



Readiness Management Group 2012 Individual Reserve Guide

RMG Vision Statement

Individual capability...leveraged world-wide...always ready!

RMG Mission Statement

**Seamlessly integrate wartime-ready Individual Reserve forces to
meet Air Force and Combatant Commander requirements.**

14 Aug 2012

Version 2

SUMMARY OF CHANGES

The changes incorporated into this version are:

1. Minor punctuation, grammar and format corrections
2. AFPERs references changed to myPers throughout document
3. Clarified Fitness Assessment “Excellent” score requirements, paragraph 2.3.
4. Provided additional information concerning Unused Leave, paragraph 4.9.1.
5. Clarified Election of Compensation or Benefits, paragraph 5.3.
6. Clarified IDT Basic Pay, paragraph 5.4.1.
7. Added information concerning elimination of CSA card in paragraph 6.4.
8. Added Note regarding DTS implementation for IRs in paragraph 6.5.4.
9. Added Employer Support for the Guard/Reserve (ESGR) information to paragraph 7.9.

TABLE OF CONTENTS

SUMMARY OF CHANGES	2
INTRODUCTION	9
Chapter 1 - GENERAL INFORMATION	12
1.1. Individual Reserve Program.	12
1.2. Readiness Management Group (RMG).	13
1.3. RMG Detachment Program Manager (RMG Det PM).	13
1.4. Base Individual Mobilization Augmentee Administrators (BIMAAs).	13
1.5. Regular Air Force (RegAF) Commander.	14
1.6. IR Supervisor.	14
1.7. Unit Reserve Coordinator (URC).	14
1.8. The Military Personnel Section (MPS).	14
1.8.1. Personnel Systems Manager (PSM).	15
1.8.2. First Sergeant.	15
1.8.3. Unit Training Manager (UTM).	15
1.8.4. Unit Fitness Program Manager (UFPM).	15
1.8.5. Base Security Manager (BSM).	15
1.9. The Military Personnel Section (MPS).	16
1.9.1. Individual Mobilization Augmentee (IMAs).	16
1.9.2. Participating Individual Ready Reserve (PIRRs).	16
Figure 1.1 Reserve Catagories	12
Figure 1.2 OPCON & ADCON	15
Chapter 2 - MOBILIZATION READY	17
2.1. Mobilization Readiness.	17
2.2. Medical Readiness (Preventive Health Assessment (PHA)/Immunizations/Labs/ Dental).	17
2.2.1 PHA/WebPHA.	17
2.2.2 Dental Exam.	18
2.2.3 Changes in Medical Status.	18
2.2.4 IMA Medical/Dental Records.	19
2.2.5 PIRR Medical/Dental Records.	19
2.3. Fitness Assessment (FA).	19
2.3.1 Failure to Meet Standards.	19
2.4. Personnel Security Clearance.	19
2.4.1 Submitting Initial and Renewal Security Clearance Requests.	20
2.5. Family Care Plan.	20
2.5.1 Changes in Dependency Status.	20
2.6. Training Requirements.	20
2.7. Flight Record Folder (FRF) and Flight Evaluation Folder (FEF).	20
2.8. Checking ARCNet for Readiness and Ancillary Training Status.	20
2.8.1 How to Fix Readiness Discrepancies in ARCNet.	20

Table 2.1	Readiness References	17
Figure 2.1	WebPHA	18
Figure 2.2A	ARCNet Screen Shot-Readiness	21
Figure 2.2B	ARCNet Screen Shot-Ancillary Training	22

Chapter 3 - PARTICIPATION AND POINT CREDIT 23

3.1.	Participation Requirements.	23
3.2.	Retention and Retirement (R/R) Year Participation.	23
3.3.	Fiscal Year Participation (FY).	23
3.3.1.	Annual Training (AT).	24
3.3.1.1.	AT and the PIRR .	24
3.3.1.2.	Split AT.	24
3.3.2.	Inactive Duty Training (IDT).	24
3.3.2.1.	Overseas IDT.	24
3.3.2.2.	IDT for Points Only.	25
3.3.2.3.	Readiness Management Period (RMP).	25
3.4.	Point Crediting.	25
3.4.1.	Active Duty Points.	25
3.4.1.1.	Reserve Personnel Appropriations (RPA).	25
3.4.1.2.	School Tours.	26
3.4.1.3.	Military Personnel Appropriations (MPA).	26
3.4.1.3.1.	Authorization Code.	26
3.4.2.	Inactive Duty Points	26
3.4.3.	Extension Course Program (ECP[A4L]).	26
3.4.4.	Membership Points.	27
3.5.	Maximum Points Towards Retirement.	27
3.5.1.	Total vs. Retirement Points.	27
3.6.	AF Form 526 – ANG/USAFR Point Credit Summary (PCARS).	27
3.6.1.	Point Credit Corrections/Audits.	27
3.6.2.	Promotions and Points.	27
3.7.	Unsatisfactory Participation.	27
3.7.1.	IMAs .	28
3.7.2.	PIRR .	28
3.8.	Participation Substitutions, Waivers, and Excusals.	28
3.9.	Scheduling Participation to Meet FY and R/R Requirements (IMAs Only).	28
3.10	The 1095 Rule.	30
3.10.1	1095 Waivers.	30

Table 3.1	Participation Requirements	25
Figure 3.1.	FY and R/R Participation Schedule Overlap Slide Rule Tool for IMAs	29
Figure 3.2.	Blank FY vs. R/R Slide Rule	30

Chapter 4 - ORDERS, WAIVERS, AND ENTITLEMENTS 31

4.1.	Requesting Orders.	31
4.1.1.	Mandatory Use of AROWS-R-Publishing Orders	31
4.1.2.	RPA and MPA Orders	31
4.1.3.	Temporary Duty (TDY) Orders.	31

4.2.	Modifications and Revocations of Reserve Orders.	32
4.3.	Verbal Orders of the Commander (VOCO).	32
4.4.	Travel Days.	32
4.5.	Government Quarters.	32
4.6.	Actual Expense Allowance (AEA).	33
4.6.1	Requests for AEA Prior to Tour	33
4.6.2.	Requests for AEA After Tour	33
4.7.	Variations.	33
4.8.	Special Authorizations.	33
4.9.	Leave.	34
4.9.1	Unused Leave.	34
4.10.	Active Duty Sanctuary Waivers Associated with RPA Tours and MPA Tours.	34
4.10.1	Sanctuary Waivers/Statement of Understanding (SOU).	34
4.10.2.	Point Credit.	35

Chapter 5 - MILITARY PAY 36

5.1.	Establishing a Pay File.	36
5.1.1	DD Form 2058, State of Legal Residence Certificate.	36
5.1.2.	Form W-4, Employee's Withholding Allowance Certificate.	36
5.1.3.	AF IMT 594, Application and Authorization to Start, Stop or Change BAQ or Dependency Redetermination.	36
5.1.3.1.	BAH Status Change.	36
5.1.4.	AF Form 1745, Address Change Form.	36
5.1.5.	DD Form 214, Certificate of Release or Discharge from Active Duty.	36
5.1.6.	SGLV 8286, Servicemember's Group Life Insurance.	36
5.1.7.	SF 1199A, Direct Deposit Sign-Up Form.	36
5.2.	Pay and Allowances.	37
5.2.1	Certification of AF Form 938 (31 days or more).	37
5.2.2.	Certification of AF Form 938 (30 days or less).	37
5.2.3.	Certification of AF Form 938-Submitting for Final Payment	37
5.3.	Waivers of Compensation or Benefits.	38
5.4.	IDT Pay (IMA Only).	38
5.4.1.	IDT Basic Pay.	38
5.4.2.	IDT Travel Pay.	38
5.4.3.	IDT Lodging.	38
5.4.4.	Subsistence-in-Kind Authorization.	38
5.5.	Active Duty Tours Pay and Allowances.	39
5.5.1.	Family Separation Allowance (FSA).	39
5.5.2.	Cost of Living Allowance (COLA).	39
5.5.3.	Overseas Housing Allowance (OHA).	39
5.6.	Incentive Pay.	39
5.6.1.	Aircrew Members Incentive Pay	39
5.6.1.1.	Aviation Career Incentive Pay (ACIP).	39
5.6.1.2.	Hazardous Duty Incentive Pay (HDIP).	39
5.6.2.	Medical, Dental, Veterinarian, Optometrist (MDVO).	40
5.6.3.	Medical Special Pay.	40

5.6.4.	Hostile Fire/Imminent Danger Pay (HFP/IDP), Hazardous Duty Pay (HDP) and Combat Zone Tax Exclusion (CZTE).	40
5.6.5.	Special Duty Assignment Pay (SDAP).	40
5.6.6.	Enlisted Incentive Bonus.	40
Chapter 6 - PER DIEM AND TRAVEL ALLOWANCES		42
6.1.	Active Duty Tours.	42
6.1.1.	Corporate Limits.	42
6.1.2.	Commuting.	42
6.2.	Permanent Change of Station (PCS), without Permanent Change of Assignment (PCA).	42
6.3.	Transportation Information.	43
6.4.	Government Travel Card (GTC).	43
6.5.	Travel Voucher.	43
6.5.1.	TDYs in Excess of 30 days.	43
6.5.2.	Submitting Travel Voucher for Final Payment.	43
6.5.3.	Electronic Funds Transfer (EFT) Changes.	44
6.5.4.	Mandatory Use of AROWS-R-Filing Travel Voucher	44
Figure 6.1.	Sample Travel Voucher.	44
Chapter 7 - MOBILIZATION/VOLUNTEERISM		45
7.1.	Activation.	45
7.2.	Mobilization.	46
7.2.1.	Mobilization Process and Timeline	46
7.2.2.	Conditions that may Preclude Mobilization.	46
7.2.3.	IR Responsibilities	46
7.2.4.	Post Deployment/Mobilization Respite Absence (PDMRA).	46
7.3.	Maintaining Current Readiness.	47
7.3.1.	Readiness Requirements.	47
7.3.2.	Readiness Folder.	47
7.4.	Travel in Support of a Deployment.	48
7.5.	Special Instructions for Outside the Continental United States (OCONUS) IRs.	48
7.6.	Reporting Instructions.	48
7.6.1.	Delays in Reporting, Deferrals, or Exemption from Mobilization	48
7.7.	Voting Assistance Program.	49
7.8.	Servicemembers Civil Relief Act 2003.	49
7.9.	Return to Civilian Employment Rights.	49
7.10.	Emergencies.	49
7.11.	Yellow Ribbon Reintegration Program (YRRP).	50
Figure 7.1.	Activation Authorities	45
Chapter 8 –ASSIGNMENTS		51
8.1.	IMA Assignment Process.	51
8.1.1.	Application Procedures.	51
8.2.	Conflict between military and civilian supervisors.	51

8.3.	Key Employees.	51
8.4.	Unit of Attachment versus Unit of Assignment.	51
8.5.	Voluntary Reassignments Within or from the Ready Reserve.	52
8.5.1.	Reassignment Within the Ready Reserve.	52
8.5.2.	Reassignment to the Inactive Ready Reserve (IRR).	52
8.6.	PIRR Assignments.	52
8.7.	Continuum of Service (CoS)	52
Chapter 9 - CAREER MANAGEMENT		53
9.1.	Introduction.	53
9.2.	Force Development (FD).	53
9.2.1.	Development Teams (DT) (Officers, SMSgt, and CMSgts only).	53
9.2.2.	Reserve Enlisted and Officer Development Plans (R-EDP & R-ODP).	53
9.3.	Developmental Education (DE).	53
9.3.1.	Senior Enlisted Developmental Education Board (SEDEB).	53
9.3.2.	Reserve School Selection Board (RSSB).	53
9.3.3.	Reserve Developmental Education Designation Board (RDEDDB).	54
9.3.4.	In-Residence	54
9.3.5.	Correspondence Courses	54
9.4.	Formal Schools.	54
9.5.	Upgrade Training.	55
9.5.1.	Career Development Courses (CDC).	55
9.6.	Correspondence Course Testing.	55
9.7.	Updating Academic Courses.	55
9.8.	Professional Development Center (PDC).	55
9.9.	Evaluation System.	55
9.9.1.	Enlisted Performance Reports (EPRs).	56
9.9.2.	Officer Performance Reports (OPRs).	56
9.9.3.	Feedback.	56
9.9.4.	Performance Report Appeal Action.	56
9.10.	Promotions.	56
9.10.1.	Enlisted Promotions.	56
9.10.1.1.	Unit Vacancy Promotion.	57
9.10.1.2.	Extended Promotions Program (EPP).	57
9.10.1.3.	Promotion Enhancement Program (PEP).	57
9.10.2.	Officer Promotions.	57
9.10.2.1.	Mandatory Consideration.	57
9.10.2.2.	Position Vacancy Consideration.	58
9.10.2.3.	Officer Selection Record (OSR).	58
9.11.	Non-EAD Airman Commissioning Program.	59
9.12.	Reenlistment and Separation.	59
9.13.	Awards and Decorations.	59
9.14.	Master Personnel Record Group (MPerRGp).	59
9.14.1.	MPerRGp and Office Document Request.	59
9.14.2.	Removal of Erroneous Documents.	59
9.14.3.	Updating Duty History.	60

9.14.4.	Personal Records.	60
Chapter 10 -	ENTITLEMENTS AND BENEFITS INFORMATION	61
10.1.	Uniforms.	61
10.1.1.	Enlisted.	61
10.1.2.	Officers.	61
10.1.3.	Physical Training (PT) Uniforms.	61
10.1.4.	Optional and Organizational Items.	62
10.1.5.	Military Clothing Ordering Information and Alterations Policy.	62
10.2.	Reserve Identification Card.	62
10.3.	DEERS/RAPIDS.	62
10.4.	Identification Tags (Dog Tags).	62
10.5.	Motor Vehicle Registration.	62
10.6.	Education Opportunities	63
10.6.1.	Community College of the Air Force (CCAF).	63
10.6.2.	Defense Activity for Non-Traditional Education Support (DANTES)	63
10.6.3.	Montgomery G.I. Bill Program-Selected Reserve (MGIB-SR)	63
10.6.4.	Post 9/11 GI Bill.	64
10.6.5.	Tuition Assistance.	64
10.7.	Legal Assistance.	64
10.8.	Family Readiness.	64
10.9.	Medical Entitlements.	64
10.9.1.	Medical Treatment.	64
10.9.1.1.	Active Duty Status.	65
10.9.1.2.	IDT Status.	65
10.9.2.	TRICARE Reserve Select (TRS).	65
10.9.3.	Line of Duty (LOD) Determination.	65
10.9.4.	Medical Continuation.	66
10.9.5.	Incapacitation (INCAP) Pay.	66
10.9.6.	Pregnancy of USAFR Personnel.	66
10.10.	The Disability Evaluation System (DES).	67
10.11.	Virtual Record of Emergency Data (vRED).	67
10.12.	Serviceman's Group Life Insurance (SGLI).	67
10.13.	Reserve Component Survivor Benefit Plan (RCSBP).	67
10.14.	Official Notification for Retired Pay (20 Year Letter).	67
10.14.1	Officer Retirement Grade.	67
10.14.2.	Enlisted Retirement Grade.	68
10.15.	How to Apply for Retirement.	68
10.15.1.	Assignment or Transfer to the Retired Reserve.	68
10.15.2.	Active Duty Military Retirement.	68
10.16.	Reduced Retired Pay Age.	68

Attachment 1 - GLOSSARY OF TERMINOLOGY	69
Attachment 2 - GLOSSARY OF REFERENCES AND FORMS	75
Attachment 3 - WEBSITES AND RESOURCES	77
Attachment 4 – ACRONYMS	82

INTRODUCTION

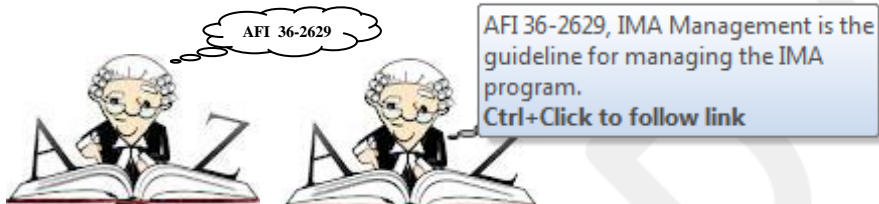
Individual Reserve Guide

This reference guide answers some commonly asked questions about the Individual Reserve Program. It also provides references, governing directives, points of contact, guidance on completing forms and instructions on Reserve specific systems regularly used by Individual Reservists (IR).

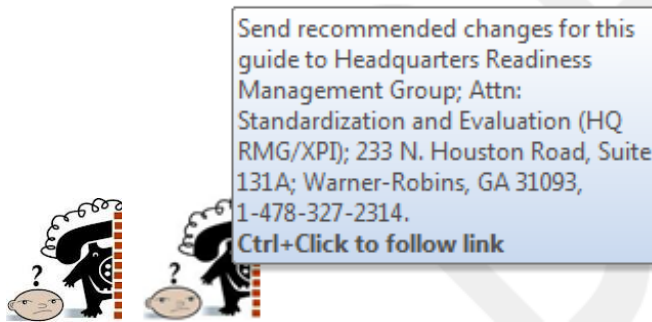
HOW TO USE THIS GUIDE:

For the purpose of this guide, when IR is referenced, it is referring to **Individual Mobilization Augmentees (IMAs)** and **Participating Inactive Ready Reserve (PIRR)** only unless otherwise specified. If requirements differ for the **IMA** and **PIRR**, **IMAs** will be highlighted in **GREEN** and **PIRR** will be highlighted in **RED**.

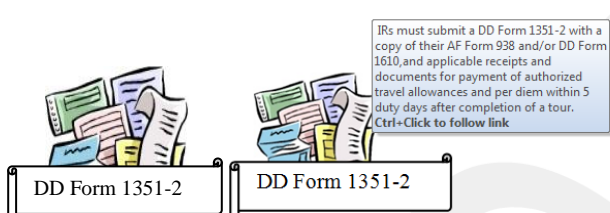
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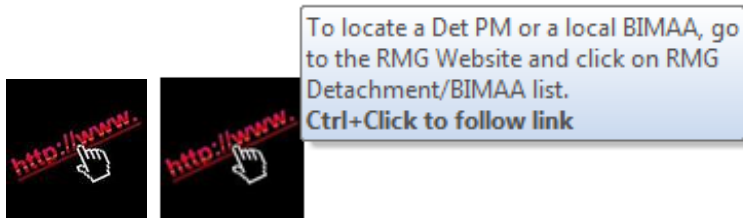
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Hover over this icon to determine who your first line point of contact (POC) is for the subject.



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PLEASE NOTE: URLs are provided in attachment 3 if you are reading this in printed form.

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Chapter 1- GENERAL INFORMATION

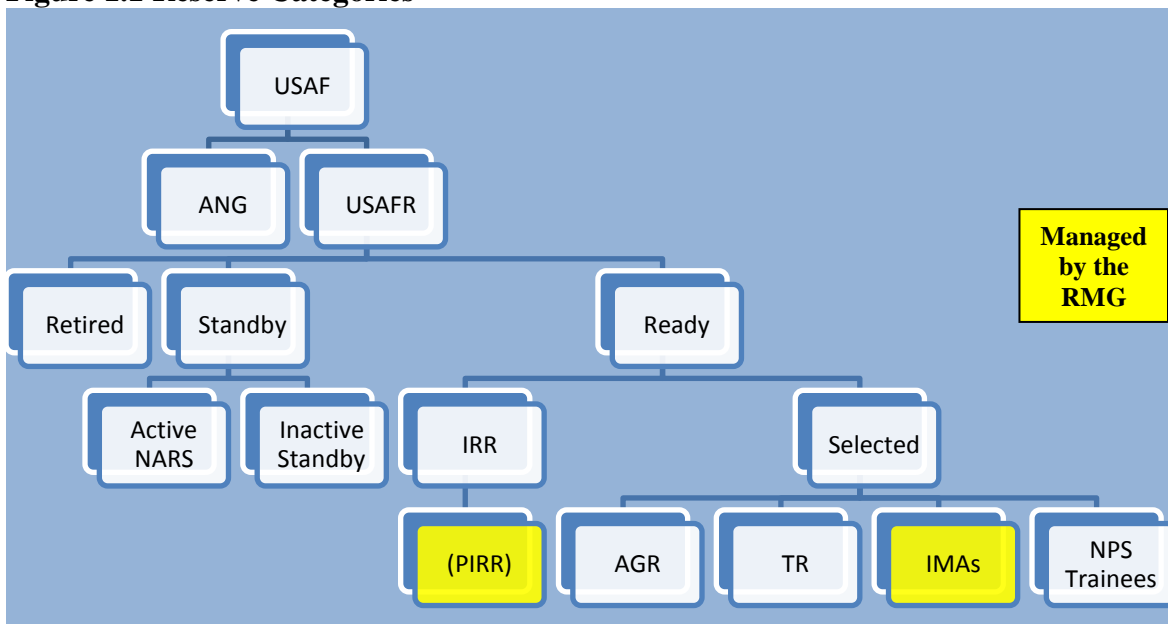
1.1. Individual Reserve Program.

The United States Air Force Reserve (USAFR) is an integral and essential part of our country's presence in air, space and cyberspace. As a Federal force, the Air Force Reserve contributes daily to the Air Force mission and is actively involved in Air Force operations around the world. On any given day, it is not uncommon for thousands of Reservists to be on duty at locations throughout the world. About half of them directly support ongoing contingencies. The primary charge of the Air Force Reserve is readiness, providing the nation's leaders with Air Force Reserve units and people who are trained and ready for duty at a moment's notice.

USAFR is one of seven Reserve Components (RCs) which provide trained units and qualified men and women for active duty in time of war or national emergency and at other times in support of the National Military Strategy (Reference: [Title 10 USC 10102](#), *Purpose of Reserve Components*).

There are several Reserve Categories (see [Figure 1.1 Reserve Categories](#)) and training requirements within the AFR, but for the purpose of this guide, when the term Individual Reservist (IR) is used, it is referencing Individual Mobilization Augmentee (IMA) and the Participating Individual Ready Reserve (PIRR). HQ Readiness Management Group (RMG), located in Warner Robins, Georgia, maintains oversight of the IMA and PIRR force. IRs are an integral part of the Total Force.

Figure 1.1 Reserve Categories





1.2. Readiness Management Group (RMG).

The RMG, established 31 July 2005, is the Air Force Reserve Command's (AFRC) agency responsible for concurrent administrative control (ADCON) of IRs. The RMG is responsible for the mobilization readiness of all IRs and reports to the AFRC Commander at Robins AFB, GA. The Headquarters RMG staff, along with the Detachment Program Managers (PMs), Detachment Staff and Base IMA Administrators (BIMAAs), help train the active duty commanders, supervisors and base level support on how to best manage and utilize the IR. Refer to [AFI 36-2629](#), *Individual Mobilization Augmentee Management*, para 1.2-1.7, for specific roles and responsibilities of the RMG, PMs, BIMAAs, and IRs, as well as specific ADCON for the Active Component (AC).



1.3. RMG Detachment Program Manager (RMG Det PM).

An integral part of the RMG staff, detachments are generally located at a major command (MAJCOM) or joint command. Det PMs are responsible for advising active duty commanders on:

- Readiness
- Accountability
- Recall and mobilization plans
- Officer promotion matters
- Evaluations
- Line of Duty Determinations (LODs)
- Incapacitation Pay (INCAP Pay)
- Medical Continuation Orders (MEDCON)
- Special actions

The PM also:

- Manage Reserve Personnel Appropriate (RPA) funds
- Monitor training
- Manage the Unit Personnel Management Rosters (UPMR)
- Initiate leveling actions
- Process assignment/separation actions
- Coordinate enlisted promotion actions
- Monitor participation accountability
- Publish IR orders in Air Force Reserve Orders Writing System (AROWS-R)
- Provide specific personnel and administrative oversight of their assigned IRs
- Oversee the BIMAAs located at various bases throughout the commands

1.4. Base Individual Mobilization Augmentee Administrators (BIMAAs).

BIMAAs are located at most installations where IRs are assigned and/or attached. They act as the full-time RMG advisor for Regular Air Force (RegAF) and assigned IRs. *Their primary role is to train active duty commanders, supervisors, and support personnel (i.e. Military Personnel Section [MPS],*

Unit Reserve Coordinators [URCs], Unit Training Managers [UTMs], Base Security Managers [BSM], etc...) to better manage and utilize the IRs. In addition, they assist IRs with retirement, promotion, reenlistment, LODs and pay concerns. BIMAAAs provide guidance to the IR or supervisor with personnel and readiness processes.

1.5. Regular Air Force (RegAF) Commander.

Active component organizations to which IRs are attached are responsible for training and equipping. The active duty commander, specifically, is responsible for Operational Control (OPCON) and specified ADCON for IRs. Commanders must appoint a primary and alternate URC in writing to represent them by overseeing the IR program at the unit level.

1.6. IR Supervisor.

The IR supervisor is responsible for familiarizing the member with unit mission and mobilization role. In addition, they must coordinate and document Annual Training (AT) and Inactive Duty for Training (IDT) periods, act as focal point for formal and proficiency training, ensure proficiency training, monitor member's participation in Developmental Education (DE) and formal training programs, complete initial and follow-up feedback, ensure evaluations are completed, and submit nominations for Awards & Decorations, when appropriate.

1.7. Unit Reserve Coordinator (URC).

The URC represents the active duty commander/director, by overseeing the IR Program at the unit level and are key to a successful reserve program. Once appointed by the commander, the URC must complete initial training with the BIMAA to ensure a thorough understanding of responsibilities. URCs assist supervisors and other staff in managing unit commander's programs such as: Unit Fitness Program Manager (UFPM), Unit Deployment Manager (UDM), Unit Training Manager (UTM), Security Manager (SM), Drug Demand Reduction Program (DDRP) Trusted Agent, Government Travel Card (GTC)/Control Spend Account (CSA), Awards and Decorations, and Evaluations to ensure all guidelines are being followed in accordance with applicable AF, AFRC, and RMG policies. URCs also are responsible for ensuring all personnel actions (i.e., promotions, upgrades, changes of reporting official) are completed promptly, routed through the proper chain of command and updated in Military Personnel Data System (MilPDS). In addition, they review management products (alpha rosters, assignment/attachment rosters, etc.) on a monthly basis to ensure data accuracy and report readiness statistics to commander. URCs are a critical conduit between the BIMAA and IR for distribution of information and accountability purposes; therefore it is imperative that each IR communicates with their URC and notifies them of significant life events that may have an effect on their career.



1.8. The Military Personnel Section (MPS).

In general, the MPS provides base-level personnel support for assigned/attached IRs and ensures IR participation in commander's programs. The MPS conducts in and out-processing, enters Defense Eligibility Enrollment Reporting System (DEERS) updates, administers the Officer Performance Reports and Enlisted Performance Reports (OPR and EPRs) program, reports monthly IR evaluation status to the commander, ensures MilPDS reflects current rater information, manages officer promotions, and processes awards and decorations.

1.8.1. Personnel Systems Manager (PSM).

The PSM provides required products, systems access and update capabilities.

1.8.2. First Sergeant.

The First Sergeant manages the Family Care Program and conducts quality force reviews on IR EPRs and advises the commander of any quality force indicators.

1.8.3. Unit Training Manager (UTM).

The UTM manages IR training by coordinating training related issues with the BIMAA, including submission of [AF IMT 2096, Classification/On-The-Job Training Action](#), formal school requests and providing upgrade training status to PM or BIMAA's, as requested.

1.8.4. Unit Fitness Program Manager (UFPM).

The UFPM ensures IRs accomplish their Fitness Assessment (FA), when required, and FA scores are updated in Air Force Fitness Management System (AFFMS), which is accessible through the [Air Force Portal](#) in a timely manner.

1.8.5. Base Security Manager (BSM).

Ensures IRs are incorporated in the commander's information and personnel security programs.

Figure 1.2 OPCON & ADCON



1.9. Individual Reservist (IR).

An IR must be constantly vigilant to every aspect of his or her career and be prepared for mobilization when called upon. This includes, but is not limited to: (see [Table 2.1-Readiness References](#))

- Ensuring medical and dental requirements are completed
- Ensuring fitness requirements are completed
- Maintaining and updating security clearance eligibility
- Validating and maintaining annual Family Care Plan
- Meeting and maintaining necessary Air Force Specialty Code (AFSC) and ancillary training requirements

NOTE: Advanced Distributed Learning System (ADLS) and the Air Reserve Component Network (ARCNet) are the primary source locations for monitoring training status. Both are accessible through the [Air Force Portal](#)

- Meeting and maintaining military standards
- Providing copies of civilian medical history, including copies of past illnesses or injuries not recorded in IRs military medical record
- Keeping personal data updated in virtual Military Personnel Flight (vMPF) accessible through [MYPERS](#)
- Submitting orders requests through AROWS-R accessible through the [Air Force Portal](#)
- Updating Civilian Employment Information (CEI) accessible through [MYPERS](#)
- Coordinating/submitting participation schedule through RegAF supervisor
 - **NOTE:** IDT schedule is submitted through Unit Training Assembly Participation System (UTAPS-Web) which is accessible through the [RMG Website](#)
- Initiating voluntary reassignment actions

1.9.1. Individual Mobilization Augmentee (IMA).

IMAs (Category “B”) are assigned to MAJCOMs, field operating agencies (FOAs), joint organizations, direct reporting units (DRUs), and outside agencies. They typically train for pay or points with active duty (AD) units.



1.9.2. Participating Individual Ready Reserve (PIRRs).

PIRR (Category “E”) also known as the Ready Reinforcement Personnel Section (RRPS) primarily participate for points only and are attached to RegAF units or an AFR wing (O-6 only). PIRR may earn pay on MPA.

NOTE: For IMA and PIRR participation requirements, please see [Table 3.1 . Participation Requirements by Reserve Section ID](#).

Chapter 2 - MOBILIZATION READY

2.1. Mobilization Readiness.

IRs 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. The RMG monitors readiness to ensure IRs are maintaining readiness and capable of meeting the requirements of the units they support. In addition, IRs must be current in all readiness requirements before requesting RPA or MPA tours IAW [AFI 36-2254 Vol I, Reserve Personnel Participation](#), para 1.1.

The below items effect overall readiness:

Table 2.1-Readiness References

Requirement	References	RegAF POC	System of Record
PHA/WebPHA/Imm/Lab	AFI 48-123	MTF	PIMR*
Dental	AFI 47-101	AD Dental Clinic	CDA*
Fitness Assessment (FA)	AFI 36-2905	UFPM	AFFMS*
Security Clearance	AFI 31-501	BSM	MILPDS (via JPAS)*
Family Care Plan**	AFI 36-2908	First Sergeant	MILPDS*
Training Requirements	AFI 36-2201	UTM	MILPDS*

*NOTE: See paragraphs 2.2 – 2.6 for acronym information.

**Does not affect readiness in ARCNet



2.2. Medical Readiness (Preventive Health Assessment (PHA)/Immunizations/Labs/Dental).

IRs must maintain medical readiness for deployment and worldwide duty. IRs must be in status, either paid (**IMAs** only) or unpaid during PHA/Dental examinations IAW [AFI 36-2254 Vol I](#). Contact the URC or BIMAA for participation status guidance. When necessary, contact the URC or BIMAA to help facilitate examination scheduling. Members will be “ready” or “green” when current with no duty limiting conditions (DLC). All medical and dental information must be entered into the system of record IAW [Table 2.1-Readiness References](#) by medical examiners or personnel on a timely basis, normally within 3 workdays. In extraordinary cases, information can also be updated in system of record by faxing the IRs medical and dental documents to [HQ RMG/SG](#)

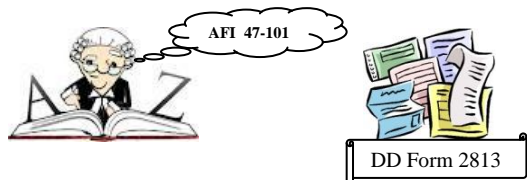
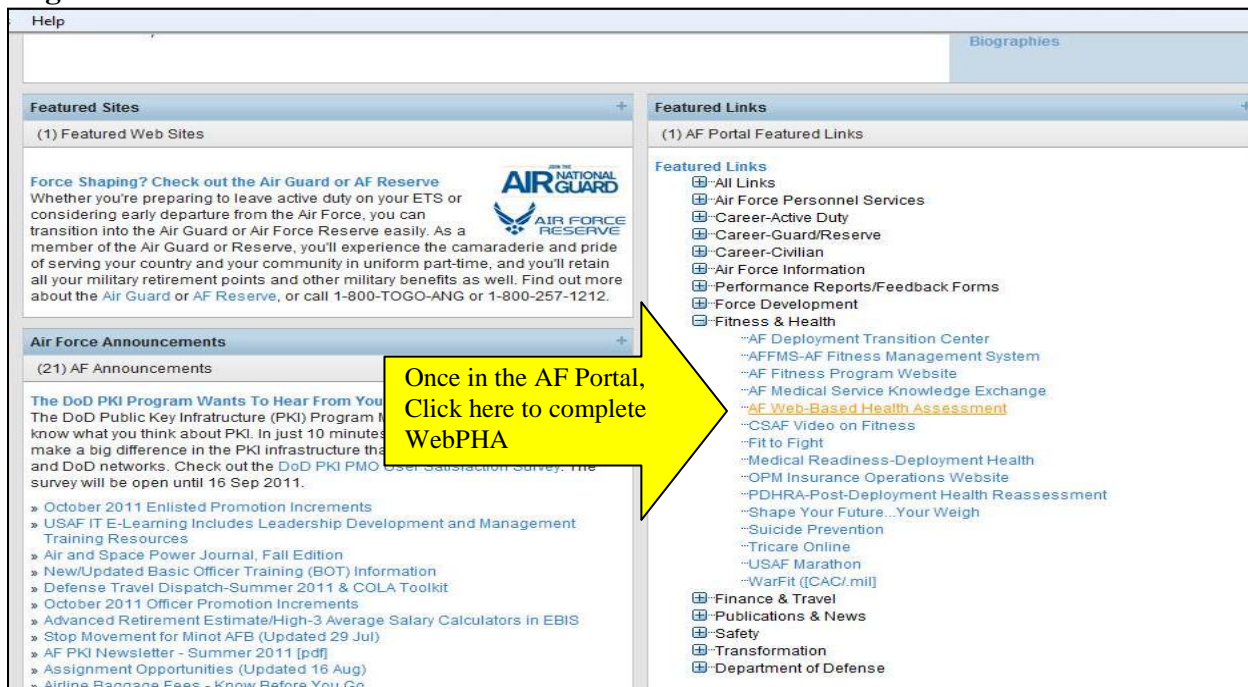


2.2.1. PHA/WebPHA.

IRs are required to complete an annual PHA which is conducted by the member’s servicing active duty Medical Treatment Facility (MTF). Members must complete an Air Force Based Web Assessment (WebPHA) through the [Air Force Portal](#) at least 30 minutes, but no earlier than 30 days, prior to contacting the MTF to schedule their PHA (see [Figure 2.1 WebPHA](#)). Reservists not

near an MTF may contact the Department of the Air Force Reserve Health Readiness Program (RHRP), Logistics Health, at 1-800-666-2833. RHRP will forward the member required paperwork to complete their PHA at a nearby civilian clinic. IRs completing their PHA at a civilian clinic must fax their completed paperwork to [HQ RMG/SG](#) for update in the system of record.

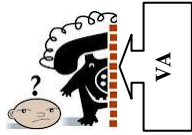
Figure 2.1 WebPHA



2.2.2. Dental Exam. IRs must also complete an annual dental exam. They must be seen by a military dentist once every three years, the intervening two annual dental examinations may be completed by a civilian dentist utilizing the [DD Form 2813, Department of Defense, Active Duty/Reserve Forces Dental Examination](#). Upon completion, the DD Form 2813 must be provided to the IRs servicing Dental Clinic for update in the system of record, Corporate Dental Application (CDA). Members will be green when current as long as they are not Dental Class “3” or “4”.



2.2.3. Changes in Medical Status. IRs must notify their unit of assignment/attachment and BIMAA 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 could be processed for separation. In addition, reserve members with mobility restrictions may not perform military duty for pay or points without an approved participation waiver from AFRC/SG. See your Detachment staff or BIMAA for medical participation waiver request process.



2.2.4. IMA Medical/Dental Records. IMA medical and dental records must be maintained at the members servicing active duty MTF/dental clinic where the member is assigned or attached.

2.2.5. PIRR Medical/Dental Records. PIRR medical and dental records are located at HQ RMG/SG. Original medical/dental exam forms must be sent to [HQ RMG/SG](#) for placement in member's medical/dental records.



2.3. Fitness Assessment (FA).

A FA must be completed twice a year or every six months for IRs with a "Satisfactory" score and annually for IRs with an "Excellent" score, if there were no component exemptions. The IR must schedule the test date with the active duty Fitness Assessment Cell (FAC) through their UFPM. FAs may be conducted at an Air Force installation closest to the IRs home of record. In addition, FAs must be accomplished in military status and members must be in official AF Physical Training (PT) gear when performing their FA. FA scores must be updated, by the FAC, in the Air Force Fitness Management System (AFFMS) accessible through the [Air Force Portal](#) upon completion of the assessment. Members will be "ready" or "green" when "current".



2.3.1. Failure to Meet Standards. FA information is reflected on officer and enlisted Performance Reports and failure to meet fitness standards will result in a "Does Not Meet Standards" rating prompting a referral report.

NOTE: Also reference: [MPFEM 07-44](#), *Implementing Instructions and Processing Procedures for the new AF Form 910, Enlisted Performance Report (AB thru TSgt), the AF Form 911, Enlisted Performance Report (MSgt thru CMSgt), the AF Form 931, Performance Feedback Worksheet (AB thru TSgt) and the AF Form 932, Performance Feedback Worksheet (MSgt thru CMSgt)* and [MPFEM 07-45](#), *Implementing Instructions and Processing Procedures for the new AF Form 707, Officer Performance Report (Lt thru Col) and AF Form 724, Performance Feedback Worksheet (Lt thru Col)*.

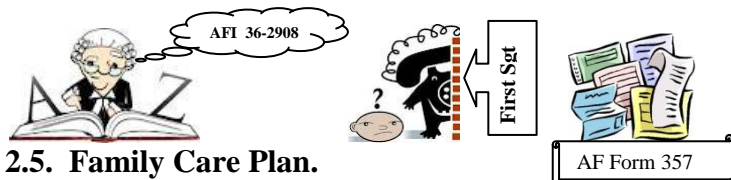


2.4. Personnel Security Clearance.

The level of personnel security clearance required is determined by the Security Access Requirement (SAR) code associated with the **IMA's** funded manpower authorization. **PIRRs** are not assigned to

SAR coded authorizations, but are authorized Secret clearances. Joint Personnel Security System (JPAS) is the source for determining investigative status on pending investigations.

2.4.1. Submitting Initial and Renewal Security Clearance Requests. IRs must complete a security questionnaire in Electronic Questionnaires for Investigations Processing (e-QIP) to initiate a background investigation. IRs can only access the e-QIP system if they have been invited to do so by an appropriate official at their sponsoring agency. Individuals cannot pre-apply for a security clearance, nor update their security questionnaire unless granted access by an appropriate agency official. Renewal of security clearance needs to be submitted 6 months prior to expiration. Top Secret clearances are good for 5 years while Secret clearances are good for 10 years.



2.5. Family Care Plan.

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

2.5.1. Changes in Dependency Status. IRs must notify the commander or first sergeant at his or her unit of assignment/attachment within 90 days if changes in personal status or family circumstances.



2.6. Training Requirements.

IRs must obtain and maintain the skill level commensurate with their grade and Duty AFSC (DAFSC).

2.7. Flight Record Folder (FRF) and Flight Evaluation Folder (FEF).

[HQ RMG/DPAF](#) maintains FRFs and FEFs for, non-flying, rated IRs. Members must provide HQ RMG/DPF a current copy of their [AF IMT 1042, Medical Recommendation for Flying or Special Operational Duty](#), in the event they are entitled to flight pay.

2.8. Checking ARCNet for Readiness and Ancillary Training Status.

IRs can check ARCNet, available through the [Air Force Portal](#), for readiness and ancillary training status. For instructions on accessing and utilizing ARCNet. (See [Figure 2.2A. ARCNet Screen Shot-Readiness](#) and [Figure 2.2B. ARCNet Screen Shot-Ancillary Training](#))

2.8.1. How to Fix Readiness Discrepancies in ARCNet.

ARCNet takes approximately 30 days to reflect updates from the systems of record. If the member has completed their outstanding requirements and the data is not reflected, verify that the appropriate POCs have made required updates in the system of record as indicated in [Table 2.1-Readiness References](#).

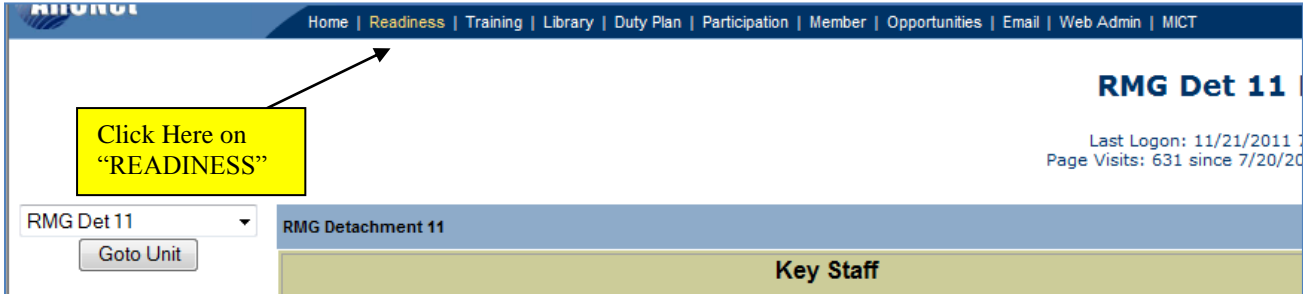
NOTE: Supporting documentation may be provided to the member's servicing BIMAA and comments can be added to ARCNet reflecting completion however, his/her status will not be changed

from red to green in ARCNet until an update is input into the system of record and ARCNet is refreshed. As always, IRs are encouraged to maintain copies of all documentation.

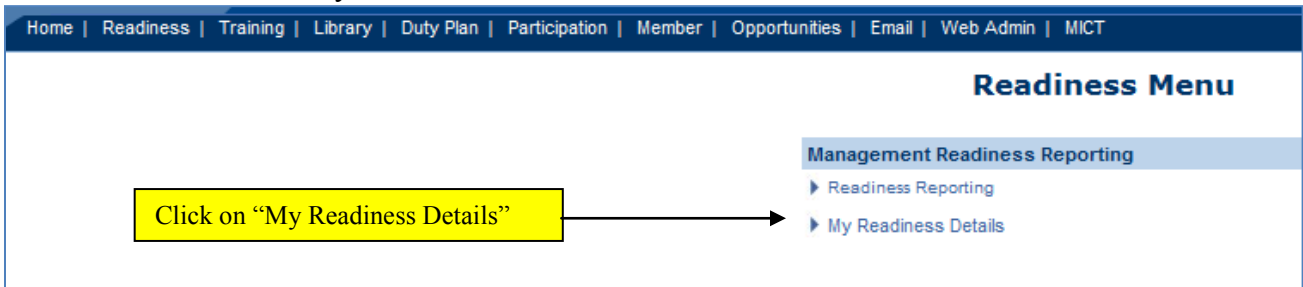
Figure 2.2A. ARCNet Screen Shot-Readiness

To check **READINESS**,

STEP ONE: Click on “Readiness” on the ARCNet dashboard



STEP TWO: Click on “My Readiness Details”



STEP THREE: Review summary. This member is showing as overall “green” and is “ready”.

NOTE: The dark gray lines indicates an “as of date” as well as the system of record. Sources of record are also shown under each item in the medical readiness section.

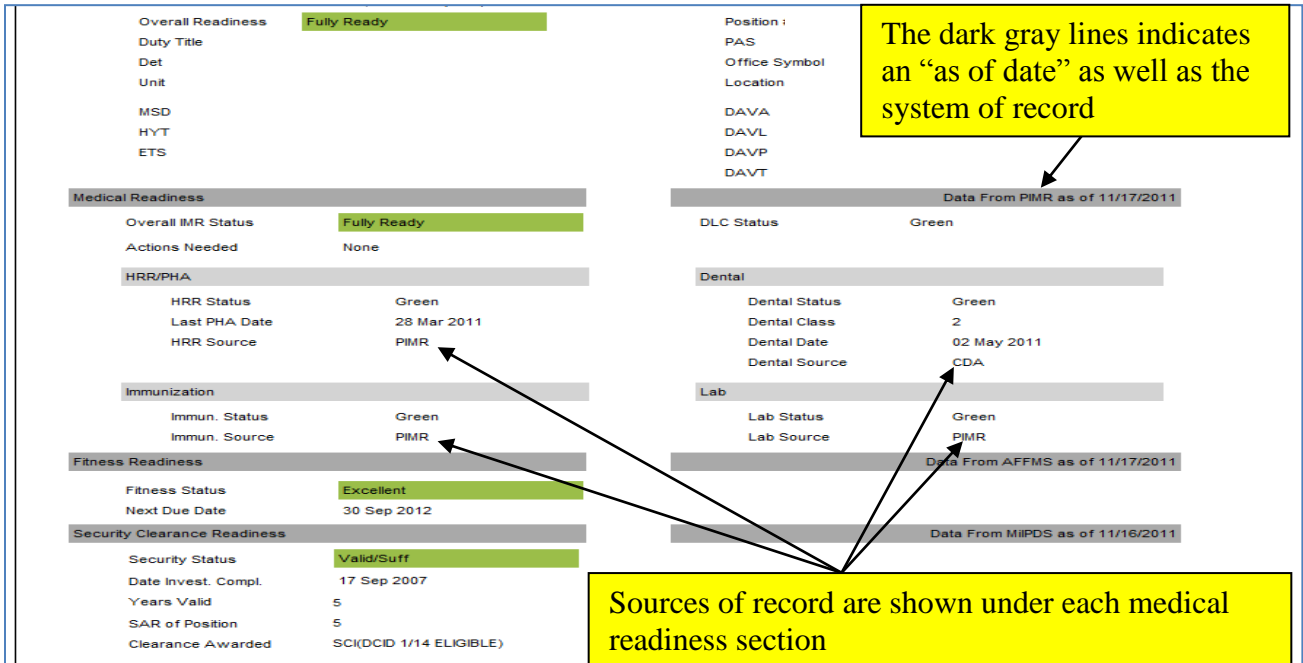
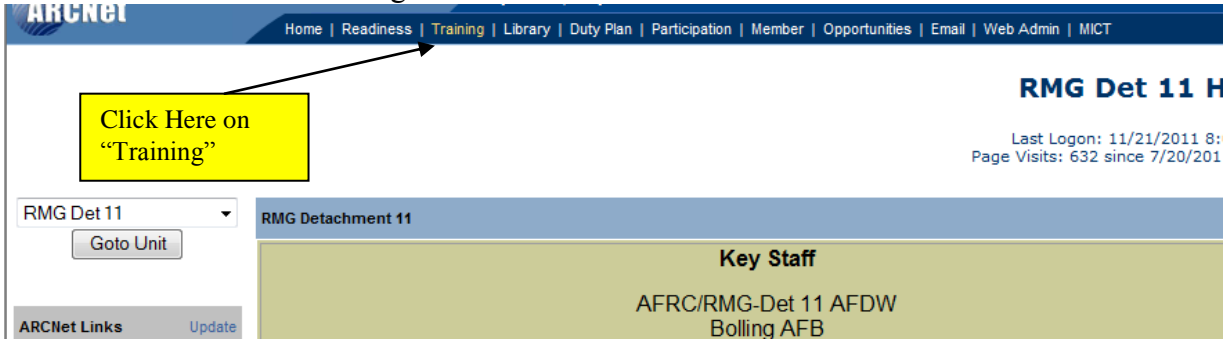


Figure 2.2B. ARCNet Screen Shot-Ancillary Training

To check **ANCILLARY TRAINING**

STEP ONE: Click on “Training” on the dashboard



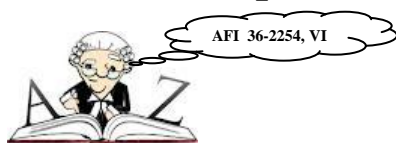
STEP TWO: This member is “current” in ancillary training requirements.

Current	Information Protection	12	4/14/2012	4/14/2011	ADLS	TFAT
Current	Force Protection	12	4/14/2012	4/14/2011	ADLS	TFAT
Current	Human Relations	12	4/14/2012	4/14/2011	ADLS	TFAT
Current	DoD Information Assurance Awareness *INFORMATION A	12	4/14/2012	4/14/2011	ADLS	TFAT
Current	Suicide Prevention	12	4/14/2012	4/14/2011	ADLS	TFAT

One Time Courses						
STATUS	COURSE	RECURRENCE (MONTHS)	DUE DATE ↑			COURSE TYPE
Current	Homosexual Policy Training for Supervisors Trainin	0				SFAT
Current	SERE 100, Level B - Code of Conduct	0				ES 2B
Current	Sexual Assault Bystander Intervention	0				TFAT
Current	The Freedom of Information Act (FER) - Page					OTHER
	Don't Ask, Don't Tell (DADT)					OTHER

If you are due, you can click on the title of the course and it will lead you to the ADLS home page so you can complete the course.

Chapter 3 - PARTICIPATION AND POINT CREDIT



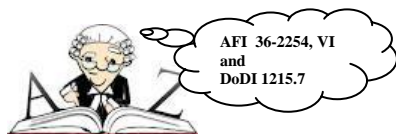
3.1. Participation Requirements.

IR participation requirements are outlined in [AFI 36-2254, Vol 1](#); [Title 10 USC 10147](#), *Ready Reserve: Training Requirements*; [Title 10 USC 10148](#), *Ready Reserve: Failure to Satisfactorily Perform Prescribed Training*, and [DoDI 1215.6](#), *Uniform Reserve, Training, and Retirements Categories*.

There are two types of participation requirements: the Retention Retirement (R/R) year, used for the member to track their eligibility for retirement and Fiscal Year (FY) training requirement, used to monitor training and budget.

IMAs must follow both the R/R and FY participation requirements. **PIRR** members only need to satisfy the R/R requirements. PIRR members are required to perform a minimum of 16 points through IDT, AT, ADT, Active Duty for Operational Support (ADOS), MPA, or a combination. Waivers of the 16 point requirement may be obtained from the PM of assignment.

All reservists need 20 “good (R/R) years” to qualify for retirement benefits, other than pay, which is received at age 60.



3.2. Retirement and Retention (R/R) Year Participation.

R/R dates vary from member to member and are used to determine satisfactory years for the purpose of retirement. If Airmen were assigned on or after 1 October 1995, an R/R date is established as the date of initial entry into uniform service however, a new R/R date must be established if an assignment is from an inactive status.

A R/R year begins on one day of one year and ends on the preceding day of the next year. For example, for a member with an R/R of 1 Jul: if the first day began on 1 July 2011, then the R/R year would conclude on 30 June 2012.

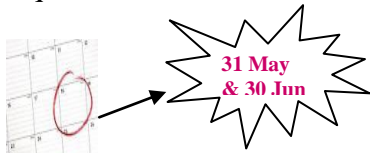
The R/R date is found on assignment orders or by reviewing a point summary via the Point Credit Accounting Reporting System (PCARS) in vMPF accessible through **Error! Reference source not found.** (see [para](#)

[3.6. AF Form 526 - ANG/USAFR Point Credit Summary](#)). IRs may also contact their BIMAA to determine R/R date.

3.3. Fiscal Year Participation (FY).

FY participation requirements are mandatory for **IMAs** to remain active in the billet occupied. (see [para 3.7. Unsatisfactory Participation](#) for more information.) Participation requirements are specific to the billet reserve section in which members occupy. Reservists can find their FY requirements printed in the remarks section of the assignment order or contact the servicing Det or BIMAA if uncertain. (See [Table](#)

3.1 . Participation Requirements by Reserve Section ID. **PIRR** members DO NOT have to meet the FY requirement.



3.3.1. Annual Training (AT).

AT is the minimal period of active duty training **IMA** members must perform each FY to satisfy the training requirements associated with their assignment. The primary purpose of AT is to provide individual and/or unit readiness training, but may support AC missions and requirements. IRs may perform 12 to 14 days of active duty each fiscal year. (See [Table 3.1 . Participation Requirements by Reserve Section ID](#) . ATs cannot cross FYs. IRs earn one active duty point for each day of duty performed in AT status. In addition, the IR will receive one point for days on which official travel pay is authorized however; the point(s) received will not count toward AT requirement. AT normally starts on a non-holiday Monday and ends on the 2nd Friday. If special mission or training requirements require an IR to work over holiday/weekends, the IR must provide justification when submitting their AT orders request. AT orders request must be submitted in AROWS-R, accessible through the [Air Force Portal](#), NLT 31 May and they must be published NLT 30 Jun of each FY.

3.3.1.1. AT and the PIRR. PIRR members can perform AT in a points-only status. Because PIRR are not assigned to a funded billet, there is no pay, allowance, travel nor per diem authorized for the cost of AT.

3.3.1.2. Split AT. PMs may allow a split AT tour to accommodate special mission or training requirements. AT tours will not be split for any tour that involves overseas travel. Split ATs will not be for the IMA’s convenience and must be justified in the remarks section of the AROWS-R request. IDTs may be taken in conjunction with split tour; however, may only be split twice when travel is involved.



3.3.2. Inactive Duty Training (IDT).

IRs can only earn IDT points for activities preparing them for full-time utilization or mobilization. An IDT is a 4-hour period of training, duty, or instruction. An IR may work up to 2 blocks in one day for an 8-hour work day. **IMAs** will be paid for the number of IDTs required by their position reserve section ID (see [Table 3.1 . Participation Requirements by Reserve Section ID](#) .). **PIRRs** may perform IDTs in a non-pay (points only) status only. One point is earned for each 4-hour block of time worked. Lunch time does not typically count. The points accrued are inactive points creditable towards a reserve retirement. IAW [AFI 36-2254 Vol 1](#), Para 4.2.1, IRs must submit a schedule of IDTs and obtain approval from their supervisor in UTAPS-Web accessible through the [RMG Website](#) NLT 15 Aug for the upcoming FY.

3.3.2.1. Overseas IDT. Members assigned/attached to Continental United States (CONUS) are not authorized to perform IDT overseas. Members who reside within the US and its territories and

possessions may also not perform IDT overseas unless assigned/attached overseas. Members who reside overseas may perform IDT in the country in which they are assigned/attached.

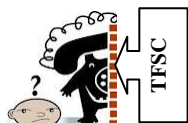
3.3.2.2. IDT for Points Only. An IR may earn non-paid points for retention or retirement purposes in authorized activities however; the maximum number of creditable IDTs, Extension Course Institute (ECI), Advanced Distributed Learning (ADL) and membership points is 130 in one R/R year. Please reference [Table 3.1 . Participation Requirements by Reserve Section ID.](#)

Table 3.1 . Participation Requirements by Reserve Section ID.

Reserve Section	Inactive Duty Training (IDT) Maximum Requirements Per FY	Annual Training (AT) Requirements Per FY	Minimum Retention/Retirement (R/R) Point Requirement
MA *	36 Paid 12 Non-Paid	12-14 Days	35
MB,ME ,MR	48 Paid	12-14 Days	35
MC	24 Paid	12-14 Days	35
MD	24 Non-Paid	12-14 Days	35
MT and MX	None	None	35 Non-Paid
NC and ND	No Requirements	No Requirements	35 Non-Paid

*Applies to Selective Service System (SSS) members

3.3.2.3. Readiness Management Period (RMP). Per [AFI 36-2254, V1](#), Para 4.1.1.3., RMPs are primarily for unit personnel and Table 2.1 does not authorize RMPs for IMAs; therefore, IMAs are not permitted to perform RMPs.



3.4. Point Crediting.

Points are a unit of measurement for tracking an IR's participation. Points are also used to calculate the amount of participation for Reserve retirement purposes. IRs are credited with a year of satisfactory federal service for retirement when they earn a minimum of 50 points (including membership points) in a full R/R year. A partial year of satisfactory federal service is credited when an IR earns the minimum number of required points (including prorated membership points) during a partial R/R year.

IRs receive points after participation in authorized training programs and activities. IRs can earn one point for each day of active duty, one point for four hours of inactive duty training (not to exceed two points per calendar day), one point for each three study hours of military correspondence courses and 15 membership points (prorate points for periods less than a year). Points affect retention, future retirement benefits and potential for promotion (see [3.6.2. Promotions and Points](#)).

3.4.1. Active Duty Points.

One point is given for each full day of active duty (RPA [AT, ADT, ADSW], school, and MPA tours). In addition, the member will receive 1 point for days on which official travel is authorized.

3.4.1.1. Reserve Personnel Appropriation (RPA).

In addition to AT and IDTs, there are two other types of special tours that fall under RPA: Active Duty for Training (ADT) and Active Duty for Special Work (ADSW). ADT is used to supplement

AT and IDT when additional training is needed to achieve or maintain a required skill or skill level in the IRs assigned Duty Air Force Specialty Code (DAFSC). ADSW provide direct support to RC programs. Each day worked is worth one active duty point. In addition, one point is earned for days on which official travel pay is authorized. IRs must be green in ARCNet before an RPA tour is approved in AROWS-R.



3.4.1.2. School Tours.

School tour funding may be used by **IMAs** for, but not limited to, the following: Officer Developmental Education (DE), Enlisted Professional Military Education (EPME), Professional Continuing Education (PCE), Advanced Distributed Learning (ADL), initial skill training for nonrated officers and enlisted members (technical school for award of AFSC). Courses must be in-residence to be eligible for funding. **PIRRs** are authorized PME & ADL courses for points only.



3.4.1.3. Military Personnel Appropriation (MPA).

MPA days are used to support active duty missions. The MAJCOM is responsible for allocating MPA to the active duty organizations. The active duty organization is responsible for managing and validating MPA man-day requests, requirements, forecasts, and usage. Both **IMAs** and **PIRRs** are eligible for pay and points working MPA. Each day worked is worth 1 active duty point towards retirement. In addition, the IR will receive one point for days on which official travel is authorized. IR must be green in ARCNet before an MPA tour will be approved in AROWS-R.

3.4.1.3.1. Authorization Code. The AC MPA manager must provide an authorization message and approved allocation through the Command Manday Allocation System (CMAS) before the IR can input an AROWS-R request. The member is responsible for submitting the AROWS-R request once the CMAS is received. The supporting 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.

3.4.2. Inactive Duty Points.

One point shall be credited to members in an active status for each four-hour period of each unit of training or equivalent instruction, not to exceed two points per day. Funeral honors duty is performed at a minimum of two-hours, earning one point per day.



3.4.3. Extension Course Program (ECP [A4L])

IRs may qualify for retirement point credit through enrollment and completion of ECP (A4L) courses. Points are based on the study hour (1 point per 3 study hours) allocation for each volume

and/or course exam. (A4L) reports satisfactory course completion to Air Force Personnel Center (AFPC) for inclusion into reserve records.

3.4.4. Membership Points.

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

3.5. Maximum Points Toward Retirement.

While there is no cap on the "total" amount of points IRs can earn, however they can earn no more than 365 "retirement" points (366 for leap years) during a R/R year.

3.5.1. Total vs. Retirement Points.

By law, there has always been a cap on the amount of inactive duty points (IDT, ECI and membership) that could be accrued for retirement in a year.

- * R/R year ends on or after 30 October 2007: maximum of 130 points
- * R/R year ends on or after 29 October 2000: maximum of 90 points
- * R/R year ends on or after 23 September 1996: maximum of 75 points
- * R/R before 23 September 1996: maximum of 60 points

3.6. AF Form 526 - ANG/USAFR Point Credit Summary (PCARS).

Point credit information is available on the vMPF accessible through **Error! Reference source not found.** To view AF Form 526, Point Credit Summary, within the vMPF, click on the "Self Service Actions" link, then select "Personal Data", select "AF Form 526-ANG/USAFR PCARS" and then finally select "View All". Point summaries are normally updated within 60 calendar days after R/R year closeout or as needed. IRs are highly encouraged to print and maintain copies of their point credit summaries.

3.6.1 Point Credit Corrections/Audits.

If errors are identified on a point summary, IRs must submit supporting documents through the Correct Retirement Points History link through the virtual Personnel Center-Guard Reserve (vPC-GR) accessible through **Error! Reference source not found.** This application provides the member the capability to request changes or corrections to previous R/R year points or service history. It is the member's responsibility, when requesting a correction, to submit documentation (i.e. DD Form 214, Certificate of Release or Discharge from Active Duty; NGB 23B, Retirements Credit Record; Sister Service Point Summary; Leave and Earning Statement [LES], Certified Travel Voucher; Certified Orders, etc.) to support the change. **NOTE:** IAW [Title 31 USC 3702](#), *Authority to Settle Claims*, claims for points/pay must be submitted within six years of completion of duty performed.

3.6.2. Promotions and Points

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.



3.7. Unsatisfactory Participation.

3.7.1. IMAs. Must meet FY requirements to have a satisfactory year and to occupy a billet. If FY requirements are not completed, the member will receive an “unsatisfactory year” for participation and must request a participation waiver otherwise they will be subject to reassignment to the IRR or discharge.

3.7.2. PIRR. Must earn a minimum of 35 non-paid points per year, 16 of which must be IDT/ADT.

3.8. Participation Substitutions, Waivers, and Excusals.

IMAs who are unable to comply with FY minimum requirements may submit a waiver. Any waivers for requirements must be submitted in advance for consideration. The PM may authorize waivers or recommend reassignment or discharge IAW AFI 36-2115 and AFI 36-3209. Waiver requests are initiated by the member and staffed through the member’s assigned AC organization to the PM for final approval/disapproval. Waivers may be submitted for the following reasons: substitutions or excusals.

- **Substitutions.** Are 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.
- **Excusals.** Are for personal hardship or other extraordinary circumstances.

3.9. Scheduling Participation to Meet FY and R/R Requirements (IMAs Only).

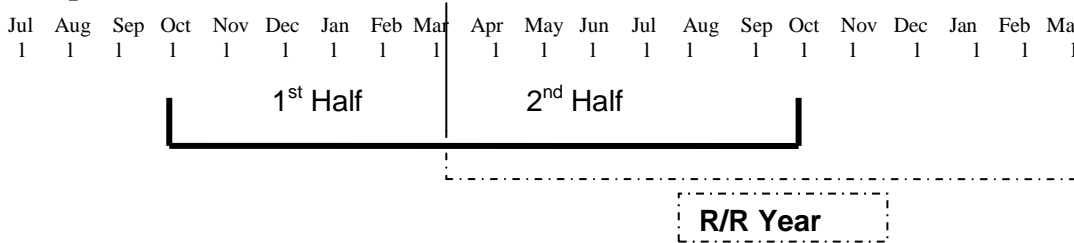
FY and the R/R dates do not usually line up. It is possible to be a satisfactory participant with FY requirements without receiving a “good year” toward retirement and vice versa. For example, let’s assume the IMA’s R/R date is 8 April. The IMA completes AT and IDTs in Oct and Nov 10 for FY 2011 requirements and then again in June and July 12 for FY 2012 requirements. Between 8 April 11 and 7 April 12, no points were acquired, therefore it would be a “bad year” for R/R requirements but satisfactory for 2011 and 2012 FY requirements. By the same token, an IMA may also complete 35 MPA days between 8 April 11 and 7 April 12 which would earn a “good year” for retirement, but if AT and IDT (FY) requirements are not completed, an **IMA** would be in unsatisfactory status and may be subject to administrative action.

At the start of an IRs career, they should set up a schedule to meet both FY (1 Oct-30 Sep) and Retention/Retirement (R/R) year requirements to avoid having an unsatisfactory FY and/or bad R/R year. The easiest way to do this is to divide the FY in two parts based on R/R date. See [Figure 3.1. FY and R/R Participation Schedule Overlap Slide Rule Tool for IMAs.](#)

Figure 3.1. FY and R/R Participation Schedule Overlap Slide Rule Tool for IMAs

Referring to the examples below, draw lines to indicate 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. The member will want to select the larger half of the year to do the AT to give more flexibility in scheduling. Determining when to perform AT will help decipher how many IDTs to do in each half. IRs should not deviate from the schedule, otherwise they may have a bad R/R and/or unsatisfactory FY.

Example #1: R/R date of 3 March



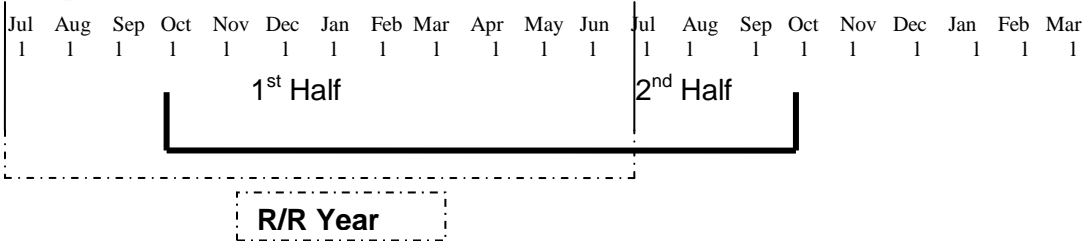
The first half has 5 months (1 Oct-2 Mar)
 5 months X 2 days = 10 days

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 AT (12 days) should be done in this half. That leaves 2 days (4 pts) of IDT to perform in the second half. The remaining 10 days (20 pts) of IDT should be done in the first half. The schedule should look like this:

1 Oct-2 Mar = 10 days IDT (20 pts)
 3 Mar-30 Sep = 12 days AT (12 pts)
 2 days IDT (4 pts)

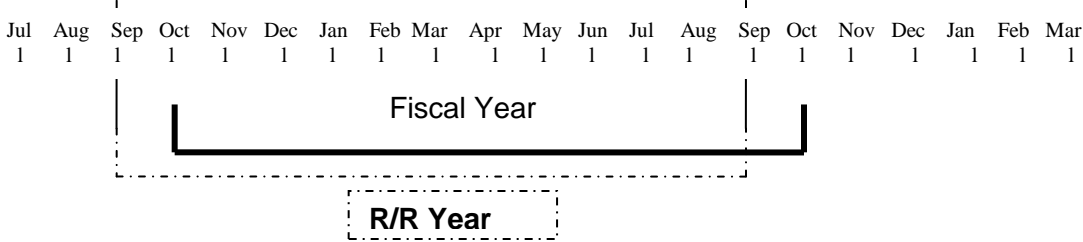
Example #2: R/R date of 25 June



In this situation, the first half is the larger half so the AT (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. The schedule should look like this:

1 Oct-24 Jun = 12 days AT (12 pts)
 6 days IDT (12 pts)
 25 Jun-30 Sep = 6 days IDT (12 pts)

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

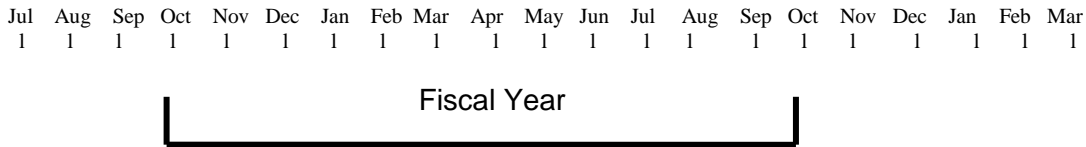


If the member is lucky enough to have an R/R date between 1 Sep and 30 Oct which is almost the same as the FY, they should have no problem setting up the schedule. If the R/R date is between 1-30 Sep, training should never be done between the R/R date and 30 Sep. If the R/R date is between 1-30 Oct, 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.

NOTE: Enter R/R to help determine participation training window.

Figure 3.2. Blank FY vs. R/R Slide Rule

On the time-line below, draw in lines indicating R/R year.



3.10. The 1095 Rule.

IAW FY05 National Defense Authorization Act (NDAA), reservists are limited to active duty tour lengths (1095 days (3 years) out of the previous 1460 days (4 years) without being counted against active duty end-strength. Days performed prior to entering SelRes, under mobilization, annual tour, or as an AGR are excluded. Time voluntarily deployed does count against 1095 service limits. Waivers for members deploying to USCENTCOM OCONUS AOR are automated through the Command Manday Allocation System (CMAS) .

3.10.1. 1095 Waivers.

Individuals who exceed 1095 while performing duty in MPA status must process their waiver request through their MAJCOM. Individuals who exceed 1095 while performing duty in RPA status must process their waiver request through their PM. Waivers meet a formal board and are assessed based on the priorities outlined in waiver guidance.

Chapter 4 - ORDERS, WAIVERS, AND ENTITLEMENTS



4.1. Requesting Orders.

All RPA (AT/ADT/ADSW/school) and MPA tours must be coordinated through the IR's supervisor prior to submitting requests in AROWS-R accessible through the [Air Force Portal](#). Once the IR successfully submits an AROWS-R orders request, the request is automatically forwarded to the RMG Det or HQ RMG Orders Writing Cell (OWC) for final processing. Order requests should be submitted through AROWS-R at least 30 days prior to start of tour to allow time for processing. Orders requiring waivers, such as sanctuary waivers, or exception to policy will need extra time. Incomplete or inaccurate data on the AROWS-R request or in MilPDS can cause delays in the processing of orders. Update any address changes in the vMPF 1-2 weeks prior to inputting application for orders in AROWS-R. The address in AROWS-R must match the address in MilPDS for the orders to be processed. Address changes CANNOT be updated in AROWS-R. For more information on AROWS-R orders click here for the [AROWS-R Guide](#).

The member may check the status of orders at any time through the AROWS-R system. When orders are complete in AROWS-R, an email will be sent to the IR. (**NOTE:** IRs must ensure profile settings reflect the correct settings to receive orders alerts via email.) Once the orders are certified, the member may enter AROWS to print his or her orders. It is imperative that the IR check the orders as soon as they are complete for accuracy.

4.1.1. Mandatory Use of AROWS-Publishing Orders.

Per AFRC/CC policy letter dated Feb 2010, reservists are mandated to publish all orders in AROWS-R. While on a long tour, any additional travel requires a DD Forms 1610 to be produced in AROWS-R.



4.1.2. RPA and MPA Orders.

AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour, is the order for MPA and RPA (AT, School, ADT, and ADSW/ADOS tours).



4.1.3. Temporary Duty (TDY) Orders.

DD Form 1610, Request and Authorization for TDY Travel of Personnel is for Temporary Duty (TDY). At this time, IRs are not authorized to use DTS for TDY orders.

4.2. Modifications and Revocation of Reserve Orders.

IRs should not report for duty prior to the date specified in block 13 or be released prior to the date in block 14 of the AF Form 938. If arrival/departure or travel date changes, a modification to the AF Form 938 is required. Any changes to an original order must be coordinated through the IRs AC supervisor and the PM. The detachment or OWC will submit the changes to RMG with no action required on the member's part (**NOTE:** Any changes to MPA orders, must be initiated through CMAS first). The modification is part of the original order and must be submitted to the IR's military pay office. It must also be submitted with the [DD Form 1351-2, Travel Voucher or Subvoucher](#), if applicable. Revocations are used before an order goes into effect or before funds are expended to cancel an order. Once revoked, the order no longer exists as an official document.

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. IRs with greater than 18 year's total active federal military service are NOT authorized VOCO orders. VOCOs are only used as a last resort and are only issued when time or error prevents the publication of written orders in advance. They are not intended to be used because of a lack of planning. For RPA tours, VOCOs must be approved by the PM prior to departure. VOCOs will be confirmed in writing. When the order is written, the date the verbal order was issued will be placed in the remarks section of the order.



4.4. Travel Days.

To save travel days, AC 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. Otherwise, one travel day is authorized at the beginning of a tour only. The exception is if a reservist cannot reach their home of record by commercial airline before midnight on the last day of the order, then one 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 lodging and/or government contracted quarters off base. IRs should confirm with the base lodging office whether he or she will have on base or off base lodging. To locate a base lodging office, visit [The DoD Lodging Net](#).

When on-base lodging is not available, the IR should obtain a non-availability certificate from base lodging to file with their travel voucher. If no on base lodging is available 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 Privately Operated Vehicle (POV)?
- Is the dining facility available during the period of the tour?

4.6. Actual Expense Allowance (AEA).

AEA reimburses the member for the actual cost of food and/or lodging when exceeding the maximum per diem allowance. PMs 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. Requests for AEA Prior to Tour.

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. Requests for AEA After Tour.

For AEA requests after travel has been performed, IRs must submit an **SF Form 1164, Claim for Reimbursement for Expenditures On Official Business** to the PM, with the questions above answered and copies of any appropriate receipts attached. Approved forms should be forwarded for payment to **IMA Travel Office**. Any formal training requests, not unit funded, must be approved by HQ AFRC/A1TF through the PM. Contact the PM with any questions regarding reimbursement.

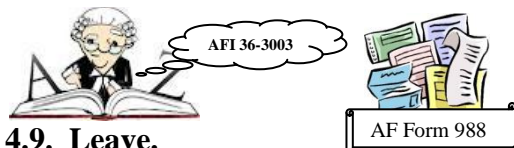
4.7. Variations.

Variations allow a reservist to travel to more than one duty location on an order. The requests must be approved prior to publishing the order. Each location must be listed as a separate stop in the duty location section of the orders request within AROWS-R. Contact the PM with any questions about variations authorization.

4.8. Special Authorizations.

If an IR needs to request a rental car, excess baggage, and/or conference fees, etc., they 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, the IR

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 the member's detachment or Orders Writing Cell (OWC) for rental car cost comparison requirements and additional information.



4.9. Leave.

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. Commanders may authorize leave on an individual basis. Leave numbers can be obtained up to 14 days in advance from the member's servicing Reserve Pay Office (RPO).



4.9.1. Unused leave.

IRs may receive payment for unused leave or transfer to new tour (**NOTE:** Approved in FY12 NDAA, however AF implementation guidance is pending). If consecutive tours are performed, the member must request leave payment at least 14 days prior to the end of the current tour. If leave is accrued during active duty in support of a declared war, national emergency, involuntary recall or if you are on a tour (one order without modifications) of 365 days or less you will be able to sell all unused leave and it is not counted against the 60-day maximum sell back policy IAW DoDFMR CH 35, para 3501. For more information, contact the designated RPO.



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

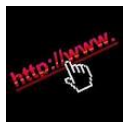
Active Duty Sanctuary is a window between 18 and 20 years Total Active Federal Military Service (TAFMS) in which a member must be given the opportunity to stay in the Air Force to receive an active duty 20-year retirement. Claiming sanctuary means the reservist will be assessed in active duty status 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 who have between 18 and 20 years of TAFMS and request ADSW or ADOS (**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 (see [para 4.10.1. Sanctuary Waiver/Statement of Understanding \(SOU\)](#) for waiver processing requirements).

4.10.1. Sanctuary Waiver/Statement of Understanding (SOU).

A sanctuary waiver is accomplished via an SOU, signed by the member, and processed through the assigned PM 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. Contact the servicing Detachment for more information.

4.10.2. Point Credit. When a member waives their right to claim sanctuary, they continue to earn the points to qualify for an active duty retirement upon reaching 20 years TAFMS. A reservist with 20 or more years TAFMS is no longer in the sanctuary window, therefore may be allowed to continue participating for points and/or pay.

Chapter 5 - MILITARY PAY



5.1. Establishing A Pay File.

IMAs must elect an RPO when accessed into the Air Force Reserve either from AD or IRR. If transferring from the ANG, AD or Non-Prior Service, the Welcome Package, which consist of the forms listed in para 5.1.1-5.1.7. are required. The submission of the Welcome Package is not required unless the member is changing their current information. Documents may be submitted via fax or email. The RPO may require additional information to update the member's military pay record. **PIRR** must utilize the [HQ RMG/RPO](#).

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

State Income Tax Withholding (SITW) is based on the IRs state of legal residence.

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

The W-4 allows the IR to list their number of exemptions. The IR has the capability to change their W-4 information in MyPay, accessible through the [Air Force Portal](#), or by submitting Form W-4 to their servicing RPO.

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

AF Form 594 can be obtained from the IRs RPO. Please attach a copy of marriage certificate, birth certificate, divorce decree or child support settlement as a supporting document, if applicable
NOTE: IRs transferring from the unit program will need to re-certify their BAH by submitting this form.

5.1.3.1. BAH Status Change. IRs are required to inform their RPO of all status changes.

5.1.4. [AF Form 1745](#), Address Change Form.

Provided mailing address for military pay correspondence.

5.1.5. [DD Form 214](#), Certificate of Release or Discharge from Active Duty.

Required from IRs transferring from RegAF **ONLY**.

5.1.6. [SGLV 8286](#), Servicemembers' Group Life Insurance

IRs can elect to change or cancel coverage upon completion of form. The IR is responsible for premiums until the month following completion of SGLV 8286. **NOTE:** If IR fails to provide a copy of SGLV 8286 member will be covered for max coverage.

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

Direct Deposit is mandatory for all IR members. IRs have the capability to change their direct deposit information via MyPay accessible via the [Air Force Portal](#) or by submitting SF 1199A to their servicing RPO. **NOTE:** Do not close old direct deposit account until military pay funds have been deposited into new account.

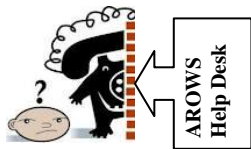
5.2. Pay and Allowances.

To receive pay and allowances, the member's **AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour**, must be completed by the member and certified by supervisor/designate upon completion of duty. Once completed, submit certified order to the servicing RPO via fax, mail or email for payment. Electronic signatures are **ONLY** authorized if utilizing Tour of Duty Certification (TOD-C). **NOTE:** The submission of tours through TOD-C can expedite your payment.

5.2.1. Certification of AF Form 938 (31 days or more).

In order to initiate payment, complete blocks 36 a-b, 37-39, 40 (report time and date) only and 41-44. Blocks 39 and 44 must be on or after the first day of duty (IRs should not report for duty prior to the date specified in block 13 or be released prior to the date in block 14 of the AF Form 938). If arrival/departure date(s) changes, a modification to your AF Form 938 is required prior to payment. Member must contact their AROWS-R order writer for a modification.

Upon completion of tour, member must complete blocks 36c-d and block 40 (release time and date). The member and certifying official must line through and initial blocks 39 and 44 to match the release date in block 14 or modification. The member must submit all Part IIIs of the AF Form 988 (Leave Form) and forward to your servicing RPO for payment of unused leave. In order to receive payment for unused leave you must follow end of tour closeout procedures.



5.2.2. Certification of AF Form 938 (30 days or less).

IRs should not report for duty prior to the date specified in block 13 or be released prior to the date in block 14 of the AF Form 938. If arrival/departure or travel date changes a modification to your AF Form 938 is required. The member must contact their AROWS-R orders writer for a modification. The certification dates in blocks 39 and 44 must be on or after the last day of duty. Upon completion of blocks 36-44, submit AF Form 938 to your servicing RPO for payment. Submission of your tour is authorized via TOD-C (except school tours) to expedite your pay. **NOTE:** Member is entitled to BAH II unless in support of contingency.

5.2.3. Certification of AF Form 938-Submitting for Final Payment.

Prior to submitting AF Form 938 to servicing RPO for payment, ensure blocks 36 through 44 are completed and the certification dates in blocks 39 and 44 are on or after the last day of duty. To expedite pay, submission via Tour of Duty Certification (TOD-C) through AROWS-R is authorized for tours 30 days or less. TOD-C does **NOT** apply to school tours. **NOTE:** Members on continuous active duty for 30 days or less are entitled to BAH, Type II (BAH II), unless in support of contingency.



AF IMT 1962

5.3. Election of Compensation or Benefits.

IRs cannot accept pay and allowances and a pension, retirement pay, or disability compensation for any periods served on AD, ADT, or IDT simultaneously. Members who receive a pension, retirement pay, or disability compensation must complete AF IMT 1962. Failure to do so will result in collection action and may be subject to disciplinary action or prosecution.

5.4. IDT Pay (IMA only).

5.4.1. IDT Basic Pay. Member is entitled to basic pay and authorized incentive pays (see [para 5.6. Incentive Pay](#)), i.e.: Aeronautical Crew Incentive Pay (ACIP) and Hazardous Duty Incentive Pay (HDIP) for the periods of IDTs performed. IMAs will be paid one day's pay for each IDT point not to exceed two points per day. IDTs performed at locations other than the members unit of assignment or attachment may have specific entitlements as defined in the Joint Federal Travel Regulations ([JFTR](#)). The commander directing this deviation will issue a local funded DD Form 1610. When the member has exceeded the number of allowable paid IDTs for the FY, the member will receive "points-only" credit.



SF Form 1164

5.4.2. IDT Travel Pay.

Generally, travel pay is not authorized for travel to or from the place of IDT and is paid for by the member however, it may be authorized for specific AFSCs. Contact the BIMAA or reference the [JFTR](#) for IDT travel entitlements outside normal commuting distance. Per diem is also not authorized for IDTs; however, lodging is reimbursable. Use of the dining facility is authorized at no charge for enlisted airman only, if available.

5.4.3. IDT Lodging.

IRs must request pre-authorization for lodging when submitting schedule in UTAPS-Web. Non-commuting IRs are authorized to lodging reimbursement during the dates authorized on the UTAPS-Web generated AF Form 40A. To claim lodging expenses, submit [SF Form 1164](#), 40A, and lodging receipt, to [IMA Travel Office](#). Include base and lodging name.

5.4.4. Subsistence-in-Kind Authorizations.

Like lodging, IRs must obtain pre-authorization for subsistence-in-kind when submitting schedule in UTAPS-Web. Subsistence-in-kind is for enlisted personnel only when performing paid IDTs of eight hours or more in one day. If duty is less than 8 hours, a non-pay status, or IR is an officer, substance-in-kind is not authorized. Enlisted personnel may be required to furnish a copy of the AF Form 40A to the dining hall to receive subsistence-in-kind. If the government dining facility is not

available due to closure, work schedule or personal preferences, the member 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.

Active duty tours consist of RPA and MPA. In addition to basic pay, Basic Allowance for Housing (BAH), and Basic Allowance for Subsistence (BAS), there are various pay and allowances entitlements based upon location and length of tour. The most common are listed below:



DD Form 1561

5.5.1. Family Separation Allowance (FSA).

The FSA entitlement may be authorized if IR is separated from their family for more than 30 continuous days. If dependent(s) visitation exceeds 30 days, this may alter their FSA entitlement.

5.5.2. Cost of Living Allowance (COLA).

COLA (CONUS/Outside the Continental United States [OCONUS]) offsets the cost of living for specific locations. Contact the servicing RPO for additional information.

5.5.3. Overseas Housing Allowance (OHA).

OHA is a monthly allowance for members who reside or receive a Permanent Change of Duty Station (PCS) order to OCONUS, except Hawaii and Alaska.

5.6. Incentive Pay.

5.6.1. Incentive Pay for Aircrew Members.

[HQ RMG/DPAF](#) is the Aviation Resource Management Office for IR aircrew members. The following is a list of the current types of incentive pay available to IRs: (contact HQ RMG/DPF to determine eligibility).

5.6.1.1. Aviation Career Incentive Pay (ACIP).

Reserve officers qualified for ACIP may receive ACIP if they occupy rated positions, have passed the "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 [HQ RMG/DPAF](#) by the 4th 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 terminated.

5.6.1.2. Hazardous Duty Incentive Pay (HDIP).

HDIP is payable if 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 may be entitled to HDIP. A letter of certification of HDIP duty from the command, flight log, or **DD Form 114, Military Pay Order (MPO)** must accompany the AF

Form 938 or AF Form 40A. If the member is a non-rated aircrew member, they must hold current aeronautical ratings, meet monthly flying requirements, and maintain medical certification to receive HDIP.

5.6.2. Medical, Dental, Veterinarian, Optometrist (MDVO).

Air Force Reserve physicians and dental officers on tours for 30 days or less may be entitled to prorated MDVO. Contact servicing Detachment for entitlement verification.

5.6.3. Medical Special Pay.

Air Force Reserve physicians and dental officers on tours for 30 days or more must contact servicing Detachment for entitlement verification.

5.6.4. Hostile Fire/Imminent Danger Pay (HFP/IDP), Hazardous Duty Pay (HDP) and Combat Zone Tax Exclusion (CZTE).

If the member is in a location that authorizes HFP/IDP, HDP and CZTE per the **JFTR**, please submit a Contingency Exercise Deployment Order (CED), AF Form 1610 and AF Form 938 that defines location in block 12. In addition, they must submit one of the following that indicates arrival date in the Area of Resistance (AOR):

- signed [DD Form 1351-2](#)
- official message
- DD Form 114
- letter from Commander.

NOTE: Imminent Danger Pay is earned at the daily rate of \$7.50 for each day spent in the designated area.



5.6.5. Special Duty Assignment Pay (SDAP).

SDAP is an incentive to induce enlisted members to qualify for and serve in designated duties involving the performance of extremely difficult duties or duties demanding an unusual degree of responsibility. PIRR members are eligible but receive pay when on active duty orders. IMAs receive pay whenever on any type of duty. Contact servicing PM for more information.



5.6.6. 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. Payments are made in equal annual installments on the anniversary of the enlistment/reenlistment date. **NOTE:** [AF IMT 4010](#), **Application for IMA Enlisted Bonus and**

Incentive, will not be accepted without the owning PM'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 RC
- If reenlisting, must be within 180 days of current Expiration of Term of Service (ETS)

Chapter 6 - PER DIEM AND TRAVEL ALLOWANCES

6.1. Active Duty Tours.

IRs are entitled to lodging and per diem when their home is outside of the established commuting area of the duty location. **NOTE:** For AT 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 13 & 14 of the order. Any request for pay for duty performed outside those specific 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 AC site any time 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 the duty location. When Item 17 of the AF Form 938 is marked "Commuting Area," the IR may file for reimbursement for mileage of one round trip only regardless of how many duty days performed. Complete the mileage statement in the remarks section of AF Form 938 (POV?__Limited to one round trip. POV type __Auto__Motorcycle. Total Miles___. Sign and Date) and reimbursement will be made by the RPO with military pay entitlement. **NOTE:** This only applies to members performing duty in the commuting area only. Non-commuting members must file for travel reimbursement through the [IMA Travel Office](#).

6.2. Permanent Change of Station (PCS), without Permanent Change of Assignment (PCA).

PCS allowances are appropriate, per **JFTR**, Para. U7150 F1b, for those ARC members required to support the AC for a period exceeding 180 days, cumulative in a 12-month period at one location. Orders will identify whether PCS entitlements (notably shipment of household goods) are authorized. If an order authorizes PCS entitlements, the member is **not entitled** to per diem. The JFTR generally prohibits Temporary Duty Travel (TDY) and transportation allowances for periods in excess of 180 days at one location, unless a Secretarial waiver has been issued however, per SAF/MRM, effective 1 July 2011, no individual waiver need be sought for the following activities:

- ARC members called to active duty in a voluntary (U.S.C., Sec 12301(d)) or involuntary status (10 U.S.C., Sec 12302), in a Combat Zone or in a Combat Zone Tax Relief Area in Direct Support of a Combat Zone (IAW DoD Financial Management Regulation Volume 7A, Chapter 44 section 440103), for the duration of the applicable operations.

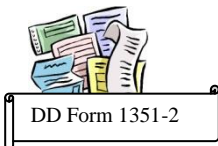
- Members on Medical Continuation Orders to the extent they are otherwise eligible to receive per diem for the duration of their medical treatment or until the Disability Evaluation System process is finalized

6.3. Transportation Information.

The order will specify the mode of transportation authorized for travel to and from the duty station. When mode of transportation is government transportation directed and not used, it will not be reimbursed for travel. When travel is by POV, not more advantageous to government, reimbursement will be limited to the constructive cost of travel. IRs are required to procure tickets from a Government Contracted Ticket Office (GCTO). **NOTE:** Exception is when traveling VOCO or the member did not have an opportunity to contact one of the 24-hour GCTO. In this situation, ticket may be purchased directly from the airline, asking for the city pair or government rate, whichever is lower, and pay for the ticket with the GTC. 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 (GTC).

The use of the GTC remains mandatory. The Travel and Transportation Reform Act of 1998 (Public Law, 105-264) states that the GTC shall be used by all U.S. government personnel (civilian and military) to pay for costs incident to official business travel. People who travel less than three times a year are exempt. IRs should apply for the GTC through their AC unit of assignment/attachment Agency Program Coordinator (APC). CSA card is eliminated and will no longer be used.



6.5. Travel Voucher.

IRs must submit a [DD Form 1351-2](#) with a copy of their AF Form 938 and/or DD Form 1610, and applicable receipts and documents for payment of authorized travel allowances and per diem within 5 duty days after completion of a tour. Forms are submitted to [IMA Travel Office](#). On-line vouchers are not available for IRs at this time.

6.5.1. TDYs in excess of 30 days.

For TDYs in excess of 30 days, member may file partial payment vouchers at [IMA Travel Office](#). Partial payment vouchers can be filed for a minimum 30-day increment and must include lodging receipts, and any other receipts \$75 or more, completed DD Form 1351-2 and copy of AF Form 938.

6.5.2. Submitting Travel Voucher for Final Payment.

For final settlement vouchers filed at completion of a tour include the following:

- Certified copy of the AF Form 938
- Annotation of all leave taken during the orders period
- Completed itinerary (to include: TDY taken) for the entire period of the AF Form 938. If a separate voucher was previously filed for the TDY(s), it is not necessary to provide that documentation with the final voucher unless unreimbursed expenses are being claimed
- Permanent email address in block 6c (do not use TDY email address)

6.5.3. Electronic Funds Transfer (EFT) Changes.

For EFT changes affecting travel pay disbursements, submit [FMS 2231](#), **Fast Start Direct Deposit** from the [IMA Travel Office](#). **NOTE:** EFT changes in MyPay only affect military pay transactions.

6.5.4. Mandatory Use of AROWS-R--Filing Travel Voucher.

Per AFRC/CC policy letter dated Feb 2010, reservists are mandated to submit all travel vouchers to the [IMA Travel Office](#). IRs are not authorized to use the Defense Travel System (DTS) even when the TDY is funded by another agency or service. While on a long tour, any additional travel should be on DD Forms 1610 produced in AROWS-R and the related travel voucher filed in conjunction with the corresponding 30 day voucher at the [IMA Travel Office](#). **NOTE:** Use of DTS for IRs is forthcoming with a projected implementation date of Oct 2012.

Figure 6.1. Sample Travel Voucher

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Funds Transfer (EFT) <input type="checkbox"/> Payment by Check		SPLIT DISBURSEMENT: The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.					
2. NAME (Last, First, Middle Initial) (Print or type) DOE, JOHN E.		3. GRADE E-8	4. SSN 123-45-6789	5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Dependent(s) <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA			\$ 000.00
6. ADDRESS: a. NUMBER AND STREET 1392 SECOND ST		b. CITY MARIETTA	c. STATE GA	d. ZIP CODE 30069			10. FOR D.O. USE ONLY
7. DAYTIME TELEPHONE NUMBER & AREA CODE (978) 655-5800		8. TRAVEL ORDER AUTHORIZATION NUMBER D-12345		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES		a. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION IMA TRAVEL, DOBBINS ARB GA, 30069						b. SUBVOUCHER NUMBER	
12. DEPENDENT(S) (X and complete as applicable)				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		c. PAID BY	
ACCOMPANIED		UNACCOMPANIED				d. COMPUTATIONS	
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DLA VOUCHER NUMBER			
14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain in Remarks)							
15. ITINERARY							
a. DATE	b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES		
17JUL	DEP HOR	PA					
17JUL	ARR ATL HARTFIELD AIRPORT	CP	AT		35		
17JUL	DEP ATL HARTFIELD AIRPORT						
17JUL	ARR MIA INT AIRPORT	CB	AT				
17JUL	DEP MIA INT AIRPORT						
17JUL	ARR TDY LOCATION	CB	TD	123.45			
10JUL	DEP TDY LOCATION						
10JUL	ARR MIA INT AIRPORT	CP	AT				
10JUL	DEP MIA INT AIRPORT						
10JUL	ARR ATL HARTFIELD AIRPORT	PA	AT				
10JUL	DEP ATL HARTFIELD AIRPORT						
10JUL	ARR HOR		MC		35		
10JUL	DEP HOR						
10JUL	ARR						
18. REIMBURSABLE EXPENSES							
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	17. DURATION OF TRAVEL			
17JUL	ITEM	10.00		12 HOURS OR LESS			
17JUL	ITEM	200.00		MORE THAN 12 HOURS BUT 24 HOURS OR LESS			
10JUL	ITEM	100.00		MORE THAN 24 HOURS			
10JUL	ITEM	12.36					
10JUL	ITEM	145.12					
10JUL	ITEM	17.23					
19. GOVERNMENT/DEDUCTIBLE MEALS							
a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS				
20. a. CLAIMANT SIGNATURE BARNES.WALTER.A.1076967837							
21. a. APPROVING OFFICIAL'S PRINTED NAME							
b. SIGNATURE BARNES.WALTER.A.1076967837		c. TELEPHONE NUMBER		d. DATE			
22. ACCOUNTING CLASSIFICATION							
23. COLLECTION DATA							
24. COMPUTED BY	25. AUDITED BY	26. TRAVEL ORDER/ AUTHORIZATION POSTED BY	27. RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID		

DD FORM 1351-2, MAY 2011

PREVIOUS EDITION IS OBSOLETE.

Exception to SF 1012 approved by GSA/IRMS 12-01
Adobe Professional 8.0

Chapter 7 – MOBILIZATION AND VOLUNTEERISM



7.1. Activation.

Activation refers to the temporary expansion of active duty forces by both voluntary and involuntary means. Activations are frequently used to support contingencies, exercises or deployments associated with war efforts or domestic emergencies. It's important to understand the different types of activation as it influences entitlements associated with each deployment. **Table 7.1 Activation Authorities** below reflects the different types of activations, their authorities and limitations associated with each.

Table 7.1 Activation Authorities

<u>TITLE 10 USCA</u>	<u>AUTHORITY</u>	<u>LIMITS</u>	<u>DURATION</u>	<u>FORCE STRUCTURE</u>
VOLUNTEERISM				
<u>Title 10 USC 12301(d)</u>	SECAF	No limit	No limit for volunteers other than service-driven ADOS limits, such as 1095 policy	RCs
PRESIDENTIAL RESERVE CALL-UP (PRC)				
<u>Title 10 USC 12304</u> and <u>Title 10 USC 12302 (a)</u>	Presidential	Not more than 200,000 at any one time, of which no more than 30,000 may be members of the Individual Ready Reserve	Not more than 365 days	Selected Reserve, as defined by § 10143(a); Ready Reserve as defined by § 10144(b)
PARTIAL MOBILIZATION (PUSH-PULL)				
<u>Title 10 USC 12302</u>	Presidential	Not more than 1,000,000 at any one time	Not more than 24 consecutive months	Ready Reserve
<u>Title 10 USC 12303</u>	Presidential	Not more than 1,000,000 at any one time	24 months	RCs
FULL/TOTAL MOBILIZATION				
<u>Title 10 USC 12301(a)</u>	Congressional	No limit	Duration + six months	RCs
<u>Title 10 USC 12306</u>	Congressional	No limit	Duration + six	Standby Reserve

and Title 10 USC 12301			months	
SECAF				
Title 10 USC 12301(b)	SECAF	No limit	Not more than 15 days a year	RCs
STOP LOSS AUTHORITY				
§§ 12305, 12301, 12302, & 12304	Presidential	No limit	Presidential Determination	RCs

7.2. Mobilization.

Mobilization involves the assembly, organization, and application of the nation’s resources for national defense and it encompasses all activities necessary to prepare systematically and selectively for war. It is a non-voluntary “call-up” of personnel. **NOTE: PIRR** are mobilized only after partial, full, or total mobilization under **Title 10, U.S.C., Sections 12301(a), 12302, or 12306** are invoked.

7.2.1. Mobilization Process and Timelines.

Initial notification of mobilization most often occurs with a telephone call or e-mail from the commander or commander's designated representative. Following initial notification, IRs will receive a mobilization order cut by RMG/DPX. Once mobilized, IRs are in an active duty status. AC commanders have the authority to deploy anyone within their command. Be prepared to deploy! Ensure your readiness is up to date in ARCNet which is accessible through [Air Force Portal](#). RMG/DPX will cut your CED order for your deployment should it be required. Your AD unit will schedule you for any required training that is related to your deployment.

7.2.2. Conditions that may Preclude Mobilization.

If a significant medical condition exists that would render an IR ineligible for mobilization and the condition has not been previously identified, contact your AC Commander, BIMAA and the PM 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.

7.2.3. IR Responsibilities.

- Be prepared to begin travel within 24 hours of notification.
- Report with the AF IMT 938 ordering the member to active duty and CED order if available
- In-process through the unit of assignment or attachment base
- Be prepared to begin work immediately
- Have enough money to sustain the member and their family until receipt of military pay
- Hand-carry all certification, accreditation documentation and training records

7.2.4. Post Deployment/Mobilization Respite Absence (PDMRA).

PDMRA is categorized as an “administrative absence” intended to compensate members subjected to high mobilization tempo. Essentially, PDMRA provides for paid days off after extended time spent deployed (minimum of one cumulative year within the last 72 months). Refer to USAF/A1 PDMRA policy for detailed information in calculating PDMRA. This entitlement is only for mobilizations.

7.3. Maintaining Current Readiness.

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 IRs to keep address, civilian and home phone numbers updated in vMPF accessible through **Error! Reference source not found.** In addition, the IR should ensure the BIMAA and assigned AC organization has current contact information. To maintain current personal readiness level, the following actions should be accomplished.

7.3.1. Readiness Requirements.

- 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 IRs absence
- Ensure family members are pre-enrolled in DEERS
 - **NOTE:** *the following documents will be required to establish dependent status for new members:*
 - Certified copy of marriage certificate
 - Certified copies of birth certificates for the member and authorized family members
 - Certified copies of court orders or decrees pertaining to authorized family members
- A copy of current virtual Record of Emergency Data (vRED) (see [para 10.11. Virtual Record of Emergency Data \(vRED\)](#)) and [SGLV 8286](#) (see [para 10.12. Serviceman's Group Life Insurance \(SGLI\)](#))
- Complete a Will and limited Powers of Attorney for managing personal affairs in the event of IR absence. **NOTE:** For guidance and preparation, go to the [Air Force Legal Assistance Web Site](#) to locate a Staff Judge Advocate's office
- Familiarize family members with insurance policies
- Have proper military uniforms in good condition
- Ensure spouse or personal agent has IRs social security number
- Ensure [AF IMT 357](#) is completed, as determined by the commander, IAW [AFI 36-2908](#). The Commander's Support Section (CSS), First Sergeant or servicing MPS are available to provide guidance and assistance. (see [para 2.5. Family Care Plan](#))
- Ensure that all PHA and dental requirements are met and updated in the appropriate systems. (see [Table 2.1-Readiness References](#))
- Maintain current security clearance
- If IR's are in upgrade or re-training status, they must have at minimum, a 3 skill level prior to mobilization

7.3.2. 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](#) (see [para 10.12. Serviceman's Group Life Insurance \(SGLI\)](#))

- Printed copy of virtual Record of Emergency Data from the vMPF accessible through **Error! Reference source not found.**
- Credential and Certification folder, if applicable
- Most current copy of civilian medical history (to include a record of past illnesses or injuries not recorded in military medical record) and most current copy of last military medical/dental examination
- Career Field Education and Training Plan (CFETP), if applicable
- Identification Tags (Dog Tags – obtained at assigned AC unit)
- **AF Form 2293, US Air Force Motor Vehicle Operator Identification Card**, if applicable
- Weapons Qualification Card
- Geneva Convention Card, if applicable

NOTE: It is the member's responsibility to ensure authorized family members have current ID cards.

7.4. Travel in Support of a Deployment.

Travel entitlements are defined by the gaining commander and restricted by the **JFTR**. Members must carefully review their orders and seek clarification, if necessary, prior to beginning movement. When travel by private auto is not authorized for members, travel reimbursement will be limited to the constructed costs of air travel and limited to 1 travel day if member chooses to drive versus flying. Details to arrange commercial air travel will be given to IRs at the time of mobilization. Active duty travel benefits and privileges are authorized while traveling. Vehicle rentals not authorized in the line remarks must be approved and funded by the IR's assigned unit.

7.5. 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 PM. Transportation may be required from the nearest military installation.

7.6. Reporting Instructions.

The reporting instructions and a report-no-later-than date (RNLTD) will be given from the notifying official. In addition, the reporting instructions and RNLTD 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 departure.

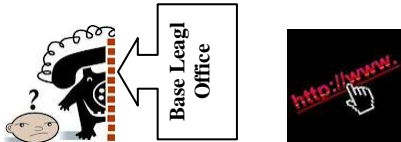
7.6.1. Delays in Reporting, Deferrals, or Exemption from Mobilization.

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, exemption, or deferment in reporting to active duty are submitted to the servicing PM. Ensure your AC commander and BIMAA are notified of these requests.



7.7. 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 need to notify their state of their new mailing address.



7.8. Servicemembers Civil Relief Act (SCRA) 2003.

The SCRA of 2003 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. Employer Support of the Guard and Reserve (ESGR) is a Department of Defense (DoD) organization. The task for ESGR is to work through a nationwide network of volunteers and a small, full-time support staff to inform and educate hundreds of thousands of Reserve Component members and their employers regarding their rights and responsibilities, best practices, and to develop and maintain relationships with employers. For further information their email is <http://www.esgr.org>.



7.9. Return to Civilian Employment Rights.

Uniformed Services Employment and Reemployment Rights Act (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. Remember, protections under the USERRA law are for voluntary or involuntary tours of duty.



7.10. 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.*

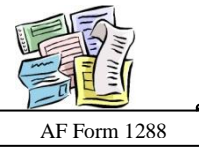
Upon confirmation of an emergency, the commander may authorize emergency leave. Although, depending upon the mission, the commander is not required to grant emergency leave.



7.11. Yellow Ribbon Reintegration Program (YRRP).

YRRP is a DoD-wide effort to promote the well-being of National Guard and Reserve members, their families and communities, by connecting them with resources throughout the deployment cycle. Through Yellow Ribbon events, service members and loved ones connect with local resources before, during, and after deployments. Reintegration during post-deployment is a critical time for members of the Guard and Reserve, as they often live far from military installations and members of their units. Commanders and leaders play a critical role in assuring that Reserve service members and their families attend Yellow Ribbon events where they can access information on health care, education/training opportunities, financial, and legal benefits. The RMG YRRP POC is MSgt May who can be reached via email at tanja.may.1@us.af.mil or DSN 497-2288 or commercial 478-327-2288.

Chapter 8 -ASSIGNMENTS



8.1. IMA Assignment Process.

[AFI 36-2115](#), *Assignments Within The Reserve Components*, outlines the procedures for assigning and using members of the AFR. RegAF, Air National Guard (ANG), members with a break in service, and other military branch members must apply for an IMA position through a Reserve Recruiter. Current IRs, wishing to apply for a new position, process their paperwork through the gaining and losing unit's servicing PM. Vacancies can be viewed on the Reserve Management Vacancy System (RMVS) accessible through **Error! Reference source not found.** CoS.

8.1.2. Application Procedures.

Refer to RMVS or contact the desired base's PM for specific package requirements and applications procedures. Generally an [AF IMT 1288](#), **Application for Reserve Assignment**, resume and last 3 OPRs/EPRs, which can be obtained in PRDA accessible through **Error! Reference source not found.**, are needed to apply for an IMA position.

8.2. Conflict between military and civilian supervisors.

Federal employees CANNOT apply for a reserve assignment if the supervisor will be the rating, endorsing or reviewing official on either the civilian or military appraisal. A conflict of interest exists and the assignment will not be allowed.



8.3 Key Employees.

Key positions are those that cannot be vacated during a national emergency or mobilization without seriously impairing the capability of the parent Federal agency or office to function effectively. Federal employees in designated Key Employee positions cannot participate in the Air Force Reserve and will be re-assigned to the Standby Reserve where they will remain for the period in which they will fill a key position. The member may apply for an assignment to the Non-Affiliated Reserve Section (NARS)/ND of the Active Standby Reserve, and if accepted, continue to earn retirement points. This also applies to appointed or elected officials who want to earn points for retirement.

8.4. Unit of Attachment versus Unit of Assignment.

To meet training goals, a member may be attached to another unit outside of their assigned organization, provided it is in the best interest of the AF & AFR, the member's assigned position authorizes participation at alternate locations and the member can be trained in his/her DAFSC at the attached unit of assignment. Establish a unit of attachment for training by obtaining written approval from the unit of assignment commander and PM. Approval is at the commander's and PM's discretion. Contact servicing Detachment for further information and/or a template unit of attachment agreement.

8.5. Voluntary Reassignments Within or from the Ready Reserve. Members request reassignment by [AF IMT 1288](#) or a personal letter to the servicing PM who is the approval authority for voluntary requests for reassignment from IR program.

8.5.1. Reassignment Within the Ready Reserve.

Members requesting transfers to an AD component, AGR or EAD tour, unit program or another position within the IR Program must submit a completed [AF IMT 1288](#) IAW [AFI 36-2115](#), para 1.24.

8.5.2. Reassignment to the Inactive Ready Reserve (IRR).

IRs no longer desiring or able to actively participate in the reserve may request to be reassigned to the IRR. Requests for transfer into the IRR must be submitted through the IRs AC unit of assignment and staffed to the servicing PM. IRs must submit requests at least 6 months prior to the requested reassignment date otherwise a waiver request, with specific justification, must be submitted. Members in the IRR are not eligible to re-enlist or participate. Once assigned to the IRR, enlisted members will be discharged upon their ETS. Officers will be retained until they resign their commission or reach their Mandatory Separation Date (MSD). Contact your servicing PM or BIMAA for more information.

8.6. PIRR Assignments.

PIRR, also known as “Category E”, may remain in a points only status for up to 3 years from date of assignment unless they receive an extension from the attached organization and the PM (Exception: Air Force Academy Admissions Liaison Officer [ALO] and Civil Air Patrol [CAP] may remain indefinitely). Members who reach the maximum time in PIRR status with no retention waiver must locate a funded position, separate, retire, transfer to the IRR, or complete an inter-service transfer otherwise they will be involuntarily reassigned to the IRR. In addition, PIRR members who refuse a valid, funded SelRes assignment equal or greater in rank, within a reasonable distance to the member’s place of residency, will be transferred into the IRR.

8.7. Continuum of Service (CoS).

The CoS program, includes Air Reserve Technicians (ARTs), Active Guard Reserve (AGR) Airmen, Traditional Reservist (TR), IMAs, PIRR, civilians and active duty individuals all supporting the mission of the AFR. The CoS website, accessible through **Error! Reference source not found.**, is designed to provide members with unfettered access to authoritative information regarding every aspect of support to include considerations on status transitions.

Chapter 9 - CAREER MANAGEMENT

9.1. Introduction.

There are several programs available that focus on promotion advancement and professional development for the IR. Among these are Force Development (FD), Developmental Education (DE), academic education opportunities, performance feedback, recognition programs, and the individual's own personal development actions.

9.2. Force Development (FD).

FD is the deliberate management of experiences, combined with education and training opportunities in order to develop Air Force Leaders. The overall goal of the FD program is to align deliberate development of reservists with AFR mission needs, within the context and culture of the Citizen Airman program.

9.2.1. Development Teams (DT) (Officers, SMSgt and CMSgts only, as this time).

DTs periodically evaluate records to provide deliberate counsel maximizing individual goals and potential through: vectoring (career counsel), Command or Key Position certification, and In-residence DE recommendations

9.2.2. Reserve Enlisted and Officer Development Plans (R-EDP and R-ODP).

R-EDP and R-ODPs are a critical communication link between a reservist, a mentor (optional), the coordinator, and the DT. DPs should be completed annually, or when personal circumstances warrant, to indicate education/training desires, assignment preferences, and goals. DPs are available for update in the vPC-GR, accessible through *Error! Reference source not found.*

9.3. Developmental Education (DE).

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. Reservists can accomplish training in-residence, correspondence, seminar method, or distance learning. [AFI 36-2301, Developmental Education](#), describes resident and non-resident programs as well as attendance, eligibility, selection, and removal criteria. [AFI 36-2502, Airman Promotion Program](#), table 4.1, contains Professional Military Education (PME) requirements for enlisted personnel promotions.

9.3.1. Senior Enlisted Developmental Education Board (SEDEB).

SEDEB evaluates and recommends high potential enlisted members to attend select in-residence Professional Development courses. HQ ARPC publicizes the SEDEB at least 3 months prior to board. The invitation announcement will contain the SEDEB convening dates, the SEDEB Application, nomination suspense and instructions, and POC information.

9.3.2. Reserve School Selection Board (RSSB).

The RSSB competitively selects Reserve officers and senior enlisted to attend short DE, Officer Professional Development (OPD), and joint in-residence courses. The RSSB convenes bi-annually, January and July respectively, with a posted invitation to apply generally two months in advance of the board. The January board selects for class start dates beginning May through September. The

July board selects for class start dates beginning October through April. Members meeting the established criteria (by course) are encouraged to apply through the vPC-GR accessible via **Error! Reference source not found.** **NOTE:** Class start dates are not available in advance; those selected will be notified in their reporting instructions, post board.

9.3.3. Reserve Developmental Education Designation Board (RDEDB) (Officer Only).

The RDEDB competitively selects Reserve officers to attend in-residence Intermediate and Senior Developmental Education (IDE and SDE) Schools. RDEDB convenes annually in the winter, with a posted invitation to apply the preceding summer. Members meeting the established criteria are encouraged to apply through the vPC-GR accessible via **Error! Reference source not found.** Candidates are required to prioritize all schools for which they are eligible in order of preference. Packages must be staffed through their rater and PM to their senior rater for final endorsement.

9.3.4. In-Residence.

Reserve members eligible for resident DE and 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 [AFI 36-2254, Vol II, Personnel Training](#), or members can contact their servicing BIMAA for more information.



9.3.5. Correspondence Courses.

IRs may enroll in voluntary non-resident DE, PME and/or Specialized Courses (SC) using the request form located on the [RMG Website](#), RMG Training Management page. Members may enroll in these courses to satisfy promotion requirements and/or for career broadening and ECI points. Members may be enrolled in one of each type of course at a time, but may not be enrolled in two PME courses or two SCs at any given time. Example: a member may be enrolled in PME NCOA course 00009 for promotion requirements, and enrolled in SC 01900-(Air Force) Joint Service Supervisor Safety Course simultaneously.



9.4. Formal Schools.

Formal schools ensure each individual is prepared to meet AF mission requirements through job proficiency training. All reservists, at some point in their career, will be required to attend formal training, in-residence, whether it is for initial skills, retraining, upgrade, refresher or extension courses. Enlisted members must initiate requests for attendance in formal courses with their UTM, who will determine if the member meets eligibility and requirements for course attendance. Submit requests to the BIMAA for class availability list, readiness verification and final processing. **NOTE:** Members who are scheduled to attend school must to maintain all eligibility and readiness requirements. In addition, if a member is unable to attend, due to an emergency, they must contact their BIMAA or servicing PM office as soon as possible to submit a formal school cancellation request.

9.5. Upgrade Training.

IRs must obtain and maintain the skill level commensurate with their grade and DAFSC. The technical skills of the DAFSC, DE and 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 reassignment to the IRR, demotion or discharge. Contact the IRs supervisor, UTM, or BIMAA for career guidance and counseling. Refer to [AFI 36-2101](#), *Classifying Military Personnel (Officers and Airmen)*, [AFI 36-2301](#), and [AFI 36-2201](#), *Air Force Training Program*, for detailed training requirements.

9.5.1. Career Development Courses (CDCs) (Enlisted Only).

UTMs may obtain an application to order mandatory CDCs required for skill level upgrade training at the [RMG Website](#), RMG Training Management Page. The AC UTM will receive and distribute course packages. For information or questions about mandatory courses, the member or their supervisor should contact the UTM.

9.6. Correspondence Course Testing.

The member is responsible for scheduling DE/PME/SC Course Exams with the local Education Office. Mandatory CDC Course Exams are scheduled through the UTM with approval from the supervisor.

9.7. Updating Academic Courses.

Members who wish to update their educational records must have an official transcript sent directly from the college or university to the following appropriate address:

- For enlisted: [HQ ARPC/DPSVN](#)
- For Officers: Air Force Institute of Technology ([AFIT](#)).

9.8. The AFRC Professional Development Center (PDC).

The PDC, located at Robins AFB, GA, is a premier Center of Excellence; providing principles of leadership, management and professionalism using a continuum of technological and traditional educational tools to ensure development of 21st Century Airmen and civilians into leaders. Course offerings are a continuum of targeted training opportunities for specific audiences and can be found on **Error! Reference source not found..**



9.9. 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.



AF IMT 910 and 911

9.9.1. 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 a Change of Rating Official (CRO) EPR as long as a minimum of sixteen points of training have been completed under the direct supervision of the rater.



AF IMT 707

9.9.2. Officer Performance Reports (OPRs).

The OPR is vital to assignment, school selection, and promotion actions. IRs should provide the reporting official with useful, informative, and accurate information in writing for use later at rating time. OPRs are due annually, as long as member has obtained a minimum of 12 points during the rating period, or after 12 points have been obtained. **NOTE:** Approval of closeout extension date will be coordinated with ARPC. A CRO also initiates an OPR as long as a minimum of 12 points of training have been completed under the direct supervisor of the rater.

9.9.3. Feedback

Providing feedback helps contribute to positive communication, improve performance, and grow professionally. Feedback is mandatory for all officers, second lieutenant through colonel, and all enlisted personnel. IRs can request a feedback session, which must be provided within 30 days of receipt of the request, provided 60 days have passed since the last feedback session..

9.10.4. Performance Report Appeal Action.

If the member believes an EPR or OPR in their personnel records is in error or unjust, they may request to have the report corrected or removed, in whole or in part. [AFI 36-2401](#), *Correcting Officer and Enlisted Performance Reports*, shows how to correct enlisted 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. Appeals may be initiated through the vPC-GR.

9.10. Promotions.



9.10.1. Enlisted Promotions.

There are three methods for enlisted promotion: unit vacancy, Extended Promotion Program (EPP), and Promotion Enhancement Program (PEP). **IMAs** can qualify for any of the three. **PIRR**

members only qualify for EPP or PEP promotions. Contact the URC or BIMAA with any questions concerning enlisted promotions.

9.10.1.1. Unit Vacancy Promotions.

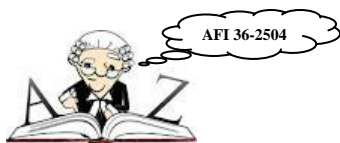
The majority of **IMA** promotions are processed under the Unit Vacancy Promotion Program. Promotions occur monthly on the first day of the month. An eligibility roster is forwarded by the BIMAA to the CC of eligible IMAs. IMAs must be assigned as the primary incumbent of a position authorized at the next higher grade, meet all eligibility requirements, and be recommended by the unit CC.

9.10.1.2. Extended Promotion Program (EPP).

Under this program, IRs who meet eligibility criteria 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.

9.10.1.3. Promotion Enhancement Program (PEP).

PEP is a commander's program designed to promote outstanding and well-deserving Reservists, including IRs who have clearly demonstrated the potential to serve in the next higher grade and meet minimum eligibility requirements. A member can be promoted into the next higher grade of the billet occupied. **NOTE:** Member must be the incumbent of the position and cannot be an overage in the billet. Members eligible for consideration may be nominated by their unit CC for PEP Board promotion consideration.



9.10.2. Officer Promotions.

The reserve officer promotion system is based on the Reserve Officer Personnel Management Act (ROPMA), effective 1 October 1996. The action agency for officer promotions is the Reserve of the Air Force Selection Board Secretariat, HQ ARPC/DPB. 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 IMT 709, Promotion Recommendation Form \(PRF\)](#) 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.

9.10.2.1. 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 Air Force Reserve officers in active status (to include PIRR) are eligible for consideration for promotion if they meet the following criteria:

- Must be on the Reserve Active Status List (RASL), the active duty list (ADL), or a combination of both for one year before the board convening date
- Remain in active status until the effective date of promotion
- Meet the Date of Rank requirements shown below

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

9.10.2.2. 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 annually. 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</i>	<i>to</i>	<i>Time in Grade</i>
Major		5
Lieutenant Colonel		5

9.10.2.3. Officer Selection Record (OSR).

OSRs are part of the Master Personnel Record (see para [9.14. Master Personnel Record Group \(MPerRGp\)](#)), and consist of documents given to selection boards for consideration. Only certain documents can be included in the folder, per [AFI 36-2504](#), attachment 2. Appeals for removal of information is in [AFI 36-2401](#) and [AFI 36-2603](#). The selection board may consider a letter to the board from the member. Such letters are not required, but may be useful to explain, rebut, or mitigate information in the selection folder. For example, a letter might be useful to explain periods of unsatisfactory participation when board members might not otherwise know the circumstances. The member may review their selection folder at HQ ARPC.



9.11. Non-EAD Airman Commissioning Program.

Airmen who have obtained college degrees and are 34 years of age or younger may pursue an Air Force Reserve commission. Contact the servicing BIMAA office for guidance in submitting the application.

NOTE: The member must be commissioned before their 35th birthday unless granted an approved age waiver by AFRC/CC.

9.12. Reenlistment and Separation.

The BIMAA sends a Selective Reenlistment Process (SRP) letter approximately 12 months before the IMAs enlistment expires. This letter is signed by the member, supervisor, and commander and returned to HQ RMG/DPS by the BIMAA within 180 days of receipt. Once RMG/DPS receives the SRP letter, a DD Form 4/1, Reenlistment Document, will be sent to the member with instructions to be completed and returned to RMG/DPS. If the letter of intent to reenlist is not returned by the suspense date, HQ RMG/DPS will send a second notice, with copies to the unit of assignment/attachment. If no action is taken, discharge action will take place the day after separation date. Reenlistment information can be obtained by visiting the vMPF accessible through **Error! Reference source not found.** All signatures must include the member's full middle name--do not use just a middle initial. Return the letter of intent with the decision to BIMAA if the member does not choose to reenlist before their ETS. The PM initiates discharge action.

9.13. Awards and Decorations.

IRs are eligible for decorations for extended tours (three years on station), reassignment, separation, or retirement. The nomination and approval process mirrors the active duty and decorations must be processed through the AC chain of command. The local MPS can assist in determining which awards and decorations IRs are eligible for and the proper placement on the uniform. IRs can also visit the vMPF accessible through **Error! Reference source not found.** to obtain a current listing picture and list in order of precedence.

9.14. Master Personnel Record Group (MPerRGp).

HQ ARPC maintains the master personnel record for all IRs. The MPerRGp contains all permanent military personnel documents such as the DD Form 214, DD Form 4, special orders, performance reports, etc and is electronically maintained in the Automated Records Management System (ARMS).

9.14.1. MPerR and Official Document Requests.

IRs have the capability to access and retrieve some military personnel documents by accessing PRDA via **Error! Reference source not found.** In addition, they may request copies of certain documents by submitting line requests to the [Total Force Service Center](#) through **Error! Reference source not found.**

9.14.2. Removal of Erroneous Documents.

To remove erroneous documents from your military personnel record (ARMS/PRDA), contact the [Total Force Service Center](#) with your personal information, type of problem, form, document and/or item number.

9.14.3. Updating Duty History.

To update duty history, officers must have performed in the duty for at least 60 or more calendar days, and enlisted must have performed in the duty for at least 120 or more calendar days. TDY duty history can't be updated in a member's Duty History. Other than the duty history, only effective date, Command Level, DAFSC, Duty Title, Unit, Installation and MAJCOM can be updated. Send request and all source documents via vPC-GR to the [Total Force Service Center](#). If the member is meeting a board, make sure the request includes the board ID/date. After submitting the request, call or email the [Total Force Service Center](#) so it can be flagged. The following are acceptable source documents:

- AF Form 1098, Special Task Certification and Recurring Training
- AF Form 910, Enlisted Performance Report (AB thru TSgt)
- AF Form 911, Senior Enlisted Performance Report (MSgt thru CMSgt)
- AF Form 707A, Field Grade Officer Performance Report (Maj thru COL)
- AF Form 707B, Company Grade Officer Performance Report (2LT thru Capt)
- Special Orders (P-Series)
- General Orders (for organizational Changes)

9.14.4. Personal Records.

It is highly recommended that IRs keep a personal copy of their MPerR as well as copies of assignment and participation orders, 40As, pay documents, LES, and any other source documentation concerning the member's military career. Source documents may be required to reconcile personnel listings, military records corrections, and for income tax purposes. Copies of the member's records can be obtained in PRDA accessible through **Error! Reference source not found..**

Chapter 10 - ENTITLEMENTS AND BENEFITS INFORMATION



10.1. 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. IRs can obtain uniform items at military clothing sales stores.



AF IMT 656

10.1.1. Enlisted.

IMAs who have no prior Air Force affiliation 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. In addition, current members are entitled to a replacement-in-kind every 3 years of duty and 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, member must contact the servicing detachment's Uniform Program Manager to complete an [AF IMT 656, Clothing Request and Receipt](#) for submittal to RMG/FM. The request must show member's name rank, SSN, type of clothing and quantities requested, the Det Uniform Program Manager, POC (if other than the IMA) and an e-mail address or fax number to where the IMA wishes to receive the approved request. RMG/FM will forward approved AF IMT 656 and instruction letter to the member via email or fax provided on the AF IMT 656. The member must take the form and letter to the nearest military clothing sales store to receive items authorized. Members must follow the instructions provided in the letter, ensuring the final receipt is sent back to RMG/FM.



AF IMT 1969

10.1.2. Officers.

In general, officers are not eligible for uniform replacements and must purchase all uniform items at personal expense. **EXCEPTION:** 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 servicing RPO. **NOTE: PIRR** members are responsible for purchasing their own uniform items. **No reimbursement is authorized.**

10.1.3. Physical Training (PT) Uniforms.

Enlisted IRs deploying in support of AEF and/or 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 completed [AF IMT 656](#). All

other enlisted IMAs will receive two T-shirts, two shorts, one jacket and one pair of pants. Officers must purchase the PT uniform at their own expense.

10.1.4. 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, are available for purchase at military clothing sales stores. IRs may purchase optional items at their own expense. 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 member leaves the unit.

10.1.5. Military Clothing Ordering Information and Alterations Policy.

Most uniform items (Service Uniform, Mess Dress, ABUs, 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](#).



10.2. Identification Card.

IRs must have an *Armed Forces Identification Card* (Common Access Card [CAC]) and should carry it with them at all times. CAC cards can be obtained at the Customer Service Section at the MPS. Source documents to receive a new card are: reenlistment documents, promotion orders, and/or assignment orders. Marriage certificates and birth certificates will be needed for family members.

10.3. 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. In addition, IRs must provide a copy of their orders to initiate benefits. IRs can also update DEERS information through **Error! Reference source not found.**

10.4. Identification Tags (Dog Tags).

ID tags (dog tags) can be obtained from the nearest MPS or designated section within assigned unit. Questions regarding dog tags should be directed to an AC 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 a 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. Education Opportunities.

The Air Force Reserve offers several education opportunities and assistance programs. Some of the most common are:



10.6.1. Community College of the Air Force (CCAF).

CCAF is a federally-chartered degree-granting institution that serves the AFs enlisted total force. They partner with over 90 affiliated AF schools, 82 Education Service Offices located worldwide, and more than 1,500 civilian academic institutions to serve more than 320,000 active, guard, and reserve enlisted personnel, making CCAF the world's largest community college system. CCAF is the only college system solely for enlisted members. Their programs are designed to provide students with knowledge, skills and theoretical background for enhanced performance as technicians and noncommissioned officers. CCAF offers degree programs, certifications (such as the Professional Managers Certification), licensure programs, and regional accreditation. Programs of study must relate to the member's AFSC. A maximum of 30 semester hours of degree-applicable examination credit may be applied to satisfy degree requirements. Credit may be applied for examinations offered by Defense Activity for Non-traditional Education Support (DANTES), College Level Examination Program (CLEP), College Board, Excelsior College and the Defense Language Proficiency Test. To find out about the program and how to combine civilian credit to earn an associate degree contact the local base education office.



10.6.2. Defense Activity for Non-Traditional Education Support (DANTES).

DANTES sponsors a wide range of examination programs to assist service members in meeting their educational goals. They include:

- Credit-By-Exam - CLEP, DSST
- Entrance Tests - ACT Assessment Test, Graduate Management Admission Test (GMAT), Graduate Records Examination (GRE), and SAT Reasoning Test
- Other – General Education Development (GED), Praxis

DANTES will fund or reimburse member for examinations free of charge. Contact the local base education office to check test availability and to schedule testing.

10.6.3. Montgomery G.I. Bill Program-Selected Reserve (MGIB-SR).

IRs eligible for the MGIB-SR and may use this education assistance program for degree programs, certificate or correspondence courses, cooperative training, independent study programs, apprenticeship/on-the-job training, and vocational flight training programs. Remedial, refresher and deficiency training are available under certain circumstances. Eligibility for this program is determined by the Selected Reserve Component. Veteran's Affairs (VA) makes the payments for this program. IRs may be entitled to receive up to 36 months of education benefits. Eligibility for the program normally ends on the day members leave the Selected Reserve.

10.6.4. Post 9/11 GI Bill.

The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. The Post-9/11 GI Bill is effective August 1, 2009. Approved training under the Post-9/11 GI Bill includes graduate and undergraduate degrees, vocational/technical training, on-the-job training, flight training, correspondence training, licensing and national testing programs, entrepreneurship training, and tutorial assistance. All training programs must be approved for GI Bill benefits.

DoD may offer the opportunity to transfer benefits to spouses or dependent children for individuals who were members of the Armed Forces on 1 Aug 2009. Visit the [VA GI Bill Website](#) for more information.

10.6.5. Tuition Assistance.

Tuition Assistance (TA) is available to participating reservists for both distance learning and on-campus courses. TA is offered each fiscal year (defined as Oct. 1 - Sept. 30) as long as funding is available. Although funding must be requested before the start of class, TA is paid on a reimbursable basis, after the student successfully completes the course(s) for which TA was requested and approved. Successful course completion is defined as receiving a letter grade of C- or better.

10.7. Legal Assistance.

IRs may receive full assistance from the base legal office. Legal offices help accomplish documents such as wills or powers 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 powers 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. Go to the [Air Force Legal Assistance Web Site](#) to find an office in the local area and receive further information.

10.8. Family Readiness.

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. IRs are encouraged to contact the A&FRC prior to deployments. For more information, contact the A&FRC at the nearest base.

10.9. Medical Entitlements.

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

10.9.1. Medical Treatment.

The type of medical treatment IRs are eligible for depends on their status.

10.9.1.1. 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 PHA) is limited to emergencies on a space available basis. The medical facility commander is the final approval authority for this type of care.

10.9.1.2. IDT 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 PHA examination. Ancillary lab/medical test results from a private health care provider can be added to the PHA if accomplished within the last 11 months of prior PHA.

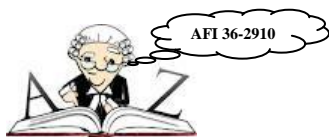


10.9.2. Tricare Reserve Select (TRS).

TRICARE Reserve Select (TRS) is a premium-based health plan available worldwide to Selected Reserve members of the Ready Reserve (and their families) who are not eligible for or enrolled in the Federal Employee Health Benefits (FEHB) program or currently covered under FEHB, either under their own eligibility or through a family member.

NOTE: Those members in the Individual Ready Reserve (IRR) including Navy Reserve Voluntary Training Units (VTU) do not qualify to purchase TRS.

You may visit any TRICARE-authorized provider, network or non-network. Care at military treatment facilities is on a space-available basis only. You do not need a referral for any type of care but some services may require prior authorization. The type of provider you see determines how much you'll pay out-of-pocket. If you're visiting a network provider, you'll pay less out of pocket and the provider will file claims for you.



10.9.3. Line of Duty (LOD) Determination.

LODs authorize compensation and benefits to veterans whose disabilities, illnesses or injuries are found service-connected from their participation as RC members. IRs, who are injured or become ill while performing reserve duty, must have the MTF physician complete an **AF Form 348, Line of Duty Determination**, *promptly*, preferably within 30 days of occurrence. **NOTE:** The injury or illness should have occurred while the member was performing duty on the *most recent* set of orders or AF IMT 40A.

The LOD package requires all medical documentation pertaining to the injury or illness and a copy of the orders or AF Form 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. Surgical correction for conditions existing prior to military service may be performed only where it is immediately necessary to save 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.



10.9.4. Medical Continuation.

Members on active duty under RPA or MPA orders for a specified period of 31 days or more who incur a line of duty medical condition should be placed on active duty, medical-specific, orders to ensure they receive the medical care and treatment they are entitled until they are returned to the duty, processed through the Disability Evaluation System, or the medical condition has been determined not to be in the line of duty. The condition must not only be service connected but also render member “unable to perform military duties”. **NOTE:** An approved LOD for any medical condition does not automatically entitle members to medical continuation orders, the service connected condition must be severe enough that a level of incapacitation occurs that renders the member physically unable to perform any military duties. Members should contact their PM or BIMAA for more information or to complete a medical continuation orders package.

10.9.5. Incapacitation (INCAP) Pay.

Members on orders for 31 days or more, who would otherwise be retained on orders due to an incapacitation, but elect to leave active duty, are entitled to INCAP pay and medical/dental treatment in military treatment facilities for the line of duty medical/dental condition. Members receiving incapacitation pay do not accrue points. Contact member’s servicing PM or BIMAA for more information concerning INCAP Pay.

10.9.6. Pregnancy of USAFR Personnel.

Reservists are not authorized government medical care for 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 the 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 **AF IMT 656**, 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 36-2905, Fitness Program**, provides further guidance.



10.10. 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.

10.11. Virtual Record of Emergency Data (vRED).

The Air Force uses information on this form to notify the 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 death. Review the form often to ensure that this information is current. Review and updates can be made on the vMPF accessible through myPers website: <https://gum-crm.csd.disa.mil/app/login/redirect/processes%252Fform%252Ffn%252Fvdb/session/L3NpZC8xekV40FZfaw==>

10.12. 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 he/she 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 MPS. Forward a copy to the designated RPO. The Leave and Earning Statement LES will reflect the premium amount. **PIRR** can submit payment to the [Disbursing Operations Directorate](#)

10.13. Reserve Component Survivor Benefit Plan (RCSBP).

The RCSBP is the only program that allows Airmen to leave a percentage of their future Air Force retired pay as a monthly annuity to their beneficiaries. This Plan does not make a single lump sum payment like insurance but instead, pays benefits to qualified survivors each and every month. IRs who have completed the years of satisfactory service required for retired pay eligibility are entitled to coverage under the RCSBP. ARPC notifies eligible IRs to go the vPC-GR Website accessible through **Error! Reference source not found.** to download their "Notification of Eligibility for Retired Pay" letter and the "Reserve Component Survivor Benefit Plan Information" packet. Airmen must concur or non-concur with the automatic election that's based on their eligible dependents in MILPDS. More information on RC-SBP can be located in .

IMPORTANT! Retired pay stops at death! The election made in this plan is **IRREVOCABLE BY LAW**, except under special circumstances by law.

10.14. Official Notification for Retired Pay (20 year letter).

HQ ARPC/DPPR will issue IRs an official letter when:

- IRs complete 20 years of satisfactory federal service
- IRs meets all requirements except for attainment of age 60 to be eligible for retired pay,
- To request 20 year letter, visit vPG-GR accessible through **Error! Reference source not found.**

10.14.1. Officer Retirement Grade.

Unless entitled to a higher grade under 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, MSD or physical disqualification (with 20 satisfactory years of service). 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.

10.14.2. Enlisted Retirement Grade.

Enlisted reservists, who retire other than for physical disability, retire in the grade they hold on the date of retirement unless entitled to a higher grade under another provision of law. 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 (SecAF) 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.

NOTE: If an Airman took a voluntary demotion, ARPC has the authority to authorize retired pay to be calculated in the higher grade. However, if the Airman was demoted for cause, then all information pertinent to the demotion may be forwarded to the secretary of the Air Force for a grade determination.

10.15. How to Apply for Retirement.

10.15.1. Assignment or Transfer to the Retired Reserve.

Eligible members can apply for to transfer to the retired reserve via vPC-GR accessible through **Error! Reference source not found.** Members may want to review RCSBP9 entitlements information and visit the retirement pay calculator on the vPC-GR prior to establishing effective date. To determine retired pay, members will need their "Total Retired Points" and "Years of Service" obtained off their LES.

10.15.2. Active Duty Military Retirement

To be eligible for an active duty military retirement, members must have accumulated 20 years of Total Active Military Service (TAFMS). Eligible members must complete a Retirement Personnel Processing Application (RPPA) in vMPF accessible through **Error! Reference source not found.** If members are officers and they wish to retire in their officer grade, they must also have 10 years of commissioned service. To verify TAFMS, submit a request using vPC-GR accessible through **Error! Reference source not found.** If applying for an active duty retirement, members must also fill out a **DD Form 2656, Data for Payment of Retired Personnel**, for pay purposes and attach with retirement application. Section II of the DD Form 2656 must be complete.

10.16. Reduced Retired Pay Age.

The **2008 National Defense Authorization Act, Section 647** directs that retirement age of 60 shall be reduced by three months for each aggregate (cumulative) of 90 days of active duty service performed supporting a contingency after 28 January 2008. The total reduction in retirement age will not be reduced below 50 years of age regardless of the amount of days the member accumulated.

Attachment 1 - GLOSSARY OF TERMINOLOGY

Active Duty Sanctuary - Under Title 10, U. S. C. § 12686, Reserve members on Active Duty who are within two years of reaching 20 Total Active Federal Military Service (TAFMS) years are eligible to claim sanctuary as long as they have not signed a statement of understanding (SOU) waiving their rights. AFI 36-2131 provides guidelines and instructions for claiming sanctuary.

Active Duty for Special Work Support (ADSW) or Active Duty for Operations Support (ADOS) - ADSW/ADOS may be used for projects that directly support Reserve component programs in which training for the member itself is not the primary objective, but a significant outcome.

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 RC 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 RCs 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) - Provides emergency financial assistance 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 IRs assigned to these activities.

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

Air Force Personnel Services (MYPERS) - MYPERS is designed to be the one place for all Airmen--Active Duty, Guard, and Reserve--as well as civilians and retirees, to take care of their individual personnel needs. The MYPERS website has been designed to help search so that only the top, relevant articles will percolate to the top of the query, rather than hundreds of unrelated items.

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

Airman Leadership School (ALS) - PME required to be promoted from E-4 to E-5.

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

Air Reserve Component (ARC) - Composed of members of the United States Air Force Reserve (USAFR) and Air National Guard (ANG).

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-R): The automated system by which Individual Reservists can request or check the status for orders from any computer. This includes ACT, 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 members do not receive government-provided housing. Your BAH depends upon home of residence or PCS location, pay grade and whether or not the member has 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 IRs. BIMAAAs are assigned to provide guidance and assistance to commanders, Unit Reserve Coordinators, IRs, military personnel flights and the commander support staffs in accordance with AFI 36-2629, para 1.17 and PSDM 09-27.

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 administered by AFIADL. Enlisted personnel must successfully complete CDCs 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, and HQ Air Force Office of Special Investigations (AFOSI), generally centrally manage 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.

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 Switched 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 in response to involuntary activation.

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

Extended Active Duty (EAD) - 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.

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

Good Year - See Satisfactory Year.

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

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 Military Service Obligation (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. The 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 Reservist (IR) - Individual Mobilization Augmentees or Participating Individual Ready Reserve members assigned or attached to Regular Air Force, Combatant Commands (COCOMS), Joint Elements, OSD Staff or DoD staff Agencies.

Military Personnel Data System (MilPDS) - Computer system designed to update personnel data transactions into the Base-Level and headquarters Air Force and Defense Joint Military Pay Systems - RC (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 Section (MPS) - The centralized AC, 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 RC of the armed forces.

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.

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."

Participating Individual Ready Reserve (PIRR) - Individual Non-SELRES members (also known as the RRPS) attached to Regular Air Force units supported by the RMG. PIRR may only participate in non-pay status (except when performing duties under an MPA manday authority (Title 10 U.S.C. § 12301d), but earn points toward retirement.

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 the MPS 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 (PM) - A MAJCOM level manager of assigned IRs. The PM staff, located at the detachment, will assist and inform IRs 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 an 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, ANG, 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) - Financial Service office for IRs to establish their pay account and submit paperwork for pay and non- travel reimbursement.

Reserve Personnel Appropriation (RPA) Tours - RPA tours are used to support a training program for the Reserve mission. Special tours of ADT or ADSW and school tours are funded and allocated by RPA. RPA 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 Code (RSC) - A two-letter code that determines IRs training category and training requirements. Reserve Section Codes are located on the IRs 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.

Selected Reserve (SelRES) - Members of the RC as an National Guard, Traditional Reserve, AGR, Air Reserve Technician, or IMA or those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other Reserve. All Selected Reservists are in an active status. The Selected Reserve also includes persons performing initial active duty for training.

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 or PIRR may be attached to for training; location of inactive duty training. Sometimes used interchangeably with assignment.

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

Attachment 2 - GLOSSARY OF REFERENCES AND FORMS

DoD Forms Management Program

DoD Forms, Standard Forms (SF), and Optional Forms (OF))

<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>

Air Force e-Publishing

AF, MAJCOM, DRU, FOA, and NAF Forms and Publications

<http://www.e-publishing.af.mil/>

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[DD Form 2656](#), Data for Payment of Retired Personnel, April 2009
[DD Form 2813](#), Department of Defense, Active Duty/Reserve Forces Dental Examination, Sep 2006
[Form W-4](#), Employee's Withholding Allowance Certificate, 2011
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[SF Form 1164](#), Claim for Reimbursement for Expenditures On Official Business, Nov 1977
[SGLV 8286](#), Servicemembers' Group Life Insurance, Jun 2011

Attachment 3 – WEBSITES AND RESOURCES

Advance Distributed Learning System (ADLS)

https://golearn.csd.disa.mil/kc/main/kc_frame.asp

AAFES Catalog Sales Center.

<http://www.shopmyexchange.com>

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

Toll-Free: 1-800-527-2345

FAX: 1-800-446-0163

Air Force e-Publishing (AF, MAJCOM, DRU, FOA, and NAF Forms and Publications)

<http://www.e-publishing.af.mil/>

Air Force Fitness Management System (AFFMS)

https://www.my.af.mil/affms/cfm/fms/index.cfm?FuseAction=Fitness_Home

Air Force Institute of Technology (AFIT)

AFIT Academic

Classification and Coding

Bldg 642

2950 Hobson Way

WPAFB OH, 45433-7765

E-mail: afit.coding@afit.edu

Air Force Personnel Services (MYPERS)

<https://gum-crm.csd.disa.mil/app/landing>

Access to:

AFPC Access Secure -(vMPF, PRDA, RMVS)

CEI

CoS

DEERS

vPC-GR

Air Force Portal

<https://www.my.af.mil/faf/FAF/fafHome.jsp>

Access to:

ADLS

AFFMS

AFPC Access Secure-(vMPF, PRDA, RMVS)

ARCNet

AROWS-R (UTAPS-Web)

CEI

DEERS

WebPHA

Air Force Legal Assistance Web Site

<https://aflegalassistance.law.af.mil/lass/lass.html>

Air Force Personnel Center (AFPC) Secure Website

<https://www.afpc.randolph.af.mil/AFPCSecure/Default.asp>

Air Force Reserve Orders Writing System (AROWS-R)

<https://arowsr.afrc.af.mil/arows-r/>

The Air Force Reserve Website

<http://www.afreserve.com>

Air Reserve Personnel Center (ARPC)

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

Air University

<http://www.au.af.mil/au/>

ARCNet (Access through AF Portal)

<https://www.my.af.mil/reservenetprod/resnet/classic/home.asp>

AROWS-R

<https://arowsr.afrc.af.mil/arows-r/>

AROWS-R Guide

<http://www.afrc.af.mil/shared/media/document/AFD-100927-069.pdf>

AROWS-R Help Desk

877-294-5822, or DSN: 497-0522, 497-1258, 497-1019

afrcfm.arowsr@afrc.af.mil.

HQ ARPC/DPSVN (Enlisted Only-for updating academic education)

6760 E Irvington Pl

Denver CO 80280-4000

(800) 525-0102

DSN: 926-7036

Civilian Employment Information (CEI)

<https://www.dmdc.osd.mil/appj/esgr/index.jsp>

Community College of the Air Force (CCAF)

<http://www.au.af.mil/au/ccaf/>

Defense Activity for Non-Traditional Education Support (DANTES)

http://www.dantes.doded.mil/DANTES_Homepage.html

DFAS my Pay

<https://mypay.dfas.mil>

DoD Forms Management Program (DoD Forms, Standard Forms (SF), and Optional Forms (OF))

<http://www.dtic.mil/whs/directives/infomgt/forms/index.htm>

The DoD Lodging Net

www.dodlodging.net

1-888-235-6343 (888 AF LODGE)

Education and Training Course Announcements (ETCA)

<https://www.my.af.mil/etccourses/default1.asp>

Employer Support of the Guard and Reserve

<http://www.esgr.org/site/>

Equal Employment Opportunity Commission

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

Federal Employees' Group Life Insurance Calculator

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

Federal Employees Retirement Calculator (both CSRS & FERS)

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

Federal Voting Assistance Program

www.fvap.gov

FedRooms.com

<https://www.fedrooms.com/>

IMA Travel Office

1392 Second Street

Dobbins ARB, GA 30069-4823

email: dobbins.imatravel@us.af.mil

FAX: 478-327-0625 or DSN: 497-0625

Military Treatment Facilities (MTF)

<http://www.tricare.mil/mtf/>

RAPIDS Site Locator

<http://www.cac.mil>

Readiness Management Group Website (RMG Website)

<http://www.afrc.af.mil/library/rmg/index.asp>

Contains:

- Current Det PM and BIMAA contact list
- Link to UTAPSWeb
- Training Info

HQ RMG/DPAF

Aviation Resource Management Office
233 N Houston Road
Suite 131A
Warner Robins, GA 31098
Comm 487-327-1433/DSN 497-1433
afrc.rmgdof@us.af.mil

HQ RMG/RPO

233 N Houston Road
Suite 131A
Warner Robins, GA 31093
Comm 478-327-2385/DSN 397-2385
FAX 497-1883
RMG.RPO@us.af.mil

HQ RMG/SG

233 Houston Rd., Ste. 131A
Warner Robins, GA 31093
Commercial: (478) 327-2349 or DSN 497-2349
afrc.rmgsg@us.af.mil

Red Cross Emergency Communication Services

www.redcross.org
(877) 272-7337

Reserve Pay Offices (RPO)

<http://www.afrc.af.mil/shared/media/document/AFD-100203-045.pdf>

Servicemembers' Civil Relief Act

http://www.justice.gov/crt/spec_topics/military/index.php

Servicemembers & Veterans Group Life Insurance (SGLI, VGLI, and TSGLI)

<http://www.insurance.va.gov/sgliSite/default.htm>

SGLI Payment Address (PIRR/Cat E)

Disbursing Operations Directorate
3801 Center Collections
PO Box 2694901
Indianapolis, IN 42649-9490

Thrift Savings Plan (TSP)

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

Total Force Service Center

Phone 1 (800) 525-0102

DSN 847-3294

Fax (478) 327-2215 DSN 497 Overseas: DSN 312-847-3294

6 a.m. to 6 p.m. MT

Monday - Friday

8 a.m. to 4 p.m. MT

first three Saturdays of each month

Tricare Reserve Select

<http://www.tricare.mil/mybenefit/home/overview/Enrollment/TRS>

USAA (Insurance and banking for military members and veterans)

https://www.usaa.com/inet/ent_logon/Logon

UTAPS-Web

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

Dept of Veterans Affairs (VA):

VA Records Management Center

P.O. Box 5020

St. Louis MO 63115

Phone: 314-538-4500

VA GI Bill Website

<http://www.gibill.va.gov/>

The Yellow Ribbon Reintegration Program

<http://www.yellowribbon.mil/>

Attachment 4 – ACRONYMS

AAFRES	Army & Air Force Exchange Service	CDC	Career Development Courses
A&FRC	Airman & Family Readiness Center	CED	Contingency/Exercise/Deployment (CED)
ACIP	Aeronautical Crew Incentive Pay	CEI	Civilian Employment Information
AC	Active Component	CFETP	Career Field Education and Training Plan (CFETP)
AD	Active Duty	CFP	Career Focus Program
ADCON	Administrative Control	CLEP	College Level Examination Program
ADL	Advanced Distributed LIST	CMAS	Command Manday Allocation System
ADLS	Advanced Distributed Learning System	COLA	Cost of Living Allowance
ADOS	Active Duty for Operational Support	CONUS	Continental United States
ADSW	Active Duty for Special Work	CoS	Continuum of Service
ADT	Active Duty for Training	CRO	Change of Rating Official
AEA	Actual Expense Allowance	CSA	Controlled Spending Account
AEF	Aerospace Expeditionary Force	CZTE	Combat Zone Tax Exclusion
AF	Air Force	CSS	Commander's Support Section
AFELM	Air Force Element	DAFSC	Duty AFSC
AFAS	Air Force Aid Society	DANTES	Defense Activity for Non-traditional Education Support
AFFMS	Air Force Fitness Management System	DDRP	Drug Demand Reduction Program
AFPC	Air Force Personnel Center	DE	Developmental Education
MYPERS	Air Force Personnel Services	DEERS	Defense Eligibility Enrollment Reporting System
AFRC	Air Force Reserve Command	DFAS	Defense Finance and Accounting Services
AFSC	Air Force Specialty Code	DL	Distance Learning
AFVEC	Air Force Virtual Education Center	DLC	Duty Limitation Code
AGR	Active Guard and Reserve	DoD FMR	Dept of Defense Financial Management Regulation
ALO	Air Force Academy Admissions Liaison Officer	DRU	Direct Reporting Unit
ANG	Air National Guard	DTS	Defense Travel System
AOR	Area of Resistance	EAD	Extended Active Duty
APC	Agency Program Coordinator	ECI	Extension Course Institute
ARCNet	Air Reserve Component Network	ECP	Extension Course Program
ARMS	Automated Records Management System	EFT	Electronic Funds Transfer
AROWS-R	Air Force Reserve Orders Writing System	EPME	Enlisted Professional Military Education
AT	Annual Training	EPP	Extended Promotion Program
AU	Air University	EPR	Enlisted Performance Report
BAH	Basic Allowance for Housing	e-QIP	Electronic Questionnaires for Investigations Processing
BAS	Base Allowance for Subsistence	ETS	Expiration of Term of Service
BIMAA	Base Individual Mobilization Augmentee	FA	Fitness Assessment
BSM	Base Security Manager	FAC	Fitness Assessment Cell
CAC	Common Access Card	FAM	Functional Area Manager
CAP	Civil Air Patrol		
CCAF	Community College of the Air Force		
CDA	Corporate Dental Application		

FD	Force Development	OSA	Overseas Allowance
FEF	Flight Evaluation Folder	OWC	Orders Writing Cell
FOA	Field Operating Agency	PCA	Permanent Change of Assignment
FRF	Flight Record Folder	PCARS	Point Credit Summary
FSA	Family Separation Allowance	PCE	Professional Continuing Education
FY	Fiscal Year	PCS	Permanent Change of Station
GCTO	Government Contracted Travel Office	PDC	Professional Development Center
GED	General Education Development	PDMRA	Post Deployment/Mobilization Respite Absence
GPA	General Power of Attorney	PEP	Promotion Enhancement Program
GTC	Government Travel Card	PFM	Personal Financial Management
HDIP	Hazardous Duty Incentive Pay	PHA	Preventive Health Assessment
HDP	Hazardous Duty Pay	PIRR	Participating Individual Ready Reserve
HFP/IDP	Hostile Fire/Imminent Danger Pay	PLEAD	Place Last Entered Active Duty
IDE	Intermediate Developmental Education	PM	Program Manager
IDT	Inactive Duty for Training	PMC	Professional Managers Certificate
IMA	Individual Mobilization Augmentee	PME	Professional Military Education
INCAP	Incapacitation Pay	POV	Privately Operated Vehicle
IR	Individual Reservist	PRC	Presidential Reserve Call-Up
IRR	Individual Ready Reserve	PRDA	Personnel Records Display Application
ISLRS	Inactive Status List Reserve Section	PRF	Promotion Recommendation Form
JFTR	Joint Force Travel Regulations	PSM	Personnel Systems Manager
JPAS	Joint Personnel Adjudication System	PT	Physical Training
LES	Leave and Earning Statement	PV	Position Vacancy
LOD	Line of Duty Determination	R/R	Retirement and Retention
MAJCOM	Major Command	RASL	Reserve Active Status List
MDVO	Medical, Dental, Vegetarian, Optometrist	RAPIDS	Real Time Automated Identification System
MEDCON	Medical Continuation	RC	Reserve Component
MGIB-SR	Montgomery GI Bill Program – Selected Reserve	RCSBP	Reserve Component Survivor Benefit Plan
MilPDS	Military Personnel Data System	RDEDDB	Reserve Developmental Education Designation Board
MPA	Military Personnel Appropriation	R-EDP	Reserve Enlisted Development Plan
MPerRGp	Military Personnel Record Group	RegAF	Regular Air Force
MPO	Military Pay Order	RHRP	Air Force Reserve Health Readiness Program
MPS	Military Personnel Section	RMG	Readiness Management Group
MSD	Mandatory Separation Date	RMP	Readiness Management Period
MTF	Military Treatment Facility	RMVS	Reserve Management Vacancy System
NARS	Non-Affiliated Reserve Section	RNLTD	Report No Later Than Date
NCO	Non-Commissioned Officer	R-ODP	Reserve Officer Development Plan
OCONUS	Outside the Continental United States	ROPMA	Reserve Officer Personnel Management Act
OHA	Overseas Housing Allowance	RPA	Reserve Personnel Appropriation
OPB	Officer Pre-Selection Brief	RPO	Reserve Pay Office
OPCON	Operational Control	RRPS	Ready Reinforcement Personnel Section
OPR	Officer Performance Report		

RSSB	Reserve School Selection Board
SAR	Security Access Requirement
SC	Specialized Courses
SCRA	Servicemembers Civil Relief Act 2003
SECAF	Secretary of the Air Force
SDE	Senior Developmental Education
SEDEB	Senior Enlisted Developmental Education Board
SGLI	Service Group Life Insurance
SITW	State Income Tax Withholding
SOU	Statement of Understanding
SRP	Selective Reenlistment Process
SSCRA	Soldiers' and Sailors' Civil Relief Act of 1940
SSS	Selective Service System
TA	Tuition Assistance
TAFMS	Total Active Federal Military Service
TDY	Temporary Duty
TFSC	Total Force Service Center
TMO	Travel and Management Office
TOD-C	Tour of Duty Certification
UDM	Unit Deployment Manager
UFPM	Unit Fitness Program Manager
UPMR	Unit Personnel Management Roster
URC	Unit Reserve Coordinator
USAFR	United States Air Force Reserve
USERRA	Uniformed Services Employment and Reemployment Rights Act
UTAPS	Unit Training Assembly Participation System
UTM	Unit Training Manager
VA	Verterans Affairs
vMPF	Virtual Military Personnel Flight
VOCO	Verbal Orders of the Commander
vPC-GR	Virtual Personnel Center-Guard Reserve
vRED	Virtual Record of Emergency Data
VRP	Volunteer Resource Program
VRS	Volunteer Reserve System
WebPHA	Web Preventive Health Assessment