



# **SOCPAC Air Force Reserve Supervisor Training**



**TSgt Audrey Evins  
SOCPAC Air Force Reserve Coordinator**



# SOJ1 Personnel Contact Info

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## ***RIO Detachment 6 Contact Info***

**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: [RIODet6@us.af.mil](mailto:RIODet6@us.af.mil) ; [riodet6.readiness@af.mil](mailto:riodet6.readiness@af.mil)**

**DSN: 312-968-5035**

**Comm: 813-828-5035**

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



# Agenda

- Unit Reserve Coordinator (URC) Roles and Responsibilities**
- Rater Roles and Responsibilities**
- NEW FY Schedule Submission**
- Annual Training (AT)**
- Air Force Reserve Order Writing System (AROWS-R)**
- AROWS-R Application Notification Message**
- AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour**
- Inactive Duty for Training (IDT)**
- Unit Training Assembly Participation System (UTAPS)**
- AF Form 40A, Record of Individual Inactive Duty Training**
- Evaluations**
- Enlisted Promotions**
- Officer Promotions**
- Readiness**
- Overdue Readiness Report**
- Military Personnel Appropriation (MPA) Request**



# 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 Force Management, Detachment 6 and IMAs 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

**NLT 1 Aug 2019, IMA's Supervisors must submit new FY schedule using ARPC Form, 59 – Individual Mobilization Augmentee Participation Schedule Worksheet**

INDIVIDUAL MOBILIZATION AUGMENTEE PARTICIPATION SCHEDULE WORKSHEET																																					
INSTRUCTIONS: Create a bracket in the R/R Year column to show your R/R year. Make one copy of this schedule for your supervisor using "I" for projected training dates. When accomplished, mark with and "X". For your personal copy, enter the alpha code shown below in the legend. Total points earned for each month may be recorded in the last 3 columns.																																					
LEGEND: For supervisor copy: Scheduled training - "I", Accomplished - "X", Excused training - "O". For personal copy: Enter alpha code for type of participation: A - Annual, I - IDT, R - RPA tour, M - MPA tour, T - Travel day, NP - Nonpay IDT.																																					
NAME																								R/R DATE													
TSgt Joe Smith																																					
FISCAL YEAR																								2020													
																								TOTAL POINTS													
MONTH	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	FY	R/R	EXTRA			
OCTOBER							A	A	A	A	A	A	A	A	A	A	A	A																			
NOVEMBER	I																																				
DECEMBER																																					
JANUARY																																					
FEBRUARY																																					
MARCH																																					
APRIL																																					
MAY																																					
JUNE																																					
JULY																																					
AUGUST																																					
SEPTEMBER																																					
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FISCAL YEAR																																					
																								TOTAL POINTS													
MONTH	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	FY	R/R	EXTRA			
OCTOBER																																					
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JUNE																																					
JULY																																					
AUGUST																																					
SEPTEMBER																																					
																								TOTAL													
REMARKS																																					
1. MEMBER WILL PROVIDE THE FOLLOWING PARTICIPATION SUPPORT: A. EXERCISE SUPPORT - MEMBER WILL SUPPORT EX TW20. B. STAFF SUPPORT - N/A 2. WEEKENDS ARE NOT AUTHORIZED. (PLEASE CIRCLE ONE)																																					

- Allow IMA supervisors and SOJ1 to track when IMA are scheduled to perform duty.
- Allow Chief of Staff (CoS) to track how IMA are utilized.



# Annual Training (AT)

- 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 ARPC Form 59 - Individual Mobilization Augmentee Participation Schedule Worksheet.



# 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.

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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

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



# 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><b>PRIVACY ACT STATEMENT</b></p> <p><i>AUTHORITY: 10 USC 6013; Executive Order 9397.</i></p> <p><i>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.</i></p> <p><i>ROUTINE USES: A copy of the order may be provided to civilian employers to substantiate active duty military requirements.</i></p> <p><i>DISCLOSURE IS VOLUNTARY: However, without this information and GSN the Air Force cannot act on your travel, per diem and pay entitlements.</i></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 Trvl Days)				TRACKING #: 7728838				
12. WILL REPORT TO (Unit and location) OL COP SPECIAL OPERATIONS JX FF6DL0, CP SMITH MGI, HI			13. REPORTING DATA (Hour) (YYYYMMDD) 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 6 workdays after tour completion. Travel days will not exceed DODPIR 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. LOCATION		b. HOUR (HH)	c. DAY	d. MONTH	e. LOCATION		f. HOUR (HH)	
g. DEPART HOR, MILILANI, HI		0630	19	08	h. ARRIVE CAMP SMITH, HI		0730	
i. DEPART CAMP SMITH, HI		1700	30	08	j. ARRIVE HOR, MILILANI, HI		1730	
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.				40. Member reported for duty at 0730 hours on 8 AUG 19 and was released from duty at 1700 hours on 30 AUG 19				42. DSN 315-477-1234
My spouse (Circle One) was <input checked="" type="checkbox"/> in Active Duty status during this tour.				41. CERTIFYING OFFICIAL'S PRINTED NAME JANE B. SMITH, SMSgt, USAF		43. CERTIFYING OFFICIAL'S SIGNATURE Jane Smith		
I (Circle One) <input checked="" type="checkbox"/> occupy govt quarters.				38. MEMBER'S SIGNATURE John Smith		39. DATE 20190820	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).



# 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 minimum 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 ARPC Form, 59, Individual Mobilization Augmentee Participation Schedule Worksheet.
- 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. 1 Jul 2019
- 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 ARPC Form, 59 - Individual Inactive Duty Training.

**One-on-One UTAPS training will be scheduled with each IMA Supervisor.**



# AF Form 40A, Individual Inactive Duty Training

RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING <i>(Use to report days within the same month)</i>			
<p><b>PRIVACY ACT STATEMENT</b> 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 18 U.S.C., Section 12732, Executive Order 13476 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>			
<b>I. PERSONAL/PAY DATA</b> <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 Reservists) 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/OPTA 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)
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"/> Reschedule
		<input type="checkbox"/> Unexcused	<input type="checkbox"/> Readiness Management
<b>II. TRAINING DATA</b> <i>(List each day of training separately)</i>		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
TOTAL NUMBER OF HOURS WORKED		16	TOTAL NUMBER OF POINTS
RESERVIST'S NAME & PHONE <i>(Type or Print legibly in ink)</i>		RESERVIST SIGNATURE AND DATE	
TSgt Joe Smith - 808-477-1234		Joe Smith	
<b>III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE</b> <i>(Complete and return to reservist prior to the reservist reporting for scheduled training)</i>			
See AF134-246, Air Force Lodging Program, and AF134-239, 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	SUBSISTENCE	AUTHORIZING OFFICIAL'S TITLE	AUTHORIZING OFFICIAL'S SIGNATURE AND DATE
<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Supervisor	Jane Smith
<b>IV. CERTIFICATION</b> <i>(Certifying Official is the military member or civilian who supervised the training and had knowledge it was performed)</i>			
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 <i>(Type or Print legibly in ink)</i>		OFFICIAL'S SIGNATURE AND DATE	
		Click to sign	
<b>V. DISTRIBUTION</b>			
The Certifying Official will send copy 1 to member's Reserve Pay Office (RPO) for Paid IDTs; HQ ARPC/OPTA (IMAs and IFRs only) 18426 E Silver Creek Ave, Bldg 390 MS 88 Buckley AFB, CO 80811-9502, for Non-Paid IDTs no later than 2 days for unit members and 30 for IMAs and IFRs 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 Table 9.1 Static Closeout Dates below.

**Table 9.1 Static Closeout dates**

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

- ❑ 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



# Readiness

## Participation

A member's top priority is to complete all AT and IDTs within the 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 MPR 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/Secret	
Date Invest. Compl.	19 Feb 2009	
Years Valid	10	
SAR of Position	C	
Clearance Awarded	SECRET	
AFSC Training Readiness		

**ARCHet Individual Readiness Detail**

Click here for details on interpreting this information

General Info		
Name	TH J (SSC)	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	01/02/04	DAVA
HYT		DAVL
ETS	10/22/2015	DAVP
		DAVT
Medical Readiness		
Overall MPR 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 (Exp-1)	
Next Due Date	31 Jan 2012	
Security Clearance Readiness		
Security Status	Invalid/Secret	
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 (BSG)	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	8112004	DAVA
HYT		DAVL
ETS	10/22/2015	DAVP
		DAVT

**Medical Readiness**

Overall MWR 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 Invest. 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.
- The active component 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.
- 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:
  - Who
  - What
  - Where
  - When
  - Why



# References

- ❑ *The Guide for Individual Reservists*
- ❑ *AFI 36-2254, Vol 1 Reserve Personnel Participation*
- ❑ *AFI 36-2629, Individual Mobilization Augmentee 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*