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United States Air Force Reserve

Integrity - Service - Excellence

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



R. Adam Keele
HQ RIO/OWC

U.S. AIR FORCE



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Overview

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



Requirements

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



Requirements (cont.)

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



Requirements (cont.)

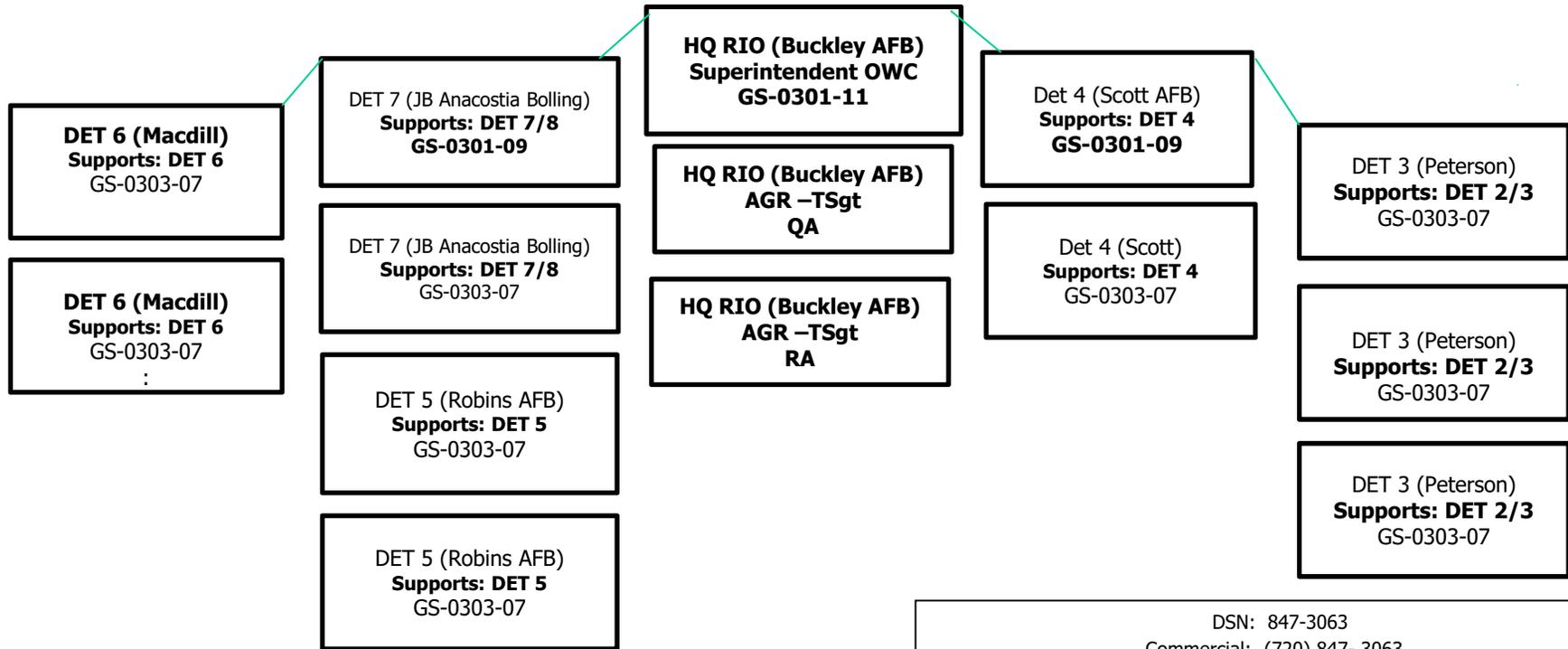
Special authorizations must be fully justified on AT Special Tour Request Form

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



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HQ RIO OWC Org Structure



DSN: 847-3063
Commercial: (720) 847- 3063

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



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Detachments

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



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OWC Mission Statement

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



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AROWS-R Set Up



Air Force Reserve Order Writing System [AROWS-R]

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

CAC Login

Login

--- or ---

Password Login

Login ID:

Password:

Login

[Forgot Your Password?](#)

CAC Login Information:

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

E-Mail Password Reset:

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

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

Help! I'm A New User!

If you are a Member (Reservist):

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

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

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

Help Desk Information

Hours: 0700-1700 EST

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

Email: AFRCFM.AROWSR@US.AF.MIL

Browser Requirements

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



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



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Email Auto-Notification (Under "My Account")

Phone Number:

Email Address:

Travel Voucher Distribution List:  
(separate by semicolon)

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

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



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MISC ORDERS INFORMATION

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



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MISC ORDERS INFORMATION CONT

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



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MISC ORDERS INFORMATION

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



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MISC ORDERS INFORMATION CONT

- When selecting Authorized Mode of Transportation from drop-down menu:
 - When travel is between 51 and 400 miles one way from the members home address to the duty location Personal Automobile- Advantageous to Government (1 day of travel authorized)
 - When travel is 401 miles or more one way from the members home address to the duty location select Commercial Airline (Note: If you choose to drive reimbursement is limited to the cost of the authorized mode of transportation)
- Rental cars — require prior approval from your DET/CC.
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Submitting Request/Justification

Justification

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

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

Step 6 of 6: Justification

Section: 6. Justification

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

The following hard holds were detected:

Condition

General Comments/Justifications	
Alternate Means Justification	

Back to Back Orders

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



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



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Check the Status of Orders



Please Select A Menu ▾

Home | Switch Profile | My Account | Logout

Member Menu

- Create Application
 - Applications Awaiting Action
 - Applications In Progress**
 - Pull Back Application
 - Approved Orders
- ## Tour of Duty
- Create Certification
 - Certifications Awaiting Action
 - Certifications In Progress
 - Approved Certifications

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

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

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

Your Latest Broadcast messages:

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



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Check the Status of Orders Cont..



Air Force Reserve Order Writing System [AROWS-R]

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

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

Please Select A Menu

Home | Switch Profile | My Account | Logout

«Bottom»

Member Menu

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

Tour of Duty

- Create Certification
- Certifications Awaiting Action
- Certifications In Progress
- Approved Certifications

Member Applications In Progress Inbox

[Change Search Criteria](#)

Currently sorted by: **Start Date**

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

Total Records: 1

Search

By Tracking Number:

By Duty Dates: To

By Order Type:

Display: per page



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Check the Status of Orders Cont..

Display Section: ▼

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

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

Close this Window



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Approved Orders



Air Force Reserve Order Writing System [AROWS-R]

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

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

Please Select A Menu

Home | Switch Profile | My Account | Logout

«Bottom»

Member Menu

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

Member Approved Orders Inbox

[Change Search Criteria](#)

1-25

Currently sorted by: **Start Date**

Mask SSN:

	Tracking Number	Status	PAS Code	SSN	Name	Start Date	End Date	Total Days	Order Type
	7130355	CANCEL	BU0MFWBF	[REDACTED]	BLEA, BRANDI	2017/09/15	2017/09/22	8	TDY
	7050340	MOD	BU0MFWBF	[REDACTED]	BLEA, BRANDI	2017/07/21	2017/07/24	4	TDY
	6703988	MOD	BU0MFWBF	[REDACTED]	BLEA, BRANDI	2016/12/05	2016/12/07	3	TDY
	6683211	INITIAL	BU0MFWBF	[REDACTED]	BLEA, BRANDI	2016/11/13	2016/11/18	6	TDY
	6362971	INITIAL	BU0MFWBF	[REDACTED]	BLEA, BRANDI	2016/05/01	2016/05/14	14	TDY
	6342775	INITIAL	BU0MFWBF	[REDACTED]	BLEA, BRANDI	2016/04/10	2016/04/22	13	TDY
	6148229	MOD	BU0MFWBF	[REDACTED]	BLEA, BRANDI	2016/01/10	2016/01/15	6	TDY
	6148126	INITIAL	BU0MFWBF	[REDACTED]	BLEA, BRANDI	2015/12/01	2015/12/09	9	TDY
	6147340	INITIAL	BU0MFWBF	[REDACTED]	BLEA, BRANDI	2015/10/26	2015/10/30	5	TDY
	6119196	INITIAL	BU0MFWBF	[REDACTED]	BLEA, BRANDI	2015/09/24	2015/10/03	10	TDY
	6091705	INITIAL	BU0MFWBF	[REDACTED]	BLEA, BRANDI	2015/09/01	2015/09/16	16	TDY
	6077223	MOD	BU0MFWBF	[REDACTED]	BLEA, BRANDI	2015/08/31	2019/08/31	1462	AGR
	5568084	MOD	W80MFVQB	[REDACTED]	BLEA, BRANDI	2014/10/01	2015/08/30	334	ADOS



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OWC....Where Are We Going?

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



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References

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



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Q & A

Questions ?

United States Air Force Reserve

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HQ RIO Career Advisor MSgt Ronald Brown



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HQ RIO Career Assistance Advisor

- **Career Management Counseling**

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

- **Career Retention Efforts**

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



BRS CP 3-Step Initiation Process for IRs



AIRMAN

Complete the SOU

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



UNIT COMMANDER/CIVILIAN LEADER

Makes determination on CP

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



AIRMAN

Submits SOU

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



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Contact Information

MSgt Ronald K. Brown

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

Email: ARPC.HQRIO.CareerAssistance@us.af.mil

RIO Website:

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

RIO Sharepoint

https://afrc.eim.us.af.mil/sites/HQ_RIO/Command_Section/CAA/SitePages/Home.aspx





U.S. AIR FORCE

HQ RIO Career Assistance Advisor





What I provide to the IR

YOU are my primary focus!

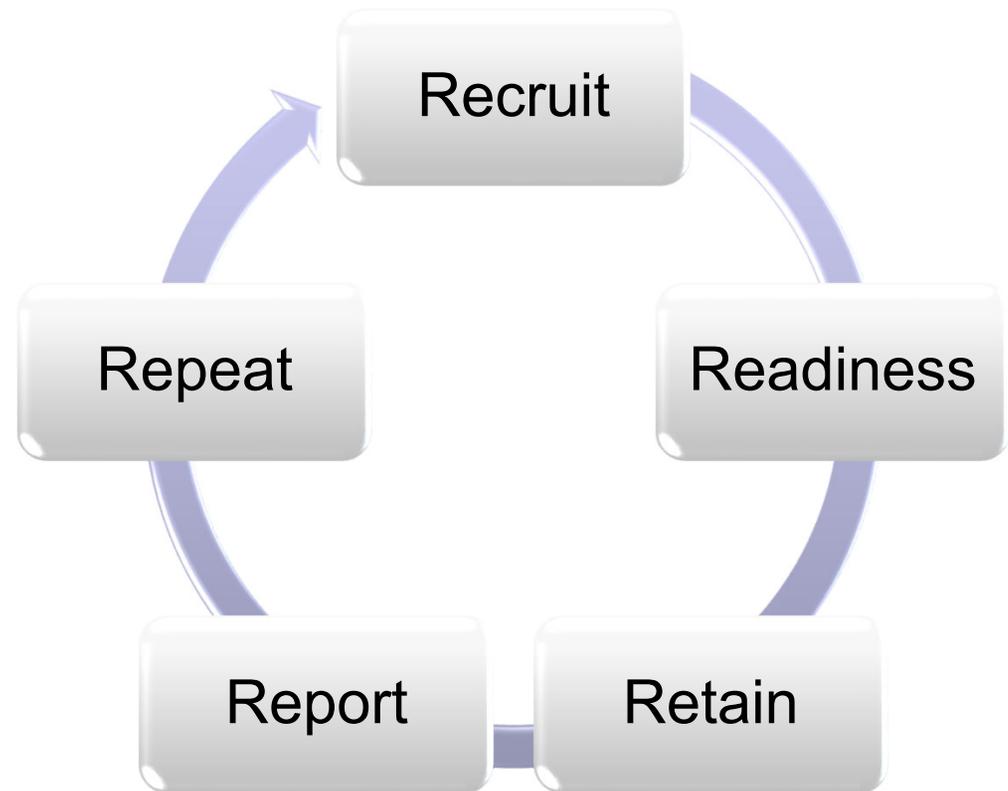
Career management tools

Special pay and incentives

Exit questionnaires

BRS Continuation Pay

HQ RIO CAA IR Life Cycle



United States Air Force Reserve

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Classification & Training



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

U.S. AIR FORCE



Classification & Training (DPAT)

WHO WE ARE

Division Chief

Manager, IR Formal Schools

Incoming MSgt

Manager, IR Officer & Enlisted Training

Reserve Classification

(T)Sgt Stephanie Goad

TSgt Miriam Gregory (IMA)



Classification & Training (DPAT)

WHAT WE DO

All must be coordinated through your Detachment

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



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HQ RIO Detachment POCs

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



On-the-Job Training (OJT) Mgmt

All must be coordinated through your Detachment

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

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



Formal Schools

All must be coordinated through your Detachment

- **Initial Skills (3 Level) School/Craftsman (7 Level) School**
- **Officer Qualification Courses (SOS, ACSC, AWC, etc)**
- **Retraining**
- **Annual Refresher Courses (Annual Survey of the Law)**
- **Special Courses (Cyber 200/300, Space 200/300, WGMT 570, ISR 300)**
- **EPME (ALS, NCOA, SNCOA, CLC)**

- **IRs contact your HQ RIO Detachment POC for class availability**
- **DO NOT schedule thru AD unit (IMA TLNs 963IXXX)**

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



All must be coordinated through your Detachment

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

Why is this important?

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



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Questions



United States Air Force Reserve

Integrity - Service - Excellence

IMA Deployments, Exercises & Mobilizations



U.S. AIR FORCE

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



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



Seeking Deployment/Exercise Opportunities

- **Must be “GREEN-TO-GO”**
 - **Most deployments require passing fitness assessment; see location-specific Reporting Instructions**
 - **Must possess a 3-level in AFSC unless otherwise specified in the requirement**
 - **Work through detachment & Active component chain of command**
 - **Active Duty unit responsible for training & equipping**
 - **Note: UDM handles training dates, transportation, unit-funded equipment**
 - **RIO/IPR facilitates tasking the member in DCAPEs, requests OCO MPA days for ACC supporting ULN’s and initiates all order actions**
 - **Exception: MAJCOMs running the exercise will process MPA requests for exercise participation. Dets/Mbrs will initiate AROWs for exercises.**
-



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



U.S. AIR FORCE

Volunteer Reserve System (VRS)

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

ARCNet

My Profile | charniq Jones

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

Help | Log Out

HQ RIO Home

Last Logon: 5/2/2016 4:27:39 PM

HQ RIO

Goto Unit

ARCNet Links

UPDATES - 26 April

ARCNet Docs

ARCNet CCB Charter

ARCNet Tasks (save to desktop)

ARCNet Newsletter Vol. 1 Iss. 3

ARCNet March Metrics

CBTs

ADLS/AFRC Unique CBTs

ANG CBTs

How to download ARCNet CBTs

HELP

ARCNet Duty Hours Guides

Update Readiness-NEW

What is ARCNet?

ARCNet Features

ADLS Data Interface

Webinar Training Calendar

How Are We Doing?

TRAINING SLIDES

AFR Ancillary Training

Training Details

Class Schedule

Duty Plan

AF PORTAL LINKS

AEF Online

AF Portal

AF E-publishing

AF Fitness

AFRC Biographies

AFRC/C Message

ARMS/RIW/SivNPF

E-Finance

LeaveWeb

My Pay

MISC LINKS

ANG CBTs

HQ Individual Reservist Readiness & Integration Organization

QUICK LINKS

MY READINESS

HQ RIO WEBSITE

CONTACT DIRECTORY

INTEGRATION CELL

RESERVE PAY OFFICE

IMA TRAVEL

DEFENSE TRAVEL SYSTEM

AROWS-R

UTAPSweb

myPERS

FAQs

Leadership

Col Carolyn A. Slickell
Commander

CMSgt Colores M. Colella
Superintendent

MSgt Wendy T. Barroza
First Sergeant

HQ RIO:
DSN: 847-3746
Comm: 720-847-3746

Individual Ready Reservists (IRR) are located within HQ Air Reserve Personnel Center, Buckley Air Force Base, Colorado. Its mission is to seamlessly integrate war-time ready Individual Reserve forces to meet Air Force and Combatant Commander requirements.

HQ RIO standardizes the processes for service members in the Individual Reservist program. The IR force is comprised of Individual Mobilization Augmentees (IMAs), who are accountable to the Air Force Reserve Command and assigned to funded, active-duty positions, or Participating Supervisors.

Individual Ready Reservists (IRRs), Both IMAs and IRRs augment active-component missions and are rated by active-duty or government agency supervisors.

There are more than 2700 enlisted members and more than 4500 officers within RIO. IMAs and IRRs support 53 separate major commands, combatant commanders and government agencies. To be fully ready for mobilization, Reservists must meet annual medical and dental requirements, have a current security clearance, and are fully-qualified in their Air Force Specialty.

Mission: Seamlessly integrate war-time ready Individual Reserve forces to meet Air Force and Combatant Commander requirements.

Vision: Individual Capability, leveraged worldwide

VISIT YOUR HQ RIO DETACHMENT ONLINE

To determine your servicing HQ RIO Detachment, visit the "My Readiness" link above, select "My Readiness Report" and Your detachment number will be listed in the "General Information" section.



- Select Volunteers tab to start search and application process

The screenshot shows a web browser window with the URL <https://www.my.af.mil/arcnetprod/ARCNet/VRS/Home>. The page features a blue navigation bar with the ARCNet logo and menu items: Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Web Admin. The user is logged in as 'charnique.j.jones [cosmo]'. Below the navigation bar, the VRS logo is displayed, followed by a blue arrow pointing to the 'Volunteers' dropdown menu. The main content area includes a text block about the Volunteer Reserve System (VRS) and its updates, and a sidebar with three blue boxes: 'Training' (containing 'Training Calendar'), 'Slide Decks' (containing 'How to Volunteer' and 'How to be a Requisitioner'), and 'Entitlements' (containing 'Entitlements'). At the bottom, a footer contains version information: '© 2016 - ARCNet Release Version 2.4 Branch3.5.0 CLR Image v4.0.30319 Build v2010.3.1317.0 Build Date 04/21/2016 14:01:13' and links for 'Privacy and Security Policy', 'Contact ARCNet', 'About', 'Section 508 Statement', and 'Air Force Reserve'.



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

Searches This Session:

Job Id:

Keyword: Separate keywords with a comma (,)

Job Source: Select A Job Source...

Location:

AFSC: Wildcard:

Grade: Select A Grade

Duration:

Search (ENTER) Clear Search Search Guide

Export to Excel Export to PDF

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

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



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

The screenshot shows the ARCNet VRS application interface. At the top, there is a navigation bar with the ARCNet logo and various menu items: Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Web Admin. The user is logged in as charnique.j.jones. Below the navigation bar is a search form with fields for Job Id, Keyword, Job Source (set to VRS), Location, AFSC (set to 350), Grade (Select A Grade...), and Duration (Select A Duration...). There are buttons for Search (ENTER), Clear Search, and Search Guide. Below the search form is a table of job listings with columns for Job, Title, AFSCs, Location, Report (NLT), Duration, and Desired Grade. Two job listings are visible: 192536 (USSOCOM J1 Plans, Policy, and Programs Superintendent) and 192572 (350 Personnel Tech). Each listing has an 'Apply' button and a printer icon. A blue arrow points to the 'Apply' button for job 192572.

Job	Title	AFSCs	Location	Report (NLT)	Duration	Desired Grade	Apply
192536	USSOCOM J1 Plans, Policy, and Programs Superintendent	3S071	MacDill AFB, FL	5/22/2016	120	E-8	Apply
192572	350 Personnel Tech	3S051	Robins AFB GA	5/21/2016	131	E-6	Apply



- After application is submitted it traverses the following process:

The screenshot displays the ARCNet VRS application process interface. The browser address bar shows the URL: <https://www.my.af.mil/arcnet/Vrs/Volunteer/Apply/192536>. The page title is "ARCNet - Vrs Volunteer Ma...". The navigation menu includes: Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Web Admin. The user is logged in as "charnique.j.jones (cosmo)".

The main content area is titled "TR Application Process (AFRC application process for TR members)". It features a table with the following columns: "Step in Application", "Point of Contact's Comments", and "Date and Time".

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

Below the table is an "Upload Files" section with a "Maximum Combined File Size: 9 MB" warning and a "Select files..." button.



U.S. AIR FORCE

Deployment Responsibilities

HQ RIO

Per AFI 36-3802

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

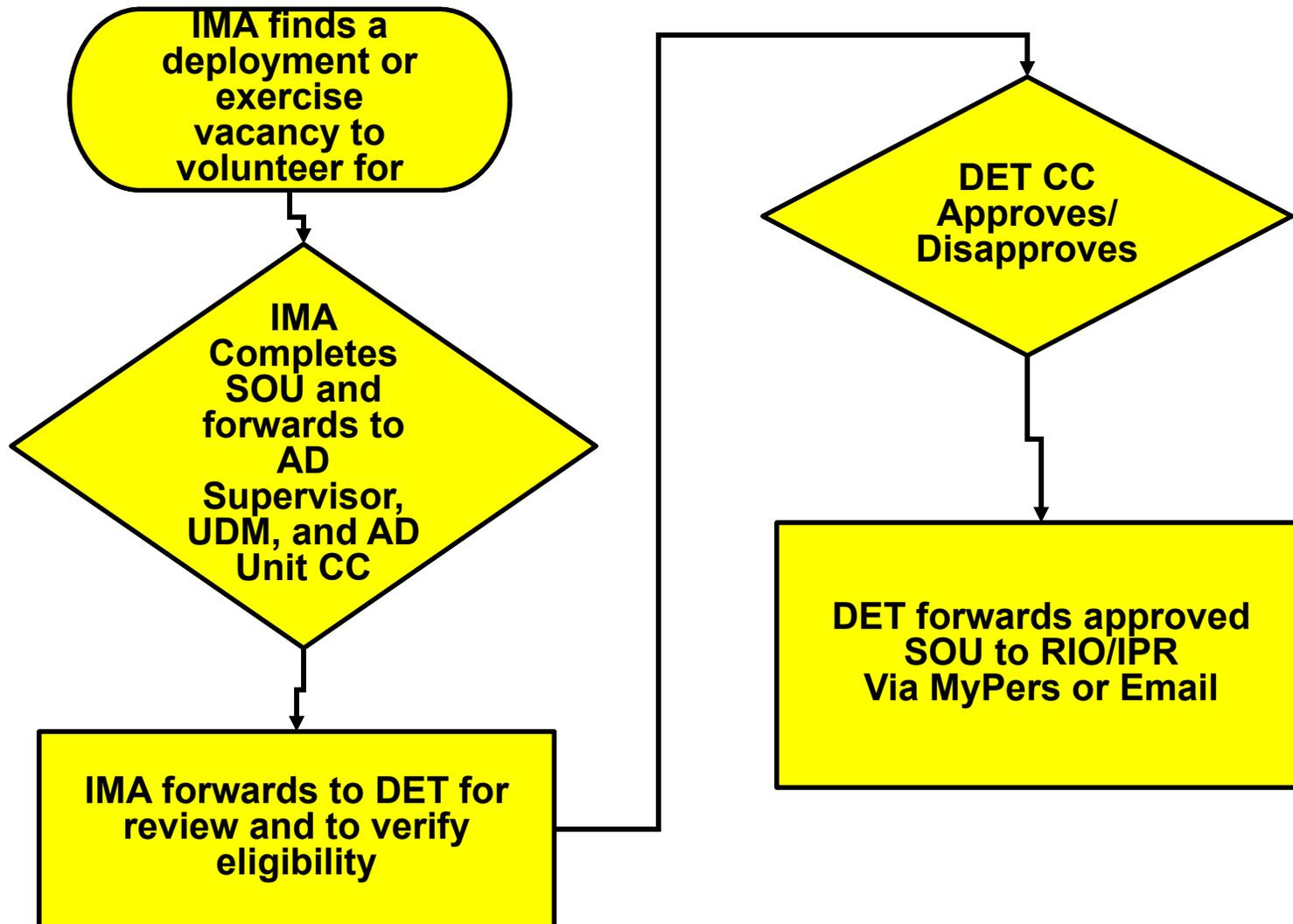
AD Unit

Per AFI 10-401

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

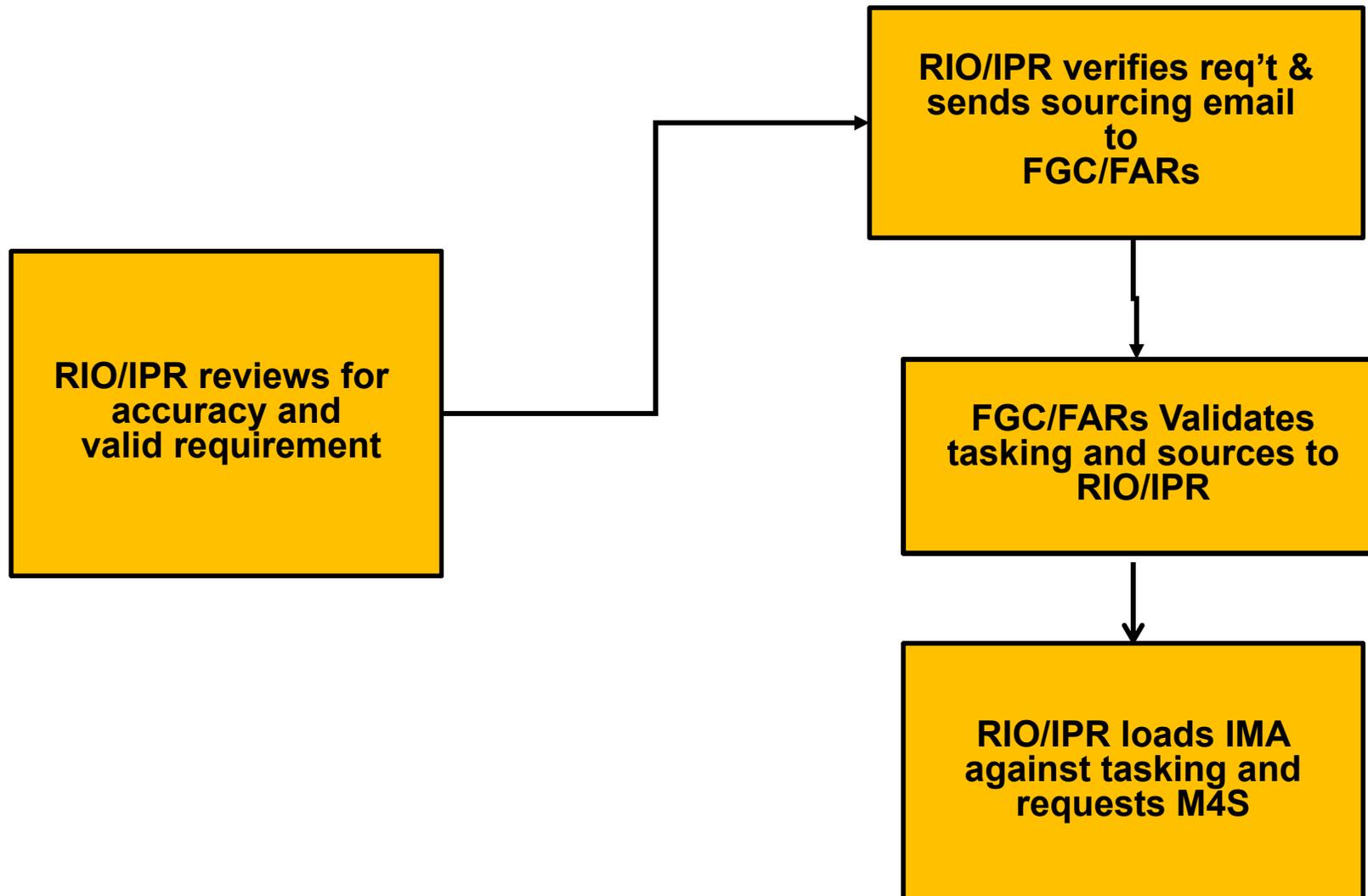


IMA Volunteer Process (phase 1)



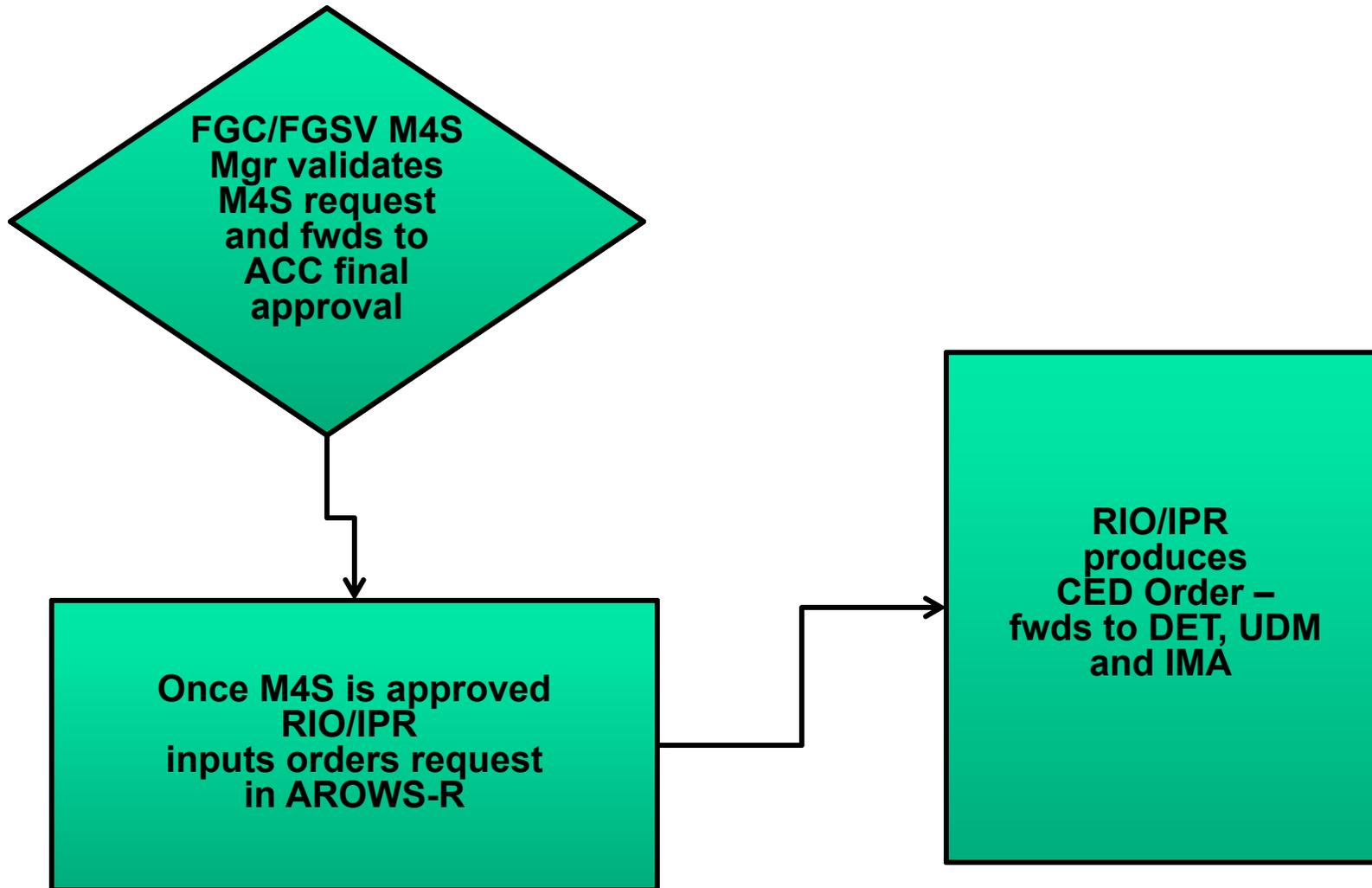


IMA Volunteer Process (phase 2)





IMA Volunteer Process (phase 3)





U.S. AIR FORCE

Exercise Responsibilities

HQ RIO/Dets

Per AFI 36-3802

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

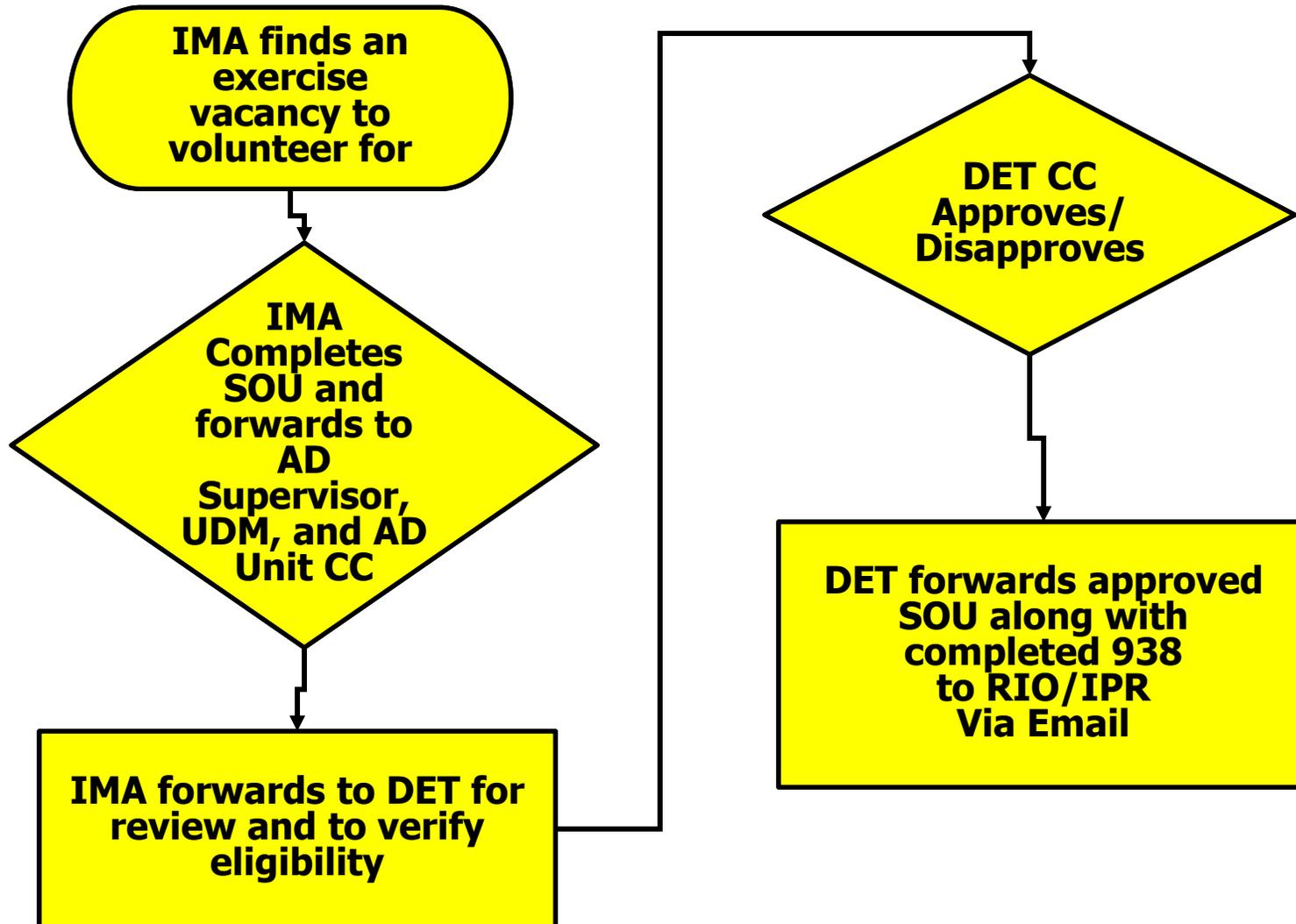
AD Unit

Per AFI 10-401

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

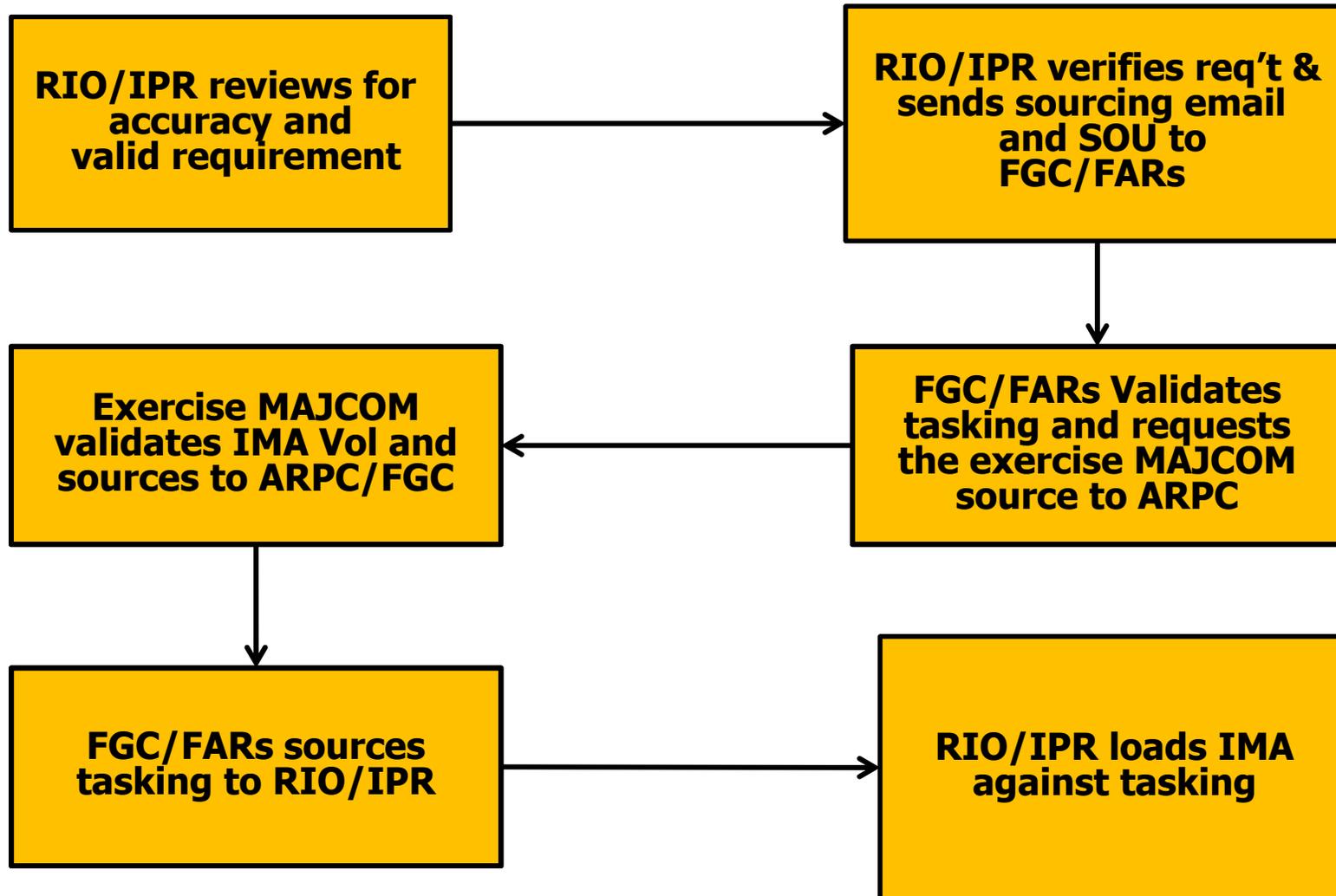


IMA Exercise Process (phase 1)



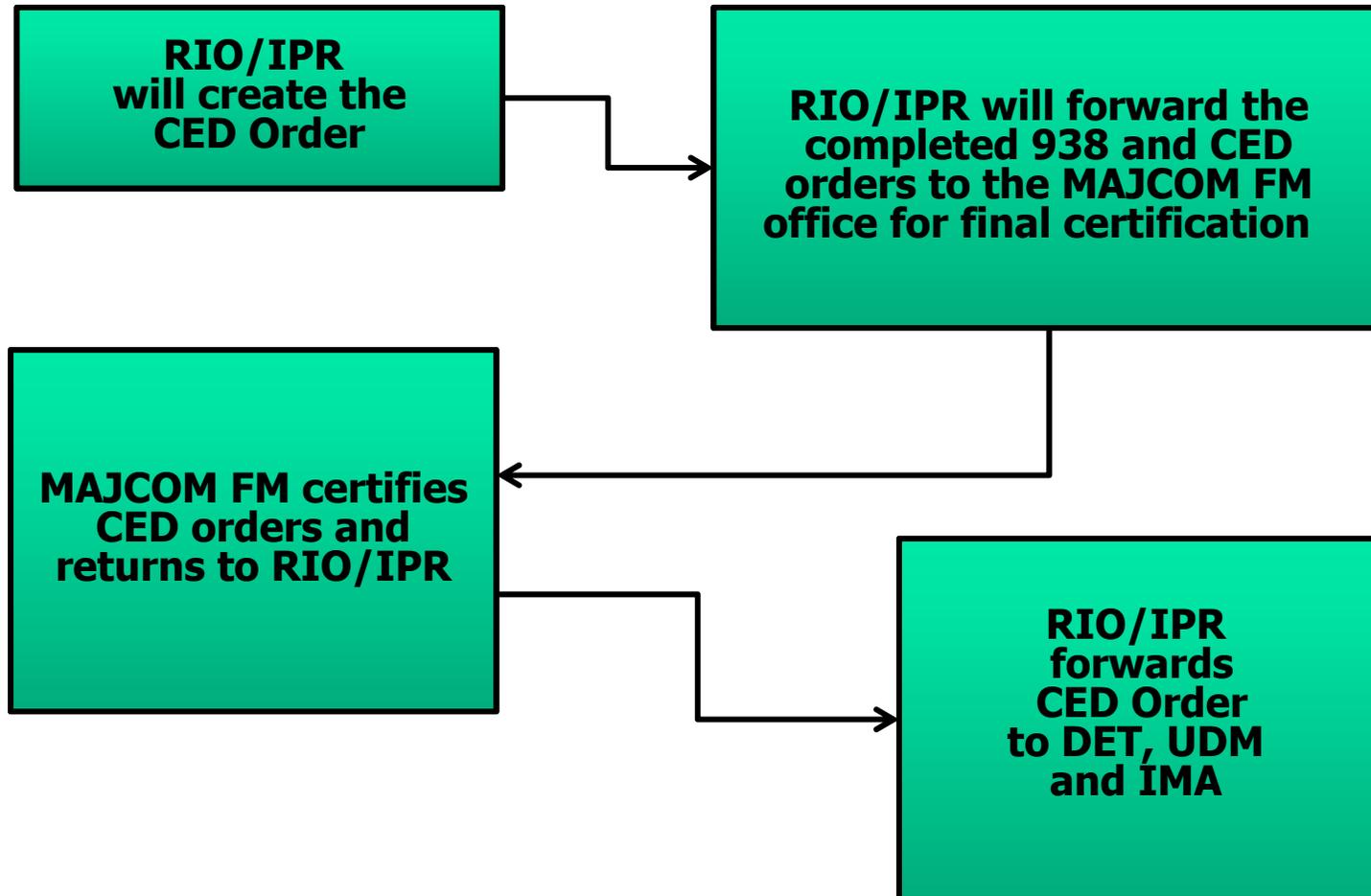


IMA Exercise Process (phase 2)





IMA Exercise Process (phase 3)





Statement of Understanding (SOU)

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

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

DIRECTIONS:
 Part I - Member completes
 Part II - UDM/unit completes
 Part III - Det/CC completes and emails completed package (SOU) to HQ RIO/IPR at arpc.ior@us.af.mil

IMPORTANT: IRs are not authorized to participate in active flying or flying training while deployed unless a waiver is approved IAW AFI 11-401 table 2.2 (HQ RIO/IR HARM)

PART I - MEMBER INFORMATION

Last _____ First _____ Middle _____ Rank _____ Social Security Number _____

Home Address (Before and During deployment) _____

Home Phone _____ Cell Phone _____ DSN Work Phone _____

Email address (both personal and work) _____

Attached Unit (where you perform duty) _____ Base and State _____ PAS Code _____

Duty AFSC _____

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

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

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

Page 1

SOU - Mar, 2018
 This information is subject to the Privacy Act of 1974. This information is not to be disclosed without the authorization of the individual(s), and is to be used For Official Use Only. Violations of the Privacy Act are subject to fines of \$5,000 or 2 years in prison.

IR Signature _____ Date _____

IMPORTANT: IRs are not authorized to participate in active flying or flying training while deployed unless a waiver is approved IAW AFI 11-401 table 2.2 (HQ RIO/IR HARM)

PART II - UNIT OF ATTACHMENT & COMMANDER'S CERTIFICATION
IMPORTANT: IMAs are not authorized to participate in active flying or flying training while deployed.

AEF (HQ RIO/IPR requests MPA only) Non-AEF w/ULN Exercise w/ULN _____ (Name of exercise)

ULN/Line Number: _____
 Location: OCONUS CENTCOM AOR OCONUS CONUS

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

Pre-Deployment Training Start Date/Location: _____

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

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

Sign and Print Name, Grade, Unit, DSN _____ Date _____ Supervisor Email Address _____

Unit Deployment Manager (UDM):
 I certify this member meets all requirements associated with requested ULN. I understand if the AD unit commander approves the individual to deploy it is my responsibility to train and equip them for deployment IAW AFI 10-401 para 11.18.2.10, AFI 36-2629, and CCDR reporting instructions and requirement line remarks. I will request RDD change or delayed reporting if this request is submitted within 30 days of known First Movement to allow 30 days for IR deployment processing. I understand it is the responsibility of my unit to fill the tasking or submit reclama (if originally tasked unit) to AFPC/DPW (AEF requirements only) if the IR member for whatever reason does not fill the AEF deployment. If we are not the originally tasked unit, HQ RIO/IPR will have the tasking sourced back to them for filling or reclama action. I understand HQ RIO/IPR will take all necessary actions within DCAPEs and generate all orders related to this tasking.

Sign and Print Name, Grade, Unit, DSN _____ Date _____ UDM Email Address _____

AD FSS/IPR
 I certify IAW AFI 36-3802 Attachment 2: I will in/out process IRs who are deployed for direct or indirect support of a contingency operation. I understand that all IRs CED orders will be cut and processed by HQ RIO/IPR and a copy of the order will be emailed to AD FSS/IPR. Furthermore, I understand I will not for any reason cut CED orders on IR members and once ULN is sourced to 96 TPAS I will have no visibility of tasking in DCAPEs.

Page 2

SOU - Mar, 2018
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Involuntary Mobilizations

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





Deployment Waivers

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



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



AEFI for IRs

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

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



U.S. AIR FORCE

Questions?



United States Air Force Reserve

Integrity - Service - Excellence

DTS OVERVIEW



U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

Agenda

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



U.S. AIR FORCE

AFRC Defense Travel System Overview

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



U.S. AIR FORCE

DTS Profiles

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



U.S. AIR FORCE

Government Travel Card (GTC)

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

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

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

Fly, Fight and Win...



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



U.S. AIR FORCE

DTS vs RTS

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

ANNUAL TRAINING

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

- AUTH: 10 USC 12301(b)
- PAY AND ALLOWANCE ESP CODE: N/A.
- TRAVELER USES INDIVIDUALLY BILLED ACCOUNT (IBA).
- IF THIS ORDER CONFLICTS WITH THE JFTR/JTR, THE JFTR/JTR PREVAILS.
- IF A TRAVEL VOUCHER IS REQUIRED FOR THIS ORDER IT MUST BE FILED IN: **DTS.**

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

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

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

Fly, Fight and Win...



U.S. AIR FORCE

Reserve Travel System (RTS)

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

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

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use by member, link, or mail paid per. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Standard Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and meals not if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor.		2. NAME (Last, First, Middle Initial) (Print or type) Mock Dale A		3. GRADE SMSgt	
4. ADDRESS - a. NUMBER AND STREET XXXXXXXXXXXX		b. CITY Warner Robins		c. STATE GA		d. ZIP CODE 31088	
5. E-MAIL ADDRESS (State e-mail address if all)		6. TRAVEL ORDER AUTHORIZATION NUMBER XXXXXXXXXXXX		7. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES		8. TYPE OF PAYMENT (Check all that apply) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent/DA	
9. ORGANIZATION AND STATION HQ RMG/FM Warner Robins GA 31093		10. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER		11. DEPENDENTS (If and complete as applicable) <input type="checkbox"/> ACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE		12. PAID BY	
13. DEPENDENT'S ADDRESS OR RECEIPT OF ORDERS (Include Zip Code)		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? a. YES b. NO (Specify in Remarks)		15. COMPUTATIONS		16. SUMMARY OF PAYMENT (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Government Travel (5) DLA (6) Reimbursable Expense (7) Total (8) Less Advance (9) Amount Paid (10) Amount Due	
17. ITINERARY a. DATE b. PLACE (Home Office, Base, Itinerary, Lodging, etc.) c. MEANS OF TRANSPORTATION d. REASON FOR TRAVEL e. LODGING COST f. FOOD MILES		18. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED e. 12 HOURS OR LESS f. MORE THAN 12 HOURS BUT 24 HOURS OR LESS g. MORE THAN 24 HOURS h. Amount Paid i. Amount Due		19. GOVERNMENT-REDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS		20. CLAIMANT SIGNATURE a. SIGNATURE b. DATE 20091127	
21. APPROVING OFFICER SIGNATURE a. SIGNATURE b. DATE		22. ACCOUNTING CLASSIFICATION		23. COLLECTION DATA		24. COMPUTED BY a. COMPUTED BY b. AUDITED BY c. TRAVEL ORDER AUTHORIZATION POSTED BY d. RECEIVED (If Applicable, include Date or Check No.) e. AMOUNT PAID	

Signed by member

Needs to be Signed by supervisor

Fly, Fight and Win...



U.S. AIR FORCE

Authorization/Voucher

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

A screenshot of a web interface titled "My Travel Documents". Below the title is the subtitle "Your upcoming, current, and completed trip dc". There are two main data points displayed in a list-like format: "2 Authorizations" in a grey box with a red vertical bar on the right, and "0 Vouchers" in a white box with a red vertical bar on the left and a grey arrow-shaped tail on the right. A third grey box is partially visible at the bottom.

My Travel Documents
Your upcoming, current, and completed trip dc

2 Authorizations

0 Vouchers



U.S. AIR FORCE

Authorization/Voucher

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



U.S. AIR FORCE

DTS Assistance

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



Travel Assistance Center
24 hours a day, 7 days a week
1-888-Help1Go (888-435-7146)
Overseas: 1-888-Help1Go from any DSN line
Submit a help desk ticket through
the Tickets section of TraX
www.defensetravel.dod.mil/Passport
Contact your local help desk for local business rules.

The graphic features a blue background with white and light blue text. At the bottom, there is a small image showing a customer service representative on a headset talking to a customer, with a globe and a laptop in the background.



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



DTS Training on TraX

Learn how to use the DTS system through online videos and more



Live Chat

Instant message with a real person
Mon - Fri 8am - 6pm ET

Travel Resources



TSA PreCheck

Save time at the airport and find out how you can participate for free



Travel Policy

Access the Joint Travel Regulations and other travel policies



Additional Helpful Links

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



U.S. AIR FORCE

Q&A

DTS



Fly, Fight and Win...

United States Air Force Reserve

Integrity - Service - Excellence

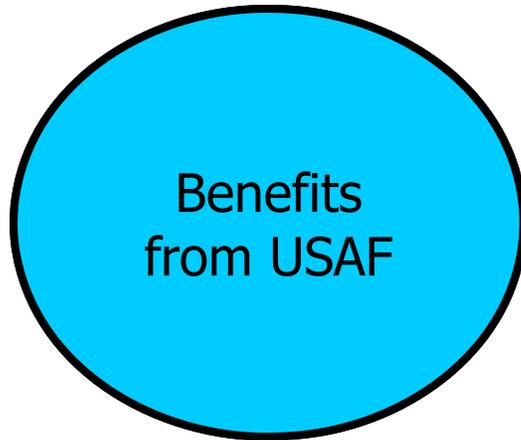
Entitlements/RCSBP



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



Law-vs-Policy



- **Changed by AF anytime**



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



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



Servicemember's Group Life Insurance (SGLI)

*****Important Note:**

SGLI Online Enrollment System (SOES)

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



Servicemember's Group Life Insurance (SGLI)

- **Maximum \$400,000**
- **Increase/decrease in \$50,000 blocks**
- **\$29.00 per month for maximum**
- **Full-time coverage**
- **On duty or off**

- ***Notification to spouse if less than max coverage or not sole beneficiary***



Servicemember's Group Life Insurance (SGLI)



Choosing a Beneficiary

It is in your best interest to
name a beneficiary?





Family SGLI (Spouse)

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



Family SGLI (Children)

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



Traumatic Servicemember's Group Life Insurance (TSGLI)

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



Veteran's Group Life Insurance (VGLI)

Contact your local VA for all inquires

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



SGLI/VGLI Accelerated Benefits Option

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



Casualty Services

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



Person Authorized to Direct Disposition (PADD)

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



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

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



VA Benefits

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

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



Burial and Memorial Benefits *(VA)*

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



Burial and Memorial Benefits (VA) Continued

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



www.militaryfuneralhonors.osd.mil



Reserve Component Survivor Benefit Plan (RCSBP)

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





Reserve Component Survivor Benefit Plan (RCSBP)

- **Timing:**
 - **Decision made upon receipt of 20 year notification letter**
 - **Premiums don't start until drawing retired pay**

- **Three options: A, B, or C**





RCSBP – Three Options

- **Option A**
 - **Declines to make an election until members starts to draw retired pay**

- **Option B**
 - **Deferred annuity - payable upon member's eligibility to start receiving retired pay**

- **Option C**
 - **Annuity effective immediately**



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



RCSBP Annuity Coverage

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





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



Cost of Coverage

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



RCSBP Sample Calculation

**Example
MSgt
Over 26 yrs
3000 Pts**

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

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

Reserve Component Survivor Benefit Plan (RCSBP) Calculator

[Instructions](#)

Personal Information

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

Point Value: 0.33444 Based on Pay Tables of Year: 2012

Beneficiary Election

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

Required Dates

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

Beneficiary Birthdays

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

Age at Election

51 2 years older
17 32 years younger



RCSBP Estimates

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

Member lives beyond age 60
 Spouse still eligible

Based on Pay Tables of Year: 2012

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

Additional Print Fields

Address:

Optional Text:

Show the actuary factors used in calculations



Questions?

Air Reserve Personnel Center

Integrity - Service - Excellence

Force Development Overview



U.S. AIR FORCE

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

WINGS OF HERITAGE, SHAPING THE FUTURE



U.S. AIR FORCE

Overview

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



U.S. AIR FORCE

What is Force Development?

Optional process for you as an individual reservist to receive Reserve specific guidance and mentoring from the senior reserve leaders of your career field

- **Career Development through assignments and leadership opportunities**
- **Education and training opportunities**



U.S. AIR FORCE

Why is Force Development Important to You?

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



U.S. AIR FORCE

Who is involved in Reserve Force Development?

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



U.S. AIR FORCE

Force Development Mission Areas

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



U.S. AIR FORCE

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

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



U.S. AIR FORCE

Where to find the R-ODP myPers

First time entering an R-ODP

Dashboard

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

[myPers Home Page](#)

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

To Do List
Displays the number of requests by type that are pending your review and action.
I prefer to receive a daily email when I have pending coordination actions

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

Total Pending Requests		Total Unread Messages	
Awards and Decorations	0	Personal	0
DD214 Correction (DD215)	0	Role Assignment	0
Evaluations	0	Delegation	0
Non-Paid Points (Guard)	0	Action Request	1
Retirements (Guard and Reserve)	0		
Separations (Guard)	0		
Airman Development Plans (Guard and Reserve)	1		
AGR Review Board	0		
Reserve Developmental Education Designation Board (RDEDB)	0		
Reserve School Selection Board (RSSB)	0		

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

Force Development

Dashboard

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

[myPers Home Page](#)

Overview | Worklist | Action Requests | My Roles / Delegations

ACTIVE DUTY AF | AIR RESERVE | AIR NATIONAL GUARD

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

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

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

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

Information Links
- Air Force Board for Correction of Military Records Guidance
- Total Force U.S. Citizenship Guidance
- TRICARE Reserve Select Information

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

Officer Promotions (Overview)
- Submit a Letter to the Promotion Board (Officer)
- Request a post-Board Counseling (Officer)
- Appellate and AGR Promotion Application
- Promotion Calculator

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

Retirements (Overview)
- Apply for Retirement (Reserve AGR, Mandatory Pay at Age 60)
- Notification of Eligibility for Retired Pay/RCSBP Package
- Partial Year Calculator
- Request information on my current RCSBP Election
- Request Assistance on Retired Pay Issues
- Reserve Retired Pay Calculator
- RCSBP Calculator
- Reduced Retired Pay Age

Force Development (Officer Overview/Enlisted Overview)
- Reserve Developmental Education Designation Board (RDEDB)
- Reserve School Selection Board (RSSB)
- Reserve Officer Development Plan (R-ODP)
- Reserve Officer Development Plan (R-ODP)
- AGR Review Board
- Reserve Retired Pay Calculation Worksheet
- Reserve Enlisted Developmental Education Board (EDEB)

Select Reserve Officer Development Plan (R-ODP)



U.S. AIR FORCE

MyVector Login

MyVECTOR

HOME

MENTORING

RESOURCES

HELP

LOGON

ROADMAP TO



YOUR FUTURE

Mentoring

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

Career Planning

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

Knowledge Sharing



Sign up is easy

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

Sign Up

Logon

Total Force

Active Guard Reserve



U.S. AIR FORCE

MyVector Dashboard

MyVECTOR

DASHBOARD

TALENT MARKETPLACE

LATEST NEWS

MENTORING

RESOURCES

HELP

STACY SLATE

Profile

Mentoring Connections

Development Plan

Experience

Bullet Tracker

Discussions

My People

My Documents

My Boards

Financial Readiness

Air Force Competencies

Help - How To

Latest News

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

As of 13 Jan 2021

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

Total Force Joint Talent Tracking Management Global

As of 30 Dec 2020

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

Updated Individual Capability Management (ICM) List Career Field

14N - Intelligence

As of 18 Nov 2020

Notifications & Alerts

Notifications

Alerts

Meeting DT Board

You are eligible for the upcoming DT Board **FEVFU_CY20 Special Duty DT - Special Duty DT in support of members in position 4+ years**. Please complete your [board application](#) by 08 Feb 2021. This DT Board requires endorsement from your Supervisor, Additional rater. Please ensure your endorser's information is current.

Meeting DT Board

You are eligible for the upcoming DT Board **FOVES_A4 Colonel Board - A4 Colonel and Colonel Select Board**. Please complete your [board application](#) by 18 Apr 2021. This DT Board requires endorsement from your First O6 or higher in rating chain. Please ensure your endorser's information is current.

Meeting DT Board

You are eligible for the upcoming DT Board **FOVES_Log Test**



U.S. AIR FORCE

Criteria to meet a DT

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



U.S. AIR FORCE

Output from Development Team Board

Key Personnel List (KPL)

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

Personalized Vectors

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



U.S. AIR FORCE

What a DT panel looks like





U.S. AIR FORCE

What is Developmental Education

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



U.S. AIR FORCE

School Opportunities

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

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

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

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

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

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



U.S. AIR FORCE

Enlisted Courses

Enlisted Professional Developmental Courses:

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

Sister Service Courses:

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

NATO Courses:

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



U.S. AIR FORCE

Officer Courses

RDEDB: (Maj – Col)

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

RSSB: (Lt – Col)

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



Eligibility Requirements and Disqualifying Factors

Eligibility Requirements

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

Disqualifying Factors

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



School Board Success

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



DT/DE Board Mechanics

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

- DE (PME), Duty History, Academic Ed, Points, Decorations, Deployment Data
- OPR / ODP – strats/vectors, push statements, KPL
- Assignment/Job/Position/Location/Reserve status

■ **Score based on**

- What has he/she done?
- What does his/her boss say?
- Does performance support?

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



U.S. AIR FORCE

Whole Person Concept

Factor

Performance
Professional Qualities
Leadership
Job Responsibility
Depth & Breadth of Experience
Specific Achievements
Developmental Education
Academic Education

Examples

EPRs/OPRs/TRs
Expertise within specialty
Command/Staff/Flight
Scope/Exposure
Where/What/When
Awards/Decs/EPRs/OPRs
Level/Utilization
CCAF/Academic Degrees

POTENTIAL
EXPERIENCE
RETURN ON INVESTMENT



U.S. AIR FORCE

Scoring Scale

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



U.S. AIR FORCE

Force Development: Records

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



U.S. AIR FORCE

FD Contact Information

Assignment Facilitation Branch

Lt Col Stacy Slate: Chief, Assignment Facilitation

Developmental Education Branch

Maj Michael Usilton : Chief, Developmental Education
MSgt Kristina Davis: NCOIC, Developmental Education

Joint Officer Management

Ms. Sara Simms: Chief, Joint Officer Management

Key / Command / Joint Management Branch

Maj Tracy Maestas : Chief KCJ Branch

**Emails: arpc.dpaf@us.af.mil, arpc.dpaf.rssb@us.af.mil
arpc.dpaf.edeb@us.af.mil, arpc.dpaf.rdedb@us.af.mil**

Phone

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

Websites

myPers - <https://mypers.af.mil/app/categories/c/549/p/17>
ARPC - <http://www.arpc.afrc.af.mil/Service-Center/>



U.S. AIR FORCE

Questions?

United States Air Force Reserve

Integrity - Service - Excellence

Fiscal Year & Retention/Retirement Participation



U.S. AIR FORCE



- **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**
-



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





Establishment of R/R date

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

VIRTUAL MPF
AIR FORCE PERSONNEL CENTER, RANDOLPH AFB, TEXAS

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

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

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



Time frames R/R date

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

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

Break in service – No affiliation- established upon reentry

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



R/R Requirements

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

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

Service History

From Date	Thru Date	AD	IDT	ECI	IDS	MBR	Total	Retire	Sat. Svc.
25 JUL 1996	24 JUL 1997	0199	0000	0000	0000	007	00206	00206	010000
25 JUL 1997	24 JUL 1998	0068	0000	0000	0000	012	00080	00080	010000
25 JUL 1998	24 JUL 1999	0000	0000	0000	0000	015	00015	00015	000000
25 JUL 1999	24 JUL 2000	0000	0000	0000	0000	015	00015	00015	000000



U.S. AIR FORCE

Can the R/R year be waived?

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





U.S. AIR FORCE

FY Requirements

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

Check your CDB

OR

Surf

Reserve

CIV ART ID: _____

CIV GRD: _____

AFR SECT ID: INDIVIDUAL RESERVIST, 24 IDT

PP: _____

UIF: _____

Reserve

CIV ART ID: _____

CIV GRD: _____

AFR SECT ID: INDIVIDUAL RESERVIST, 48 IDT

PP: _____

UIF: _____

```

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

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

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

MARITAL-STATUS: MARRIED   DEPENDENT TOTAL:
  
```



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)**



- **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**



U.S. AIR FORCE

Balancing R/R and FY Requirements



Requirement tracking highlights

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



U.S. AIR FORCE

How to verify your Points



Point Credit Summary (PCARS)

Steps for getting your own PCARS

STEP 1: Access AFPC Secure via the AF Portal

The screenshot shows the AF Portal interface. At the top, there is a navigation bar with tabs for NEWS & ANNOUNCEMENTS, BASE, ORG & FUNCTIONAL AREA, APPLICATIONS, CAREER & TRAINING, LIFE & FITNESS, and LIBRARY & RESOURCES. A search bar is located in the top right corner. Below the navigation bar, there are four featured content tiles: Air Force Sponsored National Safety Council Corporate Membership, CFC Donor Pledging, FYI: BLENDED RETIREMENT SYSTEM, and AFCLC LEAP Application & Solicitation. Below these tiles, there are four navigation links: AIR FORCE OCCUPATIONAL SAFETY, CFC DONOR PLEDGING, FYI: BLENDED RETIREMENT SYSTEM, and LEAP APPLICATION AND SOLICITATION. In the bottom left, there is a section for AIR FORCE ANNOUNCEMENTS & PUBLICATIONS with a sub-section for CURRENT OUTAGES/ISSUES. In the bottom center, there is a QUICK LINKS section with a search bar containing 'AFPC' and a search icon. The search results show 'PERSONNEL AND CAREER' with a sub-link for 'AFPC Secure Applications'. In the bottom right, there is a MY STUFF section with sub-sections for MY ALERTS and MY WORKSPACES.



Point Credit Summary (PCARS) cont.

U.S. AIR FORCE

STEP 2: Select vMPF

STEP 3:

Available Applications... Top Viewed Sites

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

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

Application List Display Preferences

Use Paging: Yes No # Items per Page:

Privacy Act Statement

Authority: 10 U.S.C.; 8013, SECAF
 Purpose: To provide a means of positive identification for the purpose of processing applications or retrieving data.
 Routine Uses: None (no one outside DoD has access).
 Disclosure: Voluntary. Failure to provide the requested information may result in a delay or termination of your request.

Please verify the following information:

Duty email address:

Duty phone **: (DSN/Comm- 6 to 10 Characters)

Home email address:

Home phone: (6 to 10 Characters)

** Indicates a required field

[I have verified my email and phone](#)



Point Credit Summary (PCARS) cont.

U.S. AIR FORCE

STEP 4: Select "Self-Service Actions"



Message Center			Help											
<p>Suspenses (0) 0 new suspenses 0 overdue suspenses</p> <p>Navigation</p> <p>MSG Joshua Clayton Mathews</p> <p>The following areas of the vMPF are available to you:</p> <p>Casualty Actions</p> <p>Self-Service Actions</p> <p>Self Service Application Status</p> <ul style="list-style-type: none"> My Stuff <p>Most Popular Applications</p> <ul style="list-style-type: none"> Out Processing Awards and Decorations Career Data Brief Duty History Evaluation Appeals Record Review/Update Record of Emergency Data 	<table border="1"> <thead> <tr> <th>AIR EXPEDITIONARY FORCE (AEF) INFORMATION</th> <th>AEF DESCRIPTION/ROTATION PERIOD</th> <th>DATE ASSIGNED TO THIS AEF</th> </tr> </thead> <tbody> <tr> <td>AEF INDICATOR X3</td> <td>TEMPO BAND X3 (AD & ARC) OCT 18 - MAR 19</td> <td>12 OCT 2018</td> </tr> <tr> <th>INDIVIDUAL DWELL TIME (IDT) INFORMATION</th> <th>IDT EXPIRATION DATE</th> <th>IDT COUNTER</th> </tr> <tr> <td>IDT 163 DAYS</td> <td>01 AUG 2009</td> <td>3626 DAYS</td> </tr> </tbody> </table>	AIR EXPEDITIONARY FORCE (AEF) INFORMATION	AEF DESCRIPTION/ROTATION PERIOD	DATE ASSIGNED TO THIS AEF	AEF INDICATOR X3	TEMPO BAND X3 (AD & ARC) OCT 18 - MAR 19	12 OCT 2018	INDIVIDUAL DWELL TIME (IDT) INFORMATION	IDT EXPIRATION DATE	IDT COUNTER	IDT 163 DAYS	01 AUG 2009	3626 DAYS	<ul style="list-style-type: none"> FAQ Glossary Known Problems Case Management System <p>System Announcements</p> <ul style="list-style-type: none"> Initial Separation / Retirement Briefing RED Address Country Errors Pop-up Blocker Notice!!!! Address or phone number problems <p>Helpful Links</p> <ul style="list-style-type: none"> Civilian-Employer-Update My Pay (Formerly EIMSS) My Pay (Formerly EIMSS) Unit Email Address Capture Form Accrual Travel Voucher Total Force Service Center - San Antonio Air Reserve Personnel Center Air National Guard IDEA Program Data System vFinance
AIR EXPEDITIONARY FORCE (AEF) INFORMATION	AEF DESCRIPTION/ROTATION PERIOD	DATE ASSIGNED TO THIS AEF												
AEF INDICATOR X3	TEMPO BAND X3 (AD & ARC) OCT 18 - MAR 19	12 OCT 2018												
INDIVIDUAL DWELL TIME (IDT) INFORMATION	IDT EXPIRATION DATE	IDT COUNTER												
IDT 163 DAYS	01 AUG 2009	3626 DAYS												
 <p>vMPF Introduction</p> <p>Welcome to the Virtual Military Personnel Flight (vMPF). The capabilities scheduled for release during Personnel Service Delivery, Phase 1 are current day-to-day base-level processes that have been redesigned to move from the military personnel section towards more web-based transactions. To the left, under "New Self Service Applications" you will have the capability to initiate self-service applications. For Commander Support Staff, the same availability for new Accessions, Disqualifications, Duty out of CAFSC and Duty Status, Confinements, AWOL, Deserter will only be accessible by the "CSS Actions" located to the center left.</p> <p>From this page you can access any of the various online personnel applications applicable to you. The links on this page will allow navigation to the application of your choosing.</p> <p>We urge you to use the secure log off whenever you are finished with the vMPF. Just click the button in the upper right hand corner of any page and you'll be set. Thanks.</p>														



U.S. AIR FORCE

Point Credit Summary (PCARS) cont.

STEP 5: Select "Personal Data"



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

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

Self-Service Actions

[Assignments](#)

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

[Miscellaneous](#)

[Personal Data](#)

[Promotions](#)

[Retirements](#)

[Separations](#)

[Need Help?](#)



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



U.S. AIR FORCE

Point Credit Summary (PCARS) cont.

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



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

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

Personnel Data

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

[Awards and Decorations](#)

[Career Data Brief](#)

[Duty History](#)

[Evaluation Appeals](#)

[Proof Of Service Letter](#)

[Record Review/Update](#)

[Reenlistment Eligibility](#)

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

[Record of Emergency Data](#)

[SSAN Application Counseling](#)





U.S. AIR FORCE

Point Credit Summary (PCARS) cont.

STEP 7: Select "Point Credit Summary"



- Introduction
- Point Credit Summary**
- Service History
- Current R/R Year ECI Points
- Definitions
- Frequently Asked Questions
- View/Print All Pages

ANG/USAFR Point Credit Summary Inquiry (PCARS)

Introduction

To the Guardsman/Reservist:

Computerized Information on your participation is accessible via the links to the left. It is possible the information displayed may be inaccurate. Therefore, it is not a guarantee of points or service for retention, promotion or retired pay purposes. The information remains subject to audit and adjustment. Review it carefully. If any errors are found, contact your military personnel section or Total Force Service Center at 1-800-525-0102 within 30 days of the closeout of the R/R year and provide documentation of correct points or service. Failure to identify errors promptly could affect future crediting of points and service.

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



How to read your PCARS

All Points Earned

Type Duty (TD) Codes

1:
Active Duty Other

2:
Special Tour

3:
School Tour

4:
Annual Tour

5:
Extended Active Duty

6:
AFTP

7:
Paid Inactive Duty

8:
Nonpaid Inactive Duty

9:
ECI

A:
Nonpaid Active Duty

B:
Continuation Pay

D:
Paid IDT—RMP

E:
Active Duty—FHP

F:
Inactive Duty Status—FHP

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

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

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



PCARS – Service History

U.S. AIR FORCE

[Introduction](#)

[Point Credit Summary](#)

[Service History](#)

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

[Definitions](#)

[Frequently Asked Questions](#)

[View/Print All Pages](#)

ANG/USAFR Point Credit Summary Inquiry (PCARS)

Service History

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



Recommendations

- **Know your Dates**
 - **Project your FY Schedule**
 - **Aug 15 (prior to each upcoming FY)**
 - **Annual Tour (AT) orders submitted in AROWS-R**
 - **31 May**
(AROWS-R requests input after 1 June must include justification/explanation for the late request for approval from Det CC or designated representative)
 - **AT orders published**
 - **30 June**
 - **Fiscal Year (FY)**
 - **1 Oct – 30 Sep**
 - **Retention/Retirement (R/R)**
 - **YOU are UNIQUE**
-



Recommendations

- **Always review your points**
 - **The most recent R/R line will be present approximately 60 days after the last day of your R/R year in vMPF**
- **What if I find an error?**
 - **Upload supporting documents (i.e. previous year AF Form 526, AF Form 40A, LES and for ECI points, send the volume completion certificate that includes the completion date, course number, volume number and course study hours) via myPERS.**
 - **If you are unable create a request, you may email (tfsc@mailds01.csd.disa.mil).**



U.S. AIR FORCE

Questions?

United States Air Force Reserve

Integrity - Service - Excellence

HQ IR Readiness & Integration Organization



Lt Col Erin Karl

HQ RIO/PAO

February 2021

U.S. AIR FORCE



U.S. AIR FORCE

Who We Are

MISSION

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



VISION

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



Headquarters Individual Reservist Readiness and Integration Organization



U.S. AIR FORCE

Who We Support





U.S. AIR FORCE

Individual Reservist (IR)

■ IMA (CAT B)

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



■ PIRR (CAT E)

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





U.S. AIR FORCE

Unique IR Mission Sets

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





U.S. AIR FORCE

Active Component Key Roles



OPCON vs. ADCON

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



HQ RIO's Roles

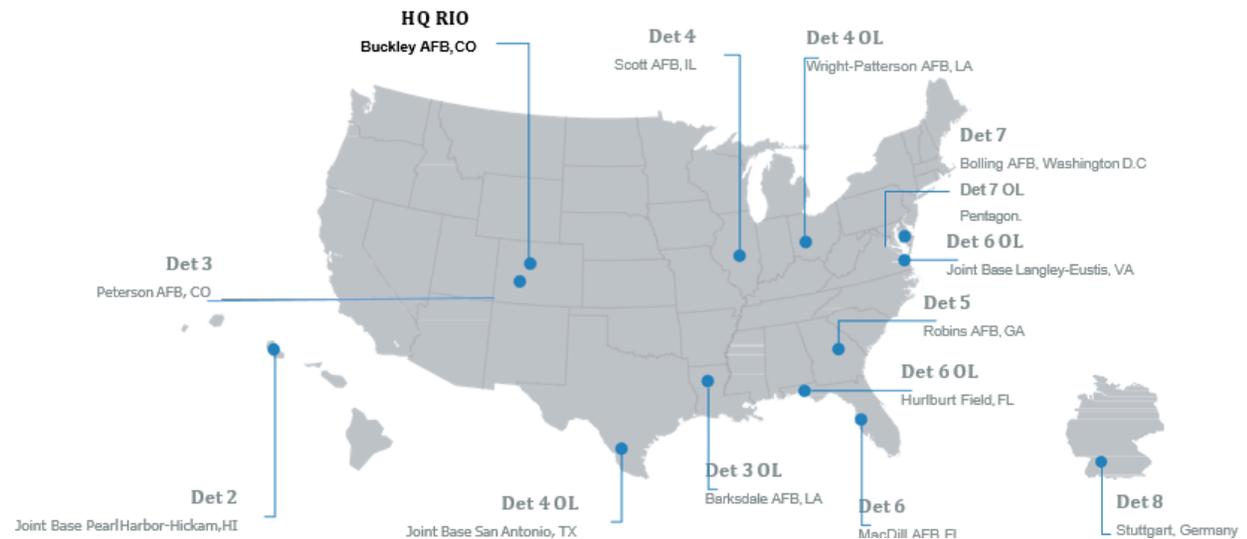
- **RIO Serves IRs to ensure they are ready to execute the mission**
 - **Standardize management of IRs**
 - **Ensure IR readiness and full integration with the active force**
 - **IR Orders and IR Pay (MilPay and Travel)**
 - **Manage IMA end-strength**
 - **Provide a chain of command with accountability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



U.S. AIR FORCE

HQ RIO's Organizational Structure

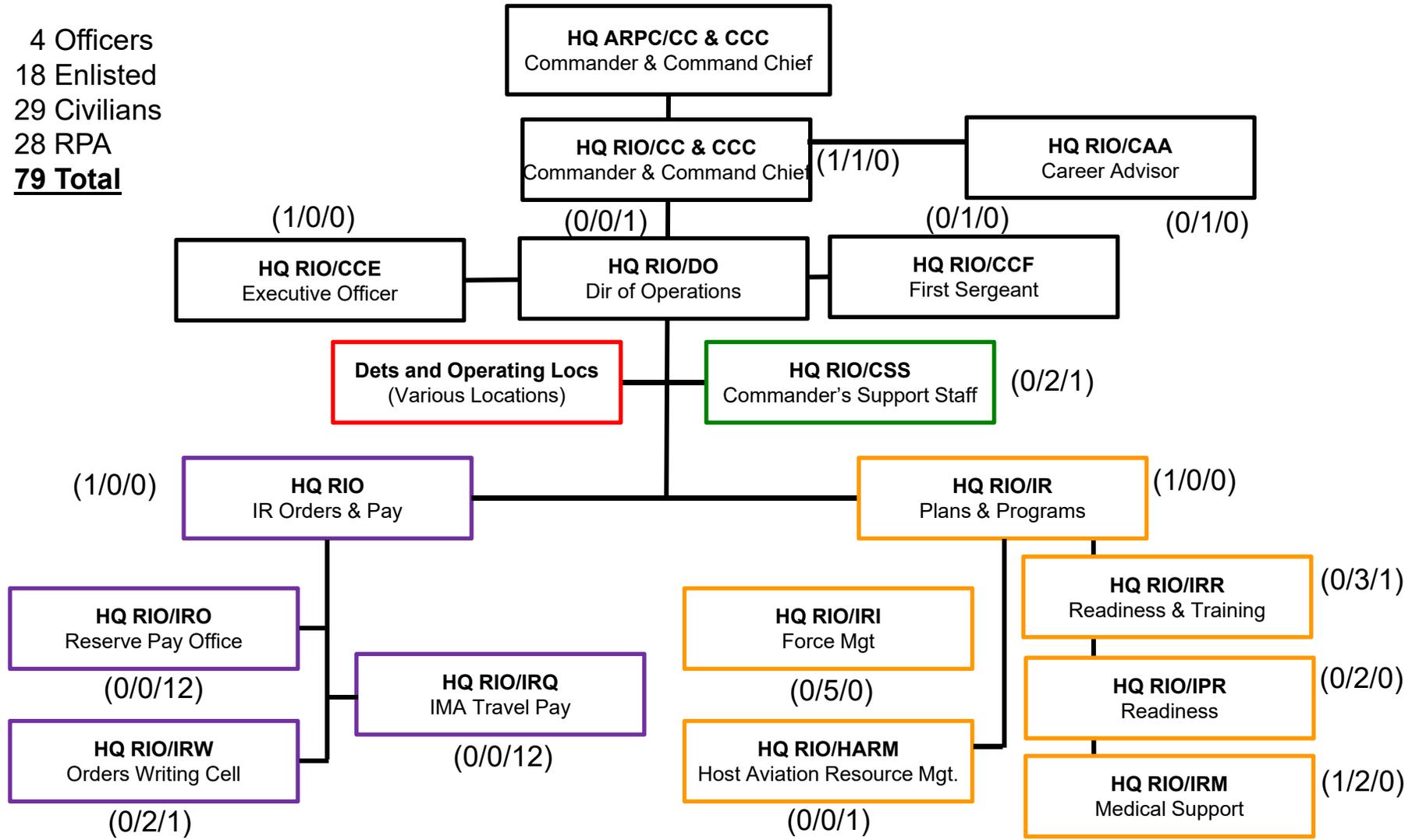
- HQ Staff at Buckley AFB = 61
- 7 Dets/6 OLs = 89
- *RPA support = 47
- Supports 53 separate orgs including all MAJCOMS, COCOMS, govt agencies, 100+ MAs, ARPC & AFPC
- IRs hail from all 50 States and D.C. and many reside overseas
- IRs serve in 43 states, throughout the NCR and in 13 countries



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



4 Officers
 18 Enlisted
 29 Civilians
 28 RPA
79 Total

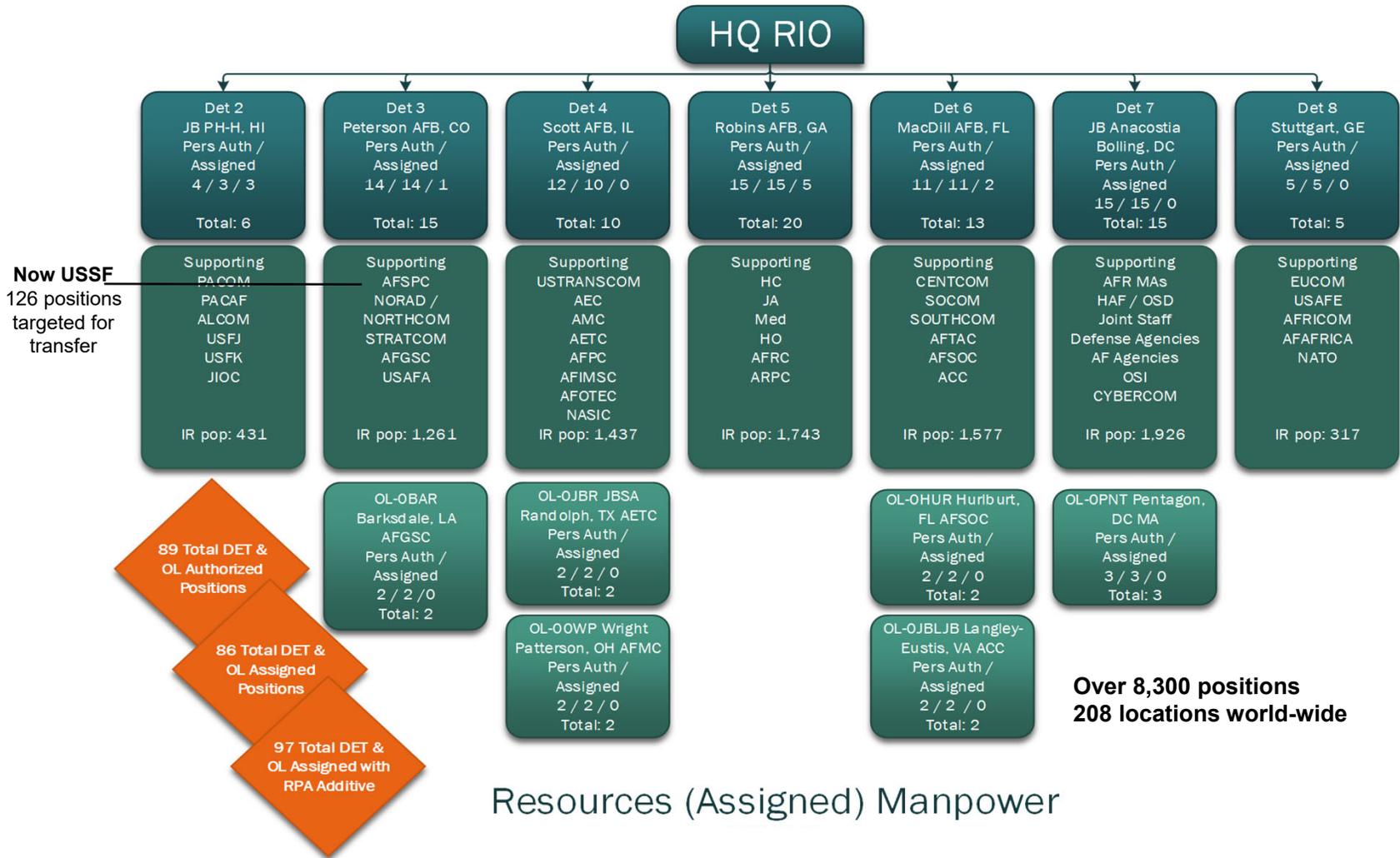


(Officers /Enlisted /Civ)



U.S. AIR FORCE

Detachments / Operating Locations





U.S. AIR FORCE

HQ RIO's Strategic Priorities

Deliver resilient and ready Airmen

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

Create culture of transparent communication

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

Drive innovation and standardization

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



U.S. AIR FORCE

Program Success and Ongoing Efforts

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

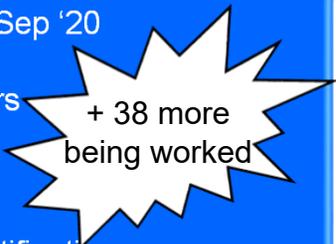
- Created COVID Rapid Response Cell - mobilized 13 medical IMAs to NY in 48 hours
- Travel Pay & pay office reform (mbrs paid in 5 days); leave requests processed in under 3 days
 - Converted/moved Lt Col AGR billet to run pay division
- 1st IMA myPers tab (direct link to travel/pay)
- Launched 1st ever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



+ 26 more completed

What We're Working to Make it Easy to Serve

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



+ 38 more being worked



- **HQ RIO Training: provides HOW-TOs on common IR tasks**
 - Virtual Training session held every few weeks
 - The TRAINING page of the HQ RIO website has the recordings and slides
 - Quick Guides and the IR Guides should be your GO TO publications

- **Communications available to the field**
 - HQ RIO Website – your one-stop shop
 - RIO Connect app (Apple and Android devices)
 - Enter “RIODET__” to join your Det group
 - The RIO Buzz
 - RIO Facebook page



We'd love for you to help!

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



App store: RIO Connect

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



U.S. AIR FORCE

Questions?



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

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

Facebook: www.facebook.com/HQRIO

Nice to Know

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

RIO Connect App and Capabilities

Download for access to:

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



Introducing Groups

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

Features Include:



Messages

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



Schedules

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



Instant Updates

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



Photos

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



Safe

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



Event Details

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

Create a Group In Seconds

1. Creating a Group is Simple

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

2. Share the Code

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





U.S. AIR FORCE

Questions?



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

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

Facebook: www.facebook.com/HQRIO

United States Air Force Reserve

Integrity - Service - Excellence

HQ RIO Medical



U.S. AIR FORCE



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



Medical Acronyms

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



Service Treatment Records

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



U.S. AIR FORCE

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://imr.afms.mil/imr/MyIMR.aspx>) by clicking "Start PHAQ"
 - Face-to-face visit is required every 3 years for non-flyers, unless the servicing MTF dictates otherwise
 - Face-to-face visit is required every year for flyers, Special Operational Duty (SOD), Personnel Reliability Assurance Program (PRAP) and Arming and Use of Force (AUoF) personnel
 - AD MTF responsible to issue profile as needed IAW AFI 44-170
 - 90 day yellow (due) grace period before turning red (overdue)
 - Mental Health Assessment required annually



U.S. AIR FORCE

Example of PHA Dates

Air Force Surgeon General

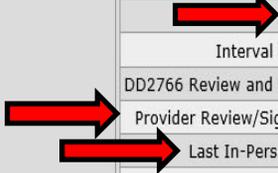
Individual Medical Readiness Status

DIAZ.RONAL.A.

Buckley AFB

EMAIL: RONAL.DIAZ@US.AF.MIL

IMR	Immunizations	DrHA	Medical Clearance	SHPE	MTF Instructions
IMR ACTION LIST					
PHA					
Action List Help					
MyIMR User Guide					
		Overall Status: Due		GoRedDate: 07/13/2019	
PHA		Dental	Labs	Profile	Med Equipment
Due		Current	Current	Ready	Current
PHAQ:	26 Feb 2019	Dental Class:	1	Blood Type:	O
Interval History:	13 Apr 2018	Dental Date:	4 Feb 2019	RH:	Positive
DD2766 Review and Update:	13 Apr 2018			Sickle Cell:	Negative
Provider Review/Signature:	13 Apr 2018			G6PD:	Normal
Last In-Person PHA:	1 Apr 2017			HIV Date:	20 Jul 2018
				DNA:	On File
				Restriction:	No
				GMI Required:	No
				ANAM Date:	-





U.S. AIR FORCE

How to complete your PHAQ

The screenshot shows the MyIMR web application interface. At the top, the user is identified as **Air Force Surgeon General DIAZ, RONAL. A.** from Buckley AFB, with email **RONAL.DIAZ@US.AF.MIL**. The main navigation bar includes **IMR**, **Immunizations**, **DrHA**, **Medical Clearance**, **SHPE**, and **MTF Instructions**. The **IMR** section is active, displaying an **IMR ACTION LIST** for [PHAQ]. A red arrow points to the **Start PHAQ** button, which is highlighted with a red box. Below the action list is a **MyIMR User Guide** link. A table below the action list provides a detailed overview of the user's medical readiness status.

PHA	Overall Status: Current				
Current	Dental	Labs	Profile	Med Equipment	Other
PHAQ: 26 Feb 2019	Dental Class: 1	Blood Type: O	Restriction: No	GMI Required: No	ANAM Date: -
Interval History: 15 Jul 2019	Dental Date: 10 Mar 2020	RH: Positive			
DD2766 Review and Update: 15 Jul 2019		Sickle Cell Screen: Negative			
Provider Review/Signature: 15 Jul 2019		G6PD: Normal			
Last In-Person PHA: 1 Apr 2017		HIV Date: 20 Jul 2018			
		DNA: On File			



U.S. AIR FORCE

How to complete your MHA

The screenshot shows a web browser window with the URL https://asimsimr.health.mil/phaq/PHAQ_Finished.aspx. The browser tabs include "Find By SSAN", "ECT::Logout", "HQ RIO - Home", and "PHAQ Finished". The page content is as follows:

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

Periodic Health Assessment Questionnaire Finished
RecordID: 1607329

WAIT, THERE'S MORE...

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

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

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

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

Please close your browser.

[View Responses](#) [View Education Report](#)



Individual Medical Requirements

- **Dental Requirements**
 - Annual requirement
 - Military dental exams are required every three years
 - DD Form 2813 completed by civilian dentist
 - DD Form 2813 must be turned in to the servicing Active Duty Dental Facility to update the Corporate Dental System (CDS) and Dental records. Updates should reflect in ASIMS within 24-48 hrs.
 - Dental Class 3 – Dental condition being treated & expected to be resolved within 1 year. Participation restricted to IDT and Annual Tour at home station only, no mandays or formal schools are authorized



Individual Medical Requirements

- **Lab Requirements**
 - Generally no appointment needed
 - HIV screening – due every two years, 90 day grace period
 - Must be collected by a DOD approved laboratory or MTF
- **Immunizations**
 - Generally no appointment needed
 - Recommend contacting the Immunization clinic prior to arriving to ensure the immunization needed is available
 - May be accomplished by a civilian provider but documentation must be submitted to the servicing MTF to update immunization records



Individual Medical Requirements

- ****IMR Notes:**
 - ARC members residing outside the MTF catchment area or more than 40 miles from their units' servicing MTF may obtain evaluations from the nearest MTF. IAW AFI 44-176 Par 10.2.4
 - Does not need to be in military status to schedule appt but MUST be in military status at time of appointment (IDT paid or points only acceptable) IAW AFI 44-176 Par 10.2.6 and AFMAN 41-210 Par 2.2.4.
 - Reserve members must report changes in health status to their servicing MTF within 72 hours IAW AFI 48-123 Par 10.4.2
 - MyIMR (<https://imr.afms.mil/imr/MyIMR.aspx>) is a real time snapshot of IMR status



U.S. AIR FORCE

IDT's/AT - Authorized Treatment

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



- **Profiles**

- AD MTF is responsible for creating all profiles
- AF Form 469 Mobility Restricting Profiles:
 - Code 31 (DAV 41) – Temporary condition resolving within 1 year
 - Code 37 (DAV 42) – Condition requires Board processing
 - Code 81 (DAV 49) – Pregnancy
 - Dental Class 3 – Dental condition being treated & expected to be resolved within 1 year. Participation restricted to IDT and Annual Tour at home station only, no mandays or formal schools are authorized

- ****Note: AF Form 469 with code 37 render a member unable to participate for pay and point gaining activities. Participation will be determined by your Detachment Commander.**



Modification/Deployment Waivers

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



- **Line of Duty**

- An LOD determination is a finding made after an investigation into the circumstances of a member's illness, injury, disease or death. The finding determines: (1) whether or not the illness, injury or disease existed prior to service (EPTS) and if an EPTS condition was aggravated by military service; (2) whether or not the illness, injury, disease or death occurred while the member was absent without authority and (3) whether or not the illness, injury, disease or death was due to the member's misconduct. An LOD determination protects the interests of both the member and the United States Government.

- Must be reported for LOD consideration within 180 days of release from active duty or IDT.
- Establish, manage and authorize healthcare
- Required for MEDCON orders
- May grant MEB/IDES entitlements
- Completed on AF Form 348
- AD MTF initiates AF Form 348 and routes to AD Commander

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



Member Responsibility

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



- **LOD Disposition:**

- Approved LODs are only valid for 1 year from diagnosis unless going through a medical board IAW DoDI 1214.01
- Approved LODs sent to AD MTF
- Care can be done through MTF or civilian provider
- Referred to VA for ILOD care beyond 1 year or for unreported conditions outside the 180 day reporting window.
- Any aggravation of condition on future military orders requires a new LOD to establish care
- If LOD is denied only initial treatment is covered. Any follow up care is the responsibility of the member.



- **Medical Continuation (MEDCON)**

- **Pre-MEDCON**

- The purpose of pre-MEDCON orders in cases where a member is already on orders, is to allow additional time to assess the member's medical condition and for the MTF to initiate or complete an LOD determination, determine whether the medical condition renders the member unable to perform military duties and provide medical documentation to support a request for MEDCON orders
- 30 day orders prevent a break in service, facilitate the initiation of a LOD and assemble/submit a MEDCON request

*****Orders will not be issued or extended in cases of misconduct, or for the purpose of taking leave or reconstitution time.*****



Medical Continuation

- **MEDCON**

- Approval authority rests with Air Reserve Component Case Management Division (ARC-CMD)
- Approved MEDCON allows members to be on full time orders for treatment of service connected/aggravated conditions
- Any request for MEDCON should be submitted through RIO Medical
- If not currently on orders, a completed and approved LOD is required prior to the MEDCON request

****Notes:**

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



Incapacitation Pay

- **Incapacitation Pay (INCAP)**

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



Non-Emergent Surgery

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



U.S. AIR FORCE

Contact Us

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

Capt Andrea Morgan
Email: andrea.morgan.3@us.af.mil

MSgt Matthew Stoner
Email: matthew.stoner@us.af.mil

TSgt Ronal Diaz
Email: ronal.diaz@us.af.mil

TSgt Meaghan Witkowski
Email: meaghan.witkowski@us.af.mil

SrA Deja Lovald
Email: deja.lovald@us.af.mil

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



U.S. AIR FORCE

Questions ?

United States Air Force Reserve

Integrity - Service - Excellence

Officer Promotions for Air Force Reserve



**Selection Board Secretariat
11 Jan 2021**

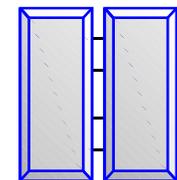
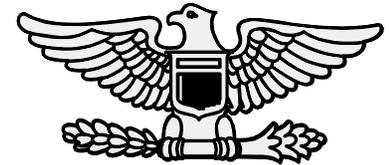
U.S. AIR FORCE



U.S. AIR FORCE

Overview

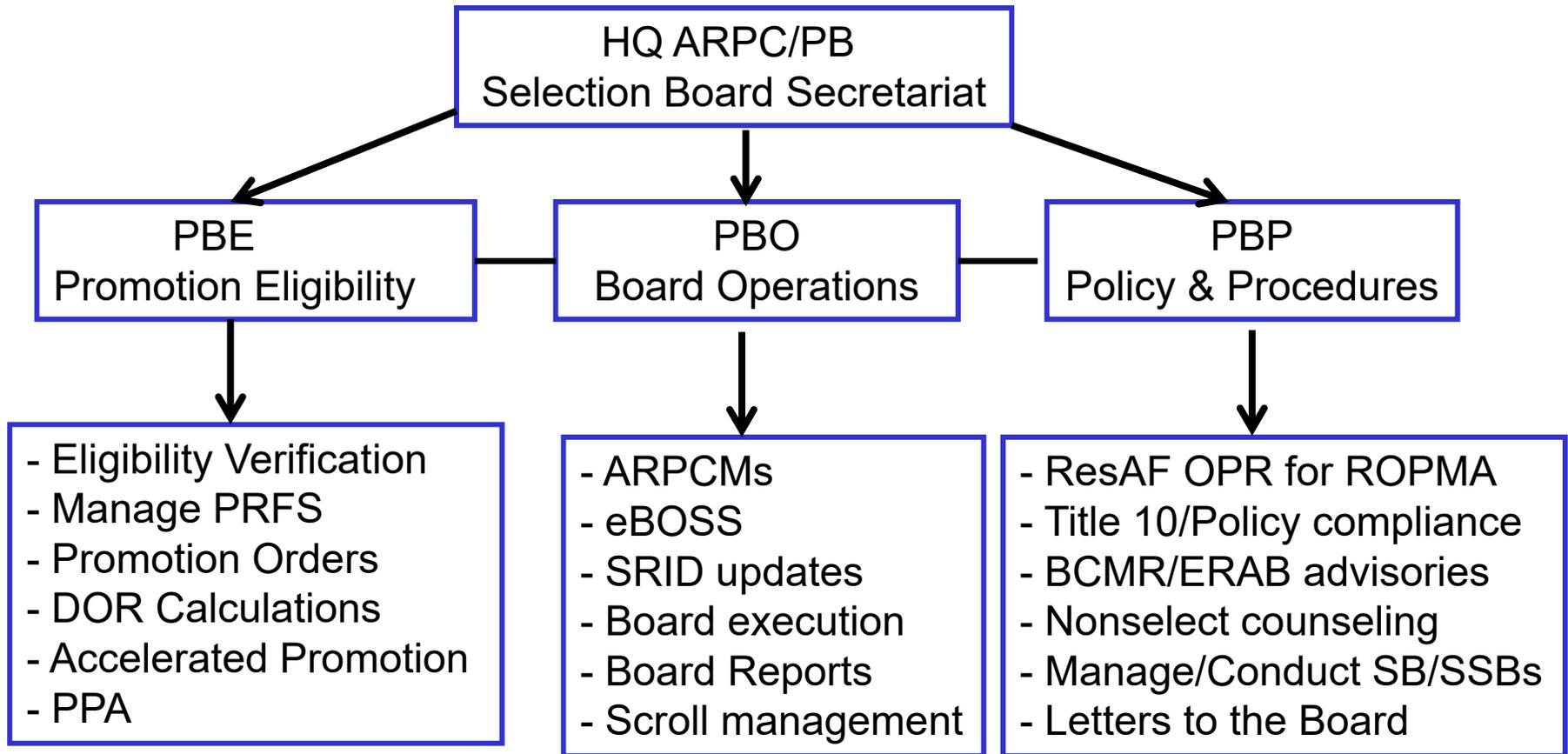
- **HQ ARPC Promotion Board Secretariat**
- **Authority for AFR Promotions**
- **Promotion Boards**
- **Officer's Responsibility**
- **Post Board Actions**





U.S. AIR FORCE

ResAF Selection Board Secretariat



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



Types of ARC Boards

TYPE	DESCRIPTION	AFR
Mandatory Boards	<ul style="list-style-type: none">• By law• IPZ/APZ	1 st Lt/Capts process Maj - Cols
Position Vacancy Boards	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• By law; to correct admin error; ARPC/PB discretion	O-4 thru O-6 Boards
Special Boards	<ul style="list-style-type: none">• By law; can be directed by BCMR	O-4 / O-5 Boards
Selective Continuation Boards	<ul style="list-style-type: none">• SecAF discretion; for 2x deferred officers in specific AFSCs	O-4 / O-5 Boards only



U.S. AIR FORCE

CY21 Selection Board Schedule

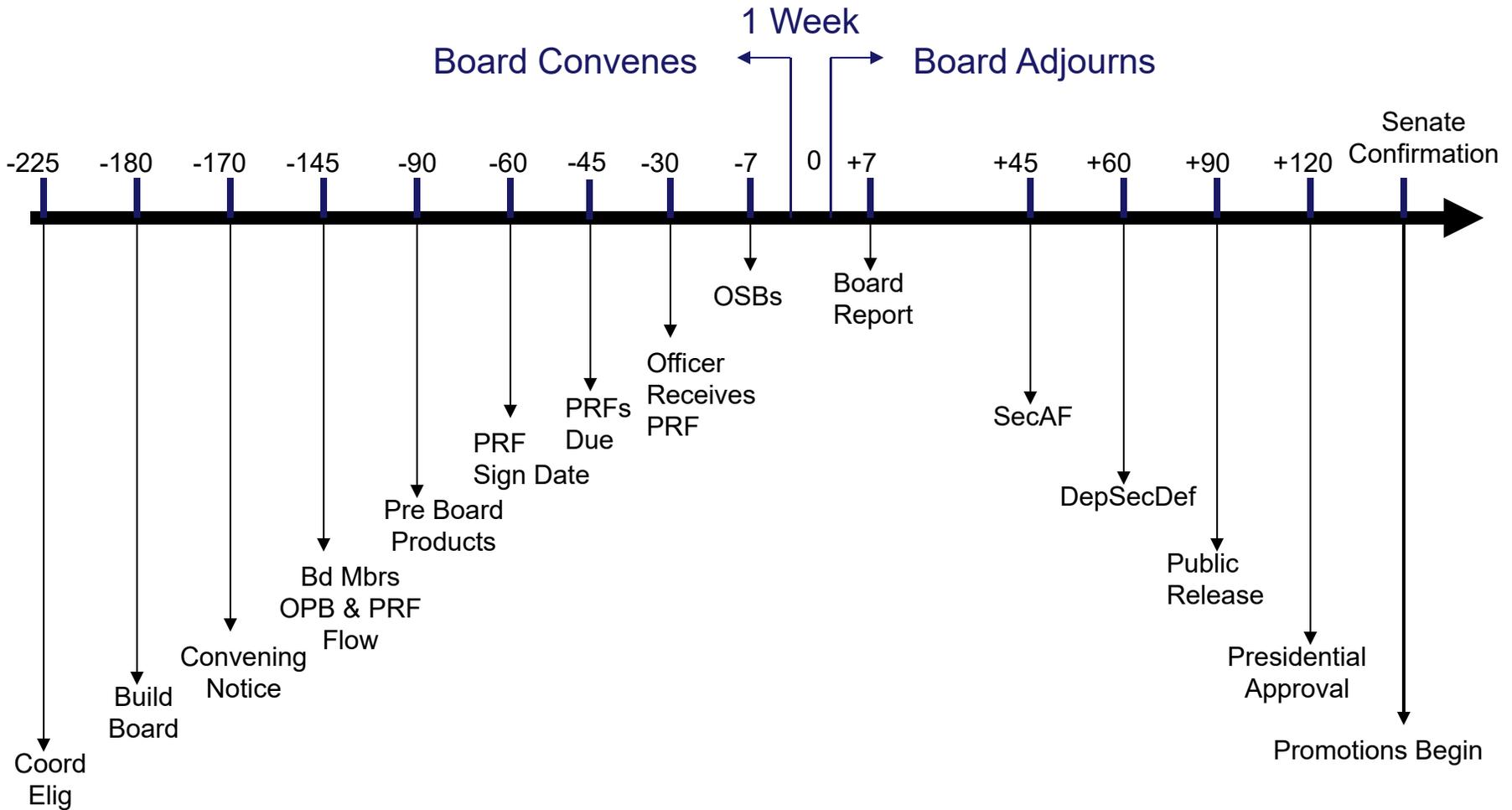
Air Force Reserve Board	Convening Dates
AFR Line Major Board – U/V/W0421A	29 Mar – 2 Apr 2021
AFR Nonline Major Board – U/V/W0421A	29 Mar – 2 Apr 2021
ARC 1 st Lt/Capt Process (1 st Half)	1 Apr 2021
AFR Line Lt Col Board – U/V/W0521A	7 – 19 Jun 2021
AFR Nonline Lt Col Board – U/V/W0521A	7 – 12 Jun 2021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

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



U.S. AIR FORCE

Timelines





Promotion Board Information

The screenshot displays the myPers website interface. At the top, there is a search bar with 'Air Reserve Officer' entered. Below the search bar is a navigation menu with tabs for 'ACTIVE DUTY AF', 'AIR RESERVE', 'AIR NATIONAL GUARD', 'RETIREE', and 'CIVILIAN'. The 'AIR RESERVE' tab is selected. On the left side, there is a 'MY ACCOUNT' section with links for 'Incidents/Messages', 'My Documents', 'Notifications', 'Change Password', and 'My Profile'. Below this is a 'LEARN MORE ABOUT' section with various categories like 'Assignment', 'Benefits and Entitlements', 'Career Management', etc. The main content area is titled 'Promotion' and contains a paragraph of introductory text. Below this text are several sections with blue headers and bulleted links: 'ARC Selection Board Schedule' (with links for 'Calendar Year 2019' and 'Calendar Year 2018'), 'Recent Board Statuses and Information by Rank' (with links for 'First Lieutenant', 'Major', 'Colonel', 'Captain', 'Lieutenant Colonel', and 'Brigadier General Qualification Board'), 'Pre-Promotion Board Information' (with links for 'Promotion Board Eligibility', 'Officer Promotion Board - General Information', 'Officer Pre-selection Brief (OPB) and contents of the Officer Selection Record (OSR)', 'Position Vacancy Promotions', 'Writing Letters to a Promotion Selection Board', and 'Removal of Article 15 and/or Letter of Reprimand (LOR) from an Officer Selection Record (OSR)'), 'Post Promotion Board Information' (with links for 'Accelerated Promotion Process', 'Guard and Reserve Non-selection Counseling', 'Special Boards/Special Selection Boards', 'Mandatory Separation Date (LT Col Selects)', 'Continuation Boards', 'How to Request a Copy of your Promotion Order', and 'Conducting a Promotion Ceremony (Pin-On)'), and 'Related Resources' (with links for 'AFH 33-337, The Tongue and Quill', 'Instructions Governing Centralized OSBs', 'AFI 36-2406, Officer and Enlisted Evaluation System', 'AFI 36-2603, Air Force Board for Correction of Military Records', 'Air Reserve Personnel Center Memorandums', 'AFI 36-2006, Oath of Office and Certificate of Commission', 'AFI 36-2501, Officer Promotions and Selective Continuation', and 'AFI 36-2504, Officer Promotion, Continuation and Selective Early Removal in the Reserve of the Air Force'). At the bottom of the page, there is a breadcrumb trail: 'Home > Officer > Promotion'.



Air Reserve Personnel Center Memorandums (ARPCMs)

2. ELIGIBILITY FACTORS:

a. DOR CRITERIA AND BOARD IDS

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

* PR categories include eligible Reserve officers assigned as Unit Traditional, Air Reserve Technician, Active Guard Reserve (AGR), Individual Mobilization Augmentee (IMA), Selective Service, Participating Individual Ready Reserve (IRR) and Limited Extended Active Duty (LEAD). Although LEAD is not part of the PR, the Secretary of the Air Force has directed LEAD compete with the PR.

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

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

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



MILESTONES

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

Convening Notice

PRFs due

Last day to update MilPDS

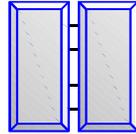
Letters to Board Due

Pay particular attention to SUSPENSE DATES in ARPCMs



U.S. AIR FORCE

Time In Grade (TIG)



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

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



- **What is RASL**
 - **Reserve Active Status List**
- **Promotion Eligible**
 - **Members must be on RASL or ADL for 1 year**
 - **No break in service from AD to AFR**



U.S. AIR FORCE

Promotion Recommendation Form (PRF)

- **Required:**
 - **Mandatory Board O-5 thru O-6**
 - **Position Vacancy Nomination (O-4 / O-5 Boards)**
 - **Do Not Promote (DNP)**

 - **Process/Form**
 - **2-Line PRF**
 - **Bullet format**
 - **Limited to 2 stratifications from SR**
 - **Comments are MANDATORY for ARC**

 - **Signed by SR**
 - **Senior rater fixed by policy**
-



U.S. AIR FORCE

PRF - Mandatory Board (IPZ / APZ)

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

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



Position Vacancy (PV) PRF

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

PROMOTION RECOMMENDATION			
<small>PRIVACY ACT STATEMENT</small> <small>AUTHORITY: 10 United States Code, Section 8013, Secretary of the Air Force, AFI 36-2406, Officer and Enlisted Evaluation Systems, and Executive Order 9397 (SSN), as amended.</small> <small>PURPOSE: Effectiveness/duty performance history, promotion, and other appropriate personnel actions.</small> <small>ROUTINE USES: The "Blanket Routine Uses" published in the Air Force system of records notices apply to this system.</small> <small>DISCLOSURE: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3).</small> <small>SORN(s): F036 AF PC A, Effectiveness/Performance Reporting Records</small>			
I. RATEE IDENTIFICATION DATA (Read AFI 36-2406, Officer and Enlisted Evaluation Systems, carefully before filling in any item)			
1. NAME (Last, First, Middle Initial)	2. SSN	3. GRADE	4. DAFSC
5. ORGANIZATION, COMMAND, LOCATION			6. PAS CODE
II. UNIT MISSION DESCRIPTION			
III. JOB DESCRIPTION			
1. DUTY TITLE:		Position Number	
2. KEY DUTIES, TASKS, RESPONSIBILITIES:			
IV. PROMOTION RECOMMENDATION			
V. PROMOTION ZONE			
BPZ	I/APZ	VI. GROUP SIZE 215	VII. BOARD
VIII. SENIOR RATER ID			
IX. OVERALL RECOMMENDATION			
X. SENIOR RATER		NAME, GRADE, BR OF SVC, ORGN, COMD & LOCATION	
DEFINITELY PROMOTE		DUTY TITLE	
PROMOTE		SSN	
DO NOT PROMOTE THIS BOARD		SIGNATURE	
<small>Instructions</small> <small>Senior Rater: May consider and provide comments on other reliable information that is not contained in the record of performance when completing the PRF. Evaluate the officer's performance and assess his or her potential to serve in the next higher grade. Write Promotion Recommendation (Section IV) in narrative or "bullet" format.</small> <small>Officer: Review record of performance, Officer Pre-Selection Brief, and PRF for accuracy. Prior to your board convening date, you must contact your senior rater to discuss if your PRF is not accurate, omits pertinent information or has an error. If your senior rater concurs, there are procedures to correct prior to the board (reference AFI 36-2406, chapter 8). Per DoD Instruction 1320.11, Special Selection Boards, paragraph 3.b, a supplemental promotion board "must not consider any person who, by maintaining reasonably careful records may have discovered and taken steps to correct that error or omission on which the original board based its decision against promotion."</small>			



Officer's Responsibility

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



U.S. AIR FORCE

Personnel Records Display App (PRDA)

Virtual Personnel Services Center

Welcome: LTC BOEHLE AMY JEANETTE Member (MIL) [Change Role](#)

My Sections

- Dashboard
- PRDA**
- ADP

Search Documents

Browse

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

Available Category:

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

Documents

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

[Get Documents](#) [Select All](#) [Deselect All](#) [Clear](#)

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

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

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

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

8:24 PM
3/29/2014



Electronic Officer Selection Record (eOSR)

Discrepancies

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

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

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

Remarks : Missing Training Report (AF 475)

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

[Decorations](#)

[Evaluations](#)

[Duty History](#)

Decorations Update

Evaluations Update

Duty History Update

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



U.S. AIR FORCE

New Line of the Air Force Competitive Categories

Competitive Categories	Assigned Core Air Force Specialties
Air Operations and Special Warfare (LAF-A)	11X – Pilot 12X – Combat Systems 18X – Remotely Piloted Aircraft 13B – Air Battle Manager 13C – Special Tactics 13D – Combat Rescue 13L – Tactical Air Control Party
Nuclear Missile Operations (LAF-N)	13N – Nuclear and Missile Operations
Space Operations (LAF-S)	13A – Astronaut 13S – Space Operations
Information Warfare (LAF-I)	14F – Information Operations 14N – Intelligence 15W – Weather 17X – Cyber Operations 35X – Public Affairs 61A – Operations Research Analyst 71S – Special Investigations
Combat Support (LAF-C)	13M – Airfield Operations 21A – Aircraft Maintenance 21M – Munitions and Missile Maintenance 21R – Logistics Readiness 31P – Security Forces 32E – Civil Engineering 38F – Force Support 64P – Contracting 65X – Financial Management 84H – Historian
Force Modernization (LAF-F)	61C – Chemist 61D – Physicist/Nuclear Engineer 62E – Developmental Engineer 63A – Acquisition Management
Judge Advocate General’s Corps (LAF-J)	51J – Judge Advocate
Chaplain Corps (CH)	52R – Chaplain
Medical Service Corps (MSC)	41A – Health Services Administrator
Biomedical Sciences Corps (BSC)	42X – Biomedical Clinicians 43X – Biomedical Specialists
Nurse Corps (NC)	46X - Nurse
Medical Corps (MC)	44X – Physician 45X – Surgery 48X – Aerospace Medicine
Dental Corps (DC)	47X – Dental



U.S. AIR FORCE

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

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

Make corrections prior to board convene date



U.S. AIR FORCE

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

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

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



U.S. AIR FORCE

Letter to the Board

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



U.S. AIR FORCE

Post Board Counseling

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



U.S. AIR FORCE

How You Can Help

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



U.S. AIR FORCE

Questions?

United States Air Force Reserve

Integrity - Service - Excellence



U.S. AIR FORCE

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



U.S. AIR FORCE

Post 9-11 GI Bill - Overview

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



U.S. AIR FORCE

Post 9-11 GI Bill - What is it?

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



Post 9-11 GI Bill – What you receive

- **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**
-



U.S. AIR FORCE

Post 9-11 GI Bill – Kinds of training

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



U.S. AIR FORCE

Post 9-11 GI Bill - Who is eligible?

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



Letter of Certification Breakdown

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

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

- You will be eligible for benefits for 15 years from your last period of active duty of at least 90 consecutive days (Forever GI Bill after 1 January 2013)



U.S. AIR FORCE

ARPC Letter of Certification/How to apply

- **To eliminate the need to submit orders or DD 214's of less than 3 years AD service to the VA, ARPC can provide you with a Letter of Certification**
 - **In order to request a letter of Certification (LOC) you will need to:**
 - **Review Point Credit Summary on vMPF for accuracy**
 - **Qualifying duty is identified as Type of Duty 1, 2, 3 & 5 on point summary**
 - **A review of ANG members' orders for type of duty (codes 2, 3 & 5 on point summary) will be done to exclude State funded orders**
 - **Log into your MyPers account to request a letter of certification**
-



U.S. AIR FORCE

ARPC Letter of Certification/How to apply

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

 - **Once you submit your application:**
 - **Contact your VA certifying official at the school once you submit your VA 22-1990**
-



U.S. AIR FORCE

GI Bill Comparison Tool

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



Eligibility to Transfer Your Benefit

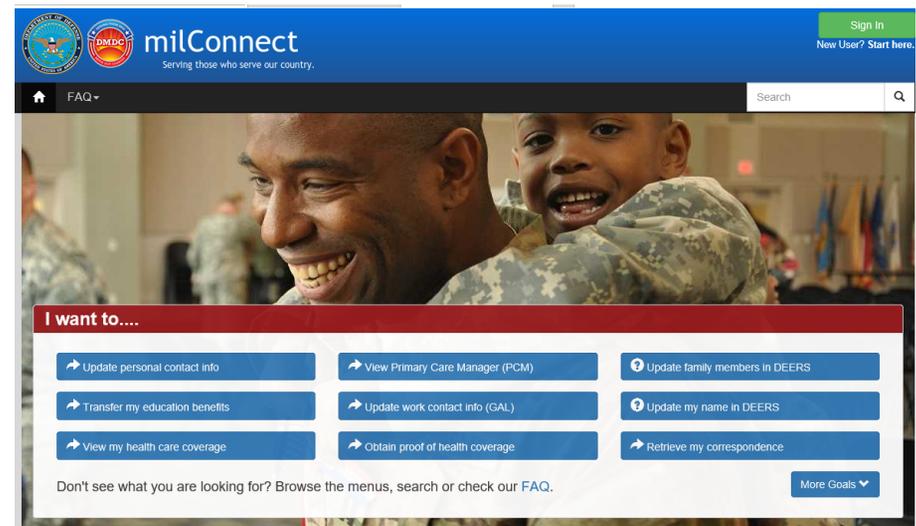
- **Eligibility/Commitment for transfer to dependents:**
 - Member will incur a **4 year** Selected Reserve service commitment on the date of transfer
 - **As of 12-Jul-2019 members must be able to commit to a 4 year service obligation at the time of transfer. Members who do not have the 4 year retainability due to MSD, HYT, or have a current MEB are not eligible**
 - **Members must have *6 years of Satisfactory* service on the date of request to transfer to *dependent***
 - **Dependent spouse *can use the benefit at 6 years Sat Service***
 - **Dependent *children* can not use the benefit until the member has *10 years sat service***
 - **Member must have Post 9-11 eligibility at the time of transfer and be participating in the Select Reserve**
-



U.S. AIR FORCE

Member Applies to Transfer

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





Transferring Benefits to Children

- **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 23rd birthday and can use it until their 26th birthday**
 - **A dependent marriage will not effect their benefit usage**
-



U.S. AIR FORCE

Transfer Your Benefit Additional info

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



Post 9-11 GI Bill

- To establish Post 9/11 Education Assistance eligibility:
 - <http://www.va.gov/education> is where you find the VA Form 22-1990
 - Member may attach up to 5, 1mg attachments (orders, DD 214, etc.)
- To elect to transfer benefits:
 - <https://www.dmdc.osd.mil/milconnect/>
 - Site accessible with:
 - Common access card
 - Defense Department self-service user identification
 - Defense Finance and Accounting Service PIN

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



U.S. AIR FORCE

Questions?





United States Air Force Reserve

Integrity - Service - Excellence

HQ RIO Readiness



U.S. AIR FORCE

Fly, Fight and Win...



U.S. AIR FORCE

Overview

- **What is Readiness**
- **ARCNet**

*

Fly, Fight and Win...



U.S. AIR FORCE

Define Readiness

Participation Readiness

Fab Five

- PHA (to include Immunizations and Lab)
 - Dental
 - Fitness Assessment
 - Security Clearance
 - Upgrade Training
- Must be **Green** in all 5
 - No school/MPA/RPA

Mobilization Readiness

- Deployment Availability Code (DAV) preventing full mobilization

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

Duty Status Code:
56-CivConfine/Sentence Prison



U.S. AIR FORCE

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 3rd 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

Fly, Fight and Win...



• Access through AF Portal

ARCNet Home Participation Duty Plan ATMT Readiness VR Member Email Admin

HQ RIO Home

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

RIO

HQ Individual Reservist Readiness & Integration Organization

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

Mission: Provide, Integrate and Sustain ready Individual Reservists (IR) to meet the needs of the Air Force and other Department of Defense (DoD) components.

Vision: One trusted team making it easy to serve.

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

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

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



Pointers

ARCNet Individual Readiness Detail Chart: All Type: Details Printed: 2/5/2021 6:41:26 PM

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

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

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

Name: DAFFY, DUCK D. (SSgt) Mob Auth: Other
 Participation Readiness: Fully Ready Position #: 0M0123451
 Mobilization Readiness: Ready PAS: BU0MFWBF
 Duty Title: TECHNICIAN, DISNEY LAND Office Symbol: IRR
 Det: IR READINESS Location: 0000 RIO OR

Unit [Click here to see the definition of DAV codes](#)

MSD	HYT	ETS	TAFMS
2/1/2030		4/11/2022	130518

DAVA	DAVL	DAVP	DAVT

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

Overall IMR Status: Fully Ready DLC Status: Green

Actions Needed: None

HRR/PHA

Status	Last PHA Date	Source
Green	Nov 10 2020	PIMR

Dental

Status	Class	Date	Source
Green	2	Dec 19 2020	CDA

Immunization

Status	Source
Green	PIMR

Lab

Status	Source
Green	PIMR

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

Fitness Status: EXEMPT

Test Date: 31 Jul 2020 Next Due Date: Jan 29 2021

AC	Cardio	Pushups	Situps	Overall score
0.00	0.00	0.00	0.00	0.00

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

Security Status Indicator: Fully Ready

Date Invest Completed	Years Valid	SAR of Position	Clearance Awarded
14 Nov 2011	10	6	SECRET

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

AFSC Training Status: Fully Ready

PAFSC	DAFSC	CAFSC	Status Code	Status Date
-3F091	-3F091	-3F091	R	03 Feb 2005

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

Total Force Ancillary Training Status: Awaiting Action

CAC	FP	CTIP	RFT	SAPR	SP
02/05/20	06/09/20	05/14/18	07/22/19	05/18/20	05/18/20

Comments

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

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

Verify last data feed date

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

Det's can add comments.

Slide 6

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



U.S. AIR FORCE

READINESS

Ready vs. Not Ready

ARCNet Individual Readiness Detail

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

General Info

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

Medical Readiness

Overall IMR Status	Fully Ready	DLC Status
Actions Needed		

HRR/PHA

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

Immunization

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

Fitness Readiness

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

Security Clearance Readiness

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

AFSC Training Readiness

ARCNet Individual Readiness Detail

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

General Info

Name	TH J (SSG)	Mob Auth
Overall Readiness	Not Ready	Position #
Duty Title	COMPANY FIRE OFFICER	PAS
Det	Det 4	Office Symbol
Unit	0021 CIVIL ENGINEER SQ	Location
MSD	8/1/2004	DAVA
HYT		DAVL
ETS	10/22/2015	DAVP
		DAVT

Medical Readiness

Overall IMR Status	Need Attention	DLC Status
Actions Needed		

HRR/PHA

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

Immunization

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

Fitness Readiness

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

Security Clearance Readiness

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

AFSC Training Readiness

Fly, Fight and Win...



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



U.S. AIR FORCE

How to complete your PHAQ

The screenshot shows the MyIMR web application interface. At the top, there is a header for "Air Force Surgeon General" and "Individual Medical Readiness Status" for "DIAZ, RONAL. A." at "Buckley AFB". Below this, there are tabs for "IMR", "Immunizations", "DrHA", "Medical Clearance", "SHPE", and "MTF Instructions". The "IMR" tab is selected, and an "IMR ACTION LIST" is displayed. A red box highlights the "Start PHAQ" button, with a red arrow pointing to it. Below the action list, there is a table showing the overall status and details for the PHAQ.

PHA	Overall Status: Current				
Current	Dental	Labs	Profile	Med Equipment	Other
PHAQ: 26 Feb 2019	Dental Class: 1	Blood Type: O	Restriction: No	GMI Required: No	ANAM Date: -
Interval History: 15 Jul 2019	Dental Date: 10 Mar 2020	RH: Positive			
DD2766 Review and Update: 15 Jul 2019		Sickle Cell Screen: Negative			
Provider Review/Signature: 15 Jul 2019		G6PD: Normal			
Last In-Person PHA: 1 Apr 2017		HIV Date: 20 Jul 2018			
		DNA: On File			

- Takes about 10-15 minutes

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Complete your Mental Health Assessment (MHA)

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



What “counts” as military medical

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



Individual Medical Requirements - Dental

U.S. AIR FORCE

- **Requirements**

- Every third year - Military dental exam required (*waived this year*)
- All other years – DD Form 2813 completed by a civilian dentist
 - Turned in to the servicing Active Duty Dental Facility to update
 - Should reflect in ASIMS within 24-48 hrs
 - Can also be submitted via myPers if unable to submit to AD

- **Dental Class 3**

- Dental condition being treated & expected to be resolved within 1 year
- IDT and AT at home station only, no mandays/formal schools authorized

- **Dental Class 4**

- Overdue for your yearly exam (**RED**)

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Individual Medical Requirements – Labs/Shots

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- **Lab Requirements**

- **Generally no appointment needed**

- contact MTF to verify

- **HIV screening**

- Due every two years, 90 day grace period
 - Must be done by a DoD approved lab/MTF

- **Immunizations**

- **Generally no appointment needed**

- contact MTF to verify

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

View DD2766c View Worksheet

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

- **Contact the clinic prior to ensure the shot needed is available**

- **May be accomplished by a civilian provider**

- Submit documentation to the servicing MTF or via myPers to update
 - Lot #, “administered,” date, name

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Individual Medical Requirements

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



U.S. AIR FORCE

Submitting a myPers Ticket to Medical

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

MY ACCOUNT
 • Incidents/Messages
 • My Documents
 • Notifications
 • Change Password
 • My Profile

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

Still Need Help?
 Contact Us

Home > Officer > IMA Management

IMA Management

Applicable to: Air Force Reserve (IR/PIRR)

Mission: Provide, Integrate and Sustain ready Individual Reserve forces globally.

Vision: One trusted team making it easy to serve.

The Headquarters Individual Reservist Readiness Integration Organization (HQ RIO) is located at Buckley Air Force Base, Colorado.

HQ RIO is responsible for managing the readiness of the associated with getting our IRs to the fight. Seven detachments geographically-separated bases around the world assist direct oversight and support to more than 8,000 IR Air

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

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

Home > Officer > IMA Management > Individual Reserve Medical Support

Answer ID: 48236 | Updated: 01 Aug 20

Individual Reserve Medical Support

Applicable to: Air Force Reserve

Previously viewed answers
 RIO/DET OWC AROWS-R Orders Request

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

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

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

[Submit Medical Requests By Clicking Here](#)

Program Information

- Dental

Medical Services Provided:

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

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Questions?

Fly, Fight and Win...



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United States Air Force Reserve

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Recognitions



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

U.S. AIR FORCE



U.S. AIR FORCE

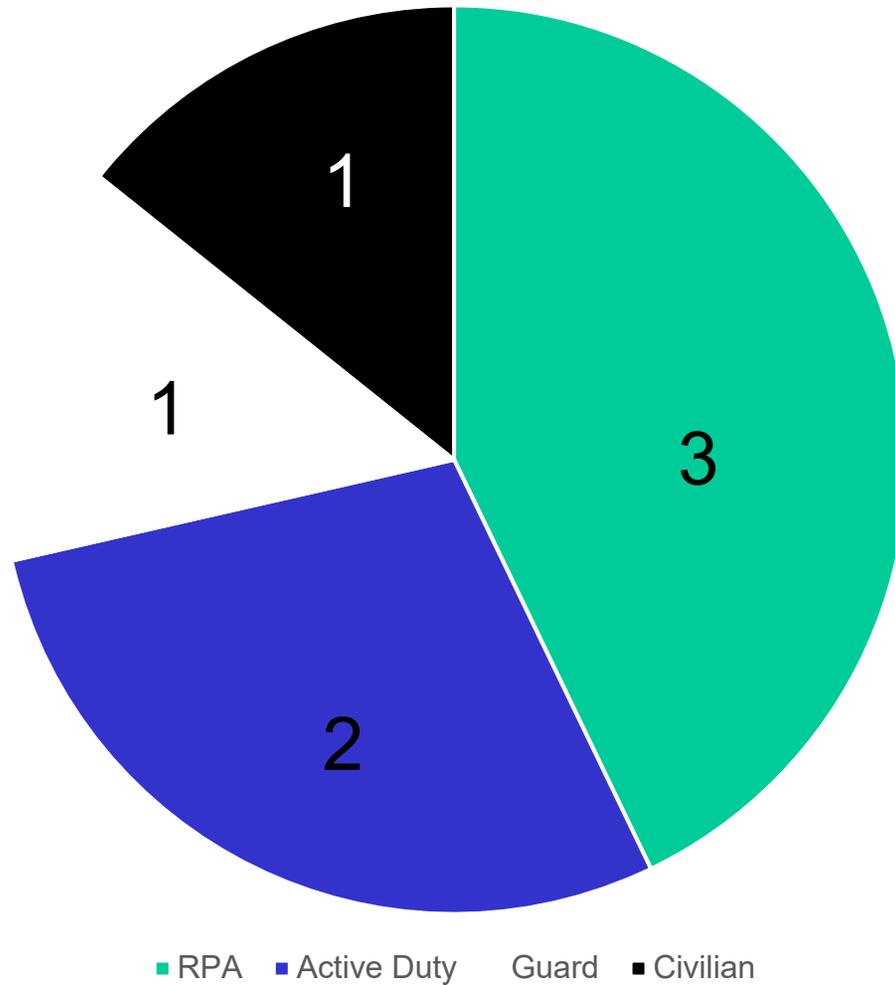
Overview

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



Your ARPC Recognitions Team

Personnel





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References

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



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References Continued

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



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ARPC Responsibilities

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



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ARPC Services

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

- **Since January 2020 we have completed 20K Nominations**



U.S. AIR FORCE

ARPC Services Continued

- **Process Inquiries:**
 - Research status, return, and cancel decorations in vPC upon request
 - Process incoming decorations via mail from AFCENT/losing active duty and ARC units when required
 - Provide Awards and Decorations Listing to retired/separated and prior service members
 - Provide replacement medals for eligible members per AFMAN 36-2806 paragraph 3.8
 - **Since January 2020 we have completed 9.7K Inquiries**
 - **Processing Turn-around:**
 - <5 days: Decorations/Nominations
 - 5-10 days: Updates/Corrections, Inquiries
 - 5-10 days: Listings (Retirees/Separatees/Prior Service)
-



How You Can Help Us and the Customer

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



How You Can Help Us and the Customer

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



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Helpful Information

- **AFCENT Decorations Processing Unit:**
 - AFCENT.A1UDPU@afcent.af.mil, Comm 803-717-6140, DSN 313-717-6140.
 - Decorations Database:
<https://orgs.shaw.afcent.af.mil/afcent/direct/a1/SitePages/udpu.aspx>
 - **Sister Service Awards:**
 - When logged into vPC Dashboard you will select the branch from the drop down that the member belongs too and then use the 'Input Member' button to input the personnel information for nominees who are not members of the U.S. Air Force.
 - **Operation Inherent Resolve/Remote Combat Effects Campaign Medal and 'C'/'R' Devices in vMPF:**
 - These awards will show as "unknown award/decoration" in vMPF. The award has not been coded yet to flow into vMPF and unfortunately we do not have an ETA of when this will be completed. This is with HAF to be resolved.
 - **We are here for you! Please utilize us if any training is needed for updating and/or processing awards.**
-



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Contact Us

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



U.S. AIR FORCE

Questions?





United States Air Force Reserve

Integrity - Service - Excellence



HQ Individual Reservist Readiness & Integration Organization

Fly, Fight and Win...



U.S. AIR FORCE

Overview

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



U.S. AIR FORCE

Supervisor

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



RegAF Commander

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



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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 (MilPDS)

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

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



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Unit Reserve Coordinator

Unit Reserve Coordinator- URC

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



Detachment Staff

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

HQ RIO

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

HQ ARPC

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

RegAF MPS

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



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

22 Apr 20
Version 3

**FORCE SUPPORT SQUADRON (FSS)
EXECUTION, ORGANIZATION, AND
RESPONSIBILITIES**

Personnel Services Delivery Guide (PSDG)

The purpose of this PSDG is to provide Regular Air Force (RegAF) FSS commanders a procedural source for the sustainment of "military personnel" programs and procedures within the FSS.

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United States Air Force Reserve

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Transition Assistance Program



SSgt Allyson Holmes

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- What is TAP?
- Timeframes
- Questions



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What is TAP?

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



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Timeframes

- **Initial Counseling**

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

- **Pre-Separation**

- Lasts 5 years

- **DOD Transition Day**

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

- **VA Benefits brief**

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

- **Capstone**

- Lasts 12 months
-



U.S. AIR FORCE

QUESTIONS?

Headquarters U.S. Air Force

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Headquarters Individual Reservist Readiness and Integration Organization

Tips and Tricks for Navigating IR Websites



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HQ RIO Readiness & Training



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ROEs for Virtual Training

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



U.S. AIR FORCE

Introductions

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



U.S. AIR FORCE

First we will cover ...

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

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CAC access for personal computers

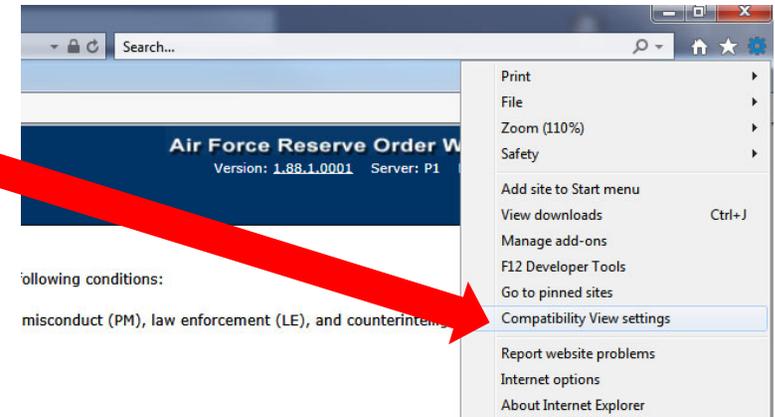
- Need a CAC reader? Ask your URC or detachment
- One word: *Authentication Certificate* (okay, that's TWO words ...)
- Step-by-step instructions: <https://militarycac.com/>
 - Not an official website
 - It's where the comm folks go!
 - Mac instructions
 - Known issues
 - BOOKMARK THIS SITE



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General Rules of Thumb

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



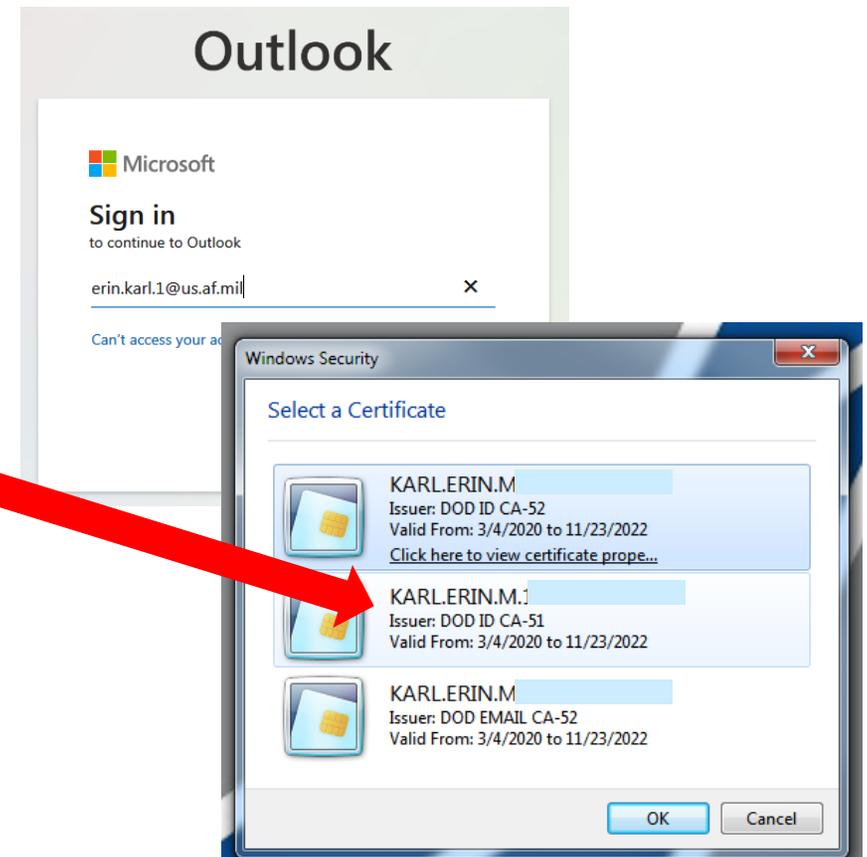
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OWA (webmail)

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



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Air Force Portal (my.af.mil)

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

QUICK LINKS + ADD

AFPA | CATEGORIES | A—Z

AIR FORCE INFORMATION

- [AFPAAS \(Air Force Personnel Accountability and Assessment System\)](#) + Add to My Favorites

PERSONNEL AND CAREER

- [AFPAAS \(Air Force Personnel Accountability and Assessment System\)](#)

MY STUFF

- ▲ MY ALERTS
 - > Urgent (0)
 - > Notice (0)
 - > My Inbox (0)

MY WORKSPACES

Workspace

★ MY FAVORITES

- AFFMS II (Air Force Fitness Manage...
- Air University Portal (.mil)
- AROWS-R (AF Reserve Order Writing...
- DTS (Defense Travel System)
- My IMR / ASIMS - Medical Readiness...
- myPay
- myPers

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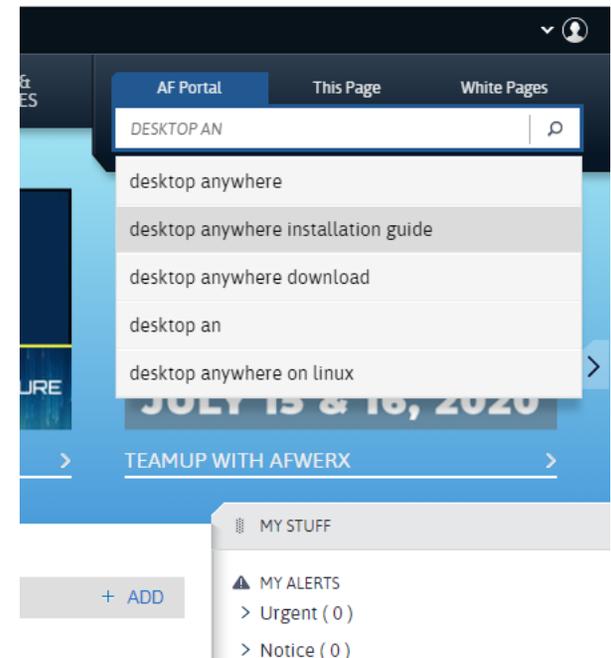


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Desktop Anywhere

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

Downloads and
instructions on the Air
Force Portal



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Websites ...

■ Readiness

- ARCNet
- myIMR
- AFFMSII

■ Personal/Personnel

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

■ \$\$

- AROWS-R
- UTAPS
- DTS



Check your Readiness

■ ARCNet

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

The screenshot shows the ARCNet Member Profile page. The top navigation bar includes the ARCNet logo and several menu items: Home, Participation, Duty Plan, ATMT, Readiness, VRS, Member, Email, and Admin. A red arrow points to the 'Readiness' menu item. Below the navigation bar is a blue header for 'Member Profile'. The main content area is divided into sections: Preferences, Member info, and Contact info. The Preferences section shows the current theme is 'Cosmo' with a 'Change Theme' dropdown. The Member info section displays various details: Member Id: 10863, EDIPI: 1104690501, AF Portal Id: jessica.j.montemayor, User Type: Member, Profile Last Updated: 4/17/2018, Last Logon: 7/8/2020, Rank: SMSgt (E-8), and Name: Jessica J MONTEMAYOR.



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ARCNet Pointers

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

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



My IMR/ ASIMS Medical Readiness

- MyIMR (ASIMS)

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

Air Force Surgeon General

Medical Readiness Status
MONTEMAYOR.JESSICA.JO.1104690501
 Buckley AFB
 EMAIL: JESSICA.MONTEMAYOR@US.AF.MIL

IMR	Immunizations	DrHA	Medical Clearance	SHPE	MTF Instructions						
IMR ACTION LIST (Nothing due) Action List Help MyIMR User Guide											
Overall Status: Current											
PHA		Dental		Labs		Profile	Med Equipment	Other			
Current		Current		Current		Ready	Current				
PHAQ:	19 Jul 2019	Dental Class:	2	Blood Type:	A	Restriction:	No	GMI Required:	No	ANAM Date:	-
Interval History:	8 Nov 2019	Dental Date:	27 Nov 2019	RH:	Positive						
DD2766 Review and Update:	8 Nov 2019			Sickle Cell Screen:	Negative						
Provider Review/Signature:	8 Nov 2019			G6PD:	Normal						
Last In-Person PHA:	-			HIV Date:	25 Oct 2019						
				DNA:	On File						



U.S. AIR FORCE

myPers Portal

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

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

- Profile, Incidents and Messages:** A yellow box highlights the top navigation menu item.
- Search:** A yellow box highlights the search bar in the top right corner.
- IMA Management:** A yellow box highlights the 'IMA Management' link in the 'LEARN MORE ABOUT' sidebar menu.
- Alerts (3):** A red banner at the top of the main content area displays alerts, including a chat option with an Air Reserve Component (ARC) myPers Total Force Service Center Agent.
- I Would Like To...:** A blue banner at the bottom of the main content area displays personalized recommendations, such as 'Air Force Reserve Individual Reservist Program' and 'Access to AGR Program Information and Vacancies'.



Submitting a ticket on myPers

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

ACTIVE DUTY AF AIR RESERVE AIR NATIONAL GUARD RETIREE CIVILIAN

MY ACCOUNT

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

Still Need Help?
Contact Us

Home > Incidents/Messages > E-mail Us

E-mail Us

- Required

Tell us what you are writing to us about.

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

-

Component

- Category

Tell us how we can help.

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

- Subject
- Question



AFPC Secure Applications

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

Welcome, User...

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

Phone Number:
[Redacted]

[Click here to update your information](#)

Message Center...

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

Available Applications... Top Viewed Sites

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

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

[Application List Display Preferences](#)



1.

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



2.





U.S. AIR FORCE

Connecting to PRDA

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

QUICK LINKS + ADD

PRDA X ⌵ CATEGORIES | A-Z

TOP PORTAL SEARCHES - UPDATED 28 OCT

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

PERSONNEL AND CAREER

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

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



I Would Like To...

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

» [View More](#)



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

Virtual Personnel Services Center

Welcome: SMS MONTEMAYOR JESSICA J Member [Change Role](#)

My Sections

- Dashboard
- PRDA**

Browse

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

Available Category:		Selected Documents	
<input type="checkbox"/>	ENTIRE PERSONNEL RECORD (27)	<u>Form Number</u>	<u>Document Name</u>
<input type="checkbox"/>	PERFORMANCE REPORTS (3)		
<input type="checkbox"/>	DECORATIONS (5)		
<input type="checkbox"/>	ORDERS (2)		
<input type="checkbox"/>	SELECTION FOLDER (8)		
<input type="checkbox"/>	PCARS (1)		
<input type="checkbox"/>	MEDICAL (0)		
<input type="checkbox"/>	BOARD (0)		

[Get Documents](#)



Reserve Vacancies

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

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



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

Vacancy Selection Menu

All Enlisted Vacancies	All Officer Vacancies
Unit Enlisted Vacancies	Unit Officer Vacancies
IMA Enlisted Vacancies	IMA Officer Vacancies
AGR Enlisted Vacancies	AGR Officer Vacancies

Would you like to go to:

AFRC Homepage	ARPC Homepage
Reserve Recruiter	Exit



Suite of applications for web-based personnel:

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



U.S. AIR FORCE

Connecting to the vMPF

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

QUICK LINKS + ADD

X | 🔍 CATEGORIES | A—Z

TOP PORTAL SEARCHES - UPDATED 28 OCT

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

PERSONNEL AND CAREER

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

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

AFPC Secure

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

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

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

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



Navigating the System





Message Center

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

Navigation

The following areas of the vMPF are available to you:

[Self-Service Actions](#)

Self Service Application Status

- [My Stuff](#)

Most Popular Applications

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

AIR EXPEDITIONARY FORCE (AEF) INFORMATION

AEF INDICATOR	AEF DESCRIPTION/ROTATION PERIOD	DATE ASSIGNED TO THIS AEF
IDT	INDIVIDUAL DWELL TIME (IDT) INFORMATION	IDT COUNTER
0 DAYS	IDT EXPIRATION DATE	6286 DAYS



Help

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

System Announcements

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

Helpful Links

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



Navigating the System

The screenshot shows the vMPF Self-Service Actions website. At the top left is the U.S. Air Force logo. The main header features the text "vMPF Self-Service Actions" in a stylized font. To the right of the header is a "Secure Log Out" button. Below the header is a navigation bar with links for "vMPF Home", "Self-Service Actions Home", "Sitemap", "Glossary", and "Help". On the right side of the navigation bar is a "Go to" dropdown menu currently set to "Site Contents".

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

Self-Service Actions

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





U.S. AIR FORCE

Updating Your Record



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

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

Personnel Data

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





Updating your Record-Individual Information

The screenshot displays the vMPF Self-Service Actions website. At the top left is the vMPF logo with the text "Self-Service Actions". At the top right is a "Secure Log Out" button. Below the logo is a navigation bar with links: "vMPF Home", "Self-Service Actions Home", "Sitemap", "Glossary", and "Help". To the right of these links is a "Go to" dropdown menu currently set to "Site Contents".

The main content area is titled "INTRODUCTION". On the left side, there is a "Pages" sidebar menu with the following items: "Introduction" (highlighted with a red arrow), "Individual", "Duty: Current", "History", "TDY", "Assignments", "Performance Reports", "Promotion", "Reenlistments", "Awards & Decs", "Aircrew", "Education & Training", "Service", and "View/Print All Pages".

The main text of the "INTRODUCTION" page reads: "This section of the vMPF can be used to review your personal information in a variety of areas. The intent is to provide easy access to your information. To navigate from one subject area to another, click on the links to the left. You may print the page you are on, or all of the pages listed by clicking on the appropriate print button. Active Duty General Officers: AF/DPG at COMM (703) 697-1181 (DSN 227-1181) or by email at AFDPG.Workflow@pentagon.af.mil



Updating your Record-Individual Information



[Secure Log Out](#)

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

Pages

[Introduction](#)

[Individual](#)

Duty:

[Current](#)

[History](#)

[UDY](#)

[Assignments](#)

[Performance Reports](#)

[Promotion](#)

[Reenlistments](#)

[Awards & Decs](#)

[Aircraft](#)

[Education & Training](#)

[Service](#)

[View/Print All Pages](#)

INDIVIDUAL INFORMATION

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

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

27



Updating your Record-Individual Information

Secure Log Out

vMPF Home • Self-Service Actions Home • Sitemap • Glossary • Help Go to Site Contents

Pages

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

INDIVIDUAL INFORMATION

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

NAME

MARITAL STATUS: MARRIED

JOIN SPOUSE INTENT: NOT A

SGLI AMOUNT: 400,000

PERSONAL EMAIL ADDRESS:

HOME PHONE:

HOME ADDRESS:

SEX: FEMALE

RACE:

HISPANIC DECLARATION:

RELIGIOUS PREFERENCE:

DATE OF BIRTH:

ETHNIC GROUP:

PLACE OF BIRTH: SOUTH CAROLINA

DATE: 20 NOV 2014

USE ENLISTED MEMBER USAFR

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

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

Personal Email Address 

WARNING
DO NOT use vulgar or offensive email addresses

OK Cancel



Updating your Record-Duty Information

Secure Log Out

[vMPPF Home - Self-Service Actions](#) [Home](#) [Help](#) [Go to Site Contents](#)

CURRENT DUTY INFORMATION

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

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



U.S. AIR FORCE

Updating your Record-Duty Information

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

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



CAC Login

Login

--- or ---

Password Login

Login ID:

Password:

Login

--- or ---

New User Login

First Time Login

[Forgot Your Password?](#)

I'm A New User:

Member (Reservist) or Civilian employee:

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

CAC Login Information:

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

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

Password Reset:

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

AFRCFM.AROWSR@US.AF.MIL

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

Help Desk Information

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

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

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

Email: AROWS-R: AFRCFM.AROWSR@US.AF.MIL

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



Requirements

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

Phone Number: []

Email Address: XXXXXXXX.com

Travel Voucher Distribution List: XXXXXXXX.com, erin.karl.1@us.af.mil

Reserve Pay Office: IMA RPO

Number of Items per Page: 10 (used as a default for inboxes)

Password Verification Question & Answer

1. What was your high school mascot? []

2. What is the color of your first car? []

3. What was your first pet's name? []

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

5. What is the name of your best friend? []

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

Save Changes



U.S. AIR FORCE

Printing initial orders ...

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

The screenshot shows the AROWS-R web application interface. The main window displays the 'Member Approved Orders Inbox' with a list of tracking numbers. A dropdown menu is open, showing 'History - Modifications' selected. A secondary window shows the 'Approved Orders' table with a 'Print' button highlighted for the initial order.

Tracking Number
8391189
8391059
8345175
8344991
8337766
8264281
8237143
7954729
8044729
7829451

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



U.S. AIR FORCE

Detachments

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



Getting to UTAPS

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

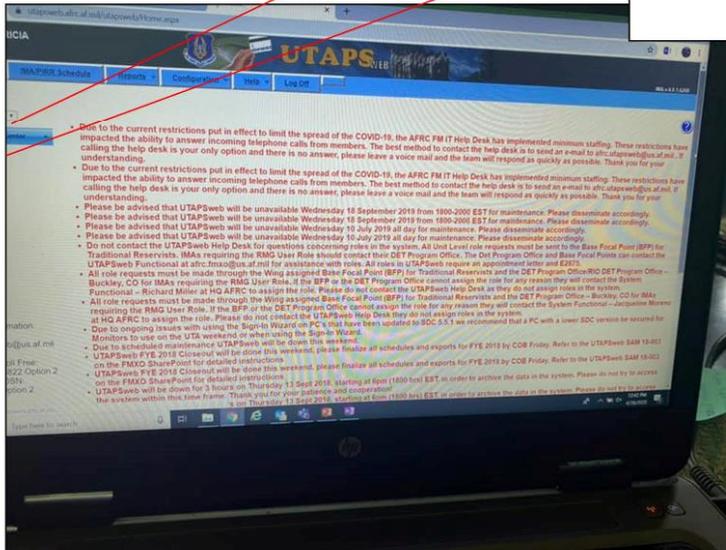
The screenshot shows a web browser window with the URL arowsr.afrc.af.mil/arows-r/cac/login.do. The page features the U.S. Air Force logo in the top left corner. A navigation bar contains the following links: Home | Switch Profile | My Account | Logout. A dropdown menu is open, displaying the following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



U.S. AIR FORCE

Getting rid of the red messages

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



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

All clean!



U.S. AIR FORCE

New UTAPS Calendar

Monthly Schedule View

Today < > July 2020 Submit Schedules

Day Week Quarter Legacy Print Calendar Reports

	Q1	Q2	Q3	Q4	FY
IDT	20	0	0	4	24
RMP	0	0	0	0	0
FHD	0	0	0	0	0
PNT	0	0	0	0	0
AFTP	0	0	0	0	0
AGTP	0	0	0	0	0
Manday	0	0	0	0	0
Conflict	0	0	0	0	0
Split					

Built					
Pending					
Rejected					
Approved					
Worked					
Paid					

Want the old calendar back?
Click LEGACY.

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



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



U.S. AIR FORCE

Defense Travel System Overview

- **What system do I file my voucher in?**
 - **Check Line E on the 2nd page of your orders**
 - **DTS = DTS**
 - **RTS = Paper voucher submitted via myPers**

- **DTS is a 2-Step process**
 - **Authorization**
 - **Voucher**

Integrity - Service - Excellence



U.S. AIR FORCE

DTS vs RTS

- **Order types that currently flow from AROWS-R to DTS**
 - **Annual Tour Only (no IDTs on front or back end)**
 - **MPA/RPA 29 DAYS or less**
 - **Back-to-back orders less than 45 days total**

- **Order types that will continue to be processed manually via RTS**
 - **RPA/MPA 30 DAYS or more**
 - **IDT Travel Reimbursement (Critical AFSC list)**
 - **IDT Lodging Reimbursement filed on the OF 1164**

Integrity - Service - Excellence



U.S. AIR FORCE

DTS vs RTS

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

Integrity - Service - Excellence



U.S. AIR FORCE

DTS HELP DESK HQ RIO POC's

■ DTS SUPPORT

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

Integrity - Service - Excellence



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

The screenshot shows the 'My Documents' page in the MyVector system. The page title is 'My Documents' and the breadcrumb is 'Dashboard / My Documents'. Below the title, there is a section 'View My Documents' with the text 'In this section you are able to access your documents.' and a dropdown menu for 'Officer Career Brief'. A table with columns 'Name', 'Description', 'Order Num', and 'Date' is displayed. The table contains four rows of documents, all with the name 'AFRESSTATUS' and description '(OFF) DESIGNATION OR RESIGNATION OF READY OR STANDBY RESERVIST'. The first row has a PDF icon, Order Num '01262', and Date '01 Jun 2020'. The second row has a TIF icon, Order Num 'DA00441', and Date '04 Dec 2016'. The third row has a TIF icon, Order Num 'A382', and Date '16 Aug 2015'. The fourth row has a TIF icon, Order Num 'R0033', and Date '02 Dec 2013'. There are 'Collapse All' and 'Expand All' buttons above the table.

	Name	Description	Order Num	Date
PDF	AFRESSTATUS	(OFF) DESIGNATION OR RESIGNATION OF READY OR STANDBY RESERVIST	01262	01 Jun 2020
TIF	AFRESSTATUS	(OFF) DESIGNATION OR RESIGNATION OF READY OR STANDBY RESERVIST	DA00441	04 Dec 2016
TIF	AFRESSTATUS	(OFF) DESIGNATION OR RESIGNATION OF READY OR STANDBY RESERVIST	A382	16 Aug 2015
TIF	AFRESSTATUS	(OFF) DESIGNATION OR RESIGNATION OF READY OR STANDBY RESERVIST	R0033	02 Dec 2013



What is AFPAAS?

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

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



Update Data

AFPAAS / Air Force Personnel Accountability and Assessment System Logout

Home My Info Assessment Reference Help

Please update your contact information.

Full Profile for Training, Honcho

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

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

No Displaced Location Edit
Please edit this section if displaced!

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

Home Address Manually edit this section as it will NOT be overwritten with data updates! Verify Info as Current Edit

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

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

DEERS Home Address and Contact Info To login to DEERS, click here

Data from NPC (pulled from DEERS and other DAF databases); Will be overwritten with data updates.

Home:	Primary Email:
Work:	Secondary Email:

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

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

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



Save Updated Information

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

Home My Info Assessment Reference Help

Please update your contact information.

Full Profile for Training, Honcho

Preferred:

Home:

Work: 555-555-1234

Cell: 619-555-2222

Cell Carrier: AT&T

Email 1:

Email 2:

< Copy Phone

< Copy Email

Home:

Work:

Email 1:

Email 2:

*This data is pulled from DEERS periodically.
To login to DEERS and update your info, click here.

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

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

Save Cancel

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



U.S. AIR FORCE

RIO Connect App & Capabilities

Download for access to:

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



Integrity - Service - Excellence



U.S. AIR FORCE

What if things change?

- **Be proactive**
 - Put reminders in your calendar
 - CAC expiration
 - Log in to UTAPs regularly
 - Don't wait until the last minute

- **Be connected**
 - You don't have to be social to be on social media
 - Make connections with other IRs who are "tech savvy"
 - Read the RIO BUZZ
 - Use the RIO Connect app

Download our
Website Help
Reference
Guide!





U.S. AIR FORCE

What questions do you have?

- We will keep this meeting open as long as necessary to answer all your questions in the chat
- A recording will be available at the same link you used to attend ... spread the word and share this training with others!
- We value your feedback! Will you take the survey?
 - <https://forms.gle/7REsq6yepb7dAVps9>



Want the slides?

To take the survey, use the QR code or the link – you'll need to use a non-gov't computer.



<https://forms.gle/3i9JkSSUSwZn2zbM6>

<https://www.arpc.afrc.af.mil/HQ-RIO/Training/>

United States Air Force Reserve

Integrity - Service - Excellence

IR Travel Policies and Procedures



HQ RIO/IR Travel

U.S. AIR FORCE



- IR Travel
- Types of Travel
- MYPERS for all RTS travel reimbursement
- Two Travel Systems
- Government Travel Card (GTC)
- IR Travel Contact Information



Types of Travel

- Active Duty status (ADT, RPA, MPA, ADOS, etc.)
- IDT (within commuting distance) - **lodging is not authorized**
Commuting distance defined as less than 50 miles (may vary, check with Active Duty (AD) Unit or Unit Reserve Coordinator (URC) for clarification of the commuting area for your assigned duty location).
- IDT (outside of commuting distance) - **lodging is authorized** and reimbursable according to travel regulations
- IDT Outside Normal Commute – member on DD1610 orders for Critical Skills
- PCS/PPM Vouchers



U.S. AIR FORCE

myPers for All RTS Travel Reimbursement

- Customer submits a computable voucher in accordance with “*The Guide*” for *Individual Reservists* and *Joint Travel Regulation (JTR)*
- Technicians are then assigned *myPers* incident on a first in, first out basis
- Technician reviews submission for correctness
 - If the voucher is computable it is input into RTS
 - If the voucher submission is not computable then the technician will contact the member via *myPers* detailing actions that need to be taken by the member
- Computed vouchers are reviewed by an auditor, and then sent to pay
- Once a voucher has been submitted for pay it usually takes DFAS 2-3 business days to make a payment, but can take up to 10 days due to COVID
- The Advice of Payment can then be reviewed via *MyPay* on the payment date. Any deviations in pay from what was requested will be addressed in the comments on the AOP
- PLEASE ENSURE YOUR CIV EMAIL ADDRESS IS CURRENT

One *myPers* incident per travel reimbursement request – do not bundle separate requests – do not open a new incident to inquire about an old incident (w/in 30 days).



U.S. AIR FORCE

Two Travel Systems – Orders Dictate Which to Use

- IR's will be required to use one of two travel pay systems
 - Defense Travel System (DTS) – electronic vouchers
 - Reserve Travel System (RTS) – manual vouchers
 - IRs do not use eFinance
- Review orders (AF 938 / DD 1610) for travel system determination
- **All travel vouchers must be filed within 5 duty days of travel** completion regardless of system



-
- Contact the ODTA (organization defense travel administrator) at your assigned detachment for assistance with DTS
 - IR Travel technicians have limited access within DTS as our office is assigned voucher review authority only
 - Customers requesting assistance from IR Travel for DTS issues immediately referred to their detachment ODTA
 - Contact information for your detachment can be found via the HQ RIO Directory website



- RTS: Navigate to myPers via HQ RIO website
- Manual vouchers submitted to IR Travel Office via myPers
Do not use eFinance
- Review “The Guide” for Individual Reservists:
<https://www.arpc.afrc.af.mil/hqrio/IRTravel.aspx>
- All forms needed for completion of your voucher including some checklists may be found on our website:
<https://www.arpc.afrc.af.mil/hqrio/IRTravel.aspx>



U.S. AIR FORCE

Government Travel Card (GTC)

- GTC Agency Program Coordinator (APC)
 - Located at IR's (AD) unit of attachment
 - Responsible for processing application and monitoring use
 - **Member** is responsible for full and timely payment
 - Commanders may discipline for unauthorized use or delinquency in payment
 - Delinquency may be reported on personal credit report only after 211 days of non-payment
 - Late fees can only be assessed 75 days after the end of the billing cycle
 - EFT and SPLIT DISBURSEMENT MANDATORY PER DODFMR Vol 9 Chp 3 para 030208
 - Electronic funds transfer (EFT) is the mandatory means by which a travel claim is settled within the Department of Defense. Split disbursement permits direct payment via EFT to the travel card contractor for charges incurred on the travel card and to the cardholder for any residual amount remaining
-



U.S. AIR FORCE

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
 - Incidentals (i.e. toothpaste, soap, laundry, etc.)
 - IDT travel costs (Hotel/Lodging only)
 - Exception: Reserve members assigned to "Critical Staffing Shortage" defined DAFSCs
-



- CBA vs IBA
 1. CBA: Centrally Billed Account
 - Member does not have a GTC
 - Airfare will be paid by orders
 - Reimbursement is not authorized
 2. IBA: Individually Billed Account
 - Member has a GTC
 - Airfare will be paid with the travelers GTC

 - Travel Advance
 1. Must does not have a GTC
 2. Must be authorized on the orders (80%)
 3. Can take 5-10 days to post to your account
-



U.S. AIR FORCE

Questions ?

United States Air Force Reserve

Integrity - Service - Excellence

Reserve Uniform Clothing Allowances- Enlisted



U.S. AIR FORCE



U.S. AIR FORCE

Overview

- **Uniform Replacement- Enlisted**
- **Questions**



Uniform Replacement -Enlisted

- **Fair Wear & Tear (FWT) Replacement**
 - **Authorized replacement items every 3 years for issue items ONLY**
 - **Member submits via myPers:**
 - **Contact Us** (left hand side of screen)
 - **Email TFSC, Enlisted, Compensation, Subject: “Uniform Request”**
 - **AF Form 656, Clothing Request and Receipt—Male/Female**
(<https://www.arpc.afrc.af.mil/hqrio/resources.aspx>)
 - **Completing AF 656:**
 - **Annotate DOD ID number in place of SSAN (SSAN not accepted)**
 - **Provide your ETS date in the ETS Block – MUST have 6 months retain ability**
 - **Provide quantity in “Req’d” column (reference AFI 36-3014, Attachment 3, Table A3.1 (male) Table A3.2 (female) for authorized quantity)**
 - **Provide the size you require in the “Sold” column**
 - **Provide your physical mailing address and telephone number on the form in the empty cells underneath “Maternity Shirt” in the bottom right**
 - **IR Uniform Agreement** (<https://www.arpc.afrc.af.mil/hqrio/resources.aspx>)
-



Uniform Replacement Cont

- **Items come ready to wear from Kentucky Logistics Operation Center (KYLOC)**
 - **Uniform items:**
 - **Items may take up to 90 days from date of order to arrive**
 - **Items may be shipped as available**
 - **Once all items have been received:**
 - **Sign and submit the original AF Form 656 via the original myPers incident**
 - **Past Incidents are located by clicking on “Incidents/Messages” located on the top left corner of the myPers home page.**
 - **If IR receives inaccurate shipment OR if items are damaged/incorrect/ or ill-fitting**
 - **Contact KYLOC as soon as possible at 1-888-255-1131**
 - **After 90 days of receiving shipment, KYLOC will not reissue items**
 - **Reimbursement for shipping is not approved at this time**



U.S. AIR FORCE

AF Form 656

CLOTHING REQUEST AND RECEIPT -- MALE/FEMALE <small>(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974)</small>				CONTROL NO.	DATE		
<small>AUTHORITY: 10 U.S.C. 2632, 37 U.S.C. 416 and Executive Order 9397 PRINCIPAL PURPOSES: To account for the issue of uniform clothing items to enlisted personnel; SSAN is used for positive identification. ROUTINE USES: May be disclosed to any DOD component and upon request to other Federal, State, and local agencies in the pursuit of their official duties. May also be used for other lawful purposes including law enforcement and litigation. DISCLOSURE IS VOLUNTARY: Failure to provide the information would preclude the orderly maintenance of property accounts or prevent the issuance of clothing items. Disclosure of SSAN is voluntary.</small>							
NAME OF AIRMAN FOR WHOM REQUEST IS MADE Smith, Michael		GRADE E-7	SSAN DoD ID Number	UNIT AD unit			
EMAIL michaelsmith@yahoo.com		SALES CODE		ETS 12 months retainability			
<input type="checkbox"/> 16-Operation & Maintenance, AF	<input checked="" type="checkbox"/> 19-AF Reserve	<input type="checkbox"/> 80-ARMY	<input type="checkbox"/> Other Reimbursable Appropriated Funds <small>(Insert Sales Code)</small>				
<input type="checkbox"/> 17-Military Personnel, AF	<input type="checkbox"/> 23-Air National Guard	<input type="checkbox"/> 81-Navy	<input type="checkbox"/> Reimbursable Non-Appropriated Funds <small>(Insert Sales Code)</small>				
QUANTITY REQD	ARTICLE	UNIT COST	TOTAL COST	QUANTITY REQD	ARTICLE	UNIT COST	TOTAL COST
1	Bag, Duffel, Nylon, OG			3	Shirt, Ctn/Poly, S/S, AF Shade 1550, Tuck-in (W)		
1	Belt, Cotton, Riggers, Desert Sand 503						
1	Belt, Cotton, Web, Blue, w/Chromium Plate			2	Shirt, Ctn/Poly, L/S, AF Shade 1550, Tuck-in (W)		
1	Boots, Temperature, Sage Green Boots			1	Shoes, Dress Leather		
1	Buckle, Belt, Chromium Plated			0	Skirt, Darted, Poly Serge AF Shade 1620 (W)		
1	Cap, Garrison (Flight cap), AF Shade 1620)			0	Slacks, Darted, Poly Serge AF Shade 1620 (W)		
2	Cap, ABU			0	Socks, Athlete's, Crew, White (3 Pair Package)		
1	Coat, All Weather w/Removable Liner			0	Socks, Liner, Poly/Nyl, Black		
1	Coat, Gvs, W/Poly, Serge, Blue AF Shade 1620			4	Socks, Cushion Sole, Stretch, Green		
4	Coat, Camouflage ABU			0	Towel, Bath, Cotton, White		
0	Drawers, Cotton, Briefs, White, (M)			4	Trousers, ABU		
1	Gloves, Lea, Black, Lined, Unisex			3	Trousers, W/Poly, Serge, 10oz, AF Shade 1620 (M)		
1	Insignia, SOG, US			5	Undershirt, Qtr. Sleeve, Sand		
1	Name Tag, Metal			5	Undershirt, Ctn, White, V-Neck (M)		
2	Name Tag, Plastic				Maternity Trousers, ABU (W)		
4	Name Tape, USAF				Maternity Coat, ABU (W)		
4	Name Tape				Maternity Slacks, Blue (W)		
1	Jacket, Physical Training Uniform (PT)				Maternity Shirt, Ctn/Poly (L/S or S/S) (W)		
3	T-Shirt, Athlete's, PTU				Address/Phone Not Available in KYLOC items		
1	Pant PTU						
3	Trunks, PTU						
1	Jacket, Poly, Blue AF Shade 1606 w/mulb Liner						
1	Necktie, Four-in-Hand (M)						
0	Neck-Tap, Blue, AF Shade 1622 (M)						
0	Shirt, Ctn/Poly, Long Sleeve, W/Epaulets (M)						
0	Shirt, Ctn/Poly, Short Sleeve (M)						
35	TOTAL VALUE			26	TOTAL VALUE		
I certify the above named airman has sufficient initial allowance clothing credit available against which the total value of items purchased has been entered on his/her military record.		I certify the items requested are for the airman's health and/or appearance. Total value of clothing provided is to be (Amortized at \$ _____ per month)(deducted from net pay) (Not to be utilized at Basic Training Center).		I certify the total value reflected hereon has been charged against pay and/or allowances due the above named airman.			
SIGNATURE AND GRADE OF BASE FINANCE OFFICER <input type="text"/>		SIGNATURE OF UNIT COMMANDER /IR PROGRAM MANAGER <input type="text"/>		SIGNATURE & FISCAL STATION NO. OF FINANCE OFFICER <input type="text"/>			
PROJECT CODE (For AFRES Only)		SIGNATURE, GRADE, ORGN OF AFRES PAYROLL OFFICER (For AFRES Only)		<input type="text"/>			
I certify the sales code indicated is correct and the offices to be billed (and appropriation charged) are properly indicated.		I certify I have received the articles listed here on in the total value indicated and that they are for my own personal use or that of the person I represent and I will not dispose of them by sale, gift, loan, barter, or pledge to unauthorized personnel. NOTE: MEMBERS DO NOT SIGN THIS FORM UNTIL CLOTHING ITEMS HAVE BEEN RECEIVED.		SIGNATURE OF MEMBER UPON RECEIPT OF CLOTHING (GRADE/SSAN) <input type="text"/>			
APPROPRIATION		OFFICE TO BE BILLED		SIGNATURE GRADE & ORGN OF AUTHENTICATING OFFICER <input type="text"/>			

AF FORM 656, 20111129

PREVIOUS EDITIONS ARE OBSOLETE

PRIVACY ACT INFORMATION: The information in this form is FOR OFFICIAL USE ONLY. Protect IAW the Privacy Act of 1974.



U.S. AIR FORCE

IR Uniform Agreement

MEMORANDUM FOR HQ RIO/FORCE MANAGEMENT

FROM: **Name/Rank/CAC DOD ID Number**

SUBJECT: Request for Uniform Replacement Agreement

1. I am requesting uniform replacement and per AFRCI 23-101, Materiel Management of Uniforms, paragraph 11, I understand the following:

a. Initial issue uniform replacement is authorized for Fair Wear and Tear (FWT) every three years. All requests prior to three years will be at my own expense or require further justification and approval prior to submitting request. I will be responsible for reimbursement of all costs which do not meet these requirements

b. I understand I am not eligible for new uniform items within 180 days prior to separation without unit commander approval.

c. I understand I must sign confirming receipt of clothing items and return the AF Form 656 and shipping receipt to the HQ RIO IC within 30 days of receipt of clothing.

d. I agree I will not dispose of uniforms by sale, gift, loan, barter, or pledge to unauthorized personnel.

e. I understand cold weather gear, including the sage fleece jacket and any other uniforms which were not part of the initial issue are not authorized under the Uniform Replacement Program for Air Force Reserve Members.

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

Address:

MEMBERS SIGNATURE



AF Form 538

U.S. AIR FORCE

KYLOC/DLA Troop Support/AIR RESERVE

Air Force Clothing Request
AF-538

Name (Last, First, Middle): _____ Grade: ENL ID: _____ Document Number: _____ **FOUO**

DoDAAC: R19152 Date Entered: _____ Date Shipped: _____ Tracking Number: _____

Priority: _____ Transaction Type: Fielding Category: Unknown Inspector: _____

Ship w/in 3 Days: _____

For Official Use Only (FOUO)
Personal privacy and rights of individuals regarding records pertaining to themselves applies.

REQ	ISS	Nomenclature	Size	Unit Price	Total
2	2	Socks Ag	Medium (10-1)	\$2.07	\$4.14
2	2	Undershirt Moisture Wicking, C	X-Large	\$4.88	\$9.72
2	2	Usaf Name Tape, Ocp	C	\$0.64	\$1.28
1	1	Belt Riggers, Coyote	40	\$4.38	\$4.38
1	1	Boots Combat Temp, Coyote	10R	\$105.58	\$105.58
1	1	Cap, Patrol, Ocp	7 3/8	\$8.52	\$8.52
1	1	Coat, Acu, Ocp, Non Fr	Large-Reg	\$48.72	\$48.72
1	1	Insignia, Rank, Enlisted	Ssg/E5	\$0.66	\$0.66
1	1	Tactical Us Flag, Ocp Spice B	Us Flag	\$0.77	\$0.77
1	1	Trousers, Acu, Ocp, Non Fr	Large-Reg	\$49.40	\$49.40
1	1	Usaf Tape, Ocp	C	\$0.64	\$0.64

Total Items This Issue: 14 Total Value This Issue: \$233.81

I certify that items and quantities shown hereon are correct as indicated.

I certify I have received the articles listed here on in the total value indicated and that they are for my own personal use or that of the person I represent and I will not dispose of them by sale, gift, loan, barter, or pledge to unauthorized.

DATE	SIGNATURE (Ordering Individual or Individual Performing Inventory)	DATE

FOUO
CID: 5576291

*** ISSUE COMPLETE ***

This form is not needed to complete uniform requests. It is used to ensure accountability of shipped items.



Uniform Reimbursement

- **Member submits reimbursement following same steps as FWT (through MyPers)**
 - **Request must be submitted & approved PRIOR to purchasing items**
 - **Request must be validated by Active Duty CC**
 - **Must have medical documentation for justification (if applicable)**
 - **IR is responsible for purchasing items, signing and submitting the approved AF Form 656 and OF 1164 back via the original MyPers incident**
 - **Complete the OF 1164 by itemizing each purchase and annotating the cost of each item**
 - **Maintain receipt(s) - the receipt(s) will accompany the OF 1164 claim and are a mandatory inclusion**
 - **IR will digitally sign in block 10 'Claimant Sign Here'**
 - **Items Not Available in KYLOC (not limited to)**
 - **Light weight blues jacket, fleece jacket, fleece hat, cotton ABUs, and steel toe boots – These items are only reimbursable with RegAF/CC justification**
 - **Reimbursement will be processed via direct deposit utilizing DFAS**
-



- **OCPs uniform will be replaced as an initial issue versus Fair Wear and Tear (FWT).**
- **If Airmen possess serviceable OCPs from deployments, they're authorized to wear them per AFI guidance starting 1 Oct 18. ABUs are still authorized to wear; however, the mandatory wear date for OCPs is 1 Apr 2021.**
- **Members are authorized the full set of OCP uniforms.**
 - **4 OCP Jackets, 4 OCP Pants, 2 OCP Hats, 5 Undershirts, 4 Socks, 4 Rank Insignia, 5 Name Tapes, 4 USAF Name Tapes, 4 US Flag Patches, 1 Pair Boots, 1 Belt**
- **Officers and AGRs should utilize AAFES Military Clothing Sales Store to purchase uniforms based on the applicable wave.**



U.S. AIR FORCE

Questions?

United States Air Force Reserve

Integrity - Service - Excellence

Unit Training Assembly Processing System (UTAPS) Web



SMSgt Eric M. Orndoff
Section Chief, Readiness & Integration

U.S. AIR FORCE



U.S. AIR FORCE

Overview

- **Purpose**
- **Accessing system**
- **Navigating the system**



U.S. AIR FORCE

Purpose

The primary purpose of UTAPSweb for IMAs/PIRRs is to schedule, verify and manage pay and/or points for current Fiscal Year (FY) attendance for Inactive Duty Training (IDT) or Points Only IDTs (PNT).



U.S. AIR FORCE

Direct UTAPS Access (gov't computer)

<https://utapsweb.afrc.af.mil/utapsweb/>

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

UTAPSWeb Disclaimer - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/ Certificate Error Live Search

UTAPSWeb Disclaimer



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations
- At any time, the USG may inspect and seize data stored on this IS. - Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
- Access only the data for which they are authorized access and have a need-to-know, and assume only those roles and privileges for which they are authorized. Account access procedures must not be divulged to anyone.
- Protect and maintain any information retrieved from the UTAPSweb IAW the assigned security classification.
- Inform HQ AFRC/FMXS when access is no longer required (e.g., completion of project, transfer, retirement, resignation).

Done Internet | Protected Mode: On 80%

Inbox - ... UTAPS 3 Intern... 16 July_P... Microsof... UTAPS g... 4:09 PM



U.S. AIR FORCE

Select UTAPS

INFOCON 3 UNCLASSIFIED FPCON Bravo

AROWS-R - Home - Internet Explorer provided by USAF
https://arowsr.afrc.af.mil/arows-r/cac/login.do

Air Force Reserve Order Writing System [AROWS-R]
Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 10:19 EDT
Current Profile: Member

Please Select A Menu
Please Select A Menu
Member
UTAPS
AFRCFM.AROWSR@US.AF.MIL

Home | Switch Profile | My Account | Logout

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

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

Your applications will be processed by: RMG DET 11 AFDW
Point of Contact is: **RMG DET 11**
Phone Number is: 202-767-3080

Your Latest Broadcast messages:

2008/08/14	REMINDER: All members should ensure their email address in AROWS-R is accurate. AROWS-R sends out notifications when orders are certified; therefore, accurate email addresses ensure members receive the notices in a timely manner.
2006/10/30	HELP DESK HOURS ARE MON-FRI 0700-1700, EMAILS RECEIVED MON-THURS PRIOR TO 2100 HOURS WILL BE ANSWERED THAT SAME DAY.
2006/09/28	URGENT: AROWS-R will be offline between 1:00 a.m. - 6:00 a.m. EST everyday for backups.
2006/03/24	ATTENTION -- " PRIVACY ACT INFORMATION - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332."
2005/11/10	REMINDER: IMAs still need to provide a copy of their orders to the Reserve Pay Office (RPO) to start pay.
2005/10/06	** Members can now receive Email's when their orders have been certified, be sure to update your "My Account" with a correct email.

Use of this system constitutes agreement with THIS statement in conjunction with the PRIVACY ACT STATEMENT

Member Trusted sites | Protected Mode: Off 100%

Office Co... AF Portal - ... AROWS-... 3 Micros... Document... Untitled - ... Inbox - Mi... FW - Mes... 10:19 AM



U.S. AIR FORCE

Login to UTAPS

Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 08:26 EDT
Current Profile: Member

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

UTAPS Menu
Login to UTAPS

Welcome **MICHELLE POLK** to the AROWS-R Home Page
Your current login was on Wednesday, September 21, 2011 08:25:06 AM
Your previous successful login was on Monday, September 19, 2011 11:46:00 AM

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

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

Your Latest Broadcast messages:

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Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

Trusted sites | Protected Mode: Off



U.S. AIR FORCE

Continue to UTAPS

INFOCON 3 UNCLASSIFIED INFOCON Bravo

AROWS-R - Login to UTAPS :: - Internet Explorer provided by USAF

https://arowsr.afrc.af.mil/arows-r/utaps_login_confirmation.do

AROWS-R - Login to UTAPS ::

Air Force Reserve Order Writing System [AROWS-R]
Version: 1.52.0.0018 Server: P1 Page Refreshed At: 2011/09/21 08:28 EDT
Current Profile: Member

Please Select A Menu Home | Switch Profile | My Account | Logout <Bottom>

Login to UTAPS

You are about to log out of AROWS-R and log into the UTAPS system.
If this is the desired action, click the continue button below.

[Continue to UTAPS](#)

Use of this system constitutes agreement with [THIS](#) statement in conjunction with the [PRIVACY ACT STATEMENT](#)

/arows-r/utaps_redirect.do Trusted sites | Protected Mode: Off 100%

Office Communicator AF Portal - Home - L... AROWS-R - Login... Microsoft PowerPoi... Document1 - Micro... 8:28 AM



U.S. AIR FORCE

Accept the Terms

INFOCON 3 UNCLASSIFIED FPCON Bravo

AROWS-R Login - Internet Explorer provided by USAF

https://utapsima.afrc.af.mil/utaps-ima/AROWSLandingPage.aspx?u=XuUxhwJqVq6pjAxeZH6RUNZGgPsNnO

AROWS-R Login



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations
- At any time, the USG may inspect and seize data stored on this IS. - Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
- Access only the data for which they are authorized access and have a need-to-know, and assume only those roles and privileges for which they are authorized. Account access procedures must not be divulged to anyone.
- Protect and maintain any information retrieved from the UTAPSweb IAW the assigned security classification.
- Inform HQ AFRC/FMXS when access is no longer required (e.g., completion of project, transfer, retirement, resignation).

Done Trusted sites | Protected Mode: Off 100%

Office Communicator AF Portal - Home - I... AROWS-R Login - In... Microsoft PowerPoi... Document1 - Micro...

8:29 AM



U.S. AIR FORCE

Validate Your Role

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Home - Internet Explorer provided by USAF
https://129.54.16.108/utapsweb/Home.aspx

MARTIN, VERONICA
Role: IMA/PIRR

UTAPS WEB

IMA.v.4.0.1.4118

UTAPS Home IMA/PIRR Schedule Reports Configuration Help Log Off

Select your roles from the drop down menu

Roles: IMA/PIRR



Internet | Protected Mode: On 100%

Inbox - M... UTAPS 2 Intern... 16 July P... Microsoft... 2 Micro... 4:17 PM



U.S. AIR FORCE

Configure Supervisor

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Home - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/Home.aspx

Certificate Error Live Search

Home

MARTIN, VERONICA
Role: IMA/PIRR

UTAPS WEB IMA.v.4.0.1.4118

UTAPS Home IMA/PIRR Schedule Reports **Configuration** Help Log Off

Roles: IMA/PIRR

AIR FORCE RESERVE COMMAND

Internet | Protected Mode: On 100%

Inbox - M... UTAPS 2 Intern... 16 July P... Microsoft... 2 Micro... 4:17 PM



U.S. AIR FORCE

Supervisor Selection

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

IMA Member Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAMemberEditor.aspx

IMA Member Editor

IMA/PIRR Member Editor

Supervisor | Tour Of Duty Certifier

Supervisors

Assigned <small>(Current supervisor - Display only)</small>	Available <small>(Click on a name to view details below)</small>
RONNELL HORNER ronnell.horner@wpafb.af.mil	horner, ronnel howell, carolynb hughes, ty hume, robert

Search by name
If you can not locate your Supervisor in the lists above use this search box to find him/her.

Enter Name: (Lastname, Firstname) Search

(Examples: "Smith, James"; "Smith, J"; "Smith"; "Smi"; "Jam")

If you still can not locate your Supervisor using the Search, click the "Add New Supervisor" button to add a new one.

Add New Supervisor

Supervisor Details:

First Name *: Last Name *:

Email *:

Phone #: Clear Selections

SAVE CHANGES - Assign Supervisor

Internet | Protected Mode: On 90%

2 Mi... UTAPS 2 Int... 16 July... Micros... 4 Mi... UTAPS... 4:46 PM



U.S. AIR FORCE

Supervisor Search by Name

The screenshot shows the IMA Member Editor web application in Internet Explorer. The browser address bar displays the URL <https://129.54.16.108/utapsweb/IMAMemberEditor.aspx>. The page has a green header with "INFOCON: 3", "UNCLASSIFIED", and "FPCON: Bravo". The main content area is titled "Supervisors" and is divided into two tabs: "Supervisor" (selected) and "Tour Of Duty Certifier".

Under the "Supervisors" tab, there are two sections: "Assigned" and "Available".

Assigned
(Current supervisor - Display only)
RONNELL HORNER
ronnell.horner@wpafb.af.mil

Available
(Click on a name to view details below)
horner, ronnell
howell, carolynb
hughes, ty
hume, robert

A red box highlights the "Search by name" section, which includes the following text and form:

Search by name
If you can not locate your Supervisor in the lists above use this search box to find him/her.

Enter Name: (Lastname, Firstname)
(Examples: "Smith, James"; "Smith, J."; "Smith"; "Sm"; "Jam")

Below the search box is a table of supervisors:

Name	Email	Select
Horner, Donald		<input type="checkbox"/>
Horner, Donald	donald.horner@langley.af.mil	<input type="checkbox"/>
Horner, Kenneth	kenneth.horner@march.af.mil	<input type="checkbox"/>
Horner, Mark	mark.horner@pentagon.af.mil	<input type="checkbox"/>
Horner, Michelle	michelle.horner@us.af.mil	<input type="checkbox"/>
Horner, Ronnell	ronnell.horner@wpafb.af.mil	<input type="checkbox"/>
Horner, Susan		<input type="checkbox"/>

At the bottom of the search section, there is a message: "If you still can not locate your Supervisor using the Search, click the 'Add New Supervisor' button to add a new one." and an "Add New Supervisor" button.

Below the search section is the "Supervisor Details:" section with input fields for "First Name *" (value: ronnell) and "Last Name *" (value: horner).

The Windows taskbar at the bottom shows the system tray with the time 4:50 PM and various application icons.



U.S. AIR FORCE

Manually Adding a Supervisor

The screenshot shows the IMA Member Editor interface in Internet Explorer. The browser title is "IMA Member Editor - Internet Explorer provided by USAF" and the address bar shows "https://129.54.16.108/utapsweb/IMAMemberEditor.aspx". The page has a green header with "INFOCON: 3", "UNCLASSIFIED", and "FPCON: Bravo".

The main content area is divided into two columns: "Assigned" and "Available".

Assigned
(Current supervisor - Display only)
RONNELL HORNER
ronnell.horner@wpafb.af.mil

Available
(Click on a name to view details below)
adams, brad
ADAMS, ERIC
aiumopas, lance
allison, mark

Search by name
If you can not locate your Supervisor in the lists above use this search box to find him/her.

Enter Name: (Lastname, Firstname) Search
(Examples: "Smith, James"; "Smith, J."; "Smith"; "Smi"; "Jam")

Name	Email	Select
Horner, Donald		<input type="checkbox"/>
Horner, Donald	donald.horner@langley.af.mil	<input type="checkbox"/>
Horner, Kenneth	kenneth.horner@march.af.mil	<input type="checkbox"/>
Horner, Mark	mark.horner@pentagon.af.mil	<input type="checkbox"/>
Horner, Michelle	michelle.horner@us.af.mil	<input type="checkbox"/>
Horner, Ronnell	ronnell.horner@wpafb.af.mil	<input type="checkbox"/>
Horner, Susan		<input type="checkbox"/>

If you still can not locate your Supervisor using the Search, click the "Add New Supervisor" button to add a new one.

Add New Supervisor

Supervisor Details:

First Name *: Last Name *:
Email *:
Phone #: Clear Selections

SAVE CHANGES - Assign Supervisor



Tour of Duty Certifier

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

IMA Member Editor - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAMemberEditor.aspx

IMA Member Editor

IMA/PIRR Member Editor

Supervisor **Tour Of Duty Certifier**

Tour of Duty Certifiers

Assigned (Click on name to view details below)	+ / -	Available (Click on name to view details below)
carson, michael	↔	ALEXANDER, MITTY allen, mark andersen, michael

Search by name
If you can not locate your Tour of Duty Certifier in the lists above us this search box to find him/her:

Enter Name: (Lastname, Firstname) Search

(Examples: "Smith, James"; "Smith, J"; "Smith"; "Smi"; "Jam")

If you still can not locate your Tour of Duty Certifier using the Search, click the "Add New Certifier" button to add a new one.

Add New Certifier

Certifier Details:

First Name *: Last Name *:

Email *:

Phone #: Clear Selections

Done Internet | Protected Mode: On 100% 8:02 AM

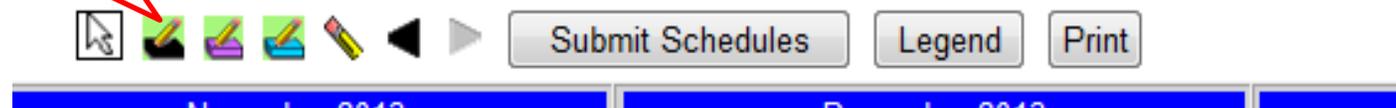


U.S. AIR FORCE

Schedule Build Indicators

For this tutorial, select the black pencil to build an IDT.

IMA/PIRR Calendar



Legend:

Black	Inactive Duty Period (IDT)
Purple	Funeral Honors (Honor Guard/Chaplain)
Turquoise	Non-Paid IDT (points only)
Eraser	Delete IDT, RMP, etc...
Arrows	Shift/Change Fiscal Years



U.S. AIR FORCE

Select Date(s)

For this tutorial, we will build an IDT on 01-12 Dec, so click this date.

IMA/PIRR Calendar

Submit Schedules Legend Print

October 2013							November 2013							December 2013							January 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	10	11	12	13	14	15	16	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	17	18	19	20	21	22	23	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	24	25	26	27	28	29	30	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31										29	30	31					26	27	28	29	30	31	

	IDT	0
	RMP	0
	FHD	0
	PNT	0
	AFTP	0
	AGTP	0
	Manday	0
	Conflict	0
	Split	

	Built	
	Pending	
	Rejected	
	Approved	
	Worked	
	Paid	



Enter Duty Information

Build IDT Schedules - Internet Explorer provided by USAF

Build IDT Schedules

IDT Date	12/1/2013
Number of Consecutive Periods *	24
Starting Schedule to Work Period *	1
Select one of the Location Options below: *	
<input type="radio"/> Use Home of Record Location (Telecommute)	
<input type="radio"/> Search by city/base	
<input checked="" type="radio"/> Search by zipcode	
Enter a zipcode/APO, then click Search for a list of matching locations:	
Enter Zipcode/APO *	31093
Select Region: *	North America United States <input type="button" value="Search"/>
City/Base *	[31093] GA - Warner Robins, Houston
Location Selected: [31093] GA - Warner Robins, Houston	
Comment * (Max 50 characters)	HQ/RMG
Require Subsistence? *	<input checked="" type="radio"/> No <input type="radio"/> Yes
Require Lodging? *	<input type="radio"/> No <input checked="" type="radio"/> Yes
Select A Validator *	cremeans, charles - Supervisor
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Done Local intranet | Protected Mode: Off 105%

Once you fill out the applicable information you will click "OK" and that will bring you to the next screen



U.S. AIR FORCE

Review Schedule

Review your days and click "Save and Close"

The screenshot shows the 'IMA Schedule Editor' web application. At the top, there are form fields for 'Schedule Type' (set to IDT), 'Participation Status Code', 'Period', 'Start Date', 'Start Time' (0000), 'End Date', 'End Time' (0000), and 'Validator'. An 'Update Schedule' button is located below these fields. The main area contains a calendar view on the left and a table of schedule entries on the right. The table has the following columns: Period, Start Date, Start Time, End Date, End Time, Schedule Type, Participation Status Code, Telecommute, Work Date, Work Time, Status, and Comment. Each row represents a day's schedule, with a 'Comment' button in the final column. At the bottom of the table, there are 'Save and Close' and 'Cancel' buttons. The browser's status bar at the bottom indicates 'Local intranet | Protected Mode: Off' and a zoom level of 70%.

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	12/1/2013	0800	12/1/2013	1200	IDT	00	False				Comment
2	12/1/2013	1300	12/1/2013	1700	IDT	00	False				Comment
3	12/2/2013	0800	12/2/2013	1200	IDT	00	False				Comment
4	12/2/2013	1300	12/2/2013	1700	IDT	00	False				Comment
5	12/3/2013	0800	12/3/2013	1200	IDT	00	False				Comment
6	12/3/2013	1300	12/3/2013	1700	IDT	00	False				Comment
7	12/4/2013	0800	12/4/2013	1200	IDT	00	False				Comment
8	12/4/2013	1300	12/4/2013	1700	IDT	00	False				Comment
9	12/5/2013	0800	12/5/2013	1200	IDT	00	False				Comment
10	12/5/2013	1300	12/5/2013	1700	IDT	00	False				Comment
11	12/6/2013	0800	12/6/2013	1200	IDT	00	False				Comment
12	12/6/2013	1300	12/6/2013	1700	IDT	00	False				Comment
13	12/7/2013	0800	12/7/2013	1200	IDT	00	False				Comment
14	12/7/2013	1300	12/7/2013	1700	IDT	00	False				Comment
15	12/8/2013	0800	12/8/2013	1200	IDT	00	False				Comment
16	12/8/2013	1300	12/8/2013	1700	IDT	00	False				Comment
17	12/9/2013	0800	12/9/2013	1200	IDT	00	False				Comment
18	12/9/2013	1300	12/9/2013	1700	IDT	00	False				Comment
19	12/10/2013	0800	12/10/2013	1200	IDT	00	False				Comment
20	12/10/2013	1300	12/10/2013	1700	IDT	00	False				Comment
21	12/11/2013	0800	12/11/2013	1200	IDT	00	False				Comment
22	12/11/2013	1300	12/11/2013	1700	IDT	00	False				Comment
23	12/12/2013	0800	12/12/2013	1200	IDT	00	False				Comment
24	12/12/2013	1300	12/12/2013	1700	IDT	00	False				Comment



U.S. AIR FORCE

Schedule Built Successfully

IMA/PIIK Schedule REPORTS Configuration

IMA Schedule Editor - Internet Explorer provided by USAF

Schedule Type: IDT Participation Status Code:

Period: Start Date: Start Time: 0000 Schedule Period:

Telecommute: End Date: End Time: 0000

Validator:

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	12/1/2013	0800	12/1/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
2	12/1/2013	1300	12/1/2013	1700	IDT						<input type="button" value="Comment"/>
3	12/2/2013	0800	12/2/2013	1200	IDT						<input type="button" value="Comment"/>
4	12/2/2013	1300	12/2/2013	1700	IDT						<input type="button" value="Comment"/>
5	12/3/2013	0800	12/3/2013	1200	IDT						<input type="button" value="Comment"/>
6	12/3/2013	1300	12/3/2013	1700	IDT						<input type="button" value="Comment"/>
7	12/4/2013	0800	12/4/2013	1200	IDT						<input type="button" value="Comment"/>
8	12/4/2013	1300	12/4/2013	1700	IDT						<input type="button" value="Comment"/>
9	12/5/2013	0800	12/5/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
10	12/5/2013	1300	12/5/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
11	12/6/2013	0800	12/6/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
12	12/6/2013	1300	12/6/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
13	12/7/2013	0800	12/7/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
14	12/7/2013	1300	12/7/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
15	12/8/2013	0800	12/8/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
16	12/8/2013	1300	12/8/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
17	12/9/2013	0800	12/9/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
18	12/9/2013	1300	12/9/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
19	12/10/2013	0800	12/10/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
20	12/10/2013	1300	12/10/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
21	12/11/2013	0800	12/11/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
22	12/11/2013	1300	12/11/2013	1700	IDT	00	False				<input type="button" value="Comment"/>
23	12/12/2013	0800	12/12/2013	1200	IDT	00	False				<input type="button" value="Comment"/>
24	12/12/2013	1300	12/12/2013	1700	IDT	00	False				<input type="button" value="Comment"/>

Success -- Webpage Dialog

Schedules have been built successfully.

Local intranet | Protected Mode: Off 70%

Click "OK"



U.S. AIR FORCE

Calendar with Projected IDT's Built

IMA/PIRR Calendar

Submit Schedules Legend Print

October 2013							November 2013							December 2013							January 2014							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5						1	2	1	2	3	4	5	6	7					1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		
February 2014							March 2014							April 2014							May 2014							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1						1			1	2	3	4	5					1	2	3		
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
							30	31																				
June 2014							July 2014							August 2014							September 2014							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7			1	2	3	4	5						1	2			1	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					
														31														

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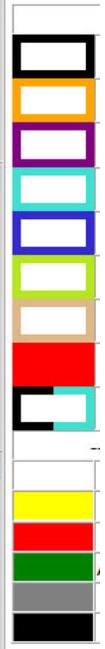
U.S. AIR FORCE

Submit Schedule

IMA/PIRR Calendar

Submit Schedules Legend Print

	November 2013							December 2013							January 2014							
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
5						1	2	1	2	3	4	5	6	7				1	2	3	4	
12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
	24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		
	March 2014							April 2014							May 2014							
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1							1			1	2	3	4	5					1	2	3	
8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
	30	31																				
	July 2014							August 2014							September 2014							
Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
7			1	2	3	4	5						1	2			1	2	3	4	5	6
14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
	27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					
								31														



Now that your schedule is built, you need to submit them. so click on "Submit Schedules"



U.S. AIR FORCE

Pending IDT's

IMA/PIRR Calendar

Submit Schedules Legend Print

October 2013							November 2013							December 2013							January 2014							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31		
February 2014							March 2014							April 2014							May 2014							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1						1			1	2	3	4	5					1	2	3		
2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	
23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	
							30	31																				
June 2014							July 2014							August 2014							September 2014							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
1	2	3	4	5	6	7			1	2	3	4	5						1	2			1	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					
														31														

Your dates will now turn YELLOW





U.S. AIR FORCE

Approved Schedule (green)

IMA/PIRR Calendar

Submit Schedules Legend Print

November 2013							December 2013							January 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	1	2	3	4	5	6	7			1	2	3	4	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	31					

March 2014							April 2014							May 2014						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1				1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31			
30	31																			

July 2014							August 2014							September 2014							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1	2	3	4	5						1	2			1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
27	28	29	30	31	24	25	26	27	28	29	30	28	29	30							
							31														

	IDT	2
	RMP	(
	FHD	(
	PNT	(
	AFTP	(
	AGTP	(
	Manday	(
	Conflict	(
	Split	(

	Built	
	Pending	
	Rejected	
	Approved	
	Worked	
	Paid	

Once your supervisor approves your IDT's, they will turn GREEN



IDT Worked (gray) signing in/out

IMA/PIRR Calendar

Submit Schedules Legend Print

October 2013 November 2013 December 2013 January 2014

Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 1 2 1 2 3 4 5 6 7 1 2 3 4

6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

IMA Schedule Editor - Internet Explorer provided by USAF

https://wrbfm96/Utapswebv2-ima/IMAScheduleEditor.aspx

Select the days worked, and this window will open. You will click on the open space below under "Work Date" and sign in

Request Cumulative

Schedule Type: Participation Status Code:

Period: Start Date: Start Time: 0000 Schedule Period:

Telecommute: End Date: End Time: 0000

Validator: Update Schedule

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Participation Status Code	Telecommute	Work Date	Work Time	Status	Comment
1	12/01/2013	0800	12/01/2013	1200	IDT	00	False			Approved	Comment
2	12/01/2013	1300	12/01/2013	1700	IDT	00	False			Approved	Comment

Save and Close Cancel



U.S. AIR FORCE

Signing In: Select Work Date

The screenshot displays the IMA Schedule Editor interface. At the top, there are two browser windows. The active window is titled "IMA Schedule Editor - Internet Explorer provided by USAF" and shows a form with fields for Start Date, Schedule Period, Start Time, End Date, and End Time. Below the form is a table of work dates. The date 10/16/2010 is circled in red in the original image. Below the table is a calendar view for the months of February, March, April, May, June, July, August, and September 2011. The calendar shows the date 10/16/2010 highlighted in green, indicating it is the selected work date.

Start Time	End Date	End Time	Schedule Type	Telecommute	Work Date	Work Time	Status	Comment
0800	10/16/2010	1200	IDT	False	10/16/2010	2110	Worked	Comment
1300	10/16/2010	1700	IDT	False	10/16/2010	2110	Approved	Comment



U.S. AIR FORCE

Save and Close

The screenshot shows the IMA Schedule Editor interface. At the top, it displays '10/16/2010'. Below this, there are form fields for 'Schedule Type' (set to IDT), 'Period' (2), 'Start Date' (10/16/2010), 'Schedule Period' (2), 'Start Time' (1300), and 'End Date' (10/16/2010). There is also a 'Validator' dropdown set to 'horner, ronnell - Supervisor' and an 'Add' button. A table below shows the schedule details:

Period	Start Date	Start Time	End Date	End Time	Schedule Type	Telecommute	Work Date	Work Time	Status	Comment
1	10/16/2010	0800	10/16/2010	1200	IDT	False	10/16/2010	2110	Worked	Comment
2	10/16/2010	1300	10/16/2010	1700	IDT	False	10/16/2010	2110	Approved	Comment

At the bottom of the form, there are two buttons: 'Save and Close' (highlighted with a red box) and 'Cancel'. Below the form is a calendar grid for the months of February, March, April, May, June, July, August, and September 2011. The calendar shows various dates with different background colors corresponding to the status of the schedule entries. The taskbar at the bottom shows the system time as 4:16 PM on May 11.



Submit Schedule

IMA/PIRR Calendar

Submit Schedules Legend Print

Once your IDT's turn to gray, a system generated email will be sent to your supervisor to inform them of pending actions

November 2012							December 2012							January 2013							
un	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
				1	2	3							1		1	2	3	4	5		
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			
							30	31													
March 2013							April 2013							May 2013							
un	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
					1	2												1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		
31																					
July 2013							August 2013							September 2013							
un	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28	29	30	31	29	30						





U.S. AIR FORCE

Reports: Printing 40As

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Home - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/home.aspx

MARTIN, VERONICA
Role: IMA/PIRR

UTAPS WEB IMA.v.4.0.1.4118

UTAPS Home IMA/PIRR Schedule **Reports** Configuration Help Log Off

Automated Form40s

Roles: IMA/PIRR

AIR FORCE RESERVE COMMAND

Done Internet | Protected Mode: On 100%

2 Micr... May 11 Microsof... Microsof... 4 Micro... 3 Intern... 10:35 AM



U.S. AIR FORCE

Select Your Name

The screenshot shows the UTAPS web application interface. At the top, there is a green status bar with "INFOCON: 3", "UNCLASSIFIED", and "FPCON: Bravo". Below this is a browser window titled "Automated Form 40s - Internet Explorer provided by USAF" with the URL "https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx". The browser shows a "Certificate Error" and a "Live Search" box. The application header includes the UTAPS logo, the text "UTAPS WEB", and the version "IMA.v.4.0.1.4118". Navigation tabs include "UTAPS Home", "IMA/PIRR Schedule", "Reports", "Configuration", "Help", and "Log Off". A toolbar contains "Save", "Print", and "Delete" options. The main content area is divided into a left sidebar and a main form area. The sidebar shows a tree view of folders labeled "Form 40A" through "Form 40T", with "MARTIN, JOHN" selected under folder "M". The main form area has tabs for "Personal Data", "Signing Officials", "Combine Form 40As", and "Training Data". The "Personal Data" tab is active, showing fields for "NAME:" and "RPO/UNIT:". Below these are sections for "Incentive/Speciality Pay" with checkboxes for "Aviation Career Incentive Pay (ACIP)", "Hazardous Duty Incentive Pay (HDIP)", and "Other". There are also radio button options for "Lodging" and "Subsistence", each with "Yes" and "No" choices. On the right side of the form, there are sections for "Status", "Training:", "Participation Status Code:", and "Telecommute:". The Windows taskbar at the bottom shows the system tray with the date "May 11", time "10:38 AM", and network status "Internet | Protected Mode: On".



U.S. AIR FORCE

Verify Personal Data

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

Save Print Delete

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- 10/10/2010 - Period 1
- 10/11/2010 - Period 1
- 10/12/2010 - Period 1
- 10/13/2010 - Period 1
- 10/14/2010 - Period 1
- 10/15/2010 - Period 1
- 10/16/2010 - Period 1
- 5/16/2011 - Period 1**
- 5/17/2011 - Period 1
- 5/18/2011 - Period 1
- 5/19/2011 - Period 1

Personal Data Signing Officials Combine Form 40As Training Data

NAME: SMSgt MARTIN, VERONICA

RPO/UNIT: RMG/FM

Incentive/Specialty Pay

- Aviation Career Incentive Pay (ACIP)
- Hazardous Duty Incentive Pay (HDIP)
- Other

Lodging Yes No

Subsistence Yes No

Status

Training: (5/16/2011- Period 1)

IDT

Participation Status Code:

00 - Available

Telecommute:

No

Internet | Protected Mode: On 100%

Done

2 Micr... May 11 Microsof... Microsof... 5 Micro... 3 Intern... 10:41 AM



U.S. AIR FORCE

Select Authorizing/Certifying Official(s)

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

Save Print Delete

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M

10/12/2010 - Period 1

10/13/2010 - Period 1

10/14/2010 - Period 1

10/15/2010 - Period 1

10/16/2010 - Period 1

5/16/2011 - Period 1

5/17/2011 - Period 1

5/18/2011 - Period 1

5/19/2011 - Period 1

Personal Data **Signing Officials** Combine form 40As Training Data

Authorizing Official

Authorizing Official: ronnel horner

Certifying Official

* Not required to create the Form40A.

Certifying Official: Select An Official

Internet | Protected Mode: On 100%

Done

2 Mic... May 11 Microsof... Microsof... 5 Micro... 3 Intern... 10:43 AM



U.S. AIR FORCE

Save Record and Confirm



The screenshot shows a web browser window displaying the UTAPS WEB interface. The browser's address bar shows the URL <https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx>. The page header includes the user name "MARTIN, VERONICA" and role "IMA/PIRR". The main navigation menu contains "UTAPS Home", "IMA/PIRR Schedule", "Reports", "Configuration", "Help", and "Log Off".

A "Record Saved" dialog box is open in the foreground, displaying the text "Record Saved." and an "OK" button, which is circled in red. The dialog box title is "Record Saved -- Webpage Dialog" and it shows the same URL as the browser. The background interface shows a tree view of folders labeled "Form 40A" with sub-folders A through M. Under folder "M", there is a sub-folder "MARTIN, VERONICA A" containing several date-based folders: "10/10/2010 - Period 1", "10/11/2010 - Period 1", "10/12/2010 - Period 1", "10/13/2010 - Period 1", "10/14/2010 - Period 1", "10/15/2010 - Period 1", and "10/16/2010 - Period 1".

The browser's status bar at the bottom indicates "Waiting for https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx..." and "Internet | Protected Mode: On". The taskbar at the bottom shows the system clock as "May 11" and the time as "10:44 AM".



U.S. AIR FORCE

Combining 40a Periods

The screenshot shows a web browser window titled "Automated Form 40s - Internet Explorer provided by USAF". The address bar shows the URL "https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx". The browser window displays a web application with a navigation menu on the left and a main content area on the right.

The navigation menu on the left includes a "Form 40A" folder containing sub-folders A through M. Below these folders is a list of form periods, with "5/19/2011 - Period 1" selected and highlighted in blue.

The main content area has four tabs: "Personal Data", "Signing Officials", "Combine Form 40As", and "Training Data". The "Combine Form 40As" tab is active, displaying the following text:

Combine Form 40As
The 40As below share similar performance data with the selected 40A and may be combined by clicking on the 'Save & Combine' button. You can remove any/all of them by clicking on the 'Remove' button.
You are limited to combining 7 periods on a single Form 40A

Below the text is a box containing the text "5/19/2011-Period2". At the bottom of this box are two buttons: "Remove" and "Combine/Save". The "Combine/Save" button is highlighted with a red rectangle.

The Windows taskbar at the bottom shows the system tray with the date "May 11" and the time "10:53 AM".



U.S. AIR FORCE

One Day – Two Periods

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

Save Print Delete

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M

1
1
10/12/2010 - Period 1
10/13/2010 - Period 1
10/14/2010 - Period 1
10/15/2010 - Period 1
10/16/2010 - Period 1
5/16/2011 - Period 1
5/17/2011 - Period 1
5/18/2011 - Period 1

Personal Data Signing Officials Combine Form 40As Training Data

Date (YYYYMMDD)	Duty Hours Worked (HHMM-HHMM)	Hours Worked	Number Of Points	Training Location/Remarks
20110519	0800-1200	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH
20110519	1300-1700	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH

Done Internet | Protected Mode: On 100% 10:56 AM



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Printing the 40A(s)

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

MARTIN, VERONICA
Role: IMA/PIRR

UTAPS WEB IMA.v.4.0.1.4118

UTAPS Home IMA/PIRR Schedule Reports Configuration Help Log Off

Save Print Delete

Select the Form40As to PRINT in mass

- Form 40A
 - A
 - B
 - C
 - D
 - E
 - F
 - G
 - H
 - I
 - J
 - K
 - L
 - M
 - MARTIN, VERONICA A
 - 10/10/2010 - Period 1
 - 10/11/2010 - Period 1
 - 10/12/2010 - Period 1
 - 10/13/2010 - Period 1
 - 10/14/2010 - Period 1
 - 10/15/2010 - Period 1

(YYYYMMDD)	WORKED (HHMM-HHMM)	Worked	Of Points	Remarks
20110516	0800-1200	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH
20110516	1300-1700	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH

Internet | Protected Mode: On 100%

IMAGenerateForm40A.aspx

2 Micr... May 11 Microsof... Microsof... 5 Micro... 2 Intern... 11:16 AM



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Printing in Mass

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

Automated Form 40s

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
 - MARTIN, VERONICA A
 - 10/10/2010 - Period 1
 - 10/11/2010 - Period 1
 - 10/12/2010 - Period 1
 - 10/13/2010 - Period 1
 - 10/14/2010 - Period 1
 - 10/15/2010 - Period 1
 - 10/16/2010 - Period 1
 - 5/16/2011 - Period 1
 - 5/17/2011 - Period 1
 - 5/18/2011 - Period 1
 - 5/19/2011 - Period 1
 - 5/20/2011 - Period 1
 - 5/20/2011 - Period 2
- N
- O

Personal Data Signing Officials Combine Form 40As Training Data

Date (YYYYMMDD)	Duty Hours Worked (HHMM-HHMM)	Hours Worked	Number Of Points	Training Location/Remarks
20110516	0800-1200	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH
20110516	1300-1700	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH

Done Internet | Protected Mode: On 100%

2 Micr... May 11 Microsof... Microsof... 5 Micro... 2 Intern... 11:22 AM



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Printing...

INFOCON: 3 UNCLASSIFIED FPCON: Bravo

Automated Form 40s - Internet Explorer provided by USAF

https://129.54.16.108/utapsweb/IMAGenerateForm40A.aspx

MARTIN, VERONICA
Role: IMA/PIRR

UTAPS WEB IMA.v.4.0.1.4118

UTAPS Home IMA/PIRR Schedule Reports Configuration Help Log Off

Save Print Delete

Select the Form40As to PRINT in mass

Form 40A

- A
- B
- C
- D
- E
- F
- G
- H
- I
- J
- K
- L
- M
 - MARTIN, VERONICA A
 - 10/10/2010 - Period 1
 - 10/11/2010 - Period 1
 - 10/12/2010 - Period 1
 - 10/13/2010 - Period 1
 - 10/14/2010 - Period 1
 - 10/15/2010 - Period 1

(YYYYMMDD)	WORKED (HHMM-HHMM)	Worked	Of Points	Remarks
20110516	0800-1200	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH
20110516	1300-1700	4	1	HQ AFMC/JA, Wright-Patterson AFB, OH

IMAGenerateForm40A.aspx Internet | Protected Mode: On 100%

2 Micr... May 11 Microsof... Microsof... 5 Micro... 2 Intern... 11:16 AM



U.S. AIR FORCE

Help Menu

IMA.v.4.0.1.4230

Help Log Off

- IMA/PIRR Tutorials
- IMA/PIRR Help
- Contact Helpdesk
- About UTAPSweb
- UTAPS for IMA Cheat Sheet
- UTAPS for IMA Known Issues

Januar

Tue Wed Thu Fri Sat

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21

A circular icon containing a question mark, typically used to represent help or support.



U.S. AIR FORCE

Log Out

A screenshot of an Internet Explorer browser window. The address bar shows the URL https://utapsima.afrc.af.mil/utaps-ima/LogOff.aspx. The page content includes a header with the UTAPS WEB logo and a main message: "You are now logged out of UTAPSweb." Below this, it states: "If you need to log back into UTAPSweb, you will need to reopen Internet Explorer, navigate back to UTAPSweb website, and log back in again." and "Please close this window." The browser's taskbar at the bottom shows several open applications, including Office Communicator, Internet Explorer, Microsoft Word, Paint, and Outlook. The system tray shows the time as 10:17 AM.



U.S. AIR FORCE

References

- **UTAPS Link**
<https://utapsweb.afrc.af.mil/utapsweb/>
 - **UTAPS Help Desk** afrc.utapsweb@afrc.af.mil
 - **Help Desk Contact Info:**
Comm: 1-877-294-5822 Option 2
DSN: 497-0166 Option 2
 - **Help Desk Hours: 0730 - 1700 EST Monday – Friday**
 - **UTAPS (Accessing UTAPS via AROWS-R)**
<http://www.youtube.com/watch?v=GEzjr-SeLuk>
 - **UTAPS (Inputting your Schedule Part II)**
<http://www.youtube.com/watch?v=aW-02V77Mwk>
-



U.S. AIR FORCE

Questions ?

United States Air Force Reserve

Integrity - Service - Excellence

AFR Yellow Ribbon Program



**CMSgt Juliet Guerrero
February 2021**

U.S. AIR FORCE



U.S. AIR FORCE

Yellow Ribbon Program

- DODI 1342.28, The Yellow Ribbon Reintegration Program (YRRP) established policy for informational events and activities for members of the reserve components of the Armed Forces, their families, and community members to facilitate access to services supporting their health and well-being through the three phases of deployment.
 - DODI YRRP Requires Four Events
 - Pre-Deployment, Deployment, Two Post-Deployment
 - AFR YR Events are combined Pre- and Post- Deployment Events
-



U.S. AIR FORCE

Eligibility Requirements

- 90 Days on Active Duty in Support of a Deployment & Separated from Family
 - YR Wing Rep will send out invitation to cost effective location
 - Pre Deployment Phase: 120 Days Prior to Deployment
 - 1st & 2nd Post Deployment Phases: Must be off orders and leave prior to attending Post events and be within 24 months of deployment order end date
 - **Eligible attendees not able to attend a YR event due to COVID 19 govt travel restrictions granted an extended window to attend a YR event.**
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U.S. AIR FORCE

Upcoming AFR YRP Event Locations

Controlled Unclassified Information (CUI)

CONTRACTED FY21 LOCATIONS

(E) = East Coast Event (W) = West Coast Event (E/W) = Combined Events
Virtual Events

Joint Base McGuire-Dix-Lakehurst
24 – 25 Oct 2020

AFRC Hosted Virtual Events
21 – 22 Nov 2020 (E/W)
19 – 20 Dec 2020 (E)
19 – 20 Dec 2020 (W)
23 – 24 Jan 2021 (E/W)
27 – 28 Feb 2021 (E/W)
20 – 21 Mar 2021 (E/W)
17 – 18 Apr 2021 (E/W)
15 – 16 May 2021 (E/W)
19 – 20 Jun 2021 (E/W)

Dallas, TX
25 – 27 Jun 2021 (W)

Orlando, FL
18 – 20 Jun 2021 (E)

Joint Base Pearl Harbor-Hickam
21 – 22 Nov 2020

POC: HQ YR Office (478) 327-1041 afrc.yellowribbon@us.af.mil

2021/05/01

Controlled Unclassified Information (CUI)



Virtual Events to Date

- The Air Force Reserve holds two virtual online events monthly
 - Next event is 27-28 February with 100+ participants anticipated.
 - In FY21, the Air Force Reserve has held seven virtual events totaling 189 participants.
 - Incorporating Project Y.E.S. in February 2021
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U.S. AIR FORCE

Yellow Ribbon Program

Yellow Ribbon Program Office 478-327-1041

Program Manager: Ms. Mary Hill 478-327-1298

YRP Coordinator: CMSgt Juliet Guerrero 478-327-0747

Organizational Inbox:

afrc.yellowribbon@us.af.mil

United States Air Force Reserve

Integrity - Service - Excellence

DEERS & DD 214



SMSgt Jessica Jo Almanza
February 2021

U.S. AIR FORCE



U.S. AIR FORCE

- Service all Guard and Reserve members
- ARC DEERS Project Office (DPO) is the initial contact between you and Defense Manpower and Data Center (DMDC)
- DPO reviews and determines if there is a data discrepancy preventing members from receiving their benefit

ARC DEERS Project Office

How to Update DEERS

Adding or Removing Family Members

Only sponsors can add or remove family members:

- Go to a [local ID card office](#).
- Call first to verify business hours or to set up an appointment.
- Or, [set up an appointment online](#).





U.S. AIR FORCE

Entitlements

- Tricare
 - As an IMA (Selected Reserve) you are eligible for Tricare Reserve Select
 - Unless they are a Federal Employee's Health Benefits (FEHB)
 - Member can enroll online or over the phone
 - There is a monthly fee
 - When on orders for 31 days or more
 - Member is eligible for Tricare Prime or Select
 - This is not automatic
 - Member has 90 days from start of orders to enroll
 - If not enrolled within 90 days, member/family will be locked out until open season (no waiver)
 - This includes add a child or spouse
- Member can verify their orders are reflecting in DEERS by visiting milConnect after the fifth business days (block 33 of their orders)
 - <https://www.dmdc.osd.mil/milconnect>
 - If the orders are not reflecting in milConnect the member can submit a myPers incident
 - <https://mypers.af.mil/app/dynamicforms/display/form/441>



U.S. AIR FORCE

Entitlements (con't)

- Tricare
 - Pre-Alert
 - Member's are entitled to Pre-Alert when they are called to active duty under a Named Contingency
 - Operation Enduring Freedom, Operation Freedom Sentinel
 - Tricare is authorized UP to 180 days from the certification date of member's orders (block 33)
 - TAMP
 - Member's are entitled to Pre-Alert when they are called to active duty under a Named Contingency
 - Tricare is authorized for 180 days
 - ****NOTE****
 - MANDAY orders do not qualify for Pre/Post (TAMP) Tricare
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U.S. AIR FORCE

New and Upcoming Interest

- **Updated Info/Useful Links**

- milConnect at <https://www.dmdc.osd.mil/milconnect/>
 - A new tab has been added under the Correspondence/Documentation tab labeled Military Service History (MSH) to view your Guard/Reserve Active Service Periods and Deployments.
 - Tricare at <https://www.tricare.mil/>
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U.S. AIR FORCE

REQUEST FOR ASSIGNMENT OF A COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE
(See instructions on back)

OMB No. 0704-0205
GSA approval expires
Jan 31, 2014

The public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Commerce, Executive Secretariat, Paperwork Project Management, Directorate for Defense and Logistics, Washington, DC 20540-0205. The information provided here should be given the highest priority. Do not provide information unless it is requested. Do not provide information unless it is requested. Do not provide information unless it is requested. Do not provide information unless it is requested.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. SEND COMPLETED FORM TO ADDRESS ON BACK.

SECTION A - TO BE COMPLETED BY INITIATOR

1. REQUESTING GOVERNMENT AGENCY ACTIVITY

2. TYPE CODE REQUESTED (X one)

3. EXCEPTION CODES

4. NAME

5. ADDRESS

6. CITY

7. STATE

8. ZIP CODE

9. TELEPHONE NO. (include area code)

10. OFFICE SYMBOL

11. SIGNATURE

SECTION B - TO BE COMPLETED BY FIRM TO BE CODED

1. FIRM

2. NAME (include branch or Division or, etc.)

3. ADDRESS

4. CITY

5. STATE

6. ZIP CODE

7. PARENT COMPANY AND AFFILIATED FIRMS (X one, and complete as applicable)

8. NONE

9. CURRENTLY AFFILIATED WITH OTHER FIRMS (List names) and addresses of such firms on a separate sheet of paper

10. PREVIOUSLY AFFILIATED WITH OTHER FIRMS (List names) and addresses of such firms on a separate sheet of paper

11. NUMBER OF EMPLOYEES

12. WOMEN-OWNED BUSINESS CONCERN (X one) a. YES b. NO

13. NORTH AMERICAN INDUSTRY CLASSIFICATION SYSTEM (NAICS) CODES

14. PRIMARY BUSINESS CATEGORY (X one)

15. SMALL DISADVANTAGED BUSINESS STATUS (X one)

16. APPROVED BY SMALL BUSINESS ADMINISTRATION (SBA) FOR SECTION 8(a) PROGRAM

17. OTHER SMALL DISADVANTAGED BUSINESS CONCERN

18. NOT SMALL DISADVANTAGED BUSINESS CONCERN

19. PRIMARY

20. OTHER (Specify)

13. REMARKS

14. FIRM OFFICIAL

15. TYPED NAME (Last, First, Middle Initial)

16. DATE SIGNED (YYYYMMDD)

17. SIGNATURE

18. TELEPHONE NO. (include area code)

DD FORM 2051, OCT 2011

PREVIOUS EDITION IS OBSOLETE.

At the Professional E-3

DD 214



U.S. AIR FORCE

When does a DD 214 get created

- When does a DD 214 need to be created:
 - Initial period of active duty training regardless of length
 - Initial BMT Tech School with USAFR / ANG
 - 90 days or more of continuous active duty
 - In support of Contingency Operation
 - 4.5.1. Involuntarily ordered to active duty in the event of a national emergency or war under Title 10, U.S.C., sections 12301, 12302, 12304, 12306, 12307, or 688, prior to 23 January 2019, will be issued a DD Form regardless of the number of days served. On and after that date the minimum participation is 30 consecutive days. The requirement to complete a DD Form 214 due to mobilization is outlined in AFI 10-416, *Personnel Readiness and Mobilization*.
 - Active Duty Retirement from a qualifying length of continuous service while drawing immediate pay
 - AGR
 - PDRL / TDRL
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Documents needed

- What documents are needed to complete a DD 214?
 - Title 10 or Title 32 orders (whichever is applicable)
 - COMPLETED Travel Vouchers from the FSO
 - SIGNED AND DATED Decorations, EPRs/OPRs LOEs, 475s
 - School Certificates
 - DD Form 4
 - AF Form 526s (for DD 214s prior to 2001, in most cases, ARPC can pull from ARMS)
- ***Do IMA members need to complete DD 214 Worksheet in the VMPF?***
 - No, ARPC uses source documents and system resources to create our documents.
 - If you create a WS in vMPF – ARPC will NOT get a notification to create a DD214
 - You - the member - will still need to submit a request through myPers





- **I need Member Copy 4, but PRDA only has Service Copy 2, what do I do?**
 - Service 2 Memorandum will be on MyPers for download and explains Member Copy 4 and Service Copy 2 are identical and either can be used in pursuit of benefits.

 - **I no longer have access to complete DD 214 worksheets in vMPF what should I do?**
 - Please contact AFPC Policy/Procedures at DSN: 665-2269

 - **I have several questions and I have no idea where to start, what do I do?**
 - Please contact us, at (210) 565-0102, Option 3, Opt. 4 for IMA
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U.S. AIR FORCE

Service Verification Team Responsibilities

- Statements of Service for the purpose of Military Buy Back (only for ANG and AFR)
 - Catch 62
 - Casualty
 - TAFRS (Total Active Federal Reserve Service) letter for Reserve Members only
 - Determining SCD
 - We can provide VA Home Loan Letters for members with >6yrs of Sat Svc.
 - FYI: Your previously created contingency 214 is also qualifying for home loan
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