

**Virtual IRO**


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

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**Survey Monkey Link**

- <https://www.surveymonkey.com/r/FebDay1>



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

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

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**HQ IR Readiness and Integration Organization**




Lt Col Erin Karl  
HQ RIO/PAO

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**Who We Support**



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**Individual Reservist (IR)**

- **IMA (CAT B)**
  - Assigned to an Active Component, unit, wing, MAJCOM, COCOM, HQ
  - Annual Tours (AT) and Inactive Duty Training (IDT) required for satisfactory FY participation
    - 24 or 48 IDTs
    - 12 - 14 Day Annual Tour
- **PIRR (CAT E)**
  - Members of the Ready Reserve (not part of SELRES) subject to active-duty recall by the President or Congress in time of national emergency or war
  - Not assigned to a position on a UMD (attached to a unit) and not counted against reserve end strength
  - Attached to active-component units and must earn 50 points per R/R year. The 50 points may be paid (MPA, limited school tour, etc.) or unpaid (IDT)







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**Unique IR Mission Sets**

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

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### Active Component Key Roles

**OPCON vs. ADCON**

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

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### HQ RIO's Roles

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

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### HQ RIO's Organizational Structure

- HQ Staff at Buckley AFB = 61
- 7 Dets/6 Ols = 89
- \*RPA support = 47
- Supports 53 separate orgs including all MAJCOMS, COCOMS, govt agencies, 100+ MAs, ARPC & AFPC
- IRs hail from all 50 States and D.C. and many reside overseas
- IRs serve in 43 states, throughout the NCR and in 13 countries

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

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### Detachments / Operating Locations

Resources (Assigned) Manpower

Over 8,300 positions  
208 locations world-wide

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### Nice to Know

- HQ RIO Training:** provides HOW-TOs on common IR tasks
  - Virtual Training session held every few weeks
  - The TRAINING page of the HQ RIO website has the recordings and slides
  - Quick Guides and the IR Guides should be your GO TO publications
- Communications available to the field**
  - HQ RIO Website – your one-stop shop
  - RIO Connect app (Apple and Android devices)
    - Enter "RIODET \_\_" to join your Det group
  - The RIO Buzz
  - RIO Facebook page

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

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

App store: RIO Connect

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


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**Nice to Know**

- **HQ RIO Training: provides standardized IR / URC / AD training**
  - Welcome Briefings / Newcomers Orientation / Refresher Training
  - Commander / Director / Supervisor Training
  - RIO Learning Experiences on the TRAINING page of the website
- **Communications available to the field**
  - HQ RIO Website
  - RIO Connect App (Apple and Android devices)
  - RIO Buzz newsletter
  - IR Guide / Quick Guides

Survey Monkey Link



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**HQ RIO  
 Individual Reservists (IR) Orientation**


**Welcome**




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**Welcome**



- We are here
- Attendees – worldwide

*We are  
 HERE*



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**ROEs for Virtual IRO**



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

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**Your IRO Team**

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

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**HQ RIO Commander & SEL**

Col Nathan Day

CMSgt Linda Thrasher  
 (Interim)




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**HQ RIO  
 Talent Management Consultant**



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MSgt Russell Clayton-Cornell  
 HQ RIO/TMC

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**HQ RIO Talent Management Consultant**

**How Can I Assist You?**

**Career Counseling**

- **One-on-One talk about you, your career and where you want to go**
- Annual reenlistments and extensions
- Commissioning resources
- STEP I & II guidance and resources
- Potential cross-training opportunities
- Developing your R-EDP/ODP
- Development Education resources
- RSSB/RDEB/EDEB opportunities
- Exploring other career associations

**Incentive Assistance/Guidance**

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

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

**Complete the SOU**

- Reads SOU in its entirety.
- Completed Sections I and II (Member's signature **MUST** be prior to his/her 32<sup>nd</sup> anniversary pay date.)
- Submit SOU to unit commander/civilian leader.

**AIRMAN**

**Makes determination on CP**

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

**UNIT COMMANDER/CIVILIAN LEADER**

**Submits SOU**

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

**AIRMAN**

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**QUESTIONS?**

Survey Monkey Link




I can be your RIO "Google"  
 Please call me at 720-847-3162 or email at [ARPC.HQRIO.CareerAssistance@us.af.mil](mailto:ARPC.HQRIO.CareerAssistance@us.af.mil)

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**HQ RIO  
 Readiness**




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**Overview**

- What is Readiness
- ARCNet

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### Define Readiness

- Participation Readiness Fab Five**
  - PHA (to include Immunizations and Lab)
  - Dental
  - Fitness Assessment
  - Security Clearance
  - Upgrade Training
- Must be Green in all 5**
  - No school/MFA/RPA
- Mobilization Readiness**
- Deployment Availability Code (DAV) preventing full mobilization

DAV Codes:

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

Duty Status Code:

- 56-CivConfine/Sentence Prison

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### Five Readiness Factors

- Annual PHA (to include Immunizations and Lab work)**
  - IR completes AF Web HA located on the AF Portal
- Annual Dental**
  - Civilian or military dentist (**member must see military dentist every 3<sup>rd</sup> year**)
  - DD Form 2813 used to document civ provider dental exams then provided to mil dentist
- Fitness**
  - IR contacts AD Unit Fitness Program Manager (UFPM) to schedule test date
- Security Clearance**
  - IR coordinates with AD Unit Security Manager (USM) to initiate reinvestigation
- AFSC Training**
  - IR coordinates with Unit Training Manager (UTM) for upgrade training matters

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### ARCNet

- Access through AF Portal**

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### Pointers

Verify last data feed date

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

Let's can add comments.

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### READINESS

## Ready vs. Not Ready

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### PHA info

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

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### How to complete your PHAQ

- Takes about 10-15 minutes

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### Complete your Mental Health Assessment (MHA)

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

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

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### What "counts" as military medical

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

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### Individual Medical Requirements - Dental

- Requirements
  - Every third year - Military dental exam required
  - DD Form 2813 completed by a civilian dentist
    - Turned in to the servicing Active Duty Dental Facility to update
    - Should reflect in ASIMS within 24-48 hrs
    - Can also be submitted via myPers if unable to submit to AD
- Dental Class 3
  - Dental condition being treated & expected to be resolved within 1 year
  - IDT and AT at home station only, no mandays/formal schools authorized
- Dental Class 4
  - Overdue for your yearly exam (RED)

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### Individual Medical Requirements – Labs/Shots

- Lab Requirements
  - Generally no appointment needed
    - contact MTF to verify
  - HIV screening
    - Due every two years, 90 day grace period
    - Must be done by a DoD approved lab/MTF
- Immunizations
  - Generally no appointment needed
    - contact MTF to verify
  - Contact the clinic prior to ensure the shot needed is available
  - May be accomplished by a civilian provider
    - Submit documentation to the servicing MTF or via myPers to update
      - Lot #, "administered," date, name

Immunization	Qty	Date	Next Due
Hep A	2	10 Nov 1999	
Hep B	3	12 Jun 2019	
Influenza, Northern Hemisphere	4	10 Nov 2019	15 Sep 2020
MM2	1	10 Nov 1999	
MM4	1	10 Nov 1999	
Td	2	7 Jul 2011	

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

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### Individual Medical Requirements

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

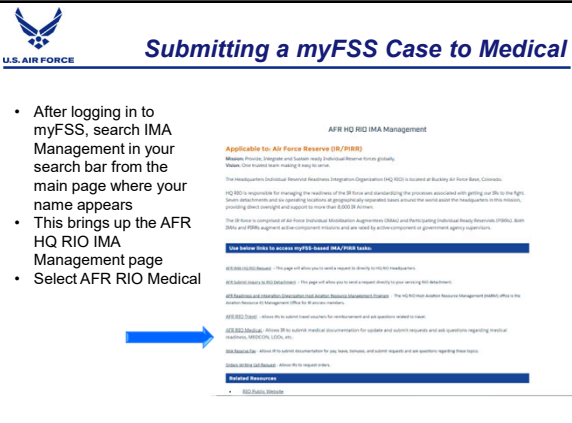
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## Submitting a myFSS Case to Medical

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



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## Submitting a myFSS Case to Medical

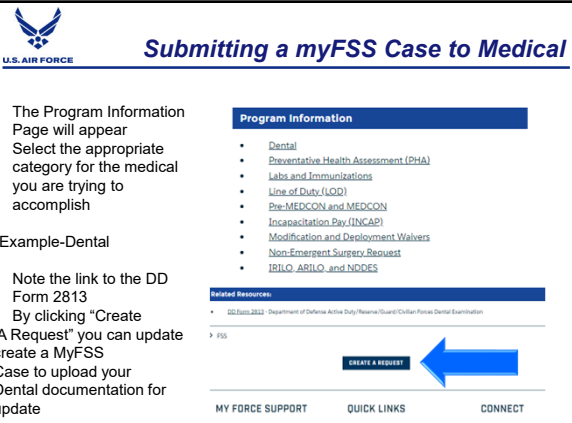
- The Program Information Page will appear
- Select the appropriate category for the medical you are trying to accomplish

**Program Information**

- Dental
- Preventative Health Assessment (PHA)
- Labs and Immunizations
- Line of Duty (LOD)
- Pre-MEDCON and MEDCON
- Inactivation Pay (INCAP)
- Modification and Disenrollment Waivers
- Non-Emergent Surgery Request
- IRILO, ARILO, and NDDES

**Example-Dental**

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




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## Questions?

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## United States Air Force Reserve

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### Fiscal Year & Retention/Retirement Participation



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## Overview

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

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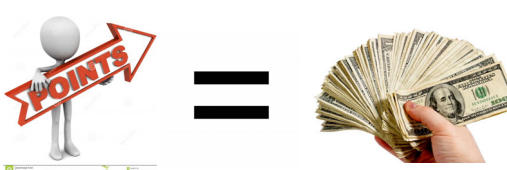
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## What is an R/R year?

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

50 points = one "Good Year" for retirement



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### Establishment of R/R date

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

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### Time frames R/R date

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

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

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

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

### R/R Requirements

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

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

From Date	Thru Date	AD	IDT	ECI	IDS	MGR	Total	Rating	Sat. Svc.
25 JUL 1996	24 JUL 1997	0199	0000	0000	0000	007	00206	00206	010000
25 JUL 1997	24 JUL 1998	0058	0000	0000	0000	012	00090	00090	010000
25 JUL 1998	24 JUL 1999	0000	0000	0000	0000	015	00015	00015	000000
25 JUL 1999	24 JUL 2000	0000	0000	0000	0000	015	00015	00015	000000

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

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

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### FY Requirements

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

Check your CDB OR Surf

Reserve

CIV ART ID: [redacted]

CIV GRD: [redacted]

AFR SECT ID: INDIVIDUAL RESERVE, 24 IDT

PP: [redacted]

UIF: [redacted]

Reserve

CIV ART ID: [redacted]

CIV GRD: [redacted]

AFR SECT ID: INDIVIDUAL RESERVE, 48 IDT

PP: [redacted]

UIF: [redacted]

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### FY requirements

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

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**FY Waivers**

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

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**Balancing R/R and FY Requirements**

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**FY & R/R Sweet Spot**

R/R – May 23 to May 22  
 FY – Oct 1 to Sept 30  
 The Sweet Spot – 1 Oct to May 22  
 or  
 May 23 to Sept 30

Points: 15  
 Membership: 24  
 24 IDT periods: 24  
 12 AT days: +12  
 TOTAL: 51

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**Excel Tracker (unofficial)**

From Date	To Date	AT/DT	Points	Nickname	Approved	WW	dt/Car	Paid	R/R Year	TOTAL	GOALS	TOTAL	TOTAL AT
24-Sep-17	15-Oct-17	OT	4	SeptOT	23-Aug-17	25-Sep-17	28-Sep-17		24-May-2017 to 22-May-2018	51	24	12	12
3-Dec-17	30-Dec-17	AT	8	ICAS	18-Oct-17	18-Dec-17	27-Dec-17		23-May-2018 to 22-May-2019	46	24	12	12
3-Jun-18	3-Jun-18	IDT	6	JanOT	12-Nov-17	18-Jan-18	15-Jun-18			51	24	12	12
12-Mar-18	16-Mar-18	IDT	10	MarchOT	23-Aug-17	17-Mar-18	28-Mar-18			51	24	12	12
15-Apr-18	15-Apr-18	MAT IDT 4-24	4	AprilATOT	13-Mar-18	17-Apr-18	28-Apr-18			51	24	12	12
22-May-18	22-May-18	IDT	2	MayOT1	23-Aug-17	23-May-18	7-Jun-18			51	24	12	12
23-May-18	24-May-18	IDT	4	MayOT2	23-Aug-17	28-May-18	7-Jun-18			51	24	12	12
14-Oct-18	18-Oct-18	IDT	10	SOHC	16-Aug-18					51	24	12	12

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**Requirement tracking highlights**

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

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**How to verify your Points**

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**Point Credit Summary (PCARS)**

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

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

**STEP 2: Select vMPF**      **STEP 3:**

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

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

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

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

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

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

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

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

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**Overview**

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

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**Medical Acronyms**

- Health Artifact Information Management System (HAIMS)
- Medical Treatment Facility (MTF)
- Deployment Availability (DAV)
- Medical Continuation (MEDCON)
- Medical Evaluation Board (MEB)
- Integrated Disability Evaluation System (IDES)
- Air Force Board for the Correction of Military Records (AFBCMR)

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**Individual Medical Requirements**

- Individual Medical Readiness (IMR) Requirements
  - Preventative Health Assessment (PHA) Requirements:
    - PHAQ questionnaire required annually, valid for 120 days after completion and is completed online at MyIMR (<https://asimsimr.health.mil/imr/myimr.aspx>) by clicking "Start PHAQ"
    - Face-to-face visit is **no longer** required every 3 years for non-flyers, unless the servicing MTF dictates otherwise
    - AD MTF responsible to issue profile as needed IAW AFI 44-170
    - 90 day yellow (due) grace period before turning red (overdue)
    - Mental Health Assessment required annually. Accomplished through LHI or MTF.

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**Example of PHA Dates**

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**How to complete your PHAQ**

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**Individual Medical Requirements**

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

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## Individual Medical Requirements

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- **Lab Requirements**
  - Generally, no appointment needed (verify with your assigned MTF) – need to be in a military status the day you go in for lab draws, but not to schedule.
  - HIV screening – due every two years, 90-day grace period
    - RHRP program not available for HIV currently—unknown return date for this function.
    - HIV draw at approved MTF labs only currently.
- **Immunizations**
  - Generally, no appointment needed (verify with your assigned MTF) – need to be in a military status the day you go in for lab draws, but not to schedule.
  - Recommend contacting the Immunization clinic prior to arriving to ensure the immunization needed is available
  - May be accomplished by a civilian facility but documentation must be submitted to the servicing MTF or HQ RIO IRM to update immunization records.

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## Individual Medical Requirements

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

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## IDT's/AT - Authorized Treatment

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

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## Profiles

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- **Profiles**
  - AD MTF is responsible for creating all profiles. Our office has no involvement with Profiles.
  - AF Form 469 Mobility Restricting Profiles:
    - Code 31 (DAV 41) – Temporary condition resolving within 1 year
    - Code 37 (DAV 42) – Condition requires MEB / PEB processing
    - Code 81 (DAV 49) – Pregnancy
    - Dental Class 3 – Dental condition being treated & expected to be resolved within 1 year. Participation restricted to IDT and Annual Tour at home station only, no mandays or formal schools are authorized
  - **\*\*Note: AF Form 469 with code 37 render a member unable to participate for pay and point gaining activities. Participation will be determined by your Detachment Commander.**

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## Modification/Deployment Waivers

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- Is used after a member has been returned to duty following a medical board and assigned an ALC/DAV code.
- Requests to deploy while coded C1 or C2 are sub-types of the Modification waiver: Deployment Waivers. May require other MAJCOM approval.
- Members code C3 are restricted to IDT/AT at home stations ONLY. Modification waiver is to request anything outside of those limitations.
- Any DW Profile will require a Deployment Waiver for any OCONUS travel.

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## Line of Duty

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- **Line of Duty (LOD)**
  - **LOD Options:**
    - Admin LOD
    - Informal LOD
    - Formal LOD
  - An LOD determination is a finding made after an investigation into the circumstances of a member's illness, injury, disease or death. The finding determines: (1) whether or not the illness, injury or disease existed prior to service (EPTS) and if an EPTS condition was aggravated by military service; (2) whether or not the illness, injury, disease or death occurred while the member was absent without authority and (3) whether or not the illness, injury, disease or death was due to the member's misconduct. An LOD determination protects the interests of both the member and the United States Government.
    - Must be reported for LOD consideration within 180 days of release from active duty or IDT.
    - Establish, manage and authorize healthcare
    - Required for MEDCON orders
    - May grant MEB/IDES entitlements
    - Completed on AF Form 348
    - Completed Member LOD Initiate Form
    - Completed Medical Provider Form
    - AD MTF initiates AF Form 348 and routes to AD Commander

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


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**Line of Duty**

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- **Admin LOD**
  - When injury or illness occurs while member is in a Military status, but does not require further follow-up or continuation of care after the initial occurrence.
  - Required documentation:
    - SF 600
    - Orders or 40A
    - Supporting Medical Documentation

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

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**Line of Duty**

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- **Informal LOD**
  - An LOD determination is a finding made after an investigation into the circumstances of a member's illness, injury, disease or death. The finding determines: (1) whether or not the illness, injury or disease existed prior to service (EPTS) and if an EPTS condition was aggravated by military service; (2) whether or not the illness, injury, disease or death occurred while the member was absent without authority and (3) whether or not the illness, injury, disease or death was due to the member's misconduct. An LOD determination protects the interests of both the member and the United States Government.
    - Must be reported for LOD consideration within 180 days of release from active duty or IDT.
    - Establish, manage and authorize healthcare
    - Required for MEDCON orders
    - May grant MEB/IDES entitlements
    - Completed on AF Form 348
    - Completed Member LOD Initiate Form
    - Completed Medical Provider Form
    - AD MTF initiates AF Form 348 and routes to AD Commander

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

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**Line of Duty**

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

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

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**Member Responsibility**


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

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**Line of Duty**


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- **LOD Disposition:**
  - Approved LODs are only valid for 1 year from diagnosis unless Care can be done through MTF or civilian provider.
  - Referred to VA for ILOD care beyond 1 year or for unreported conditions outside the 180-day reporting window.
  - Any aggravation of condition on future military orders requires a new LOD to establish care.
  - If LOD is found Not in the Line of Duty (NILOD) only initial treatment is covered. Any follow up care is the responsibility of the member.

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**MEDCON**


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- **Medical Continuation (MEDCON)**
  - **Pre-MEDCON**
    - The purpose of Pre-MEDCON orders in cases where a member is already on orders, is to "bridge the gap" between the member's current orders, and for the member to proceed with a MEDCON request.
    - Allows for no break in service, if you do have a break in service, you do not qualify for Pre-MEDCON.
    - HQ RIO IRM processes MPA Pre-MEDCON requests.
    - The member's Detachment and/or AD Unit processes RPA Pre-MEDCON requests.
  - **\*\*\*Orders will not be issued or extended in cases of misconduct, or for the purpose of taking leave or reconstitution time.\*\*\***

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## Medical Continuation

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- **MEDCON**
  - Approval authority rests with Air Reserve Component Case Management Division (ARC-CMD)
  - Approved MEDCON allows members to be on full time orders for treatment of service connected/aggravated conditions
  - Any request for MEDCON is submitted through RIO Medical


**\*\*Notes:**

- **No authority exists to backdate MEDCON orders**
- **AFBCMR is the only option to claim potential back-pay for a period of time which the member might otherwise be eligible to receive**

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## Incapacitation Pay


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- **Incapacitation Pay (INCAP)**
  - The purpose of INCAP Pay is to authorize pay and allowances to those members who are not able to perform military duties due to LOD related condition or do not qualify for MEDCON.
  - Provides loss of civilian wages if not able to perform military duties
  - Requires a LOD determination of ILOD or interim LOD
  - Review by military medical provider to confirm incapacitation
  - Duration of entitlements may not exceed 6 months without SAF approval

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## Non-Emergent Surgery


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

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## Contact Us

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

<p><b>Capt Michael Miller (OIC)</b> Email: <a href="mailto:michael.miller.329@us.af.mil">michael.miller.329@us.af.mil</a> Phone: 720-847-3188</p> <p><b>MSGT Matthew Stoner (Section Chief)</b> Email: <a href="mailto:matthew.stoner@us.af.mil">matthew.stoner@us.af.mil</a> Phone: 720-847-3616</p> <p><b>TSgt Michele Pineda (NCOIC)</b> Email: <a href="mailto:michele.pineda@us.af.mil">michele.pineda@us.af.mil</a> Phone: 720-847-3075</p>	<p><b>TSgt Meaghan Witkowski (RPA)</b> Email: <a href="mailto:meaghan.witkowski@us.af.mil">meaghan.witkowski@us.af.mil</a> Phone: 720-847-3505</p> <p><b>SSgt Deja Lovald (RPA)</b> Email: <a href="mailto:deja.lovald@us.af.mil">deja.lovald@us.af.mil</a> Phone: 720-847-3077</p> <p><b>SSgt John Nazario (RPA)</b> Email: <a href="mailto:john.nazario.4@us.af.mil">john.nazario.4@us.af.mil</a> Phone: 720-847-3077</p>
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**\*\*First line of communication: myFSS incident\*\***  
Please submit your Medical request through the link below  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t000000L14nCAG>

Check your medical readiness at <https://asimsimr.health.mil/irm/myimr.aspx>

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## Questions ?

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## United States Air Force Reserve

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### Roles and Responsibilities

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 **Supervisor**

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

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 **RegAF Commander**

- **Quality Force actions:** Discipline, UIFs, Evaluations, Decorations, Promotions, LODs, Assignments, Manpower and Participation, Reenlistment Recommendations
- **Commanders Programs:** GTC, Family Care Plan, Security, Fitness, and Training
- **Ensures IMA Readiness:** Annual PHAs and Dental exams, Deployment requirements, incorporated in the Information and Personnel Security Programs
- Ensure IMAs do not deploy in support of AEF requirements without an AF Form 938 ordering member to active duty and CED orders published by appropriate agency

• **Note: Active duty unit is responsible for security clearance**

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 **IR (IMA/PIRR) Responsibilities**


The IR (IMA/PIRR) is responsible for ensuring their information is updated in the military personnel system (MIPDS)

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


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

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

Click "Individual" to update all areas in blue. This update can take up to 48 hours to update other systems.



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 **Unit Reserve Coordinator**

**Unit Reserve Coordinator- URC**

- Represents the AD commander/director, by overseeing the IR program at the unit level
- URCs assist supervisors and other staff in managing unit commander's programs
  - Unit Fitness Program Manager
  - Unit Deployment Manager
  - Unit Training Manager
  - Security Manager
  - Drug Demand Reduction Program Trusted Agent
  - Government Travel Card/Control Spend Account
  - Awards & Decorations
  - Evaluations
- URCs also are responsible for ensuring all personnel actions (i.e., promotions, skill level upgrades, changes of reporting official) are completed promptly, and updated in Military Personnel Data System (MIPDS)

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 **Stakeholders**

**Detachment Staff**

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

**HQ RIO**

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

**HQ ARPC**

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

**RegAF MPS**

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

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**United States Air Force Reserve**

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**HQ ARPC Classification & IR Training**



HQ ARPC/DPATE

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**Who We Are**

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

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


Workflow: [RIO.HQ.IRTraining@us.af.mil](mailto:RIO.HQ.IRTraining@us.af.mil)

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**HQ ARPC Classification & IR Training**

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**WHAT WE DO**

*All must be coordinated through the Detachments*


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

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**HQ RIO Detachment Training POCs**

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Name	Detachment	Email
MSgt Raena Campos	Detachment 2	<a href="mailto:arpc.barrios2@us.af.mil">arpc.barrios2@us.af.mil</a>
SMSgt Vanessa Dominguez	Detachment 3	<a href="mailto:rio.det.3.1@us.af.mil">rio.det.3.1@us.af.mil</a>
SMSgt Denise Salazar	Detachment 4	<a href="mailto:HQ.RIODet_RT@us.af.mil">HQ.RIODet_RT@us.af.mil</a>
SSgt Rakedia Mimiano	Detachment 5	<a href="mailto:HQIODetSRreadiness@us.af.mil">HQIODetSRreadiness@us.af.mil</a>
TSgt Samantha Davenport	Detachment 6	<a href="mailto:rcdet6.readiness@us.af.mil">rcdet6.readiness@us.af.mil</a>
MSgt Alfonso, Crispin, Jesus	Detachment 7	<a href="mailto:HQARPCRIODet7-TRAINING.ORG@us.af.mil">HQARPCRIODet7-TRAINING.ORG@us.af.mil</a>
SMSgt Cabrera, Vincent	Detachment 7	<a href="mailto:HQARPCRIODet7-TRAINING.ORG@us.af.mil">HQARPCRIODet7-TRAINING.ORG@us.af.mil</a>
SMSgt Melissa Heivly	Detachment 8	<a href="mailto:ELCOM-STUTTGART-ECES-MBX-RIO-DET-8@MAIL.MIL">ELCOM-STUTTGART-ECES-MBX-RIO-DET-8@MAIL.MIL</a>
TSgt Kaillynn Canini	Detachment 8	<a href="mailto:ELCOM-STUTTGART-ECES-MBX-RIO-DET-8@MAIL.MIL">ELCOM-STUTTGART-ECES-MBX-RIO-DET-8@MAIL.MIL</a>

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**Detachment Training POCs**

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**WHAT THEY DO**

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

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

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**Active Component Unit**

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**WHAT THEY DO**

*All must be coordinated through the IMA Detachment*


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

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## IR Responsibility

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**IR Responsibility w/ Training**

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


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

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

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

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


Ref: DAFI 36-2879 (12-Oct-21)

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## Formal School/ PME Requests

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

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

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

**The Process**

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


Ref: AFRCIAIKB

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## Classification Waivers

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

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


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

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## Training Waivers

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

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

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

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## Accelerated Mission Readiness Training

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

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

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

Ref: AFRCI 36-2803 (28-Jan-21)


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**Common AFIs/References**

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

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**Closing**

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Questions?

ARPC Classification & IR Training  
MSgt Frank Oliver-Henry  
Workflow: [ARPC.DPAT.Classification@us.af.mil](mailto:ARPC.DPAT.Classification@us.af.mil)

Survey Monkey Link




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**United States Air Force Reserve**  
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*Innovate, Accelerate, Thrive - The Air Force at 75*

**Education and Incentives Briefing**



**ARPC Contacts:**  
Post 9/11 GI Bill Letter of Certification: TSgt Timothy Vedder  
Post 9/11 GI Bill Transfer of Education Benefits: TSgt Jomarie Flores  
Incentives: TSgt Makinzay Brown


**U.S. AIR FORCE**

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


**CHAPTER 33**

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

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

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

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

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

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

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

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

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## Letter of Certification Breakdown

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


Maximum Benefits Payable	
Airman Serves (days)	Percentage of Maximum Benefit Payable
1095	100%
910-1094	90%
730-909	80%
545-729	70%
180-544	60%
90-179	50%
- If your last period of active duty was before 1 Jan 2013 you only have 15 years to use it. The 15-year time limit is removed for those who left active duty after 1 Jan 2013.

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## ARPC Letter of Certification/How To Apply

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- To eliminate the need to submit orders or DD 214's of less than 3 years AD service to the VA, ARPC can provide you with a Letter of Certification
- In order to request a Letter of Certification (LOC) you will need to:
  - Review Point Credit Summary on vMPF for accuracy
    - Potentially qualifying duty is identified as Type of Duty 1, 2, 3 & 5 on point summary
  - Log into myFSS to request a Letter of Certification
    - myEducation Tile
    - New Education and Training Request
    - Post 9/11 GI Bill Letter
- Once you receive your LOC, submit to the VA

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## ARPC Letter of Certification

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- Data for letters of certification is pulled directly from the members Point Credit Summary via vMPF. All points earned are labeled with a TD Code. Only TD Codes 1, 2, 3, and 5 are potentially qualifying for the Post 9/11 GI Bill
  - If a member believes there is an error in their Point Credit Summary, the member needs to open a ticket with Points Management.
- Letters of Certification do not include member's time from a sister service
- Letters of Certification do not include members time as Regular Air Force
  - If a member has 1095 or more days as Regular Air Force, a letter of certification is not needed and all the member needs to provide the VA is their DD214
- Federally funded title 10 orders are qualifying
- Federally funded title 32 502(f) orders are qualifying if:
  - the purpose states Full-time Service or Presidential and/or SecDef call up
- Inactive Duty Training (IADT), such as BMT and Tech school, is not qualifying time for the Post 9/11 GI Bill
  - The exception to this rule is if a member has 730 or more days of qualifying service without IADT. If this is the case, IADT time will be included

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## United States Air Force Reserve

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# Post 9/11 GI Bill Transfer Education Benefits




TSgt Flores, Jomarie  
HQ AFRC/DPATE

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

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

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Immo421  
April 2018

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## Eligibility to Transfer Your Benefit

- Eligibility/Commitment for transfer to dependents:
  - Member will incur a **4 year** Selected Reserve service commitment on the date of transfer
  - **Members must be able to commit to a 4-year service obligation at the time of transfer. Members who do not have the 4-year retainability due to MSD, HYT, or have a current MEB are not eligible**
- Members must have **6 years** of Satisfactory service on the date of request to transfer to dependent
  - > Dependent spouse can use the benefit at 6 years Sat Service
  - > Dependent children can not use the benefit until the member has 10 years satisfactory service
- Member must have 90 cumulative qualifying active duty days since 11-Sep-01
  - > Qualifying time consists of Title 10 service or qualifying Title 32-502F service
- Member must have Post 9-11 eligibility at the time of transfer and be participating in the Select Reserve

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Immo422  
April 2018

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## Member Applies to Transfer

> Member will receive a Post 9/11 GI Bill Transfer Initial Notification by email from myFSS with instructions. Log into myFSS: <https://myfss.us.af.mil/>

- Go to:
  - myEducation Tile
  - My Education & Training Requests to locate ticket
  - Select Details button
  - Select Action button


> Member applies to be made eligible for Post 9/11 with the VA electronically by filling out the VA form 22-1990

- <http://www.va.gov/education> is where you find the VA Form 22-1990
- Member may attach up to 5, 1mg attachments (orders, DD 214, etc.)

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## Transferring Benefits to Dependents

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

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## Transfer Your Benefit Additional Information

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

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## Transfer Your Benefit Additional Information

- The Department of Veterans Affairs manages the eligibility and the use of GI Bill benefits
  - For more Post 9/11 Education Assistance go to: [www.va.gov/education](http://www.va.gov/education)
  - or call VA Education at: 1-888-442-4551
- For MilConnect errors and issues, or benefits support contact:
  - DMDC Support Center: 1-800-368-3665
  - DEERS Support Office (DSO): 1-800-538-9552
- More Post 9/11 GI Bill TEB Assistance: <https://myfss.us.af.mil/>
  - myFSS Knowledge Articles Search:
    - AFR Post-9/11 GI Bill: Transfer of Education Benefits (TEB)
    - Post-9/11 GI Bill® Transfer Step-by-Step Instructions
  - myFSS Ask A Question
  - Total Force Service Center – Denver: 1-800-525-0102, Option 5 or email: [afpoa.a1.sd@us.af.mil](mailto:afpoa.a1.sd@us.af.mil)

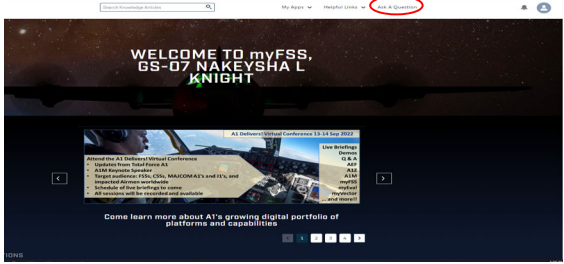
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**Transfer Your Benefit Additional Information**

Ask A Question Case Submission at <https://myfss.us.af.mil/>



WELCOME TO myfss, GS-07 NAKEYSHA L KNIGHT

AI Delivered Conference 12:14 PM 2024

Attend the AI Delivered Virtual Conference

- Connect from 10:00 AM to 11:00 AM
- AIAM Register Number
- Register Number (e.g., 123456789) and ID, and
- Departmental Service Numbers
- Schedule of Day benefits to come
- All attendees will be recorded and available

Come learn more about AI's growing digital portfolio of platforms and capabilities

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Questions?



Survey Monkey Link



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**Virtual IRO**


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

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**Survey Monkey Link**

- <https://www.surveymonkey.com/r/day2feb>



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

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

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**IMA Military Reserve Pay Office**

**United States Air Force Reserve**

**Virtual Participants:** Please mute your microphone; be sure to unmute your microphone when speaking

**In-person Participants:** Please silence electronic devices

**Feb 2024**  
Ms. Tasha Perkins  
Active Duty Team: MSgt Mixon  
MSgt Amanda Von Holtum




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**RPO Overview**

- Special Actions
- BAH
- Leave – Order to Order
- Leave Carryover
- Leave Sellback

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**HQ RIO RPO Website (Portal):**  
**<https://www.hqrio.afrc.af.mil/Pay/>**

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**United States Air Force Reserve**

**Long Tours**

**Short Tours**





\*\*\*PLEASE HOLD QUESTIONS  
UNTIL THE END\*\*\*

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**Special Actions**

SGLI:

1. Participating IRR – If you transfer to the Participating IRR, you can still enroll in SGLI, but need to check MilConnect to make sure your election is up to date. If you have issues, you can complete the SGLV Form 8286 and submit to RPO through MyFSS for us to update your election.
2. Non-Participating IRR – You are not eligible for SGLI/FSGLI – please make sure you unenroll in MilConnect.

In Processing:

1. You must complete a finance welcome packet – Cat E IMA as well
2. If you had opted out of SGLI prior to transferring to the IMA program, include your documentation showing you opted out. You will automatically be enrolled, unless we are informed otherwise.


Out Processing:

1. We have the latest checklists: transferring to AGR and Separating/retiring/going to ANG/other branch of service
2. Transferring to a TR unit is not required but encouraged

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**Special Actions**

DEBT:

Transfer to IMA, but have a debt from RegAF, ANG, etc... prior to becoming an IMA

1. Inquire with your prior finance office if you don't know what it's for.
2. Debt Dispute: provide RPO with a debt letter if there is one. Provide details to our office, and source documentation that supports your argument. You must prove the debt is erroneous.


IDT Debt

1. AROWS does not communicate with UTAPS
2. You cannot be paid for an IDT, and be paid for AT or long tour on the same day/IDT period
3. If you schedule an IDT in UTAPS, and then are subsequently scheduled for an annual tour or AT, if you have already been paid for the IDT(s), the AT or tour will reject.
4. In order to fix this, RPO must remove the IDT from your pay record, and it is a valid debt.
5. Once removed, you can reschedule that IDT in UTAPS and resubmit for pay.

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**Start & Stop Orders**

**The RPO Processes all MPA, RPA, AT Orders for Pay:**

- Active order pay is **NOT** started by the initial order approval in AROWS-R
- Short tour (1-29 days) must be certified/submitted within AROWS-R
- TOD-C and/or 1 completed AF 938 at the END of the tour
- Long tour (30+ days) AF 938 must be pre-certified digitally or wet ink
- 2 filled out AF 938s:
  - Pre-certification - First day of work
  - Close out/Certified close out - Last day of work

**MEMBERS SHOULD BE KEEPING ALL SIGNED COPIES OF THEIR ORDERS**


**Extended / Curtailed Orders:**

- The pay team is not automatically notified if a member modifies their orders
- Members **MUST** provide their order amendment to the RPO to avoid overpayment or delays in pay
- Failure to do this may result in a debt + associated penalties**

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**Short Tours**

- Short Tours are defined as any tour 29 days or less
- This does **NOT** include Inactive Duty Training days
- Effective DEC 2020 all short tour orders will be certified and sent to the pay office via AROWS-R (TOD-C)
  - If TOD-C is not operational, member will fill out the AF 938 from AROWS-R and submit to the RPO Team via MyFSS
- Orders need to be certified on or after the last day of the order

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**Long Tours**

- RPA/MPA orders over 30 days are referred to as Long Tours.
  - Full BAH requires 31 days or more on the order
- Pay will not start unless we receive a copy of your pre-certified orders
  - Will initiate bi-monthly payments
  - You will be paid Base Pay, BAS, and BAH
  - Orders cannot be pre-certified prior to the report date of the tour
- Modifications to orders are **REQUIRED** to be sent to the RPO to minimize chance of delayed pay or overpayment

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**Short Tour VS Long tour differences**

<p><b>Short Tour</b></p> <ul style="list-style-type: none"> <li>At the end of the tour, member will certify their order in AROWS-R using the tour of duty certification (TOD-C)</li> <li>If TOD-C is not operational, member will fill out the AF 938 from AROWS-R and submit it to the RPO Team</li> <li>Member will be paid out at the end of the entire order – no 1<sup>st</sup>/15<sup>th</sup> paycheck</li> </ul>	<p><b>Long tour</b></p> <ul style="list-style-type: none"> <li>Member will submit 2 AF938's for a long tour:           <ul style="list-style-type: none"> <li>1 for Pre-certification – at the beginning of the order</li> <li>1 for certifying the order – at the end of the order to stop pay and entitlements</li> </ul> </li> <li>Member <b>MUST</b> turn in any modifications to the RPO office</li> </ul>
--	---

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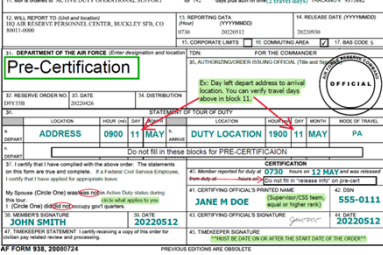
140

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**Pre-Certifying your AF938 (start your pay)**

**Pre-Certification = 30 days or more only!**

- Members should pre-certify their orders at the beginning of the tour to initiate bimonthly paychecks.
- Complete blocks 36 a-b, 37-44
- Blocks 39 and 44 must be signed on or after the first day of duty.
  - \*Don't forget block 40**
- Send to the RPO in MyFSS - Members should be keeping copies of all signed orders



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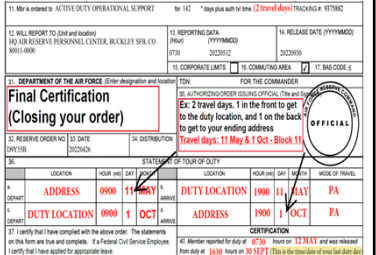
141

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**Certifying your AF938 (stop your pay)**

**Certification = 30 days or more only!**

- AFTER YOUR ORDER IS COMPLETE**
- Complete blocks 36 A-D, 37-44
- \*Don't forget block 40**
- Send to the RPO in MyFSS - Members should be keeping copies of all signed orders
- Failure to certify a closed order may result in a debt + associated penalty fees.**



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**OCONUS Entitlements**

- COLA- Application is done on ARPC 0-103 form
  - Form found on HQ RIO Website/Portal
- OHA- Applications for members assigned to an overseas station must be done on the DD 2367 and signed by the Base Housing Office
  - A copy of the lease or rental agreement must be provided as well
- Mobilization entitlements (HDP, IDP, CZTE, etc.) start as soon as RPO receives the AF 938 and CED Orders or 1610

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**FSA Entitlements**

- Family Separation Allowance, per DoD FMR, Vol 7A, Chapter 27, "provides compensation for added expenses incurred because of an enforced family separation"
- FSA is payable to qualified members serving in any grade as a member with dependents either CONUS or OCONUS
- To initiate this entitlement, you must complete and submit a DD 1561 FSA Form along with either your pre-certified order or closeout order.

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**Entitlements**

Curious about your pay rate?  
[Defense Finance and Accounting Service > MilitaryMembers > payentitlements > Pay Tables > PayTableArchives \(dfas.mil\)](#)

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**Entitlements con't**

Curious about your pay rate?  
[Basic Housing Allowance | BAH Rate Lookup | Defense Travel Management Office \(dod.mil\)](#)

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**United States Air Force Reserve**

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**Leave:  
Carry Over  
Sellbacks  
Debt Issues**

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**Leave Carry-Over**

- Leave Carry-over is a Commander program and must be **approved by the commander** at your ordered workplace.
  - WHY? The organization you are going to work for now must incur the financial responsibility to pay out the Leave you earned elsewhere
  - EX: A member carrying over 20 days to a 30-day order, realistically, you only "intend" to work 10 days of that 30-day order.
- Leave can only be carried over from **long tour** to a **long tour**
- Members may not carryover leave from RegAF- exceptions only for **VLPAD/AGR** to IMA status with no break in service
- NOTE: a carryover can take up to 60 days to completely process. In that time, **the leave is not yet available to be used.**
- DEBT ISSUE: When members start a new order, the leave balance restarts at ZERO. A member then takes leave they HAVE NOT earned on this new set of orders and as a result they put themselves in EXCESS LEAVE DEBT**

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**Leave Carry-Over**

**REQUIRED CARRYOVER DOCS:**

- Certified Closed Order
- AF1089- verifying your choice to carry leave
- Pre-Certified New Order **WITH** carry over statement
- SOU – This must be completed and signed by your **GAINING** supervisor and commander

- When you begin a new order, and you want to carry left over leave from an old order to the new order, a carryover package **MUST** be accomplished
- Not applicable to Order Extensions
- A carry over is not required for back-to-back orders (long tour to long tour)
  - Ex: End order 1 on Wed, start order 2 on a Thurs

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**Leave Carry-Over**

The carryover process is done in a couple of different stages and may required the assistance from the Orders Writing Cell (OWC). If you plan to use this benefit, please review the info listed in the HQ RIO Portal

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

In the document link: **Example of Carryover Package** – Provides you with an example of the required items

- Leave Carryover
- Leave Sellback
- Retirement (Career Management retirement page)

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**Leave Sellback**

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- Leave sellback is an option for all military members who **DUE TO MISSION CONSTRAINTS** could not take their leave
- Sellback is limited to 60 days in a career per component. Leave earned on orders 30-364 days or less **does not** count towards career limit:
  - Ex 1: 20220101 - 20220601 (6 months) LV Bal: 13 – 0 leave days taken. The 13 days sold will **NOT** count toward 60-day cap
  - Ex 2: 20220101- 20230102 (12 months+1 day) LV Bal: 26 – **ANY** amount of leave days sold will go toward your 60-day career cap
- Any request to sell back leave will have leave taken verified. All AF988's Part I and Part III's must be turned into the RPO before any sellback action will be taken
- Carries a 25% tax penalty in addition to applicable taxes (I.E FICA, State, FED)
- Leave sellback processing time: 2-3 Pay periods (up to 45 days)

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**Leave Sellback**

U.S. AIR FORCE

**A sellback can only be done at the end of order. Please keep in mind, orders can written to not allow a leave sellback – this fully dependent on the APC and its constraints**

PAY NAVIGATION

Processing Time   Pay Type   **Leave & Movement**   Contract & Lines   808 The Uniformed Services

Leave

- Leave Requests
  - How to Request Leave as an IMA Quick Guide
  - Step by Step MyFSS Instructions
  - AF BMT 988 - Leave Request and Authorization
  - NOTE: 800 RPO WILL NOT ISSUE A NEW LAM UNTIL ALL PREVIOUS PART 3'S HAVE BEEN RETURNED TO THE RESERVE PAY OFFICE
- Leave Carryover
- **Leave Sellback**
- Retirement (Career Management retirement page)

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

In the document link: **Example of Sellback Package** – Provides you with an example of the required items

Document Links

- AF 1089
- **Example Certified AF 1089**

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**Common Debt Issues**

U.S. AIR FORCE

- Not submitting an order curtailment / modification in myFSS
  - NOTE: back-to-back orders need to be stopped / started
- Not processing a carry over and using leave you have not yet earned
  - Excess leave
  - Excess leave penalty
- **Do not use a leave sell back as a solid financial plan**

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**Common Debt Issues**

U.S. AIR FORCE

- IDTs – if you were paid for an IDT, and you intended to move the IDT, but were already paid for it, that is a true debt
  - NOTE: The paid IDT has to be removed, and indebted before the IDT can be deleted and rescheduled in UTAPS.
- BAH Corrections
  - For a credit, BAH is corrected by indebted (taking away) the incorrect amount and repaying correct amount; we cannot simply pay the difference. This process takes about 2 weeks once started
- SGLI Debt – If you are enrolled in SGLI, and are not performing duty for pay, the premiums will accumulate as a debt, and the next time you are paid, debt is deducted from your pay
- Debt from a prior component – If you transferred to the IMA program, and a debt was established from your prior component, we can assist with a CMS case for any issues you have with the debt

**\*\* We need the debt letter and any documentation that you have to support your issue \*\***  
**\*\* We do not have access to your debt letter from a previous component or branch of service \*\***

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**RPO Overview**

U.S. AIR FORCE

- Short tours
- Long tours
- BAH
- OCONUS Entitlements
- Leave – Order to Order
- Leave Carryover
- Leave Sellback
- Common errors that lead to **DEBT**

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**Questions?**

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Survey Monkey Link



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**United States Air Force Reserve**  
Integrity - Service - Excellence


**RIO Travel - Policies and Procedures**



**HQ RIO Travel**

**U.S. AIR FORCE**  
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**Overview**

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

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**Types of Travel Reimbursement**

- Annual Tour/Annual Training
  - With or without IDT in conjunction
- Entitlements
  - If quarters and meals are available, per orders, and member is lodged on base, \$0 is authorized for M&IE (meals and incidentals)
  - If lodging issues a non-availability, but member chooses to stay on base anyway, \$0 is authorized for M&IE
  - If quarters are available, but meals are not, member is entitled to full M&IE (based on locality)
  - If lodging issues a non-availability and member stays off base, full M&IE
  - If order directs member to fly to duty location, government rate for airfare is on/about line n on page 2 of AF938 – if member uses CTO/TMC/SATO, disregard this amount as actual cost of airfare is reimbursable
- Documentation
  - Orders and all MODs, DD1351-2, all receipts for expenses over \$75

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**AF938 (orders) Example**

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR										BY ORDER OF THE SECRETARY OF THE AIR FORCE	
<b>AUTHORITY:</b> 10 USC 8012, Executive Order 9397										<b>PRIVACY ACT STATEMENT</b>	
<small>PRINCIPAL PURPOSES: Used to request and authorize Air Force reservist tours of active duty as well as acting as a temporary duty travel order. SSN is used for member positive identification of military personnel. Becomes record copy of orders after authorization, enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable.</small>											
<small>ROUTINE USES: A copy of the order may be provided to civilian employers to substantiate active duty military requirements. DISCLOSURE IS VOLUNTARY. However, without this information and SSN the Air Force cannot act on your travel, per diem and pay entitlements.</small>											
1. NAME (Last, First, MI)	2. GRADE	3. SSN	4. STATE	7. ZIP CODE	5. CITY	6. STATE	8. ZIP CODE	9. CITY	10. STATE	11. ZIP CODE	12. STATE
HICKPICKER, PEGGY J	TSOT	121-44-6789	CO	80012-0000	AURORA	CO	80012-0000	AURORA	CO	80012-0000	80012-0000
13. UNIT OF ASSIGNMENT	14. LOCATION	15. WILL REPORT TO (last and location)	16. REPORTING DATA (YYYYMMDD)	17. RELEASE DATE (YYYYMMDD)	18. COMBINED TRAVEL	19. COMBINED TRAVEL	20. COMBINED TRAVEL	21. COMBINED TRAVEL	22. COMBINED TRAVEL	23. COMBINED TRAVEL	24. COMBINED TRAVEL
501 COMBAT SUPPORT WG (FW) ALCONBURY IAP, UNITED KINGDOM	501 COMBAT SUPPORT WG (FW) ALCONBURY IAP, UNITED KINGDOM	501 COMBAT SUPPORT WG (FW) ALCONBURY IAP, UNITED KINGDOM	20230306	20230317	0730	20230306	20230317	20230317	20230317	20230317	20230317
11. Member is ordered to ANNUAL TRAINING for 12 *days plus auth M time. (3 TWD Days) TRACKING #											
12. WILL REPORT TO (last and location)											
501 COMBAT SUPPORT WG (FW) ALCONBURY IAP, UNITED KINGDOM											
13. REPORTING DATA (YYYYMMDD)											
20230306											
14. RELEASE DATE (YYYYMMDD)											
20230317											
15. COMBINED TRAVEL											
0730											
16. COMBINED TRAVEL											
20230306											
17. COMBINED TRAVEL											
20230317											
18. BAS CODE N											
MEL0909											
19. REMARKS: AUTH: AFMAN 36-8001 (This travel voucher and completed statement of tour of duty within 5 working days after tour completion. Travel days will not exceed 60OPM authorized travel time. Per diem is based on availability of govt quarters and mess, contact the base billing office since govt quarters must be used when available. SEE NEXT PAGE FOR REMARKS.											
20. TOUR-IND											
21. MEAN CODE											
22. MAN-DAY ID											
23. TRAVEL \$1,668.00											
24. PER DIEM \$3,295.50											
25. OTHER \$0.00											
26. TOTAL \$5,063.50											

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**AF938 (orders) Example**

27. PAY AND ALLOWANCE 5733700 500 6272 P72201 387700 MZ2201	TRAVEL AND PER DIEM 5733700 500 6262 MARRA 72213 59313F 01 387700 CIC 18320010249447
28. TRAVEL REQUESTING OFFICIAL DERICK J STROMAN, SMSGT, 312-412-0184	29. SIGNATURE "ELECTRONICALLY APPROVED"
30. DATE 20231102	31. DEPARTMENT OF THE AIR FORCE (Enter designation and location of headquarters) AIRC SWC HQ AIRC BUCKLEY AFB, CO 80011
32. AUTHORIZING OFFICIAL (Title and Signature) RYLE HOFFMAN, GS11 "ELECTRONICALLY APPROVED"	33. RESERVE ORDER NO. DA12145
34. DATE 20230120	35. DISTRIBUTION
36. STATEMENT OF TOUR OF DUTY	
a. DEPART	
b. ARRIVE	
c. DEPART	
d. ARRIVE	
37. I certify that I have complied with the above order. The statements on this form are true and complete. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave.	
38. MEMBER'S SIGNATURE	
39. DATE	
40. Member reported for duty at _____ hours on _____ and was released from duty at _____ hours on _____	
41. CERTIFYING OFFICIAL'S PRINTED NAME	
42. DSN	
43. CERTIFYING OFFICIAL'S SIGNATURE	
44. DATE	
45. TIMEKEEPER SIGNATURE	
46. TIMEKEEPER STATEMENT: I certify receiving a copy of this order for civilian pay related review and processing.	

**AF FORM 938, 20080724**  
PREVIOUS EDITIONS ARE OBSOLETE.

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**AF938 (orders) Example**

HICKPICKER, PEGGY J, TSOT:121-44-6789/MLODF009

ANNUAL TRAINING

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

- AUTH: 10 USC 1230(b)
- PAY AND ALLOWANCE ESP CODE: N/A
- TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA)
- IF THIS ORDER CONFLICTS WITH THE JTR, THE JTR PREVAILS.
- SETTLEMENT FOR THIS ORDER MUST BE FILED IN JTR WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.
- IF THIS ORDER IS FOR A PERIOD OF ACTIVE DUTY OF 90 CONSECUTIVE DAYS OR MORE, INITIAL ACTIVE DUTY FOR TRAINING (BMT AND TECHNICAL SCHOOL), OR IN DIRECT SUPPORT OF A CONTINGENCY OPERATION, SUBMIT A DD FORM 214 WORKSHEET (CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY) VIA VMPF AT THE TIME YOU CERTIFY AND SUBMIT FOR RECEIPT OF PAY.
- FOR THIS ORDER, MEMBER WILL DEPART FROM AURORA, CO AND RETURN TO AURORA, CO
- MEMBER MUST BE PHYSICALLY PRESENT TO ACCOMPLISH REQUIREMENTS OF THIS TOUR.
- MEMBERS DUTY STATUS IS 19.
- CERTIFICATION CODE, IS J, Home Station Training PERSTEMPO LOCATION IS UNITED KINGDOM.
- THE MEMBER WILL BE IN AN INACTIVE DUTY DRILL STATUS FROM 20230318 THRU 20230329 IN CONJUNCTION WITH THIS PERIOD OF DUTY, WHILE IN AN INACTIVE DUTY DRILL STATUS, NO PER DIEM OR TRAVEL REIMBURSEMENTS ARE AUTHORIZED. ELAPSED TIME MUST BE REFLECTED ON YOUR DD 1351-2 (JTR 7355).

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### AF938 (orders) Example

1. PER AF124-101, USE OF TMO/CTO TO ARRANGE OFFICIAL TRAVEL IS MANDATORY DOD POLICY.

m. RENTAL CAR IS NOT AUTHORIZED AT 501 COMBAT SUPPORT WG FFD092 (20230304 THRU 20230318).

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

o. GOVT MEALS ARE NOT AVAILABLE OR DIRECTED AT 501 COMBAT SUPPORT WG FFD092 (20230304 THRU 20230318).

p. IF TRAVELER CHOOSES MODE OF TRANSPORTATION OTHER THAN AUTHORIZED MODE, REIMBURSEMENT IS LIMITED TO \$1,668.00 ROUND TRIP.

q. ADVANCE BY FSO IS NOT AUTHORIZED. TRAVELER HAS A GOVT CHARGE CARD AND PIN, WHICH WILL BE USED FOR ATM CASH ADVANCES AND MEALS AND INCIDENTAL EXPENSES (M-IE) PLUS MISCELLANEOUS EXPENSES.

r. THE TRAVEL AND TRANSPORTATION REFORM ACT OF 1998 (TTRA), PUBLIC LAW 105-264 STIPULATES THAT THE GTCC WILL BE USED BY ALL U.S. GOVERNMENT PERSONNEL, MILITARY AND CIVILIAN TO PAY FOR COSTS INCIDENT TO OFFICIAL GOVERNMENT TRAVEL UNLESS SPECIFICALLY EXEMPT.

s. THE INTENT OF THIS ORDER IS TO FUND THE TOUR THROUGH THE END DATE

CONTINUED ON NEXT PAGE

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### DD1351-2 Travel Voucher

**TRAVEL VOUCHER OR SUBVOUCHER**

Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.

1. PAYMENT:  Electronic Fund Transfer (EFT)  Payment by Check

2. NAME (Last, First, Middle Initial (if any))  
HICKPICKER, PEGGY J

3. GRADE: E6

4. SSN: 123-45-6789

5. TYPE OF PAYMENT (X in applicable box):  TPT  Member/Employee  Other  DLA

6. ADDRESS: 123 N MAIN ST, AURORA, CO 80012

7. PHONE (Home, Office, Mobile, Cell, or Other): 720-555-4728

8. WORK ORDER NO./POSITION NUMBER: DA12345

9. FREQUENT GOVERNMENT TRAVELER ADVANCES:

10. ORGANIZATION AND STATION: 501 COMBAT SPT WG, ALCONBURY, UK

11. FOR D.O. USE ONLY: a. D.O. VOUCHER NUMBER:  b. SUBVOUCHER NUMBER:

12. ACCOMPANIED:  ACCOMPANIED  UNACCOMPANIED

13. DEPENDENT ADDRESS ON RECEIPT OF ORDERS (If more than 1000):

14. NAME (Last, First, Middle Initial)  RELATIONSHIP:  DATE OF BIRTH:  ON BASIS OF:

15. C. PAID BY:

Split disbursement amount

Please include full SSN and address

A personal email and/or phone number are helpful with communication

Travel order/authorization number and unit from orders

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### DD1351-2 Travel Voucher Acceptable Itineraries

a. DATE (2023)	b. PLACE (Home, Office, Base, Activity, City and State, City and County, etc.)	c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
0304	DEP AURORA, CO	PA			
0304	ARR DENVER AIRPORT, CO	CP	AT		15
0305	ARR LONDON AIRPORT, UK	CA	AT		
0305	ARR ALCONBURY IAP, UK	CA	TD	1,170.00	
0330	DEP LONDON AIRPORT, UK	CP	AT		
0330	ARR DENVER AIRPORT, CO	PA	AT		
0330	DEP AURORA, CO	MC			15

16. POC TRAVEL (X one):  OWN/OPERATE  PASSENGER

17. DURATION OF TRAVEL: 12 HOURS OR LESS

a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED
3/4/2023	AIRFARE	1,012.00	
3/4/2023	CTO FEE	15.12	
3/5/2023	TAXI	52.14	
3/30/2023	TAXI	37.84	X

18. REIMBURSABLE EXPENSES: MORE THAN 12 HOURS BUT 24 HOURS OR LESS

19. REIMBURSABLE EXPENSES: MORE THAN 24 HOURS

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### DD1351-2 Travel Voucher Acceptable Itineraries

a. DATE (2023)	b. PLACE (Home, Office, Base, Activity, City and State, City and County, etc.)	c. MEANS/MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES
0305	DEP SPRINGFIELD, MA	PA			
0305	ARR HANSCOM AFB, MA	PA	TD	1,170.00	
0330	ARR SPRINGFIELD, MA	MC			

If your home is less than 400 miles from your duty location, it is always most advantageous to the government for you to drive your POV.

- DO NOT claim mileage!
- You will be reimbursed for the official distance according to the DTOD (Defense Table of Official Distances).

If your home is more than 400 miles from your duty location and you choose to drive instead of fly, the reimbursement for mileage is limited to the cost of airfare listed on orders

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### Itinerary Codes

**ITEM 15 - ITINERARY - SYMBOLS**

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

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

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

15d. REASON FOR STOP

Authorized Delay - AD	Leave En Route - LV
Authorized Return - AR	Mission Complete - MC
Awaiting Transportation - AT	Temporary Duty - TD
Hospital Admittance - HA	Voluntary Return - VR
Hospital Discharge - HD	

Please note:

PV is personal vessel (boat) and not personal vehicle

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

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### DD1351-2 Travel Voucher

20. CLAIMANT SIGNATURE: *Peggy J. Hicklester*

21. REVIEWER SIGNATURE: *Lilian Carmella*

22. DATE: 4/3/2023

23. TELEPHONE NUMBER: 847-6521

24. DATE: 4/4/2023

Typed signatures like these are not acceptable!

- Signatures must either be digital (via CAC) or wet (with a pen)

Reviewer signature is supervisor or anyone higher ranking that can certify you performed the travel

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### Types of Travel Reimbursement

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

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### 40As

II. TRAINING DATA (List each day of training separately)				RETENTION/RETIREMENT (RRR) DATE
DATE (YYYYMMDD)	DUTY HOURS WORKED (Inclusive)	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATIONS/REMARKS
20230318	0800-1600	8	2	ALCONBURY IAP, UK / 501 COMBAT SPT WG
20230329	0800-1600	8	2	ALCONBURY IAP, UK / 501 COMBAT SPT WG
TOTAL NUMBER OF HOURS WORKED			16	34
TOTAL NUMBER OF POINTS				

III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE  
 (Complete and return to reservist prior to the reservist reporting for scheduled training.)  
 See AFJ 34-246, Air Force Lodging Program, and AFJ 34-239, Food Service Management Program. The Authorizing Official is the commander of the assigned/attached unit or a representative designated by the Official. Substances in-kind is authorized for retained members in a pay status if training is 8 hours or more in any 1 day. If the duty is less than 8 hours or is non-pay status, or if the reservists is an officer, the reservists must pay the full food charge. The Authorizing Official is the commander of the assigned unit or representative in writing.  
 LODGING:  YES  NO SUBSISTENCE:  YES  NO AUTHORIZING OFFICIAL'S TITLE: \_\_\_\_\_ AUTHORIZING OFFICIAL'S SIGNATURE AND DATE: \_\_\_\_\_  
 HICKPICKER, PEGGY J. \_\_\_\_\_ Click to sign

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

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### OF1164 Claim for Reimbursement

6. EXPENDITURES (if fare or toll claimed in column (g) exceeds charge for one person, show in column (h) the number of additional persons which accompanied the claimant)		AMOUNT CLAIMED	
DATE	CLASSIFICATION (A-C)	FARE OR TOLL (G)	ADD. PERSONNEL (H)
3/17/2023	DT	\$90/night	
3/29/2023	DT	\$90/night	
SPLIT DISBURSEMENT: \$1,080.00			

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

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### OF1164 Claim for Reimbursement

7. AMOUNT CLAIMED (Total of columns (f), (g) and (h)) \$1,080.00

APPROVING OFFICIAL: **Lilian Carmella** DATE: 4/4/2023

CERTIFYING OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

ACCOUNTING CLASSIFICATION: \_\_\_\_\_

OPTIONAL FORM 1164 (REV. 11/2017)

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

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### Types of Travel Reimbursement

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

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### DD1610 (orders) Example


REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations (JTR), Chapter 3) (Road Privacy Act Statement on back before completing form.)				1. DATE OF REQUEST (YYYYMMDD) 20230307
2. NAME (Last, First, Middle Initial) CARMELLA, LILIAN M		3. SOCIAL SECURITY NUMBER 600-45-6789		4. POSITION TITLE AND GRADERATING LT COL
5. LOCATION OF PERMANENT DUTY STATION (PDS) OFFUTT AFB, NE 68112-1116		6. ORGANIZATIONAL ELEMENT OL JCS US STRATEGIC CMD JQ FF22P		7. DUTY PHONE NUMBER (Include Area Code)
8. TYPE OF AUTHORIZATION IDT AT HOME STATION	9. TDY PURPOSE (See JTR, Appendix A) IDT OUTSIDE NORMAL COMMUTE	10. APPROX. NO. OF TDY DAYS (Including travel time) 6	5. PROCEED DATE (YYYYMMDD) 20230212	
11. FEEDBACK FROM AURORA, CO TO: OLC JCS US STRATEGIC CMD JQ FF22P, OFFUTT AFB, NE RETURN TO: AURORA, CO				TRACKING #

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

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**DD1610 (orders) Example**



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**AUTHORIZATION**

TO: ACCOUNTING CITATION DEPARTMENT OF THE AIR FORCE TRAVEL AND PER DIEM  
 AURC SWC DIST. A 5733700 503 6062 SAIR/9 72517 2312F 01 387700 IH  
 HQ AFB/BUCKLEY AFB, CO 80911

20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and Signature)  
 WALTER J GIBLER JR, GS11  
 ELECTRONICALLY APPROVED

21. DATE ISSUED (YYYYMMDD)  
 20230207

22. TRAVEL AUTHORIZATION NUMBER  
 23656

DD FORM 1610, MAY 2003 PREVIOUS EDITIONS OBSOLETE. AROWS - R GENERATED


**OFFICIAL**

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

**DD1351-3 Statement of Actual Expenses**



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**STATEMENT OF ACTUAL EXPENSES**

REIMBURSABLE EXPENSES (JTR, par. C4001 and JFTR, par. U4205)

DATE	LODGING (Note 1)	MEALS (Note 2)			LAUNDRY PRESSING CLEANING	LOCAL TRANSPORTATION (Note 3)	OTHER (Note 4)
		BREAKFAST	LUNCH	DINNER			
0212			21.52	19.84			304.57
0212						50.58	
0217						65.14	
0217			23.12				


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

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

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**DD1351-2 Travel Voucher Matching Itinerary**



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DATE	PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	REASON FOR TRAVEL	REASON FOR STOP	LODGING COST	PIC MILES
0212	AURORA, CO	PA	AT	30	
0212	DENVER AIRPORT, CO	CP	AT		
0212	OMAHA AIRPORT, NE	CA	AT		
0212	OFFUTT AFB, NE	CA	TD		
0217	OMAHA AIRPORT, NE	CP	AT		
0217	DENVER AIRPORT, CO	PA	AT		
0217	AURORA, CO	MC		50	

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

14. POC TRAVEL (if used)  COOPERATE  PASSENGER

17. DURATION OF TRAVEL


DATE	NATURE OF EXPENSE	AMOUNT	ALLOWED

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

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**DD1351-3 Statement of Actual Expenses**



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LILIAN M. CARMELLA, certify that itemized amounts are actual and necessary expenses incurred by me in performance of official travel for which I have not been reimbursed.

SIGNATURE: **Lilian M. Carmella** DATE: 20230220


DD FORM 1351-3, SEP 1997 PREVIOUS EDITION IS OBSOLETE.

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

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**Types of Travel Reimbursement**



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

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**Two Travel Systems – RTS vs DTS**



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


**DO NOT submit IR vouchers through eFinance**

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

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

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### myFSS for All RTS Travel Reimbursement

- Submit voucher and all supporting documents to correct location
  - Search IMA Management → Follow link for AFR RIO Travel
  - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=kA0t0000000L14sCAG>
- Each request requires a separate ticket/incident
  - AT w/ IDT in conjunction will be **2** separate tickets
    - AT travel
    - IDT lodging
  - IDT outside normal commuting distance – **2** separate tickets
    - IDT ONCD travel reimbursement – limited to \$500
    - IDT lodging

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

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### myFSS for All RTS Travel Reimbursement

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

**❖ PLEASE ENSURE YOUR EMAIL ADDRESS IS CURRENT**

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### Defense Travel System (DTS)

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

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### Government Travel Card (GTC)

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

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

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### Government Travel Card (GTC)

- Public Law 105-264 makes use of GTC **mandatory** for:
  - Airline Tickets
  - Lodging
  - Rental Cars
  - Exception: Order indicates member does not have a GTC
- GTC **may** be used for:
  - Meals and Incidentals (i.e. toothpaste, soap, laundry, etc.)
  - IDT travel costs (Lodging only)
    - Exception: Reserve members assigned to "Critical Staffing Shortage" defined DAFSCs

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### Government Travel Card (GTC)

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

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

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

❖ **Include FMS 2231 (EFT info) with first voucher submission**

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- Rental Cars – two ways to be reimbursed
  - Authorized on orders
    - Must book through SATO/CTO
  - Approved by Approving Official (AO)
    - If RTS, AO must approve on DD1351-2
      - AO signature in block 21a
      - Specific justification in block 29 (reverse of DD 1351-2)
    - If DTS, AO may approve after Review by RIO Travel

❖ **Per JTR, standard approval for rental is for a compact car**

❖ **If larger car is required, must be authorized in orders or approved by AO on DD 1351-2/in DTS**

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### *Unconventional Lodging*

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

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


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### *Questions?*

Survey Monkey Link



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U.S. AIR FORCE

## *United States Air Force Reserve*

*Integrity - Service - Excellence*

Headquarters Individual Reservist Readiness and Integration Organization

### MyFSS Orders Request System for IMAs


HQ RIO Readiness & Training



**U.S. AIR FORCE**

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U.S. AIR FORCE

### *ROEs*

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

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**Agenda**

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

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**What are the benefits of MyFSS?**

- All attachments and requested info delivered to the orders writer as a single case
- Incidents are trackable (for RIO and the member)
- Orders writer can vet the request, ask for any additional info, and ensure the orders request info is correct before submitting that info into AROWS-R
- MyFSS is accessible without a CAC (Two Factor Authentication via app)
- Dynamic form allows for things that were separate emails to be completed during the request and only when needed
  - AT Special Request Form
  - Rental Car Worksheet
  - Sanctuary Waiver

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**Other benefits/reminders**

- Dynamic form asks for things needed based on your answers
- One-stop location for all docs and information
  - No more lost attachments sent via email
  - Member can "see" movement on the case
  - Member can reply to the case
- Cases are viewable by other orders writers
  - One goes on leave, another can have access to a single case file and assist
- Make sure you receive MyFSS emails in your personal inbox
  - Put the email in your MyFSS profile
  - If needed, "whitelist" .mil emails to ensure they reach your inbox

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**More information**



- Always go to the HQ RIO website for info first: [www.HQRIO.afrc.af.mil](http://www.HQRIO.afrc.af.mil)
- Lots of info on the ORDERS section
- Quick Guide
- Training videos can be found here
- All of this is on RIO Connect as well

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**Demonstration**

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

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**Demonstration**

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

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

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**U.S. AIR FORCE** **DTS Transition**

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

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**U.S. AIR FORCE** **MyFSS Demonstration**

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**U.S. AIR FORCE** **Demonstration-AROWS-R**

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**U.S. AIR FORCE** **Demonstration-AROWS-R**

Applications In Progress: [View Index](#)

Control Tracking Number	Status	PAS Code	SSN	Name	Start Date	End Date	Total Days	Order Sub Type
10040144/1	MOD	H013PWS1	[REDACTED]	[REDACTED]	2023/09/24	2023/09/30	7	TDY (DT AT HOME STATION)

Total Records: 1

Search

By Tracking Number: 10040144

By SSN:

By Last Name:

By First Name:

By Duty Dates:  to

By Order Type:

By Order Sub Type:

By PAS Code:

Display:  per page

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**U.S. AIR FORCE** **Demonstration-AROWS-R**

Tracking #: 10040144/1    Name: [REDACTED]    Order Type: TDY (DT AT HOME STATION)  
 Filing Sequence: TAKDUH    Start Date: 2023/09/24    Status: MOD  
 SSN: [REDACTED]    End Date: 2023/09/30    Total Days: 7

Display Section: [Current Status](#)    [View Application Details](#)    [Print Draft/Official Order](#)

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

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**U.S. AIR FORCE** **Demonstration-AROWS-R**

Tracking #: 4788335/1    Name: [REDACTED]    Order Type: MPA (NON-CONTINGENCY)  
 Filing Sequence: DSK54G    Start Date: 2013/06/30    Status: MOD  
 SSN: [REDACTED]    End Date: 2013/08/24    Total Days: 56

Display Section: [History - Modifications](#)    [View Application Details](#)    [Print Draft/Official Order](#)

Applications In Progress

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

Approved Orders

Action	Mod #	Start Date	End Date	Total Days	Order Type	Status
<a href="#">Print</a>	1	2013/06/30	2013/08/24	56	MPA	MOD
	0	2013/06/30	2013/07/25	26	MPA	INITIAL

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**U.S. AIR FORCE** **Demonstration-AROWS-R**

**REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR** BY ORDER OF THE SECRETARY OF THE AIR FORCE

**PRIVACY ACT STATEMENT**  
 AUTHORITY: 10 USC 8012, Executive Order 13527  
 PRINCIPAL PURPOSES: Used to request and authorize Air Force reserve tour of active duty as well as acting as a temporary duty travel order. SDN is used to make positive identification of military personnel. Becomes record copy of copies after authorization, enables reserved duty process.  
 ROUTINE USES: A copy of the order may be provided to outside employers to substantiate active duty military requirements.  
 DISCLOSURE IS VOLUNTARY. However, without this information and SDN the Air Force cannot act on your travel, per diem and pay entitlements.

1. NAME (Last, First, MI) 2. GRADE 3. SSN  
 4. PRESENT STREET ADDRESS 5. CITY 6. STATE 7. ZIP CODE  
 8. UNIT OF ASSIGNMENT 9. LOCATION 10. FAO CODE  
 HQ AF RESERVE CM FFCMFO BOSTON AFB, GA 31099-5000 EXHIBIT C/F  
 11. MIU IS ISSUED BY: ANNUAL TRAINING (See 11.1) (Type this into box) (DTM 14 Eqpt) TRACKING #: 9753358

12. WILL REPORT TO (and be stationed) 13. REPORTING DATA 14. RELEASE DATE (YYYYMMDD)  
 HQ AF RESERVE CM FFCMFO BOSTON AFB, GA 31099-5000 (Print) (DDMMYY) 3048411 3048411

15. REMARKS: AUTH: AFMAN 34-102 (For travel voucher and completed statement of tour of duty within 8 weeks after tour completion. Travel days will not exceed 60 calendar authorized travel days. Air claim is based on availability of gov't quarters and mess, contact the base catering office since gov't quarters must be used when available. SEE NEXT PAGE FOR REMARKS.)  
 15. CORPORATE LIMITS  16. COMMATING AREA  17. BAS CODE 5

18. TNG-CAT-ND 19. TOUR-ND 20. MEAN CODE 21. CONTINUED ON NEXT PAGE  
 22. ESTIMATED COST 23. TRAVEL 24. PER DIEM 25. OTHER 26. TOTAL  
 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00

**RENTAL CAR IS NOT AUTHORIZED AT HQ AF RESERVE CM FFCMFO (20240303 THRU 20240315)**

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**U.S. AIR FORCE** **Demonstration-AROWS-R**

**OFFICIAL**

1. MEMBER WILL COVERED BY COLLECTIVE BARGAINING AGREEMENTS FOR THEIR TRAVEL, MEALS AND QUARTERS THE DAY IMMEDIATELY PRECEDING THE TRAVEL AND THE DAY IMMEDIATELY FOLLOWING THE TRAVEL AND THE DAY IMMEDIATELY PRECEDING THE TRAVEL AND THE DAY IMMEDIATELY FOLLOWING THE TRAVEL.

2. MEMBER IS TO COMPLETE THIS ORDER IN THE ACCOUNTING SECTION IN THE ACCOUNTING SECTION OF THIS ORDER.

3. THE MEMBERS OF THIS ORDER IS WITHIN CORPORATE LIMITS DUE TO AFRC APPROVED EXCEPTION TO POLICY REGARDING USE OF AROWS-R & DTS TO ACCOUNT FOR TRAVEL AND PER DIEM COSTS.

4. IN ACCORDANCE WITH AFMAN 34-102, MEALS AND QUARTERS ARE AVAILABLE. HOWEVER, IF A NON-AVAILABILITY LETTER IS ISSUED, THE MEMBER IS AFFORDED FULL MEALS & INCIDENTAL EXPENSES FOR MEALS AND REIMBURSEMENT FOR QUARTERS UP TO THE MAX LODGING RATE FOR THE LOCALITY (BOTH CAN BE FOUND EITHER IN DTS UNDER TRAVEL TOOLS AND PER DIEM RATE LOOKUP OR THE DTMO WEBSITE AND SEARCHING "PER DIEM RATE LOOKUP").

5. ORDERS ARE WRITTEN TO ENCOMPASS TRAVEL DAYS AND WILL BE INCLUSIVE TO THIS ORDER. IF FURTHER TRAVEL DAYS ARE REQUIRED, AN ORDER MODIFICATION WILL BE REQUESTED BY MEMBER PROVIDING JUSTIFICATION FOR APPROVING OFFICIAL APPROVAL.

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**U.S. AIR FORCE** **Demonstration-AROWS-R**

- USE THE FOLLOWING BUDGET LABEL IN DTS IN THE ACCOUNTING SECTION: **DTS BUDGET LABEL: 24 DETS AT**
- THE SUBMISSION OF THIS ORDER IS WITHIN CORPORATE LIMITS DUE TO AFRC APPROVED EXCEPTION TO POLICY REGARDING USE OF AROWS-R & DTS TO ACCOUNT FOR TRAVEL AND PER DIEM COSTS.
- IN ACCORDANCE WITH AFMAN 34-102, MEALS AND QUARTERS ARE AVAILABLE. HOWEVER, IF A NON-AVAILABILITY LETTER IS ISSUED, THE MEMBER IS AFFORDED FULL MEALS & INCIDENTAL EXPENSES FOR MEALS AND REIMBURSEMENT FOR QUARTERS UP TO THE MAX LODGING RATE FOR THE LOCALITY (BOTH CAN BE FOUND EITHER IN DTS UNDER TRAVEL TOOLS AND PER DIEM RATE LOOKUP OR THE DTMO WEBSITE AND SEARCHING "PER DIEM RATE LOOKUP").
- CONUS: [https://media.defense.gov/2022/Aug/29/2003066445/-1/1/Directory\\_of\\_Government\\_Quarters\\_and\\_Dining\\_Facilities\\_afman34-102-c.PDF](https://media.defense.gov/2022/Aug/29/2003066445/-1/1/Directory_of_Government_Quarters_and_Dining_Facilities_afman34-102-c.PDF)
- OCONUS: [https://media.defense.gov/2022/Aug/29/2003066444/-1/1/Directory\\_of\\_Government\\_Quarters\\_and\\_Dining\\_Facilities\\_afman34-102-oc.PDF](https://media.defense.gov/2022/Aug/29/2003066444/-1/1/Directory_of_Government_Quarters_and_Dining_Facilities_afman34-102-oc.PDF)
- THIS ORDER BRINGS THE MENTIONED MEMBER ON STATUS FOR THE NOTED DATES IN BOXES 13 AND 14 ABOVE. THE MEMBER WILL NEED TO INITIATE A TRAVEL AUTHORIZATION IN DTS TO RESERVE FLIGHTS (INITIAL/RETURNING), LODGING, RESERVE A RENTAL CAR (IF APPROVED BY AO), AND OTHER AUTHORIZED ENTITLEMENTS. ADD THIS AF FORM 938 (OFFICIAL ORDER) INTO YOUR DTS AUTHORIZATION BEFORE SUBMITTING AUTHORIZATION FOR APPROVAL.
- ORDERS ARE WRITTEN TO ENCOMPASS TRAVEL DAYS AND WILL BE INCLUSIVE TO THIS ORDER. IF FURTHER TRAVEL DAYS ARE REQUIRED, AN ORDER MODIFICATION WILL BE REQUESTED BY MEMBER PROVIDING JUSTIFICATION FOR APPROVING OFFICIAL APPROVAL.


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**U.S. AIR FORCE**

**Questions?**

Survey Monkey Link



8 Jun 23

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**U.S. AIR FORCE** **United States Air Force Reserve**  
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**Reserve Retirements**



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**U.S. AIR FORCE** **Disclaimers**

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

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

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**U.S. AIR FORCE**

## Overview

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

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## Contact Information

- ARPC Reserve Retirement Counseling Cell
  - [arpc.dpt.rrcc@us.af.mil](mailto:arpc.dpt.rrcc@us.af.mil)
  - 1-800-682-1929
- Division Chief - Colonel Maureen Cobb [eddyth.cobb@us.af.mil](mailto:eddyth.cobb@us.af.mil)

Survey Monkey Link




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## Non-CAC Access

- Non-CAC logins needed:
  - DFAS
  - DS Logon
  - myFSS
  - AF Portal
- Create logins with your personal email address (NOT military and GS email account info)

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## vMPF



**vMPF Dashboard**  
<https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp>

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## Career Data Brief

vMPF Dashboard

- Log in to the [Air Force Portal](#)
- Hover over Career & Training, then select AFPC Secure Apps. Select vMPF from the AFPC Secure Apps menu.
- Click OK and verify your email address and phone number to log in.
- Click Career Data Brief listed under Most Popular Applications.
- Click View CDB on the left side of the page.



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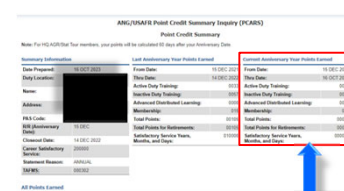
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**U.S. AIR FORCE**

## PCARS

vMPF Dashboard

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



**Current Anniversary Year Points**  
This is a new view, added in October 2023

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**RRPA (Continued)**

**RRPA**  
Reviewing Orders, RRPA dates, and submitting for updates.

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**RRPA (Continued)**

**RRPA**  
Status of Orders

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**ARC Retirements in myFSS**

myFSS Retirements Homepage  
<https://myfss.us.af.mil/USAFCommunity/s/retirements>

Applying for Retirement

**RETIREMENT HOME**

Career Calculators | ARC Retirements | Active Duty Retirement

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**ARC Retirements in myFSS**

Retirement Information & Cheat Sheets

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

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

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

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**ARC Retirements in myFSS**

Pre-Application Information

- Click on the arrow to the right of each section and read through the information provided.
- Ensure you mark the acknowledge block in each section.

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**ARC Retirements in myFSS**

Explanation of 4 retirement types:

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

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### ARC Retirements in myFSS

**Member Application Actions:**

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

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### Retirement Calculators

**MyAirForceBenefits**

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

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### Retirement Calculators

**Click on "Launch Calculator"**

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### Retirement Calculators

**Select Your Retirement Type**

Please select the calculator you would like to use.

**Regular (Active Service) Retirement**

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

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

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

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### Retirement Calculators

**Member Information:**

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

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### Retirement Calculators

**Member Information:**

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

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**Retirement Calculators**

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**SBP/RCSBP Overview**

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

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**SBP/RCSBP Overview**

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**Eligibility**

Eligibility for RCSBP

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

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

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

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**Option A**

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

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**Option B**

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

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**Option C**

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

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**Beneficiaries**

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

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**Beneficiaries**

- Spouse and Child(ren):**
  - Spouse is primary beneficiary
  - If spouse is not eligible or dies the annuity will be divided equally among eligible children
  - This covers all children that are in DEERS. RCSBP election does not need to be updated after the birth of each child, they will be automatically covered
- Insurable Interest:**
  - Available only if member is unmarried w/no children or one child
  - May elect coverage for their single child regardless of the child's age or dependency
  - Can be a relative or a person with a financial interest in the members life. Only one individual may be covered under the insurable interest option. Caution, its costly!

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**Beneficiaries**

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

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**Making a RCSBP Election**

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

Follow on screen prompts to complete action.

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**Changing Elections**


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

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**RCSBP Cost**

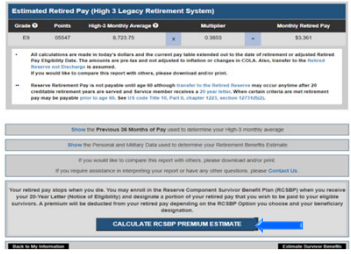
- Premiums will be withheld from the retired pay and will be based on the pay tables in effect at that time.
- RCSBP premiums are an add on cost to cover the benefit without payment until members attain retirement pay age
- RCSBP premiums depend on which category of beneficiary is selected
- Members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



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**Retirement Calculators**



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

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**RCSBP Sample Calculation**

My Information: RCSBP Premium Calculator

**RCSBP Election Options - Select Desired Option**

- Option A: Choose RCSBP (No survivor benefit if death occurs before 65)
- Option B: Choose Annuity (Survivor benefit begins when member annuitant has been age 65)
- Option C: Immediate Annuity (Survivor benefit begins immediately upon death, regardless of age)

**RCSBP Beneficiary Options - Select Desired Option**

- Spouse and Children
- Children Only
- Survivor and Children
- Former Spouse
- Former Spouse and Children
- Remains Unmarried

**Dependent Information**

**Spouse**

Name: [Redacted]  
DOB: [Redacted]

**Children**

Name: [Redacted]  
DOB: [Redacted]  
Disabled:  Not Disabled:

**RCSBP elections:**

- Select option
- Select beneficiaries
- Enter beneficiary information

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**RCSBP Sample Calculation**

**RCSBP Base and Annuity Amounts**


Item	Amount	Amount and Category	Category
RCSBP Premium	\$278.48	\$278.48	\$0.00
ICRBP Spouse's Premium	\$84.43	\$164.43	\$0.00
Your Spouse's RCSBP Premium	\$252.00	\$154.07	\$0.00
Monthly Retired Pay, Before Taxes	\$3,106	\$3,106	\$3,281

**RCSBP Calculator & Reduced Base Amount**


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**Questions?**



Survey Monkey Link



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


3/6/2024 **Fly, Fight and Win...** 251

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**United States Air Force Reserve**

*Integrity - Service - Excellence*

**UTAPS Support Cell**



**MSgt Alex De Fex**

**U.S. AIR FORCE**

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

3/6/2024 **Fly, Fight and Win...** 252

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**Overview**

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

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**Who are we?**

- Supports IMA's in partnership with Supervisor
- Not the UTAPS Help Desk
- Capabilities
  - Build, Approve, and Delete IDTs Paid/Points Only
  - Sign-in, Validate Work, and Send to Pay
- Limitations
  - Can only perform actions when added as Supervisor
  - No behind the scenes actions
  - Can not reactivate inactive accounts

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**How to add a new supervisor**

- Search by
  - list of available supervisors
  - Name
- Once selected, 'Save Changes'
- Do NOT select 'Add New Supervisor'

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**Known Issues?**

- IE Mode on Personal computers
- Desktop Anywhere
  - Official Facebook support group
  - Guides on AF Portal
- Most COCOMS removed IE & IE Mode entirely
- Won't let me delete IDT
- Pop-up blocker
  - DHA/Health.mil

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**Why haven't I been paid yet?**

- IDTs not converted to black
- Have not received your 40As
- IE Mode
- Tour of Duty Certifier

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**Honorable Mentions**

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


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# Questions?

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## IMA Mentorship Program

Col Dustin Born  
MSgt Amber Armstrong

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### Mentor Benefits

- Mentors Help with Career Progression
- Resource for Questions About Points, Pay, Travel, SweetSpot
- Connection for Job Opportunities, MPA/RPA, Transitions

**\*\*Email us today to be linked with a Mentor!**

[Dustin.Born.1@us.af.mil](mailto:Dustin.Born.1@us.af.mil) [Amber.Armstrong.4@us.af.mil](mailto:Amber.Armstrong.4@us.af.mil)

- Det 2: [IMAMentorDET2@gmail.com](mailto:IMAMentorDET2@gmail.com)
- Det 3: [IMAMentorDET3@gmail.com](mailto:IMAMentorDET3@gmail.com)
- Det 4: [IMAMentorDET4@gmail.com](mailto:IMAMentorDET4@gmail.com)
- Det 5: [IMAMentorDET5@gmail.com](mailto:IMAMentorDET5@gmail.com)
- Det 6: [IMAMentorDET6@gmail.com](mailto:IMAMentorDET6@gmail.com)
- Det 7: [IMAMentorDET7@gmail.com](mailto:IMAMentorDET7@gmail.com)
- Det 8: [IMAMentorDET8@gmail.com](mailto:IMAMentorDET8@gmail.com)

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### Virtual IRO

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

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### Survey Monkey Link

<https://www.surveymonkey.com/s/febday3enlisted>

Survey Monkey Link



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

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

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## United States Air Force Reserve

*Integrity - Service - Excellence*

### IMA Deployments, Exercises & Mobilizations



HQ RIO/IPR  
DSN 847-3700  
Comm 720-847-3700  
Email: [arpc.rio.ipr@us.af.mil](mailto:arpc.rio.ipr@us.af.mil)

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As of 23 Mar 22

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**Overview**

- Seeking Deployment/Exercise opportunities
- IMA Volunteer Process
- Statement of Understanding (SOU)
- Deployment & Exercise process
- Involuntary Mobilizations

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**Seeking Deployment/Exercise Opportunities**

- Must be "GREEN-TO-GO"
  - Medical/Dental
  - Fitness
  - TFAT
- Statement of Understanding MUST be routed through detachment & Active component chain of command
- Active Duty unit responsible for training, equipping, in/out processing
  - Note: UDM handles training dates, transportation, unit-funded equipment
- RIO/IPR facilitates tasking the member in DCAPEs, requests OCO MPA days for ACC supporting ULN's and initiates all order actions
  - Exception: MAJCOMs running the exercise will process MPA requests for exercise participation. Dets/Mbrs will initiate AROWS-R for exercises.

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**IMA Volunteer Process**

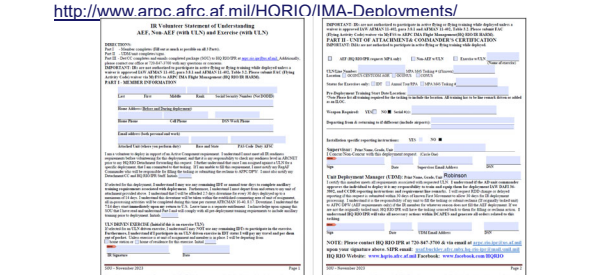
- IRs may volunteer for deployment/exercise opportunities advertised through:
  - Volunteer Reserve System (VRS) – AFSC approved
  - AFRC Functional Area Managers (FAMs)
  - Assigned unit and/or the gaining command assuming they agree to provide associated mandays
  - 0-6 and above require FGC/CC or AFRC/CD Approval
- Deployments/Exercises must have a valid Unit Line Number (e.g. be an approved SecDef deployment req tracked in SIPR-based system)
- **If you are volunteering for an exercise or deployment, or are mobilized, the first thing you should do is notify HQ RIO/IPR.**

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**Statement of Understanding (SOU)**

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



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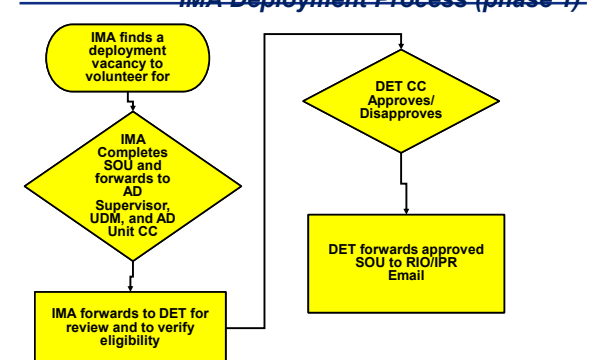
**Deployment Responsibilities**

<p style="text-align: center;"><b>HQ RIO</b> <b>Per AFI 36-3802</b></p> <ul style="list-style-type: none"> <li>• Cuts CED orders for ALL IR's</li> <li>• Initiates AEF tasking in M4S for ACC supporting ULN's</li> <li>• Initiates Contingency Orders and AROWS-R (AROWS-R orders are Title 10 orders for IR's to be paid, CED orders are for travel to and from AOR)</li> <li>• Maintain accountability of deployed assets in DCAPEs.</li> </ul>	<p style="text-align: center;"><b>AD Unit</b> <b>Per AFI 10-401</b></p> <ul style="list-style-type: none"> <li>• Forecast 2 years in advance for MPA Money if considering using IR's for deployments</li> <li>• Trains</li> <li>• Equips- uniforms and equipment</li> <li>• Track e-DRC/e-AFDF for IRs</li> <li>• Schedules Pre-deployment training</li> <li>• Schedules Transportation to AOR</li> <li>• In and Out-Processing</li> <li>• Provide reason for out-processing discrepancy</li> <li>• Submits Delayed Report</li> <li>• Submits the reclama when an IR is unable to fill a requirement</li> </ul>
--	---

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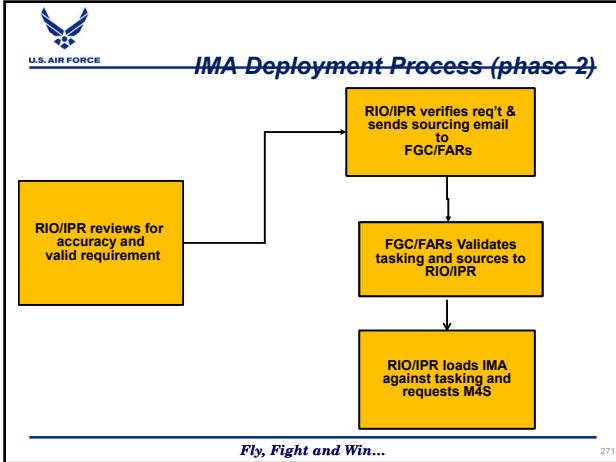
269

**IMA Deployment Process (phase 1)**

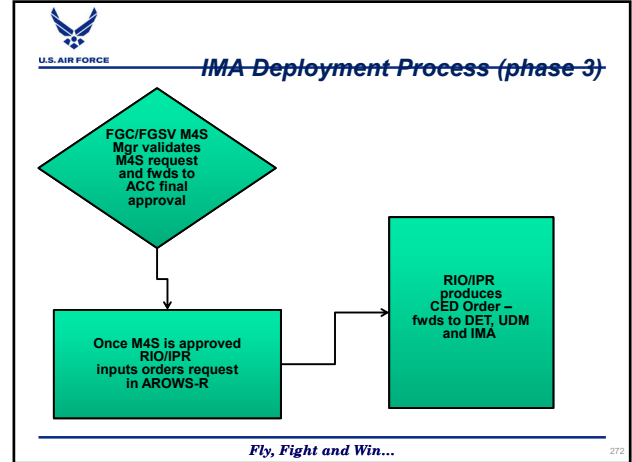


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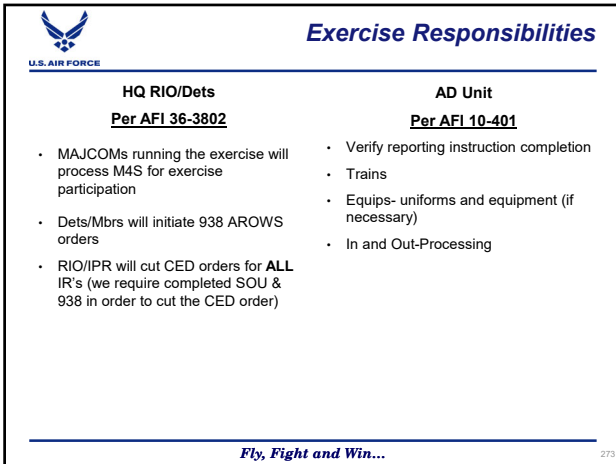
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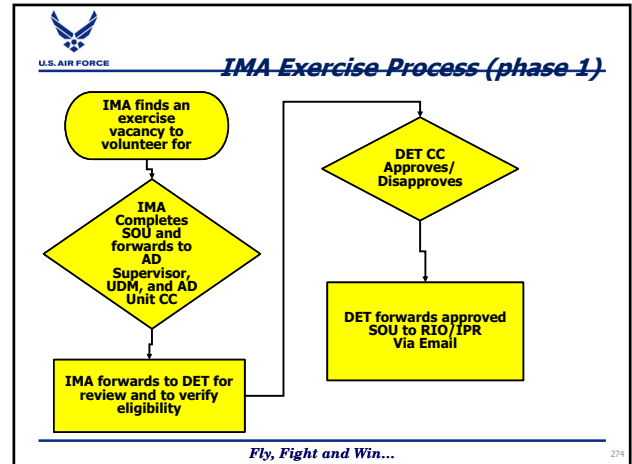
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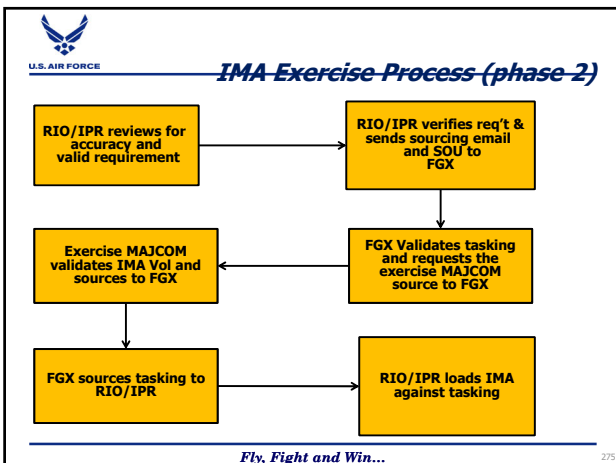
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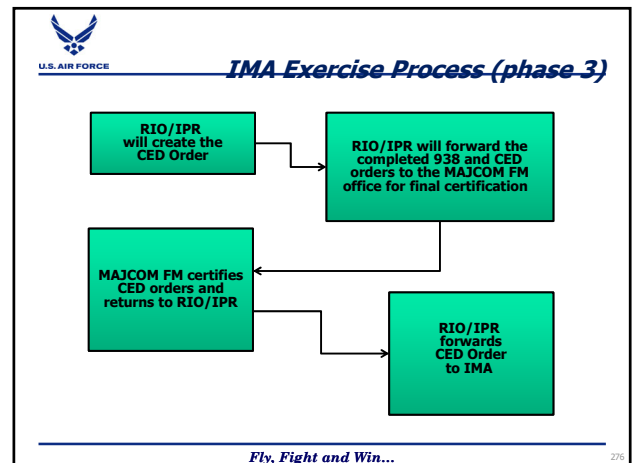
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**Involuntary Mobilizations**

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



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**Important Takeaways**


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

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**Questions?**

Survey Monkey Link



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**YELLOW RIBBON REINTEGRATION PROGRAM**  
 For Those Who Serve and Those Who Support™

**IMA Representative: TSgt Monique Dilloway**  
 Cell: 210-867-9696 Office: 720-847-3046  
 Email: monique.dilloway@us.af.mil

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

**Breakout Classes:**

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




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

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**United States Air Force Reserve**  
*Integrity - Service - Excellence*

**Enlisted Reserve Uniform Clothing**



**U.S. AIR FORCE** HQ RIO Readiness & Training Team

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**Overview**

- Uniform Replacement – Enlisted
- IR Uniform Agreement
- Things to keep in mind when requesting OCP
- Steps on uniform request
- Exchanging items
- Uniform Reimbursement – Enlisted
- Questions

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**U.S. AIR FORCE** *Uniform Replacement -Enlisted*

- Enlisted members are authorized every 3 years under "Fair Wear & Tear (FWT) Replacement"**
- Members are authorized the full set of OCP uniforms.**
  - 4 OCP Jackets, 4 OCP Pants, 2 OCP Hats, 5 Undershirts, 4 Socks, 4 Rank Insignia, 5 Name Tapes, 4 USAF Name Tapes, 4 US Flag Patches, 1 Pair Boots, 1 Belt
  - Reference AFI 36-3014, Attachment 3, Table A3.1 (male) Table A3.2 (female) for authorized quantity)
- Early Replacement of clothing**
  - Signed MFR from Det CC is needed for early replacement is required.
  - Reasons must contain (Damaged, destruction, or loss of clothing items)
  - AF Form 659 "Personal Clothing Claim" is needed to replace approved items
- HQ RIO Link to AF Form 656 & IR Uniform Agreement**
  - <https://www.hqrio.afrc.af.mil/Benefits-Entitlements/Enlisted-Uniform-Replacement/>
- Items come ready to wear from Kentucky Logistics Operation Center (KYLOC)**
  - Uniform items:**
    - Items may take up to 90 days from date of order to arrive
    - Items may be shipped as available

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**U.S. AIR FORCE** *reement*

Privacy Act Statement Under the Privacy Act of 1974 and The E.O. 12958, the release of your DOD's voluntary and for identification purposes. FOR OFFICIAL USE ONLY.

MEMORANDUM FOR HQ RIO FORCE MANAGEMENT

FROM: FULL NAME & DOD ID

SUBJECT: Request for Uniform Replacement Agreement

1. I am requesting uniform replacement and per AFRCI 23-101, Materiel Management of Uniforms, paragraph 1. I understand the following:

- Initial issue uniform replacement is authorized for Fair Wear and Tear (FWT) every three years. All requests prior to three years will be at my own expense or require further justification and approval prior to submitting request. I will be responsible for reimbursement of all costs which do not meet these requirements.
- I understand I am not eligible for new uniform items within 180 days prior to separation without unit commander approval.
- I understand I must sign confirming receipt of clothing items and return the AF Form 656 and shipping receipt to the HQ RIO KC within 30 days of receipt of clothing.
- I agree I will not dispose of uniforms by sale, gift, loan, barter, or pledge to unauthorized personnel.
- I understand odd/wear gear, including the tan dress jacket and any other uniforms which were not part of the initial issue are not authorized under the Uniform Replacement Program for Air Force Reserve Members.

2. I am requesting my clothing mailed to address below:

Address Contact: [Redacted]

[Redacted] MEMBERS SIGNATURE

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**U.S. AIR FORCE** *AF Form 656*

**CLOTHING RECEIPT AND RECEIPT - MALE/FEMALE**

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	REMARKS
1. OCP JACKET	4	11.00	44.00	
2. OCP PANTS	4	11.00	44.00	
3. OCP HAT	2	5.50	11.00	
4. UNDSHIRT	5	2.20	11.00	
5. SOCKS	4	2.75	11.00	
6. RANK INSIGNIA	4	2.75	11.00	
7. NAME TAPES	5	2.20	11.00	
8. USAF NAME TAPES	4	2.75	11.00	
9. US FLAG PATCHES	4	2.75	11.00	
10. PAIR BOOTS	1	11.00	11.00	
11. BELT	1	11.00	11.00	

- Your ETS must be 180 days out to submit a request
- Indicate size under notes if item size is not presentable.

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**U.S. AIR FORCE** *Please keep in mind prior to ordering OCP*

- Try uniforms on whenever possible prior to submitting your request. You are responsible for shipping exchanged items.
- Boots are in unisex sizes. We encourage female members to order 2 sizes down.
- Overseas address needs to be an APO/APE boxes.
- No P.O. Box address
- Keep us updated if you are moving and have a new address. That way we can update it in KYLOC. Your items will be shipped to previous address if we are not informed.

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**U.S. AIR FORCE** *Steps on Uniform Request in myFSS*

- Members request is submitted via myFSS:
  - [Air Force - Sign In \(okta.mil\)](#)
- AFR IMA HQ RIO Request
- Create a Request
- Myself
- Select Detachment you are assigned to
- Uniform Program
- Type a detailed message
- Upload IR agreement and AF 656
- Next
- Replacement
- Next
- Finished

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**U.S. AIR FORCE** *AF Form 538*

AF Form 538 (Rev. 10-2013)

AF Form 538 (Rev. 10-2013)

AF Form 538 (Rev. 10-2013)

- You will receive an AF Form 538 once delivered.
- This form is not needed to complete the uniform requests. It is used to ensure accountability of shipped items and all items fit properly.

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**U.S. AIR FORCE**

### Exchanging items

- If IR receives inaccurate shipment OR if items are damaged/incorrect/ or ill-fitting
- Contact KYLOC as soon as possible at **1-888-255-1131**
- You are only allowed 90 days of receiving shipment to make an exchange.
- Items must be unused, free of defects, and placed in the original packing.
- Keep a copy of the AF 538. High light the item needed to exchange and indicate the requested size.
- Exchanges cannot be made through AAFES.
- KYLOC will not reissue items reimbursement for shipping is not approved at this time
- Exchanges will be for size only. Example: unisex OCP can only be exchange for unisex OCP

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### Uniform Reimbursement

- Member submits reimbursement following the same steps as FWT (through myFSS)**
  - Request must be submitted & approved **PRIOR** to purchasing items
  - Request must be validated with an MFR by your Active Duty CC/DET CC
  - Must have medical documentation for justification (if applicable) Example: Maternity OCP
- IR is responsible for purchasing items, signing and submitting the approved AF Form 656 and OF 1164 back via the original myFSS incident**
- Complete the OF 1164 by itemizing each purchase and annotating the cost of each item**
  - Maintain receipt(s) - the receipt(s) will accompany the OF 1164 claim and are a mandatory inclusion
  - IR will digitally sign in block 10 'Claimant Sign Here'
- Items not available in KYLOC:**

Some uniform items that are not covered under the FWT Replacement policy are not available in KYLOC. Individual Reservists must receive pre-approval for reimbursement, submit an OF 1164. Once pre-approval is authorized, member will purchase the items out of pocket, along with their receipts for reimbursement. Items commonly unavailable in KYLOC include, but are not limited to: **fleece jacket, fleece beanie, black pumps and steel-toed boots.**
- Reimbursement will be processed via direct deposit and processed by HQ RIO/RPO.**

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**U.S. AIR FORCE**

### Sample OF-1164

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**U.S. AIR FORCE**

### Sample MFR

DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS READINESS AND INTEGRATION ORGANIZATION

DATE

MEMORANDUM FOR: HQ RIO FORCE MANAGEMENT

FROM: UNIT CC

SUBJECT: Uniform Items & Organizational Clothing

- Reason for Cold Weather Items/Organizational Clothing not issued. (Delete and state reason)
 

1A) Examples: Unit members are not required to work outside therefore no cold weather items are issued to members regardless of status (AD, TR, I&A). This unit does not have a supply function to issue out cold-weather gear and requires its members to purchase items with their annual clothing allowance.
- For questions or concerns regarding this memo, contact RANK NAME at PHONE NUMBER or EMAIL.

NAME, RANK, USAF  
Commander

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**U.S. AIR FORCE**

# Questions?

Survey Monkey Link

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**U.S. AIR FORCE**

## United States Air Force Reserve

*Integrity - Service - Excellence*


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

HQ ARPC/DPAF  
Force Development Team

**U.S. AIR FORCE**

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## Overview


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

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## What is Force Development?


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- Program for you as an individual reservist to receive Reserve specific guidance and mentoring from the senior reserve leaders of your career field
- Career Development through assignments and leadership opportunities
- Education and Training opportunities
- Developing future strategic senior leaders for the Air Force Reserve while mentoring Citizen Airmen in their on-going professional growth

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## Why is Force Development Important to You?


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- This program allows a member to:
  - Communicate military, civilian career goals, accomplishments, life events, and experiences
  - Communicate personal career goals & items not otherwise documented in your records
  - Apply for Educational Opportunities
  - Receive feedback and/mentorship from Senior Leadership in your career field
- **NOTE: Reservists do not follow RegAF processes for assignments or schools**
  - You will be given incorrect guidance if you follow RegAF processes

---

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## Who is involved?


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

---

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## How do You Participate?


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- Sign up for a MyVector account
- Complete a MyVector application in accordance with message guidance – answer questions with as many details as possible
- Pay attention to submission window
- Communicate with your leadership about your desire to participate
- Ensure you are eligible and conduct a record review

---

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## Development Team (DT) Battle Rhythm

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

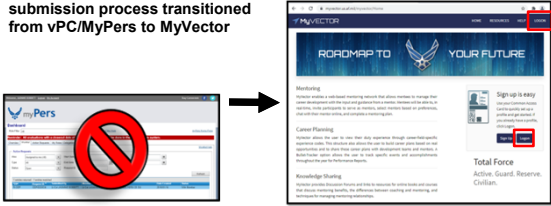
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### New Submission Process via MyVector

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



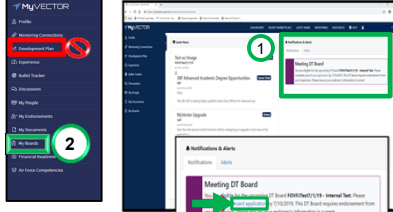
Log on to MyVector (using Google Chrome) <https://myvector.us.af.mil>  
 \*Other web browsers do not support MyVector and can result in errors.\*

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### MyVector Dashboard cont.

- Click to edit Master text styles
  - Second level
    - Third level



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### DT Process Timeline

- ~150 days prior to DT: ARPC/DPA rep will reach out to CFMMFM to begin coordination for upcoming board. MyVector application set-up, eligible population discussion, and potential panel make-up will be discussed.
- ~145 days prior to DT: Coordination between ARPC and CFMMFM to review MyVector application, approve application and confirm eligible population.
- 120 days prior to DT: My Vector DT Application Open Date. MyVector application is available to all eligibles NLT 120 days from DT start. This allows for max participation.
- 120-30 days prior to DT Start: MyVector Application Open window. Monthly notifications (via MyPers & MyVector) will go out to all eligible members. Members and endorser must complete all actions prior to DT cut off.
- 30 Days prior to DT: MyVector Application Close. All applications must be at least submitted by member to next level to be considered candidates the board.

When a DT suspense window is open to complete members will receive emailed MyVector notifications. There will also be a notification visible in their MyVector Dashboard.

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### DT Board output

**Key Personnel List (KPL)**

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

**Personalized Vectors**

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

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### Board Eligibility

- You **must complete a Development Plan** within the timeframe provided in order to meet a DT

DT filters that impact KPL consideration:

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

**ALWAYS READ THE BOARD MESSAGING FOR APPLICABLE CRITERIA!!**

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### Tips for Success

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

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### What is Developmental Education

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

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### School Board/Courses

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

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

**Enlisted Professional Developmental Courses:**

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

**Sister Service Courses:**

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


**NATO Courses:**

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

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### Eligibility & Disqualifying Factors


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- **Eligibility Requirements**
  - Participation (PCARS)
  - High Year Tenure (HYT)
  - Reserve Service Commitment (3 yrs for RDEDB)
  - TFCSD (RSSB/RDEDB only)
- **Disqualifying Factors**
  - Not current/passing on Fitness Assessment
  - Not meeting prerequisites
  - Current Unfavorable Information File (UIF)
  - Twice-deferred officers (RDEDB only)
  - PIRR members (RDEDB only)
  - SNCOs without an Associate's Degree (EDEB only)

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### Tips for Success


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

---

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### Special Boards


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- **STEP II**
  - **Commander's program designed to promote outstanding and well deserving Air Force Reserve members**
  - **Conducted annually (in July) – 24-28 Jul 2023**
  - **2023 Release to Field : TBD**
  - **Promotion to TSgt through CMSgt**
  - **Eligibility:**
    - TR, ART, IMA, PIRR
    - **Must meet all eligibility requirements in accordance with AFI 36-2502 & published STEP II Guide on MyFSS**
    - **Limited to one grade over authorized grade of the UMD position**

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### Special Boards cont.


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

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 **DT/SSB/DE Board Mechanics**


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- **Review record using the whole person concept**
  - DE (PME), Duty History, Academic Ed, Points, Decorations, Deployment Data
  - EPR / EDP – strats/vectors, push statements, KPL
  - Assignment/Job/Position/Location/Reserve status
- **Score based on**
  - What has he/she done?
  - What does his/her boss say?
  - Does performance support?

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 **Records Review**


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

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 **FD Contact Information**

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

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

**Developmental Education Branch**  
 Maj Cara Swanson: Chief, Developmental Education


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

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

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 **Questions?**

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Survey Monkey Link




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 **United States Air Force Reserve**  
*Integrity - Service - Excellence*

**HQ RIO**  
**Enlisted Break Out Session**




**U.S. AIR FORCE**

MSgt Russell Clayton-Cornell  
 HQ RIO/TMC

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 **Overview**

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- Promotion
  - STEP I & II
- Reenlistments and Extensions
- Incentives
- Future Assignments
  - VRS
  - RMVS
  - Talent Marketplace
  - Non-EAD (Commissioning) Program


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**Promotion**




- **Unit Vacancy**
- **Stripes for Exceptional Performers I (STEP I) – promotion to the rank of TSgt**
  - Completed 16 years of satisfactory service for retirement as of the last day of the month prior to the promotion cycle.
  - Blocked from promotion under the unit vacancy program. For personnel holding PRR members, unit vacancy promotion is not an option; STEP I is available. Note: SSgt's assigned to SSgt or SrA positions are eligible for consideration.
- **STEP II - promotion to the rank of TSgt through CMSgt.**
  - Board process

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**Unit Vacancy Promotion**




**AFI 36-2502 Ch. 8,**

- **Unit Vacancy (PIRR ineligible)**
- **Promotions occur on the first day of each month**
- **An eligibility roster is forwarded from Det to URCs for commanders recommendation**
- **Must be the primary in a position of higher grade, meet all eligibility requirements & recommended by unit commander**

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**STEP I**




- **For SSgt to TSgt promotion**
  - **Must still meet AFI 36-2502 requirements**
    - 7-skill level
    - 24 Months TIG
  - **16 years TOS for Qualification**
  - **In a SSgt position with NO TSgt unit vacancies**

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**STEP II**




- **Stripes for Exceptional Performers (STEP II)**
- **Conducted annually (24-28 July, 2023)**
- **Nominations Due: Per STEP II Guidance**
- **Promotion to TSgt through CMSgt**
  - **Eligibility:**
    - TR, ART, IMA, PIRR
    - Must meet all eligibility requirements in accordance with AFI 36-2502
    - Limited to one grade over authorized grade of the UMD position
    - Must be able to obtain 24 months retainability
- **Commander's program designed to promote outstanding and well deserving Air Force Reserve members**

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**INELIGIBILITY**




- **8.4. Ineligibility for Promotion.**
  - The following circumstances preclude promotion:
    - 8.4.1. TSgts and above within 12 months of **Base Realignment and Closure, unit deactivation** or other programmatic actions. (Note: Enlisted promotions through the rank of SSgt will be allowed to continue until final closure of the losing organization).
    - 8.4.2. Airmen projected for **reassignment to an inactive status, separation, or retirement within six months** of promotion date.
    - 8.4.3. Airmen in **Training Status Code "T,"** Failure to Progress.
    - 8.4.4. Airmen who are within **one year of the date of a court-martial order** if the Airman was convicted at that court-martial, or the end of the longest period of punishment, whichever is later.
    - 8.4.5. Airmen within **one year of a referral Enlisted Performance Report**.
    - 8.4.6. Airmen above the rank of **SSgt in an overage or overgrade code** for their position.
    - 8.4.7. Airmen (TSgt through SMSgt) **in retraining status**; ineligible until after attaining the 3- level in the new AF specialty code. A member must also hold the required skill level listed in Table 8.2 in their primary AF specialty code. (T-1). Promote retrainees only once while in DAFI36-2502 16 APRIL 2021 77 retraining status. Subsequent promotion eligibility is authorized once a member is no longer in a retraining status until either the member has been fully upgraded in the retraining AF specialty code, or has returned to perform duty in the awarded primary AF specialty code.
    - 8.4.8. Airmen with **Unfavorable Information File code 2 or 3.**
    - 8.4.9. Airmen whose **Reserve Component Physical Health Assessment or Dental exam is not current.**
    - 8.4.10. Airmen with **unexcused absences within the previous 12-month period.**
    - 8.4.11. Airmen (TSgt through SMSgt) that are within **24 months of high year of tenure.** (Note: Members must have 24 months retainability before being considered for promotion to MSgt through CMSgt). (T-1).
    - 8.4.12. A member identified as having a **potentially disqualifying condition and not allowed to participate** in any pay or point gaining activity until the disqualifying condition has been removed or an approved waiver is received from AFRC Surgeon General in accordance with DAFMAN 48-123, Medical Examinations and Standards.

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**Process STEP I**




**STEP I**

- **Detachments have eligibility roster & suspense**
  - (Send to RegAF Supervisor/Commander for approval)
  - Dets send approved roster to ARPC/DPTSC by the 25<sup>th</sup> of the month.
- **Once the board makes their selections, DPAF will send the selectee's packages back to HQ RIO then distributes promotion orders to member's Unit Reserve Coordinator (URC).**

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**Process STEP II**

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**STEP II**

- STEP II packages must be submitted by the member's assigned unit and sent to the member's servicing Detachment
- Detachment will scrub the STEP II package and send to HQ RIO


**MILESTONES**

- 7 Apr 23: Nomination packages due to Detachment via myFSS
- 7 May 23: Nominations packages due to HQ RIO Operations Support via myFSS
- 20 May 23: Packages due back to approved nominees to upload to myVector
- 7 Jun 23: myVector nominations due to HQ ARPC/DPA
- 17-21 Jul 23: Board Convenes
- TBD: Approximate release of board results
- 30 Sep 23: Promotion eligibility cutoff date
- 1 Oct 23: Promotion effective date

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**Continuing to Serve**


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## Reenlistments & Extensions

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**Reenlisting**


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- Selection Retention Process (SRP)
- Reenlistments
- Extensions
- AFI's, References and DOD Instructions

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**Selective Retention Process (SRP)**


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- Reenlistments for the Air Force Reserve starts with a selection process for all eligible members called the Selection Retention Process (SRP)
- An SRP is a form allow intent of the supervisor, commander and the member for their selection for retention in the Air Force Reserves
- HQ ARPC/DPTSC sends SRP rosters 14 months in advance each month to all 7 detachments
- HQ RIO Dets send the SRPs to the Unit Reserve Coordinators (URC's)/IMA members organization
- Supervisor/CC recommend or non-recommend, member indicates reenlist, not reenlist, or undecided.

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**Selective Retention Process (SRP)**


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- Once completed the SRP is sent from the unit to the Detachment. Once the Detachment QC's it is forwarded to ARPC for update
- If the SRP is not returned, the Det will follow up with URC
- If not returned, HQ ARPC will initiate separation actions upon the member's Expiration Term of Service (ETS)

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**Reenlistment**

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- Department of Defense Form 4: the Enlistment/Reenlistment Document, Armed Forces of the United States
- After ARPC updates the SRP, HQ ARPC sends the detachment a DD Form 4-1 template
- The assigned Det. sends DD Form 4 or AF 1411 to URC/Member with instructions (member must follow the instructions)
- Member completes, reenlist/extension form, and forwards completed form to the URC/Det for processing
- AFR members cannot reenlist no earlier than 6 months prior-Bonus eligible airman, no earlier than 30 days prior 9 (exception is to transfer eligible benefits)
- HQ ARPC will update member's ETS and upload DD Form 4 to PRDA/ARMS

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**U.S. AIR FORCE** *Extensions*

- AF Form 1411, Extension of Enlistment in the Air Force.
- If a member is in need for retainability and is ineligible to reenlist, the other option is to extend the reenlistment
- Some retainability examples
  - Promotion to MSgt – CMSgt requires 2 years (AFI 36-2502)
  - Transferring of GI Bill (Requires 4 years, members can extend or reenlist for this particular requirement even if they are not within 6 months of their ETS)
  - Retraining to a new AFSC ( 3 years retainability requirement)
- AFI 36-2606 Chapter 9. (Table 9.1 will list extension reasons)

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**U.S. AIR FORCE** *Bonus and Incentives*

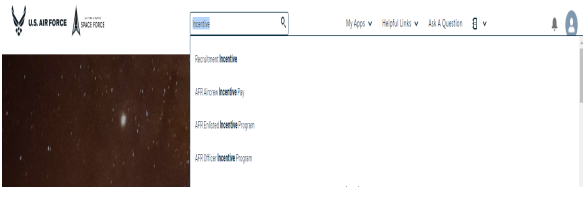
## Bonus & Incentives

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**U.S. AIR FORCE** *Reserve Incentive Program*

- Officer and Enlisted Incentives are available to members serving in **critical skills AFSCs** designated for bonus entitlement
- 3 or 6 year term bonus contracts
- Members must contact their Servicing Detachment to submit an AF IMT 4010 along with additional supporting documents required via the incentives checklist found in myFSS (below)



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**U.S. AIR FORCE** *Enlisted Reserve Incentive Program*

- **Affiliation Enlisted Bonus**
  - Affiliating directly from the Regular Air Force or non-participating status
  - Completed less than 6 years of their Military Service Obligation (MSO)
- **Non-Prior Enlistment Bonus**
  - Has not previously served in any component of the Armed Forces of the United States
- **Prior Service Enlistment Bonus**
  - Is enlisting in the Air Force Reserve for a term of 3 - 6 years
- **Re-Enlistment Bonus**
  - Must be within 6 months of previous expiration of term of service (ETS) or within 30 days if currently receiving a bonus
- **Retraining Bonus**
  - Is assigned to the unit program in a non-bonus AFSC, reenlisting within the same wing or group which successfully completes the three-level retraining, and is awarded the three-level bonus CAFSC

For a complete list of requirements please visit the myFSS link below  
<https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?pid=KA010000004XkxCAE>

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**U.S. AIR FORCE** *Critical Skills Listing Key Points*

- 3 or 6 year bonus contracts (\$7,500 or \$15,000)
- Payments are made in 3 or 6 installment payments
- Payments are made in arrears
- Members are required to complete 24 or 48 IDT's
- Prorated bonus payments if required
- FY23 AFR Officer and Enlisted Bonus Incentive Guide
  - <https://myfss.us.af.mil/USAFCommunity/s/view-file?id=069t000000g2y9BAAQ>

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**U.S. AIR FORCE** *Resources for Reenlistment Questions*

- AFI 36-2606 – Reenlistment and Extension of Enlistment in The United States Air Force
- AFI 36-2606 – Table 9.1 Reasons & Actions for Extension to Enlistment in the Air Force Reserves
- DD Form 4 is completed in accordance with DODI 1304.02
- MyFSS Website - <https://myfss.us.af.mil/USAFCommunity/>
- HQ RIO Website - <http://www.arpc.afrc.af.mil/HQRIO.aspx>
- HQ RIO CAA Org Box – [ARPC.HQRIO.CareerAssistance@us.af.mil](mailto:ARPC.HQRIO.CareerAssistance@us.af.mil)

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## Future Assignments

# Future Assignments

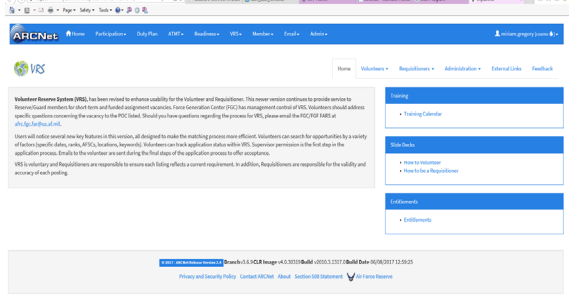
- VRS
- RMVS
- Talent Marketplace

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## RPA orders on VRS (Volunteer Reserve Program)



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## RPA orders on VRS (Volunteer Reserve Program)



Job	Title	AFSC	Location	Report (R)	Duration	Desired Code
11111	24 AF MPA Support	304	24AF Lackland AFB TX	0	0-4	
11002	Medical Health Provider Manning Assistance (Reserve)	420	LtBrn Lackland AFB TX	15/00/000	08	0-3

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## MPA Orders

- MPA supports active duty mission
  - RegAF funds
- Most of these orders are put out by word of mouth
  - Network
- Functional Manager

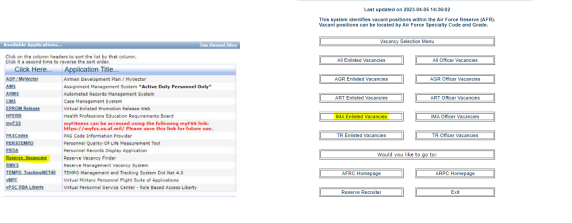
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## RMVS/Reserve Vacancies

- Access through AFPC Secure via AF Portal
- Search TR and IMA vacancies
- AGR vacancies are not accessed from here (Talent Marketplace)
  - (AGR buttons are there but do not navigate)



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## RMVS/Reserve Vacancies

- What is needed to move to another position?
  - TSgt and below require a 1288 with first endorsement completed
  - MSGt-CMSGt require a 1288 and additional documents as required
  - CDB
  - Civilian Resume
  - Last 3 EPRs
  - Other docs dependent on position and/or AFSC

Contact me for possible vacant positions!

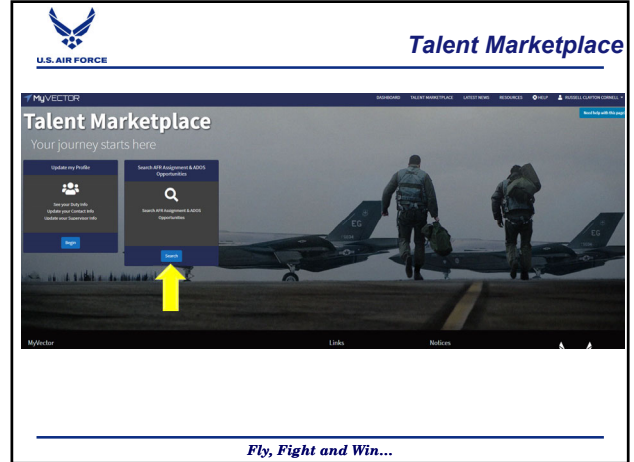
- ARPC.HQRIO.CareerAssistance@us.af.mil

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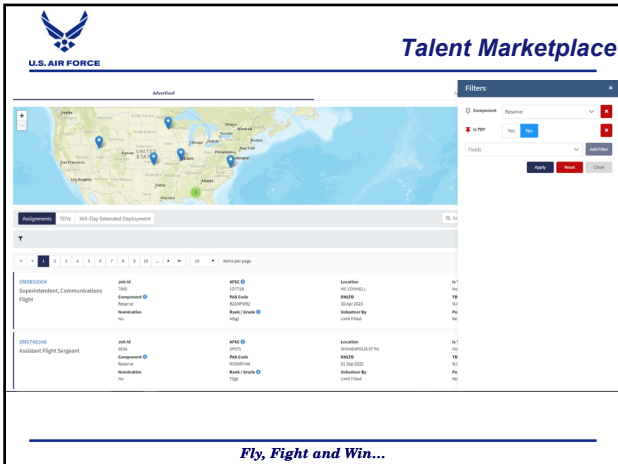
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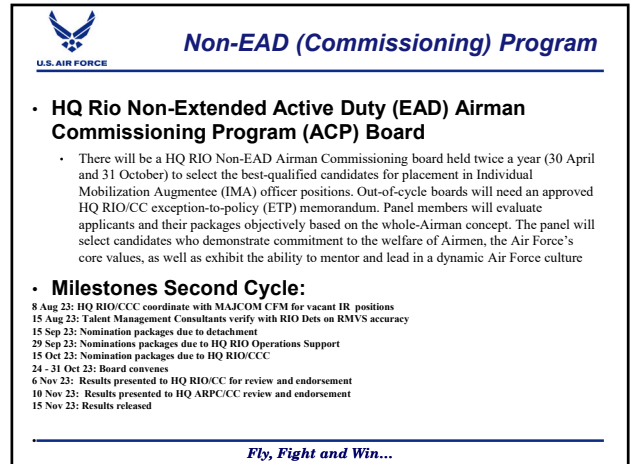
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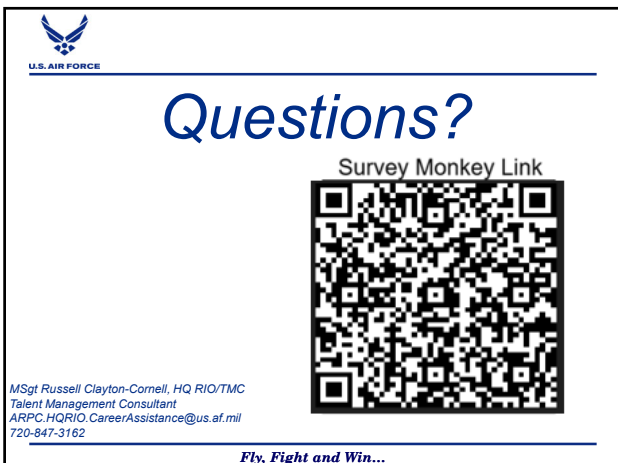
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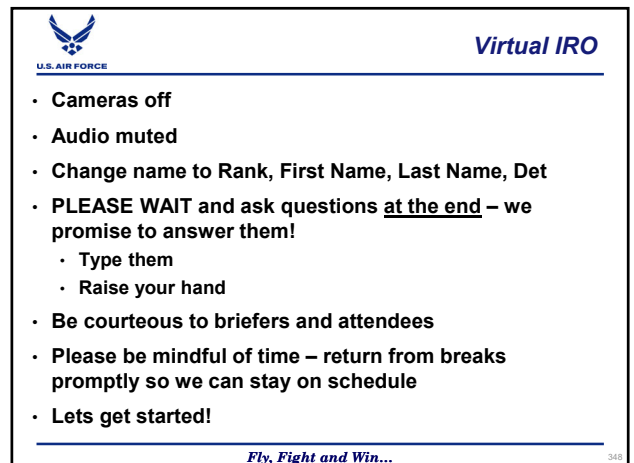
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 **Survey Monkey Link**

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- <https://www.surveymonkey.com/r/ebday3officers>



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

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

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 **United States Air Force Reserve**  
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## Developmental Education (DE)




HQ ARPC/DPAF  
Developmental Education Team

**U.S. AIR FORCE**

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 **Overview**

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

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 **Purpose of DE**

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- Provides an opportunity to develop officers and enlisted for future leadership positions
- Spans a member's professional career
  - Primary
  - Intermediate
  - Senior
- Provides the right level of education at the right time
- Competitive selection rate...only the best

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 **Updates to DE Program**

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- **MyVector**
  - All DE Boards are now implemented through myVector
  - Continuing to improve the MyVector Application process utilizing feedback from the field.
  - STEP II, RCSB, and RCCSB moving under DE Special Boards / through myVector beginning CY23
- **Discussion-Based Placement**
  - Panel members now discuss best placement based on order-of-merit and Return on Investment (ROI)

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 **DE Boards**

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- **Reserve Developmental Education Board (RDEDB)**
  - Maj – Col (O-3s can apply if Proj DOR O-4 prior to class)
  - Long-term (10+ months) in-resident schools/courses/PME
  - Application opens in May w/ the Board convening in Oct
- **Reserve School Selection Board (RSSB A & B)**
  - 1Lt - Col
  - Short-resident, seminar & blended courses
  - RSSB A: Application opens in Nov w/ the Board convening in Mar
  - RSSB B: Application opens in Mar w/ the Board convening in Jul
- **Enlisted Developmental Education Board (EDEB)**
  - SSgt - CMSgt
  - Short and/or limited-resident courses
  - Application opens in Apr w/ the Board convening in Sep

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### Eligibility & Disqualifying Factors (School Boards)

- **Eligibility Requirements**
  - Participation
  - MSD/HYT
  - Reserve Service Commitment (3 yrs for RDEDB)
  - TFCSD (RSSB/RDEDB only)
- **Disqualifying Factors**
  - Not current/passing on FA
  - Not meeting prerequisites
  - Current UIF
  - Twice-deferred officers (RDEDB only)
  - PIRR members (RDEDB only)
  - SNCOs without an Associate's Degree (EDEB only)

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### School Board Success

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

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### Mechanics: Records Review

- **Panels review records using a whole person approach**
  - DE (PME), duty history, academic education, points, decorations, deployment info
  - Evals & ODPs/EDPs: strats/vectors, push statements, KPL
  - Assignment, job, position, location, reserve status
- **Score based on:**
  - What has he/she done?
  - What does his/her boss say?
  - Does performance support?

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### School Board Success

<u>Factors</u>	<u>Examples</u>
Performance	EPRs/OPRs/TRs
Professional Qualities	Expertise within specialty
Leadership	Command/Staff/Flight
Job Responsibility	Scope/Exposure
Depth & Breadth of Experience	Where/What/When
Specific Achievements	Awards/Decs/EPRs/OPRs
Developmental Education	Level/Utilization
Academic Education	CCAF/Academic Degrees

**EXPERIENCE**

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**POTENTIAL**

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**RETURN ON INVESTMENT**

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### School Board Success

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

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### Previous Board Stats

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

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 **DE Team**

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- **DE Personnel:**
  - Maj Cara Swanson, Chief of DE
  - MSgt Blake Martin, Superintendent of Enlisted DE
  - MSgt Dwayne Freeman, Superintendent of Officer DE
  - SSgt Juan Lobo, DE Board Ops
  - SSgt Donah Schroeder, DE Technician
- **Emails:**
  - arpc.dpaf.rssb@us.af.mil
  - arpc.dpaf.edeb@us.af.mil
  - arpc.dpaf.rdedb@us.af.mil
- **Phone:**
  - ARPC/DPAF DE Team: Comm: 720-847-3404 / DSN: 847-3404

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 **QUESTIONS**  
Survey Monkey Link




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 **United States Air Force Reserve**  
*Integrity - Service - Excellence*

**Force Development Overview**




HQ ARPC/DPAF  
Force Development Team

**U.S. AIR FORCE**

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 **Overview**


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

---

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 **What is Force Development?**


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

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 **Why is Force Development Important to You?**

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

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

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

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**Force Development Mission Areas**

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

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

- Complete a MyVector application in accordance with message guidance
- The Force Development Process allows a member to:
  - Communicate military, civilian career goals, accomplishments, life events, and experiences
  - Communicate personal career goals & items not otherwise documented in your records
  - Apply for Educational Opportunities
  - Receive feedback and/mentorship from Senior Leadership in your career field

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**MyVector Login**

- When your suspense window is open to complete your DT plan you will receive an emailed notification and have a notification in MyVector.
- \*Don't forget to check your Junk Box email\*
- Log on to MyVector using Google Chrome <https://myvector.us.af.mil>
- \*Other web browsers do not support MyVector and can result in errors.\*
- If you have not created a MyVector account, select "Sign Up" from the log in screen and follow the prompts to build your profile.

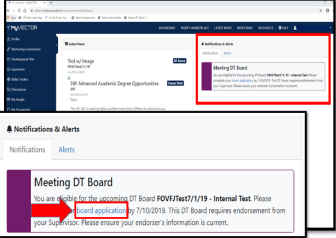


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**MyVector Dashboard**

- From your Dashboard page, the right hand side shows all **Notifications & Alerts** for any active boards you are currently associated with.
- Select the blue words "board application" to open your application (previously known as the Reserve Officer/Enlisted Development Plan).

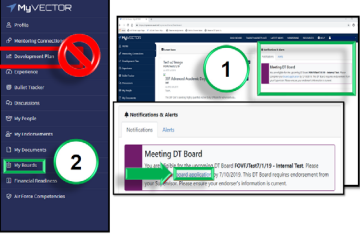


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**Accessing Your DT Board**

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



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### Completing an Application

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

**Board Endorser:**  
This member will review and provide comments to your DT plan

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### Completing an Application Cont'd

- Check the application agreement box and hit the green Submit Application button, you will be asked if you are sure you wish to submit, click yes

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### Completing an Application Cont'd

- A "Congratulations!" notification will appear showing your application is complete.
- From here you can download your application by selecting the PDF button or you can return to the main Dashboard page.

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### View Application Status

If your suspense window is open:

- To view your application status go to your Dashboard, select the blue word "application" in the notification for your DT Board.
- Scroll to the bottom of the application and you can see the application status

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### View Board Results

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

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### View Board Results Cont'd

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

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### DT Process Timeline

- ~150 days prior to DT**
  - ARPC/DPA rep will reach out to CFMMFM to begin coordination for upcoming board. MyVector application set-up, eligible population discussion, and potential panel make-up will be discussed.
- ~145 days prior to DT**
  - Coordination between ARPC and CFMMFM to review MyVector application, approve application and confirm eligible population.
- 120 days prior to DT**
  - MyVector DT Application Open Date
  - MyVector application is available to all eligibles NLT 120 days from DT start. This allows for max participation
- 120-30 days prior to DT Start**
  - MyVector Application Open window. Monthly notifications (via MyPers & MyVector) will go out to all eligible members. Members and endorser must complete all actions prior to DT cut off.
- 30 Days prior to DT**
  - MyVector Application Close. All applications must be at least submitted by member to next level to be considered candidates the board

*When a DT suspense window is open to complete members will receive emailed MyPers and MyVector notifications. There will also be a notification visible in their MyVector Dashboard.*

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### DT Considerations

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

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

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

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

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

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### Output from Development Team Board

**Key Personnel List (KPL)**

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

**Personalized Vectors**

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

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### What a DT panel looks like

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### Reminder- Accessing in MyVector (Use Chrome)

- The R-EDP/R-ODP process in vPC/myPers is no longer active
  - Transitioned Summer 2021
- You must login to MyVector and complete your development plan.
- Members will use the MyVector system to
  - Respond to career specific intent questions developed by CFMMFM
  - Provide military career and education goals
  - Submit development to Endorser(s) for comments
    - The Development Plan instructions will specify the level of coordination per guidance from CFMMFM
    - Endorser comments will be visible during the DT

Log on to MyVector (using **Google Chrome**) <https://myvector.us.af.mil>

\*Other web browsers do not support MyVector and can result in errors.\*

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### Tips

**Some Tips for Success!**

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

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**FD Contact Information**

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

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

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

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

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

**Websites**  
 MyFSS - <https://myfss.us.af.mil/USAFCommunity/s/knowledge-detail?nid=kA0t00000004XkUCAU>  
 ARPC - <http://www.arpc.afrc.af.mil/Service-Center/>

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**Questions?**

Survey Monkey Link



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**United States Air Force Reserve**  
*Integrity - Service - Excellence*

**Joint Officer Management**



Ms. Sara Simms  
 HQ ARPC/DPAF  
 JOM Branch Chief

**U.S. AIR FORCE**

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**JOM Authorities**

**AUTHORITY:**

- Title 10 U.S.C. Chap 38 661-668
- DoDI 1300.19 April 2018– Establishes policy and assigns responsibilities for the DoD Joint Officer Management (JOM) Program
- CJCSI 1330.05B – Provides the procedures and responsibilities for implementation of the DoD JOM and DoD Joint Qualification System (JQS) for Active and Reserve Component Officers
- Goldwater Nichols Act (GNA) 1986
  - Enhance joint warfighting capabilities
  - Ensure general and flag officers are well-versed in joint matters
  - Increase **quality** of officers assigned to joint commands & orgs
  - Create officer pool with **experience & education** in joint matters
  - Increase the **stability** of officers in joint assignments

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**Why be Joint Qualified?**

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

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**Joint Qualification System (JQS)**

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

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## Requirements to become JQO

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

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## Joint Matters Definition

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**WHAT YOU DO:**  
 (1) – matters related to any of the following:


- A) The development or achievement of strategic objectives through the synchronization, coordination, and organization of integrated forces in operations across domains such as land, sea, or air, in space, or in the information environment, including matters relating to any of the following:
  - (i) National military strategy
  - (ii) Strategic planning and contingency planning
  - (iii) Command and control, intelligence, fires, movement and maneuver, protection or sustainment of operations under unified command;
  - (iv) National security planning with other departments and agencies of the United States;
  - (v) Combined operations with military forces of allied nations.
- B) Acquisition matters conducted by members of the armed forces and covered under chapter 87 of this title involved in developing, testing, contracting, producing, or fielding of multi-service programs or systems.
- C) Other matters designated in regulation by the Secretary of Defense in consultation with the Chairman of the Joint Chiefs of Staff.

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

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

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## What may/may not be joint matters

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<p><b>Thoughts on What is / Could be Joint:</b></p> <ul style="list-style-type: none"> <li>*Planning</li> <li>*Integrating</li> <li>*Developing</li> <li>*Synthesizing</li> <li>*Deciding</li> <li>*Partnership</li> </ul>	<p><b>Experience seen favorably include:</b></p> <ul style="list-style-type: none"> <li>*Officer is developing the Annex to the OPLAN</li> <li>*Cross-Service and interagency coordination</li> <li>*Embedded Civil Affairs when outside of Service Organization</li> <li>* Working at the high end of operational, or within strategic levels</li> </ul>
<p><b>Thoughts on What May Not be Joint:</b></p> <ul style="list-style-type: none"> <li>*Academia</li> <li>*Collector</li> <li>*Worked in...</li> <li>*Reacting</li> <li>*Participating</li> <li>*Coordinating</li> <li>*Liaison</li> <li>*Facilitating</li> </ul>	<p><b>Experiences not seen favorably include:</b></p> <ul style="list-style-type: none"> <li>*Service position</li> <li>*Deputy/KO of a Service unit, as this person is internally focused</li> <li>*Logistician passing material back and forth</li> <li>*Instructor</li> <li>*Research, Development, Test and Evaluation</li> <li>*Doer/Operator/Executing the mission/Producing a product</li> </ul>

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## Where to go to learn about JOM

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### MyFSS JOM page

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

**ARPC JOM POC's:**  
 Lt Col Tracy Maestas – DPAF Division Chief  
 Ms. Sara Simms – JOM Branch Chief S-JDA/E-JDA  
 TFSC: (720) 847-3413 or DSN: 847-3413  
 EMAIL: arpc.dpaf.jom@us.af.mil

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## Questions? Survey Monkey Link



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## United States Air Force Reserve

*Integrity - Service - Excellence*

# Officer Promotions for Air Force Reserve



Selection Board Secretariat  
January 2024

**U.S. AIR FORCE**

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### Overview

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

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### ResAF Selection Board Secretariat

HQ ARPC/PB  
Selection Board Secretariat

↓

PBE  
Promotion Eligibility

- Eligibility Verification
- Manage PRFS
- Promotion Orders
- DOR Calculations
- Accelerated Promotion
- PPA

PBO  
Board Operations

- ARPCMs
- eBOSS
- SRID updates
- Board execution
- Board Reports
- Scroll management

PBP  
Policy & Procedures

- ResAF OPR for ROPMA
- Title 10/Policy compliance
- BCMR/ERAB advisories
- Nonselect counseling
- SB/SSB/SSRBs
- Letters to the Board

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

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### Authority

- Title 10 U.S.C., Chapter 1403: Selection Boards
- Title 10 U.S.C., Chapter 1405: Promotions
- Title 10 U.S.C., Chapter 1409: Continuation of Officers on Reserve Active Status List & Selective Early Removal
- Title 10 U.S.C., Chapter 79: Correction of Military Records

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- DoD Instruction 1320.08: Continuation of Regular Commissioned Officers on Active Duty and Reserve Commissioned Officers on the RASL
- DoD Instruction 1320.14: Commissioned Officer Promotion Program Procedures
- DoD Instruction 6000.13: Accession and Retention Policies, Programs, and Incentives for Military Health Professions Officers

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- AF Policy Directive 36-25: Military Promotion and Demotion
- AF Policy Directive 36-26: Total Force Development
- AFI 36-2504: Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force

• Secretary of the Air Force Memorandum of Instructions

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### Types of ARC Boards

TYPE	DESCRIPTION	AFR
Mandatory Boards	• By law • IPZ/APZ	1 <sup>st</sup> Lt/Cpts process Maj - Cols
Position Vacancy Boards (PV)	• Consider exceptionally well-qualified officers for early promotion	O-4 / O-5 Boards only Sr Rater nomination & Eligibility factors must be met
Special Selection Boards (SSB)	• By law; to correct admin error; ARPC/PB discretion	O-4 thru O-6 Boards
Special Boards (SB)	• By law; can be directed by BCMR	O-4 / O-5 Boards
Special Selection Review Boards (SSRB)	• To consider officers for promotion who were previously selected but withheld by SecAF or because they were missing mandatory adverse from their record.	O-3 Process / O-4 thru O-6 Boards
Selective Continuation Boards	• SecAF discretion; for 2x deferred officers in specific AFSCs	O-4 / O-5 Boards only

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### CY24 Selection Board Schedule

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

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

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### Timelines

The timeline diagram shows key milestones relative to the Board Convening date (0):

- 225: Coord Elig
- 180: Build Board
- 170: Convening Notice
- 145: Bd Mbrs OPB & PRF Flow
- 90: PRF Board Products
- 60: Sign Date
- 45: PRF Due
- 30: PRF's Due
- 7: OSBs
- 0: Board Convenes
- 7: Board Report
- 45: SecAF
- 60: SecDef
- 90: Public Release
- 120: Presidential Approval
- Senae Confirmation
- Promotions Begin

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### PRF - Mandatory Board (IPZ / APZ)

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

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### Position Vacancy (PV) PRF

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

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### Adverse Information

- National Defense Authorization Act for FY20, DODI 1320.14 and AFI 36-2504
  - All adverse information will be included in officer selection record for promotion selection, special selection, federal recognition and continuation
  - Grades O-4 and above (to include processes for O-3 promotions that have "extraordinary adverse information" per DoDI 1320.14)
- Adverse information is any substantiated finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature

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### Opt Out of Promotion

- USC Title 10, Section 611(a) and 14101(a)
- DAFPM 2021-36-04 ARC promotion boards
- Eligibility
  - Maj - Col Promotion Boards
  - Must meet one or more of the Opt Out eligible criteria
  - Only for IPZ officers
- May request to "Opt Out" up to 3 times (per grade)
- SR coord/submit NLT 90 days prior to the board
- More info posted on myPers/ARPCM convening notices

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### Competitive Categories Maj - Col

Competitive Category	Assigned Core Air Force Specialist
Air Operations and Special Warfare (LAF-A)	11X - Pilot
	12X - Combat Systems
	13X - Air Battle Manager
Nuclear Missile Operations (LAF-N)	39X - Special Warfare
	39Z - Special Warfare
Space Operations (LAF-S)	12X - Nuclear and Missile Operations
	12A - Astronaut
Information Warfare (LAF-I)	14X - Information Operations
	14Y - Intelligence
	14Z - Operations Research Analyst
	17X - Special Warfare
	17Y - Cyber Operations
Crewchief Support (LAF-C)	30X - Pilot
	71X - Special Derivations
	12X - Astronauts & Operational Physiologist
	13X - Airfield Operations
	21X - Logistics Operations
	21M - Maintenance and Munitions Maintenance
	21N - Logistics Operations
	31X - Security Forces
	32X - Civil Engineering
	38X - Force Support
40X - Parachuting	
Force Modernization (LAF-F)	80X - Personnel Management
	80Y - Personnel
	61X - Chemical
	62X - Personnel/Aviation Engineer
Core Functional Operations (LAF-O)	63X - Developmental Engineer
	64X - Acquisition Management
Judge Advocate General's Corps (LAF-J)	18X - Judge Advocate
	18Z - Judge Advocate
Medical Services Corps (DFC)	41X - Health Services Administration
	42X - Biomedical Specialist
Biomedical Sciences Corps (DFC)	43X - Biomedical Specialist
	44X - Nurse
Nurse Corps (DFC)	44X - Nurse
	44Y - Physician
Medical Corps (DFC)	45X - Surgeon
	46X - Aerospace Medicine
Dental Corps (DFC)	47X - Dental
	47Y - Dental

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### Officer's Responsibility

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

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**Personnel Records Display App (PRDA)**

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

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

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**OPB / OSB Data**

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

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

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**OPB / OSB Example**

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

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**Letter to the Board**

- **Submit online application thru myVector:**
  - Submitted NLT 10 calendar days prior to convene date
  - Technician will review and provide feedback if needed
- **Used to explain things such as:**
  - Gap in record
  - Missing documents
  - Unsat year(s) of Service
  - Deployment Information
  - DE enrollment
  - Adverse Information filed or mentioned in record
- **CAN NOT use to:**
  - Mention DE course completed or method of completion (AWC in-res)
  - Use as platform to complain about leadership
- **Keep it brief, succinct and to the point**

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**Post Board Counseling**

- Available to officers who were not selected
- Counselors will review OSR "as met" from the most recent selection board
- Requested thru myVector
  - Officers are encouraged to request counseling as close to public release as possible upon notification of non-selection
  - Counseling not authorized if next board is built and officer is scheduled to meet said board (ex: Nonselect for V0522A but requests PBC after V0523A is built...no longer post-board but pre-board counseling)
- Counseling should occur within 4-6 weeks after request is received

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**Selective Continuation Board**

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

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**Take Aways**

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

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**Take Aways**

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

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423

**Questions?**  
Survey Monkey Link



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**Virtual IRO**

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


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**Survey Monkey Link**

- <https://www.surveymonkey.com/r/Febviroday3all>


Survey Monkey Link



Please use the link or QR code to complete the surveys you can do it all at the end or as we go.  
**\*\*If you are on orders, we will not process your TODC until all 4 Surveys are completed. (there are 2 surveys for day 3)**

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**HQ RIO**

**IMA Legal Orientation**  
ARPC/JA

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**Roadmap**

- ⑩ **Military Spouse Residency Relief Act (MSRRA)**
- ⑩ **Uniformed Services Employment and Reemployment Rights Act (USERRA)**
- ⑩ **Servicemember's Civil Relief Act (SCRA)**
- ⑩ **Reserve Income Tax Relief**

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**Military Spouse Residency Relief Act**

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

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**MSRRA:  
Tax Relief**

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

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430




**MSRRA:  
How to Get Relief**

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

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**Uniformed Services Employment and Reemployment Rights Act**

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

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**USERRA:**  
**Four Standard Protections**


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

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**USERRA:**  
**How to Get Your Job Back**


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- Step 1: Give Advance Notice!**  
(Written notice smart but not required)
- Step 2: “Under Honorable Conditions!”**  
(Present DD 214 or letter from CC)
- Step 3: ≤5 Years Cumulative Military Service**
- Step 4: Report Back Promptly**

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**USERRA:**  
**Reemployment Protections**


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

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**USERRA:**  
**Information and Enforcement**

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Where to Go for Help

**General Information:**  
Legal Assistance Attorney  
National Committee for Employer Support of Guard and Reserve: 1-800-336-4590 or [www.esgr.org](http://www.esgr.org)

**Enforcement:**  
The Veterans' Employment and Training Service  
(VETS): 1-866-4-USA-DOL (1-866-487-2365) or  
[www.dol.gov/vets](http://www.dol.gov/vets)

Private civil action

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**Servicemembers' Civil Relief Act**

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

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**SCRA:**  
**Protections & Rights**

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

**Do NOT waive these protections!!!**

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**SCRA:**  
**Interest Rate Cap**


Maximum Interest Rate of 6%

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

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**SCRA:**  
**Stay of Civil Proceedings**


What Can I Do if Someone Is Suing Me?

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

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440



**SCRA:**  
**Default Judgements**


What if a Judgement Was Obtained Against Me?

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

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**SCRA:**  
**Private Health Insurance Plans**

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

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**SCRA:**  
**Repossession & Foreclosures**


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

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

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**SCRA:**  
**Recent Updates: January 2023**

2023 Amendments to the SCRA

Contracts

Residency


Licenses

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SCRA:  
Recent Updates: January 2023

**Termination of certain consumer contracts by Servicemembers and dependents**

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


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

- Fitness &
- Home Security programs.

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SCRA:  
Recent Updates: January 2023

**Residence for Tax Purposes**

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


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

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

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SCRA:  
Recent Updates: January 2023

**Portability of Professional Licenses**

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


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

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

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**Reserve Tax Relief**

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

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**Reserve Tax Relief:  
Tax Extensions**

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

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**Reserve Tax Relief:  
Tax Extensions**

- **Filing Your Return/Claiming a Refund**
- **Paying any Taxes Owed (Except Withholding and Employment Tax)**
- **Making an IRA Contribution**
- **Tax Benefits of Selling a Residence**

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**Reserve Tax Relief:  
Deployment**

U.S. AIR FORCE

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

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**Reserve Tax Relief:  
Deployment**

U.S. AIR FORCE

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

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**Reserve Tax Relief:  
Tax Deductions**

U.S. AIR FORCE

**What Can I Claim?**

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

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**Reserve Tax Relief:  
Tax Deductions**

U.S. AIR FORCE

**Home Ownership**

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

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**Legal Assistance**

U.S. AIR FORCE

- **Available**
  - To reservists on EAD orders,
  - For at least 30 days after EAD orders end, and
  - When prepping for deployments
- **Services**
  - Advice on *all* types of personal legal issues; assistance in *most* areas
  - Preparation of documents (e.g., wills, powers of attorney)
  - Mobility processing, SCRA issues
  - Criminal matters typically referred to ADC


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**Questions?**

U.S. AIR FORCE

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**United States Air Force Reserve**  
*Integrity - Service - Excellence*


**DD214/Service Verification Team**



**U.S. AIR FORCE**  
Ms. Heather Garson - Branch Chief  
TSgt Francisco Garzon - NCOIC

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**Overview**

- Service Verification Team Responsibilities
- Current Completion Times
- When does a DD 214 get created
- How to Submit a Request for a DD 214 or DD 215
- Additional Products
- FAQs

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**Service Verification Team Responsibilities**

- ARPC completes DD Form 214s for the following members:
  - ALL IMA Reservists
  - ALL Separated and Retired ANG and AFR Members
  - ALL Unit assigned ANG and AFR members receiving an Active Duty retirement
  - ALL ANG and AFR members retiring due placement on the Permanent Disability Retirement List (PDRL) or Temporary Disability Retirement List (TDRL)
  - ALL DD 214 Congressional and BCMR inquiries for ANG and AFR members
  - ALL DD 215 requests for ANG and AFR members (including IMA's)
- \*\*\*\*Units are NOT authorized to create DD 215's or any type of Retirement DD 214\*\*\*\*
- Submit requests through the myFSS platform along with supporting documentation, including the DD 214 in question, orders, awards/citations and/or travel vouchers
- All DD Form 214 issues regarding RegAF or HQ AGR/ANG Stat Tour and Functional Category X must coordinate with AFPC or submit DD 149's to the Board of Corrections for Military Records

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**Current Completion Time**

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

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**When to Create a DD Form 214**

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

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

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**How to Submit a Request**

- To submit a request, navigate to the myFSS landing page: <https://myfss.us.af.mil/USAFCommunity/s/> and enter the title of the Knowledge Article below into the Knowledge Article search bar located at the top of the page.
  - [AFR/ANG General Information about the DD Form 214](#)
  - [AFR/ANG Reserve Service Verification Information](#)
- Review the Knowledge Article and select the "Create a Request" button at the bottom of the page to initiate a request
- Be sure to provide as much detail as possible and attach all applicable source documents
- User guides are located under "Helpful Links" at the top of the myFSS landing page at "myFSS Training Library"

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 **ARPC Service Verification Additional Products**

- **VA Home Loan Letters for members seeking Certificates of Eligibility**
  - To be eligible for the VA Home Loan Letter members must have 6 years or more participatory service in the National Guard or Reserves or qualifying DD 214's (excluding BMT/Tech School)
  - Eligibility requirements are determined and established by the VA.
- **Total Active Federal Reserve Service (TAFRS) Letters (Reserve time only)**
  - These are created for the purpose of correcting a Service Computation Date for leave accrual rates, retirement date eligibility, and reduction in force seniority.
- **1613 Statement of Service**
  - This is only completed if members have Reserve time
    - ANG members (or prior ANG service) can obtain a statement of service from the Joint Force HQ.
  - The 1613 is only for the purpose of military buy back; it is not issued in lieu of a DD 214
- **Employment verifications**
  - Past and present members
  - ARPC/DPTSC will only verify dates of employment

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 **FAQ**


- **I have read about the new DD 214-1. When and how will I receive one?**
  - This has not been implemented yet as each branch of service has until 2025 to implement the new DD 214-1 and we are awaiting implementation guidance

**NEW: General issuance of the DD 214-1 in conjunction with a DD 214; AW DoDI 1336.01 DD 214-1**

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

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 **FAQ Continued**

- **What documents are needed to complete a DD 214?**
  - Title 10 or Title 32 orders (whichever is applicable)
  - **COMPLETED** Travel Vouchers from the FSO
  - **SIGNED AND DATED** Decorations to verify contingency operations only
  - AF Form 526s (PCARS) (for DD 214s prior to 2001, in most cases ARPC can pull from ARMS)
- **I need Member Copy 4, but PRDA only has Service Copy 2, what do I do?**
  - The Service Copy 2 and Member Copy 4 are the exact same document
  - Please have the member contact ARPC for the Service Copy 2 Memorandum
- **I have several questions and I have no idea where to start, what do I do?**
  - Please submit a case to us through myFSS and provide as much information as you can

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 **Questions?**



Survey Monkey Link



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

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