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

Headquarters Air Force Reserve Command (HQ AFRC)

Headquarters Readiness & Integration Organization (HQ RIO)

Headquarters Readiness & Integration Organization Detachment 6 (RIO/Det 6)

SOCPAC Individual Mobilization Augmentee (IMA)
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/SOU's
- 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
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

<table>
<thead>
<tr>
<th>Name</th>
<th>Rank</th>
<th>Grade</th>
<th>Branch</th>
<th>Directorate</th>
</tr>
</thead>
</table>

**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).

**FISCAL YEAR**

<table>
<thead>
<tr>
<th>2021</th>
</tr>
</thead>
</table>

**TOTAL MONTHLY POINTS**

| OCT  | 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 |
|------|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 0    | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  |
| 0    | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  |
| 0    | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  |
| 0    | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  |
| 0    | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  |
| 0    | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  |

**LEGEND:**

- A = 1 Day of AT
- M = 1 MPA Man-day
- P1 = 4 Hours of Paid ET
- P2 = 8 Hours of Paid ET
- N1 = 4 Hours of Non-paid ET
- M2 = 8 Hours of Non-paid ET

**IMA Signature**

**Date Signed**

**SUBTOTAL**

**TOTAL PROJECTED POINTS FOR FY 2021**
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.
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.
AROWS-R Application Notification Message

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]
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).
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.
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 IMA Training Participation Worksheet.

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

<table>
<thead>
<tr>
<th>For Promotion to</th>
<th>Time in Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Lieutenant</td>
<td>2</td>
</tr>
<tr>
<td>Captain</td>
<td>2</td>
</tr>
<tr>
<td>Major</td>
<td>7</td>
</tr>
<tr>
<td>Lieutenant Colonel</td>
<td>7</td>
</tr>
<tr>
<td>Colonel</td>
<td>4</td>
</tr>
</tbody>
</table>
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 Reports provide individual readiness details on the member. It is pulled at the end of the month.

Ready vs. Not Ready
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