



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AIR RESERVE PERSONNEL CENTER

1 October 2002

Dear Member,

Here is your new Individual Reserve Guide which supersedes the previous guide dated 7 October 1999. This revised publication requires a thorough review, please read it carefully, and retain a copy in your Mobilization Readiness Folder.

This guide is an electronic publication only. When changes are required, they will be made on the ARPC homepage as they occur at arpc.afrc.af.mil. Another good source of information is the Air Reserve Personnel Update, a newsletter published by the ARPC Public Affairs office every month. This publication can be found at arpc.afrc.af.mil, and then click News and Information. It contains important information from ARPC on various changes and updates on many personnel and pay issues.

If you have any questions regarding this guide please contact HQ ARPC/DPST, toll free at 1-800-525-0102 ext 71300 or DSN 926-6261.

//SIGNED//

B. ROSE WEINRICH

Director

Customer Assistance Directorate

Individual Reserve Guide
A Guide for Individual Reservists and their Supervisors

This training guide answers some commonly asked questions about the Individual Reserve Program, provides points of contact for assistance, and provides instructions for completing forms regularly used by Individual Mobilization Augmentees (IMAs), Participating Individual Ready Reserve (IRR), and Standby Reserve members. **Air Force Instruction (AFI) 36-2629, Individual Mobilization Augmentee Management**, is the guideline for managing the IMA program. Air Force Instruction **26-2633, The Air Force Reserve Individual Ready Reserve Programs-Management and Mobilization**, is the guideline for managing the Individual Ready Reserve.

In the case of conflict with Air Force or major command instructions, the applicable instruction will take precedence over this guide. Send recommended changes to this guide to Headquarters Air Reserve Personnel Center; Attn: Individual Reserve Liaison Division (HQ ARPC/DPST); 6760 E. Irvington Pl. #4000; Denver, CO 80280-4000, toll free 1-800-525-0102, Ext. 300, or commercial (303) 676-6261, DSN 926-6261.

The ARPC homepage at <http://arpc.afrc.af.mil> contains useful information and will answer many of your questions, it also provides a link to the Air Force "publications and forms" website at <http://afpubs.hq.af.mil>. You should keep these websites handy or better yet, add them to your "favorites." Toll free phone numbers and extensions for calling specific offices at ARPC are provided throughout the guide. For those members who do not know the extension you can also call 1-800-525-0102 and a voice automated system will assist in directing calls to the appropriate office.

This guide is affected by the Privacy Act of 1974. Each form subject to the provisions of **AFI 37-132, Air Force Privacy Act Program**, and required by this publication, contains a Privacy Act Statement either incorporated into the body of the document or in a separate statement accompanying each such document. This publication does not apply to Air National Guard or Air Force Reserve units and members. Authority: **Title 10, United States Code (U.S.C.), Sections 688, 10142, 10143, 10149, 12301, 12303, 12306, 12307, 12731, 12731(a), 12732 and 12733.**

Paragraph/Title **Paragraph**

Chapter 1 - General Information

1.1. The Individual Reserve Program.....	8
1.2. IMA	8
1.3. Training Authorized.....	8
1.4. Obtaining a New Reserve Assignment.....	8
1.5. Training Attachments.....	9
1.6. Reassignment to Non-participating Status (S7XX PAS Codes)	9
1.7. Outprocessing Actions.....	9

Chapter 2 - Volunteerism/Recall/Mobilization

2.1. Authority	12
2.2. Availability	12
2.3. Volunteerism	12
2.4. Involuntary Recall and Mobilization	12
2.5. Responsibilities Upon Involuntary Recall or Mobilization	12
2.6. Notification of Mobilization	12
2.7. Special Instructions If You Are Assigned Outside The CONUS.....	*13

2.8. Delays in Reporting	13
2.9. Mobilization Readiness Folder	13
2.10. Actions to Take Prior to Mobilization	14
2.11. Military Pay	14
2.12. Family Member Care Responsibilities	14
2.13. Leave.....	15
2.14. Mail Procedures While Mobilized	15
2.15. Voting Assistance Program	16
2.16. Provisions of the Soldiers and Sailors Civil Relief Act.....	16
2.17. Re-employment Rights	16
2.18. Emergency at Home.....	16
2.19. Legal Information	16
2.20. Family Support	17

Chapter 3 - Individual Ready Reserve (IRR) and Standby Reserve Information

3.1. Participating IRR and Standby Reserve	18
3.2. Participating IRR.....	18
3.3. Non-Participating IRR Programs	18
3.4. Standby Reserve.....	19

Chapter 4 - Standards: Physical Fitness, Personal Appearance, and Uniforms

4.1. Introduction	21
4.2. Physical Fitness.....	21
4.3. Weight Management Program (WMP).....	21
4.4. General Information on Uniforms	*21
4.5. Specialty Badges, Organizational Emblems, and Special Insignia	23
4.6. Military Clothing Ordering Information and Alterations Policy.....	23
4.7. Awards and Decorations	24

Chapter 5 - Participation and Point Credit

5.1. Mandatory Training Requirements	27
5.2. Annual Training (AT).....	*27
5.3. Inactive Duty Training (IDT) Participation	27
5.4. Special Tour Types and Purposes	27
5.5. School Tours	28
5.6. Air Force Institute For Advance Distributed Learning (AFIADL) (formerly ECI) Participation	28
5.7. Training Substitution	*28
5.8. Applying for RPA, AT, ADT, or ADSW Tours	*28
5.9. Reserve Orders	30
5.10. Amendment and Revocation of Reserve Orders	31
5.11. Verbal Orders of the Commander (VOCO).....	*31
5.12. Applying for MPA Tours.....	32
5.13. Active Duty Sanctuary Waivers Associated With RPA (ADS) Tours and MPA Tours	*32
5.14. Applying for IDT	*33
5.15. Point Crediting	*33
5.16. R/R Date	33
5.17. R/R Year Participation	33
5.18. Fiscal Year Participation	34
5.19. Maximum Points Creditable	*34
5.20. Maximum Points Creditable For Retirement	*34
5.21. ANG/USAFR Point Credit Summary (AF Form 526)	34

Chapter 6 - Supervisory Information

6.1. Introduction	51
6.2. Individual Reservist Authorization	51
6.3. Individual Reservist Training Documentation.....	51
6.4. Scheduling Participation and Training.....	52
6.5. Training Requirements	52
6.6. Formal School Training.....	*53
6.7. Military Standards and Decorations.....	54
6.8. Outstanding Performance Awards	54
6.9. Enlisted Promotions.....	55
6.10. Promotion Procedures	55
6.11. Officer Promotions	56
6.12. Performance Reports.....	56
6.13. Feedback.....	58

Chapter 7 - Individual Personnel Management

7.1. Introduction	60
PART A - Enlisted	
7.2. Career Progression	60
7.3. Enlisted Performance Reports (EPRs)	60
7.4. Performance Report Appeal Action	60
7.5. Reenlistment and Separation	61
7.6. Non-EAD Airman Commissioning Program	61
PART B - Officer	
7.7. Enlisted Incentive Bonus	*62
7.8. Selection Folder	62
7.9. Officer Performance Reports (OPRs)	*64
7.10. Reserve of the Air Force Officer Promotions	64
PART C - Mobilization Assistant (MA)	
7.11. Senior Officer and BIMAA Management Division (HQ ARPC/CVG)	65
7.12. General Officer Selection Procedures.....	65
7.13. Promotion Criteria for General Officer Grades.....	66
PART D - Education	
7.14. Professional Military Education (PME).....	67
7.15. Correspondence Courses	67
7.16. Testing.....	67
7.17. Updates of PME and Academic Data	67
7.18. Education Opportunities	68

Chapter 8 - Entitlements and Benefits Information

8.1. Your Personal File	71
8.2. Personal Information	71
8.3. Where to Obtain Needed Forms	71
8.4. Reserve Identification Card.....	71
8.5. Commissary Privilege Card (CPC)	71

8.6. Family Member Identification Cards.....	71
8.7. DEERS/RAPIDS	72
8.8. Identification Tags (Dog Tags)	72
8.9. Motor Vehicle Registration.....	72
8.10. Security Clearance.....	72
8.11. Military Personnel Records.....	72
8.12. Military Medical and Dental Records	72
8.13. Flight Record Folder	72
8.14. Correction of Military Records.....	73
8.15. Injury or Illness While Performing IDT, AT, ADSW, or ADT	73
8.16. Obtaining Medical Care.....	73
8.17. Non-availability for Worldwide Duty.....	74
8.18. The Disability Evaluation System (DES).....	74
8.19. Physical Examinations.....	*74
8.20. Pregnancy of USAFR Personnel	75
8.21. Immunizations and Immunizations Records.....	76
8.22. DD Form 93, Record of Emergency Data	76
8.23. Life Insurance Policies.....	76
8.24. Reserve Component Retirement Benefit Plan (RCSBP).....	*76
8.25. Retirement Information	76

Chapter 9 - Reserve Pay and Allowances

9.1. Establishing Your Pay File.....	81
9.2. Reserve Pay Categories.....	82
9.3. Waivers of Compensation or Benefits	*82
9.4. IDT Pay	83
9.5. Procedures for IDT Pay Processing.....	83
9.6. Meals While on IDT	84
9.7. Active Duty Tour Pay and Allowances.....	*84
9.8. Statement of Tour of Duty (AF Form 938)	86
9.9. PayCall.....	87

Chapter 10 - Per Diem and Travel Allowances

10.1. Tour Start and Stop Guidelines.....	88
10.2. Travel Time	88
10.3. Active Duty Tours of Less Than 20 Weeks Within Commuting Distance (outside corporate limits).....	88
10.4. Active Duty Tours Less Than 20 Weeks Outside the Commuting Area	89
10.5. Tours of 20 Weeks or More at One Location.....	89
10.6. IDT Periods.....	89
10.7. Transportation Information	90
10.8. Government Travel Card.....	91
10.9. Filing a Travel Voucher	92

Figures

Figure 1.1. Sample AF Form 1288 (front).....	10
Figure 1.2. Sample AF Form 1288 (back).....	11
Figure 4.1. Sample ARPC Form 29.....	*25
Figure 5.1. Instructions for Completing AF Form 49.....	38
Figure 5.2. Sample AF Form 49	39

Figure 5.3. Instructions for Completing AF Form 40A	40
Figure 5.4. Sample AF Form 40A.....	42
Figure 5.5. Instructions for reading AF Form 526, Point Credit Summary.....	43
Figure 5.6. Sample AF Form 526, Point Credit Summary Report.....	45
Figure 5.7. Sample Participation Schedule - FY and R/R Overlap Slide Rule	*47
Figure 5.8. Blank FY vs R/R Slide Rule	49
Figure 5.9. USAFR Point Credit Summary Definitions	*50
Figure 8.1. Automation Tools and Calculators	*79
Figure 10.1. Instructions for Completing DD Form 1351-2.....	94
Figure 10.2. Sample DD Form 1351-2.....	95

Tables

Table 4.1 Limited Initial Uniform Issue - Women	*26
Table 4.2 Limited Initial Uniform Issue - Men	*26
Table 5.1 Individual Reservist Training Categories	35
Table 6.1 Enlisted Promotion Criteria	59
Table 7.1 The Whole Person Concept	70

Attachments

A - Glossary and Index	97
B - USAFR Organizational Structure	103
C - ARPC Quick Reference List.....	105

* NOTE: The asterisk sign indicates that changes have been made to these chapters.

PERSONAL INFORMATION

Name: _____ **Date:** _____

Unit of Assignment: _____ **R/R Date:** _____

Unit of Attachment: _____ **DAFSC:** _____

Training Category: _____ **Reserve Section:** _____

Supervisor: _____ **Phone:** _____

BIMAA: _____ **Phone:** _____

RPO: _____ **Phone:** _____

Program Manager: _____ **Phone:** _____

MOBILIZATION READINESS FOLDER CHECKLIST:

- _ Certified copy of your marriage certificate
- _ Certified copies of birth certificates for yourself and authorized family members
- _ Certified copies of court orders or decrees pertaining to persons who are your authorized family members
- _ Immunization records: PHS Form 73, International Certificate of Vaccination
- _ Copy of the order or mailgram ordering you to active duty
- _ AF Form 2293, US Air Force Motor Vehicle Operator Identification Card, if applicable
- _ Passport, if applicable
- _ SGLV 8286, Servicemembers' Group Life Insurance (SGLI)
- _ DD Form 93, Record of Emergency Data
- _ Latest officer performance report (OPR)/enlisted performance report (EPR)
- _ Most recent Personnel Record Review
- _ Most recent AF Form 526, Point Credit Summary
- _ AF Form 165, General Power of Attorney, or AF Form 831, Special Power of Attorney
- _ Credential and/or Certification folder, if applicable
- _ AF Form 357, Dependent Care Certification, if applicable
- _ RCPHA with SF 600 overprint, reviewed and signed by a military doctor and a DD Form 2813, Dental form

Virtual Record of Emergency Data (vRED): The vRED is a new feature of the vMPF and replaces the Form Flow version of the DD Form 93, Record of Emergency Data. The vRED, which resides within the Virtual Military Personnel Flight (vMPF) architecture will enable member's 24/7 access to their emergency data through the AFPC secure server from anywhere there is a compute terminal with internet access, and will provide real time central data storage and backup capabilities. Members should visit the vMPF Web site and update their vRED information as soon as possible. Completion of the vRED will be mandatory for all Air Force members. The vMPF is available at www.afpc.randolph.af.mil and then clicking on the vMPF logo in the center of the page. Individuals are highly encouraged to establish a vMPF account by logging onto the vMPF website and following the directions. Individuals will need their SSAN, MAJCOM, pay date and date of rank to establish this vMPF account.

GENERAL INFORMATION

1.1. The Individual Reserve Program. The Air National Guard (ANG) and the United States Air Force Reserve (USAFR) provide first-line backup for the Air Force in the event of war, national emergency or disaster. The mission in peacetime is READINESS. As an individual member of the USAFR, you are an integral part of the Total Force. The individual reserve program is different from traditional USAFR unit programs. There are three types of individual reservists: the Individual Mobilization Augmentee (IMA), Individual Ready Reserve (IRR), and Standby Reserve. As an individual reservist, you are a resourceful, independent person, responsible for your career and your readiness for mobilization day (M-Day), should Reserve forces mobilize. We encourage you to keep copies of all documentation pertaining to your career.

1.2. IMA. All IMAs are in the Selected Reserve and your Reserve Section determines your training requirements. Your Reserve Section is listed on your assignment order and AF Form 526, **ANG/USAFR Point Credit Summary**. Unless otherwise indicated, the Reserve Section codes are listed in Table **5.1** for pay programs. Non-pay programs are explained in Chapter **3**.

1.3. Training Authorized. There are several participating Individual Reserve programs for you to choose from if you want flexibility in your participation. You may apply for assignments in either PAY or NON-PAY programs (see Chapter **3**).

1.3.1. The Individual Ready Reserve (IRR) and Standby Reserve consist of both participating and non-participating members. Information on the IRR and Standby programs is in Chapter **3**.

1.4. Obtaining a New Reserve Assignment (AF Form 1288, Application for Ready Reserve Assignment).

1.4.1. There are several ways to locate current IMA openings to include:

- Calling ARPC/DPABB at 1-800-525-0102 ext 71333
- Contacting the program manager
- Contacting the nearest Base IMA Administrator (BIMAA) (find current names and numbers on the ARPC web page)
- Networking through military associations and friends
- Access the AFPC Secure Web Page and review vacancies in the Reserve Management Vacancy System

1.4.2. To apply for a new position, individuals use the AF Form 1288 (see Figures **1.1** and **1.2**).

- Complete all items on the front of the form
- Forward the form to your current program manager for release approval/disapproval
- Your Program Manager manages the individual reservists assigned to your unit of assignment. The program manager and staff will inform you of any

specialized requirements, provide career advice, and assist with all training problems.

- Your losing organization will complete the first endorsement and if approved, will forward to the gaining organization or HQ ARPC/DPAP
- Continue to train in your present assignment until you receive assignment approval and reassignment orders
- The gaining program manager will input the assignment request into the Reserve Management Vacancy System (RMVS) and forward the application to HQ ARPC/DPAP for assignment processing

1.5. Training Attachments. Contact your Program Manager or BIMAA to assist you in locating a unit of attachment. For information on requirements for the centrally managed programs (HC, JA and SG), contact the program managers at HQ ARPC directly. To establish a unit of attachment for training you must obtain written approval from the unit of assignment and attachment supervisors and you need approval from the gaining Program Manager. Conflict in training assignments and/or attachments preclude the assignment of a federal employee to an IMA position if the same supervisor will be the rating or endorsing official for both the civilian and military appraisal. In these cases, assignment or attachment will not be allowed.

1.6. Reassignment to Non-participating Status (S7XX PAS Codes). Process reassignment to non-participating Reserve Sections (RS) through HQ ARPC/DPAP. For more information, refer to Chapter 3.

1.7. Outprocessing Actions. Upon termination of your Reserve assignment, retirement, or discharge you need to:

- Turn in or pay for issued organizational clothing and personal equipment
- Turn in secured area badges and vehicle registration decals, and closeout your DD Form 1588, **Record of Travel Payments**, at OL/FMF, 1392 Second Street, Dobbins ARB GA 30069-4823
- If terminating officer or noncommissioned officer (NCO) club memberships, ensure you pay all bills
- If moving, provide change of address information to units of attachment and assignment, your program manager, and HQ ARPC/DPSSA/B for communication of post-separation matters
- Explore your options to convert your SGLI to VGLI or obtain a civilian policy. Call the office of SGLI at 1-800-419-1473 for application
- Turn in your Nations Bank Visa Government Travel Card or Bank of America Visa Government Travel Card to your local Agency Program Coordinator (APC)

Figure 1.1. Sample AF Form 1288 (front)

APPLICATION FOR READY RESERVE ASSIGNMENT			
<i>PRIVACY ACT STATEMENT</i>			
<p><i>AUTHORITY: U.S.C. 275 and Executive Order 9397.</i> <i>PRINCIPAL PURPOSES: Request for Ready Reserve assignment must contain current personal information to complete processing. Use of the member's social security number is necessary to make positive identification of the individual and his or her records.</i> <i>ROUTINE USES: This information may be disclosed, upon request, to Federal, State, and local agencies for law enforcement purposes or in pursuit of their official duties and to the Department of Justice for litigation.</i> <i>DISCLOSURE IS VOLUNTARY: An individual who chooses not to submit necessary documentation will not be eligible for Ready Reserve assignment.</i></p>			
<i>INSTRUCTIONS: Complete the application in duplicate. If you need additional space for any item, attach another sheet which indicates the applicable item number(s).</i>			
1. NAME (Last, First, Middle Initial)	2. GRADE	3. DATE OF GRADE	4. SSN
DOE, JOHN M.	LT COL	23 Sep 1995	123-45-6789
5. HOME ADDRESS (if different than permanent address, indicate both)		6. PHONE (include prefix)	7. AFSC
456 ANY STREET ANYTOWN CO 8005		Office (303)676-6531	Primary 33S3
		Home (303)222-5555	Addr 12F3U
8. DATE OF BIRTH	9. HEIGHT (inches)	10. WEIGHT	11. % DISABILITY COMP REC'D
5 Aug 1955	71	195	N/A
12. OFFICER	<input type="checkbox"/> REGULAR	<input checked="" type="checkbox"/> RESERVE	DATE OF ORIGINAL COMMISSION
			25 Dec 1980
13. AIRMAN (ETS)			
14. Remarks/Aeronautical Rating (indicate if on flying status. If requested assignment will authorize flying duty, indicate flying experience by type of aircraft and hours in each, date and type of instrument card now held, and date of last physical examination.)			
15. PRESENT ASSIGNMENT AND ATTACHMENT (indicate military branch, unit address, retirement category, MAF Street address, and phone.)		16. ASSIGNMENT DESIRED (indicate unit preferred, specific program training, and retirement category or description of type of training desired.)	
Air National Guard HQ LA ANG 626 ANY STREET ANYTOWN LA 71000		USSTRATCOM 901 SAC BLVD STE 3 OFFUTT AFB NE 69113-6090	
17. MILITARY SCHOOLS ATTENDED (indicate date, course number, title, and location.)		18. MILITARY EXPERIENCE (indicate DAFSC, position title, level of command, highest grade, and duration. List only experience that directly substantiates your qualifications for assignment requested.)	
1988 - SOS		1989-1995 Quality Management Officer	
19. CIVILIAN EDUCATION (indicate years completed, major subject, and degree, if any.)		20. CIVILIAN EXPERIENCE (in chronological order showing latest experience first, indicate pertinent experience to include employers, positions held, and duration.)	
2 yrs: BS Public Administration 4 yrs: BS Political Science		98-Present US West Director 90-98 AT&T Executive Director	
21. FOR INDIVIDUALS REQUESTING ASSIGNMENT TO A TRAINING SITE BEYOND 100 MILES OR 3 HOURS ONE-WAY DRIVING TIME (AFI 28-2115). I acknowledge my responsibility for any hardships, including financial, incurred in performing the duties of the assignment. I understand I will not be reimbursed for travel expenses incurred for inactive duty training.			APPLICANT'S INITIALS
22. FOR ALL INDIVIDUALS REQUESTING ASSIGNMENT TO A CATEGORY "A" UNIT OR IMA POSITION. I certify that I have not had a UIF established on me within the last 5 years. I understand that if I make a fraudulent statement I am subject to immediate discharge action.			APPLICANT'S INITIALS
I CERTIFY THAT THE DATA CONTAINED HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO ACKNOWLEDGE THAT UPON MY ASSIGNMENT TO THE READY RESERVE, I AM RESPONSIBLE TO NOTIFY MY EMPLOYER OF MY READY RESERVE STATUS AND THAT AS A READY RESERVIST, I SHALL BE SUBJECT TO INVOLUNTARY ORDER TO ACTIVE DUTY IN TIME OF WAR OR NATIONAL EMERGENCY DECLARED BY THE CONGRESS, A NATIONAL EMERGENCY DECLARED BY THE PRESIDENT, OR WHEN OTHERWISE AUTHORIZED BY LAW.			
22. SIGNATURE OF APPLICANT			23. DATE
			2 Sep 1999

AF FORM 1288, JUN 97 (EF-V1) (PerFORM PRO)

PREVIOUS EDITIONS ARE OBSOLETE

Figure 1.2. Sample AF Form 1288 (back)

FIRST INDORSEMENT											
TO HQ ARPC/DPAP						FROM HQ LA ANG					
RECOMMEND		<input checked="" type="checkbox"/> APPROVAL		DISAPPROVAL (State reasons in the "REMARKS" section.)				UIF		YES <input checked="" type="checkbox"/> NO	
REMARKS Individual is recommended for continued military service.											
NAME AND TITLE (Please type) JERRY RICE, COL, LA ANG COMMANDER						SIGNATURE				DATE 10 Sep 1999	
SECOND INDORSEMENT											
TO						FROM					
RECOMMEND		APPROVAL (Furnish assignment data)				DISAPPROVAL (State reasons in the "REMARKS" section.)					
AUTHORIZED GRADE			AUTHORIZED AFSC			FUNCTIONAL CODE			TRNG & RETIREMENT CATEGORY		
UNIT OR TYPE OF ASSIGNMENT			UNIT	MA	RD	OTHER (Specify)					
RESERVE SECTION CODE			DUTY POSITION NUMBER			ASSIGNMENT LOCATION					
UNIT OF ATTACHMENT						REPORTING OFFICIAL (Name and SSN)					
PAS						UNIT OF ATTACHMENT PAS					
EDCSA			RECRUITER ID CODE			RECRUITER DUTY PHONE					
GRADE WAIVER		YES	NO	AUTH	COMMERCIAL						
REMARKS											
NAME AND TITLE (Please type)						DATE					
THIRD INDORSEMENT (Do not include assignment data except to correct original data)											
TO						FROM					
RECOMMEND		APPROVAL		DISAPPROVAL (State reasons in the "REMARKS" section.)							
REMARKS											
NAME AND TITLE (Please type)						SIGNATURE				DATE	
FOURTH INDORSEMENT (Do not include assignment data except to correct original data)											
TO						FROM					
RECOMMEND		APPROVAL		DISAPPROVAL (State reasons in the "REMARKS" section.)							
REMARKS											
NAME AND TITLE (Please type)						SIGNATURE				DATE	

AF FORM 1288, JUN 97 (REVERSE) (EF-VI)

hapter 2

VOLUNTEERISM/RECALL/MOBILIZATION

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

2.2. **Availability.** There are two ways HQ ARPC may activate individual Reservists: Volunteerism (**Title 10, U.S.C., Sections 12301(d)**) and Involuntary Recall or Mobilization (**Title 10, U.S.C., Sections 12301(a), 12302, 12304, 12306, or 12307**). HQ ARPC mobilizes IRR and Standby members only after partial, full, or total mobilization under **Title 10, U.S.C., Sections 12301(a), 12302, or 12306** are invoked.

2.3. **Volunteerism.** Your availability to support a contingency is part of the selection criteria. Your Program Manager, commander, commander's representative, or supervisor may ask if you are available and willing to activate.

2.4. **Involuntary Recall and Mobilization.** You need to be accessible for involuntary recall or mobilization within 24 hours, after notification. You might not receive advance notice of your mobilization. Therefore, you are required to keep your address, phone number, and unit of attachment, if applicable, updated with ARPC. Keep your military supervisor at units of assignment and attachment, informed of how to contact you at all times, and keep your mobilization readiness folder current. By law, you must keep your address current; you can do this by accessing arpc.afrc.af.mil and clicking the Address Changes button or submit your change of address to HQ ARPC/DPSSA/B.

2.5. **Responsibilities Upon Involuntary Recall or Mobilization.**

- Be prepared to begin travel within 24 hours of notification (family members may not travel with you under any circumstances). There may be more lead-time in some circumstances.
- In-process through the unit of assignment or attachment base Military Personnel Flight (MPF)
- Be prepared to begin work immediately
- Have enough money to sustain you and your family until you receive your military pay (approximately two weeks)
- Handcarry all certification and accreditation documentation for professional skills and training records

2.6. **Notification of Mobilization.** Your mobilization notification will be by one or more of the following methods:

- Telephone call from your commander, commander's representative, Program Manager or supervisor
- For IMAs orders will be mailed to you, with electronic versions sent via NIPRNET to your Program Manager. Orders mailed to you (first class, return receipt requested, overnight, special delivery for IRR and Retiree only).
- Announcement by a government official on radio or television

2.6.1. You will receive a "report-no-later-than date" from the notifying official, or the order will clearly state it. You may travel without a written order. The written order will confirm the verbal order. HQ ARPC sends copies to your initial duty location, servicing MPF, and your home of record. Do not delay your departure. You must ensure you arrive within the guidelines in your reporting instructions.

2.6.2. Travel by private auto may prove unsatisfactory. You may arrange commercial air travel through a contracted travel office (CTO) established by ARPC. You will receive details to access this service at the time of mobilization. **When traveling you are on active duty and entitled to active duty travel benefits for authorized travel days and privileges. You are also subject to the Uniform Code of Military Justice (UCMJ).**

2.7. Special Instructions For Assignments Assigned Outside the Continental United States (CONUS). If you live overseas and receive notification from military authorities or hear an alert from the local news media to report to the CONUS or another overseas location, contact the nearest military installation. That installation will confirm the validity of the announcement and assist you with your travel arrangements.

2.8. Delays in Reporting. A delay is a postponement of not more than 30 days in reporting to active duty. Exemption is the total relief from the order to active duty. Requests for a delay or exemption in reporting to active duty are submitted to your the MAJCOM Reserve Affairs Office for MAJCOM assigned IMAs.

2.8.1. HQ ARPC/DPPS administers requests for IMAs assigned to the chaplain, medical, legal career fields; Air Force Element IMAs; and individual reservists assigned to the IRR and retirees. All requests must meet the requirements established in **AFH 10-416, Personnel Readiness and Mobilization Handbook.**

2.8.2. If your situation requires a permanent exemption you will be reassigned to a nonparticipating status or discharged. If you have a disqualifying medical condition, you will be recommended for discharge.

2.9. Mobilization Readiness Folder. You should maintain this folder with current data as outlined below. This may prevent many personal problems for you and your family during mobilization. **The folder should be readily accessible within a reasonable time frame (no longer than 12 hours) and should consist of, but is not limited to the following:**

- Certified copy of your marriage certificate
- Certified copies of birth certificates for you and authorized family members
- Certified copies of court orders or decrees pertaining to your authorized family members
- Immunization record: Public Health Service Form 73, **International Certificate of Vaccination**
- Copy of the order or mailgram ordering you to active duty
- AF Form 2293, **US Air Force Motor Vehicle Operator Identification Card**, if applicable
- Passport, if applicable

- SGLV 8286, **Servicemembers' Group Life Insurance (SGLI)** form dated after 1 Apr 96
- DD Form 93, **Record of Emergency Data**
- Latest officer performance report (OPR)/enlisted performance report (EPR)
- Most recent Personnel Record Review
- Most recent AF Form 526, **ANG/USAFR Point Credit Summary**
- **AF Form 165, General Power of Attorney, or AF Form 831, Special Power of Attorney** (see para **2.19**)
- Credential and Certification folder, if applicable
- AF Form 357, **Dependent Care Certification** - single parents, dual military couples with family members and members with civilian spouses who have unique family situations (as determined by the commander) (see para **2.12**)
- Most current copy of your civilian medical history (to include a record of past illnesses or injuries not recorded in your military medical record) and most current copy of your last military physical examination
- Career Field Education and Training Plan, if applicable
- Identification Tags (Dog Tags)

2.10. Actions to Take Prior to Mobilization.

- Ensure you arrange all legal, business and personal matters will be taken care of in the event of your absence.
- Ensure family members are pre-enrolled in the Defense Eligibility Enrollment Reporting System (DEERS)
- Update DD Form 93 and SGLV 8286
- Arrange for family members' support and obtain a special power of attorney for emergency medical care for minor family members, if necessary
- Prepare a Will
- Prepare Power of Attorney
- Familiarize family members with insurance policies
- Have proper military uniforms in good condition
- Ensure your spouse or personal agent has your social security number
- Ensure that you have a plan for your dependent children. You must have a plan in place during peacetime. An AF Form 357, **Dependent Care Certification** is required
- Ensure that an Physical Health Assessment requirements are met

2.11. Military Pay. The Air Force Direct Deposit Program is mandatory according to **DFAS-DEM 7073-3, Air Reserve Forces Pay and Allowances**. To start direct deposit, send a completed SF 1199A, **Direct Deposit Sign-Up Form** (included in your welcome package, if applicable, to your Reserve Pay Office (RPO) (see Atch C). Most financial institutions have the form available or contact your local active duty financial services office (FSO).

2.12. Family Member Care Responsibilities. Single parents, dual military couples with family members, and members with civilian spouses who have unique family situations (as determined by the commander) will complete an AF Form 357. This form certifies both temporary and permanent family member care arrangements are complete in case of mobilization. Notify the commander or first sergeant at your Unit of Assignment

within 60 days if changes in your personal status or family circumstances require you to complete an AF Form 357.

2.12.1. Designate an individual or individuals to care for your family members when you are absent:

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

2.12.2. Your unit's first sergeant, commander, or legal office will be able to help you accomplish this form. Your unit's orderly room and first sergeant will update applicable PC III entry. If you belong to a non-PC III unit, your servicing active duty MPF will accomplish this update. Information on how to develop a family care plan can be obtained by consulting with the Staff Judge Advocate, your MPF Customer Service Element, Financial Service Office, Chaplain, Family Support Center, Child Care Center, and other offices that retain lists of certified child care providers. AFI 36-2908, *Family Care Plans*, outlines Air Force policy on family member care responsibilities. This instruction applies to all Air Force personnel.

2.13. **Leave.** Commanders may authorize leave on an individual basis. While on active duty, leave is accrued for tours 30 or more consecutive days at a rate of 2.5 days per month of active duty.

2.13.1. Use AF Form 988, **Leave Request/Authorization**, and have your supervisor call your RPO to obtain the leave control number. After you complete your leave, complete Part III of AF Form 988 and mail to your RPO. Keep Part II of AF Form 988 for your records.

2.13.2. You may receive payment for all unused leave (up to 60 days in your career) approximately three weeks after you complete your tour. If you serve consecutive tours of over 30 days each and have unused leave for the first tour, you may request payment for the first tour after you complete it or you may continue to accrue leave -- state desire on your End of Tour Report. However, if leave is accrued during active duty in support of a declared war, national emergency, or involuntary recall, it is not counted against the 60-day maximum according to Department of Defense Financial Management Regulation Chapter **35**, paragraph **3501**. For more information, contact your designated Reserve Pay Office (see Atch C).

2.14. **Mail Procedures while Mobilized.** Upon reporting for duty, you will receive a permanent mailing address, normally a post office box at the consolidated mailroom. Advise your family and friends to write you at your new assignment and to put your grade and full name on the first line of the address. Then, the actual mailing address follows as in this example:

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

2.15. **Voting Assistance Program.** Recall to active duty does not alter your right to vote. Voting assistance programs exist at all Air Force bases.

2.16. **Provisions of the Soldiers' and Sailors' Civil Relief Act.** The purpose of this law is to protect members of the military and civilians called to military service. More than likely, you owe some money on a car, home, or personal loan. Although the Act does not relieve you from your obligations, it temporarily suspends the right of creditors to use the courts to compel you to pay if the courts find that your inability to pay is due to military service. **However, your obligation to honor your debts remains and, if not paid before or during your tour of duty, you must pay them after your release from active duty.** However, if someone files a lawsuit against you, do not panic. Either you or your spouse or agent may seek advice from your base legal office or HQ ARPC/JA. In short the Soldiers and Sailors Civil Relief Act is to suspend, in some cases, certain obligations during your military service so that, upon return to civilian life, you have the opportunity to protect your interests.

2.17. **Re-employment Rights.** If you must leave your place of employment due to mobilization for military service, and you meet the eligibility requirements in the re-employment rights law, then you will have specific legal re-employment rights with your employer when you return home from active duty. The National Committee for Employer Support of the Guard and Reserve, toll-free 1-800-336-4590; your local state Ombudsman; or the U.S. Department of Labor, Veterans' Employment and Training Service (1-800-442-2838) can assist you if you encounter any problems after your release from active duty. Remember, you are protected under the USERRA law whether on a voluntary or involuntary tour of duty.

2.18. **Emergency at Home.** Advise your family to contact your local office of the American Red Cross if an emergency at home requires that you be notified. The Red Cross will notify your commander, who will notify you. Be sure your family has your correct military address. **The Red Cross alone is responsible for confirming family emergencies.** Your commander will normally not accept such information from any other source. On receipt of confirmation of an emergency, your commander may authorize you to take emergency leave.

2.19. **Legal Information.** While on active duty, you may receive assistance from the base legal office. You must make an appointment with the legal office before requesting their assistance. The base legal office will also be able to help you accomplish special and general powers of attorney. A general power of attorney allows the named person to handle all of your affairs in your absence in whatever fashion they desire (including full access to all banking accounts). **This is a very powerful document; you should consider this at length before granting a general power of attorney.** A special power of attorney grants only the power necessary to complete specific tasks. One example of this is a power

of attorney to empower the person you have named as your family member caregiver, in your absence, the authority to authorize emergency medical care for your minor family members. While on inactive duty training (IDT) status, you are authorized limited legal services such as wills and power of attorney documents.

2.20. **Family Support.** While you are on active duty, you and your family members may use the Family Support Center (FSC). Some of the services available to you and your family are Personal Financial Management Program (PFMP), the Air Force Aid Society (AFAS), Career Focus Program (CFP), Volunteer Resource Program (VRP), and Family Life Education. Although not all of the services available are listed here, you and your family may receive counseling or consultations, attend seminars on financial planning, receive assistance on career planning, deployment and family separation counseling, or attend parenting training. For more information, contact the FSC at your nearest base.

Chapter 3

INDIVIDUAL READY RESERVE (IRR) AND STANDBY INFORMATION

3.1. Participating IRR and Standby Reserve. These programs offer career opportunities that lead to retirement point credit and other military benefits. Reservists in non-pay programs provide important backup for the national defense in a variety of professional and nonprofessional fields. Participating IRR members will be issued a Commissary Privilege Card (CPC) from HQ ARPC/DPSSE after completion of a satisfactory year for retirement purposes (based on retention/retirement (R/R) date). Unless otherwise indicated, the Reserve Sections listed below are non-pay programs.

3.2. Participating IRR. Non-pay training programs unless otherwise indicated.

3.2.1. Reserve Sections (RS) MT and MX.

- RS MT - Ready Reinforcement Personnel Section (RRPS) managed by HQ ARPC/DPST
- RS MX - Air Reserve Squadrons (ARS)
 - 9001 ARS, (USAF/A) Air Force Academy/Reserve Officer Training Corps (AFA)/(ROTC) Liaison Officer Program managed by HQ USAFA/RRPA
 - 9002 ARS Chaplains (HC) managed by HQ ARPC/HC
 - 9004 ARS Civil Air Patrol Program (CAPRAP) managed by HQ CAP-USAF/IMR
 - 9021 ARS Medical (SG) managed by HQ ARPC/SG
 - 9025 ARS JAG (JA) managed by HQ ARPC/JA

3.2.1.1. If you are assigned to one of the above Reserve Sections you can earn points by performing Inactive Duty Training (IDT), Air Force Institute For Advanced Distributed Learning (AFIADL) formerly known as ECI) courses, or a combination of both. You may perform Military Personnel Appropriation (MPA) mandays with the approval of your unit of assignment Program Manager. You must earn at least 35 points per R/R year. You may be required to have a training attachment and earn a minimum of 16 non-paid points through IDT/AT (see Atch B).

3.2.2. RS TB, Chaplain Candidate Program. This program is an early commissioning program for seminary students who meet Air Force commissioning requirements and wish to become chaplains in either the active or Reserve force. If you are assigned to this Reserve Section you will attend a military/chaplaincy familiarization course and perform training tours for pay and points at an active duty installation during your seminary vacation periods (see Atch B).

3.3. Non-participating IRR Programs. If you are assigned to one of these programs you may not perform any training unless otherwise indicated. You are in the non-participating IRR or Standby sections. The PAS Codes that begin with "S7," unless otherwise indicated, are non-participating IRR with the exception of RSs ZA, ZB, ZC, ZD, ZE, ZF, ZG, ZH, ZI, ZJ, and ZK which are Retired Regular or Reserve. Non-participating IRR Programs are:

- RS RA - Obligated Reserve Section (ORS). An active status section of the Ready Reserve that includes members reassigned from extended active duty (EAD), AF Reserve units, or the ANG with a remaining Military Service Obligation (MSO); if

you are assigned to this section you may be called to participate in the IRR Muster Program. Additionally, if you are enlisted and have a Palace Chase obligation but do not have a participating position, you are assigned to this section. You are eligible for unlimited AAFES (BX) privileges, limited MWR privileges, and Reserve Officers Personnel Management Act (ROPMA) promotion consideration.

- RS RC - ORS. If you are an officer with or without an MSO and have an Extended Active Duty (EAD) commitment; airman with an MSO re-enrolled in the AFROTC program; airman enlisted under the delayed enlistment program, or enlisted personnel enrolled in AFROTC or a college scholarship program.
- RS RD - Non-obligated Non-participating Ready Personnel Section (NNRPS). Part of the IRR made up of officers and enlisted personnel without MSOs who still qualify for worldwide duty. This is a Ready Reserve Section and you are subject to mobilization by Presidential or congressional authority. You may not participate for pay or points, but have a higher priority for assignment to a participation program than members assigned to the Standby Reserve. You may be called to participate in the IRR Muster Program. Some reasons for transfer to NNRPS are:
 - Unsatisfactory participation for FY or R/R year with less than 20 years of satisfactory service for retirement pay at age 60
 - Manpower authorization changes (i.e., position loss and no participating assignment located by member)
 - Volunteer for reassignment to ARPC
 - Job or school conflict
 - Not immediately available for mobilization or non-locatable
 - Failure to meet Air Force standards, unsatisfactory weight management, or failure to pass cycle ergometry within a 12-month period
 - Failure to respond to an official request
- **RS TA - 9016 ARS, Health Professional Services Program (HPSP), PAS Code S83IFB2B and HPSP Stipend Program, PAS Code S83IFHWO, Category K. Officers may perform 45 days of ADT for pay only; no points are authorized.**
- RS TC - 9027 ARS, Ready Reserve Stipend Program (Full), Category J. Officers only. The PAS Code is 963IFCCH. No training is authorized.
- RS TD - 9027 ARS, Ready Reserve Stipend Program (Half), Category J. Officers only. The PAS Code is 963IFCCK. No training is authorized.
- RS TE - 9027 ARS, Ready Reserve Stipend Program, Category J. Enlisted only. The PAS Code is 963IFCCQ. No training is authorized.
- RS MZ - 9035 ARS, Legal Interns, Category J. The PAS Code is 963IF1Z3. You must perform 60-90 day AD for pay only while in law school; no points are authorized.
- RS RZ - PAS Code S73IFZNS. You are unassigned for research and assignment to a proper reserve section.

3.4. Standby Reserve.

3.4.1. Active Standby. Non-Affiliated Reserve Sections (NARS). NARS is the active status section of the Standby Reserve. If you are assigned in this section you are normally not actively involved in any Reserve participation program. Officers remain eligible for promotion. You may or may NOT be eligible to take correspondence courses for point credit, see stipulations below. HQ ARPC may reassign you to the NARS, or possibly

discharge you for failure to obtain a physical examination or to forward pertinent medical documents. If you are reassigned to NARS for this reason and wish to resume active status, you must see a reserve Recruiter to reapply for a Ready Reserve assignment. If you are assigned to:

- RS NA, Non obligors - you are normally retained for two years. Training is NOT authorized and you are not eligible to take correspondence courses for point credit.
- RS NB, Obligor – you have an MSO and a temporary deferral from recall to mobilization. Training is NOT authorized and you are not eligible to take correspondence courses for point credit.
- RS NC, Sanctuary, managed by HQ ARPC/DPST – you have at least 18 but less than 20 satisfactory years for a Reserve retirement but were not retained in your position. You must have an approved unit of attachment in order to perform non-pay IDT. You may perform AFIADL courses for non-pay points.
- RS ND, Key Employees, managed by HQ ARPC/DPST - you are in a key employee position with or without an MSO and have applied for NARS ND. You must have an approved unit of attachment in order to perform non-pay IDT. You can perform AFIADL courses for non-pay points.

3.4.2. Inactive Standby. Inactive Status List Reserve Section (ISLRS), RS RB. You are normally retained for three years before being discharged, once discharged you have no military status and may NOT retire. You cannot be promoted while in ISLRS, this status is a break in active status and your date of rank is adjusted accordingly. If a break in service exceeds two years, your security clearance has to be updated if you decide to return to a participating position. You are eligible for unlimited BX and limited MWR privileges (see Atch B).

- If you fail to obtain a participating assignment prior to maximum tenure in NNRPS (expiration of agreement or enlistment or two years) and you are an officer you will be assigned to ISLRS, if you are enlisted you will be discharged. You are not eligible to take correspondence courses for point credit.

hapter 4

STANDARDS: PHYSICAL FITNESS, PERSONAL APPEARANCE, AND UNIFORMS

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

4.2. **Physical Fitness.** You are required by AFI 40-501, *Air Force Fitness Program*, to meet certain fitness standards. This includes not only presenting a lean, fit, military appearance, but also being able to accomplish your job under considerable stress and pressure. Your fitness evaluation is accomplished annually by using the cycle ergometry test. This should be done during your annual tour or IDT. Your Unit Fitness Program Manager will schedule your test dates. Specific criteria included in the test, and retest requirements in the event of failure are outlined in AFI 40-501.

4.3. **Weight Management Program (WMP).** Guidance for maximum allowable weight/body fat measurement is contained in AFI 40-502, *The Weight Management Program*. The unit of assignment or attachment must weigh you, and if appropriate, measure you for body fat percentage annually. This can be accomplished during your annual tour or IDT along with fitness testing. The overall responsibility for weight management lies with the unit of assignment; however, the unit of attachment may accomplish weight checks and schedule you for a body fat measurement through appropriate Health Promotion Manager (HPM). If you are identified as overweight, the unit of assignment or attachment will schedule you for a medical evaluation and exercise and dietary education through the HPM. The unit of assignment will decide whether to enter you in the WMP based on the medical evaluation. The unit must forward an AF Form 108, **Weight Program Processing**, to HQ ARPC/DPSSP for entry into 3-month exercise and dietary period and all follow-up weight status code changes. Your commander will authorize sufficient 90-day observation period to lose the required 3 percent body fat or 9 pounds for women and 15 pounds for men, each period until you reach the body fat requirement. Your commander may authorize an additional 90-day period if you are achieving some weight or body fat reduction. Your commander may initiate reassignment action after two consecutive unsatisfactory observation periods, or if you fail to show for the mandatory 90-day body fat check. While in an unsatisfactory weight status code, you are ineligible for any active duty tours, assignment actions, to assume a higher grade, reenlistment, or for any similar career actions.

4.4. **General Information of Uniforms.** This page only pertains to members of the Selected Reserve in paid IMA positions. You must acquire, wear, and maintain the proper uniform items. Your uniforms must be ready for mobilization at all times and ready for you to perform any unexpected duty. You must replace out-of-date items by the established phase-out date. You can find illustrations of the proper wear of the uniform on the ARPC website at <http://arpc.afrc.af.mil>, then clicking on Dress & Appearance. You can also consult AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, or your local MPF. Effective 1 March 2002, uniform requests for enlisted category A and B only must be

submitted IAW AFMAN **23-110**, Vol 1, Chapter **17** and AFI 36-3014, *Clothing Allowance for Air Force Personnel* to HQ ARPC/FMX via ARPC Form 29, **Clothing Request**, located on the AF publication website at <http://afpubs.hq.af.mil/>. The form must be complete and legible, showing member's name, rank, SSN, clothing and quantities requested (place zeros in any items not needed), the unit commander's signature, POC (if other than the IMA) and a return address or FAX number. If all documents are not returned and complete, the request will **not** be acted upon and the item will be returned for complete information. Authorizations will be returned by FAX if a number is provided. Otherwise, we will return your authorization via mail. Please allow a minimum of 10 working days for receipt by mail. For more information on issuance of uniform items, contact HQ ARPC/FMX, 6760 E. Irvington Pl#3000, Denver CO 80280-3000; DSN 926-3088; toll free 1-800-525-0102 ext. 71312, 0800 – 1500 hours MST, Monday through Friday. There are three categories of uniform items:

4.4.1. Uniform Items. These items are part of your clothing reissue requirement, manufactured for the government for troop issue. You can obtain these items at military clothing sales stores.

- Enlisted – IMAs are authorized replacement-in-kind only, IAW AFI 36-3014. For unserviceable items, requests must be received on the ARPC Form 29, with an endorsement from your unit commander. HQ ARPC/FMX determines which items you may obtain and certifies ARPC Form 29. When you receive the ARPC 29, authorized by HQ ARPC/FMX, take the form to the nearest military clothing sales store and you will receive the items authorized. Don't forget to provide the clothing store with a stamped envelope addressed to HQ ARPC/FMX, 6760 E. Irvington PL #3000, Denver, CO 80280-3000, for return of the form and sales receipt. If enlisted IMAs have had more than a 90-day break in service, they are entitled to a Limited Initial Issue (See Table **4.1** and **4.2**). **No initial issue is authorized unless an IMA has never been in the Air Force before.**

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

4.4.3. Partial Issues. If the military clothing sales store is unable to provide all the items authorized on the ARPC Form 29, you may:

- have the items put on back order and wait until they come in before completing the issue
- have the ARPC Form 29 completed and the missing items verified as not issued by the military clothing sales store; return a copy of the ARPC Form 29 to HQ ARPC/FMX, and obtain another ARPC Form 29 authorizing issue for the missing

items; this procedure works best when you have access to a second military clothing sales store that does have the items in stock

4.5. Specialty Badges, Organizational Emblems, and Special Insignia. Wear medical, dental, legal, security police, and other special insignia as illustrated in AFI 36-2923, *Aeronautical, Duty and Occupational Badges*. For appropriate information regarding authorization requirements, check with your local MPF, organization orderly room/administrative office, or HQ ARPC/DPSSP, DSN 926-6134, or toll free 1-800-525-0102 Ext. 71342.

4.6. Military Clothing Ordering Information and Alterations Policy

4.6.1. If a Military Clothing Sales Store is not nearby, and you are purchasing your uniforms yourself, AAFES offers catalog order service by phone, fax or mail through the AAFES Catalog Sales Center.

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

Toll-Free: 1-800-527-2345

FAX: 1-800-446-0163 or

Mail: Exchange Catalog Sales

P.O. Box 660211

Dallas TX 75266-0211

4.6.1.2. Most uniform items (Service Uniform, Mess Dress, BDUs, shoes, insignia and more) are offered in the AAFES Military Clothing Mail Order Catalog. When placing an order, provide the catalog customer service representative with the "item codes" found in the AAFES Military Clothing Catalog. The catalog may be obtained at an Air Force Military Clothing Sales Store (MCSS) or by calling the "TOLL FREE" order number.

4.6.2. Military Uniforms purchased through the MCSS or catalog may include free alterations. Two options are available:

4.6.2.1. Take purchases to the nearest AAFES alteration shop. Defense Personnel Support Center (DPSC) items will be altered at the actual cost for authorized alterations (enlisted personnel only).

4.6.2.2. If an AAFES alteration shop is not convenient, you may have garments altered by a tailoring facility of your choice. Reimbursement, not to exceed the authorized dollar amount shown in paragraph **4.6.2.2.1**, will be made to you upon presentation of paid receipts. You can obtain a refund at the Main Exchange cashier cage or request a refund by mail from Lackland MCSS Catalog Center, 1520 Kirtland St., Lackland AFB TX 78236.

4.6.2.2.1. DPSC items for enlisted personnel receive actual cost reimbursement. Officers receive no reimbursement for DPSC items. AAFES Optional items: maximum reimbursement for men's and women's uniform coats and women's Skirt is \$9.00. Maximum reimbursement for men's trousers is \$10.00 and Women's Pants is \$6.00.

4.7. Awards and Decorations. If you are assigned/attached to an active unit, you are eligible for decorations upon: extended tour (once you have completed three years on station), reassignment, separation, or retirement. The decoration process mirrors the active duty, reference AFI 36-2803, *The Air Force Awards and Decorations Program*, paragraph **2.3.3**. Your local MPF can assist you in determining which awards and decorations you may wear and their proper placement on your uniform. You may also visit the Virtual MPF at www.afpc.randolph.af.mil/vmpf/ to obtain a current listing which is in order of precedence along with a colored picture. Consult the ARPC website, AFIs 36-2903, *Dress and Personal Appearance for Air Force Personnel*, and 36-2923, *Aeronautical, Duty, and Occupational Badges* for more information or contact HQ ARPC/DPSSP, DSN 926-6134 or toll free 1-800-525-0102, Ext. 71342.

Figure 4.1. Sample ARPC Form 29

DATE		CLOTHING REQUEST (Enlisted IMAs Only)						CONTROL NO.	
PRIVACY ACT STATEMENT									
<p>AUTHORITY: 10 U.S.C., Subtitle D, Part IV, Chapter 953, Section 9832 and U.S.C. 37, Chapter 7, Section 418. PURPOSE(S): To account for the issue of uniform clothing items to enlisted personnel, SSN is used for positive identification ROUTINE USE(S): May be disclosed to any DoD component and upon request to other Federal, State, and local agencies in the pursuit of their official duties. May also be used for other lawful purposes including law enforcement and litigation. DISCLOSURE IS VOLUNTARY: Failure to provide the information would preclude the orderly maintenance of property accounts or prevent the issuance of clothing items. Disclosure of SSN is voluntary.</p>									
IS THIS AN INITIAL REQUEST? (First AF Issue)					IS THIS REQUEST FOR REPLACEMENT CLOTHING ITEMS?				
REQUESTER'S NAME (Last Name, First, MI)				GRADE		SSN		OFFICE SYMBOL	
DOE JOHN M				MSGT		012-34-5678			
QUANTITY		ARTICLE	UNIT COST	TOTAL COST	QUANTITY		ARTICLE	UNIT COST	TOTAL COST
REQ'D	SOLD				REQ'D	SOLD			
		BAG, DUFFEL (1)	\$18.30				JACKET, LIGHTWEIGHT W/LINER - WOMEN (1)	\$60.80	
		BELT, CTN, BLUE W/BLACK CLIP (1)	\$2.05				NECKTIE, BLUE (1)	\$3.50	
		BELT, CTN, BLUE W/CHROME PLATE - MEN (1)	\$2.20				NECKTAB, BLUE (2)	\$3.00	
		BELT, TROUSERS, WEB, BLUE, CHROME PLATE - WOMEN (1)	\$2.20				SHIRT, MEN'S BLUE, SS (3)	\$11.60	
		BOOTS, COMBAT, BLACK W/SPEED LACING (1)	\$79.65				SHIRT, MEN'S BLUE, LS W/EPAULETS (2)	\$13.65	
		BUCKLE, BELT, BRASS (1)	\$.45				SHIRT, WOMEN'S BLUE, SS (3)	\$13.95	
		BUCKLE, BELT, CHROMIUM, PLATE (1)	\$2.75				SHIRT, WOMEN'S BLUE, LS (2)	\$13.60	
		CAP, ENLISTED BLUE FLIGHT - MEN (1)	\$9.75				SHOES, DRESS LEATHER - MEN (1)	\$42.35	
		CAP, ENLISTED BLUE FLIGHT - WOMEN (1)	\$6.35				SHOES, DRESS LEATHER - WOMEN (1)	\$41.30	
		CAP, TEMPERATE BDU (1)	\$7.10				SKIRT, WL/POLY, BLUE, SHADE 1620 (2)	\$29.40	
		CAP, ENHANCED HOT WEATHER BDU (1)	\$4.15				SLACKS, WL/POLY, BLUE, SHADE 1620 - WOMEN (2)	\$32.35	
		COAT, BLUE ALL WEATHER - MEN (1)	\$77.90				SOCKS 3-PACK, CTN/NYL/WL, BLACK (1)	\$4.35	
		COAT, BLUE ALL WEATHER - WOMEN (1)	\$75.00				SOCKS (3-PACK), CTN/NYL, BLACK (1)	\$6.75	
		COAT, CAMOUFLAGE, ENHANCED HOT WEATHER (BDU) (2)	\$26.65				TOWEL, CTN/POLY, WHITE (2)	\$.25	
		COAT, CAMOUFLAGE, TEMPERATE (BDU) (2)	\$23.00				TAPE, TEXTILE, NYLON, OLIVE DRAB, SUBDUED, 1" WIDE (5)	\$3.95	
		COAT, SERVICE, BLUE, SHADE 1620 - MEN (1)	\$81.05				TROUSERS, CAMOUFLAGE, ENHANCED HOT WEATHER (BDU) (2)	\$27.80	
		COAT, SERVICE, BLUE, SHADE 1620 - WOMEN (1)	\$77.50				TROUSERS, CAMOUFLAGE, TEMPERATE (BDU) (2)	\$25.30	
		DRAWERS, CTN, WHITE (6)	\$1.45				TROUSERS, WL/POLY, BLUE, SHADE 1620 - MEN (3)	\$34.55	
		GLOVES, LEATHER, BLACK, LINED, UNISEX (1)	\$16.95				UNDERSHIRT (3-PACK) CTN, BROWN (2)	\$10.05	
		INSIGNIA, BOS, EP, US (1)	\$.75				UNDERSHIRT (3-PACK) CTN, BLACK (2)	\$10.35	
		INSIGNA, DISTINGUISHING, USAF, OLIVE GREEN, SUBDUED (5)	\$.15				UNDERSHIRTS (3-PACK) CTN, WHITE (2)	\$6.90	
		JACKET, LIGHTWEIGHT W/LINER - MEN (1)	\$66.00						
FOR CREDIT AUTHORIZATION OR QUESTIONS, CALL DSN 926-3088 OR 1 (800) 525-0102 EXT 71312									
TYPED NAME AND GRADE OF UNIT COMMANDER				COMMANDER'S SIGNATURE				PHONE NUMBER	
CAPT JOHN DOE								123--4567	
I certify the articles listed are for my own personal use or that of the person I represent and I will not dispose of them by sale, gift, loan, barter, or pledge to unauthorized personnel.									
SIGNATURE OF ARPC AUTHENTICATING OFFICER					MEMBER'S SIGNATURE			PHONE NUMBER	

TABLE 4.1 – Limited Initial Uniform Issue – Women

Article	Quantity
Belt, trousers, web, blue with chromium plate	1
Buckle, belt, chromium plate	1
Capt, Garrison (flight cap) AF Shade 1620	1
Coat, all weather w/removable liner, cotton/poly blue	1
Coat, service W 1/poly, serge, 10oz blue, AF Shade 1620	1
Gloves, leather black, lined, unisex	1
Handbag, black, plastic	1
Insignia, box, EP, US	1
Neck tab, B1 AF Shade 1622	1
Shirt, cotton/poly, L/S, AF Shade 1550 w/convertible collar	1
Shoes, Oxford, black	1 pair
Skirt or slacks, W1/ply, serge, 10oz, blue, AF Shade 1620	1
Standard AF name tag, Ind., blue, plastic	1

TABLE 4.2 – Limited Initial Uniform Issue – Men

Article	Quantity
Belt, cotton, blue with chromium plate	1
Boot, speed lacing, black	1 pair
Buckle belt, chromium plated	1
Cap, garrison, (flight cap), AF Shade 1620	1
Coat, all weather with removable liner	1
Coat, service, blue	1
Insignia, branch of service, EP, US	1
Necktie, blue, AF Shade 1622	1
Shirt, blue, long sleeved	1
Shoes, dress, Oxford, Black, Plain Toe	1 pair
Socks, cotton/nylon, black	2 pair
Standard AF name tag, Ind., blue, plastic	1
Trousers, W1/poly, serge, 10oz, blue, AF Shade 1620	1

PARTICIPATION and POINT CREDIT

5.1. **Mandatory Training Requirements.** You must participate in periodic training activities to remain proficient and ready to serve in your Air Force specialty. Training requirements are printed in the Remarks section of your assignment order. See Table 5.1 and AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures* for specific satisfactory participation requirements. **Title 10, U.S.C., Sections 10147 and 10148 and Department of Defense (DoDD) 1215.6, Uniform Reserve, Training and Retirement Categories** determine the requirement to perform a specified number of active and inactive duty training.

5.2. **Annual Training (AT).** AT is a period of active duty for training of 12 or 14 days each year, you are required to perform as part of your Ready Reserve assignment. No AT can go across fiscal years. All AT orders must be requested and published by 31 May, so schedule and submit requests accordingly to allow adequate processing time through the Program Manager and ARPC. For AT tour requirements see Table 5.1.

5.2.1. Split Annual Training. AT tours will not be split for any tour that involves overseas travel. Your program manager may split your AT tour to accommodate special mission or training requirements. This will not be for your convenience and must be justified on the Special Authorization page, in the remarks section of your Web Orders Transaction System (WOTS) request. If IDTs are attached, you may only split the annual tour once.

5.3. **Inactive Duty Training (IDT) Participation.** You can only earn IDT points for activities preparing you for full time utilization or mobilization. Activities must be authorized in advance IAW AFMAN 36-8001.

5.3.1. IDT for Points Only. You may earn non-pay points for retention or retirement purposes in authorized activities as listed in AFMAN 36-8001. Record non-pay IDTs on AF Form 40A, **Record of Individual Inactive Duty Training**, and send to HQ ARPC/DPPKB for point credit. **DO NOT SEND THESE AF FORMS 40A TO YOUR RPO.** For paid IDTs see Chapter 9, paragraph 9.5.

5.4. Special Tour Types and Purposes.

5.4.1. There are two separate funding appropriations for special tours: Reserve Personnel Appropriation (RPA) and Military Personnel Appropriation (MPA). Under RPA tours, there are two types of special tours: Active Duty for Training (ADT) and Active Duty for Special Work (ADSW). You must contact your program manager to inquire on the availability of MPA and RPA tours. IMAs may perform RPA or MPA tours with the concurrence of their program manager. Participating IRR members may perform only MPA tours with the concurrence of their program manager.

- ADT - used to supplement AT and IDT when you need additional training to achieve or maintain a required skill or skill level in your assigned Duty Air Force Specialty Code (DAFSC)
- ADSW - provides direct staff support to Reserve component programs
- MPA - tours of active duty authorized to support short-term needs of the Active Force
- you can not use RPA tours in conjunction with MPA tours at the same location/office for the same purpose; RPA tours are in support of the Reserve and MPA tours are in support of the active duty.

5.5. **School Tours.** You may be required to attend Professional Military Education (PME), Professional Military Development (PMD), upgrade technical training, or ancillary training courses in residence. They are cataloged as “Formal School Tours.” For more information, see Chapter 7, Part D.

5.6. **Air Force Institute for Advanced Distributed Learning (AFIADL) (formerly ECI) Participation.** AFIADL courses or correspondence courses administered by other services that meet Air Force requirements, and are related to the member’s career field, or specifically authorized by a training program manager or MAJCOM monitor, may be taken for point credit.

5.7. **Training Substitution.** If your Program Manager approves the substitution in **advance**, you may substitute school or ADT/ADSW for an AT tour. It is not recommended to substitute school tours for AT. However, there are circumstances when it may be warranted. Substitutions **must be** approved in advance. School tours must be of at least nine academic days in length to qualify for AT substitutions. To substitute an entire AT (exclusive of travel days), the ADT/ADSW tour must be for 12 consecutive days for individual reservists. Partial substitutions are authorized. However, the remainder of the AT requirement must still be performed. HQ ARPC/FMF will send a copy of the approved substitution to HQ ARPC/DPAF. Members attending formal schools and who desire to substitute for AT must request the substitution. Members are not to be sent to formal school in AT status. Approval authority for substitution rests with the Program Manager for school tour substitutions. HQ ARPC/DPAT will send a copy of the approved substitution to HQ ARPC/DPAF. If you are substituting a school or special tour for an AT, check the “school tour” or “special tour” block on your Tour Information page in your WOTS request. Also, check the appropriate block requesting that special or school tour be credited as substitution for annual training. **IMPORTANT** - Although this substitution will not change the type of tour that you are performing, it will excuse you from performing an AT. Your AF Form 526, **ANG/USAFR Point Credit Summary**, will reflect a special tour or school tour as appropriate.

5.8. **Applying for RPA, AT, ADT, or ADSW Tours.** Use WOTS located at <http://arpc.afrc.af.mil> under the WOTS item. You will receive log on information under separate cover. You must coordinate all tour arrangements with your supervisor. Upon successful submission of a WOTS tour request, the request is automatically forwarded through your Program Manager. Make sure you allow enough time to arrive at HQ ARPC 30 to 45 days before the scheduled start date of the tour. This will allow timely receipt of orders prior to tour start. **If you have not received your orders 5 duty days prior to**

your tour start date, check WOTS for the status of your request and contact the appropriate office. ARPC's goal is to mail out orders 10 days prior to tour start. Do not contact ARPC for orders prior to that timeframe. For school tours, see Chapter 7, Part D.

5.8.1. Long Tours. Except for counter drug tours, special tours of ADSW are limited to a maximum of 139 days per fiscal year without a waiver. For tours exceeding 139 days, a waiver request signed by the program manager must be submitted in addition to the WOTS request. The waiver request must justify the necessity for the long tour. Allow extra processing time for waiver requests.

5.8.2. Travel Days. To save valuable travel days, active duty supervisors or order approving officials may permit late reporting during the morning of the first duty day and early release during the afternoon on the last duty day.

5.8.3. Government Quarters. Government quarters include on base billeting and/or government contracted quarters off base. See paragraph **10.3.6** or contact your MAJCOM program manager for more details. You may also visit the HQ ARPC homepage at: <http://arpc.afrc.af.mil>. When scheduling your tour, confirm with billeting whether you will have on base or off base lodging. If off base, consider the following while planning your tour:

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

5.8.4. Actual Expense Allowance (AEA) reimburses you for the actual cost of food and/or lodging when you exceed the maximum per diem allowance by more than \$5 per day. HQ ARPC/FM is the approval authority of AEA expenses for IMAs, up to 300% 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.

5.8.4.1. Applications for AEA should be submitted in addition to your WOTS 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 (which can be found on the WEB at <http://www.dtic.mil/perdiem>), 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 per diem
- Name and phone number of individual who may be contacted concerning this request

5.8.4.2. For AEA requests after travel has been performed, submit an SF Form 1164, **Claim For Reimbursement For Expenditures On Official Business** to your program manager, with the questions above answered and copies of any appropriate receipts attached. Your request will be forwarded to HQ ARPC/FMF, or to HQ ARPC/DPAT for school tours, for review. If approved, it will be sent to the travel office at Dobbins ARB for payment. If denied, it will be returned to you.

5.8.5. List any IDTs in conjunction with a tour by date on the Special Authorization page of your WOTS request and provide dates of IDTs in the remarks section. Your supervisor must approve these IDTs. These dates will be included in the Remarks section of the published order, only if the dates are consecutive with the tour dates. If there is a break of one or more days between IDT dates and the tour dates, they will not be included. IDTs should never be attached to a tour for the sole purpose of funding travel to and from the duty location. **NOTE:** You must submit an AF Form 40A, **Record of Individual Inactive Duty Training**, for point credit and pay of IDTs.

5.8.6. If you wish to request a special authorization such as a rental car, excess baggage, variations in itinerary and/or conference fees, etc., you must provide justification showing either a cost savings to the government or adverse mission impact if the special authorization is disapproved. For example, to request a rental car you must document that a government vehicle, base taxi, or government/commercial mass transportation is not available. You must document that the daily use of a commercial taxi is more expensive than a compact rental car. Cost-savings to the government, not personal convenience, are the basis for approving special authorizations. When requesting conference fees you must include the conference documentation that lists the total registration/conference fee and identifies the number and types of meals and/or nights lodging that the fee includes (including continental breakfast). Submit justification and information in the remarks section of the Special Authorization page of the WOTS request. Contact your Program Manager for additional requirements.

5.8.7. The tour dates that appear on the orders are the dates to which you must adhere, unless you coordinate a change in dates with your supervisor and program manager (see paragraph **5.10.** for further information on amendments).

5.8.8. Pregnant members should read paragraph **8.20** for limitations on tours.

5.9. **Reserve Orders.** AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, is the order for AT, school, and special tours. Incomplete or inaccurate data on the WOTS request or in the military personnel data system (MilPDS) can cause problems with your orders. Check your orders as soon as you receive them.

5.10. Amendment and Revocation of Reserve Orders. Amendments add, delete, or correct information on the original order. Amendments aren't issued after completion of the tour. If your start and stop dates change by seven days or less (but the total number of days does not change), you do not require an amendment. An Adjustment Letter signed by the Orders Approving Official, HQ ARPC/DPAT for school tours, an endorsement on the order by your commander, or orders approving official, is required by your pay office. The amendment, AF Form 973, **Request and Authorization for Change of Administrative Orders**, is part of the original order. You must attach it when you submit your AF Form 938, **Request and Authorization of Active Duty Training/Active Duty Tour**, for pay and your DD Form 1351-2, **Travel Voucher or Sub-Voucher**, for travel pay. You **MUST** coordinate any change with your supervisor and your program manager. Revocations are used before an order goes into effect or before funds are expended. When an order is revoked, it no longer exists as an official document. For more information see AFI 65-103, *Temporary Duty Orders* and AFI 65-109, *Preparation of AF Form 938*.

5.10.1. Amendments are not published for the following reasons:

- To adjust the reporting date of any active duty tour (within 7-day window either front or back of tour)
- To extend a school or special tour of active duty if the variable tour option would otherwise cover the affected dates
- To terminate any tour early
- To replace one name with another name
- To add an individual after the order has been published
- To change a member's grade
- To correct inaccurate first and middle names and initials or other personal data except when required to enter a foreign country
- To change estimated costs

5.11. Verbal Orders of the Commander (VOCO). You 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. Verbal orders will be used only as a last resort. Verbal orders are only issued when time or error prevents the publication of written orders in advance and are not intended to be use because of a lack of planning. VOCOs will be confirmed in writing via a WOTS request as soon as possible. When the order is written, the date the verbal order was issued will be placed in the remarks section of the order.

5.11.1. In the event you do not have orders to travel, you may contact Omega World Travel at 1-800-525-0102, ext. 71326, commercial (303) 676-5850 or DSN 926-5850, from 0730 to 1600 hours MST, Monday through Friday. After hours, contact emergency toll free at 1-800-285-6342 using code "C-1LQ." Provide your government issued Bank of America Visa card number and a fax number or e-mail address (see paragraph **10.8** for details on how to get the government travel card). Your airfare will be charged to your account at the government contracted rate, and your itinerary forwarded to you immediately. You may be required to provide Omega with a copy of your orders, after the fact, when you receive them.

5.12. Applying for MPA Tours

5.12.1. MPA tours are requested using AF Form 49, **Application for MPA Man-Day Tour**. See Figure 5.1 for instruction on filling out the form.

5.12.2. Process requests for MPA tours through the same channels used for RPA tours, except that ARPC produces MPA orders only for the Judge Advocate General command. All others are produced by the active duty unit using the IMA or by the program manager's office.

5.12.3. The using organization pays for all travel and per diem associated with an MPA tour. Military pay and allowances are funded by HQ USAF/DPPR. Travel and per diem cannot be denied to an IMA, otherwise entitled to receive the benefits, as a condition for performing an MPA tour.

5.13. Active Duty Sanctuary Waivers Associated with RPA (ADS) Tours and MPA Tours.

5.13.1. Members with between 17 years 3 months and 20 years Total Active Federal Military Service (TAFMS) who request RPA (ADS) or MPA tours must sign a sanctuary waiver prior to the tour start date that precludes them from claiming sanctuary during the tour.

Failure to sign the requested waiver can allow the member to claim sanctuary and be retained on active duty until they become eligible for active duty retired pay.

5.13.2. IMAs requesting an RPA or MPA tour who have between 17 years, 3 months and 20 years TAFMS are required, prior to the start of the tour, to waive their right to claim sanctuary. The waiver is accomplished via a Statement of Understanding (SOU), signed by the member, and processed through the assigned Program Manager to HQ ARPC/DPAF. A waiver package must be accomplished for each individual tour of duty.

5.13.3. The U.S.C. that governs sanctuary does not allow for blanket waivers. A waiver must be accomplished for each individual tour of duty.

5.13.4. Waiving your right to claim sanctuary does not negate earning the points nor accumulating enough active time to qualify for an active duty retirement upon reaching 20 years TAFMS.

5.13.5. Your assigned Program Manager is the point of contact for active duty sanctuary, preparation of the SOU, and any applicable waiver packages.

5.13.6. Additional information is available at <http://arpc.afrc.af.mil>.

5.14. **Applying for IDT**

5.14.1. IDT training is requested using AF Form 40A, **Record of Individual Inactive Duty Training**. IDT must be approved in advance. See Figure 5.6 for instructions on filling out the form.

5.15. **Point Crediting**. You receive points after participation in authorized training programs and activities. Points affect your retention in active status as a reservist; retention of your Reserve position; your potential for promotion; and your future retirement benefits.

5.15.1. Points are credited as follows:

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

5.15.1.2. One point for each 4-hour training period (TP). Eight hours of training in an IDT status is equal to 2 TPs and you receive 2 points. You may receive no more than 2 points per calendar day. For members performing IDT on a mid-shift basis (shift starts one calendar day and ends on the next calendar day), award two points for completing eight or more consecutive hours of IDT in a 24-hour period (firefighters serving a 24 hour shift are an exception (reference AFMAN 36-8001, paragraph 4.8.2)).

5.15.1.3. Point credit earned upon completion of ECI course examinations may be credited to only one R/R year. ECI determines the number of study hours awarded for ECI courses. One point awarded for every three study hours.

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

5.15.1.5. Fifteen membership points are awarded for each R/R year (prorated for a partial year) you maintain active Reserve status

5.15.1.6. One point for activities related to completion of the physical exam

5.16. **R/R Date**. Your R/R date is established the day you enter an active status and it remains constant throughout your military career unless you have a break in active military status. Contact HQ ARPC/DPPK to determine your R/R date.

5.17. **R/R Year Participation**. Your R/R date is on your assignment orders and AF Form 526, **ANG/USAFR Point Credit Summary**. If you are in a participating status, you must earn a minimum of 35 points through any combination of IDT, any type of active duty tour (AT, RPA, or MPA), ECI courses, or in-residence school tours each R/R year. **A minimum of 50 points, including your 15 membership points (automatically added at the end of your R/R year)** earns one year's credit for retirement purposes. For more information, please refer to the ARPC website at <http://arpc.afpc.af.mil>, then clicking on Participation Requirements.

5.18. Fiscal Year Participation. The FY is the time-period in which you must meet the specific participation requirements for your category. This time-period always begins 1 October and ends 30 September of the following year (example 1 October 2001 - 30 September 2002). **These requirements are mandatory and must be completed each FY to maintain your current position in the program.** Since specific participation requirements vary, see Table 5-1. Figure 5.7 will help you set up your training schedule in order to meet both R/R and FY requirements. There is a FY R/R year analyzer on the ARPC homepage to help you with tracking at <http://arpc.afrc.af.mil>, then clicking on Participation Requirements.

5.19. Maximum Points Creditable. No more than 365 points (366 for a leap year) are creditable in one R/R year. One year of satisfactory federal service for retirement is awarded when you earn a minimum of 50 points (including membership points) in your full R/R year. A partial year of satisfactory federal service is awarded when you earn the minimum number of required points (including prorated membership points) during a partial R/R year.

5.20. Maximum Points Creditable for Retirement. All active duty points are always creditable for retirement. The fiscal 2001 National Defense Authorization Act provisions signed into law 30 October 2000 increased the maximum inactive duty, Air Force Institute for Advanced Distributed Learning (AFIADL), formerly ECI, and membership points creditable toward retirement from 75 to 90 in any one year of service. This law does not contain retroactive or grandfathering provisions.

5.21. ANG/USAFR Point Credit Summary (AF Form 526). This computer printout lists participation points credited during your inactive and active duty training, special tours, MPA tours, ECI courses, and membership. You should receive your AF Form 526 at the last known mailing address in the PDS within 90 days after your R/R anniversary. The summary shows the current year total points earned, total points credited for retirement, and satisfactory years credited toward retirement. Within 30 days of receipt, compare your personal record of participation with the annual AF Form 526 to detect errors. A copy of your AF Form 526 and a list of Frequently Asked Questions regarding your AF Form 526 can be obtained on the virtual MPF at www.afpc.randolph.af.mil/vmpf. Report errors to HQ ARPC/DPPKB, 6760 E. Irvington Place #2120, Denver, CO 80280-2120, DSN 926-6012 or commercial 303-676-6012. Be prepared to supply the appropriate source documents. HQ ARPC/DPPKB, will make necessary corrections.

RS = Reserve Section

<i>Table 5.1. Individual Reservist Training Categories</i>																			
			Then the Inactive Duty Training (IDT) (Note 1)			and the Annual Training (AT) (Note 1)													
R U L E	If a member is assigned to	in training and retired category	Requires (* one day equals two TPs)	Maximum Paid training Periods (TPs) are (Note 2)	and training will be conducted by	Requires	And pay is	And training will be conducted by											
1	The Selective Service System (SSS) in RS MA	B	48 TPs *(24 days)	48 per FY (Note 3)	Selective Service System	12 to 14 training days per FY (Note 4)	Authorized	SSS											
2	An IMA position requiring continuity and frequent proficiency training (Note 5) in RS MB, ME, and MR								24 TPs (12 days)	24 per FY	Unit of assignment or approved training attachment (Note 6)	12 days per FY (Note 8)	Unit of assignment or training attachment as approved by program manager (Note 7)						
3	An IMA position allocated to various levels of command to maintain mobilization proficiency (Note 7) in RS MC An IMA position in the Critical Medical Skills Program RS MC													N/A (Note 8)	N/A				
4	An ARPC Air Reserve Squadron (ARS) in RS MX (Note 9)	E	(Note 10)	N/A	ARPC or training attachment	no training (Notes 10 and 11)	Not authorized (Notes 10 and 11)	N/A (Notes 10 and 11)											
5	An ARPC RRPS member in RS MT								J	(Note 8)	N/A	Training attachment	(Note 8)	Authorized					
6	HQ ARPC Medical IRR in RS TC, TD, TE, TF														N/A	(Note 8)	Training as program directs	Authorized	Training attachments or ARPC
7	An ARPC ARS member																		

TABLE 5.1. Individual Reservist Training Categories (cont'd)			Then the Inactive Duty Training (IDT) (Note 1)			and the Annual Training (AT) (Note 1)		
RELE	If a member is assigned to	in training and retired category	Requires	Maximum Paid training Periods (TPs) are (Note 2)	and training will be conducted by	Requires	And pay is	And training will be conducted by
8	An ARPC ARS officer undergoing the chaplain candidate training program or the chaplain candidate continuation training program		(Note 13)		Training attachment or HQ ARPC	training as program directs	Authorized	Training attachment or HQ ARPC
9	An ARPC ARS officer undergoing the Armed Forces Health Professions Scholarship Program	K	No TPs	N/A	N/A	45 days	Authorized	Air Force medical training activities
10	ARPC NARS in sanctuary in RS NC (Note 14)				Training attachment	no training	Not authorized	Training attachment or ARPC
11	ARPC NARS in Key civilian status in RS ND (Note 15)	C						

TABLE 5.1 NOTES:

1. Do not credit active duty (AD) as IDT. The commander of a Reserve medical unit or Directorate of Health Services Individual Reserve Programs (HQ ARPC/SG), may allow an assigned health service officer to attend one continuing medical education (CME) activity each year in place of a portion of the IDT or AT requirement with concurrence of the unit of assignment. The only exception is the HQ ARPC Medical IRR in RS TF. These members can attend CME as part of their training days without the unit of assignment's concurrence. Do not authorize if the action would be detrimental to the member's primary mission.
2. Prorate the maximum allowable paid points in a FY for members who move between categories. Calculate as follows: Every month as a unit reservist or IMA in Reserve Sections MA, MB, ME, or MR establishes a 4-point requirement. Every month spent as an IMA in Reserve Sections MC, MD, or MH establishes a 2 point monthly requirement. **There remains an annual maximum of 48 points.**
3. An additional flying training period (AFTP) does not count toward the maximum paid training periods for the FY. *NOTE:* AFRC Form 918, must be used instead of AF Form 40A, Record of Individual Inactive Duty Training.
4. An IMA in Reserve Section MA, MB, ME, or MR, can perform up to 15 days (exclusive of travel time) AT in a FY. IMAs in Reserve Section MC or MD normally performs 12 days (exclusive of travel time) AT in a FY. Limit any IMA who performs AT with an activity that does not, as a rule, operate on weekends to a 12-day continuous tour. However, if valuable training opportunities are available, a member may perform a 14-day (exclusive of travel time) continuous tour. Provide justification in the "Remarks" section of the WOTS request.

TABLE 5.1 NOTES:

5. This block includes weapons controllers, ground radar operators, base disaster preparedness/air base operability officers, members assigned to rated positions not requiring active flying, and federal and state preparedness liaison officers.
6. Members of the 9019 Air Reserve Squadron (ARS) and 9026 ARS must accomplish their training at the unit of attachment unless otherwise approved by HQ ARPC/SGP and active duty supervisor.
7. This block includes the chaplain, legal, and medical IMAs who are assigned to HQ ARPC centrally managed programs and participate in training with a unit of attachment.
8. Personnel assigned to the 9026 ARS have several variations of fulfilling their participation and should contact their program manager for advice, however, all variations require a 12-day AT each FY. Members may perform additional non-paid IDTs.
9. The member is selected to take part in special training programs authorized by regulation such as the Civil Air Patrol Reserve Assistance Program (CAPRAP), Chaplain Individual Ready Reservist, and Air Force Admissions Liaison Officer (AFALO).
10. Participating IRR members must earn a minimum of 50 points per R/R year (including membership points). Reassign members who fail to earn the minimum 50 points to a non-participating status. See AFI 36-2115, *Assignments Within the Reserve Components*, for assignment policy.
11. Participating IRR may perform up to a maximum of 12 days of non-paid ADT, ADS, AT, or a combination of these per calendar year. This training is approved at the discretion of the Program Manager for RRPS, 9002 ARS - Chaplain, 9004 ARS - CAPRAP, 9001 ARS - AFALO, 9021 ARS - Medical, and 9025 ARS - The Judge Advocate General's Department Reserve (TJAGDR).
12. **Title 10, U.S.C., Section 12319 sets guidelines for these members to perform one day of muster duty each FY to accomplish the annual screening requirements outlined in Title 10, U.S.C., Sections 10149, 10204, 10205, and 10206.** The only exemptions from IRR screening during a FY are for: members who served on active duty during the FY; members scheduled for discharge during the FY; members in grade of O-4 and higher or E-8 and higher, with no remaining MSO, or successfully screened in the preceding FY.
13. Chaplain candidates who have completed the ADT requirements of their program may enter the chaplain candidate continuation training program. Candidates in this continuation training status must earn a minimum of 12 IDT points each R/R year unless the Directorate of Chaplain Individual Reserve Programs (HQ ARPC/HC) approves a waiver.
14. A twice deferred officer without a MSO or an officer who has reached maximum service but not maximum age, who is in the Active Standby in Reserve Section NC.
15. Volunteer members of Congress or pre-identified key employees who are in the Active Standby Reserve Section ND. Sanctuary officers not retained in position if they are in the Active Standby Reserve Section NC.

Figure 5.1. Instructions for completing the AF Form 49, Application for MPA Man-Day Tour. The AF Form 49, can be downloaded from the Air Force Publications site at <http://afpubs.hq.af.mil>, or from the ARPC homepage at <http://arpc.afrc.af.mil>. Consult AFI 36-2619, *Military Personnel Appropriation (MPA) Man-Day Program* for more information.

Section I. Personal Information: Reservist completes with accurate information.

Section II. MPA Tour Information:

- a. MPA-Tour-Title Code: same as TNG CAT IND on the AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour
- b. Duty AFSC
- c. AFO (where payment made)
- d. No of Days - Do not include travel day - i.e., 5 days
- e. Inclusive Date - Do not include travel day - i.e., 14 - 18 Jun 99, ensure number of days total inclusive dates.
- d. Report To - Complete this block in its entirety with correct information
- e. Travel arrangements - Check only one box, you will travel by personal conveyance; ARPC will make your travel arrangements; or you will make your own travel arrangements.
- f. Ensure reservists dates and signs the AF Form 49, Application for MPA Man-Day Tour

Section III. Command Information (To be completed by commander or authorized representative where performing duty)

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

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

Figure 5.2. Sample AF Form 49

APPLICATION FOR MPA MAN-DAY TOUR				
<small>AUTHORITY: 10 U.S.C. 672(d) and 3013; 44 U.S.C. 3101; and EO 9397 PRINCIPAL PURPOSE: To make application for MPA Man-day tours. ROUTINE USES: Information furnished may be disclosed to any DoD component, other Federal, state and local governmental agencies in the pursuit of their official duties. DISCLOSURE IS VOLUNTARY: Failure to provide the information will preclude the publishing of orders and member will not perform tour of duty. If marital status information is not disclosed, dependents will be denied the use of authorized facilities and services during period of duty by member.</small>				
I. PERSONAL INFORMATION (To be completed by Individual)				
TO (Unit of Assignment) USSTRATCOM		NAME (Last, First, MI) AND GRADE DOE, JOHN M., Lt Col		SSN 123-45-6789
CURRENT ADDRESS (include ZIP Code) 456 ANY STREET ANYTOWN NE 81150		HOME TELEPHONE (inc area code) (303) 222-5555	NO. OF MAN-DAYS PERFORMED CURRENT FY	
		WORK TELEPHONE (DSN) 926-7777	YEAR 99	MPA 144
MARITAL STATUS <input checked="" type="checkbox"/> Married <input type="checkbox"/> Single		NAMES OF FAMILY MEMBERS Jane (Spouse), Jimmy (Son), Susie (Daughter)		
II. MPA TOUR INFORMATION				
MPA-TOUR-TITLE CODE (To be completed by MAJCOM/FOA/Single Mgr IMAs)		DUTY AFSC 33S3	AFO (where payment made) 934 AG/FMFPM	
NO OF DAYS (including travel) 35	REPORT TO (Complete organization and address including ZIP code) USSTRATCOM 901 SAC BLVD OFFUTT AFB NE 68113-6070			
INCLUSIVE DATE (including travel) 18 Aug-21 Sep 99				
TRAVEL ARRANGEMENTS (Will not commute tours only) (Check One) I understand the ticket will be sent to me with my orders.				
<input checked="" type="checkbox"/> I will travel by personal conveyance. I understand I will be paid for the mileage according to official distance tables at current rates. I further understand that the official travel time is determined by commercial air (Tours less than 90 days) and travel in excess of that is at personal risk. Note: Your reimbursement for mileage may be limited to the Government's cost for airfare.				
<input type="checkbox"/> I will travel by commercial air and request a ticket be obtained in my behalf. I wish to depart from/return to		AIRPORT	I am available for travel after	HOURS
NOTE: You will normally be scheduled to arrive and depart as nearly as possible to scheduled opening and departure times. Your pay and travel allowance will be based upon this schedule even though you may travel at other dates or times for personal convenience. If you travel by personal conveyance (private auto) or commercial air. If you want to vary your travel schedule for personal reasons, indicate your desired schedule in the remarks section.				
<input type="checkbox"/> I will arrange my own transportation thru the local SATO.				
DATE 7 Jul 99	SIGNATURE OF RESERVIST			
III. COMMAND INFORMATION (To be completed by commander or authorized representative where performing duty)				
Reporting/Departure Time (Complete only if mission requires specific times)	REPORT NLT - TIME 0800	REPORT NLT - DATE 18 Aug 99	DEPART NLT - TIME 1700	DEPART NLT - DATE 21 Sep 99
ACTIVE DUTY IS <input type="checkbox"/> Disapproved <input checked="" type="checkbox"/> Approved		Approval has been obtained from unit with which active duty is to be performed. Explain in remarks, tours with holidays and tours that do not conform with the local work week.		
THE INSTALLATION COMMANDER HAS DETERMINED THAT THE MEMBER'S HOME OR PLACE FROM WHICH ORDERED TO DUTY AND DUTY STATION:				
<input checked="" type="checkbox"/> Are within the corporate limits of the same municipality.				
<input type="checkbox"/> Are not within the same corporate limits and are not within commuting distance.				
<input type="checkbox"/> Are not within the same corporate limits but are within commuting distance and the nature of duty				
<input type="checkbox"/> Does <input checked="" type="checkbox"/> Does not prevent member from commuting.				
DATE 13 Jul 99	NAME, GRADE, AND TITLE (Type or Print) JERRY RICE, COL, USAF Director of Programming		SIGNATURE	
IV. MAN-DAY MANAGER ACCOUNTABILITY				
CHARGE MPA MANDAYS TO ACCOUNT NUMBER: (For MAJCOM/FOA/Single Manager use only)				
DATE	TITLE OF MAJCOM/FOA/SINGLE MANAGER		SIGNATURE	
WAIVER (if required, fill in when individual will exceed 139 days, when approved by HQ USAF/DPPR. Example of authority: HQ USAF/DPPR letter, 10 Jan 95) <input type="checkbox"/> Approved (Give authority) <input type="checkbox"/> Disapproved				
TRAVEL, TDY, AND PER DIEM FUND CITATION (Provided by using activity when applicable)				
REMARKS (if more space is needed, continue on reverse and identify item)				

Figure 5.3. Instructions for completing AF Form 40A, **Record of Individual Inactive Duty Training**. The AF Form 40A can be downloaded from <http://afpubs.hq.af.mil>, or from the ARPC Homepage at <http://arpc.afrc.af.mil>. Also consult AFMAN **36-8001**, for more information. **NOTE: Dates in Section IV must be on or after last training date in Section II.**

Item 1: Enter your designated RPO only if points are for pay.

Item 2: Select only one. If both pay and non-pay are selected, non-pay will be assumed.

Item 3: Select any incentive/specialty pay for which you are authorized except AFTPs. AFTP must be indicated on AFRES Form 918, **Report of Inactive Duty Training Performance** - AGTP/AFTP (USAFR). If you select Hazardous Duty Incentive Pay (HDIP), you must attach all authorizing documentation each time you request HDIP.

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

Item 5: Enter your individual R/R date.

Item 6: List each day of training separately. Additionally, when completing the form, all days listed on one form should be within the same month. NOTE: On the electronic version of the form, the slash (/) must be entered to separate the year/month/day. It is not required on the four-part set. The format is as follows: 95/06/27 or (set only) 950627. The training location is not required to be completed. This section can be used to keep track of your duties for each IDT. This can assist your supervisor when a performance report is accomplished.

Item 7: Complete the total number of hours worked.

Item 8: Complete the total number of points earned.

Item 9: The authorizing official is either your assigned unit commander or a representative designated in writing. This can be the unit reserve coordinator or your supervisor if designated in writing as the authorizing official. This block must be completed prior to the actual training. The RPO will return the form if this is not completed.

Item 10: The date entered must be prior to or the day of scheduled training.

Item 11: Select either YES or NO for enlisted reservists. If this is not selected, you may have to pay the basic food charge. This should be left blank for officers. Officers must pay the basic food charge regardless of whether this block is checked or not.

Item 12: Type or legibly print your name and phone number. Include your area code. Use your legal signature. Date must be on or after the last day of training.

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

Item 14: Copy 1 is forwarded either to your designated RPO (pay only) or to HQ ARPC/DPPKB (non-pay only). Copy 2 is your copy. Copy 3 is your supervisor's copy.
NOTE: Enlisted members may be required to give a copy to the dining facility, so you may have to make an extra copy for them.

Figure 5.4. Sample AF Form 40A

RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING					
<i>(Use to report days within the same month)</i>					
PRIVACY ACT STATEMENT					
<p>AUTHORITY: 10 U.S.C., Section 12732.</p> <p>PRINCIPAL PURPOSES: To record Reserve Member's inactive duty training for payment, and/or points for years of service credit, and determining fulfillment of requirements for retention in Ready Reserve.</p> <p>ROUTINE USES: Information may be disclosed to individuals' employers to verify military duty.</p> <p>DISCLOSURE IS VOLUNTARY: Failure to provide the information, including the SSN, could result in the improper recording of training and retirement credits, thus adversely affecting retirement actions.</p>					
I. PERSONAL/PAY DATA <i>(Type or print clearly in ink)</i>					
RANK	NAME (Last, First, MI)		HOME MAILING ADDRESS		<input type="checkbox"/> CHECK IF NEW
TSGT	DOE, JOHN M.		456 ANY STREET		
SSN	RPO (IMAs)/UNIT (All Reservists)		DENVER CO 80005		
123-45-6789	DENVER CO				
PAY STATUS <i>(MUST use separate form for pay and non-pay. Non-pay IDTs - submission to ARPC/OPK applies to IMAs Only.)</i>			INCENTIVE/SPECIALTY PAY		
<input checked="" type="checkbox"/> PAY			Aviation Career Incentive Pay (ACIP)		
<input type="checkbox"/> NON-PAY			Hazardous Duty Incentive Pay (HDIP) <i>(Provide authorizing documents)</i>		
			Other <i>(Specify)</i>		
<input checked="" type="checkbox"/> TRAINING PERIOD			EQUIVALENT TRAINING		
			Other <i>(Specify)</i>		
II. TRAINING DATA <i>(List each day of training separately)</i>				RETENTION/RETIREMENT (DD) DATE	
				19991006	
DATE YYMMDD	DUTY HOURS WORKED <i>(Inclusive)</i>	HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATION/REMARKS	
19990816	0800-1700	8	2	USSTRATCOM, OFFUTT AFB NE	
19990817	0800-1700	8	2	USSTRATCOM, OFFUTT AFB NE	
16		TOTAL NUMBER OF HOURS WORKED		4	TOTAL NUMBER OF POINTS
III. AUTHORIZATION FOR TRAINING, TELECOMMUTING, TRANSIENT QUARTERS AND SUBSISTENCE <i>(Required for lodging only and shall not exceed the number of training days. Complete and return to reservist prior to the reservist reporting for scheduled training.)</i>					
See AFI 34-246, Air Force Lodging Program, and AFI 34-401, Food Service Management. Reservists on Inactive Duty Training (IDT) are authorized to occupy VOQ/VAQ, including contract quarters, in conjunction with the date(s) shown above. On an IDT day, only enlisted reservists in pay status are authorized subsistence-in-kind if training is 8 hours or more in any 1 day. If the duty is less than 8 hours or is non-pay status, or if the reservist is an officer, the reservist MUST pay the full food charge. The Authorizing Official is the commander of the assigned unit or a representative designated IN WRITING.					
AUTHORIZING OFFICIAL'S SIGNATURE AND TITLE		LODGING AUTHORIZED		DATE <i>(Must be same or prior to first date of training)</i>	SUBSISTENCE AUTHORIZED
MSGT ROSEMARY BROWN, Chief of Operations		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		19990816	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
IV. CERTIFICATION <i>(Certifying official is the military member or civilian who supervised the training and has knowledge it was performed.)</i>					
The penalty for willfully making false claims is: A maximum fine of \$10,000 or maximum imprisonment of 5 years (18 U.S.C., Section 2871). By signing and dating this form, the Reservist and Certifying Official (training supervisor who has knowledge training was performed) verify satisfactory completion of all training period(s) listed in Section II. The dates must be on or after the last date of training.					
RESERVIST'S NAME & PHONE NO. <i>(Type or Print legibly in ink)</i>		RESERVIST'S SIGNATURE <i>(In ink)</i>		DATE	
JOHN M. DOE, TSGT, USAFR 303-222-5555				19990817	
CERTIFYING OFFICIAL'S NAME/GRADE/PHONE <i>(Type or Print legibly in ink)</i>		OFFICIAL'S SIGNATURE <i>(In ink)</i>		DATE	
ROSEMARY BROWN, MSGT, USAF 660-687-4444				19990817	
V. DISTRIBUTION					
The Certifying Official will send copy 1 to member's Reserve Pay Office (RPO) for Paid IDTs, HQ ARPC/OPK (IMAs and IRRs only) 6760 E Irvington Pl, Denver CO 80230, for Non-Paid IDTs not later than 2 days for unit members and 30 days for IMAs and IRRs after the member completes the training. One copy each to supervisor, member, and lodging.					

Figure 5.5. Instructions for reading AF Form 526, **ANG/USAFR Point Credit Summary**

Credit for your service in the Air National Guard or Air Force Reserve is recorded by a participation point system. This system, called the Point Credit Accounting and Reporting System (PCARS), is an automated system that records the points earned and awarded to members, managed by HQ ARPC/DPPKB, the Points Management Branch.

The AF Form 526 provides a history of participation and points awarded during the recently completed R/R year. All types of creditable and non-creditable duty are shown, as well as the fact that a member earned or did not earn the required number of points (50) for a creditable year of satisfactory federal service.

Page 1: (Please refer to AF Form 526 on next page)

Date Prepared: Approximately 60 days after closeout

PAS & Reserve Section: Identifies your unit of assignment and state code (ANG) or Reserve section (AFR)

Personal Information: Rank, name, organization, mailing address, and Social Security Number

Ret/Retire Date: Retention/Retirement (R/R) date

Closeout Date: Last day of R/R year

Satisfactory Service: Total years, months, and days of satisfactory service

Statement Reason: Annual, discharge, transfer to Retired Reserve, death, loss to another service, or EAD

Read the statement carefully: IMAs take corrective action through: HQ ARPC/DPPK, 6760 E. Irvington Place #2120, Denver CO 80280-2120, toll free 1-800-525-0102, ext. 71285; DSN 926-6012, or commercial 303-676-6012

Last R/R year Participation Summary: This line shows the total points and service for the R/R year that was just completed

Type Duty Codes (TD): Codes used to specifically identify your participation

Last R/R Year Summary of Tours: Dates of participation, type of duty, and points credited for each date(s) during R/R year just completed

Page 2:

Chronological point history and non-creditable service periods for previous R/R years, if recorded in database. (Service such as civilian status or assignments to the Inactive Status List Reserve Section (ISLRS) are shown as non-creditable service periods).

Points Summary: All points and satisfactory service credited through closeout date of the just completed R/R year. Your total points may exceed total points for retirement. However, no more than 365 points (366 for leap year) may be credited for retirement in one R/R year. For R/R years closing out on or before September 22, 1996, no more than 60 inactive duty points may be credited for retirement in one R/R year. For R/R years closing out on or after September 23, 1996 and October 29, 2000, no more than 75 inactive duty points, including ECI and membership points, may be credited for retirement in one R/R year. For R/R years closing out on or after October 30, 2000, no more than 90 inactive points may be credited for retirement in one R/R year.

History Capture

Prior service is captured and input into the PCARS system according to the PCARS gain date. The oldest gain dates are captured first; descending down to the most recent gain date. Once your prior service history is captured, your next AF Form 526 will reflect a complete chronology of your military service, your R/R year points, total retirement points and creditable satisfactory years of service. If applicable, the AF Form 526 will also show all breaks and non-creditable service. In subsequent years you will receive an annual AF Form 526.

Review

It is important that you review your AF Form 526 promptly upon receipt. Individual Reservists should notify HQ ARPC/DPPKB 6760 E. Irvington Place #2120, Denver, CO 80280-2120, toll free 1-800-525-0102, ext 71285, DSN 926-6012, or commercial 303-676-6012, of any discrepancies within 30 days. Since this form becomes a part of your Master Personnel Record, its accuracy should be of prime concern to you. For officers, the AF Forms 526 are also part of the selection brief used by the promotion board in evaluating participation and in determining retention in an active status. Enlisted members' AF Forms 526 are used to verify a member's total years of enlisted service which is used to determine eligibility for promotion by local promotion boards. The AF Form 526 is also used by the retirement branch to determine your eligibility to retire and the amount of money you'll receive when you retire. Review your AF Form 526 for accuracy and retain a copy in your person file.

Corrections

AF Form 40A, **Record of Individual Inactive Duty Training**, must be forwarded within two duty days of the participation period. AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, must be submitted within five days of participation. Late submission may result in an erroneous AF Form 526 and require corrective action.

Figure 5.6. Sample AF Form 526

ANG/USAFR POINT CREDIT SUMMARY for Sgt PCARS JOE T 123-45-6789

Date prepared::01/02/2002

PAS & Reserve Section: :E41CFLMK

SSN: 123-45-6789

SGT PCARS JOE T
0124COMBAT COMM SQ

Ret/Retire Date: :0819

Closeout Date::08/18/2001

1234 MAIN ST
ANYWHERE CO 80000-1111

Satisfactory Service::151011

Statement Reason::ANNUAL

TO THE GUARDSMAN/RESERVIST:
COMPUTERIZED INFORMATION ON YOUR PARTICIPATION IS SHOWN BELOW. IT IS POSSIBLE THAT IT MAY BE INACCURATE. THEREFORE, IT IS NOT A GUARANTEE OF POINTS OR SERVICE FOR RETENTION, PROMOTION OR RETIRED PAY PURPOSES. IT REMAINS SUBJECT TO AUDIT AND ADJUSTMENT. REVIEW IT CAREFULLY. IF ANY ERRORS ARE FOUND, CONTACT YOUR MPF 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.

Last R/R Year Participation Summary

From Dt	Thru Dt	Active Duty	Inactive Duty	ECI	Inactive Status	Member-ship	Total Points for Retire-ment	Satis--factory Service yr mo dy
2000 Aug 19	2001 Aug 18	0365	0000	0043	0000	015	00365	01 00 00

TYPE DUTY CODES (TD)

- 1. Active Duty Other
- 2. Special Tour
- 3. School Tour
- 4. Annual Tour
- 5. Extended Active Duty
- 6. AFTP
- 7. Paid Inactive Duty
- 8. Nonpaid Inactive Duty
- A. Nonpaid Active Duty
- B. Continuation Pay
- D. IDT-Readiness Mgmt
- E. AD-Funeral Honors
- F. IDS-Funeral Honors

Last R/R Year Summary of Tours

From Dt	Thru Dt	TD	Pts	From Dt	Thru Dt	TD	Pts	From Dt	Thru Dt	TD	Pts
2000 Aug 19	2001 Aug 18	5	365								

Correspondence Courses

Date	Pts	Course	Date	Pts	Course	Date	Pts	Course
2000 Aug 28	9	00005A	2000 Sep 10	11	00005B	2000 Sep 18	8	00005C
2000 Sep 25	7	00005D	2000 Oct 04	8				

AF FORM 526(COMPUTER GENERATED) Page 1 of 2

Personal Data-Privacy Act of 1974

ANG/USAFR POINT CREDIT SUMMARY for Sgt PCARS JOE T 123-45-6789

Service History

From Date	Through Date	AD	IDT	ECI	IDS	MBR	RETIRE	SATSVC

yr mo dy

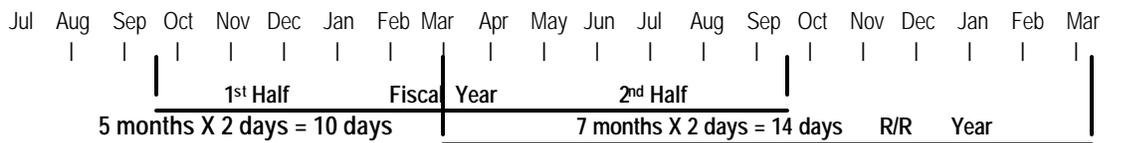
		Delayed Enlistment Program								
1985 Jul 23	1985 Oct 07									
1985 Oct 08	1986 Oct 07	365	0	0	0	0	365	01 00 00		
1986 Oct 08	1987 Oct 07	365	0	0	0	0	365	01 00 00		
1987 Oct 08	1988 Oct 07	366	0	0	0	0	366	01 00 00		
1988 Oct 08	1989 Oct 07	315	00	0	0	0	315	00 10 11		
1989 Aug 19	1990 Aug 18	15	44	29	0	15	75	01 00 00		
1990 Aug 19	1991 Aug 18	57	48	24	0	15	117	01 00 00		
1991 Aug 19	1992 Aug 18	13	48	0	0	15	73	01 00 00		
1992 Aug 19	1993 Aug 18	68	40	0	0	15	123	01 00 00		
1993 Aug 19	1994 Aug 18	365	0	0	0	15	365	01 00 00		
1994 Aug 19	1995 Aug 18	365	0	0	0	15	365	01 00 00		
1995 Aug 19	1996 Aug 18	365	0	0	0	15	365	01 00 00		
1996 Aug 19	1997 Aug 18	365	0	0	0	15	365	01 00 00		
1997 Aug 19	1998 Aug 18	365	0	0	0	15	365	01 00 00		
1998 Aug 19	1999 Aug 18	365	0	0	0	15	365	01 00 00		
1999 Aug 19	2000 Aug 18	365	0	0	0	15	365	01 00 00		
2000 Aug 19	2001 Aug 18	365	0	43	0	15	365	01 00 00		
Points Summary	4486 180	96	0	180	4721	15 10 11				

Figure 5.7. FY and R/R Overlap Slide Rule (Refer to paragraph 5.18)

Participation Schedule

At the start of your career you should set up a schedule to meet both FY (1 Oct-30 Sep) and Retention/Retirement (R/R) year requirements to avoid having a bad year. The easiest way to do this is to divide the FY in two parts based on your R/R date. For most IMAs, evenly distributing requirements throughout the FY works best. Minimum requirements are 24 days a year (12 days of annual tour and 12 days of IDT). Divide the FY in two with the R/R date. Multiply the number of months in the first half by two. This gives the number of days to perform for that half year. Do the same with the second half. You will want to select the larger half of the year to do the annual tour to give more flexibility in scheduling. Now figure how many IDTs to do in each half. Once the schedule is set, never deviate and there will never be a bad year. The following are examples of how to establish a schedule:

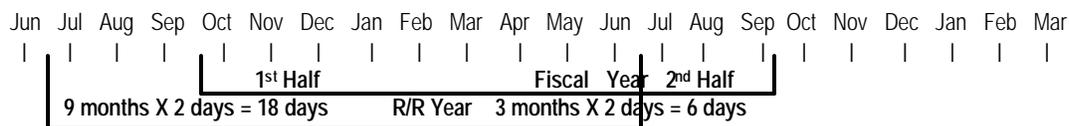
Example #1: R/R date of 3 March



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

1 Oct-2 Mar	=	10 days IDT	
4 Mar-30 Sep	=	12 days Annual tour	Referred to as
		2 days IDT	Annual Tour Window

Example #2: R/R date of 25 June



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

1 Oct-24 Jun	=	12 days Annual tour	Referred to as
		6 days IDT	Annual Tour Window
26 Jun-30 Sep	=	6 days IDT	

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

If you are lucky enough to have an R/R date between 1 Sep and 30 Oct which is almost the same as the FY, 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.

The Year Analyzer is an on-line tool to help you determine your optimal time to participate to ensure you will meet both FY and a satisfactory R/R year. This analyzer can be found at <http://arpc.afrc.af.mil/subjects/analyzer/instructions.htm>

You may also use it to schedule or track participation. However, this scheduling is for your use only, and does not constitute approval of your schedule. Your supervisor must approve your participation prior to performing the duty. If you want to shift their schedule, it must be done well in advance and it may require doing extra days.

Figure 5.8. Blank FY vs. R/R Slide Rule

NOTE: Enter your own R/R along with the FY to help determine your participation training window

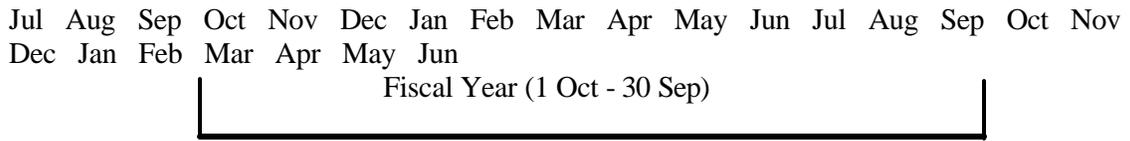


Figure 5.9. USAFR Point Credit Summary Definitions

PCARS (Point Credit Accounting and Reporting System) – A system that captures the point history for members of the Guard and Reserve. Points determine your eligibility for retention both in Ready Reserve programs and in an Active Reserve status.

AF Form 526, ANG/USAFR Point Credit Summary – A summary of all reported current and past training for point credit.

Annual Tour (AT) - 15 days of required active duty training for Guard and Reserve and 12 days of required active duty training for IMAs.

Active Duty (AD) - Total AD and Active Duty for Training (ADT) points (all paid and non-paid).

Extension Course Institute (ECI) - Total points earned by successfully completing career development courses (CDCs) through the ECI or other authorized schools.

Fiscal Year (FY) - 1 October of one year and 30 September of the following year.

Inactive Duty Status (IDS) - Points authorized by legislation in 1999 for Guard and Reserve members who perform funeral honors duty in support of the active service component.

Inactive Duty for Training (IDT) - All paid and non-paid points.

Individual Mobilization Augmentee (IMA) – An individual reservist attending drills who receives training and is pre-assigned to an active component organization that must be filled on, or shortly after, mobilization.

Leave and Earning Statement (LES) - Pay statement for paid training.

Membership (Gratuitous) - Number of points authorized for membership in Guard or Reserve component.

Total Points - Sum of AD, IDT, ECI, IDS, and membership points.

Points for Retirement - An adjusted cumulative value of the IDT, ECI, IDS, and membership points (not to exceed the maximum of 90), added to all the active duty points earned during the retirement/retention (R/R) year. (“Total Points” could be more than “Points for Retirement” based on the 90 point maximum.

Retirement/Retention Year (R/R) - 12 consecutive months in which an active Guard or Reserve member is required to earn a minimum of 50 points (including membership points) for a satisfactory year of federal service. R/R is the most critical data item in PCARS.

Chapter 6

SUPERVISORY INFORMATION (Guidance For the Supervisor of the Individual Reservist)

6.1. Introduction. We cannot emphasize enough the importance of your role as the supervisor to an individual reservist. This section highlights information to assist you in documenting and assisting in the career progression of the individual reservist. An individual reservist can be called upon at any time to augment the active force. This could happen with 24 hours notice during peacetime, war, or low-level conflict and the individual reservist must be ready for emergencies which require the member to be activated. You, as a supervisor, have the responsibility to ensure the individual reservist meets these training requirements and is proficient. Individual reservists may be an important resource for the knowledge and expertise during a national emergency or crisis. Additionally, it is your responsibility to help the reservist obtain forms, dog tags, etc. The commander or supervisor must schedule a medical evaluation (Fitness for Duty) to determine medical or dental qualification for continued worldwide duty if they receive notice of, or become aware of, a change in a member's medical status. Forward the evaluation to HQ ARPC/SGP for review and final disposition.

6.2. Individual Reservist Authorization. Contact your Reserve Program Manager if you believe you require additional Reserve manning.

6.3. Individual Reservist Training Documentation. You are the supervisor at the unit of assignment or attachment and you must maintain written participation documentation. ***Use the written documentation as a basis for developing training plans and participation schedules, for monitoring training and duty participation, and for performance reports.***

6.3.1. The following is a list of suggested written documentation to be maintained:

6.3.1.1. Assignment orders or AF Form 2096, **Classification/On-The-Job Training Action.**

6.3.1.2. Training Schedule. You and the member should accomplish the training schedule in whatever form best suits your needs, immediately preceding the beginning of the member's R/R year. You and the reservist should agree to any changes to the training schedule and you should annotate the changes on the schedule.

6.3.1.3. Retain Copy 2 of the AF Forms 40A, **Record of Individual Inactive Duty Training** until the member has reconciled their AF Form 526, **ANG/USAFR Point Credit Summary.** You should receive a copy of the AF Form 526 from the reservist. You should remove the AF Forms 40A, file the AF Form 526, and return the AF Forms 40A to the member.

6.3.1.4. AF Forms 938, **Request and Authorization for Active Duty Training/Active Duty Tour**-You should retain a copy of all tour orders, with the end of tour report (on reverse) completed by the member, until the close out of the current evaluation period. This will assist you in recording specific duties and tasks the reservist has accomplished since their last evaluation.

6.3.1.5. Program Manager or unit unique requirements.

6.3.1.6. Career Field and Education Plan (for applicable enlisted members)

6.3.1.7. Civilian Skills Data Bank Entry Form (ARPC Form 85). Maintain form in IMAs file and have the IMA email the form to HQ ARPC/DPABB. This form can be located at https://arpc.afrc.af.mil/dpabb/csdb_form.htm.

6.4. Scheduling Participation and Training. You and the individual reservist should get together at the beginning of the FY and prepare a training schedule. Prepare training in advance. If the reservist is attached to another unit for training, both the unit of attachment and unit of assignment must maintain a training schedule. For more information, IMAs should go to Chapter **5** and participating IRR members should go to Chapter **3**.

6.4.1. If specialized training becomes available on a specific date, you should call the reservist to see if they are available to participate.

6.4.2. Special Tours. In addition to IDTs and ATs, you may provide your individual reservist an opportunity to complete other tours of active duty. The unit of assignment and Program Manager are allocated active duty days for use by reservists. These are explained in paragraphs **5.4** and **5.5**.

6.5. Training Requirements. In addition to the participation requirements, reservists must complete specific annual requirements.

6.5.1. Enlisted Specialty Training (EST). EST requirements for IMAs and participating IRR members are essentially the same requirements as for active duty. The unit of assignment is responsible for coordinating training requirements with the unit of attachment. Normally, you as the supervisor at the unit of assignment maintains AF Form 623, **On-The-Job Training Record**, on members in ranks AB through TSgt and those individuals in grades MSgt and SMSgt who are in retraining. You annotate the Career Field Education and Training Plan (CFETP) for task training accomplished on the job. Maintain required forms and/or automated products used to monitor career development course (CDC) progression for personnel in upgrade training. You or the training manager is responsible for ordering mandatory CDCs through ARPC/DPAT (see paragraph **7.14.1** for course enrollment information). It is imperative to ensure all awarded AFSCs are current.

6.5.2. Training Records. The unit of assignment must ensure all enlisted specialty and ancillary training requirements are met and documented. However, when the

member performs training away from their unit of assignment, the unit of attachment will administer and record all required training. The reservist will hand carry the AF Form 623, **On-the-Job Training Record** and other training documents, from unit of assignment to unit of attachment during scheduled AT tour or ADT/ADS tours. Additionally, upon mobilization a member who performs training at a unit of attachment must hand carry all training records to the unit of assignment, if possible. If time precludes hand carrying records, the unit of attachment must forward all training records to the unit of assignment as soon as possible.

6.5.3. Ancillary Training Program (ATP). All individual reservists must fulfill ancillary training requirements such as sexual harassment training and safety training. Both you and the individual reservist must schedule training and ensure the reservist accomplishes it as required before or during the next IDT or AT. The individual reservist will not use ADT tours to complete this training. (Individual MAJCOMs/program managers may require members to receive ATP subjects deemed appropriate.)

6.6. **Formal School Training.** Course descriptions, eligibility, and prerequisites for most required technical training are in the Education & Training Course Announcements (ETCA) at <https://etca.randolph.af.mil/>. Contact the IMAs Program Manager training office for further information and application information. All IMA school tour quotas can only be obtained through HQ ARPC/DPAT. **Schools are not to be contacted directly IAW AFMAN 36-8001, Reserve Personnel Participation and Training Procedures, school requests from members violating this policy will be returned without action.**

6.6.1. Training Screening Process (Programmed Tours). HQ ARPC/DPAT screens all IMA Program Managers annually requesting their in-residence training needs for the third out year (e.g. the 2002 screening is a demand call for those forecast needs of 2005). Based on those forecasts, HQ ARPC/DPAT secures the requested training quotas and allocates quotas accordingly to each IMA Program Manager. The Program Manager then designates the member to fill the individual quotas and the member submits a WOTS request for funding and the publication of tour travel orders. (All such WOTS requests must be received at least 45 days prior to the school start date). These quotas are known as “programmed.”

6.6.2. Unprogrammed Tours. Requests for quotas that were not forecasted by the IMA Program manager or planned in the normal screening cycle are known as “unprogrammed.” The member submits a WOTS request, requesting funding, a school tour quota, and the publication of tour travel orders. (All such WOTS requests must be received at least 90 days prior to the school start date). Obtainment of quotas for unprogrammed requests is extremely unpredictable and unlikely.

6.7. Military Standards and Decorations.

6.7.1. It is important that AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, standards are followed and deviations from these standards are brought to the attention of the individual. If circumstances warrant documentation of counseling in member's training record, you should initiate appropriate action.

6.7.2. In addition to reassignment, retirement, separation, or other special actions, you may want to consider personnel for a decoration based on meritorious service for an extended tour. Award authorities may also recommend decorations for personnel who have not completed a period of service (retirement, separation, or reassignment), but whose services have been clearly outstanding and unmistakably exceptional for an extended period of at least 3 years. Consult AFI 36-2803, *The Air Force Awards and Decoration Program*, or contact your servicing MPF for further guidance.

6.8. Outstanding Performance Awards.

6.8.1. The Outstanding IMA of the Year Award. Each year, IMA Program Managers select one officer and one enlisted IMA to represent them in the Outstanding IMA of the Year competition. Nominations should be based on contributions to the Reserve program, civic and social contributions, and self-improvement efforts, including educational achievements. Nominees may receive assigned/attached organizational recognition. Nominations in both categories are forwarded to HQ ARPC/DPAT for competitive selection. The Reserve Officers Association (ROA) sponsors this event and presents the awards to the selectees at the organization's national convention in June. Winners also receive the Air Force Recognition ribbon.

6.8.2. Air Force Reserve Outstanding Junior Officer of the Year Award. The ROA sponsors an Air Force Reserve Outstanding Junior Officer of the Year award to recognize junior officers (2Lt through Capt) who are making significant contributions to the USAFR.

Nominations should be based on total performance for the preceding year. Nominations are submitted through the member's Program Manager to HQ ARPC/DPAT. HQ ARPC/DPAT convenes a selection board and submits ARPC's selectees to HQ USAF/REP. HQ USAF/REP will convene a selection board to determine the Air Force Outstanding Junior Officer of the Year. REP considers nominees submitted by HQ AFRC and HQ ARPC.

6.8.3. Twelve Outstanding Airmen of the Year (IMA). Each year the Air Force may consider one IMA from the Selected Reserve for selection as one of the Twelve Outstanding Airman of the Year. Base your nominations on achievements that occurred during the period of the award, which is one year, screening all nominees to stand the test of "whole person concept" scrutiny. The member's Program Manager may nominate one IMA in the Airman, Noncommissioned Officer, and Senior Noncommissioned Officer categories. Submit nominations to HQ ARPC/DPAT who will convene a board to select up to three nominees, one in each category to be

forwarded to HQ AFRC for further competition. Final selections are made by HQ AFPC (Air Force Competition). Each airman nominated to Air Force competition will receive the Outstanding Airman of the Year ribbon. Final Air Force selectees will attend the Air Force Association (AFA) Convention in Washington DC with their spouse. In addition to being recognized and honored at the AFA's annual convention, each of the 12 winners becomes a member of the AFA Enlisted Advisory Council for the year immediately following the annual convention. As members of this council, they must attend subsequent meetings at the call of the council chairman. For further information consult AFI 36-2805, *Special Trophies and Awards*.

6.9. Enlisted Promotions. All enlisted personnel considered for promotion must be eligible to train and must accrue points toward retirement. Participating Individual Ready Reservists (points-only) are eligible for promotion only through technical sergeant (at 16 years of Satisfactory Service) and must accrue 50 points during the R/R year. You may promote enlisted personnel either by unit vacancy or the Extended Promotion Program (up through TSgt). Direct specific questions to your Promotion Program Manager (Table **6.1**)

6.10. Promotion Procedures (Reference AFI 36-2502, Chapter 4).

6.10.1. Enlisted Promotions. Enlisted promotions are effective on the first day of January, March, May, July, September, and November. Two months before each promotion month, MILPDS generates a promotion eligibility roster. This roster identifies all enlisted individual reservists eligible for promotion during that cycle. The promotion roster does project eligibility in mid-cycle. For example: If members become Time-in-Grade eligible for promotion on 1 August, their names will appear on the 1 July roster for promotion consideration in September. However, if a member's name does not appear on the eligibility roster for PME completion or skill-level award and now meets all requirements on Table **6.1** of this guide and promotion is warranted, then the individual's name is added to roster. Required source documents are sent back to the promotion authority with the signed roster.

6.10.2. HQ ARPC/DPBA sends a copy of the promotion eligibility roster via e-mail to the Promotion Program Managers. The Promotion Program Manager sends the roster to the member's unit commander with a return suspense date. The commander contacts the member's supervisor for recommendation or non-recommendation and lines through the names of those individual reservists not recommended for promotion. The commander annotates the right side of the roster for individual reservists not recommended for promotion with the reason length of deferral (not to exceed six months). The commander recommends for promotion individual reservist names not lined through. The commander then signs it and sends it back to the Promotion Program Manager.

6.10.3. The Promotion Program Manager, after considering the commander's recommendation, makes the final determination. The Promotion Program Manager makes appropriate annotations on the master roster. The promotion authority signs the roster after the required statement and returns it to HQ ARPC/DPBA for updating and processing. You can find more information in the Fact Sheets.

6.11. **Officer Promotions.** Officer promotions are discussed in paragraph **7.10** of this guide.

6.12. **Performance Reports.** Normally, an IMA is not the supervisor of another IMA. However, if this situation occurs, the remaining raters in the supervisory chain must be within the active duty rating chain of the organization.

6.12.1. EPRs. Use AF Form 910, **Enlisted Performance Report for AB through TSgt** and AF Form 911, **Senior Enlisted Performance Report for MSgt through CMSgt**. An EPR is required biennially (once every 2 years) and on these occasions:

6.12.1.1. Participating enlisted members (E-5 and above) are required to receive an EPR biennially (member must have accumulated at least 16 points). HQ ARPC/DPBR2 will notify and suspense the appropriate unit that the EPR is due. Consult AFI 36-2403, *The Enlisted Evaluation System (ESS)* for guidance.

6.12.1.2. Change of Reporting Official (CRO). A CRO report is required when the ratee (reservist), has a permanent change of station (PCS); changes unit of attachment for training, is being discharged from Air Force Reserve status and concurrently entering AD; or is being reassigned to EAD, and has earned at least 16 active or IDT points since the last rating.

6.12.1.3. Special Report. HQ USAF and the commander may also direct a special report. All periods of supervision and point requirements are waived for this type of EPR.

6.12.1.4. Letters of Evaluation (LOE). These are not mandatory or filed in the unit personnel record group (UPRG), unless they are an inclusion to a referral EPR.

6.12.1.5. You may file brief reports of the member's inactive and active duty performance in the Individual Reservist Training folder and use these to prepare an EPR. After completing an active duty tour, the member should use the End of Tour Report from the back of the orders to document any accomplishments. The rater should see these reports before writing an EPR.

6.12.1.6. The MPF at the unit of assignment should send a preparation package to the rater or you should contact the MPF for assistance in the preparation and submission of these reports.

6.12.1.7. The member should assist you by supplying helpful information in preparing an accurate and informative EPR.

6.12.1.8. It is imperative for both the supervisor and the member to ensure that rater information is accurate. HQ ARPC forwards the "shell" for the EPR to the servicing MPF of the rating official listed in PDS (shown on the shell). You do not require an EPR shell to write an EPR. It is the responsibility of the rater to ensure the EPR is submitted on time. When the rater changes, submit notification of the

new reporting official information through the unit of assignment MPF, BIMAA, or Program Manager, then forward to HQ ARPC/DPBR2 in writing. Route CROs for reservists assigned to HQ ARPC through the ARPC central manager.

6.12.1.9. If the ratee is performing training away from his/her unit of assignment or attachment, regardless of the length of training, the unit at that duty location should provide facts and specifics on the ratee's performance to the rater, either on an AF Form 77, **Supplemental Evaluation Sheet**, or in letter format. Member must inform you of any duty performed outside their Unit of Assignment or Unit of Attachment.

6.12.2. Officer Performance Reports (OPR).

6.12.2.1. An OPR is required on these occasions:

6.12.2.1.1. Annual report. Members require an annual OPR if they have not had a report for 1 year and they have earned a minimum of 12 points under the direct supervision of their rater.

6.12.2.1.2. Change of Reporting Official (CRO). A CRO OPR is required if the ratee or rater departs and the reservist has earned at least 12 points since the closeout of the last OPR.

6.12.2.1.3. Directed by HAF OPR for promotion boards. Those reservists eligible for a promotion board who have not had an OPR within one year of the board require a Directed by HAF OPR. **NOTE:** Only when a PRF is not required, will this apply. If a PRF is done, Directed by HAF OPRs are not required. All periods of supervision and point requirements are waived for this type of OPR.

6.12.2.2. Current information is vital. HQ ARPC forwards the "shell" for the OPR to the servicing MPF of the reporting official listed in PDS (shown on the shell). You do not require an OPR shell to write an OPR. It is your responsibility to submit the OPR on time. When the rater changes and a CRO is required, submit notification of the new reporting official information through the unit of assignment MPF, BIMAA, or Program Manager, then forward to HQ ARPC/DPBR2 in writing. Changes to reporting officials that do not require a report can be updated by the assigned or attached unit. Route CROs for reservists assigned to HQ ARPC through the ARPC central manager.

6.12.2.3. You must be equal to or higher in grade than the ratee.

6.12.2.4. The additional rater is the next official in the rating chain, after the rater, serving in a grade equal to or higher than the rater, and in a grade higher than the ratee. A colonel, however, may be the additional rater for a colonel, and the additional rater for health profession officers (AFSC 4XXX) may be equal to or one grade higher than the ratee and rater. The reviewer for a Lt Col must be the first general officer in the rating chain.

6.12.2.5. LOEs are not mandatory or filed in the member's UPRG or selection folder, unless they are attached to a referral OPR.

6.12.2.6. Use AF Forms 707A, **Field Grade Officer Performance Report**, for rates in the grade of major through colonel and 707B, **Company Grade Officer Performance Report**, for rates in the grade of second lieutenant through captain.

6.13. **Feedback.** Feedback is the format a rater uses to explain performance exceptions and how the individual is meeting expectations. Feedback is mandatory for all grades. Below TSgt, use AF Form 931, **Airman Performance Feedback Worksheet**. For TSgt through CMSgt, use AF Form 932, **NCO Performance Feedback Worksheet**. For lieutenant through captain, use AF Form 724B, **Company Grade Officer Performance Feedback Worksheet**. For Major through Colonel, use AF Form 724A, **Field Grade Officer Performance Feedback Worksheet**. For detailed instructions concerning performance feedback, see, AFI 36-2406, *Officer and Enlisted Evaluation Systems*.

6.13.1. Frequency of feedback. HQ ARPC/DPBR2 will send requests for supervisors to accomplish feedback for distribution to the individual's location and the member's home address.

6.13.1.1. For E-5s and above, initial feedback is accomplished within 60 days of start of supervision or date of last EPR. The follow-up feedback will be accomplished 12 months after the initial feedback. Supervisors provide all newcomers initial counseling, including a unit incoming interview as AFI 36-220, *Enlisted Specialty Training*, requires. For E-4s and below. Performance Feedback will be accomplished annually based on estimated date change strength accountability (EDCSA). CMSgt requires only initial feedback. No further feedback is required unless there is a change of reporting official.

6.13.2. Officer. Initial feedback is required within 60 days of start of supervision. Follow-up is conducted approximately 180 days after the initial feedback session. Yearly feedback is then conducted annually, approximately 180 days after the closeout of the last OPR. Colonels require only initial feedback. No further feedback is required unless there is a change in reporting official.

TABLE 6.1					
Enlisted Promotion Criteria					
			UNIT VACANCY	UNIT VACANCY	ONE GRADE OVER
IF PROMOTION IS TO GRADE	AWARDED SKILL LEVEL	MINIMUM TIME IN GRADE	MINIMUM SATISFACTORY SERVICE	PME REQUIRED (Note 1)	MINIMUM SATISFACTORY SERVICE
E-4	3	8 months	1 year	None	N/A
E-5	5, note 2	12 months	4 years	NCOPC ALS, NCOLS, or NCO Orientation	N/A
E-6	7	18 months	5 years	None	16 years
E-7	7	24 months	8 years (8 years enlisted)	Command NCOA	N/A
E-8	7 or 9	24 months	11 years (10 years enlisted)	SNCOA	N/A
E-9	9	24 months	14 years (10 years enlisted)	None	N/A

NOTES:

1. NCOPC is the Noncommissioned Officer Preparation Course. ALS is the Airman Leadership School, and NCOLS is the NCO Leadership School. NCOA is the Noncommissioned Officer Academy and SNCOA is the Senior NCOA.

2. Three skill level when no five level exists in the AFSC.

hapter 7

INDIVIDUAL PERSONNEL MANAGEMENT

7.1. **Introduction.** Knowledge and professionalism are the keys to your advancement. You are the architect of your own Reserve career while contributing to the success of our nation's total force policy.

Part A. Enlisted

7.2. **Career Progression.** You must gain and maintain the skill level commensurate with your grade and DAFSC career ladder (Table **6.1**). You should seek special tours of duty, temporary tours of active duty, schools, and other projects available through your Program Manager's office. The technical skills of your DAFSC and Professional Military Education (PME) provide the background to keep your career moving. For questions or information about your EST, contact your supervisor or unit training manager. Refer to the enlisted skill-level progression chart in AFI 36-2101, *Classifying Military Personnel (Officers and Airmen)* AFI 36-2301, *Professional Military Education* and AFI 36-2201, *Developing, Managing, and Conducting Training*, for detailed training and PME requirements of your specialty and grade.

7.3. **Enlisted Performance Reports (EPRs).** Documentation of your performance and potential is vital to your career and to the Air Force. If you are in the grade of staff sergeant through chief master sergeant you require an EPR biennially or if you change assignment or attachment. You may access your Performance Report information on the virtual MPF at www.afpc.randolph.af.mil. For more information contact HQ ARPC/DPBR2.

7.4. **Performance Report Appeal Action.**

7.4.1. If you believe an EPR or OPR in your personnel records is in error or unjust, you may request to have the report corrected or removed, in whole or in part. AFI 36-2401, *Correcting Officer and Enlisted Evaluation Reports*, paragraphs **2** and **3**, provides guidance on the type of requests not considered. You may also file an appeal under the provisions of AFI 36-2603, *Air Force Board for Correction of Military Records*, after you have exhausted all administrative channels of correction. While either process may obtain the desired results, AFI 36-2401 procedures are generally quicker. Filing under the provisions of one regulation does not prevent a member from filing under the other (also see paragraph **8.14** of this guide).

7.4.2. You must obtain evidence to support an alleged error or injustice. Evaluation Reports Appeal Boards (ERAB) will not obtain evidence on your behalf. However, the MPF or other personnel officials may obtain official records that have a bearing on your application, such as results of Inspector General (IG) and Equal Opportunity and Treatment (EOT) complaints, inspection reports, investigative reports, and reports of inquiry, for consideration by the boards. Contact your MPF Customer

Service Section for additional information concerning processing procedures. See AFI 36-2401, for more information.

7.5. Reenlistment and Separation. After commander approval, HQ ARPC/DPAF sends you a letter up to 6 months before your enlistment expires, asking if you intend to reenlist, request separation, or apply for transfer to the Retired Reserve. You must return this letter of intent within 60 days of receipt. If you do not return the letter of intent to reenlist or separate by the suspense date, HQ ARPC will send a second notice, with copies to the unit of attachment, unit of assignment, and the Program Manager. This letter says discharge action will take place the day after separation date unless you notify HQ ARPC/DPAF of reenlistment action by the suspense date shown on the letter.

7.5.1. Reenlistment. Check your reenlistment package carefully. Your reenlistment information can be obtained by visiting the Virtual MPF at www.afpc.randolph.af.mil/vmpf/. Report any errors in your name or SSN to HQ ARPC/DPAF immediately. All signatures must include your full middle name --do not use just a middle initial. Return the completed package to HQ ARPC/DPAF as directed in the instruction letter. HQ ARPC will begin "loss action" if you delay reenlistment to the last minute, and your pay file goes into "loss action status." Delay in your pay actions could result. If you or receiving any type of reenlistment bonus you may not reenlist more than 30 days before expiration term of service (ETS). Your reenlistment package contains:

- Instructions for completion of reenlistment documents.
- DD Forms 4/1 and 4/2, **Enlistment/Reenlistment Document - Armed Forces of the United States**
- DD Form 2005, **Privacy Act Statement - Health Care Records**
- SF Form 895, **Medical Certificate**

7.5.2. Separation. Return the letter of intent with your decision to HQ ARPC/DPAF if you do not choose to reenlist before your ETS. HQ ARPC/DPPS will initiate discharge action. HQ ARPC/SG, Surgeon's Office, will direct medically disqualified members be reassigned to ARPC for discharge or retirement action.

7.6. Non-EAD Airman Commissioning Program. Airmen who have obtained college degrees and are 35 years of age or younger may pursue an Air Force commission. Details are in AFI 36-2005, *Appointment in Commissioned Grades and Designation and Assignment in Professional Categories - Reserve of the Air Force and United States Air Force*, Chapter 2. Contact HQ ARPC/DPABA for guidance in submitting your application. The Air Force Reserve board is looking for airmen with potential for commissioned service. Your EPRs must be strong on recommendation for promotion. Other indicators of commissioned potential are:

- Your Air Force Officer Qualifying Test (AFOQT) scores must total 100 or better
- Your photo (do you meet standards established in AFI 36-2903 do you appear physically fit, is your image professional?)
- Your record of PME
- Your record review rip

- Your letters of recommendation (do the writers know the real you, do their letters show it)
- SF 88, **Report of Medical Examination**
- SF 97, **The United States Government Certificate to Obtain Title a Vehicle**

7.7. **Enlisted Incentive Bonus.** Enlisted IMAs may qualify in one of four categories to receive an incentive bonus: reenlistment, prior service enlistment, affiliation, or retraining. Bonus eligible AFSCs are on the critical career listing (AFI 10-201, *Status of Resources and Training Systems*, Table 3.4) and manned at less than 100%. Eligible AFSCs are reviewed every six months to be effective 1 Oct – 31 Mar and 1 Apr – 30 Sep and are subject to change. Bonus amounts are \$2500 for a three year enlistment/reenlistment, \$2000 for a subsequent 3 year reenlistment, and \$5000 for a 6 year enlistment/reenlistment. Payments are made in equal annual installments on the anniversary of the enlistment/reenlistment date. Current information is available on <http://arpc.afrc.af.mil>. Basic eligibility is as follows:

- Must not have more than 14 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
- No previous bonus from any Reserve component
- If reenlisting, must be within 180 days of current ETS (not one day after ETS)

Part B. Officer

7.8. Selection Folder.

7.8.1. Documents included in the Officer, HQ USAF Selection Record Group (selection folder) are restricted to the items listed below. Appeal for removal information is in AFI 36-2401, *Correcting Officer and Enlisted Performance Reports*, and AFI 36-2603, *Air Force Board for Correction of Military Records*, (also see paragraphs **7.4** and **8.14** of this guide).

7.8.1.1. The HQ USAF Officer Selection Folder includes only the following information.

- Officer Evaluation System Reports
- AF Form 77, **Supplemental Evaluation Sheet**
- AF Form 77, **Company Grade Officer's Effectiveness Report** (old form)
- AF Form 475, **Education/Training Report**
- AF Form 707A, **Field Grade Officer Performance Report**
- AF Form 707B, **Company Grade Officer Performance Report**
- AF Form 707, **Officer Effectiveness Report** (old form)
- (**NOTE:** Airman performance reports are not included. However, officer evaluation reports from other services are included, if available)

- Officer Selection Brief
- AF Form 709, **Promotion Recommendation**
- AF Form 11, **Officer Military Record**
- Citations, orders, or both for approved decorations. (**NOTE:** Includes decoration authorization, if the citation is missing)
- AF Form 330, **Records Transmittal/Request**
- AF Form 366, **Record of Proceedings of Vacation of Suspended Nonjudicial Punishment**
- (**NOTE:** Maintain according to AFI 36-2806)
- Reference AF Form 405 (obsolete), **Officer Evaluation Policy Advisory** (**NOTE:** Obsolete—filed on top of latest AF Form 707, 475, and 77 closing earlier than 1 April 1985)
- DD Form 553, **Deserter/Absentee Wanted by the Armed Forces** (**NOTE:** Remove when officer returns to military control)
- AF Form 307X Series, including AF Form 3070, **Record of Nonjudicial Punishment proceedings**
- Correspondence pertaining to appeals, suspensions, mitigation, remission, and setting aside of sentence (**NOTE:** Maintain according to AFI 36-2806)
- AF Form 3212, **Record of Supplemental Action Under Article 15**, Uniform Code of Military Justice (**NOTE:** File as an attachment to AF Form 3070)
- A letter explaining nonattendance, declination with prejudice, or ineligibility for professional military education schools (**NOTE:** Removal for declination with prejudice according to AFI 36-2806; other letters are permanent)
- Letters recommending an officer be considered not qualified for promotion
- Letter of Reprimand (**NOTE:** Maintain according to AFI 36-2806)
- Documentary evidence (letter or certificate) of specialty board certification for officers of the Medical Corps, Dental Corps, Nurse Corps, Biomedical Science Corps, and the Medical Services Corps
- Court-martial orders supporting approved findings of guilt (**NOTE:** Maintain according to AFI 36-2806)
- A letter to the board from the eligible officer
- General Officer Specific Information
- AF Form 71, **Air Force General Officer Effectiveness Report**
- AF Form 78, **Air Force General Officer Promotion Recommendation**
- General Officer Photo

7.8.2. The selection board may consider a letter to the board from you. Such letters are not required, but may be useful to explain, rebut, or mitigate information in your selection folder. For example, a letter might be useful to explain periods of unsatisfactory participation when board members might not otherwise know the circumstances. Consult AFI 36-2504, *Officer Promotion Continuation and Selective Early Removal in the Reserve of the Air Force*, for more information on writing to promotion boards.

7.8.3. You may review your selection folder at ARPC. If the folder contains incomplete or inaccurate information, you should take corrective action.

Representatives in HQ ARPC/DPBR1 can advise you how to request correction of errors or injustices (paragraph 7.4).

7.8.4. You may obtain copies of documents in your master personnel file (including copies of documents in your selection folder) from HQ ARPC/DPSSA/B, 6760 E. Irvington Place #4000, Denver CO 80280-4000, toll free 1-800-525-0102, ext. 71388, DSN 926-6730/6528, or commercial 303-676-6730/6528. You can make your request verbally or in writing (some document requests (DD Form 214, **Certificate of Release or Discharge From Active Duty**) require a written signed request).

7.8.5. If you wish to review your selection folder, please contact HQ ARPC/DPBR1.

7.9. **Officer Performance Reports (OPRs)**. The OPR is vital to assignment, school selection, and promotion actions. You should provide your reporting official with useful, informative, and accurate information about yourself in writing. Reports of your inactive duty performance and active duty tour reports should be filed and retained for the OPR writer to use at rating time.

7.10. **Reserve of the Air Force Officer Promotions.**

7.10.1. Authority: The Reserve officer promotion system, based on the Reserve Officer Personnel Management Act effective 1 October 1996, is commonly referred to as ROPMA. Promotion is made under Title 10 U.S.C. and AFI 36-2504, *Officer Promotion Continuation and Selective Early Removal in the Reserve of the Air Force*.

7.10.2. Action Agency: Reserve of the Air Force Selection Board Secretaria, HQ ARPC/DPB, 6760 E. Irvington Pl #2000, Denver CO 80280-2000, DSN 926-6401, Commercial: (303) 676-6401, Toll free: 1-800-525-0102, ext 71283.

7.10.3. The promotion cycle begins about 120 days before the board convenes. If you are eligible for mandatory consideration for promotion, you will receive a computerized officer pre-selection brief (OPB). The OPB is a capsule history of your career, PME, decorations, grade history, civilian educational record, and so forth. You must immediately verify the information and report any discrepancies to the appropriate agency.

7.10.4. Officers are considered under the whole person concept. Table 7.1 reflects various factors included in this program. When the board meets, five board members independently assess your 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.

7.10.5. Eligibility Criteria for Mandatory Consideration. All Reserve Air Force officers in active status 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. Mandatory consideration phase points:

For Promotion to	Time in Grade
First Lieutenant	2
Captain	2
Major	7
Lieutenant Colonel	7
Colonel	3

7.10.6. Position Vacancy Consideration. TIG requirements (additional requirements can be found in AFI 36-2504.).

For Promotion to	Time in Grade
Major	4
Lieutenant Colonel	4

* For centrally managed IMAs, a PRF is required only for available AFSC positions as determined IAW AFI 36-2504.

7.10.7. AF Forms 709, **Promotion Recommendation Forms (PRFs)** are mandatory for all Lieutenant Colonel, Colonel, and position vacancy boards.

Part C. Mobilization Assistant (MA). MAs are General Officers and Colonel IMAs assigned to USAFR general officer positions (AFSC 90GO).

7.11. **Senior Officer & BIMAA Management Division:** HQ ARPC/CVG, operates as the single point of contact for administrative, personnel, and pay services for MAs.

7.11.1. MAs should coordinate their tour requests (RPA, School, and Annual) through the using agency or Program Manager. Forward tour requests to HQ ARPC/CVG for orders publication.

7.11.2. Send completed and certified AF Forms 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, and AF Form 40A, **Record of Individual Inactive Duty Training**, directly to HQ ARPC/CVG to ensure proper control and expeditious pay and/or point processing.

7.12. **General Officer Selection Procedures.** The Chief of Air Force Reserve holds a board each year to identify the best Reserve colonels for possible assignment to brigadier general positions. Non-EAD USAF generals make up at least half of the Reserve Brigadier General Qualification Board (RBGQB). The board's

recommendations, which must be approved by the Secretary of the Air Force, supersede those of previous year's boards.

7.12.1. To be considered by the RBGQB, officers must:

- Have one year minimum time in grade as a colonel when the board convenes
- Be less than 54 years old
- Must not have a mandatory separation date (MSD) on or after 31 December of the following year
- Have completed senior service school (orientation and similar short courses do not qualify)
- Be in a Ready Reserve position or on active duty as an AGR officer
- Have accrued a minimum of 50 retirement points during R/R year with no waivers in at least four of the five years before the board convenes, with two of those years being the most recent

7.12.2. If you wish to decline the opportunity for consideration, return the declination card (provided by ARPC/DPB) to ARPC/DPBB no later than 15 days before the board convenes.

7.12.3. The Chief of the Air Force Reserve, coordinating with gaining and losing agencies and DCS/DP, determines which USAFR colonels will move to brigadier general officer positions. Only those colonels screened by the RBGQB are eligible for assignment. Final approval must come from AF/DPP.

7.13. **Promotion Criteria for General Officer Grades:**

7.13.1. Brigadier General. Before the board meets, an officer must meet the following requirements for promotion consideration to brigadier general:

- Have an appointment as a colonel in the Selected Reserve of the Air Force Reserve
- Have completed senior service school (orientation and similar short courses do not qualify)
- Two years time in grade as a Reserve Air Force colonel
- Be assigned to an Air Force Reserve general officer position for at least 6 months
- Be less than 55 years old
- Have accrued a minimum of 50 retirement points during R/R year with no waivers in at least four of the five years before the board convenes, with two of those years being the most recent

7.13.2. Major General. Before the board meets, an officer must meet the following requirements for promotion consideration to major general:

- Have an appointment as a brigadier general in the Selected Reserve of the Air Force Reserve
- Have 1 year in grade as a Reserve of the Air Force brigadier general
- Be assigned to an Air Force Reserve major general officer position for at least 6 months
- Be less than 57 years old

- Have accrued a minimum of 50 retirement points during R/R year with no waivers in at least four of the five years before the board convenes, with two of those years being the most recent
- Have completed senior service school (orientation and similar short courses do not qualify)

Part D. Education

7.14. Professional Military Education (PME). As Reserve officers and airmen you need to progress throughout your careers in various facets of PME. You may accomplish this progression through in-residence, seminar, or correspondence enrollment. Further information on in-residence PME and AFRC courses is in AFI 36-2301, *Professional Military Education*.

7.14.1. Application for Attendance. The complete application process and eligibility may be found in AFMAN **36-8001**, Chapter 7.

7.14.2. PME Decoration. Completion of an in-residence PME course authorizes enlisted members wear of the NCO PME Graduate ribbon. Forward a copy of your certificate to HQ ARPC/DPSPP for update.

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

7.15.1. Mandatory AFIADL Courses. HQ ARPC/DPAT orders mandatory CDCs required for skill level upgrade training. Your attached unit training manager will receive your course packages. For information or questions about mandatory courses, you or your supervisor should contact your unit training manager. To verify mandatory CDC enrollments or visit the website at <http://arpc.afrc.af.mil/directory/da/dat/corresp.htm>. **NOTE:** You must order voluntary or mandatory courses through the DPAT website.

7.16. **Testing.** Most bases only schedule testing on certain days of the week, at certain times, for different tests. You are responsible for scheduling your tests. ARPC has no control over when bases schedule testing.

7.17. Updates of PME and Academic Data.

7.17.1. PME/Specialized AFIADL Courses.

- Enlisted must send a Certificate of Training, Certificate of Military Education or AFIADL Form 9, **Certificate of Course Completion**, to HQ ARPC/DPAT, 6760 E. Irvington Pl. #2700, Denver CO 80280-2700

- Officers contact AFIADL at DSN 596-4147 or Commercial 334-416-4147. Leave a message with name, SSN, phone and course information and you will be contacted

7.17.2. Academic Courses.

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

7.18. **Education Opportunities.**

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

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

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

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

7.18.5. You may obtain your Education and Training Information by visiting the Virtual MPF at www.afpc.randolph.af.mil. Information contained here includes civilian education level, Professional Military Education, AQE/ASVAB scores, Foreign Language Proficiency, and GI bill eligibility.

Table 7.1. The Whole Person Concept			
	A	B	C
	If the Factor Is	Then Review	And Consider
1	Performance	OPRs and OERs	what the officer did; how well they did it
2	Breadth of experience	Where, what, when	whether the officer had wide job experience; the level of operational and staff experience received
3	Job responsibility	Scope, exposure	whether the officer is gaining responsibility fast enough, and whether the responsibilities are commensurate with their grade
4	Professional competence	OPR, level of specialization	whether the officer is knowledgeable, versatile, and competent; and the best in their field
5	Specific achievements	Awards, decorations	the specific contributions the officer has made, and their impact
6	Education	Level, utilization	levels of PME the officer has achieved; whether they apply what has been learned; whether that education has enhanced the IMAs value to the Air Force
7	Leadership	Staff, command	whether the officer shows maturity and good judgment; is a leader or follower, self-starter, and gets the job done on time
8	Participation	Point record	whether the officer is consistently and actively involved; does more than the minimum; is available for special tours and projects

ENTITLEMENTS AND BENEFITS INFORMATION

8.1. **Your Personal File.** Keep a personal file of orders, pay documents, Leave and Earnings Statements (LES), personnel actions (such as AF Form 2096, **Classification/On-The-Job Training Record**, DD Form 4, **Enlistment/Reenlistment Document – Armed Forces of the United States**), and any other documentation concerning your career in the USAFR. Keep source documents to reconcile personnel listings and printouts, such as the annual point credit summary (AF Forms 526, **ANG/USAFR Point Credit Summary**, and 40A, **Record of Individual Inactive Duty Training**), to support documentation for corrections and for income tax purposes.

8.2. **Personal Information.** Personal Information such as Individual Information, Service Information, Duty History Information, and Proof of Service Letters can all be obtained from the virtual MPF at www.afpc.randolph.af.mil/vmpf/.

8.3. **Where to Obtain Needed Forms.** To obtain forms, contact your supervisor, Reserve Advisor (RA), BIMAA or your MAJCOM Program Manager. Another option available to you is while on tour to “stock up” on the forms needed. Finally, you can view and print blank forms from the ARPC web page or the Air Force Departmental Publishing web page found at <http://afpubs.hq.af.mil/>.

8.4. **Reserve Identification Card.** You must have DD Form 2 AF (Res), **Armed Forces Identification Card**. You should carry it with you at all times. You will need to take a copy of your assignment and/or enlistment orders to verify your Reserve status to your local Customer Service Section.

8.4.1. If you are on tour for 30 days or less use the DD Form 2AF (Res) ID card and active duty tour order to obtain privileges.

8.4.2. If you are on active duty for 31 consecutive days or more you should get an active duty ID card. Take a copy of your active duty tour orders and any amendments of those orders to the Customer Service Section where you are on tour.

8.5. **Commissary Privilege Card (CPC).** Participating individual reservists are authorized to use commissary stores on a limited basis. A CPC will authorize access to military commissaries when you are not on an active duty tour. You will receive a CPC approximately 90 days after completion of a "good" Retirement and Retention (R/R) participation year. If you do not receive your card, contact HQ ARPC/DPSSE. Participating IRR members should refer to para **3.1**.

8.6. **Family Member Identification Cards.** Spouses and unmarried children, 10-21 years of age, should get an Identification and Privilege Card; handicapped children over 21; children in college under age 23; parents, and parents-in-law may be eligible for identification cards. Normally, children under age 10 do not receive identification cards. Your children, over the age of ten require identification cards in

order to obtain medical care and for access to the commissary (to be used along with the CPC), Base Exchange, and certain other base facilities. **NOTE:** This is only true when you are on EAD. During normal training periods, dependents are not eligible for care that would require a dependent ID. Contact your local MPF to complete applications for identification cards. They will inform you of the necessary documents you must present to obtain ID cards. Your family members are enrolled in DEERS/RAPIDS when they receive an ID card.

8.7. DEERS/RAPIDS. DEERS/RAPIDS is a computer-based system that identifies personnel entitled to military medical care benefits. You must pre-enroll in DEERS/RAPIDS for your family members to receive medical care at a military medical facility on a space available basis, while you are mobilized, are on a tour of active duty of 31 consecutive days or more or for TRICARE Extra or TRICARE Standard. Your family members are enrolled in DEERS/RAPIDS when they receive an ID card. Contact your local Customer Service Section to determine what, if any documents you need to bring. Return the personnel records copy of the completed ID card application to HQ ARPC/DPSSA/B.

8.8. Identification Tags (Dog Tags). You must obtain ID tags (dog tags) from the nearest MPF (you must present your Reserve ID card). Get with your supervisor if you need assistance in acquiring ID tags.

8.9. Motor Vehicle Registration. Driving your own car on a military installation is a privilege. You are subject to military discipline for traffic violations. Give your full cooperation during security exercises or random vehicle and identification card checks. Check with the local pass and registration office for required documents to register your vehicle.

8.10. Security Clearance. If your unit of assignment or attachment requires verification of your security clearance before you can perform your duties, please have your unit of attachment check its IMA Assigned/Attached Roster. If your active duty tour orders contain a security clearance, that is verification in itself.

8.11. Military Personnel Records. HQ ARPC maintains your personnel records. Contact HQ ARPC/DPSSA/B to obtain copies of documents filed in them.

8.12. Military Medical and Dental Records. HQ ARPC/SGP maintains your medical and dental records. Direct any inquiries on medical and dental records to HQ ARPC/SGP. Maintain a complete copy of your medical records at home.

8.13. Flight Record Folder:

8.13.1. HQ ARPC/DPAFF maintains your Flight Record Folder (FRF) if you are an IMA in a non-flying position. The Aviation Resource Management Office at the base of attachment maintains your record if you are assigned to an active flying position.

8.13.2. The unit of attachment should maintain flight records for enlisted personnel, currently filling airborne positions. Units of attachment must send copies of aeronautical orders to HQ ARPC/DPSSA/B.

8.14. Correction of Military Records. The Secretary of the Air Force, upon recommendation of the BCMR, can change a military record when considered necessary to correct an error or remove an injustice. Check with the appropriate OPR prior to applying for a correction through the BCMR channels to see if an administrative correction can be accomplished. This will expedite the process for you. Consult AFI 36-2603, *Air Force Board for Correction of Military Record*, for more information (also see paragraph **7.4** of this guide).

8.14.1. The board reviews about 6,000 applications annually, including requests for changes of discharge, disability retirement, removal or voiding of appealed evaluations, removal of promotion deferrals, establishing effective dates of promotions, and so forth.

8.14.2. The board may authorize a hearing, recommend a hearing, or deny application without a hearing. The board may deny the application when other administrative remedies exist.

8.14.3. You may apply by using DD Form 149, **Application for Correction of Military Record**, under the provisions of **Title 10 U.S.C. Section 1552**. Use this avenue only when you have exhausted all administrative remedies.

8.15. Injury or Illness while Performing IDT, AT, ADSW, or ADT. Report to your servicing Military Treatment Facility (MTF) for any incurred injury, illness, or disease while performing IDT, AT, ADSW, or ADT. Ensure MTF initiates a Line of Duty Determination to ensure future medical entitlements of incurred medical condition.

8.16. Obtaining Medical Care.

8.16.1. When you are on annual or other active duty tours you have the same medical care authorized as members of the Regular components for the period of duty specified in the orders. Optical and dental care are limited to emergencies on a space available basis. The medical facility commander is the final approval authority for this type of care. There are some exceptions as outlined in AFI 41-115, *Authorized Health Care and Health Care Benefits in the Military Health Service System* (MHSS). If you are performing IDTs you may receive emergency care.

8.16.2. Illness or injuries incurred or aggravated in the line of duty are also treated at government expense. This treatment also includes any illness or injury incurred or aggravated while you are traveling directly to or from Reserve duty. You will not receive treatment if you incur or aggravate the injury as the result of your own gross negligence or misconduct. If you require treatment beyond expiration of orders your orders may be extended until final disposition of your medical condition or upon completion of a Medical Evaluation Board. If you are performing an IDT, you may

be entitled to Incapacitation Pay. Contact HQ ARPC/DPSSP at toll free 1-800-525-0102 for further guidance.

8.16.3. In doubtful line of duty cases, the hospital commander or your commander immediately requests a line of duty investigation. Medical care is authorized after the expiration date of the training period until you are notified of the final line of duty determination under AFI 36-2910, *Line of Duty and Misconduct Determination*.

8.16.4. Medical care is not authorized at Air Force expense beyond the training period for injuries or disease incurred not in line of duty.

8.16.5. Surgical correction for conditions existing prior to military service may be performed only where it is immediately necessary to save your life, limb, or sight, to prevent undue suffering, or loss of body tissue. Entitlement, as in line of duty determination, must be established prior to any surgery.

8.17. **Non-availability for Worldwide Duty.** You must immediately notify your units of assignment and attachment or HQ ARPC/SGP, of any change in your physical condition that would affect your availability for worldwide duty or your ability to perform active or inactive duty in your specific AFSC. Your commander or supervisor must schedule you for a Fitness of Duty evaluation.

8.18. **The Disability Evaluation System (DES). DoDD 1332.18, *Separation or Retirement for Physical Disability***, is the mechanism for implementing retirement or separation processing if you have non-duty related impairments while assigned to the Ready Reserve. Additional guidance is provided in AFI 36-3212, *Physical Evaluation for Retention, Retirement, and Separations*. 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. The DES consists of four elements: medical evaluation; physical disability evaluation, to include appellate review; counseling; and final disposition. The sole standard to be used in making determinations of unfitness due to physical disability shall be unfitness to perform the duties of the member's office, grade, or rank because of disease or injury.

8.19. **Physical Examinations.**

8.19.1. Rated officers are required to obtain a Flying Class II physical examination annually. Non-rated officers performing special operational duties and enlisted personnel with an "A" prefix are required to obtain a Flying Class III physical exam yearly. You may accomplish flight physicals up to three months prior to the end of your birth month, but you must complete them by the last day of your birth month. Contact the closest physical examination section with a qualified flight surgeon to schedule your examination. Send the original physical exam and AF Form 1042, **Medical Recommendation for Flying or Special Operational Duty**, to HQ ARPC/SGP. HQ ARPC/SGP provides HQ ARPC/DPAF a copy of the AF Form 1042 on rated IMA officers. Nonrated officers and enlisted participating in flying activity must ensure their servicing flight records office is provided a copy of the AF Form 1042.

8.19.2. Annual Requirements. Every year each individual reservist is required to complete a Reserve Component Periodic Health Assessment (RCPHA), consisting of a Reserve Component Health Risk Assessment (RCHRA) with an SF 600 overprint, reviewed and signed by a military doctor and a dental form (DD Form 2813, **Department of Defense Reserve Forces Dental Examination**) signed by your civilian dentist. HQ ARPC/SGP sends a notification to members and PM/BIMAAAs prior to the due date. You should schedule your physical exam immediately at the nearest DoD facility.

8.19.3. General officers must obtain a physical exam annually and you will receive a letter from HQ ARPC/SGP.

8.19.4. Notify HQ ARPC/SGP of your physical exam appointment date. HQ ARPC/SGP sends a copy of your last periodic physical exam to the facility accomplishing your exam. If you have a problem scheduling your physical, please contact HQ ARPC/SGP, at toll free 1-800-525-0102, ext 235. ***HQ ARPC will reassign members to the nonparticipating Reserve who fail to complete their physical by the suspense.***

8.20. **Pregnancy of USAFR Personnel.**

8.20.1. You will NOT receive government medical care.

8.20.2. You may not perform any AD or IDT after the 34th week of pregnancy or until 6 weeks postpartum.

8.20.3. Any tour or special training that is being considered away from the home station requires a letter from your private physician and a military medical officer evaluation 30 days prior to the tour. You may not take part in transoceanic deployment or training.

8.20.4. You need a letter or certificate from your physician attesting to the duration of pregnancy before scheduling any training.

8.20.5. You must obtain an AF Form 422, **Physical Profile Serial Report**, from your base of assignment or attachment Military Public Health Office. You must send a copy of the AF Form 422 to HQ ARPC/SGP.

8.20.6. If your job requires the utility uniform, your commander can authorize you to wear appropriate civilian clothing when your regular duty uniform is no longer suitable. See para **4.4.1.4** for procedures on how to obtain a maternity uniform (enlisted personnel only). Officers must purchase maternity uniforms at their own

expense. AFI 44-102, *Community Health Management*, and AFRC Instruction 40-501, *Pregnancy of Air Force Reserve Personnel* provides further guidance.

8.21. Immunizations and Immunizations Records. You must keep your immunization records current. To avoid the possibility of receiving several immunizations at one time during mobility processing, we highly recommend that members take their immunization record to the base immunization clinic for review and administration of delinquent immunizations during their annual tour.

8.22. DD Form 93, Record of Emergency Data. The Air Force uses information on this form to notify your next of kin in the event of your injury, death, or other emergency. It also lists the beneficiaries for Death Gratuity and unpaid pay and allowances payable upon your death. Review your form often to ensure that this information is current. If you require changes, visit your nearest MPF Customer Service Section to complete a new form. Have it forwarded to HQ ARPC/DPSSA/B.

8.23. Life Insurance Policies. By law, if you are assigned to a unit or position required to perform at least twelve periods of inactive duty for training that is creditable for retirement purposes are automatically covered under SGLI for \$250,000. You have the option to elect, in writing using SGLV Form 8286, either a reduced coverage or no coverage. You must complete your SGLV 8286 at your local MPF, then forward the original to HQ ARPC/DPSSE and a copy to you RPO. If you are in a pay category, your Leave and Earning Statement (LES) will reflect the amount collected. For more information on SGLI, please refer to the ARPC Personnel Fact Sheet provided annually. Additionally, check your civilian life insurance policies to make sure you have coverage during training periods. Some policies contain "exclusion clauses" for accidents while on full-time active duty, particularly during a conflict or war, and while aboard military aircraft other than Air Mobility Command (AMC) contract aircraft. Frequently, an insurance rider is available for an extra premium to cover flying on other than commercial aircraft. An early review of your insurance policy will alert you to seek supplementary coverage if required.

8.24. Reserve Component Survivor Benefit Plan (RCSBP). The Reserve Component Survivor Benefit Plan is the only program that allows you to leave a percentage of your future Air Force retired pay as a monthly annuity to your beneficiaries. RCSBP pays a benefit when you die. The Plan doesn't make a single, lump sum payment like insurance. Instead, RCSBP pays benefits to eligible survivors each and every month. More information on RCSBP can be located on the Virtual MPF at www.afpc.randolph.af.mil/vmpf/.

8.25. Retirement Information.

8.25.1. Official Notification of Eligibility for Retired Pay at Age 60 (20 year letter). HQ ARPC/DPPR will issue you an official "Notification of Eligibility for Retired Pay at Age 60" letter when:

- you complete 20 years of satisfactory federal service under provisions of **Title 10, U.S.C., Section 12732**

- you meet all requirements except for attainment of age 60 for eligibility for retired pay, under **Title 10, U.S.C., Sections 12731 or 12731(a)**. For additional information, please see the annual ARPC Personnel Fact Sheets

8.25.2. Retired Grade. Unless entitled to a higher grade under some other provision of law, an officer who is entitled to retired pay for non-regular service, shall upon application, be retired in the highest grade in which they served satisfactorily. To retire in current grade, a Lt Col or above who met a promotion board on or after 1 October 1996, must serve three years satisfactorily in that grade (50 retirement points or more per year). This time reduces to six months, if the officer must retire due to age or Mandatory Separation Date (MSD) (**Title 10, U.S.C., Section 1370(d)(B)**). Majors and below, who met the promotion board on or after 1 October 1996 must serve satisfactorily in that grade for not less than six months to retire in the current grade. An officer who does not meet the time in grade requirement must retire in the next lower grade. Officers promoted by a board prior to 1 October 1996 and are not promoted by another board, are only required to hold the higher grade satisfactorily for one day to be eligible to retire in the higher grade. Enlisted reservists, who retire other than for physical disability, retire in the grade they hold on the date of retirement. Upon attainment of age 60, enlisted members retired pay will be computed based upon the highest grade satisfactorily held as determined by the Secretary of the Air Force or designee. The enlisted member, who previously held an officer grade, will remain in the enlisted status in the Retired Reserve unless, upon application, the member requests appointment in the Retired Reserve in the officer grade. The member would be discharged from enlisted status 1 day before the effective date of appointment to the officer grade.

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

8.25.4. Removal from the Retired Reserve. AFI 36-2115, *Assignments Within the Reserve Components*, outlines the guidance relative to a member's voluntary removal from the Retired Reserve for an assignment.

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

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

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

Figure 8.1. Automation Tools and Calculators

Federal Employees Retirement Calculator (both CSRS & FERS)

<http://www.seniors.gov/fedcalc.html>

Social Security Benefit Calculators

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

Calculator (Projecting TSP Account Balance, Annuity Calculator & Retirement Planner)

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

Life Insurance Calculator

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

CSRS Retirement Calculator

<http://www.finance.gsa.vog/csrs/>

NAF Portability Calculator

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

Determine your Military Spouse Preference Eligibility

<http://www.chrma.hqusaureur.army.mil/staffing/asp/wizards/msp/default.asp>

Determine Your Veterans' Preference

<http://www.dol.gov/dol/vets/public/programs/programs/preference/msservice.htm>

See if you are VRA Eligible

<http://www.chrma.hqusaureur.army.mil/staffing/asp/wizards/vra/VRAWizard.asp>

How to read an SF-50

<http://www.hrsc.osd.mil/sf50/sf50b.htm>

DFAS Employee/Member Service System (E/MSS)

<https://emss.dfas.mil/emss.htm>

The Work Number

<http://www.theworknumber.com>

Thrift Savings Plan

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

EEOC's Quick start for Employees

<http://www.eeoc.gov/qs-employees.html>

TSP Account Access

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

Social Security Retirement Planner

<http://www.ssa.gov/retire/>

Chapter 9

RESERVE PAY AND ALLOWANCES

9.1. **Establishing Your Pay File.** As you process into the individual reserve program, your RPO requires various documents to establish your pay file (certified copies are acceptable). Until you submit the appropriate documents to your RPO, they cannot start payment actions and points for your training cannot be credited. HQ ARPC/DPAP provides forms and instructions in the welcome package that was sent to you. **IT IS UP TO YOU TO START THE VARIOUS ACTIONS WHICH WILL RESULT IN A PAYCHECK AND POINT CREDIT FOR YOUR TRAINING.**

9.1.1. DD Form 2058, **State of Legal Residence Certificate.** State Income Tax Withholding (SITW) is based on the state you claim as your legal state of residence, and became a deduction from Reserve pay 2 April 1990. Qualification requirements and deduction amounts vary by state. Direct questions concerning qualification requirements for any particular state to your nearest base legal office. (**NOTE:** Pay service cannot begin until we have a DD Form 2058 on file.)

9.1.2. **TD Form W-4, Employee's Withholding Allowance Certificate.** By 31 January of each year, DFAS-DE will furnish you a **TD Form W-2** stating your prior year's tax information. Included will be both wages and deductions for Federal Income Tax Withholding (FITW), SITW, and Social Security tax (FICA). Income earned by you, excluding allowances, whether for active duty or IDT, is taxable. Contact your RPO to obtain duplicate or corrected copies of **TD Forms W-2**. The following list provides examples of taxable and non-taxable entitlements:

<u>Taxable Income (Pay)</u>	<u>Non-taxable Income (Allowances)</u>
Basic pay	Basic Allowance for Subsistence (BAS)
Incentive Pay (HDIP or ACIP)	Basic Allowance for Housing (BAH)
Foreign Duty Pay (FDP)	Family Separation Allowance (FSA)
Medical pay	Cost of Living Allowance (COLA)
Any Bonus pay	Overseas Housing Allowance (OHA)

9.1.3. AF Form 594, **Authorization to Start, Stop, or Change BAQ Rent Plus, and/or VHA.**

9.1.3.1. Copy of marriage certificate must be attached if claiming "with dependent" rate BAH on behalf of spouse.

9.1.3.2. Attach copy of birth certificate and divorce decree (decree and child support settlement, if applicable) when claiming "with dependent" BAH on behalf of children.

9.1.3.3. AF Form 452, **Parents/Parents-in-Law Dependency Statement**, and affidavit must be attached if claiming "with dependent" rate BAH on behalf of dependent parents.

9.1.3.4. Those of you applying for BAH entitlement (140 or more consecutive days of active duty) must attach copies of current rental or mortgage payment documentation.

9.1.4. SF 1199A, **Direct Deposit Sign-Up Form**. As of 1 September 1989, participation in the Direct Deposit Program became MANDATORY for all new Reserve members and members reenlisting or gaining officer status after that date. You sign up or change account information by completing a SF 1199A and mailing it to your RPO. This form authorizes direct deposit of your pay to the financial institution of your choice. DFAS Form 702, **Air Force/Army Leave and Earnings Statement (Active and Reserve Forces)**, will be mailed to your home address. (**NOTE:** The financial institution must complete and sign Section 3 of the SF Form 1199A, **Direct Deposit Sign-Up Form**, to ensure proper routing of funds. Do NOT send a deposit slip)

9.2. Reserve Pay Categories.

9.2.1. Your Reserve pay is divided into two categories: IDT and AD, each with separate forms and procedures.

9.2.2. Changes that Affect Your Pay.

9.2.2.1. Contact HQ ARPC/DPSSA/B to change your mailing address. This transaction will automatically update mailing address data in both the pay and personnel computer systems, but will not adjust pay entitlements. You should also advise your RPO of dependency and address changes.

9.2.2.2. Promotion or time in service increases are automatically posted to your Reserve pay record.

9.2.3. To Receive Pay Service. You may hand carry, fax, or mail your AF Forms 40A, **Record of Individual Inactive Duty Training**, and 938, **Request and Authorization for Active Duty Training/Active Duty Tour**, for payment to your RPO. (**NOTE:** Send any AF Forms 40A for "points only" (non-paid points) directly to HQ ARPC/DPPKB.)

9.3. **Waivers of Compensation or Benefits.** Reserve component members receiving pensions, disability compensation, retainer pay, or retirement pay from the US government, for prior military service, may elect to receive either the benefits for their prior military service, or, if they specifically waive these benefits, the pay and allowances for their Reserve duty. The VA will obtain the waiver directly from affected personnel and will provide instructions to these members. Members who fail to choose one of these options may be subject to disciplinary action or prosecution.

9.4. **IDT Pay.** Here are the ground rules for IDT pay:

9.4.1. You are paid basic pay and qualified incentive pays for periods of IDT performed. Allowances are not paid for periods of IDT.

9.4.2. You will be paid one day's pay for each IDT of at least four hours' duration. If your IDT is for eight hours or more, you will receive two days' pay. You cannot be paid for more than two periods in any one calendar day or for an eight or more hour shift that goes over midnight (see AFMAN **36-8001**, Chapter **4**).

9.4.3. You are not entitled to any travel pay to or from an IDT location, that is your unit of assignment/attachment or M-Day assignment. You can use government contracted airfare rates for your IDT travel. Airfare will not be reimbursable; however, the contracted rate is often preferable to independently purchased tickets. You will be required to charge the airfare on your government issued Bank of America Visa card.

9.4.3.1. IDTs directed to be performed at locations other than the members unit of assignment/attachment or M-Day assignment have specific entitlement in the JFTR. The commander directing this deviation will issue a local funded DD Form 1610, **Request and Authorization for TDY Travel of Personnel**. Contact your program manager for your commands specific guidance.

9.4.4. When you perform IDT on a midshift basis you receive two points for completing an 8-hour or more consecutive hours of IDT in a 24 hour period.

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

9.5. **Procedures for IDT Pay Processing.**

9.5.1. Certification of IDT. Certification of AF Form 40A requires two signatures: yours and the certifying official. The military member or civilian who supervised the training and has knowledge that you performed the training must certify AF Form 40A. Use separate forms for paid IDT and non-paid IDT. The certification date is on or after the last day of duty. The completed AF Form 40A serves two purposes: it documents training and acts as a pay voucher.

9.5.2. Submit the original AF Form 40A to the designated RPO within two duty days after completion of duty. Delays will cause late payment and missing point credit for your training. Also, W-2 will not reflect correct earnings, and the annual point credit summary will not reflect the proper points and could show an unsatisfactory R/R year.

9.5.3. Maintain copy 3 with your training data. Copy 2 is for your personal file. For enlisted IMAs: If the dining hall requires a copy, be sure to make an extra copy for them. If entitled to ACIP, HDIP, or other incentive or special pay, ensure that you

check the appropriate box and attach all required documentation to your AF Form 40A before submitting it to their RPO.

9.5.4. If you perform AFTPs you must complete AF Form 3956, **Report of Inactive Duty Training Performance - AGTP/AFTP (USAFR)**, in lieu of the AF Form 40A.

9.5.5. If you are attached to a unit for training you must send copy 3 of AF Form 40A to your unit of assignment for inclusion in your training folder. Your unit of assignment should use this to update your training schedule. If you are assigned to the centrally managed programs (JA, HC, and SG) you should not send copy 3 to HQ ARPC but keep it in your training folder at your unit of attachment. If you are assigned to the Air Force Elements (AFELMs) should send copy 3 to your Units of Assignment.

9.6. **Meals While on IDT.** Enlisted personnel may receive subsistence-in-kind when performing PAID IDTs of eight hours or more in one day. The authorizing official for billeting and subsistence is the commander of the assigned unit or a representative (normally the active duty supervisor). You must obtain pre-authorization for billeting and subsistence on the AF Form 40A. Enlisted personnel may have to furnish a copy of the AF Form 40A to the dining hall to receive subsistence in-kind. (You do not pay for the meal, but you may have to sign the AF Form 1339, **Dining Hall Signature Record**.) If the government dining facility is not available, due to closure, work schedule or your personal preferences, you will not be reimbursed for any meals procured on the economy. Officers must pay the basic food charge regardless of pay status or length of IDT duty.

9.7. **Active Duty Tour Pay and Allowances.** In addition to your basic pay, BAH, and BAS, there are various pay and allowances you may receive while on active duty tours. These are listed below. (For information regarding active duty tour request and orders, refer to paragraphs **5.8** through **5.12**.)

9.7.1. COLA offsets the higher priced incidentals involved in overseas living (includes Alaska and Hawaii). You receive COLA when on active duty and **not in a per diem status**. Contact your servicing RPO for specific information and to apply for COLA.

9.7.2. Overseas Housing Allowance (OHA) offsets the housing costs overseas (except members on active duty in Alaska and Hawaii who receive BAH). You receive OHA when on active duty, not in a per diem status and residing off base. Contact your servicing RPO for specific information and to apply for OHA.

9.7.3. BAH offsets the local American housing costs (includes Alaska and Hawaii). You may receive full BAH if your active duty tour or the period covered by an amendment is 140 consecutive days or more and your permanent residence is off base. Entitlement to BAH begins on the date of the extension or amendment to your original order. For tours of less than 140 days, BAH II is authorized. Contact your servicing RPO for specific information and to apply for BAH.

9.7.4. Aviation Career Incentive Pay (ACIP). Reserve officers, qualified for aviation service, may receive ACIP if they occupy rated positions, have passed those "gates" that require specific years of aviation service, and remain medically qualified for aviation service. Contact Aviation Resource Management Office for information on eligibility. HQ ARPC/DPAFF is the Aviation Resource Management Office for IMAs.

9.7.5. If you are relocating under PCS orders you **are not entitled to** per diem, however you may be entitled to dislocation allowance (DLA) or temporary lodging expense (TLE) per the Joint Federal Travel Regulation (JFTR). However, you are entitled to household goods storage/shipment (HHGS). When you have your published order in hand, contact the closest military installation's, household goods movement office for specific details on your HHGS entitlement.

9.7.6. Foreign Duty Pay (FDP) is payable only to enlisted members performing duty in certain places outside the contiguous 48 states and the District of Columbia. Designated places are in the *Department of Defense Financial Management Regulation (DoDFMR), Table 17-1*. Enlisted members are eligible if they are not residents of that area and are on duty in that area for 8 days or more per DoDFMR, Table **1-17-1**. FDP is payable from date of arrival through date of departure. Enlisted members who feel they are entitled to FDP must contact their servicing RPO.

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

9.7.8. Hazardous Duty Incentive Pay (HDIP) is payable to you if you are authorized to perform hazardous duty (non-rated aircrew members, demolition, experimental stress, leprosarium, etc.). The orders for active duty must state that you will perform hazardous duty. A letter of certification of HDIP duty from the command, flight log, or military pay order (MPO) must accompany the AF Form 938. If you are a Non-rated aircrew member, you must hold current aeronautical ratings, meet monthly flying requirements, and maintain medical certification to receive HDIP.

9.7.9. Medical Special Pay. Air Force Reserve physicians may receive a prorated amount of \$450.00 per month for all active duty tours. Air Force Reserve dental officers may receive a prorated amount of \$350.00 per month for active duty tours.

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

9.7.10.1. Hostile Fire or Imminent Danger Pay. If you are entitled to basic pay you are entitled to, either hostile fire or imminent danger pay for any month in which you are

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

9.8. Statement of Tour of Duty (AF Form 938).

9.8.1. The statement of tour of duty is the primary source document for pay and point credit for an active duty tour. You must complete a separate form for each tour order received.

9.8.2. You may submit the statement after you report for duty and before completion of the tour. This is advance certification. You may mail the form to your servicing RPO or submit it to an active duty FSO. The Remarks section must include the following statement: "Pre-certified. Finance must be notified of any changes." You and your supervisor must initial this statement.

9.8.3. For tours of 30 days or more you earn 2.5 days of leave per 30 days (prorated for portions of months) served. For these tours, be sure to indicate that you did not use leave or enter the number of days of leave used. For tours of more than 30 days, you must request leave on AF Form 988 (paragraph **2.14**).

9.8.4. Short tours of active duty (less than 30 days) are paid after the fact. The only exceptions to this are AT tours, IRR muster, and special tours. These tours can be pre-certified. Orders for pre-certified tours should be at least 10 days in length. Any exceptions to this must be approved through your servicing RPO prior to submission of pre-certified orders. Submit pre-certified tours to your servicing RPO. Your active duty supervisor must sign a pre-certification of active duty tour statement as follows: "I certify that the above member reported for duty on (time/date). I also acknowledge that I will notify (member's RPO) in the event that the above member does not complete the tour of duty as specified on (tour order number) dated (publishing date)." Additionally, the supervisor must accomplish the following:

- Complete AF Form 938, blocks 40a and 40b
- Complete the top half of block 47 (certification in)
- Have member sign and date and supervisor signs and dates
- Enter certifier's signature block

9.8.5. Federal Employee Military Leave. AFI 36-815, *Absence and Leave*, authorize military leave, with pay, from federal employment to perform specified military duties. You have up to 15 days leave per year when ordered to any type of active duty. Military leave is used on a FY basis. You may carry over any unused military leave into the next FY but you may not carry over more than 15 days. **NOTE:** Public Law 106-65, 5 October 1999, amended **Title 5, U.S.C., Section 6323**, and use of military leave for IDTs is now authorized; however, please note maximum of

15 days military leave allowed did not change. (Additional reference: **Title 5, U.S.C., Section 6323**).

9.9. PayCall. PayCall is a new automated phone system that gives pay account information to Air Force members. Access is available 24 hours a day when calling toll-free 1-800-755-7413 from the United States or by DSN 926-1281 from overseas. Information is available for all Air Force Active Duty, Reserve and Guard personnel, and recent separatees.

9.9.1. First-time callers will need to answer a series of questions to validate your identity, after which a Personal Identification Number (PIN) is established. This PIN must be used in all future telephone inquiries. If you forget your PIN, on-line assistance will be available to help reset the PIN. You may also establish a second PIN to allow a second person, such as a spouse, to obtain pay information. Reserve and National Guard members can get:

- amount of last paycheck
- tour dates
- reissued W-2
- Federal and State tax information
- total debt amount and deduction from last pay

9.9.2. All calls will be answered by an automated Integrated Voice Response System (IVRS). This automated system is not staffed by customer service personnel, so you will not have an opportunity to speak to a person. If there are any pay questions or problems, you must see your servicing finance or pay office for assistance.

9.9.3. You may access your pay on-line via <http://www.dfas.mil/ems>. For first timers this system will walk you thru and provide you a PIN for future use. This access will allow you to print your LES in advance of your Electronic Funds Transfer (EFT), commonly referred to as direct deposit.

 **Chapter 10****PER DIEM AND TRAVEL ALLOWANCES**

10.1. **Tour Start and Stop Guidelines.** You should not start your tour of duty before the time and date specified on your order. You must complete duty on or before the date specified on your order. Per diem and travel allowances for any time outside the times and dates in your order, other than allowable travel time, will be denied unless your commander authorizes a change in the report date. (Exception: a member performing IDT before or after an AD tour may travel to the vicinity of the active duty site anytime after receipt of orders and may delay return home upon completion of the AD tour).

10.2. **Travel Time.** Generally, travel time is the lesser of the time actually used or a constructive travel schedule based on the latest commercial air schedules for round trip travel from your home to your duty station. Normally you will not travel before 0600 or after 2400. See DoDFMR Table **1-2-4** and the JFTR Vol. 1 for more information. **NOTE:** If your actual travel time exceeds the allowable travel time when entering or leaving active duty, you may not be in a bona fide military travel status for time in excess of the allowable travel time and injury or death benefits could be in jeopardy. To avoid this situation and to save valuable travel days, active duty supervisors may permit late reporting during the morning of the first duty day and early release during the afternoon on the last duty day.

10.3. Active Duty Tours of Less Than 20 Weeks Within Commuting Distance (Outside Corporate Limits).

10.3.1. The orders approving official makes the commuting distance determination based on the installation commander's policy contained in the supplement to **DFAS 7010-3, Travel Transactions at Base Level**, or other DoD publications, for your duty location.

10.3.2. When your home and duty station are in the corporate limits of the same city or town, you will not receive travel allowances or per diem.

10.3.3. You may receive a mileage allowance for one round trip (regardless of the number of round trips) for travel by privately owned vehicle (POV) from your home to your duty location when:

10.3.3.1. Your home and duty station are not in the same corporate limits and your orders show you will commute.

10.3.3.2. Or you drive your POV, regardless of the distance, for your personal convenience. Mileage reimbursement is limited to the travel cost to the government as shown on the order, and no additional travel days are authorized.

10.3.4. You will also receive reimbursement for up to two meals actually purchased while in a travel status for each tour.

10.3.5. If your commander requires you to remain at the duty station overnight due to unforeseen situations, you may request an amendment to your orders during the course of the tour. Subject to availability of government quarters and government mess, you may request per diem allowances for the nights you must remain overnight.

10.3.6. When you are in a non-commute pay status, you must check with the billeting office for availability of government quarters. HQ AFRC/SV has issued a corporate lodging contract for use during both IDTs and RPA/MPA tours, if a non-availability slip is provided by the billeting office, or if a billeting office is not available. A listing of the corporate lodging facilities contracted with the government can be found on our homepage at <http://arpc.afrc.af.mil> under the "Orders/Travel" section.

10.4. Active Duty Tours Less Than 20 Weeks Outside the Commuting Area.

10.4.1. If government quarters and mess are available at the duty location, per diem allowances are generally not payable. If government quarters exist, but were not available for use during your tour, obtain non-availability of government quarters and/or mess statement or number, from the base billeting office. Attach the statement and lodging receipts to DD Form 1351-2, **Travel Voucher or Sub Voucher**, to support payment of per diem. You may make lodging reservations as far in advance as you know the requirement; the lodging office makes reservations on a first come, first served basis.

10.4.2. When government quarters and/or government mess do not exist, you will receive per diem allowances for the tour.

10.4.3. While on orders, both enlisted and officers will pay the lodging charges to the billeting office and obtain reimbursement by claiming the lodging charges on the DD Form 1351-2.

10.4.4. If you perform more than one tour at the same installation and have a break between the tours, you are not eligible for billeting at government expense during the break period.

10.5. **Tours of 20 Weeks or More at One Location.** These tours are considered Permanent Change of Station (PCS). You are entitled to certain PCS entitlements. See paragraph **9.7.5** for further information.

10.6. **IDT Periods.** You will **not** receive per diem and travel allowances for an IDT period. However, you are authorized reimbursement for lodging costs at government contracted quarters. **NOTE: There is absolutely no reimbursement for NON-GOVERNMENT quarters used during a paid or unpaid IDT.**

10.6.1. For reimbursement of government contracted lodging while on IDTs. Fill out a SF Form 1164, **Claim for Reimbursement for Expenditures on Official Business**, sign in Block 10, attach a copy of your 40A and paid lodging receipt, and have the SF Form 1164, signed off in Block 8 by your active duty supervisor or commander who certified your 40A. Submit all documentation to IMAT-OL, 1392 Second Street, Dobbins ARB GA 30069-4823.

10.6.2. Information regarding meals while on paid IDTs is in para **9.6**. You will not receive any meals when in a non-pay status or when your duty is less than four hours in one day.

10.7. Transportation Information. Your order will specify the mode of transportation you should use traveling to and from your duty station. When commercial or government air is directed and not used, you will not be reimbursed for travel and you must return unused airline tickets.

10.7.1. When travel is by POV, you may receive a Monetary Allowance in Lieu of Transportation (MALT) for the official distance, 75% locality plus per diem for travel days not to exceed the cost of a Government Transportation Request (GTR) and constructive per diem.

10.7.2. When you pay for common carrier transportation, reimbursement will be the actual cost of the transportation procured plus per diem, not to exceed the cost of a GTR plus constructive per diem. However if you procure your own transportation and travel by a GTR or other government conveyance is directed, you will not be reimbursed.

10.7.3. You are not authorized to purchase an airline ticket directly from the airlines or from a travel agency. You are required to procure tickets only from a Government Contracted Ticket Office (GCTO). The only exception is when you must travel VOCO and you did not have an opportunity to contact one of the 24 hour GCTOs (see paragraph **5.11.1**). In this situation, you may purchase a ticket directly from the airline, asking for the city pair or government rate, whichever is lower, and pay for the ticket with the government travel card. **Be aware that reimbursement will be dependent upon full justification regarding the emergency nature of the travel and why purchase through a GCTO was impossible.** Reimbursement is limited to the cost of the ticket or the price of the government would have paid, whichever is less.

10.7.4. Military Aircraft Transportation. Military air (government aircraft, category B or GTR) is usually directed for transoceanic travel and may be directed for other travel. (**NOTE:** You must see the Traffic Management Office (TMO) for restrictions in this area and they must provide a certificate of non-availability of military air before you can procure a ticket from a GCTO if military air is directed on your order.)

10.7.4.1. If you perform IDTs at a location outside the continental United States, you may fly in space-required status on military aircraft. You will travel at the

same priority as the active duty member traveling to duty, but those traveling on orders will always take precedence over members traveling with an AF Form 40A, **Record of Individual Inactive Duty Training**. As a duty traveler, you will have precedence over members traveling with an AF Form 40A. As a duty traveler, you will have precedence over all space-available travelers.

10.7.4.2. To get on board, you need a written authorization, other than an official travel order, which indicates the dates and locations of the IDT. An approving official from your chain-of-command must sign the authorization. If you are an IMA, a pre-approved AF Form 40A will serve this purpose as well as meeting the approval requirements outlined in AFMAN **36-8001**. TRANSCOM officials suggest including the following statement on the form: "This form authorizes official military travel on DoD aircraft to inactive duty training. All charges above and beyond the tariff rate are the responsibility of the member."

10.7.4.3. When you travel space-required for IDTs overseas you need your military identification card and all other appropriate documentation as required by the Foreign Clearance Guide to enter a country, such as passport, visa and country clearance. You can also expect to pay a "head tax" and any applicable federal inspection fees, meal charges and excess baggage fees before you depart the air terminal.

10.7.4.4. You may call a passenger reservation center directly toll free at 1-800-851-3144 or DSN at 576-4901 in the CONUS to book a space-required seat. You should not call more than 30 days in advance, and passenger reservation centers usually stop taking reservations 24 hours before flight departure. If you don't pre-book your flight you will be processed as "last of duty stand-by," which means revenue-generating passengers such as retirees and active-duty members traveling space-available get to go first.

10.7.4.5. You should check with your local traffic management office for the telephone numbers of passenger reservation centers and further guidance on this policy. If you are unable to obtain space-required travel, and you are performing IDTs overseas, you may use the GSA City Pair program at your own expense. TMOs can provide assistance. You will still need written approval and you must use a government-sponsored travel card to obtain City Pair fares.

10.8. Government Travel Card. The Department of Defense has contracted with Bank of America to provide all military members with a VISA card to pay for official government travel. All IMAs are entitled and encouraged to apply for the travel card.

10.8.1. To obtain a government Bank of America VISA card, you must contact your agency program coordinator (APC) at your unit of assignment. If you are assigned to the ARPC centrally managed professional programs (HC, JA, SG) or to Air Intelligence Agency, contact the APC at your unit of attachment. If you are assigned to AFOSI contact AFOSI headquarters. In the cases of Health Professional Scholarship Program students, Legal Interns, and Chaplain Candidates, your APC

is at HQ ARPC/FMA. To contact Bank of America VISA directly with questions or problems, call toll free 1-800-472-1424.

10.8.2. You will not receive advance travel pay unless you obtain a Government Travel Card (GTC) through your unit of assignment/attachment. Airfare for IDT travel is not reimbursable. Traveler is responsible for payment of airfare charged on GTC for IDT travel. This card is authorized ONLY for official government expenses when going on temporary duty (TDY). It is also authorized for payment of IDT lodging at government contracted quarters and is required to obtain GSA contract airfares for IDT travel. In accordance with Public Law 105-264, the Travel Transportation Reform Act (TTRA), a statement in regards to mandatory GTC use will be placed on the reverse side of travel orders. The law requires DoD members and employees to use the GTC for all official travel requirements including transportation, lodging, and rental cars. Effective 1 May 2000, include the following mandatory GTC use statement on the reverse side of travel orders: **"In accordance with Public Law 105-264, GTC use is mandatory for all authorized expenses unless otherwise exempted under the specific provisions detailed in paragraph E of the TTRA."** Unauthorized use may result in UCMJ action. Contact the APC at your unit of assignment/attachment if you have additional questions and check the ARPC homepage for updated information.

10.9. **Filing a Travel Voucher.** You must submit a DD Form 1351-2, **Travel Voucher or sub Voucher** with four copies of your AF Form 938, **Request and Authorization for Active Duty Training/Active Duty Tour** and/or DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel** for payment of authorized travel allowances and per diem. These forms are submitted to IMAT-OL, 1392 Second Street, Dobbins ARB Georgia 30069- (this address will appear in block 26 (Remarks Section) of the AF Form 938). **NOTE:** IMAs MUST FILE ALL ORDERS FUNDED BY USAF OR USAFR DIRECTLY WITH DOBBINS ARB GA. Orders funded by US Navy, US Army or other agencies must be settled per those agencies written instructions at an appropriate Army or Navy travel pay office. Figure **10.1** provides instructions for completing the form and they are also located on the reverse side of the form. Contact the Dobbins ARB FSO at 1-800-808-5942 if you have questions.

10.9.1. When Items 16 and 17 of your AF Form 938 is marked "Commuting Area" and "Corporate Limits," your orders specify that you will commute within the corporate limits of your home and duty location. A travel voucher need not be submitted since there are no travel or per diem entitlements. **NOTE:** If you are not in per diem status, you are not required to file a travel voucher.

10.9.2. When Item 17 of your AF Form 938 is marked "Commuting Area," you may file for reimbursement of one round trip mileage no matter how many duty days performed, and a maximum of 2 meals if you are not within corporate limits of your duty station. You may use your AF Form 938 in lieu of the DD Form 1351-2. The Remarks Section (block 26) of your AF Form 938 will have a statement for you to complete for one round trip only, regardless of the number of duty days. Send one

copy of this form to Dobbins ARB GA. You must file your completed AF Form 938 to your RPO for pay and point crediting.

Figure **10.1**. DD Form 1351-2 Instructions for completing the DD Form 1351-2

1. Complete Blocks 1-14. Block 15 - Annotate your travel as actually performed.
2. Reimbursable Expenses (Block 18). Enter authorized reimbursable expenses. **YOU MUST ATTACH THE RECEIPT FOR ANY EXPENSE OVER \$75.00.** Some reimbursable expenses are:
 - Taxi fares to and from the airport, including any tips
 - Parking fees (e.g., if you park your car at the airport terminal)
 - Airline ticket cost, including service fees
 - Terminal mileage to and from a commercial airport
 - Government travel card ATM cash advance fees
 - Hotel taxes (itemize separately from hotel charge)**NOTE:** Ask Dobbins ARB GA, travel pay personnel about other expenses not listed above.
3. Government Travel Request (GTR). When you use a GTR, list the originating point and the destination location. Attach the personal name record computer printout to the DD Form 1351-2. If you obtain a GTR but did not use it, you must return it to the GCTO that issued the original ticket. This procedure also applies to partially used tickets.
4. Attachments. As a minimum, ensure you attach the following to your DD Form 1351-2:
 - Four copies of all orders issued for tour of duty
 - Airline ticket purchase receipt/itinerary
 - Receipts for all reimbursable expenses of \$75 or more
 - All lodging receipts
5. Commute. If your orders require you to commute, or if you did commute, from outside the corporate limits of your home and duty station refer to **DFAS 7010-3**.
6. IDTs Performed in Conjunction with any Tour. You will not receive per diem allowances or travel allowances for the IDT portion. Clearly indicate IDTs on your travel voucher.
7. Obtaining Payment. Submit your travel voucher and four copies of the AF Form 938 and/or DD Form 1610 to IMAT-OL/FMFQT, 1392 Second Street, Dobbins ARB GA, 30069-4823 (also shown in block 26 (Remarks Section) of your order). **NOTE: YOU MUST FILE ALL ORDERS FUNDED OR ISSUED BY USAF OR USAFR DIRECTLY WITH DOBBINS ARB GA.** Orders funded by US Navy, US Army or other agencies must be settled per those agencies written instructions. You may file the travel voucher in person or by mail. When you retire or separate, notify Dobbins ARB GA to close your travel record.
NOTE: Always include your complete home and work phone numbers in case the Dobbins ARB, Travel Office has questions regarding your travel voucher. This saves time.

Figure 10.2. Sample DD Form 1351-2

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 Fund Transfer (EFT) <input type="checkbox"/> Payment by Check <small>Split Disbursement: Amt to Govt Tr Charge Card</small>				2. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS Other <input type="checkbox"/> Dependental <input type="checkbox"/> DLA		3. FOR D.O. USE ONLY a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER					
4. NAME (Last, First, Middle Initial) (Print or type) DOE, JOHN M.				5. GRADE O-5	6. SSN 123-45-6789		7. ADDRESS, a. NUMBER AND STREET 456 ANY STREET	b. CITY DENVER	c. STATE CO	d. ZIP CODE 80005-6137	e. PAID BY
8. DAYTIME TELEPHONE NUMBER & AREA CODE (303) 676-7777		9. TRAVEL ORDER NUMBER JH-01111		10. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES NONE							
11. ORGANIZATION AND STATION USSTRATCOM OFFUTT AFB NE 68113-6090				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)							
12. DEPENDENT(S) (X and complete as applicable) ACCOMPANIED UNACCOMPANIED				14. HAVE PERSONAL AND GOODS BEEN SHIPPED? NO (Explain in Remarks)							
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH OR MARRIAGE		d. COMPUTATIONS					
15. ITINERARY											
a. DATE 1999	b. PLACE <small>(Home, Office, Base, Activity, City and State; City and Country, etc.)</small>	c. TYPE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES						
11 JUL	DEP	HOR, DENVER CO	TP								
11 JUL	ARR	WASHINGTON DC	TP	TD							
23 JUL	DEP	WASHINGTON DC	TP								
23 JUL	ARR	HOR, DENVER CO	MC								
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										
	DEP										
	ARR										
						e. SUMMARY OF PAYMENT					
						(1) Per Diem					
						(2) Actual Expense Allowance					
						(3) Mileage					
						(4) Dependent Travel					
						(5) DLA					
						(6) Reimbursable Expenses					
						(7) Total					
						(8) Less Advance					
						(9) Amount Owed					
						(10) Amount Due					
16. POC TRAVEL (X and) <input checked="" type="checkbox"/> DOWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TDY TRAVEL 12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS MORE THAN 24 HOURS							
18. REIMBURSABLE EXPENSES											
a. DATE	b. NATURE OF EXPENSE		c. AMOUNT	d. ALLOWED							
11&23 Jul	RT Mileage HOR to Apt 96 mi										
11&23 Jul	Airport Entry Fees		2.50								
11 Jul	Baggage Handling 2 bags		2.00								
11-23 Jul	Hotel Room 118 x12		1416.00								
11-23 Jul	Hotel Room taxes 7.67 x 12		92.04								
23 Jul	Bus Hotel to Nat'l Airport		16.00								
23 Jul	ATM fees 200 x .0275 + 2.00		7.50								
11-23 Jul	Phone Calls (auth in remarks)		14.70								
				19. GOVERNMENT/DEDUCTIBLE MEALS							
a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS								
20.a. CLAIMANT SIGNATURE				b. DATE		21.a. APPROVING OFFICER SIGNATURE				b. DATE	
22. ACCOUNTING CLASSIFICATION											
23. COLLECTION DATA											
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)			28. AMOUNT PAID		

DD FORM 1351-2, AUG 1997 (EG) PREVIOUS EDITIONS OF DD FORM 1351-2 AND 1351-1 MAY BE USED UNTIL SUPPLY IS EXHAUSTED. Exception to SF 1012 approved by GSA/IRMS 12-91.

Figure 10.2. Sample DD Form 1351-2 (cont'd)

PRIVACY ACT STATEMENT																																		
<p>AUTHORITY: 5 USC 5701, 37 USC 404-427, and EO 6397.</p> <p>PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSR is used to maintain a numerical identification system for individual claims.</p> <p>ROUTINE USE(S): To substantiate claims for reimbursement for official travel.</p> <p>DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.</p>																																		
PENALTY STATEMENT																																		
<p>There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 207 and 1001 and Title 31, Section 3729).</p>																																		
INSTRUCTIONS																																		
<p>ITEM 1 - PAYMENT</p> <p>Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example: \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.</p> <p>REQUIRED ATTACHMENTS</p> <ol style="list-style-type: none"> 1. Original and/or copies of all travel orders and amendments, as applicable. 2. Two copies of dependent travel authorization if issued. 3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel. 4. Copy of GTR, MTA or ticket used. 5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more. 6. Other attachments will be as directed. 	<p>ITEM 15 - ITINERARY - SYMBOLS</p> <p>15c. MEANS/MODE OF TRAVEL (Use two letters)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">GTR/TKT</td> <td style="width: 33%;">- T</td> <td style="width: 33%;">Automobile - A</td> </tr> <tr> <td>Government Transportation</td> <td>- G</td> <td>Motorcycle - M</td> </tr> <tr> <td>Commercial Transportation</td> <td></td> <td>Bus - B</td> </tr> <tr> <td>Personal expense/Privately Owned</td> <td>- C</td> <td>Plane - P</td> </tr> <tr> <td>Provision of Conveyance (POC)</td> <td>- P</td> <td>Rail - R</td> </tr> <tr> <td></td> <td></td> <td>Vessel - V</td> </tr> </table> <p>REASON FOR STOP</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Authorized Delay</td> <td style="width: 33%;">- AD</td> <td style="width: 33%;">Leave En Route - LV</td> </tr> <tr> <td>Authorized Return</td> <td>- AR</td> <td>Mission Complete - MC</td> </tr> <tr> <td>Awaiting Transportation</td> <td>- AT</td> <td>Temporary Duty - TD</td> </tr> <tr> <td>Hospital Admittance</td> <td>- HA</td> <td>Voluntary Return - VR</td> </tr> <tr> <td>Hospital Discharge</td> <td>- HD</td> <td></td> </tr> </table> <p>ITEM 15a. LODGING COST Enter the total cost for lodging.</p> <p>ITEM 19 - DEDUCTIBLE MEALS</p> <p>Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, per. U4125-A3g and JTR, per. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.</p>	GTR/TKT	- T	Automobile - A	Government Transportation	- G	Motorcycle - M	Commercial Transportation		Bus - B	Personal expense/Privately Owned	- C	Plane - P	Provision of Conveyance (POC)	- P	Rail - R			Vessel - V	Authorized Delay	- AD	Leave En Route - LV	Authorized Return	- AR	Mission Complete - MC	Awaiting Transportation	- AT	Temporary Duty - TD	Hospital Admittance	- HA	Voluntary Return - VR	Hospital Discharge	- HD	
GTR/TKT	- T	Automobile - A																																
Government Transportation	- G	Motorcycle - M																																
Commercial Transportation		Bus - B																																
Personal expense/Privately Owned	- C	Plane - P																																
Provision of Conveyance (POC)	- P	Rail - R																																
		Vessel - V																																
Authorized Delay	- AD	Leave En Route - LV																																
Authorized Return	- AR	Mission Complete - MC																																
Awaiting Transportation	- AT	Temporary Duty - TD																																
Hospital Admittance	- HA	Voluntary Return - VR																																
Hospital Discharge	- HD																																	
<p>29. REMARKS</p> <p>EMPLOYEES: INDICATE DATES ON WHICH LEAVE TAKEN FOR MORE THAN ONE-HALF OF PRESCRIBED DAILY WORKING HOURS</p> <hr style="border: 0.5px solid black;"/> <p>UNIFORMED MEMBERS: INDICATE DATES ON WHICH LEAVE WAS TAKEN</p> <hr style="border: 0.5px solid black;"/>																																		

Attachment A

GLOSSARY AND INDEX OF TERMINOLOGY

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

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

Active Guard and Reserve (AGR) Tour - Members of a reserve component on active duty 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 purposes is organizing, administering, recruiting, instructing, or training the reserve components per Subsection 101(d)(6).

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

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

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

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

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

Air Force Reserve Command (AFRC) - This section of the USAFR manages the unit Reservists.

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

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

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 Reserve assignment.

Basic Pay: Your grade and years of service determine basic pay. If you perform duty for less than 30 days, you will receive 1/30th of a month's pay for each day of duty. If you are on duty

for 30 or more days, either on one set of orders or consecutive tours (back-to-back), payment will be based on a monthly rate (30 days equals 1 month). The period of time you are paid for is determined from the orders and the **AF Form 938** or **AF Form 458**.

Basic Allowance for Housing (BAH): BAH is one of the most difficult areas to determine proper entitlements. You may be entitled to receive BAH at the "with dependent" rate, "without dependent" rate, at "partial" rate, or you may have no entitlement at all (Table 8-1).

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.

Base Individual Mobilization Augmentee Administrator (BIMAA): The base-level personnel contact for Individual Reservists. The BIMAA normally works for the Chief, Military Personnel Flight. The BIMAA is your link with the MAJCOM Reserve Affairs office and HQ ARPC for personnel matters and actions.

Career Development Course (CDC): Extension Course Institute program to increase a member's skill level for their AFSC.

Centrally Managed Programs: Staff offices designated to manage personnel in the professional career fields (i.e., medical, legal, and chaplains) located at HQ ARPC. HQ Air Intelligence Agency (AIA), and HQ Air Force Office of Special Investigations (AFOSI), generally centrally manage personnel in line intelligence and OSI career fields.

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

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

Contracted Travel Office (CTO): Usually an office contracted and authorized by the government to issue airline or rail tickets for official travel.

Cycle Ergometer: Method of testing physical fitness.

Defense Switching Network (DSN): Telecommunication 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).

Expiration Term of Service (ETS):

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.

Financial Services Office (FSO): Formerly the Accounting and Finance Office.

Fiscal Year (FY): Year that runs from 1 October through 30 September.

General Education Diploma (GED): Equivalency of a high school diploma. Obtained by taking a test.

Good Year: See **Satisfactory Year**

Air Reserve Personnel Update: Bimonthly newsletter with information to assist Individual Reservists with career management, (see cover letter at the beginning of this guide).

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

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

Individual Mobilization Augmentee (IMA): An Air Force Ready Reservist assigned to a specific position within the active force which he or she would assume upon mobilization.

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

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

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

Major Command (MAJCOM): Sometimes used interchangeably with program manager. Manages the Individual Reservists assigned. Its staff will inform you of any specialized requirements, provide career advice, and assist with all training problems.

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

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

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

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

Mobilization Filler Resource: Formerly Reinforcement Designee, now referred to as participating IRR members. A Ready Reservist assigned to an Air Reserve Squadron, the Ready Reinforcement Personnel Section, Non-obligated Non-participating Ready Personnel Section, or the Obligated Reserve Section. Participating IRR members are in non-pay status. They represent a pool resource, providing the Air Force an added manning capability for needs that can be anticipated but which cannot be precisely established by grade and AFSC. These members are eligible for ROPMA promotion consideration.

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

NCO Academy (NCOA): Professional Military Education required to be promoted from E-6 to E-7.

NCO Preparatory Course (NCOPC): Professional Military Education required to be promoted from E-4 to E-5.

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

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

Personnel Accounting Symbol (PAS) Code: A combined alpha- and numerical-designator to identify the organization to which a member of Air Force, Air Force Reserve, or Air National Guard is assigned and serviced for personnel actions. IMAs are assigned to a specific PAS code; the first two digits are always "96." Non participating Reserve Section members are identified by a specific PAS code beginning with the first two digits "S7".

Point(s): One point of participation credit for retirement purposes is credited for each 4-hour IDT period and for each day of active duty. Membership points (15) are credited for a full year of active status Reserve membership. Membership points are prorated for periods of less than 1 year. The maximum number of points creditable for retirement is 365 (366 in a leap year) in 1 retention/retirement year. Of the maximum allowable points of 365 (366), a joint total of no more than 60 points may be inactive duty training, Extension Course Institute courses, and membership points. The number of paid days may not exceed 360 in a year. This limitation includes the cumulative total of all paid ADS, ADT, AT, IDT, MPA mandays, 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: Corrections to the point credit summary are made by HQ ARPC/DPPKB.

Program Manager: Sometimes used interchangeably with MAJCOM. Manages the Individual Reservists assigned. Its staff will inform you of any specialized requirements, provide career advice, and assist with all training problems.

Promotion Recommendation Forms (PRFs): AF Form 709, required for Colonel, Lieutenant Colonel Promotion, and Position Vacancy (PV) Boards.

Ready Reinforcement Personnel Section (RRPS): This is a participating status section of the IRR comprised of members without a MSO who volunteer to remain in the Ready

Reserve but who are not currently assigned to a unit or IMA position. Members may earn retirement points through enrollment in ECI courses or through IDT attachments to the Air Force, ANGUS, or USAFR units.

Reserve Officers Personnel Management Act (ROPMA): Current officer personnel act.

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

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

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

Reserve Section (RS): A two-letter code that determines your training category and training requirements. Your Reserve Section is located on your assignment orders and AF Form 526.

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 R/R date is the start date of the R/R year (paragraph 5.15).

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 (formerly called a "good year"). A "good year" also refers to having earned the required number of paid points in the fiscal year for each category.

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, or 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

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 to which an IMA is assigned and will normally report upon mobilization. Sometimes used interchangeably with attachment.

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

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

Weight Management Program (WMP): A commander's program. HQ ARPC/DPSSP has overall management of the WMP for Individual Reservists.

Web Orders Transaction System (WOTS): The automated system by which IMAs request RPA orders.

UNITED STATES AIR FORCE RESERVE (USAFR)
READY RESERVE

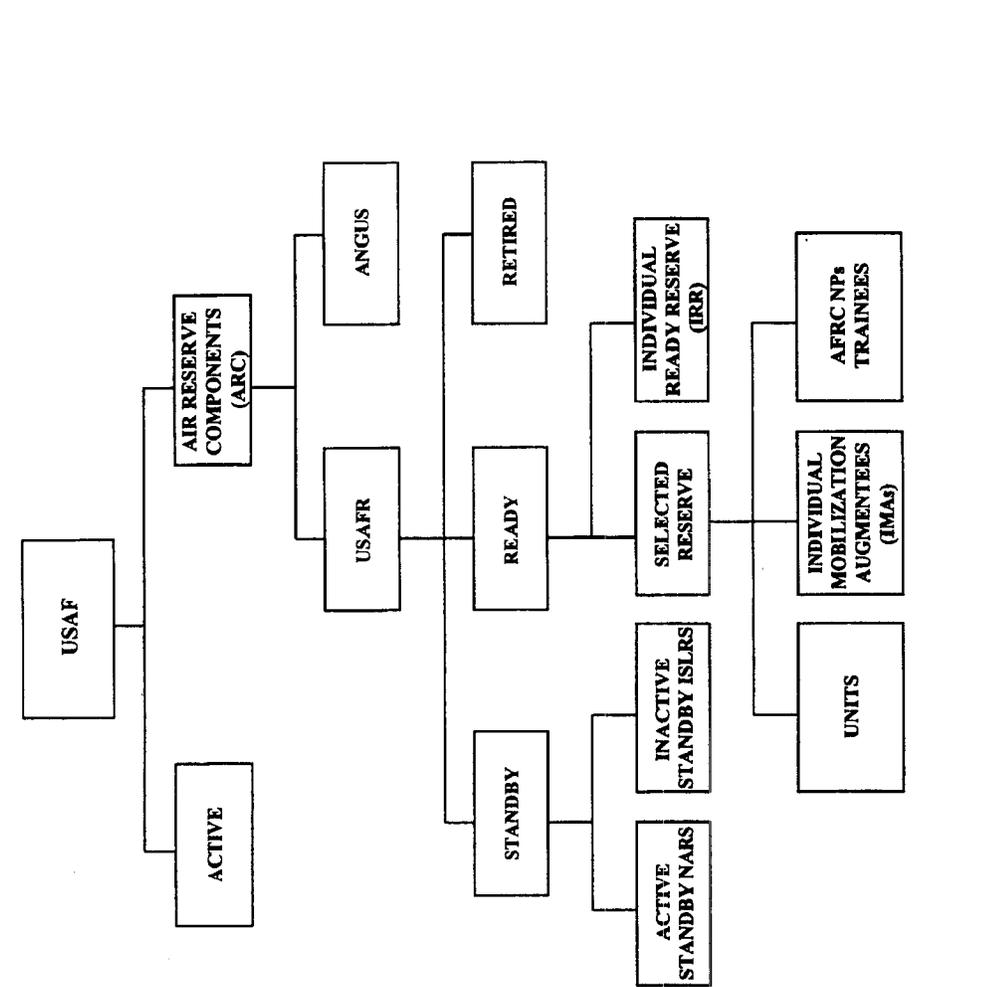
SELECTED RESERVE AFRC UNITS	SELECTED RESERVE IMAS	INDIVIDUAL READY RESERVE (IRR)	INDIVIDUAL READY RESERVE (IRR)
(A) AA-AZ, AI-A9 BA-BZ, BI-B9 (Unit PAS Code)	Air Reserve Squadrons (ARS)	PARTICIPATING IRR (POINTS ONLY)	SPECIAL PROFESSIONAL EDUCATION AND STIPEND PROGRAMS
(B) MA 9003 ARS MD 9003 ARS Selected Service System (SSS)	(B) MA 9003 ARS MD 9003 ARS Selected Service System (SSS)	(E) MT (9631F1ZM) Ready Reinforcement Personnel Section (RRPS) with or without an MSO --3 year max-waiverable when member loses position (no fault of their own) --No Selected Reserve Position Available	(J) MZ (9631F1Z3) 9035 ARS (JA) Legal interns (60-89 days active duty) pay only, no points, while in law school
(B) MB Job Proficiency, Flying	(B) MB Job Proficiency, Flying	(E) MX --(9631F1ZQ) 9001 ARS Air Force Academy Liaison Officer/Reserve Officer Training Corps (AFALO)/(ROTC)	(K) TA 9016 ARS (SG) --(S831FBZB) Officers only, Health Professions Scholarship Program (HPSP)
(B) MC Job Proficiency, Non-Flying --MAJCOM IMAS --9005 ARS JAG (JA) --9018 ARS Chaplains (HC) --9019 ARS Medical (SG) --9026 ARS (SG) Critical Medical Skills	(B) MC Job Proficiency, Non-Flying --MAJCOM IMAS --9005 ARS JAG (JA) --9018 ARS Chaplains (HC) --9019 ARS Medical (SG) --9026 ARS (SG) Critical Medical Skills	(E) --(9631F1ZT) 9004 ARS Civil Air Patrol Reserve Assistance Program (CAPRAP) --(9631F1Z2) 9021 ARS Medical (SG) --(9631F1VH) 9025 ARS JAG (JA)	--(S831FHWO) HPSP stipend program (45 days ADT, pay only, no points) TB (9631F1Z1) 9017 ARS (HC) Chaplain candidates, officers only, 100 days ADT during program
(B) ME AF Elements --MAJCOM IMAS	(B) ME AF Elements --MAJCOM IMAS	(E) RC (S731FLX7) ORS --Officers with EAD commitment --Enlisted enrolled in AFROTC or college scholarship program	TC (9631FCCH) 9027 ARS (SG) Full Stipend, officers only, no training authorized, not promotion eligible
(B) MR Air Force National Security Emergency Preparedness (AFNSEP)	(B) MR Air Force National Security Emergency Preparedness (AFNSEP)	(E) RD (S731FZ6M) Non-obligated Non- participating Ready Personnel section (NNRPS) 2 year max-3 year if VSI Muster duty or ADT may be required for IRR screening	TD (9631FCCK) 9027 ARS (SG) Half Stipend, officers only, no training authorized, not promotion eligible
(P) High School Graduate awaiting IADT	(P) High School Graduate awaiting IADT	(E) RC (S731FLX7) ORS --Officers with EAD commitment --Enlisted enrolled in AFROTC or college scholarship program	TE (9631FCQ) 9027 ARS (SG) Stipend, enlisted only, \$100 per month, no training authorized = DoD Training and Retirement Category Code
(P) CG-84 DAYS	(P) CG-84 DAYS	(E) RD (S731FZ6M) Non-obligated Non- participating Ready Personnel section (NNRPS) 2 year max-3 year if VSI Muster duty or ADT may be required for IRR screening	
(P) CH-85 DAYS +	(P) CH-85 DAYS +	(E) RZ (S731FZNS) unassigned for research prior to assignment to proper reserve section	

Reserve Section	Inactive Duty Training (IDT) Minimum Requirements Per FY	Annual Training (AT) Requirements Per FY	Minimum Retention/ 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	No requirement	No requirement	35 Non-Paid *
NC and ND	No requirement	No requirement	35 Non-Paid

* Required to earn a minimum of 16 points through IDT, AT/ADT/ADSW/
MPA or combination

DISTRIBUTION: X
HQ ARPC VA 36-3001
30 MAY 2002 •
OPR: HQ ARPC/XPX

- DoDD 1215.6, Uniform Reserve Training and Retirement Categories
- AFI 36-2115, Assignments Within the Reserve Components
- AFM 36-8001, Reserve Personnel Participation and Training Procedures
- AFI 36-2608, Military Personnel Records System
- AFI 36-3209, Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members
- AFI 36-2612, USAFR Reenlistment and Retention Program



- ZA (S73IFLX9)** Reserve awaiting pay at age 60 (File AR/BR)
- ZB (S73IFLYB)** Reserve drawing pay at age 60 (File RA/RB)
- ZC (S73IFLYC)** Reserve recalled to active duty (File BA/BR)
- ZD (S73IFPPF)** Regular enlisted with less than 30 years service (File RA)
- ZE (S73IFIQO)** Regular and reserve disability (File RA/RB)
- ZF (S73IFISO)** Reserve officer with 20 years active duty (File RB)
- ZG (S73IF24X)** Discharged. (Reserve retirement eligible or deceased with survivor benefit plan) (SBP) (File AR/BR)
- ZH (S73IFIQ1)** Honorary Retired Reserve (File AR/BR)
- ZI (Last active duty PAS)** Regular officer and enlisted with 30 years service (File RA/RB)
- ZJ (S73IF5RT)** Reserve enlisted with 20 years active duty (File RA)
- ZK (NO PAS)** Former ZG members 20 sat. service years. Drawing retired pay (File RA/RB)
- ZG and ZK** have no military status
Inactive Standby and Retired Reservists are not eligible for promotion

- (D)** **ACTIVE**
Promotion eligible, no PRF or OPR required
Nonaffiliated Reserve Section (NARS)
- NA (S73IFLX2)** Non-obligated
Normally 2 year retention training not authorized
--hardship (personal/community)
--twice deferred officers not in sanctuary
--pending discharge for cause
- (D)** **NB (S73IFLX3)** obligated training not authorized
--same as NA and:
--key employees
--dual status (Res. Off/Reg. Enl.)
--non-military delays/religious obligations
- (D)** **NC (963IF1ZN)** Reserve sanctuary not retained in position
- (C)** **ND (963IF1ZP)**
--Key employee with or without MSO (by application)
- (N)** **INACTIVE**
RB (S73IFLX6) Inactive status list reserve section (ISLRS) Non-obligated. Training not authorized. Not eligible/did not apply for retirement. Normally 3 year retention
--exceeded 2 year retention NARS (NA)/NNRPS
--key employee
--involuntary release from EAD
--dual status (Res Off./Reg. Enl.)
--VSI recipients
--unsatisfactory participants

Attachment C

ARPC QUICK REFERENCE LIST

July 2002

POC: ARPC/SCM X66453

(For easier access in locating your reference: use *EDIT, FIND* , type in key word)

If the question is about:	Then contact:	DSN 926	Toll Free 1-800 525-0102	Office Symbol
Active Guard/Reserve Tour (Active Duty Airman 678)	Robins AFB GA		1-800	223-1784
Active Guard/Reserve Retirements	AGR Service Verification	7151	71344	DPARC
Address Changes/Research	Quality Force Mgmt Branch	6134	71343	DPSSP
Aeronautical Information	Personnel Support Div	6450	71295	DPAFF
AFELM IMA Management	Individual Res Liaison Div	6531	71300	DPST
AF Form 40a (Non-Pay Points Only)	Points Management Branch	6012	71285	DPPKB
AFSC-Duty	Assignment Programs Div	6429	71292	DPAP
AFSC-Upgrade	Military Training Div	6396	71330	DPAT
Air Force Fitness Program	Quality Force Mgmt Branch	6134	71342/3	DPSSP
Air Force Reserve Readiness Record	Quality Force Mgmt Branch	6134	71342/3	DPSSP
Air Force Res Advisory Board (ARPC)	Directorate of Plans	6299	71246	XP
Air Force Reserve Recruiters		1-800	257	1212
Air National Guard Advisor	CCG	6303	71314	CCG
Air National Guard Recruiters		1-800	864	6264
Air Reserve Personnel Update	Public Affairs	6515	71218	PA
Air Reserve Technician (ART)	Kelly AFB/TX	DSN COMM	969- 210-	6658 977-6658
Ancillary Training	Education/Training	7324	NONE	MSL
Area Defense Counsel (ADC)	Area Defense Counsel	6216	1-888	777-0728
ARPC/AFRC Policy/Advisory Council	Plans & Policy	6299	71246	XPX
ARPC Education & Training	Education/Training	7324	NONE	MSL
ARPC Home Page	Public Affairs	6515	71218	PA
ARPC Plans/Procedures/Policies	Plans	6299	71246	XPX
ARPC Security	Security Forces Branch	6547	71335	MS-SF
ARPC Telephone Control Ofc (TCO)	Communication & Info	6453	71488	SCMT
ASD/OSD Dates	Personnel Support Div	6150	71295	DPAFF
Assignments (IMA/Cat.B/Cat.E/S-7)	Assignment Programs Div	6429	71292	DPAP
Automated Records Mgt System (ARMS)	Master Records Mgmt Div	6147	71345	DPSSP
Aviation Service Date (ASD-Rated Ofc)	Personnel Support Div	6450	71295	DPAFF
Awards & Decorations	Quality Force Mgmt Branch	6134	71343	DPSSP
Badges	Quality Force Mgmt Branch	6600	71343	DPSSP
Bank of America Card/ARPC Employees	Financial Analysis	6290	71220	FMA
Base Indiv Mobil Augm Admin (BIMAA)	Senior Officer Affairs	6409	71321	CVG
BCMR's/Congressionals	Management Support Div	7257	71298	DPSZ
BIMAA Management	Senior Officer Affairs	6409	71321	CVG
Biomedical Science Corps	Surgeon General	7194	71233	SGE
BOMB THREAT	Denver Police Department	911	720-913-	2000
Cashiers Cage	Finance Center	7637	NONE	DFAS/WS
Casualty Issues	Entitlements Branch	6438	71227	DPSSP
Catch 62 (Combine Military & Civ)	DFAS-DE/Military Pay	7408	NONE	DFAS/FJP

CDC/Enlisted Upgrade Trng	Military Training Div	6396	71330	DPAT
Center Scene Newspaper	Public Affairs	6515	71217	PA
Chaplain Programs	Chaplain Directorate	6450	71240	HC
Chaplain Personnel/Resources & Rqmt	HC Personnel Div	6482	71242	HCP
Chaplain Assistants Orders	HC Orders Technician	6482	71240	HCP
Chaplain Prof, Recruiting, Training	HC Professional Div	6480	71241	HCX
Chaplain Candidate Program	HC Training Manager	6480	71241	HCX
Chief's Group (ARPC)	POC:CMSgt Haddican	7713	71210	CCC
Civil Air Patrol/Reserve Affairs	Maxwell AFB, AL	DSN	493-	5225
		COMM	334-	953-5225
Civilian Pay Office	Financial Analysis	8195	NONE	FMA
Civilian Personnel Office	Civilian Personnel	8322	NONE	MSC
Classification (PAS/S7)	Military Training Div	6396	71330	DPAT
Clothing Issue	Comptroller Plans	3088	71312	FMX
Commander	Command Section	6310	71200	CC
Commander's Call	Public Affairs	6515	71218	PA
Commanders Executive Assistant				
For Enlisted Matters	Command Section	8747	NONE	CCEA
Commissary Privilege Card	Entitlements Branch	6438	71228	DPSSSE
Community Relations	Public Affairs	6515	71217	PA
Conditional Release to ANG	Assignment Programs Div	6429	71292	DPAP
Conditional Release to				
Other components	Separations Div	6362	71261	DPSS
Correspondence Course Enrollment	Military Training Div	6396	71330	DPAT
Customer Service	Customer Service Branch	6528/6730	71388	DPSSA/B
Cycle Ergometric Testing	Quality Force Mgmt Branch	6600	71342	DPSSP
Date of Rank (Enlisted)	Promotions Eligibility Div	6400	71371	DPBA
Date of Rank (Officer)	Promotions Eligibility Div	6398	71281	DPBA
DD Form 93 (Rcrd of Emerg Data)	Customer Service Branch	6528/6730	71388	DPSSA/B
DD Form 214- Corrections	Service Documents Branch	8955	71351	DPSSS
DD Form 214- Copies	Customer Service Branch	6528/6730	71388	DPSSA/B
Death of Reservist	Entitlements Branch	6439	71227	DPSSSE
DEERS	Customer Service Branch	6528/6730	71388	DPSSA/B
Defense Counsel	Area Defense Counsel		1-888	777-0728
Dental Corps	Surgeon General	7194	71233	SGE
Dependent Data Change	Customer Service Branch	6528/6730	71388	DPSSA/B
Direct Appointments (Officer)	Career Management Div	6443	71291	DPAB
Discharge Certificates				
(lost or destroyed)	Separations Div	6362	71261	DPSS
Discharges	Separations Div	6362	71261	DPSS
Divorce Data	Customer Service Branch	6528	71388	DPSSA/B
Dual Status	Personnel Support Div	6457	71307	DPAFV
Duty History (IMA/PIRR only)	Assignment Programs Div	6429	71292	DPAP
Educational Assistance	Military Training Div	6396	71330	DPAT
Employer Support Questions	Natl Committee for ESGR		1-800	336-4590
Enlisted Education Data (academic)	Military Training Div	6396	71330	DPAT
Enlisted High Year of Tenure Program	Separations Div	6362	71261	DPSS
Enlisted Advisor to the Commander	Command Section	7711	71210	CCC
Enlisted Advisor/Individual Programs	Command Section	6934	71348	CCI
Enlisted Medical Corps	Surgeon General	7356	71233	SGE
Enlisted Performance Reports (EPR)	Evaluations Section	7475	71340	DPBR2
Enlisted Promotions/Orders	Promotions Eligibility Div	6400	71371	DPBA

Enlisted Specialty Trng (EST)	Military Training Div	6396	71330	DPAT
Enlistments	Career Management Div	6443	71291	DPAB
Entitlements/Benefits	Entitlements Branch	6576	71228	DPSSE
ETO/ETS	Personnel Support Div	6457	71307	DPAFV
Executive Officer (ARPC)	Command Section	6314	71202	CCE
Extension Course Institute (ECI)	Military Training Div	6396	71330	DPAT
Extensions	Personnel Support Div	6457	71307	DPAFF
Field Records Management	Records Management	6513	NONE	DPSFRB
Fire Department (non-emergency)	Denver		331-	4146
First Sergeant (ARPC)	Commanders Support Staff	6314	NONE	CCF
Fiscal Year Requirements	Personnel Support Div	6458	71307	DPAFP
Fiscal Year (Points)	Personnel Support Div	6458	71307	DPAFP
Flight Management	Personnel Support Div	6450	71295	DPAFF
Foreign Language Proficiency Pay	Military Training Div	6396	71330	DPAT
Formal Schools	Military Training Div	6396	71330	DPAT
Forms	Pubs & Forms Mgmt	6334	NONE	SCS
Grade Determination	Reserve Appointments	6443	71291	DPABA
Guard & Reserve Personnel Fact Sheet	Public Affairs	6515	71218	PA
Hearing Impaired Interpreters	Education/Training	7324	NONE	MSL
Health Services Programs	Surgeon General	7158	71232	SGE
Help Desk	Communications & Info	6051	NONE	SCMH
High Year Tenure (HYT)	Separations Div	6362	71261	DPSS
History	Historian	5965	NONE	HO
HIV+	Physical Standards	7237	71236	SGP
Hometown News Release Program	Public Affairs	6515	71218	PA
HPSP/Deferred Residency Programs	Surgeon General	6484	71234	SGX
HPSP Pay	Reserve Pay Office	6727	1-888	898-0886
ID Card Applications	Customer Service Branch	6528/6730	71388	DPSSA/B
ID Card Service Verifi (former spouse)	Retirement Eligibility Div	6369	71270	DPPRA/B
IDEA Program	Manpower & Quality Div	6292	NONE	XPM
IG Complaints	Inspector General	6312	71201	IG
IMA Policy	Plans	6041	71246	XPX
Inactive Duty Training (IDT) (non-pay points)	Points Management Branch	6012	71285	DPPKB
Incapacitation Pay	Quality Force Mgmt Branch	6134	71342/3	DPSSP
Individual Reserve Guide	Individual Reserve Liaison	6261	71300	DPST
IMA Incentive Bonus	Personnel Support Div	6503	71307	DPAFP
ISLRS Screening	Separations Div	6362	71261	DPSS
Judge Advocate Indiv Reserve Programs	Staff Judge Advocate	6494	71251	JAR
Key Fed Employees (participating)	Individual Res Liaison Div	6531	71300	DPST
Key Fed Employees (non-participating)	Personnel Support Div	6458	71307	DPAFV
Laptop Computers	Communications & Info	6051	71205	SCMH
Laughlin Bill/Res Revitalization Act	Plans	6299	71246	XPX
Legal - Judge Advocate	Staff Judge Advocate	6494	71251	JA
Legal - Defense Counsel	Area Defense Counsel	6216	71253	ADC
Legislative Liaison Plans	Plans	6041	71246	XPX
Library/Technical Learning Ctr	Bldg 444	7566	NONE	DFAS-DE
Line of Duty	Quality Force Mgmt Branch	6134	71342/3	DPSSP
Locator/Gilchrist Complex	DMC	7417	NONE	WEE
Long Term Care Insurance - IMAs	Policy and Plans Div	6299	71246	XPX

Mailroom (Main)	Bldg 444	7551		DFAS-DE
Mailroom DPS	Records Control Branch	6272	NONE	DPSRP
Media Relations	Public Affairs	6515	71217	PA
Medical Reserve Incentive Programs	Medical Readiness & Mobiliz	6490	71231	SGX
Microfilm Customer Service	Document Imagery Branch	6358	NONE	DPSRB
Military Service Obligation (MSO)	Personnel Support Div	6457	71307	DPAFV
Mobilization/Readiness	Personnel Readiness Div	7081	71206	DPAR
Montgomery GI Bill (MGI) (Chapter 30)	Military Training Div	6396	71330	DPAT
Muster Screening/Duty	Personnel Readiness Div	7780	71315	DPAR
"My Boss is a Patriot" Program	Public Affairs	6515	71217	PA
Name Change	Customer Service Branch	6528/6730	71388	DPSSA/B
National Personnel Records Ctr (NPRC)	St Louis, MO	314	538-	4218
Newcomers Orientation (ARPC)	Education/Training	7324	NONE	MSL
Newcomers Welcome Kit	Assignment Programs Div	6429	71292	DPAP
News Media Relations	Public Affairs	6515	71217	PA
Notification of Eligibility for Retired Pay at Age 60 Letter	Retirement Eligibility Div	6369	71270	DPPRA/B
Nurse/Clinic-Health & Wellness Ctr	Bldg 444	7268	NONE	HWC
Nurse Corp	Surgeon General	6492	71233	SGE
O & M Budget	Financial Analysis	6290	71220	FMA
Officer Appt's/Accessions	Career Management Div	6443	71291	DPAB
Officer Education Data Update	AFIT/RRA-Wright Patterson	DSN	785-	6231
		Comm	937-	255-6233
Officer Performance Reports	Evaluations Section	7475	71340	DPBR2
Ofc Performance Rpts (copies/S7)	Customer Service Branch	6528	71388	DPSSA/B
Officer Personnel Mgt Act (Reserve ROPMA) (Promotions)	Procedures & Analysis Div	7193	71283	DPBS
Officer Promotion Orders	Promotion Eligibility Div	6398	71281	DPBA
Officer Service Date (OSD-Rated Ofc)	Personnel Support Div	6450	71295	DPAFF
Officer Training	Military Training Div	6396	71330	DPAT
Operator/Gilchrist Complex	DMC	1110	NONE	WEE
Orderly Room (ARPC)	Commanders Support Staff	6321	NONE	MSQ
Orders (Annual & Special)	Fin Svcs & RPA Orders Div	6535	71327	FMF
Orders (School)	Military Training Div	6396	71330	DPAT
Paralegal Indiv Reserve Programs	Staff Judge Advocate	6494	71251	JAR
Participation	Personnel Support Div	6457	71307	DPAFV
PAS Code	Customer Service Branch	6528/6730	71388	DPSSA/B
Pay Entitlements	Reserve Pay Office	6727	1-888	898-0886
Paydate Inquiries	Personnel Support Div	6457	71307	DPAFV
PCARS (Point Credit-adjustments)	Points Management Branch	6012	71285	DPPKB
PCARS New Gain Accessions	Initial Audit Branch	6375	71331/347	DPPKA
Personnel Readiness Issues	Personnel Readiness Div	7081	71206	DPAR
Personnel Records (copies)	Customer Service Branch	6528/6730	71388	DPSSA/B
PERSTEMPO	Comptroller Plans	8289	71325	FMX
Phone Number Change	Customer Service Branch	6528/6730	71388	DPSSA/B
Phys Standards (Med qualifications)	Physical Standards	7237	71236	SGP
PME Correspondence/Enrollment	Military Training Div	6396	71330	DPAT
PME in Residence	Military Training Div	6396	71330	DPAT
PME Course Completion Verification (PME/Specialty Course)	Military Training Div	6396	71330	DPAT
Point Credit Summary (copies)	Customer Service Branch	6528/6730	71388	DPSSA/B
Point Credit Summary Questions	Points Management Branch	6012	71285	DPPKB
Points (Fiscal year)	Personnel Support Div	6457	71307	DPAFF

Police Department (non-emergency)	Aurora		344-	2455
Privacy Act	Denver		720-913-	2000
Promotion Medical (Enl E-6 thru E-9)	Records, Pubs & Forms Mgt	6333	NONE	SCS
Promotion Recommendation Forms (PRF)	Surgeon General	6492	71232	SGE
Position Vacancy PRFs	Promotion Eligibility Div	6398	71281	DPBA
Mandatory PRFs	PRF/OPR Branch	6599	71340	DPBR3
Public Affairs/Media Relations	Public Affairs	6515	71217	PA
RCPHA (Medical/Dental Exams)	Physical Standards	7236	71235	SGP
RCSBP Annuities	Retirement Eligibility Div	6369	71270	DPPRA/B
Ready Reserve Mobilization Income Ins	Plans	6299	71246	XPX
Recall & Mobilization Issues	Personnel Readiness Div	7081	71206	DPAR
Records (copies)	Customer Service Branch	6528/6730	71388	DPSSA/B
Record Receiving/Processing (96)	Assignment Programs Div	6429	71292	DPAP
Record Receiving/Processing (S7)	Field Rec Processing Branch	6498	NONE	DPSFP
Records Review	Customer Service Branch	6528/6730	71388	DPSSA/B
Records Shipping (AFPC/NPRC)	Shipping Branch	6501	NONE	DPSFN
Records Shipping (RES/ANG)	Records Maintenance Section	6623	71332	DPSFRA/B
Recruiting	Res Recruiting Liaison	7057	NONE	RCS/RSI
Re-enlistments	Personnel Support Div	6503	71307	DPAFP
Reserve Components Survivors				
Benefit Plan (RCSBP)	Entitlements Branch	6576	71228	DPSSE
Reserve GI Bill (Chapter 1606)	Military Training Div	6396	71330	DPAT
Reserve Mgt Vacancy System (RMVS)	Assignment Programs Div	6429	71292	DPAP
Reserve Officer Personnel Mgt				
Act (ROPMA) (Active Status) (Tenure)	Plans	6299	71246	XPX
Reserve Officer Personnel				
Management Act (ROPMA) (Promotions)	Procedures & Policy Div	7193	71283	DPBS
Reserve Records/Locator	Customer Service Branch	6528/6730	71388	DPSSA/B
Reserve Transition Asst Prog (RTAP)	Retirement Eligibility Div	6369	71270	DPPRA/B
Reserve Transition Asst Prog (RTAP)				
(after 1st payment is received)	Retired Pay Ctr/Clev OH	1-800	321-	1080
Retention/Retirement (R&R) Date	Initial Audit Branch	6375	71331/347	DPPKA
Retention/Retirement Reqmts (Points)	Points Management Branch	6012	71285	DPPKB
Retired Pay				
(already receiving pay)	Retired Pay Ctr/Clev OH	1-800	321-	1080
Retired Pay (Age 60)	Retirement Eligibility Div	6369	71270	DPPRA/B
Retired Pay (AGR)	AGR Service Verification Br	7151	71344	DPPRC
Retired Reserve (transfer to)	Retirement Eligibility Div	6369	71270	DPPRA/B
Retirement Applications	Retirement Eligibility Div	6369	71270	DPPRA/B
Retirement Certificates	Retirement Eligibility Div	6369	71270	DPPRA/B
Retirement Points	Points Management Branch	6012	71285	DPPKB
RIP Sheet	Customer Service Branch	6528/6730	71388	DPSSA/B
RPA Budget	Financial Analysis	6290	71220	FMA
RRPS Management (Cat E)	Individual Reserve Liaison	6531	71300	DPST
Safety Office	ARPC Public Safety	6547	71335	MS-SF
Sanctuary (Active Duty)	Personnel Support Div	6503	71307	DPAFP
Sanctuary (Reserve)	Separations Division	6362	71261	DPPS
Satisfactory Service	Points Management Branch	6012	71285	DPPKB
Security Clearances	Security Forces Branch	6547	71335	MS-SF
Security Desk/Guards (ARPC)	ARPC Lobby	6011	NONE	ARPC
Selection Folders	Officer Selection Records	6340	71221	DPBR1
Senior Officer (MA) Biographies	Public Affairs	6515	71217	PA
Senior Officer Matters/Affairs	SR Officer & BIMAA Mgmt Div	6409	71321	CVG
Service Members Group Life Ins (SGLI)	Entitlements Branch	6438	71227	DPSSE

SGLI	Entitlements Branch	6438	71227	DPSSE
SGLI Deductions	Reserve Pay Office	6727	1-888	898-0886
Social Security # Changes	Customer Service Branch	6528/6730	71388	DPSSA/B
Special Actions	Separations Division	6362	71261	DPSS
SSB/VSI Reserve Affiliation Verif	Customer Service Branch	6528/6730	71388	DPSSA/B
SSB/VSI Updates	Personnel Support Div	6503	71307	DPAFV
Statement of Service	Service Documents Branch	8955	71350	DPSSS
Stipend/Bonus	Surgeon General	6490	71231	SGX
Surveys (IRR-Standby-Retired)	Quality Force Mgmt Branch	6134	71342/3	DPSSP
Survivor Benefit Plan	Retirement Eligibility Div	6369	71270	DPPRA/B
Survivor Benefits	Entitlements Branch	6576	71228	DPSSE
TAFMSD (Air Force Res Members)	AGR Service Verif Branch	7151	71344	DPPRC
TD Form W-4	Reserve Pay Office	6727	1-888	898-0886
Telephone Trouble	RSA	8000	NONE	WEE
TFCS/TYSD Dates	Personnel Support Div	6457	71307	DPAFV
TNET Administration	HQ SQ Section	6321	NONE	MSQ
Top 3 (ARPC)	HQ SQ Section	6321	NONE	MSQ
Total Active Fed Service (TAFCS/TAFMS)	Points Management Branch	6012	71285	DPPKB
Training Attachments	Assignment Programs Div	6429	71292	DPAP
Transfer (Inbound/96-96)	Assignment Programs Div	6429	71292	DPAP
Transfers to Retired Reserve	Retirement Eligibility Div	6369	71270	DPPRA/B
Transfers (Reg Ofc to USAFR)	Career Management Div	6443	71291	DPAB
Travel Entitlements	Comptroller Plans	8289	71325	FMX
Travel Pay	Travel Pay/Dobbins ARB/GA	1-800	808-	5942
Travel/Omega World Travel	Bldg 444	5850	71326	
Tuition Assistance	Military Training Div	6396	71330	DPAT
Twenty Year Letter	Retirement Eligibility Div	6369	71270	DPPRA/B
Unfavorable Information Files (UIF)	Quality Force Mgmt Branch	6134	71342/3	DPSSP
Uniform Issue (enlisted)	Comptroller Plans Division	3088	71312	FMX
Uniform Service Employment- Re-employment Rights Act (USERRA)	Public Affairs	6515	71218	PA
Uniform Wear	Customer Service Branch	6528/6730	71388	DPSSA/B
Union/AFGE Local 2040	Union Representative	7027	NONE	SCS
VA Home Loan Letter	Service Documents Branch	8955	71350	DPSSS
VA Requests	Customer Service Branch	6528/6730	71388	DPSSA/B
Vehicle Control/Parking Lot	DFAS-DE	7401	NONE	WLV
Verification of Employment	Customer Service Branch	6528/6730	71388	DPSSA/B
Vice Commander (ARPC)	Command Section	6312	71201	CV
Video Requirements	Systems Services	7588	NONE	SCS
Visitors to ARPC	Protocol	6314	71202	CCP
VSI/SSB Policy Questions	Plans	6299	71246	XPX
VSI/SSB Reserve Affiliation Verif	Customer Service Branch	6528/6730	71388	DPSSA/B
VSI/SSB Updates	Personnel Support Div	6503	71307	DPAFV
Waiver (Assignments-IMA/Cat B/E)	Assignments Programs Div	6429	71292	DPAP
WAPS Study Materials	Military Training Div	6396	71330	DPAT
Warrior Day	Public Affairs	6515	71218	PA
Weight Management	Quality Force Mgmt Branch	6134	71342/3	DPSSP
WOTS(Web Orders Trans System)	Comptroller Plans	3087	71325	FMX
W2's	Reserve Pay Office	6727	1-888	898-0886

Odrive/phones/quickref.doc