DEPARTMENT OF THE AIR FORCE
HEADQUARTERS SPACE AND MISSILE SYSTEMS CENTER (AFSPC)

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SMC/CCR
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Welcome to Los Angeles Air Force Base, home of the Space and Missile Systems Center! Specifically, welcome to the SMC IMA Reserve Program.

As a part of Air Force Space Command, I welcome you as a vital element of the SMC mission. As a reserve member in this organization, you are an integral part and will be responsible for many programs and activities in the area, in which you reside and have been selected to serve.

This informational guide will help you to get your feet on the ground and make your transition into SMC's Reserve program as smooth as possible. The Reserve Advisor and the Reserve Affairs Office are ready to provide you with quality service and support. In addition, there are several individuals that are critical to your success as an individual reservist. Among these, one of the most important is your supervisor at your unit of assignment or unit of attachment. Maintain a close working relationship! Ask questions of the individuals and seek the answers that will enable you to effectively manage your reserve career.

Our job is to provide you the best possible personnel support so you can quickly become a productive member of the Air Force team and focus on your job as an individual reservist. Along with this guide, there is a wealth of information available to keep you abreast of important career matters. As you go through this informational guide, you will find many links and resources that will accommodate your needs.

If you have any questions or require assistance, the Reserve Affairs Office is here for you! Again welcome and I wish you a successful Reserve career.

DAVID L. FROSTMAN, Brig Gen , USAFR
Mobilization Assistant to the Commander

OVERVIEW OF THE SPACE AND MISSILE SYSTEMS CENTER RESERVE INDIVIDUAL MOBILIZATION AUGMENTEE PROGRAM

Welcome to the Space and Missile Systems Center (SMC) Reserve Individual Mobilization Augmentee (IMA) Program. This is a brief overview of the mission of the SMC Reserve IMA Program and how and where you, as an IMA will function. This guide together with the ARPC Reserve Guide, provides a broad overview of the SMC Reserve IMA Program and will provide new IMAs with a baseline overview of their roles and responsibilities. In addition, it provides veteran IMAs with a good review and highlights recent changes to the program.

This manual describes specific IMA duties and responsibilities and discusses relevant Reserve Personnel and Administrative Actions. The information contained in this manual is not all-inclusive, but together with the ARPC Reserve Guide, the material on the SMC website, and the ARPC website contains relevant information that the IMA assigned SMC will find to be an invaluable reference. Air Force Instruction (AFI) 36-2629, Individual Mobilization Augmentee Management, is the guideline for managing the IMA program. Air Force Instruction 36-2633, The Air Force Reserve Pretrained Individual, Manpower Programs-Management and Utilization, is the guideline for managing the Individual Ready Reserve.

In the case of conflict with Air Force or major command instructions, the applicable instruction will take precedence over this guide.

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Chapter 1
IMA GENERAL DUTIES AND RESPONSIBILITIES

1.1 IMA Duties

The IMA program is a distinctive and unique opportunity to serve the US Air Force. The program provides a great level of flexibility for the member to perform their duty in a multitude of ways. Each IMA has a minimum set of standards that must be met in order to stay in compliance with Air Force Reserve requirements.

1.1.1 All IMAs must be familiar with the IMA Individual Reserve Guide, produced by HQ ARPC. For newly assigned members, this document, along with the SMC Reserve IMA Program handbook, will be your references for most of your questions. You should review these documents and keep them handy for future reference. If you have come from active duty or a reserve/ANG unit program, these handbooks are a must read once you enter the IMA world. The SMC/IMA website at http://www.losangeles.af.mil/SMC/CC/CCV/arrive.html and the ARPC website at http://arpc.afrc.af.mil are other valuable sources of the most up-to-date information needed by IMAs.

1.1.2 A second document of critical importance is AFI 36-8001, Reserve Personnel Participation and Training Procedures. All IMAs should be familiar with its contents and adhere to the requirements spelled out regarding AF Standards, Training and Participation Requirements.

1.2 IMA Responsibilities

1.2.1 IMAs assigned to SMC are required to in-process through the 61st Air Base Group orderly room. This is usually done during your first time on duty with SMC. Attachment 2 contains a checklist of actions for the IMA to complete during this check-in process.

1.2.2 Many of the actions that you will require to get settled in will be performed within your directorate. They include and are not exclusive: Security Badge, Computer account, assignment of work area, initial meeting with new supervisor, government credit card (initial issue or transfer). You are responsible to initiate these actions once assigned.

1.2.3 IMAs must become familiar with their peacetime and wartime duties. You should ascertain whether a current position description is in place for your billet and become familiar with it. Should there not be one available, this can become a project for you to work with your supervisor's and senior IMA's assistance.

1.2.4 Becoming familiar with the SMC Reserve IMA Program reading list included in this handbook will help answer many of the questions you may have regarding the IMA program. IMA's are also responsible for reading all SMC IMA policy letters. The table below lists the suggested reading and material necessary to accomplish IMA requirements. IMAs should have a working knowledge of the regulations, plans, etc. on the reading list. Review this list on an as needed basis. SMC Reserve IMA Program will update as necessary.

PUBLICATIONS
SMC Reserve IMA Program Handbook
The Individual Reserve Guide (HQ ARPC website)
AFI 36-8001, Reserve Personnel Participation and Training Procedures
AFPAM 36-2404, USAF Officer's Guide to the Officer Evaluation System (OES)
AFI 36-2406, Officer and Enlisted Promotions Systems
AFI 36-2504, Officer Promotions and Selective Continuation
AFI 36-2611, Officer Professional Development
AFI 36-2629, IMA Management

Table 1-1 SMC IMA suggested reading list

For a more complete list of applicable instructions and manuals see Attachment 6.

1.2.5 As with any new reserve assignment, you may need a close-out OPR from your losing organization. You need to take charge of that task and ensure your old supervisor makes that happen. Additionally, be pro-active in getting both your initial and 6-month performance feedback sessions scheduled with your new supervisor.

1.2.6 The "I" in IMA stands for individual- that means you have to look out for yourself a lot more than you were accustomed to in a unit program. Another heard slang for IMA is "I'm alone". We hope this is not the case in the SMC Reserve IMA Program. You are not alone and we will work hard to make your tour with us an enjoyable one, but we will expect you to fulfill your share of responsibilities to ensure you are successful while with us.

1.3 Administrative Communications

1.3.1. Send applications for Annual Tour (AT), Inactive Duty Training (IDT) or schools (AF Form 1289) to your program managers at your major command or agency via the Web Orders Transaction System (WOTS). You can find log-on information and additional guidance for WOTS from the ARPC homepage at http://arpc.afrc.af.mil/ima/welcome/wots.pdf. WOTS is also further discussed in section 6.8.

1.3.2 Send applications for Reserve Personnel Appropriation (RPA) Man-days to arrive at the SMC Reserve Affairs Office not later than 45 days prior to tour start date.

1.3.3 The completed AF Forms 40a and tour order certifications must be submitted to the appropriate Reserve Payroll Office (RPO) immediately following each training period or active duty tour. This will allow for proper participation credit and payment. Failure to have participation documented can result in reassignment to standby reserve status. To avoid reassignment from the SMC Reserve IMA Program, do not delay submitting these training documents. It is imperative that IMAs meet fiscal year (FY) training requirements and also complete satisfactory service years for retirement purposes.

Chapter 2
GENERAL INFORMATION

2.1 General

This section has been designed and developed for use by SMC IMAs. It is to serve as a reliable and accessible resource for the IMA. It is not all-inclusive but offers key information to assist the IMA in meeting program and reserve requirements. The HQ ARPC Individual Reserve Guide provides a wealth of additional information and should be referenced often. Familiarity with the contents of both of these publications is critical to an IMA's success within the SMC Directorates and the IMA program.

2.2 Channels of Communication

Close communication with your Directorate is encouraged. For Reserve related matters your points of contact within SMC Reserve IMA Program are Ms Linda Money, Reserve Affairs Program Advisor, SMC/CCV, 310-363-2470; TSgt Kathleen Arrona, Deputy Reserve Affairs Advisor, SMC/CCR, 310-363-1434; TSgt Cinthia Martinez, and Asst. Chief of SMC Reserve Affairs Manpower,310-363-1434. The Reserve Affairs Office supports personnel actions and questions. The Air Reserve Personnel Center (ARPC) will answer additional questions regarding the Reserve member's career. Any correspondence from ARPC requiring response should receive immediate attention since it may affect one's career. The toll free number for ARPC is 1-800-525-0102.

2.2.1 The SMC Reserve Affairs Office will keep IMAs informed of the latest policies and procedures through its website. Email correspondence is the most utilized method to keep IMAs posted on upcoming events, issues, calls for training, etc. Please ensure that any email changes and address changes are forwarded to your supervisor and the Reserve Affairs office.

2.2.2 Supplies.
All administrative supplies should be provided by your directorate. Most AF/DoD forms and publications are available via the internet at http://www.e-publishing.af.mil.

2.3 IMA Management Folder

Each IMA should create and maintain a multi-part file folder which contains all personnel documents relevant to their assignment to the program, copies of all training and participation documents, pay statements, IMA position description, performance feedback worksheets, copies of Officer Performance Reports (OPRs), computer generated personnel data products received from HQ ARPC as well as any other reserve personnel source documents. It is important this file be current at all times and obsolete or outdated documents be removed.

2.4 IMA In-processing Checklists

You need to accomplish a certain amount of in-processing and training with your assignment to Los Angeles AFB. This will take extra time and effort on your part and probably will take several visits to the base. Hopefully, following the steps in the Initial Assignment Checklist at Attachment 2 will organize the process reducing the visits and follow-ups required.

Chapter 3
VOLUNTEERISM/RECALL/MOBILIZATION

3.1 General

SMC IMAs are subject to recall or mobilization under the provisions of Title 10 USC and subordinate DOD and Air Force directives. In the event of the need for such action, the IMA needs to be familiar with the requirements and procedures associated with telephone alert, recall and mobilization.

3.2. Telephone Alert

3.2.1 IMAs must ensure that the SMC Reserve Affairs Office is advised of any telephone number or address changes. The SMC Reserve Affairs Office must be able to contact IMAs during any recall actions or notifications. Verify IMA contact data and indicate each individual's readiness to respond to wartime mobilization when required. Input provided by the IMAs may now include not only home and business phone numbers but also FAX, E-mail, or any other communication channel through which the SMC Reserve Affairs Office may contact you. You are also required to provide the same to HQ ARPC.

3.2.2 In the event of actual involuntary recall or mobilization due to national emergency, the following message would be heard by each IMA:

> "This is NAME. This is an actual mobilization/recall (specify one) notification. You are hereby notified to report for duty to Specify location within 24 hours of this phone call. You will not take any family members at this time. You will contact your SMC Reserve Affairs Office upon arrival at the duty station. Orders will follow. Repeat. This is an actual mobilization/recall (Specify one) notification. Please acknowledge.

3.3 Recall

SMC IMAs are normally not subject to the 200,000 reserves call-up as authorized by specific federal statutes (10 USC). The SMC RESERVE IMA PROGRAM mission does not include duty in which mobility team participation or IMA deployment would be required or authorized.

3.3.1 In the event of an actual Presidentially declared recall, and due to the wide array of career fields in which IMAs were proficient prior to the SMC Reserve IMA Program assignment, it is possible for SMC IMAs to voluntarily back-fill CONUS based active duty billets elsewhere within the Air Force.

3.3.2 In the event the incumbents of various positions (external to SMC Reserve IMA Program) are deployed to specific areas of responsibility, SMC IMAs may volunteer to be included as a part of a resource pool to back-fill the active duty positions for short MPA man-day tours (AF Form 49). However, this does not preclude the IMA's primary obligation to the SMC RESERVE IMA PROGRAM and its mission needs during these periods. IMAs who volunteer are only authorized to do so with advanced SMC Supervisor approval.

3.3.3 If an IMA is voluntarily recalled, the member will generally report without written orders on verbal orders of the commander (VOCO by SMC Reserve Affairs Office). Orders for these

contingencies will follow the member to the training location. Order request procedures will vary. In some cases, IMAs may be asked to initially utilize remaining AT days instead of MPA days. Following the expiration of authorized AT days, the IMA will then be issued MPA man-day orders.

3.3.4 Travel may commence within 24 hours of notice of selection for voluntary recall.

3.3.5 Upon arrival at the recall site, the IMA is required to contact SMC Reserve Affairs Office and provide phone numbers, FAX numbers, addresses and any other available contact information. The IMA must also contact their division's recall person with the same information.

3.3.6 IMAs are not required to in-process through a military processing line when recalled. Periods of recall are actually reserve tours of duty. All records remain in the reserve system (paper copies and computerized personnel data). HQ ARPC remains as your military personnel flight (MPF), SMC Reserve Affairs Office remains as your program management.

3.4 Mobilization

Notification and reporting procedures are critical. The IMA must respond within 24 hours. Delays or deferments must be pre-approved by the SMC Reserve Advisor. Requests for complete exemptions could result in involuntary discharge.

3.4.1 SMC IMAs could be involved in a partial mobilization under a specific portion of 10 USC which generally only impacts reserve units and/or ANG. Complete unit configurations exist to augment the active duty force. However, select IMAs may possess critical skills, which could result in individual mobilization. Rapid Response Processing is one example of where reservists might be called in to support.

3.4.2 SMC IMAs are most susceptible to only full or total mobilization. Both of these mobilization categories represent an escalation of the seriousness of a specific event or situation and are only ordered by Congress and impact varying categories of military personnel. Full mobilization applies to all ready (unit, ANG and IMAs) and standby reserve members. Total mobilization can involve other additional categories.

3.4.3 Family members must not travel with the IMA to the designated mobilization site. Depending upon the situation, family members may be moved at government expense at a future time. Family members will be entitled to full active duty dependent entitlements during periods when the IMA is performing duty as a result of mobilization. This includes an active duty dependent identification card and full medical benefits for all qualified dependents.

3.5 Mobility and Deployment

IMAs will normally not participate in deployment or as a part of mobility teams. IMAs are not subject to these programs to meet SMC RESERVE IMA PROGRAM mission requirements. However, select individuals may possess skills (AFSCs) which are critical to the Air Force mission. These individuals may be considered worldwide assets for involuntary mobilization backfill or possibly on-scene mobility or deployment.

3.5.1 In the event of total mobilization, all military assets are subject to any action in order to meet the needs of the Air Force. This mobilization category includes all retired reserve members who are awaiting age 60 retirement pay as well as active duty retirees.

3.5.2 Upon entry into SMC RESERVE IMA program, IMAs will be advised of their Air Force active duty base mobilization in-processing location designated for their normal training location. The normal training location will most likely be their mobilization site. The designated in-processing location will be the nearest Air Force installation (to the training site?).

3.5.3 Orders will follow the member to the mobilization site. After receiving orders, the member must make arrangements to in-process, relocate family members (if appropriate/authorized), establish active duty pay account, etc., at the designated in-processing location through the active duty military personnel flight (MPF) and other base support activities to include the transportation management office, finance, etc...

3.5.4 At many AF installations, there will be a Base IMA Administrator (BIMAA) who can assist the IMA with all in-processing requirements. It is recommended that all IMAs pre-identify this individual who can be of invaluable assistance as they transition to active duty for the duration of the mobilization period.

3.5.5. When mobilized, IMAs will become active duty resources of SMC and Space Command. Your records (personnel, medical and dental) will be sent from HQ ARPC to the pre-designated in-processing location base MPF.

3.5.6 Upon termination of the mobilization period, the IMA will return to selected reserve status and all records will be returned to HQ ARPC. Your personnel and pay records will also be converted back to the reserve computer file.

3.6 Preparation Tips

IMAs are encouraged to maintain readiness at all times. In addition to maintaining current contact information with the SMC Reserve IMA Program, IMAs have other personal and professional responsibilities to avoid crisis at the time of recall or mobilization. These responsibilities include the following:

1. Return all phone calls from the SMC Reserve Affairs Office as soon as possible. In the event of recall or mobilization, your response time is critical.

2. Keep abreast of military events or national emergency situations, which may require IMA support. As has been demonstrated in previous instances, IMAs may be asked to support regional contingencies outside the normal area of training. Program wide involvement may be needed.

3. Comply with all Air Force standards which includes AFI 36-2903 (Dress and Appearance) by maintaining a complete complement of uniform items, which are serviceable and current.

4. Ensure that you have entered or updated your Virtual MPF (vMPF) information (which replaces the DD Form 93, vRED (Emergency Data Card)) and the Serviceman's Group Life Insurance Election Form on file at HQ ARPC.

5. Make any necessary arrangements for short notice dependent care (if applicable).

6. Enroll dependents in Defense Enrollment and Eligibility Reporting System (DEERS).

7. Ensure all eligible dependents possess the Uniformed Services Reserve Dependent Identification Card.

8. Prepare a will and keep it current.

9. Conduct at least annual legal status checkups and arrange for financial stability of family members in your absence. (Recall or mobilization may result in a change to standard level of income for an indefinite period).

10. Obtain and renew limited power of attorney for family member or trusted agent. Also ensure that important financial or other documents can be accessed by these same individual(s) in your absence if necessary.

11. IMAs should ensure family members are aware of their benefits and entitlements in the event of reserve recall or mobilization. This should also include insurance coverage, death gratuities, etc…

12. Keep immunization record available. Ensure current periodic physical or other required medical screenings/tests are completed in a timely manner.

13. IMAs must obtain the government issued Credit Card in order to defer costs of lodging, meals, and sometimes travel costs until orders can be published and forwarded to the training location by SMC Reserve Affairs Office. HQ ARPC will not send orders to the location where the member has been recalled or mobilized.

14. Provide family members or trusted agents a copy of recall/mobilization orders upon receipt. Also ensure they are provided contact information in the event of emergency.

15. IMAs should prepare and maintain a mobility folder in the event they are mobilized

3.6.15 HQ ARPC Individual Reserve Guide, Chapter 2, contains additional information with which IMAs should be familiar. This includes a listing of important documents, which you should have with you upon reporting due to recall or mobilization. Critical civilian job re-employment rights are addressed and should be reviewed with your civilian employer.

Chapter 4
IMA INFORMATION

4.1 GENERAL

The SMC Reserve Affairs Office is responsible for IMA program and reserve management. It also serves as the primary point of contact for general questions and provides assistance regarding reserve personnel matters and operational mission related inquiries.

4.2 IMA MANAGEMENT FOLDER

The Reserve Affairs office will maintain an IMA management folder for each member assigned as required in AFI 36-8001, Reserve Personnel Participation and Training Procedures. This six-section folder contains, but is not limited to, the following information:

Section I: SMC RESERVE IMA PROGRAM IMA Job Description.

Section II: Assignment Information and Personnel Actions.

Section III: Participation Schedule Worksheet (AF Form 1561-optional).

Section IV: AF Forms 40A, Record of Individual Inactive Duty Training.

Section V: AF Form 1289, Application for Active Duty Training and AF Form 938, Request and Authorization for AD Training, End of Tour reports.

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Section VI: Miscellaneous. (This is a good place to keep bullet statements of work performed and impact statements for use in OPRS, EPRs, PRFs and Awards/Decs.

4.3 Biographical Data

The SMC Reserve Affairs Office may periodically require assistance from IMAs on special projects. The sample form on the next page provides specific information not otherwise contained in official records. Each IMA should prepare/maintain a copy of current information in his/her personal records and provide a copy to Reserve Affairs. Information may be added, deleted or changed as necessary. Each IMA should also maintain a current copy of their resume representing both military and civilian employment and skill sets.

BIOGRAPHICAL DATA	
I. BASIC PERSONNEL INFORMATION	
GRADE: COLONEL	**DATE OF RANK:** 6 MARCH 1993
BIRTH DATE: 31 DEC 1945	**PLACE OF BIRTH:** SPRINGFIELD, IL
MARITAL STATUS: MARRIED	**RETIREMENT DATE:** 6 MARCH 1999
II. CIVILIAN OCCUPATION (*Be specific, indicate position title, company name and location, etc.)*	
Environmental Test Engineer Houston Brothers Lab 333 El Diable Way San Antonio TX	
III. ACADEMIC EDUCATION(*List all degrees, certificates, etc. Indicate year of completion and institution name and location)*	
BS – Chemical Engineering, University of Tennessee, 1964 MS – Environmental Processing, University of Tennessee, 1966	
IV. MILITARY EDUCATION *(Show all professional military education courses, year, and method of completion)*	
SOS – In residence, 1967 ACSC - Correspondence/Seminar, 1974 AWC - Correspondence, 1986 DISASTER PREPAREDNESS OFFICER COURSE, 1992	
V. MILITARY BACKGROUND *(List all assignments, duty titles, AFSCs held, locations and dates of duty. List in chronological order beginning with current job)*	
197, IMA, ACC AOS OL-A, Ft McPherson, GA; 1990 to PRESENT 057, Dis Prep Off, 10th AF AF Bergstrom AFB, TX; 1983 to 1990 0524, Base Disaster Preparedness Officer, Bergstrom AFB, TX; 1975 to 1983 0524, Chief, Base Disaster Preparedness, Ellsworth AFB, SD; 1971 to 1975 0524, Disaster Preparedness Team Chief, Ramstein AB GE; 1967 to 1971	

Name	Position	Date

Chapter 5
WEIGHT STANDARDS, UNIFORMS, PHYSICAL EXAMS AND PHYSICAL FITNESS

5.1 General

SMC IMAs are required to meet all Air Force standards. This includes weight standards, dress and appearance standards, physical examination requirements and physical standards.

5.2 Physical Fitness

The new AF Fitness Program outlined in AFI 10-248 was instituted at the beginning of 2004. The fitness assessment includes a 1.5 mile run, push-ups, crunches, and body composition. IMAs will be assessed during their annual training. The Unit Fitness Program Manager (UFPM) is the point of contact within their assigned unit. IMAs need to contact their UFPM to schedule a fitness assessment during their AT. Based on their performance in the assessment, IMAs are rated as Poor, Marginal, Good, or Excellent. Individuals that are Marginal must retest within 180 days and complete the Healthy Living Workshop (HLW), unless completed in the past year. Individuals rated Poor must test within 90 days; complete the HLW, targeted education/intervention, and the member will be enrolled into the fitness improvement program (FIP). Members with a high abdominal circumference (males >40" or females >35") are also enrolled into the Body Composition Improvement Program (BCIP).

IMAs assigned to the SMC Reserve IMA Program must maintain physical fitness standards and eligibility for worldwide assignment as an Air Force personnel resource. When possible, IMAs are encouraged to participate in personal fitness programs to ensure continued and maximum fitness.

5.3 Reserve Component Periodic Health Assessments (RCPHA) and Dental Examination

Recently revised AFI 48-123, Physical Exams and Standards, requires an annual physical assessment and dental examination for all reservists. This is a change. Previously only five-year examinations were required; the annual assessment and examination are performed in addition to the five-year examinations. The change was implemented because many reserve, members have not been medically qualified to be mobilized; this caused problems during our most recent mobilizations.

5.3.1 Starting 1 Jan 03, AFSPC/CR enforced AFI 48-7123. The AFI requires reserve members with expired periodic medical exams be restricted from participation for pay or points IAW AFM 36-8001. All AFSPC IMAs must complete their annual Reserve Component Periodic Health Assessments (RCPHA Test Form) and Reserve Forces Dental Examination (DD Form 2213). Reservists will be required to have a current physical assessment and dental exam on file at ARPC at all times.

5.3.2 IMAs with expired health assessments or dental examinations will be denied RPA and MPA active duty tours until an appointment is scheduled with a local Military Treatment Facility (MTF). If a tour request is denied for these reasons, the member's active duty supervisor must advise the deputy HQ AFSPC/CR, Maj Kathleen Barrish at kathleen.barrish@peterson.af.mil with the date of the reservist's medical appointment before the tour can be approved. Members

currently on man-day orders will have them curtailed if appropriated medical appointments have not been scheduled.

5.3.3 Generally, these assessments and examinations may be accomplished at any time during the calendar year. As a policy, and at a minimum, each AFSPC IMA is directed to complete his or her assessment and examination (and Warfit PT assessment and weigh-in) during their annual tour.

5.3.3.1 To accomplish medical assessments, members should:

Contact the MTF at their duty location and schedule an appointment
Notify ARPC/SG of the appointment date so a copy of the last physical can be provided to the MTF
Bring a completed copy of the MCPHA form to the appointment
Obtain the medical provider's endorsement on the RCPHA
Send the signed, completed RCPHA to AFSPC/CR, 150 Vandenberg St., Suite 1105, Peterson AFB, CO 80914-4025

5.3.3.2 To accomplish dental examinations, members should:

Contact their civilian dentist
Have the civilian dentist accomplish the DD2813
Send the DD2813 to AFSPC/CR, 150 Vandenberg St, Suite 1105, Peterson AFB, CO 80914-4025

OR

Contact the MTF at their duty location and schedule an appointment
Take a copy of their last dental examination and assessment to the MTF, or notify ARPC/SG of the appointment date so a copy of the last dental examination and assessment cay be provided to the MTF
Have a military dentist accomplish the DD2813
Send the DD 2813 to AFSPC/CR, 150 Vandenberg St, Suite 1105, Peterson AFB, CO 80914-4025

5.3.4 A TriCare dental program is available for reservists; contact HQ AFSPC/CR at the numbers listed below for more information.

5.3.5 Any problems encountered with MTFs should be immediately brought to the attention of the HQ AFSPC/CR staff. Once the member has completed the RCPHA and dental examination, they should keep the original and send a copy to AFSPC/CR by fax (DSN 834-7602, commercial (719) 556-7602) or mail. AFSPC/CR will forward the RCPHA and dental exam to ARPC/SG.

5.3.6 All individual reservists must complete periodic routine physical examinations. A member who completes a routine physical examination during other than regularly scheduled IDT will earn one non-pay point. The reservist should coordinate with their supervisor and fill out AF form 40a for the unpaid IDT.

5.4 Uniforms

5.4.1 It is the IMA's responsibility to maintain familiarity with Air Force uniform requirements and any changes. All uniform articles should be serviceable and current in accordance with the Air Force governing instruction and policy guidance. Refer to AFI 36-2903, Dress and Appearance of Air Force Personnel. IMAs are at a disadvantage in keeping abreast of uniform changes. IMAs should read the Air Reserve Personnel Center's periodic publication, the Update and Individual Reserve Guide to maintain information about current uniform and other dress and appearance requirements.

5.4.2 In consideration of the geographical separation of many SMC IMAs from an Air Force Military Clothing Sales Store (MCCS), it may be necessary to mail order uniform items from an Air Force MCSS. You can contact exchange catalog sales representatives by telephone or telefax 24 hours a day. The toll-free phone number in the 50 states and Puerto Rico is 1-800-527-2345, and the fax number is 1-800-446-0163. Customers can also write to Exchange Catalog Sales, P.O. Box 660211, Dallas, Texas 75266-0211. You can pay for catalog orders by check, money order, Visa, MasterCard, American Express, Discover, Deferred Payment Plan or Uniform Clothing DPP.

Chapter 6
PARTICIPATION AND TRAINING

6.1 General

Participation and training is the focus of reserve membership. Air Force instructions and handbooks contain specific training and participation guidance for all reserve members. SMC Reserve IMA Program supplements this by additional training requirements and expectations. Participation planning, scheduling and execution is paramount to a successful Air Force Reserve career. Its rewards are both immediate and long-range. Reservists are advised to continually monitor their training to ensure Air Force and SMC Reserve IMA Program requirements are met as specified.

6.2 Retention-Retirement (R/R) Year

6.2.1 Every IMA has a specific retention-retirement (R/R) date on which is based the individual accrual of participation credit for satisfactory service years for retirement and retention purposes. This date is normally the date a member is originally assigned to a reserve program either participating or non-participating. For those individuals who spent only initial terms of enlistment or fulfilled basic active duty commissioning commitments, the date would be the day following their separation or release from active duty. For those IMAs who were never members of the active duty Air Force, the R/R date is the date of original entry into a reserve or Air National Guard program. The date remains unchanged throughout one's career unless a civilian break is incurred.

During this R/R year, a satisfactory service year is only credited if a member earns a combined total of 50 points through the performance of reserve training, extension course institute (ECI) course completion, and membership points. All IMAs are granted 15 membership points per R/R year. The remaining points needed for a satisfactory service year is 35. These points may be a combination of annual tours (AT), special tours, Reserve Personnel Appropriation (RPA) man-days, Military Personnel Appropriation (MPA) man-days, or paid/non-paid inactive duty training (IDT).

6.2.2 There is no requirement for an annual tour or for a specific number of IDTs during any one R/R year. This is a fiscal year requirement only. Only a combined total of 90 points, which consists of membership, IDT (paid or non-paid) and ECI participation, may be credited to retirement during any R/R year. All points earned through active duty tours (annual, special, MPA, RPA or school) are credited to the retirement point total for a given R/R. IMAs are encouraged to monitor their individual R/R participation to ensure the proper crediting of points and the accrual of satisfactory service years. R/R years credited as satisfactory should not be confused with total years of service either in the reserves or a combination of active and reserve service for promotion eligibility determination.

6.2.3. Approximately 60 - 90 days following the end of each R/R year, HQ ARPC will send each IMA the AF Form 526, ANG/USAFR Point Credit Summary. This product is a point-by-point report of all points earned the previous R/R and includes the dates of all training, the type of duty performed (including ECI points), and the number of points earned. It will also contain a career history of all points accrued showing total career points and satisfactory service years.

The IMA should use this product to review all training documents to show proper credit for the previous year. Any corrections, changes, deletions, or additions should be sent to HQ ARPC immediately.

6.3 Unsatisfactory Participation

Unsatisfactory reserve participation is defined as the failure to meet fiscal year reserve training requirements as defined for a particular reserve training and pay category. All SMC IMAs are required to perform 24 IDTs and a 12-14 day annual tour each fiscal year. This requirement does not apply for the fiscal year in which an IMA is assigned to SMC Reserve IMA Program if the effective date of their assignment is 1 April or later from a reserve category with a smaller IDT requirement. Any IMA who fails to meet the fiscal year requirement is identified through ARPC to SMC Reserve IMA Program. A justification for retention is required for each IMA who is identified. A second failure to meet these fiscal year requirements can result in immediate reassignment into a non-participating reserve status.

6.3.1. A second consideration, which requires scheduling of participation to avoid unsatisfactory participation, is the necessity for continuous performance of duty resulting in the crediting of satisfactory service years for individual reserve members. Any IMA who has accrued at least 20 satisfactory service years must have continuous satisfactory service each R/R or will be reassigned to non-participating status and cannot return to a participating assignment.

6.4 Inactive Duty Training (IDT)

Effective 1 Oct 03, the Air Force Reserve implemented new IDT requirements. Specifically, IMAs must prepare and submit IDT schedules in advance for the entire fiscal year NLT 15 Aug of each year , coordinating their participation with active duty supervisors and IMA program managers. An IDT is one 4 hour period, no more than 2 per day. SMC IMAs are authorized 24 paid IDT periods (4 hours each) per fiscal year. The newest policy (dated 23 Feb 2005), no longer mandates a 4 days per quarter as before. The NEW policy allows for unlimited IDTs in the first THREE QUARTERS of the FY, but limits reservists to just four days in the fourth quarter of the FY. Any IMA who has difficulty meeting the requirements, should contact their supervisor and the SMC Reserve Affairs office as soon as possible. IMA training schedules should be based on requirements and coordinated at the duty location. An authorized representative must certify attendance/training on AF Form 40a in order for pay and participation credit to be generated.

6.7 Annual Training (AT) and Reserve Personnel Appropriation (RPA) Man-days

6.7.1 IMAs are required to perform a minimum of 12 and no more than 14 days of annual tour (AT) per fiscal year. AT should be scheduled through mutual agreement with your supervisor at the training location. Legal holidays must be avoided when scheduling AT unless their inclusion can be fully justified. Also, quality training availability must be assured when scheduling AT on the weekend. AT requests must be received by the program manager at the major command or agency not later than 45 days prior to the tour start date. This requirement is critical to assure orders are received prior to the beginning of the tour.

6.7.2 RPA man-days are additional training opportunities that may be available in support of continued required activities beyond the duties performed while in an AT or IDT status. The required AT should be performed in advance of any RPA man-day request. There are two basic categories: Active duty support (ADS) and active duty training (ADT). The determination of

type of duty rests with the SMC Reserve IMA Program office in harmony with governing Air Force policy and instructions.

6.7.3 Both AT and RPA man-days require the IMA obtain orders prior to training. IMAs initiate the order generation process by completing AF Form 1289, Application for Active Duty Training (Annual Training, School and RPA Tours) through the Web Order Tracking System (WOTS).
WOTS , https://wots.afrc.af.mil/wots.

6.8 General Information on WOTS

6.8.1 First time users must log on to WOTS using a default user ID and password. The default user ID is your social security number. The default password is your social security number followed by your current date of rank in the format YYMMDD. Once logged on with the default credentials, you need to create a new password before you can proceed to other areas of WOTS. After changing your password, you need to go to the Personal information screen to make sure the data is correct and make/add changes. Be sure your supervisor's email appears in the appropriate box in the lower right hand corner. You may also want to add Linda Money's email address here (linda.money@losangeles.af.mil) separating it from your supervisor's email with a semi colon.

6.8.2 Completing AF Form 1289, *Application for Active Duty Training (Annual Training, School and RPA).*

1. From the main page select the link for "New Order Request." This opens the personal data page. Verify the information on the page.

2. After making any needed changes to Personal Information, Click the "Tour Information" link on the left side of the page.
3. Enter the type of tour using the radio buttons at the top. For other than AT, check with SMC Reserve Affairs to determine if it is Formal School Tour, Special Tour (training) or Special Tour (support),
4. Enter your training dates and training location address. If you are performing your duty at LAAFB you can enter:
   SMC/*<your directorate>*
   2024 Vela Way
   Hawthorne, CA 90245
5. Check the box indicating you have coordinated this tour with your supervisor.
6. If you want to receive your orders by email, check the box.
7. Select the radio button for commuting or to accept the travel agreement. (accept the travel agreement even if you live outside the commuting area and intend to drive your POV. Enter a remark that you will drive your POV. Be sure to read the statement on the form about reimbursement for driving.).
8. Enter any remarks in the box at the bottom of the form.
9. Contact information for Omega World Travel is above the "Remarks " block. The Joint Federal Travel Regulation (JFTR) prohibits reimbursement for tickets purchased from any source other than an approved government contracted ticket office (GCTO). You are required to use the government provided Bank Of America Visa Card.

10. If you require any special authorizations, click the link to view special authorizations and enter any that are needed. Special authorization include:

Special Authorization	Remarks
Rental Car	Provide full cost analysis and/or mission requirements
Registration Fee	Provide number of meals and night's lodging covered by the fee and the dollar amount of the fee
Variations in Itinerary	Provide dates and locations
Split Annual Tour (Stateside only. Provide mission requirement)	If proposing split annual tour, include justification for split tour. ARPC will not accept blanket statements such as "Split tour authorized as mission essential/critical and for the convenience of the government."
Alternate Meal Statement	Explain shift work, etc.
IDTs In Conjunction With Tour	Provide dates. The number of special/annual tour days must be greater than or equal to the number of IDT days and limited to twice per fiscal year.
Overnight Lodging	Commutes only. Provide mission requirement and cost
Dual Lodging	Provide mission requirement and cost
Utilize Accrued Leave with Tour	Provide dates
Telecommute	Provide justification
Physical Fitness Test	Provide any special instructions

11. Click the "Submit Request" button. Your completed AF Form 1289 is submitted through ARPC to the reserve advisor at Space Command for approval.

The Reserve Advisor sends an approval notice to the IMA, with cc: to SMC Reserve Support Staff and active duty supervisor. If not approved, they will send reasons for disapproval. (e.g.. insufficient days available).

6.9 Military Personnel Appropriation (MPA) Man-Day Program

6.9.1 MPA days are allocated for use by Reserve Component members to support short-term needs of the active force. These days are funded out of the military personnel appropriation account, an active duty account. These days are offered at the convenience of the government and when there is a temporary need for personnel with unique skills or resources that cannot be economically met in the active force. Members cannot exceed 139 days annually in MPA status. Waivers beyond 139 are granted on a case by case basis to 179 days.

6.9.2 MPA man-day tours may be available based on the needs of your directorate and your availability. Check with your supervisor and the SMC Reserve Affairs Office to discuss annual needs for MPA support and approvals. If approved, fill out AF Form 49 and submit it to SMC Reserve Affairs Office..

6.10 Reserve Orders

Orders should be received prior to the start of any annual, school, or man-day tour. The status of orders processing of AT or RPA man-days can be determined via WOTS. If an IMA has not received orders five days prior to the tour start date, the SMC Reserve Affairs Office should be notified. IMAs should not contact HQ ARPC to determine the status of orders, which have been requested. SMC/CCR (DSN 833-2470) is the initial point-of-contact to which all such inquiries should be directed.

Chapter 7
RESERVE PAY AND ALLOWANCES

7.1 General

Reserve members assigned to appropriate reserve training categories are entitled to receive pay and/or allowances for all duty performed and for certain incidental expenses associated with the performance of authorized reserve training. Payments may include base pay, basic allowance for subsistence, basic allowance for quarters, travel pay and per diem. This section outlines the types of pay and allowances authorized and the procedures necessary to apply and receive such payment.

7.2 Reserve Pay Office (RPO)

The designated reserve pay office is normally the Air Force Reserve Unit Defense Finance Office nearest the IMA's home. HQ ARPC designates these offices upon the member's initial assignment to the IMA program. If an IMA is not aware of their designated RPO or has not been properly advised, contact the HQ ARPC RPO via the toll-free number 1-800-525-0102 or on DSN 926-7072. Only the individual's designated RPO can initiate the payments of base pay and allowances. In order to have a pay record established at the designated RPO, IMAs will be required to provide several documents. These include:

7.2.1 DD Form 2058, Statement of Legal Residence Certificate.

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

7.2.3 Copy of marriage certificates or birth certificates (as appropriate) for dependent rate allowances (or appropriate divorce decrees, agreements, etc.).

7.2.4 SF 99A, Direct Deposit Sign-up.

7.2.5 TD Form W-4, Employee's Withholding Allowance Certificate.

7.3 Statement of Tour of Duty Certification

The certification section is located on the front of the AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour (active duty orders). This certification supports pay and point credit for all tours.

7.3.1 In order to receive pay for any active duty tour (Annual, special, school, training or support), send the original certification of the orders to the designated RPO within five (5) workdays following tour completion.

7.3.2 Item 40, Statement of Tour of Duty. Travel itineraries must agree with active duty orders. If orders have a multiple stop itinerary, show only arrival at the first official duty location and departure from the last official duty location as listed on the orders. Do not show intermediate stops. For entries under "MODE OF TRAVEL", use the symbols as listed on the reverse of the DD Form 1351-2, Travel Voucher.

7.3.3 Items 41-46. Self-Explanatory.

7.3.4 Items 47-51. Certification. This block is completed by the certifying official who monitors individual training at the duty location. Enter the time and day, month and year of the completion of the tour. The period of certification should agree with the orders and is most critical for pay and point credit purposes.

7.3.5 Place a copy of the certification in the IMA management folder.

7.3.6 Pre-certification of tours of any length is authorized. The form must be signed by the member, certified by the training supervisor and include the following statement in the remarks section, "I certify the member reported for duty at (specify 24 hour-daytime) on (start date). I will immediately notify the members RPO by message if member does not complete the tour of duty as specified in the order" (Affix signature).

7.4 Travel Vouchers

The DD Form 1351-2, Travel Voucher or Sub-Voucher is the appropriate document to submit for payment of all travel and per diem payments associated with any tour of duty for which orders were published. This includes annual, special, MPA and school tours. Travel vouchers are not to be submitted for any inactive duty training periods.

7.4.1 Travel vouchers must include an itemized itinerary of travel for a reserve member from the location from which the member is ordered to active duty to the duty location and return to the point of origin as directed by the published orders. Include on the voucher mileage for privately owned vehicle, copy of Omega Travel procured ticket, receipts for airport parking, lodging receipts, registration receipt, rental car receipt, or any other receipts that exceeds $75.00. Rental car expenses will only be reimbursed if authorized in advance on the order.

7.4.2 All IMAs are required to send their travel vouchers to the Dobbins Air Reserve Base Defense Accounting Office. Questions pertaining to per diem and travel entitlements should be directed to that office. This office is the single point of contact for submission of all IMA travel vouchers. The mailing address and phone number for this office is:

AFRCAFO/FMFPT
1392 Second Street
Dobbins ARB, GA 30069-4823
(1-800-808-5942).

7.4.3 All travel vouchers are now paid via electronic fund transfer to a commercial bank or savings and loan institution. Cash or check payments are no longer an alternative. Vouchers are normally processed within two weeks of submission. Questions or inquiries relating to voucher payments should be directed to the address and phone number above. SMC RESERVE IMA PROGRAM will be able to assist IMAs if problems are not satisfactorily resolved or if unnecessary delays are experienced.

7.5 Government Issued Credit Card

Every SMC IMA shall have in their possession a government issued credit card. This card may be obtained by application at the MPF upon initial assignment. This card, once issued, becomes the responsibility of the holder as are other commercially procured credit cards. However, its use is limited to expenses associated with performance of reserve duty. It can only be used for

travel expenses, meals, etc., while performing reserve training. Other uses are strictly forbidden and abuse is closely monitored. The card negates the need for travel advances and can be critical for use when reporting for duty on a short notice basis. The monthly bills received by the cardholder must be paid by the established due date. However, government reimbursement of expenses is normally received from travel voucher settlements prior to the receipt of the bill. If bills are not promptly paid, the cardholder risk card cancellation and possible administrative action by the Air Force. Upon departure from any ready reserve assignment, the card must be surrendered and the account closed. It is the member's responsibility to ensure the card is not used following transfer into a non-participating or retired reserve status. The entitlement terminates effective on the date of transfer from the ready reserve position.

7.6 Inactive Duty Training (IDT) Pay

Inactive Duty Training (IDT) pay is basic pay only. An individual reserve member will receive one day of basic pay for each four-hour IDT performed. This amount is approximately one-thirtieth of a month's basic pay for a specific pay grade who has completed a designated number of years of service for pay purposes. Not more than 2 IDTs will be paid for a specific calendar day. IDT pay is considered taxable income and will have deductions made which include federal taxes and state taxes (if applicable). SGLI premiums will also be deducted at the appropriate rate if the member has elected such insurance. As with other types of payments, IDT pay will be transferred to the member's financial institution through electronic fund transfer (EFT). Cash or check payments will not be made. IDT pay is made by the designated RPO for each reserve member. Normally IDT pay can be expected within two weeks after submission of the document certifying completion of the IDT period(s). RPO pay transaction will automatically update your reserve participation file.

7.7 AF Form 40a, Record of Individual Inactive Duty Training (IDT)

Submit this completed form for each IDT tour. Forward Copy 1 (RPO/HQ ARPC) to the designated RPO not later than five (5) duty days following completion of training. Retain Copy 2, (Member) for personal records. Place Copy 3,(Supervisor) in the IMA management folder. Copy 4 (Billeting) is for use when staying at an Air Force VOQ/VAQ or for reimbursement of government quarters. Present this to the billeting office for its use in obtaining payment. Other items are self-explanatory or will be completed as follows:

7.7.1 Section I. Personal/Pay Data: Self-Explanatory. For type of training mark Training Period, Equivalent Training is use by the unit member. Other is used for non-pay such as physical exams.

7.7.2 Section II. Training Data: List each day of training separately, all days training listed will be within the same month. Complete the total number of hours worked and total number of points earned (4 hours earns one point), maximum 2 points per calendar day. Enter your training location, e.g. SMC RESERVE IMA PROGRAM, 1060 AF Pentagon, Washington, DC, 20330, etc.

7.7.3 Section III Authorization for Transient Quarters and Subsistence: an SMC RESERVE IMA PROGRAM staff member must sign the official authorization block. This block must be signed regardless of use of transient quarters. The date entered must be prior to or the day of scheduled training. Subsistence Authorized is left blank for officers.

7.7.4 Section IV. Certification. The certifying official's block must be completed by an authorized person at the duty location and the date must be on or after the last day of training.

7.8 Flight Pay

Flight pay or Aircrew Incentive Pay (ACIP) is available for individual rated officers who perform duty even though the SMC Reserve IMA Program positions are not rated (flying) positions. This pay entitlement is only applicable to members who still require limited numbers of service years as a rated officer. This pay may be received in conjunction with the basic pay received for IDT periods as well as for other periods of duty for which orders are published. This pay is considered taxable income and is not considered an allowance. IMAs who have recently been assigned from a rated flying position are most likely eligible as well as those IMAs who have less years of commissioned service. ACIP will only be paid for a maximum of 24 months to individuals in non-rated positions. To determine individual eligibility, the IMA must contact the Rated Officer Management Branch at HQ ARPC. This office will verify flight record data and take appropriate action to update personnel systems to reflect the appropriate data. Please note that a Flying Physical and a completed Form 1042 are required to maintain ACIP. The rated officer management branch can also assist in ensuring proper documentation is provided to the appropriate RPO so pay records will accurately include this information.

7.9 Allowances

Allowances are non-taxable payments by the Air Force in addition to basic or other types of pay. Allowances are only paid for tours of duty authorized by the publication of reserve orders. Allowances include Basic Allowance for Quarters (BAQ), Basic Allowance for Subsistence (BAS), and Variable Housing Allowance (VHA). The amount of BAQ is determined by an IMA's grade and based on whether or not an IMA has any legal dependents. For longer tours of duty, if a member (and family) occupies installation quarters (other than transient), BAQ may not be paid. BAS is a flat rate of payment for all IMAs unless meals are provided. VHA will only apply for tours of duty in excess of 140 days and only when a member is residing in quarters, which are not on a military installation. Travel and Per Diem payments may also be considered allowances as they are entitlements based upon expenses incurred while in the performance of military duty. These allowances are determined by travel expenditures, authorized travel costs, established locality per diem rates and other considerations. They are not related or determined by the normal reserve pay, which includes basic pay, BAQ and BAS. Allowances for BAQ and BAS are set standards received by IMAs and are not offset by per diem allowances for meals when performing standard reserve annual training, school tours or mandays.

7.10 Fiscal Year Reserve Budget

The Air Force Reserve fiscal year budget plan makes it necessary for all pay certifications to be submitted in a timely manner. Air Force activities with assigned IMAs are charged to allocate funds for reserve training for each fiscal year. The reserve program managers routinely budget for annual tours and category-required IDTs for each assigned IMA. It is critical that fiscal year training dollars be appropriately used and reported. For this reason, it is necessary for all IMAs to report training by submitting appropriate certifications during the fiscal year in which the training was performed. Otherwise, the program manager and possibly the IMA are responsible to answer inquiries regarding insufficient use of allocated training funds. Funds unused are not a carryover budget item to the new fiscal year. IMAs should not delay pay documents for the purpose of calendar or business year tax advantages or deferrals. Any IMA who consistently

practices this action will be subject to inquiry and identified as an unsatisfactory reserve participant vulnerable to reassignment to a non-participating reserve status.

7.11 Pay Increases

There are three types of pay increases, which apply to ready reserve members. The first and most obvious are those generated as a result of promotion to a higher grade. These are automatic and effective with the approved date of promotion. A retroactive promotion date will generate a pay adjustment for all duty performed since the effective date of the new grade. This type of pay increase will affect both basic pay and BAQ. (For longer tours, it will also impact VHA) A second type of pay increase is often overlooked, this is the accrual of another period of service for pay purposes which is designed to provide retention incentive for longevity service. This pay increase only applies to basic pay. The pay increase normally occurs in two-year intervals after the fourth year of military service. An individual's pay date may not coincide with any other service date such as commissioning date or R/R date. It is normally the day, month, and year of initial service enlistment in any service component (Active or Reserve). It is only adjusted by a civilian break in service during which a member has not military affiliation. Pay increases of this type only occur until the twenty-sixth year of service. The final type of pay increase is the periodic percentage of increase authorized by Congress for all military services. The percentage may only apply to basic pay or it may include allowance increases as well such as for BAQ, BAS or VHA. Often the percentage increase may vary between pay and allowances. This pay increase is not on a scheduled or recurring basis and percentages may vary. IMAs should carefully review the pay statements and be familiar with the individual amounts. All pay increases should be automatic and require no action by the member. If you have questions, please contact your designated RPO.

7.12 Retirement Pay

Upon reaching age 60, most former ready reserve members will be eligible to begin receiving retirement pay. This pay will be based upon the number of years served, the highest grade held, and the number of points accrued during the total military career. These factors are used in a designated equation to determine the amount of the monthly payments following age 60. As an interim-planning tool for retirement, income calculations are prepared in a point valuation chart available online at www.arpc and distributed by HQ ARPC in random issues of the IMA Update magazine. This chart assigns a dollar value to each point to allow a reserve member to quickly calculate projected retirement pay at age 60 using current dollar and point values. This will afford the IMA some financial basis on which to base decisions for continued service or other related or financial situations. The point values assigned on these charts continue to increase with each congressionally approved pay increase. This should be considered and approximated calculations of future pay should be adjusted accordingly.

Chapter 8
PERFORMANCE, EDUCATION AND PROMOTION

8.1 General

IMAs need to maintain familiarity with performance reporting, education opportunities and promotion processes. These areas are critical to continued advancement and enhanced mission effectiveness of the entire program. This chapter outlines the unique features of the Officer and Enlisted Performance Reports as they apply to SMC IMAs. It also provides information on Professional Military Education (PME) and Professional Short Courses (PSC). Other educational programs are also discussed. Promotion eligibility and selection board actions are included here as well. SMC IMAs are strongly encouraged to review the entire chapter and to refer to it often.

8.2 Officer Performance Reports (OPRs) and Enlisted Performance Reports (EPRs).

Members in the SMC Reserve IMA Program are required to receive an annual performance report. The reports are written each year normally on the anniversary of the closeout date of their last OPR/EPR written prior to their assignment to SMC. Ensure any change in supervisor/rater is communicated to the Reserve Affairs Office.

8.2.1 The primary source of input for the report is you. Information you provide your rater should include activities and projects completed and the results or impact of them. The reports need to include the outcome and impact of activities, not just ate involvement.

8.2.2 Reports are forwarded to your directorate for final review by a general officer. This policy is consistent with governing Air Force directives. It is the SMC Reserve IMA Program mission responsibility to ensure timely submission and appropriate format as required.

8.3 Performance Feedback Worksheets (PFWs)

Individual performance during a rating period is equally important. Supervisors are required to complete a PFW on each IMA at specific intervals each year in order to give the IMA feedback on the level and effectiveness of their performance. This requirement is mandated by Air Force directives and must be completed. This mid-year review provides the IMA an opportunity to review past activity reports for a reporting period and to personally assess their performance level. For an IMA in a geographically separated situation, the PFW is an ideal way to maintain an open line of communication on duty performance and expectations. The PFW does not become a permanent part of any record and is prepared for use by the supervisor and the IMA.

8.4 Awards and Decorations

Linked to performance evaluation is the recognition for service performed. The Air Force uses its awards and decorations program as a means to show tangible evidence of participation, involvement, or sustained and superior performance. The wearing of appropriate and authorized ribbons signifying awards and decorations is dictated by applicable Air Force instructions and the established precedence of wear should be strictly followed.

8.4.1. Awards are one type of recognition, which the member may receive. These were designed with specific purposes and generally symbolize certain notable periods of service.

8.4.1.1. The Air Force Longevity Service Award (AFLSA). A ribbon used to reflect 4 years of Air Force service. Oak leaf clusters are used to denote subsequent awards after the initial ribbon is authorized. No orders are published to document this achievement. Personnel data system is automatically updated.

8.4.1.2. The Armed Forces Reserve Medal (AFRM). This medal and ribbon reflects 10 of the last 12 satisfactory service years. The wearing of an hourglass device denotes subsequent awards. No orders published and automatic personnel systems update.

8.4.1.3. The Air Force Outstanding Unit Award (AFOUA) or Air Force Organizational Excellence Award (AFOEA). Individual members whose units have been nominated and approved by appropriate commanders wear these unit award ribbons. Subsequent awards are denoted by the wear of an oak leaf cluster. Orders are published by the approving authority and are distributed to HQ ARPC for update of all personnel files. Individuals must have been assigned to the organization during the period of the award in order to be entitled to wear the ribbons and/or subsequent devices. IMAs may wear ribbons and clusters for the AFOEA and/or AFOUA which were awarded during assignments to many various units while in the reserves, the ANG or on active duty.

8.4.1.4. The Humanitarian Service Medal (HSM). IMAs may receive this medal and accompanying ribbon that participate in certain natural disaster relief efforts. Orders are published and provided by the approving authority. SMC Reserve IMA Program will provide orders to HQ ARPC for appropriate personnel records update. This award is normally presented in an appropriate ceremony. The wearing of an oak leaf cluster denotes subsequent awards. This award will not appear on the decoration portion of any promotion pre-selection printout.

8.4.1.5. All IMAs should be authorized the National Defense Service Medal (NDSM) and Air Force Training Ribbon (AFTR) for wear. The NDSM does have an accompanying medal. Those SMC IMAs in service prior to 6 Aug 74 would also be entitled to wear a star device on the NDSM. Any prior enlisted members are eligible to wear an oak leaf cluster on the AFTR. Orders are not published and personnel records are automatically updated.

8.4.1.6. Other awards such as campaign medals, individual or unit awards may also be worn based upon individual service records of the IMAs. HQ ARPC Awards and Decorations Section may be contacted to answer any questions.

8.4.2. Decorations are the second type of recognition established by the Air Force for superior or outstanding service. Due to the limited time and in consideration of the career point at which most IMAs are assigned to the program, decorations are generally initiated and approved only upon retirement of individual reserve members. However, this does not preclude decorations for those individuals who have greater tenure in the program and perform duties in a superior or outstanding manner. All decorations are included on pre-selection printouts.

8.4.2.1. Legion of Merit (LOM). This decoration is normally reserved for retirement of IMAs in the grade of colonel whose sustained service record is superior and worthy this high level of recognition.

8.4.2.2. Meritorious Service Medal (MSM). This decoration is for extended periods of outstanding duty and may be approved as a retirement decoration or for an extended tour in the SMC Reserve IMA Program. Consideration for this decoration is appropriate for any SMC IMA regardless of grade.

8.4.2.3. Air Force Commendation Medal (AFCM). This decoration is also for extended period of service but may also be considered for outstanding achievement or duty performance during a particular event. There are no grade restrictions for this decoration.

8.4.2.4. Air Force Achievement Medal (AFAM). This decoration is for an outstanding act or event or may also be considered for extended tour performance for any member in the grade of lieutenant colonel or below.

8.4.2.5. Joint Service Decorations are generally not considered for SMC IMAs. Although many of the IMAs perform duty with other service representatives and sometimes at other service component installations or organizations, the positions to which the SMC IMAs are assigned are Air Force billets and not identified as joint service. Any individual not assigned to a position identified as joint service is ineligible for consideration of joint service recognition.

8.4.2.6. Other Service Component Decorations. There are no specific Air Force restrictions upon receipt of decorations considered and approved by other service components. However, it is advisable for the initiating office to contact the Reserve Affairs Office prior to the consideration of a decoration for an SMC IMA. In the event a decoration is pending for any IMA, two decorations from any source may not be for the same period of service.

8.5 Education

One of the major elements in an Air Force member's career is the combination of civilian and military education. During the period of assignment to the SMC Reserve IMA Program, IMAs are afforded many opportunities to apply for attendance at various military courses. Some of these courses are purely mission related whereas others are considered general professional military education. IMAs interested in attending these courses may need to meet certain requirements, which will be identified with each course application notification. Quotas for IMAs may be secured in select job related courses. These course quotas will be advertised as they are received. Keep in mind these course quotas are limited so it is not possible for all IMAs to attend a specific course. IMAs should work with their directorate who will evaluate mission needs and course content relevance prior to selecting any IMA to attend a job related course.

8.5.1 The Air Force Education Services program supports long-range Air Force goals for maintaining a high-quality force, and enhancing professional and personal development, recruitment, retention, and readiness. The program provides excellent, cost-effective educational opportunities – from basic skills through graduate level degrees – through its tuition assistance, testing and counseling services. For additional information, contact the Base Education Center.

8.5.1.1 Academic Educational Opportunities

8.5.1.1.1 Community College of the Air Force (CCAF). The Community College of the Air Force is the only degree-granting institution of higher learning in the world dedicated exclusively to enlisted people. CCAF offers a unique opportunity for motivated, career-oriented airmen and NCOs to earn a job-related, two-year Associate in Applied Science degree. CCAF is accredited by the Southern Association of Colleges and Schools/Commission on Colleges.

8.5.1.1.2 Air Force Institute of Technology (AFIT). AFIT provides graduate education opportunities at its two resident graduate schools and supervises students enrolled in its civilian institutions program. The Graduate School of Engineering is among the nation's top engineering schools and provides advanced education and research focused on aerospace technology, while the Graduate School of Logistics and Acquisition Management provides officers the advanced expertise they need to manage the life cycles of complex weapon systems. AFIT Civilian Institution Program places students in more than 400 civilian universities, research centers, hospitals, and industrial organizations throughout the United States and in several other countries.

8.5.1.1.3 Ira C. Eaker College for Professional Development. The Ira C. Eaker College for Professional Development offers courses for chaplains, commanders, personnel and manpower managers, comptrollers, family support center managers, judge advocates, first sergeants and historians. In addition, it awards Air Force specialty codes to paralegal specialists and chaplain assistants.

8.5.1.1.4 College of Aerospace Doctrine, Research and Education. The College of Aerospace Doctrine, Research and Education, or CADRE prepares general officers from all military services for leadership positions in the joint war-fighting environment. CADRE is also responsible for doctrine research and education.

8.5.1.1.5 School of Advanced Airpower Studies. The School of Advanced Airpower Studies (SAAS) is the United States Air Force graduate school for airpower and spacepower strategists.

8.5.1.1.6 Officer Language Immersion Training Opportunities. The Foreign Area Officer (FAO) and Language Proponent office has opportunities available for Language Immersion Training. These in-country programs are approximately one month long and designed for the beginner to intermediate level speaker.

8.5.1.2 Professional Military Educational Opportunities

8.5.1.2.1 Air and Space Basic Course. The course inspires new USAF officers to comprehend their roles as Airmen who understand and live by USAF core values, articulate and demonstrate USAF core competencies.

8.5.1.2.2 Squadron Officer School (SOS). Professional military education for Air Force officers begins with Squadron Officer School. Captains build the foundations for their careers in four curriculum areas: Officership, air and space power, leadership tools and applications. They develop skills, techniques and attitudes to better serve as leaders and mid-level supervisors in the Air Force.

8.5.1.2.3 Air Command and Staff College (ACSC). Air Command and Staff College, the Air Force's intermediate professional military education school, prepares field grade officers and U.S. civilians to apply air and space power during peace and war, and challenges faculty and students to think critically and creatively. Geared toward teaching the skills necessary for command, ACSC focuses on shaping and molding tomorrow's squadron commanders.

8.5.1.2.4 Air War College (AWC). Air War College is the senior school in the Air Force professional military education system. The college prepares selected senior officers for key staff and command assignments, through the study of national security issues and the effective employment of aerospace forces in joint and combined combat operations.

8.5.1.2.5 College for Enlisted Professional Military Education. The College is responsible for designing the curriculum taught at Airman Leadership Schools, Noncommissioned Officer Academies, and the Air Force Senior Noncommissioned Officer Academy. The college directly operates the two advanced phases of enlisted PME, the stateside NCO Academies and the Senior NCO Academy.

8.5.1.2.6 Airman Leadership School (ALS). Airman Leadership School prepares Senior Airman for supervisory duties and fosters a commitment to the profession of arms and helps them gain an understanding of the roles and responsibilities of the noncommissioned officer leader.

8.5.1.2.7 Noncommissioned Officer (NCO) Academies. The Noncommissioned Officer Academies provide selected NCOs with an understanding of their position in the military structure and helps them develop the skills necessary for effectiveness in supervisory positions.

8.5.1.2.8 Senior NCO Academy. The capstone of enlisted professional military education is the Senior NCO Academy. The school puts the final professional polish on senior enlisted leaders through leadership and management, communication skills and military studies.

8.5.2. USAF Professional Military Education (PME). A selection board held at HQ ARPC chooses PME attendees. The SMC Reserve Affairs Office will notify eligible IMAs of the courses and class dates. Applications are submitted on the ARPC Form 27. One should not delay enrolling in a correspondence course in the hope of being selected for a resident course. While resident courses are available and may be preferred, quotas are limited. Completion of USAF PME courses before enrolling in comparable level courses offered by another service is encouraged. Attendance at any formal PME course requires appropriate retainability prior to the mandatory separation date following course completion

8.5.3. Professional Specialty Courses (PSC). These PME structured courses are also known as "short" courses. Attendees are chosen by periodic ARPC selection boards, which convene to select course attendees for the following fiscal year. The notification, application and the selection process mirrors that of the longer PME courses however, IMAs must have flexibility in their schedules in that selection boards may select an IMA to attend a course at a time other than the dates on the member's application.

8.5.4. Application for Resident Professional Military Education (PME) and Reserve Courses. The SMC Reserve Affairs Office will provide each eligible IMA with the necessary application instructions for in-resident PME and Reserve short-course attendance. The Reserve Affairs Office will advise IMAs of available courses and class dates. The suspense date for submitting on course applications is critical. Applications arriving late will not be processed. All course requirements including grade and security clearance must be met. Mandatory separation must be more than 12 months after the course completion date. It is important to respond to the school board announcements promptly. Selection board notices are normally short and the board will not consider late entries. Each applicant should carefully complete the application. Legibility is the key; therefore, typewritten entries are recommended. The school selection board must be able to read the application. Also, you must maintain maximum availability for attendance if selected. School selection boards work diligently to select individuals for attendance at the in resident PME and the short courses. For the short courses, the matching process of IMAs with desired course dates is not a part of the selection process. An IMA may be selected for course attendance and not receive the specific course dates desired. Also, selection as an alternate makes it necessary for IMAs to be tentatively available for a short-notice school selection. The alternate school attendance list is used often.

8.5.5. Documentation of In-Resident Training. Air Force PME, PSC and technical courses are automatically entered into individual records upon successful completion. However, it is a personal responsibility to periodically review one's personnel brief to ensure it is up-to-date. If it is not, forward any updates/corrections to HQ ARPC/MSPU for posting to the record. Copies of all course completion certificates must be sent to the SMC Reserve Affairs Office. Your directorate maintains records of IMA education and training accomplishments in the IMA management folder.

8.5.6. Correspondence Courses. Correspondence courses for Professional Military Education are encouraged for completion of Air War College if an IMA has not completed this senior service school by in-resident or seminar attendance. Enrollment should be accomplished by contacting the Base Education Services Office who will initiate the enrollment through the Extension Course Institute (ECI) at Gunter Annex, Maxwell Air Force Base, Alabama. Course materials will be forwarded directly to the IMA's home address. You may elect to enroll in the multi-media format of the course, which is now available on a CD-ROM. IMA's are required to select a nearby installation for the purpose of test administration for all ECI courses including PME. Test sites do not have to be active duty Air Force installations. It is important to contact the installation training or base education services office to advise them when tests are to be forwarded from ECI as the IMA progresses through the course. It is critical for all tests and course work be completed within established time limits. Any reserve correspondence course participation points for ECI course completion will be automatically updated in the IMA's participation record.

8.5.7. In conjunction with correspondence enrollment, reserve members may elect to simultaneously enroll in a PME seminar program. PME seminar programs are conducted at various active, reserve and Air National Guard installations. The office of primary responsibility for registration is the installation education services flight. Annual enrollments occur during the early summer months and are designed to complete the course of study in less than a one-year period. These seminars serve as a means for non-resident PME participants to meet on a scheduled basis and conduct classes following a specifically designed curriculum which consists

of PME information. This is an alternative means to complete such PME as Air War College in other than an independent correspondence enrollment status.

8.5.8 Tuition Assistance (TA)

8.5.8.1 Air Force Tuition Assistance. The Air Force Tuition Assistance program is an important quality of life program that provides up to 100% tuition and fees for college courses taken by active duty and reserve personnel during off-duty hours. Effective 1 Oct 2002, TA is capped at $250.00 per semester hour (or $166.65 per quarter hour) and is restricted to a maximum of $4500 per fiscal year. Other restrictions prohibit the use of TA for purchase of textbooks unless included in academic institution's published Tuition Rates. The program is one of the most frequent reasons given for enlisting and re-enlisting in the Air Force. For more information contact the Base Education Center.

8.5.8.2 Montgomery GI Bill. The Montgomery GI Bill (MGIB) was enacted by Congress to attract high quality men and women into the Armed Forces. The program provides up to 36 months of educational benefits to eligible persons enrolled in degree and certificate programs, apprenticeship and on-the-job training and correspondence courses approved for veteran's training. The program is administered by the Department of Veterans Affairs. An on-line MGIB pamphlet accessed through the HQ ARPC website, provides more detailed information.

8.5.8.3 Post-Vietnam Veteran's Educational Assistance Program. The Post-Vietnam Veterans' Educational Assistance Program, also known as VEAP, was enacted by Congress to attract high quality men and women into the all-voluntary Armed Forces. These benefits may be used for degree and certificate programs, apprenticeship and on-the-job training and correspondence courses approved for veteran's training. The program is administered by the Department of Veterans Affairs. An on-line VEAP pamphlet accessed through the HQ ARPC website, provides more detailed information .

8.5.8.4 The US Department of Education provides information on student financial aid programs, including an electronic version of the Free Application for Federal Student Aid (FAFSA).

8.5.9 Testing Services

8.5.9.1 College Level Examination Program(CLEP). The College level examination program is designed to help Air Force members earn college-level credit in such courses as English, Math, Science and many other subject areas. Most major colleges and universities accept these tests for credit based on minimum scores required (varies by university). For further information contact the Base Education Center.

8.5.9.2 High School Equivalency Examinations. Service members can earn a high school equivalency credential by passing an examination designed for adults who have not completed a formal high school education.

8.5.9.3 Admission Examinations. Admission examinations are sometimes required for undergraduate, graduate, and officer accession programs. The examinations most often required are available through the Defense Activity for Non-Traditional Education Support (DANTES). For further information contact the Base Education Center.

8.5.9.4 Certification Examinations. Professional certification examinations are a valuable way to demonstrate a high level of professional training and experience. Many certification examinations are available through the Defense Activity for Non-Traditional Education Support (DANTES).

8.5.10 Counseling/Academic Advisement.

Air Force Guidance Counselors are trained professionals who assist individuals in clarifying goals and pursuing educational opportunities. They give advice on academic and vocational programs, testing activities, financial aid and Air Force-unique programs as well as available university programs. Please contact the Base Education Center for more information.

8.5.11 Commissioning Programs

8.5.11.1 Air Force Academy. The United States Air Force Academy (USAFA) at Colorado Springs, Colorado, offers a 4-year program to qualified and selected high school graduates throughout the country. Entry into the academy is very competitive. Consideration for the academy is based on the individuals high school academic record, extracurricular activity, military performance, and the results of academy examinations. The Air Force Academy Prepatory School gives eligible Air Force enlisted men and women and selected applicants who were not offered Academy appointments the opportunity to improve their selection potential.

8.5.11.2 Officers Training School (OTS). Officer Training School (OTS) provides two officer training programs: Basic Officer Training (BOT) and Commissioned Officer Training (COT). BOT is an intensive 13-and-a-half-week program that prepares officer candidates for the technical, physical and professional requirements of commissioned service. COT provides initial officership training for Air Force judge advocates, chaplains, medical service officers (doctors, nurses, pharmacists, bioenvironmental engineers, and hospital administrators), and medical scholarship recipients. NOTE: If you want information concerning OTS Selection Lists, please contact the Base Education Office.

8.5.11.3 Air Force Reserve Officers' Training Corps (ROTC). ROTC is the largest and oldest source of commissioned officers for the Air Force. The organization's mission is to produce leaders for the Air Force and to build better citizens for America.

8.5.11.4 Airman Education Commissioning Program (AECP). The Airmen Education Commissioning Program (AECP) provides an opportunity for enlisted personnel to earn bachelors degrees in Electrical Engineering, Computer Engineering, Meteorology, Nursing, Foreign Languages, and Foreign Areas studies in hard to fill areas, then become commissioned through OTS. For additional information contact the Base Education Center.

8.5.12 Education Guidance

8.5.12.1 The Defense Activity for Non-Traditional Education Support (DANTES) distributes educational reference publications for use by Education Services personnel in counseling Military Service members. Many of these publications are acquired from the civilian

education publishing community. DANTES also develops and prints publications to support other DANTES and service education programs.

8.5.12.2 Air Force Policy Directive (AFPD) 36-23, *Military Education, 27 September 1993.*

8.5.12.3 Air Force Instruction (AFI) 36-2306, *Education Services Program, 1 May 1996* provides policy for managing the Air Force Education program.

8.5.12.4 The American Council on Education (ACE), founded in 1918, is dedicated to the belief that equal educational opportunity and a strong higher education system are essential cornerstones of a democratic society. The Military Evaluations Program of ACE makes it possible for service members to receive college credit for service school courses and most enlisted occupations. The credit recommendations for evaluation of service school courses and occupations are published in the Guide to the Evaluation of Educational Experiences in the Armed Services, commonly referred to as the ACE Guide.

8.5.12.5 Troops to Teachers. The primary function of this program is to provide a referral service to service personnel to assist them in their pursuit of teaching as a second career. This successful program also helps in the placement of these individuals in areas of the greatest need. The Troops to Teachers Home Page, http://www.dantes.doded.mil/dantes_web/troopstoteachers/index.htm?Flag=True, also includes links to State Departments of Education, model resumes, and other job listings in public education.

8.6 Promotions

HQ ARPC convenes the officer promotion selection boards for all selected reserve officers eligible to compete for promotion. This includes promotion to the grades of first lieutenant through lieutenant colonel. HQ ARPC also conducts promotion selection boards for individual reserve members (unit and IMAs) eligible for promotion consideration to the grades of Major, Lt Col, and Colonel. The promotion boards are generally conducted in Feb for Majors, June for Lt Cols, and October for Cols. HQ ARPC and the Reserve Affairs Office will notify each eligible member prior to the date the board convenes.

8.6.1 It is the responsibility of each IMA to ensure their promotion selection folder is current by reviewing the promotion board eligibility information, which they receive. Any information, which has been omitted from the file, should be submitted to HQ ARPC immediately. HQ ARPC requires time to update the personnel data system with the correct information. IMAs should not delay submitting changes to the selection folder or personnel data file. Failure to update the file could have an impact on the promotion selection process. The selection folder is the document reviewed by the board to determine promotion selections. It contains the original copy of all Officer Effectiveness and Performance Reports (OERs/OPRs). It also contains a copy of all military decorations (not awards) which have been approved for each officer. Additionally, the promotion board has access to reserve participation records. This includes a summary similar to the one reflected on each reserve member's annual point credit summary (AF Form 526). Official photographs are no longer a part of the officer selection folder. The board is provided a summary of pertinent personnel data for each eligible officer. The service dates and

other personnel information, such as an officer's duty history is provided to the board in order for each board member to have a summary of each officer's career record.

8.6.2. The member is afforded the opportunity to prepare and submit a letter to the selection board of additional information not otherwise available in the selection record. This information should be specific and concise and considered being relevant to the promotion consideration process. Negative issues should not be highlighted. This letter is the one opportunity the reserve member has to communicate directly with the promotion board members. It should be brief and not contain a review of information otherwise already contained in the record. Limit the letter to one page. Typewritten (or computer generated) letters are strongly recommended. Handwritten letters should not be considered. Any officer who elects to prepare such a letter is advised to submit the letter in sufficient time for it to be included in the selection folder well in advance of the date the promotion board convenes.

8.6.3. The promotion selection list is published and forwarded through appropriate channels for approval. Selection lists will not be released until the established authorized date. The SMC Reserve IMA Program is provided information on all SMC eligible IMAs who were selected as well as those not selected. directorates will in turn notify each selectee and non-selectee. HQ ARPC will also send letters to those officers not selected. Keep in mind that a non-selection for promotion to Colonel is not a passover. Unlike other promotion boards, reserve officers are considered for promotion to colonel until they are no longer eligible. There is no specific limit on the number of times a lieutenant colonel can be considered for promotion.

8.6.4. The promotion board lists contain designated promotion sequence numbers. Beginning with sequence number one, a portion of individuals selected with specific sequence numbers will be authorized to be promoted on the first day of the month for approximately six months following the public release date of each promotion selection list. Each officer will be advised of their sequence number and the effective date of promotion as determined by HQ USAF/REPS. Accelerated promotions are possible for Promotion Vacancy selectees or Lt Cols in a Colonel's billet.

8.7 Reserve Brigadier General Qualification Board (RBGQB)

This is not a promotion board. It is a review board for the purpose of selecting reserve members in the grade of colonel for possible placement (reassignment) into reserve brigadier general officer positions. The result of this board is the creation of a resource listing of eligible reserve colonels for possible further consideration to fill vacant reserve brigadier general officer positions. This resource list is only used for one year. Reserve colonels eligible for and selected for placement on the resource list may be reconsidered annually as long as they meet eligibility requirements. Eligibility requirements are:

1. Be less than 54 years old at the time the board convenes

2. Have one year time-in-grade as a colonel when the board convenes.

3. Have a mandatory separation date later than 31 December of the year following the year the board convenes.

4. Have completed a senior service school (Air War College is recommended)

5. Be assigned to a ready reserve position

Have accrued a minimum of 50 retirement points (completed a satisfactory service year) for at least four of the five years prior to the year in which the board convenes.

8.7.7. Unlike the promotion boards, the RBGQB consideration is absolutely member driven. Each eligible reserve colonel makes the decision as to whether or not they desire to be considered by this panel. A decision not to be considered must be in writing. HQ ARPC identifies and notifies each eligible officer well in advance of each board. The member is given the option to return the appropriate correspondence to decline the opportunity. Any member who fails to notify HQ ARPC of their declination will automatically be considered by the board.

8.7.8. Once the member has elected to be considered by the RBGQB, it is critical that Reserve Affairs be simultaneously advised. Each member being considered is required to have a recommendation prepared by the first general officer or civilian equivalent in the rating chain. This recommendation is critical to the qualification board process. A copy of the recommendation will be forwarded to each eligible officer who has elected to be considered. The recommendation will be sent to the member prior to the board convening. This recommendation is in addition to the annual Officer Performance Reports (OPRs) received by each reserve officer. The recommendation further contains a rank order for each individual who is eligible and elects to be considered. This rank order is completed by the directorate.

8.7.9. As with promotion boards, the eligible members are again encouraged to prepare a letter to the board, which would include information relative and critical to the selection process. Also, the member must again ensure that all personnel and participation data files are current and correct. The Reserve Affairs Office may provide assistance to any member and work with HQ ARPC workcenters to ensure timely updates of all personnel and/or participation files. Duty history and participation records are particular areas which need to be as accurate and current as possible.

8.7.10. The RBGQB selection lists are announced following the adjournment of each board. The lists are not released until properly authorized and approved. Inclusion on the list does not guarantee reassignment into a general officer position. It is simply, as previously stated, a resource list. Individuals on this list may be contacted and possibly interviewed for placement into a general officer position. Others on the list may never be contacted. If an individual is not contacted during the year following the release of the list, the member may elect to be considered by the board the following year, if still eligible. Generally, reserve colonels who are not prior enlisted, will have sufficient age and service retainability to be considered by at least two RBGQBs. However, individual service dates and birthdates may disallow this. Nonselection by any RBGQB is not considered a non-selection or passover for promotion. If an individual is selected by any RBGQB and is not reassigned to a general officer position, the member retains their assignment with the SMC Reserve IMA Program.

8.7.11. As with other promotion and selection processes, those who meet RBGQB eligibility should elect to be considered. There is no penalty for non-selection. It is incumbent upon the member to continually make contributions and concentrate on their individual career advancement. The RBGQB is an excellent opportunity to continue one's reserve career.

Chapter 9
ENTITLEMENTS AND BENEFITS INFORMATION

9.1 General

IMAs have many entitlements and benefits as a result of being a part of the Air Force Selected and Ready Reserve. This section addresses many of these and highlights the duty status necessary (if any) for each. Many of the benefits and entitlements are very well known. This summarized overview may be of use to the IMA as a quick reference. Additional information is contained in the governing Air Force instruction or other relevant handbooks.

9.2 Lodging

IMAs are authorized government or contract quarters while performing inactive duty training (IDT) or any type of active duty for which orders are published. (AFI 34-601).

8.2.1 IDT. Please check with Fort MacArthur for the latest lodging information for the Los Angeles area. Call to DSN 833-8249 (commercial: 310-363-8249) or fax to DSN 833-8231 or write to 61st ABG/SVML Bldg 37, Patton Quadrangle, San Pedro, CA 90731. General information for lodging is as follows:

8.2.1.1. If staying on an Air Force installation, provide the desk clerk at check-in your AF 40a with Sections I and II completed, be sure to circle "RPO (IMAs) and write "AFRC/AFO, Dobbins ARB, GA" in Section I.

8.2.1.2. If you are staying on other than Air force Installation you will have to pay for lodging. Submit SF 1164 "Claim for Reimbursement for Expenditures on Official Business". The certifying official on the SF 1164 should be the same certifying official who signed in block 1.

8.2.2. Active Duty. While performing any type of active duty, including annual, school, special, or any other tour for which per diem is authorized, the member is required to pay for any government, contract, or commercial quarters. Member will be reimbursed for this expense at a rate not to exceed the authorized per diem rate for the location at which the training is performed.

8.2.3 IDT in conjunction with Active Duty. The IDT needs to have been approved at the time the AF Form 1289 was submitted. Submit a DD 1351-2 for AT expenses and per diem. Submit a separate SF 1164 through Dobbins ARB for reimbursement of IDT lodging expense.

9.3 Insurance

IMAs are entitled to obtain coverage by the Serviceman's Group Life Insurance (SGLI) while assigned to the program as a member of the Ready Reserve and Selected Reserve. The maximum and automatic amount of coverage is $250,000. The premium amount for this coverage is 20.00 per month. A lesser amount of coverage and associated premium may be established only if the member so elects. The VA SGLV Form 8286, is used by the member to designate (or decline) the coverage desired and beneficiaries. This coverage is in effect at all times and not just when the member is in a duty or training status. As a reminder, IMAs may want to check other civilian insurance policies to ensure coverage while performing military duty. Some policies disallow coverage for periods of active or inactive duty training. SGLI

coverage will expire upon transfer to the Retired Reserves or other standby/retired status. Veterans Group Life Insurance (VGLI) will then be offered to each member at a higher premium for similar coverage. It is critical to ensure your insurance coverage documents are current and changes made as necessary.

9.4 Base Exchange

Reserve members have unlimited access to military exchange and services. This also applies to their family members. Presentation of a government identification card is normally the only identification necessary. This benefit includes the main exchange, clothing sales, shoppettes, gas stations, florists, barber/beauty shops, snack bars, package stores, theaters, etc. This benefit continues while a member is in retired reserve status waiting age 60 and afterwards.

9.5 Commissary.

Reserve members have unlimited access to military exchange and services. This also applies to their family members. Presentation of a government identification card is normally the only identification necessary. This benefit continues while a member is in retired reserve status waiting age 60 and afterwards.

9.6 Space Available Travel

All reservists in a participating status are eligible for Space Available Travel on a military aircraft at any time. This benefit includes travel to and from a training location. The DD Form 1653, DoD Reserve Travel Eligibility form, may be used, but is not required, for the purpose of identification as an eligible traveler. The new form may be issued as the member desired. Normally, the Armed Forces Reserve Identification Card is the only required document to establish eligibility for military air travel. This benefit could be of use for leisure or official travel. Remember that it is space available. Be sure to check with Base Passenger Operations for flight times and “show” times. Flights by a particular organization to a specific designation on a recurring basis would be more advantageous for planning a trip via military air travel.

9.7 Education Services

Reserve members are eligible for support from any DoD installation education services office at any time. These offices provide counseling assistance on civilian education programs, administer examinations for professional military education (PME) correspondence and seminar courses, offer college level examinations, and such tests as the Graduate Record Examination. Many of the examinations are at no cost or may be taken one time without a fee. Education’s service offices are the installation focal point for almost any education program - military or civilian. Reserve members may also utilize this office for information on eligibility for the Selected Reserve Montgomery GI Bill as established and authorized by 10 USC 706. Although some restrictions apply, reservists may be entitled to benefits for vocational/technical courses, correspondence courses, independent studies courses, non-college degree courses and other programs.

9.8 Medical and Dental Services

9.8.1 Reservists are entitled to medical and dental services for emergency care while performing AT or IDT or any other tour of duty. This emergency care includes only treatment for injuries sustained on duty or aggravated while performing duty. Medical or dental services are not available for reserve members at other times except for the required periodic physical

examinations and associated follow-up appointments. During periods of duty which are 31 consecutive days or more, both the reservist and family member are authorized full-time routine care. Authorization for continued military medical care or treatment beyond active duty for illness or injury suffered while in a training status will be established by the line of duty determination made at the time the injury or illness is suffered.

9.8.2 Reserve Dental Plan. Reservists have the option of using a government-sponsored program, family members are not eligible for the dental plan. Dental plan will include basic care and treatment (diagnostic, preventative and restorative services), and emergency oral examinations.

9.9 Reserve and Family Member Identification (ID) Cards

Reservists must have the current Geneva Conventions ID card called a Common Access Card (CAC). The CAC Card must be in their possession at all times. It is used as the primary means of identification for access to military installations and facilities. Reservists should also ensure all eligible family members (spouses and unmarried minor children) should also apply for and obtain family member ID cards. Specific documentation is required for these individuals to be issued the cards. The family member cards are issued for a designated period of time and must be periodically renewed. Normally, the reserve officer ID card is issued with an indefinite expiration and is only renewed upon promotion. It is always important to keep abreast of ID card expiration dates and ensure your dependent is not denied installation or facility access due to past date of expiration on their ID card. Also, it is the reserve member's responsibility to surrender all ID cards for individuals no longer entitled to possess them. This applies in the event of marital status changes or if a minor family member reaches a specific age or is no longer your legal dependent.

9.10 Defense Eligibility and Enrollment Reporting System (DEERS)

A reservists' family member is automatically enrolled in this system upon issuance of a current ID card. This computer-based system is the only means of authorizing military medical care benefits. In peacetime, this may seem unimportant. However, if a reserve member is mobilized for an extended period, failure to enroll their dependent in DEERS can result in a denial of authorized full-time medical care. Family members must be in the DEERS before receiving any military medical benefits if authorized. Also, it is important to re-verify dependent enrollment in DEERS at least annually. Additionally, at the time reserve family member ID cards are issued, confirm simultaneous DEERS updates. If marital status changes or other family members are no longer eligible, make sure the DEERS is updated. It would be possible for unauthorized individuals to attempt to obtain medical care. The sponsor would be responsible for any payment due the government and may even be subject to disciplinary action.

9.11 Motor Vehicle Registration

Reserve members are authorized to register their privately owned vehicles with the pass and registration office for the purpose of military installation access and on-installation driving privileges. These privileges subject the member and/or any vehicle occupant to all applicable installation traffic rules. It also includes the obligation to submit to random ID card checks or vehicle inspections/searches. The reserve member who registers the vehicle is responsible for any incidents involving the vehicle and any occupants while on the military installation. If a registered vehicle is sold, stolen, or otherwise no longer in the possession of the reserve member, the installation pass and registration office must be notified and the registration either changed or

canceled as appropriate. Installation registration is not transferable to another individual. Military installation privileges can be easily revoked or restricted which could adversely impact ability to perform required reserve training. Reserve members must adhere to all installation driving and registration guidelines. Keep in mind, seat belts/restraints are required on all military installations and in most states.

9.12 Identification Tags

ID or 'dog" tags may be obtained from any military personnel flight customer service center. These ID tags are critical to personnel identification and should be maintained with the mobilization readiness kit.

9.13 Security Clearance

An often-overlooked entitlement is the security clearance. Air Force reserve members must possess at least a Secret security clearance. Security clearances obtained from other civilian employers or other federal government agencies will often not suffice to meet Air Force requirements. Likewise, the Air Force Security Clearance Office grants clearances only for Air Force needs and mission requirements. The SMC Reserve IMA Program may require a higher access clearance for some reserve members. In order for reserve members to participate and perform the assigned duties, the security clearance is necessary. There are also requirements for periodic updates of security clearances. Failure to complete and submit necessary paperwork for clearances or to fail to respond to a request for update of a clearance could result in reassignment to a non-participating reserve program and loss of the IMA assignment. Your security manager is your point of contact for all security issues. If additional security clearance changes or updates are required he/she can assist you in securing and providing security clearance information. Some training locations may also require special access badges or passes. If an IMA is subjected to any such additional access requirement in order to perform training, each IMA must comply. The IMA must then adhere to all guidelines and practice safeguarding of any issued special access badge or pass. IMAs should never be denied special access badges or passes necessary to their job performance based on their status as an IMA. If this situation arises, the security manager should be contacted immediately. Upon termination of reserve assignment or change of training locations, any badges or access authorization should be surrendered or appropriately disposed of. Also, the SMC Reserve IMA Program will require security access termination upon a member's transfer to the retired reserves.

9.14 Morale, Welfare and Recreation (MWR) Services

MWR facilities include such installation activities as the NCO/Officer Open or Consolidated Mess, bowling alley, gymnasiums, recreation centers, etc. Reserve members are eligible on a full-time basis. Local commander policies and any related charges or fees are also applicable to reserve members. If any of these facilities deny access or use by a reserve member at any time, contact the base service director or service flight commander for assistance.

9.15 Legal Assistance

Military installation legal services offices are available to reserve members only while performing annual, special or school tours. This important service is invaluable in assisting reserve members prepare special or limited powers of attorney, legal checkups, or will preparation. Legal counseling is also available for other areas. Reserve members and family members will generally not be able to obtain military counseling in civil cases such as divorce, bankruptcy or related areas. However, if incidents occur involving violations to the Uniformed

Code of Military Justice or other subordinate rules and regulations, the legal assistance office can be a tremendous source of guidance and counseling. Also, the legal assistance office maintains copies of all United States Codes which govern reserve personnel issues.

9.16 Military Personnel Flight (MPF)

The military personnel flight (MPF) is the office formerly known as the "CBPO." The MPF on any Air Force installation can be a tremendous benefit to you. Customer service representatives can assist IMAs with ID card issuance and DEERS enrollment, SGLI form preparation, and a host of other personnel services. Limited personnel record data is also maintained on the base level personnel computer file at the base nearest the SMC RESERVE IMA PROGRAM IMA training location. This will add the IMA's name and address to the mailing list for mass mail-outs by many on-base activities. IMAs should use the MPF as a local source for assistance with personnel related issues.

9.17 Base Individual Mobilization Augmentee Administrator (BIMAA)

Many of the Air Force MPFs have an assigned BIMAA for the purpose of providing assistance and support to local IMAs. The BIMAA is a senior NCO serving on an extended active duty tour and is assigned to work with all base organizations on behalf of the IMA. This individual can assist in resolving issues regarding IMA benefits, facility access, personnel record updates, etc. The BIMAA is the IMA's key source of contact for guidance and may also be helpful in serving as a conduit with ARPC in making necessary personnel processes happen in a timely manner. However, if an SMC IMA has a problem, he or she should contact SMC Reserve Affairs Office first. Reserve Affairs can then involve a BIMAA as a local area support person for the IMA. The BIMAA is there to support the IMAs on every installation to which IMAs are assigned or training. BIMAAs also have responsibility for bases in their general area, which does not have an on-site BIMAA. Keep in mind that SMC Reserve Affairs Office is the SMC IMA's initial point of contact for assistance with problems but the BIMAA is also an available and more local resource for on-base situations with which an IMA may need assistance.

9.18 SMC Reserve Affairs Office

In most cases, your reserve support can be managed by the SMC Reserve Affairs Office. They are the Reserve "MPF" for SMC IMAs. Newly assigned members will in-process through their office in addition to the 61st ABG MPF and get a briefing on what they can expect for support while assigned to SMC. Between the Reserve Affairs Office and the base MPF, most of your personnel actions will be covered.

Chapter 10
Retirement

10.1 General

All reserve members potentially can meet the requirements for retirement eligibility and collection of retirement pay at age 60. Most reserve members will not automatically begin receiving retirement pay upon termination of their ready reserve (participating) assignment. The end of their tenure in a ready or standby reserve position will culminate by application for transfer to the retired reserves waiting age 60. During this time, the IMA remains a mobilization asset and may be returned to active duty under certain emergency situations.

10.2 Retired Reserves

The retired reserves is a component of the retired Air Force personnel resource pool which consists of primarily reserve members who have met all requirements for retired status except for the attainment of age 60. These individuals are those members who have reached the maximum number of service years which mandates the termination of continued ready or standby reserve status. Individuals in this category are also those who have voluntarily applied for this status upon meeting all basic requirements but prior to a high year of tenure or before mandatory transfer was invoked.

10.3 Eligibility for the Retired Reserves

Individual reserve members are notified by HQ ARPC upon attainment of twenty satisfactory service years (with the last six or eight in the USAFR - depending upon the date of initial reserve membership) of their eligibility to apply for transfer to the retired reserves. This is not a mandatory action incumbent upon the member at this time. The member may elect to continue in a participating or standby reserve status until they have reached their mandatory service date based upon the number of years of commissioned service, time-in-grade or age. At this same time, HQ ARPC requests each eligible member make an election regarding Survivor Benefit Plan (SBP). HQ ARPC provides information on this sufficient to allow the member to understand and make the most appropriate decision on SBP. Once made, this decision is irrevocable and remains applicable for appropriate pay action at the time the member reaches age 60 and begins to receive retirement pay.

10.4 AF Form 131, Application for Transfer to the Retired Reserves

All individuals must apply for the Retired Reserves by preparation of the AF Form 131, Application for Transfer to the Retired Reserves. HQ ARPC will not automatically transfer any reserve member into this status. Individuals who meet mandatory or high year of tenure or who voluntarily terminate their reserve participation and fail to complete this form, will be reassigned to a standby reserve component and could be subject to eventual involuntarily discharge even though they qualify for the retired reserves or retired with pay status. Discharge under these conditions can only be corrected through congressional approval.

10.4.1 HQ ARPC and SMC Reserve IMA Program will monitor mandatory retirement dates for all assigned IMAs. Individual dates are based upon years of commissioned service or age. A few of the SMC IMAs may have to retire based upon reaching their sixtieth birthday. This is generally applicable to those IMAs who had extended periods of prior enlisted service. Upon

notification to submit the AF Form 131, the IMA must respond immediately. The application may be sent through the SMC Reserve Affairs Office who will in turn send it to HQ ARPC. HQ ARPC will then initiate further correspondence to the member regarding a retirement ceremony and other relevant information. If an IMA submits the application directly to HQ ARPC, he or she should send an information copy to the SMC Reserve Affairs Office.

10.5 Participation Prior to Transfer to the Retired Reserves

Until the effective date of transfer to the retired reserves, IMAs may continue to perform training. However, SMC Reserve IMA Program staff may disapprove attendance at certain planning meetings, workshops, etc., in that the cost of such training would not be supported by the IMA's future contributions. With this exception, members may continue to earn retirement points. This is particularly important during any period of time at the beginning of a new fiscal year and prior to the effective date of transfer to the retired reserve status. Any reserve member may perform a complete or any portion of an annual tour and a maximum amount of IDTs between 1 October and the actual effective date of transfer to the retired reserves. If a member just entered a new R/R year, he or she will be able to be credited with additional membership points and additional IDT points (paid or non-paid) or ECI course completion's may be credited to retirement as long as the combined point total is 75 or less. Certain types of training mandays (such as exercises) are prohibited within 6 months of retirement. IMAs are encouraged to maximize their point earning opportunities prior to transfer to the retired reserves. Training dates are not to be scheduled for the purpose of individual retirement ceremonies. However, if training is previously scheduled, an IMA may have a retirement ceremony on that date. All training must end prior to midnight of the day prior to the effective date of transfer to the retired reserves.

10.6 Retirement Checklist

A Retirement Checklist is provided in attachment 5 for your use in completing necessary actions as a result of your transfer to the retired reserves. Many of the items on the checklist will serve as a simple reminder of things to do before you leave the SMC Reserve IMA Program and revert to Retired Reserves or the Retired List.

As indicated on the bottom of the form, please complete it and return it to SMC Reserve Affairs Office with a copy of your retirement orders and any other necessary documents such as the security clearance form, final activity reports, copies of certified training documents, etc.

10.7 Retirement Ceremony

The SMC Reserve Affairs Office is available to aid you and your directorate in planning and preparing for proper ceremonies for all IMAs at an appropriate location. This includes assistance to the retiring official as chosen by the IMA and ensuring all retirement elements are prepared by HQ ARPC in a timely manner and forwarded to the designated point of contact. Retirement ceremonies are not required, they are the option of the member. However, if an IMA does elect to have a ceremony, SMC Reserve IMA Program needs to be involved. The SMC Reserve Affairs Office is the personnel program manager and it is only appropriate that they take action to ensure all IMAs receive proper recognition at this very important point in their career.

Attachment 1

NEWCOMER LAAFB HELPFUL INFORMATION

Address: *Physical*: Area A, Building 105, Room 5045
Organization: Reserve Affairs Office, 2420 Vela Way, El Segundo, CA 90245

Badge: see 61 ABG MPF Admin for CAC (ID card) and Area Badge requirements

Computer HelpDesk: (310) 363-2158

Airport Shuttle: Aerospace Corporation (310) 363-4000

Email Address: [first name].[last name]@losangeles.af.mil

Gym/ HAWC: x5954

Barber Shop:
At the club, x1733
At the BX, (310) 640-0379

Phones:
Incoming:
DSN: 833-XXXX Commercial: (310) 363-XXXX

Outgoing:
For a DSN call, dial 94
For a local call, dial 99 and the number; on base, dial 3-XXXX
For a toll free call, dial 99, 1, and the 10 digit number.
For a commercial call, dial 98,, area code, number
Many local numbers also require an area code.

Supplies: Check with your division

Weekend Work/working late or early: Buildings close during certain hours, so it's best to come in when you know some else will be here to open up. Otherwise see NCOIC, Admin for opening/closing procedures

Attachment 2

Initial Assignment/Annual Tour Checklists

Complete the following actions on initial in-processing at SMC and at the beginning of all ATs.

1. On initial assignment, accomplish the following:

Item	**Location**	**Required Paperwork**
Obtain Reserve ID card	Annex B, Building 219	Copy of Official Orders
Enroll family members into DEERS (if required), Update SGLI	Annex B, Building 219	Marriage Certificate (spouse) Birth Certificates (Children)
Automobile decals	Annex B, Building 219	Proof of insurance, vehicle registration and AF Identification
Controlled Area Access	Annex B, Building 219	Obtain AF Form 2586 from unit security officer
Schedule Self-Aid Buddy Care	Clinic	
Complete Information Assurance (IA) Computer Based Training (CBT) Initiate Computer Account	Computer Helpdesk, Bldg 130 Rm 1293	DISA Form 41
Update professional/military resume	SMC Reserve Affairs Office	IMA management folder
Update biography	SMC Reserve Affairs Office	IMA management folder
Verify Security Clearance	Unit Security Manager OR HQ ARPC/MSPUM Denver, CO 80280-3800	This should have been accomplished by your recruiter, but it is very important to track the process.

On initial assignment and at the beginning of each AT accomplish the following:

Action	**Location**
Ensure Personal Information is verified to include Social Security Number and Rater information	61 MSS/MPF located at Annex B, Building 219, x3-0696
Update SGLI, DEERS and Family Care Plans	61 MSS/MPF located at Annex B, Building 219, x3-0696
Weigh-in	
Schedule your annual fitness test	Unit Warfit representative
Pick up Annual Tour In-processing Sheet for IMAs, an SMC Individual Annual Tour Training Plan, an Individual Mobilization Augmentee Checklist and an IMA Annual Tour Training/Briefings Requirement sheet	SMC Reserve Affairs Office
For annual tours update Emergency Data Form. Provide the SMC Reserve Affairs Office a printout copy for their files	, *v MPF* (Virtual MPF), online.
The following training should be scheduled through your unit training monitor	
Ethics/ UCMJ	Legal Office
Sexual harassment/Equal Opportunity	Social Actions/People Center
Key to office area (if needed)	Supervisor

Attachment 3

SPACE AND MISSILE SYSTEMS CENTER (SMC)

Individual Annual Tour Training Plan

Date_____

Name _____ Military Duty Title _____

Rank _____ Duty AFSC/RATE _____ Duty Section_____

Civilian Occupation: _____

Location of Annual Tour _____ Dates _____ to _____

Training Objectives. List Peace and Wartime Objectives (Ensure your supervisor has reviewed and approved these objectives and has compared them to you training needs. List any additional items on reverse side of page).

1.

2.

3.

4.

5.

Member Signature: _____

Objectives approved. Y / N

_____
(Unit Trainer / Supervisor Signature and Date)

Optional information:

Training Plan Completed _____

Reviewed and approved by Trainer/Supervisor _____

After Tour Report completed _____

Tour evaluation signed by Trainer/Supervisor _____

Copies of Orders attached _____

Complete the above Items and return to the unit administrator

Attachment 4

Mobilization Readiness Folder

Maintain a Mobilization Readiness Folder containing the items listed below to ensure your personal affairs are in order for your family, during your absence.

♦ Certified copy of your marriage certificate

♦ Certified copies of birth certificates for you and authorized family members to include adoption decrees

♦ Certified copies of court order or decree pertaining to persons who are your authorized family members to include divorce decrees and child support orders if applicable

♦ Immunization record

♦ 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)

♦ Record of Emergency Data, printout of vRED

♦ Latest officer performance report (OPR)/enlisted performance report (EPR)

♦ Most recent Personnel Record Review

♦ Most recent AF From 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)

♦Most current copy of your civilian medical history (to include a record of past illness or injuries not recorded in your military medical record) and most current copy of your military physical examination

♦Career Field Education and Training Plan (if applicable)

Attachment 5

Retirement Processing Checklist

*NAME:*_____

ACTION	INSTRUCTIONS	DATE	INITIALS
SUBMIT APPLICATION FOR RETIREMENT	**Send AF Form 131 to HQ ARPC through SMC RESERVE IMA PROGRAM**		
OBTAIN SECURITY CLEARANCE OUTBRIEF FORM	Sign security clearance release form fm SMC RESERVE IMA PROGRAM		
TURN IN SECURITY BADGES ON LAST DAY	Return to security manager		
PROVIDE INPUT FOR DECORATION/OPR	Prepare bullet information and send to Rater		
NOTIFY SMC RESERVE IMA PROGRAM OF DESIRED RET CEREMONY	Determine date, location, type of ceremony, etc.		
TURN-IN/TRANSFER LAPTOP COMPUTER (if applicable)	Return to SMC Reserve Affairs Office or transfer hand receipt to new IMA		
TURN-IN ALL EQUIPMENT, SUPPLIES, ETC	Surrender all government supplies/equipment you have		
PERFORM ALL PROJECTED TRAINING	Complete all training prior to midnight of last day		
SUBMIT ALL CERTIFIED ORDERS OR 40A'S	Send in certified orders and 40a's for pay.		
COMPLETE AND FILE ALL TRAVEL VOUCHERS	Fill out all DD Forms 1351-2 and send to Dobbins RPO		
SUBMIT PAYMENTS FOR ALL AMEX CHARGES	Ensure all government credit card bills are paid		
CONFIRM RECEIPT OF OUTSTANDING PAY	Verify receipt of LES for all training performed for pay		
CANCEL CHARGE ACCOUNT	Notify the company through SMC Reserve Affairs Office of your retirement		
VERIFY RETIREMENT POINT TOTALS	Review point summaries - discuss totals with ARPC		
CONFIRM SURVIVOR BENEFIT PGM ELECTION	Confirm accuracy of SBP option selected @ 20 yr point		
VERIFY CURRENCY OF ID CARDS (SELF & DEP)	Confirm current ID for self and any dependents		
COMPLETE/UPDATE LEGAL REVIEW	Check your will/Update any powers of attorney		
REVIEW SGLI/VGLI ELECTIONS	Review/ determine any government life insurance needs		
VERIFY ACCURACY OF ADDRESS IN PERS. FILE	Confirm correct address is on file at SMC Reserve Affairs Office and ARPC		
ENSURE RECEIPT OF RETIREMENT ORDERS	Review accuracy of retirement orders		
UPDATE BASE VEHICLE REGISTRATION	Renew base decals for any POV		
RETURN CHECKLIST TO SMC RESERVE AFFAIRS OFFICE	Complete/initial all items on checklist - return to SMC Reserve Affairs Office		
ADDITIONAL ACTIONS: (add as appropriate)			

Attachment 6

Air Force Instruction/Manuals Applicable to the Reserves

Number	Title
AFI 10-302	*Air Force Ready Reserve Stipend Program*
AFI 10-402	*USAF Mobilization Planning*
AFMD 11	*US Air Force Reserve*
AFMD 51	*Air Reserve Personnel Center (ARPC)*
AFM 30-130, Vol I	*Base Level Military Personnel System, Users Manual*
AFI 36-2002	*Regular Air Force and Special Category Accessions*
AFI 36-2004	*Interservice Transfer of Officers on the Active Duty List to the United States Air Force (USAF)*
AFI 36-2005	*Appointment in Commissioned Grades and Designation and Assignment in Professional Categories—Reserve of the Air Force and United States Air Force*
AFI 36-2008	*Voluntary Extended Active Duty (EAD) For Air Reserve Commissioned Officers*
AFI 36-2101	*Classifying Military Personnel (Officers and Airmen)*
AFM 36-2105	*Officer Classification*
AFM 36-2108	*Airman Classification*
AFI 36-2115	*Assignments within the Reserve Components*
AFI 36-2116	*Reserve Component Representation*
AFI 36-2201	*Developing, Managing, and Conducting Training*
AFI 36-2402	*Officer Evaluation System*
AFI 36-2403	*Enlisted Evaluation System*
AFI 36-2502	*Airmen Promotion Program*
AFI 36-2503	*Administrative Demotion of Airmen*
AFI 36-2504	*Officer Promotions, Continuation, and Selective Early Removal in the Reserve of the Air Force*
AFI 36-2604	*Service Dates and Dates of Rank*
AFI 36-2608	*Military Personnel Records System*
AFI 36-2612	*United States Air Force Reserve (USAFR) Reenlistment and Retention Program*
AFI 36-2619	*Military Personnel Appropriation (MPA) Man-Day Management and Accounting System*
AFI 36-2629	*Individual Mobilization Augmentee Resource Management*
AFI 36-2633	*The Air Force Reserve Individual Ready Reserve Programs—Management and Mobilization*
AFI 36-2803	*The Air Force Awards and Decorations Program*
AFI 36-2903	*Dress and Personal Appearance of Air Force Personnel*
AFI 36-2907	*Unfavorable Information File Program*
AFI 36-2908	*Family Care Plans*
AFI 36-2909	*Fraternization and Professional Relationships*
AFI 36-2910	*Line of Duty and Misconduct Determination*
AFI 36-3001	*Issuing and Controlling ID Cards*
AFI 36-3009	*Family Support Center Programs*
AFI 36-3023	*Incapacitation Pay*
AFI 36-3132	*Full-Time Support (FTS) Active Guard Reserve (AGR) Program*
AFI 36-3203	*Service Retirement*
AFI 36-3205	*Reserve Force Procurement-Palace Chase*
AFI 36-3209	*Separation Procedures for Air National Guard and Air Force Reserve Members*
AFM 36-8001	*Reserve Personnel Participation and Training Procedures*
AFI 36-8002	*Telecommuting Guidelines for Air Force Reservists and Their Supervisors*

AFI 37-128	*Administrative Orders*
AFI 38-204	*Manpower Policies and Procedures Programming USAF Manpower*
AFI 40-501	*Air Force Fitness Program*
AFI 40-502	*Air Force Weight Management Program*
AFI 48-123	*Medical Examination and Medical Standards*
AFCSM 36-699, Vol I	*Personnel Data Systems* *access from: http://www.afpc.randolph.af.mil/pds