deployment extension or waiver for a period in excess of 365 consecutive days must be processed to the appropriate approval authority IAW references (b) and (c) of the TDY Duration and Per Diem Waiver Policy.

\*1825/2190 ("old 1095") Waiver required for deployment: **NO**

Members deploying on ULNs outside CENTCOM OCONUS AOR with an expected ADOS 1825 days in the previous 2190 days will require formal review.

\*NOTE: AFRC FGC/CC approval is required for all Senior Leader (O6) deployments, exercise, contingency, & mobilization requests IAW AFRCMAN 10-401, para 8.8.2.

**Detachment Commander:** Print Name, Grade \_\_\_\_\_

I validate member is fit to fight as per the criteria listed above. I ensured all waiver-related documentation is attached. I confirm member is working with their UDM to request delayed reporting or RDD change to allow sufficient processing time if first movement is within 30 days of this request. When the member is sourced against the requested ULN, it is the Detachment's responsibility, in coordination with the UDM, to ensure HQ RIO/IPR receives pre-deployment training dates, out-processing documentation, and departure/return information.

 \_\_\_\_\_

Signature \_\_\_\_\_

DSN \_\_\_\_\_

Date \_\_\_\_\_

Detachment Organizational E-Mail Address: \_\_\_\_\_

**HQ RIO IPR 720-847-3700**

Org NIPR email at [arpc.rio.ipr@us.af.mil](mailto:arpc.rio.ipr@us.af.mil)

SIPR email: [usaf.buckley.afrc.mbx.hq-rio-ipr@mail.smil.mil](mailto:usaf.buckley.afrc.mbx.hq-rio-ipr@mail.smil.mil)

HQ RIO Website: [www.hqrio.afrc.af.mil](http://www.hqrio.afrc.af.mil)

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

MyFSS: <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000LI53CAG> (Answer ID 3593 AFR HQ RIO IMA Management)

**IMA Yellow Ribbon Representative**

TSgt Moniqua E. Dilloway

Office: 720-847-3046

Yellow Ribbon Website: [https://www.afrc.af.mil/About-Us/Yellow-Ribbon/](http://www.afrc.af.mil/About-Us/Yellow-Ribbon/)

## Maintaining Current Readiness

ALL **IMAs** will be accessible for involuntary recall/mobilization within 24 hours of notification (with activation approval listed in Table 10.1). With computer technology making information easily accessible, it is imperative for IRs to keep their home address and civilian and home contact numbers updated in vMPF, which is accessible through AFPC Secure Applications. In addition, IMAs should ensure their URC and assigned AC organization has current contact information. To maintain current personal readiness, the following actions should be accomplished.

## Readiness Requirements

- Always maintain a current Armed Forces Identification or Common Access Card (CAC)
- Ensure arrangement of all legal, business, and personal matters in the event of IRs absence
- Ensure family members are pre-enrolled in DEERS
  - NOTE: The following documents will be required to establish dependent status for new members:
    - Certified copy of marriage certificate
    - Certified copies of birth certificates for the member and authorized family members
    - Certified copies of court orders or decrees pertaining to authorized family members
- A copy of current virtual Record of Emergency Data (vRED) (see [Virtual Record of Emergency Data \(vRED\)](#)).
- Life Insurance will need to be updated in SOES. To access go to [milConnect](#), sign in, and go to Benefits, Life Insurance SOES-SGLI Online Enrollment System.
- Complete a Will and limited Powers of Attorney for managing personal affairs in the event of IR mobilization. NOTE: For guidance and preparation, go to the [Air Force Legal Assistance Website](#) to locate a Staff Judge Advocate's office
- Familiarize family members with insurance policies
- Have proper military uniforms in good condition
- Ensure spouse or personal agent has IR's social security number
- Ensure [DAF 357](#) is completed, as determined by the commander, IAW [DAFI 36-2908](#). The Commander's Support Section (CSS), First Sergeant or servicing MPS are available to

provide guidance and assistance. (see Family Care Plan)

- Ensure that all PHA and dental requirements are met and updated in the appropriate systems. (see Table 6.1-Readiness References)
- Maintain current security clearance
- If IRs are in upgrade or re-training status, they must have at minimum a 3 skill level prior to mobilization

## Readiness Folder

Maintain a readiness folder with current data as outlined below. This will prevent many personal problems during mobilization. The folder should be readily accessible, and should consist of, but is not limited to the following:

- Immunization record: Public Health Service Form 73, International Certificate of Vaccination **or** DD Form 2766C, Vaccine Administration Record
- Passport, if applicable
- Printed copy of virtual Record of Emergency Data from the vMPF accessible through AFPC Secure Applications.
- Credential and Certification folder, if applicable
- Most current copy of civilian medical history, to include a record of past illnesses or injuries not recorded in military medical record, and most current copy of last military medical/dental examination
- Career Field Education and Training Plan (CFETP), if applicable
- Identification Tags or Dog Tags obtained at assigned AC unit
- AF Form 2293, US Air Force Motor Vehicle Operator Identification Card, **if applicable**
- Weapons Qualification Card
- Geneva Convention Card, if applicable

**NOTE:** It is the member's responsibility to ensure authorized family members have current ID cards.

## Travel in Support of a Deployment

Travel entitlements are defined by the gaining commander and restricted by the [JTR](#). Members must carefully review their orders and seek clarification, if necessary, prior to beginning movement. When travel by private auto is not authorized for members, travel reimbursement will be limited to the constructed costs of air travel and limited to 1 travel day if member chooses to drive versus flying.

Details to arrange commercial air travel will be given to IRs at the time of mobilization. Active Duty travel benefits and privileges are authorized while traveling. Vehicle rentals not authorized in the line remarks must be approved and funded by the IR's assigned unit.

## **Special Instructions for Outside the Continental US (OCONUS)**

Overseas members who receive notification from military authorities of mobilization and who will be reporting to a CONUS or another overseas location should contact their Detachment and/or HQ RIO/IPR.

## **Reporting Instructions**

The reporting instructions and a report-no-later-than date (RNLTD) will be given from the notifying official. In addition, the reporting instructions and RNLTD will be clearly stated in the order. Reporting Instructions can be found on Air Force Force Generation ([AFFORGEN](#)). IRs must ensure arrival within the guidelines of the reporting instructions.

## **Delays in Reporting, Deferrals, or Exemption from Mobilization**

A delay is a postponement of not more than 30 days to report to active duty. An exemption is the total relief from an order to active duty. A deferment is the exclusion from activation for a specified period of time so that members may complete training or other requirements. This may occur before or during mobilization. Requests for a delay, exemption, or deferment in reporting to active duty are submitted to the servicing Detachment, and the member must receive confirmation in writing and/or amended orders. Ensure your AC Commander is notified of these requests.

## **Voting Assistance Program**

Airmen and their families serving around the world have the right to vote and the Air Force Voting Program's mission is to ensure they have the information and tools needed to exercise that privilege. As a part of the program, every Air Force installation has designated voting assistance officers who can assist Airmen and voting age family members with the registration and voting process. Before deploying, Airmen wanting to receive voting materials must notify their state of their new mailing address.

## **Servicemembers Civil Relief Act (SCRA) 2003**

The Servicemembers Civil Relief Act (SCRA) of 2003 is a federal law that provides protections for military members as they enter active duty. It covers issues such as rental agreements, security deposits, prepaid rent, eviction, credit card interest rates, mortgage foreclosure, insurance and tax payments. Although *the Act does not relieve the member of personal obligations*, it temporarily suspends the right of creditors to use the courts for repayment if the inability to pay is due to military service. Employer Support of the Guard and Reserve (ESGR) is a Department of Defense (DoD) organization. The task for ESGR is to work through a nationwide network of volunteers and a small, full-time support staff to inform and educate hundreds of thousands of Reserve Component members and their employers regarding their rights and responsibilities, best practices, and to develop and maintain relationships with employers. For further information about rights under SCRA or questions about whether the SCRA applies, contact the Base Legal Office. You may also visit the [Military OneSource SCRA page](#) or the [Official SCRA website](#) for more details.

## **Return to Civilian Employment Rights**

The Uniformed Services Employment and Reemployment Rights Act (USERRA) seeks to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion of their service. They should be reinstated with the seniority, status, and rate of pay they would have obtained had they remained continuously employed by their civilian employer. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of present and future membership in the armed services. To qualify for USERRA's reemployment rights, a servicemember must meet eligibility criteria. Remember, protections under the USERRA law are for voluntary or involuntary tours of duty. For further assistance, visit the [Employer Support of the Guard and Reserve \(ESGR\)'s page on USERRA](#).

## **Emergencies**

Advise family members to contact the local office of the American Red Cross for emergencies at home. The Red Cross will notify the commander, who in turn notifies the reservist. Be sure dependents have the correct military address.

The Red Cross alone is responsible for confirming family emergencies. Upon confirmation of an emergency, the commander may authorize emergency leave. Depending upon the mission, the commander is not required to grant emergency leave.

## **Yellow Ribbon Reintegration Program (YRRP)**

The Yellow Ribbon Reintegration Program (YRRP) is a cooperative network of military services, veteran service organizations, state government departments and other agencies that provide information, resources, referral and proactive outreach to servicemembers and their families throughout all phases of the deployment cycle. Training is conducted in various locations throughout the country. Members who have been called to active duty in support of a deployment for 90-days or more during a 24-month period, resulting in 50% separation from their support systems are eligible to attend. Reserve members attend in military status and are authorized pay, travel, lodging and per diem. Eligible guests are authorized reimbursement for actual expenses (meals) while lodging and airfare are provided for by AFRC. For more information, IMAs should contact HQ RIO/IPR at [720-847-3046](tel:720-847-3046) & ask to speak to YRRP POC. You may also go to the [YRRP website](#) to find handouts, online trainings and information about events.

## **IMA/PIRR ADCON At-A-Glance**

Individual Reservists (IRs) are under a shared administrative control (ADCON) between HQ RIO and their assigned active component (AC) unit. The purpose of this chart is to assist IRs in understanding what office or entity to go to for common tasks and information. Use the information and links in the NOTES section, as well as the IR Guide, to get started. Many of the links direct to MyFSS, which can be accessed with a CAC or username/password.

[IR ADCON is a web-based learning experience available on RIO's Learning Site: Click Here!](#)

**Table 10.2 ADCON At-A-Glance: Deployments**

Deployments					
	Assigned Unit	Detachment	myFSS/TFSC	Self-Service	Notes
Deployment Equipping	<input type="checkbox"/>				Talk with your AC deployment manager or supervisor
Deployment processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Starts with assigned unit completing SOU, routes to detachment, HQ RIO works with AC UDM Guidance <a href="#">HERE</a> Contact your Det
Exercises	<input type="checkbox"/>	<input type="checkbox"/>			Work with your AC unit and Det to process paperwork and the SOU
Mobilizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Begins with HQ RIO completing a Mobilization notification