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# THE **READINESS REPORT**

FOR INDIVIDUAL RESERVISTS

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*The official publication of the  
Headquarters Individual Reservist Readiness and Integration Organization*

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RIO Connect - IMA Mobile Wingman



## LEADERSHIP



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*Chief Master Sgt. Dolores Colella  
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## ABOUT HQ RIO

The Headquarters Individual Reservist Readiness and Integration Organization (HQ RIO) is located at Buckley Air Force Base, Colorado. Its mission is to seamlessly integrate wartime-ready Individual Reserve forces to meet Air Force and Combatant Commander requirements.

HQ RIO standardizes the processes for the Individual Reserve program. The IR force is comprised of Individual Mobilization Augmentees (IMAs), who are accountable to the Air Force Reserve Command and assigned to funded, active-component positions, and Participating Individual Ready Reservists (PIRRs), who participate for points towards retirement only. There are more than 2,700 enlisted members and more than 4,500 officers in the IR. IMAs and PIRR support more than 50 major commands, combatant commanders and government agencies.



**Watch >> the What is the Individual Reserve video on YouTube:**  
<https://youtu.be/r0bMSNnYhUE>.

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## NEWS BRIEFS

## myPers to eliminate user ID and password log-in option

On March 30, the myPers User ID and Password login option will be removed to comply with a mandatory security upgrade. All IRs should ensure they have a working CAC reader in order to access myPers for important career and readiness actions and information. Instructions for setting a reader up on a home computer are available at [www.militaryCAC.com](http://www.militaryCAC.com) (Non-DOD link disclaimer).

## Use of AROWS-R mandatory for all AF Reservists

Per a memo from Maj. Gen. Richard Scobie, Air Force Reserve Command Deputy Commander, AROWS-R will continue to be mandatory for all AF Forms 938 and DD Forms 1610 for all active and reserve component personnel assigned to the Air Force Reserve.

This policy ensures accountability of members, funds control, participation tracking, and adherence to Financial Improvement Audit Readiness (FIAR) compliancy guidelines.

According to the memo, the importance of utilizing this system was highlighted during the 2017 disaster season, when it was used to generate reports that provided leadership with valuable decision-making data throughout that time frame.

Due to this requirement, any outside agencies responsible for paying associated travel costs for TDYs must either provide a certified Fund Cite Authorization Letter (FCAL) or establish an approval process within AROWS-R.

## HQ RIO testing myPers for pay, travel doc submission

HQ RIO is beta testing myPers as a secure method for IRs to submit and track their pay and travel documentation. All IRs who need to file travel and/or pay documents, including leave, leave carryover and leave sellback, are encouraged to participate. HQ RIO will evaluate the new submission system in early April. If the process works as intended, myPers will become the primary method for IRs to submit pay and travel documents. To support the beta test and submit pay and travel documents through myPers, visit [https://mypers.af.mil/app/answers/detail/a\\_id/31318/p/18/p/18](https://mypers.af.mil/app/answers/detail/a_id/31318/p/18/p/18), scroll to IMA Reserve Pay/Travel Office section and select the desired action.

## vPC currently unavailable from .com networks

The Virtual Personnel Center (vPC) is currently accessible only from a .mil network (or VPN connection). This outage impacts the ability of all Air Force Reservists to perform a wide variety of important career management actions while away from their duty location.

Unfortunately, there are no work arounds to this outage. HQ RIO and ARPC are working closely with AFRC to resolve this issue; it has been elevated to the appropriate Air Force authorities for resolution. Updates will be provided as they are available.

### Did You Know?

## Career tips for Individual Reservists

Did you know Individual Mobilization Augmentees must submit their annual tour orders requests in AROWS-R no later than May 31 of each year, in accordance with AFI 36-2629, para 2.28.2.2?

Planning and coordinating AT schedules in advance will not only assist in ensuring IRs are meeting fiscal year and retirement and retention year participation requirements but will also ensure appropriate and adequate training is prepared and provided by the member's unit.

To request annual tour orders, IRs must visit AROWS-R at <https://arowsr.afrc.af.mil/arows-r/index.jsp>. While there, they should take a moment to log-in to their UTAPSweb account to review their IDT schedule and to avoid having that account locked for inactivity.



# IMAs support DCMA global fighter delivery mission

By Thomas Perry, Defense Contract Management Agency Public Affairs

**S**ee the World was a popular theme among early-20th century military recruiting posters. The power of an exotic image held great weight in an offline world.

Today, with advancements in travel and America's increased global support mission, many service members continue the adventurous traditions those posters inspired.

As pilots, Air Force Reserve officers Lt. Col. Michael Kirk and Maj. Kerry McAnally are used to seeing the world from a unique perspective, but their role as Individual Mobilization Augmentees at the Defense Contract Management Agency has raised their globe-trotter status to prolific.

Both men are government flight representatives with DCMA Lockheed Martin Fort Worth, which provides program support and worldwide delivery for the F-35 Lightning II, the F-16 Fighting Falcon and the F-22 Raptor. Kirk and McAnally have supported deliveries of aircraft to Italy, Japan, Israel, Norway, Iraq, Pakistan, Oman, Morocco and eight military installations across the U.S.

Fort Worth's aircraft enterprise is a colossal undertaking. It is supported by eight active duty service members — three Marines and five Airmen. They ensure aircraft delivery to the American warfighter, as well as partner nations and foreign military sales around the world. It is a mission consumed by flight hours and rewarded by knowing that global warfighters will receive high-quality aircraft.

According to Marine Corps Lt. Col. Joe Hutcheson, the agency's LM Fort Worth chief of flight operations, Kirk and McAnally complement the active team and serve a mission-critical role.

"They are vital to the mission success of F-35 deliveries, which is a high-visibility activity on a global program," said Hutcheson. "They create operational relationships with the contractor in the flight operations section of F-35 production, while providing surveillance for DCMA and Lockheed Martin flight operations. They manage and lead the delivery of F-35s to and from the Italian and Japanese (final assembly complexes), as well as to FMS and partner nations."

Outside of the ability to fly a fighter jet, the action of delivery might seem simple to someone unfamiliar with the process, but nothing could be further from the truth.

According to Hutchinson, delivery of jets requires extensive behind-the-scenes coordination by those who fly the planes for delivery. As reservists, Kirk and McAnally are not exempt from this part of the process. The coordination process involves establishing communication with active duty and reserve units, the F-35 Joint Program Office, the F-35 country managers, in-country air attachés, U.S. embassies abroad, Air Combat Command International Affairs and Lockheed Martin overseas representatives. They also have to ensure all fuel stops, tanker options and possible emergency situations are accounted for.

"Thanks to these two Airmen, we are able to achieve a higher level of proficiency and tempo that could not be achieved without them," Hutcheson continued. "They are force multipliers who are absolutely essential to the mission."

Adding to their mission's challenge, these "essential" Airmen are not always on orders and available to assist. As Reserve Citizen Airmen, both men maintain full-time jobs with major airlines. Which job is more difficult? Kirk said there are challenging aspects associated with each position.

"Managing the coordination for a \$100 million aircraft to depart Fort Worth, meet up with a tanker, and fly half way across the world and all the communications that must be accomplished between the JPO, ACC, the



*The DCMA Lockheed Martin Fort Worth's flight operations team provides program support and worldwide delivery for the F-35 Lightning II, the F-16 Fighting Falcon and the F-22 Raptor. It is a global effort supported by eight active duty service members, multiple civilians and two Air Force Reserve officers — Lt. Col. Michael Kirk (front row, third from left) and Maj. Kerry McAnally (back row, fourth from left). The pair play a vital role within the mission. (Photo courtesy of Lockheed Martin Aeronautics-Angel DelCueto)*

country's embassy and countless other organizations is time consuming," said Kirk. "In the end, it is worthwhile when the aircraft lands at its destination.

"My civilian job has just as many challenges. I personally help manage a 500,000 pound aircraft through the skies all over the world, while ensuring the safety of over 280 passengers every time we take flight. Both jobs are rewarding in their own aspect, but I will tell you that I still love putting on my military uniform just a little bit more than I do any other uniform."

That sentiment resonates with McNally, who described his role at Fort Worth as "more challenging, but also more rewarding."

"Seeing my efforts directly support the warfighter is hard to put into words," said McNally. "The calling to serve is something all of us respect and honor as Airmen."

They both answer that call between 100 to 150 times more than the 24 days they are required to perform as IMAs.

"Our Reservists request approximately 100-150 days of military personnel appropriation, which is similar to a regular active duty work day," said Air Force Capt. Mireya Ortiz, the LM Fort Worth F-35 flight operations engineer. "They perform throughout the entire year and the days they are on orders can range from two to 60 days at a time."

IMAs are Air Force Reservists assigned to active-component organizations and government agencies, such as DCMA. They provide augmentation to an active-duty counterpart. IMAs are part of the Individual Reserve



*An F-35 Lightning II flies alongside an F-16 Fighting Falcon June 25, 2015, at Luke Air Force Base, Arizona. Air Force Reserve Individual Mobilization Augmentees Lt. Col. Michael Kirk and Maj. Kerry McNally are part of a DCMA team responsible for making deliveries of the F-35 Lightning II, the F-16 Fighting Falcon and the F-22 Raptor to DoD and partner nation recipients. (Courtesy Photo)*

program, managed by the Headquarters Individual Reservist Readiness and Integration Organization, Buckley Air Force Base, Colorado. More information is available at [www.arpc.afrc.af.mil/HQRIO/](http://www.arpc.afrc.af.mil/HQRIO/).

The dual-role pilots spend some of those days fine-tuning their coordination and communication efforts.

"There are so many moving parts, and making sure that everyone is on the same page is the key to making sure the delivery goes off without a hitch," said Kirk. "So, yes, communication by both voice and email are the key points to mission success. The most important step to me is making sure the pilots who are going to ferry the aircraft arrive in Fort Worth with plenty of time to rest and enjoy their day or so in Fort Worth before they depart to fly a nine-hour mission."

McNally said, "The relationships with the contractor and member nations are my biggest challenges. Weighing DCMA's and the U.S. government's interest as it pertains to my role in overseeing the building, production and delivery of the F-35. Communication and planning are very important to the success of that mission. With the diverse, fluid environment we work in, we are constantly developing new and different techniques and ways to be successful in our mission."

According to Ortiz, the pair have found great success within their support role.

"Both Lt. Col. Kirk and Maj. McNally were recognized this year for going above and beyond in their jobs," said Ortiz. "In 2017, they were awarded Reserve GFR of the Year and Reserve Field Grade Officer of the Year for the Central Region, and they are now competing at the agency level."

Because of their civilian lives and commitments, the two pilots are not always present at the DCMA LM Fort Worth facility, but their impact on mission accomplishment is ever-present.

"We might not see them as frequently, but they are a welcome sight because of the workload relief and expertise that they provide to us on a daily basis," said Hutcheson. "These men are permanent members of our Aviation Program Team. They attend the same GFR training that our active duty pilots attend and, thus, we have a vested interest to keep them here."



## Air Force to institute new policy to protect PII

*Secretary of the Air Force Public Affairs*

Air Force officials announced emails containing personally identifiable information, and similar numeric constructs, will be blocked from transmission unless the email is encrypted. For members unable to send or receive encrypted emails, members will be directed to utilize the AMRDEC SAFE application.

This is not a change in policy, but a new method to halt PII breaches via email. PII is information about an individual that identifies, links, relates, or is unique to, or describes a member. For example – social security numbers (full or partial), age, marital status, race, salary, home/personal cell phone numbers, other demographic biometric, personnel, medical and financial information.

“The Air Force depends on reliable, secure communications to operate,” said Under Secretary of the Air Force Matthew Donovan. “Ensuring confidentiality of every Airman’s personal information is part and parcel for maintaining operational security, as well as an inherent command responsibility”.

Users will be notified via a dialogue pop-up box or email response and provided with the option to either remove PII content, encrypt or send via AMRDEC SAFE. There are no user accounts for AMRDEC SAFE and authentication is handled via email and password. Everyone has access to AMRDEC SAFE. The application is convenient and intuitive to utilize.

If users send an email that contains a series of numbers that resemble PII information, the system will also block the email transmittal. In order for the email to transmit, the user will need to treat the email as if it does contain PII by encrypting the email or using AMRDEC SAFE. Feedback to the Help Desk in these instances will aid in changing the blocking tool “sniffers” to differentiate non-PII data in the future.

“Ideally, email would be the last medium used to transmit PII information,” said Col. Patrick Ryan, reserve advisor to the chief, information dominance and chief information officer. “However, if you have to send PII via email for mission accomplishment, then either encrypt or use AMRDEC SAFE.”



AMRDEC SAFE can be accessed through the following website: <https://safe.amrdec.army.mil/safe/Guide.aspx>. For more information, please contact the PII Program Lead at (571) 256-2515 or DSN: 260-2515.



# It's Blended Retirement Opt-in season!

The Blended Retirement System opt-in period started Jan. 1 and runs through Dec. 31, 2018. Use the tools below to determine if you qualify to opt-in and whether it is the right choice for your retirement. Additional guidance is available from installation Personal Financial Managers/Counselors, free of charge. Contact your Airman and Family Readiness Center or sister-service equivalent to set up and appointment.

## 5-step BRS Opt-in Checklist

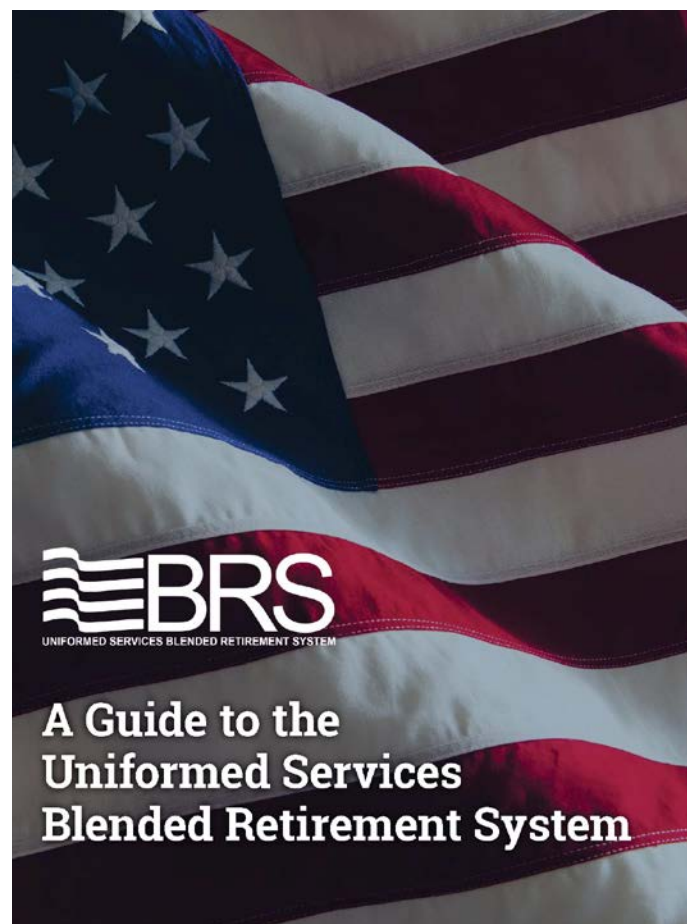
| <input type="checkbox"/> STEP 1   | <input type="checkbox"/> STEP 2   | <input type="checkbox"/> STEP 3   | <input type="checkbox"/> STEP 4  | <input type="checkbox"/> STEP 5   |
|---|---|---|--|---|
| Determine your <b>eligibility</b> .   | Take the mandatory <b>BRS Opt-In Course</b> .                                     | <b>Educate</b> yourself on the BRS and use the BRS Calculator to analyze your estimated benefits. | <b>Schedule</b> an appointment to consult your installation personal financial manager/counselor | Make your <b>decision</b> between January 1, 2018 and December 31, 2018.            |
|  |  |                  |               |  |

### BRS Opt-in Video



### Online Blended Retirement System resources

- [BRS Website](#)
- [BRS Eligibility fact sheet](#)
- [BRS retirement calculator](#)
- [Continuation Pay fact sheet](#)
- [How to check retirement points \(myPers\)](#)
- [Airman and Family Readiness Center locator](#)



## New phishing scam targets DTS users

The Defense Finance Accounting Service is warning Defense Travel System users of a new phishing scam targeting government travelers.

In this scheme, scammers send an official-looking email notifying the member they were not paid correctly for their last TDY. The email then directs the traveler to click on a link to update their information; that link is malicious.

Phishing is the deceptive practice of sending emails that appear to be from a reputable sender in order to dupe the recipient into revealing personal information, such as personally identifiable information and banking information.

The extract below reflects a typical phishing email, which includes many tell-tale signs.

*(Note: Links and emails have been changed to preclude use)*

From: noreplyATdefensetravel.osd.army [mailto:noreplyATdefensetravel.osd.army]

Sent: Wednesday, February 28, 2018 8:48 AM

To: Traveler, Joseph CIV USARMY <joseph.traveler.civATmail.mil>

Subject: [Non-DoD Source] Defense Travel System Refund Notification

Dear joseph traveler,

Due to a system error you were not paid correctly for your last temporary duty travel. We are contacting you to correct your account information. A refund process was initiated but could not be completed due to errors in your current unit information.

REF CODE: 0572

COPY AND PASTE THE LINK BELOW TO UPDATE YOUR INFORMATION:

<http://defensetravel.osd.army/?720c3cee7182ee131b68eee35ef77f2995a4pjc>

After your information has been validated, you should get a refund to your bank account within 3 business days. For additional information on this topic, please eMail your concerns or questions to: [dfas.indianapolis-in.jft.mbx.in-army-dts-inquiriesATmail.mil](mailto:dfas.indianapolis-in.jft.mbx.in-army-dts-inquiriesATmail.mil)

Thank you for your service and we apologize for any inconvenience.

Defense Travel System  
Fort Belvoir, VA

The following items are red flags to be aware of:

- The correct DTS email address is: [box-name@defensetravel.osd.mil](mailto:box-name@defensetravel.osd.mil) (not .army). Consider all other addresses as suspicious, especially those ending in .army or .com.
- Poor grammar and capitalization errors
- The link provided in the phishing message does not correspond to a DoD “secure” message server. All DoD secure servers begin with “https:” for any official link from DoD.
- DTS would never solicit information directly from a traveler. Should it ever occur, DTS would advise the traveler to update the user information in the DTS application rather than providing an external link to update a record.
- Messages from non-DoD sources are always suspect to being fraudulent and travelers must ensure they know who is sending them a message prior to taking any action.

Do not forward suspect emails and do not visit any links from untrusted sources. Additionally, phishing emails should be deleted. For more information on this topic, email [DFAS](mailto:DFAS).

## Refer a friend to the AFR

The Get1Now Program is a great way to keep the Air Force Reserve strong. Reservists can refer people they believe will make good members of the Air Force Reserve. Once a referral is verified as a qualified lead, the Reservist becomes eligible for one of many prizes.

Visit the Get1Now website for info on how to refer candidates and the various prizes available: [www.Get1Now.us](http://www.Get1Now.us).

