



SOCPAC Air Force Reserve Supervisor Training



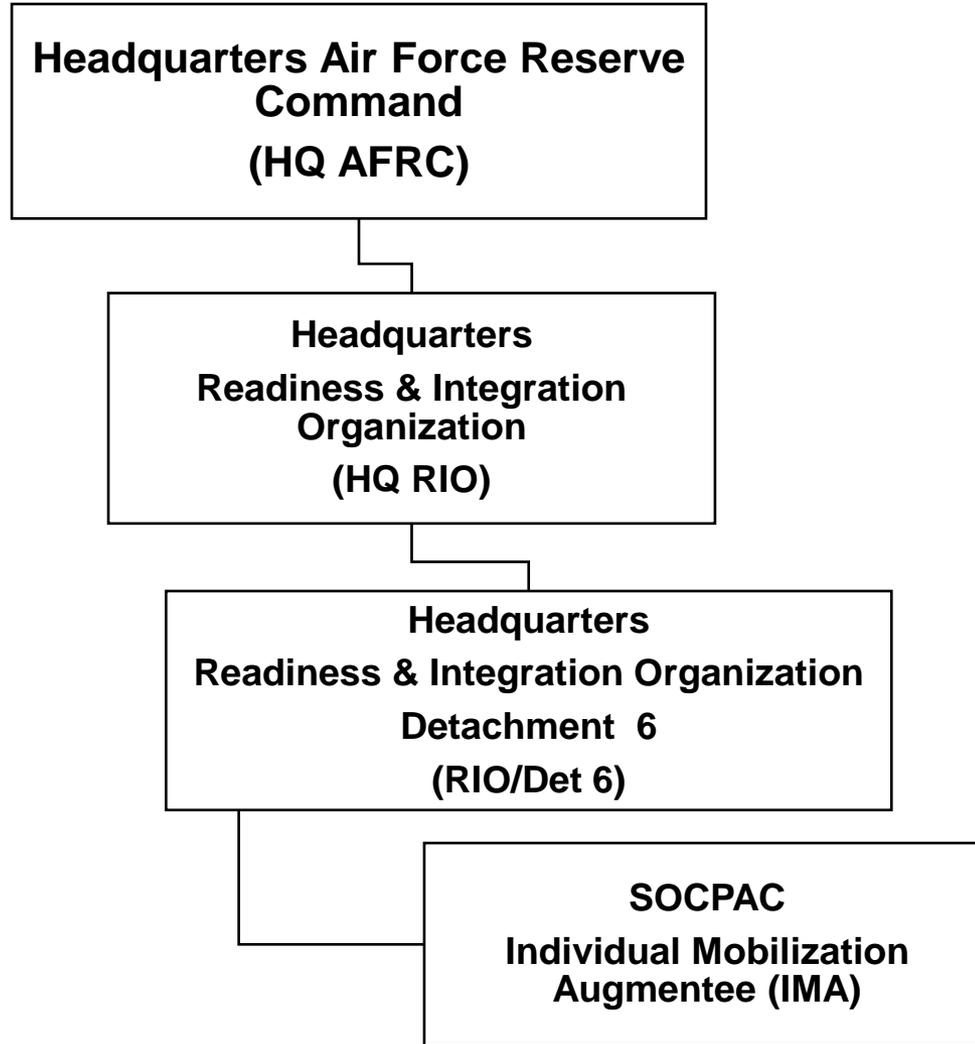


Agenda

- USAFR Structure
- RIO Det 6
- URC/Supervisor Roles and Responsibilities
- FY Schedule Submission
- Participation
- Evaluations
- Promotions
- Readiness
- Military Personnel Appropriation (MPA) Request



USAFR Structure





RIO Detachment 6

Readiness and Integration Organization (RIO) Detachment 6

MacDill Air Force Base, Florida

Services: CENTCOM, SOCOM, SOUTHCOM, AFSOC, ACC

Hours of Operation: 0730 – 1630 (EST)

Email: HQ RIO/Det 6 Resource Management

RIODET6@us.af.mil

HQ RIO/Det 6 Assignments

riodet6forcemgmt@us.af.mil

HQ RIO/Det 6 Readiness

riodet6.readiness@us.af.mil

DSN: 312-968-5035

Comm: 813-828-5035

Mailing Address: 8126 Hangar Loop Dr., MacDill AFB, FL 33621



RIO Detachment 6 Roles & Responsibilities

- Standardize management of IRs.**
- Provides IRs a chain of command, with accountability through ARPC to the AFRC/CC.
- Maintains concurrent ADCON w/AD commanders.**
- Supports Active Duty (AD) with education & training on IR management to ensure full integration/utilization of IRs.



RIO Detachment 6 Roles & Responsibilities

Resource Management

- Bonuses
- DTS
- CAC Reader Request
- ETS/SRP/Reenlistments
- Newcomers & Force Development Briefings
- Newsletter
- EDEB
- RSSB
- RDEDB

Readiness

- AROWS-R
- AT Special Tour Request
- Rental Car Request
- Deployments/SOUs
- Mobilizations
- M4S Validation
- OJT/CDC Request
- UGT Management
- School Request
- Participation Management
- Participation Waivers
- Sanctuary Waivers
- Readiness Management
- Telecommute Agreements
- Voluntary Tour Checklist

Force Management

- AEF Indicators
- AFRISS-TF
- Assignments
- Classification Updates
- Duty Title Updates
- AF Form 2096
- Enlisted Promotions
- Step II Promotions
- Foreign Language Proficiency Pay
- HYT/MSD
- Retirements
- Separations
- Transfers
- Tender of Resignation



SOJ1 Air Force Unit Reserve Coordinators (URC)

Capt Natalie Burke (AD)
Chief of Personnel Programs
DSN: 315-477-6015
Comm: 808-477-6015
NIPR: Natalie.burke@socom.mil
SIPR: Natalie.burke@socom.smil.mil

SMSgt Prentice McAfee (AD)
Supt, Air Force Programs
DSN: 315-477-9979
Comm: 808-477-9979
NIPR: prentice.Mcafee@socom.mil
SIPR: prentice.Mcafee@socom.smil.mil

TSgt Joe Fussell (AD)
Unit Reserve Coordinator (URC)
DSN: 315-477-9675
Comm: 808-477-9675
NIPR: joe.h.fussell@socom.mil
SIPR: joe.h.fussell@socom.smil.mil

TSgt Daniela Knutson (AD)
Unit Reserve Coordinator (URC)
DSN: 315-477-2946
Comm: 808-477-2946
NIPR: daniela.knutson@socom.mil
SIPR: daniela.knutson@socom.smil.mil

MSgt Stephen Tao (IMA)
Unit Reserve Coordinator (URC)
DSN: 315-477-1637
Comm: 808-477-1637
NIPR: stephen.tao@socom.mil
SIPR: stephen.tao@socom.smil.mil

TSgt Audrey Evins (IMA)
Unit Reserve Coordinator (URC)
DSN: 315-477-2903
Comm: 808-477-2903
NIPR: audrey.evins@socom.mil
SIPR: audrey.evins@socom.smil.mil



URC Roles and Responsibilities

- The Unit Reserve Coordinator (URC) represents the Active Component commander/director, by overseeing the IMA program at the unit level and is key to a successful reserve program.
- Assist supervisors and other staff in managing unit commander's programs** to ensure all guidelines are being followed in accordance with applicable AF, AFRC, and HQ IMAs RIO policies:
 - Unit Fitness Program Manager (UFPM)
 - Unit Deployment Manager (UDM)
 - Unit Training Manager (UTM)
 - Unit Security Manager (USM)
 - Drug Demand Reduction Program (DDRP) Trusted Agent
 - Government Travel Card (GTC)/Control Spend Account (CSA)
 - Awards & Decorations
 - Evaluations
- Responsible for ensuring all personnel actions (i.e., promotions, upgrades, changes of reporting official) are completed promptly, updating the system and also for creating and maintaining IMAs Management Folders.
- Review management products (alpha rosters, assignment/attachment rosters, IMA readiness rosters etc.) on a monthly basis to ensure data accuracy and report readiness statistics to commander.
- URCs are a critical liaison between RIO/Detachment 6, IMAs and Supervisors** for distribution of information and accountability purposes; therefore, it is imperative that each IMA communicates with their URC and notifies them of significant life events that may have an effect on the IMA career.



Supervisor Roles and Responsibilities

- The IMAs supervisor is responsible for **familiarizing the member with unit mission and mobilization role.**
- Coordinate and document Annual Training (AT), Inactive Duty for Training (IDT) periods.**
- Act as a focal point for formal and proficiency training.
- Ensure proficiency training and monitor member's participation in Developmental Education (DE) and formal training programs.
- Complete initial and follow-up feedback, ensure evaluations are completed.
- Submit nominations for STEP II or Accelerated Promotions, when appropriate.
- Submit nominations for Awards & Decorations, when appropriate.
- Submit ARPC Form 59 – Individual Mobilization Augmentee Participation Schedule Worksheet
- Supervisors are authorized to contact RIO/Det 6 if unable to reach SOJ1. Please courtesy copy SOJ1 on all emails to RIO/Det 6.
- Sign the following documents:
 - AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour
 - ARPC Form 0-103, Application for Housing and/or Cost-of-Living Allowances (COLA)
 - AF Form 40A, Record of Individual Inactive Duty Training
 - DD Form 1351, Travel Voucher



NEW FY Schedule Worksheet Submission

IMA's Supervisors must submit new FY schedule using the IMA Training Participation Worksheet, which allows IMA supervisors and SOJ1 to track when IMAs are scheduled to perform duty.

INDIVIDUAL MOBILIZATION AUGMENTEE PARTICIPATION SCHEDULE																											FISCAL YEAR				2021							
Name		INSTRUCTIONS: Complete this form electronically to record projected AT and IDT. (1) Fill in the Fiscal Year block using YYYY format. (2) Fill/select the Name, Rank, Grade, Branch, and Directorate blocks. (3) Fill in the Projected Participation Schedule at the start of the fiscal year by selecting appropriate value in Date blocks (see Legend).																									LEGEND :											
Rank	Grade																										A = 1 Day of AT	M = 1 MPA Man-day	R = 1 RPA Man-day									
Branch	Directorate																										P1 = 4 Hours of Paid IDT	P2 = 8 Hours of Paid IDT	N1 = 4 Hours of Non-paid IDT	N2 = 8 Hours of Non-paid IDT								
PROJECTED PARTICIPATION SCHEDULE																											TOTAL MONTHLY POINTS											
	1	2	3	4	5	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	31	AT	IDT	MPA	RPA			
OCT																																		0	0	0	0	
NOV																																			0	0	0	0
DEC																																			0	0	0	0
JAN																																			0	0	0	0
FEB																																			0	0	0	0
MAR																																			0	0	0	0
APR																																			0	0	0	0
MAY																																			0	0	0	0
JUN																																			0	0	0	0
JUL																																			0	0	0	0
AUG																																			0	0	0	0
SEP																																			0	0	0	0
IMA Signature																		Date Signed				SUBTOTAL				0	0	0	0									
Supervisor Approval																		Date Signed				TOTAL PROJECTED POINTS FOR FY				2021	0											

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Participation Requirements

- ❑ There are two types of participation requirements: the **Retention Retirement (R/R) year**, used for the member to track their eligibility for retirement and the **Fiscal Year (FY) training requirement**, used to monitor training and budget.
- ❑ **IRs must follow both the R/R and FY participation requirements.**
- ❑ IRs must earn a **minimum of 50 total retirement points per R/R year (including 15 membership points).**
- ❑ IRs are required to perform a minimum of 35 points through IDT, AT, ADT, Active Duty for Operational Support (ADOS), MPA, or a combination.
- ❑ Participation Waivers of the 35 point requirement may be obtained from SOJ1 Unit Reserve Coordinators (URC's).
- ❑ **All reservists need 20 satisfactory (R/R) years to qualify for retirement benefits, other than pay,** which is received at age 60 or applicable reduced retirement age.



Annual Training (AT)

- ❑ **Annual Training (AT) is the minimal period of active duty training** IMA members must perform each FY to satisfy the training requirements associated with the IMA's assignment. The primary purpose of AT is to provide individual and/or unit readiness training, but may support Active Component missions and requirements.
- ❑ **IMAs must perform 12 days of AT each fiscal year and cannot cross the fiscal year.**
- ❑ IMAs earn one active duty point for each day of duty performed in AT status. In addition, the IMA will receive one point for days on which official travel pay is authorized however; the point(s) received will not count toward AT requirement.
- ❑ AT normally starts on a non-holiday Monday and ends on the 2nd Friday. If special mission or training requirements require an IMA to work over holiday/weekends, the IMA must provide justification when submitting the IMAs AT orders request via ARPC Form 59, Individual Mobilization Augmentee Participation Schedule Worksheet.
- ❑ IMAs must complete the Annual Tour Special Request form located on the HQ RIO website when requesting a split tour.
- ❑ **AT orders requests must be submitted in AROWS-R, accessible through the Air Force Portal NLT 31 May and they must be published NLT 30 Jun of each fiscal year.**
- ❑ Supervisors are required to sign AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour. **Once signed, submit a copy to SOJ1 for Personnel Information File (PIF).**
- ❑ Members will receive base pay, COLA, BAS, and partial BAH. Lodging and Rental Car are authorized.



Air Force Reserve Order Writing System (AROWS-R)

- The Air Force Reserve Order Writing System (AROWS-R)** is an online tool that allows reservists to create their own orders (Annual Tour or MPA Tour).
- Once member create the order, it is routed to RIO/Det 6 for approval.
- Once approved, members can login and retrieve a copy of **AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour**. (Members can retrieve a draft copy of AF Form 938, while orders are pending approval.)
- IMAs are required to list their supervisor's information on Step 2: Duty Purpose – IMA's Approving Official Information.**
- Once the order is submitted, the supervisor will receive an AROWS-R Application Notification email.
- Supervisors should ensure the dates submitted are the same dates submitted on the IMA Training Participation Worksheet.**



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AROWS-R Application Notification Message

Reply Reply All Forward



Fri 31/May/19 10:00

AROWS-R <noreply@afrc.af.mil>

AROWS-R Application Notification for (JOE SMITH)

To Evins, Audrey D TSgt USSOCOM SOCPAC SOJ1

We converted this message into plain text format.

This is for information purposes only. No action is required on your part. An IMA assigned to your operational control has submitted a duty request within AROWS-R. This is an automated email. Please do not reply to this.

The following orders have been routed for approval:

Tracking Number: 8091539
Member Name: (JOE SMITH)
Rank: E8
Order Type: ANNUAL TRAINING
Report Date: 2019-09-09
Start Date: 2019-09-08
End Date: 2019-09-21

Visit AROWS-R at [CAUTION] <https://arowsr.afrc.af.mil/arows-r/> [CAUTION]

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AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour

REQUEST AND AUTHORIZATION FOR ACTIVE DUTY TRAINING/ACTIVE DUTY TOUR				BY ORDER OF THE SECRETARY OF THE AIR FORCE				
<p>PRIVACY ACT STATEMENT</p> <p>AUTHORITY: 10 USC 8013; Executive Order 9397.</p> <p>PRINCIPAL PURPOSES: Used to request and authorize Air Force reservist tours of active duty as well as acting as a temporary duty travel order. GSN is used to make positive identification of military personnel. Becomes record copy of orders after authentication; enables reservist to procure transportation, receive reimbursement for travel expenses and be paid military pay, as applicable.</p> <p>ROUTINE USES: A copy of the order may be provided to civilian employers to substantiate active duty military requirements.</p> <p>DISCLOSURE IS VOLUNTARY: However, without this information and GSN the Air Force cannot act on your travel, per diem and pay entitlements.</p>								
1. NAME (Last, First, MI) SMITH, JOE D.			2. GRADE TSGT		3. SSN 123-45-6789			
4. PRESENT STREET ADDRESS 123 SESAME STREET				5. CITY MILILANI		6. STATE HI	7. ZIP CODE 96789-0000	
8. UNIT OF ASSIGNMENT OL COP SPECIAL OPERATIONS		9. LOCATION CP SMITH MGI, HI 968615000			10. PAS CODE HL3DF4DL			
11. Mbr is ordered to ANNUAL TRAINING for 12 * days plus auth tvl time. (0 Tvl Days) TRACKING #: 7728858								
12. WILL REPORT TO (Unit and location) OL COP SPECIAL OPERATIONS JX FF6DL0, CP SMITH MGI, HI				13. REPORTING DATA (Hour) 0730 20190819		14. RELEASE DATE (YYYYMMDD) 20190830		
				15. CORPORATE LIMITS <input checked="" type="checkbox"/>		16. COMMUTING AREA <input type="checkbox"/>	17. BAS CODE S	
18. REMARKS AUTH: AFMAN 98-8001 (File travel voucher and completed statement of tour of duty within 5 workdays after tour completion. Travel days will not exceed DODPMR authorized travel time. Per diem is based on availability of govt quarters and mess; contact the base billeting office since govt quarters must be used when available. SEE NEXT PAGE FOR REMARKS.								
19. TNG-CAT-IND				20. TOUR-IND		21. MEAN CODE	22. MAN-DAY ID	
ESTIMATED COST		23. TRAVEL \$0.00	24. PER DIEM \$0.00	25. OTHER \$0.00	26. TOTAL \$0.00			
27.								
28. TRAVEL REQUESTING OFFICIAL (Typed name, grade, DSN)				29. SIGNATURE		30. DATE		
31. DEPARTMENT OF THE AIR FORCE (Enter designation and location of headquarters.) ARPC SWC HQ ARPC BUCKLEY AFB, CO 80011				32. RESERVE ORDER NO.				33. DATE
				34. DISTRIBUTION				
				35. AUTHORIZING/ORDER ISSUING OFFICIAL (Type and Signature)				
36. STATEMENT OF TOUR OF DUTY								
a. DEPART		LOCATION	HOUR (HH)	DAY	MONTH	b. ARRIVE	LOCATION	
		HOR, MILILANI, HI	0630	19	08		CAMP SMITH, HI	
							0730 19 08 POV	
c. DEPART		LOCATION	HOUR (HH)	DAY	MONTH	d. ARRIVE	LOCATION	
		CAMP SMITH, HI	1700	30	08		HOR, MILILANI, HI	
							1730 30 08 POV	
37. I certify that I have complied with the above order. The statements on this form are true and complete. If a Federal Civil Service Employee, I certify that I have applied for appropriate leave.								
My Spouse (Circle One) was <input checked="" type="checkbox"/> in Active Duty status during this tour.				40. Member reported for duty at 0730 hours on 8 AUG 19 and was released from duty at 1700 hours on 30 AUG 19				
I (Circle One) <input checked="" type="checkbox"/> occupy govt quarters.				41. CERTIFYING OFFICIAL'S PRINTED NAME JANE B. SMITH, SMSgt, USAF		42. DSN 315-477-1234		
38. MEMBER'S SIGNATURE John Smith		39. DATE 20190820		43. CERTIFYING OFFICIAL'S SIGNATURE Jane Smith		44. DATE 20190820		
47. TIMEKEEPER STATEMENT I certify receiving a copy of this order for civilian pay related review and processing.				45. TIMEKEEPER SIGNATURE				

AF FORM 938, 20080724

PREVIOUS EDITIONS ARE OBSOLETE

- IMAs are required to complete/sign boxes 36 – 39 of AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour prior to supervisor's completion.
- Supervisors are required to complete/sign boxes 41 - 44 of AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour.
- Once tour is complete, provide a signed copy to SOJ1 for Personnel Information File (PIF).

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Inactive Duty for Training (IDT)

- IMAs can only earn Inactive Duty for Training (IDT) points for activities preparing them for full-time utilization or mobilization.
- An IDT is a minimum of 4-hour period of training, duty, or instruction. An IMA may work up to 2 blocks of IDT in one day for an 8-hour minimum work day. However, an IMA may be required by the IMA's duty location to work up to a 12 hours shift in one work day and will only be credited with a maximum of 2 points. 24 days of IDTs are required per Fiscal Year.**
- One point is earned for each 4-hour block of time worked. Lunch time does not count.
- The points accrued are inactive points creditable towards a reserve retirement.
- If special mission or training requirements require an IMA to work over holiday/weekends, the IMA must provide justification when submitting their IDT orders request via the IMA Training Participation Worksheet.
- IMAs are not authorized to perform IDTs outside of their assigned unit.
- IAW AFI 36-2254 Vol 1 Para 4.2.1, IMAs must submit a schedule of IDTs and obtain approval from the IMA's supervisor in UTAPS-Web accessible through the AROWS-R NLT 15 Aug for the upcoming FY.
Please note, members who do not update UTAPS by 15 Aug for the upcoming FY, will possibly receive a delay in pay for worked IDTs.
- Members will receive base pay ONLY. Lodging is authorized.**



Unit Training Assembly Participation System (UTAPS)

- The Unit Training Assembly Participation (UTAPS) is an online tool that allows reservists to submit their Individual Duty Training order.**
- Once members submit their FY calendar, the supervisor can approve/disapprove.
- Once approved, members can login and retrieve a copy of **AF Form 40A, Record of Individual Inactive Duty Training.**
- IMAs are required to list their supervisors in the system for approval/disapproval.
- Once the calendar is submitted, the supervisor will receive a UTAPS Notification email.
- Supervisors should ensure the dates submitted are the same dates submitted on the the IMA Training Participation Worksheet.

One-on-One UTAPS Supervisor training is scheduled after training.



AF Form 40A, Individual Inactive Duty Training

RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING <i>(Use to report days within the same month)</i>			
<p>PRIVACY ACT STATEMENT This form requires collection and maintaining information protected by the Privacy Act of 1974. System of Records Notice FO36 AF PC C applies. AUTHORITY: Title 10 U.S.C., Section 12732, Executive Order 13478 and Executive Order 9397 (SSN). PRINCIPAL PURPOSES: To record Reserve Member's Inactive Duty Training (IDT) for payment, and/or points for years of service credit, and determining fulfillment of requirements for retention in Ready Reserve. ROUTINE USES: Information may be disclosed to individual's employers to verify military duty. DISCLOSURE IS VOLUNTARY: Failure to provide the information, including the SSN, could result in the improper recording of training and retirement credits, thus adversely affecting retirement actions.</p>			
I. PERSONAL/PAY DATA <i>(Type or print clearly in ink)</i>		HOME MAILING ADDRESS <input type="checkbox"/> CHECK IF NEW	
RANK TSgt	NAME (Last Name, First, MI) Smith, Joe E.	Street Address 123 Sesame Street	
SSN 123-45-6789	RPO (IMAs) UNIT (Unit Acronyms) RIORPO	City (Honolulu) State (Hawaii) ZIP (96816)	E-MAIL (joe.smith@us.af.mil)
PAY STATUS (MUST use separate form for pay and non-pay. Non-pay IDTs - submission to ARPC/DPTA applies to IMAs Only)		<input checked="" type="checkbox"/> PAY	<input type="checkbox"/> NON-PAY
INCENTIVE/SPECIALTY PAY <input type="checkbox"/> Aviation Career Incentive Pay (ACIP)		<input type="checkbox"/> Hazardous Duty Incentive Pay (HDIP) (Provide authorizing documents)	<input type="checkbox"/> Other
TYPE OF TRAINING		<input checked="" type="checkbox"/> Training Period	<input type="checkbox"/> Equivalent Training
<input type="checkbox"/> Other (Specify)		<input type="checkbox"/> Constructively Present	<input type="checkbox"/> Telecommuting
<input type="checkbox"/> Excused		<input type="checkbox"/> Points Only	<input type="checkbox"/> Reschedule
<input type="checkbox"/> Unexcused		<input type="checkbox"/> Readiness Management	
II. TRAINING DATA (List each day of training separately)		RETENTION/RETIREMENT (R/R) DATE	
DATE (YYYYMMDD)	DUTY HOURS WORKED (Inclusive)	HOURS WORKED	NUMBER OF POINTS
20190620	0800-1700	8	4
20190621	0800-1700	8	4
TRAINING LOCATIONS/REMARKS SOCPAC, SOJ4 SOCPAC, SOJ4			
TOTAL NUMBER OF HOURS WORKED		16	TOTAL NUMBER OF POINTS
RESERVIST'S NAME & PHONE (Type or Print legibly in ink)		RESERVIST SIGNATURE AND DATE	
TSgt Joe Smith - 808-477-1234		Joe Smith	
III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE <i>(Complete and return to reservist prior to the reservist reporting for scheduled training)</i> See AF 134-246, Air Force Lodging Program, and AF 134-239, Food Service Management Program. The Authorizing Official is the commander of the assigned/ attached unit or a representative designated IN WRITING. Subsistence-in-kind is authorized for enlisted members in a pay status if training is 8 hours or more in any 1 day. If the duty is less than 8 hours or is non-pay status, or if the reservist is an officer, the reservist must pay the full food charge. The Authorizing Official is the commander of the assigned unit or representative IN WRITING.			
LOGGING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SUBSISTENCE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	AUTHORIZING OFFICIAL'S TITLE Supervisor	AUTHORIZING OFFICIAL'S SIGNATURE AND DATE Jane Smith
IV. CERTIFICATION (Certifying Official is the military member or civilian who supervised the training and had knowledge it was performed.) The penalty for willfully making false claims is: A maximum of \$10,000 or maximum imprisonment of 5 years (Title 18 U.S.C., Section 287). By signing and dating this form, the Reservist and Certifying Official (training supervisor who has knowledge training was performed) verify satisfactory completion of all training period(s) listed in Section II. The dates must be on or after the last date of training.			
CERTIFYING OFFICIAL'S NAME/GRADE (Type or Print legibly in ink)		OFFICIAL'S SIGNATURE AND DATE Click to sign	
V. DISTRIBUTION The Certifying Official will send copy 1 to member's Reserve Pay Office (RPO) for Paid IDTs HQ ARPC/DPTA (IMAs and IRRs only) 18428 E Silver Creek Ave. Bldg 390 MS 66 Buckley AFB, CO 80011-9502; for Non-Paid IDTs no later than 2 days for unit members and 30 for IMAs and IRRs after the member completes the training. One copy each to supervisor, member, and lodging. For Unit Assigned Reservist UTAPS electronic generated AF IMT 40A will be used to the maximum extent possible. When manual AF 40A is used, duty information must be entered into UTAPS before a actual performance of the duty.			
PRIVACY ACT INFORMATION: The information in this form is for OFFICIAL USE ONLY. Protect IAW the Privacy Act of 1974.			

- Supervisors are required to sign AF Form 40A, Individual Inactive Duty Training.
- Members may use AF Form 40A to schedule medical readiness purposes and for fitness test.
- Members may use AF Form 40A for paid or non-paid IDTs.



Evaluations

- ❑ **EPRs are due biennially**, or every two years. Effective May 2015, all enlisted reports, Air Force wide, will be required to be closed out on a Static Close Out Date (SCOD). See Static Closeout Dates below:

Static Close-out Date Chart for ARC Non-AGR. RANK	SCOD
SrA and Below	31 Mar (Even years)
SSgt	31 Jan (Odd years)
TSgt	30 Nov (Even years)
MSgt	30 Sep (Odd years)
SMSgt	31 Jul (Even years)
CMSgt	31 May (Odd years)

- ❑ **OPRs are due annually**, as long as the member has obtained a minimum of 16 points and 120 days of supervision during the rating period or one year from close out. A CRO also initiates an OPR as long as a minimum of 16 points and 120 days of supervision of training have been completed under the direct supervision of the rater.
- ❑ **IMA's Supervisors must ensure evaluations are completed and provided to SOJ1 30 days before the closeout date.**



Enlisted Promotions

- ❑ There are three methods for enlisted promotion: unit vacancy, Stripes for Exceptional Performers I (STEP I) and Stripes for Exceptional Performers II (STEP II). IMAs can qualify for any of the three processes. Contact the URC or Detachment with any questions concerning enlisted promotions.
- ❑ **Unit Vacancy Promotions.** The majority of IMA promotions are processed under the Unit Vacancy Promotion Program. Promotions occur monthly on the first day of the month. The URC forwards a roster of eligible IMAs to the Detachment commander. IMAs must be assigned as the primary incumbent of a position authorized at the next higher grade, meet all eligibility requirements, and be recommended by the unit commander.
- ❑ **Stripes for Exceptional Performers I (STEP I).** Under this program, IMA's who meet eligibility criteria can be considered for promotion to TSgt regardless of position or overage status. A SSgt may be considered for promotion to TSgt when they attain 16 years of satisfactory service.
- ❑ **Stripes for Exceptional Performers II (STEP II).** This program is designed to promote outstanding and well-deserving Airmen; IRs who have clearly demonstrated the potential to serve in the next higher grade and meet minimum eligibility requirements. A member can be promoted into the next higher grade of the billet assigned. Members eligible for consideration may be nominated by the IMA's unit commander for STEP II Board promotion consideration.
- ❑ Please adhere to deadlines, packages will not be submitted to RIO/Det 6 past the suspense date.



Officer Promotions

- ❑ The reserve officer promotion system is based on the Reserve Officer Personnel Management Act (ROPMA), effective 1 October 1996. The action agency for officer promotions is the Reserve of the Air Force Selection Board Secretariat, HQ ARPC/PB. Commissioned officers are selected for promotion by central selection boards which evaluate records using the “whole person” concept.

- ❑ **Mandatory Consideration.** Officers eligible for mandatory consideration for promotion will receive a computerized Officer Pre-selection Brief (OPB). The OPB is a historical brief of the officer’s career, developmental education, decorations, duty history, or point summary civilian educational record, etc. The OPB should be reviewed upon receipt, immediately reporting discrepancies to the appropriate agency. All reserve officers in active status, to include PIRR, are eligible for consideration for promotion if they meet the following criteria:
 - ❑ Must be on the Reserve Active Status List (RASL), the active duty list (ADL), or a combination of both for one year before the board convening date.

 - ❑ Remain in active status until the effective date of promotion.

 - ❑ **Meet the Date of Rank requirements shown below:**

<i>For Promotion to</i>	<i>Time in Grade</i>
First Lieutenant	2
Captain	2
Major	7
Lieutenant Colonel	7
Colonel	4



Reserve Officer Accelerated Promotion

- An accelerated promotion process applies to Reserve of the Air Force officers. An officer on a promotion list as a result of selection for promotion by a AFR mandatory promotion board (I/APZ) or active duty selection board (10 U.S.C. Chapter 36), Special Board or SSB, may be promoted to fill a vacant position (10 U.S.C. Section 14308). This program does not apply to those selected on a Position Vacancy board. Promotions under this program maintain a balanced force by giving commanders the means to nominate exceptionally well-qualified candidates to promote in an accelerated manner (AFI 36-2504, chap 6, para 6.5).meet the following requirements:
 - Selected for promotion to major, lieutenant colonel, or colonel by an I/APZ promotion board.**
 - Have an outstanding record, with at least 50 participation points as of the most recent R/R year posted to the officer's retirement account.**
 - Nominated by member's commander and endorsed by the senior rater in the rating chain.**
 - Senior rater can request acceleration to take place at public release or Senate confirmation, whichever is later, as the pin on date, or any date prior to projected pin on.**
 - Meets the eligibility criteria outlined by the *Position* Vacancy program (AFI 36-2504, ch 2).**
 - Nominee must be the incumbent, not overage, of a valid, fully funded (for 1 year), higher graded position.**
- Supervisor must submit the following to SOJ1 for processing:
 - Bullet Background Paper**
 - Request for Accelerated Promotion**



Readiness

Participation

A member's top priority is to complete all AT and IDTs within the Retention Retirement (R/R) and fiscal year. AT/IDTs must be scheduled before additional tours can be approved. Use the ARCNET Individual Readiness Detail Report when discussing the scheduling of AT/IDTs with supervisors to ensure readiness is maintained throughout the year. AT Orders published NLT 30 June each year. AT must be submitted in AROWS-R NLT 31 May each year; IDTs for the next FY are to be projected in UTAPS NLT 15 Aug each year.

Medical

Members are required to maintain AF medical standards. Members must complete Tri-Service Periodic Health Assessment Questionnaire (PHAQ) (Formerly AF Web HA). A member must be in a duty status to attend an appointment at an MTF.

Dental

Annual requirement; currently can be seen by a civilian dentist; use DD Form 2813, 'Department of Defense Active Duty/Reserve/Guard/Civilian Forces Dental Examination', to document dental visit with civilian provider. NOTE: Every 3rd year IRs must be seen by a military dentist.

Fitness

Must complete every six months NLT the last day of the month (Once per year for those who score an excellent); fitness failure retests must test NLT 90 days from failure date; must be in a duty status when testing AT/IDT (pay or pts); may test at assigned unit.

Security Clearance

Members must maintain necessary clearance. Periodic Review (PR) every 6 years for TS/SCI can be initiated within 60 days of clearance end date.



Readiness Report

Readiness Reports provide individual readiness details on the member. It is pulled at the end of the month.

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	PMR	Dental Date
		Dental Source

Immunization		
Immun. Status	Green	Lab Status
Immun. Source	PMR	Lab Source

Fitness Readiness		
Fitness Status	Excellent (Exp-96)	
Next Due Date	31 Jan 2013	

Security Clearance Readiness		
Security Status	Valid/Full	
Date Invest. Compl.	19 Feb 2009	
Years Valid	10	
SAR of Position	C	
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	8/1/2014	DAVA
HYT		DAVL
ETS	10/22/2015	DAVP
		DAVT

Medical Readiness		
Overall IMR Status	Needs Attention	DLC Status
Actions Needed		

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

Immunization		
Immun. Status	Yellow	Lab Status
Immun. Source	PMR	Lab Source

Fitness Readiness		
Fitness Status	Satisfactory (Good)	
Next Due Date	31 Jan 2012	

Security Clearance Readiness		
Security Status	Valid/Current	
Date Invest. Compl.	21 May 2001	
Years Valid	10	
SAR of Position	C	
Clearance Awarded	SECRET	

AFSC Training Readiness



Overdue Readiness Report

ARCHet Individual Readiness Detail

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

General Info

Name	TH J (BSIG)	Mob Auth
Overall Readiness	Not Ready	Position #
Duty Title	COMPANY FIRE OFFICER	PAC
Det	Det 4	Office Symbol
Unit	0021 CIVIL ENGINEER SQ	Location
MSD	8/1/2024	DAVA
HYT		DAVL
EIS	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	PMR	Dental Date
		Dental Source

Immunization

Immun. Status	Yellow	Lab Status
Immun. Source	PMR	Lab Source

Fitness Readiness

Fitness Status	Satisfactory (Expt)
Next Due Date	31 Jun 2012

Security Clearance Readiness

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

AFSC Training Readiness

- ❑ Overdue Readiness Reports will be provided to the member and supervisor at the end of the month.
- ❑ URC will initiate involuntary reassignment to the **Inactive Reserve** for members who do not provide **SOJ1** with an status update by the suspense date.



Military Personnel Appropriation (MPA) Request

- MPA days are used to support the Active Component missions.
- SOCOM is responsible for allocating MPA days to SOCPAC.**
- The active component is responsible for managing and validating MPA man-day requests, requirements, forecasts, and usage.
- IMA's Readiness must be green and have the current FY AT scheduled in AROWS-R and the current FY IDTs scheduled in UTAPS before MPA is approved.
- SOCOM only funds base pay, BAH, BAS, and COLA. Any additional funds, must come from requesting directorate or the member.
- MPA days are requested via SIPR as a MPA **Data Call around February prior to the FY.** Supervisors are required to provide:
 - Requirement Description
 - Justification
 - Impact
- Emergent Requests or a request that was not annotated in the Data Call**, may be requested anytime throughout the FY. Supervisors are required to provide:
 - Member Name/Rank
 - Requirement Description
 - Justification
 - Impact
 - Duty Dates



References

- The Guide for Individual Reservists*
- AFI 36-2629, *Individual Reservist Management*
- AFI 36-2406, *Officer and Enlisted Evaluation Systems*
- AFI 36-2502, *Enlisted Airman Promotion/Demotion Programs*
- AFI 36-2504, *Officer Promotion, Continuation and Selective Early Removal of the Air Force*
- AFI 36-2619, *Military Personnel Appropriations (MPA) Man-Day Program*