



# Readiness Management Group Individual Reserve Guide

RMG Vision Statement

**Enabling Individual Reservists to be fully engaged in  
global vigilance, reach and power.**

RMG Mission Statement

**Prepare war-time ready Individual Reservists to support  
and defend the United States and its interests through  
aerospace power.**

**Individual Reserve Guide**  
**A Guide for Individual Reservists and their Supervisors**

This training guide answers some commonly asked questions about the Individual Reserve Program, provides points of contact for assistance, and provides instructions for completing forms regularly used by Individual Reservists (IR) which includes Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reserve (PIRR). [Air Force Instruction \(AFI\) 36-2629, Individual Mobilization Augmentee Management](#), is the guideline for managing the IMA program. [Air Force Instruction 36-2633, The Air Force Reserve Pretrained Individual Manpower Programs-Management and Utilization](#), is the guideline for managing the Individual Ready Reserve.

In case of conflict with Air Force or major command instructions, the applicable instruction will take precedence over this guide. Send recommended changes for this guide to Headquarters Readiness Management Group; Attn: Standardization and Evaluation (HQ RMG/DOV); 233 N. Houston Road; Warner-Robins, GA 31093, 1-478-327-2327.

**The [RMG Homepage](#) contains useful information and will answer many of your questions. It also provides a link to the Air Force "publications and forms" website at e-publishing.**

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**PERSONAL INFORMATION**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Unit of Assignment:** \_\_\_\_\_ **R/R Date:** \_\_\_\_\_

**Unit of Attachment:** \_\_\_\_\_ **DAFSC:** \_\_\_\_\_

**Training Category:** \_\_\_\_\_ **Reserve Section:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**BIMAA:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**RPO:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Program Manager:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

# Chapter 1

## GENERAL INFORMATION

### **1.1. The Individual Reserve Program.**

The United States Air Force Reserve (USAFR) and the Air National Guard (ANG) provide first-line operations for the Air Force in the event of war, national emergency, or disaster. The mission in peacetime is READINESS. As an individual member of the USAFR, you are an integral part of the Total Force. The individual reserve program is different from traditional USAFR unit programs. There are four types of individual reservists: the Individual Mobilization Augmentee (IMA), the Participating Individual Ready Reserve (PIRR), the Individual Ready Reserve (IRR), and the Standby Reserve. HQ Readiness Management Group (RMG) is a Direct Reporting Unit (DRU) to HQ Air Force Reserve Command (AFRC) and is located in Warner Robins, Georgia. HQ RMG maintains oversight of Individual Reservists (IRs) in Category B (IMA) and Category E (PIRR) status. The IRR and Standby Reserve are managed by HQ Air Reserve Personnel Center (ARPC) in Denver, Colorado.

### **1.2. Readiness Management Group (RMG).**

The Readiness Management Group is the Air Force Reserve Command's agency responsible for shared administrative control (ADCON) of Individual Reservists. IR members are assigned or attached to an organization that is responsible for training and equipping. The active duty commander is responsible for Operational Control (OPCON) and specified ADCON for Individual Reservists. Some responsibilities active duty commanders are responsible for are performance evaluations, organizational and deployment uniform requirements, mobilization training, and skill training in the members' Air Force Specialty Code (AFSC). The RMG maintains responsibility for the mobilization readiness of all IRs and reports to the AFRC Vice commander at Robins AFB, GA. The RMG staff along with the Program Managers and BIMAAAs, help to train the active duty commanders, supervisors and support personnel on how to best utilize and care for the reservist.

### **1.3. Program Managers (PM).**

An integral part of the RMG staff, a PM is located at each MAJCOM, Joint Command, or Defense Agency. The PM detachment staff is responsible for processing assignment actions, promotion actions, participation accountability, and providing administrative oversight of their assigned IRs. Program Managers assist active duty commanders with man-day programs, recall and mobilization plans, and monitor formal training and military personnel programs. Additionally, the PM oversees the BIMAAAs located at various bases throughout the commands.

### **1.4. Base Individual Mobilization Augmentee Administrators (BIMAAAs).**

The BIMAA plays a key role as the advisory office between active duty units, individual reservists, and Air Force Reserve Command (AFRC). Most installations have an appointed BIMAA responsible for servicing the attached IMAs. In some cases the BIMAA may not be located at the serviced installation. Their primary role is to train active duty commanders, supervisors, and support personnel to better manage and utilize the IRs. The BIMAA is available to answer questions and guide the IR or supervisor through personnel and readiness processes. Visit the [RMG website](#), select contacts, to locate a BIMAA near you.

### **1.5. Unit Reserve Coordinator (URC) or equivalent.**

The URC is the conduit between the BIMAA and the member for distribution of information and accountability purposes. The URC oversees the IR program for the active duty commander to ensure all guidelines are being

followed and that IRs are ready when the commander calls upon them. It is imperative that each IR becomes familiar with their URC, as well as their BIMAA, and that they keep him/her updated on events in their life that may have an effect on their career.

### **1.6. Individual Reservist (IR).**

An IR must be constantly vigilant to every aspect of his or her career. The primary job of the IR is to be prepared for mobilization when called upon. That includes:

- Ensuring medical, dental, and fitness tests are completed annually
- Security clearance eligibility maintained and updated (as required)
- Annual Family Care Plan (as applicable)
- Necessary training requirements must be met and maintained

In addition:

- Meet and maintain military standards
- Provide copies of civilian medical history to include copies of past illnesses or injuries not recorded in your military medical record
- Keep personal data updated in virtual Military Personnel Flight ([vMPF](#))
- Coordinate/submit participation schedule through AD supervisor
- Initiate voluntary reassignment actions
- Submit all order requests thru AROWS-R
- Update civilian experience (<https://www.dmdc.osd.mil/appj/esgr/index.jsp>)

#### **1.6.1. IMAs.**

An Individual Mobilization Augmentee (Category “B”) is assigned to a funded position against an active duty billet. They are typically attached to an active duty unit, wing, or MAJCOM. The billet occupied will determine the number of days (AT & IDTs) required for satisfactory participation each year. Participation requirements can be found in chapter 3. If you have any questions regarding the number of points required each FY please contact your BIMAA or PM.

#### **1.6.2. PIRRs.**

Participating Individual Ready Reservists (Category “E”) participate for points only and may be attached to active duty units or an Air Force Reserve Wing (O-6 only). Participation requirements are found in chapter 3.

##### **1.6.2.1. The PIRR members are identified by Reserve Section Codes (RSC) MT or MX**

- MT – Ready Reinforcement Personnel Section
  - Individuals that applied for reserve positions and found no vacancies or who loose their positions through no fault of their own
  - Reservists must contact the gaining AF unit for permission to train
  - Must meet and maintain military standards
  - Can serve a maximum of 3 years in position unless waiver is obtained from HQ RMG/CC
- MX - Air Reserve Squadrons (ARS)
  - 9001 ARS, (USAFA) Air Force Academy/Reserve Officer Training Corps (AFA)/(ROTC) Liaison Officer Program – RMG Det 27
  - 9002 ARS Chaplains (HC) – RMG Det 13
  - 9004 ARS Civil Air Patrol Program (CAP) – RMG Det 7



- 9021 ARS Medical (SG) – RMG Det 15
- 9025 ARS JAG (JA) – RMG Det 14

### **1.7. Automated Reserve Orders Writing System-R (AROWS-R).**

AROWS-R is the web-based program used to receive orders for AT, RPA (Reserve Personnel Appropriation), MPA (Military Personnel Appropriation), and TDY (Temporary Duty) tours. It is not used for IDTs. The [AROWS-R Guide](#) is published on the RMG website. The PM, BIMAA, or URC can answer any questions or help establish an AROWS-R account for newly assigned IR personnel.

### **1.8. Reserve Net (ResNet).**

ResNet is an on-line tool, in the AF Portal, used to evaluate the “readiness” of the IRs. Individual Reservists each have a personal account so that the member can monitor his or her own readiness and training requirements. Look under “My Readiness Details” in the AF Portal to review your records and determine any actions needed to update your records.

## **Chapter 2**

### *Mobilization Ready*

### **2.1. Introduction**

The Readiness Management Group (RMG) was established on 31 Jul 2005 to ensure Individual Reservists are ready to mobilize when called upon. Listed below are the annual requirements the IR needs to be current in:

- RCPHA and Dental
- Physical Fitness
- Security Clearance
- Family Care Plan (if applicable)
- Skill Level Upgrade Training Requirements

### **2.2. Annual Reserve Component Periodic Health Assessment:**

Air Reserve Component (ARC) members to include the IR must maintain medical readiness for deployment and worldwide duty IAW AFI 48-123, *MEDICAL EXAMINATIONS AND STANDARDS*. This includes an annual Reserve Component Periodic Health Assessment (RCPHA) which consists of a medical and dental exam. *IRs must notify their unit of assignment/attachment and PMs of any changes in their physical condition that may potentially affect their availability for worldwide duty or their ability to perform active/inactive duty in their specified AFSC.* An IR who is not medically ready may be denied participation and be processed for separation IAW AFI 36-3209.

**2.2.1** The responsibility for scheduling RCPHA appointments rests with the Individual Reservist. You will need to contact your Medical Treatment Facility (MTF) well in advance (at least 30 days prior) to schedule your physical and/or dental examination appointment. Individual Reservists have the same level of access for examination appointments as their active duty counterparts. An IR does not need to be in an inactive or active status in order to make an RCPHA appointment, however, they are required to be in status (orders or an AF IMT 40a) on the actual day of the appointment.

**2.2.2** A medical and dental exam must be completed on an annual basis. The annual medical exam must be completed at a DoD MTF. An IMA will receive a type 1 or type 2 dental examination by a military dental officer every third year, as defined in the RCPHA grid. On the intervening two years, a civilian

dental examination can satisfy the requirement and must be documented on DD form 2813, Active Duty/Reserves Dental Examination form. An active duty dentist needs to review the DD form 2813 and determine the Dental Readiness Classification (DRC). The DRC must be entered into DDS-W for either the military or civilian annual examination. If you are unsure of your status or location of your medical records please contact your BIMAA/Program Manager.

**2.2.3** IMA medical records are decentralized and should be at the active duty MTF where the member is assigned or attached. The required forms to complete your physical are AF Form 4321 (Medical Questionnaire), DD Form 2813 (Dental Form), SF Form 600 (Chronological Record of Medical Care). These forms can also be found on the [RMG Home](#) page under Medical Info tab, select annual medical forms, or at [E Publishing](#) website. Note: Reserve members profiled “4” may not perform military duty for pay or points. All appropriate medical and dental readiness information needs to be entered into the PIMR/DDS-W database by the applicable MTF on a timely basis (normally within 3 workdays).

**2.2.4** PIRR medical/dental records are located at HQ RMG/DOM. Your original medical/dental exams should be sent to HQ RMG/DOM 233 Houston Rd., Ste. 131A, Warner Robins, GA 31093 for placement in your medical/dental records. Personnel conducting your exam should update the PIMR. Personnel conducting your dental exam should update the DDSW. PIMR and DDSW information can also be updated at HQ RMG/DOM. If you are a Cat E IMA please fax your paperwork to the RMG/DOM @ Comm: (478) 327-2349 or DSN 497-2349.

**2.2.5** HQ RMG/DPF maintains Flight Record Folder (FRF) for Cat “B” & “E” non-flying personnel. HQ RMG/DPF 233 Houston Rd., Ste 131A, Warner Robins, GA 31093.

*Note: All members are encouraged to keep a record/copy of their physical paperwork.*

### **2.3. Physical Fitness.**

IRs are required by [AFI 10-248, Fitness Program](#) to meet fitness standards. A fitness evaluation is accomplished annually. This must be done in a military status, whether it is annual tour, IDT, MPA or RPA mandays. The IR must schedule the test date with the active duty Unit Fitness Program Manager. Specific criteria included in the test, and retest requirements in the event of failure, are outlined in the AFI. IR members are required to present a lean, fit military appearance and to maintain the capability to accomplish required duties under considerable stress and pressure.

### **2.4. Personnel Security Clearance.**

The level of personnel security clearance required is determined by the Security Access Requirement (SAR) code associated with the IMA’s funded manpower authorization (aka – your billet). Top Secret eligibility must be submitted for renewal every 4.5 years. Secret eligibility needs to be submitted for renewal at the 9.5 year mark.

**2.4.1.** The assigned or attached unit’s active duty security manager processes personnel security investigation requirements for IMA personnel.

**2.4.2.** PIRR members are not assigned to SAR coded authorizations, but may submit personnel security investigations through the attached unit’s active duty security manager.

### **2.5. Family Member Care Responsibilities.**

Single parents, dual military couples with dependents, and members with civilian spouses who have unique family situations (as determined by the commander) will complete an [AF Form 357](#), Family Care Certification.

This form designates both temporary and permanent family member care arrangements for members that are mobilized or perform extended tours away from home station. IRs must notify the commander or first sergeant at his or her Unit of Assignment/Attachment within 60 days if changes in personal status or family circumstances require completion of an AF Form 357. [AFI 36-2908, Family Care Plans](#) outlines Air Force policy on family member care responsibilities.

#### **2.5.1. Considerations for family care when mobilized or TDY:**

- Make arrangements for the designee to have access to adequate funds to support your family members, and access to the Base Exchange and Commissary during your absence.
- Single parents should consult with an attorney prior to designating the non-custodial parent as the short or long-term designee.
- Ensure designee is aware of behavioral changes of your family members during a long-term separation.
- Execute a power of attorney for your designee or caregiver to allow for medical care and enrollment in school. Consider a power of attorney to act in loco parentis; this may be required in some states.

**2.5.2.** Your unit's first sergeant, commander, or legal office will help accomplish this form. Your unit Commander's Support Staff (CSS) will update the applicable MilPDS entry. If your CSS is unable to accomplish update, contact your servicing active duty Military Personnel Flight (MPF). Information on how to develop a family care plan can be obtained by consulting with the Staff Judge Advocate, your MPF Customer Service Element, Financial Service Office, Chaplain, and Airman and Family Readiness Center.

#### **2.6. Training Requirements.**

IRs must gain and maintain the skill level commensurate with their grade and Duty AFSC. If IR's are in upgrade or re-training status, they must have at minimum, a 3 skill level prior to mobilization, IAW [AFH 10-416, Personnel Readiness and Mobilization](#).

## **Chapter 3**

### *PARTICIPATION and POINT CREDIT*

#### **3.1. Participation Opportunities.**

Both IMAs and PIRR may participate in AT, IDTs, MPA, and Air Force Institute for Advanced Distributed Learning (AFIADL). IMAs participate for pay and points while PIRR participate in IDT or AT for points only or may earn pay and points for performing MPA tours (RPA tours not allowed for PIRR).

#### **3.2. Annual Training (AT).**

AT is the minimal period of active duty training Reserve members must perform each year to satisfy the training requirements associated with their Reserve assignment, exclusive of travel time. The primary purpose of AT is to provide individual and/or unit readiness training, but may support active component missions and requirements. IRs may perform 12 to 14 days of active duty each year. ATs cannot cross fiscal years. All AT orders must be requested through AROWS-R and published by 31 May. IMAs should schedule and submit requests accordingly to allow adequate processing time through the Program Manager and the RMG. Travel to and from duty location is paid for by the AT budget. AT requirements are found in [AFMAN 36-8001](#). Each day on orders earns the member 1 active duty point. In addition, the IMA will receive 1 point for days on which official travel pay is received.

**3.2.1. PIRR** members can perform AT in a points-only status. The positions held are unfunded. No money is set aside to cover the cost of the AT for PIRR members. For PIRRs, travel to and from duty location must be paid for by the member. Lodging is reimbursable.

**3.2.2. Split Annual Training.** AT tours will not be split for any tour that involves overseas travel. A program manager may allow a split AT tour to accommodate special mission or training requirements. This will not be for the IMA's convenience and must be justified in the remarks section of the AROWS-R request. If IDTs are attached, the AT may only be split once. Refer to [AFMAN 36-8001](#), Chapter 5.11.

### **3.3. Inactive Duty Training (IDT) Participation.**

An IDT is a 4-hour block of training, duty, or instruction. An IR may work up to 2 blocks in one day for an 8-hour work day. One point is earned for each 4-hour block of time worked. Lunch time does not count. The points accrued are inactive points towards retirement. Individual Reservists can only earn IDT points for activities preparing them for full time utilization or mobilization. Activities must be authorized in advance by a supervisor or PM. IMAs will be paid for the required number of IDTs as dictated by their position. PIRRs can work IDTs in points-only status. Use separate forms for paid IDT and non-paid IDT. Travel for both IMAs and PIRRs to and from duty location is paid for by the member. No travel or per diem is authorized; however, lodging is reimbursable. Also use of the dining facility is authorized at no charge for enlisted airman only. The IMA must complete an [AF IMT 40A](#) and fax to his or her RPO for pay. For non-paid IDTs, the AF IMT 40A is sent to HQ ARPC/DPPKB (see below). See Figure 3.1 & 3.2 for instructions on completing the 40A.

**3.3.1. Overseas IDT.** Members assigned/attached CONUS are not allowed to perform IDT overseas. Members who reside within the US and its territories and possessions may not perform IDT overseas unless assigned/attached overseas. A member who resides overseas may perform IDT in the country in which they are assigned/attached.

**3.3.2. IDT for Points Only.** An IR may earn non-pay points for retention or retirement purposes in authorized activities as listed in [AFMAN 36-8001](#). The maximum number per year is 90 points to include IDT, ECI, and membership points. Record points only IDTs on AF Form 40A, **Record of Individual Inactive Duty Training**, and send to HQ ARPC/DPPKB, 6760 E. Irvington Place, Denver CO 80280. Or fax to HQ ARPC/DPPKB at commercial (303) 676-6893 or DSN 926-6893. **DO NOT SEND THESE AF FORM 40As TO AN RPO.** Parts I, II, and III of the form must be completed in advance to authorize billeting and/or subsistence as required.

**Figure 3.1. AF Form 40A, Record of Individual Inactive Duty Training (top half).**

RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING				
<i>(Use to report days within the same month)</i>				
PRIVACY ACT STATEMENT				
<b>AUTHORITY:</b> Title 10 U.S.C., Section 12732 and Executive Order 9397.				
<b>PRINCIPAL PURPOSES:</b> 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.				
<b>ROUTINE USES:</b> Information may be disclosed to individuals' employers to verify military duty.				
<b>DISCLOSURE IS VOLUNTARY:</b> Failure to provide the information, including the SSN, could result in the improper recording of training and retirement credits, thus adversely affecting retirement actions.				
<b>I. PERSONAL/PAY DATA</b> (Type or print clearly in ink)				
RANK	NAME (Last Name, First, MI)		HOME MAILING ADDRESS	<input type="checkbox"/> CHECK IF NEW
SSN	RPO (IMAs) UNIT (Unit Reservists)	<b>1</b>		<b>2</b>
PAY STATUS (MUST use separate form for pay and non-pay. Non-pay IDTs - submission to AF PKB applies to IMAs Only.)		<input type="checkbox"/> PAY		<input type="checkbox"/> NON-PAY
INCENTIVE/SPECIALTY	<input type="checkbox"/> Aviation Career Incentive Pay (ACIP)	<input type="checkbox"/> Hazardous Duty Incentive Pay (HDIP) (Provide authorizing documents)		<input type="checkbox"/> Other (Specify)
TYPE OF TRAINING	<input type="checkbox"/> Training Period	<input type="checkbox"/> Equivalent Training		<input type="checkbox"/> Telecommuting
	<input type="checkbox"/> Constructively Present	<input type="checkbox"/> Points Only		<input type="checkbox"/> Reschedule
<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Excused	<input type="checkbox"/> Unexcused		<input type="checkbox"/> Readiness Management
<b>II. TRAINING DATA</b> (List each day of training separately)			RETENTION/RETIREMENT (R/R) DATE	
DATE (YYYYMMDD)	DUTY HOURS WORKED (Inclusive)	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATION/REMARKS
<b>6</b>				
<b>7</b>	0	TOTAL NUMBER OF HOURS WORKED	0	TOTAL NUMBER OF POINTS
				<b>8</b>
<b>III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE</b> (Complete and return to reservist prior to the reservist reporting for scheduled training.)				

Consult [AFMAN 36-8001](#) for more information on the [AF Form 40A](#). **AF IMT 40a does not certify PME correspondence courses or AFTPs/AGTPs. Use [AF 3956](#), Report of Inactive Duty Training Performance for AFTP/AGTP. ONLY Rated IMAs who are assigned to active flying positions may be authorized AFTP/AGTP.**

Item 1: Personal Data Section.

RPO - IMAs only enter your designated RPO. PIRR members leave blank.

Item 2: Select only one. Must use separate 40a for pay and non-pay designation.

Item 3: Select any incentive or specialty pay for which you are authorized. If you select Hazardous Duty Incentive Pay (HDIP), you must attach all authorizing documentation each time you request HDIP.

Item 4: Select only one.

- IR will typically select Training Period (IDT for IMA) or Points Only (PIRR).
- "Training Period" is a 4 hour period while in IDT status (not AD or EAD), even if rescheduled.
- "Equivalent Training" is normally used by Unit reservists when they are unable to attend their Unit Training Assembly (UTA).
- "Other" is used for non-pay points such as physical exams (only one point allowed regardless of how many visits you must make to complete), Equivalent Reserve Instruction (ERI) (must be preapproved as required by your Program Manager), Continuing Health Education (CHE) seminars, community projects, etc.

Item 5: Enter your individual R/R date. YYYYMMDD

Item 6: Training Data

Separately list each day of training, the hours worked, the total # of hours, and the # of points earned during the IDT. Remember the maximum is 2 point per day. List the training location and any other pertinent information. This section can also be used to keep track of your duties for each IDT. This can assist your supervisor when a performance report is accomplished.

Item 7: Complete the total number of hours worked. This will calculate automatically with the electronic version.

Item 8: Complete the total number of points earned. This will calculate automatically with the electronic version.

**Figure 3.2. AF Form 40A, Record of Individual Inactive Duty Training (bottom half).**

See AFI 34-246, Air Force Lodging Program, and AFI 34-239, 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 a representative designated IN WRITING.

LODGING AUTHORIZED <input type="checkbox"/> YES <input type="checkbox"/> NO		SUBSISTENCE AUTHORIZED <input type="checkbox"/> YES <input type="checkbox"/> NO		AUTHORIZING OFFICIAL'S SIGNATURE AND TITLE <div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto; text-align: center; font-weight: bold;">10</div>	DATE (Must be same or prior to first date of training) <div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto; text-align: center; font-weight: bold;">11</div>
--	--	--	--	--	--

**IV. CERTIFICATION** (Certifying official is the military member or civilian who supervised the training and has knowledge it was performed.)

The penalty for willfully making false claims is: A maximum fine of \$10,000 or maximum imprisonment of 5 years (Title 18 U.S.C., Section 2871). 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.

RESERVIST'S NAME & PHONE NO. (Type or Print legibly in Ink) <div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto; text-align: center; font-weight: bold;">12</div>	RESERVIST'S SIGNATURE (In Ink)	DATE
CERTIFYING OFFICIAL'S NAME/GRADE/PHONE (Type or Print legibly in Ink) <div style="border: 1px solid black; width: 50px; height: 30px; margin: 0 auto; text-align: center; font-weight: bold;">13</div>	OFFICIAL'S SIGNATURE (In Ink)	DATE

**V. DISTRIBUTION**

The Certifying Official will send copy 1 to member's Reserve Pay Office (RPO) for Paid IDTs, HQ ARPC/DPPKB (IMAs and IRRs only) 6760 E Irvington Pl, Denver CO 80280, for Non-Paid IDTs not later than 2 days for unit members and 30 days 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 IMT 40A is used, duty information must be entered into UTAPS before actual performance of the duty.

**AF IMT 40A, 20040907, V2**

PREVIOUS EDITIONS ARE OBSOLETE

**Item 9: Lodging and Subsistence Authorizations**

Non local reservists (IMA & PIRR) are authorized to occupy lodging during the dates specified on the 40A. To claim lodging expenses, submit [SF 1164](#), 40A, and lodging receipt, to [Dobbins Travel Office](#). IMAT-OL, 1392 Second Street, Dobbins ARB GA 30069-4823, [Email](#), or fax to DSN 497-0625 or commercial (478) 327-0625. Include base and lodging name. Approving official must sign Block 8 on SF 1164. Enlisted personnel may receive subsistence-in-kind when performing PAID IDTs of eight hours or more in one day. If duty is less than 8 hours, a non-pay status, or an officer, the IR must pay full food charge.

**Item 10:** The authorizing official is the commander of the assigned unit, PM, supervisor, or a representative designated in writing. This block is required to be signed **PRIOR** to the IR reporting for scheduled training.

**Item 11:** The date entered must be prior to or the day of scheduled training.

**Item 12:** Type or legibly print your name and phone number. Include your area code. Use your legal signature. Date must be on or after the last day of training. Certification of [AF Form 40A](#) requires two signatures: yours and the certifying official.

**Item 13:** The certifying official is normally the unit reserve coordinator or your supervisor (whoever has knowledge the training was performed and satisfactorily completed). The date must be on or after the last day of training.

Copy 1 is forwarded either to your designated RPO (pay only) or to HQ ARPC/DPPKB (points only). Copy 2 is your copy. Copy 3 is your supervisor's copy. The billeting office will require copy 4, if IR stays in quarters. **NOTE:** Enlisted members may be required to give a copy to the dining facility, so extra copies.

### 3.4. Participation Requirements.

There are two types of participation requirements: Fiscal Year (FY) and Retirement and Retention (R/R) year. These are accomplished by completing your Annual Tour and Inactive Duty for Training every year. Reservists can find their requirements printed in the Remarks section of the assignment order or contact your PM/BIMMA if uncertain. PIRR members only need to satisfy the R/R requirements (50 pts) to receive credit for a good year. IMAs must follow both the FY and R/R participation requirements to maintain their current position in the reserve program. A reservist needs 20 “good years” to qualify for retirement benefits other than pay which is received at age 60. Requirements are outlined currently in [AFMAN 36-8001](#) and in the future will be in AFI 36-22XX Vol I, II, and III. Title 10, U.S.C., Sections 10147 and 10148 and Department of Defense (DoD) 1215.6, Uniform Reserve, Training, and Retirements Categories determine the requirements to perform a specified number of active and inactive duty training periods.

#### 3.4.1. Fiscal Year Participation (FY).

**These requirements are mandatory for IMAs only to remain active in the billet occupied.** The participation requirements are specific to the billet members occupy, category MC and MD are 12 AT/24 IDT pts and MA, MB, ME and MR are 12 AT/48 IDT pts. The Fiscal Year is from 1 October to 30 September each year. AT must be scheduled (in AROWS) by 31 May each year to perform the tour. PIRR members DO NOT have to meet the FY requirement.

#### 3.4.2. R/R Year Participation (R/R)

Effective 1 October 1995, the member’s R/R date is established the day entered into the Reserves (active status) and remains constant throughout career, but may be adjusted under certain circumstances such as a break in service. This date varies from member to member and is used to determine satisfactory years for the purpose of retirement. The R/R date is found on assignment orders or on the Point Credit Summary (PCARS) in [vMPF](#). IRs may also contact HQ RMG Program Manager or local BIMMA to determine R/R date. Both IMAs and PIRRs must earn **a minimum of 50 points** each year to receive credit towards 20 years of satisfactory service for retirement. The 50 points include 35 points from participation and 15 membership points (automatically added at the end of each R/R year) to total 50. Keep in mind the minimum 50 points will NOT satisfy all participation requirements for IMAs. The points will only give members the minimum points required to receive a “good year” for retirement.

For PIRRs, the member is required to earn 35 points through paid or unpaid status within the member’s R/R year. PIRR members may do MPA days for pay and points. All other types of participation are for points only. This can be accomplished through any combination of IDTs, AT, PME correspondence courses, etc. For example, to achieve 50 points, a member could complete 8 days of IDT (2 points x 8 days = 16 points) and earn 20 points by passing a Squadron Officers’ School distance learning exam for a total of 36 points. Then the member would automatically receive 15 points for membership, totaling 51 points resulting in a good R/R year. A member may also earn one non-pay point each for completing the annual physical examination, dental examination, and fitness test (if fitness test takes more than two hours). For further explanation on non-paid point categories refer to [AFM 36-8001](#), **Reserve Personnel Participation and Training Procedures**.

### 3.5. Unsatisfactory Participation

The above requirements MUST be met to have a satisfactory year for retirement (PIRR/IMA) and billet occupation (IMAs). If the requirements are not completed, the member will receive an “unsatisfactory year” for participation. Any waivers for requirements must be submitted in advance for consideration. *A member must complete a minimum of 35 points during the year when submitting a participation waiver or they will not receive credit for a satisfactory year for retirement.* The HQ RMG Program Manager may authorize a one time waiver or recommend discharge IAW [AFI 36-2115](#), *Assignments within the Reserve Component*. Retention in the IMA program following the second year of unsatisfactory participation may only be approved by the RMG



Commander. Members without prior waiver approval will be discharged or involuntarily reassigned to an inactive status.

### 3.6. Participation Waivers.

Individual Reservists who are unable to comply with FY minimum requirements must submit a waiver. Waivers are initiated by the using organization and/or the member. A waiver should be requested when participation requirements can not be met. The waiver will be coordinated from the member, through the member’s active duty organization, to the Program Manager, and finally to RMG/CC for final decision. Waivers may be submitted for the following reasons: substitutions or excusals.

**3.6.1. Substitutions** – used only for active duty tours which support contingency operations, real world, Aerospace Expeditionary Force (AEF) missions and school tours. Waiver must be submitted and approved in advance of tour start date

**3.6.2. Excusals** – for personal hardship or other extraordinary circumstances

### 3.7. Scheduling.

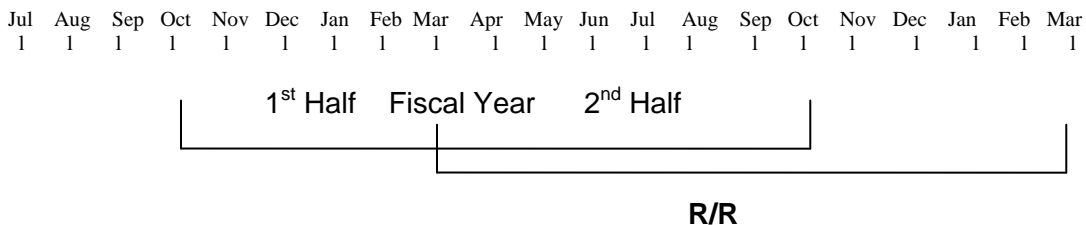
The FY and the R/R periods do not always line up. There is a possibility to be a satisfactory participant with FY requirements without receiving a “good year” toward retirement. For example, the IMA’s R/R date is 8 April. The IMA completes AT and IDTs in Oct and Nov 05 for FY 2006 requirements and then again in June and July 07 for FY 2007 requirements. Between 8 April 06 and 7 April 07, no points were acquired, therefore it would be a “bad year” in 06 for R/R requirements for retirement but still satisfactory for FY requirements for the position. By the same token, an IMA may also complete 35 MPA days between April 06 and April 07 which would earn a “good year” for retirement, but if FY requirements are not completed, the IR would be in an unsatisfactory status at the unit/command and may be removed from the program. There is a FY-R/R year analyzer on [HQ ARPC Homepage](#) to help IMAs with tracking both requirements. Click on Launch IMA Participation calculator. [ResNet](#) has this link on the home page under “Participation Calculator” at the top of the screen.

**Figure 3.3** FY and R/R Participation Schedule Overlap Slide Rule Tool for IMAs

At the start of your career you should set up a schedule to meet both FY (1 Oct-30 Sep) and Retention/Retirement (R/R) year requirements to avoid having a bad year. The easiest way to do this is to divide the FY in two parts based on your R/R date.

On the time-line below, draw in lines indicating your R/R year. Multiply the number of months in the first half by two. This gives the number of days to perform for that half year. Do the same with the second half. You will want to select the larger half of the year to do the annual training to give more flexibility in scheduling. Now figure how many IDTs to do in each half. Never deviate from the schedule and there will never be a bad year.

**Example #1: R/R date of 3 March**



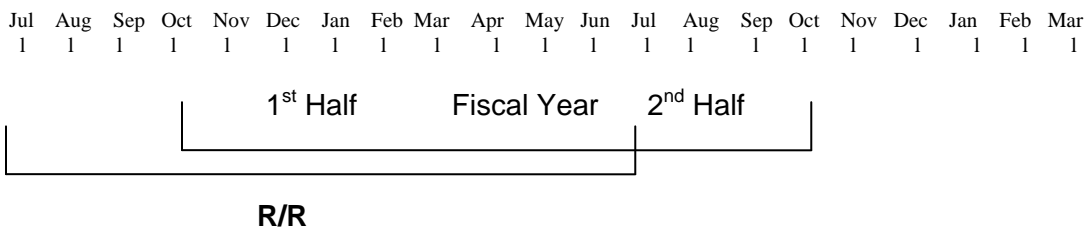
The first half has 5 months (1Oct-3 Mar)  
 5 months X 2 days = 10 days

The second half has 7 months (3 Mar-30 Sep)  
 7 months X 2 days = 14 days

In this situation, the second half is the larger half so the annual training (12 days) should be done in this half. That leaves 2 days of IDT to perform in the second half. The remaining 10 days of IDT should be done in the first half. That leaves the schedule looking like this:

1 Oct-2 Mar = 10 days IDT  
 4 Mar-30 Sep = 12 days Annual training  
 2 days IDT

**Example #2: R/R date of 25 June**

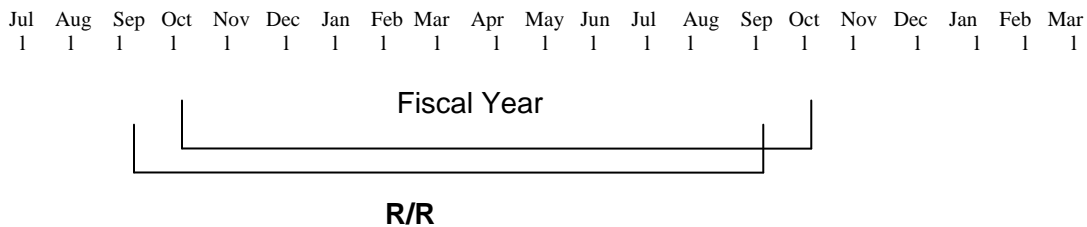


In this situation, the first half is the larger half so the annual training (12 days) should be done in this half. That leaves 6 days of IDT to do in the second half. The remaining 6 days of IDT should be done in the second half. That leaves the schedule looking like this:

1 Oct-24 Jun = 12 days Annual training  
 6 days IDT  
 26 Jun-30 Sep = 6 days IDT

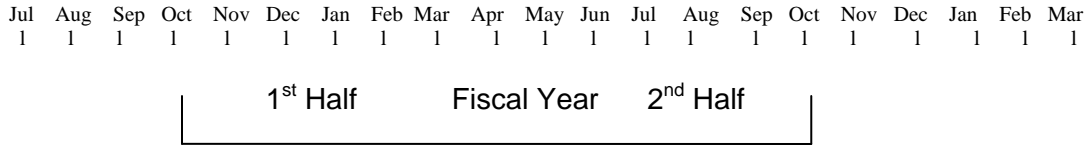
**Example #3: R/R date is between 1 Sep and 30 Oct**

If you are lucky enough to have an R/R date between 1 Sep and 30 Oct which is almost the same as the FY, you should have no problem setting up the schedule. If the R/R date is between 1-30 Sep, training should never be done between the R/R date and 30 Sep. If the R/R date is between 1-30 Oct, training should never be done between 1 Oct and the R/R date. If these periods are avoided and all training is performed in the remaining FY, there will never be a bad year.



**Figure 3.4.** Blank FY vs. R/R Slide Rule

**NOTE:** Enter your own R/R to help determine your participation training window



**3.8. Military Personnel Appropriation (MPA).**

MPA days are used to support active duty missions. Each MAJCOM is allocated a certain amount of money to pay for MPA days and travel to and from the duty location. The MAJCOM distributes to the units as they see fit. Both IMAs and PIRRs are eligible for pay and points working MPA mandays. Each day worked is worth 1 active duty point towards retirement. In addition, the IR will receive 1 point for days on which official travel pay is received.

**3.8.1. Authorization Code.**

The active duty MPA manager must provide an authorization code from CMAS before the IR can input an AROWS-R request. The member is responsible for submitting the AROWS-R request once the code is received from orders processor. The using organization (not necessarily the IRs unit of assignment) pays for all travel and per diem associated with an MPA tour. Military pay and allowances are funded by HQ USAF/DPPR. Travel and per diem cannot be denied or refused by an IR otherwise entitled to receive the benefits as a condition for performing an MPA tour.

**3.8.2. Volunteer Reserve System.**

If an IR is interested in performing an MPA tour, there are a number of avenues to explore. The first stop should always be with the member’s supervisor. If an MPA tour is not available within your unit look in ResNet at the Volunteer Reserve System (VRS) for available opportunities.

<https://www.my.af.mil/reservenetprod/vrs/>.

**3.9. AEF Assignments.**

If the IR is interested in volunteering for an Air Expeditionary Force (AEF) assignment, then reference the [RMG AEF Volunteer Community of Practice](#) through the AF Portal. That will outline the process and provide the needed paperwork to locate and volunteer for an assignment.

**3.10. Reserve Personnel Appropriation (RPA).**

There are two types of special tours that fall under RPA: Active Duty for Training (ADT) and Active Duty for Special Work (ADSW). Each day worked is worth 1 active duty point. In addition, the IMA will receive 1 point for days on which official travel pay is received. PIRR may perform up to a maximum of 12 days of non paid ADT (Special Tours only), ADSW, AT, or a combination of these per R/R year.

- ADT - used to supplement AT and IDT when you need additional training to achieve or maintain a required skill or skill level in your assigned Duty Air Force Specialty Code (DAFSC)
- ADSW - provides direct staff support to Reserve component programs

**3.11. School Tours.**

An IMA may be required to attend Professional Military Education (PME), Professional Military Development (PMD), upgrade technical training, or ancillary training courses in residence. They are cataloged as “Formal School Tours.” PIRR are authorized PME & ADL courses for points only.

### **3.12. Air Force Institute for Advanced Distributed Learning (AFIADL) Participation.**

The Air Force Institute for Advanced Distributed Learning entire focus is distance learning. It delivers education and training at a distance by developing, publishing and distributing career development courses, professional military education and specialized courses to Air Force war fighters and war fighting support people worldwide. Both IMAs and PIRR members are authorized AFIADL point credit up to 90 points (in combination with IDT & AT) per R/R year. Courses may cross FYs and points can be given during both years. Upon completion of the course, the members' records should be updated by the Air University Registrar.

### **3.13. Applying for AT, MPA or RPA Tours.**

All tours must be coordinated through the IR's supervisor. Upon successful submission of an AROWS-R tour request, the request is automatically forwarded through the IR's Program Manager. Order requests should be submitted through AROWS-R at least 20 days prior to start of tour to allow time for processing. Orders requiring waivers or exception to policy will need extra time (see 3.6, 4.11, & 4.12). When orders are complete in AROWS-R, an email will be sent to the IR using the email address in the system. The member may then enter AROWS-R from any computer (not limited to .mil) and print his or her orders. The member may check the status of orders at any time through the AROWS-R system.

### **3.14. Air Force Form 49**

The [AF Form 49](#) is a form used by some MAJCOMs to request the use of MPA Man-days. This information is then placed in CMAS which generates the authorization number needed when inputting a request for an order in AROWS-R. The AF Form 49 does not have to be coordinated on by the Program Manager.

**Figure 3.5.** Sample AF Form 49 (top half)

UNCLASSIFIED Wed, 03-Jan-2007 2:25 PM

http://www.e-publishing.af.mil/formfiles/af/af49/af49.xfd - Microsoft Internet Explorer provided by USAF

File Edit View Go To Favorites Help

Close Save Print Email Next >>

**I. PERSONAL INFORMATION** *(To be completed by Individual)*

TO (Unit of Assignment)		NAME (Last, First, MI) AND GRADE		SSN	
CURRENT ADDRESS <i>(Include ZIP Code)</i>			HOME TELEPHONE <i>(Inc area code)</i>	NO. OF MAN-DAYS PERFORMED CURRENT FY	
			WORK TELEPHONE <i>(DSN)</i>	YEAR	MPA
					RPA OR NGB SPECIAL
MARITAL STATUS		NAMES OF FAMILY MEMBERS			
<input type="checkbox"/> Married	<input type="checkbox"/> Single				

**II. MPA TOUR INFORMATION**

MPA-TOUR-TITLE CODE <i>(To be completed by MAJCOM/FOA/Single Mgr/MA)</i>		DUTY AFSC	AFO <i>(where payment made)</i>		
NO OF DAYS <i>(Including travel)</i>	REPORT TO <i>(Complete organization and address including ZIP code)</i>				
INCLUSIVE DATE <i>(Including travel)</i>					

**TRAVEL ARRANGEMENTS** *(Will not commute tours only) (Check One) I understand the ticket will be sent to me with my orders.*

<input type="checkbox"/>	I will travel by personal conveyance. I understand I will be paid for the mileage according to official distance tables at current rates. I further understand that the official travel time is determined by commercial air (Tours less than 90 days) and travel in excess of that is at personal risk. Note: Your reimbursement for mileage may be limited to the Government's cost for airfare.				
<input type="checkbox"/>	I will travel by commercial air and request a ticket be obtained in my behalf. I wish to depart from/return to	AIRPORT	I am available for travel after	HOURS	
<input type="checkbox"/>	NOTE: You will normally be scheduled to arrive and depart as nearly as possible to required reporting and departure times. Your pay and travel allowance will be based upon this schedule even though you may travel at other dates or times for personal convenience, whether by personal conveyance (private auto) or commercial air. If you want to vary your travel schedule for personal reasons, indicate your desired schedule in the remarks section.				
<input type="checkbox"/>	I will arrange my own transportation thru the local SATO.				

DATE SIGNATURE OF RESEVRIST

**Section I. Personal Information:** Self explanatory.

**Section II. MPA Tour Information:**

- a. MPA-Tour-Title Code: same as TNG CAT IND on the AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour.
- b. Duty AFSC
- c. AFO (RPO or Pay Office).
- d. No of Days - Include travel day - i.e., 5 days
- e. Inclusive Date - Include travel day - i.e., 14 - 18 Jun 07, ensure number of days total inclusive dates.
- f. Report To - Complete this block in its entirety. The location of duty.
- g. Travel arrangements - Check only one box, you will travel by personal conveyance; or need someone else to arrange your travel; or you will make your own travel arrangements through the government travel office.
- h. Sign and date the AF Form 49, Application for MPA Man-Day Tour

**Section III. Command Information**

Section III is to be completed by commander or authorized representative where performing duty. Contact the Orders Administrator with any questions.

**Figure 3.6.** Sample AF Form 49 (bottom half)

INFOCON: 5 UNCLASSIFIED FPCON: Alpha  
 http://www.e-publishing.af.mil/shared/media/epubs/af49.xfd - Microsoft Internet Explorer provided by USAF  
 http://www.e-publishing.af.mil/shared/media/epubs/af49.xfd  
 File Edit View Go To Favorites Help  
 http://www.e-publishing.af.mil/shared/media/epubs/a...  
 U.S. AIR FORCE Close Save Print Email Next >>

<b>III. COMMAND INFORMATION</b> <i>(To be completed by commander or authorized representative where performing duty)</i>				
Reporting/Departure Time <i>(Complete only if mission requires specific times)</i>	REPORT NLT - TIME	REPORT NLT - DATE	DEPART NLT - TIME	DEPART NLT - DATE
ACTIVE DUTY IS		Approval has been obtained from unit with which active duty is to be performed. Explain in remarks, tours with holidays and tours that do not conform with the local work week.		
<input type="checkbox"/> Disapproved <input type="checkbox"/> Approved				
THE INSTALLATION COMMANDER HAS DETERMINED THAT THE MEMBER'S HOME OR PLACE FROM WHICH ORDERED TO DUTY AND DUTY STATION:				
<input type="checkbox"/> Are within the corporate limits of the same municipality.				
<input type="checkbox"/> Are not within the same corporate limits and are not within commuting distance.				
<input type="checkbox"/> Are not within the same corporate limits but are within commuting distance and the nature of duty				
<input type="checkbox"/> Does		<input type="checkbox"/> Does not prevent member from commuting.		
DATE	NAME, GRADE, AND TITLE <i>(Type or Print)</i>		SIGNATURE	
<b>IV. MAN-DAY MANAGER ACCOUNTABILITY</b>				
CHARGE MPA MANDAYS TO ACCOUNT NUMBER:			<i>(For MAJCOM/FOA/Single Manager use only)</i>	
DATE	TITLE OF MAJCOM/SO/ASINGLE MANAGER		SIGNATURE	
WAIVER <i>(If required, fill in when individual will exceed 139 days, when approved by HQ USAF/PMRE. Example of authority: HQ USAF/PMRE letter, 19950110)</i>				
<input type="checkbox"/> Approved <i>(Give authority)</i>			<input type="checkbox"/> Disapproved	
TRAVEL, TDY, AND PER DIEM FUND CITATION <i>(Provided by using activity when applicable)</i>				
REMARKS <i>(If more space is needed, continue on reverse and identify item)</i>				

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#### Section IV. MAN-DAY Manager Accountability (For MAJCOM/FOA/Single Manager use only)

Add Pay and Allowance fund in remarks section and other special authorizations needed (car rental with full justification, registration fee with brochure information of meals and quarters, IDTs with inclusive dates, ergo testing, etc.). If using an Army or Navy fund cite for travel and per diem, provide an appropriate travel pay office address and phone number for inclusion on the order. Make sure all training category codes, tour indicators, mean codes, man-day ID codes and ESP codes are included as necessary.

### 3.15. Point Crediting.

Individual Reservists receive points after participation in authorized training programs and activities. Points affect retention of active status as a reservist, retention of a Reserve position, potential for promotion, and future retirement benefits.

#### 3.15.1. Active Duty Points

One point is given for each full day of active duty (AT, ADT, ADSW, and MPA tours). In addition, you will receive 1 point for days on which you receive official travel pay.

#### 3.15.2. Inactive Duty Points

IRs earn one point for each 4-hour Inactive Duty for Training (IDT). Eight hours of training in an IDT status is equal to 2 IDT points. An IR may receive no more than 2 points per calendar day. For members performing IDT on a mid-shift basis (shift starts one calendar day and ends on the next calendar day), award two points for completing eight or more consecutive hours of IDT in a 24-hour period (firefighters serving a 24 hour shift are an exception, shifts exceeding 12 hours must be approved by the program manager). (reference [AFMAN 36-8001](#)).

**3.15.3. AFIADL Points**

Point credit earned upon completion of AFIADL course examinations may be credited upon completion of each section of the course. If the course crosses FYs, then credit will be given in the appropriate FY for each section completed. That means that if an IR completes Air War College by Distance Learning in one R/R year, he may earn 171 points but only 75 would apply toward retirement (plus his 15 membership points for a total of 90 points). If the member’s R/R date is 8 April, and two tests are completed in January and March of 2006 for a total of 60 points, and two tests are completed in June and December of 2006 for 91 points, and the paper was completed in May 2007 for 20 points, the member would receive (assuming all requirements are met to earn full membership points):

R/R year	AFIADL	membership	Credited for retirement
8 April 2005-2006	60	15	75
8 April 2006-2007	91	15	90
8 April 2007-2008	20	15	35
Total for retirement	171	45	200

AFIADL determines the number of study hours awarded for AFIADL courses. One point is awarded for every three study hours. ADL courses administered by other services that meet Air Force requirements, and are related to the member's career field, and specifically authorized by a program manager or unit commander may be given point credit. Members will only be credited points for courses that are relevant to their military [grade, career, professional] development.

**3.15.4.** Medical personnel may earn one point for each day of Equivalent Reserve Instruction (ERI).

**3.15.5.** Fifteen membership points are awarded for each R/R year (prorated for a partial year) the IR maintains in an active Reserve status.

**3.15.6.** One point may be awarded for activities related to completion of the physical and dental exams.

**3.15.7. Maximum Points Creditable**

No more than 365 active duty points (366 for a leap year) are creditable in one R/R year. One year of satisfactory federal service for retirement is awarded when the IR earns a minimum of 50 points (including membership points) in a full R/R year. A partial year of satisfactory federal service is awarded when you earn the minimum number of required points (including prorated membership points) during a partial R/R year. The fiscal 2001 National Defense Authorization Act provisions signed into law 30 October 2000 increased the maximum inactive duty points (IDT, AFIADL, Membership points) creditable toward retirement from 75 to 90 in any one year of service. This law does not contain retroactive or grandfathering provisions.

**3.16. ANG/USAFR Point Credit Summary**

Computerized information on your participation is accessible on the [Virtual MPF](#). Select vMPF and verify phone and email address. Select Self-Service Actions then select Personal Data. Next, select the ANG/USAFR Point Credit Summary. At this site you may printout or view your participation points credited for completed IDTs, AT, RPA/MPA tours, AFIADL courses, and membership points. A list of frequently asked questions is found on the PCARS printout. You should also receive your ANG/USAFR Point Credit Summary within 90 days after your R/R anniversary. The summary shows the current year total points earned, total points credited for retirement, and satisfactory years credited toward retirement.

#### **3.16.1. Summary Review.**

Within 30 days of receipt, compare your personal record of participation with the annual AF Form 526 to detect errors. Report errors to HQ ARPC/DPPKB, 6760 E. Irvington Place, Denver, CO 80280-2120, toll free 1-800-525-0103. Be prepared to supply the appropriate source documents. HQ ARPC/DPPKB, will make necessary corrections.

#### **3.16.2. Promotions & Retirements**

For officers, the Point Credit Summary is part of the selection brief used by the promotion board in evaluating participation and in determining retention in an active status. The same data is used for enlisted members to verify total years of enlisted service which is used to determine eligibility for promotion by local promotion boards. The Point Summary is also used by the retirement branch to determine your eligibility to retire and the amount of money you'll receive when you retire.

#### **3.17. Your Personal File.**

It is highly recommended that IRs keep a personal file of orders, 40As, pay documents, Leave and Earnings Statements (LES), personnel actions (such as [AF Form 2096, Classification/On-The-Job Training Record](#), DD Form 4, **Enlistment/Reenlistment Document – Armed Forces of the United States**), and any other documentation concerning your career in the USAFR. Keep source documents to reconcile personnel listings, as support documentation for corrections, and for income tax purposes.

## **Chapter 4**

### *Orders, Waivers, and Entitlements*

#### **4.1. Reserve Orders.**

[AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour](#), is the order for AT, MPA and RPA (School, Active Duty for Training, and ADSW) tours. Incomplete or inaccurate data on the AROWS-R request or in the military personnel data system (MilPDS) can cause delays in the processing of orders. Address changes cannot be updated in AROWS-R. Update any address changes in the vMPF 1-2 weeks prior to inputting application for orders in AROWS-R. It is imperative that the IR check the orders as soon as they are complete.

#### **4.2. Modifications and Revocation of Reserve Orders.**

Modifications add, delete, or correct information on the original order. Any changes must be coordinated with a supervisor and the PM. The PM office will submit the changes to RMG with no action required on the member's part. The modification is part of the original order, [AF Form 938](#), and must be submitted to the IR's military pay office. It will also be submitted with the [Travel Voucher](#), if applicable. Revocations are used before an order goes into effect or before funds are expended to cancel an order. The order no longer exists as an official document. For more information see [Temporary Duty Orders](#) and [Preparation of AF Form 938](#).

##### **4.2.1. Modifications are not published for the following reasons:**

- To replace one name with another name
- To add an individual after the order has been published
- To change a member's grade



- To correct inaccurate first and middle names and initials or other personal data except when required to enter a foreign country
- To change estimated costs

### **4.3. Verbal Orders of the Commander (VOCO).**

IRs may be directed to travel without a copy of written orders. This type of travel is called “Verbal Orders of the Commander Orders” or VOCOs. Reservists with greater than 16 year’s total active federal military service are NOT authorized VOCO orders. Verbal orders are only used as a last resort. Verbal orders are only issued when time or error prevents the publication of written orders in advance and are not intended to be used because of a lack of planning. VOCOs must be approved by the Program Manager prior to departure. VOCOs will be confirmed in writing via an AROWS-R request as soon as possible. When the order is written, the date the verbal order was issued will be placed in the remarks section of the order.

#### **4.3.1. Traveling without Orders**

In the event you do not have orders to travel, you may contact Omega World Travel at 1-800-982-8458, commercial (303) 676-5850 or DSN 926-5850, from 0730 to 1600 hours MST, Monday through Friday. After hours, contact emergency toll free at **1-800-982-8458** using code “C-1LQ.” Provide your government-issued Bank of America Visa card number and a fax number or e-mail address (see paragraph 4.8 for details on how to get the government travel card). Your airfare will be charged to your account at the government contracted rate and your itinerary forwarded to you immediately. You will be reimbursed when you file your [Travel Voucher](#).

### **4.4. Travel Days.**

To save travel days, active duty supervisors or order approving officials may permit late reporting during the morning of the first duty day and early release during the afternoon on the last duty day. Travel is not expected to commence prior to 0600 or after 2400. See DoDFMR Table 1-2-4 for allowable travel time. Otherwise 1 travel day is authorized at the beginning of a tour only. The exception is if a reservist cannot reach their home of record before midnight on the last day of the order (via airplane), than 1 travel day can be given for travel home. PCS moves will authorize extra travel days and should be coordinated with the Travel & Management Office (TMO) at the nearest military installation.

### **4.5. Government Quarters.**

Government quarters include on base billeting and/or government contracted quarters off base. The member should confirm with billeting whether he or she will have on base or off base lodging. A listing of the corporate lodging facilities contracted with the government can be found at <http://www.fedrooms.com>. If off base, consider the following while planning the tour:

- Does the base provide a shuttle service?
- Can the base motor pool provide a government vehicle?
- Is mass transit available from off-base to the office?
- How would I get from the office to the dining facility each day - walk, base-shuttle or POV?
- Is the dining facility available during the period of the tour?

### **4.6. Actual Expense Allowance (AEA)**

AEA reimburses you for the actual cost of food and/or lodging when you exceed the maximum per diem allowance by more than \$5 per day. RMG Program Managers have approval authority for AEA expenses for IMAs, up to 150% of the normal allowance. This is not a continuing blanket approval for travel to high cost areas or to cover expenses caused by personal convenience or preference. Ignorance of per diem rates is not a consideration, and each request is carefully reviewed to ensure no alternative was available.

**4.6.1.** Applications for AEA should be submitted in addition to the AROWS-R request and contain the following information:

- Specific reason for travel
- Whether meetings with technical, professional, or scientific organizations are involved
- Whether international conferences or meetings are involved
- Names and titles of foreign governmental contacts, if any
- Proposed itinerary showing complete identification of places to be visited, the length of duty at each place, and inclusive dates of travel
- Information as to any special arrangements which have been made such as provisions for use of special Government quarters, messes, open messes, motels, restaurants, etc.
- Current daily locality [per diem rates](#) projected or actual daily costs and the difference between the two
- Reasons normal accommodations within the prescribed [per diem](#) allowance will not suffice and efforts made to obtain accommodations within the [per diem](#) rate
- Name and phone number of individual who may be contacted concerning this request

**4.6.2.** For AEA requests after travel has been performed, submit an [SF Form 1164, Claim For Reimbursement For Expenditures On Official Business](#) to your program manager, with the questions above answered and copies of any appropriate receipts attached. Approved forms should be forwarded to The [IMA Travel Office](#), Dobbins ARB, GA for payment. Any formal training requests, not unit funded, must be approved by HQ AFRC/A1TF. Contact RMG/DPMT with any questions regarding reimbursement.

#### **4.7. Variations.**

Allow a reservist to travel to more than 1 duty location on an order. The requests must be approved prior to publishing the order. Contact your program manager with any questions about authorization.

**4.7.1 Special Authorizations:** If you wish to request a rental car, excess baggage, and/or conference fees, etc., you must complete the appropriate paragraphs provided in AROWS-R. Cost-savings to the government, not personal convenience, is the basis for approving special authorizations. When requesting conference fees, you must include the conference documentation that lists the total registration/conference fee and identifies the number and types of meals and/or nights lodging that the fee includes. Contact the Orders Specialist within your detachment for additional requirements.

**4.8. Leave.** Commanders may authorize leave on an individual basis. Active duty tours, of 30 or more consecutive days, accrues leave at a rate of 2.5 days per month (prorated for portions of months) of active duty. Leave numbers must be obtained in advance from your servicing Reserve Pay Office. See [AFI 36-3003, Military Leave Program](#) or contact your PM/BIMAA for additional guidance.

##### **4.8.1. Use [AF Form 988, Leave Request/Authorization](#)**

Have your supervisor or PM Office call your RPO to obtain the leave control number. The RPO may require a faxed copy of your leave request and a second call back to receive a leave number. After returning from leave, complete Part III of AF Form 988 and fax or mail to your RPO. Keep Part II of AF Form 988 for your records. Individual Reservists may not submit leave requests through Leave Web.

##### **4.8.2. Unused leave**

You should receive payment for all unused leave approximately three weeks after you complete your tour. If you serve consecutive tours you may either roll over leave or sell the days back. The tour must be a minimum of 30 days each. State the desire on the End of Tour Orders submission to your RPO. If leave is accrued during active duty in support of a declared war, national emergency, or involuntary recall, it is not counted against the 60-day maximum according to Department of Defense Financial Management

Regulation Chapter 35, paragraph 3501. For more information, contact your designated Reserve Pay Office.

#### **4.9. Training Substitution.**

MUST have Program Manager approval in advance! IRs may substitute school tours, AEF missions, or MPA days in support of contingency operations (code name operation that has a plan ID associated with it) for AT and/or IDTs. It is not recommended to substitute school tours for AT. However, there are circumstances when it may be warranted. Members are not to be sent to formal schools in AT status. School tours must be of at least nine academic days in length to qualify for AT substitutions. Partial substitutions are authorized. However, the remainder of the AT requirement must still be performed. Your **ANG/USAFR Point Credit Summary (available on the vMPF)**, will reflect a special tour or school tour as appropriate. Contact the PM or BIMAA with any questions or to initiate the waiver.

#### **4.10. Active Duty Sanctuary Waivers Associated with RPA Tours and MPA Tours.**

Active Duty Sanctuary is a window between 18 and 20 years TAFMS in which a member must be given the opportunity to stay in the Air Force to receive an active duty 20-year retirement. Claiming sanctuary means the reservist will be placed in active duty status for the amount of time adding up to 20 years TAFMS and then the IR must retire at the 20 year TAFMS date. A member in an active duty status is eligible for an assignment and a permanent change of station. If member chooses to decline the assignment offered, their right to sanctuary protection is foregone. IRs with between 16 and 20 years of Total Active Federal Military Service (TAFMS) who request RPA-ADS (IMA only) or MPA tours must sign a sanctuary waiver prior to the tour start date that precludes them from claiming sanctuary during the tour. Failure to sign the requested waiver will prevent orders publication.

##### **4.10.1. Statement of Understanding**

The waiver is accomplished via a Statement of Understanding (SOU), signed by the member, and processed through the assigned Program Manager to HQ RMG. Each blanket waiver package must be accomplished for 179 days. Two or more waivers may need to be accomplished to cover the entire tour. The assigned BIMAA or Program Manager is the point of contact for initiating active duty sanctuary waiver requests and preparation of the SOU.

##### **4.10.2. Point Credit**

When a member waives their right to claim sanctuary, they will still earn the points to qualify for an active duty retirement upon reaching 20 years TAFMS. A reservist, not claiming sanctuary, may be allowed to continue participating for points and/or pay past 20 years of TAFMS.

## **Chapter 5**

### *Military Pay*

#### **5.1. Establishing Your Pay File.**

IRs must elect a Reserve Pay Office (RPO) when accessed into the reserves either from active duty or IRR. IRs coming from the ANG, unit program, or establishing a new pay office may not require all of the below paperwork. Confirm any needed documentation with RPO. The Reserve Pay Office (RPO) may require a typed statement designating them as the RPO for pay entitlements. Add this statement to the fax cover sheet: "I designate the RPO located at \_\_\_\_\_ as my servicing pay office. Then sign and print your name and SSAN below the statement. RPOs may have a copy of the designation letter for your signature, check with them first. The PM/BIMAA can provide a list of RPOs to include phone and fax numbers. Copies are acceptable via fax or email. The RPO cannot complete new pay files without the following forms:

### **5.1.1 [DD Form 2058](#), State of Legal Residence Certificate.**

State Income Tax Withholding (SITW) is based on the state you claim as your legal state of residence, and became a deduction from Reserve pay 2 April 1990. Qualification requirements and deduction amounts vary by state. Direct any questions concerning qualification requirements for any particular state to your nearest base legal office.

### **5.1.2 [TD Form W-4](#), Employee's Withholding Allowance Certificate.**

The W-4 allows you to list your number of exemptions.

### **5.1.3. [AF Form 594](#), Application and Authorization to Start, Stop or Change BAQ or Dependency Redetermination.**

Obtain the form from the BIMAA, PM, or RPO. A copy of marriage certificate must be attached if claiming "with dependent" rate BAH on behalf of spouse. Provide a copy of birth certificate and divorce decree or child support settlement, if applicable, when claiming "with dependent" BAH on behalf of children.

### **5.1.4. [SF 1199A](#), Direct Deposit Sign-Up Form.**

As of 1 September 1989, participation in the Direct Deposit Program became MANDATORY for all new Reserve members and members reenlisting or gaining officer status after that date. Sign up or change account information by completing a SF 1199A and mail/fax to the designated RPO (Do NOT send a deposit slip). This form authorizes direct deposit of pay to the IRs financial institution. DFAS Form 702, **Air Force/Army Leave and Earnings Statement (LES)**, can be obtained by establishing a [MyPay account](#). IRs can also obtain their W-2s from MyPay.

### **5.1.5. Status Change**

Keep your RPO up-to-date with change of dependency status and address changes. Changes of address can be accomplished via [MyPay Account](#).

## **5.2. Pay and Allowances**

You may hand carry, fax, mail or email forms for pay to your designated RPO. [AF IMT 40A](#), Record of Individual Inactive Duty Training, and [AF Form 938](#), Request and Authorization for Active Duty Training/Active Duty Tour, must be certified to receive payment from the RPO. PM, BIMAA, Supervisor, or someone who can verify the performance of duty may certify both forms.

## **5.3. Waivers of Compensation or Benefits**

Reserve component members receiving pensions, disability compensation, retainer pay, or retirement pay from the US government for prior military service, must complete [AF Form 1962](#), Election of Reserve Pay and Allowances or Benefits from Prior Military Service, prior to performance of duty. IRs cannot accept pay and allowances *and* a pension, retirement pay, or disability compensation. Members who fail to choose one of these options may be subject to disciplinary action or prosecution.

## **5.4. IDT Pay (IMA only)**

### **5.4.1. Basic Pay**

You are paid basic pay and qualified incentive pays, such as foreign language proficiency, for the periods of IDTs performed. IRs will be paid [one day's pay](#) for each IDT point not to exceed two points/two day's pay in any one calendar day (0000 to 2400). IDTs directed to be performed at locations other than the members unit of assignment or attachment has specific entitlements in the JFTR. The commander directing this deviation will issue a local funded DD Form 1610, **Request and Authorization for TDY**

**Travel of Personnel.** When you have exceeded the number of allowable paid IDTs for the FY you will receive "points-only" credit.

#### **5.4.2. Subsistence-in-kind**

Subsistence-in-kind is for enlisted airman only. IRs must obtain pre-authorization for billeting and subsistence on the [AF IMT 40A](#). Enlisted personnel may have to furnish a copy of the AF Form 40A to the dining hall to receive subsistence-in-kind. IRs may have to sign the *AF Form 1339, Dining Hall Signature Record*. If the government dining facility is not available, due to closure, work schedule or your personal preferences, you will not be reimbursed for any meals procured on the economy. Officers must pay the basic food charge regardless of pay status or length of IDT duty.

### **5.5. Active Duty Tour Pay and Allowances (IMA and PIRR).**

Active duty tours consist of annual tour, MPA mandays, and RPA mandays. In addition to your basic pay, BAH, and BAS, there are various [pay and allowances](#) you may receive while on active duty tours. The most common are listed below:

#### **5.5.1. Cost of Living Allowance (COLA)**

During your career, you are likely to be assigned to a variety of low-, moderate- and high-cost locations. Although private sector pay scales tend to reflect local living costs in U.S. locations, military pay tables do not. To make up for this imbalance, you are eligible to receive a cost-of-living allowance (COLA) if you are stationed in certain "high-cost" locations in the continental United States (CONUS) or Overseas (OCONUS). COLA offsets the higher priced incidentals involved in overseas living or high cost conus locations. Contact your servicing RPO for specific information or to apply for COLA.

#### **5.5.2. Overseas Housing Allowance (OHA)**

OHA is a monthly allowance paid to service members assigned to an OCONUS PDS (permanent duty station outside the continental U.S., not including Hawaii and Alaska) authorized to live in private housing. OHA defrays the member's housing costs. Contact the RMG RPO for specific information and to apply for OHA.

#### **5.5.3. Flight Pay**

Although commonly referred to as Flight Pay, in actuality there isn't one specific type of special pay called flight pay. Flight pay is a generic name for special compensation or incentive, paid to those who perform various military flight related duties. HQ RMG/DPF is the Aviation Resource Management Office for IMA aircrew members. The following is a list of the current types of flight pay available to IRs.

**5.5.3.1. Aviation Career Incentive Pay (ACIP).** Reserve officers, qualified for aviation service, may receive ACIP if they occupy rated positions, have passed those "gates" that require specific years of aviation service, and remain medically qualified for aviation service. Eligible members must provide an updated AF IMT 1042 to the HQ RMG/DPF office by the 4<sup>th</sup> of the month following the member's birth month. Failure to provide the required documents will result in the member's Aviation Service being suspended and flight pay entitlement termination. Contact Aviation Resource Management Office at DSN 497-2305 or commercial 487-327-2305 for information on eligibility.

#### **5.5.3.2. Hazardous Duty Incentive Pay (HDIP)**

HDIP is payable if you are authorized to perform hazardous duty (non-crewmembers, parachute jumping, demolition of explosives, handle toxic fuels, engage in flight deck duty or experimental stress duty). Also service members that perform flight duties as aircrew members and meet their

services operational requirements are eligible for a form of Hazardous Duty Incentive Pay. The orders for active duty must state that you will perform hazardous duty. A letter of certification of HDIP duty from the command, flight log, or military pay order (MPO) must accompany the AF Form 938. If you are a non-rated aircrew member, you must hold current aeronautical ratings, meet monthly flying requirements, and maintain medical certification to receive HDIP.

#### **5.5.4. Family Separation Allowance (FSA)**

FSA is payable for added expenses incurred because of enforced separation from the family for more than 30 continuous days. To be eligible for FSA, transportation of family members cannot be authorized, you must be outside commuting distance, family members must be part of the household maintained for them by you, and family members may not visit you for more than 30 days. Apply for FSA on [DD Form 1561](#), Statement to Substantiate Payment of Family Separation Allowance. Attach the form to your [AF Form 938](#) and send to your servicing RPO.

#### **5.5.5. Medical Special Pay**

Air Force Reserve physicians and dental officers must contact HQ RMG/Det 15 when going on tours for 30 days or more for entitlement verification.

#### **5.5.6. Hostile Fire or Imminent Danger Pay**

If you are entitled to basic pay you are entitled to either hostile fire or imminent danger pay for any month in which you are

- on official duty in a hostile fire/imminent danger area
- subject to hostile fire or explosion of hostile mines
- killed, injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile action

#### **5.5.7. Unique Entitlements**

Special circumstances, such as contingency operations, may generate unique entitlement rulings and exceptions. Direct any questions regarding such circumstances to your servicing RPO.

### **5.6. Certification of AF Form 938**

IRs should not report for duty prior to the time and date specified in block 14 of the AF IMT 938. Block 15 is the date IRs are released from duty. For early or late release, you must contact your orders specialist to have your AF Form 938 modified. Block 42, the Certification, on the [AF IMT 938](#) is the primary source document for pay and point credit for an active duty tour. Short tours of active duty (less than 30 days) are paid after the fact. The only exceptions are pre-certified AT tours or Special Tour of ADT or ADSW. Orders processed with a pre-certification should be at least 10 days in length. Any exceptions to this must be approved through your servicing RPO prior to submission of pre-certified orders. Submit pre-certified tours to your servicing RPO. For the IMA, the Statement of Tour of Duty may be pre-certified and submitted to the designated RPO any time after the official tour start date. The form must be signed by the member, certified by the training supervisor, and include the following statement in the remarks section: "I certify the member reported for duty at (specify 24-hour-day time) on (start date). I will immediately notify the member's designated RPO, by message, if the member does not complete the tour of duty as specified in this order. (Affix signature)."

## **Chapter 6**

### *Per Diem and Travel Allowances*

#### **6.1. Active Duty Tours**

You are entitled to lodging and per diem when your home is outside of the established commuting area of the duty location. NOTE: For Annual Training Tours when both government meals and quarters are available, no per

diem is payable except for travel days. Per Diem and travel allowances are only payable for the days specified in blocks 14 & 15 on any order. Any time outside those dates, other than allowable travel time, will be denied. Exception: a member performing IDT before or after an AD tour may travel to the vicinity of the active duty site anytime after receipt of orders and may delay return home upon completion of the AD tour.

#### **6.1.1. Corporate Limits**

Travel and/or transportation allowances are not authorized for travel between the home/Place Last Entered Active Duty (PLEAD) and the place of active duty when both are in the corporate limits of the same city or town, the member commutes daily between home/PLEAD and the place of active duty, or the order-issuing official/installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

#### **6.1.2. Commuting**

Members commuting are authorized the applicable automobile or motorcycle mileage rate, for one round trip between the duty station and, home, Place of unit assignment, or Place from which called (or ordered) to active duty. The orders approving official makes the commuting distance determination based on the installation commander's policy contained in the supplement to **DFAS 7010-3, Travel Transactions at Base Level**, or other DoD publications, for your duty location. When Item 17 of your [AF Form 938](#) is marked "Commuting Area," you may file for reimbursement of one round trip mileage regardless of how many duty days performed. Complete the mileage statement in the remarks section of AF Form 938 (Did you drive your POV?   Limited to one round trip. POV type   Auto   Motorcycle. Total Miles   . Sign and Date) and submit to IMAT-OL for reimbursement. A DD Form 1351-2 is not required but may be used.

### **6.2. Permanent Change of Station (PCS)**

Tours of 20 weeks or more at one location could be considered Permanent Change of Station (PCS). Your individual order should identify whether PCS entitlements are authorized. If your order authorizes PCS entitlements you **are not entitled** to per diem.

### **6.3 Transportation Information**

Your order will specify the mode of transportation authorized for travel to and from your duty station. When mode of transportation is **directed and not used, you will not be reimbursed** for travel. When travel is by POV, not more advantageous to government, your reimbursement will be limited to the constructive cost of travel. You are required to procure tickets from a Government Contracted Ticket Office (GCTO). NOTE: Exception is when you must travel VOCO or you did not have an opportunity to contact one of the 24-hour GCTO. In this situation, you may purchase a ticket directly from the airline, asking for the city pair or government rate, whichever is lower, and pay for the ticket with the government travel card. Be aware that reimbursement will be dependent upon full justification regarding the emergency nature of the travel and why purchase through a GCTO was impossible. Reimbursement is limited to the cost of the ticket or the price of the government would have paid, whichever is less.

### **6.4. Government Travel Card**

IMAs are encouraged to apply for the government contracted charge card (GTCC) through their active duty unit of assignment (Centrally Managed through unit of attachment) Agency Program Coordinator (APC). PIRR Reservists are also authorized a Government Travel Card. They should apply through their active duty unit of attachment.

## 6.5. Travel Voucher

Individual Reservist must submit a [DD Form 1351-2, Travel Voucher or sub Voucher](#) with a copy of your [AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour](#) and/or [DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel](#) for payment of authorized travel allowances and per diem within 5 duty days after completion of a tour. These forms are submitted to IMAT-OL, 1392 Second Street, Dobbins ARB Georgia 30069-4823 or can be faxed to DSN 497-0625, or commercial (487) 327-0625 or emailed to [imatravel@dobbins.af.mil](mailto:imatravel@dobbins.af.mil). Voice numbers are DSN 625-5800 or commercial 1-800-808-5942.

# Chapter 7

## *Mobilization/Volunteerism*

### 7.1. Authority

**Title 10, United States Code (U.S.C.), Sections 688, 12301(a), 12301(d), 12302, 12304, 12306, and 12307** govern the access of reservists for war or national emergencies.

### 7.2. Availability

There are two ways Individual Reservists may be activated: Volunteerism (**Title 10, U.S.C., Sections 12301(d)**) and Involuntary Recall or Mobilization (**Title 10, U.S.C., Sections 12301(a), 12302, 12304, 12306, or 12307**).

#### 7.2.1. MPA Tours vs. Volunteerism

Volunteering to work non-contingency MPA tours and “Volunteerism” is different in this case. When we speak of “volunteerism” we are talking about individuals (IMAs or PIRR) that volunteer to be activated for a contingency, whether overseas or supporting at home station.

#### 7.2.2. Inactive Reservists

IRR and Standby members are mobilized only after partial, full, or total mobilization under **Title 10, U.S.C., Sections 12301(a), 12302, or 12306** are invoked.

### 7.3. Volunteerism

There are a number of ways an IR may find out about volunteer opportunities for contingency deployments or MPA tour in support of contingencies. One route is through their active duty unit deployment manager. The unit deployment manager can let him/her know when his/her unit needs assistance locally or as backfill for deployment requirements. Another source of volunteer opportunities is through the [Volunteer Reserve System \(VRS\)](#). The active duty functional managers or HQ AFRC functional managers may also identify further requirements not noted above. **NOTE: Once you volunteer for and accept orders, you may not curtail the tour unless directed by the issuing headquarters.**

#### 7.3.1. Statement of Understanding to Start Volunteer Process

This process is mostly member-driven. Visit the [RMG website](#) and fill out Statement of Understanding to start the process of volunteering for a contingency deployment or MPA tour in support of contingencies. All orders requests will still be processed through AROWS-R. The BIMAA and PM are available to facilitate the process and assist as required.

#### 7.3.2. Deployment Opportunity

IRs already on orders that have the opportunity and desire to deploy may volunteer to do so. Keep the RMG and AFRC informed of status changes. Go to the [Volunteer website](#) on the RMG AEF Volunteer Process Community of Practice and fill out the follow-on Statement of Understanding. This ensures Individual Reservists are being tracked correctly.



## 7.4. Involuntary Recall/Mobilization

ALL IRs need to be accessible for involuntary recall/mobilization within 24 hours of notification. With computer technology making information easily accessible, it is IMPERATIVE for reservists to keep address, civilian and home phone numbers updated in [vMPF](#), as well as, ensure the BIMAA and active duty supervisor has current information. To maintain current personal readiness level, the following actions should be accomplished.

### 7.4.1. Requirements to Maintain an Up-to-Date Personal Readiness Level.

- Always maintain a current Armed Forces Identification Card (Common Access Card (CAC))
- Ensure arrangement of all legal, business, and personal matters in the event of your absence.
- Ensure family members are pre-enrolled in the Defense Eligibility Enrollment Reporting System (DEERS) *Note: the following documents will be required to establish dependent status for new members:*
  - Certified copy of your marriage certificate
  - Certified copies of birth certificates for you and authorized family members
  - Certified copies of court orders or decrees pertaining to your authorized family members
- Copy of current Record of Emergency Data (vRED) and [SGLV 8286](#)
- Prepare a Will and limited Powers of Attorney for managing personal affairs in the event of your absence *Note: the Staff Judge Advocate's office at your nearest military installation can assist with preparation and guidance*
- Familiarize family members with insurance policies
- Have proper military uniforms in good condition
- Ensure spouse or personal agent has your social security number
- Prepare an [AF Form 357, Family Care Plan](#)- single parents, dual military couples with family members and members with civilian spouses who have unique family situations (as determined by the commander) if required IAW AFI 36-2908. The Commander's Support Section (CSS), First Sergeant or servicing MPF are available to provide guidance and assistance. (*see para 2.5*)
- Ensure that all Physical Health Assessment (RCPHA) and dental requirements are met and updated in the appropriate systems. RCPHA is through PIMR and Dental is through DDS.
- Maintain current security clearance.

### 7.4.2. Readiness Folder.

Maintain a readiness folder with current data as outlined below. This will prevent many personal problems during mobilization. **The folder should be readily accessible, and should consist of, but is not limited to the following:**

- Immunization record: Public Health Service Form 73, **International Certificate of Vaccination** or DD Form 2766C, **Vaccine Administration Record**
- Passport, if applicable
- [SGLV 8286](#), **Service members' Group Life Insurance (SGLI)** form dated after 1 Apr 96
- Printed copy of Virtual Record of Emergency Data from the [vamp](#)
- Latest officer performance report (OPR)/enlisted performance report (EPR)
- General and/or Special Powers of Attorney (*see para 2.5*)
- Credential and Certification folder, if applicable
- [AF Form 357, Dependent Care Certification](#), if applicable
- Most current copy of your civilian medical history (to include a record of past illnesses or injuries not recorded in your military medical record) and most current copy of your last military medical/dental examination
- Career Field Education and Training Plan, if applicable
- Identification Tags (Dog Tags – obtained at the unit of attachment)
- [AF Form 2293, US Air Force Motor Vehicle Operator Identification Card](#), if applicable
- Weapons Qualification Card

- Geneva Convention Card, if applicable

**It is your responsibility to ensure that authorized family members maintain current ID cards.**

## **7.5. Notification of Mobilization**

Initial notification of Mobilization most often occurs with a telephone call from the commander, commander's representative, or Program Manager. Following initial notification, IRs will receive a mobilization order or a written confirmation of verbal orders of the commander. *If contact could not be made by telephone then the written confirmation or mobilization order would be the initial notification of mobilization.*

### **7.5.1. Reporting Instructions**

The reporting instructions and a report-no-later-than date (RNTLD) will be given from the notifying official. In addition, the reporting instructions and RNTLD will be clearly stated in the order. IRs must ensure arrival within the guidelines of the reporting instructions. Travel can commence without a written order. The written order will confirm the verbal order. Do not delay your departure.

### **7.5.2. Medical Conditions that would Preclude Mobilization**

If a significant medical condition exists that would render an IR ineligible for mobilization and the condition has not been previously identified, then contact the Program Manager for guidance prior to departure. Examples include but are not limited to: pregnancy, recent surgery, cancer, heart conditions, diabetes, loss of limb or eye sight, etc.

## **7.6. Delays in Reporting, Deferrals, or Exemption from mobilization.**

A delay is a postponement of not more than 30 days to report to active duty. An exemption is the total relief from an order to active duty. A deferment is the exclusion from activation for a specified period of time so that members may complete training or other requirements. This may occur before or during mobilization. Requests for a delay, deferment or exemption in reporting to active duty are submitted to your Program Manager.

### **7.6.1. Hardships**

If a significant personal hardship exists, contact your Program Manager immediately for guidance on requesting a delay or exemption. Examples: hospitalized family member, extraordinary financial hardship, etc.

### **7.6.2. Result of delay, deferral, or exemption**

Upon approval of an authorized delay, a revised RNLTD will be provided. If an exemption is authorized, the mobilization will be cancelled. Exemptions may result in reassignment to the IRR (nonparticipating status) or discharge from the Reserves.

### **7.6.3. Responsibilities Upon Involuntary Recall/Mobilization.**

- Be prepared to begin travel within 24 hours of notification (family members may not travel with you under any circumstances).
- Report with the mailgram ordering you to active duty and Mobilization and contingency/Exercise/Deployment (CED) order if available
- In-process through the unit of assignment or attachment base Military Personnel Flight (MPF)
- Be prepared to begin work immediately
- Have enough money to sustain you and your family until receipt of military pay
- Hand-carry all certification and accreditation documentation for professional skills and training records

#### **7.6.4. Travel**

Travel by private auto is not authorized for members who reside more than 350 miles (1 day travel) from the duty location, unless specified in the order. Arrange commercial air travel through a contracted travel office (CTO). Details to access this service, at the time of mobilization, will be given to IRs. Active duty travel benefits and privileges are authorized while traveling. *You are also subject to the Uniform Code of Military Justice (UCMJ).*

#### **7.6.5. Special Instructions for Outside the Continental United States (OCONUS) IRs**

Overseas members who receive notification from military authorities of involuntary mobilization and will be reporting to a CONUS or another overseas location, should contact the Program Manager. Transportation may be required from the nearest military installation.

### **7.7. Mandatory Deployments**

Once mobilized, reservists are in an active duty status. Active duty commanders will have the authority to deploy anyone within their command. Be prepared to deploy! It is important to keep the RMG and AFRC informed of the deployment by providing a copy of the deployment order to your PM.

### **7.8. Mail Procedures while Mobilized.**

Upon reporting for duty IRs can obtain a temporary mailing address, normally a post office box, at the consolidated mailroom. Family and friends sending mail will need to put full name and grade on the first line of the address. The actual mailing address will be as follows:

Capt John S. Doe  
1234th Aviation Maint Sq  
123 Warrior Ave  
Assigned AFB CO 12345-6789

### **7.9. Voting Assistance Program**

Airmen and their families serving around the world have the right to vote and the Air Force Voting Program's mission is to ensure they have the information and tools needed to exercise that privilege. As a part of the program, every Air Force installation has designated voting assistance officers who can assist Airmen and voting age family members with the registration and voting process. Before deploying, Airmen receive voting materials needed to notify their state of their new mailing address. Airmen serving away from their voting residence should use Federal Post Card Application Standard Form 76 to register and request absentee ballots. The SF 76 and 2006-07 Voting Assistance Guide, which lists the unique voting rules for each state, are available on line at [www.fvap.gov](http://www.fvap.gov) or may be obtained from the base voting assistance officer.

### **7.10. Servicemembers Civil Relief Act 2003**

The Servicemembers Civil Relief Act of 2003 (SCRA), formerly known as the Soldiers' and Sailors' Civil Relief Act of 1940 (SSCRA), is a federal law that provides protections for military members as they enter active duty. It covers issues such as rental agreements, security deposits, prepaid rent, eviction, credit card interest rates, mortgage foreclosure, insurance and tax payments. Although *the Act does not relieve any obligations*, it temporarily suspends the right of creditors to use the courts for repayment if the inability to pay is due to military service. In short the Servicemembers' Civil Relief Act is to suspend, in some cases, certain obligations during military service so that, upon return to civilian life, IRs have the opportunity to protect their interests. Service members, dependents or designated agents may seek advice from the local base legal office or [Military Legal Office Assistance Locator](#). The Justice Department Web site, [www.servicemembers.gov](http://www.servicemembers.gov), outlines the rights servicemembers have under the Servicemembers Civil Relief Act.

### **7.11. Return to Civilian Employment Rights**

USERRA seeks to ensure that members of the uniformed services are entitled to return to their civilian employment upon completion of their service. They should be reinstated with the seniority, status, and rate of pay they would have obtained had they remained continuously employed by their civilian employer. The law also protects individuals from discrimination in hiring, promotion, and retention on the basis of present and future membership in the armed services. To qualify for USERRA's reemployment rights, a service member must meet [eligibility criteria](#). The National Committee for Employer Support of the Guard and Reserve, toll-free 1-800-336-4590; your local state Ombudsman; or the U.S. Department of Labor, Veterans' Employment and Training Service (1-866-487-2365) can assist anyone that encounters any problems after released from active duty. Remember, protections under the USERRA law are for voluntary or involuntary tours of duty.

### **7.12. Emergencies**

Advise family members to contact the local office of the American Red Cross for emergencies at home. The Red Cross will notify the commander, whom in turn, notifies the reservist. Be sure dependents have the correct military address. *The Red Cross alone is responsible for confirming family emergencies.* Upon confirmation of an emergency, the commander may authorize emergency leave. Although, depending upon the mission, the commander is not required to grant emergency leave.

## **Chapter 8**

### *Assignments*

#### **8.1. IMA Assignment Process**

Active duty Air Force, Air National Guard, members with a break in service, and other military branch members must apply for an IMA position through a Reserve Recruiter. Local bases or the [Recruiter Locator](#) can help find the nearest reserve recruiter. Current Individual Reservists, wishing to apply for a new position, process their paperwork through the gaining units PM or Unit Reserve Coordinator (URC). Contact the desired base's [PM or BIMAA](#) for information or required package for a new assignment. ALL IRs are required to fill out the [AF IMT 1288](#), Application for Ready Reserve Assignment.

##### **8.1.1. Member Responsibility**

IRs complete all items on page 1 of the form. Make sure to read sections 21-27 and initial each block. Also sign and date the bottom of the form.

##### **8.1.2. First Endorsement**

The first endorsement will be signed either by the current unit commander or Program Manager. Contact the PM with any questions regarding first endorsement signatures. Make sure the RCPHA, Dental, and PT scores are in the remarks section. Forward the AF IMT 1288 with the Unit CC endorsement to the Program Manager for approval/disapproval. The PM will forward the AF IMT 1288 to the gaining PM if approved.

##### **8.1.3. Second Endorsement**

The gaining PM completes the 2nd endorsement. Information included in this section includes assignment details, new reporting official, and effective date of the assignment. The gaining program manager will input the assignment request into the [Reserve Management Vacancy System \(RMVS\)](#) and forward the application to HQ ARPC/DPRAB for assignment processing. IRs will receive their assignment orders from ARPC. Confirm the assignment update by reviewing the information in the [vMPF](#). If the assignment is not updated within 45 days, contact the gaining PM. Once assigned, contact your gaining supervisor and BIMAA for in-processing instructions.

## **8.2. Centrally Managed**

Career fields such as Chaplain (HC), Legal (JA), Medical (SG), AFOSI, and Intelligence are centrally managed. Centrally managed IRs are assigned at a central location but are attached for training at different units/MAJCOMS. Contact your PM or URC (at location/attachment of assignment) for guidance on any additional documents required for assignment within these career fields.

## **8.3. Conflict between military and civilian supervisors**

Federal employees whom also have reserve affiliation CANNOT apply for an assignment in a military position for training if the supervisor will be the rating or endorsing official for both the civilian and military appraisal. A conflict of interest exists and the assignment will not be allowed. Federal employees in designated Key Employee positions will be re-assigned to the non-participating Reserve. Key Federal Employees cannot participate in the reserves.

## **8.4. Unit of Attachment versus Unit of Assignment**

Unforeseen events or emergencies may not permit IRs to complete their training (AT and IDTs) at their unit of assignment. Requesting to perform AT and/or IDTs with a unit capable of providing training in your duty AFSC, is an option. Establish a unit of attachment for training by obtaining written approval from the unit of assignment CC, requested unit of attachment CC, and Program Manager. Approval is at the Commanders discretion.

## **8.5 Reassignment to the Inactive Ready Reserve (IRR)**

IRs no longer desiring to actively participate in the reserves may choose to be reassigned to the IRR or separate. Complete the [AF 1288](#), Application for Ready Reserve Assignment. The losing CC or PM will sign the 1288 and the PM will process the assignment. Processing will take a minimum of 180 days for reassignment unless the member provides written justification for consideration of a waiver. Also, members reassigned into the IRR have to wait a minimum of 180 days for reassignment to an active participating billet. Member in the IRR are not eligible to re-enlist or participate. Enlisted members will be discharged upon their ETS. Officers will be retained until they resign their commission or reach their MSD.

## **8.6. PIRR Assignments**

PIRR members may occupy a “Cat E” billet for 3 years. Upon completion of the 3 years PIRRs need to find an IMA position, separate, retire, transfer to the IRR, transfer to a unit program, or complete an inter-service transfer. PIRR members that are given a valid offer to move into an IMA position (equal or greater rank, within a reasonable distance to the member’s place of residency) and turn down that offer will be transferred into the IRR.

# **Chapter 9**

## *INDIVIDUAL PERSONNEL MANAGEMENT*

### **9.1. Introduction**

Individual reservists receive critical assignments in national defense and must reflect highest performance and personal appearance standards at all times. The need to respond to any conflict within 24 hours requires members to be ready to become part of the total force.

### **9.2. Uniforms**

All IRs must acquire, wear, and maintain the proper uniform items. Uniforms must be ready and available for mobilization and for unexpected duty at all times. Replace out-of-date items by the established phase-out date. For any questions regarding the proper wear of uniforms refer to [AFI 36-2903, Dress and Personal Appearance of Air Force Personnel](#). IRs can obtain uniform items at military clothing sales stores. PIRR Members are responsible for purchasing their own uniform items. **No reimbursement is authorized.**

**9.2.1. Enlisted** – IMAs who have never been in the Air Force before are entitled to an initial issue. IMAs with prior Air Force service with a 90-day or greater break are entitled to a replacement-in-kind issue. Members are entitled to a replacement-in-kind every 3 years of duty. Members with non-serviceable items can have items replaced with proper justification. Members who are within 90 days of ETS are not entitled to uniform issue. If eligible, complete [AF Form 656](#), *Clothing Request and Receipt*. Form must show member's name, rank, SSN, clothing and quantities requested, the unit commander's signature or designated representative (usually PMs), POC (if other than the IMA) and an e-mail address or FAX number. Authorizations will be returned by e-mail or Fax. E-mail the AF 656 to [afrc.rmgfm@afrc.af.mil](mailto:afrc.rmgfm@afrc.af.mil) or fax to DSN 497-2294 or commercial (478) 327-2294. Upon receipt of the approved AF Form 656 and instruction letter from RMG, take the form and letter to the nearest military clothing sales store and receive the items authorized. Follow the instructions on the letter provided by the RMG. Make sure the final receipt is sent back to RMG/FM.

**9.2.2. Officers** – Officers are not eligible for uniform replacements. They must purchase all uniform items at personal expense. However, an initial uniform allowance is given at the beginning of their assignment to the Air Force Reserve and they are eligible once every 2 years for an additional allowance if they have served on active duty for 91 or more consecutive days. To obtain the additional allowance, submit an [AF IMT 1969](#), Officer Uniform Allowance Certificate, directly to your Reserve Pay Office.

**9.2.3. Physical Training (PT) Uniforms.** Enlisted individual reservists deploying in support of AEFs and contingencies will be issued four T-shirts, four shorts, one jacket and pair of pants. Eligible enlisted IMAs will need to provide the RMG a copy of CED orders or their deployment letter w/AEF number along with the [AF IMT 656](#). (Use the blank spaces on the right side of the AF IMT 656 to write in "PT uniforms"). All other enlisted IMAs will receive two T-shirts, two shorts, one jacket and one pair of pants. (Use the blank spaces on the right side of the [AF IMT 656](#) to write in "PT uniforms"). Officers must purchase the PT uniform at their own expense.

**9.2.4. Optional and Organizational Items.** Optional items are generally newer or more expensive versions of issue items or items authorized for wear outside of the initial issue such as the leather flight jacket. Military clothing sales stores sell these items. IRs are responsible for purchasing optional items. Organizational clothing and equipment are items mandated by the commander as items needed to perform training in their organization (hospital whites, steel-toed shoes, flight suits, lens for gas masks, parkas, etc.). The commander specifying the equipment requirement is responsible for issue. This type of equipment may be hand receipted and have a required turn-in when you leave the unit.

#### **9.2.5. Military Clothing Ordering Information and Alterations Policy**

Most uniform items (Service Uniform, Mess Dress, BDUs, shoes, insignia and more) are offered in the AAFES Military Clothing Mail Order Catalog. IRs may purchase uniform items through the AAFES catalog order service by phone, fax, or mail through the AAFES Catalog Sales Center.

Customers in the 50 United States and Puerto Rico may order by calling:

Toll-Free: 1-800-527-2345

FAX: 1-800-446-0163 or

Mail: Exchange Catalog Sales

P.O. Box 660211

Dallas TX 75266-0211

Web: <http://www.aafes.com>

### **9.3. Awards and Decorations**

IRs assigned or attached to an active unit are eligible for decorations upon extended tour (three years on station), reassignment, separation, or retirement. The decoration process mirrors the active duty and decorations are

processed through the active duty chain of command, reference [AFI 36-2803, The Air Force Awards and Decorations Program](#). The local MPF can assist in determining which awards and decorations may be worn and their proper placement on the uniform. Visit the [vMPF](#) to obtain a current listing picture and list in order of precedence.

## **9.4. Career Progression**

IRs must gain and maintain the skill level commensurate with their grade and Duty AFSC. The technical skills of the DAFSC and Professional Military Education (PME) provide the basis for career progression. Satisfactory progression in the training program is expected if IRs are in upgrade or re-training status. Failure to do so may result in demotion or discharge. Contact a supervisor, Unit Training Manager, or BIMAA for career guidance and counseling. Reference the enlisted skill-level progression chart in [AFI 36-2101, Classifying Military Personnel \(Officers and Airmen\)](#), [AFI 36-2301, Professional Military Education](#), and [AFI 36-2201 Air Force Training Program \(Volumes 1-6\)](#), for detailed training requirements.

## **9.5. Promotions**

### **9.5.1. Enlisted Promotions**

There are three methods for enlisted promotion. IMAs can qualify for all three. PIRR members only qualify for PEP or EPP promotions. Contact the URC, PM, or BIMAA with any questions.

**9.5.1.1. 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. An eligibility roster is forwarded by the BIMAA to the CC of eligible IMAs. Eligibility is determined IAW [AFI 36-2502, Airman Promotion Program](#). 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 your CC.

**9.5.1.2 Promotion Enhancement Program (PEP)** - PEP is a commander's program designed to promote outstanding and well-deserving Reservists, including Individual Mobilization Augmentees (IMAs) and Participating Individual Ready Reservists (PIRR ) who have clearly demonstrated the potential to serve in the next higher grade and meet minimum eligibility requirements as outlined in [AFI- 36-2502](#). A member can be promoted into the next higher grade over the grade of the billet occupied. They cannot be an overage in the billet. Members eligible for consideration may be nominated by their unit CC for PEP Board promotion consideration. Contact the URC, PM, or BIMAA for the PEP package and instructions.

**9.5.1.3. Extended Promotion Program (EPP)** – Under this program, IRs who meet eligibility criteria outlined in AFI-36-2502 can be considered for promotion up to SSgt regardless of position or overage status. In addition, a SSgt may be considered for promotion to TSgt when they attain 16 years of satisfactory service.

### **9.5.2 Officer Promotions**

The Reserve officer promotion system, based on the Reserve Officer Personnel Management Act effective 1 October 1996, is commonly referred to as ROPMA. Promotion is made under Title 10 U.S.C. and [AFI 36-2504, Officer Promotion Continuation and Selective Early Removal in the Reserve of the Air Force](#). Action Agency: Reserve of the Air Force Selection Board Secretariat, HQ ARPC/DPB, 6760 E. Irvington Pl, Denver CO 80280-2000 toll free: 1-800-525-0102. Commissioned officers are selected for promotion by central selection boards which evaluate records using the "whole person" concept. Factors included in the "whole person" assessment are job performance, level of assignments, professional competence, breadth and depth of experience, job responsibility, PME, and specific achievements (awards, decorations, and special recognition). All officers eligible for consideration to the grade of

colonel will have an [AF Form 709](#), *Promotion Recommendation (PRF)* completed and submitted to the selection board. The promotion cycle begins about 120 days before the board convenes. When the board meets, at least five board members independently assess the Officer Selection Folder. The assessment of all folders is combined to form an order of merit listing and the select and non-select decisions are made from this list. The board president checks to ensure consistent, equitable promotion consideration for all eligible officers.

#### **9.5.2.1. Mandatory Consideration**

Officers eligible for mandatory consideration for promotion will receive a computerized Officer Pre-selection Brief (OPB). The OPB is a capsule history of the officer's career, PME, decorations, grade history, civilian educational record, and so forth. Immediately verify the information and report any discrepancies to the appropriate agency. All Reserve Air Force 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	3

#### **9.5.2.2 Position Vacancy Consideration**

Promotions under this program give commanders the means to nominate exceptionally well qualified candidates for promotion to fill vacancies in the grades captain through lieutenant colonel. PV boards convene in conjunction with annual promotion boards under Title 10 U.S.C., Section 14101(a). PIRRs are not eligible for this promotion program. Officers must meet the following criteria:

- \* Must have at least 50 credit points for a year of satisfactory service during the last R/R year.
- \* Must occupy, or be reassigned to, the position for which nominated at the time of submission of the PRF.
- \* For captains through lieutenant colonel, the officer must occupy a position with an authorized grade higher than the officer's current grade(not an overage).
- \* TIG requirements:

<i>For Promotion to</i>	<i>Time in Grade</i>
Major	5
Lieutenant Colonel	5

#### **9.5.2.3. Selection Folders**

Selection Folders is the term commonly used for the HQ USAF Officer Selection Record. It consists of the documents given to selection boards. Only certain documents can be included in the folder, per [AFI 36-2504](#), Attachment 2. Appeals for removal information is in [AFI 36-2401](#), *Correcting Officer and Enlisted Performance Reports*, and [AFI 36-2603](#), *Air Force Board for Correction of Military Records*. The selection board may consider a letter to the board from you. Such letters are not required, but may be useful to explain, rebut, or mitigate information in your



selection folder. For example, a letter might be useful to explain periods of unsatisfactory participation when board members might not otherwise know the circumstances. You may review your selection folder at HQ ARPC. If the folder contains incomplete or inaccurate information, you should take corrective action. Representatives in HQ ARPC/DPBR1 can advise you how to request correction of errors or injustices.

## **9.6. Evaluation System**

Air Force evaluation systems are designed to accurately appraise performance. Performance evaluation systems are an integral part of professional development. It is designed to provide a realistic assessment of performance, career standing, future potential, and actions required to assist the ratee in reaching the next level of professional development.

### **9.6.1. Enlisted Performance Reports (EPRs)**

The grades of staff sergeant (SSgt) through chief master sergeant (CMSgt) require an EPR biennially (every two years). Also changes in supervision or assignment require an EPR. Sixteen points of training must have been completed under the direct supervision of the rater. The [AF Form 910](#) is used for SSgt – TSgt, and the [AF Form 911](#) is used for MSgt – CMSgt. Refer to [AFI 36-2406](#), Officer and Enlisted Evaluation, or the active duty CCS for more information.

### **9.6.2. Officer Performance Reports (OPRs)**

The OPR is vital to assignment, school selection, and promotion actions. Provide the reporting official with useful, informative, and accurate information in writing for use later at rating time. OPRs are due annually or after 12 points (whichever is later). A change of rater also initiates an OPR as long as 12 points are completed. The [AF Form 707](#) is now used for grades Lt – Col.

### **9.6.3. Performance Report Appeal Action**

If you believe an EPR or OPR in your personnel records is in error or unjust, you may request to have the report corrected or removed, in whole or in part. [AFI 36-2401](#), *Correcting Officer and Enlisted Evaluation Reports* shows how to correct airman and officer evaluation reports after they are made a matter of record. Appeals can be filed under the provisions of [AFI 36-2603](#), *Air Force Board for Correction of Military Records*, after all other administrative channels of correction have been exhausted.

## **9.7. Reenlistment and Separation**

HQ ARPC/DPAFER sends a Selective Reenlistment Process (SRP) letter approximately 6 months before the IMAs enlistment expires. This letter needs to be signed by the member, supervisor, and commander and returned to HQ ARPC/DPAFER 6760 E Irvington Pl., #2600, Denver, CO 80280-3800 within 60 days of receipt. Once ARPC receives the SRP letter, a [DD Form 4/1](#), Reenlistment Document, will be sent with instructions to be completed and returned to ARPC. If the letter of intent to reenlist is not returned by the suspense date, HQ ARPC will send a second notice, with copies to the unit of attachment, unit of assignment, and the Program Manager. Discharge action will then take place the day after separation date. Reenlistment information can be obtained by visiting the [Virtual MPF](#). All signatures must include your full middle name--do not use just a middle initial. Return the letter of intent with your decision to HQ ARPC/DPAFER if you do not choose to reenlist before your ETS. HQ ARPC/DPAFER will initiate discharge action.

## **9.8. Non-EAD Airman Commissioning Program**

Airmen who have obtained college degrees and are 35 years of age or younger may pursue an Air Force commission. Details are in [AFI 36-2005](#), *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories - Reserve of the Air Force and United States Air Force*, Contact HQ RMG/DPMSE for guidance in submitting the application.

## 9.9. Enlisted Incentive Bonus

Enlisted IMAs may qualify in one of four categories to receive an incentive bonus: reenlistment, prior service, affiliation, or retraining. Bonus eligible Air Force Specialty Codes (AFSCs) are on the critical career listing, and manned at less than 100%. Eligible AFSCs are reviewed every six months and are subject to change. [AFI 10-201](#), *Status of Resources and Training Systems*, Table 3.1 gives a list of critical AFSCs. Payments are made in equal annual installments on the anniversary of the enlistment/reenlistment date. An [AF Form 4010](#), *Application for IMA Enlisted Bonus and Incentive*, a copy of the DD Form 4, *Enlistment/Reenlistment contract*, and a signed written agreement must be submitted through member's owning PM or their designated representative (BIMAA) to the ARPC Personnel Support Division (DPAFER). NOTE: AF Forms 4010 will not be accepted without the owning program manager's signature or the signature of their designated representative. Basic eligibility is as follows:

- \* Must not have more than 16 years (exactly) total service based on pay date, at the time of reenlistment or prior service enlistment
- \* Must enlist/reenlist in a bonus qualifying DAFSC with a CAFSC of at least a 3-skill level
- \* Enlistment/reenlistment must be for three or six years
- \* Must satisfy FY participation requirements each year
- \* Must not have received previous bonus from any Reserve component
- \* If reenlisting, must be within 180 days of current ETS

## 9.10 Professional Military Development (PMD)

Air Force training programs provide individual service members with the skills and knowledge to perform effectively in their duty assignments. Skill development of individuals is accomplished through a set of career patterns that involve various combinations of formal training, education, and practical experience. Reserve officers and airman accomplish Professional Military Education by completion of in-residence, correspondence, seminar method, or distance learning. [AFI 36-2301](#), *Professional Military Education*, describes resident and nonresident programs as well as attendance, eligibility, selection, and removal criteria. PME is a requirement for promotion for enlisted personnel. [AFI 36-2502](#), *Airman Promotion Program*, table 4.1, contains PME requirements for enlisted personnel and [AFI 36-2301](#), *Professional Military Education*, table 5, contains PME eligibility criteria. Officers should complete PME.

### 9.10.1. In-Residence

Selected Reserve members eligible for resident PME include IMAs in Reserve Sections MA, MB, MC, ME, and MR. PIRR members are NOT eligible to attend in-residence courses. The complete application process and eligibility may be found in [AFMAN 36-8001](#), Chapter 7. Completion of an in-residence PMD course authorizes enlisted members wear of the NCO PME Graduate ribbon. Forward a copy of your certificate to HQ ARPC/DPRPT for update.

### 9.10.2. Correspondence Courses

PMD and Voluntary AFIADL Courses may be accomplished via correspondence. You may enroll in a voluntary course by contacting HQ ARPC/DPRPT. Base education offices may also furnish information about correspondence courses, but they cannot enroll you. You must have a valid stateside address, Aerial Post Office (APO), or Fleet Post Office (FPO) address in the PDS for courses to be sent to you.

**9.11. Mandatory AFIADL Courses.** HQ ARPC/DPRPT has a [website application](#) for ordering mandatory CDCs required for skill level upgrade training. Your attached active duty unit training manager should receive your course packages. For information or questions about mandatory courses, you or your supervisor should contact your unit training manager. To verify mandatory CDC enrollments, visit <http://www.maxwell.af.mil/au/afiadl/>.

**9.12. Testing.** Most bases only schedule testing on certain days of the week at certain times for different tests. You are responsible for scheduling your tests. Contact the local Education Office to schedule testing.

### **9.13. Updating PME and Academic Data**

Enlisted must send a Certificate of Training, Certificate of Military Education or AFIADL Form 9, **Certificate of Course Completion**, to HQ **ARPC/DPRPT**, 6760 E. Irvington Pl, Denver CO 80280-2700. Officers contact AFIADL at DSN 596-4147. Leave a message with name, SSN, phone and course information and you will be contacted

### **9.14. Updating Academic Courses**

Enlisted must have an official transcript sent directly from the college or university to HQ ARPC/DPRPT, 6760 E. Irvington Pl, Denver CO 80280-2700 and HQ ARPC/DPRPT will update. Officers must have an official transcript sent directly from the college or university to Air Force Institute of Technology (AFIT) at AFIT/RRE, 2950 P Street, Wright-Patterson AFB OH 45433-7765. HQ ARPC/DPRPT does not have the authority to update officers.

### **9.15. Education Opportunities**

You may obtain your Education and Training Information by visiting the [Virtual MPF](#). Information contained here includes civilian education level, Professional Military Education, AQE/ASVAB scores, Foreign Language Proficiency, and GI bill eligibility.

#### **9.15.1. Community College of the Air Force (CCAF)**

If you are enlisted, you are eligible to enroll and/or continue in CCAF. The programs of study must relate to your AFSC and can lead to an associate degree. Defense Activity for Non-traditional Education Support (DANTES), College Level Examination Program (CLEP), PME, and civilian education may count for this associates degree. These services are free of charge to you. To enroll, update, or request counseling services, contact the closest Air Force education services office. Contact HQ ARPC/DPRPT for additional information.

#### **9.15.2. Guaranteed Student Loan Program**

You are eligible to apply for student loans. The General Brown loan applies to you while the General Arnold loan is available for family members. Apply for these loans through the AFAS at your local Air Force base.

#### **9.15.3. DANTES/CLEP/GED**

You are eligible to take, free of charge, DANTES, CLEP, and General Education Development (GED) tests. Contact your local active duty education office to check test availability and to schedule testing.

#### **9.15.4. Montgomery G.I. Bill Program-Selected Reserve (MGIB-SR)**

If you have been enlisted since 1 July 1985 with six year's retainability, have high school equivalency, and are satisfactorily participating, you are eligible for educational benefits leading to a bachelor's degree. You may obtain educational assistance for a second bachelor's degree or higher, flight training, Vocational or Technical, and correspondence study. Officers with a MSD of at least six years from the date of eligibility are also eligible for this program. If you are enlisted you must be in the Selected Reserve and have a six-year contract. You have a maximum of 36 months of entitlements under any single program, or 48 months maximum under any two programs. You have a maximum of 10 years from your date of eligibility to use your entitlements. HQ ARPC/DPRPT will forward DD Form 2384-1, **Selected Reserve Educational Assistance Program (GI Bill) Notice of Basic Eligibility** once you meet all requirements. Use this form to apply for benefits with the Veterans Affairs (VA). Call HQ ARPC/DPRPT for further information.

## Chapter 10

### ENTITLEMENTS AND BENEFITS INFORMATION

#### 10.1. Reserve Identification Card

IRs must have an *Armed Forces Identification Card* (Common Access Card (CAC)) and should carry it with them at all times. Source documents to receive a new card are reenlistment documents (DD 4/1), promotion orders, and/or assignment orders. Marriage Certificates and birth certificates may be needed for family members.

#### 10.2. DEERS/RAPIDS

DEERS/RAPIDS is a computer-based system that identifies personnel entitled to military medical care benefits. IRs must pre-enroll in DEERS/RAPIDS before family members can receive medical care at a military medical facility on a space available basis, while mobilized, are on a tour of active duty of 31 consecutive days or more, or for TRICARE. Family members are enrolled in DEERS/RAPIDS when they receive an ID card. Contact the local Customer Service Section at the MPF to determine what, if any, documents to bring. IRs must take a copy of their orders to initiate benefits.

#### 10.3. Military Personnel Records

Currently HQ ARPC/DPSC3 maintains IR personnel records. To obtain copies of documents such as promotion orders, reenlistment document (DD 4/1), or EPR/OPRs call 800-525-0102 or email a request to [arpc.contactcenter@arpc.denver.af.mil](mailto:arpc.contactcenter@arpc.denver.af.mil). In the future personnel records will be uploaded into the Automated Records Management System (ARMS) and members will be able to access their records online.

#### 10.4. Identification Tags (Dog Tags)

Obtain ID tags (dog tags) from the nearest MPF (present your ID card) or designated section within assigned unit. Questions regarding dog tags should be directed to an active duty supervisor.

#### 10.5. Motor Vehicle Registration

Driving a car on a military installation is a privilege. IRs are subject to military discipline for traffic violations. Give full cooperation during security exercises or random vehicle and identification card checks. Check with the local pass and registration office for required documents to register your vehicle. Typically a valid driver's license, proof of insurance, and the vehicle registration are needed. Recently some bases no longer give out registration stickers. Instead they require a valid Military ID card to access the base.

#### 10.6. Legal Information

IRs on active duty may receive full assistance from the base legal office. IRs performing IDTs may be authorized limited legal services. Contact the [local office](#) for more information. Legal offices help accomplish documents such as wills or power's of attorney. A general power of attorney (GPA) is a very powerful document so consider at length before granting a GPA. The GPA allows the named person to handle ALL affairs in the reservist's absence to include full access to all banking accounts and the IR's signature authority. Special power's of attorney grants only the power necessary to complete specific tasks. One example of this is to empower the person named as the family member caregiver with only specific authority to obtain emergency medical care for family members.

#### 10.7. Family Support

IRs may use the Airman & Family Readiness Center (A&FRC). Some of the services available are Personal Financial Management (PFM), the Air Force Aid Society (AFAS), Career Focus Program (CFP), Volunteer Resource Program (VRP), Relocation assistance, and Family Life Education. IRs and family members may also

receive counseling, attend seminars, receive assistance on career planning, deployment and family separation counseling, or attend parenting training. For more information, contact the A&FRC at the nearest base.

## **10.8. Medical Entitlements**

IMAs are assigned to active duty units and receive all their medical support from the active duty Medical Treatment Facility (MTF) where they are assigned as outlined in [AFI 48-123V2](#).

**10.8.1 Medical Treatment** (other than required RCPHA, also see para 2.2). The type of care received depends on the member's status.

### **10.8.1.1 Active Duty Status**

When on annual or other active duty tours IRs have the same medical care authorized as members of the Regular components for the period of duty specified in the orders. Dependents are only authorized the same care when IRs are on tours 31 days or greater. Medical care is not authorized at government expense beyond the training period for an injury or disease incurred not LOD (see below). Optical and dental care (exclusive of RCPHA) is limited to emergencies on a space available basis. The medical facility commander is the final approval authority for this type of care. There are some exceptions as outlined in [AFI 41-115](#), *Authorized Health Care and Health Care Benefits in the Military Health Service System (MHSS)*.

### **10.8.1.2 IDT/Inactive Status**

IRs who incur or aggravate an injury or illness while performing IDTs may seek medical care. Dependents are not authorized care through a MTF. Also IRs may be given a required RCPHA examination. Ancillary lab/medical test results from a private health care provider can be added to the RCPHA if accomplished within the last 11 months of prior PHA.

### **10.8.2 Line of Duty (LOD) Determination**

The purpose of an LOD is to determine if an injury or condition, while performing duty, was service connected. The LOD will give authorization for medical care when the member returns to a civilian/inactive status. IRs when injured or ill must have the MTF physician complete an [AF Form 348](#), Line of Duty Determination. The LOD package also requires all medical documentation pertaining to the injury or illness and a copy of the orders or 40A to show the member's status during the period of the injury or illness. Medical care is not authorized at Air Force expense beyond the training period for injuries or disease incurred not in line of duty. Illness or injuries found to be in the line of duty, or aggravated in the line of duty are managed per [AFI 36-2910](#). Surgical correction for conditions existing prior to military service may be performed only where it is immediately necessary to save your life, limb, or sight, to prevent undue suffering, or loss of body tissue. Entitlement, as in line of duty determination, must be established prior to any surgery.

### **10.8.3 Pregnancy of USAFR Personnel**

Reservists are not authorized government medical care for your pregnancy. Also any AD tours or IDTs may not be performed after the 34th week of pregnancy until 6 weeks postpartum with a release from the physician. Any tour or special training that is being considered away from the home station requires a letter from the private physician and a military medical officer evaluation 30 days prior to the tour. IRs may not take part in transoceanic deployment or training. A letter or certificate from your physician, attesting to the duration of pregnancy, is needed before scheduling any training. Obtain an AF Form 469, *Duty Limiting Condition Report*, from the base of assignment or attachment Medical Treatment Facility. Enlisted personnel (IMA's only) must process an [Air Force Form 656](#), *Clothing Request and Receipt*, with the PM for a maternity uniform (allowed 1 set only). Officers must purchase maternity uniforms at their own expense. [AFI 44-102](#), *Community Health Management*, and [AFI 10-248](#), *Fitness Program*, [AFRC Supplement 1](#), provides further guidance.

### **10.9. The Disability Evaluation System (DES)**

Any member of the Ready Reserve who is pending separation for a non-duty related impairment or condition may enter the DES for a determination of fitness. Additional guidance is provided in [AFI 36-3212](#), *Physical Evaluation for Retention, Retirement, and Separations*.

### **10.10. Virtual Record of Emergency Data**

The Air Force uses information on this form to notify your next of kin in the event of an injury, death, or other emergency. It also lists the beneficiaries for Death Gratuity and unpaid pay and allowances payable upon your death. Review the form often to ensure that this information is current. Review and updates can be made on the [Virtual MPF](#).

### **10.11. Serviceman's Group Life Insurance (SGLI)**

By law, if an IR is assigned to a unit or position required to perform at least twelve periods of inactive duty for training, creditable towards retirement, then will be automatically covered. SGLI coverage is available in \$50,000 increments up to the maximum of \$400,000. To reduce or elect no coverage, fill out the [SGLV 8286](#). Complete the form at a local MPF. Forward a copy to the designated RPO. The Leave and Earning Statement (LES) will reflect the premium amount. See the Dept of [Veteran's Affairs](#) website for more information.

### **10.12. Reserve Component Survivor Benefit Plan (RC-SBP)**

When a retirement eligible Guardsman or Reservist dies their retirement pay stops. This means that the surviving spouse will be left without a substantial income source. One option available is the Reserve Component Survivor Benefit Plan. The RC-SBP is an insurance plan that will pay beneficiaries a monthly payment (% of future retirement pay as an annuity) to help make up for the loss of your retirement income. More information on RCSBP can be located on the [Virtual MPF](#) or the [Military Compensation](#) website.

### **10.13. Official Notification for Retired Pay (20 year letter)**

HQ ARPC/DPPR will issue IRs an official "[Notification of Eligibility for Retired Pay at Age 60](#)" letter when:

- \* IRs complete 20 years of satisfactory federal service under provisions of **Title 10, U.S.C., Section 12732**
- \* IRs meet all requirements except for attainment of age 60 to be eligible for retired pay, under **Title 10, U.S.C., Sections 12731 or 12731(a)**.

#### **10.13.1. Officer Retirement Grade**

Unless entitled to a higher grade under some other provision of law, an officer who is entitled to retired pay for non-regular service, shall upon application, be retired in the highest grade in which they served satisfactorily. To retire in current grade, a Lt Col or above who met a promotion board on or after 1 October 1996, must serve three years satisfactorily in that grade (50 retirement points or more per year). This time reduces to six months, if the officer must retire due to age, Mandatory Separation Date (MSD) or physical disqualification (with 20 satisfactory years of service) under **Title 10, U.S.C., Section 1370(d) (B)**. Majors and below, who met the promotion board on or after 1 October 1996 must serve satisfactorily in that grade for not less than six months to retire in the current grade. An officer who does not meet the time in grade requirement must retire in the next lower grade. Officers promoted by a board prior to 1 October 1996 and are not promoted by another board, are only required to hold the higher grade satisfactorily for one day to be eligible to retire in the higher grade.

### 10.13.2. Enlisted Retirement Grade

Enlisted reservists, who retire other than for physical disability, retire in the grade they hold on the date of retirement. Upon attainment of age 60, enlisted members retirement pay will be computed based upon the highest grade satisfactorily held as determined by the Secretary of the Air Force or designee. The enlisted member, who previously held an officer grade, will remain in the enlisted status in the Retired Reserve unless, upon application, the member requests appointment in the Retired Reserve in the officer grade. The member would be discharged from enlisted status 1 day before the effective date of appointment to the officer grade.

### 10.13.3. Master Personnel Record Group (MPerRG)

HQ ARPC maintains MPerRG for members and persons whose status has terminated and who are eligible for pay at age 60. HQ ARPC forwards MPerRG for members who are drawing retirement pay or who will never be entitled to receive retirement pay, to the National Personnel Records Center (NPRC), 9700 Page Avenue, St Louis MO 63132-5200. HQ ARPC forwards MPerRG for general officers drawing retired pay to HQ AFPC, Randolph AFB TX 78150-5000.

### 10.13.4. Volunteer for Assignment after Retirement

[AFI 36-2115](#), *Assignments Within the Reserve Components*, outlines the guidance for a member to be voluntarily removed from the Retired Reserve for an assignment.

### 10.13.5. Recall to Active Duty after Retirement

Retired Reserve members may be voluntarily ordered to EAD any time after retirement with a valid requirement. They may not be ordered to active duty involuntarily except in time of war or national emergency as declared by Congress, or as otherwise authorized by law (**Title 10, U.S.C., 12301(a) and 12307**).

### 10.13.6. Communications once transferred to the Retired Reserve

Contact HQ ARPC/XXXX, 6760 E. Irvington Pl #XXXX (the pound symbol number must match the +4 number of the zip code) Denver CO 80280-XXXX, as follows:

Action	Office Symbol	+4 Number
Change of Address	DPSC/AB	4000
DD Form 2AF (RET)(blue) ID Card	DPPRA/B	1900
Inquiries about pay at age 60	DPPRA/B	1900
Inquiries about transfer to Retired Reserve	DPPRA/B	1900
Notification of death of a member under age 60 (include a copy of the death certificate)	DPSPE	4000

## Attachment A

### GLOSSARY AND INDEX OF TERMINOLOGY

**Active Duty for Special Work Support (ADSW)** - ADSW tours provide direct staff support to Reserve Component programs.

**Active Duty Training (ADT)** - ADT tours supplement AT and IDT when the member needs additional training to achieve or maintain a required skill or skill level in their assigned AFSC.

**Active Guard and Reserve (AGR) Tour** - Members of a Reserve component on active duty tour under 10 U.S.C., 14 U.S.C., or full-time National Guard duty under 32 U.S.C. Section 502 (f) for a period of 180 consecutive days or more. The tour purpose is organizing, administering, recruiting, instructing, or training the reserve components per Subsection 101(d) (6).

**Active Standby Status** - Includes Non-Affiliated Reserve Sections NA, NB, NC, and ND.

**Active Status** - Status of all Reserve except those on an Inactive Status List Reserve Section (ISLRS), Retired Reserve, or Inactive Air National Guard. Reservists in an active status may train for points or pay and may be considered for promotion.

**Air Force Aid Society (AFAS)** – is the official charity of the Air Force. Emergency financial assistance is provided to Air Force Reserve personnel, on active duty for more than 90 days, and their dependents, through AFAS sections located on Air Force installations worldwide. Assistance can be provided for rent, utilities, car repairs, food, emergency travel, and medical and dental care. Assistance is normally provided in the form of a non-interest-bearing loan, although grants may be provided in certain cases. Monthly repayment is usually made through a government allotment. The AFAS is either located in the Military Personnel Flight or the Family Support Center.

**Air Force Element (AFELM)** - An Air Force manpower nomenclature used to account for manpower authorizations and to identify Air Force personnel on duty with organizations outside the Air Force. ARPC/DPST is the focal point within ARPC for IMAs assigned to these activities.

**Air Force Personnel Center (AFPC)** - The active duty equivalent of HQ ARPC.

**Air Force Reserve Command (AFRC)** - This section of the USAFR manages the unit reservists and some centrally managed programs.

**Air National Guard (ANG)** - Part of the Air Reserve Component.

**Air Reserve Component (ARC)** - Composed of members of the United States Air Force Reserve

**Annual Training (AT)** - A period of active duty for training of 12 or 14 days each year required of members as part of a Ready assignment.

**Air Force Reserve Orders Writing System (AROWS):** The automated system by which IMAs can request or check the status for orders from any computer. This includes AT, MPA, RPA, and TDY orders.

**Basic Pay** - IRs grade and years of service determine basic pay. Duty performance less than 30 days will pay 1/30th of a month's pay for each day of duty. IRs on duty for 30 or more days, either on one set of orders or



consecutive tours (back-to-back), will receive payment based on a monthly rate (30 days equals 1 month). The period of time paid for is determined from the [AF Form 938](#) or [AF Form 458](#).

**Basic Allowance for Housing (BAH)** - BAH is an allowance to offset the cost of housing when you do not receive government-provided housing. Your [BAH](#) depends upon your location, pay grade and whether you have dependents. BAH rates are set by surveying the cost of rental properties in each geographic location. BAH rates are published on the Per Diem Committee web page (<https://secureapp2.hqda.pentagon.mil/perdiem/bah.html>)

**Basic Allowance for Subsistence (BAS)** - Officers and enlisted personnel with BAS authorized on tour orders will automatically be paid BAS for each day of active duty. [BAS](#) is meant to offset costs for a member's meals. This allowance is based in the historic origins of the military in which the military provided room and board (or rations) as part of a member's pay. This allowance is not intended to offset the costs of meals for family members.

**Base Individual Mobilization Augmentee Administrator (BIMAA)** - The base-level personnel contact for Individual Reservists. BIMAA's are assigned to provide guidance and assistance to commanders, IMA unit managers, IMAs, military personnel flights and the commander support staffs in accordance with [AFI 36-2629](#), para 1.17 and [MPFM 07-04](#).

**Career Development Course (CDC)** – Air Force Institute for Advanced Distributed Learning (AFIADL) These self-study courses help enlisted personnel complete the specialty knowledge portion of the dual-channel on-the-job-training program. Enlisted personnel must complete career development courses successfully at various stages to advance in their careers.

**Centrally Managed Programs** - Staff offices designated to manage personnel in the professional career fields. Medical, legal, chaplains, HQ Air Intelligence Agency (AIA), and HQ Air Force Office of Special Investigations (AFOSI), generally centrally manages personnel in their respective career fields.

**Commuting Area (Not within Corporate Limits)** - When a member's duty station and home address, or place from which called to active duty, are within the established commuting area.

**Commuting Area (Within Corporate Limits)** - When a member's duty station and home address, or place from which called to active duty, are within the established corporate limits.

**Contracted Travel Office (CTO)** - An office contracted and authorized by the government to issue airline or rail tickets for official travel.

**Deferment** - An exclusion from activation for a specified period of time for members to complete training or other requirements. This may occur before or during mobilization.

**Delay** - An authorized postponement in reporting to active duty by ready reservists not to exceed 30 days from date initially designated to report to active duty. The delay period may be extended depending on each individual case.

**Defense Switching Network (DSN)** - Telecommunication that is only accessible from a military station.

**Equivalent Reserve Instruction (ERI)** - Required mission-related education which is not available at a military facility (i.e., medical specialty conferences).

**Exemption** - Total relief from the requirement to report to active duty.

**Expiration Term of Service (ETS)** - Date of completion of term of service.

**Extended Active Duty (EAD)** – Is an active duty status other than active duty for training or temporary tours of active duty. Personnel on EAD are assigned to an active duty unit, and accountability is against active force strength.

**Financial Services Office (FSO)** - Formerly the Accounting and Finance Office

**Fiscal Year (FY)** – Military service year that runs from 1 October through 30 September.

**General Education Diploma (GED)** - Equivalency of a high school diploma obtained by taking a test.

**Good Year** - See Satisfactory Year

**Inactive Duty Training (IDT)** - Authorized training performed by a reservist while not on EAD or an AD tour. The types of IDTs are Training Period (TP), Unit Training Assembly (UTA), and Equivalent Training (ET).

**Inactive Status List Reserve Section (ISLRS)** - The inactive status section of the Standby Reserve. ISLRS includes: Officers who are assigned from the Non-Affiliated Reserve Section (NARS) or the Non-Obligated Non-Participating Ready Personnel Section (NNRPS) or have been released from active duty under specific provisions of AFI 36-3207; members without a MSO who reside or are employed in foreign countries where Ready Reservists are prohibited by the Status of Forces Agreement, or dual status members. IRs are identified with PAS S73IFLX6.

**Individual Mobilization Augmentee (IMA)** - An Air Force Ready Reservist assigned to a specific position within an active duty unit that is essential during wartime, and would assume upon mobilization.

**Individual Ready Reserve (IRR)** - See Mobilization Filler Resources  
That portion of the Ready Reserve consisting of members not assigned to the Selected Reserve. Includes reservists in non-pay, points only participation status. Members can earn points from performing IDTs, AFIADL courses, or a combination of both.

**Individual Ready Reserve (IRR) Muster Program** - Under regulations prescribed by the Secretary of Defense, a member of the Ready Reserve may be ordered without his consent to muster duty one time each year. A member ordered to muster duty under this section shall be required to perform a minimum of two hours of muster duty on the day of muster (10 U.S.C. 12319).

**Inspector General (IG)** - Office performing confidential inquiries and investigations.

**Military Personnel Data System (MilPDS)** - Computer system designed to update personnel data transactions into the Base-Level and headquarters Air Force and DJMS-RC system.

**Military Personnel Appropriation (MPA) Man-day Tours** - Tours of active duty authorized to support short-term needs of the active force.

**Military Personnel Flight (MPF)** - The centralized active duty, USAFR, or ANG unit personnel office located on major Air Force installations.

**Military Service Obligation (MSO)** - The time period required by law that a person must serve as a member of the Regular or Reserve component of the armed forces.

**Mobilization Filler Resource** - Formerly Reinforcement Designee, now referred to as participating IRR members. A Ready Reservist assigned to an Air Reserve Squadron, the Ready Reinforcement Personnel Section,

Non-obligated Non-participating Ready Personnel Section, or the Obligated Reserve Section. Participating IRR members are in non-pay status. These IRs can receive pay on active duty tours. They represent a pool resource, providing the Air Force an added manning capability for needs that can be anticipated but which cannot be precisely established by grade and AFSC. These members are eligible for ROPMA promotion consideration.

**Noncommissioned Officer (NCO)** - Those persons in grade E-5 (SSgt.) through E-9 (CMSgt.).

**NCO Academy (NCOA)** - Professional Military Education required for promotion from E-6 to E-7.

**NCO Preparatory Course (NCOPC)** - PME required to be promoted from E-4 to E-5.

**Non-obligated Non-participating Ready Personnel Section (NNRPS)** - IRR section made up of officers and enlisted personnel without a MSO who are still qualified for worldwide duty. Members may not earn retirement points.

**Obligated Reserve Section (ORS)** - A section of the IRR administered by HQ ARPC.

**Personnel Accounting Symbol (PAS) Code** - A combined alpha- and numerical-designator to identify the organization to which a member of Air Force, Air National Guard or Air Force Reserve is assigned and serviced for personnel actions. PIRRs start with "96" and IMA's start with 2 digit letter code that denotes the base. Non-participating Reserve Section members are identified by a specific PAS code beginning with "S7."

**Point(s)** - One point of participation credit for retirement purposes is credited for each 4-hour IDT period and for each day of active duty. Membership points (15) are credited for a full year of active status Reserve membership. Membership points are prorated for periods of less than 1 year. The maximum number of points creditable for retirement is 365 (366 in a leap year) in 1 retention/retirement year. Of the maximum allowable points of 365 (366), a joint total of no more than 90 points may be inactive duty training, Extension Course Institute courses, and membership points. The number of paid days may not exceed 365 in a year. This limitation includes the cumulative total of all paid ADS, ADT, AT, IDT, MPA, IADT, and EAD. There is no limit on the number of points that may be earned for purposes other than retirement.

**Point Credit Summary, AF Form 526** - Computerized Information of IR participation accessible through the [vMPF](#). Review it carefully. If any errors are found, contact your MPF or HQ Air Reserve Personnel Center at 1-800-525-0102 within 30 days of receipt of this form and provide documentation of correct points or service. Failure to identify errors promptly could affect future crediting of points and service. Corrections to the point credit summary are made by HQ ARPC/DPPKB.

**Program Manager** – A MAJCOM level IR manager for the Individual Reservists assigned. The staff will inform you of any specialized requirements, provide career advice, and assist with all training problems.

**Promotion Recommendation Forms (PRFs)** - [AF Form 709](#), required for Colonel, Lieutenant Colonel Promotion, and Position Vacancy (PV) Boards.

**Ready Reinforcement Personnel Section (RRPS)** - This is a participating status section of the IRR comprised of members without a MSO who volunteer to remain in the Ready Reserve but who are not currently assigned to a unit or IMA position. Members may earn retirement points through enrollment in ECI courses or through IDT attachments to the Air Force, ANGUS, or USAFR units.

**Reserve Officers Personnel Management Act (ROPMA)** - Ensure that the DoD and the Service's personnel management policies, as well as existing and proposed statutes, facilitate the management and retention of

military personnel in the grades and skills required for personnel and readiness and effective mission accomplishment.

**Reserve Pay Office (RPO)** - Individual location where IMAs send paperwork for pay/reimbursement.

**Reserve Personnel Appropriation (RPA) Tours** - RPA tours are used to support a training program for the Reserve mission. Special tours of ADT or ADS and school tours are funded and allocated by RPA mandays. RPA mandays will not be used in conjunction with MPA tours to augment active forces.

**Reserve Sanctuary** - Members with at least 18 years but less than 20 years of satisfactory service may not be discharged, denied re-enlistment or transferred from an active status without the member's consent. For more information contact HQ ARPC/DPPS.

**Reserve Section (RS)** - A two-letter code that determines your training category and training requirements. Your Reserve Section is located on your assignment orders.

**Reserve Service Obligation (RSO)** - An obligation or agreement to serve a specific time in exchange for a benefit received (e.g., bonus pay, schools, etc.).

**Retention/Retirement (R/R) Year** - The 12 consecutive months in which a reservist in active status is required to earn 50 points (includes membership points) through participation in an accredited training program for credit as a satisfactory year. Members should know their exact R/R date, the date of entry or reentry into active Reserve status. The date is the start date of the R/R year annotated by day/month.

**Satisfactory Year** - A period of 12 months in which the member earns a minimum of 50 points through required training (including membership points) between the R/R date of 1 year and the R/R date of the following year (often referred to as a "good year"). A "good year" also refers to having earned the required number of paid points in the fiscal year for each category. The number of points earned is based on the position the IR occupies.

**Senior NCO Academy (SNCOA)** - Professional Military Education required for promotion to E-8.

**Standby Reserve** - Comprised of Reserve members who have no military Reserve obligation, have been temporarily excused from Reserve participation, or have been designated as key or essential in their present civilian position. It is also used to place members who have reached Sanctuary (18 but less than 20 years satisfactory service for retirement) and are unable to participate in the Selected Reserve.

**Training Period (TP)** - Each TP consists of one 4-hour period for which one point may be earned during IDTs.

**United States Air Force Reserve (USAFR)** - Composed of Individual Reserve and unit personnel.

**United States Code (U.S.C.)** - Statutory requirements that fall under a title of law and have sections that govern specific areas.

**Unit of Assignment** - The organization an IMA is assigned and will normally report upon mobilization. Sometimes used interchangeably with attachment.

**Unit of Attachment** - The organization an IMA may be attached for training; location of inactive duty training. Sometimes used interchangeably with assignment.

**Veterans Affairs (VA)** - Formerly known as the Veterans Administration.

## **Attachment B**

### **Automation Tools and Calculators**

Federal Employees Retirement Calculator (both CSRS & FERS)

<http://hr.er.usgs.gov/calculators/retire/>

Social Security Benefit Calculators

<http://www.ssa.gov/planners/calculators.htm>

Calculator (Projecting Thrift Savings Plan Account Balance, Annuity Calculator & Retirement Planner)

<http://www.tsp.gov/calc/index.html>

Federal Employees' Group Life Insurance Calculator

<http://www.opm.gov/calculator/index.htm>

US Office of Personnel Management Retirement Information & Services

<http://opm.gov/retire>

NAF Portability Calculator

<http://www.opm.gov/asd/naf/naf-1.htm>

Determine your Military Spouse Preference Eligibility

<http://www.defenselink.mil/mapsite/spousepref.html>

Determine Your Veterans' Preference

<http://www.dol.gov/elaws/vets/vetpref/mSERVICE.htm>

See if you are Veterans Recruitment Appointment Eligible

<http://federaljobs.net/veterans.htm>

Human Resource Services Center Job Kit

<http://hrd.whs.mil/page.cfm?info=17>

DFAS myPay

<https://mypay.dfas.mil>

The Work Number

<http://www.theworknumber.com>

Thrift Savings Plan

<http://www.tsp.gov/>

Equal Employment Opportunity Commission

<http://www.eeoc.gov/>

TSP Account Access

<http://www.tsp.gov/account/index.html>

Social Security Retirement Planner

<http://www.ssa.gov/retire2/index.htm>